

Danbury Neighbourhood Plan Steering Group

Minutes of the Extraordinary Meeting held on 29th July 2019 at 2pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present:

- Steve Arthurs (SA)
- Elly Bunn (EB)
- Cllr Mrs A Chapman (AC)
- Judith Clacy (JC)
- Sue Dobson (SD) Chairman
- Irene Guidotti (IG)
- Cllr Mrs H Hessing (MH)
- 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

Agenda Number	Agenda Item	Action
19/20 34	Apologies for Absence	
	There were no apologies for absence.	
19/20 35	Declarations of Interest in Agenda Items	
	<p>Mark Scofield declared a non-pecuniary interest that he was the Chairman of HOD, a member of the Danbury Society and lived overlooking a Site.</p> <p>Stephen Holland declared that he was a director at the Danbury Community Association (Sports and Social Centre.).</p> <p>Judith Clacy declared a non-pecuniary interest that she lived overlooking a site.</p> <p>Cllr Mrs A Chapman declared a non-pecuniary interest that she lived overlooking a site.</p> <p><i>Steve Arthurs arrived at 2.05pm.</i></p> <p>Steve Arthurs declared that he was a trustee of the Landisdale Trust and Fabric Officer at St John's Church.</p>	
19/20 36	Public Participation Session	
	A member of the public suggested that agenda item 19/20 39.2.2, line 4 should have read: 'which must be within or adjoining the DSB.'	

19/20 37	Minutes	
	RESOLVED: that the minutes from the meeting of 17th June 2019 were approved and signed as a correct record.	
19/20 38	Actions Arising from the minutes Actions arising from the minutes not otherwise listed on the agenda.	
	<p>19/20 28 i: the speech from the Annual Meeting had been placed on the Website.</p> <p>19/20 28 ii: the note explaining that the Call for Sites had been closed was not yet on the website.</p> <p>19/20 25: a new site submission request had been received following the closure of the Call for Sites and had been referred to the Chelmsford City Council SHELAA Call for Sites. There was no indication as to where the site was.</p>	
19/20 39	Feedback from Working Groups	
	<p>19/20 39.1 Plan Writing Group</p> <p>Members received a verbal update on progress. Irene Guidotti had written a historical context of Danbury which would relate to other areas and policies in the plan and make it specific to Danbury. At the next plan writing meeting, everything that had been written would be pulled together. Irene would be happy to share what she had written with members if they wished.</p>	
	<p>19/20 39.2 Sites Working Group</p> <p>Members had received a progress report from the Sites Working Group. Stephen Holland reported that good progress had been made since the last Steering Group Meeting.</p> <p>Aecom had completed their independent assessment of the submitted 12 sites that were adjacent to the Defined Settlement Boundary. The Working Group had reviewed the conclusions of the report and found them to be consistent with the Working Group's own findings.</p> <p>The Working Group had completed a review of the evidence gathered in the emerging Chelmsford City Council (CCC) Local Plan (the Sustainability Appraisal, Landscape and Heritage Assets and Essex County Council Waste and Minerals) and noted any discrepancies.</p> <p>The Assessments had been made of the whole site without considering any proposals of the Landowner or Agent.</p>	

	<p>The results of the Housing and Development section of Questionnaire number 2 had been scrutinised and a summary given in the progress report and verbally by Stephen Holland in the meeting.</p> <p>Stephen Holland explained that subject to approval, the next phase of work would include:</p> <ul style="list-style-type: none"> • Method of Approach for the next stage in Site Selection. • Briefing of Landowners and their Agents to provide the Steering Group with a brief proposal of their development. • Preparation of a Housing Needs Assessment. 	
	<p>19/20 39 2.1 Sites Working Group – Next Stage of Site Selection – Method of Approach.</p> <p>The proposed method of approach for the next stage of site selection had been circulated in the progress report (appendix 1) and explained by Stephen Holland during the meeting:</p> <ol style="list-style-type: none"> 1. There were 12 sites under review within or adjacent to the Defined Settlement Boundary (DSB), of which 7 could accommodate over 30 homes. CCC had advised that any development on all sites must be adjacent to the DSB and that the Steering Group could identify a specific part for development where required. 2. Essex Highways had been briefed and requested to report on the suitability of each site a) as a whole; and b) development if the large sites had up to 30 homes, adjacent to the DSB. <i>(Subsequent to the meeting, part b) had not yet been requested but would be by the end of the week.)</i> 3. Request Landowners and their Agents to provide brief details of their proposed development (see minute 19/20 39.2.2 below). 4. Update the Sustainability Assessment with the development proposals and advice from Essex Highways to determine how each site scores against Neighbourhood Plan Objectives. This would provide a numeric score for each site to facilitate a ranking. 5. Consult with the village on the development proposals. <p>Throughout the process, the Working Group would consult with Danbury Parish Council Planning Committee, CCC, Essex Highways and Natural England.</p> <p>Stephen Holland proposed that this process for the next stage of the site selection work be approved and it was agreed.</p>	

