



A G E N D A

South Woodham Ferrers Neighbourhood Plan Steering Group

For a Meeting on Monday 5th December 2016, at 7.00pm

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

Members: Bentham (Woodham Radars FC), D Birch (SWF Health and Social Care Group), J Birch, Carlton, Dempsey, Fellows, Councillor Golding (NPSG Finance and Town Council Liaison Officer and Woodville Ward Representative), Hodson (NPSG Secretary), 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), 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 10 November 2016

3. Appointment of Officers

- Chair
- Vice chair

4. Terms of Reference

- Suggest changing from "It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest" to "It is expected that all Steering Group members abide by the spirit of the Town Council Code of Conduct. All Steering Group members must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it, at the start of each meeting or as soon as the interest becomes apparent. This may include membership of an organisation, ownership of or interest in land or business, or any other matter likely to be relevant to the work undertaken by the Steering Group."

5. Consideration of Membership

- Consider sending correspondence to those members which haven't attended for at least three consecutive meetings or been in contact with the Co-ordinator in this time.
- If Steering Group are in agreement, the final wording of such correspondence to be agreed with Chair and Co-ordinator.

6. The role of the Neighbourhood Plan Working Party

- Chairman of the neighbourhood Plan Working Party, Councillor Roberts, to give a report.

7. Chelmsford City Council Update

- Jenny Robinson of Chelmsford City Council to give a report.

8. Discussion on Neighbourhood Plan sectors

- Review a draft list (circulated with agenda) of possible sectors with the aim to agree.
- Appoint Champions to each sector

9. Communication and Engagement Strategy discussion group update

10. Marketing discussion group update

11. Discussion on event reports (circulated with the agenda)

12. Project Plan

- Group to review the second Stage of the Project Plan Draft with the aim to agree.

13. Vision and Objectives

- Consider forming a sub-group to produce Vision and Objectives.

14. Date of the next meeting

- Proposed date of the next meeting Monday 9th January 2017 at 7:00pm.

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