

**DOWNHAM MARKET TOWN COUNCIL MARKETS STRATEGY GROUP**  
**NOTES OF MEETING HELD MONDAY 21<sup>st</sup> OCTOBER 2019 AT 3:00PM**

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices  
 Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

	<p>Present:          Cllrs' Bulley, Daymond, Doyle, Horne, Lightfoot, Sharman and Woodmin          Non-group member – Cllrs' Hendry and Westrop          Town Clerk E Oliver          Deputy Clerk R Davidson</p> <p>Apologies – Deputy Mayor Cllr Groom</p>	
1	<p><b><u>To elect a Chair to facilitate meetings</u></b></p> <p>Cllr Sharman advised Cllr Doyle having previously been Chairman of the Markets Sub Committee.</p> <p>Cllr Lightfoot contended the Strategy Group is about developing the markets and suggested Cllr Woodmin citing her experiences and involvement with No 8 The Old Bookshop.</p> <p>A discussion ensued, following which Cllr Woodmin withdrew her candidacy.</p> <p><b>Proposed – Cllr Sharman</b>  <b>Seconded – Cllr Horne</b>  <b>'Cllr Doyle be Chair to facilitate meetings of the Markets Strategy Group</b>  <b>For 5</b>  <b>Abstention 2</b></p>	<b><u>Action</u></b>
2	<p><b><u>To discuss and agree the membership requirements of the Strategy Group</u></b></p> <p>Members were reminded of the 10 members previously agreed by Full Council (Cllrs' Bulley, Daymond, Doyle, Groom, Horne, Lightfoot, Mckee, Sharman, Soehnle and Woodmin).</p> <p>The two non-group members present (Cllrs' Hendry and Westrop) were invited to join. Cllr Westrop accepted. Cllr Hendry declined, citing her existing commitments.</p>	
3	<p><b><u>To discuss and agree a statement of purpose for the Strategy group</u></b></p> <p>Members were reminded that at the last Markets Sub Committee held on 23<sup>rd</sup> July 2019 the terms of reference had been agreed as <i>'The Markets Sub Committee is responsible for generating income for the Town Council and overseeing such trading on those market areas, namely Town Hall Car Park and Town Square'</i>.</p> <p>It was considered this statement was too prescriptive and as a strategy group more forward thinking was required.</p> <p>Members further requested a copy of the Market Traders Licence, Schedule and Market Bylaws.</p> <p>Following discussion, the following statement of purpose was agreed.</p>	Circulated 15 <sup>th</sup> November 2019

	<p><b>Proposed – Cllr Westrop</b>  <b>Seconded – Cllr Bulley</b>  <b>‘To research, develop and promote the Markets being mindful of their historic evolution’</b>  <b>All in favour</b></p>	
4	<p><b><u>To discuss and agree the Strategy Group’s future priorities</u></b></p> <p>In discussing themes, members were keen not to cause any distress to existing traders.</p> <p>The following priorities were raised</p> <ul style="list-style-type: none"> <li>• Keeping existing traders</li> <li>• Expanding markets and investigate moving into High Street South</li> <li>• Adopting Shop Apps</li> </ul> <p>These items will be further explored.</p>	
5	<p><b>To discuss Saturday 23<sup>rd</sup> November Town Square Trading Event</b></p> <p>The Deputy Clerk advised a group of crafters had expressed an interest in renting stalls on Saturday 23<sup>rd</sup> November and were seeking Town Council support with publicity and promotion with a Craft event. Members were reminded it was the ‘Town Christmas Lights Switch On’ the following day and this was the office’s main focus. That said the group were pleased of the interest shown and hoped it could lead to regular craft markets once again taking place.</p> <p>Cllr Lightfoot agreed to assist with reaching out to her crafters network and, following the success of Downham Live, to identify musicians and buskers who might perform.</p>	
6	<p><b>To discuss and agree Christmas and New Year Markets arrangements</b></p> <p>The Deputy Clerk advised that Christmas fell midweek this year and he had been made aware of a request from traders for an additional market on Christmas Eve.</p> <p>Members agreed the following markets over the festive period:</p> <p>Friday 20<sup>th</sup> December  Saturday 21<sup>st</sup> December</p> <p>Tuesday 24<sup>th</sup> December (additional market)</p> <p>Friday 27<sup>th</sup> December  Saturday 28<sup>th</sup> December</p> <p>Tuesday 31<sup>st</sup> December (additional market, subject to sufficient interest)</p>	
	<p><b>Meeting closed: 4:00pm</b></p>	
	<p><b>SIGNED</b></p>	<p><b>DATE</b></p>