

SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

Notes of the meeting of The Neighbourhood Plan Steering Group held on 9 January 2017, at 7.00pm.

Membership: J Birch (Chairman), C Wakeling (Vice-Chairman), Bentham (Woodham Radars FC), D Birch (SWF Health and Social Care Group), Carlton, Dempsey, Fellows, Councillor Golding (NPSG Finance and Town Council Liaison Officer and Woodville Ward Representative), Hammond, 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) and S Wakeling.

Present:

J Birch (Chairman)
D Birch
Fellows
Hook
Newby
Cllr. Shearring
S Wakeling

C Wakeling (Vice-Chairman)
Dempsey
Hammond
Lane
Cllr. O'Brien
Thompson

In Attendance: Neighbourhood Plan Co-ordinator and Councillor Roberts (Chairman of Neighbourhood Plan Working Party).

7.00pm – Chairman, Jackie Birch opened the meeting.

1. Apologies for absence

Apologies for absence were received from Rev. Carol Ball, Cllr. Kevin Golding, Dino Khan and Kenny Bentham.

2. Declaration of Interest

None.

7:02pm – Thomas Dempsey joined the meeting.

3. Consider the notes of the meeting held 5 December 2016

On a proposal by Stephen Hook, seconded by David Birch the minutes of the meeting held on 5 December 2016 were agreed as a true record of the meeting.

4. Appointment of Champions/Vice-Champions

The position of Champion to the Natural Environment sector was filled by Sue Newby and Vice-Champion by Cllr. Alan Shearring.

The positions of Vice Champion to the Infrastructure sector and Business and Retail sector remain unfilled and shall be considered at the next Steering Group meeting.

5. Discussion on Reports from RCCE Coffee Morning (circulated with the agenda)

The Chairman invited the group to ask any questions or make any comments they had regarding the previously circulated reports. Susan Wakeling stated that she liked the idea of offering a monetary prize to those who completed the survey/questionnaire of another Neighbourhood Plan. Jackie Birch expanded on this and said they actually offered a larger prize for those who completed the survey/questionnaire online.

7:06pm – Darren Thompson joined the meeting.

The group noted the reports.

6. Consider responses from those members who were contacted regarding their possible removal for non-attendance at meetings

The Co-ordinator confirmed that both David Rey and Kate Hodson were contacted to enquire as to whether they still wanted to be a member of the Steering Group. A deadline for a response was given as 4:30pm on Monday 9th January 2017.

David Rey replied and stated that he wanted updates to continue and that the previous meetings had clashed with other professional engagements. It was **agreed** after being proposed by Darren Thompson and seconded by Susan Wakeling that the Co-ordinator write again to David Rey to ask his likeliness of attending the next meeting and inform him that if it was unlikely than the group would probably remove him as a member.

Kate Hodson had not replied to the correspondence within the timeframe and it was **agreed** that the Co-ordinator should write to confirm her member removal.

7. Agree the Communication and Engagement Strategy ready to be sent to Chelmsford City Council and RCCE for their comments

The Co-ordinator informed the group that Sarah Sapsford of RCCE had replied to some queries of the discussion group regarding the Communication and Engagement Strategy. Due to the length and detail of the response it was suggested that the discussion group should meet again to make any necessary amendments with the aim to agreeing the draft at the next Steering Group meeting.

7:12pm – Dennis Lane joined the meeting.

8. Marketing/Vision and Objectives discussion group update

David Birch informed the group that there was nothing to report as they are waiting on the completion of the Communication and Engagement Strategy.

9. Note event reports (circulated with the agenda)

The Steering Group noted the event reports for both the Children's Christmas Party and the Senior Citizens Christmas Lunch.

A discussion was held over whether anymore events were scheduled. The Co-ordinator confirmed that no events were currently scheduled but that the Student Council from Woodville Primary School were interested in volunteering for something and that the Neighbourhood Plan was suggested to them. It was thought that maybe they could run a children's questionnaire. Jackie Birch suggested contacting Tiptree Neighbourhood Plan for ideas of how they ran theirs.

