

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 15<sup>th</sup> January 2018 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Dan Carlin (DC), Danbury Parish Council  
Sue Dobson (SD), Chairman  
Stephen Holland (SH)  
Martin Lister (ML)  
Gilly Lutton (GL)  
Mark Scofield (MS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
Stuart Berlyn (SB), Danbury Parish Council  
Josh Woolliscroft (JW), Snapdragon Consulting

Agenda Number	Agenda Item	Action
<b>18/1.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Elly Bunn (EB), Judith Clacy (JC), Anthony Rodgers (AR) and John Steele (JS)	
<b>18/2.</b>	<b>Declarations of Interest in Agenda Items</b>	
	MS is the chairman of HOD and a committee member of the Danbury Society, SA is a trustee of the Landisdale Trust, SH, ML, GL and MS live in Danbury and so close to potential sites.	
<b>18/3.</b>	<b>Public Participation Session</b>	
	There was no participation from the public.	
<b>18/4.</b>	<b>Minutes</b>	
	The minutes from the meeting of October 16 <sup>th</sup> 2017 were amended to add that SD is the Chairman and were then signed as a true record of that meeting.	
<b>18/5.</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	<p><b>Page 2</b>  <b>6.V.</b>The amendment was made to the Statement of Community Involvement.  <b>8.II.</b>The newsletters were sent to the Journal and Contact magazines.</p> <p><b>Page 3</b>  <b>10.</b> The initial results from the questionnaire were published on the website and hard copies placed in the library, Parish Council Office and the Sports and Social Centre.</p> <p><b>Page 4</b>  <b>11.</b> The lower response to the business and youth questionnaire has yet to be addressed and needs to be picked up by the visions and objectives working group.</p>	<b>Visions and Objectives Group</b>

	13. The article was placed in the journal and the results document was placed on the website.	
18/6.	<b>Membership</b>	
	Irene Guidotti has returned to work temporarily and so will not be able to attend Steering and Working Group meetings as regularly, although she will continue to participate where possible. A letter will be sent to thank her for the valuable contribution that she has made to the group to date. This leaves a vacancy on the Research Working Group and DC volunteered to join it. The group discussed the recruitment of new members and decided that they would place an advert on the website and try to find new members at the next exhibition. It was recommended by the coordinator that the group consider whether representation could be sought from local groups. Younger residents and businesses from the village are under represented on the steering group.	
18/7.	<b>Feedback from the Coordinator</b>	
I.	<p><b>Chelmsford City Council Local Plan Progress</b></p> <p>The pre-submission consultation document for the Chelmsford City Council Local Plan has been published with the agenda for consideration by Chelmsford City Council's Development Policy Committee Meeting to be held on the 19<sup>th</sup> January 2018.</p> <p>There is a change to the policy for Danbury which is now Strategic Growth Site 9 rather than Growth Site 10. This is due to the criteria for strategic growth sites being changed to sites of 100 or more dwellings, rather than more than 100 dwellings. Within the policy, 'the infrastructure required would have to accord with Strategic Policy S11.' Copies of Strategic Growth Site 9 and Strategic Policy S11 were distributed to the group.</p> <p>Two new protected lanes in Danbury have been confirmed: Twitty Fee and Slough Road. Hyde Lane (South), Gay Bowers Road (North East) and Tyndales were assessed but did not meet the criteria for Protected Lane Status.</p> <p>The spatial principles have been amended:</p> <p style="padding-left: 40px;"><b>Maximise the use of Brownfield land for Development</b> becomes Maximise the use of suitable previously developed land for development.</p> <p style="padding-left: 40px;"><b>Protect the character of valued landscapes</b> becomes Protect and enhance landscapes, heritage and biodiversity.</p> <p>..a new one added:</p> <p style="padding-left: 40px;"><b>Locate development to avoid or manage flood risk.</b></p> <p>..and one removed:</p> <p style="padding-left: 40px;"><b>Utilise garden community principles for strategic development</b></p> <p style="padding-left: 40px;"><b>Allocations</b></p> <p><a href="#">Q. Is there any mention of Hammonds Farm in the document?</a></p> <p>A. No.</p> <p><a href="#">Q. What does Strategic growth site mean?</a></p>	

	<p>A. The coordinator is trying to ascertain this. (Subsequent to the meeting, it was found on page 52 of the Pre-submission document that: <i>'Strategic Growth Sites, those providing over 100 or more new homes, have an accompanying policy which sets what the expectations for their delivery.'</i>)</p> <p><b>Neighbourhood Plan Progress:</b> Work towards the next consultation is progressing and updates on progress will be given later in the agenda. A new site has come forward and submission documentation is expected to be received soon.</p> <p><u>Q. What is our position in relation to sites that are submitted after the closing date for the Call for Sites?</u> A. It is advisable to accept submissions for sites that come forward subsequent to the call for sites, so that residents have an opportunity to consider them though the Neighbourhood Plan Process, along with the other sites. Fortunately, this site has been submitted in time for the next consultation.</p>	
II.	<p><b>Funding</b> Funding has been extended until the 31<sup>st</sup> March 2018 and authorisation given to divert some underspent funds from the first consultation to pay for the Policy writing training.</p>	
III.	<p><b>Policy Writing Training</b> Policy Writing Training has been booked for 8<sup>th</sup> February between 10am and 12noon. This is open to all steering group members. Members who have confirmed their attendance were thanked; any other members who wish to attend should inform the coordinator.</p> <p><u>Q. Should a policy writing group be formed?</u> A. Yes. The joint Visions and Objectives/ Research work will come to an end and this may lead naturally into a policy writing group.</p>	
<b>18/8.</b>	<b>Feedback from Working Groups</b>	
I.	<p><b>Update on Progress from the Visions and Objectives/Research Groups.</b> Members received the action plan from the visions and objectives/research group. The group is continuing to consider further actions that may be required following the survey and has identified some issues. A draft of the Visions and Objectives for the plan has been produced. The group has yet to review the consultation process, identify items for the second questionnaire and test the Visions and Objectives for the plan. A statement of consultation should also be produced to explain what the group has learned from the questionnaire and how it has responded to this information.</p> <p>RECOMMENDATION: SD recommended that the Draft Visions and Objectives are presented to Danbury Parish Council and Jenny Robinson for their feedback.</p> <p>The group considered the Visions and Objectives and made the following amendments:</p>	<b>Coordinator</b>

