

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**NOTES OF MEETING HELD THURSDAY 05<sup>th</sup> AUGUST 2021 AT 10:00am**

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

	<p>Present:</p> <p>Strategy Group Temporary Chair – Cllr Westrop</p> <p>Members - Mr K Loveday and Mr R Warden</p> <p>Senior Administrator – Ms C Dornan</p> <p>Assistant to the Clerk – Mr G Spark</p>	<b>ACTION</b>
Notes	<p>As Cllr Hendry was not present at the meeting, Mr Loveday and Mr Warden agreed it appropriate that Cllr Westrop take on the role of Temporary Chair for this meeting.</p> <p>The meeting started at 10:11am.</p>	
1	<p><b><u>To receive Members’ apologies for absence</u></b></p> <p>Apologies were received from:</p> <p>Mr T Bennett - Personal Reasons  Mr A Davy – Technical Issues  Mrs J Davy – Personal Reasons  Cllr Hendry – Technical Issues  Cllr Lawson - Work commitments  Cllr Willow Woodmin – Personal Reasons</p> <p>Cllr Westrop asked that the Senior Administrator clarify with Cllr Willow Woodmin whether she wishes to remain a member of the strategy group due to availability.</p>	Senior Administrator
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 22 July 2021</u></b></p> <p>Cllr Westrop and Mr Warden confirmed receipt of the notes and were happy with the content. Mr Loveday was not present at the meeting on 22 July 2021 so was unable to accept the notes as a true and accurate record.</p> <p>As the vote was not quorate the vote was delayed to the next meeting on 19 August 2021.</p>	To be added to agenda

4	<p><b><u>To invite Mr Bennett to become a member of the Neighbourhood Plan Strategy Group</u></b></p> <p>It was noted that Mr Bennett would be an asset to the Neighbourhood Plan Strategy Group and that an invitation would be extended.</p> <p>It was decided that as Mr Bennett was not present at the meeting that Mr Warden would ask Mr Bennett if he would like to be a member and a formal vote would be deferred to the next meeting Mr Bennett was available to attend.</p>	Mr Warden
5	<p><b><u>To agree the mechanism for the Public Consultation in October 2021</u></b></p> <p>It was noted that the Town Hall may not be available for 01 October 2021 &amp; 02 October 2021.</p> <p>It was agreed that the 2 day event would be moved to 15 October 2021 &amp; 16 October 2021.</p> <p>The Senior Administrator was asked to enquire whether the Methodist Church or Conservative Club would be available for hire if the Town Hall was not available.</p> <p>It was agreed the 6 week consultation period would run 04 October 2021 – 15 November 2021. Senior Administrator to advise Consultant.</p> <p>Actions outstanding:</p> <ul style="list-style-type: none"> <li>• Design A4 Flyer to advertise event and consultation period</li> <li>• Obtain quotes for A4 Flyer production</li> <li>• Agree distribution method of A4 Flyer</li> <li>• Obtain copy of Neighbourhood Plan from Consultant</li> <li>• Seek quotes to create copies of Neighbourhood Plan and bind</li> <li>• Obtain Town Clerk's agreement to final version</li> <li>• Agree number of physical copies of Neighbourhood Plan required</li> <li>• Authorise print of Neighbourhood Plan</li> <li>• Distribute physical copies to key sites such as Library and Churches</li> <li>• Place a copy of the Neighbourhood Plan on the website</li> <li>• Distribute electronic copy of Neighbourhood Plan to local parishes</li> <li>• Ensure electronic copy is e-reader compatible</li> <li>• Ensure electronic copy can be converted into other languages, on request</li> <li>• Invite comments on Neighbourhood Plan via dedicated telephone line, email and in person at Council Offices</li> <li>• Create and distribute Press Release</li> <li>• Create Facebook and Instagram information release</li> <li>• Prepare a register of attendees for 2 day event</li> <li>• Decide on what information to be presented on A1/2/3 boards for 2 day event</li> </ul>	<p>Update Hallmaster</p> <p>Senior Administrator</p> <p>Graham Spark to manage</p>

	<ul style="list-style-type: none"> <li>• Obtain quotes for printing 2 day event boards</li> <li>• Adverts to be placed in key locations around Downham Market of 2 day event including A frames</li> <li>• Obtain quotes for Banner 'Consultation Here'</li> <li>• Seek approval to order Banner</li> </ul>	
6	<p><b><u>To review outstanding Neighbourhood Plan items</u></b></p> <p>1 – Housing Register Information – No reply from multiple emails to Borough Council Planning Team / Alan Gomm</p> <p>Senior Administrator requested to forward Local Plan Consultation document to Consultant.</p> <p>2 – Green Space Management vote by Full Council</p> <p>Senior Administrator requested to liaise with Chair of Environment Strategy Group to discuss this matter. Mr Warden requested to present to the strategy group on Wild Flower Meadow management.</p> <p>3 – Solar Panels – Option for off plan purchase to add Solar Panels</p> <p>Senior Administrator asked to liaise with Consultant to see if this requirement can be included in the Neighbourhood Plan.</p>	<p>Senior Admin</p> <p>Senior Admin</p> <p>Senior Admin</p>
7	<p><b><u>To confirm date of next zoom meeting</u></b></p> <p>19 August 2021 - 10am</p>	
	<b>Meeting closed: 10:55 am</b>	
	<b>SIGNED</b>	<b>DATE</b>