

SOUTH WOODHAM FERRERS TOWN COUNCIL

Notes of the meeting of The Neighbourhood Plan Steering Group held on 10 November 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	D Birch
Dempsey	Fellows
Councillor Golding	Hook
Newby	Councillor O'Brien
Councillor Shearring	Thompson
S Wakeling	

In Attendance: Neighbourhood Plan Co-ordinator and Town Clerk. One member of the public, Mr Rupert Baker.

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, Jackie Birch, Chris Wakeling, Dennis Lane, Dino Khan, Sarah Playfair-Moss, Liz Carlton and Paul Warner. In addition, Cllr. O'Brien sent apologies for likely lateness.

In addition, one member of the public was introduced as Mr Rupert Baker.

Peter Brewerton's resignation from the Steering Group was noted. It was also noted that he is willing to help with input into the Neighbourhood Plan where necessary on behalf/with Woodville Primary School.

7:06pm – Councillor O'Brien joined the meeting and apologised for being late.

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

On a proposal by Councillor O'Brien, seconded by Councillor Golding the minutes of the meeting held on 10 October 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 although he did state that he will be resigning in January due to other commitments.

4. Consideration of Membership

Councillor Kevin Golding proposed that there should be an addition made to the Terms of Reference to state that; 'Should a member not be present to three consecutive meetings; they shall be considered for removal.' This was seconded by Susan Newby and agreed.

The Co-ordinator asked whether any members had managed to complete their declaration of interest forms. There were queries regarding whether these forms had to be done and if not whether the requirement could be removed from the Terms of Reference. Also, if they were required who would be party to them, i.e. where would they be stored and who could view them. The Co-ordinator to check all these details with Jenny Robinson of Chelmsford City Council and report back.

5. Project Plan

The group went through the first stages of the Project Plan and entered due dates on all the spaces within these stages.

1. Starting up	Stage 1b: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Develop Communication and Engagement Strategy (what/who/how/when/why)	05.12.16	
			Ensure that strategy is inclusive and accessible to all	Feb-17	
		General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy). <i>NB. Tying in with existing community events such as summer and christmas fairs is often the most successful approach.</i>	Jan/Feb-17	
			Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers	Jan/Feb-17	
			Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses	End March -17	
			Review events and questionnaire to ensure engagement was inclusive and accessible to all	May-17	
	Stage 1c: Getting organised - making sure you're ready to prepare the plan	Set up Steering Group	Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	week commencing 14.11.16	
			Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc	Feb-17 meeting	
			Agree Project Plan (For funding)	Mar-17 meeting	

Darren Thompson, Cllr. Golding, David Birch, Cllr. O'Brien and Thomas Dempsey volunteered to form a discussion group to review the draft Communication and Engagement Strategy and Action Plan. The Co-ordinator is to distribute the draft documents again and the discussion group to report back with any comments. A meeting shall then be held of the discussion group members so to distribute the revised documents to the Steering Group by the next meeting for approval.

Co-ordinator to contact all local neighbouring parishes to ask whether they would like to come to the meetings.

6. Update from the Marketing Sub-Group

David Birch of the Marketing Sub-group ran through the Marketing Plan with the group and all were in agreement with its content. The titles of the proposed sectors shall be revised once agreed.

A leaflet for the upcoming events is yet to be designed and so these events shall be running with the current leaflets and posters.

The Community Open Day being held at the library on Saturday 12th November 2016 shall be attended by the Co-ordinator and Tracey Fellows with the help of Cllr. Golding, Cllr. Shearring and Thomas Dempsey who shall be there on other stalls.

The Co-ordinator shall attend the Children's Christmas Party on Saturday 10th December 2016 to answer any queries from the public on the Neighbourhood Plan.

Councillor Shearring shall attend the Senior Citizens Christmas Lunch on Friday 2nd December 2016 to answer any queries from the public on the Neighbourhood Plan.

