

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 17th June 2019 at 2pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Steve Arthurs (SA)
Cllr Mrs A Chapman (AC)
Sue Dobson (SD) Chairman
Stephen Holland (SH)
Martin Lister (ML)
Gilly Lutton (GL)
Mark Scofield (MS)

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
2 Members of the public – (One had submitted a request for a site to be included in the plan and the other was a site owner.)

Agenda Number	Agenda Item	Action
19/20 18	Apologies for Absence	
	Apologies were received from Elly Bunn, Judith Clacy and Cllr M Hessing.	
19/20 19	Declarations of Interest in Agenda Items	
	Mark Scofield was the Chairman of HOD and a member of the Danbury Society. Stephen Holland was a director at the Danbury Community Association (Sports and Social Centre.). Steve Arthurs was a trustee of the Landisdale Trust and Fabric Officer at St John's Church. Sue Dobson had been recently elected as a City Councillor for Bicknacre and West Hanningfield and would serve on the Chelmsford City Council Planning Committee.	
19/20 20	Public Participation Session	
	There were no questions from the members of the public.	
19/20 21	Minutes	
	RESOLVED: that the minutes from the meeting of 20th May 2019 were approved and signed as a correct record.	
19/20 22	Actions Arising from the minutes	
	Actions arising from the minutes not otherwise listed on the agenda.	
	19/20. 9i: The final draft of the Site Assessment report had been received.	

	19/20. 9ii: No response had yet been received from Essex Highways as to whether there were any potential highways issues for sites.	
19/20 23	Feedback from Working Groups	
I.	Plan Writing Group ML reported that he was still working on heritage and open spaces. GL and IG had attended a coffee morning at the Rural Community Council of England (RCCE) where there were talks about heritage and landscape. The landscape architect who spoke was a Neighbourhood plan champion for the area. The coordinator would forward notes from the session.	Coordinator
II.	Sites Working Group There were no updates from the sites group. The next meeting was arranged. <i>Irene Guidotti arrived at 7.15pm.</i>	
III.	Feedback from the Communications Group The communications group had not met.	
IV.	Basic Conditions Group The basic conditions working group would meet to check that the plan would comply with the Basic Conditions required for a Neighbourhood Plan. Members were Sue Dobson and Stephen Holland. Cllr A Chapman would also join the group.	Basic Conditions Group
V	Members considered whether to form a working group to review and prepare information to be published on the website and make recommendations to the Steering Group. Sue Dobson proposed that this be subsumed into the Communications Working Group. RESOLVED: that the Communications group review and prepare information to be published on the website and make recommendations to the Steering Group. Proposed: Sue Dobson. Seconded: Stephen Holland. All agreed.	Communications Group
19/20 24	Potential New Site Submission Update.	
	Members received information from Chelmsford City Council (CCC) regarding the relationship of the site to the defined settlement boundary and considered whether to accept the submission for a plot to accommodate one dwelling. The decision had been deferred from the previous meeting until the information had been received. As the site was not within or adjacent to the defined settlement boundary it was agreed not to take the site forward for the Neighbourhood Plan. RESOLVED: that the site would not be taken forward for consideration through the Neighbourhood Plan.	

	Proposed: Mark Scofield. Seconded: Sue Dobson. The majority agreed.	
19/20 25	Call for sites	
	<p>Members received a suggestion from CCC that it may be justified at this stage of the process to close the call for sites. People wishing to pursue new sites could register them on the CCC SHELAA Call for Sites. As the assessment work had now been largely completed and bearing in mind the suggestion from CCC, Mark Scofield proposed that it was an appropriate time to close the Call for Sites. Any new sites would be referred to the CCC SHELAA Call for Sites.</p> <p>RESOLVED: that the call for sites would be closed and people wishing to pursue new sites would be referred to the CCC SHELAA Call for Sites.</p> <p>Proposed: Mark Scofield. Seconded: Sue Dobson. All agreed.</p> <p><i>Cllr A Chapman left the meeting at 7.26pm.</i></p>	Coordinator
19/20 26	Strategic Environment Assessment (SEA)	
	The SEA Screening Report from CCC had been forwarded to the Neighbourhood Planning Officer at Locality who had advised that it could be completed from there, however as it was a new financial year and the application criteria had been changed, a new submission had to be completed. It would be submitted towards the end of the week.	Coordinator
19/20 27.	Annual Parish Meeting	
	Sue Dobson spoke at the Annual Parish Meeting and gave an update on the progress of the plan to date and next steps. Members also had display boards which attracted some interest from attendees. Residents were advised to check the Neighbourhood Plan Website for updates.	SD, SH, Steering Group
19/20 28	Items for public/press release	
	<p>i) Sue Dobson had given a copy of the speech from the Annual Parish Meeting for inclusion in the Danbury Times.</p> <p>ii) It was agreed that a note would be placed on the Neighbourhood Plan website to explain that the Call for Sites was closed and directing people wishing to pursue new sites to the CCC SHELAA Call for Sites.</p>	SH
19/20 29	Items for the next agenda	
	It was requested that design codes be brought to the next agenda. A discussion was held regarding design codes and Irene Guidotti fed back some information from the RCCE coffee morning in	Coordinator

