

**ACTION DOWNHAM STRATEGY GROUP
RECORD OF MEETING HELD TUESDAY 9TH FEBRUARY 2021 6PM**

	<p>Present: Chair Cllr Groom Items 1 – 3 then Cllr Westrop following item 3 Councillors Groom, Molyneux-Hetherington, Woodmin, Willow, Daymond (co-opted at the meeting) Elaine Oliver, Town Clerk Tina Griffin, Administrator</p>	
Number	Item	Action
1	<p>To receive apologies for absence Accepted from Cllr Hendry</p>	
2	<p>Declarations of interest None</p>	
3	<p>To elect a Chair to facilitate meetings Proposed: Cllr Woodmin Seconded: Cllr Willow All Agreed ‘There being no other nominations Cllr Westrop be elected Chair.’</p>	
4	<p>To approve the notes of the meeting on 19th November 2020 Proposed: Cllr Woodmin Seconded: Cllr Molyneux-Hetherington All agreed ‘That the notes of the meeting held on 19.11.20 be approved’.</p>	
5	<p>To discuss and agree terms of reference for the group Cllrs considered outline Terms of Reference from 2019, discussing the membership of the group, the purpose of the group and its objectives. It was agreed that 10 members would allow for co-option from amongst new Cllrs following the May elections should any of them wish to join the group.</p> <p>Cllrs discussed how Action Downham would link with the events working parties.</p> <p>After much discussion it was agreed to leave the Terms of Reference as they are but to revisit them at the next meeting, when Cllrs would have had the chance to consider the aims and objectives. Consultation with the community was agreed as a priority together with raising the profile of tourism.</p> <p>The Chair asked for the workshop report from Community Action Norfolk 2019 to be circulated to all members.</p> <p>Cllr Woodmin suggested the group could put something forward for the new social media contractor to run as a consultation exercise.</p>	TG

<p>6</p>	<p>To discuss future schedule of meetings The dates for the next meetings were agreed at 6pm on 16th March 2021 and 13th April 2021. As a rule the group agreed to meet on the second Tuesday in the month.</p>	
<p>7</p>	<p>To discuss future events The difficulty of planning events during the pandemic was discussed and it was suggested that it would sensible to focus on those for September onwards due to the uncertainty around public gatherings. The first events would be a potentially ‘pared down’ Downham Market Live and the Christmas Lights Switch On.</p> <p>The need to design events which could be moved on-line should COVID restrictions extend through the year was agreed. Cllr Willow highlighted the need to cater for all ages if events were to go on-line.</p> <p>It was agreed that Civic events would be initiated by the office in line with the restrictions in place at the time and a list of occasions for raising the flag needs to be agreed.</p> <p>Cllr Groom suggested that Richard’s work on mapping footpaths and cycle paths be located with the aim of promoting use of these during lockdown and afterwards. She also suggested that time over the summer could be used to update tourism signage and notices.</p> <p>Cllrs agreed that the focus of the group through the summer should be on supporting local business and a business directory was discussed, adding to the work already done by the office. Cllr Woodmin suggested that inviting businesses to join the directory would be useful.</p> <p>The programme of events agreed previously would be re-circulated to members for revisiting at the next meeting with ideas for online events.</p>	<p>TG</p>
<p>8</p>	<p>To agree the date of the next meeting The next meeting will be held at 6pm on 16th March 2021 and then 13th April 2021.</p>	