

## Danbury Neighbourhood Plan Steering Group

Minutes of the Extraordinary Meeting held on 16<sup>th</sup> March 2020 at 2pm  
At Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

**Present:** Steve Arthurs (SA)  
Cllr A Chapman (AC)  
Judith Clacy (JC)  
Irene Guidotti (IG)  
Cllr M Hessing (MH)  
Stephen Holland (SH)  
Martin Lister (ML)  
Mark Scofield (MS)

**In Attendance:** Lesley Mitchelmore (LM), Neighbourhood Plan Coordinator, a member of the public and a site owner.

Agenda Number	Agenda Item	Action
<b>19/20 58</b>	<b>Apologies for Absence</b>	
	<p>Elly Bunn, Sue Dobson (Chairman) Gilly Lutton</p> <p>In the absence of the Chairman, Judith Clacy proposed that Stephen Holland take the Chair, Seconded by Martin Lister and all Agreed.</p> <p>Stephen Holland took the Chair.</p>	
<b>19/20 59</b>	<b>Declarations of Interest in Agenda Items</b>	
	<p>Mark Scofield declared that he was the Chairman of HOD, a member of the Danbury Society and lived overlooking a Site.</p> <p>Stephen Holland declared that he was a director at the Danbury Community Association (Sports and Social Centre.).</p> <p>Judith Clacy declared that she lived overlooking a site.</p> <p>Steve Arthurs declared that he was a trustee of the Landisdale Trust and Fabric Officer at St John's Church.</p> <p>Cllr M Hessing declared that she lived close to a site.</p> <p>Cllr A Chapman declared that he lived next to a site.</p> <p>Martin Lister declared that he lived opposite a site.</p>	
<b>19/20 60</b>	<b>Public Participation Session</b>	
	<p>The member of the public lived in the Riffhams Lane area. They were interested to learn more about the Neighbourhood Plan and ensure that they had the opportunity to comment on the site and put the case forward to protect the area as much as possible. The</p>	

	<p>Neighbourhood Plan process to date was explained and an invitation extended to join the mailing list.</p> <p>The site owner from Danecroft (Site D14) was interested to hear the report from the Sites Working Group to determine whether they would address the committee. This was acceptable to the Committee.</p>	
<b>19/20 61</b>	<b>Chelmsford City Council Local Plan</b>	
	<p>It was noted that the Chelmsford City Council Local Plan (modified submitted plan) had been found to be sound by the Planning Inspector and was likely to be adopted at the end of March. The Local Plan could now be afforded significant weight which would only be surpassed by formal adoption. Further information was available here: <a href="https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/local-plan-examination/">https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/local-plan-examination/</a></p>	
<b>19/20 62</b>	<b>Minutes</b>	
	<p>RESOLVED: that the minutes from the meeting of 16th December 2019 were approved and signed as a correct record.</p>	
<b>19/20 63</b>	<b>Actions Arising from the minutes</b> Actions arising from the minutes not otherwise listed on the agenda.	
	<p><b>19/20 51.2:</b> The re-wording of the Design and Heritage Statement to make it firm enough in its intention without being too prescriptive had yet to be completed.</p> <p><b>19/20 53.i</b> The Neighbourhood Plan Coordinator had approached two companies regarding plan writing assistance. Both had Neighbourhood Plan experience. One was based in Gloucestershire and declined to quote due to the distance involved. The other had requested that documents be sent in order that a quote could be provided based on progress so far and group's needs. The Coordinator would collate everything to send but this would take some time to pull together.</p>	<p>Sites Working/Plan Writing Group</p> <p>Co-ordinator</p>
<b>19/20 64</b>	<b>Feedback from Working Groups</b>	
	<p><b>19/20 64. 1 Plan Writing Working Group.</b> Irene Guidotti gave a verbal update. The plan writing group were focusing on writing the Design Code and had researched a number of Neighbourhood Plan Design Codes and other design documents to inform the process. These included Living with Beauty and Building for Life. They had considered what was relevant to Danbury and were trying to avoid negative statements. There was a concern about the legality of using photographs of houses as examples, without the resident's permission. This could be double checked although the group considered that it wouldn't be an</p>	

