

A G E N D A

South Woodham Ferrers Neighbourhood Plan Steering Group

For a Meeting on Thursday 28 July 2016, at 7.00pm

**To be held in the Conference Room, Champions Manor Hall
Community Centre, Hullbridge Road, South Woodham Ferrers**

Attendees: An attendee list for record shall be completed at the meeting.

Members: Councillors O'Brian (Elmwood Ward), Shearring (Chetwood Ward), John (Collingwood Ward) and Golding (Woodville Ward)

1. Welcome

- Councillor Keith Miles to open meeting
- Brief summary of the Neighbourhood Plan
- Introducing Neighbourhood Plan Co-ordinator and Sarah Sapsford of RCCE

2. Apologies for absence

3. Introductions including interests

4. An Introduction to the Neighbourhood Plan Process (Sarah Sapsford, RCCE)

- To highlight what we are doing, why, and what parameters it will operate under
- How the Town Council and City Council are involved, including the role of the Working Party (Terms of Reference will be available)
- How the Neighbourhood Plan fits in with the Local Plan
- To answer any questions from the group on the Introduction to Neighbourhood Plans

----- **REFRESHMENT BREAK** -----

South Woodham Ferrers Neighbourhood Plan

Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ

nplan@southwoodhamferrerstc.gov.uk | 01245 321817 | plan2021.southwoodhamferrerstc.gov.uk

5. Appointment of Officers (at least a discussion around positions so can be decided next meeting – unless already decided) Here are example roles (sometimes chair is a councillor sometimes not)

- Chair
- Vice chair
- Secretary
- Publicity
- Finance and liaison with Town Council

6. Terms of Reference/ Future Terms of Reference

Agree Draft Terms of Reference, as attached.

7. Time plan and budget

8. Publicity

Raising awareness

Using existing mediums and new ones

Building a contact database (including responsibility for upkeep)

9. Commencement of research (examples of areas covered) This could also cover who does what – is it the coordinators job or volunteers? And could include how to gather opinions on vision

- General demographic information
- Selecting an initial topics

10. Questions

11. How often to meet and date of the next meeting

- Proposed date of next meeting Monday 12th September 2016 at 7:00pm