

SOUTH WOODHAM FERRERS TOWN COUNCIL

Notes of the meeting of The Neighbourhood Plan Steering Group held on 28 July 2016, at 7.00pm.

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

Present:

Councillor M O'Brien
Councillor A Shearring

Councillor K Golding

In Attendance: Councillor K Miles, Town Clerk, Neighbourhood Plan Co-ordinator, Sarah Sapsford (RCCE), in addition, an attendee list for record was completed at the meeting.

1. Welcome

Councillor Miles opened the meeting and gave a brief summary of Neighbourhood Plans.

It was explained that the current 'Plan for South Woodham Ferrers' which was completed in 2008 ran out in 2021, and that the Neighbourhood Plan would be its replacement. It was also explained that the Neighbourhood Plan is envisaged to cover the same period as Chelmsford City Council's Local Plan. The Local Plan has been put back by at least 6 months due to the quantity of responses from the consultation period. By doing the Neighbourhood Plan we can have some controls over the development expected. *(Slides 3-4 of the appended presentation)*

Councillor Miles introduced the Town Clerk, Neighbourhood Plan Co-ordinator and Sarah Sapsford of RCCE to the meeting. The meeting was handed over at this point to those listed. *(Slide 5 of the appended presentation)*

At 7.11pm, Councillor Miles left the meeting.

2. Apologies for Absence

Apologies for absence were received from Rev. Carol Ball, Peter Brewerton and David Birch. Alan Brunning, Janet Frankland and David Rey were all sending representation.

3. Introductions including interests

The Neighbourhood Plan Co-ordinator asked all present to introduce themselves by name, organisation (if applicable) and a brief reason/interest for being involved.

NAME	ORGANISATION	INTEREST
Jackie Birch	Resident	Former Town Councillor, worked on the current 'Plan for South Woodham Ferrers', interest in planning and general interest in the Town's future.

David Woodcock	Resident	Former Town Councillor with an interest in steering development.
Alan Shearring	Town Councillor (Chetwood Ward)	Town councillor elected to represent Chetwood Ward on the steering group. Vice Chairman of Planning. Retired Fundraising Officer for Essex Wildlife Trust. Represents Essex Wildlife Trust on various local committees. Coopted onto the previous 'Plan for South Woodham Ferrers' on behalf of Essex Wildlife Trust.
Steven Hook	Resident	General interest for the Town and what is best for it.
Dennis Lane	Resident	Resident for 30 years with an interest in the development of public transport.
Kevin Golding	Town Councillor (Woodville Ward)	Town Councillor elected to represent Woodville Ward on the Steering Group. Current Deputy Town Mayor.
Lisa Hadley	Eyott Sailing Club	Riverside development.
Pauline Price	Resident	Resident for 28 years with an interest in young people as well as the whole Town. 25 years as teacher as well as Girls Guide volunteer.
Tracey Fellows	Resident	General interest in the Town's future.
Sue Newby	William de Ferrers School	Interest in education facilities for young people and also a resident for 32 years.
Susan Wakeling	Resident	Resident for 32 years and particularly interested in infrastructure.
Chris Wakeling	Resident	Resident for 32 years and particularly interested in infrastructure. Also interested in saving the Town's identity
John Cormack	GP and The South Woodham Independent Practices	Interest in the healthcare facilities for the Town.
Chris Blowers	Chairman of South Woodham Sports Group	Town Councillor. Interest in the number and type of sports provisions for the Town.
Darren Thompson	South Woodham United	Resident for 21 years with teenage boys so interest for future for them. Joint Chairman of South Woodham United so keen interest in football facilities.

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

The Neighbourhood Plan Co-ordinator handed the meeting over to Sarah Sapsford of RCCE.

Sarah gave a presentation to the meeting which covered; what a Neighbourhood Plan is, its key principles, the top topics usually covered by Neighbourhood Plans, the potential benefits and disadvantages, the process, finalising the plan and what support there is available. (*Slides 8-16 of the appended presentation*).

