

SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

Notes of the meeting of The Neighbourhood Plan Steering Group held on 10 July 2017, at 7.15pm.

Membership: Councillor O'Brien (Vice-Chairman and Elmwood Ward Representative), Allen, S Betteridge, 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, Hook, Councillor John (Collingwood Ward Representative), Khan, Lane, Miller, Moss, Playfair-Moss (South Woodham Evangelical Church), Price (Secretary and Publicity Officer), Councillor Shearring (Chetwood Ward Representative), Thompson (South Woodham United) and Twine.

Present:

Cllr. M O'Brien
D Birch
T Fellows
D Lane
P Price
D Thompson

D Allen
T Dempsey
I Hammond
S Moss
Cllr. A Shearring

In Attendance: Neighbourhood Plan Co-ordinator.

7.18pm –Chairman, Cllr. Murrough O'Brien opened the meeting.

1. Apologies for absence

Apologies for absence were received from Steven Betteridge, Stephen Hook, Cllr. Kevin Golding and Emma Twine.

2. Declaration of Interest

None.

3. Consider the notes of the meeting held 26th June 2017

The Co-ordinator explained that there may need to be a change to the wording under Item 4 with regards to what was agreed at the Working Party meeting but that this detail would have to be checked by the Town Clerk and the necessary change will be made to the notes. Following this possible alteration, it was **agreed** that the minutes of the meeting held on 26 June 2017 were a true record of the meeting.

4. Public Questions

No members of the public were present.

5. Terms of Reference

Simon Moss read out email correspondence on behalf of Stephen Hook which detailed that he would suggest adding; "To educate and inform the local community and other stakeholders about the likely effects and implications of the Local Plan" to the Terms of Reference.

It was discussed that the Steering Group already have the mandate to liaise with Chelmsford City Council because the Terms of Reference state; "Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible." At the last meeting a discussion group was formed to deal directly with this matter and that all questions put forward to Chelmsford City Council should go through the office of the Town Clerk to ensure wording is unambiguous.

Cllr. Alan Shearring suggested that the Co-ordinator look back over Council minutes as to what help was promised by Chelmsford City Council in relation to forming the Neighbourhood Plan practically, i.e. whether they would attend meetings should we require them to.

6. Marketing/Vision and Objectives discussion group update

The Co-ordinator gave an update on the work being undertaken. A bespoke stakeholder questionnaire shall be sent to all stakeholders. Drafts of the letters/questionnaires shall be circulated to all Steering Group members prior to distribution for any recommendations. The questionnaires shall describe the purpose of the Neighbourhood Plan, offer a Workshop alternative, ask if the stakeholder has any suggestions as to what questions would be useful to pose to the general public given their area of expertise and also explain that we are trying to reach as many of their members/users/customers as possible.

Following the responses to the stakeholder questionnaires, a general public questionnaire shall be formed. This questionnaire shall be trailed on a focus group of about 10 to 12 people.

The Co-ordinator is to contact the following locations in order to check for suitable dates to hold a roadshow engagement event with dates to be advertised to the local public; all schools, Asda, Bandstand, WI Hall, Rugby Club, Library, Leisure Centre, Club Woodham, Village Hall, Champions Manor Hall and Chetwood Children's Centre.

7. CCC LP Liaison Discussion Group

An update was given by Simon Moss in Steven Betteridge's absence. A total of six questions were read out to the meeting. It was **agreed** to send the questions via the office of the Town Clerk to ensure wording of the questions posed is clear. Any changes to the wording shall be circulated back to the Discussion Group prior to sending them onto Chelmsford City Council.

8. Project Plan Review

The Chairman and the Co-ordinator shall review the Project Plan and update the Steering Group at the next meeting as to the progress.

9. Any Other Business

It was **agreed** that the Chairman, Cllr. M O'Brien shall represent the Steering Group at Chelmsford City Council's Development Policy Committee meeting on Thursday 13th July 2017. Wording based on the following suggestions by the Steering Group shall be reviewed by the Co-ordinator, Town Clerk and Sarah Sapsford (RCCE) prior to meeting attendance.

The Steering Group believe that there are issues/concerns in the Local Plan regarding the following;

- Inclusion of the new development with the existing.
- Health and Safety
- Sustainability
- Transportation in and out of South Woodham Ferrers at any one time

- With 14 new sites identified within Chelmsford in the latest Call for Sites (locations unknown) is there a Plan B for South Woodham Ferrers especially in light of the infrastructure objections put forward in the latest Consultation.

If there are to be any further thoughts on what should be raised by Cllr. O'Brien on behalf of the Steering Group, these should be submitted to the Co-ordinator by no later than 12pm on Tuesday 11th July 2017.

It was **agreed** that should any other Steering Group members attend and wish to speak, they should do so as individual residents and not as representing the Steering Group.

10. Date of the next meeting

It was **agreed** the date of the next meeting would be Monday 14th August 2017 at 7.15pm.

The meeting closed at 8:48pm