

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 17th September 2018 at 7pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Sue Dobson (SD) Chairman
Irene Guidotti (IG)
Stephen Holland (SH)
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
40.	Apologies for Absence	
	Apologies were received from Steve Arthurs, Elly Bunn, Dan Carlin and Judith Clacy.	
41.	Declarations of Interest in Agenda Items	
	MS is the Chairman of HOD and a member of the Danbury Society. SH is a director at the Danbury Community Association (Sports and Social Centre.) There were no declarations of interest forms to be returned at the meeting.	
42.	Public Participation Session	
	The member of the public referred the group to paragraph 68a of the revised NPPF in respect of sites smaller than 1ha.	
43.	Minutes	
	The minutes from the meeting of 16 th July were signed as a true record of that meeting.	
44.	Action Points Arising from the Minutes – not otherwise listed on the agenda.	
	Page 8: 32(II): The Parish Council had agreed for the unique code printing to be funded from the earmarked fund. A vote of thanks to the PC was proposed by SH and seconded by IG. 33(II): The website update had been completed. Page 9: The articles had been submitted to the Journal, Contact and Community News.	
45.	Feedback from the Coordinator	
I.	Neighbourhood Plan Progress The Coordinator reported that the consultation had closed on 15 th September and that paper responses would be sent to the research company the following week for inputting and analysis.	Coordinator

	<p>359 questionnaires had been completed online and 531 on paper, giving a total of 890. A few days would be allowed before sending the questionnaires to allow for any late deliveries. The final response figure would be confirmed once they had been verified and inputted.</p> <p>The Senior Planning Officer from Chelmsford City Council (CCC) had produced a draft Strategic Environmental Assessment Screening report that would be consulted upon with statutory consultees.</p> <p>An Air Quality Management Area (AQMA) had been declared by CCC along the A414 Maldon Road between Eves Corner and Butts Lane. An action Plan would be produced within a year and there would be a formal consultation. Advice had been sought from the Scientific Officer as to any potential implications for the Neighbourhood Plan.</p>																											
<p>II.</p>	<p>Funding Update The coordinator reported the following:</p> <table border="1" data-bbox="336 981 1110 1346"> <thead> <tr> <th>Grant Period</th> <th>Grant Awarded</th> <th>Spend to Date</th> <th>Remaining spend this grant period</th> <th>Grant Repaid</th> </tr> </thead> <tbody> <tr> <td>April 2017 – March 2018</td> <td>£3500.00</td> <td>£1581.69</td> <td></td> <td>£1918.31</td> </tr> <tr> <td>May 2018 – Jan 2019</td> <td>£4900.00</td> <td>£2559.35</td> <td>£2340.65</td> <td>TBC</td> </tr> <tr> <td>Total</td> <td>£8400.00</td> <td>£4141.04</td> <td>£2340.65</td> <td>£1918.31</td> </tr> </tbody> </table> <table border="1" data-bbox="336 1413 663 1816"> <tbody> <tr> <td>Total funding available</td> <td>£17000.00</td> </tr> <tr> <td>Total Committed Spend to Date</td> <td>£6481.69</td> </tr> <tr> <td>Remaining grant funding available</td> <td>£10518.31</td> </tr> </tbody> </table>	Grant Period	Grant Awarded	Spend to Date	Remaining spend this grant period	Grant Repaid	April 2017 – March 2018	£3500.00	£1581.69		£1918.31	May 2018 – Jan 2019	£4900.00	£2559.35	£2340.65	TBC	Total	£8400.00	£4141.04	£2340.65	£1918.31	Total funding available	£17000.00	Total Committed Spend to Date	£6481.69	Remaining grant funding available	£10518.31	
Grant Period	Grant Awarded	Spend to Date	Remaining spend this grant period	Grant Repaid																								
April 2017 – March 2018	£3500.00	£1581.69		£1918.31																								
May 2018 – Jan 2019	£4900.00	£2559.35	£2340.65	TBC																								
Total	£8400.00	£4141.04	£2340.65	£1918.31																								
Total funding available	£17000.00																											
Total Committed Spend to Date	£6481.69																											
Remaining grant funding available	£10518.31																											

