

**ACTION DOWNHAM STRATEGY GROUP
RECORD OF MEETING HELD THURSDAY 23 SEPTEMBER 2021 7PM
IN THE JUBILEE COMMUNITY CENTRE**

	<p>Present: Chair Cllr Westrop Councillors : Daymond, Groom, Lewis, Woodmin Elaine Oliver Town Clerk</p>	
Number	Item	Action
1	<p>To receive apologies for absence Accepted from Cllr Gomes-Dacosta Cllr Molyneux-Hetherington – work commitment Cllr Sharman - medical</p>	
2	<p>Declarations of interest None</p>	
3	<p>To approve the notes of the meeting on 11 August 2021 On a proposal by Cllr Lewis, seconded by Cllr Groom, agreed unanimously, these were approved</p>	
4	<p>To discuss and agree terms of reference for the group Carried forward to the next meeting</p>	
6	<p>It was agreed by the meeting to rearrange the order of the agenda To discuss and agree proposals for Pause and Reflect/Remembrance Sunday 2021 Remembrance Sunday 14/11/21 This will be held on 14 November 2021 and is in the process of being planned by the Joint Remembrance Committee who met this week. People will arrive around 2.00-2.15pm at the front of the Town Hall and will parade to the war memorial for the laying of wreaths and two minutes silence and then process to the church for a short service. It was felt that the long-term aim is that the Council should take this event over. It was felt that it would be good to make it more inclusive and rather than run it facilitate it. It was proposed to put this on the agenda for the first AD after Remembrance Day</p>	

	<p>Pause and Remember This will be on 11/11/21 at 11.00am It will be a short service with a minute’s silence with the cars stopped for that short time. A short service with an address by the Mayor and the RBL</p>	
<p>7</p>	<p>To Consider plans for Platinum Jubilee Celebrations. 2-4th June 2021 Cllr Groom reported that BCKLWN are keen to share resources and ideas with us. Cllr Groom is now on the Festival Committee and reported the festival is having their parade on the Friday, this would work well, and could be a week of celebrations. The beacon will be lit on the Thursday in line with the rest of the country. Cllr Lewis stated the importance of booking PA systems and events soon, as this weekend will be very busy Cllr Groom reported BCKLWN are looking at insurance implications particularly around the idea of street parts kits and that the platinum theme will be running throughout the whole year</p> <p>As we start to take bookings from March onwards for the Town Hall, we will have a meeting with Neil Grommet from the BCKLWN to see what we can do together as we start to look at events going forward</p>	<p>Check that the festival has the PA provider in place for the weekend.</p>
<p>5</p>	<p>To consider feedback from Full Council and discuss plans for events for this year Christmas Lights Ely has cancelled their Christmas Lights and firework events because of the uncertainty over Covid. It was felt that we will continue to plan as if it is still going to happen but be in a position that we can cancel if need be. Main points were</p> <ul style="list-style-type: none"> • The switch on will be 28/11/21 • It was agreed to contact the three DM schools and Fensong to see if they would participate • Provisionally book P Gray and his rides. • The Fire engine will need to sit at the top of Bridge Street • Ask the Town Team about a late-night shopping event • Look at doing a Christmas trail that could happen even if Covid precautions are in place 	<p>Contact the schools. Office</p> <p>Office to contact P K entertainments and P Gray</p> <p>Discuss with Town Team</p>

	<ul style="list-style-type: none"> • Look at one big gazebo covering the Town Square with lights threaded through a line through the centre of the stalls. • A meeting will be arranged with N. Robinson and M Hibling about the lights and the technical information. • Think about ways we could have a Father Christmas now that the Lions have disbanded • Put a call out for anyone who may be interested in taking part in a Christmas event, to contact the Clerk • Musicians will need to contact including the talent show winners. • Cllr Woodmin agreed to look at this. • Contact Cassie at the Con Club to see if she has any music leads • The need for marshals at the road closure near Morrisons • Advertise the event subject to Covid restrictions • Contact K J Entertainment who do karaoke, balloon modelling etc <p>Halloween 29/10/21</p> <p>It was reported that we are short of staff this week. Cllr Daymond had not intended the staff to cover it, he will not be able to participate as much as in previous years</p> <p>The Town Hall will not be able to be used.</p> <p>P Gray to be contacted about provisionally booking a roundabout or ferris wheel</p> <p>A list of the stalls was given by Cllr Daymond, these stalls will need to be manned. So, we need to see what support we have from the Cllrs.</p>	<p>Office to arrange a meeting with the lights team</p> <p>Musicians – Cllr Woodmin</p> <p>Advertise the event. Office</p> <p>Office to contact P Gray</p> <p>Email Cllrs as to who will support this</p>
8	<p>To agree the date of the next meeting</p> <p>The next meeting will be held at 7pm 21 October 2021 in the JCC</p>	