

Downham Market Town Council

Events Committee Meeting

Held on Thursday 06 August 2026 at 6pm

This meeting was held at Downham Market Town Hall, Bridge Street, Downham Market,
Norfolk PE38 9DW

Present

Chair – Cllr Lane

Committee Members - Cllrs Grover & Leach (3)

Town Clerk – Claire Dornan

Deputy Town Clerk – Darren Martin

There were no members of the public present.

Members were reminded of the evacuation procedures from the Clock Room.

Attendees were asked to switch mobile phones off or place them on silent.

1. Apologies for Absence

To receive and note apologies for absence.

The Town Clerk advised that Apologies were given by Cllr Daymond (Personal).

No apologies were received from Cllrs Campbell-Robb and S. Moyses.

2. Declarations of Interest

To receive declarations of interest and consider requests for Dispensations.

There were no new declarations of interest or requests for dispensation.

3. Public Participation (Maximum of 3 minutes per person, up to 15 minutes)

There were no members of the public present.

4. Minutes

To approve the minutes of the Events Committee held on 07 July 2026

RESOLVED:

‘That the minutes of the meeting held on 07 July 2026 be approved as a correct record.’

Proposed – Cllr Lane Seconded –Cllr Grover All In Favour

5. Love Your Market Expression of Interest

To receive an update on the Expression of Interest submission:

a) The Great Downham Market Mystery Trail

Members were informed that Norfolk County Council like the proposed Market Mystery Trail but would not be able to fund for the full grant of £5000. It was suggested at the meeting that online resources are looked for that could be downloaded to reduce overall cost. Cllr Grover queried if the Mystery Trail resources could be supplied to participants free or if a small nominal fee per person could be used.

It was also mentioned that the potential for various handouts could be explored with the possibility of designing one trail for younger children, keeping close to the Market, one for older children over a larger area and possibly one for those with accessibility needs.

b) Downham Market Gingerbread Saturdays

Members were informed that Norfolk County Council are interested in this proposal and have asked the Town Council to make an application.

6. Steele Media

To receive an update following the meeting with Steele Media.

Prior to this meeting the Town Clerk had emailed notes from the meeting held with Steele Media to all Cllrs. The online meeting had been very positive with potential ideas to increase the awareness of Downham Market and the activities associated with the town discussed at length. Steele Media have a new Project Manager who will be overseeing our campaigns.

The Christmas Lights Switch On event was discussed as the information on initial applications will be required to start this campaign.

It was agreed that last year's fees for stalls and tables at this event would be carried forward with a charge of £10 per craft table inside, £20 for community groups and £30 for commercial stalls. It was also agreed that there would be no refund under any circumstances for this event.

Further discussions over the Christmas Light Switch On will be held at the next scheduled Events Committee Meeting but in principle the following were discussed with a view to a rough guide of events being given to Steele Media.

- Desire to include local groups in the event briefly discussed as initial contact to be made with Hilcrest Primary School, Nelson Academy, Downham Market Academy, Downham Dementia, Scouts, Brownies, local charities, care homes and others. Invitation to be sent out to local groups to participate in making Christmas decorations to display on the Town Christmas tree. An idea was also put forward to invite to all of these groups and local businesses to display a decorated tree in the

town hall, for a specified period of time, to produce a display for the public to view, with the allocation of some limited advertising from each group by their tree.

- Those present were happy for the event road closures to be handled by Excalibur Security again, 3 quotes already explored.
- All present were happy for J.R. Light and Sound to be used to manage the stage for the event and for Reindeers to be included in the attractions again.
- The Town Crier to be contacted to take part.
- The Chair queried about the possibility of children's rides being present at the event, the Town Clerk mentioned that there are potential issues of the amount of room being available for them to be on site, but that the possibilities would be explored for their inclusion. The Town Clerk also stated that it may be possible to shut the road to the South of the Clock Tower to allow for extra space to accommodate rides.
- The Town Clerk advised the meeting that the Police and Fire Service would be contacted with a view to supplying vehicles on the day for the public to view.

All present were happy for these points to be progressed before the next Events Committee Meeting to allow for advertising to commence.

7. CPR and AED Awareness Sessions

To receive an update on the CPR and AED Awareness Session held on 18 July 2026.

St. John Ambulance Service have sent a letter of thanks to the Town Council for providing the space to carry out this session. 12 people had attended and although this number was less than originally hoped for, the fact that those who attended now have a better understanding of CPR and AED was seen as a positive factor.

