

**DOWNHAM MARKET ENVIRONMENT STRATEGY GROUP**  
**RECORD OF MEETING HELD WEDNESDAY 01 OCTOBER 2019 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.*

	Present: Cllr Daymond, Cllr Hayes, Cllr Hendry, Cllr Pickering, Cllr Pyatt, Cllr Shippey, Cllr Westrop and Cllr Woodmin Town Clerk Mrs E Oliver Senior Administrator Ms C Dornan	<b>ACTION</b>
1	<p><b><u>To elect a Chair to facilitate meetings</u></b></p> <p><b>Proposed – Cllr Daymond</b>  <b>Seconded – Cllr Pyatt</b>  <b>‘That Cllr Hayes be elected Chair of the Environment Strategy Group.’</b>  <b>All in favour</b></p>	
2	<p><b><u>To discuss and agree the membership requirements of the Strategy Group</u></b></p> <p>It was agreed that the Councillors present would be accepted as members of the Strategy Group. Cllr’s Groom, Lightfoot, Brighty and Soehnle who were absent from the meeting would also be accepted as members.</p>	
3	<p><b><u>To discuss and agree a statement of purpose for the Strategy Group</u></b></p> <p>It was agreed that the statement of purpose would be as follows:</p> <p><b>Proposed – Cllr Westrop</b>  <b>Seconded – Cllr Hendry</b></p> <p><b>‘To encourage and promote the best social and environmental practices for Downham by managing services, assets and the resources of the Town Council for the benefit of the local community’</b></p> <p><b>All in favour</b></p>	To be added to future agendas
4	<p><b><u>To discuss and agree the Strategy Group’s future priorities</u></b></p> <p>It was agreed that the Cllrs would investigate the following items for the next meeting:</p> <p>Cllr Daymond - Solar Panels  Cllr Hayes – Marketing used by Norfolk County Council / Eco Ely / Eco Library  Cllr Hendry – The effect of children on the environment  Cllr Pickering – Opportunities to reduce food waste  Cllr Pyatt – The water refill project and coffee cup reduction options  Cllr Shippey – Carbon reduction  Cllr Westrop – Opportunities to reduce waste going to landfill  Cllr Woodmin – Local biodiversity</p> <p>The Office was asked to research existing purchasing protocols</p>	FD RH EH AP CP RS JDW JW  Sen Admin

3	<b><u>To agree the date for the next meeting</u></b> Tuesday 05 November 2019 at 5:30pm	
	<b>Meeting closed: 6:23 pm</b>	
	<b>SIGNED</b> <span style="float: right;"><b>DATE</b></span>	