DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP NOTES OF MEETING HELD THURSDAY 18th MARCH 2021 AT 10:00am

This was held as a Zoom video telephony meeting.

	Present:	ACTION
	Cllr Westrop, Mrs J Davy, Mr A Davy, Mr K Loveday and Mr R Warden	
	Senior Administrator Ms C Dornan	
4	To construct the Manufactural Construction of the Construction of	
1	To receive Members' apologies for absence	
	Cllr Hendry gave her apologies in case she continued to have Broadband issues.	
Notes	Cllr Westrop asked if the members were happy for her to Chair the meeting whilst Cllr Hendry was having internet issues and was struggling to access the zoom.	
2	To receive Members' declarations of interest	
	There were no declarations of interest.	
3	To agree the notes of the meeting on 18 February 2021	
	The notes were unavailable for consideration as they are pending an amendment from the Chair, Cllr Hendry.	Cllr Hendry
4	To agree the notes of the meeting on 11 March 2021	
	Proposer Mr A Davy Seconder Cllr Westrop	
	'The notes of the meeting held on Thursday 11 th March 2021 are agreed as a true and accurate record.'	
	All in favour	
	The members discussed the distribution of the Consultation Invitation. It was agreed that the Senior Administrator would discuss with the Town Clerk whether she was agreeable to engaging the services of Direct Line Marketing to deliver all the invitations at a cost of approximately £450 plus VAT.	Senior Administrator
	The members agreed that they would like Leaflet Design added to the agenda in May 2021.	

	SIGNED DATE	
	Meeting closed: 11:50am	
	01 April 2021. The Senior Administrator was asked to confirm with the Consultant that he would be attending the next meeting and asked that a request be made to the Consultant to have a draft of the Neighbourhood Plan sent to the Senior Administrator by 26 March 2021 for distribution to the members.	Senior Administrator
6	The response was discussed and agreed. The Senior Administrator was asked to forward a copy of the response to Cllr Westrop for review prior to submission. The deadline for submission to the consultation is 27 March 2021. A copy is to be circulated to Full Council out of courtesy upon submission. To confirm date of next zoom meeting	Senior Administrator / Cllr Westrop Senior Administrator
5	commencing 07 June 2021. Due to the consultant being unavailable on 09/10 July 2021 the members agreed that the Senior Administrator would liaise with the Methodist Church and enquire to their availability on 02/03 July 2021. Cllr Westrop advised the members that the local papers had not printed the Council's press release and therefore requested the Senior Administrator to liaise with the Council's social media representative to have the press release added to the Council's channels. To discuss response to consultation 'Introduction of a Design Code'	Senior Administrator Senior Administrator