46.	Feedback from Working Groups	
I.	Update on Progress from the Visions and Objectives/Research Groups. There were no updates from the Visions and Objectives/Research Groups.	
II.	Update on Progress from the Developer Engagement Group The Developer Engagement Group had been continuing with site assessment work.	
III.	Feedback from the Communications Group. A list had been produced of media coverage for the Questionnaire – attached.	
47.	Questionnaire Update	
I.	The group had delivered a questionnaire to every household in Danbury. It had been reported that a small number had not received copies. Where this had been reported to the Coordinator, new copies were delivered/collected from the Office. Copies had also been handed to residents at the drop-in sessions if requested. Volunteers who delivered the questionnaire were thanked.	
II.	It was noted that 890 responses had been received although there may be a few late responses over the next couple of days.	
III.	It was noted that enquires had been received as a result of the banner, articles in the Journal and Contact magazines, and the email that was sent to residents on the mailing list.	SH/MS/Coordinator
IV.	A letter of thanks would be sent to the printer who had kindly printed the banner free of charge and to the Danbury Society for kindly lending the frame for the banner to the group.	
V.	The following feedback from the questionnaire had been received: i) That the questionnaire was too complicated. iii) That the questionnaire did not include a question about speed limit reductions in some areas to 20mph. iii) That either more than one copy should have been delivered to each household or there should have been an explanation on the front page that additional copies were available.	
48.	Next Steps;	
I.	The timetable for the remainder of the plan process had been received and was agreed by the group, with the inclusion of a stage to present the draft plan to the Parish Council. The timetable may be subject to change over time.	SH
II.	Members discussed whether the Visions and Objectives Group had completed its tasks and whether to create a new Policy Writing Group. The Research group felt that their input would help to inform the policies and so it was decided to create a new Plan Writing Group incorporating members from both working groups. RESOLVED: That a new Plan Writing Group would be created to meet fortnightly to produce draft policies and additional	IG, ML, GL

	material for the draft plan. The Terms of Reference would be drafted for the next meeting. The group would meet fortnightly starting 21 st September at 2pm. Members would be IG, ML and GL.	
III.	Members discussed whether the Development Engagement Group should be renamed to the Sites Group to reflect more accurately the work of the group. The group had been discussing how best to approach the next phase of work and felt that there were 3 work streams: 1. Continue site assessment work, reviewing existing evidence and identifying where additional work was required; 2. Appraise the views of the residents once the results of the questionnaire had been received; 3. Consider the results of questionnaires 1 and 2 to determine sites that best meet the needs and wishes of the village. RESOLVED: That the Developer Engagement Group would be renamed Sites group, meeting fortnightly starting 28 th September at 2pm. The Terms of Reference would be drafted for the next meeting. The membership of the group would remain the same.	Sites Group
IV.	Members determined whether to apply for the technical support package for Options and Site Assessments from Locality that was available free of charge through the grant funding program. RESOLVED: That the technical support package would be applied for.	Coordinator
V.	It had been determined in minute 49(II) that the Research Group would be incorporated into the Plan Writing Group. RESOLVED: that the Research Group would be incorporated into the Plan Writing Group.	
VI.	Members discussed tasks for the Communication Group. RESOLVED: That: i) the Communications Group would be tasked with preparation for and consultation with statutory consultees. ii) the Communications Group would be tasked with preparing a presentation for the Parish Council of the results of the questionnaire and next steps.	Communications Group
50.	Neighbourhood Plan Round Table Event	
	A round table event would be held for Neighbourhood Plan Groups on 18 th October at 2.30pm to provide an update on the new NPPF, The Local Plan Examination, Masterplanning, Affordable Housing and an update from the RCCE. There would be 3 places available for the group. RESOLVED: that 3 members of the group would attend and that they should be the Chairman and a member each from the Plan Writing and Sites Groups.	
51.	Items to be Included in the Next Agenda	
	There were no items to be included in the next agenda.	
52.	Date of Next Meeting	
	15 th October at 2pm at the Parish Council Office	

53.	Timetable of Meetings	
	The timetable of meetings was discussed. RESOLVED: That a new timetable would be produced for the third Monday of each month, alternating times between 2pm and 7pm, and that the time of the meeting scheduled for the 19 th of November would be changed to 7pm. There would be no meeting held on December.	

There being no more business the Chairman closed the meeting at 8.37pm

Confirmed as accurate record of the meeting:

Chair _____

Date _____