

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held at 2pm on 18th September 2017
At the Old Pavilion, Main Road, Danbury, CM3 4NQ

Present: Steve Arthurs (SA)
Norman Bartlett (NB)
Elly Bunn (EB)
Dan Carlin (DC), Danbury Parish Council
Sue Dobson (SD)
Irene Giudotti (IG)
Stephen Holland (SH)
Anthony Rogers (AR)
Mark Schofield (MS)
John Steele (JS), Danbury Parish Council

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator

Agenda Number	Agenda Item	Action
1.	Apologies for Absence	
	Apologies were received from Judith Clacy (JC), Martin Lister (ML) and Gilly Lutton (GL)	
2.	Declarations of Interest in Agenda Items	
	No interests were declared	
3.	Public Participation Session	
	There were no members of the public present	
4.	Minutes	
	The minutes from the meeting of 21 st August 2017, were circulated. The minutes were signed as a true record of that meeting.	
5.	Action Points Arising from the Minutes – not otherwise listed on the agenda.	
	<p>Page 1:</p> <ul style="list-style-type: none"> • Policy writing training will be arranged when the group is ready to begin writing policies. <p>Page 2:</p> <ul style="list-style-type: none"> • 7(I): The grant has been extended until 31st December 2017. Q. Will this be sufficient for the activities of the group until then? A. Yes, as it will cover the costs of the next questionnaire. This grant can be closed and a new application submitted if additional funds are required prior to this date. <p>Page 3:</p> <ul style="list-style-type: none"> • 6: A letter of thanks was sent to Roger Sherriff on 24th August 2017. 	Coordinator

	<ul style="list-style-type: none"> • 10(II): Local businesses have yet to be followed up. <p>Page 4:</p> <ul style="list-style-type: none"> • 12: Feedback from the Young Persons and Business questionnaires was not yet available and would be brought back with the next agenda. However 21 Young Persons questionnaires had been received and 9 Business Questionnaires. 	
6.	Data Protection	
	Members present received and signed an update on data protection.	
7	Exclusion of the Press and Public	
	RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.	
8.	Update from the Coordinator	
	<p>At this point in the meeting, DC explained the documentation received by the group. As part of this process, the coordinator left the room to seek advice of the Parish Clerk.</p> <p>While the Coordinator was out of the room, the group discussed the timetable for future exhibitions and surveys, and a monthly newsletter. (Subsequently, after the meeting it was found that the timetable was unachievable and the plan timetable would be reviewed.) This item will be placed on the next agenda of the group.</p> <p>The Parish Clerk and the Neighbourhood Plan Coordinator returned to the room. The legal situation was explained to the group and discussion ensued. It was agreed to alter the constitution of the committee so that the group would now become an advisory committee of the Parish Council, as required by statute and in accordance with Local Councils Explained (Tharmarajah M, Local Councils Explained, NALC, 2013). The constitution would now be called Terms of Reference.</p> <p>The Parish Clerk left the meeting.</p> <p>Minor alterations were made to the terms of reference. Members of the Steering Group then voted to implement the documentation. SD proposed that the terms of reference now be used by the Group. This was seconded by SA. 1 Member was against, 1 Member abstained and 7 Members were for the proposal. Therefore it was agreed to accept the terms of reference by the Neighbourhood Plan Group.</p> <p>The Neighbourhood Plan Group will continue independently to gather and collate the views and information obtained from the village by the various methods as set out in the Neighbourhood Plan Guidance. There were no alterations to the way the group are currently working.</p> <p>The Parish Council continues to be the Qualifying Body for Danbury</p>	

	Neighbourhood Plan and will submit the plan.	
9.	Items to be Included on the Next Agenda	
	A review of the Terms of Reference for the Communications Working Group. Feedback from the Business and Young Person's consultation	
10.	Date of Next Meeting	
	16 th October at 7pm	
	Timetable of Meetings	
	20 th November at 2pm and 18 th December at 7pm.	

Confirmed as accurate record of the meeting:

Chair _____

Date _____