

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE BUSINESS AND TOURISM COMMITTEE

TUESDAY 27 AUGUST 2024 6pm

In the Town Hall, Bridge Street, Downham Market, PE38 9DW

	<p>Present Cllrs Leivers, Wiles, S Moyses, Buxton, Hobbs</p> <p>Tina Griffin, Deputy Clerk</p> <p><i>Members were reminded of the emergency exits/muster point and asked to turn mobile phones to silent</i></p>
No	Item
1	<p>To receive Members' apologies for absence Apologies were received from Cllr B Moyses. Cllr Dickson did not attend.</p>
2	<p>To receive Members' Declarations of Interest None</p>
3	<p>To approve the minutes of the previous meeting of the committee held on 16 July 2024</p> <p>Proposed: Cllr Wiles Seconded Cllr Buxton All in favour 'That the minutes of the previous meeting of the committee held on 16 July 2024 are approved.'</p>
4	<p>Public Participation – 15 minutes allowed</p> <p>There were no members of the public in attendance, however Cllr Buxton canvassed opinion about asking Simon Rowe from Radio West Norfolk if he could highlight his visits to the town on his social media as he does for Hunstanton and Kings Lynn. It was agreed that if she wished to contact him to discuss this it would be best to do so in her capacity as a resident of the town rather than as a Cllr.</p>
5	<p>To discuss previously agreed priorities and further actions for this committee.</p> <p>To consider business consultations – see item 6</p> <p>Town Map improvements – this is in the hands of the project team responsible for the Market Square toilet renovations – DMTC comments have been submitted for inclusion. We are awaiting a definite start date from the Borough Council.</p> <p>Infrastructure improvements eg Information Point, leaflets, an audit of existing signposting – consider signs on fringes of town eg A47/A10/A1122 A two stage signposting project was proposed:</p>

	<ol style="list-style-type: none"> 1. Deputy Clerk to build on the findings from the Hunstanton report to put together a survey plan which would form the basis of grant applications and costings. Consult with Borough Tourism Officer to research grants available. 2. To carry out the signposting work recommended by the survey report taking into account budget setting and grant options. <p>Coach parking – the bays on Priory Rd outside Tesco and on the Hollies in front of the bus stop were discussed as potential parking for coaches (not just to drop-off). Confirmation of the current rules in place for these spaces would be sought from NCC Highways.</p> <p>Accessibility in town – retail access was discussed, and the crossings in Bridge St and Paradise Rd were raised. It was suggested that the requested crossings be escalated with the NCC Highways team.</p> <p>TIC area at the new Town Council offices/in the lobby of the Town Hall – it was recognised that the office and Town Hall have restricted public access at the weekend. If we are to have a proper TIC it would need to be staffed. Alternatives were discussed including displaying leaflets in the TH noticeboard; reviewing where in town tourism leaflets are distributed and referring visitors to these. The inclusion of QR codes was suggested and would be discussed with the Borough Tourism Officer.</p>
6	<p>To discuss joint KLWNBC-DMTC business meeting and agree actions – 18 September 2024.</p> <p>Cllrs Hobbs and Leivers confirmed that they had made a good start on delivering the leaflets and Cllr Wiles volunteered to deliver to key tourism businesses in the surrounding villages.</p> <p>The format for the meeting was discussed and it was decided that small facilitated group discussions would follow a short presentation by the Borough Tourism Officer. Cllr Hobbs agreed to ‘host’ the meeting.</p> <p>When delivering the leaflets, email addresses are being collected so that DMTC can keep local businesses up to date with consultations, meetings etc. These to be collated by the office.</p>
7	<p>To update on potential ‘Heritage Day’ in 2025</p> <p>The first meeting of joint group exploring a potential Heritage Day is on 3 October 2024 at 6pm at Discover Downham.</p> <p>Discover Downham have submitted an expression of interest to the Borough Council with the aim of applying for a grant to help support the event.</p> <p>Cllrs Buxton, Wiles, Hobbs, Leivers and Westrop have volunteered to join the organising group.</p>
8	<p>To receive feedback from West Norfolk Tourism Forum and informal visit to Denver Complex – Cllrs Leivers and Wiles</p> <p>No new Tourism Forum news – meeting is pending.</p>

	<p>Cllr Leivers said she had circulated a report from the Borough Tourism Officer following a visit to the Denver Complex. All agreed that the longer term plans are impressive and will attract a greater number of tourists, hopefully to the benefit of Downham Market.</p>
9	<p>To consider Pop-up shops, Artisan fair ideas and agree any actions – Cllr Hobbs</p> <p>Members discussed the possibilities of a venue for pop up shops, and referred to a report sent in by Ark Designs. Members confirmed that whilst they appreciate that this would be useful for some start up businesses, the Council currently has no property suitable and is not in a position to acquire any. Members wished Ark Designs luck in securing a venue.</p> <p>Cllr Moses agreed to research the organisers of a Peterborough food fair.</p> <p>It was confirmed that a local craft business has expressed interest in bringing an artisan fayre to the Town Hall and the options are being explored with them.</p>
10	<p>To discuss content of new ‘Visiting DM’ page on DMTC website and agree actions</p> <p>The links included on the new website page were discussed and Members commented on the out of date photographs on the external websites. One website had included a Norwich venue under the Downham Market page and it was agreed to contact the hosts of those websites to ask for them to be updated. Cllr Buxton agreed to email her further notes on the DMTC website.</p> <p>As the website develops it hoped local accommodation details can be included, as well as parking in/around town.</p>
11	<p>To agree date of next meeting – 29 October 2024</p>
	<p>Meeting closed 19.25</p>
	<p>Signed Dated</p>