

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 19th February 2018 at 7pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Judith Clacy (JC)
Sue Dobson (SD), Chairman
Irene Guidotti (IG)
Stephen Holland (SH)
Martin Lister (ML)
Gilly Lutton (GL)
John Steele (JS)

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
Josh Woolliscroft (JW), Snapdragon Consulting
1 member of the public

Agenda Number	Agenda Item	Action
1	Apologies for Absence	
	Apologies were received from Steve Arthurs (SA), Elly Bunn (EB) and Dan Carlin (DC) and Mark Scofield (MS)	
2	Declarations of Interest in Agenda Items	
	No interests in Agenda Items were declared.	
3	Public Participation Session	
	The member of the public introduced themselves and explained that as they had recently submitted a small site to the Neighbourhood Plan, they had come to the meeting to gain a greater understanding of the Plan process. The Chair explained that once the initial assessment of the site had been received from Chelmsford City Council, the Developer Working Group would arrange a meeting with them. This is the process that has been followed for all submitted sites.	
4	Minutes	
	The minutes from the meeting of January 15 th 2018 were signed as a true record of that meeting.	
5	Action Points Arising from the Minutes – not otherwise listed on the agenda.	
	<p>Page 3</p> <p>18/7I: The submission documents were received from the new site.</p> <p>18/7III: The Policy Writing Training was completed. Further details were given under item 6 of the Agenda.</p> <p>18/8I: The amendments were made to the Draft Visions and Objectives and they were presented to the Parish Council</p>	

	<p>and Jenny Robinson. A short explanation of how the Visions and Objectives were formulated was provided for the Parish Councillors. No comments were received.</p> <p>Q. Will the group be able to amend the Draft Visions and Objectives if the Parish Council has now agreed them?</p> <p>A. It has been minuted from that meeting that: “RESOLVED: that a) the Draft Visions and Objectives document from the Neighbourhood Plan be ratified but to note that this item is liable to evolve with the plan.” Minute 135 Parish Council Meeting 31st January 2018.</p> <p>Page 4 18/8II: This was covered under item 9 of the agenda.</p>	
6	Feedback from the Coordinator	
I.	<p>Chelmsford City Council Local Plan Progress</p> <p>The Chelmsford Local Plan pre-submission consultation exercise is underway and the drop in session will take place in the Village Hall in Danbury between 5 and 8pm on 27th February 2018. Comments made during this consultation will be submitted to the Planning Inspector.</p> <p>The visions and objectives/research group and developer’s engagement group have been busy working towards the drop in sessions and next consultation. The timeline has been updated on the website.</p>	
II.	<p>Funding</p> <p>The 2015/2018 funding period ends on the 31st March and the group won’t be able to carry any unspent funds beyond this point. A new application will be made but at present the application process isn’t open and may not be until 1st April. This may have implications for any activities/expenditure required for April/beginning of May.</p>	
III.	<p>Policy Writing Training</p> <p>Policy writing training took place on 8th February. It was well attended and was informative. Copies of documents circulated during the session are available from the coordinator, for members who were unable to attend.</p> <p>The importance of engagement with local groups in the community was emphasised during the training session. JC will contact the Scouts and Guides Group Leaders to encourage their members to complete the online young person’s survey. The subscription to Survey Monkey will cease on the 10th April and so all responses will have to have been completed by then and the data extracted.</p> <p>The Parish Council will be holding its annual School’s engagement sessions with St John’s and Danbury Park Schools. As with last year, the theme will be the Neighbourhood Plan. The coordinator will participate in this session and can produce a leaflet for children to take home for their parents.</p>	<p>JC</p> <p>SH</p> <p>Coordinator</p>

