

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
NOTES OF MEETING HELD THURSDAY 24 JUNE 2021 AT 10:00am

This was held as a Zoom video telephony meeting.

	<p>Present:</p> <p>Strategy Group Chair – Cllr Hendry</p> <p>Members – Cllr Westrop, Mrs J Davy, Mr A Davy, Mr R Warden and Mr K Loveday (left the meeting 11am).</p> <p>Abzag Ltd Consultant – Mr S Vincent</p> <p>Assistant to the Clerk – Mr G Spark Administrator – T Griffin</p>	<p>ACTION</p>
1	<p><u>To receive Members’ apologies for absence</u> There were no apologies received.</p>	
2	<p><u>To receive Members’ declarations of interest</u> There were no declarations of interest.</p>	
3	<p><u>To agree the notes of the meeting on 27th May 2021</u> The notes of 27th May 2021 were unanimously agreed.</p>	
4	<p><u>To receive Policy Training from Abzag Ltd</u></p> <p>Shaun Vincent (SV) gave a presentation outlining the National Planning Policy Framework (NPPF) and how this relates to local planning policies ie the KLWNBC Core Development Management Policy (aka The Local Plan), Site Allocations and Area Action Plan. He explained that the Borough policies and plans sit below the NPPF and alongside the Downham Market Neighbourhood Plan (DMNP).</p> <p>He described the five conditions for testing the DMNP once it is submitted for examination:</p> <ul style="list-style-type: none"> • That it has due regard to national policy • That it contributes to the achievement of sustainable development • That it is in general conformity with the strategic policies in the development plan for the local area. • That it is compatible with human rights requirements. • That it is compatible with EU obligations. <p>Members asked the following questions: Q - How far ahead do we need to look when assessing environmental requirements? A – they should be based on current laws and regulations – to meet current legal requirements.</p>	

	<p>Q – At what point do we request the Habitat Report from the Borough Council? A – There are two key reports to request – Habitat Report and an Environmental Assessment. These need to be requested a publication stage, before the examination stage.</p> <p>Q – We can't force people to build sustainably eg install solar panels – how do we deal with this requirement? A – We need to show how our policies support sustainable development.</p> <p>SV continued with advice about the format, structure and tone of the DMNP. He advised succinct, clear/unambiguous language, phrased positively.</p> <p>He confirmed that the DMNP should be reviewed every 5 years, whether or not there have been any obvious changes, to ensure it remains current and takes account of legal and technological advances.</p> <p>He covered some dos and don'ts of policy writing and recommended the "Writing Planning Policies" Locality toolkit. (Available online: https://neighbourhoodplanning.org/toolkits-and-guidance/)</p> <p>Action agreed – all to continue to send photos to Claire – RW will take some of the Willows, and some pre-development photos of Bridle Lane and Nightingale Lane developments. He asked for members to let him know of any buildings they particularly like, which he could photograph.</p>	<p>S/Admin to add these 2 as reminders to every agenda going forward</p> <p>All</p>
5	<p><u>To discuss the next steps in the Neighbourhood Plan process</u></p> <p>Members looked at the draft of the DMNP previously circulated and SV guided them through the overall structure and format.</p> <p>He explained that the items highlighted in yellow referred to work he will be covering; items highlighted in green are for DMTC to address and update SV.</p> <p>Action agreed:</p> <ul style="list-style-type: none"> • GS/CD to chase KLWNBC for an area map more recent than the one in the draft (one from 2019 would be helpful). • Cllr Westrop agreed to draft text for items 2.1 and 2.2 • All to look at the objectives from the Core Strategy and feedback how these impact on DM. • Review the policy list ready for discussion at the next meeting. SV recommended focussing on the wording of the ambition statements to ensure DMTC intent is clear. He agreed that there is a lot of work still to be done and it was agreed that policies would be the sole item on the next agenda. 	<p>GS/CD</p> <p>Cllr Westrop</p> <p>All</p> <p>All</p>

	<ul style="list-style-type: none"> • GS/CD to ask the Borough Council to provide the map as above, plus a copy of their Housing Needs survey, and if they do not have one, then the number of people on the housing register who have a local (DM) connection. • Consider whether a glossary will be included. 	GS/CD
6	<p><u>To confirm date of next zoom meeting</u></p> <p>This was confirmed as 10am on Thursday 8th July 2021.</p>	
	Meeting closed: 11.45am	
	SIGNED	DATE