

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 16<sup>th</sup> October 2017 at 7pm  
At the Old Pavilion, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Elly Bunn (EB)  
Dan Carlin (DC), Danbury Parish Council  
Judith Clacy (JC)  
Sue Dobson (SD), Chairman  
Irene Guidotti (IG)  
Stephen Holland (SH)  
Martin Lister (ML)  
Gilly Lutton (GL)  
Mark Scofield (MS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
Margaret Saunders (MAS), Parish Clerk  
Josh Woolliscroft (JW), Snapdragon Consulting

Agenda Number	Agenda Item	Action
<b>1.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Anthony Rodgers (AR) and John Steele (JS)	
<b>2.</b>	<b>Declarations of Interest in Agenda Items</b>	
	No interests were declared	
<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 September 18 <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>	
	<b>Page 1:</b> <ul style="list-style-type: none"> <li>• Policy writing training will be organised when required.</li> </ul>	
<b>6.</b>	<b>Membership</b>	
	Norman Bartlett (NB) has resigned from the group. A letter of thanks was sent to him by the Chair. Members acknowledged the contribution that NB had made and his wealth of knowledge about Danbury. Members discussed opportunities to find new volunteers, particularly during the next public drop-in sessions.	
<b>6.</b>	<b>Feedback from the Coordinator</b>	
1.	Members received and noted the updated Steering Group Terms of Reference as approved by Danbury Parish Council.	

II.	Members received the updated Communication Working Group Terms of Reference. They were proposed by SA, seconded by DC and unanimously agreed.	
III.	<p>The Steering Group has made good progress to date and has completed the visions and objectives analysis and almost completed the call for sites process. The group now needs to pull all of this information together and consider the results very carefully before organising public drop in sessions and the next questionnaire. This was discussed in greater depth under agenda item 11.</p> <p>The plan timetable therefore, will be reviewed to allow for sufficient time to complete this process.</p> <p>The timetable for the Chelmsford City Council's emerging plan has been updated and the plan is expected to be adopted in Early 2019.</p>	
VI.	There was nothing to report with regards to funding.	
V.	Members received the proposed Statement of Community Involvement. It was proposed by MS, seconded by SH and agreed by the group subject to the following amendment on page 4: <i>'The Steering Group will not accept either late comments or those that are offensive, obscene, racist, illegal, or that the Steering Group deems to be inappropriate in any way.'</i>	
<b>8.</b>	<b>Feedback from Working Groups</b>	
I.	<p>IG described how a village in Suffolk worked with a developer to identify a site which would provide much needed housing and also some community land for the village. Although it wasn't entirely applicable to Danbury it was a good example of how working with a developer can be beneficial for the community.</p> <p>SH referred the group to a video that describes similar circumstance and can be circulated to any members who would like to see it.</p>	
II.	A newsletter went to the Contact and Journal Magazines at the end of September. The group considered topics for the next newsletter and these could include stating that the initial results will be published on the website and what the next steps in the plan process will be.	
<b>9.</b>	<b>Update from the Call for Sites and Developer Engagement</b>	
	The call for sites has been completed and fact finding meetings have been held for 11 sites, with one left to be held this week. It has been a positive exercise and the working group will now consult with Chelmsford City Council to agree the approach towards selection criteria and public consultation with regards to sites.	
<b>10.</b>	<b>Update from the Visions and Objectives Questionnaire</b>	
	<p>Members received the initial results from the questionnaire and it was explained that other Neighbourhood Plan groups had released results in two stages – the initial raw data and then a fuller report at a later date.</p> <p>The group discussed how the percentage responses to each question should be reported – either (a) as a percentage of total responses to the questionnaire or (b) as a percentage of the number of responses to each individual question.</p> <p>The group decided that option (b) would be appropriate but the coordinator stated that this would have to be made very clear in the report and when the</p>	

	<p>data is used as a justification for objectives/policies within the Neighbourhood Plan.</p> <p>Other comments from questions 18, 20, 21 and 22 require further work and would be included in the report when this is complete.</p> <p>RESOLVED: SH proposed that the initial results be published on the website, this was seconded by EB and agreed by the group. The front sheet will be reworded to make it clear that that it is an initial report and that the final one would be published at a later date. The percentage number of households responding would be checked. The front page could also include the next steps in the plan.</p> <p>Copies of the results could also be placed in the Parish Office, Library and Sports and Social Centre.</p> <p>MS proposed a vote of thanks to SH and those that helped with the data in putting and analysis of the questionnaire.</p> <p>Members discussed whether to proceed with the previously suggested photographic competition and decided not to pursue it at this time.</p>	
<b>11.</b>	<b>Next Steps</b>	
	<p>The document stating the steps required to complete the Visions and Objectives and the Visions and Spatial Principles was circulated to the group. The coordinator explained that the Visions and Spatial Principles were effectively the site selection criteria and that they were inter-related with the Visions and Objectives of the Plan.</p> <p>These steps are: Visions and Objectives;</p> <ul style="list-style-type: none"> <li>• Consider any further actions that may be required following the questionnaire.</li> <li>• Identify issues and consider how/whether they can be addressed through the Neighbourhood Plan.</li> <li>• Produce a statement of consultation.</li> <li>• Produce the draft visions and objectives for the plan.</li> <li>• Identify further items for consultation.</li> </ul> <p>Call for Sites;</p> <ul style="list-style-type: none"> <li>• Produce a feedback report including site summaries for easy comparison and consider producing a Neighbourhood Plan Sites Map.</li> <li>• Create a draft visions and spatial principles list in consultation with Chelmsford City Council</li> </ul> <p>Some of this work can be carried out during steering group workshops, the first one being planned for 19<sup>th</sup> October.</p> <p>Once these steps have been completed, the group will be able to commence with the next phase of public consultation to test the draft visions and objectives and the draft visions and spatial principles through public drop in</p>	

	<p>sessions and the next questionnaire. This is likely to be in the new year.</p> <p>The group held a discussion about further actions that need to be completed, particularly in relation to the business and young persons' questionnaires. It was felt that the results of these questionnaires also need to be published soon. They had been kept open as the response was lower but now need to be closed and analysed. The group needs to consider ways to engage groups in the community that were less well represented in the responses to this consultation and that businesses need to be engaged to consider employment opportunities within the village.</p> <p>DC left the meeting at 8pm.</p> <p>A note will be added to the questionnaire results to state that the business and young persons' questionnaire results will follow soon.</p>	
<b>12.</b>	<b>Questions from the Public</b>	
	There were no questions from the public.	
<b>13.</b>	<b>Items for Public/Press Release</b>	
	An article will be placed in the Journal and the results document will be published on the website.	
<b>12</b>	<b>Items to be Included in the Next Agenda</b>	
	No additional items were requested for the next agenda.	
<b>13.</b>	<b>Date of Next Meeting</b>	
	20 <sup>th</sup> November at 2pm at the Old Pavilion	
<b>14.</b>	<b>Timetable of Meetings</b>	
	18 <sup>th</sup> December at 7pm, 15 <sup>th</sup> January at 2pm, 19 <sup>th</sup> February at 7pm and 19 <sup>th</sup> March at 2pm.	

The meeting was closed at 8.15pm.

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_