



## **DANBURY PARISH COUNCIL**

### **Strategic Plan 2022 – 2027**



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## Introduction

The Strategic Plan aims to provide Danbury residents with a clear understanding of the Parish Council's (the Council) priorities and objectives for the period May 2022 to April 2027. This Plan is the framework for the Council to deliver its objectives within a planned budget and timeframe.

This Plan is a 'live' document that will be monitored and updated regularly (at least bi-annually). Progress and updates will be provided via The Danbury Times and the Council's website and social media pages.

One of the focuses over this period of time will be finalising the Neighbourhood Plan for Danbury which will complement the Chelmsford City Council's New Local Plan. These two documents will be used for the future planning of Danbury until 2036 and are very important. Currently the Danbury Planning Framework is still used as a supplementary planning document.

Some issues facing the village are areas which are not directly under the control of the Council, however the Council will seek to use its influence to ensure that service providers such as Chelmsford City Council, Essex County Council, Rural Community Council of Essex, National Association of Local Councils, Essex Association of Local Councils and the Government, provide services that are relevant to benefit of Danbury Village residents. This list is not exhaustive of the providers that the Council deal with.

## Danbury Parish and its Council

### Danbury

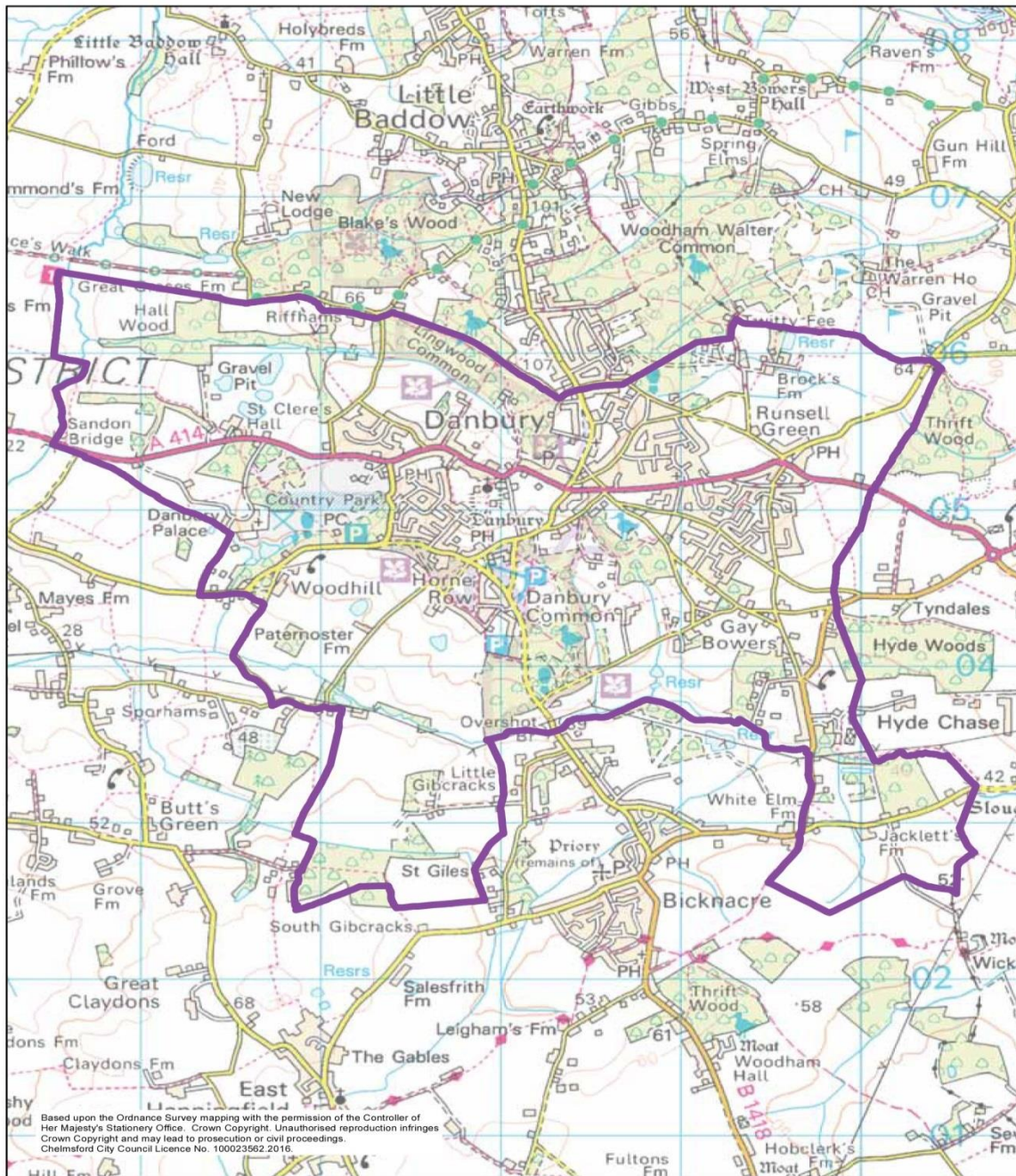
Danbury is part of the District of the Chelmsford City Council with the centre of Chelmsford being only 4.5 miles away. It is situated on the busy A414 that runs east – west in the village. The road is heavily overloaded major route and needs to be kept to a high standard of repair.

