

DOWNHAM MARKET ACTION DOWNHAM STRATEGY GROUP
RECORD OF MEETING HELD MONDAY 4TH NOVEMBER 2019 AT 5.30PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

	Present: Cllr. Bulley, Cllr. Hendry, Cllr. Pickering (Chair), Cllr. Westrop, Cllr. Shippey, Cllr. Daymond Town Clerk: Elaine Oliver Clerk: Tina Griffin	ACTION
1	<u>Declarations of Interest</u> None.	
2	<u>To discuss the programme of events agreed at Full Council extraordinary meeting of 23rd October 2019</u> A draft 2020 Events Planner was circulated, and each event discussed in detail and action agreed. Attached. The Clerk reported that she had emailed the local primary schools to canvass their opinion of Chinese New Year and St George and the Dragon events. She is awaiting a response.	Clerk to contact Cllr Pyatt and explore holding a Fun Run or similar on 9.8.20. Clerk to convene two events groups to start planning for St Winnold's Civic/Town Square events and an event for VE Day. Updated Planner to be added to next agenda.
3	<u>To receive update from 'Strategy' and 'Consultation working parties</u> Cllr Westrop and the Clerk updated on progress made and the dates of the next meetings of the working parties.	Notes of working parties to be circulated to all Action Downham members.
7	<u>To agree the date for the next meeting</u> The next meeting is on Monday 2 nd December 2019 at 5.30pm in the Town Council Offices	
	Meeting closed: 6.45pm	
	SIGNED	DATE

2020 Events Planner

Date	Event	Action
25.1.20 (Sat)	Chinese New Year	Await response from schools
9.3.20 (Mon)	Commonwealth Day (civic)	Flag to be raised by staff without formal ceremony.
20 (Fri) or 21.3.20 (Sat)	St Winnold's	Convene an events group to plan an event which retains the best of the civic event but is enhanced by other activities on the Town Square. Consider the day it is held on.
5.4.20 (Sun)	Mayors at Home (civic)	Civic event organised in accordance with The Mayor's wishes which for 2020 will be a vintage-style afternoon tea
23.4.20 (Thurs)	St George's Day	Await response from schools
8.5.20 (Fri)	VE Day	Convene an events group to start planning an event informed by public consultation where possible. Suggested: Street Party?
25.5.20 (Mon)	Festival Parade	Cllrs Bulley and Lightfoot to organise dressing the float
31.5.20 (Sun)	Local Heroes Awards	Events group in progress – aiming for the awards ceremony on 31.5.20
27.6.20 (Sat)	Armed Forces Day	Flag to be raised by staff without formal ceremony, unless Royal British Legion wishes to organise it in conjunction with their Town Hall event.
9.8.20 (Sun)	New event	Suggested: Fun Run to 'hold the date' for a new event on this weekend in 2021. New event to be based on outcome of Action Downham public consultations.
3.9.20 Thurs)	Merchant Navy Day	Flag to be raised by staff without formal ceremony. Suggested: Small event in Clock Room with display/coffee/music
18-20.9.20 (Fri-Sun)	Music Festival	Event group convened and planning starting – first meeting 11.11.19
25.9.20 (Fri)	Stone Cross Memorial	As previously
30.10.20 (Fri) (Half Term)	Halloween Fun Day	Format worked well this year so repeat but consider suggestions from the public eg spooky story corner.
8.11.20 (Sun)	Remembrance Parade	As previously, with minor adjustments
11.11.20	Pause and Reflect (civic)	As previously
29.11.20 (Sun)	Christmas Lights Switch On	Review in light of this year's event

Norfolk Day – no date yet – research Norfolk flag?