DOWNHAM MARKET NEIGHBOURHOOD PLAN STRATEGY GROUP

NOTES OF MEETING HELD THURSDAY 18th FEBRUARY 2021 AT 10:00am

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

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|  | Present:  Strategy Group Chair Cllr E Hendry  Cllr Westrop, Mrs J Davy, Mr A Davy and Mr R Warden  Cllr Willow Woodmin  Senior Administrator Ms C Dornan | **ACTION** |
|  | Further to a meeting of Full Council on 02 February 2021 (Item 7) where Strategy Group membership was discussed, it was agreed that Cllr Pickering and  Cllr J Woodmin would no longer remain members of the Neighbourhood Plan Strategy Group.  Cllr Willow Woodmin requested to become a member.  Proposer Mr A Davy Seconder Cllr Hendry  ‘That Cllr Willow Woodmin be co-opted as a member of the Neighbourhood Plan Strategy Group.’  All in favour |  |
| 1 | **To receive Members’ apologies for absence**  Apologies were received from Mr K Loveday due to childcare commitments.  These apologies were accepted.  Cllr Lawson did not attend. |  |
| 2 | **To receive Members’ declarations of interest**    There were no declarations of interest. |  |
| 3 | **To approve the notes of the meeting held on Thursday 04th February 2021**  Proposer Mr R Warden Seconder Mr A Davy  ‘The notes of the meeting held on Thursday 04th February 2021 are agreed as a true and accurate record.’  5 in favour  Cllr Willow Woodmin was not a part of the Strategy Group at the time of this meeting so therefore abstained. |  |
| 4 | **To receive messages from consultation telephone line – 01366 321421**  The Senior Administrator confirmed that there had been no messages and that she had not seen the press release to date. |  |
| 5 | **To review and approve responses to outstanding policy items**  Environment & Landscape  Mr Warden had provided an updated excel spreadsheet of the footpath list and this had been circulated and forwarded to the consultant. It was approved by the members.  Mr Warden had provided pictures of good and bad footpaths which had been circulated. It was noted that Snape Lane and Short Drove after 1st 100 yards were good examples of footpaths with varied tree and bush cover. Rabbit Lane and 1st 100 yards of Short Drove were bad examples with no vegetation.  Mr Warden had provided an updated excel spreadsheet of the statement list and this had been circulated and forwarded to the consultant. It was approved by the members.  Mr Warden had provided pictures of views over the Fens from St Edmunds Church. Further pictures are to be taken and forwarded to the Senior Administrator.  The Senior Administrator was asked to forward to the Town Clerk details of the overgrown trees on Rabbit Lane for further discussion with the Borough Council.  Local Economy  Cllr Westrop had forwarded an updated draft of this policy prior to the meeting.  The Employment Zone map had been prepared and forwarded to the consultant.  It was noted that rents and business rates were too high to entice new independent traders. It was agreed this would be included in the document and then forwarded to the Senior Administrator for onwards transmission to the consultant as it had been approved by the members.  Community, Culture & Society  Cllr Westrop had circulated the first draft to members ahead of the meeting. It was agreed that the Senior Administrator would forward the document to the consultant to obtain confirmation of what additional work was required on the topic ahead of the next meeting.  Infrastructure & Transport  Mr Warden had forwarded some suggestions to Cllr Westrop prior to the meeting and it was agreed Cllr Westrop would continue the work on this paper for approval at the next meeting.  The Senior Administrator was asked to send Cllr Willow Woodmin some examples of local Neighbourhood Plans for her perusal and to assist in her understanding of the groups remit. | Mr Warden.  Mr Warden Mr Loveday  Senior Admin.  Senior Admin.  Senior Admin.  Cllr Westrop.  Senior Admin. |
| 6 | **To receive member questions and suggestions for new areas of interest to be investigated as part of the Neighbourhood Plan**  The members discussed this item and agreed that the majority of areas had been investigated and that no further areas would be added prior to consultation.  Cllr Hendry referenced a new government consultation ‘Introduction of a Design Code’ and suggested that members reviewed this ahead of the next meeting so that comments could be added to the Town Council commentary. It was requested that this be added to the next Agenda. The link will be sent by Cllr Hendry to the Senior Administrator who will circulate to all members of the strategy group. | Senior Admin. |
| 7 | **To discuss Car Parking requirements**  Members agreed that the lack of movement within car parks may be the reason for the loss of local business’. Residents have been known to comment that they cannot find a parking space in Downham Market and therefore shop in King’s Lynn where there is ample parking.  The Senior Administrator was asked to investigate whether a formal feasibility study had been completed on the idea of a multi storey car park in Downham Market either at Paradise Road or The Hollies. | Senior Admin. |
| 8 | **To confirm date of next zoom meeting**  Thursday 04 March 2021 at 10am.  Cllr Willow Woodmin advised that she may not be able to attend every meeting as she works full time however has requested that future meetings be recorded and a copy sent to her so she is fully engaged in the planning process. Members agreed to this request. |  |
|  | **Meeting closed: 11:06am** |  |
|  | **SIGNED DATE** |  |