

SOUTH WOODHAM FERRERS NEIGHBOURHOOD PLAN

Notes of the meeting of The Neighbourhood Plan Steering Group held on 26 June 2017, at 7.15pm.

Membership: Councillor O'Brien (Vice-Chairman and Elmwood Ward Representative), Allen, Bentham (Woodham Radars FC), S Betteridge, 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, Miller, Moss, Newby (William de Ferrers School), Playfair-Moss (South Woodham Evangelical Church), Price (Secretary and Publicity Officer), Councillor Shearring (Chetwood Ward Representative), Thompson (South Woodham United) and Twine.

Present:

Cllr. M O'Brien	S Betteridge
D Birch	T Dempsey
T Fellows	Cllr. K Golding
I Hammond	S Hook
D Lane	S Moss
P Price	Cllr. A Shearring
E Twine	

In Attendance: Neighbourhood Plan Co-ordinator and Sarah Sapsford (RCCE).

7.15pm – Vice-Chairman, Cllr. Murrough O'Brien opened the meeting.

1. Apologies for absence

Apologies for absence were received from Cllr. Ashley John and Dave Allen. Resignations were received from Sue Newby and Kenny Bentham.

2. Declaration of Interest

None.

3. Consider the notes of the meeting held 15 May 2017

It was **agreed** that the minutes of the meeting held on 15 May 2017 were a true record of the meeting.

4. Appointment of Steering Group Chairman

Cllr. Murrough O'Brien (Working Party Chairman) gave an update from the Working Party and stated that they had agreed (based on consultation) to increase the number of Councillors on the Steering Group from 4 to 6. He also informed the meeting that they had relaxed the rule that a Councillor could not hold the position of Chairman of the Steering Group.

Cllr. Alan Shearring nominated and Steven Betteridge seconded Cllr. Murrough O'Brien for the position of Chairman and it was **agreed**. Cllr. Murrough O'Brien continued to Chair the meeting.

5. Public Questions

No members of the public were present.

6. The Role of the Steering Group

The Chairman read out a statement which shall be circulated to all Steering Group members.

7:40pm – Emma Twine joined the meeting.

A discussion was held over the communications held with Chelmsford City Council and Sarah Sapsford (RCCE) clarified any queries.

It was **agreed** to form a Chelmsford City Council Local Plan Liaison Discussion Group (CCC LP Liaison DG). This discussion group will be headed by Steve Betteridge and the other members shall be; Simon Moss, Pauline Price, Dennis Lane and Stephen Hook. Cllr. Murrough O'Brien shall attend when possible to the meetings.

The CCC LP Liaison DG shall aim to have something prepared for the next Steering Group meeting and requested that if any Steering Group members had queries for Chelmsford, to please let them have these as soon as possible. It was made clear that liaison with Chelmsford City Council should be non-emotive and only include factual information as any other comments would require extensive public consultation to ensure that the majority of South Woodham Ferrers were being represented.

The addition of a line into the Terms of Reference was deferred till the next meeting.

7. Consider inviting Curtin & Co. to the next meeting

It was **agreed** to invite representatives of Curtin & Co. to the meeting scheduled to be held on 14th August 2017.

8. Marketing/Vision and Objectives discussion group update

The Co-ordinator informed the meeting that winners for the Woodville Primary School competition had been selected and that she and the Town Mayor are due to attend the school on Thursday 6th July 2017 to award the children with certificates. It had also been agreed that the competition shall be opened up to all schools but that only Trinity St Marys had replied. An advert has also been placed in the Focus to open the competition up to all children of primary school age in South Woodham Ferrers. In addition to this a children's questionnaire shall be held using question ideas from both Student Councils at Woodville and Trinity St Marys. It was agreed to re-send the invitation for school participation to those schools who had not replied.

It was **agreed** that this discussion group alongside Cllr. Murrough O'Brien and Simon Moss shall meet regularly to push forward work on both the Stakeholder Questionnaire and the Questionnaire for the general public. It was requested that any outstanding sector questionnaire ideas be forwarded to the Co-ordinator no later than 3pm on Thursday 29th June 2017.

9. Communication and Engagement Strategy

The Co-ordinator confirmed that Chelmsford City Council were happy with the drafted Communication and Engagement Strategy with only some minor alterations which were made and so will publish the document on the website on Tuesday 27th June 2017.

10. Built Environment Update including Stakeholder Lists

Thomas Dempsey had supplied a written report along with the agenda and this was summarised.

11. Transport and Access Update including Stakeholder Lists

Stephen Hook had supplied a written report along with the agenda and this was summarised.

9:20pm – Emma Twine left the meeting.

12. Infrastructure Update including Stakeholder Lists

Simon Moss had supplied a written report along with the agenda and this was summarised.

13. Open Spaces and Leisure Update including Stakeholder Lists

Tracey Fellows confirmed that she had sent the Co-ordinator the stakeholder questionnaires and covering letter she had prepared and will be working on analysing the maps supplied by Chelmsford City Council.

Cllr. Shearring added that there was a area of the map which was marked as open space but thinks that this area is actually privately owned.

14. Business and Retail Update including Stakeholder Lists

No report was supplied.

15. Community Facilities Update including Stakeholder Lists

David Birch explained that Cllr. A John had written a few things which shall be passed onto the Co-ordinator. He also confirmed that the main work for the sector currently is keeping an eye on the progress of the health facilities and in particular the proposed Health Centre at the new Sainsbury site.

16. Natural Environment Update including Stakeholder Lists

Cllr. Alan Shearring shall take on the role of Champion as he was already Vice-Champion.

Due to the resignation of the previous Champion he shall prepare questions for the questionnaire discussion group for as soon as possible.

17. Project Plan Review

The Chairman and the Co-ordinator shall review the Project Plan and update the Steering Group at the next meeting as to the progress.

18. Date of the next meeting

It was **agreed** the date of the next meeting would be Monday 10th July 2017 at 7.15pm.

The meeting closed at 9:40pm