

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 16<sup>th</sup> July 2018 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Elly Bunn (EB)  
Judith Clacy (JC)  
Martin Lister (ML)  
Gilly Lutton (GL)  
Mark Scofield (ML)  
John Steele (JS)

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

Agenda Number	Agenda Item	Action
<b>27.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Sue Dobson (Chairman), Irene Guidotti and Stephen Holland. As the Chair was not present at the meeting, John Steele was nominated to chair the meeting by Mark Scofield, seconded by Gilly Lutton and the unanimously agreed. John Steele took the Chair.	
<b>28.</b>	<b>Declarations of Interest in Agenda Items</b>	
	SA is a Trustee of the Landisdale Trust. MS is the Chairman of HOD and a member of the Danbury Society. There were no declarations of interest forms to be returned at the meeting.	
<b>29.</b>	<b>Public Participation Session</b>	
	The member of the public addressed the group about their site submission.	
	<i>Dan Carlin arrived at the meeting at 2.05pm and had no interests to declare.</i>	
<b>30.</b>	<b>Minutes</b>	
	The minutes from the meeting of June 18th were signed as a true record of that meeting.	
<b>31.</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	There were no action points that were not included in the agenda.	
<b>32.</b>	<b>Feedback from the Coordinator</b>	
I.	<b>Neighbourhood Plan Progress</b> The questionnaire would be sent to the printers the day after the meeting and the printer would then provide a date by which the questionnaire would be printed ready for delivery. The end date for the consultation could not be confirmed until the print date had been confirmed. It was suggested by the	<b>Coordinator</b>

	Chair that the group delegate the decision for the final closing date to the Coordinator so as not to delay the printing, and the group agreed.	
II.	<p><b>Funding Update</b></p> <p>Printing costs for the questionnaire were higher than anticipated due to the colour map. To compensate for the increased costs fewer copies would be printed as distribution would now be limited to Danbury residents and copies would only be delivered to households.</p> <p>As it had not been planned to print unique codes onto every questionnaire when the funding application had been made, there was no available budget for this. A request would be made at the Parish Council resources meeting on 18<sup>th</sup> July for this to be funded from the earmarked fund.</p>	
III.	<p><b>Feedback from Parish Council Planning Committee</b></p> <p>Members of the steering group had previously been informed that a member of the public would be addressing the Parish Council Planning Committee meeting on 2<sup>nd</sup> July regarding a site that had been submitted to the Neighbourhood Plan for consideration and a potential planning application.</p> <p>The committee had advised the member of the public to consult with Chelmsford City Council Planning Department and that decisions relating to the Neighbourhood Plan in that regard would be a matter for the Neighbourhood Plan Steering Group.</p> <p>The information provided by the member of the public would not alter the conclusions of the initial assessments for the site.</p>	
<b>33.</b>	<b>Feedback from Working Groups</b>	
I.	<p><b>Update on Progress from the Visions and Objectives/Research Groups.</b></p> <p>The questionnaire had been completed and the final amendments made. The group had met on the 9<sup>th</sup> July and the front page for the website had been agreed although it had subsequently been amended to make it read better in relation to the unique references. The number of key views had been reduced and marked on a map that would be published on the website. It had been decided not to post photographs of the views.</p>	
II.	<p><b>Update on Progress from the Developer Engagement Group</b></p> <p>No date had been received to meet the promoters for the new site that had been submitted in time for the Call For sites report and the Questionnaire.</p> <p>One discounted site had been superseded by a revised submission which met the initial criteria and would be consulted upon in the questionnaire.</p> <p>The website would be updated to inform residents about the</p>	<b>SH</b>

	new site and the revised site as they had not been in time to be included on the map for the exhibition that had been held in March.	
III.	<b>Feedback from the Communications Group.</b> An article had been submitted to the Danbury Times. Articles would also be submitted to the Journal, Contact and the Community News.	<b>Communication Group/Coordinator</b>
<b>34.</b>	<b>Preparation for the questionnaire</b>	
I.	<b>Printing Schedules</b> Printing schedules were yet to be confirmed as per minute 32(l)	
II.	<b>Online Survey Schedules</b> The online survey would take 6 days to script and then the URL would be provided for testing. The URL could include a customised name, for example 'Danbury Neighbourhood Plan'. An error message could also be included for when an incorrect unique reference was entered.	
III.	<b>Delivery Schedule</b> The delivery schedule would be coordinated by SH and MS. Parish Councillors would be asked if they would be able to assist with some rounds.	<b>SH/MS/Coordinator</b>
<b>35.</b>	<b>Correspondence</b>	
	A letter had been received from one of the site promoters inviting members of the group to visit some existing developments. Members felt that this should be considered during the next phase, once the questionnaire had been completed. If it were to be considered, site visits should be arranged with all site promoters whose sites were progressing through the plan.  Correspondence had been received from a site promoter about the way that sites would be consulted on. This had been raised at the joint working group meeting. A response had been drafted by the Chair and Assistant Clerk explaining the rationale behind the decision and members were in agreement with it.	<b>Coordinator</b>
<b>36..</b>	<b>Items for Public/Press Release</b>	
	An article would be submitted to The Journal and Contact Magazines. An article would be placed in the Community News Section of the Essex Chronicle. A drop in session during the consultation had been previously discussed and would be organised by the Communication Working Group. The Parish Council had a table at the Farmers Market on the 4 <sup>th</sup> August and members could attend to answer any questions in relation to the questionnaire.	<b>SH/ Coordinator/ Communication Working Group</b>
<b>37.</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>Coordinator</b>
<b>38.</b>	<b>Date of Next Meeting</b>	
	17 <sup>th</sup> September 2018 at 7pm	

<b>39.</b>	<b>Timetable of Meetings</b>	
	The following dates for future meetings were noted. 17 <sup>th</sup> September 2018 at 7pm 15 <sup>th</sup> October 2018 at 2pm 19 <sup>th</sup> November 2018 at 2pm	

There being no more business the Chairman closed the meeting at 2.54pm

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_