

SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

Notes of the meeting of The Neighbourhood Plan Steering Group held on 5 December 2016, at 7.00pm.

Membership: Bentham (Woodham Radars FC), D Birch (SWF Health and Social Care Group), J Birch, Carlton, Dempsey, Fellows, Councillor Golding (NPSG Finance and Town Council Liaison Officer and Woodville Ward Representative), Hodson (NPSG Secretary), Hook, Councillor John (Collingwood Ward Representative), Khan, Lane, Newby (William de Ferrers School), Councillor O'Brien (NPSG Vice Chairman and Elmwood Ward Representative), Playfair-Moss (South Woodham Evangelical Church), Price (NPSG Publicity Officer), Rey, Councillor Shearring (Chetwood Ward Representative), Thompson (South Woodham United), S Wakeling, C Wakeling and P Warner.

Present:

Bentham
J Birch
Fellows
Hook
Thompson
C Wakeling

D Birch
Dempsey
Cllr. Golding
Lane
S Wakeling

In Attendance: Neighbourhood Plan Co-ordinator, Town Clerk, Councillor Roberts (Chairman of neighbourhood Plan Working Party) and Jenny Robinson (Chelmsford City Council). One member of the public, Mr Ian Hammond.

7.00pm – Councillor Golding opened the meeting in the absence of Councillor O'Brien.

1. Apologies for absence and notices of resignation

Apologies for absence were received from Rev. Carol Ball, Cllr. Shearring, Sue Newby, Cllr. O'Brien and Pauline Price.

In addition, one member of the public was introduced as Mr Ian Hammond. Paul Warner's resignation from the Steering Group was noted.

7:06pm – Dennis Lane joined the meeting.

2. Consider the notes of the meeting held 10 November 2016

On a proposal by Councillor Golding, seconded by Thomas Dempsey the minutes of the meeting held on 10 November 2016 were **agreed** as a true record of the meeting.

3. Appointment of Officers

Jackie Birch was elected as Chair and Chris Wakeling as Vice-Chair. Although a Chair was elected, Cllr. Golding continued to chair this meeting.

4. Terms of Reference

Cllr. Golding read out the proposed change to the Terms of Reference regarding Declaration of Interests; changing from "It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest" to "It is expected that all Steering Group members abide by the spirit of the Town Council Code of Conduct. All Steering Group members must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it, at the start of each meeting or as soon as the interest becomes apparent. This may include membership of an organisation, ownership of or interest in land or business, or any other matter likely to be relevant to the work undertaken by the Steering Group." This proposed change came following advice sought from Jenny Robinson of Chelmsford City Council.

Jenny Robinson expanded on this and stated that members would need to declare their interests prior to any discussion relating and that although they may choose not need to fill in the forms they should still abide by the spirit of the Code of Conduct.

It was **agreed** to accept the proposed change.

5. Consideration of Membership

The Group considered sending correspondence to those members which haven't attended for at least three consecutive meetings or been in contact with the Co-ordinator in this time. It was **agreed** that correspondence will be drafted by the Co-ordinator and agreed by the Chair. This correspondence will include a deadline for reply for the next meeting.

6. The role of the Neighbourhood Plan Working Party

The Chairman of the Neighbourhood Plan Working Party, Councillor Ian Roberts, gave a report on the role of the working party. A report was circulated prior to the meeting and will again be attached to these notes.

Cllr. Roberts started by congratulating the newly elected Chair and Vice-Chair of the Steering Group.

The group were informed that Danbury had held their first Steering Group meeting with 15 members and have elected a Chair. He suggested that correspondence would be useful with the Steering Group at Danbury as may affect South Woodham Ferrers and vice versa.

Cllr. Roberts informed the group that Chelmsford City Council will be holding their Local Plan consultation on Preferred Options in the early part of next year and that it is likely during February 2017, the Working Party shall be reviewing all documents and writing a considered response to Chelmsford City Council.

Cllr. Roberts also informed the Group that the Working Party shall be considering grant requests from the Steering Group and the value of the grant from locality has risen to £9,000.

The Working Party has its next meeting on 3rd January 2017 and will be preparing a report (to include budget) for the Council meeting on 10th January 2017. Cllr. Roberts welcomed the Steering Group members to come along to the Council meeting on 10th January 2017.

Councillor Golding mentioned that the Working Party are likely to offer a seat to the Chair of the Steering Group.

