

**Danbury Parish Council
Neighbourhood Plan Steering Group**

Minutes of the Extraordinary Meeting held on 28 February 2022 at 2.00pm at Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

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

In Attendance: Mrs L Mitchelmore (Assistant Clerk) and one member of the public

21/22.1 Election of Chairman

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

RESOLVED: that Mrs Dobson be elected Chairman of the Neighbourhood Plan Steering Group.

21/22.2 Election of Vice Chairman

Mr Holland was proposed by Mrs Dobson and seconded by Mr Scofield. There being no further nominations, Mr Holland was elected unopposed.

RESOLVED: that Mr Holland be elected Vice-Chairman of the Neighbourhood Plan Steering Group.

21/22.3 Apologies for absence

Mrs Lutton

21/22.4 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:

Cllr A Chapman lived in close proximity to site D14

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

Mr Holland was a director of the Danbury Community Association

Mrs Dobson was a City Councillor and member of the Chelmsford City Council Planning Committee

Mr Schofield was the Chairman of Hands-Off Danbury (HOD) and Vice Chairman of the Danbury Society. He also lived in close proximity to site D4

Cllr Hessian lived near to site D20

21/22.5 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.

The member of the public had no questions but was a representative of the owners of one of the sites.

21/22.6 Minutes

RESOLVED: that the minutes of the meeting held on 26 April 2021 were approved and signed as being a true record.

Proposed: Mr Holland, seconded: Mrs Clacy and all agreed.

21/22.7 Overview of Progress to Date

An update on progress was given by the Plan Writing and Site Working Groups. The Assistant Clerk gave an update on the Strategic Environment Assessment and would chase up a completion date as this would confirm whether the draft plan and draft allocations were robust and ready to proceed to the Regulation 14 Consultation.

21/22.8 Engagement Strategy

The timetable to take the draft plan to the regulation 14 consultation was discussed and it was considered that it would be subject to the outcome of the Strategic Environment Assessment, Parish Council approving the plan for consultation and the agreement of the Chelmsford City Council Senior Planning Officer.

RESOLVED: that the following timetable be agreed, subject to the outcome of the Strategic Environment Assessment, approval of the plan for consultation by the Parish Council and agreement of the Chelmsford City Council Senior Planning Officer:

Workshop for Parish Council on Wed 23 March at 7.30pm to explain the draft plan.

Parish Council to vote on the draft plan – 30th March (we need to get plans out to members beforehand if possible or hard copy on the night)

Make an announcement at the APM on 11th April

Public exhibition on 22nd and 23rd April to inform residents of decisions and reasons for them

Commence the Regulation 14 public consultation as soon after as possible.

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

21/22.9 Dates of next meeting

The date of the next Steering Group meeting to be confirmed.

There being no other business to transact, the chairman closed the meeting at 2.31pm.

Signed

Dated