Danbury has a population of around 6,000 with an electorate of 4057 as of April 2021. At the 2011 census over 1000 residents were children and 1100 were over 65 years of age.

The Parish has retained its rural character with many beautiful walks and places of interest. It has Community Spirit in abundance.

Danbury is situated on one of the highest points in Essex and with this dominance assumes a special importance in the map of the local area.

## DANBURY PARISH BOUNDARY



0 500 1,000 Metres  
MARCH 2016

Directorate for Sustainable Communities  
Civic Centre, Duke Street, Chelmsford, CM1 1JE  
Tel: 01245 606606 Fax: 01245 606642  
Web: www.chelmsford.gov.uk



### Danbury Parish Council

The Council was established in 1896. As the first tier of local government the Council deals exclusively with the residents who live within the parish and it has an important role to play in promoting the interests of the village, representing its interests and working with other groups in the community

The Council owns an 11-acre site called Dawson Memorial Field including the following buildings: The Sports and Social Centre, the Tennis Club, the Bowling Club, the Old Pavilion and Grounds Store. There are also five areas of Village Green which are maintained by the Council at Elm Green with the War Memorial, Runsell Green/Pond, Copt Hill and an area in Bell Hill Wood and the Chantry. Eves Corner is owned by the National Trust but the Council maintains the grass and the pond through a lease. Griffin Meadow is also maintained by the Council on behalf of the Diocese. The trees for both these areas are looked after and maintained by the respective owners. There is a small allotment site which is owned by the Council at the end of St Cleres Way.

The Council communicates with the village via newsletter (The Danbury Times), social media, noticeboards and all minutes and agendas can be found on the web site. Major issues have in the past been dealt with through village meetings, and this will continue where possible.

The Council consists of up to 15 councillors and employs three members of staff - the Clerk and 2 Assistant Clerks, one of whom is part time.

## Finances

Recognising that the precept – this is the part of the Council Tax which is allocated to Danbury Parish Council it is public money and it is the Council's highest priority to make sure that it is spent effectively and wisely.

We scrutinise every penny, looking for value for money and the elimination of waste while still delivering a high quality of service and projects which residents have come to expect. We have insisted on the most robust and scrupulous controls to ensure that we meet the highest standards of accountability and all our activities are fully transparent.

The Council would like to set the lowest council tax it can but must cover the financial commitments. In order to achieve this other funding sources will continue to be explored from Grants, Section 106 monies and any CIL monies (monies paid by developers to the City Council as planning gain) available to the Council.

The Council is very conscious that it is spending residents Council Tax and therefore always looks for the most cost-effective solutions ensuring that quality is not compromised.

In the Autumn of each year committees look at the spends against budget together with any items which need to be maintained or new projects to draw up a budget which is then taken to Full Parish Council at the end of November for ratification to form the precept which is the sum of money required to run the Council each year.

# The Vision and Strategic Priorities

## The Vision

The Council will strive to strengthen and sustain a sense of community within the Parish of Danbury by addressing environmental, social, economic and planning matters and delivering quality services to the residents within the resources available.

## Strategic Priorities

The Parish Council will take into account the aspirations in the Neighbourhood Plan and the strategic vision in all of its decision making and have agreed the following overarching strategic priorities which will be achieved by the setting, monitoring and meeting of objectives by its committees. The Parish Council will regularly review these as part of its performance management.

