

Danbury Parish Council
Neighbourhood Plan Steering Group

Minutes of the Meeting held remotely on 26 April 2021 at 2pm

Present: Mr S Arthurs, Cllr A Chapman, Mrs J Clacy, Mrs S Dobson (Chairman), Mrs I Guidotti, Mr S Holland, Mr M Lister, Mrs G Lutton, Mr M Scofield,

In Attendance: Mrs L Mitchelmore (Assistant Clerk), 3 members of the public

20/21.1 Apologies for absence

None.

Members were informed that Mrs E Bunn had resigned from the Neighbourhood Plan Group. A letter of thanks for her valuable contributions to the group would be written.

20/21.2 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.

The following interests were declared:

Mr S Arthurs: Trustee at the Landisdale Trust, St John's Church.

Mr S Holland: Director of the Danbury Community Association (DCA)

Mr S Scofield: Chairman of Hands Off Danbury (HOD), Vice-chairman of the Danbury Society, lives adjacent to Site D4.

Cllr A Chapman: Lives adjacent to site D14.

Mr Martin Lister: Lives near site D9.

20/21.3 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.

Two representatives from site D9 introduced themselves and stated that they were keen to engage with the Neighbourhood Plan Group to work with them to meet local aspirations, having recently taken on the controlling interest in the land. The Sites Working Group would take that on board and contact them in due course.

20/21.4 Minutes

RESOLVED: that the minutes from the meeting of 16th March 2020 were approved and signed as a correct record.

20/21.5 Overview of Progress to Date

The Neighbourhood Plan Coordinator gave an overview of progress to date:

The Plan writing group had drafted a Design Guide for the Neighbourhood Plan which had been previously circulated to members. Subsequently it was reviewed by the Chelmsford City Council Senior Planning Officer and the Plan Writing Group were making amendments based on the recommendations received.

The first draft of the Neighbourhood Plan had been largely completed but assistance would be required from a Planning Consultant to review it, strengthen policies where appropriate and produce a new draft. This was considered under agenda item 20/21.6.

The Sites Working Group had completed their assessments, which included engagement with Chelmsford City Council Planning Officers and Essex Highways Officers and independently produced reports:

Sites Options and Assessment
Sites Options and Assessment Addendum
Housing Needs Assessment
Minerals and Planning
Landscape Appraisal Report and Updated Addendum.
Chelmsford City Council Heritage Report and Addendum
Essex Highways Advice

The Strategic Environment Assessment was underway.

The Group were in the process of completing an Allocations Options Report that would be sent to the Chelmsford City Council Senior Planning Officer for comment to ensure that it was a robust document, and discuss it with the Strategic Environment Assessment Consultant. The next steps were discussed in agenda item 20/21.7.

20/21.6 Draft Plan Review and Editing Consultancy – Appendix 2

Members received a report with 4 quotes and:

- i. determined whether to expand the scope of the consultancy to include the post Regulation 14 Services.
- ii. determined which Planning Consultancy would be recommended to the Parish Council to review and edit the Draft Neighbourhood Plan and, if determined necessary, provide Post Regulation 14 Services.

After a long discussion, members agreed to recommend to Parish Council that Planning Consultants Troy Planning be commissioned to edit and review the draft plan and provide Post Regulation 14 Services. The timescales given were considered to reflect the needs of the group and Troy Planning had worked with both South Woodham Ferrers and Writtle on their Neighbourhood Plans. This amounts to 20 days work at £500 per day which would be applied for from the Grant Funders, Locality and was within budget.

RESOLVED: That Quote 1, Troy Planning be recommended to the Parish Council to edit and review the draft plan for 10 days at £500 per day.

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

RESOLVED: To include post Regulation 14 Services in the services commissioned from Quote 1, Troy Planning for 10 days at £500 per day.

Proposed: Mrs S Dobson, seconded: Mrs J Clacy, and all agreed.

20/21.7 Engagement Strategy

Members received a report and considered a strategy to engage with stakeholders and bring Site Allocation Options forward for inclusion in the Draft Neighbourhood Plan. After a long discussion the proposed engagement strategy was amended and agreed. Developers/landowners were subject to a confidentiality agreement until residents were consulted on sites and the Assistant Clerk would check that all agreements were in place.

RESOLVED: That the engagement strategy would be as follows:

- Complete Final Site Assessment Report identifying the suitability of each site, viz Allocate, Reserve or Reject, following agreement by the Steering Group and Chelmsford City Council. Notify Landowners.
- Discussion with AECOM for SEA input. Meet individual Landowners whose sites have been successful for the next stage of allocation.
- Prepare draft Allocation of Housing and site-specific policies in conjunction with CCC Planning for Steering Group and Danbury Parish Council approval.
- Invite all Landowners to a meeting to publish the decision, embargoed for 24 hours.
- Next day hold a Public Meeting with an Exhibition and start a consultation for 3 weeks.
- Document comments received and make appropriate changes with the agreement of CCC Planning, Steering Group and DPC.
- Complete Draft Plan
- Regulation 14 consultation.

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

20/21.8 Dates of next meeting

The Assistant Clerk would propose a timetable of meetings to be agreed at the next meeting.

There being no further business to transact, the Chairman closed the meeting at 2.59pm.

Signed: Chairman

Date