

SOUTH WOODHAM FERRERS TOWN COUNCIL

Notes of the meeting of The Neighbourhood Plan Steering Group held on 10 October 2016, at 7.00pm.

Membership: Bentham (Woodham Radars FC), D Birch (SWF Health and Social Care Group), J Birch, Carlton, Fellows, Councillor Golding (NPSG Finance and Town Council Liaison Officer and Woodville Ward Representative), Hodson (NPSG Secretary), Hook, Councillor John (Collingwood Ward Representative), 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:

D Birch	J Birch
Fellows	Councillor Golding
Hook	Lane
Councillor O'Brien	Playfair-Moss
Thompson	Warner

In Attendance: Neighbourhood Plan Co-ordinator and in addition, an attendee list for record was completed at the meeting.

1. Apologies for Absence

Apologies for absence were received from Rev. Carol Ball, David Woodcock, Kenny Bentham, Susan Wakeling, Chris Wakeling and Sue Newby. In addition both Dennis Lane and Darren Thompson sent their apologies for their likely lateness.

In addition, three new possible members introduced themselves. Dino Khan and Anna Khan are both local accountants and have live in the town. Peter Brewerton had expressed an interest in the Steering Group a while back but this was the first meeting he was able to attend. He is a Governor at Woodville Primary School.

Peter Brewerton, due to his expressed long time interest, was voted onto the Steering Group as a member.

2. Consider the notes of the meeting held 12 September 2016

On a proposal by Councillor Murrough, seconded by Councillor Golding the minutes of the meeting held on 12 September 2016 were **agreed** as a true record of the meeting.

3. Appointment of Officers

No one came forward as either Chair or Vice-chair.

The group noted that Councillor O'Brien shall remain as Vice-chair until such a time as someone comes forward.

4. Terms of Reference

The Neighbourhood Plan Co-ordinator explained that the revised draft Terms of Reference (circulated prior to the meeting) included a 'Mission Statement' which was discussed at the previous meeting. The wording discussed at the previous meeting was amended by Sarah Sapsford of RCCE and the amended version included. In addition, the maximum number of members was included along with details of the quorum. It was also noted that 'Neighbourhood Plan Co-ordinator' was added to point 4 of sub-heading 'Meeting'.

Councillor O'Brien proposed that the Terms of Reference be accepted. This proposal was seconded by Hook and **agreed**.

7:07 pm - Dennis Lane and Sarah Playfair-Moss joined.

5. Project Plan

A discussion was held over the best way to input dates and information into the Project Plan due to its size and the comparative adolescence of the Steering Group and plan process.

Councillor O'Brien suggested that the Project Plan be tackled in stages over several meetings. The next meeting would tackle '1. Starting Up'. The group **agreed** to this method of Project Plan development.

7:15pm – Peter Brewerton and Darren Thompson joined.

6. Communication and Engagement Strategy and Action Plan

Further review of the Communication and Engagement Strategy and Action Plan was required. The Neighbourhood Plan Co-ordinator did however bring to light a comment made by Councillor Miles regarding a grammatical error and an email response from Sue Newby. Sue had asked; "Is it worth adding into the column 'How we will engage' – A4/A5 notices on public notice boards (Asda, Church, Costa!)"

Prior to the meeting, the Neighbourhood Plan Co-ordinator had circulated a list of possible events scheduled before Christmas that the Steering Group might like to attend. Tracey Fellows had volunteered to attend the Library's Community Open Day on Saturday 12 November 2016 and the Town Council's Christmas Fayre on Saturday 19 November 2016.

A lengthy discussion was had over the Questionnaire and its accompanying letter. In summary, it was felt that the questionnaire being produced at this time would be premature and that it was important to first advertise/market the Steering Group and the Neighbourhood Plan. The Steering Group needs some branding work done in order to become easily recognisable within the community.

It was suggested that a 'Marketing' sub-group be formed in order to produce a marketing plan (Communication and Engagement Strategy - Action Plan). Four Steering Group members came forward to form the sub-group- David Birch, Paul Warner, Jackie Birch and Murrough O'Brien. The sub-group shall try and present something before the next Steering Group meeting. They shall work at high level 6 months and detailed 3 months.

Due to the delay in issuing a questionnaire, the scheduled events shall be used to promote awareness of the Neighbourhood Plan and the Steering Group. Those volunteered to attend these events shall be given the existing posters and leaflets to engage with until the sub-group direct otherwise.

7:50pm - Thomas Dempsey joined.

7. Vision and Objectives

The Neighbourhood Plan Co-ordinator introduced to the group the need for a Vision and Objectives. It was explained that it is vital for the group to consult with the community in order to develop these.

The Neighbourhood Plan Co-ordinator explained one of the best ways that she had researched. This was to hold an open day event where large maps are laid out along with large boards for people to write their comments on using sticky notes. It was also suggested that the 'open day' was repeated in several locations and on different days in order to engage with the maximum number of people and across demographics.

The Neighbourhood Plan Co-ordinator shall circulate ideas on how best to do this, including others' examples prior to the next meeting.

Councillor O'Brien suggested that forming a sub-group for this should be an agenda point for the next meeting.

Thomas Dempsey introduced himself to the group; he is a Chartered Surveyor who also lives in the town.

Councillor O'Brien proposed that the 2 vacancies on the Steering Group be filled with Mr Khan and Mr Dempsey. This was agreed.

8. Discussion on Neighbourhood Plan Topics/Sub-groups/Think Pads

A discussion was held within the group about the numbers of sub-groups and their possible titles. Some felt that as many as 18 sub-groups is likely whereas others felt that this was too many and to keep it broader.

On reflection, the group thought that 6-8 core sub-groups would be sufficient and from these, smaller more specialised groups may form (if required).

Councillor O'Brien actioned to have everyone consider about 8 possible sub-group titles prior to the next meeting and for these to be sent to the neighbourhood Plan Co-ordinator for collation.

9. Local Plan Workshop

Councillor Golding explained that the Local Plan Workshop date has been moved from Monday 19 September 2016 to Wednesday 12 October 2016.

10. Date of the next meeting

Councillor O'Brien proposed that Thursday 10th November 2016 at 7.00pm should be the date of the next meeting. Councillor Golding seconded and it was **agreed**.

Meeting Closed at 8:40pm