	<p>issue and photographs could be taken of features rather than entire properties.</p> <p>The group were working to not be too prescriptive and too negative towards new design and development. Cllr A Chapman suggested that there needs to be indication of the most useful format for the planning committee to use before the code was handed on.</p> <p>The group felt that they were 70-80% of the way through the process and weren't sure if the design code assistance was needed – but it was an option.</p> <p>The Coordinator reported that the Plan policies were being reviewed and tidied up.</p>	
	<p><b>19/20 64.2 Sites Working Group</b></p> <p>Stephen Holland gave a verbal update from the report circulated prior to the meeting having explained the process so far for the benefit of the members of public who were present:</p> <p><i>The Steering Group and Landowners were bound by a Confidentiality Agreement to ensure the integrity of the Neighbourhood Plan process and to preserve the commercial sensitivity of the Landowners' proposals.</i></p> <p><i>The Sites Working Group were currently undertaking an assessment of the partial sites having received indicative proposals from Landowners or their Agents of the sites under review. This work included the following:</i></p> <ul style="list-style-type: none"> <li>• <i>AECOM Sites Option and Assessment – Report completed May 2019.</i></li> <li>• <i>AECOM Sites Option and Assessment Report Addendum – Draft Report received.</i></li> <li>• <i>AECOM Housing Needs Assessment – Draft Report received.</i></li> <li>• <i>AECOM Strategic Environmental Assessment – Appraisal of 'reasonable alternatives' for the Danbury Neighbourhood Plan – Awaited.</i></li> <li>• <i>Essex Highways Advice – Draft comments received.</i></li> </ul> <p><i>These documents would not be released piecemeal to the community.</i></p> <p><b>Progress</b></p> <ul style="list-style-type: none"> <li>• <i>The status of each Report is noted above.</i></li> </ul>	

- *The Agents for Site D7 – Land at Tyndales Farm West have submitted a proposal for part of the site which is now included in the assessment.*
- *The Steering Group have met with officials of Essex Highways, Chelmsford City Council Planning and Heritage & Conservation to provide them with Landowners’ indicative proposals. This meeting discussed the implications of Highways access and Heritage of each proposal.*

**Next Steps**

- *On receiving the advice above, the Steering Group would develop proposals for new housing for inclusion in the Draft Neighbourhood Plan.*
- *The Steering Group would consult with Chelmsford City Council Planning and publish the Site Selection and Allocation proposals to the community.*
- *No timescale was available for completion of the work, but the web site would be updated when information could be released.*

Stephen Holland also explained that:

- Site D7 hadn’t forwarded a proposal initially but had now, and it was being included in the assessment work.
- The Sites working group had met with Chelmsford City Council planning officers and Essex County Council Highways Officers to understand the highways and heritage impacts of the proposals.
- Once the documents had been received the group would work out a strategy and may need to go back to the landowners to talk to them. This would be completed as soon as possible – it was quite well advanced but a timescale couldn’t be given.
- There may be a public meeting to explain the conclusions of the group before the draft plan is completed.

The meeting was suspended to give the site owner an opportunity to address the committee. The site owner gave an update on highways access to the group.

<b>19/20 65</b>	<b>Items for public/ press release</b>	
	<p>An article had been written for inclusion in the Danbury Times, however there was not room in the publication for it to be included on this occasion.</p> <p>A version of that article could be submitted to the April/May edition of the Contact.</p> <p>This could perhaps include a graph of progress.</p> <p>The Annual Parish Meeting had been scheduled for the 4<sup>th</sup> May, 2020 and it may be possible for the Chair to speak. There would also be an opportunity to have a table and display as in previous years.</p>	<b>SH/SD/Coordinator/Communications Group</b>
<b>19/20 66</b>	<b>Timetable of meetings</b>	
	<p>The group considered suspending Steering Group Meetings whilst assessment and plan writing work continued. They would be reconvened when required. A lot of meetings had been cancelled over the past months.</p> <p>Resolved: that Steering Group Meetings would be suspended whilst assessment and plan writing work continued. They would be reconvened when required.</p> <p>Proposed: Judith Clacy. Seconded: Cllr M Hessing. All agreed.</p>	

There being no more business the Chairman closed the meeting at 2.35pm.

Confirmed as accurate record of the meeting:

Chair \_\_\_\_\_

Date \_\_\_\_\_