1. Completion of the Neighbourhood Plan
2. Support appropriate sustainable development within Danbury
3. Support the protection and development of the natural environment
4. Encourage and promote sustainability throughout the village
5. Take action to combat climate change and its impacts
6. Provide community events
7. Widen interactions with all residents
8. Raise the profile of the Parish Council
9. Enhance the physical, mental and emotional wellbeing of residents
10. Improve access to information, services and activities for residents
11. Provide support for improving highways infrastructure in the village
12. Sustainably manage Parish Council land
13. Ensure the Parish Council delivers value for money
14. Ensure the Parish Council maintains financial probity
15. Enhance the recreational facilities in the village
16. Ensure statutory compliance of Parish Council property
17. Maintain the standard of Parish Council Assets

## Action Plans

As part of the committee agenda for its first meeting in May of each year, Members will determine an Action Plan to meet the objectives set out for that year in the next section of the Strategic Plan

## Committee Objectives

The Objectives set and agreed by the Committees of the Parish Council are set out overleaf:

<b>COMMUNITY ENGAGEMENT</b>	<b>May 2022 - April 2023</b>	<b>May 2023 - April 2024</b>	<b>May 2024 - April 2025</b>	<b>May 2025 - April 2026</b>	<b>May 2026 - April 2027</b>
<b>Raise the Profile of the Parish Council</b>					
Develop a cohesive Community Strategy	Develop strategy for approval by Parish Council including protocols for communication	Monitor strategy and adapt as necessary	Monitor strategy and adapt as necessary	Monitor strategy and adapt as necessary	Monitor strategy and adapt as necessary
Increase and strengthen connections to Essex County Council, Chelmsford City Council and other partner organisations	Identify partner organisations and highlight areas in which joint working can be undertaken and encouraged	Work with partner organisations	Work with partner organisations	Work with partner organisations	Work with partner organisations
Attend and promote Councillor Surgery / Meet Your Councillor sessions at local events to raise the profile of the Council	Review and attend regular 'meet your councillor events'	Review and attend regular 'meet your councillor events'	Review and attend regular 'meet your councillor events'	Review and attend regular 'meet your councillor events'	Review and attend regular 'meet your councillor events'
<b>Seek views of residents</b>					
Undertake a survey to determine residents needs and wants for the village in terms of activities and facilities available in Danbury which will feed into Committee planning	Develop survey for distribution in May 2022 to feed into precept for 2023	Develop action plan for adoption by Parish Council for consideration by Committees in terms of long-term planning	Monitor outcomes of survey across the Committees	Develop survey for distribution in May 2024 to feed into precept for 2025	Develop survey for distribution in May 2024 to feed into precept for 2025
Liaise with individuals, groups and organisations including Schools to ensure that Parish Council is able to support local activities and concerns	Develop links	Develop links	Develop links	Develop links	Develop links
<b>Provide Community Events</b>					
Organise events including, but not limited to, the annual Christmas Tree lighting, the Queens Jubilee celebrations, and other events in recognition of local or national occasions, as well as competitions throughout the year	Organise events as needed and consider events for the following council year for inclusion	Organise events as needed and consider events for the following council year for inclusion	Organise events as needed and consider events for the following council year for inclusion	Organise events as needed and consider events for the following council year for inclusion	Organise events as needed and consider events for the following council year for inclusion
<b>Encourage and Promote Sustainability throughout the village</b>					
Promote sustainability actions for residents and promote Council initiatives in relation to climate change	Work with organisations such as Sustainable Danbury on engagement with residents on sustainable issues such as recycling and provide signposting to other organisations and initiatives	Depending on cost analysis installation of electrical charging points in Mayes Lane and Main Road Car Park	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
Promote and work with schools on educational projects for children	Discuss and consider ways to engage with schools - competitions, working with Community Woodland, waking initiatives and recycling	Discuss and consider ways to engage with schools - competitions, working with Community Woodland and recycling	Discuss and consider ways to engage with schools - competitions, working with Community Woodland and recycling	Discuss and consider ways to engage with schools - competitions, working with Community Woodland and recycling	Discuss and consider ways to engage with schools - competitions, working with Community Woodland and recycling



