

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE

5 SEPTEMBER 2023 AT 6pm

In the Town Council offices

DRAFT

	<p>Present Cllrs: Buxton (Chair) Leivers, Lane, Daymond, Westrop, Bet Moyses (joined at item 7) Tina Griffin – Deputy Clerk</p> <p>2 members of the public – Nick and Jamie Robinson for item 7</p>
No	Item
1	<p>To receive Members’ Apologies for Absence There were no apologies</p>
2	<p>To agree co-options to the committee Two Cllrs have expressed interest in joining the committee and it was resolved that both Cllr Westrop and Cllr Hobbs be co-opted. The Chair welcomed Cllr Westrop to the meeting and said she hoped to see Cllr Hobbs at the next.</p>
3	<p>To receive Members’ Declarations of Interest There were no declarations of interest.</p>
4	<p>To approve the minutes of the previous meeting of the Community Development & Events Committee held on 4 July 2023</p> <p>Proposed: Cllr Lane Seconded: Cllr Daymond All In Favour ‘That the minutes of the Community Development Committee meeting held on 4 July 2023 be approved.’</p>
5	<p>Public Participation – 15 minutes allowed Cllr Leivers, speaking as a member of the public, asked that buskers or musicians be encouraged to play during the weekly markets.</p>
6	<p>To receive event sponsorship information from UPP The Deputy Clerk confirmed that UPP are providing sponsorships at £600 for the Halloween Fun Day, and £450 for the Christmas Lights Switch On event. The UPP logo will need to appear on the posters, social media and press advertising, and a banner will be displayed at the events. The offer was welcomed and accepted.</p>
7	<p>To receive an update on progress with events and agree actions:</p>

Community Fair 9.9.23

This has been organised and is due to take place on Sat 9th September 2023 in the Town Hall – publicity has been circulated including YLP.

Refreshments to be provided by Cllr Leivers with thanks to Tesco for their donations.

Stonecross Memorial 25.9.23

The invitations have gone out with not many responses this year. The usual bugler is unable to attend and Cllrs were asked to use any contacts they have to find someone to play Last Post and Reveille. The alternative is to have recorded music.

White Ribbon Day 25.11.23

Discussions took place about the potential activities for the day. Cllrs Lane and Leivers volunteered to co-ordinate. Suggestions included social media publicity, posters, stall on the market as fundraiser and to raise awareness.

Christmas Lights Switch On event 26.11.23

The Chair welcomed Nick and Jamie Robinson to the meeting and thanked them for their contribution to the discussions and their support at this popular event.

In addition to the resolutions at the previous meeting Cllrs agreed the following:

Proposed Cllr Buxton	Seconded Cllr Leivers	All in favour
'That 300 children's bells be ordered to be given as gifts by 'Santa' funded by a Cllr donation'		

Proposed Cllr Lane	Seconded Cllr Westrop	All in favour
'To accept the quote from Phoenix Security to manage the road closure at this event'		

Proposed Cllr Lane	Seconded Cllr Leivers	All in favour
'To invite Grays Funfairs to attend on the same basis as last year'		

Proposed Cllr Leivers	Seconded Cllr Buxton	All in favour
'That the Craft stall prices remain the same as last year'		

Proposed Cllr Lane	Seconded Cllr Leivers	All in favour
'That the outside stalls be charged at the same price as last year'		

Proposed Cllr Daymond	Seconded Cllr Westrop	All in favour
'That JR Light and Sound organise the stage as previously, providing sound and lighting on both squares, snow and bubble machines, festoon lights for stalls and their own generator on the same basis as last year and that their quote be accepted.'		

The following was also agreed:

The Snowman would make an appearance – Cllr Lane

Office to contact Napier Parking to gain permission to use the back end of Iceland car park to accommodate stage acts. Any cost funded by a Cllr donation.

To increase the number of barriers to 3 packs.

Fundraising Sleigh to be placed in layby if at all possible.
 Nick Robinson's offer to provide the bright yellow signage be accepted with thanks.
 Timings as previous years.
 Cllrs be asked to volunteer to attend and assist as stewards.

Halloween 27.10.23

Proposed Cllr Lane **Seconded** Cllr Leivers **All in favour**
 'To provide free of charge fun fair ride for children and to accept the Grays Funfair quote'

Proposed Cllr Buxton **Seconded** Cllr Lane **All in favour**
 'To accept the quote from Face Of Art to provide facepainting as per their quote'

Proposed Cllr Buxton **Seconded** Cllr Daymond **All in favour**
 'That JR Light and Sound provide PA system and bubbles as per their quote'

Proposed Cllr Lane **Seconded** Cllr Westrop **All in favour**
 'That the Witch Finder General be shown as the Halloween film'

The following was also agreed:

Donut Van be invited with pitch fee as last year.
 Apples and oranges be provided alongside usual sweets etc.
 Fancy Dress competition – winners to be invited to switch on the Christmas Lights.
 Cllr Westrop to source 3 prizes (vouchers)
 Mr Pumpkin to make an appearance – Cllr Leivers
 Cllrs be asked to volunteer to attend and assist as stewards and to help with the games.

