

NEIGHBOURHOOD PLAN COMMITTEE

MINUTES OF MEETING HELD THURSDAY 23rd MAY 2019 AT 10:00AM

Present:	Chair	Cllr Elizabeth Hendry
		Cllr Ron Horne
	Consulting Parties	Mr Andrew Davy Mr Barry Hobbs
	Senior Administrator (Clerk)	Ms C Dornan
	Members of the public	0

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.

Those in attendance at the meeting were asked to ensure that their mobile telephones were switched off or placed in silent mode.

1. To receive Members' apologies for absence

An apology was received from Cllr D Lawson, Cllr E Lightfoot, Mr R Warden and Ms J Westrop,

These apologies were accepted.

Mr K Loveday did not attend.

2. To receive Members' declarations of interest

There were no declarations of interest.

3. Election of Chair

Proposed – Cllr Ron Horne

Seconded – Mr Andrew Davey

‘That Cllr Elizabeth Hendry is elected Chair of the Neighbourhood Plan Committee

All in favour

4. Election of Vice Chair

Proposed – Cllr Ron Horne

Seconded – Mr Andrew Davey

‘That Cllr Doug Lawson is elected Vice Chair of the Neighbourhood Plan Committee

All in favour

5. To agree the minutes of the meeting held on Thursday 04 April 2019

Proposed – Cllr Elizabeth Hendry

Seconded – Mr Andrew Davey

‘That the minutes of the Neighbourhood Plan Committee meeting held on Thursday 04 April 2019 be approved’

All in favour

6. To approve the Payment of Bills

Proposed – Cllr Ron Horne

Seconded – Mr Andrew Davey

‘That the invoice for Cicero Communications Limited be paid subject to successful receipt of the Grant Application funds’

All in favour

7. To receive and consider correspondence

Correspondence had been received on 22 May 2019 at 20:39 from Richard Brown MSc, Richard Brown Planning Limited acting for Koto Limited, who he states are the land owners to the south east of Downham Market. Mr Brown asked for details of the status of the Neighbourhood Plan and to be kept abreast of any future correspondence.

The Clerk advised that she had responded to Mr Brown prior to the meeting advising him of the date of the next meeting and the status with the Neighbourhood Plan.

The Committee advised the Clerk they were happy to meet with Mr Brown should he wish to make representations to the Committee.

8. To receive an update from Planning Direct

The Clerk advise that she had been liaising with Danielle Adams at Planning Direct and advised that the Grant Application had been submitted this week.

The Committee were very pleased with this development and hope that progress is now swift moving forward.

9. To receive an update on alternative consultant discussions

The Clerk advised that the consultant had expressed an interest in working with the Committee to develop the Neighbourhood Plan.

The Committee asked that an invitation be extended for the next meeting.

10. To discuss the drafting of the Neighbourhood Plan

The Committee discussed Custom & Self Build and will review again as the Neighbourhood Plan develops.

The Clerk advised the Committee that the workshop with Community Action Norfolk has been arranged for 20 June 2019 and the Neighbourhood Plan Committee were duly invited to attend to discuss community engagement and cohesion.

The Committee discussed the response from Jane Blackwell of Norfolk County Council which advised that the Neighbourhood Plan did not need to allocate land for education as there are sufficient spaces at both Primary and Secondary level within Downham Market.

The Committee were advised that Matthew Hendry and Alistair Beales had not responded to the Committee on behalf of the Borough Council to discuss the idea of developing an Enterprise Zone within Downham Market. The Clerk was asked to contact the new Borough Councillor, Cllr Josie Ratcliffe, to ask for her assistance as the delay was not acceptable.

The Committee were advised that there had been no further response from the West Norfolk Clinical Commissioning Group since their holding reply on 12 April 2019. The Clerk would contact again.

Cllr Hendry asked whether a Tennis Academy would be of interest to the Community as it could bring prestige to the Town. The Committee were agreeable to Cllr Hendry commencing research on the matter by speaking with Lisa Kennedy.

11. To discuss actions for the next meeting

The Committee asked the Clerk to:

1. Liaise with Richard Brown MSc, Richard Brown Planning Limited, as required
2. Contact Cllr Josie Ratcliffe to obtain assistance with developing an Enterprise Zone in Downham Market
3. Follow for the result of the Grant Application
4. Contact West Norfolk Clinical Commissioning Group for an update

The Committee asked Cllr Hendry to:

1. Investigate whether a Tennis Academy could be situated within Downham Market and whether funding is available.

The next meeting of the Committee will be 13 June 2019 at 10am.

Mr Barry Hobbs and Cllr Ron Horne gave their apologies for the next meeting

The Chair thanked everyone for attending and closed the meeting at 10.38am.

Chair

Dated