	<p><u>Q. Would Aecom also update their Assessment or would it just be ours?</u> A. Just ours.</p> <p>RESOLVED: that this process for the next stage of the site selection work be approved.</p> <p>Proposed Stephen Holland: seconded Mark Scofield: all agreed.</p>	
	<p>19/20 39 2.2 Sites Working Group – Proposed Briefing Note to Developers and Agents</p> <p>The proposed briefing note to Landowners and Agents had been circulated in the progress report (appendix 1) and was explained by Stephen Holland during the meeting:</p> <p>‘1. The emerging Chelmsford City Council Local Plan has allocated around 100 homes to be accommodated within or adjoining Danbury’s Defined Settlement Boundary (DSB).</p> <p>2. The SG are looking to develop a number of sites within the Danbury Neighbourhood Plan (NP) to meet this allocation with up to 30 units on a site. This is in accordance with Residents’ replies to Question 12 of the NP Questionnaire No.2.</p> <p>3. Landowners or their Agents are asked to provide a brief a description of their proposal which should include:</p> <ul style="list-style-type: none"> • Location Plan • Proposed Access • Area for development which must be adjoining the DSB • Housing mix should be in line with CCC LP policies • Mitigation of any constraints • Agreement to Confidentiality Statement (see Item 6). <p>4. If an earlier proposal has been submitted which you do not wish to change, please include a current dated version of that proposal.</p> <p>5. The SG does not want Landowners or their Agents to go to great expense in providing this information.</p> <p>6. Confidentiality statement to be included: All information provided in any proposal will only be used by the SG for the allocation of sites within the NP. Both parties agree to keep such information confidential until the SG has consulted with the Village on the development proposals received.</p>	

2.3	<p>19/20 39 2.3 Sites Working Group – Housing Needs Assessment (HNA).</p> <p>A report regarding Housing Needs Assessments had been circulated and was explained by Stephen Holland.</p> <p>After a discussion it was agreed to apply for the Housing Needs Assessment Technical Support package from Locality.</p> <p>RESOLVED: that an application would be submitted for the Housing Needs Assessment Support package from Locality.</p> <p>Proposed Mark Scofield: seconded Steve Arthurs: all agreed.</p>	Coordinator
3	<p>19/20 39.3 Communications Working Group</p> <p>The Communications Group met to review the website and consider whether there was any further information that should or could be published. This was due to feedback received by the Coordinator that the website should have more information published on it.</p> <p>The second questionnaire, presentation and Annual Parish Meeting Report had been published most recently.</p> <p>The working group had concluded that whilst there was a large amount of information, it would be inappropriate to publish it piecemeal and better to wait until the work had been completed and documents could be published together. The Senior Planner at Chelmsford City Council had advised that the best time would be prior to a consultation as this would provide a formal way of receiving comments arising from the evidence in the documents.</p> <p>The website would be made more user friendly, particularly the menu structure to make it easier to navigate.</p> <p>The Group would seek to increase the mailing list as that was a good tool for informing residents about consultations. This could be done by approaching other organisations to advertise the Neighbourhood Plan and invite residents to join the mailing list.</p>	<p>Communications Working Group</p> <p>Communications Working Group</p>
4	<p>19/20 39.4 Basic Conditions Working Group</p> <p>Members received a report from the meeting of the Basic Conditions Working Group. Some additional information/work would be required to evidence where the plan would meet the Basic Conditions for the consultation of local groups and that the plan had given appropriate regard to National and Local Policy and Equality.</p>	
4.1	<p>19/20 39.4.1 A pro-forma would be produced for the Plan Writing and Sites Working Groups to complete as an on-going process to check and evidence that the plan had regard to National and Local</p>	SH, Plan Writing and Sites Working Groups

	Planning Policies. The coordinator suggested that this should also include the Neighbourhood Plan Objectives.	
4.2	19/20 39.4.2 A pro-forma would be produced for the Plan Writing and Sites Working Groups to complete as an on-going process to check and evidence that the plan had appropriate regard to Equality. This would highlight any potential or additional consultation requirements as the plan was being drafted.	SH, Plan Writing and Sites Working Groups
19/20 40	Strategic Environment Assessment (SEA)	
	Members had received a report regarding the Strategic Environment Assessment Technical Support application and an outline for the Assessment process. Following a diagnostic call between Aecom, the coordinator and Stephen Holland the application had been forwarded to the Ministry of Housing and Local Communities for approval. The advice from Aecom was to wait until a discussion had been held with the SEA Project Manager as to timescales for the Assessment before revising the Neighbourhood Plan timetable.	
19/20 41	Chelmsford City Council Local Plan Main Modifications Consultation	
	It was noted that the Chelmsford City Council Local Plan Main Modifications consultation would run from 1 st August to 19 th September 2019. The documents would be circulated once they became available. If there were any modifications relating to Danbury and members had any comments relating to them, they were requested to email them to the Coordinator before the 12 th August so that they could be passed to the Parish Council Planning Committee for consideration.	All members, Coordinator
19/20 42	Items for Public/Press Release	
	i. Publish the next steps for the plan, including the briefing note to be sent to landowners/agents – confirming that they would be requested to consider the results from the 2 nd questionnaire. ii. Add a link to the website for residents to sign up to the mailing list and ask local organisations to publicise it via their social media.	Communications Group, Coordinator
19/20 43	Items to be Included in the Next Agenda	
	Consultation process for proposals received from Landowners/Agents.	Coordinator
19/20 44	Date of Next Meeting	
	Stephen Holland proposed that the meeting scheduled for the 19 th August 2019 be cancelled. RESOLVED: that the meeting scheduled for 19th August was cancelled.	Coordinator

	<p>Proposed Stephen Holland: Seconded Gilly Lutton: all agreed.</p> <p>The next meeting would be held on 16th September 2019 at 2pm at the Parish Council Office.</p>	
19/20 33	Timetable of Meetings	
	<p>19th August 2019 - Cancelled 16th September 2019 2pm 21st October 2019 7pm 18th November 2019 2pm 20th January 2020 7pm 17th February 2020 2pm 16th March 2020 7pm</p> <p>All to be held at the Parish Council Office.</p>	

There being no more business the Chairman closed the meeting at 3.20pm.

Confirmed as accurate record of the meeting:

Chair _____

Date _____