

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**MINUTES OF MEETING HELD THURSDAY 12<sup>th</sup> MARCH 2020 AT 10:00AM**

*Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.*

	Present: Strategy Group Chair Cllr E Hendry, Cllrs' C Lightfoot (CL), A Pickering (AAP), J Westrop and J Woodmin (JoW), Mr A Davy, Mr K Loveday and Mr R Warden, Consultant Mr S Vincent (SV), Town Clerk Mrs E Oliver and Deputy Clerk Mr R Davidson (RAD).	<b>ACTION</b>
1	<b><u>To receive Members' apologies for absence</u></b> Cllr D Lawson (work) and Mrs J Davy (unwell). The apologies were accepted. Cllr R Horne did not attend.	
2	<b><u>To receive Members' declarations of interest</u></b> No specific declarations were declared.	
3	<b><u>To discuss Action Downham Strategy Group's participation in Downham Market Neighbourhood Plan</u></b> The Chair Cllr Hendry welcomed the 3 councillors (Cllrs' Lightfoot, Pickering and Woodmin) from Action Downham Strategy Group and explained they had been invited due to public engagement the group had previously undertaken.  Cllr Lightfoot explained the rationale for the group and gave a resume of their activities to date.  Mr Vincent stated that relevant key outcomes of Action Downham consultation could be built into the Neighbourhood Plan as aspirations; recognising a need to establish what the community wants.  It was agreed that Cllrs' Lightfoot, Pickering and Woodmin would collate a list of Action Downham questions prior to the next meeting that could contribute to the public consultation exercise.  Cllrs' Lightfoot, Pickering and Woodmin were invited to and all agreed to join this strategy group.	CL, AAP & JoW to prepare Action Downham Questions
4	<b><u>To approve the minutes of the meeting held on Thursday 13<sup>th</sup> February 2020</u></b> <b>Proposed – Mr Warden</b> <b>Seconded – Mr Davy</b> <b>'That the minutes of the meeting held on Thursday 13<sup>th</sup> February 2020 be approved and signed as a true and accurate record.'</b> <b>All in favour</b>	
5	<b><u>Matters arising from Minutes</u></b> <ul style="list-style-type: none"> <li>• <b><u>To confirm Terms of Reference of Neighbourhood Plan Strategy Group set by Town Council</u></b></li> </ul> <p>It was conceded that this item had not been progressed at the March 2020 Town Council meeting. These are fully expected to be ratified at the April meeting. Meanwhile, in the interests of good governance, members agreed all work should be in accordance as if the terms of reference were adopted.</p> <ul style="list-style-type: none"> <li>• <b><u>To agree Vision, Aims and Objectives</u></b></li> </ul>	To be put before April Full Council

<p>Members were reminded that within the previous Plan, the vision was lengthy, and the aims and objectives were muddled. Members, under Mr Vincent’s guidance, worked through a document he had produced entitled Downham Market Neighbourhood Plan Setting a Vision, Aims and Objectives Discussion Paper (Appendix1) and agreed the following:</p> <p><b>Vision – Downham Market is a market town renowned for its individuality and historical importance. Its people wish to see a vibrant, caring and safe community in which all feel comfortably at home and valued.</b></p> <p><b>Context statement – The Vision 2036 – as discussion paper</b></p> <p><b>Suggested Aims, Goals and Objectives</b> Members decided upon the wording ‘Aim’ rather ‘Goal’</p> <p><b>Aim 1 – Aim to provide existing and future residents with the opportunity to live in a decent home - agreed</b> <b>Objectives – agreed objective A and D, objective C dropped and objectives B and E to be reworked</b></p> <p><b>Aim 2 – Aim to reduce harm to the environment - agreed</b> <b>Objectives – agreed objectives K, L and M, objectives F, G and H to be combined, objection I to be reworded to ‘mitigate the risk of flooding’, objective J rework to pollution in general not just air quality</b></p> <p><b>Aim 3 – Aim to promote a positive quality of life to sustain the vitality, health and safety of the community that is inclusive to all - agreed</b> <b>Objectives – agreed objective N and T, objective O ‘enhance’ not ‘maintain’..., objectives P, Q and R to be combined, objective S add the words ‘conserve and’ prior to the word ‘develop’</b></p> <p><b>Aim 4 – Aim to promote the town’s economy and local employment - agreed</b> <b>Objectives U, V, W and X all agreed</b></p> <p>It was agreed Mr Vincent will prepare the revised Vision, Aims and Objectives to reflect these amendments and bring this document back for formal adoption at the next meeting.</p> <ul style="list-style-type: none"> <li>• <b><u>To agree Communication Strategy</u></b> The draft Communication Strategy (Appendix 2) was agreed in its entirety.</li> </ul> <p><b>Proposed – Cllr Lightfoot</b> <b>Seconded – Cllr Westrop</b> <b>‘The draft Communication Strategy be agreed as the Downham Market Neighbourhood Plan Communication Strategy 2020’</b> <b>All in favour</b></p> <p>At this juncture, Cllr Hendry called for an update on a possible Tennis Academy facility. Mr Loveday explained it would not be without significant cost, was a likely 5-year deliverable plan and schemes were already at an advanced stage for Lowestoft/Great Yarmouth and King’s Lynn. Moreover, matched funding would be required.</p> <p>The relevance to the Neighbourhood Plan was queried, as was what public consultation had been undertaken to determine the wish for and need for such a facility.</p> <p>Following discussion, members decided the topic should not be progressed through the Neighbourhood Plan process but could, if there was a wish, be explored under the remit of</p>	<p>SV to prepare revised document to be adopted at next meeting</p>
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	Action Downham community engagement.	
6	<p><b><u>To discuss Local Plan.</u></b> Due to the time spent deliberating the previous topics; this item was postponed to the next meeting.</p>	
7	<p><b><u>To discuss site allocations, planning permissions and planning applications</u></b> As above, this item was deferred.</p> <p>Mr Vincent highlighted the necessity to keep the process on a strict schedule. He explained that he had expected all the business to have been completed today, as the above two topics were required to be concluded to inform and lead the public consultation event on 22<sup>nd</sup> May 2020.</p> <p>Members agreed that the next meeting, to be held on Thursday 09<sup>th</sup> April, should be a four hour session divided into two separate meetings, commencing at 09:00am, firstly to discuss the unfinished business above (Local Plan and Site Allocations, Planning Permissions and Planning Applications) and secondly, the content and format of the public consultation event.</p>	
	<b>Meeting closed: 12:15pm</b>	
	<b>SIGNED</b>	<b>DATE</b>