

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**NOTES OF MEETING HELD THURSDAY 08<sup>th</sup> JULY 2021 AT 10:00am**

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

	Present:	<b>ACTION</b>
1	<p>Strategy Group Chair – Cllr Hendry</p> <p>Members - Mrs J Davy, Mr A Davy, Mr K Loveday, Mr R Warden and Cllr Westrop</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 (Joined at 10:06am)</p> <p><b><u>To receive Members’ apologies for absence</u></b></p> <p>Apologies were received from Cllr Lawson due to work commitments.</p> <p>Mr Tim Bennett, a resident, who was due to attend the meeting, experienced technological issues and apologises for being unsuccessful in joining the meeting.</p>	
2	<p><b><u>To receive Members’ declarations of interest</u></b></p> <p>There were no declarations of interest.</p>	
3	<p><b><u>To approve the notes of the meeting on 24 June 2021</u></b></p> <p>Proposer Mr A Davy            Seconder Cllr Westrop</p> <p>‘The notes of the meeting held on 24<sup>th</sup> June 2021 are agreed as a true and accurate record.’</p> <p>All in favour</p>	
4	<p><b><u>To review the Policy Documents</u></b></p> <p>Cllr Westrop discussed the document called ‘The history of Downham Market’ that she had sent to the members on 07 July 2021. It was acknowledged by Cllr Westrop that this was a draft and further work was required however sought the opinion from members on the direction of the document.</p>	

	<p>Mr Vincent joined the meeting.</p> <p>Members discussed and agreed the policies for:</p> <p>Affordable Homes Good Design / Home Design</p> <p>Amendments were made to the document by the consultant live as wording was debated and agreed.</p> <p>It was agreed that specific consideration was needed in relation to applications for hotel accommodation.</p> <p>It was acknowledged that once the final draft was made available by the consultant, approval from ACOM may be required when referring to their Housing Survey document dated April 2019.</p> <p>The consultant asked members to consider prior to the next meeting whether traffic and infrastructure should be a separate category within the policy list.</p>	All
6	<p><b><u>To confirm date of next zoom meeting</u></b></p> <p>22 July 2021 at 10am – Meeting including the Consultant.</p> <p>Agenda:</p> <p>To complete the review of policy documents To agree a date for the public consultation</p> <p>Mr Bennett has requested an invite to the next meeting.</p>	Senior Admin.
	<b>Meeting closed: 11:56 am</b>	
	<b>SIGNED</b>	<b>DATE</b>