

**DOWNHAM MARKET COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES OF MEETING HELD WEDNESDAY, 04<sup>th</sup> JULY 2018 AT 7.00PM**

Present:	The Chair	Cllr B. Hobbs
	Councillors	Cllr R. Horne
		Cllr A Pickering
		Cllr Turner
		Cllr Frank Daymond ( <i>non-member</i> )
	Community Development Officer	Mr M Hayes
	Members of the Public	3

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices.

Members were asked to ensure that their mobile telephones were either switched off or on silent mode.

**1167. To receive Members' apologies for absence**

Apologies received from:

Cllr Ross due to ill health

Cllr Reed due to ill health

Cllr Groom due to personal reasons

**Apologies were accepted**

**1168. To receive Members' Declarations of Interest**

No committee members had declarations of interest received pertinent to the agenda of the meeting.

**1169. To elect a Vice Chair**

**Proposed: Cllr Hobbs**

**Seconded: Cllr Turner**

**“Cllr Pickering is elected Vice-Chair of the Community Development Committee”**

**All in Favour**

**1170. To approve the minutes of the Community Development Committee meetings held on Wednesday, 6<sup>th</sup> June 2018 (6100-6103)**

**Proposed: Cllr Hobbs**

**Seconded: Cllr Pickering**

**“The minutes of the Community Development Meeting held on Wednesday, 6<sup>th</sup> June 2018 (6100-6103) be accepted as a true and accurate record”**

**All in Favour**

**1171. To receive the Officers reports on:**

**a) Human Resources**

The Assistant to the Deputy Clerk highlighted that this would be his last meeting clerking as he is leaving The Town Council shortly. The Chair thanked him for all his work for the committee.

**b) General Business / Updates**

The Assistant to the Deputy Clerk highlighted the following points to members and attendees.

- It had been announced on the day of the meeting at the Local Government Association conference 2018 that Bill Grimsey would be commencing and update to the 2013 Grimsey Review on high street and town centres. The original Grimsey review was, in part, a response to the 2011 Portas Review produced independently for central Government. Copies of these reports are available.
- The LoveWestNorfolk campaign had now reported to the West Norfolk Strategy Group, key themes included:
  - Big Skies
  - Beaches, Countryside and Towns
  - The People
  - Independent shops & markets

As such the project lead, Michelle Gant, who has spoken to this committee previously would be interested in looking at some form of promotional event with local businesses.

**1172. To Discuss Matters Arising from the Officers Reports**

Councillors discussed the Grimsey Review and requested further details on the review, the Assistant to the Deputy Clerk undertook to send a copy of the 2013 review to members present and also to share some of the news publications on the Grimsey Review 2.

**1173. To receive Undina Reinfelde and Ostep Paparenga, Officers of BCKLWN to discuss the Explorer Trails project**

This was an update to a previous visit by Ostep Paparenga in late 2017 now that an officer was in place to deliver this LEADER funded project.

The project was focused on linking the local attractions in the South of the Borough with the better-known attractions in the North, and is currently in the early stages of delivery. The project links together Heritage and Natural History and is currently looking at:

50 Churches and Religious Sites  
35 Historic and Heritage sites  
45 points of interest and Walking Trails  
170 additional service venues

The main deliverable(s) of the work are:

- 1) A website
- 2) Free Mobile Apps for both the Religious and Historic sites and for Walking and Cycling.
- 3) Digital Marketing Campaign
- 4) Photography of sites (the project is happy to share these with the site owners for their own marketing)

- 5) 6 x Promotional Videos
- 6) Way Marking and Signs on Fen Rivers Way and Transport Links

The Councillors were shown mock ups of the website and Mobile App, and the Officers added that the App should have Audio Description available when it is finally released.

The project timeline presented was such that Beta testing and way marking should all be completed by the 31<sup>st</sup> January 2019 and the system should go live on the 28<sup>th</sup> February 2019, with marketing commencing around the 15<sup>th</sup> March and running for two months and the full launch taking place in 3 events from the 30<sup>th</sup> April prior to the 2019 tourist season.

