DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP NOTES OF MEETING HELD THURSDAY 11th MARCH 2021 AT 10:00am

This was held as a Zoom video telephony meeting.

	Present:	ACTION
	Strategy Group Chair Cllr E Hendry	
	Mrs J Davy, Mr A Davy, Mr K Loveday and Mr R Warden	
	Senior Administrator Ms C Dornan	
1	To receive Members' apologies for absence	
	Apologies were received from Cllr J Westrop (personal commitments) and Cllr W Woodmin (work commitments)	
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	
	Cllr Hendry to amend the wording in item 5 prior to agreeing the notes at the next meeting.	Cllr Hendry
4	To agree the notes of the meeting on 04 March 2021	
	Proposer Mr R Warden Seconder Mr A Davy	
	'The notes of the meeting held on Thursday 04 th March 2021 are agreed as a true and accurate record.'	
	All in favour	
5	To review Terms of Reference	
	Cllr Hendry was having issues with her computer and therefore could not access the document so it was agreed this would be discussed at a future meeting.	
6	To receive messages from consultation telephone line – 01366 321421	
	The press release is yet to be placed into the local papers by the editor.	
	There has been no calls received to the consultation line	

7 To review and approve responses to outstanding policy item:

- Community, Culture & Society
- Infrastructure & Transport

The final draft was forwarded to members the day prior to the meeting and some members had not had time to read the documents so it was agreed that this item would be deferred to a future meeting.

8 To obtain update from Abzag Ltd on Neighbourhood Plan consultation work

It was suggested that now the Government have provided the road map out of covid restrictions that a date should be agreed for the consultation. This needed to be after 21 June 2021.

The members discussed dates and times and agreed 09/10 July 2021 or 21/22 August 2021, if the government covid restriction release was delayed.

It was suggested a morning session on both a Friday and a Saturday would increase the footfall from market attendees, in addition to Friday evening to capture those who work during the daytime.

Various venues were discussed. It was agreed that the hire rates of the Methodist Church would be obtained by the Senior Administrator as the Town Hall is unavailable until September 2021.

Senior Admin.

The dates and times are subject to agreement from the Town Clerk. The Chair will discuss this with her.

Chair

Proposer Mr R Warden

Seconder Mr K Loveday

'The date for the consultation be agreed with the Town Clerk and the times be agreed as Friday Am, Friday Pm and Saturday Am.'

All in favour

It was agreed that the invitation to the consultation event would be hand delivered to every residence in Downham Market by the Neighbourhood Plan Strategy Group.

The consultant noted the delivery via Royal Mail could not be relied upon and the examiner would accept delivery by the Strategy Group.

It was noted that the Town Council are due to vote on an events calendar and it was suggested that the consultation date may be appropriate to be on the same date, if it is likely to increase footfall into the Town.

9	To obtain a list of work required from Abzag Ltd to continue momentum of Neighbourhood Plan process
	At the next meeting with the consultant he would like to go through the Themed Statements and questions document to ensure that any additional questions the Strategy Group feel need to be added are agreed. It was also agreed that the members would revisit the policy drafting document at the next meeting with the consultant.
10	To discuss response to consultation 'Introduction of a Design Code'
	Members agreed to have this as a sole discussion point at the next meeting on 18 March 2021.
11	To receive an update on Car Park Feasibility Study research
	This item was not discussed.
12	To confirm date of next zoom meeting
	18 March 2021 - To discuss response to consultation 'Introduction of a Design Code'
	Meeting closed: 10:49am
	SIGNED DATE