

## **SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN**

### **Notes of the meeting of The Neighbourhood Plan Steering Group held on 13 March 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 (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)  
Dempsey  
Hammond  
Cllr. John  
Newby  
Cllr. Shearring  
S Wakeling

D Birch  
Fellows  
Hook  
Lane  
Price  
Thompson

**In Attendance:** Neighbourhood Plan Co-ordinator and one member of the public.  
7.17pm – Chairman, Jackie Birch opened the meeting.

#### **1. Apologies for absence**

Apologies for absence were received from C Wakeling, Cllr. Kevin Golding, Kenny Bentham, Stephen Hook and Rev. C Ball.

#### **2. Declaration of Interest**

None.

7:18pm – Ian Hammond joined the meeting.

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

The minutes of the meeting held on 13 February 2017 were agreed as a true record of the meeting.

7:19pm – Cllr. John and Pauline Price joined the meeting.

The Chairman moved item 11 up due to the Business and Retail Champion having another appointment.

#### **11. Business and Retail Update including Stakeholder Lists**

Darren Thompson (Champion) presented a PowerPoint to the Steering Group. This presentation shall be circulated with the meeting notes.

The South Woodham Ferrers Parish Plan was summarised. Darren had combined male and female statistics and noted that interestingly, people up to the age of 74 were considered economically active.

The data showed that the majority of people were in some form of employment. A small proportion were considered as other and weren't sure what this included other than maybe those who refused to answer the question.

There were about 16 different employment sectors. The top employment sector in the town was Wholesale and Retail Trade, Repair of Motor Vehicles at 15.99%. Darren noted that although retail was the largest employer in the Town, the Chelmsford City Council Preferred Options makes no mention to it. The majority of the Town commute to work via Car or Van with Rail being the second largest way people travel.

The Chelmsford City Council Retail Capacity Study 2015 was summarised. Chelmsford undertook an onsite public survey in 2015 at three locations within the Town Centre; outside Asda, at the Bandstand and by the Church Wall in Trinity Square.

The number of vacant units is up 4.49% above the national average and Darren Thompson shall be undertaking his own count as the number has increased since this survey. The number of Service units was also up from national average by about 22%. However both Convenience and Comparison units were below the national average.

Darren Thompson had said that he had had an informal chat with some of the business owners on the industrial estate and for the large part they all appeared to suggest that businesses set up in South Woodham Ferrers but the Industrial units are too small for them to grow their businesses in and they have to move away.

Cllr. Shearring noted to the group that the Town Council had once considered electronic boards in the Town Centre to inform visitors of goings on.

It was generally thought that there is no destination point in the Town Centre such as a cinema or theatre. If these were in place it would perhaps create more of a footfall for other businesses.

#### **4. Consider consultation of Chelmsford Local Plan – Preferred Options**

Jackie Birch confirmed the dates for the Chelmsford City Local Plan as laid out in the Preferred Options document. Jackie gave a summary of the questions asked of Jeremy Potter regarding South Woodham Ferrers;

- Will Abellio Greater Anglia be increasing their capacity?  
*With only 1,000 houses there will not be enough money to provide passing loops on the Branch Line, but we may be able to make minor improvements at Wickford and passengers could go there.*
- What will be happening with the A132?  
*There shall be improvements made at junctions, not looking at duelling it.*
- Shall the infrastructure be in place prior to the new development?  
*Infrastructure shall be on a rolling basis but developers need to sell homes in order to generate money for infrastructure.*
- Will there be 1 storey homes built for families?  
*The type of houses built will be based on need including affordable houses.*
- Can you please define the travelling show people sites?  
*These are sites for those who stop over winter and travel for the season.*
- What standing will Neighbourhood Plans have?  
*Neighbourhood Plans will have the same statutory powers as the Local Plan so Chelmsford City Council will have to take notice of it.*

- There has been speculation over the amount of CIL money, did start at £20million and is now down to £1million. Will the Town Council have choice of how to spend this?

*Areas with Neighbourhood Plans shall receive 25% of CIL whereas those without shall receive 15%.*

The Preferred Options paper from Chelmsford shall be going to consultation very shortly, Thursday 30th March till Thursday 11th May and the Co-ordinator advised it probably wise as a group to make any comments felt necessary. The Co-ordinator had read through the draft document which was circulated to all members of the Steering Group and found a couple of things that should be cleared up;

- The Wildlife Site north of the Burnham Road appears to be smaller on Chelmsford's plan than it is on the Essex Wildlife Website plan. The area needs to be defined and agreed.
- There is a rail map on page 29 which defines the main rail line heading into Chelmsford on its way to Colchester but completely misses our line.
- The document on pg. 11 states that; "For the purposes of this document, when we talk about Chelmsford we are referring to the Council's whole area, unless otherwise identified." The Co-ordinator didn't believe that this is the case in all parts of the document but hasn't as yet gone through and noted where.

The Co-ordinator recommended that all members of the Steering Group read the final published document and make any notes you think we should communicate with Chelmsford. It was agreed that the group all read the options paper and send any comments to the Co-ordinator ahead of next meeting and that the comments should be categorised in terms of our own sectors.

Darren Thompson asked whether it would be best to take a look at neighbouring area plans as this will affect us in terms of travel. It was agreed that this would be a good plan.

## **5. Marketing/Vision and Objectives discussion group update**

A press release was made to the South Woodham Focus this week so should appear in next week's issue. It has been published on the website already.

Looking to redesign the website including the purchase of a new domain name; was looking at swfnp.org.uk

The co-ordinator is in talks with Ahead4 and either they will help build the website or the co-ordinator shall do it, depends on cost and ease. They shall be hosting it for us at a cost of £49.99+VAT per year although we shall purchase the domain directly and it works out about £7 for two years through 1&1.

