

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 17<sup>th</sup> July 2017  
At the Old Pavilion, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Norman Bartlett (NB)  
Dan Carlin (DC), Danbury Parish Councillor  
Sue Dobson (SD)  
Irene Giudotti (IG)  
Stephen Holland (SH)  
Gilly Lutton (GL)  
Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
Mark Scofield (MS), Hands Off Danbury Action Group (HOD)  
Roger Sheriff (RS)  
John Steele (JS), Danbury Parish Council

**Observing:** Richard Ambor, Chelmsford City Council  
Stuart Berlyn, Resident  
Mandy Hensing, Resident  
Josh Woolliscroft (JF) from Snapdragon Consulting

Agenda Number	Agenda Item	Action
<b>1.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Elly Bunn (EB), Judith Clacy (JC), Martin Lister (ML) and Anthony Rogers (AR).	
<b>2.</b>	<b>Declarations of Interest in Agenda Items</b>	
	RS declared that he has formed a group of like-minded individuals who are against a by-pass being built for Danbury.	
<b>3.</b>	<b>Public Participation Session</b>	
	There was no participation from the public.	
<b>4.</b>	<b>Minutes</b>	
	The minutes from the meeting of June 19 <sup>th</sup> 2017 were circulated. The minutes were signed as a true record of that meeting.	
<b>5.</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	<p><b>Page 1:</b></p> <ul style="list-style-type: none"> <li>• The list of historic planning applications from Chelmsford City Council (CCC) has been received and passed on to the research group.</li> <li>• The Richborough application has been refused and the Old Chase Farm Appeal has been delayed until later in the year.</li> </ul> <p><b>Page 2:</b></p> <ul style="list-style-type: none"> <li>• The coordinator will circulate the Danbury Park School Report when it has been updated with the report from the ST John's School engagement session.</li> <li>• The article was placed in the Journal and the questionnaire was advertised by HOD, the Danbury Society and on the Parish Council</li> </ul>	

	<p>Facebook Page. It was also advertised in the Community News Section of the Chronicle. It was submitted to the Community Section of the Maldon and Burnham Standard but was not printed.</p> <ul style="list-style-type: none"> <li>• The questionnaires are all completed and live online.</li> </ul> <p><b>Page 3:</b></p> <ul style="list-style-type: none"> <li>• The coordinator has not yet organised training for members in writing policies.</li> </ul> <p><b>Page 4:</b></p> <ul style="list-style-type: none"> <li>• The communications group have not yet considered the photographic competition.</li> <li>• The article was submitted to the journal.</li> </ul>	
<b>6.</b>	<b>Feedback from the Coordinator</b>	
I.	The responses to CCCs preferred options consultation were considered by the Development Policy Committee on 13 <sup>th</sup> July.	
II.	Two sessions were held with children from St John's school following the same format as the session at Danbury Park School. The children were engaged in the activities and their teacher has requested that we carry out a follow up session early next year.	
III.	<p>SD, SH, DC and LM met with Jenny Robinson and Claire Stuckey from Chelmsford City Council (CCC) to discuss the appraisals and assessments that the Neighbourhood Plan Group must carry out to meet the Basic Conditions for a Neighbourhood Plan.</p> <p>These are:</p> <p><b>Equality Impact Assessment:</b> This considers the impact of the plan on groups and protected groups in the community. Claire will share the CCC template with the group.</p> <p><b>Strategic Environmental Assessment (SEA) Screening:</b> This considers the environmental impact of the plan. CCC will carry this out when the group has completed its visions and objectives.</p> <p><b>Strategic Environmental Assessment (SEA):</b> This is required if the SEA screening recommends that it be completed. The group may be able to adopt the CCC one and tailor it for its needs or may need to commission an external consultant.</p> <p><b>Sustainability Appraisal:</b> This considers the economic and social impacts of the plan and would be carried out at the same time as the SEA. CCC would scope it but the group would need to use a consultant to carry out the appraisal itself.</p> <p><b>Habitats Regulation Assessment:</b> This determines the impact of the plan on any European Conservation Designation Sites. As the CCCs assessment concludes that there will be no significant impacts in the Local Plan area, it follows that there will be no significant impacts from sites in Danbury, so no further work will be required.</p> <p><b>Call for Sites:</b> It was recommended that the group should proceed with a call for sites. This is at item 7 of the agenda.</p> <p><b>Meetings with Developers/Landowners/Agents:</b> this is at item 7 of the agenda.</p> <p><b>Housing Needs Survey:</b> This is not necessarily required unless deviating from policies in the Local Plan. Planning Aid has produced a document for advice. It needs to be objective and CCC can provide some data. The group can decide if</p>	

