DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP NOTES OF MEETING HELD THURSDAY 07th JANUARY 2021 AT 10:00am

This was held as a Zoom video telephony meeting.

Present:	ACTION
Strategy Group Chair Cllr E Hendry	
Cllr J Westrop, Mrs J Davy, Mr A Davy, Mr K Loveday and Mr R Warden	
Consultant Mr S Vincent Senior Administrator Ms C Dornan	
To receive Members' apologies for absence	
Apologies were received from Cllr Lawson, Cllr Pickering and Cllr Woodmin.	
To receive Members' declarations of interest	
There were no declarations of interest.	
To discuss Strategy Group Membership	
The group discussed the absence of a member who had been unable to attend the morning zoom meetings for approximately 9 months.	
The consultant suggested membership could be streamlined as there are a number of members who come to some meetings and not others.	
It was agreed that if there was another member of the Council who was able to attend the meetings regularly the position would be offered to them. The other member would be asked to leave the group as they could not commit to the meetings to allow this new Councillor to join.	
It was noted that the meetings have always been daytime meetings, even prior to Covid-19 and therefore to move the meetings for one individual would disrupt the availability of other members.	
This will be raised under item 8 at Full Council on Tuesday 12 January 2021.	
To approve the notes of the meeting held on Thursday 10 th December 2020.	
Proposer Cllr Westrop Seconder Mr A Davy	
'The notes of the meeting held on Thursday 10 th December 2020 are agreed as a true and accurate record.'	
All in favour	
	Cllr J Westrop, Mrs J Davy, Mr A Davy, Mr K Loveday and Mr R Warden Consultant Mr S Vincent Senior Administrator Ms C Dornan To receive Members' apologies for absence Apologies were received from Cllr Lawson, Cllr Pickering and Cllr Woodmin. To receive Members' declarations of interest There were no declarations of interest. To discuss Strategy Group Membership The group discussed the absence of a member who had been unable to attend the morning zoom meetings for approximately 9 months. The consultant suggested membership could be streamlined as there are a number of members who come to some meetings and not others. It was agreed that if there was another member of the Council who was able to attend the meetings regularly the position would be offered to them. Tithe other member would be asked to leave the group as they could not commit to the meetings to allow this new Councillor to join. It was noted that the meetings have always been daytime meetings, even prior to Covid-19 and therefore to move the meetings for one individual would disrupt the availability of other members. This will be raised under item 8 at Full Council on Tuesday 12 January 2021. To approve the notes of the meeting held on Thursday 10th December 2020. Proposer Cllr Westrop Seconder Mr A Davy 'The notes of the meeting held on Thursday 10th December 2020 are agreed as a true and accurate record.'

5	To agree article for submission to local papers	
	Cllr Westrop had circulated a draft article prior to this meeting.	
	Cllr Westrop noted the article needed to be updated to include the telephone number for the consultation line – 01366 321421.	Cllr Westrop
	Proposer Cllr Hendry Seconder Mr A Davy	
	'Subject to Cllrs Hendry and Westrop agreeing a final version, which will be distributed to all members, for approval, the article could then be submitted to the local papers.'	
	All in favour	
	Cllr Hendry requested that the Senior Administrator draft a Facebook post relating to the consultation telephone number and submit to her for approval to use.	Senior Admin.
	The Senior Administrator confirmed Wavenet had been contacted to ensure the line was available from 11 January 2021 and the process of receiving the messages was being made available.	
6	To receive an update on discussions with Churches Together	
	Cllr Westrop was unwell over the Christmas Break and therefore the meeting was postponed. This will be rescheduled. The group will be updated in due course.	Cllr Westrop
7	To receive an update on Community Grants	
	Cllr Westrop confirmed that Cllr Pickering and herself had extensively researched Community Grants. Unfortunately, the only Neighbourhood Plan grant available has already been claimed by the Council and no further funding was available.	
	All other grants were related to Economic Recovery and COVID-19 Recovery.	
	Both Councillors will continue to monitor the grants available and report back if there is a change.	Cllr Pickering & Westrop
8	To discuss local flooding research	
	The Senior Administrator confirmed she had forwarded the response from the Environment Agency on 11 December 2020. The group confirmed receipt.	
	The report shows that the only real concern is Saint John's Estate. The Strategy Group members fear this information is out of date.	

		Cllr Westrop confirmed she would write to the Chair of the Internal Drainage Board expressing concerns over flooding information not showing a true picture. The Strategy Group requested the Senior Administrator ask the Town Clerk for an item of the February 2021 agenda to discuss flooding.	Cllr Westrop
		Cllr Hendry suggested that before the next meeting, an email be sent to all DMTC Councillors asking for their individual experiences in respect of local flooding. The Senior Administrator is to draft an email to Cllr Hendry to obtain approval for wording.	Senior Admin.
-	9	To receive updated Footpath List	
		Mr Warden confirmed he is continuing to compile the list, but it is taking much longer than he had anticipated. He hopes to have the lists available for circulation ahead of the next meeting on 21 January 2021.	Mr Warden
		Mr Warden has asked for the following links to be circulated ahead of the meeting, which was duly actioned by the Senior Administrator. He asked members to review them for discussion at a later meeting. They relate to Cambridge developments and look at sustainable building and supporting the natural environment.	All members
		Housing Development https://eddington-cambridge.co.uk	
		Sustainable Trust http://clfcvillage.org	
	10	To review outstanding research items	
		Mr Warden gave an update on the Green Space work he was compiling.	
		It was suggested that the Borough Council Green Space Officer be invited to talk to the group.	
		Proposer Cllr Westrop Seconder Cllr Hendry	
		'That the Borough Council Green Space Officer be invited to talk to the Strategy Group on 04 February 2021 or at a future meeting if this date is not convenient.'	
		All in favour	
		The Senior Administrator was asked to liaise with the Town Clerk to obtain the contact details and send the invite.	Senior Admin.
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11	To continue with the preparations of the Neighbourhood Plan	
	The Consultant offered, and it was agreed, that he would email the Senior Administrator the first draft of the Neighbourhood Plan policy document which would then be forwarded to all members.	Consultant & Senior Admin.
	The Consultant confirmed that further work was required on the policy list. The Senior Administrator was asked to review the list and circulate the lists for completion by members.	Senior Admin.
	The Consultant agreed to send the updated list to the Senior Administrator after the meeting.	Consultant
	Mr and Mrs Davy agreed to complete further work on the Housing Design section.	Mr & Mrs Davy
12	To confirm date of next zoom meeting	
	Thursday 21 January 2021 at 10am – The consultant will not be present.	
	Thursday 04 February 2021 at 10am – The consultant will be present.	
	Meeting closed: 11:03	
	SIGNED DATE	