

**DOWNHAM MARKET ENVIRONMENT STRATEGY GROUP**  
**RECORD OF MEETING HELD TUESDAY 10 MARCH 2020 AT 5:30PM**

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

	Present: Chair – Cllr Hayes Councillors – Daymond, Groom, Hendry, Pickering and Woodmin Town Clerk Mrs E Oliver Senior Administrator Ms C Dornan	<b>ACTION</b>
1	<p><b><u>To receive apologies for absence</u></b></p> <p>Soehnle gave his apologies due to work commitments. Cllr Westrop gave her apologies due to ill health.</p> <p>These apologies were accepted.</p> <p>Cllr Brighty did not attend.</p>	
2	<p><b><u>To agree the notes of the meeting held on Tuesday 11 February 2020</u></b></p> <p>Proposer Cllr Hendry                      Seconder Cllr Groom</p> <p>‘That the minutes of the meeting held on Tuesday 11 February 2020 be duly approved’</p> <p>All in favour</p>	
3	<p><b><u>To receive updates from agreed actions at last meeting</u></b></p> <p><u>Solar Panels</u></p> <p>Meetings had been arranged but unfortunately had needed to be re-arranged. Cllr Daymond continues to liaise with the companies.</p> <p><u>Food Waste</u></p> <p>Cllr Pickering visited the café that is between Ely and Littleport, which is run, by paid staff and volunteers. They stock their café by low cost fresh vegetables obtained direct from local farmers. They also grow crops behind the café. They have a set menu to reduce wastage. It is not considered low cost as jacket potato plus filling is circa £3.50. It appears to be run for the benefit of the Community Centre and not the specifically for the</p>	Cllr Daymond

<p>local community.</p> <p>Looking to visit the K9 Community Café in Ely in the near future, which is aimed at dog owners.</p> <p>Also suggests a visit to the shop by the Lighthouse Church, which allows customers to fill their own tubs and boxes.</p> <p><u>Coffee Cup Waste Reduction</u></p> <p>Will form part of Spring into Sustainability, which is planned for 12 &amp; 13 June 2020.</p> <p><u>Tree Cover</u></p> <p>The Town Clerk advised that trees were available through the Woodland Trust from November 2020. There was a minimum order so it is suggested that a Facebook post is created to engage the Community and have trees placed in multiple locations locally on private land as the Town Council have limited land available to them.</p> <p>It was suggested that the Montessori are contacted as they have ample land and may be interested in supporting the scheme.</p> <p>It was suggested that local developers are contacted to obtain their involvement.</p> <p>Areas suggested were North of Tinkers Way, Grimshoe Road and Hamilton Way.</p> <p>The Mayor is to discuss the scheme with Brian Long on 11.03.2020.</p> <p>It was suggested that some trees are planted in large pots and placed in the Car Parks. This would create shade but stop root issues in the tarmac.</p> <p><u>Town Recycling Bins</u></p> <p>BCKLWN are unable to support this at present. No further action to be taken at present.</p> <p><u>Press Release</u></p> <p>To be discussed under item 6 on the agenda.</p>	<p>Cllr Pickering</p> <p>Cllr Pickering</p> <p>Cllr Groom and Working Party</p> <p>Cllr Hayes</p>
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<p><u>Composting</u></p> <p>This would form part of the Spring into Sustainability Event.</p> <p>It was understood that Cllr Brighty may be a Master Composter. Advice and guidance to be requested from him.</p> <p><u>Wild Flower Presentation</u></p> <p>A copy of the presentation to be requested from Cllr Soehnle.</p> <p><u>Community Group / School Liaison</u></p> <p>Cllr Woodmin has made contact with the Methodist Church who are keen to work with the Council.</p> <p>It was suggested that the schools are asked to make a model using single use plastic that could be used within a display around the Town via a Sculpture Trail and at the Spring into Sustainability event. A risk assessment will need to be completed once the size of the model is agreed.</p> <p>Models would need to be no bigger than the size of the Council Van so that they can be transported to site (approx. 5ft)</p> <p>Models, which could not be transported, could have photos taken for a pictorial display.</p> <p><u>Hunstanton Climate Emergency Meeting</u></p> <p>The Town Clerk has been invited to the next meeting however a date is yet to be confirmed.</p> <p><u>Spring into Sustainability Event</u></p> <p>The working group have been meeting and have agreed the date as 12 &amp; 13 June 2020. The Working Party are trying to coordinate a speaker at present and timeline for the event.</p> <p><u>Swift Boxes at the Heritage Centre</u></p> <p>The Senior Administrator advised that the Heritage Centre had advised that the building was not tall enough to support the Swift boxes. Cllr Andy Bullen had been advised and had agreed when the dimensions were provided to him.</p> <p>To request an update on the Swift boxes due for the Town Council Offices.</p> <p><u>Meeting with Charlie Gardner</u></p> <p>A date is awaited for the meeting.</p>	<p>Senior Administrator.</p> <p>Senior Administrator</p> <p>Cllr Woodmin</p> <p>Town Clerk</p> <p>Cllr Groom and Working Party.</p> <p>Senior Administrator</p> <p>Town Clerk</p>
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5	<p><b><u>To discuss Landfill – Cllr Westrop</u></b></p> <p>Cllr Westrop was not present so will be discussed at the next meeting.</p>	Cllr Westrop
6	<p><b><u>To discuss Green Tips communications</u></b></p> <p>The Town Clerk advised that the newsletter is due to be published in April 2020.</p> <p>Cllrs were asked to forward any tips they have to the Town Clerk so that she has a bank for future publications.</p> <p>Cllr Hendry suggested – filling the kettle with only the amount of water needed as it saves energy and prevents limescale forming on the element and therefore it enhances the life of the kettle.</p> <p>As per the recommendation from Action Downham, the group supported the formation of a Herb Garden in the Town Council beds. It will be a pick your own garden for the benefit of the Town. It was agreed that contact needed to be made with CGM to obtain their recommendations as to whether the existing garden needed to be dug out or just use the herbs to fill the gaps.</p> <p>It was suggested that a report of actions of the strategy group be reported at the Annual Town Meeting.</p> <p>Cllr Andy Bullen had forwarded a Friends of the Earth template. It was agreed that this was similar, if not the same as the template, forwarded by SLCC and was to be used within the Town Council's plans. The Chair said that the strategy group now need to decide their short-term, medium and long-term goals based on the template the group had received.</p>	<p>All Councillors</p> <p>Cllr Hayes, Groom and Woodmin</p>
7	<p><b><u>To discuss Woodland Charter – free trees</u></b></p> <p>This item had been discussed under item 3.</p>	
8	<p><b><u>To discuss sustainable purchasing</u></b></p> <p>The Town Clerk advised that Hunstanton Town Council had started to convert to sustainable purchasing. The Town Clerk is in contact with them and is linking with them to identify changes DMTC could make.</p> <p>It was suggested by Cllr Hendry that a working group be considered to assist the Office Team in completing their research.</p> <p>Cllr Woodmin asked to be involved in the research.</p>	Cllr Woodmin & Town Clerk

	<p>The Town Clerk advised that SLCC have advertised webinars over the coming weeks focusing on Climate Emergency etc. and will circulate details to those interested.</p>	<p>Town Clerk</p>
<p><b>9</b></p>	<p><b><u>To agree the date of the next meeting</u></b></p> <p>Tuesday 14 April 2020 at 5:30pm</p> <p>The meeting closed at 6:42pm.</p>	
	<p><b>SIGNED</b></p>	<p><b>DATE</b></p>