

DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP
MINUTES OF MEETING HELD THURSDAY 13th FEBRUARY 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.

		ACTION
	Present: Strategy Group Chair Cllr E Hendry, Cllr J Westrop, Mr A Davy, Mrs J 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).	
1	<p><u>To receive Members' apologies for absence</u> Cllr R Horne (family). The apology was accepted. Cllr D Lawson did not attend.</p> <p>The Chair Cllr Hendry advised members of the resignation from the Strategy Group of ex Cllr B Hobbs and recognised his contribution.</p>	
2	<p><u>To receive Members' declarations of interest</u> No specific declarations were declared.</p>	
3	<p><u>To approve the minutes of the meeting held on Thursday 09th January 2020</u> Proposed – Mr Warden Seconded – Mrs Davy 'That the minutes of the meeting held on Thursday 09th January 2020 be approved and signed as a true and accurate record.' All in favour</p>	
4	<p><u>To discuss and agree Terms of Reference of Neighbourhood Plan Strategy Group</u> Members had, in advance of the meeting, received suggested Terms of Reference (Appendix 1) prepared by Mr Vincent. These were agreed.</p> <p>Proposed – Cllr Westrop Seconded – Mr Warden 'The Downham Market Neighbourhood Plan Strategy Group Terms of Reference are recommended to Full Council for adoption'. All in favour</p>	
5	<p><u>To review and update Vision & Objectives</u> Mr Vincent referred to the previously prepared Vision 2036 Statement. Mr Davy gave some historical context to how it had developed but members agree with Mr Vincent's view it required to be more dynamic. He urged it should not be more than 5 or 6 sentences long for maximum impact emphasising the Vision is what the strategy group aspires to and not its current situation in 2020.</p> <p>Cllr Westrop shared her idea for the Vision 2036 Statement... 'Downham Market is an attractive diverse town with good transport links with an ambition to develop socially, economically and environmentally; building on its history into a town which promotes a range of sustainable, good quality services to include housing, leisure, education, training and employment opportunities for the town's residents'</p> <p>Referring to the previous Vision, Mr Vincent described that many of the current objectives appeared to be aims and explained that aims are the things that you want to see happen and objectives what you are going to get done; highlighting specifically that in item 6 the first sentence was an aim whereas the second sentence was an objective. He explained</p>	Circulated for consideration before next meeting

	<p>that running all the way through a model Neighbourhood Plan is a 'golden thread' linking the objectives to deliver the aims and providing an audit trail giving an example that an objective could be 'the Neighbourhood Plan will involve more of the community in planning matters'.</p> <p>Mr Davy said originally there were some 30 - 40 objectives and the problem had arisen as the result of the topics being divided up and prepared by different individuals and with no overall editorial content.</p> <p>A discussion was had on the merits of a 'plain English' commentary over specialist terminology especially in respect of public acceptance for the Plan at referendum. It was agreed the Plan could include a Glossary of Terms for anyone unfamiliar with planning terminology.</p> <p>Summarising, Mr Vincent advised there was a need to reduce both the text and number of objectives for the new 2036 Vision, with clear differentiation between aims and objectives. It was agreed Mr Vincent would prepare and circulate a new Vision for consideration</p> <p>The Chair Cllr Hendry then advised the Lawn Tennis Association had been in further contact with her regarding a Tennis Academy. This required further investigation and the preparation of a business case. She requested Mr Loveday to progress this matter.</p>	<p>SV to prepare and circulate new 2036 Vision</p> <p>Mr K Loveday to investigate a business plan</p>
6	<p><u>To identify key areas in advance of relaunch Community Event</u></p> <p>It was highlighted the relaunch needs to be linked to where there is good community footfall. Members believed it was best on a Friday both during the daytime and early evening. Mr Vincent emphasised evidence collecting and gathering was a hugely important aspect.</p> <p>Following checking Town Hall availability members agreed upon the date of Friday 22nd May 2020 in the Town Hall, with a market stall both on and in advance of the day to advertise and signpost the consultation; recognising this would allow the March, April and May group meetings to proceed in advance of the consultation.</p>	
7	<p><u>To agree future community relaunch timeframe</u></p> <p>This item was discussed within the above item.</p>	
8	<p><u>To develop key stakeholder list</u></p> <p>It was asked if there should be such a list. Mr Vincent agreed it was essential. He will provide a generic list which the group should add to. He stressed such a list should include local developers.</p>	SV to provide generic key stakeholder list
9	<p><u>To receive updated Communications Strategy</u></p> <p>The Downham Market Neighbourhood Plan 2020 Communications Strategy (Appendix 2) prepared by Mr Vincent will be circulated to all members. Members were advised the Library were happy to be involved in promoting the plan. Social media clearly has a role to play. It was recognised the NP Newsletter should be reintroduced and a NP Page be reactivated on the Town Council's website. This workstream will need to be completed in advance of the public consultation event with, ideally, notice of the event being circulated to all households some 7 -10 days in advance to maximise attendance.</p>	RAD to investigate distribution methods
10.	<p><u>Any other business</u></p> <p><u>Actions/Topics for next meeting (to be held on 12th March 2020)</u></p> <p>i) Discuss Borough Council Local Development Plan appertaining to Downham Market and site allocations, particularly those agreed or in progress</p>	

	<p>ii) Discuss previous Policies agreed and ascertain background for their selection iii) Mr R Warden to review the NP past papers recently returned from ex Cllr Hobbs iv) Mr Vincent reiterated his request for any photographs regarding past NP consultation events</p> <p>It was felt that photographs used in Downham In Bloom portfolios may be of use together with pencil townscapes drawn by local artist Mr A Scordellis.</p>	<p>Mr R Warden to review NP past papers</p>
<p>Meeting closed: 11:50am</p>		
	<p>SIGNED</p>	<p>DATE</p>