

SOUTH WOODHAM FERRERS TOWN COUNCIL

Notes of the meeting of The Neighbourhood Plan Steering Group held on 12 September 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 and C Wakeling.

Present:

Bentham	D Birch
J Birch	Councillor Golding
Fellows	Hook
Newby	Lane
Playfair-Moss	Councillor O'Brien
C Wakeling	Price
S Wakeling	Councillor Shearring

In Attendance: Town Clerk, Neighbourhood Plan Co-ordinator, 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, Peter Brewerton and Darren Thompson.

2. Consider the notes of the meeting held 28 July 2016

Dennis Lane had emailed prior to the meeting to explain that his name was wrong within the notes. He had been named as David Sloan rather than Dennis Lane. Apologies were sent by the Neighbourhood Plan Co-ordinator for the error.

Councillor Shearring had emailed prior to the meeting to explain that his interests should read as;

- Town councillor elected to represent Chetwood Ward on the steering group
- Vice Chairman of Planning
- Retired Fundraising Officer for Essex Wildlife Trust
- Represents Essex Wildlife Trust on various local committees
- Coopted onto the previous 'Plan for South Woodham Ferrers' on behalf of Essex Wildlife Trust

And also that he is not a City Councillor.

The neighbourhood Plan Co-ordinator shall make the relevant amendments and circulate the meeting notes as Rev 1.

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/Future Terms of Reference

Councillor O'Brien reminded the group that they would have to adhere to South Woodham Ferrers Town Council's Code of Conduct. The Neighbourhood Plan Co-ordinator to resend a copy of this to all members.

There was a discussion had regarding whether the Terms of Reference should include a sentence such as 'The purpose is to develop a Neighbourhood Plan that contains a set of policies that will control the development of South Woodham Ferrers over the next 15 years.' If it were to be included, should it sit under the Purpose section or be separated as a Mission Statement. The Neighbourhood Plan Co-ordinator is to check the wording of Chelmsford City Council's Terms of Reference and those of other neighbourhood plans. The Neighbourhood Plan Co-ordinator shall also seek the advice of RCCE. Once all the information is gathered, this shall be distributed to the group prior to the next meeting.

Following a discussion later in the meeting regarding the diversity etc. of the Steering Group, a limited member total of 22 was proposed by Councillor Golding, Councillor Shearring seconded this proposal and it was **agreed**. In addition Councillor Golding proposed a quorum of a third of the total members at any one time. Councillor O'Brien seconded and it was **agreed**.

5. Project Plan

The Neighbourhood Plan Co-ordinator introduced the task sheet for the project plan. It was created to guide the process of creating a Project Plan.

Jackie Birch requested that the group are given updates as to how Chelmsford's Local Plan is progressing.

Councillor Shearring suggested using Gantt charts of our plan and Chelmsford's Plan against one another for comparison on progress and to ensure that we are not falling behind.

The Neighbourhood Plan Co-ordinator shall have a draft project plan ready and distributed prior to the next meeting.

6. Communication and Engagement Strategy and Action Plan

The Neighbourhood Plan Co-ordinator introduced the task sheet for the Communication and Engagement Strategy and Action Plan. It was created to guide the process of creating a Communication and Engagement Strategy and Action Plan.

The Town Clerk and Neighbourhood Plan Co-ordinator explained that advice from RCCE is to concentrate first on gaining insights into people's likes and dislikes about South Woodham Ferrers as it is now. This is in order to understand its character.

A discussion was had regarding having some thoughts ready for the next meeting about how best to tackle each demographic of South Woodham Ferrers. Jackie Birch suggested using an article in the Focus as a questionnaire and placing drop boxes around town. All ideas are to be sent to the Neighbourhood Plan Co-ordinator for her to input them into the model.

Pauline Price asked mentioned that the current website has not been updated recently. The Neighbourhood Plan Co-ordinator shall email several links to other Neighbourhood Plan websites for ideas.

The Neighbourhood Plan Co-ordinator informed the group that a stall had been reserved for their use at the Christmas Fayre.

The Neighbourhood Plan Co-ordinator shall have a draft Communication and Engagement Strategy and Action Plan ready and distributed prior to the next meeting.

7. Discussion on Think Pads

Prior to the meeting, Stephen Hook emailed his thoughts etc., please see attached. It was explained that although we can make provision for buildings/structures, we cannot necessarily ensure that services, such as health care can change.

There was concern over being able to discourage certain businesses/industries into the town. For example, being able to say no to a high explosives factory. Councillor Golding suggested that we could limit this by using licensing controls and buffer zones. Jackie Birch also stated that there was something similar in the current Plan for South Woodham Ferrers. Councillor Golding suggested using wording to positively change the use of land, suggest a desirable usage.

Councillor O'Brien encouraged everyone to read the current Plan for South Woodham Ferrers if they hadn't already.

8. Diversity of Steering Group

Paul Warner introduced himself; he is a local businessman and explained that there are limited premises for businesses of a certain size and type. He also suggested that the space available within South Woodham Ferrers and Essex as a whole is too high for him personally to pay and is resulting in him thinking of moving his business out of Essex entirely. Paul was voted onto the Steering Group.

David Birch introduced himself; he is the Chair of the Health and Social Care Group.

There was a discussion on whether we had enough diversity within the Steering Group. However it was noted that specialists will be consulted upon and form sub-groups and their representation on the Steering Group did not necessarily have to be a specialist in that field, willingness to contribute was important.

It was also noted that through the Communication and Engagement Strategy we can ensure that each demographic etc. of the community is consulted. It was asked whether we had enough information about the demographics, Jackie Birch reminded the group of the 2015 census data available.

9. Local Plan Workshop

The Neighbourhood Plan Co-ordinator explained that the Town Council had had an invitation from Chelmsford City Council to attend a Local Plan Workshop on Monday 19 September 2016. The invitation was for either officers or Councillors of the Council. Councillor Ian Roberts and Councillor Kevin Golding are to attend and report back information which will affect the Steering Group.

10. Date of the next meeting

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

Meeting Closed at 8:17pm