The marketing discussion group would be looking for the following pages and sub-pages to start with;

- Home
- Meetings
- News
- Downloads
- Gallery
- Contact
- Sectors
  - o Built Environment
  - o Business and Retail
  - o Community Facilities
  - o Infrastructure
  - o Natural Environment

- o Open Spaces and Leisure
- o Transport and Access

The discussion group also liked the idea of having a member login for further uploads and notes from the co-ordinator.

The Steering Group are due to have a display at the Annual Town Meeting on Tuesday 4th April from 7pm to 10pm. The stall shall have the newly designed Think Pads for people to make comments should they wish, it will also have the designated areas map from Chelmsford and the posters from the other events. The Local history Society has also very kindly said that we can borrow their historic date maps of the town which show its development.

Pauline Price, Darren Thompson, Chris Wakeling and Susan Wakeling all volunteered to help run the stall on the night.

Woodville Primary School – Student Council shall be attending a session at Champions Manor Hall on Thursday 16th March 2017 to go through the Neighbourhood Plan and how they can contribute. Information regarding this was circulated prior to the meeting. The Steering Group agreed to the proposed running.

A report was circulated prior to the meeting regarding Stakeholder Engagement. Sue Newby stated that we need to ensure that any questions asked shall be able to relate directly to policy creation. Pauline Price stated that if we go with a sampling strategy for the questionnaires, we will need to ensure that the numbers that stakeholders represent are adequate.

## **6. Andrew Martin – Planning Ltd Meeting arrangements**

The Co-ordinator informed the group that Andrew Martin – Planning Ltd had made contact and requested a meeting on behalf of their client J & A Lyon. A plan showed the plots of land they own and it is now known that these areas fall outside the designated area as set out by Chelmsford City Council Preferred Options. The group agreed to invite them to the next Steering Group meeting in order to get an idea of possible plans for the parish and also to ensure that they are fairly treated as a meeting had already been held with South Molton Real Estate Ltd.

In addition Jackie Birch (Chairman) also suggested that Countryside now be invited to meet the Steering Group as a whole now that the Chelmsford City Council Preferred Options Consultation was known.

8:35pm – Darren Thompson and the member of the public left the meeting.

The Co-ordinator shall send the map with the J & A Lyon owned plots to the Steering Group.

The Co-ordinator shall invite Andrew Martin – Planning Ltd to the next Steering Group meeting with a maximum timeslot of 45minutes to include answering questions which shall be forwarded to them prior to the meeting. It was therefore agreed that any questions from the Steering Group should be forwarded to the Co-ordinator in plenty of time.

## **7. Built Environment Update including Stakeholder Lists**

The Co-ordinator recommended that the purchase of a Community Profile from RCCE should be made at the cost of £54+VAT. Details of the Community Profile shall be circulated to the Steering Group. Permission for this purchase shall be sought from the Town Clerk.

Thomas Dempsey (Champion) stated that both he and Ian Hammond had walked/drove around the designated area to get a feel for the terrain etc.

Ian Hammond had met with the Co-ordinator since the last Steering Group meeting to discuss data required for the Housing Needs Survey because Chelmsford's appears to cover the city centre mainly.

**8. Transport and Access Update including Stakeholder Lists**

Dennis Lane (Vice-Champion) summarised the need for the provision of an accurate bus timetable and is researching which body is responsible for it.

**9. Infrastructure Update including Stakeholder Lists**

Chris Wakeling (Champion) had printed a report for all present at the meeting in his absence. The Co-ordinator shall circulate this to all members and so any queries can be raised at the next meeting. He had left an additional note to say that he is trying to communicate with Anglia Water regarding the Water Treatment and Sewerage Works which are already identified to be at capacity.

**10. Open Spaces and Leisure Update including Stakeholder Lists**

Tracey Fellows (Champion) has spoken to Cllr. Massey who gave her an update on the play areas within the Town. It would appear that money is being utilised on the larger play areas which are maintained by Chelmsford City Council. Fellows also informed the group that the Town Council are trying to acquire old railway land.

It was noted that there wasn't much mentioned within the Chelmsford City Council Preferred Options with regards to open spaces and leisure. They also appear to be treating Marsh Farm as a whole area rather than concentrating on the actual accessible sections of the park.

**12. Community Facilities Update including Stakeholder Lists**

David Birch (Champion) is waiting to contact the stakeholders that were identified but needs to wait until all sectors have their stakeholder lists so that a single approach can be taken as stated by the Marketing Discussion Group.

**13. Natural Environment Update including Stakeholder Lists**

Sue Newby (Champion) stated that her and Cllr. Shearring had met and reduced the stakeholder list they had previously put together and split it into two groups, those who are essential and those who are not so. The Co-ordinator shall be sent the revised list.

They were looking at including a new nature reserve on the slopes of Bushy Hill.

Cllr. Shearring (Vice-Champion) stated that the Local Wildlife Site does not have statutory powers like a SSSI does but that it is generally presumed that no development occurs within them. Chelmsford City Council has ownership of designation of the site and interestingly a large chunk has been removed from the maps published with the Preferred Options. They will be interested to hear what plans the developers have for this site, maybe a green buffer between two sides.

It was suggested that the costs of hiring a master planner were looked into to act on behalf of the Steering Group.

Jackie Birch suggested that we invite Jeremy Potter to come and meet the Steering Group to answer queries.

**14. Project Plan Review**

Now the date of the Chelmsford City Council's Local Plan Preferred Options Consultation is known, the Co-ordinator update the dates within the Project plan and circulate the updated Plan to all members of the Steering Group.

**15. Date of the next meeting**

It was **agreed** the date of the next meeting would be Tuesday 11<sup>th</sup> April 2017 at 7.15pm.

The meeting closed at 9:10pm