	<p>The group discussed how to engage with local groups which ones could be targeted to increase the range of residents living in the village. In the questionnaire, there was a lower response from younger residents and a poor response from local businesses.</p> <p>It was resolved that GL, IG and JC would review local organisations in the area to recommend which could be prioritised. The Coordinator will provide a list of local organisations from the Parish Council Website.</p>	GL,JC,IG,Coordinator
7	Feedback from Working Groups	
I.	<p>Update on Progress from the Visions and Objectives/Research Groups.</p> <p>Members received the action plan from the visions and objectives/research group. The coordinator has begun to write a summary report from the questionnaire. The results of the business questionnaire have now been downloaded and summarised by SH. More work is required on Business and Economy, Amenities, and Recreation and Leisure. The group also needs to review the consultation process and any lessons learned.</p>	
II.	<p>Update on progress from the Developer Engagement Group</p> <p>Members received the action plan from the developer engagement group. 2 additional sites have been submitted since the last meeting and they have been forwarded to Chelmsford City Council for an initial assessment. When those assessments have been received, meetings will be held with the landowners/developers/agents.</p> <p>The Neighbourhood Plan SLAA map will be updated to include the new sites.</p>	
III.	<p>Feedback from the communications group.</p> <p>An article advertising the drop in sessions was read to the group it and will be submitted for the March edition of the Journal. The group confirmed that the times for the exhibition will be 9am-7pm on Friday 16th March and 10am-4pm on 17th March.</p>	SH
8	Preparation for the next Consultation Events and Questionnaire	
I.	<p>Preparation for public exhibitions and the next questionnaire.</p> <p>The group held a discussion about the public exhibitions and how they may be conducted. The Visions and Objectives/Research Group have held several meetings to prepare materials for the consultation and SH ran through the outline for each Board and showed examples of how some of the boards may look. A map of the sites that have been submitted for the plan will be included in the exhibition for resident's information but further details and an opportunity for feedback won't be available until the questionnaire is published.</p>	Steering Group, Coordinator

	<p>The coordinator will distribute the draft versions for member's feedback on the wording.</p> <p>A discussion was held as to how best to receive feedback and/or whether to request feedback from the Visions and Objectives and agreement couldn't be reached during the meeting. This will be considered as a part of ongoing preparations for the exhibitions.</p> <p>A click counter will be used to record the number of attendees at the exhibition.</p> <p>The materials will be printed on A1 and where appropriate, additional documents may be available for reference. The coordinator will confirm that there are sufficient funds in the printing budget.</p>	
II.	<p>Members to consider options for the production of and analysis of the next questionnaire.</p> <p>The coordinator has received 3 quotes from companies to assist with the questionnaire for the next consultation and a preferred company will be chosen at the next meeting of the Parish Council Resources Committee. The coordinator provided an anonymised list of the services offered by each company. Costs were not included as this would be a matter for the Parish Council to decide. Members asked how long the information would be kept for by the companies and the coordinator will check this.</p> <p>Members considered whether the online questionnaire could be hosted by the group via Survey Monkey. The coordinator informed the group that it is better if the companies hosted the survey so that paper copies could be entered onto the same platform.</p> <p>It was suggested that the Survey Monkey subscription should be renewed, however the group felt that this wouldn't be necessary as long as all of the data is retrieved before the subscription ends on 10th April 2018. Due to the poor response to the Business and Youth Surveys, the group will investigate other ways to engage with these groups, rather than an online survey.</p> <p>It was resolved that Survey Monkey would not be renewed at this time.</p>	Coordinator
III.	<p>It was resolved that the questionnaire will be delivered to every household in Danbury by hand. Members confirmed that there would be a sufficient network of volunteers to assist and that the Coordinator could request a street list from MS.</p>	
9	Questions from the public	
	Q. The adult survey has been closed are the Youth and Business	

	<p>ones still open?</p> <p>A. Yes but they will close on the 10th April.</p> <p>Q. Is there going to be a next questionnaire?</p> <p>A. Yes, the group is working towards the next consultation. The exhibition in March will be to test the Visions and Objectives for the Plan and this will be followed by a more detailed questionnaire to inform the policies. This is a community plan and so it is important the results inform the policies in the pre-submission draft of the plan.</p> <p>Q. Will refreshments be available at the exhibition?</p> <p>A. Yes, just as they were available at the previous drop in session.</p> <p>Q. Is the group still aiming for a referendum at the end of the year?</p> <p>A. The group would hope to have a draft version of the plan by then but the submission, inspection and referendum process is lengthy and so it may not be until the Spring 2019.</p>	
10	Items for public/ press release	
	An article will be placed in the Journal.	SH, SD,Coordinator
11	Items to be Included in the Next Agenda	
	No additional items were requested for the next agenda.	
12	Date of Next Meeting	
	19 th March 2018 at 2pm.	
13	Timetable of Meetings	
	<p>The following dates for future meetings were confirmed by the group. They will now be held at the Parish Council Office.</p> <p>16th April 2018 at 7pm. 21st May 2018 at 2pm 18th June 2018 at 7pm 16th July 2018 at 2pm 20th August 2018 at 7pm 17th September 2018 at 2pm 15th October 2018 at 2pm 19th November 2018 at 2pm</p>	

The meeting was closed at 8.40pm

Confirmed as accurate record of the meeting:

Chair _____

Date _____