

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**NOTES OF MEETING HELD FRIDAY 17<sup>th</sup> SEPTEMBER 2021 AT 11:30AM**

*This was held as a Zoom video telephony meeting.*

	<p><b>Present:</b></p> <p>Strategy Group Chair – Cllr Hendry</p> <p>Members –Mr A Davy 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>	<p><b>ACTION</b></p>
1	<p><b><u>To receive Members' apologies for absence</u></b></p> <p>Apologies were received and accepted from:</p> <p>Mrs J Davy – Personal Reasons Cllr Westrop – Meeting overrun</p> <p>Mr T Bennett has been on holiday and was unaware of the meeting.</p>	
2	<p><b><u>To receive Members' declarations of interest</u></b></p> <p>There were no declarations of interest.</p>	
3	<p><b><u>To approve the notes of the meeting on 09 September 2021</u></b></p> <p><b>Proposer</b> Mr Davy                      <b>Seconder</b> Mr Warden</p> <p>'The notes of the meeting held on 09 September 2021 are agreed as a true and accurate record.'</p> <p>All In favour</p>	
4	<p><b><u>To discuss and agree actions for the Public Consultation in October 2021</u></b></p> <p>Key stakeholders – Consultant to provide a list of the key stakeholders who require a physical copy of the Neighbourhood Plan and a draft letter to send with the Neighbourhood Plan.</p> <p>Senior Administrator to research addresses of suggested stakeholders in preparation for sending the letters.</p>	<p>Consultant</p> <p>Senior Admin.</p>

	<p>Consultation Period Poster – It was agreed the poster be amended to include the consultation period dates (01.10.2021 – 12.11.2021). Senior Administrator to liaise with Cllr Westrop.</p> <p>The Consultant requested a copy of the Downham Advertiser Consultation Advert.</p> <p>The Consultant requested a copy of the Consultation Poster.</p> <p>Senior Administrator was asked to contact the Downham Market Library to ask them to place a poster in their premises advertising the consultation period and to request that the A1 information boards from the Consultation Event be displayed from Monday 11 October 2021 until Friday 12 November 2021.</p>	<p>Senior Admin / Cllr Westrop</p> <p>Senior Admin.</p> <p>Senior Admin. Senior Admin.</p>
5	<p><b><u>To review the final draft of the Neighbourhood Plan with the Consultant</u></b></p> <p>Foreword outstanding. The Consultant was asked to provide an example for the Mayor and the Chair to use as a template.</p> <p>Front Page – Suggestions made regarding the collage. Senior Administrator to provide feedback from the Consultant / Members to Cllr Westrop requesting minor amendments and resubmission.</p> <p>Introduction – Minor amendments outstanding. Senior Administrator was asked to liaise with Cllr Westrop and provide the final version to the Consultant.</p> <p>Further information / photographs required in relation to properties which have been removed from Cannon Square. Senior Administrator requested to contact Discover Downham for assistance.</p> <p>Map of Conservation Area required. Senior Administrator to contact Conservation Officer at BCKLWN.</p> <p>The Consultant will finalise the Neighbourhood Plan following discussions at this meeting and provision of outstanding requested documents. The Consultant will forward in PDF to Members by 19 September 2021.</p> <p>The Consultant suggested more pictures would be useful.</p> <p>Members to provide feedback on Neighbourhood Plan, reviewing SPAG and content, by close of business on 21 September 2021.</p> <p>Housing Register Figures remain outstanding. The Assistant to the Clerk is to discuss with the Town Clerk as BCKLWN are yet to provide the information.</p>	<p>The Mayor &amp; Cllr Hendry</p> <p>Senior Admin / Cllr Westrop</p> <p>Senior Admin.</p> <p>Senior Admin.</p> <p>Senior Admin.</p> <p>Consultant</p> <p>Mr Warden</p> <p>Members</p> <p>Ass. To The Clerk</p>
6	<p><b><u>To confirm the date of next zoom meeting</u></b></p> <p>23 September 2021 – 10am with Consultant</p>	

	The Chair thanked everyone for their attendance. The Meeting closed at 12:36	
	<b>SIGNED</b>	<b>DATE</b>