

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 20th February 2017
at The Old Pavilion, Main Road, Danbury, CM3 4NQ

Present: Steve Arthurs (SA)
Norman Bartlett (NB)
Elly Bunn (EB)
Dan Carlin (DC), Danbury Parish Councillor
Judith Clacy (JC)
Sue Dobson (SD)
Irene Guidotti (IG)
Stephen Holland (SH)
Martin Lister (LS)
Gilly Lutton (GL)
Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
Mark Scofield (MS), Hands Off Danbury Action Group
Roger Sheriff (RS)
John Steele (JS), Danbury Parish Council

Observing: One members of the public - Josh Woolliscroft (JW) from Snapdragon Consulting

| Agenda Number | Agenda Item | Action |
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| 1. | Apologies for Absence | |
| | Apologies were received from Gill Fletcher, Anthony Rogers and Jenny Bucknell. | |
| 2. | Declarations of Interest in Agenda Items | |
| | No interests were declared. | |
| 3. | Public Participation Session | |
| | There was no participation from the public. | |
| 4. | Minutes | |
| | The minutes from the meeting of January 23 rd 2017 were circulated. The minutes were signed as a true record of that meeting. | |
| 5. | Action Points Arising from the Minutes – not otherwise listed on the agenda. | |
| | <p>The coordinator reported that:</p> <ul style="list-style-type: none"> • The roles of the Chelmsford City Council and the Parish Council has been added to the Constitution but needed to be finalised and it will be brought to the next meeting. • The Code of conduct has been amended in relation to item 2.4. • The funding application is in progress. • Point 10 in the constitution has been added to state | Coordinator |

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| | <p>that the role of spokesperson/press officer for the group would be shared between the Chair and Coordinator.</p> <ul style="list-style-type: none"> • The media policy is attached for consideration later in the agenda. • Chairs emergency action has been added to the Constitution at point 11. • The new working groups have had their first meetings. • The initial communication is yet to be completed, although DC has produced an article for the Danbury Times on behalf of the Parish Council that gives an update on progress of the group. • The timetable of meetings has been set. | |
| 6. | Feedback from the Coordinator | |
| I. | <p>Chelmsford City Council is aiming to have its Plan adopted in November 2018. Ideally, the Neighbourhood will be adopted at around the same time and the project plan for the Neighbourhood Plan reflects this.</p> <p><u>Q. As Chelmsford City Council has delayed its preferred options and we are unlikely to get the results until the summer, how can we continue with the Neighbourhood Plan? We don't know how many houses will be allocated to Danbury.</u></p> <p>The group discussed this issue. We cannot delay progress on the Neighbourhood Plan and need (and can) to continue with the current tasks which are laying the foundations for the plan process. We know which sites have been promoted and assessed as a part of the Chelmsford City Plan Process and there will be another call for sites as a part of the Chelmsford City Preferred Options Consultation in April/May. Our First consultation exercise will be undertaken towards the end/after the Chelmsford City Plan Consultation.</p> <p>The coordinator is in communication Jenny Robinson at Chelmsford City Council.</p> | |
| II. | <p>The Coordinator confirmed that the insurance policy would be in place from 23rd February.</p> | |
| | <p>The Coordinator handed over to the Working Groups for their feedback and thanked all members and Stephen Holland in particular, for their contributions and hard work to date.</p> | |
| 7. | Feedback from Working Groups | |
| I. | <p>The Communications Strategy and time plan was circulated and explained by SH.</p> <p>NB volunteered to double check appendix 1 – the Stakeholders List.</p> <p>SH drew attention to appendix 2 and explained the methods by which engagement with the community and other stakeholders could be carried out.</p> | NB |

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| | <p>RS felt that the use of notice boards was a good one as there are several notice boards throughout the village. SH explained that the idea was to have boards that residents could write down ideas on. There was some concern about work involved monitoring such boards. It was suggested that the medical centre screen could be used as well as feedback boxes.</p> <p>PROPOSAL: that the Communication strategy be adopted. Proposed: SD Seconded: EB and unanimously agreed by members.</p> | |
| | A provisional date of 7 th March has been set for the training workshop. | DC, Coordinator |
| | The Communications Working Group will look at the initial communication at their meeting on Monday 27 th February. | Communications Working Group |
| | <p>A plan for the content of the website was circulated and SH asked for volunteers to start preparing material.</p> <p>Members were asked to consider three potential logos that had been circulated with the progress report. A link had been sent to members on 16th January to a mock website where each logo had been inserted. SH demonstrated this to members via his phone.</p> <p>NB was concerned that logo number three which incorporated the spire of the Parish Church was very similar to the Danbury Society logo. Members discussed this.</p> <p>Members voted and the results were as follows: Logo 1: 2 votes Logo 2: 1 vote Logo 3: 9 votes</p> <p>Logo 3 was adopted as the logo for the Neighbourhood Plan.</p> | Members to inform Coordinator if they can contribute. |
| | <p>A Media Policy was circulated and recommended to the group. This is particularly important as there will be a website and the communications group is considering the use of Social Media.</p> <p>Q. Where did the Media Policy come from? A. It is taken from the Danbury Parish Council Media Policy and amended slightly to make it more relevant to the Steering group.</p> <p>Proposal: that the Media Policy be adopted. Proposed: SD Seconded: ST. It was agreed by 11 votes for and 1 abstention.</p> | |
| II. | SH explained the Visions and Objectives aims and strategy. This will be the focus of the launch at the Annual Parish Meeting and two public workshops have been planned for the 4 th and 6 th May at the Sports and Social Centre. The 6 th may coincide with | |

