

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 15th October 2018 at 2pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Steve Arthurs (SA)
Elly Bunn (EB)
Judith Clacy (JC)
Sue Dobson (SD) Chairman
Stephen Holland (SH)
Gilly Lutton (GL)
Mark Scofield (ML)
John Steele (JS)

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
A Member of the Public

Agenda Number	Agenda Item	Action
54.	Apologies for Absence	
	Apologies were received from Dan Carlin, Irene Guidotti and Martin Lister	
55.	Declarations of Interest in Agenda Items	
	MS is the Chairman of HOD and a member of the Danbury Society. SH is a director at the Danbury Community Association (Sports and Social Centre.) SA is a Trustee at the Landisdale Trust. There were no declarations of interest forms to be returned at the meeting.	
56.	Public Participation Session	
	There was no participation from the member of the public.	
57.	Minutes	
	The minutes from the meeting of 17 th September were signed as a true record of that meeting.	
58.	Action Points Arising from the Minutes – not otherwise listed on the agenda.	
	Page 13: 45(I): The Draft Strategic Environment Screening Report had been consulted upon and the results were being awaited. Page 14: 47(IV): Letters of thanks had been sent to the Danbury Society and Printer and acknowledged.	
59.	Feedback from the Coordinator	
I.	i) Neighbourhood Plan Progress There were no updates from the Coordinator.	Coordinator
	ii) Chelmsford City Council Local Plan Examination in Public The Chelmsford Local Plan Examination in Public would begin at 10am on the 20 th November 2018. Documents could be viewed at Danbury Library 13.00-17.00 Wednesday and Friday and 9.00-13.00 Thursday and Saturday.	

II.	Funding Update There were no funding updates to report.	
60.	Feedback from Working Groups	
I.	Plan Writing Group The plan writing group had begun to write the introduction for the plan. It was suggested that they produce a plan for the work and an outline for the Neighbourhood Plan Document. The Chair had been intending to produce one based on the Chelmsford City Council Local Plan. The Terms of Reference were considered and a query raised about whether non-steering group co-opted members would form part of the quorum for the working group meetings. It was felt that they should but the Coordinator would check.	Coordinator
II.	Update on Progress from the Sites The Sites Group had produced a work plan and were continuing with Site Assessment Work. A methodology had been agreed that would ensure that all sites continued to be treated equally. A letter would be sent to site promoters to explain the process. The group would arrange to visit each site with the permission of the site promoters/landowners. The Terms of Reference were distributed and considered. Point was 4 amended to read: <i>The group will make recommendations to the Steering Group for land use.....</i> Land use could include car parking and open spaces as well as housing and employment.	Coordinator
III.	Feedback from the Communications Group. The communications group had not met; however, the website had been updated and a list had been made of Statutory Consultees. The Terms of Reference were considered and as with the Plan Writing Group, the situation would be clarified with regards to co-opted members.	Coordinator
61.	Questionnaire Update	
I.	It was noted that the report from the questionnaire would be received on 26 th October and that the raw data would be available on the 22 nd .	
II.	The feedback exhibition would be held on 7 th and 8 th December and the Communications Group would make the necessary preparations. Funding would be available for posters. The group discussed using two banners subject to the availability of funding.	Communications Group
III.	The questionnaire had been delivered to businesses in Danbury. The group would wait to see how many had responded and consider whether further engagement would be required. The response to the Visions and Objectives business questionnaire had been low.	Steering Group
62.	New Site Submission	
I.	A new site had been submitted for consideration through the Neighbourhood Plan and the group needed to determine whether to accept it so late in the process. Sites had already been consulted on during the recent questionnaire and if this site were found to be policy compliant the group would need to inform residents and give them an opportunity to comment on it. The group would need to consider at what point sites	Coordinator

	<p>submissions would no longer be accepted. After a lengthy discussion, SD proposed that the submission be accepted and the group would await confirmation as to whether the site would be policy compliant from Chelmsford City Council (CCC). If the site were found to be not policy compliant then it would be discounted. If policy compliant, the group would consider how best to consult with residents. Details would be given at the Exhibition in December. SH seconded the proposal and it was agreed by majority vote.</p> <p>RESOLVED: that the submission be accepted and the group would await confirmation as to whether the site would be policy compliant from Chelmsford City Council (CCC). If the site were found to be not policy compliant then it would be discounted. If policy compliant, the group would consider how best to consult with residents. Details of the late submission would be given at the Exhibition in December.</p>	
63	Next Steps	
I.	<p>Technical Support Application: The application for technical support from AECOM had been submitted and a telephone interview held with a representative from AECOM, the Coordinator and Chairman. The group's eligibility for the support would be confirmed within three weeks and it was recommended that when appropriate, further support could be applied for the Strategic Environment Assessment, design codes and masterplanning.</p> <p>The support team would put together a package for the group and make recommendations in a report for the group to consider. They would ensure that the assessment process was robust and identify whether further assessments would be required. It would provide the group with independent advice</p> <p>It was suggested the scheme of work be agreed with AECOM prior to the commencement of the Site Assessment and Options support package.</p>	Coordinator, Chairman
II.	<p>Draft Strategic Environmental Assessment (SEA): The consultation period had closed; however Natural England had requested additional time to respond. Once all responses had been received the Chelmsford City Council Senior Planner would inform the group of the results and confirm whether the SEA would be required.</p>	
III.	<p>Basic Condition Working Group: The Basic Conditions working group would be convened to monitor the process ensuring that the basic conditions for Neighbourhood Planning were being met. The Coordinator had written a Basic Conditions Report and this would be circulated to members of the working group who were SD, DC and SH.</p>	SD, DC, SH
64.	Neighbourhood Plan Round Table Event	

	SD, SH, MS and GL would attend the Neighbourhood Plan Round Table Event.	SD, SH,MS,GL
65	Items for public/press release	
	Articles would be submitted to the Journal and Chronical to include the dates for the Public Exhibitions. An article had been submitted to Parish Life which was a magazine for Local Councils and Councillors.	SH, SD, Coordinator
66.	Items to be Included in the Next Agenda	
	The results of the questionnaire would be included in the next agenda.	Coordinator
67.	Date of Next Meeting	
	19 th November 2018 at 7pm at the Parish Council Office	
68.	Timetable of Meetings	
	The timetable of meetings below was agreed. 21 st January 2019 2pm 18 th February 2019 7pm 18 th March 2019 2pm 1 st April 7pm 2019 (if required) 20 th May 2019 2pm 17 th June 2019 7pm 15 th July 2019 2pm All to be held at the Parish Council Office	

There being no more business the Chairman closed the meeting at 15.45pm.

Confirmed as accurate record of the meeting:

Chair _____

Date _____