

Danbury Parish Council
Neighbourhood Plan Steering Group

Minutes of the meeting held on 21 December 2022 at 10am at Danbury Parish Council Office, Main Road, Danbury, CM3 4NQ

Present: Cllr A Chapman, Cllr Hessian, Mr Arthurs, Mrs Clacy, Mr Holland, Mrs Lutton (Via Zoom and so would not be able to vote during the meeting) and Mr Scofield.

In Attendance: Mrs Mitchelmore (Assistant Clerk), Mr D Lutton (Via Zoom), two members of the public

22/23.18 Election of Chairman

Mrs Dobson was nominated by Mrs Clacy and seconded by Cllr Hessian. There being no further nominations. Mrs Dobson was elected unopposed.

RESOLVED: that Mrs S Dobson be Chairman of the Neighbourhood Plan Steering Group for the remainder of the Municipal Year.

22/23.19 Election of Vice-chairman

Mr Holland was nominated by Mrs Clacy and seconded by Mr Arthurs. There being no further nominations. Mr Holland was elected unopposed.

RESOLVED: that Mr Holland be Vice-chairman of the Neighbourhood Plan Steering Group for the remainder of the Municipal Year.

22/23.20 Apologies for absence

Mrs Dobson, Mrs Guidotti

In Mrs Dobson's absence, Mr Holland took the Chair.

22/23.21 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:

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

22/23.22 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.

The members of the public were site owners who had attended to hear about progress for the Plan.

22/23.23 Minutes

RESOLVED: that the minutes of the meeting held on 9 December 2022 were approved and signed as being a true record.

Proposed: Cllr Chapman, seconded Mrs Clacy and all agreed.

22/23.24 Engagement Strategy

Mr Holland explained the Consultation process to the members of the public.

Mr Holland circulated a summary of the strategy for the Regulation 14 Consultation based on information from the meeting held on 9 December and this was considered by Committee Members for recommendation to Parish Council. Mr Holland and Mrs Hessing shared examples of the format of consultation forms that had been used by other Neighbourhood Plan Groups. Mr Holland suggested that a working party be formed to determine the detail and timetable in the lead up to the Consultation, but members did not consider that this was necessary.

RESOLVED: that the following strategy for the Regulation 14 Consultation be recommended to the Parish Council:

1. The consultation would run from 1 February 2023 to 14 March 2023.
2. An explanatory leaflet would be distributed to every household in Danbury with the Focus Magazine. Cllr Hessing circulated the proposed leaflet and it was agreed that amendments be made and the leaflet emailed to Committee Members.
3. Articles would be submitted to the Essex Chronicle, Focus and Contact Magazines, for inclusion in their February Editions, explaining to residents how they could access the draft plan and comment on it.
4. The draft plan and associated documents would be available on the Danbury Neighbourhood Plan Website.
5. 250 copies of the draft plan would be printed and residents without internet access could request a copy from the Parish Office.
6. Copies of the draft plan would be available for viewing at the Parish Office, Danbury Library and Danbury Leisure Centre.
7. An open session would be held at the Old Pavilion or St John's Church Meeting Room on 4 March to enable residents ask any questions that they may have about the draft plan.
8. Residents would be encouraged to give their comments electronically but could respond on paper if they preferred.

Proposed: Mrs Clacy, seconded Mr Scofield and all agreed.

22/23.25 Matters for Report

The Parish Council would be considering the draft Plan at an extraordinary meeting on 19 January 2023.

22/23.26 Date of next meeting

A date for the next would be arranged as required.

22/23.27 Exclusion of Press and Public

RESOLVED: In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve 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: Cllr A Chapman. Seconded Mrs Clacy and all agreed.

22/23.28 Draft Neighbourhood Plan

Members considered the draft plan as amended and the additional documents for inclusion within the evidence base to be recommended to the Parish Council for the Regulation 14 Consultation.

RESOLVED: that the draft plan as amended and additional documents were recommended to the Parish Council to proceed to the Regulation 14 Consultation on 1 February.

Proposed: Cllr Hessing, seconded Mrs Clacy and all agreed.

There being no further business to transact, the Chairman closed the meeting at 11.15am.