Remembrance Parade 12.11.23/Pause and Remember 11.11.23

The Deputy Clerk advised that a Joint Remembrance Committee had been convened for 12th September 2023 to start the preparations for this year's commemorations.

Community Cinema

It was agreed that the uptake of the children's films over the Summer had been low – the Cllr who had funded the showings has decided not to continue to do so. The adult film 'Man called Otto' attracted a greater audience but it was recognised that the free entry may have had a part to play.

The two films for adults remaining for this year will be shown at Halloween and Christmas with free entry. The future of the cinema may be revisited at budget setting time.

D Day 80th Anniversary 6.6.24

Initial plans are in place – including the beacon lighting, invitations to the Cadet forces, and enquiries with the Rock Choir.

8	<p>To discuss and agree format for St Winnold’s Parade 2024</p> <p>Cllrs agreed that last year’s event was very successful and that it made sense to replicate it. Cllrs Leivers suggested that a slideshow of St Winnolds over the years could enhance the atmosphere in the Town Hall.</p> <p>Proposed Cllr Leivers Seconded Cllr Lane All in favour</p> <p>‘That St Winnolds be run along the same lines as last year, including the more basic breakfast offering being provided free of charge.’</p>
9	<p>To discuss and agree event promotion around town</p> <p>Cllr volunteered to distribute posters as follows to ensure Council events are publicised around town:</p> <ul style="list-style-type: none"> • Noticeboards on Denver Hill, Trafalgar Rd, Park Lane – Cllr Leivers Plus businesses in town including The Whalebone, Patels, AT Johnson, Love DM, Tesco, Morrisons, Reeds • Noticeboards on Clackclose Rd, Civray Ave – Cllr Lane Plus Clackclose School for children’s events, The Heritage Centre, Methodist Church • Noticeboard on the Herb Estate – Cllr Buxton
10	<p>To receive feedback from Norfolk Chamber of Commerce Engagement Focus Group - Friday 14th July - Cllr Lane</p> <p>Cllr Lane provided an update highlighting the following:</p> <ul style="list-style-type: none"> • A new national portal has been created with a focus on West Norfolk – can be used for news and publicity. • Radio advertising is now stronger than local press. • The Swan Centre has started delivering support to young people looking for work.
11	<p>To receive feedback from West Norfolk Tourism Forum meeting – Cllr Leivers To receive feedback from meeting with Tourism Officer 20.7.23 – Cllrs Buxton & Leivers</p> <p>Cllr Leivers provided feedback highlighting the following:</p> <ul style="list-style-type: none"> • An updated mini-guide to Downham Market has been circulated – any comments for future edits to be fed back to Cllr Leivers. Reprint is February 2024. • Potential for Downham to join in the Heritage Open Days programme • Gourmet Food guide is in the pipeline. • Potential for the town and surrounding area to be promoted as a film production location. • Coach tours – if these are to be encouraged some further coach parking needs to be secured. • Borough Tourism team are producing a Gingerbread Trail for next Spring.

	<ul style="list-style-type: none"> • A new path which will join the existing Fen Rivers Way called the King Charles Coast Path is being established. • A new version of 'Where to stay in Downham Market' is being worked on.
12	<p>To consider grant applications received and agree response.</p> <p>Proposed Cllr Moyses Seconded Cllr Westrop All in favour 'That a grant of £1250 be given to Christmas Lights Ltd'</p> <p>Proposed Cllr Lane Seconded Cllr Westrop All in favour 'That a decision with regards the request from the Heritage Society be deferred until the next meeting of the Community Development Committee, pending a request for further information.'</p>
13	<p>To discuss and agree a revised Grants Policy Members discussed the draft Grants Policy and raised a query on point 5b which would be fed back to the Governance Committee.</p>
14	<p>To discuss and agree a revised Community Engagement Policy Members felt that the draft policy did not quite meet the need, so declined from accepting it at this stage pending further discussion with the Governance Committee.</p>
15	<p>To discuss potential Community Plan and agree actions Members felt that this had been overtaken by the pandemic and more recent developments. A Community Plan could be useful in future once wider Council priorities are agreed.</p>
16	<p>Date of next meeting - 3 October 2023</p>
	<p>Signed _____ Dated _____</p>