

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE

TUESDAY 28 JANUARY 2025 AT 6PM

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

| | |
|-----------|---|
| | <p>Present Cllrs Leivers, Wiles, Buxton, Hobbs</p> <p>Cllr Lane was also in attendance</p> <p>Tina Griffin, Deputy Clerk</p> <p><i>Members were reminded of the emergency exits/muster point and asked to turn mobile phones to silent</i></p> |
| No | Item |
| 1 | <p>To receive Members' apologies for absence Apologies were received via Cllr Wiles from Cllr B Moyses. The apologies were accepted.</p> |
| 2 | <p>To receive Members' Declarations of Interest None</p> |
| 3 | <p>To approve the minutes of the previous meeting of the committee held on 7 November 2024</p> <p>Proposed: Cllr Wiles Seconded Cllr Leivers All in favour 'That the minutes of the previous meeting of the committee held on 7 November 2024 are approved.'</p> |
| 4 | <p>To agree Terms of Reference for the Community Engagement Committee</p> <p>Proposed Cllr Hobbs Seconded Cllr Buxton All in favour 'That the revised Terms of Reference be agreed.'</p> |
| 5 | <p>Public Participation – 15 minutes allowed There were no members of the public in attendance.</p> |
| 6 | <p>To update on sign posting project and agree actions The Deputy Clerk updated as follows:</p> <p>Following the survey report on signage in the town centre, a grant had been secured from the KLWNBC to cover the costs of replacing the fingerposts, and to install two new ones. One other will be relocated as it currently sits in a position not easily seen by the public. A condition of the grant is that the work must be completed by 31 March 2025. Contracts have been awarded to two companies – 'Landmark' for the supply of the signposts; 'Penty' for the installation.</p> |

| | |
|---|---|
| | <p>The cleaning of signs around town is underway and the list is being worked through by the caretaker/maintenance officers.</p> <p>The next step will be to review the original report and decide which is the next signage issue to tackle. Highways has suggested that the brown heritage signs on the A1122 are due for renewal so the office will liaise them accordingly.</p> |
| 7 | <p>To review budget allocation and Events Planner, agree actions.</p> <p>It was confirmed that the budget request had been agreed by Full Council and the events list put forward could go ahead. Details were discussed further under item 8.</p> |
| 8 | <p>To discuss upcoming events and agree actions:</p> <ul style="list-style-type: none"> • Community Fair – Saturday 26 April 2025 has been suggested. The office will organise inviting groups and charities to attend. Cllrs Leivers and Lane volunteered to serve refreshments. • VE Day celebrations – Thursday 8th May 2025. The options for this event were discussed. It was agreed that the Council would arrange an event at St Edmunds Church including the lighting of the beacon in line with the national timetable. The choir has already volunteered and quotes are being sought for the security barriers and the beacon lighting. A celebratory cake will be provided (plus a gluten free option) as for the 80th D Day event last year. • Themed market with music – Date to be confirmed. To be held on the Market Square on a Sunday in the summer. Small event this year with potential to grow if successful. International food/drink vendors to be invited by the office. Cllr Hobbs agreed to liaise with musicians. Small stage/gazebo to be provided. • Heritage Open Day – Sunday 21 September 2025 - working in conjunction with Discover Downham the planning for this is well underway. It is promising to be a great event involving many of the historic buildings in the town, as well other attractions such as vintage car show, a heritage craft event and architecture exhibition. Full Council has confirmed in the budget a £500 contribution towards the cost of the event. <p>For information –</p> <ul style="list-style-type: none"> • Gingerbread Family Day – 21 February 2025 – the arrangements are all in place and judging by the number of places booked, it is proving to be a very popular event. • Evening with Colin Bell – 15 March 2025 – a good take up of tickets so far, all arrangements in place. • St Winnolds Parade – 21 March 2025 planning is going well, including the change of route for the parade. Unfortunately the mace/sword bearers cannot be with us this year. Arrangements for the road closure were discussed and the quotes considered. • Mayor's At Home – 5 April 2025 – invitations have been sent out, catering and music have been booked. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Open Mic Night – 7 February 2025 – Cllr Hobbs confirmed that arrangements are underway. Downham Dementia have agreed to run a raffle, any donated prizes please bring to the office. • 80s Disco – 8 February 2025 - this has been advertised widely and ticket sales are growing. <p>Proposed Cllr Leivers Seconded Cllr Buxton All in favour ‘That the list of events goes ahead as discussed. That for St Winnolds Parade, Excaliber Security be engaged to provide the rolling road block and associated security. That the quote for St Winnolds from JR Light and Sound for the PA system be approved.’</p> |
| 9 | <p>To discuss attracting coach tours and agree actions. The Deputy Clerk outlined her discussions with the Borough Tourism Officer and he has provided a contact list and advice about lead-in times and promotional material. It was agreed that the themed market and the Heritage Open Day would be good events to promote to coach companies.</p> |
| | <p>To agree date of next meeting – It was agreed that the next meeting would be held on 11 March 2025.</p> |
| | Meeting closed 7.15pm |
| | <div style="display: flex; justify-content: space-between;"> Signed Dated </div> |