

**Danbury Parish Council
Neighbourhood Plan Steering Group**

**Minutes of the Extraordinary Meeting held on 3 May 2022 at 2.00pm at Danbury Parish Council Office,
Main Road, Danbury, CM3 4NQ**

Present: Cllr A Chapman, Cllr Hessian, Mr Arthurs, Mrs Clacy, Mrs Dobson, Mrs Guidotti, Mr Holland, Mrs Lutton and Mr Scofield.

In Attendance: Mrs Mitchelmore (Assistant Clerk)

22/23.01 Apologies for absence

None

22/23.02 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

The following interests were declared:

Mrs Dobson was a Chelmsford City Councillor and a member of the Chelmsford City Council Planning Committee

Cllr A Chapman lived in close proximity to site D14

Mr Arthurs had an interest in site D5 as a Trustee of the Landisdale Trust and was an Officer of St John's Church

Mr Holland was a director of the Danbury Community Association

Mr Scofield was Vice Chairman of the Danbury Society. He also lived in close proximity to site D4

Cllr Hessian lived near to site D20

22/23.03 Public Question Time

Members of the public are invited to address the Neighbourhood Plan Steering Group, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Neighbourhood Plan Steering Group meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present.

22/23.04 Minutes

RESOLVED: that the minutes of the meeting held on 29 March 2022 were approved and signed as being a true record.

Proposed: Mr Holland, seconded: Mr Arthurs and all agreed.

22/23.05 Engagement Strategy

Members had received a draft communication to be sent to site owners/agents informing them whether their sites had been allocated in the draft Neighbourhood Plan.

Mr Holland proposed that Standing Order 7 be suspended to enable the group to reconsider the resolution made at the meeting held on 29 March, 2022, Minute 21/22.14 that site agents/owners would be informed of the site allocations on 12 May 2022.

RESOLVED: that Standing Order 7 be suspended to enable to group to reconsider the resolution made at the meeting held on 29 March, 2022, Minute 21/22.14.

Proposed: Mr S Holland, seconded: Mrs Clacy and all agreed.

Mrs Guidotti proposed that the notifications for site owners/agents be brought forward to 6 May 2022 and members agreed.

RESOLVED: that the notifications for site owners/agents be sent on 6 May 2022.

Proposed: Mrs Guidotti, seconded: Mrs Lutton and all agreed.

The notifications were considered and agreed and a discussion was held on the process should a site owner/agent object. It was noted that there would be an opportunity to make representations at the Regulation 14 Consultation and the group would review any responses with Chelmsford City Council.

RESOLVED: that the notifications were agreed and would be sent to the site owners/agents on 6th May 2022.

Proposed: Cllr Hessing, seconded: Mr Scofield and agreed with 1 abstention.

22/23.05 Dates of next meeting

The date of the next meeting would be confirmed after the exhibition. However, there would be a joint sites and plan writing working group meeting on Tuesday 17th May to review feedback from the exhibition.

22/23.06 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

Proposed: Mrs Dobson, seconded: Cllr Hessing and agreed.

Mr S Arthurs left the meeting.

22/23.07 Public Exhibition

Members considered the materials for the exhibition that would be held on 13 and 14th May 2022, made amendments and agreed the text. Mr Holland was thanked for his hard work and time invested in producing posters for the exhibition.

24 A1 posters would be required for the exhibition at a cost of £240 ex VAT and an additional £25 ex VAT for a patch to update the advertising banner.

RESOLVED: that a budget up to £240 ex VAT for posters and £25 ex VAT for the patch to the poster would be requested from the Neighbourhood Plan budget for exhibitions.

Proposed: Mr Holland, seconded Mrs Dobson and all agreed.

There being no further business to transact, the Chairman closed the meeting at 3.47pm.

Signed Chairman.....Date.....