7. Chelmsford City Council Update

Jenny Robinson of Chelmsford City Council introduced herself gave a verbal report to the group focussing on an update of the progress of the Local Plan and how it fits in with the Neighbourhood Plan.

Chelmsford City Council provides an advisory role for the Neighbourhood Plan and contact can be made through Jenny and she will direct our enquiry to the right team. The Statement of Community Involvement outlines the aid given by Chelmsford. Chelmsford wants an open channel of communication and this is encouraged through the Co-ordinator.

The Local Plan received many comments at the last consultation around last Christmas time, these were all analysed and were/will be considered for the preferred option.

The Local Plan is likely to start in 2018 and long term timescales are being considered all the way up to 2050. Therefore important to consider long term plans for South Woodham Ferrers Neighbourhood Plan. The Neighbourhood Plan will have Vision and Objectives, what will South Woodham Ferrers look like in 5, 10, 15 years' time? Think Big.

The previous plan for Chelmsford was very broad, whereas the new Local Plan will be very specific although at this time they cannot tell the group as to the amount or locations of the proposed new homes.

At the Council meeting on 19th January 2017 they shall be seeking approval to consult. The preparation will take about 4 weeks and therefore the 6 week Preferred Options consultation is likely to start in March and go through to April. The Steering Group, Working Party and Town Council are all likely to help advertise this consultation.

'Call for Sites' was undertaken by Chelmsford city Council as this gives them certainty/proof in being able to deliver the required numbers of new homes in 5 years. In total land for 49,000 new homes was put forward but only require 14,000. Evidence gathered shall go towards underpinning the choices of the locations, this evidence will include but is not limited to landscape character, housing needs, infrastructure and existing services.

It was stated that although the Neighbourhood Plan cannot prevent development, it can influence change and propose alternative locations.

The key to gaining a yes vote at referendum is engagement. Make it clear that the Neighbourhood Plan is not the Steering Group's or Town Council's but the community's. The neighbourhood Plan is not just about the new development or the Town Centre (like the 'Plan for South Woodham Ferrers') but also the other requirements for the whole town. It may be obvious that, hypothetically, there is a need for burial grounds, but without proof through engagement and other sources any relating policies will not get through the examination. The 'Plan for South Woodham Ferrers' is a good basis to build from but don't be limited by it.

The planning inspector will want to see evidence of many types including; population, housing needs, parking allocation etc. and developers may wish to challenge decisions so it is important to keep all evidence. Chelmsford City Council, Environment Agency and Essex County Council will have lots of evidence already and so there is no need to replicate.

It was noted that there is no need to repeat Chelmsford City Council's Local Plan or NPPF wording, i.e. don't need to repeat a policy if there already is one higher up the planning hierarchy.

Jenny advised the group that whilst waiting for the information from Chelmsford there are various tasks the group can start with;

- Read up on Neighbourhood Plans, NPPF etc. the locality website has many helpful toolkits. (Co-ordinator to circulate link)

- Look at Great Dunmow's and Hatfield Peverel's Neighbourhood Plans for ideas. Hatfield Peverel has a very good layout.
- Take time over the questionnaire, could start getting blocks of text together, formatting etc.
- Look up the parish profiles published on Chelmsford's website. (Co-ordinator to re-circulate)

Jenny Robinson took a question from Darren Thompson who asked; "During the last consultation, is it possible that people from outside South Woodham Ferrers, across the borough, said no to development in one location but yes to South Woodham Ferrers?" Jenny replied that yes this could have occurred and that Chelmsford are aware of this, however it is important to remember that although the Plan is based on consultation, it is also based on evidence gathered such as transport links etc. Cllr. Roberts also added that when Chelmsford received the application from the Working Party to undertake a Neighbourhood Plan, they expressed happiness in working with them and that the Working Party shall go through the whole Local Plan and not just the parts that directly affect South Woodham Ferrers and comment on all. Jenny Robinson informed the group that the Working Party will be given 4 weeks to read the documentation and then a further 6 weeks is given to consult.

Jenny Robinson and Cllr. Roberts informed the group that once the Neighbourhood Plan and the Local Plan get further along in the process; the plans become 'material consideration' even though they have not been adopted. The more public consultation, the more weight the plans will hold. The Steering Group will be able to comment on planning applications.

8. Discussion on Neighbourhood Plan sectors

Stephen Hook explained that the discussion group had devised the circulated list with the aim of using this as a starting point for refinement at this meeting.

