

SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

Notes of the meeting of The Neighbourhood Plan Steering Group held on 13 February 2017, at 7.15pm.

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, 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), Councillor Shearring (Chetwood Ward Representative), Thompson (South Woodham United) and S Wakeling.

Present:

J Birch (Chairman)
D Birch
Fellows
Hammond
Lane
Cllr. O'Brien
Cllr. Shearring

K Bentham
Dempsey
Cllr. Golding
Hook
Newby
Price

In Attendance: Neighbourhood Plan Co-ordinator and one member of the public.

7.15pm – Chairman, Jackie Birch opened the meeting.

1. Apologies for absence

Apologies for absence were received from Khan, C Wakeling, S Wakeling and Rev. C Ball.

2. Declaration of Interest

None.

3. Consider the notes of the meeting held 9 January 2017

On a proposal by Ian Hammond, seconded by Sue Newby the minutes of the meeting held on 9 January 2017 were agreed as a true record of the meeting.

4. Appointment of Champions/Vice-Champions and Secretary

The position of Vice Champion to the Infrastructure sector was agreed to be Dennis Lane and Vice Champion to the Business and Retail sector was agreed to be Cllr. Kevin Golding. The position of Secretary to the Steering Group was agreed to be Pauline Price.

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

The Co-ordinator confirmed that Kate Hodson was contacted via a letter in the post to inform her of her removal as a member from the Steering Group. It was also confirmed that David Rey was contacted to ask his likelihood of attending this as the next scheduled meeting and that if it was not likely, then the Steering Group were probably going to remove him. He replied to say that it was unlikely he would be able to attend and to remove him as a member.

Both Kate Hodson and David Rey shall continue to receive Agendas and Minutes.

There are now 20 members of the Steering Group leaving two positions unfilled. One of these positions is being reserved for Revd. Carol Ball who had expressed interest from very early stages.

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

The Co-ordinator drew the Group's attention to page 4, section 3 which had a statement in red text reading '(Completed stakeholder list will go here)'.

The Steering Group agreed to the Communication and Engagement Strategy with the understanding that the completed stakeholder list shall be agreed upon at the next meeting once it is compiled.

7. Marketing/Vision and Objectives discussion group update

Dennis Lane brought to the attention of the Group, an article he had placed in the Focus regarding the bus service. A community transport meeting is scheduled and the Steering Group's Councillor representation shall report a summary of this meeting back to the Group.

The Co-ordinator suggested an article be placed in the Focus and on the website to update the community of the Neighbourhood Plan's progress. The Marketing discussion group will look at this and agree an article to go out.

The Group also noted that the Marketing discussion group shall be looking at the website appearance.

David Birch informed the Group that the discussion group had not met for a little while but once the stakeholder list and the Local Plan Preferred Options Consultation is complete, it might be best to write to all stakeholders to ask how they would best like to get involved.

8. Children's Questionnaire

The Co-ordinator also confirmed that Woodville Primary School was contacted and they confirmed that this type of community project would be of interest to them.

It was agreed to have three projects run on the 16th March during their meeting; poster creation to inform others of the Neighbourhood Plan, ideas of questionnaire contents and drawing/design of what any new homes should be like. The Co-ordinator has put together a presentation for the children to explain Neighbourhood Plans.

It was agreed to assess how the meeting with Woodville Student Council goes and to run the best parts across all other primary schools within South Woodham Ferrers if they are interested.

The Co-ordinator confirmed that the guidance of both Jenny Robinson (Chelmsford City Council) and Sarah Sapsford (RCCE) was sought. Sarah had replied to state that they have worked in primary schools, but not generally using questionnaires. They have been for secondary school age and above. They've facilitated workshops – quite visual, lots of drawings, some voting.

It was felt that although questionnaires from this age group may not be easily analysed for policy creation, the children's interest should not be ignored and it may also transfer interest to their parents/guardians.

David Birch requested that as Champion of Community Facilities, he was consulted on this meeting.

9. South Moulton Real Estate Ltd Meeting arrangements

The meeting arrangements between South Moulton Real Estate Ltd, Countryside and the Steering Group were put on hold due to the delay in Chelmsford City Council's Local Plan Preferred Option Consultation.

In the meantime, a meeting between Jeremy Needs (South Molton Real Estate Ltd), William Wood (Countryside), the Neighbourhood Plan Co-ordinator, Town Clerk and Steering Group Chairman was held as an introduction to how each party is run and how best to arrange communications. The Co-ordinator shall circulate the meeting notes from this meeting and publish them on the Neighbourhood Plan website.

It was agreed that all meetings with either South Molton Real Estate Ltd or Countryside be recorded by way of agendas and meeting notes published and circulated.

