

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 19<sup>th</sup> November 2018 at 7pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Elly Bunn (EB)  
Judith Clacy (JC)  
Sue Dobson (SD) Chairman  
Mandy Hessing (MH)  
Stephen Holland (SH)  
Martin Lister (ML)  
Mark Scofield (ML)  
John Steele (JS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
A representative of Snap Dragon Consulting  
A Member of the Public

Agenda Number	Agenda Item	Action
<b>69</b>	<b>Apologies for Absence</b>	
	Apologies were received from Irene Guidotti and Gilly Lutton	
<b>70</b>	<b>Declarations of Interest in Agenda Items</b>	
	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.	
<b>71</b>	<b>Public Participation Session</b>	
	There was no participation from the members of the public.	
<b>72</b>	<b>Minutes</b>	
	The minutes from the meeting of 15 <sup>th</sup> October were signed as a true record of that meeting as amended.	
<b>73</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	<b>Page 20:</b> Item 65: The articles had been submitted to the Journal, Contact and the Chronicle.	
<b>74</b>	<b>Membership</b>	
	It was noted that Dan Carlin had resigned from the group and that Cllr Mrs Hessing had been appointed as the Parish Council Representative. A letter of thanks would be sent to Dan Carlin.	<b>Coordinator</b>
<b>75</b>	<b>Feedback from the Coordinator</b>	
I.	<b>i) Neighbourhood Plan Progress</b> There were no updates from the Coordinator, not already included in the agenda.	<b>Coordinator</b>

	<p><b>ii) Chelmsford City Council Local Plan Examination in Public</b> The Local Plan Hearing Sessions had begun on 20<sup>th</sup> November 2018 at 10am at Chelmsford City Council Offices, Civic Centre, Duke St. Chelmsford, CM1 1JE. The hearing for Chelmsford Growth Area 3 which would include Location 9 Danbury would be heard under Matter 6c on December 11<sup>th</sup> from 9.30am.</p>									
II.	<p><b>Funding Update</b> A funding update was given for the current grant period April 2018-January 2019 as of 10<sup>th</sup> November 2018.</p> <table border="1"> <tr> <td><b>Grant Awarded</b></td> <td>4900</td> </tr> <tr> <td><b>Expenditure to date</b></td> <td>4009.10</td> </tr> <tr> <td><b>Committed</b></td> <td>330.00</td> </tr> <tr> <td><b>Remaining</b></td> <td>560.90</td> </tr> </table>	<b>Grant Awarded</b>	4900	<b>Expenditure to date</b>	4009.10	<b>Committed</b>	330.00	<b>Remaining</b>	560.90	
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<b>76</b>	<b>Feedback from Working Groups</b>									
I.	<p><b>Plan Writing Group</b> The Coordinator reported that the Plan Writing Group were working on the Introduction to the Plan, Transport and Movement, Open Spaces and Environmental Policies. The Terms of Reference for the group had been amended following advice from the Clerk. SD proposed that they be adopted subject to the word 'Party' being amended to 'Group', JS seconded and they were agreed.</p> <p>RESOLVED: That the Terms of Reference be adopted as amended.</p>	<b>Coordinator</b>								
II.	<p><b>Update on Progress from the Sites</b> i) SH reported that the Sites group had visited 6 sites and 2 more would follow the week after. Information was being collated relating to heritage and environmental considerations as well as sustainability. The Coordinator advised that the Heritage officer at Chelmsford City Council had offered to provide further information relating to Heritage in January. The Coordinator would book in the remaining site visits with the site promoters.</p> <p>The Terms of Reference for the working group had been amended following advice from the Clerk. JC proposed that they be adopted subject to the word 'Party' being amended to 'Group', MH seconded and they were agreed.</p> <p>RESOLVED: That the Terms of Reference be adopted as amended.</p> <p>ii) The Coordinator reported that the Technical Support Package for Site Options and Assessment had been approved. SH circulated a proposal for how the working group would like to work with the Consultant. The group felt that it was important that they remain engaged in the assessment process. It was acknowledged however, that the Consultant would bring an independent view to the assessment process and ensure that it was robust. The Coordinator would contact the Consultant to request further information about the assessment process,</p>	<b>Coordinator</b>								