Councillors then asked questions:

Q: What material would the new waymarking be made of?

A: The project was working with NCC to ensure consistency with way marking across the county

Q: Will it be similar to the sign posting for the trails at Shouldham? This is under Forestry Commission management.

A: This will be investigated.

Q: What Archive Imagery will be available?

A: Nothing has been confirmed as yet, due to some of the complications of sourcing imagery. But this was planned to be similar to the imagery in some of the King's Lynn Projects.

Cllr. Pickering suggested that Downham Market & District Heritage Society may be able to help with their imagery archive.

Q: Would this include reference to the Heritage Societies in the various villages and Town in the Southern area of the Borough

A: We should have a conversation with regards to this.

Q: Would this cover current events?

A: No, there will not be a specific events section, but it will include links to the website of venues.

Q: Would there be any charge for businesses as 'service venues' to be included?

A: No charge, but they must register and are responsible for keeping their information up to date. To register they would need to have independent accreditation (accommodation) or a Food Hygiene Rating (food outlets)

A Councillor stated that at the West Norfolk Tourism Forum on the day of the meeting 463 businesses expressed an interest in this project.

Councillors then discussed the river and particularly if anything would be done with marking routes along the Flood Relief Channel of the Great Ouse River. It was also highlighted that the Flood Relief Channel was a 'Registered Government Water Park' and 'Boating Approved by the Environment Agency'

Councillors then invited Undina Reinfelde and Ostep Paparenga to return towards the end of the year, as the council would be interested in hearing an update on the project. Some Councillors also expressed an interest in being part of the Beta testing of the app.

The Chair thanked Undina Reinfelde and Ostep Paparenga for presenting at the meeting and invited them to stay for the remainder of the business should they wish to.

Undina Reinfelde and Ostep Paparenga left at 19:41

Councillors closed out this section of the meeting expressing support for the project as it sees investment in the Southern end of the Borough.

**1174. Adjourn meeting for general discussion with any members of the public present**

**The Chairman adjourned the meeting.**

Mrs P Sharp of Norfolk LAG highlighted the Norfolk LAG Drop-in session that had been supported by the Town Council, and that this had been the most successful drop-in session they had had. The session covered both the LEADER and LIFT programmes.

Mrs P Sharp also raised that the West Norfolk Chamber was now open to business across the Borough, not just limited to Kings Lynn.

**The Chairman resumed the meeting.**

**1175. To discuss any items arising from general discussion**

Councillors discussed the West Norfolk Chamber and said it showed that business saw the need to re-engage. The fees for membership were queried but were not known at the time.

**1176. To receive Correspondence**

General Correspondence was received by councillors

**1177. To Receive Councillors Questions**

Councillors raised no questions

**1178. Payment of Bills**

There were no Bills for Payment

**1179. To receive reports/minutes from the Sub-Committees of the Community Development Committee**

- a) Events Sub-Committee: no meetings have taken place since the last meeting due to work on the Water Festival. Armed Forces Day had taken place in the Town Hall with 6 groups represented.
- b) Water Festival Sub-Committee: work continues on preparing for the water festival and currently there are 9 dragon boats sold, and as many stalls as we have had in previous years.

**1180. Update on West Norfolk Tourist Forum.**

The representative on West Norfolk Tourist Forum delivered the minutes of the previous meeting and delivered the 2018 Tourist and Leisure Business Survey. Both would be delivered to members in digital format after the meeting.

**1181. Update on Downham Market Arts.**

Though no representative of Downham Market Arts was present, Councillors were made aware of a successful presence in Festival week.

**1182. To receive and consider the latest available Financial Report ‘actuals against budget’**

The Accounts for month 1 were received and reviewed

The Chairman thanked everyone for attending and closed the meeting at 20:16

**Chairman**

**Dated**