

	<ul style="list-style-type: none"> Following a recommendation from Jenny Robinson, from Chelmsford City Council, the words adjacent /adjoining weren't included in the call for sites adverts and articles. It was noted however that the words were still in the SLAA submission form on the website. 	
6.	Membership	
	Roger Sherriff has decided to leave the group to concentrate on other projects. The group will send a letter of thanks for his contribution to the Neighbourhood Plan.	Coordinator
7	Feedback from the Coordinator	
I.	<p>The coordinator gave members an update on the funding position. The group is currently underspent, largely due to fewer freepost responses than was budgeted for but also savings made on website, printing and online survey costs. Approval was obtained from the grant funders to reallocate £168 to pay for the newspaper advertisement for the Essex Chronicle.</p> <p>It was resolved to request an extension to the grant period to allow for the September questionnaire to be delayed. This is to enable the group to concentrate on the call for sites and developer/landowner/agent engagement and use the information to inform some aspects of the questionnaire where appropriate. It would also enable the coordinator more time to obtain accurate quotes for the Strategic Environmental (SEA) and Sustainability Appraisals (SA) for the next funding application.</p>	Coordinator
II.	The coordinator has been in contact with 2 consultancy firms recommended by Chelmsford City Council to consider SEA and SA appraisals and will arrange meetings to discuss requirements and costs.	Coordinator
8.	Update from the Visions and Objectives Questionnaire	
	<p>639 responses were received from the adult questionnaire and this has now been closed. SH thanked all members of the group and the Parish Clerks who had assisted in inputting data for analysis. If anyone has more time this could be completed this week. Questions 1-8 have been analysed.</p> <p>DC passed on thanks to the group from the Parish Council Planning Committee and Chairman of the Parish Council.</p>	
9.	Update to the Developers Engagement Strategy and Call for Sites	
	<p>Members received the updated engagement strategy.</p> <p>The call for sites is in progress and was advertised in the Essex Chronicle, Contact Magazine, The Journal, Neighbourhood Plan Website, Village Notice Boards, the farmers market and the Parish Council Website and Facebook Page. Local developers and agents have been emailed and Chelmsford City Council (CCC) has notified groups whose land has previously been submitted to them under calls for sites. Copies of communications were circulated to the group.</p> <p>It was noted that the map size requested in the SLAA submission form was fine if being submitted online but would be too big to print</p>	

	<p>if submitted on paper. This was the map size requested in CCC's SLAA. It was resolved that individual's would be advised to submit a map that is suitable in a different scale if they enquire about this.</p> <p>Q. Will the questions for the developers be standard questions? A. Yes they will be.</p> <p>Provisional dates have booked in the Old Pavilion from 18th September. These dates will be circulated to ensure that members are able to attend and need to be confirmed with the Parish Clerk for use of the Parish Council meeting room.</p> <p>The group resolved to review the date of the next steering group meeting to determine whether it will be required as it will be on the same day as one of the developer meetings. It may be possible to conduct it at the end of the developer meeting depending on what needs to be discussed.</p> <p>Q. Will an acknowledgement of the minutes be requested? A. Yes</p> <p>Q. Will we ask developers to send presentations prior to the meetings and leave handouts? A. That will be up to the individual developer to decide.</p> <p>It will need to be made clear to developers that the timings are strict.</p>	Coordinator
10.	Feedback from Working Groups	
I.	<p>The research group has been walking the village to assess the character areas identified and described in the Danbury Framework to determine whether any updates need to be made. Features are being identified and photographs taken. The framework focuses on the built environment; however the group feels that the surrounding areas should also be included. This is starting to come together.</p> <p>The walks have offered an opportunity to engage with residents who are curious as to what they are doing.</p>	Research Group
II.	<p>The article that had been submitted for the September edition of the Journal and to be placed on the Neighbourhood Plan Website was circulated.</p> <p>The Young Person's consultation has been extended to enable youth groups to be contacted after the summer break.</p> <p>The Business consultation response rate has been disappointing and so the group has resolved to approach businesses directly and will produce a leaflet to hand deliver. A list of businesses to contact will be sent to members of the communications group.</p>	Communications Group
10.	Questions From the Public	
	There were no questions from the public	
11.	Items for Public/Press Release	
	The Journal Article has been submitted for publication	

12	Items to be Included in the Next Agenda	
	Feedback from the Business and Young Person's consultation has been requested.	
13.	Date of Next Meeting	
	18 th September at 2pm (to be confirmed)	
14.	Timetable of Meetings	
	16 th October at 7pm, 20 th November at 2pm and 18 th December at 7pm.	

The meeting was closed at 7.53pm.

Confirmed as accurate record of the meeting:

Chair _____

Date _____