

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 18<sup>th</sup> June 2018 at 7pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Sue Dobson (Chairman)  
Irene Guidotti (IG)  
Stephen Holland (SH)  
Martin Lister (ML)  
John Steele (JS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator  
A Representative from Snapdragon Consulting

Agenda Number	Agenda Item	Action
<b>13.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Elly Bunn, Dan Carlin, Judith Clacy, Gilly Lutton and Mark Scofield.	
<b>14.</b>	<b>Declarations of Interest in Agenda Items</b>	
	SA is a Trustee of the Landisdale Trust. SH is a Director at the Danbury Community Association.	
<b>15.</b>	<b>Public Participation Session</b>	
	There were no questions from the public.	
<b>16.</b>	<b>Minutes</b>	
	The minutes from the meeting of May 21st 2018 were signed as a true record of that meeting.	
<b>17.</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>Agenda item 5: The coordinator had received copies of writing that the school children had written subsequent to their visit to the Parish Council. The Coordinator had attended a successful visit to the second school with Parish Councillors, where the children had engaged enthusiastically with the Neighbourhood Plan themed activities.</p>	
<b>18.</b>	<b>Feedback from the Coordinator</b>	
I.	<p><b>Neighbourhood Plan Progress</b></p> <p>The Call for Sites Report had been sent to site promoters. The feedback report from the Chelmsford City Council Pre-submission consultation had been published and the link had been circulated to members of the group.</p>	
II.	<p><b>Funding</b></p> <p>There were no updates.</p>	

III.	<b>New Data Protection Rules</b> There were no privacy forms to be returned at the meeting.	
<b>19.</b>	<b>Feedback from Working Groups</b>	
I.	<b>Update on Progress from the Visions and Objectives/Research Groups.</b> There had been no further updates to the action plan. The questionnaire had been reformatted and amended following working group meetings. A map indicating key views around the village would be created and may include photographs.	IG
II.	<b>Update on progress from the Developer Engagement Group</b> The Call for Sites report had been sent to site promoters.	
III.	<b>Feedback from the communications group.</b> An article had been submitted to the Danbury Times.	
<b>20.</b>	<b>Planning for delivery of the Questionnaire to Every Household in Danbury</b>	
I.	<b>Final Preparations for the questionnaire</b> SH volunteered to organise the distribution list and volunteers to deliver the questionnaire.	SH
II.	<b>Designs for the outer envelope</b> Members agreed the following wording for the outer envelope: 'URGENT PLEASE OPEN – this is not a circular or junk mail Danbury Neighbourhood Plan questionnaire enclosed, please complete by: xxxxxxxx Have your say in Danbury's future.'	Coordinator
III.	<b>Information to be included on the website</b> The following items would be included on the website: 1. The map and photos of the views around Danbury. 2. The report from the consultation 3. The You Said We Did Document 4. The sites map. The following information would be removed from the website: 1. The Visions and Objectives questionnaires The following information would be reviewed: 1. The glossary 2. The timeline	SH/Communcations Working Group,/Coordinator
<b>21.</b>	<b>Items for Public/Press Release</b>	
	An article would be submitted to The Journal. An article would be placed in the Community News Section of the Essex Chronicle.	SH Coordinator
<b>22.</b>	<b>Items to be Included in the Next Agenda</b>	
	Preparations for the assessments required to satisfy the Basic Conditions for the Neighbourhood Plan.	
<b>23.</b>	<b>Date of Next Meeting</b>	
	16 <sup>th</sup> July 2018 at 2pm	
<b>24.</b>	<b>Timetable of Meetings</b>	
	The following dates for future meetings were noted.	

	<p>It was resolved that the meeting scheduled for the 20<sup>th</sup> August 2018 would be cancelled and that meeting on 17<sup>th</sup> September would be rescheduled from 2pm to 7pm.</p> <p>16<sup>th</sup> July 2018 at 2pm  20<sup>th</sup> August 2018 at 7pm - cancelled  17<sup>th</sup> September 2018 at 2pm – rescheduled to 7pm  15<sup>th</sup> October 2018 at 2pm  19<sup>th</sup> November 2018 at 2pm</p>	
<b>25.</b>	<b>Exclusion of the Press and Public</b>	
	<p>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 member of the public left the meeting.</p>	
<b>26.</b>	<b>Preparation for the Next Questionnaire and Sites Consultation Report</b>	
<b>a.</b>	<p>Members received the reformatted and revised questionnaire and further amendments were made. The amended questionnaire would be emailed to the group for final checking before going to print.</p> <p>An update was given from the Call for Sites and correspondence from a site promoter. It was resolved that:</p> <ul style="list-style-type: none"> <li>i) the group would be guided by advice from the Senior Planning Officer.</li> <li>i) the promoter would be permitted to make a new submission and the site would be assessed accordingly.</li> <li>ii) the site would be included in the questionnaire, according to the outcomes of the assessment.</li> </ul> <p>It was resolved that if any further decisions relating to the questionnaire and sites were required, it would be delegated to the joint working group.</p>	<b>Coordinator/Joint Working Groups</b>

There being no more business the Chairman closed the meeting at 9pm

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_