

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 21<sup>st</sup> May 2018 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Elly Bunn (EB)  
Dan Carlin (DC)  
Judith Clacy (JC)  
Irene Guidotti (IG)  
Stephen Holland (SH)  
Gilly Lutton (GL)  
Mark Scofield (MS)  
John Steele (JS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
A Representative from Snapdragon Consulting  
1 member of the public

Agenda Number	Agenda Item	Action
<b>1</b>	<b>Apologies for Absence</b>	
	Apologies were received from Martin Lister and Sue Dobson (Chairman). There being no Chairman Present, members agreed that Stephen Holland would take the Chair.	
<b>2</b>	<b>Declarations of Interest in Agenda Items</b>	
	MS is the Chairman of HOD and a member of the Danbury Society. SA is a Trustee of the Landisdale Trust. SH is a Director at the DCA. Outstanding Interests Forms were returned to the Coordinator.	
<b>3</b>	<b>Public Participation Session</b>	
	There were no questions from the public.	
<b>4</b>	<b>Minutes</b>	
	The minutes from the meeting of April 16th 2018 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>	
	<p style="text-align: center;"><b>Page 1</b></p> <p><b>5.</b> The Coordinator has yet to supply the list of local organisations from the Parish Council Website.</p> <p style="text-align: center;"><b>Page2</b></p> <p><b>6.IV</b> The Coordinator had attended a successful visit with the school where the children were engaged in activities related to the progress of the Neighbourhood Plan.</p>	<b>Coordinator</b>
<b>6</b>	<b>Feedback from the Coordinator</b>	
I.	<b>Neighbourhood Plan Progress</b>	

	A timetable for the Questionnaire Process had been received from the Survey Consultants. Progress was further discussed under agenda items 7.I and 7.II	
II.	<b>Funding</b> The funding application had been approved and the funds received.	
III.	<b>New Data Protection Rules</b> Outstanding privacy forms were returned to the Coordinator. An email had been sent to members of the Neighbourhood Plan Mailing List and more than 100 positive responses had been received.	
<b>7</b>	<b>Feedback from Working Groups</b>	
I.	<b>Update on Progress from the Visions and Objectives/Research Groups.</b> 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 process and confirmation of the visions and objectives had yet to be completed.	
II.	<b>Update on progress from the Developer Engagement Group</b> The Chair referred to the Developer Engagement Action Plan. Good progress had been made all initial assessments had now been completed.	<b>Coordinator</b>
III.	<b>Feedback from the communications group.</b> 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.	
<b>8.</b>	<b>Planning for delivery of the Questionnaire to Every Household in Danbury</b>	
	The Coordinator will distribute a list of rounds for delivery to the group for members to identify which streets they could deliver to. Members discussed whether questionnaires should be posted through doors that had 'no cold caller' and 'no leaflets' stickers. Members delivering questionnaires would not knock on any doors to engage with residents. In addition to delivering the questionnaires to every household, the group would arrange a drop in session and attend the Farmers Market. Local businesses could be asked to display posters.	
<b>8</b>	<b>Items for Public/Press Release</b>	
	The questionnaire would be advertised when it was ready to be published. An article would be placed in the Journal explaining that the questionnaire would be delivered to every household in the coming weeks.	<b>Communication working group, Coordinator</b>
<b>9.</b>	<b>Items to be Included in the Next Agenda</b>	

	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.	
<b>10.</b>	<b>Date of Next Meeting</b>	
	18 <sup>th</sup> June 2018	
<b>11.</b>	<b>Timetable of Meetings</b>	
	The following dates for future meetings were noted. 16 <sup>th</sup> July 2018 at 2pm 20 <sup>th</sup> August 2018 at 7pm 17 <sup>th</sup> September 2018 at 2pm 15 <sup>th</sup> October 2018 at 2pm 19 <sup>th</sup> November 2018 at 2pm	
<b>12.</b>	<b>Exclusion of the Press and Public</b>	
	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. The members of the public left the meeting.	
<b>13.</b>	<b>Preparation for the Next Questionnaire and Sites Consultation Report</b>	
<b>a.</b>	<b>Revised Questionnaire</b> The Questionnaire had been sent to the Senior Planning Officer and the Research Company and comments had been received and were discussed by the group. Completion of the questionnaire was delegated to the working groups.	<b>Coordinator</b>
<b>b.</b>	<b>Call for Sites Update</b> An update was given	<b>Visions and Objectives Working Group/Coordinator</b>
<b>c.</b>	<b>Sites Report</b> The wording had been amended based on the advice of the Senior Planning Officer.	<b>Coordinator/Developer Engagement Working Group</b>

There being no more business the Chairman closed the meeting at 3.30pm

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_