

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
NOTES OF MEETING HELD THURSDAY 07th OCTOBER 2021 AT 10 AM

This was held as a Zoom video telephony meeting.

	<p>Present:</p> <p>Strategy Group Chair – Cllr Hendry</p> <p>Members –Mr K Loveday and Mr R Warden</p> <p>Cllr Westrop joined at 10:26am (Please see apologies)</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>Mr T Bennett – Holiday</p> <p>Mr A Davy – Personal Reasons</p> <p>Mrs J Davy – Personal Reasons</p> <p>Cllr Westrop – Over run of prior meeting</p>	
2	<p><u>To receive Members’ declarations of interest</u></p> <p>There were no declarations of interest.</p>	
3	<p><u>To approve the notes of the meeting on 29 September 2021</u></p> <p>Proposer Mr Warden Seconder Cllr Hendry</p> <p>‘The notes of the meeting held on 29 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>Town Council gazebos damaged in the wind on 05 October 2021 at the Full Council meeting. Gazebos have been hired at a cost of £300.00 for the weekend from J R Light & Sound.</p>	

<p>1. Layout of gazebos – 2 gazebos next to each other with opening facing the Town Hall. Access to rear of Town Hall to be maintained. Small gazebo in front of Clock Room. Tables for public to peruse the Neighbourhood Plan at front of the 2 gazebos. Planters to be moved.</p> <p>2. Arrangements have been made with the Maintenance Team who will need to provide tables and assist in putting up the gazebos with Jamie Robinson from JR Light & Sound. Friday set-up will be at 7am. Saturday set-up will be at 8:30am.</p> <p>3. Covid precautions are planned ie masks, one way system, signs and sanitiser stations. There will be no sharing of pens.</p> <p>4. There will need to be regular wipe downs of all tables etc with sanitising wipes</p> <p>5. Royal British Legion is to be contacted to confirm if No. 6 can be used for storage</p> <p>6. A Risk assessment for event has been created by the Assistant to the Clerk</p> <p>7. A Covid Risk assessment for event has been created by the Assistant to the Clerk</p> <p>8. Security will be provided to keep all attendees safe in case of a demonstration on the market. Members were reminded not to put themselves at any risk.</p> <p>9. Gazebos will not be able to stay up overnight so will be taken down on Friday at 6pm and Saturday at 3pm.</p> <p>10. The Assistant to the Clerk will inform the police of this event.</p> <p>11. A box will be provided for people to drop off any responses on the day of the event.</p> <p>12. Senior Administrator to advise Consultant of the security provision.</p> <p>13. Posters have been placed on all noticeboards. Mr Davy has delivered posters to key business premises in the area. Mr Warden has delivered posters to alternative residential locations.</p> <p>14. Members should ensure that residents and visitors are aware that they can view Neighbourhood Plan in the library. There are four copies in the library.</p> <p>15. The Assistant to the Clerk will inform the insurance company of the event.</p> <p>16. Clear signage pointing to the location of the event on the day will be placed around the town by the Maintenance Team.</p> <p>Cllr Westrop joined the meeting.</p>	<p>Ass. To The Clerk</p> <p>Ass. To The Clerk</p> <p>Senior Admin.</p> <p>Ass. To The Clerk</p>
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5	<p><u>To confirm the date of next zoom meeting</u></p> <p>14 October 2021 – 10am</p> <p>To invite consultant</p> <p>This meeting will be to complete a debrief of the Public Consultation Event.</p>	Senior Admin.
	<p>The Chair thanked everyone for their attendance.</p> <p>The Meeting closed at 10:29am.</p>	
	<p>SIGNED</p> <p style="text-align: right;">DATE</p>	