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| | <p>the Farmers Market. The 4th of May is polling day so we need to consider this date very carefully.</p> <p>Information gathered from these events and will be used to inform a longer questionnaire that is planned to be sent to all residents and stakeholders from 30th June.</p> <p>Volunteers will be needed to help at each session and a rota will be drawn up. JS volunteered. The coordinator stated that by volunteering at these events, members will gain an understanding of how residents feel about issues in the parish.</p> <p>Q. Will these events be publicised in any publications? A. Yes, there will be opportunities during the preceding month. MS stated that HOD would publicise the event and NB agreed that the Danbury Society Blog could also. DC is speaking with the Business Group</p> | |
| III. | The Research Group has held its first meeting and began by reviewing the Danbury Framework. | |
| 8. | Launch Event | |
| | <p>The launch of the Neighbourhood Plan will take place at the Annual Parish Meeting of Danbury Parish Council on 24th April 2017. Jenny Robinson from Chelmsford City Council will speak first and will be followed by SD. SD will give a brief overview of the progress of the group to date. As this will be the launch of the first public engagement exercise to ascertain the Visions and Objectives for the Plan, SD will ask members of the audience to complete a short task during her talk. This will also form a part of the initial communication.</p> <p>Q. We have previously discussed asking a local celebrity to speak at a launch. Have we got anyone in mind? A. We hadn't been able identify any local celebrities.</p> <p>SH stated that it would be important at the APM to show that whilst the Parish Council has responsibilities with the Neighbourhood Plan, the Steering Group is independent of the Council.</p> <p>Q. Could we find someone to endorse the group at the beginning of SD's Presentation? Members discussed potential candidates to speak as a part of SD's presentation. Members agree that it would need to be a person who is passionate about Danbury and preferably not a member of the Steering Group. Members were asked to email the Coordinator with their suggestions.</p> <p>Q. Who publicises the Annual Parish Meeting? Will it promote is speaking? A. The Parish Council publicises them Annual Parish Meeting and will show who is speaking.</p> | <p>Members to email suggestions for speakers before Monday.</p> |

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| | <p>Q. Has it been agreed by the parish Council that we can speak at the meeting?</p> <p>A. Yes, they invited us to speak.</p> | |
| 9. | Governance | |
| I. | <p>The Code Conduct was circulated and attention drawn to the removal of items 2.4i and 2.4ii. After discussions at the previous meeting it was felt that these could be removed as any potential requests for information would be dealt with by the Coordinator and Parish Council.</p> <p>Members discussed the mechanism by which Requests for Information under the Freedom of Information Act would be dealt with. It was agreed that as the Coordinator and Chair were acting as Spokesperson/Press Officer for the group any such requests would be received by them and shared with the Steering Group where the most appropriate course of action could be agreed. This would not be the individual responsibility of any member of the group.</p> <p>The need for members to respect the confidentiality of the group was emphasised. The Chair drew attention to a potential breach of the code of conduct in relation the member's email list that was previously circulated. The Chair reminded members that this list was not to be shared/used for anything outside of the Steering Group.</p> <p>PROPOSAL: That the Code of Conduct be adopted by the group. Proposed: JS, Seconded: GL and unanimously agreed.</p> | |
| II. | The Chair reminded members who had not already done so to complete their Declarations of Interests forms. | Members |
| 10. | Questions from the Public | |
| | There were no questions from the public. | |
| 11. | Items for the Public/Press Release | |
| | There were no items. | |
| 12. | Items to be Included on the Next Agenda | |
| | The Constitution will be brought back to the next agenda. Members were reminded that if they wish to add an item to the agenda they should email the coordinator at least two weeks before the meeting. | Coordinator |
| 13. | Date of the Next Meeting | |
| | 20th March 2017 at 7pm at the Old Pavilion. | |
| 14. | Timetable of Meetings | |
| | <p>Friday 12th May at 2pm Monday 19th June at 7pm Monday 17th July at 2pm Monday 21st August at 7pm</p> <p>There will be no meeting in April due to Easter and the Presentation at the Annual Parish Meeting.</p> | |

The meeting was closed at 3.20pm.