

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**NOTES OF MEETING HELD THURSDAY 09<sup>th</sup> SEPTEMBER 2021 AT 1:30PM**

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

	<b>Present:</b>  Strategy Group Chair – Cllr Hendry (Leaving at 1:56pm)  Members –Mr A Davy, Mr K Loveday, Mr R Warden and Cllr Westrop  Consultant – M S Vincent Abzag Ltd (Arriving at 2:12pm)  Assistant to the Clerk – Mr G Spark  Senior Administrator – Ms C Dornan	<b>ACTION</b>
<b>Note</b>	Cllr Lawson is no longer a member of the Strategy Group as agreed by Full Council on 07 September 2021.	
1	<b><u>To receive Members’ apologies for absence</u></b>  Apologies were received and accepted from:  Mrs J Davy – Personal Reasons Mr T Bennett – Holiday (Apologies given on 02.09.2021)	
2	<b><u>To receive Members’ declarations of interest</u></b>  There were no declarations of interest.	
3	<b><u>To approve the notes of the meeting on 02 September 2021</u></b>  <b>Proposer</b> Cllr Hendry <b>Seconder</b> Mr Davy  ‘The notes of the meeting held on 02 September 2021 are agreed as a true and accurate record.’  4 In favour  Mr Loveday abstained as he was not present at the meeting.  Cllr Hendry left the meeting. It was agreed Cllr Westrop would Chair the meeting.	
4	<b><u>To review and agree design, introduction and ambition statements</u></b>  The introduction was agreed subject to some SPAG adjustments.	Cllr Westrop

	<p>The front page design was discussed and agreed subject to the removal and addition of one photo.</p> <p>Mr Warden had emailed prior to the meeting, his thoughts on some changes required to the ambition statements. It was agreed these amendments would be forwarded to the Consultant by the Senior Administrator for the adjustments to be made.</p>	<p>Cllr Westrop</p> <p>Senior Admin</p>
5	<p><b><u>To discuss and agree actions for the Public Consultation in October 2021</u></b></p> <p>It was agreed that the Army Cadets would not deliver the Public Consultation leaflet. This is no reflection on the Cadets. It was due to safety considerations.</p> <p>Due to covid concerns regarding delivery it was agreed that an advert would be placed in The Downham Market Advertiser. This is distributed to 17,134 households by Royal Mail. Although this covers areas outside Downham; to the north, West Lynn, to the west Emneth, to the south, Brandon Bank and Bexwell to the east; it was agreed that the Neighbourhood Plan would have an impact on local communities and therefore feedback from those residents would be welcomed and the appropriate weight given to it. To meet the October 2021 deadline the proof is required by 5pm on 10.09.2021. Cllr Westrop is liaising.</p> <p>At the consultation event it was agreed that the Assistant to the Clerk would arrange a gazebo, tables, chairs and refreshments.</p> <p>The rota on Friday 08 October 2021 was agreed as:</p> <p>10am – 6pm Cllr Hendry and Cllr Westrop  11am – 1pm Mr Loveday  1pm – 6pm Mr Warden</p> <p>The rota on Saturday 09 October 2021 was agreed as:</p> <p>10am – 3pm Cllr Hendry and Cllr Westrop  10am – 1pm Mr Warden</p> <p>Mr Davy would attend, if possible.</p> <p>It was confirmed that the consultant is organising the A Boards.</p> <p>The Senior Administrator was asked to contact the Library to ask if they would place a poster on their board and whether the A Boards could be placed in the library for the remaining 5 weeks after the consultation event to cover the consultation period.</p> <p>The Senior Administrator was asked to advertise on social media the consultation event from 01 October 2021. Daily posts to be arranged with This is Fuller.</p>	<p>Cllr Westrop</p> <p>Assistant to the Clerk</p> <p>Members</p> <p>Consultant</p> <p>Senior Admin</p> <p>Senior Admin</p>

	The Consultant joined the meeting and gave his apologies as he had been delayed by traffic.	
6	<p><b><u>To review and agree response to outstanding Neighbourhood Plan items</u></b></p> <p>It was agreed Cllr Westrop would forward the introduction and front page once the amendments were made.</p> <p>Statistics required from KLWNBC Planning Team remain outstanding. The Town Clerk has been asked to liaise with Cllr Stuart Dark, leader of the Council.</p> <p>The Consultant is to draft a policy for consideration at the next meeting to look at 'creep issues' which occur with access roads leading into Denver and Wimbotsham.</p> <p>The Consultant is to provide the draft Neighbourhood Plan in PDF as some members are unable to open read the document.</p>	<p>Cllr Westrop</p> <p>The Clerk</p> <p>Consultant</p> <p>Consultant</p>
7	<p><b><u>To confirm date of next zoom meeting</u></b></p> <p>17 September 2021 – 11:30am with Consultant 23 September 2021 – 10am with Consultant</p>	
	<b>SIGNED</b>	<b>DATE</b>