There was discussion about which sub-sectors should be covered by the main ones and there was also the addition of several sub-sectors. The **agreed** list is attached. The main sectors were **agreed** to be; Built Environment, Transport and Access, Infrastructure, Open Spaces and Leisure, Business and Retail, Community Facilities and Natural Environment.

The Co-ordinator informed the group that the lists agreed will likely change as the Plan develops. This could be because, during engagement, a need for something as yet unconsidered may come to light.

Jenny Robinson reminded the Group that there will be CIL money for the development and so it would be useful to consider this when thinking about community aspirations.

In preparation for members to step forward as Champions or Vice-Champions for the agreed sectors, Cllr. Golding and the Co-ordinator gave a brief role description to aid member's decisions. A Champion shall be responsible for the sector in terms of communication with the community and within the Steering Group. They will also be responsible for keeping the momentum going in order to produce policies etc. in time. The Vice-Champion's role is to support the Champion and step in if the Champion is unavailable.

Ian Hammond was elected onto the Steering Group, replacing Paul Warner.

The table below details the elected Champions and Vice-Champions for each sector.

	Champion	Vice-Champion
Built Environment	Thomas Dempsey	Ian Hammond
Transport and Access	Stephen Hook	Dennis Lane
Infrastructure	Chris Wakeling	
Open Spaces and Leisure	Tracey Fellows	Kenny Bentham
Business and Retail	Darren Thompson	
Community Facilities	David Birch	Susan Wakeling
Natural Environment		

Those positions that are currently unfilled shall be considered again at the next meeting.

9. Communication and Engagement Strategy discussion group update

Cllr. Golding reminded the Group that the revisions to both the Communication and Engagement Strategy and the Communication and Engagement Strategy – Action Plan were sent to all members for consideration. However, due to still waiting for clarification on some edits, it was agreed to move accepting the documents to the next meeting.

10. Marketing discussion group update

David Birch informed the group that the Marketing discussion group had been waiting on decisions from this meeting with regards to sector titles and Champions etc. prior to leaflet design. These decisions were also limiting progress with the initial questionnaire as the sectors were to feed the questions they wanted to the marketing discussion group.

David Birch also pointed out that with Paul Warner’s resignation and Jackie Birch election as Chair it only left him on the discussion group. Both Stephen Hook and Tracey Fellows volunteered to join. Tracey Fellows also reminded the group of the absent Publicity Officer who will likely want to be involved.

Cllr. Roberts reminded the Group that Chelmsford City Council can check the wording of questionnaires.

8:50pm – Jenny Robinson left the meeting.

8:55pm – Tracey Fellows left the meeting.

11. Discussion on event reports (circulated with the agenda)

The reports from the Community Open Day and Christmas Fayre circulated prior to the meeting were noted by the Group.

A discussion was held over how best to expand on the details being gathered for future events and a script with a rehearsal was suggested.

12. Project Plan

Several dates were entered under '2. Developing the Plan'.

2. Developing the Plan	Stage 2a: Getting to know your neighbourhood	Key Stakeholder Engagement	Establish what interest there is from potential developers	Jan-17	
			Discussions with landowners	after CCC consult	
			Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)	ongoing	
	Stage 2a: Getting to know your neighbourhood	Building the Evidence Base	Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events	Spring 17	
			In-depth Community Consultation	Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire/engagement	Summer 17
	Stage 2b: Developing your Plan's Themes	Defining your themes	Feedback to your community the results of Stage 2a	Winter 17	
	Stage 2c: Your Vision and Objectives	The scope and content	Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date	Jan/Feb-17	
			Consider how long will the plan stand for and how often should it be refreshed	Feb-17	
			Review relevant local and national planning policies and guidance	ongoing	
	Stage 2d: Writing policies and identifying projects	Drafting the Plan	Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing Growth, Housing Design, Environment, Heritage, Community Facilities, Economy, Infrastructure, Renewable Energy	Jan-18	

The Co-ordinator is to fill in the gaps on the project plan for the next meeting. The Co-ordinator is to delete several of the columns on the plan so that it can be viewed by members on their computer and can be printed out, preferably in pdf format.

13. Vision and Objectives

The marketing discussion group volunteered to also cover the production of Vision and Objectives. It was agreed to start the draft in the early part of 2017.

14. Date of the next meeting

It was **agreed** the date of the next meeting would be Monday 9th January 2017 at 7.00pm.

Meeting Closed at 9:45pm