

**ACTION DOWNHAM STRATEGY GROUP
RECORD OF MEETING HELD TUESDAY 6th APRIL 2021 6PM**

	<p>Present: Chair Cllr Westrop Councillors Molyneux-Hetherington, Woodmin, Willow, Daymond Elaine Oliver, Town Clerk Tina Griffin, Administrator</p>	
Number	Item	Action
1	<p>To receive apologies for absence Accepted from Cllr Groom – family commitment</p>	
2	<p>Declarations of interest None</p>	
3	<p>To approve the notes of the meeting on 9th February 2021 Proposed: Cllr Daymond Seconded: Cllr Woodmin All agreed ‘That the notes of the meeting held on 9.2.21 be approved’.</p>	
4	<p>To discuss and agree terms of reference for the group Cllr Westrop confirmed that no further work has been done on the terms of reference, and following a discussion on the 2019 version, and the strategic, community engagement and consultation role of the Strategy Group, it was agreed that The Clerk and Cllr Westrop would produce a draft for consideration at the next meeting.</p> <p>Debate took place as to whether Action Downham should be solely responsible for the delivery of events or whether the responsibility should sit more widely with the Full Council.</p> <p>Cllr Westrop asked that the 2019 Terms of Reference be circulated again, and that members of ADSG feed back to her any suggestions or comments for inclusion in the redraft.</p>	<p>Cllr Westrop & Clerk</p> <p>TG All</p>
5	<p>To discuss and agree events for this year Cllr Westrop reminded members that the focus now should be on DML possibly on line, and potentially the Christmas Lights Switch On - Sunday 28th November.</p> <p>Cllr Woodmin advised that the Market SG/Town Hall SG are planning an extended market evening later in December.</p> <p>Cllr Westrop highlighted a request she had received for the Christmas Lights grant. The Clerk confirmed that if a grant is applied for this year it will be considered in the normal way.</p> <p>Cllrs discussed a Christmas Fayre and concluded that an inside event is unlikely to be safe this year. The usual outside activities eg charity stalls, children’s rides etc</p>	

	<p>could potentially be safe, although it was noted that social distancing will be very difficult to guarantee.</p> <p>Cllr Daymond reminded members that there is no fresh air ventilation in the Town Hall.</p> <p>Members agreed that an event of some kind would be desirable if at all possible, but that it is probably still a little early to make definite plans. After discussion of ‘test-bed’ events it was agreed that any lessons from these should feed into our plans which will be revisited in September.</p> <p>Members discussed DML Live and it was agreed that this would mainly be run on line. Cllr Willow agreed to reconstitute the DML event group with a view to looking at socially distanced mini-events, perhaps including buskers or live music to enhance the market. Cllr Woodmin highlighted a dilemma between wanting to invigorate the town/market with live music but without encouraging the public to hang around.</p> <p>Cllr Woodmin asked about the business directory and Cllr Daymond offered his list of town businesses from 2012. Discussion about sources of information was widened to include a local paper directory Cllr Woodmin has received through the door, Instagram, and contact details for businesses which advertise in Downham Market but are not necessarily based here.</p> <p>Cllr Westrop asked that a working copy of the directory be available for the next meeting, to enable further discussion.</p>	
	<p>Items for the next agenda: Terms of Reference Footpath mapping Business directory</p>	
<p>8</p>	<p>To agree the date of the next meeting The next meeting will be held at 6pm on 11th May 2021</p>	