

## Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 18<sup>th</sup> March 2019 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Elly Bunn (EB)  
Judith Clacy (JC)  
Mandy Hessing (MH)  
Stephen Holland (SH)  
Martin Lister (ML)  
Gilly Lutton (GL)  
Mark Scofield (MS)  
John Steele (JS)

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

Agenda Number	Agenda Item	Action
<b>99</b>	<b>Apologies for Absence</b>	
	Apologies were received from Sue Dobson (Chairman) and Irene Guidotti.  In the absence of the Chairman, it was agreed that John Steele would take the Chair.	
<b>100</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 and St John's Church	
<b>101</b>	<b>Public Participation Session</b>	
	The member of the public expressed an interest in the Site Assessment Report and was informed that it had not yet been received.	
<b>102</b>	<b>Minutes</b>	
	The minutes from the meeting of 21st January 2019 were signed as a true record of that meeting.	

105 II	<p><b>It was agreed to move Feedback from the Sites Working Group up the agenda as SH had to leave the meeting early.</b></p>	
	<p>SH explained the methodology used in assessing the sites that had been developed to ensure and demonstrate that each site had been treated equally. Assessments were carried out by the group and not individually.</p> <p>It had included a review of each site using available Chelmsford City Council (CCC) Data and policies, planning histories and sustainability appraisals.</p> <p>The Site assessment report from AECOM had yet to be received.</p> <p>The group had met the CCC Senior Planning Officer to give an update on progress and seek guidance on the selection and allocation process.</p> <p>The next steps were to:</p> <ul style="list-style-type: none"> <li>Provide an update to the Parish Council</li> <li>Rank the sites based on sustainability, conformity to CCC policy and any identified constraints.</li> <li>Compare the group's findings with the AECOM findings.</li> <li>Use the results of Questionnaire 2 to document the wishes of the village.</li> <li>Develop a scoring mechanism to provide an overall assessment of suitability, availability, and achievability of each site and use that score to prepare the draft site selection to accommodate the 100 homes.</li> <li>Draft Site-specific policies</li> <li>Engage with Landowner's/developers.</li> </ul> <p><u>Q. What would happen if there were a difference between the AECOM Assessments and the Group's Assessments?</u></p> <p>A. The group would take advice from CCC.  The AECOM report would be a guide to decision making and to make sure that it was complete and would pass at the planning examination.</p> <p>A discussion then followed relating to the site assessments and the importance of the wishes of the village.</p> <p><i>SH left the meeting at 2.21pm.  MS left the room at 2.21pm and returned at 2.23pm.</i></p>	

<b>103</b>	<b>Action Points Arising from the Minutes – not otherwise listed on the agenda.</b>	
	<p>Actions from the minutes had been previously circulated:</p> <p>93 II The letter was sent via CCC to the sites that had been submitted to the CCC Call for Sites Process, but not directly to the Neighbourhood Plan. A response had been received from one site but there had been no response from the others.</p> <p>93 II The response from ECC Minerals and Waste had been received and distributed to the group.</p> <p>93 III(i) There was no article submitted to the Chronicle.</p> <p>93 III(ii) The website had yet to be reviewed.</p> <p>94 I The Qa questionnaire report had been posted on the website.</p>	
<b>104</b>	<b>Feedback from the Coordinator</b>	
I.	<p><b>Chelmsford City Council (CCC) Local Plan Update</b> The update had been previously circulated to the group: Following the CCC Local Plan examination in Public, the Inspector’s post hearing advice note and CCC response had been published on the CCC website under post hearing documents.</p>	
II.	<p><b>Grant Funding Update</b> The update had been previously circulated to the group: The grant period had ended on 31<sup>st</sup> January 2019 and closing documentation submitted on 1<sup>st</sup> February 2019. Unspent monies of £643.80 had been repaid and confirmation had been received. Total Grant monies spent to date were as follows:</p> <p>Grant period April 2017-March 2018: £1581.69 Grant Period April 2018-January 2019: £4256.20 Total Grant Spend to Date: £5837.89</p>	
<b>105</b>	<b>Feedback from Working Groups</b>	
I.	<p><b>Plan Writing Group</b> The updated plan outline had been had been circulated to the group. Work was progressing on the introduction, environmental and transport and movement policies.</p>	
II.	<p><b>Sites Working Group</b> The group had agreed to move this item to follow on from the signing of the minutes.</p>	
III.	<p><b>Feedback from the Communications Group</b> The communications group had not met.</p>	

IV	The proposed, reviewed timetable had been circulated to the group, however it was decided that it should not be confirmed until the AECOM report had been received which would give a better indication of the timescales for the Site Assessments to be completed.	
<b>106.</b>	<b>Strategic Environmental Assessment Screening Report</b>	
	It was noted that the Strategic Environmental Assessment (SEA) Screening Report had been received from Chelmsford City Council and that it had concluded that an SEA would be required.	
<b>107</b>	<b>Items for public/press release</b>	
	There were no additional items for public/press release however, feedback from the steering group would be included on the agenda for the Full Parish Council Meeting on 27th March when SH would present an overview on the plan progress. A joint working group meeting could have been held on the 25 <sup>th</sup> March to discuss the presentation, however the group felt that that would not be necessary.	
<b>108.</b>	<b>Items to be Included in the Next Agenda</b>	
	Timescales for the Strategic Environment Assessment and whether it needs to be moved down the plan timetable.	<b>Coordinator</b>
<b>109</b>	<b>Date of Next Meeting</b>	
	MS proposed that the meeting scheduled for 1 <sup>st</sup> April would not be required, this was seconded by JC and agreed. The next meeting would be held on 20th May 2019 at 2pm at the Parish Council Office.	
<b>110</b>	<b>Timetable of Meetings</b>	
	The timetable of meetings below was agreed. 20 <sup>th</sup> May 2019 2pm 17 <sup>th</sup> June 2019 7pm 15 <sup>th</sup> July 2019 2pm  All to be held at the Parish Council Office  The Coordinator would produce a timetable of meetings from 15 <sup>th</sup> July based on the existing pattern.	

There being no more business the Chairman closed the meeting at 2.50pm.

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_