

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
NOTES OF MEETING HELD THURSDAY 27th MAY 2021 AT 10:00am

This was held as a Zoom video telephony meeting.

	Present:	ACTION
1	<p>Strategy Group Chair – Cllr Hendry</p> <p>Members - Mrs J Davy, Mr A Davy, Mr K Loveday and Mr R Warden.</p> <p>Cllr Westrop joined the meeting at 10:03am. (Item 4)</p> <p>Senior Administrator – Ms C Dornan</p> <p>Assistant to the Clerk – Mr G Spark</p> <p>Town Clerk – Mrs E Oliver</p> <p>Abzag Ltd Consultant – Mr S Vincent</p>	
2	<p><u>To receive Members’ apologies for absence</u></p> <p>Apologies were received from Cllr Lawson due to work commitments.</p> <p>Cllr Hendry gave her apologies as she was unlikely to be able to stay for the duration of the meeting due to a prior engagement.</p>	
3	<p><u>To receive Members’ declarations of interest</u></p> <p>There were no declarations of interest.</p>	
4	<p><u>To approve the notes of the meeting on 29 April 2021</u></p> <p>Proposer Mr A Davy Seconder Mr R Warden</p> <p>‘The notes of the meeting held on 29th April 2021 are agreed as a true and accurate record.’</p> <p>All in favour</p>	
	<p><u>To discuss and agree Policy Documents</u></p> <p>Cllr Westrop joined the meeting.</p> <p>The consultant ran through the Themes documents with members.</p>	

	<p>The members discussed the retention of ponds, drains and ditches for the protection of wildlife. It was noted that the Council cannot influence the Internal Drainage Board however they can encourage the maintenance of water courses.</p> <p>The consultant confirmed that the retention of existing ponds does not have the same significance in a Neighbourhood Plan as trees and hedgerows.</p> <p>It was agreed that habitats need to be maintained or improved to assist biodiversity.</p> <p>The consultant asked members to provide a list of any habitats that they wanted to protect. This could then be added to the Open Spaces list under Local Green Space Designation.</p> <p>Cllr Hendry left the meeting at 10:26 am and Cllr Westrop was asked to become temporary chair.</p> <p>The consultant offered to provide Policy Training at the next meeting. The members felt this would be useful and this is to be provided.</p> <p>The consultant agreed to send a Planning Framework document ahead of the next meeting to the Senior Administrator for onward circulation to members.</p>	<p>Members</p> <p>SV</p> <p>SV / Senior Admin</p>
5	<p><u>To discuss next steps in the Neighbourhood Plan process</u></p> <p>The Consultant reminded members that he required more photographic evidence of good and bad examples.</p> <p>The Consultant asked members to consider a photograph for the front page of the Neighbourhood Plan and also asked for a photo library to be built.</p> <p>Mr A Davy and Cllr Westrop to liaise to obtain / agree the rights for use of photographs held by Downham by Design to show example of significant loss to the town such as Morrissions Car Park properties.</p> <p>Cllr Westrop to liaise with the Town Clerk regarding a possible photographic competition.</p> <p>Mr R Warden to supply additional photographs to the Senior Administrator.</p> <p>Cllr Westrop to liaise with Cllr Hendry and Mr K Loveday to discuss consulting with the community.</p> <p>Senior Administrator to set up a folder of photographs for onwards transmission to the consultant.</p>	<p>AD & JW</p> <p>JW & EMO</p> <p>RW</p> <p>JW. ERH & KL</p> <p>Senior Admin.</p>

	It was noted that the public consultation would no longer take place in July 2021.	
6	<p><u>To confirm date of next zoom meeting</u></p> <p>10 June 2021 – This meeting is to be cancelled unless the Chair has a specific purpose for it. Senior Administrator to confirm with Chair.</p> <p>24 June 2021 at 10am – Meeting including the Consultant.</p>	Senior Admin.
	Meeting closed: 10:52 am	
	SIGNED	DATE