

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
NOTES OF MEETING HELD WEDNESDAY 29th SEPTEMBER 2021 AT 2:30 PM

This was held as a Zoom video telephony meeting.

	<p>Present:</p> <p>Strategy Group Chair – Cllr Hendry</p> <p>Members –Mr A Davy, Mr K Loveday and Mr R Warden</p> <p>Consultant – Mr S Vincent (Abzag Ltd)</p> <p>Assistant to the Clerk – Mr G Spark</p> <p>Senior Administrator – Ms C Dornan</p>	ACTION
1	<p><u>To receive Members' apologies for absence</u></p> <p>Apologies were received and accepted from:</p> <p>Mrs J Davy – Personal Reasons</p> <p>Mr T Bennett – Holiday</p> <p>Cllr Westrop - Unwell</p>	
2	<p><u>To receive Members' declarations of interest</u></p> <p>Mr Loveday declared an interested in discussions regarding Wimbotsham as he organised the 2013 Resistance.</p>	
3	<p><u>To approve the notes of the meeting on 23 September 2021</u></p> <p>Proposer Mr Warden Seconder Mr Davy</p> <p>'The notes of the meeting held on 23 September 2021 are agreed as a true and accurate record.'</p> <p>All In favour</p>	
4	<p><u>To discuss and agree actions for the Public Consultation in October 2021</u></p> <p>It was confirmed that there would be 12 information boards.</p> <p>7 tables are required for the displays. 1 table is required for consultees to sign in. 1 table is required to enable people to complete the Response Forms.</p>	

	<p>It was agreed that no refreshments would be provided due to covid. Refreshments are readily available on the market.</p> <p>The Senior Administrator was asked to confirm via email with Mr Bennett what times he would be attending to assist the consultation event.</p> <p>The Chair asked the Assistant to the Clerk to obtain quotes for easels to display the 12 boards in the Library. It was suggested they should be double sided to reduce the number required.</p>	<p>Senior Admin.</p> <p>Assistant to the Clerk</p>
5	<p><u>To approve the Neighbourhood Plan ahead of the consultation</u></p> <p>Proposer Mr Davy Seconder Mr Warden</p> <p>‘That Regulation 14 Pre-Submission Version 1.0 be approved.’</p> <p>All In favour</p> <p>The consultation period was confirmed as 01 October 2021 – 12 November 2021</p> <p>The consultation event was confirmed as 08/09 October 2021</p>	
6	<p><u>To confirm the date of next zoom meeting</u></p> <p>07 October 2021 – 10am without the Consultant</p>	
	<p>The Chair thanked everyone for their attendance.</p> <p>The Chair thanked the Consultant and members for their perseverance in bringing the first draft of the Neighbourhood Plan to fruition.</p> <p>The Meeting closed at 15:31</p>	
	SIGNED	DATE