

A G E N D A

South Woodham Ferrers Neighbourhood Plan Steering Group

For a Meeting on Monday 10 October 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: 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, C Wakeling and P Warner.

1. Apologies for absence

2. To consider the notes of the meeting held on 12 September 2016

3. Appointment of Officers

- Chair
- Vice chair

4. Terms of Reference

- Agree Terms of Reference.

5. Project Plan

- Group to review the Project Plan Draft that was distributed prior to the meeting.

South Woodham Ferrers Neighbourhood Plan

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

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6. Communication and Engagement Strategy and Action Plan

- Group to review the Communication and Engagement Strategy and Action Plan Draft that was distributed prior to the meeting.
- Review Dates, Times and Locations of various events for the Group to attend. Select volunteers to attend the events.
- Review Questionnaire drafted for use at several events.

7. Vision and Objectives

- Consider ways of developing a Vision and Objectives.

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

- Review a draft list of possible topics with the aim to agree.

9. Local Plan Workshop

- Inform group of the change of date.

10. Date of the next meeting

- Proposed date of the next meeting Thursday 10th November 2016 at 7:00pm.