

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**MINUTES OF MEETING HELD THURSDAY 23<sup>rd</sup> JULY 2020 AT 10:00AM**

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

		<b>ACTION</b>
	Present: Strategy Group Chair Cllr E Hendry, Cllrs' D Lawson and J Westrop, Mr A Davy, Mrs J Davy and Mr R Warden, Consultant Mr S Vincent (SV), Town Clerk Mrs E Oliver and Deputy Clerk Mr R Davidson (RAD).	
1	<p><b><u>To receive Members' apologies for absence</u></b>  Cllr A Pickering. The apology was accepted.  Cllrs' R Horne, C Lightfoot, J Woodmin and Mr K Loveday did not attend the meeting.</p>	
2	<p><b><u>To receive Members' declarations of interest</u></b>  No specific declarations were declared.</p>	
3	<p><b><u>To approve the minutes of the meeting held on Thursday 12<sup>th</sup> March 2020</u></b>  <b>Proposed – Cllr Westrop</b>  <b>Seconded – Mr Warden</b>  <b>'That the minutes of the meeting held on Thursday 12<sup>th</sup> March 2020 be approved and signed as a true and accurate record.'</b>  <b>For 3 Abstention 1</b></p> <p><i>Following this item Mr A &amp; Mrs J Davy joined the meeting.</i></p>	
4	<p><b><u>Matters arising from Minutes</u></b>  It was confirmed the Town Council had adopted the Strategy Group's Terms of Reference at the meeting held on 19<sup>th</sup> May 2020.</p>	
5	<p><b><u>To receive update of where Downham Market Neighbourhood Plan currently is and agree future timetable</u></b>  Mr Vincent explained that within the Neighbourhood Plan arena a number of changes had been brought about by HM Government; most notably a cessation on public referendums until May 2021. Mr Vincent was keen to acknowledge this as an opportunity not a negative and felt the group should concentrate on a successful public engagement campaign whilst observing current and potentially future government restrictions. Conscious of the speculated second wave of Covid-19, Mr Vincent urged the group to act as speedily but thoroughly as we can.</p> <p>In response to a query regarding Town Hall availability in September/October to host the consultation; the Deputy Clerk emphasised that currently all Town Council assets are closed and it would be inconsistent to allow some gatherings to take place whilst not allowing others and would undermine all the associated Covid-19 measures the Council has taken. A brief discussion took place on facilitating some kind of outdoor event.</p> <p>It was agreed that as a consequence of using video telephony for meetings, the frequency of meetings should be increased but the meetings be shorter to maximise the work.</p> <p>It was noted that unfortunately there was not attendance from any of the Action Downham Strategy Group members and no suggested questions had been received from them in support of the public consultation event, despite reminders. This led to a discussion whether they should be afforded any further time to respond, but it was acknowledged the three councillors are busy on other priorities and a further delay is not desirable.</p>	

	<p>Lastly, it was agreed the group's work should continue at pace anticipating a public consultation event at some time, at which point the group would be ready.</p>	
6	<p><b><u>To agree revised Vision, Aims &amp; Objectives</u></b>  Mr Vincent had circulated a revised Vision, Aims &amp; Objectives document (v2) encompassing those amendments agreed at the last meeting.</p> <p>The Chair Cllr Hendry made some minor grammatical suggestions which were approved.</p> <p>Mr Warden queried the absence of energy reduction and grey water recycling ambitions within Aim B) Aim to preserve the environment and take steps to reduce the impact of climate change.</p> <p>Cllr Lawson similarly asked about the absence of work opportunity creation in Aim D.</p> <p>Mr Vincent answered advising at this stage the group are not dealing with policy and explaining the aims and objectives support the vision with aim B being to preserve the environment and take steps to reduce the impact of climate change. The aim is what the group would like to <b>see</b> happen/an aspiration and not policy. He contended there were already a number of hooks these useful suggestions could be linked to within the objectives and further explained that the Plan was for the next twenty-five/thirty years and although some of the suggestions are topical now you would not want to restrict your plan to exclude future innovation coming forward. He contended the suggestions held merit and could be incorporated into the relevant policy statements.</p> <p>Members agreed this course of action.</p> <p><b>Proposed – Cllr Lawson</b>  <b>Seconded – Mr Warden</b>  <b>'The Vision, Aims and Objectives be adopted as per v2 to include the amendments made during the course of this meeting'</b>  <b>All in favour</b></p>	<p>Cllr Lawson to prepare suggested wording</p> <p>RAD to circulate final agreed version</p>
7	<p><b><u>To agree next meeting and business</u></b>  Members agreed the next 2 meeting dates and business as detailed:  <b>Thursday 06<sup>th</sup> August 2020 – 10:00am</b> – Local Plan, Sites Allocations, Planning Permissions and Planning Applications  <b>Thursday 20<sup>th</sup> August 2020 – 10:00am</b> – Public Consultation</p>	<p>RAD to circulate documentation and previous responses to Sites Allocations</p>
	<b>Meeting closed: 11:15am</b>	
	<b>SIGNED</b>	<b>DATE</b>