

**Danbury Parish Council
Neighbourhood Plan Steering Group**

**Minutes of the Extraordinary Meeting held on 29 March 2022 at 2.00pm at Danbury Parish Council
Office, Main Road, Danbury, CM3 4NQ**

Present: Cllr A Chapman, Mr Arthurs, Mrs Clacy, Mrs Guidotti, Mr Holland, Mrs Lutton and Mr Scofield.

In Attendance: Ms Harper (Parish Clerk)

21/22.10 Apologies for absence

Mrs Dobson and Cllr Hessing

21/22.11 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

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

21/22.12 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.

There were no members of the public present

21/22.13 Minutes

RESOLVED: that the minutes of the meeting held on 28 February 2022 were approved and signed as being a true record.

Proposed: Mrs Clacy, seconded: Cllr Chapman and all agreed.

21/22.14 Engagement Strategy

The timetable to take the draft plan to the Regulation 14 consultation was discussed, particularly in relation to when site owners/agents would be informed of the site allocations and the responsibility for the data collection during consultation.

RESOLVED: that following the Parish Council meeting on 30 March 2022 the site owners/agents would be contacted during the week commencing 4 April 2022 informing them that they will be advised of the site allocations on 12 May, being the day before the public exhibition.

Proposed: Mrs Guidotti, seconded: Mrs Lutton and all agreed.

21/22.5 Dates of next meeting

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

21/22.16 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

There were no press or public in attendance

With the permission of the meeting agenda item 21/22.18 was brought forward

21/22.18 Draft Neighbourhood Plan

21/22.18.1 The draft plan was considered and thanks recorded to the Plan Writing Group for undertaking such a huge amount of work. There were concerns over the quality of the map images and it was agreed that alternatives would be investigated.

21/22.18.2 RESOLVED: that the Parish Council would be asked to agree the draft plan, in principle.

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

Mr Arthurs left the meeting

21/22.17 Site Allocations

21/22.17.1 Mr Holland went through the amended site allocation report in respect of the classification of roads. Thanks were recorded for an excellent report.

21/22.17.2 RESOLVED: that the Parish Council would be asked to agree the draft site allocation report, in principle.

Proposed: Mrs Guidotti, seconded: Mrs Lutton and all agreed.

There was some discussion regarding amending the draft plan to include additional policies relating to the defined settlement boundary which the Plan Writing Group will consider at their next meeting

There being no other business to transact, the Chairman closed the meeting at 3pm.

Signed

Dated

NP4