	sustainability and landscape appraisals and the level of engagement that there would be between the Consultant and the Steering Group.	
III.	<p><b>Feedback from the Communications Group.</b></p> <p>The communications group had not met. The Terms of Reference for the working group had been amended following advice from the Clerk. JC proposed that they be adopted subject to the word 'Party' being amended to 'Group', SH seconded and they were agreed.</p> <p>RESOLVED: That the Terms of Reference be adopted as amended.</p>	<b>Coordinator</b>
<b>77.</b>	<b>New Site Submission</b>	
I.	The new site that had been submitted was not within or adjoining the defined settlement boundary and so was discounted and the site promoter informed. The site had been given the reference D22 and the sites map and Call for Sites Report had been updated accordingly.	<b>Coordinator</b>
II.	The updated Call for Sites report had been received by members and it was agreed for publication on the website. Members discussed whether to close the Call for Sites so that new submissions would no longer be accepted, however the group decided that it should remain open. The Chelmsford City Council Senior Planning Officer had advised that by closing the Call for Sites, the village may miss out on a suitable site if one were submitted.	<b>Communications</b>
<b>78</b>	<b>Exhibition Preparations.</b>	
I.	The exhibition would be held on 7 <sup>th</sup> and 8 <sup>th</sup> December at the Old Pavilion. Proposed poster designs had been previously circulated to the group.	
II.	The event would be advertised by a banner, social media and articles in the Journal, Contact and Chronicle. The exhibition budget would be exceeded to cover the costs of the banner and additional posters and so a change request would be submitted to the Grant Funders.	
III.	The Group discussed the presentation for Parish Council and agreed that SD and SH would present on behalf of the group. The Coordinator informed the group that it would not be possible to present during the Parish Council meeting as there was a long agenda. The coordinator would request that the group present to the Parish Council prior to the start of the meeting.	<b>SD, SH Coordinator</b>
<b>79</b>	<b>Next Steps</b>	
I.	The Senior Planning Officer had received the responses from the Statutory Consultees regarding the Draft Strategic Environmental Assessment (SEA) screening report and has concluded that an SEA will be required. Once the screening report has been finalised, it will be sent to the Grant Funding Body to apply for the Technical SEA support package. The coordinator would check how RAMSAR would impact the Neighbourhood Plan.	<b>Coordinator</b>

II.	JS was appointed the Basic Conditions Working Group and MH would deputise as required.	
<b>80.</b>	<b>Neighbourhood Plan Round Table Event</b>	
	A verbal report was given from the Neighbourhood Plan Round Table Event. The key message was that it is vital that policies are backed with evidence and that the plan is achievable, deliverable and sustainable.  <i>MS left the room.</i>	
<b>81</b>	<b>Items for public/press release</b>	
	Articles would be submitted to the Journal and Chronicle to include the dates for the Public Exhibitions  <i>MS returned to the room.</i>	<b>SH, SD, Coordinator</b>
<b>82.</b>	<b>Items to be Included in the Next Agenda</b>	
	Feedback from the exhibition would be included in the next agenda.	<b>Coordinator</b>
<b>83</b>	<b>Date of Next Meeting</b>	
	21 <sup>st</sup> January 2019 2pm at the Parish Council Office	
<b>84</b>	<b>Timetable of Meetings</b>	
	The timetable of meetings below was agreed.  18 <sup>th</sup> February 2019 7pm 18 <sup>th</sup> March 2019 2pm 1 <sup>st</sup> April 7pm 2019 (if required) 20 <sup>th</sup> May 2019 2pm 17 <sup>th</sup> June 2019 7pm 15 <sup>th</sup> July 2019 2pm  All to be held at the Parish Council Office	
<b>85</b>	<b>Exclusion of Press and Public</b>	
	RESOLVED: It was resolved in accordance with S.1 of the Public Bodies (Admissions to Meetings) Act 1960 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. This was as the Questionnaire Report was in draft form and was not ready for publication.	
<b>86</b>	<b>Draft Questionnaire Report</b>	
I.	The draft questionnaire report was checked for accuracy and would be returned to the Research Company to be finalised.	<b>Coordinator</b>
II.	The finalised report would be published on the website at the time of the exhibition.	<b>Communications</b>

There being no more business the Chairman closed the meeting at 9.24pm.

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_