

**DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP**  
**NOTES OF MEETING HELD THURSDAY 08<sup>th</sup> OCTOBER 2020 AT 10:00AM**

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

	Present:	<b>ACTION</b>
1	<p>Strategy Group Chair Cllr E Hendry  Cllr J Westrop and Mr R Warden  Consultant Mr S Vincent  Senior Administrator Ms C Dornan</p> <p>Mr and Mrs Davy attempted to join the meeting but experienced problems with their audio and therefore exited the meeting prior to agenda point 3.</p> <p><b><u>To receive Members' apologies for absence</u></b></p> <p>Apologies were received from Cllr Lawson, Cllr Lightfoot, Mr Loveday and Cllr J Woodmin.  Cllr Pickering was not present.</p> <p>Mr. Loveday had expressed his concerns about the validity of the current personal restrictions imposed by the government and has decided that he can no longer comfortably join Zoom meetings. He wishes to continue as a member of the committee.</p>	
2	<p><b><u>To receive Members' declarations of interest</u></b></p> <p>There were no declarations of interest.</p>	
3	<p><b><u>To approve the notes of the meeting held on Thursday 17<sup>th</sup> September 2020</u></b></p> <p>Proposer Mr R Warden                      Seconder Cllr J Westrop</p> <p>'The notes of the meeting held on Thursday 17<sup>th</sup> September 2020 are agreed as a true and accurate record.'</p> <p>All in favour</p>	
4	<p><b><u>To continue with the preparation of the Neighbourhood Plan</u></b></p> <p>The Strategy Group reviewed the document 'Environment and Landscapes' prepared by Mr Warden.</p> <p>Cllr Westrop confirm that Hillcrest Primary School is under the management of Norfolk County Council, Downham Market Academy and the sixth form were under the management of Cambridge Education Trust and Clackclose is under the management of The Eastern Academies Trust. She advised that most schools have a 100 year lease and are responsible for all maintenance however only maintain the land to meet the needs of lessons and will not be under any responsibility to provide environmental benefits. It was discussed the importance of working with the schools to provide nature areas that did not impact on their budgets but benefited the children academically.</p> <p>The Group discussed</p> <ul style="list-style-type: none"> <li>• Pollution and felt that air pollution was an important focus.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Plastic use would be placed on the wish list as it is hard to manage.</li> <li>• Teracycle was discussed as a form of plastic recycling.</li> <li>• Congestion was also an important consideration.</li> <li>• The importance of supporting the solitary bees and miner bees around the Howdale area.</li> <li>• Natural planting areas and wildflower meadows. The Senior Administrator was asked to obtain a list of the open spaces areas that the Borough Council currently mow.</li> </ul> <p>It was felt more could be done around the Willows to support wildlife.</p> <p>Mr Vincent asked the Group to consider any areas that may need additional protection.</p> <p>It was noted that there is a lack of bird song in the centre of Town and it was felt important to support tree planting in the area.</p> <p>Mr Vincent noted that although supporting retro fitting is important for the wildlife it is difficult to enforce under the plan. He suggested that future properties could be asked to support fencing with hedgehog holes. Bat tiles and swift box perches would also be very helpful.</p> <p>It was felt that hedgerows should be protected.</p> <p>The Strategy Group asked Mr Vincent whether they should start some form of informal consultation. Mr Vincent said involving the residents as early as possible was likely to lead to a successful consultation outcome.</p> <p>The Group discussed a monthly Facebook report inviting residents to give their thoughts ahead of meetings on the area of discussion. There was discussion about using Instagram however this account was not actively being used and would require some marketing to attract users. Senior Administrator to speak to Town Clerk to obtain her opinion.</p> <p>The Group discussed obtaining a dedicated telephone line where residents who did not use the internet could call and leave a voicemail with their opinions with the Receptionist collating the information ahead of the meeting dates. Senior Administrator to speak to Town Clerk to obtain her opinion.</p> <p>The Group would like to implement ideas ahead of their meeting on 29 October 2020.</p>	Senior Administrator
5	<p><b><u>To agree next meeting</u></b></p> <p>Thursday 15 October 2020 at 10am to discuss the Planning Reform White Paper to prepare a response and discuss a strategy for involving Downham Market residents in the Neighbourhood Plan discussions prior to consultation. The Consultant will not be present as this meeting.</p> <p>Thursday 29 October 2020 at 10am to continue preparation of the Neighbourhood Plan focusing on Housing and the Design Statement.</p>	
	<p><b>Meeting closed: 11:34am</b></p>	
	<p><b>SIGNED</b></p>	<p><b>DATE</b></p>