

**Danbury Parish Council
Neighbourhood Plan Steering Group**

Minutes of the meeting held on 19 March 2024 at 2pm at Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Cllr Hessian, Mr Arthurs, Mrs Clacy, Mrs Dobson, Mrs Guidotti, Mr Holland, Mr Scofield.

In Attendance: Mrs Mitchelmore (Assistant Clerk), Ms Michelle Harper (Parish Clerk)

23/24.01 Election of Chairman

Mrs Dobson was nominated by Mrs Clacy and seconded by Cllr Hessian. There being no further nominations. Mrs Dobson was elected unopposed.

RESOLVED: that Mrs Dobson be Chairman of the Neighbourhood Plan Steering Group for the remainder of the Municipal Year.

23/24.02 Election of Vice-chairman

Mr Holland was nominated by Cllr Hessian and seconded by Mrs Clacy. There being no further nominations. Mr Holland was elected unopposed.

RESOLVED: that Mr Holland be Vice-chairman of the Neighbourhood Plan Steering Group for the remainder of the Municipal Year.

23/24.03 Apologies for absence

Cllr A Chapman, Mrs Lutton.

23/24.04 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

Mr Arthurs had an interest in site D5 as a Trustee of the Landisdale Trust and was an Officer of St John's Church

23/24.05 Public Question Time

Members of the public are invited to address the Neighbourhood Plan Steering Group, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Neighbourhood Plan Steering Group meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

23/24.06 Minutes

RESOLVED: that the minutes of the meeting held on 21 December 2022 were approved and signed as being a true record.

Proposed: Mr Holland, seconded: Mr Arthurs, and all agreed.

23/24.07 Matters for Report

None

23/24.08 Exclusion of Press and Public

RESOLVED: In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

Proposed: Mr Holland, seconded: Cllr Hessing, and all agreed.

23/24.09 Regulation 15 Documents

i. Members considered the Submission Neighbourhood Plan and Regulation 15 of the Town and Country Planning, England Neighbourhood Planning (General) Regulations 2012, (Regulation 15) documents for recommendation to the Parish Council for submission to Chelmsford City Council.

ii. Mrs Dobson began by acknowledging how hard the group had worked and the impact that everyone had had on the Neighbourhood Plan. She was incredibly proud of the document. Mr Holland was recognised and thanked for his work and particularly for pulling the Regulation 15 documents together. Mrs Dobson thanked everyone for their input to the Plan.

iii. RESOLVED: that the following documents were approved to be submitted to Danbury Parish Council for consideration and subsequent submission to Chelmsford City Council under Regulation 15 of the Town and Country Planning, England Neighbourhood Planning (General) Regulations 2012

1. Neighbourhood Plan Area Map.

Proposed: Cllr Hessing, seconded: Mrs Clacy, and all agreed.

2. Consultation Statement.

Proposed: Mrs Dobson, seconded: Mrs Guidotti, and all agreed.

4. Basic Conditions Statement.

Proposed: Mr Scofield, seconded: Mrs Guidotti, and all agreed.

5. Equality Impact Statement.

Proposed: Mr Arthurs. Seconded: Mrs Clacy, and all agreed.

6. The Habitats Regulation Statement was included in the Basic Conditions Statement and so approved as a part of that document.

iv. RESOLVED: that the Submission Version of the Danbury Neighbourhood Plan (Document 3) as amended and replacing paragraphs 5.8 to 5.13 from the final SEA document was approved to be submitted to Danbury Parish Council for consideration and subsequent submission to Chelmsford City Council under

Regulation 15 of the Town and Country Planning, England Neighbourhood Planning (General) Regulations 2012.

Proposed: Mrs Dobson, seconded: Mr Scofield, and all agreed.

v. RESOLVED: that the final version of the Strategic Environment Assessment (Document 4) as amended by AECOM in reference to the email correspondence dated 15th March and 19th March between Mr Holland and AECOM was approved to be submitted to Danbury Parish Council for consideration and subsequent submission to Chelmsford City Council under Regulation 15 of the Town and Country Planning, England Neighbourhood Planning (General) Regulations 2012.

Proposed: Mr Holland, seconded: Cllr Hessing and all agreed.

There being no further business to transact, the Chairman closed the meeting at 3pm.

Signed Chairman.....Date.....