<b>ENVIRONMENT</b>	<b>May 2022 - April 2023</b>	<b>May 2023 - April 2024</b>	<b>May 2024 - April 2025</b>	<b>May 2025 - April 2026</b>	<b>May 2026 - April 2027</b>
<b>Provide support for improving highways infrastructure in the village</b>					
Create a Highways Policy for responding to/acting on Highway issues in Danbury	Create policy	Review and monitor effectiveness of policy	Review and monitor effectiveness of policy	Review and monitor effectiveness of policy	Review and monitor effectiveness of policy
Consider schemes towards works to improve highway issues	A414 Health & Safety Review to be considered	Consider areas of potential work for the benefit of residents	Consider areas of potential work for the benefit of residents	Consider areas of potential work for the benefit of residents	Consider areas of potential work for the benefit of residents
<b>Sustainably manage Parish Council land</b>					
Plant hedges to replace posts around village greens to prevent parking where appropriate	Identify appropriate hedging	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Designate wildflower areas on Parish Owned land and plant pollinators	Identify areas and cultivate to create wildflower area	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Bulb Planting on Parish Owned Land	Identify areas and cultivate to create suitable area	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Planting fritillaries around ponds on Parish Owned Land	Identify areas and cultivate to create suitable area	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Allow leader trees in hedges to grow	Identify areas and cultivate to create suitable area	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Consider an ecological survey and bird boxes	Carry out studies and agree plan	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Protect green areas/buffers along parish boundaries	Discuss with neighbouring parishes	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
Engage with residents and schools to promote the local natural environments and encourage planting of trees and hedges	Identify activities and implement	Identify activities and implement	Identify activities and implement	Identify activities and implement	Identify activities and implement
Consider rewilding where appropriate	Identify appropriate areas	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme	Ongoing maintenance and expansion of scheme
<b>Encourage and Promote Sustainability throughout the village</b>					
Review environmental practices at Parish Council and lead by example	Review practices such as Councillors bring own water bottles to meetings, recycling in the office and use of green tariffs	Consider areas whereby the Parish Council could lead by example	Consider areas whereby the Parish Council could lead by example	Consider areas whereby the Parish Council could lead by example	Consider areas whereby the Parish Council could lead by example
Work with local organisations to ensure, where possible, initiatives can be shared	Work with groups such as Sustainable Danbury and other local organisations	Work with groups such as Sustainable Danbury and other local organisations	Work with groups such as Sustainable Danbury and other local organisations	Work with groups such as Sustainable Danbury and other local organisations	Work with groups such as Sustainable Danbury and other local organisations
Improve Public Rights of Way	Consider whether new public rights of way should be declared (deadline 2025) and work with P3 Group to ensure footpath work is carried out	Ongoing maintenance and expansion of P3 Group	Ongoing maintenance and expansion of P3 Group	Ongoing maintenance and expansion of P3 Group	Ongoing maintenance and expansion of P3 Group

FACILITIES	May 2022 - April 2023	May 2023 - April 2024	May 2024 - April 2025	May 2025 - April 2026	May 2026 - April 2027
<b>Enhance the recreational facilities in the village</b>					
£100,000 project - trim trail, dynamic play, climbing and zip wire	Project agreed with installation provisionally arranged for June 2022	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
Installation of a Multi Use Games Area and Pump Trax	n/a	Undertake consultation with village (as part of CE Survey) on needs/wants, get approval for payment option (PWL)	Installation of favoured design	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
To consider further projects as indicated by the CE Survey on need/wants	n/a	Undertake consultation with village (as part of CE Survey) on needs/wants, get approval for payment option (PWL)	Further project consideration	Further project consideration	Further project consideration
Consideration of extending car parking facilities	Review the installation of Electric Car Charging Points and increasing car parking capacity	Further project consideration	Further project consideration	Further project consideration	Further project consideration
Consideration of public toilets	To be determined as part of the Estates Strategy - suitable location	Further project consideration	Further project consideration	Further project consideration	Further project consideration
<b>Ensure statutory compliance of Council property</b>					
Sports & Social Centre	Determine condition of building and fixtures/fittings and implement Facilities Management Strategy -	Future needs of building dependant upon results of Lease discussion	Future needs of building dependant upon results of Lease discussion	Future needs of building dependant upon results of Lease discussion	Future needs of building dependant upon results of Lease discussion
Bowling Pavilion	Undertake Facilities Management Strategy and 5 Year maintenance schedule created	5 year maintenance schedule	5 year maintenance schedule	5 year maintenance schedule	5 year maintenance schedule
Tennis Pavilion	Undertake Facilities Management Strategy and 5 Year maintenance schedule created	5 year maintenance schedule	5 year maintenance schedule	5 year maintenance schedule	5 year maintenance schedule
Old Pavilion	Undertake Facilities Management Strategy and 5 Year maintenance schedule created	Determine future use of building ie storage, commerical letting or other facility	Further project consideration	Further project consideration	Further project consideration
Grounds Store	Undertake Facilities Management Strategy and 5 Year maintenance schedule created	Determine future use of building ie storage, commerical letting or other facility	Further project consideration	Further project consideration	Further project consideration
Allotments	Undertake Facilities Management Strategy and 5 Year maintenance schedule created	Further project consideration	Further project consideration	Further project consideration	Further project consideration
<b>Maintain the standard of Council Assets</b>					
Creation of a maintenance plan for all Parish Council Assets	Develop photographic asset register and database	Maintenance and replacement schedules to be drawn up	Maintenance and replacement schedules to be managed	Maintenance and replacement schedules to be managed	Maintenance and replacement schedules to be managed
Rolling Programme of Bench repair and Replacement	Maintenance of existing benches where necessary using sustainable materials	Identification and replacement of damaged benches as advised in November 2022 for the budget	Identification and replacement of damaged benches as advised in November 2023 for the budget	Identification and replacement of damaged benches as advised in November 2024 for the budget	Identification and replacement of damaged benches as advised in November 2025 for the budget