Tracey Fellows, Sue Newby and Susan Wakeling all volunteered to attend the Christmas Fayre stall on Saturday 19th November 2016 along with the Co-ordinator. Darren Thompson asked whether we could check the location of our stall in relation to his for South Woodham United, if it was close, he would help out when possible also.

7. Vision and Objectives

Councillor O'Brien proposed that this should be deferred to the next meeting, the group agreed.

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

All suggested titles were put forward and listed down;

- RECREATION
- HOUSING
- ENVIRONMENT AND NATURE
- BUSINESS AND EMPLOYMENT
- TRANSPORT AND ACCESS
- HEALTH FACILITIES
- FACILITIES INFRASTRUCTURE
- EDUCATION
- WELLBEING
- BUSINESS AND RETAIL
- OPEN SPACES AND LEISURE
- SAFETY SECURITY AND COMMUNITY RESILIANCE
- COMMUNICATIONS AND DIGITAL
- ELDERLY NEEDS
- COMMUNITY FACILITIES
- YOUTH NEEDS
- SUSTAINABLE DEVELOPMENT
- URBAN DESIGN
- CAR PARKING

The general consensus was to have between 6-8 sub-groups/sectors and each of these to have Champions and Vice-Champions.

Tracey Fellows, Stephen Hook and Alan Shearring volunteered to form a discussion group to narrow down the final list of titles for sectors and then to circulate this list for approval at the next meeting.

9. Local Plan Workshop

Councillor Golding explained that he and Councillor Roberts had attended a Local Plan Parish Workshop hosted by Chelmsford City Council.

He started by talking through a map (which will be circulated along with these meeting notes) of South Woodham Ferrers parish. It had highlighted the areas which were put forward during Chelmsford's 'Call for Sites'. Areas F and D have already been granted permission, with F being a new Filling Garage site and D as the site for the new Sainsbury and Health Centre. Additional areas shaded green were put forward as planning options in 2014. Area B was put forward in 2014 and again in 2015. Area C was put forward in 2015. It was explained that throughout Chelmsford they have sites for 49,000 new dwellings but they are only required to provide 14,000 and they are yet to decide the locations to be used. It is informally thought that area C will be considered too sloped for development and area B contains a protected lane.

One of the main contentions was the road and traffic associated with commuting from Maldon and Rettendon. It is thought that the new road should go around the outside of any new development so not to separate from the existing town. There was a general discussion at the Local Plan Workshop regarding the A132 and the traffic contribution from both South Woodham Ferrers and Maldon.

Chelmsford City Council are checking the existing settlement boundaries in place as at the meeting Councillors Roberts and Golding pointed out that they were unsure that Chelmsford's records were correct. They were informed that the Steering Group should be able to create/define settlement boundaries.

The Steering Group will need to inform Chelmsford of the type of housing required for the town with any new development, i.e. retirement homes, starter homes etc. Councillor Golding informed the meeting that the Neighbourhood Plan will be able to set requirements and restrictions on housing, so long as they comply with Chelmsford's Local Plan.

Chelmsford hope to have the Local Plan running by 2019 and once agreed it will be the new plan and so will override the existing 'Plan for South Woodham Ferrers'. It was therefore suggested by the Working Party and Jenny Robinson of Chelmsford City Council agreed that the Steering Group's Terms of Reference should therefore remove the lower limit from the Mission Statement. The Group agreed to this proposal.

10. RCCE Coffee Morning Attendance

The Neighbourhood Plan Co-ordinator reminded the group of the RCCE Coffee mornings being held on Wednesday 16th November and Friday 16th December 2016. It was stated that these would likely be very beneficial and would be an opportunity to ask RCCE staff and other Steering Groups for their advice and perspective. If members wanted to attend they were to contact the Co-ordinator as soon as possible so that places could be booked.

The Town Clerk informed the meeting that should members wish to attend, mileage for this Coffee Morning can be claimed.

11. Date of the next meeting

Councillor O'Brien proposed Monday 5th December 2016 at 7.00pm should be the date of the next meeting. Councillor Golding seconded and it was **agreed**.

Meeting Closed at 9:00pm