

## Danbury Neighbourhood Plan Steering Group

Minutes of the Extraordinary Meeting held on 16<sup>th</sup> December 2019 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Judith Clacy (JC)  
Sue Dobson (SD) Chairman  
Irene Guidotti (IG)  
Stephen Holland (SH)  
Mark Scofield (MS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator

Agenda Number	Agenda Item	Action
<b>19/20 46</b>	<b>Apologies for Absence</b>	
	Elly Bunn (EB), Cllr A Chapman (AC), Martin Lister (ML), Gilly Lutton (GL)	
<b>19/20 47</b>	<b>Declarations of Interest in Agenda Items</b>	
	Mark Scofield declared a non-pecuniary interest that he was the Chairman of HOD, a member of the Danbury Society and lived overlooking a Site. Stephen Holland declared that he was a director at the Danbury Community Association (Sports and Social Centre.). Judith Clacy declared a non-pecuniary interest that she lived overlooking a site. Steve Arthurs declared that he was a trustee of the Landisdale Trust and Fabric Officer at St John's Church. Sue Dobson declared that she was a City Councillor (representing a different Ward) and a member of Chelmsford City Council Planning Committee.	
<b>19/20 48</b>	<b>Public Participation Session</b>	
	None	
<b>19/20 49</b>	<b>Minutes</b>	
	RESOLVED: that the minutes from the meeting of 29th July 2019 were approved and signed as a correct record.	
<b>19/20 50</b>	<b>Actions Arising from the minutes</b>	
	Actions arising from the minutes not otherwise listed on the agenda.	
	<i>Irene Guidotti arrived at the meeting.</i>	

	<p>19/20 39 2.1 2: The response from Essex Highways had been received and additional queries raised. A further response was awaited.</p> <p>19/20 39.2.1.3: Proposals had not been received for sites D7 and D15.</p> <p>19/20 39.2.1: Aecom (through the grant funders Locality) were providing a Sites Assessment Update for the updated site proposals.</p> <p>19/20 39.2.3 The Housing Needs Assessment had been successfully applied for and was underway. The final report was anticipated by the end of February 2020.</p> <p>19/20 39.3 The 'Update Me' form had been added to the Danbury Neighbourhood Plan Website and a number of requests to join the mailing list had been received. The Coordinator would confirm the number of residents on the mailing list after the meeting.</p> <p>19/20 39.4. 1 and 2 The Basic Conditions pro-formas were yet to be produced.</p> <p>19/20 40 The Strategic Environment Assessment (SEA) was underway.</p> <p>19/20 41 Comments to the Chelmsford City Council Main Modifications consultation had been received from two members and had been included in the Parish Council Response.</p> <p>19/20 42</p> <ul style="list-style-type: none"> <li>i. The next steps for the plan had been published.</li> <li>ii. The link for the mailing list had been added to the Neighbourhood Plan Website and had been advertised on local social media.</li> </ul> <p>19/20 43 The Consultation process for proposals received from Landowners/Agents were not included in the agenda.</p>	
<b>19/20 51</b>	<b>Feedback from Working Groups</b>	
	<p><b>19/20 51.1 Plan Writing Group</b></p> <p>Members received a verbal update on progress from Irene Guidotti. The plan writing group were looking at the Design Code and were reviewing the Building for Life 12 document<sup>1</sup>. The group had reviewed the Danbury Framework policies and were considering the historical and more modern context of the Village. Stephen Holland had taken photographs around the six Character Areas of Danbury that had been updated earlier in the process to assist. It was suggested that the Group should consider areas adjoining Danbury.</p> <p><sup>1</sup> (<a href="https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition">https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition</a>)</p>	

	<p><b>19/20.51.2 Sites Working Group</b></p> <p>The group received a verbal update from Stephen Holland and the Appraisal Criteria to assess sites against the Objectives for the Plan had been circulated prior to the meeting. Amendments were made to the proposed Appraisal Criteria for Environment and Business and Economy. The wording of the Design and Heritage Objective would be reviewed to ensure that it was firm enough in its intention without being too prescriptive. The Criteria were proposed as amended by Stephen Holland and seconded by Sue Dobson and all agreed.</p> <p>RESOLVED: that the Appraisal Criteria as amended during the meeting be approved and adopted.</p> <p>Proposed: Stephen Holland, Seconded: Sue Dobson, all agreed.</p>	SH
<b>19/20 52</b>	<b>Strategic Environment Assessment (SEA), Housing Needs Assessment (HNA) and Site Assessment Update</b>	
	Members received a verbal update on the SEA, HNA and Site Assessment updates. Gratitude was expressed towards the consultants at Aecom who were working to meet timescales for the Neighbourhood Plan. It was anticipated that drafts would be received by the end of the year.	
<b>19/20 53</b>	<b>Plan Writing</b>	
	<p>Members considered what further outside assistance may be required to speed up the preparation of the draft plan written to a professional standard.</p> <p>i. Plan writing Assistance: It was explained that this was not available as a technical support package through Locality, that funding would need to be applied for and may require Parish Council approval depending on costs. The Coordinator had contacted some companies but they had yet to respond. After some discussion, it was agreed that assistance would be required to bring the draft plan and policies together and format and check it to ensure that it was robust. It may also include the cost of artwork and printing</p> <p>RESOLVED: to seek professional assistance to complete the draft plan.</p> <p>Proposed: Sue Dobson, Seconded: Judith Clacy, all agreed.</p> <p>ii. Design Guide: this was available as a technical support package through Locality. Members considered whether to ask for a review of the Design Code once it had been produced by the Group or apply for the Design Code to be produced in its entirety.</p>	<b>Coordinator, SD, SH and Plan Writing Group</b>

	<p>RESOLVED: to investigate professional assistance for the Design Guide and apply either for the Design Guide Technical Support Package through Locality or apply for funding for an outside body via Locality/Parish Council depending on timescales. The final decision was delegated to the Plan Writing Group, the Chairman and Vice Chairman and Neighbourhood Plan Coordinator.</p> <p>Proposed: Sue Dobson, Seconded: Mark Scofield, and all agreed.</p>	
<b>19/20 54</b>	<b>Items for Public/Press Release</b>	
	None	
<b>19/20 55</b>	<b>Items to be Included in the Next Agenda</b>	
	None	
<b>19/20 56</b>	<b>Date of Next Meeting</b>	
	The next meeting was scheduled for 20 <sup>th</sup> January 2020 at the revised time of 2pm, at the Parish Council Office.	<b>Coordinator</b>
<b>19/20 57</b>	<b>Timetable of Meetings</b>	
	<p>20<sup>th</sup> January 2020 2pm  17<sup>th</sup> February 2020 2pm  16<sup>th</sup> March 2020 7pm</p> <p>All to be held at the Parish Council Office.</p>	

There being no more business the Chairman closed the meeting at 3.35pm.

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_