Replacement of Noticeboards	Maintenance of existing Noticeboards where necessary	Determination of use and locations of noticeboards around the village	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
Replacement of Posts	Maintenance of existing Post where necessary and replacement where previously approved	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
Repair, maintenance and replacement of Bus Shelter	Review of bus shelters and action plan drawn up	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
<b>Encourage and Promote Sustainability throughout the village</b>					
Encourage the use of Electric Cars by installing electric car charging points	Cost analysis of options	Depending on cost analysis installation of electrical charging points in Mayes Lane and Main Road Car Park	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets	To be included as part of maintenance programme for assets
Reduction of electricity use in our buildings	Carry out an energy audit and replace lights with low energy bulbs	5-year maintenance schedule	5-year maintenance schedule	5-year maintenance schedule	5-year maintenance schedule
Provision of recycling bins in the village	Cost analysis of options	5-year maintenance schedule	5-year maintenance schedule	5-year maintenance schedule	5-year maintenance schedule

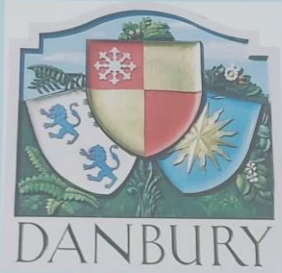
HEALTH & WELLBEING	May 2022 - April 2023	May 2023 - April 2024	May 2024 - April 2025	May 2025 - April 2026	May 2026 - April 2027
<b>Enhance the physical, mental and emotional wellbeing of residents</b>					
Support Groups - Carers and Men's Shed	Facilitate the Groups to become self-managing; promote the Men's Shed so that it is able to run 3 sessions per week; promote the Carers Group so that there are 8 consistent users	Continue to support the Groups and promote membership; evolve the Carers Group to be self-facilitating	Enable the Men's Shed to become self-managing and an independent Charity Organisation (with the premises on a licence or lease)	Monitor and continue to support the Men's Shed and Carers Group; consider other support groups that the Village may need	Monitor and continue to support the Men's Shed and Carers Group; support other support groups that the Village may need
Define organisations that the Committee wish to work with to support residents needs	Carry out a survey into the needs and requirements of residents, particularly around inclusivity	Work with Chelmsford Citizens Advice Bureau, Danbury Medical Centre, Chelmsford City Council Public Health Practitioners and ECC Sustainable Communities to ensure that Danbury residents have access to services	Continue to work with established groups within Danbury to improve services and opportunities as identified in the survey - objective to be defined once needs are established	Continue to work with established groups within Danbury to improve services and opportunities as identified in the survey - objective to be defined once needs are established	Continue to work with established groups within Danbury to improve services and opportunities as identified in the survey - objective to be defined once needs are established
<b>Improve access to information, services and activities for residents</b>					
Develop a Community Hub	Consider locations and organisation, explore potential group usage incl special needs, businesses involvement and health education	Objective to be defined once location determined	Objective to be defined once location determined	Objective to be defined once location determined	Objective to be defined once location determined
Establish a Wellbeing Event	Establish a Wellbeing Event and determine regularity - invite local services to promote activities and support for residents	Host Annual/Biannual Wellbeing Event	Host Annual/Biannual Wellbeing Event	Host Annual/Biannual Wellbeing Event	Host Annual/Biannual Wellbeing Event