10. Built Environment Update including Stakeholder Lists

Thomas Dempsey and Ian Hammond confirmed that they had met to discuss a document entitled; 'Housing Needs Assessment at neighbourhood Plan Level – A toolkit for neighbourhood planners' sent to them by the Co-ordinator. Ian confirmed that following this reading a Housing Needs Assessment will be required and that they will want to discuss procuring documents and data with the Co-ordinator as advised within this literature.

They also presented their stakeholders list and welcomed any comments. The Co-ordinator shall compile this with the others and distribute once completed.

11. Transport and Access Update including Stakeholder Lists

Stephen Hook confirmed that they had been collecting and reading as much literature as they could, this included Essex County Council Sustainable Modes of Travel Strategy. He found an interesting section on reducing car trips within 5 miles, however when applying this to South Woodham Ferrers, it doesn't get you very far on the way to the next large settlement. Cllr. O'Brien suggested that it would be unrealistic to ask/tell people to reduce the use of their cars.

Hook suggested that the lack of public transport within South Woodham Ferrers could be an argument for no development, giving Maldon as an example of an area with a lower population but better bus service. The Group was informed that Cllr. Keith Bentley had pushed for more roads within South Woodham Ferrers to be covered by the buses. This idea had been rejected as Great Baddow would have to receive a decrease in their service.

Another interesting part of the document was that Essex County Council had stated that the roads were unsuitable for lorries.

Cllr. O'Brien stated that care should be given when concentrating efforts on buses as we, as a Town, don't have many users.

12. Infrastructure Update including Stakeholder Lists

No update given as Chris Wakeling (Champion) was not present.

13. Open Spaces and Leisure Update including Stakeholder Lists

Tracey Fellows had prepared a comprehensive list of the facilities and groups already within the Town together with contact for each and useful notes. This shall be circulated to the Steering Group.

Fellows gave a presentation (circulated with these notes). It stated that Chelmsford City Council's, 'An assessment of Open Space, Sports and Recreation' carried out in 2005, following PPG17 government planning policy guidance, showed deficiencies in recreational space in South Woodham Ferrers - particularly in relation to parks and gardens, sports pitches and allotments.

Fellows had drafted a questionnaire for clubs and organisations within the Town to assess the provisions currently available. Fellows had also created one for the general public. The Co-ordinator shall forward these to members of the Steering Group. These questionnaires shall not be issued at this stage and may be used in conjunction with other sector questionnaires.

Cllr. O'Brien stated that although Marsh farm is considered a Country Park by Essex County Council, it is unlike any other Country Park. It is stated to be 300 acres but most of it is inaccessible due to it being fenced off for either farmland or bog land. Jackie Birch suggested that the Council may have some statistics the sector can use to assess the usage and accessibility of the Park. Dennis Lane asked whether there were any hockey facilities remaining within the Town to which Cllr. O'Brien and Sue Newby responded by saying no not now the 3G pitch was installed at the Leisure Centre. The 3G pitch does not support hockey.

It was agreed that questionnaires from each sector should be all sent to the Co-ordinator for collation and for the Marketing Discussion Group to check all.

14. Business and Retail Update including Stakeholder Lists

Cllr. Golding, in the absence of Darren Thompson confirmed that they will be able to present something for the next meeting.

Cllr. O'Brien asked whether they shall be looking at new business opportunities to provide mortgage paying jobs. Cllr. Golding confirmed that having spoken to Jeremy Potter (Chelmsford City Council), he thinks that if a need for commercial property is proven then the developer will support this.

15. Community Facilities Update including Stakeholder Lists

David Birch shall be discussing the children's questionnaire with Susan Wakeling with regards to schools and treating each one equally.

David Birch informed the group that the Health event which was scheduled for 8th February 2017 was postponed to the end of March due to a major event at Champions Manor Hall with health professionals. Once this meeting has taken place, David Birch shall supply a report to the Steering Group.

Ian Hammond shared a rumour he had heard regarding the closure of k block at William de Ferrers School. Sue Newby stated that it was only rumour but the usage of that building (privately let to them) was only meant to be temporary when it was first opened in 1986.

16. Natural Environment Update including Stakeholder Lists

Sue Newby confirmed that they had begun to complete the sector stakeholder list. They had also added contacts against each and other notes including any useful reference materials or links etc. It was thought that although there would be some overlap with other sectors, this sector will have many niche stakeholders due to the variety of topics to be covered.

The Group liked the idea of adding the additional information and so the Co-ordinator shall arrange for stakeholder list to be updated with new columns to include a; 'contact', 'notes' and 'references' column. This updated excel workbook shall be forwarded to all members.

17. Project Plan Review

Due to the delay of Chelmsford City Council's Local Plan Preferred Options Consultation, it was agreed to add notes to the excel Project Plan to state the delay cause. The Co-ordinator shall circulate the updated Plan to all members of the Steering Group.

18. Date of the next meeting

It was **agreed** the date of the next meeting would be Monday 13th March 2017 at 7.15pm.

The meeting closed at 8:45pm