	<p>more information is required and include that in a questionnaire.</p> <p><b>Stakeholders:</b> It was recommended that when writing to Stakeholders, a copy of the resident's questionnaire is included for information.</p>	
<b>7.</b>	<p><b>Strategy for Engaging with Developers/Landowners/Agents and Call for Sites</b></p> <p>An updated copy of the previously circulated Draft Developers' Engagement Strategy was circulated and the changes highlighted to members (highlighted in red below.) The proposed approach was explained to members:</p> <p><b>Outline Approach to Working with Developers</b></p> <ul style="list-style-type: none"> <li>• A Memorandum of Understanding <b>may will</b> be prepared to facilitate the close working between landowners and the wider community</li> <li>• DNP will announce a Call for Sites (see below) and the following outline approach has been designed to gain additional information so that each site can be assessed within the DNP</li> <li>• A Developers' Information Pack will be prepared comprising an Agenda, Rules of Engagement and Map of the Danbury Neighbourhood Plan area. This will be issued to all Developers who have put forward a site, inviting them to present their project to the WG individually. <b>Minutes will be taken and the relevant section sent to each Developer for comment.</b> A degree of confidentiality may be needed, therefore the minutes will not be made public</li> <li>• Developers must be given an equal opportunity. The timetable must be strictly adhered to, so the process is the same for all.</li> <li>• The meetings will be part of the Working Group specifically called to hear these presentations and all SG members will be invited to partake</li> <li>• Meetings to be closed to the Public</li> <li>• <b>SG members who have an interest as a developer can attend their presentation (made by someone else) but must declare their interest and cannot take part in any subsequent discussion</b></li> <li>• 3 sessions will be conducted each day in St John's Church Meeting Room. The Church can be used to as a 'waiting' area for the next Developer to present</li> <li>• Meetings will commence from mid-September, probably 3 per week.</li> </ul> <p>The following questions were raised:</p> <p><u>Q. Who will take the minutes?</u>  A. The coordinator will to ensure consistency. Each set will be agreed by the 'presenter' prior to publication of the minutes.</p> <p><u>Q. Will the questions be included in the Information pack?</u>  A. No.</p> <p><u>Q. Will the developer submit their presentation before the meeting?</u>  <u>Q. Have we have had confirmation from Jenny Robinson that the meetings don't need to be public?</u>  A. Yes</p> <p><u>Q. Why will the meetings not be public?</u>  A. A number of reasons: to respect potential commercial confidentiality and landowners who may not wish their sites to be identified publicly at this time; this is a fact finding exercise for the group at this stage; members of the public may form a view based only on this meeting without having additional information relating to the sites.</p>	

	<p><b>DNP Call for Sites</b></p> <p>The 'Call for Sites' will run for 6 weeks from 31<sup>st</sup> July.  A Notice (based on CCC's Notice) will be published on 31<sup>st</sup> July or the next publication in the following:</p> <ul style="list-style-type: none"> <li>• DNP web site</li> <li>• Danbury Notice Boards</li> <li>• Journal &amp; Contact magazine</li> <li>• Essex Chronicle</li> </ul> <p>The Notice will be sent to Local Planning Agents, Architects and Estate Agents. The Notice will request sites only new sites which have not previously been submitted to CCC in the formation of the Local Plan unless there is a material change to the CCC submission.</p> <p>Submission to the 'Call for Sites' will not guarantee the site will be chosen a preferred site within the Danbury Neighbourhood Plan.</p> <p>Upon receipt of a new site, a Questionnaire and Invitation Pack will be issued (based on CCC's Questionnaire) to the Developer.</p> <p>A Developers Information Pack will be issued to all Developers on the CCC sites List</p> <p>It was suggested that the Working Group refine the documents on behalf of the Steering Group taking account of the feedback from the Steering Group.</p> <p>The proposed Journal article was circulated. It was resolved that:</p> <ul style="list-style-type: none"> <li>• <b>The working group was given authority to complete the documents required for the Developers Engagement Call for Sites.</b></li> <li>• <b>If possible the Journal article would be split into two – one article for the update on the questionnaire and one for the Call for Sites. If this isn't possible then reword the Call for Sites.</b></li> <li>• <b>An explanation of the Call for Sites to be placed on the Website.</b></li> <li>• <b>An advertisement will be placed in the Essex Chronicle for one week, subject to authorisation from the Grant Funders to divert underspent funds.</b></li> <li>• <b>Funds could be diverted to pay for the church to hold the developer meetings, subject to sufficient funds being available and authorisation from the Grant Funders. The church hall is £13.80 per hour.</b></li> </ul> <p><a href="#">Q. How many sites could it be?</a>  A. We won't know until the call for sites has been completed.</p> <p><a href="#">Q. Will there be a cost associated with producing the pack?</a>  A. Printing costs potentially but it may be made available online.</p>	
<b>8.</b>	<b>Visions and Objectives Consultation</b>	
	<p>The Danbury Times which included the questionnaire was delivered at the end June/1<sup>st</sup> week in July. There has been a good initial response but more are needed - there are 4 weeks to generate more interest. Only 2 young person's questionnaires have been completed and 4 business questionnaires.</p> <p>Members discussed ways to encourage more responses, including posters around the village, contacting local youth group leaders and local radio. The</p>	

	Parish Council has pinned a reminder at the top of its Facebook page as has HOD.	
<b>9.</b>	<b>Feedback from Working Groups</b>	
III.	Polices from the Chelmsford emerging plan that are relevant to the Neighbourhood Plan have been identified. The Danbury Framework has also been reviewed and the character areas need to be updated and described less subjectively. A summary of the SLAA is being produced.	
<b>10.</b>	<b>Questions From the Public</b>	
	<p><a href="#">Q. Please confirm that the call for sites will run for six weeks from 31<sup>st</sup> July.</a>  <a href="#">A. Yes that is correct.</a></p> <p>Members were reminded that without a Neighbourhood Plan, the village has little say and so it is crucial for the future. The Call for sites should be advertised as widely as possible including a formal notice. The questionnaire for the Danbury Plan in 2003 yielded a 43% response rate and was hand delivered to every home in its own right and not as a part of the Danbury Times. Perhaps this should be a consideration for the next questionnaire.</p>	
<b>11.</b>	<b>Items for Public/Press Release</b>	
	The Journal Article and Essex Chronicle adverts will be submitted.	
<b>12</b>	<b>Items to be Included in the Next Agenda</b>	
	Confirm with Jenny Robinson about using the word adjacent/adjoining in the Call for Sites.	
<b>13.</b>	<b>Date of Next Meeting</b>	
	21 <sup>st</sup> August 2017 at 7pm.	
<b>14.</b>	<b>Timetable of Meetings</b>	
	This will continue to be the third Monday each month alternating between 2pm and 7pm.	

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_