

DOWNHAM MARKET ENVIRONMENT STRATEGY GROUP
RECORD OF MEETING HELD TUESDAY 07 JANUARY 2020 AT 5:30PM

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
	<p>Present: Chair – Cllr Hayes Councillors – Daymond, Shippey and Woodmin Town Clerk Mrs E Oliver Senior Administrator Ms C Dornan</p> <p>There were 4 members of the public in attendance.</p>	
1	<p><u>To receive apologies for absence</u></p> <p>Cllr Groom (Family), Hendry (Family) and Pickering (Ill-health) gave their apologies. These were accepted.</p> <p>Cllr Brighty, Lightfoot, Pyatt, Soehnle and Westrop did not attend.</p>	
2	<p><u>To agree the minutes of Tuesday 03 December 2019</u></p> <p>The minutes were not approved as amendments were required.</p>	
3	<p><u>To receive updates from agreed actions at last meeting</u></p> <p>Solar Panels – Cllr Daymond</p> <p>Food Waste – Cllr Pickering</p> <p>Coffee Cup Waste Reduction – Cllr Pyatt</p> <p>Tree Cover – Cllr Hayes</p> <p>Town Recycling Bins – Cllr Hayes</p>	<p>No update. To report back February 2020</p> <p>Cllr Pickering absent. To be placed on February 2020 agenda.</p> <p>Cllr Hayes to email Cllr Pyatt for an update due to his absence.</p> <p>Meeting scheduled with BCKLWN (Brian Long) 10.01.2020 will report back February 2020. Will also discuss Hollies Car Park & Memorial Garden Tree replacements.</p> <p>Meeting scheduled with BCKLWN (Brian Long) 10.01.2020 will report back February 2020.</p>

	Influencing Residents / Press Release – Cllr Hayes Composting at Town Council Premises – Sen. Admin	Discussed with Sarah Hussein, Eastern Daily Press about proactive Press Releases. Looking at option to post a green tip weekly / monthly. Will be having discussions with Your Local Paper soon. No update. Senior Admin. to contact local allotments to see if we can liaise with them going forward. Town Clerk to discuss with Brian Long on 10.01.2020.
4	<u>To discuss wild verges – Cllr Soehnle & Elaine Oliver</u> In the absence of Cllr Soehnle, it was agreed this would be placed on February 2020 agenda. The Town Clerk confirmed she is due to have a meeting with Highways Manager and will look to pin-point 2/3 places that would be acceptable to plant wildflowers.	Senior Admin Town Clerk
5	<u>To discuss and agree instruction of consultant to assess carbon footprint</u> It was agreed to proceed with a Carbon Footprint audit.	Town Clerk
6	<u>To discuss and agree obtaining advice and opinions from external experts</u> This was deferred to February 2020.	Senior Admin.
7	<u>To discuss water refill project launch – Elaine Oliver</u> The Town Clerk is arranging a market stall on a Friday to launch the project and contacting businesses. Cllr Woodmin offered to assist.	Town Clerk & Cllr Woodmin
8	<u>To discuss SLCC environment targets – Cllr Groom</u> This was deferred to February 2020.	Senior Admin.
9	<u>To discuss possible Easter environment event</u> This was deferred to February 2020. Cllr Woodmin advised she would liaise with Cllr Groom ahead of the next meeting to offer support in arranging the event. How many stalls and who would be invited to be explored.	Senior Admin. Cllr Woodmin

	Once a date is suggested Sen. Admin to confirm availability of Town Hall.	Senior Admin.
8	<p><u>To agree the date for the next meeting</u></p> <p>Tuesday 11 February 2020 at 5:30pm</p> <p>Confirmed this strategy group will now be 2nd Tuesday of every month.</p> <p>Next Agenda</p> <ul style="list-style-type: none"> • Landfill - Cllr Westrop • Wildflower Sponsorship - Cllr Woodmin • Men's Shed Liaison – Cllr Woodmin • Hunstanton Climate Emergency Feedback – Elaine Oliver • Cromer Advice / school liaison for Single Use Plastic Sculpture – Cllr Woodmin • Swift Boxes at Heritage Centre – Sen. Admin <p>The Sen. Admin was asked to obtain updates from members who could not attend the next meeting on their areas of research.</p>	Senior Admin.
	Meeting closed: 6:13 pm	
	SIGNED	DATE