

<h2>Quarterly 5 Market Town Meeting - Key Notes & Actions</h2>		Date: Wednesday 17 th November 2021	
		Time: 10.30am	
		Location: Microsoft Teams	
Facilitator:	Cllr Paul Claussen	Notes taken by:	Cassie Ruffell
Attendees:	Breckland: Cllr Paul Claussen, Rob Walker, Cassie Ruffell Attleborough: Phil Leslie, Michelle Barron Dereham: Hugh King Swaffham: Judy Anscombe, Richard Bishop Thetford: Jane James, Tina Cunnell Watton: Jane Fountain, Jane Scarrott		
Key notes & Actions:			Action:
Agenda Items: <ol style="list-style-type: none"> 1. Actions from last meeting 2. Market Town Christmas Trail 3. Welcome Back Fund – Activity update 4. Town Council updates 5. Future Meetings 			
Actions from the last meeting: <ol style="list-style-type: none"> 1. Cassie Ruffell to engage the Veni Project with all town council <ol style="list-style-type: none"> a) Completed all town councils have been contacted by The Lively Crew who have been awarded the VENI project. 2. Tony Needham asked for a local plan update <ol style="list-style-type: none"> a) Tony Needham was not present at the meeting; the group agreed no update was required at this time. 3. Judy Anscombe asked if points raised and actions from each meeting could be taken and circulated <ol style="list-style-type: none"> a) Completed – first meeting notes to be circulated 			
Key notes & Actions: <p>Christmas Trail</p> <p>A festive Christmas trail to find 10 of Santa’s reindeers across our 5 market towns, to provide a fun activity and increase footfall. Reindeers will be located within shop windows and each will have a name, which participants will need to collect and submit to be in with a chance of winning 1 of 5 hampers. 65 businesses have agreed to take part in the trail with a minimum of 10 per market town. The trail will commence on Saturday 27th November and finish on Friday 24th December. 5 participants (1 per town) will be selected at random and announced in January.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Tina Cunnell requested a reindeer to be located within Thetford Guild Hall Tearooms 			

<p>Attleborough</p> <ol style="list-style-type: none"> 1. Phil Leslie asked if market town events co-ordination/calendar could be reviewed to maximise footfall in all towns <ol style="list-style-type: none"> a) Cassie Ruffell to take action and review how this links with Breckland's 'what's on' page <p>Thetford No actions taken</p>	<p>ACTION</p>
<p>AOB</p> <p>Future Meetings</p> <ol style="list-style-type: none"> 1. Action agreed to continue these meetings on a quarterly basis – to remain virtual 2. Action agreed for agenda items to be submitted in advance to enable officers time to collate information ahead of the meeting. 	<p>ACTION ACTION</p>