Cllr Grover suggested offering the opportunity to carry out a second event of this nature in the winter, perhaps in conjunction with the local schools and care homes or with a Coffee Morning simultaneously staged, to increase the number of members of the public present. The Town Clerk stated that she had already arranged for CPR training to be carried out in the local schools but that the possibility of another event would be explored for later in the year.

All present were happy that when a date for this event is agreed with St John Ambulance Service, this item will be brought up for approval and voting at another meeting of the Events Committee.

8. Event Planning – Armed Forces Day 2027

To receive an update following the recent planning meeting.

The Town Clerk advised the meeting that Lou Bear Events had been contacted and would provide the table cloths for free, Morrisons would provide food, Best @ Bars would waive their fee and create 1940's cocktails and Downham Brass Band would play for free. With this amount of local assistance, it is thought that the event could be a great success and that as recognition for their support the participating organisations logos could be displayed on any advertising.

The Town Clerk asked for approval for the Royal British Legion use of the Town Hall and its facilities to hold this event free of charge as a joint venture.

RESOLVED:

‘Consent to hold the event given and that the Town Clerk had been given approval to organise the event in conjunction with the Royal British Legion.’

Proposed – Cllr Lane Seconded –Cllr Leach All In Favour

9. Event Planning – Halloween

To receive an update on actions taken since the last meeting.

Members discussed arrangements for the Halloween event, which will take place on Thursday 29 October 2026 from 10.00 am to 2.00 pm.

Cllr Grover presented the completed Halloween 3D trophy awards and prototype bowling pins, that he had created, to the Committee. All were happy with the designs and agreed that the complete bowling pin set should be printed.

Cllr Lane also displayed the proposed activity packs craft items, and these were approved for inclusion by all present.

Cllr Leach provided colouring sets for the activity packs as discussed at the last meeting.

Cllr Lane also recommended that the focus on the best Halloween costume competition should be on homemade costumes rather than shop brought items. He raised the possibility of a pass the parcel game being held, this issue to be investigated further with a view to prizes and who would organize and oversee it on the day. The possibility of obtaining Gingerbread biscuits, for the children to decorate, was also proposed. It was suggested that local bakeries be approached to see if they would be willing to make these items. All present agreed.

The Town Clerk informed the meeting that the fair ground ride operators have not responded to our contacts yet. Further efforts would be made but other vendors may need to be approached if the situation continues. Also, Morrisons would be approached to supply pumpkins for the bowling event.

Cllr Leach has asked the Full Council for help with this event on the day, so far only the Mayor, Cllr Wiles has confirmed his attendance.

10. Event Planning – Remembrance

Cllr Grover enquired if Discover Downham would be interested in taking part in this event in some way and it was agreed that an initial contact could be made.

The Town Clerk informed the meeting that the crocheted poppy drive was in progress to be displayed on the Town Clock and Town Hall. The Deputy Town Clerk queried if the local Knit and Natter group were taking part in this and if not volunteered to contact them.

The Committee agreed the following points:

- the event format and activities to follow the route and planning of the previous year.
- A budget of £1,000 was noted to be made available for the event.
- A marching band to be sourced to take part in the parade, if possible, given the length of the route, rather than just having the static band in position at the end of the parade. Also attempts to be made to locate a bugler to play the last post at both the Remembrance Parade and Pause to Remember event.
- Update the Risk Assessment and Health & Safety requirements.
- Contact the local primary schools to see if they would be interested in having pupils involved with the parade, possibly dressed as wartime evacuees. Also asking the schools if they will do a poetry competition to be displayed in the Town Hall and a reading at the event.
- Potentially source some vintage military vehicles to display at the event.
- Local knitting groups to be contacted to see if there is interest in crocheting poppies.
- Initial approaches be made to Discover Downham about their inclusion.
- Steele Media be supplied with information as soon as possible to aid with advertising these events.

The Town Clerk informed the meeting that quotes for security and first aid have been requested.

RESOLVED:

‘Town Clerk given approval to organise the event as discussed’.

Proposed – Cllr Lane Seconded –Cllr Grover All In Favour

11. Next Meeting

To confirm the date of next meeting

Members agreed the next meeting would be held on Thursday 03 September 2026 at 6pm.

The meeting closed at 6:46.