

## DOWNHAM MARKET TOWN COUNCIL

### MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE

**5 March 2024 6pm**

In the Town Hall, Bridge Street, Downham Market PE38 9DW

	<p><b>Present</b>  Cllr Buxton (Chair) – arrived during item 6  Cllrs Leivers (Chair for items 1 – 5)  Cllrs Daymond &amp; Westrop</p> <p>Tina Griffin – Deputy Clerk  Jo Andrews – Administrator</p> <p><i>Members were reminded of the emergency exits/muster point and asked to turn mobile phones to silent</i></p>
<b>No</b>	<b>Item</b>
1	<p><b>To receive Members’ Apologies for Absence</b>  Apologies were received from Cllr Buxton advising of potential late arrival.  No apologies were received from Cllr Hobbs and Cllr Bet Moyses.</p>
2	<p><b>To receive Members’ Declarations of Interest</b>  No pecuniary interests were declared.</p>
3	<p><b>To approve the minutes of the previous meeting of the Community Development Committee held on 6 February 2024</b></p> <p><b>Proposed:</b> Cllr Daymond      <b>Seconded:</b> Cllr Westrop      <b>All In Favour</b></p> <p>‘That the minutes of the Community Development Committee meeting held on 6 February 2024 be approved.’</p>
4	<p><b>Public Participation – 15 minutes allowed</b></p> <p>There were no members of the public present.</p>
5	<p><b>To discuss progress with the following events and agree actions:</b></p> <p><b>22.3.24 St Winnolds Parade</b>  The Administrator confirmed that arrangements are well advanced – the Event Management Plan has been submitted to PSAG, the breakfast bookings will be finalised by end of 6<sup>th</sup> March, and final confirmations for the horses are being made. Cllr Westrop</p>

advised that the Magpie Centre may have to bring just one pony this year due to one being unwell.

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#### **27.5.24 Downham Market Festival Carnival**

The Deputy Clerk advised that an email requesting interest from Cllrs for a float at the carnival had had no replies.

**Proposed** Cllr Leivers                      **Seconded** Cllr Westrop                      **All in favour**  
 'That the Council would not enter a float in the carnival parade this year.'

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#### **6.6.24 D Day Anniversary**

The working party has met and a programme for the day has been recommended for further investigation. Notes of the working group were circulated separately. In summary:  
**Morning/Lunchtime 6.6.24** – fly Flag of Peace from 9am and launch the RBL cycle ride, fish and chip lunch for older residents, with choir and/or 1940s music, invite schools to put on a display about D Day in Downham Market, celebratory cake.

**Evening 6.6.24** - Lighting of the Beacon 9.15pm - Public invited from 8.15pm. Short service of remembrance, Celebratory cake for distribution, Choir, invite the Cadet Forces.

**Proposed** Cllr Daymond                      **Seconded** Cllr Leivers                      **All in favour**  
 'That the working party proposals be accepted as a basis for further work and necessary expenditure be authorised within the £3000 budget limit. Quotes for the preparation of the Beacon for lighting including safety fencing and cherry picker at £350 plus VAT (Holly Landscapes) and the quote for the PA and sound system, safety fencing along the approach road, lighting rig and generator of £490 plus VAT (J R Light and Sound) were accepted.'

A Cllr was thanked for a £30 donation towards the cost of purchasing the Flag of Peace.

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#### **29.6.24 Armed Forces Day**

The D Day working party has encompassed Armed Forces Day and propose an event similar to last year's 'Pause and Remember'. In summary:

Raise Flag 9am - Invite Cadet forces to attend

Reading of a poem

Short service – eg Fr Mather/Nigel Moat

Official start to RBL cycle ride

**Proposed** Cllr Daymond                      **Seconded** Cllr Leivers                      **All in favour**  
 'That the proposals of the working party be accepted as the basis for the event, and expenditure within the budget of £500 be authorised.'

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#### **28.6.24 National Pride Day**

Cllrs Leivers and Buxton met with the representative from Tesco and are awaiting further ideas on his return from leave. Initial thoughts are for lighting the Town Hall in Pride colours, and holding a 'coffee morning' style event. It was noted that there is no budget

	<p>agreed for this event, so what is achievable will be based sponsorships and community support. Quotes for the lighting of the Town Hall will be sought if required.</p> <hr/> <p><b>24.11.24 Christmas Lights Switch On</b>  In line with committee's previous resolution, 'Santa' has been booked for this event. The children's gift will be discussed later in the year.</p>
6	<p><b>To discuss ideas for additional/alternative events – public suggestions</b>  An email from a member of the public has been received containing some ideas for consideration by the committee. These were discussed and the practicalities and costs considered.</p> <p>It was agreed that jumble sales and car boot sales are already well catered for by other organisations in town and at Denver. Although there is no budget for an Easter event this year (and others organisations have started running egg-hunts), it was agreed to include a discussion about this at budget setting time for 2025/6.</p> <p>The member of the public was thanked for their interest and ideas.</p>
7	<p><b>To review 21.2.24 Joint DMTC – KLWNBC business meeting and agree actions</b>  It was agreed that the number of businesses which attended was disappointing especially given the amount of publicity around the event.</p> <p>However the Borough Cllrs were able to offer ideas for support around creating a 'vision' for the town, which would help in publicising what is on offer to visitors. They promoted the West Norfolk business website pages and encouraged local businesses to take advantage of this free advertising, and the support the Borough can provide in seeking grants.</p> <p>It was agreed to extend an invitation to Philip Eke, Borough Tourism Officer, to come and meet with the whole committee to discuss how we can better promote the town and its attractions.</p>
8	<p><b>To agree how to mark the long service of the Town Crier and agree actions.</b>  Following consultation it was agreed that a small, engraved gift would be appreciated, presented at an appropriate event or meeting.</p> <p>It was agreed the office would make further enquiries and report back with suggestions at the next meeting.</p>
9	<p><b>To consider grant application from Clackclose District Guiding and agree actions</b>  Members considered the documents submitted with this application and discussed the work of the group supporting local youngsters. The aim of the grant is to help provide a fire alarm system for the meeting hut which was felt to be essential and a good use of the grant money.</p>

	<p><b>Proposed</b> Cllr Buxton                      <b>Seconded</b> Cllr Daymond                      <b>All in favour</b></p> <p>'That a grant of £1000 be awarded to Clackclose District Guiding, towards the installation of the meeting hut fire alarm system. Cllrs look forward to hearing confirmation that this has been installed.'</p>
10	<p><b>To receive an update on Tourism matters if any and agree actions</b></p> <p>Cllr Leivers reported that a proposed food guide for Downham Market had met with indifference by some food retailers in town. At the moment there have not been sufficient subscribers to produce the guide.</p> <p>Cllrs were advised that the electrical work on the Priory Rd stone and the Hollies information point had stalled as the contractor had withdrawn from the process. It was agreed that the uplighters would be set aside for now and improving the lighting at the information point would be prioritised.</p> <p>Cllr Leivers suggested that the town join with the Borough during their Heritage Open days, and Cllr Westrop agreed to speak to Discover Downham about a potential joint venture.</p>
11	<b>To agree date of next meeting – 9 April 2024 at 6pm in the Town Hall</b>
	Meeting closed at 7.20pm
	<b>Signed</b> _____ <b>Dated</b> _____