

## DANBURY NEIGHBOURHOOD PLAN STEERING GROUP

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23<sup>rd</sup> July 2019

Dear Members

You are cordially invited to an extraordinary meeting of the Danbury Neighbourhood Plan Steering Group to be held on **Monday 29<sup>th</sup> July 2019 at 2pm at the Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ** when the following business is proposed to be transacted.

Yours Sincerely,

Sue Dobson,  
Neighbourhood Plan Steering Group Chairman

### Agenda

#### **19/20 34. Apologies for Absence**

#### **19/20 35. Declarations of Interest in items on the agenda**

Members to declare any interests in items on the agenda and to consider any conflicts of interest that may arise.

#### **19/20 36. Public Participation Session with Respect to Agenda Items**

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 2 minutes, at the discretion of the chairman.

**19/20 37. Minutes**

To receive the minutes of the 17<sup>th</sup> June 2019 and record them as a true record of the meeting.

**19/20 38. Actions Arising from the Minutes**

Actions arising from the minutes not otherwise listed on the agenda.

**19/20 39. Feedback from the Working Groups**

**19/20 39. 1** To receive and consider a verbal update from the Plan Writing Working Group.

**19/20 39.2** To receive and consider a progress report from the Sites Working Group – **Appendix 1**

**19/20 39.2.1** To consider and agree the proposed process for the next stage of sites work. - **Appendix 1**

*Proposal: That the process for the next stage of the site selection work be approved.*

**19/20 39.2.2 Briefing Note to Landowners.**

To receive and consider a briefing note to be sent to landowners/agents to request a brief description of their proposal to meet an allocation of up to 30 units in accordance with Residents' replies to Question 12 of the Neighbourhood Plan, including a location plan, proposed access, area for development which must be adjoining the DSB, housing mix in line with CCC LP policies, mitigation of any constraints, agreement to confidentiality statement. - **Appendix 1**

*Proposal: That the briefing note is agreed and sent to landowners/agents.*

**19/20 39.2.3** To receive a report regarding the Housing Needs Assessment and consider whether to apply for Housing Needs Assessment Technical Support from the Grant Funding Body Locality – **Appendix 1**

*Proposal: That an application is submitted for the Housing Needs Assessment Technical Support package from Locality.*

**19/20 39.3** To receive and consider a verbal update from the Communications Working Group.

**19/20 39.4** To receive a report from the Basic Conditions Working Group – **Appendix 2**

**19/20 39.4.1** Pro-forma to be completed when writing the plan and policies to ensure consistency with National and Local Planning Policy.

**19/20 39.4.2** Pro-forma to be completed when writing the plan and policies to produce an Equality Impact Assessment to check the impact of policies on equality.

**19/20 40 Strategic Environment Assessment (SEA) Technical Support Application – Appendix 3**

To receive an update on the SEA Technical Support Assessment application.

**19/20 41** To note that the Chelmsford City Council Local Plan Main Modifications consultation will run from 1<sup>st</sup> August to 19<sup>th</sup> September 2019. The documents will be circulated once they become available. If there are any modifications relating to Danbury and members have any comments relating to them, please would they email them to the Coordinator before the 12<sup>th</sup> August so that they can be passed to the Parish Council Planning Committee.

**19/20 42. Items for public/ press release**

**19/20 43. Items to be included on the next Agenda**

**19/20 44. Date of next meeting – 19<sup>th</sup> August 2019**

**19/20 45. Timetable of meetings**

19<sup>th</sup> August 2019 7pm

16<sup>th</sup> September 2019 2pm

21<sup>st</sup> October 2019 7pm

18<sup>th</sup> November 2019 2pm

20<sup>th</sup> January 2020 7pm

All to be held at the Parish Council Office

17<sup>th</sup> February 2020 2pm

16<sup>th</sup> March 2020 7pm