



Danbury Parish Council

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

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15 December 2022

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 **Wednesday 21 December 2022** commencing at **10am**

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, Mrs I Guidotti, Mr S Holland, Mrs G Lutton, Mr M Scofield.

AGENDA

22/23.18 Election of Chairman

22/23.19 Election of Vice-chairman

22/23.20 Apologies for absence

22/23.21 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.

22/23.22 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.

22/23.23 Minutes

To approve the minutes of the Neighbourhood Plan Steering Group meeting held on 9 December 2022 – **To follow**

22/23.24 Engagement Strategy

To consider details of the Regulation 14 Consultation process considered at the meeting held on 9th December, for recommendation to the Parish Council – **Appendix 1 to follow.**

22/23.25 Matters for Report

22/23.26 Date of next meeting

To agree the date of the next meeting

22/23.27 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.

22/23.28 Draft Neighbourhood Plan

To approve additional documents for inclusion within the evidence base to be recommended to the Parish Council for Regulation 14 Consultation – **Appendices 2 and 3 to follow**