DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP NOTES OF MEETING HELD THURSDAY 19th AUGUST 2021 AT 2:00PM

This was held as a Zoom video telephony meeting.

	Present:	ACTION
	Strategy Group Chair – Cllr Hendry	
	Members - Mr A Davy, Mr R Warden and Cllr Westrop	
	Member – Mr K Loveday arrived at 15:15	
	Resident / New Member (Item 6)– Mr Bennett	
	Senior Administrator – Ms C Dornan	
	Town Clerk – Mrs E Oliver	
	Consultant – Mr S Vincent (Abzag Ltd) arrived at 15:27	
1	To receive Members' apologies for absence	
	Apologies were received from:	
	Cllr Lawson - Work commitments Mrs J Davy – Personal Reasons	
2	To receive Members' declarations of interest	
	There were no declarations of interest.	
3	To approve the notes of the meeting on 22 July 2021	
	Proposer Cllr Hendry Seconder Mr Warden	
	'The notes of the meeting held on 22 nd July 2021 are agreed as a true and accurate record.'	
	In favour	

4	To approve the notes of the meeting on 05 August 2021	
	Proposer Cllr Westrop Seconder Mr Warden	
	'The notes of the meeting held on 05 th August 2021 are agreed as a true and accurate record.'	
	In favour – Cllr Westrop and Mr Warden.	
	The other members abstained as they were not present	
5	To receive membership resignation from Cllr Willow Woodmin	
	Cllr Willow Woodmin tendered her resignation on 05 August 2021 stating that she would like to extend her apologies to all members, and she would like to thank them for inviting her to join them but she doesn't think she is able to dedicate her time to the Neighbourhood Plan at the moment.	
	Cllr Hendry thanked Cllr Willow Woodmin for her input and asked for an email to be sent to Cllr Woodmin stating the same.	Senior Admin.
6	To invite Mr Bennett to become a member of the Neighbourhood Plan	
	Strategy Group	
	Proposer Mr Warden Seconder Mr Davy	
	'That Mr Bennett be invited to become a member of the Neighbourhood Plan Strategy Group.'	
	All in favour	
	Mr Bennett accepted the invitation and introduced himself.	
7	To discuss and agree actions for the Public Consultation in October 2021	
	Various methods of distribution of flyers to advertise the consultation event. were discussed.	
	Cllr Hendry asked for permission to speak with the Cambridge Cadets to see if they would be willing to distribute the A4 Flyers. A donation of £200-£300 was likely to be request. Mr Davy raised concerns about whether members would need to pay to transport the cadets.	
	Cllr Westrop was opposed the idea of using cadets as the Downham Market branch and King's Lynn branch had already raised concerns in relations to Risk Assessments.	

	Messers Bennett, Davy and Warden were agreeable to discussions being held but did not want to commit to them doing this until they knew more detail.	Cllr Hendry
	It was agreed a meeting would take place on Thursday 26 August 2021 at 3pm to discuss flyer distribution further once the information had been obtained.	
	It was agreed that the A4 flyer should be tantalising and use such words as 'The future of your town, is in your hands.'	
	It was agreed that if too much information is provided on the flyer, residents may be discouraged from attending the consultation event on 08/09 October 2021.	
	The Senior Administrator confirmed quotations had been received for printing the flyers and Neighbourhood Plan. The printers require 7 days to print 5,000 flyers.	
	As the Town Hall is not available on the Consultation Event dates it was agreed that a marquee on the Town Square would be appropriate. There would need to be sufficient room for display areas and tables. The Town Clerk, confirmed the Council owned 3 gazebos however it may be appropriate to hire a gazebo. The set up is due to be reviewed.	Town Clerk
	Momboro took a abort brook	Town Clerk
	Members took a short break. Mr Loveday joined the meeting The Consultant joined the meeting	
8	To review and agree response to outstanding Neighbourhood Plan items with Consultant	
	Minor changes and grammatical corrections were made to the draft during discussions throughout the meeting, via shared screen.	
	Members asked for specific reference to be made to the market, to ensure the document made clear that the Council plans to support and grow the market.	
	Members requested that the following phrase be added to the text:	
	To ensure the appropriate management of amenity space, old and new, for the well-being of residents, biodiversity and insurance of green corridors to connect wild spaces.	
	Members advised the Consultant that a decision was unlikely to be made by Council regarding the management of Open Spaces in new developments prior to the consultation.	
	The consultant requested that prior to the next meeting with him, that the following be agreed by members:	

	Picture for the front cover Introduction to Downham Market – Already drafted by Cllr Westrop Completion of the ambition statements	
7	To confirm date of next zoom meeting	
	26 August 2021 – 3pm 02 September 2021 - 11am 09 September 2021 – 2pm (With the Consultant)	
	Meeting closed: 16:47	
	SIGNED DATE	