



Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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20 April 2021

Dear Members

You are cordially invited to a Neighbourhood Plan Steering Group Meeting. The meeting will be held remotely on **Monday 26 April 2021** commencing at **2 pm**.

To join the meeting, please use the log on details below:

<https://us02web.zoom.us/j/89275403285?pwd=VkgrMEFtSitoNVlqTGJtT1o2eXptdz09>

Meeting ID: 892 7540 3285

Passcode: 334639

One tap mobile

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+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 892 7540 3285

Passcode: 334639

Yours sincerely

M. Harper

Ms M Harper

Clerk to Danbury Parish Council

Distribution: Members of Neighbourhood Plan Steering Group as follows:

Councillors: A Chapman, M Hessing

Additional Members: Mr S Arthurs, Mrs J Clacy, Mrs S Dobson (Chairman), Mrs I Guidotti, Mr S Holland, Mr M Lister, Mrs G Lutton, Mr M Scofield.

AGENDA

20/21.1 Apologies for absence

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.

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.

20/21.4 Minutes

To approve the minutes of the Neighbourhood Plan Steering Group meeting held on 16th March 2020.

20/21.5 Overview of Progress to Date – Appendix 1

To receive and note an overview of progress to date.

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

To receive a report and:

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

20/21.7 Engagement Strategy – Appendix 3

To receive a report and consider a strategy to engage with stakeholders and bring Site Allocation Options forward for inclusion in the Draft Neighbourhood Plan.

20/21.8 Dates of next meeting

To agree a timetable of meetings.