



## Danbury Parish Council

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

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13 March 2024

Dear Members

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend a meeting of the Neighbourhood Plan Steering Group Sub-Committee of Danbury Parish Council. The meeting will be held at Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ on **Tuesday 19 March 2024** commencing at **2pm**

Ms M Harper

Clerk to Danbury Parish Council

Distribution: Members of Neighbourhood Plan Steering Group as follows:

Councillors: A Chapman, M Hensing

Additional Members: Mr S Arthurs, Mrs J Clacy, Mrs S Dobson, Mr S Holland, Mrs G Lutton, Mr M Scofield.

# AGENDA

## **23/24.01 Election of Chairman**

## **23/24.02 Election of Vice-chairman**

## **23/24.03 Apologies for absence**

## **23/24.04 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.

## **23/24.05 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.

## **23/24.06 Minutes**

To approve the minutes of the Neighbourhood Plan Steering Group meeting held on 21 December 2022

## **23/24.07 Matters for Report**

## **23/24.08 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.

## **23/24.09 Regulation 15 Documents – Appendices 1 to 6 to follow**

To approve the Submission Neighbourhood Plan and Regulation 15 documents for recommendation to the Parish Council for submission to Chelmsford City Council.