<b>PLANNING</b>	<b>May 2022 - April 2023</b>	<b>May 2023 - April 2024</b>	<b>May 2024 - April 2025</b>	<b>May 2025 - April 2026</b>	<b>May 2026 - April 2027</b>
<b>Completion of Danbury Neighbourhood Plan</b>					
Completion of Danbury Neighbourhood Plan by end of 2023	Submit to referendum	Completion of Plan			
<b>Support appropriate sustainable development within Danbury</b>					
Consider each application on merit in line with National and Local Planning Policy, Neighbourhood Plan and Design Guide	Ensure National and Local Planning Policy, Neighbourhood Plan and Design Guide considered and applications to be considered within 21 days of receipt	Ensure National and Local Planning Policy, Neighbourhood Plan and Design Guide considered and applications to be considered within 21 days of receipt	Ensure National and Local Planning Policy, Neighbourhood Plan and Design Guide considered and applications to be considered within 21 days of receipt	Ensure National and Local Planning Policy, Neighbourhood Plan and Design Guide considered and applications to be considered within 21 days of receipt	Ensure National and Local Planning Policy, Neighbourhood Plan and Design Guide considered and applications to be considered within 21 days of receipt
To actively pursue enforcement where breaches of planning legislation have been made	To actively pursue enforcement where breaches of planning legislation have been made	To actively pursue enforcement where breaches of planning legislation have been made	To actively pursue enforcement where breaches of planning legislation have been made	To actively pursue enforcement where breaches of planning legislation have been made	To actively pursue enforcement where breaches of planning legislation have been made
<b>Support the protection and development of the natural environment</b>					
Strengthen green buffers between parishes	1. Identify green wedges and discuss joint policy with neighbouring parishes. 2. Pay due to regard to the impact of planning applications on separation between Parishes, when responding to applications and consultation.	1. Monitor green wedges to ensure policy being adhered to. 2. Pay due to regard to the impact of planning applications on separation between Parishes, when responding to applications and consultation.	1. Monitor green wedges to ensure policy being adhered to. 2. Pay due to regard to the impact of planning applications on separation between Parishes, when responding to applications and consultation.	1. Monitor green wedges to ensure policy being adhered to. 2. Pay due to regard to the impact of planning applications on separation between Parishes, when responding to applications and consultation.	1. Monitor green wedges to ensure policy being adhered to. 2. Pay due to regard to the impact of planning applications on separation between Parishes, when responding to applications and consultation.
Encourage planting and retention of trees in responding to planning application	Ensure that consideration to planting and retention of trees when responding to planning applications	Ensure that consideration to planting and retention of trees when responding to planning applications	Ensure that consideration to planting and retention of trees when responding to planning applications	Ensure that consideration to planting and retention of trees when responding to planning applications	Ensure that consideration to planting and retention of trees when responding to planning applications

RESOURCES	May 2022 - April 2023	May 2023 - April 2024	May 2024 - April 2025	May 2025 - April 2026	May 2026 - April 2027
<b>Ensure the Parish Council delivers value for money</b>					
Ensure appropriate policies and procedures are in place to monitor Parish Council financial probity plus Precept	Review budgets and forecasting for Parish Council income and expenditure	Review budgets and forecasting for Parish Council income and expenditure	Review budgets and forecasting for Parish Council income and expenditure	Review budgets and forecasting for Parish Council income and expenditure	Review budgets and forecasting for Parish Council income and expenditure
<b>Ensure the Council maintains financial probity</b>					
Continual review of Parish Council policies and procedures	Complete review of policies and procedures as per schedule	Maintain review schedule to ensure policies and procedures are fit for purpose	Maintain review schedule to ensure policies and procedures are fit for purpose	Maintain review schedule to ensure policies and procedures are fit for purpose	Maintain review schedule to ensure policies and procedures are fit for purpose
<b>Encourage and Promote Sustainability throughout the village</b>					
Consider increasing opportunities for some home working for staff	Cost analysis of options	Encouragement of some home working	Encouragement of some home working	Encouragement of some home working	Encouragement of some home working

## PARISH COUNCIL PUBLICATIONS

### DANBURY PARISH FOOTPATHS MAP



PLEASE TAKE ONE

These publications are available from the Parish Office  
Between 9.15am and 1pm Monday to Friday

Parish Office  
The Old School House, Main Road  
Danbury  
Essex  
CM3 4NQ

The Old School House is next to the Library on Main Road,  
in the centre of the village - Entrance to the Parish Office is  
at the rear of the building

Email – [parish.council@danbury-essex.gov.uk](mailto:parish.council@danbury-essex.gov.uk)

Tel – 01245 225111

## Danbury Walks

Six circular walks around the  
Danbury Countryside

Based upon walks created by Wendy & David Moore for the  
Danbury Society and updated by Graham Chapman on behalf of  
Danbury Parish Council

