

DOWNHAM MARKET COMMUNITY DEVELOPMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 3rd JULY 2019 AT 7.00PM

Present	Chair	Cllr Pickering
	Vice Chair	Cllr Lightfoot
	Councillors	Cllr Groom Cllr Hendry Cllr Molyneux-Hetherington
	Non-Committee member	Frances Rayner
	Clerk	Tina Griffin

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.

1355 **To receive Members' apologies for absence**

Apologies were received from Cllr Woodmin and Jackie Westrop.

1356 **To receive Members' Declarations of Interest**

Cllr Groom declared an interest under item 11 (minute 1366) in relation to the payment of the Deputy Mayor's expenses.

1357 **To approve the minutes of the Community Development Committee meeting on Wednesday, 3rd July 2019 (pages 6481 – 6484)**

Proposed: Cllr Hendry

Seconded: Cllr Pickering

'The minutes of the Community Development Meeting held on Wednesday, 5th June 2019 be accepted as a true and accurate record'

All in favour

1358 **Public Participation (15 minutes)**

There were no members of the public present.

With the agreement of all present items and 15 and 6, in that order, were brought forward to the start of the meeting.

1359 **To receive and update from West Norfolk Tourism**

Cllr Groom reported that she had attended the executive committee meeting and listed some of the issues discussed including: Interest from coach companies in the events/attractions in town (a database of contact details is available); promotion of the Ask Lily website which has recently widened it's remit to include younger people; the contact at KLWNBC in relation to bids for grants; promotion of the LEADER funded Explore West Norfolk walking and cycling apps; and a Hunstanton 'What's On' tourism brochure which they are keen include stops in Downham Market.

Initial

1360 **To receive an update on proposed Local Heroes Award**

Frances Rayner presented a draft action plan and suggested that a small group be convened to take this forward. Accordingly, Cllrs Pickering, Hendry and Groom agreed to meet with Frances Rayner on 19th August 2019.

Councillors thanked Frances Rayner for attending and wished the event planning group every success.

1361 **Dementia Friendly Town – to review of session held on 25th June 2019 and plan future action**

Cllrs Pickering and Hendry reported that the session had disappointingly attracted attendance from just two Councillors. Nevertheless, it had highlighted that improvements to the pedestrian crossing adjacent to the Market Square would offer not only benefits to people with dementia, but to a wide range of people with individual needs (as well as clarifying the status of the crossing for vehicle drivers). It was agreed that Cllr Hendry would liaise with the Infrastructure Improvement Working Party.

Members agreed that rather than focus specifically on the using the Dementia Friendly Town criteria, the Community Engagement Plan should aim to involve as many local groups as possible.

1362 **To receive the Clerk's report**

Proposed: Cllr Lightfoot

Seconded: Cllr Pickering

'A maximum budget of £150 be allocated for the Civic reception at the Twinning Club event on 2nd August 2019'

All in favour

1363 **To receive Councillors' Questions**

Cllr Hendry suggested some activities which she said would liven up the town centre and she was encouraged to raise these as part of the generation of the Community Engagement Plan. There followed a brief discussion about the weekly market and how this might be enhanced.

1364 **To consider the report from the Community Plan workshop held on 20th June 2019**

The clerk referred to the report previously circulated and members discussed the themes for action. They agreed that these would guide future research and form the basis of further work by a sub-committee comprising the members of this committee, and as many of those from the community who attended the workshop as wish to be involved.

The clerk was asked to arrange a meeting for early September 2019.

1365 **To consider Downham Market Academy community involvement**

The clerk reported on two recent meetings with members of staff at the Sixth Form. She is awaiting contact from the Head Teacher and/or the Head of 6th Form to discuss this further.

1366 **To approve the payment of the Community Development Bills**

Proposed: Cllr Lightfoot

Seconded: Cllr Pickering

'The Community Development Committee bills are authorised for payment, with the exception of a deposit in relation to a civic event.'

All in favour

Members added that although they were not the arbiters as to whether a Civic Event took place they would welcome some clarification in relation to the authorisation of invoices for civic events and the management of budgets.

1367 **To consider grant applications received**

The clerk advised that Finance Committee had suspended the payment of grants pending a decision on town priorities and criteria for grant approval. Members agreed that the grant applications received would be held in abeyance until that time.

1368 **To receive the minutes and updates from the Sub-Committees of this Committee:**

- a. Water Festival Sub-Committee – the clerk reported that the event is in the final planning stages and was on schedule.
- b. Music Festival Sub-Committee – Cllr Pickering reported that sponsorship, publicity and plans are all progressing well. All the bands are now booked and there would be in excess of 50 musicians performing over the course of the 3 day event.
- c. **Proposed: Cllr Pickering Seconded; Cllr Hendry**
'To convene the Christmas Lights Switch-On sub-committee, and that the associated Craft Fair would be organised by the clerk and Cllr Lightfoot'

All in favour.

1369 **To receive an update on the Williams Rail Review**

Cllr Pickering updated members and confirmed that he would be attending a meeting this week with Fen Line Users Association to discuss future action.

1370 Update on Downham Market Arts

There was no report.

1371 To receive and consider the Financial Report

The report was circulated and members had no further questions.

1372 **Date of next meeting**

The next meeting will be on 7th August 2019 at 7pm in the Town Council Offices
The meeting was closed at 20.35pm

End