

Danbury Neighbourhood Plan Steering Group

Minutes of the Meeting held on 20th May 2019 at 2pm
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Elly Bunn (EB)
Judith Clacy (JC)
Cllr Mrs A Chapman
Sue Dobson (SD) Chairman
Cllr Mrs Mandy Hessing (MH)
Stephen Holland (SH)
Martin Lister (ML)
Gilly Lutton (GL)
Mark Scofield (MS)

In Attendance: Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator
3 Members of the Public

Prior to the meeting commencing, Sue Dobson welcomed Cllr Mrs Chapman to the steering group. Cllr Mrs Chapman had been nominated to join the group by the Parish Council at their meeting on 15th May 2019, following the resignation of Cllr John Steele.

Agenda Number	Agenda Item	Action
19/20 1	Election of Chairman for the year 2019/20	
	Sue Dobson was proposed by Cllr Mrs Hessing and seconded by Elly Bunn and as there were no other nominations it was: Resolved: that Sue Dobson be elected Chairman of the Steering Group for the year 2019/20 In the Chair Sue Dobson. <i>Martin Lister arrived at the meeting.</i>	
19/20 2	Election of Vice Chairman for the year 2019/20	
	Stephen Holland was proposed by Judith Clacy and seconded by Cllr Mandy Hessing and as there were no other nominations it was: Resolved: that Stephen Holland be elected Vice Chairman of the Steering Group for the year 2019/20.	
19/20 3	Apologies for Absence	
	Apologies were received from Steve Arthurs (SA) and Irene Guidotti (IG)	

19/20 4	Declarations of Interest in Agenda Items	
	<p>Mark Scofield was the Chairman of HOD and a member of the Danbury Society.</p> <p>Stephen Holland was a director at the Danbury Community Association (Sports and Social Centre.).</p> <p>Sue Dobson had been recently elected as a City Councillor for Bicknacre and West Hanningfield and would serve on the Chelmsford City Council Planning Committee.</p>	
19/20 5	Public Participation Session	
	There were no questions from the members of the public. One member of the public and submitted a request for a site to be included in the plan.	
19/20 6	Minutes	
	The minutes from the meeting of 18th March 2019 were signed as a true record of that meeting.	
19/20 7	Actions Arising from the minutes	
	Actions arising from the minutes not otherwise listed on the agenda.	
	There were no actions not otherwise listed on the agenda	
19/20 8	Feedback from Working Groups	
I.	<p>Plan Writing Group</p> <p>The group had received an updated plan outline from the Plan Writing Group. The coordinator reported that Elly Bunn had been working hard on Transport and Movement and was working towards information for a statement of consultation. GL reported that, working with IG, the introduction to the plan was in progress considering population and demographics and the environment and history of the village. ML was completing work on heritage.</p>	
II.	<p>Sites Working Group</p> <p>An update had been circulated to the group. Stephen Holland reported that the sites group had reviewed each site using data produced for Chelmsford City Council (CCC) – with around 30 criteria.</p> <p>The draft site assessment report had been received and, overall, the sites group considered that it was largely in line with the group’s findings. A report with feedback from the group had been sent to the consultant. The final report was awaited.</p> <p>The group had begun to consider the results of the questionnaire and objectives of the plan. Criteria had been developed to assess each site against the criteria.</p>	

	<p>Remaining work was to complete the housing questions analysis, rank sites based on sustainability, conformity to CCC policies and constraints.</p> <p>The results of the 2nd questionnaire would be used to reflect the wishes of the village.</p> <p>The sites would be scored and the score used to prepare a draft site selection and allocation of around 100 homes.</p> <p>The site-specific policies would be drafted and the group would progress discussions with the landowners/developers to look at their proposals for their site(s) and how these could fit in with the draft site allocation.</p>	
III.	<p>Feedback from the Communications Group</p> <p>SD would be speaking at the Annual Parish Meeting that evening (20th May). A draft of the speech had been circulated to members of the communications group.</p>	SD
19/20 9.	Site Assessments	
	<p>i) It was noted that a draft of the Site Assessment Report had been received. The final draft had been sent to the grant funding body for approval and had yet to be received by the group.</p> <p>ii) It was noted that a request for information had been sent to Essex Highways for advice as to whether there were any potential highways issues for sites.</p>	
19/20 10	Potential New Site Submission	
	<p>The group considered whether to accept a new site submission. It was explained that the site would need to conform with Chelmsford City Council (CCC) Policies - in particular whether it would be within or adjacent to the Defined Settlement Boundary. An answer from CCC regarding the defined settlement boundary had not yet been received. SD proposed that the decision be deferred until an answer had been received from CCC and the group agreed.</p>	Coordinator
19/20 11	Strategic Environment Assessment (SEA)	
	<p>The group had previously received the details of the Technical Support Package. At the request of a member, other options had been investigated and previously circulated to the group. There had been a concern about timescales and SH explained that previous advice had been that the SEA would be done on the draft plan, however information from the Aecom was that the technical support package would run alongside the plan process. MS had previously circulated a newsletter from Locality (the grant funding Body), which recommended that the SEA is done as the plan progresses and that the minimum time would be 11 weeks,</p>	Coordinator

	<p>although the technical support package document states 18 weeks as a minimum.</p> <p>RESOLVED: that the group would apply for the SEA Technical Support Package through the grant funding body. Proposed Stephen Holland, seconded Judith Clacy, all agreed.</p>									
19/20 12.	Annual Parish Meeting									
	SD would be speaking at the Annual Parish Meeting as discussed in minute 19/20 8(III). The group would have a stand with the Neighbourhood Plan maps and questionnaire results to hand.	SD, SH, Steering Group								
19/20 13	RCCE Coffee Morning									
	It was noted that there would be an RCCE coffee morning on 7 th June and that 3 members had requested places.									
19/20 14	Items for public/press release									
	<p>There had been no articles recently as there was very little to report and it was suggested that the group wait until there was a project plan update. It may be possible to include an article giving a synopsis of the Annual Parish Meeting Speech in the Danbury Times – the deadline for which would be the third week in June.</p> <p>The editor of the Contact Magazine had offered to do an article for the group but it was felt that the group wasn't quite ready yet.</p>	Communications Group								
19/20 15	Items for the next agenda									
	There were no items requested for the next agenda. If members had any, please would they submit them before the Tuesday prior to the meeting.	Steering Group								
19/20 16	Date of next meeting									
	17 th June 2019, 7pm at the Parish Council office.									
19/20 17	Timetable of Meetings									
	<p>The timetable of meetings below was agreed.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">15th July 2019 2pm</td> <td style="width: 50%;">18th November 2019 2pm</td> </tr> <tr> <td>19th August 2019 7pm</td> <td>20th January 2020 7pm</td> </tr> <tr> <td>16th September 2019 2pm</td> <td>17th February 2020 2pm</td> </tr> <tr> <td>21st October 2019 7pm</td> <td>16th March 2020 7pm</td> </tr> </table> <p>All to be held at the Parish Council Office.</p>	15 th July 2019 2pm	18 th November 2019 2pm	19 th August 2019 7pm	20 th January 2020 7pm	16 th September 2019 2pm	17 th February 2020 2pm	21 st October 2019 7pm	16 th March 2020 7pm	
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There being no more business the Chairman closed the meeting at 2.45pm.

Confirmed as accurate record of the meeting:

Chair _____

Date _____