

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 21<sup>st</sup> January 2019 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Sue Dobson (SD) Chairman  
Mandy Hessing (MH)  
Stephen Holland (SH)  
Martin Lister (ML)  
Mark Scofield (MS)  
John Steele (JS)

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

Agenda Number	Agenda Item	Action
<b>87</b>	<b>Apologies for Absence</b>	
	Apologies were received from Irene Guidotti, Gilly Lutton and Judith Clacy.	
<b>88</b>	<b>Declarations of Interest in Agenda Items</b>	
	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.) SA is a Trustee at the Landisdale Trust.	
<b>89</b>	<b>Public Participation Session</b>	
	There was no participation from the members of the public.	
<b>90</b>	<b>Minutes</b>	
	The minutes from the meeting of 19 <sup>th</sup> November 2018 were signed as a true record of that meeting as amended (to correct the misspelling of Chronicle.)	
<b>91</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	<p>Feedback from the Coordinator circulated in appendix 1a under agenda item 6.I had included updates on actions from the minutes:</p> <p><b>Minute 74:</b> A letter of thanks had been sent to Dan Carlin.</p> <p><b>Minute 76.II(i):</b> The site visits had been completed by the Sites Group but information had yet to be received from the Heritage Officer at Chelmsford City Council.</p> <p><b>Minute 76.II(ii)</b> Further information relating to the process that the Technical Support Package would follow had been received and was explained to the Group.</p> <p><b>Minute 79.1:</b> The finalised SEA screening report had yet to be received. RAMSAR implications for the Neighbourhood Plan were</p>	

	<p>in the Chelmsford City Council Local Plan Pre-Submission Document, Strategic Growth Site 9 – Danbury.</p> <p>The following action had not been included in the Coordinator Feedback:  <b>Minute 86.II:</b> The finalised report hadn't been received in time to be published on the website at the time of the exhibition, however the summary of the results was given at the exhibition and published along with the exhibition materials.</p>	
<b>92</b>	<b>Feedback from the Coordinator</b>	
I.	<p>Feedback from the coordinator had been previously circulated including actions from the minutes (Minute 91) and feedback from the Chelmsford City Council (CCC) Local Plan Hearing for Chelmsford Growth Site 3.</p> <p>The Senior Chelmsford City Council Officer had reported to the Coordinator that issues raised for clarification, at the Hearing with regards to Danbury, were whether the number of homes allocated was '100' or around '100' and what would happen if for any reason the Neighbourhood Plan were not completed.</p> <p>A member asked whether there had been any updates from the Site Options and Assessment Consultant. The Coordinator had not been able to contact them in time for the meeting but would follow this up.</p>	<b>Coordinator</b>
II.	<p><b>Funding Update</b></p> <p>The current grant period would end on 31<sup>st</sup> January 2019. The grant would be closed either on or before that date and any unspent monies repaid to the funding body.</p> <p>A grant variation request had been approved to renew the subscription for the website and domain name for a further 2 years.</p>	<b>Coordinator</b>
<b>93</b>	<b>Feedback from Working Groups</b>	
I.	<p><b>Plan Writing Group</b></p> <p>An outline for the Draft Plan had been produced and had been circulated to the group. A member requested that additional detail would be added to each section in the outline. It was suggested that it may be helpful for the group if the outline and draft documents were available on a shared platform – perhaps a member's area on the Website.</p>	<b>Coordinator</b>
II.	<p><b>Update on Progress from the Sites</b></p> <p>i) The group were working through a checklist of Chelmsford City Council Policies and identifying which policies were relevant to sites. They were also reviewing any existing Sustainability Appraisals and planning histories.</p> <p>Once this was completed, the group would consider information from the first stage of the Consultant's assessment process, once</p>	<b>Coordinator</b>

	<p>it was available, and then look at the questionnaire results in more detail.</p> <p>It was agreed that a letter would be written, via CCC to sites that had been submitted to the CCC Call for Sites Process, but not directly to the Neighbourhood Plan, to enquire as to whether the sites were still available.</p> <p>It was agreed that a letter would be written to Essex County Council to confirm whether any of the sites would be subject to any restrictions due to minerals safeguarding.</p> <p>A letter had been written to Natural England by a member of the group regarding the grading of Agricultural land in the area.</p> <p>It was agreed that an extraordinary meeting would be called if any information from the Site Options and Assessment Consultant were forthcoming that the Sites Group would like to act on prior to the next Steering Group Meeting.</p>	<p><b>Coordinator</b></p> <p><b>SD</b></p> <p><b>Coordinator/ Chairman</b></p>
III.	<p><b>Feedback from the Communications Group</b></p> <p>i) Articles had been submitted to the Journal and Contact. It had been intended to submit an article to the Chronicle but the wording had yet to be confirmed.</p> <p>ii) The Coordinator had received feedback that there could be more information available on the website and recommended that the Communications Group meet to review the Website and whether more information could be published.</p>	<b>Coordinator/ Communications Group</b>
IV	The timetable for the plan would be reviewed at the next meeting.	
<b>94.</b>	<b>Questionnaire Report Exhibition and Presentation to the Parish Council</b>	
<b>I.</b>	The final draft of the Questionnaire report had been received and was agreed for publication on the website.	<b>Coordinator</b>
<b>II.</b>	<p>The exhibition was attended by 172 residents, including the Mayor and a County Councillor. During the exhibition, residents had appreciated the clear, concise and well-presented information, and the work of the Steering Group. Many discussions were held throughout the sessions.</p> <p>A presentation was made to the Parish Council at their meeting held on 28<sup>th</sup> November. It was suggested that an opportunity to present to the Parish Council with more time allowed would be helpful.</p>	
<b>95</b>	<b>Items for public/press release</b>	
<b>I.</b>	There were no additional items for public/press release.	
<b>96.</b>	<b>Items to be Included in the Next Agenda</b>	
	It was requested that a mechanism to ensure that items being worked on by members of the group would be collated centrally as an additional back-up to reduce the risk of work being lost. This would be brought back to the next agenda.	<b>Coordinator</b>
<b>97</b>	<b>Date of Next Meeting</b>	

	18 <sup>th</sup> February 2019 at 7pm at the Parish Council Office.	
<b>98</b>	<b>Timetable of Meetings</b>	
	<p>The timetable of meetings below was agreed.</p> <p>18<sup>th</sup> March 2019 2pm</p> <p>1<sup>st</sup> April 7pm 2019 (if required)</p> <p>20<sup>th</sup> May 2019 2pm</p> <p>17<sup>th</sup> June 2019 7pm</p> <p>15<sup>th</sup> July 2019 2pm</p> <p>All to be held at the Parish Council Office</p>	

There being no more business the Chairman closed the meeting at 3.15pm.

Confirmed as accurate record of the meeting:

Chair

Date