It was generally considered that the community all have the preconception that the Steering Group and therefore its members are pro-development. It was felt that members when dealing with the public should make it clear that some are for and some against development, as indeed are the residents, but all realise the importance of a Neighbourhood Plan in shaping the future of our Town. Thomas Dempsey suggested using historic maps of the town to remind people that South Woodham Ferrers has seen eras of growth before.

Chris Wakeling stated that his experience of the Christmas Fayre event highlighted the need for a 'script' for future events.

David Birch informed the group that he would be attending a Health event on 8th February 2017 to which 35 people have been invited. He would be using this event to inform those present of the Neighbourhood Plan and also try to recruit for the Community Facilities sector.

7:24pm – Cllr. Ian Roberts joined the meeting.

10. Built Environment Update

Thomas Dempsey explained to the group that Ian Hammond and himself had met once since the last Steering Group meeting and were interested in speaking with the landowners within the designated areas and those perhaps that own the land west of Willow Grove.

They also expressed an interest in meeting with the planners from Chelmsford City Council about their vision for South Woodham Ferrers.

The Co-ordinator explained to the group that Jeremy Needs of South Moulton Real Estate Ltd has expressed an interest in meeting with the Steering Group. The Co-ordinator is to seek advice from Jenny Robinson of Chelmsford City Council prior to a meeting. A meeting exclusively to invite Jeremy to was suggested for end of February 2017/early March 2017, the Co-ordinator to enquire as to possible dates.

11. Transport and Access Update

Dennis Lane explained that he had sent letters to both Cllr. Hume and Essex County Council regarding the bus services from South Woodham Ferrers. He stated that he wasn't particularly happy with either response as they did not appear to be entirely factually correct regarding the number 94. It is felt by Dennis Lane that the workings of the bus companies need to be addressed. Lane had undertaken a small survey of regular bus users and his survey showed that 82% of users were not happy with the service.

12. Infrastructure Update

Chris Wakeling explained that no work had been done on this sector since the last meeting as infrastructure is so highly dependent on the proposed number of new homes which is yet to be published.

13. Open Spaces and Leisure Update

Tracey Fellows explained that since the last meeting, data gathering and reading has been priority.

Tracey Fellows and Kenny Bentham are hoping to meet and devise a stakeholder list and from that establish the best ways to engage with the variety of those on the list.

14. Business and Retail Update

Darren Thompson expressed his wishes for Dino Khan to step forward as Vice-Champion.

Darren Thompson has been looking into existing information from Chelmsford City Council and at other Neighbourhood Plans as examples. He stated that he found the census data interesting with regards to how many work in the town and in which industry sectors and felt that transport links and employment would overlap.

The Chelmsford City Council Business and Retail Statement from 2002 to 2012 was found but couldn't find anything after this. Jackie Birch directed him to the 2015 Chelmsford Retail Study which did feature South Woodham Ferrers. Cllr. Roberts mentioned that these studies may not be reliable as state that there are two bakeries in the Town Centre when there are not.

Stephen Hook reminded the group that from his experience of the RCCE Coffee morning it is important to concentrate on 'needs' and 'usage' rather than 'likes' and 'wants'. The group felt that sometimes 'needs' and 'usage' can overlap with 'likes' and 'wants'.

15. Community Facilities Update

David Birch explained how he and Susan Wakeling had put together a list of stakeholders to contact with a letter. He did feel that the stakeholders for each sector are likely to overlap and so if all sectors could create a list, a single letter to each one could be drafted. The contents of the letter would have to be in line with Communication and Engagement Strategy once it is agreed.

16. Date of the next meeting

After it was proposed by Cllr. O'Brien that the meeting starts 15 minutes later than the usual start of 7pm, it was **agreed** the date of the next meeting would be Monday 13th February 2017 at 7.15pm.

The meeting closed at 8:02pm