

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 16th April 2018 at 7pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Steve Arthurs (SA)
Elly Bunn (EB)
Dan Carlin (DC)
Judith Clacy (JC)
Sue Dobson (SD), Chairman
Irene Guidotti (IG)
Martin Lister (ML)
Mark Scofield (MS)
John Steele (JS)

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
Josh Woolliscroft (JW), Snapdragon Consulting
Stuart Berlyn (SB) Danbury Parish Council
1 member of the public

Agenda Number	Agenda Item	Action
1	Apologies for Absence	
	Apologies were received from Gilly Lutton and Stephen Holland	
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 they had recently re-submitted a small site to the Neighbourhood Plan. The Chair explained that once the assessments of all of the sites had been completed, a report would be finalised and sent to every site promoter.	
4	Minutes	
	The minutes from the meeting of February 19th 2018 were signed as a true record of that meeting. It was confirmed that three consecutive meetings in the Autumn would be held at 2pm. but that the group would prefer to continue alternating times otherwise.	
5	Action Points Arising from the Minutes – not otherwise listed on the agenda.	
	<p style="text-align: center;">Page 2</p> <p>6. III. The scouts, guides and tennis club had been contacted. SA had given a talk about the Neighbourhood Plan to the congregation at St. John's Church. The Coordinator has yet to supply the list of</p>	Coordinator

	<p>local organisations from the Parish Council Website. Pages 3-4 7.III Articles advertising the drop in sessions had been submitted and printed in the Journal and the Community News Section of the Essex Chronicle. 8.I The exhibitions had been held on 16th and 17th March 2018 and more than 360 residents attended.</p> <p>SB arrived at 7.10pm.</p>	
6	Feedback from the Coordinator	
I.	Neighbourhood Plan Progress Progress was discussed under agenda items 7.I and 7.II	
II.	Funding The new funding application had been submitted and a response will be received within 10-15 days. The previous grant period had expired and so it had been closed down prior to the new application being made.	
III.	Feedback from the meeting at Chelmsford City Council The Chair and Coordinator had attended a meeting with Senior Planning Officers at Chelmsford City Council and received an update on the emerging Local Plan. The regulation 19 consultation had been completed and the Council was collating the responses into a report. Once this had been completed and the pre-submission document approved by the relevant committees, it would be submitted for an independent examination by the planning inspector. After the meeting the Chair and Coordinator took the opportunity to ask the Senior Planning Officer some questions relating to the next questionnaire and site assessments. These were discussed further under agenda item 13.	
IV.	School Visits to the Parish Council The Parish Council annual schools engagement sessions had been organised and as the theme would be the Neighbourhood Plan, the Coordinator has planned activities with the Parish Council and would be in attendance.	Coordinator
V.	New Data Protection Rules Members were asked to complete a form to comply with the new GDPR rules and they were returned at the end of the meeting. The coordinator explained that a similar form would be sent to residents on the mailing list and those who had submitted sites to the Neighbourhood Plan.	Steering Group/Coordinator
7	Feedback from Working Groups	
I.	Update on Progress from the Visions and Objectives/Research Groups. The chair referred to the Visions and Objectives action plan and good progress had been made. The statement of consultation, questionnaire, review of the consultation	

	<p>process and confirmation of the visions and objectives had yet to be completed.</p> <p>Feedback on the exhibition had been given under agenda item 5.</p>	
II.	<p>Update on progress from the Developer Engagement Group</p> <p>The Chair referred to the Developer Engagement Action Plan. Some Peter Brett Assessments were still outstanding but the Coordinator was anticipating that they would be completed soon.</p>	Coordinator
III.	<p>Feedback from the communications group.</p> <p>An article about the Exhibition had been submitted to the Community News Section of the Essex Chronicle. An article about the exhibition had also been submitted to the Journal, Danbury Times and Parish Life Magazine. The Chair had been invited to speak at the Danbury Parish Council Annual Parish Meeting on 23rd April 2018. Some of the information from the exhibitions in March would be on display.</p>	SH to organise collection of the exhibition boards
8	Items for Public/Press Release	
	The questionnaire would be advertised when it was ready to be published.	Communication working group, Coordinator
9.	Items to be Included in the Next Agenda	
	No additional items were requested for the next agenda. Additional items should be emailed to the Coordinator at least 7 days prior to the next meeting.	
10.	Date of Next Meeting	
	21 st May 2018 at 2pm	
11.	Timetable of Meetings	
	<p>The following dates for future meetings were noted.</p> <p>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>	
12.	Exclusion of the Press and Public	
	In accordance with S.1 of the Public Bodies (Admissions to Meetings) Act 1960 it was resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.	
13.	Preparation for the Next Questionnaire and Sites Consultation Report	
a.	<p>Questionnaire Feedback Report</p> <p>It was RESOLVED that: The questionnaire feedback report would be published on the Neighbourhood Plan Website subject to one amendment being made.</p>	Coordinator

b.	<p>Next Questionnaire It was RESOLVED that: Once the amendments to the draft questionnaire had been completed, the questionnaire would be sent to the Senior Planning Officer and research company for checking and advice.</p>	<p>Visions and Objectives Working Group/Coordinator</p>
c.	<p>Sites Consultation Report It was RESOLVED that: The Sites Consultation report would be sent to the Site Promoters once feedback had been received from the Senior Planning Officer. Any material changes would be communicated to the group via email prior to the report being finalised and sent.</p>	<p>Coordinator/Developer Engagement Working Group</p>

There being no more business the Chairman closed the meeting at 8.50pm

Confirmed as accurate record of the meeting:

Chair _____

Date _____