

**Danbury Parish Council
Neighbourhood Plan Steering Group**

**Minutes of the Extraordinary Meeting held on 9 December 2022 at 10am at Danbury Parish Council
Office, Main Road, Danbury, CM3 4NQ**

Present: Cllr A Chapman, Cllr Hessing, Mr Arthurs, Mrs Clacy, Mrs Dobson, Mr Holland (via Zoom), Mrs Lutton and Mr Scofield.

In Attendance: Mrs Mitchelmore (Assistant Clerk)

22/23.08 Election of Chairman

The election of chairman for the municipal year 2022/2023 was deferred.

Being the incumbent Chairman, Mrs S Dobson took the chair for the meeting.

22/23.09 Election of Vice-chairman

Deferred.

22/23.10 Apologies for absence

Mrs Guidotti

22/23.11 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.

The following interests were declared:

Mrs Dobson was a Chelmsford City Councillor and a member of the Chelmsford City Council Planning Committee

Cllr A Chapman lived in close proximity to site D14

Mr Arthurs had an interest in site D5 as a Trustee of the Landisdale Trust and was an Officer of St John's Church

Mr Scofield was Vice Chairman of the Danbury Society. He also lived in close proximity to site D4

22/23.12 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.

There were no members of the public present.

(Mrs Mitchelmore joined the meeting)

22/23.13 Minutes

RESOLVED: that the minutes of the meeting held on 3 May 2022 were approved and signed as being a true record.

Proposed: Mrs Clacy, seconded: Mr Arthurs and all agreed.

22/23.14 Engagement Strategy

Members considered an engagement strategy for recommendation to the Parish Council for the Regulation 14 Consultation. Due to the Local Elections in May and Purdah, the consultation either had to commence no later than the 1 February 2023 or after May 4

(Mr Holland joined the meeting via Zoom and would not therefore be able to take part in voting.)

Recommendation to Parish Council to be made at their meeting

1. That the draft plan and evidence base be approved to commence to Regulation 14.
2. To commence the Consultation, no later than the 1st of February if possible.
3. Print 250 copies of the draft plan to be made available to residents who could not access the document on line. Copy in Library and Leisure Centre.
4. Make the evidence base available online on the Neighbourhood Plan Website.
5. Advertise the consultation in the February Editions of the Contact and Focus.
6. Include a Flyer in the February Edition of the Focus to be delivered to every home in Danbury.
7. Use Survey Monkey to host the consultation. Enable Stakeholders to comment by stating the relevant paragraph numbers from the draft plan.
8. Responses to be accepted electronically, by letter and email.
9. Steering Group members would hold an open session on the 4th March, to enable stakeholders to ask questions about the plan/consultation.

Before the recommendation would be put to the Parish Council:

1. Cllrs A Chapman and Hessing would produce a Flyer during the week commencing 19 December which could be circulated and agreed by email. The Flyer would explain the how, what and why of the Neighbourhood Plan and the Consultation
2. The Assistant Clerk would obtain printing prices and the cost of circulating flyers and/or advertisements for consideration by the Parish Council.

22/23.15 Dates of next meeting

Mrs Dobson proposed that this item be moved to the end of the meeting and all agreed.

22/23.16 Exclusion of Press and Public

RESOLVED: In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw for the committee to consider matters of a contractual nature.

Proposed: Cllr A Chapman, seconded Mrs Clacy and all agreed.

There were no members of the Public and Press in attendance.

22/23.17 Draft Neighbourhood Plan

22/23.17.1 Members considered the draft Neighbourhood Plan and evidence base, for recommendation to the Parish Council to proceed to the Regulation 14 Consultation Stage. Amendments were agreed and Mr Holland would draft additional information relating to the Strategic Environment Assessment (SEA) for inclusion in the Housing Section.

The Assistant Clerk would inform the promoters who had recently enquired about the submission of a site, that the Neighbourhood Plan was at a late stage and nearing its Regulation 14 Consultation where sufficient sites had been identified to allocate land for around 100 houses. Therefore, the group would not be considering new sites. The site could be submitted to the Chelmsford City Council’s 2022 SHELAA call for sites.

RESOLVED: Subject to amendments agreed at the meeting and to be circulated by email to all members, that the draft plan was approved by the Neighbourhood Plan Steering Group for recommendation to the Parish Council for Regulation 14 consultation.

Proposed: Mrs Dobson, Seconded Mr Arthurs and all agreed.

22/23.17.2 RESOLVED: In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be readmitted to the meeting.

Proposed: Mr Scofield, seconded Mrs Lutton and all agreed.

There had been no members of the Public and Press to be readmitted.

22/23.15 Dates of next meeting

If required, the 21st December at 10am at the Parish Council Office.

There being no further business to transact, the Chairman closed the meeting at 12.09pm.

Signed Chairman.....Date.....