

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
NOTES OF MEETING HELD THURSDAY 02nd SEPTEMBER 2021 AT 11:00AM

This was held as a Zoom video telephony meeting.

	Present: Strategy Group Chair – Cllr Hendry Members – Mr T Bennett, Mr A Davy, Mr R Warden and Cllr Westrop Assistant to the Clerk – Mr G Spark Notes T Griffin	ACTION
Note	Meeting scheduled for Thursday 26 August 2021 at 3pm did not take place as the Zoom connection had failed.	
1	<u>To receive Members’ apologies for absence</u> Apologies were received and accepted from: Cllr Lawson - Work commitments Mrs J Davy – Personal Reasons	
2	<u>To receive Members’ declarations of interest</u> There were no declarations of interest.	
3	<u>To approve the notes of the meeting on 19 August 2021</u> Proposer Cllr Westrop Seconder Mr R Warden ‘The notes of the meeting held on 19 August 2021 are agreed as a true and accurate record.’ All In favour	
4	<u>To discuss and agree actions for the Public Consultation in October 2021</u> Cllr Hendry said she had invited Leslie Deacon (her daughter) to join the meeting, explaining that Ms Deacon is a Colonel for the Army Cadets in Cambridgeshire. She had been invited to talk to the group about the logistics of the Army Cadets delivering the NP leaflets to homes in Downham Market. 11.42am Ms Deacon introduced herself and described the very thorough process her organisation would take to ensure the safety of the young people involved in the deliveries.	

	<p>It was noted that she would normally require a 6 week notice period for a community exercise, but could perhaps organise it in less. Ms Deacon felt sure that if she could muster 20 cadets, with the required number of supervising adults the deliveries could be carried out over one or two weekends. There would be no charge for the deliveries, and although not expected, a donation would be very welcome.</p> <p>The Council would need to provide the road names to be covered and the number of households was clarified at just over 5000.</p> <p>The timescales were confirmed, and it was agreed that deliveries would need to take place no later than the first weekend in October. Members were reassured that inclement weather would not prevent delivery. The Army Cadet's risk assessment would make provision for all eventualities.</p> <p>After answering members' questions, Ms Deacon was thanked for attending and left the meeting.</p> <p>Whilst everyone recognised the professional organisation behind the Army Cadets, some members expressed concerns about the reputational impact on the Council of engaging young people to deliver its NP leaflets. The fact that the Cadets were from Cambridgeshire and not Norfolk, and that they could be a COVID risk coming from a known hotspot. The current climate in Downham Market was also raised as a point of concern for the safety of the Cadets.</p> <p>Cllr Hendry proposed that the Clerk be asked to complete a risk assessment covering the delivery of leaflets by the Cadets, from the Council's perspective, and that her decision be final. All agreed.</p> <p>It was suggested that should this option be accepted, the Clerk could be asked to make contact with the Swan Centre as a potential base for the Cadets. It was also suggested that Council might make a donation to the Cadets of around £250 (being roughly 50% of the cost of commercial delivery services).</p> <p>Graham Spark reminded members of the short timescales involved if the consultation exercise dates are to be met.</p> <p>Cllr Westrop reviewed the options for printing the leaflets and it was agreed that the cheapest quote would be accepted.</p>	<p>Town Clerk</p> <p>Town Clerk</p>
5	<p><u>To review and agree response to outstanding Neighbourhood Plan items</u></p> <p>Front Page Picture – Cllr Westrop summarised the options and after some discussion, agreed that she would move the logo on the leaflet/poster to the bottom of the page, leave the colour as it is, look again at the borders, and circulate to all hopefully by the end of the week.</p>	Cllr Westrop

	<p>A discussion about the design of the front cover of the Plan, resulted in the suggestion that a montage of pictures of the Town would best reflect what the NP is about. Cllr Westrop agreed to try and produce a draft for consideration.</p> <p>Introduction to Downham Market - It was agreed that the introduction should contain only a brief history of the town, with a reference to the Heritage Society for additional information. Cllr Westrop agreed to edit the draft previously produced for further consideration.</p> <p>Ambition Statements – It was felt that these are almost ready, with slight tweaks to typos and the odd word.</p> <p>It was agreed that all members would review the ambition statements this week and email their comments to the group. The next meeting on 9th September 2021 would start half an hour early to allow members to agree the final wording before being joined at 2pm by the consultant.</p>	<p>Cllr Westrop</p> <p>Cllr Westrop</p> <p>All</p>
6	<p><u>To confirm date of next zoom meeting</u></p> <p>09 September 2021 –Strategy Group to convene at 1.30pm, being joined at 2pm by the consultant. Mr Bennett offered his apologies in advance.</p>	
	<p>SIGNED</p> <p style="text-align: right;">DATE</p>	