	<p>i. <b>Objective: Housing and Development.</b> Replace the term 'brownfield' with 'suitable, previously developed land' in line with the change to Chelmsford City Council's spatial principles noted in minute 18/1 I.</p> <p>ii. <b>Objective: Business and Economy.</b> Remove the sentence relating to change of use of established retail sites. It was considered that this could not be supported by responses to the questionnaire.</p> <p>iii. <b>Objective: Transport and Movement.</b> Replace the sentence relating to the Parish Council and the A414 with 'The Parish Council will continue to press for a solution to the A414 problem, although it is accepted that this may be beyond the scope of the Neighbourhood Plan.'</p> <p>RESOLVED: Subject to the amendments, the visions and objectives will be presented to Danbury Parish Council on 31<sup>st</sup> January and to Jenny Robinson, at Chelmsford City Council, for feedback so that they can go to public consultation. (Proposed by SA and seconded by DC.) DC will also present the Visions and Objectives during his regular feedback report at Danbury Parish Council's Planning Committee on 15<sup>th</sup> January 2018.</p> <p>SB requested that the group provide some context with the Visions and Objectives for Parish Councillors. The group suggested that a link to the results of the questionnaire is included in the agenda with the Visions and Objectives document.</p>	
II.	<p><b>Update on progress from the Developer Engagement Group</b></p> <p>Members received the action plan from the developer engagement group. Site summaries have been completed and the site comparison list is nearing completion – with one more element to add. Landowners/developers/agents will be advised in writing of consultation arrangements when details have been confirmed. Work to produce questions and the format for this part of the questionnaire is ongoing.</p> <p>SD gave a feedback report (and distributed copies) including two recommendations from the Developer Engagement Group:</p> <p>RECOMMENDATION: SD recommended that the group delay the sites consultation and thereon the questionnaire. The group intends to send out only one more questionnaire prior to the pre-submission consultation and so there is still a huge amount of work to be done with preparation for it. It is imperative that all aspects are covered, including policies that are likely to be included in the final document and so this stage cannot be rushed. If the consultation goes ahead in the near future, the emphasis of the consultation may well be affected dependent upon the results of the planning applications and appeals under consideration at present.</p>	

	<p>RESOLVED: The next questionnaire will be delayed until later in the year, possibly being launched at the Parish Council APM in April. The coordinator is attending a meeting of the Communications Committee of the Parish Council on 18<sup>th</sup> January 2018 where the APM will be discussed.</p> <p>It was noted that the appeal for Old Chase Farm was dismissed on 11<sup>th</sup> January 2018.</p> <p>RECOMMENDATION: Hold a public consultation as soon as possible to test the Vision and Objectives for the Plan. This could be in the form of a workshop as before, or a different event.</p> <p>RESOLVED: The Visions and Objectives will be tested during Public Exhibitions once feedback has been received from the Parish Council and Jenny Robinson at Chelmsford City Council. Provisional dates during the week commencing 12<sup>th</sup> March were agreed.</p>	<b>Coordinator</b>
III.	<p><b>Feedback from the communications group.</b> An article will be produced for the Journal to be submitted this week. Journal and Contact articles will also be submitted to the community section of the Essex Chronical newspaper.</p>	<b>SH, SD, Coordinator</b>
<b>18/9.</b>	<b>Preparation for the next Consultation Events and Questionnaire</b>	
I.	<p><b>Preparation for public exhibitions and the next questionnaire.</b> The group held a discussion about the public exhibitions and how they may be conducted. The coordinator recommended that a group come together to organise the events – perhaps the Visions and Objectives Working Group but it was considered that this should be a whole steering group effort.</p>	<b>Steering Group</b>
II.	<p><b>Members to consider options for the production of and analysis of the next questionnaire.</b> In recognition of the significant time invested by members of group when entering data and analysing results of the previous questionnaire, the Parish Council offered funds to enable the Group to outsource elements of the next questionnaire. The group had received a list of options and chose the following:</p> <p>Review of the questionnaire and design Online hosting Coding and data entry. Data analysis and data tables Report Writing.</p> <p>A discussion was held around the printing and distribution of the questionnaire as it is likely this this would be more cost efficient if this was kept 'in house' and outsourcing it may not come within the budget. The Coordinator will revisit and review the costs and logistics of this.</p>	<b>Coordinator</b>
<b>18/10.</b>	<b>Questions from the public</b>	
	There were no questions from the public.	
<b>18/11</b>	<b>Items for public/ press release</b>	

	An article will be placed in the Journal.	<b>SH, SD,Coordinator</b>
<b>18/12</b>	<b>Items to be Included in the Next Agenda</b>	
	No additional items were requested for the next agenda.	
<b>18/13.</b>	<b>Date of Next Meeting</b>	
	19 <sup>th</sup> February 2018 at 7pm.	
<b>18/14.</b>	<b>Timetable of Meetings</b>	
	19 <sup>th</sup> February at 7pm and 19 <sup>th</sup> March at 2pm.	

The meeting was closed at 3.45pm

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_