

## 10DANBURY NEIGHBOURHOOD PLAN STEERING GROUP

Neighbourhood Plan Coordinator: Lesley Mitchelmore

Parish Office  
The Old School House  
Main Road  
Danbury  
Chelmsford  
CM3 4NQ

Tel: 01245 225111

Mob: 07590 832643

Email: [lesleymitchelmore@danbury-essex.gov.uk](mailto:lesleymitchelmore@danbury-essex.gov.uk)

12 September 2018

Dear Members

You are cordially invited to a meeting of the Danbury Neighbourhood Plan Steering Group to be held on **Monday 17<sup>th</sup> September at 7pm at the Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ** when the following business is proposed to be transacted.

Yours Sincerely,

Lesley Mitchelmore,  
Danbury Neighbourhood Plan Coordinator.

### Agenda

#### 1. Apologies for Absence –

#### 2. Declarations of Interest in items on the agenda

Members to declare any interests in items on the agenda and to consider any conflicts of interest that may arise.

- Please would members who have not yet done so complete their business interests forms or inform the coordinator in writing that there have been no changes

#### 3. Public Participation Session with Respect to Agenda Items

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 2 minutes, at the discretion of the chairman.

#### **4. Minutes**

To receive the minutes of the 16<sup>th</sup> July 2018 and record them as a true record of the meeting.

#### **5. Actions Arising From the Minutes**

Actions arising from the minutes not otherwise listed on the agenda.

#### **6. Feedback from the Coordinator**

- I. To receive an update on Neighbourhood Plan progress.
- II. To receive an update on funding and spend to date.

#### **7. Feedback from the Working Groups**

- I. To receive an update from the Joint Visions and Objectives and Research Working Group
- II. To receive an update on progress from the Developer Engagement Working Group
- III. To receive an update from the Communications Working Group.

#### **8. Questionnaire Update**

- I. To receive an update on the distribution of questionnaires and thank all volunteers who delivered them.
- II. To note the number of responses received.
- III. To note that enquiries were received as a result of the Banner, Journal and Contact Magazine Articles, Social Media and Email that was sent to the mailing list.
- IV. To thank the printer who kindly printed the banner free of charge and the Danbury Society for kindly lending the group the frame on which it was mounted.
- V. To receive feedback about the questionnaire.

#### **9. Next Steps**

- I. To receive and agree the timetable for the remainder of the Neighbourhood Plan Process (this may be subject to change over time).
- II. To determine whether the Visions and Objectives Group has now completed its tasks and to create a new Policy Writing Working Group in its place. The Group would meet fortnightly to produce the draft policies. Terms of reference to be drafted for consideration at the next Steering Group Meeting.
- III. To determine whether the Developer Engagement Group should be renamed to Sites Group (to reflect more accurately the work of the group) to meet fortnightly to continue site assessment work. Terms of reference to be revised for consideration at the next Steering Group Meeting.
- IV. To determine whether to apply for a Technical Support Package (free of charge) for Site Options and Assessment through Locality (grant funding body), to assist with the site assessment process.
- V. To reconvene the Research Group to build on previous work to produce non-policy elements of the draft plan and collate supplementary documents.
- VI. To task the communications group with:
  1. Preparation for and Consultation (at the appropriate time) with Statutory Consultees.
  2. Preparation of a presentation for the Parish Council on results from the questionnaire and next steps.

#### **10. Neighbourhood Plan round table event.**

There will be a round table event held for Neighbourhood Plan Groups in October and there will be three places available for the group.

#### **11. Items for public/ press release**

#### **12. Items to be included on the next Agenda**

**13. Date of next meeting** – 15<sup>th</sup> October at 2pm

**14. Timetable of meetings**

To determine a new timetable of meetings

19<sup>th</sup> November 2018 at 2pm