As well as the information given on the appended slides, other noted details were;

- Neighbourhood Plans cannot state less housing than allocated in Local Plans but can participate in details such as, open spaces, use of land, infrastructure, amenities etc. and also how any money that comes in due to the development can be used in the future.
- Community involvement is key, not about ticking boxes.
- Important to understand from community what they like that is already in Town and what the needs are for the future.
- Affordable Housing is listed as one of the 'Top Topics', slide 11. Must find out if this does become a topic what is considered as 'affordable'- social, rental, open market.
- It was noted that to get the Plan through referendum, mentioned on slide 14, it requires 51% of the voting public.
- The grants available from Locality, mentioned on slide 15, states that complex cases are eligible for an additional £6,000, Sarah said that this is for parishes considered deprived or that are likely to get 500+ new housing units.

At 7.23pm, Councillor O'Brien joined the meeting.

Several questions were raised at this point;

- Q: Where does the money go and what's it used for?
A: The Town Council apply for the grant and are the purse holders. It can be used for consultants, publicity etc. A project plan is required for the application in order to break it down into chunks. It is good practice for the Town Council to also set aside funds. The average spend is between £10,000 and £20,000.
- Q: Who is the Independent examiner, who chooses them?
A: Once the plan has been submitted, the Local Authority will have a list of examiners and these can include; planning specialists, lawyers etc. The Steering Group will have a say over which examiner is used.

- Q: What's the timescale?
A: It can be done in as much time as you want really, if you are efficient, can be completed within a year, however this is unlikely. Councillor Shearring stated that Chelmsford City Council work closely with the Town Council and therefore if their Local Plan is running behind, so will our Plan. Sarah Sapsford stated that the best way forward is to be slightly behind Chelmsford City Council. Jackie Birch then asked; 'Am I right in saying the reason for staying slightly behind is so we don't always have to amend the plan therefore costing more?' Sarah Sapsford answered that that was correct.
- Q: Will the Steering Group know about ongoing planning applications?
A: Can ask Council for sight of each application.

A Refreshment Break was taken between 7.55pm and 8.20pm

5. Appointment of Officers

The Steering Group was a show of hands and asked to tick their names on the Attendee list before leaving. Neighbourhood Plan Co-ordinator shall follow up with an email to confirm memberships.

Position of Chair was not filled but to be considered at the next meeting.

Position of Vice-Chair was filled by Councillor O'Brien but stated he will abdicate if someone else wanted the role. Councillor O'Brien stood in order to mandate.

Position of Secretary was filled by Kate Hodson who expressed interest in arranging a time to meet with the Neighbourhood Plan Co-ordinator.

Position of Publicity Officer was filled by Pauline Price.

Position of Finance and Liaison Officer was filled by Councillor Golding. It had been explained by Sarah Sapsford that this position is often best filled by a Councillor due to understanding of the Council procedures etc.

6. Terms of Reference/ Future Terms of Reference

Councillor O'Brien proposed that the agreement of the Terms of Reference should be deferred until the next meeting. This was seconded by Councillor Golding and **agreed**.

7. Time plan and budget

The Town Clerk explained that the Neighbourhood Plan was expected to take 3 years, due to the volume of comments received on the Chelmsford City Local Plan there plan has been delayed by 6 months, this will have a knock on effect on the Neighbourhood Plan timescale.

It was noted that the Town Council had already set aside a £10,000 budget for the Plan and that although the Town Council doesn't want to see volunteers out of pocket, it is asked that expenditure is approved by the Town Clerk via the Co-ordinator.

(Slide 20 of the appended presentation).

8. Publicity

The Neighbourhood Plan Co-ordinator explained the importance of publicity as the Plan will need evidence of consultation in order to get through examination.

Explained the importance of becoming a presence in South Woodham Ferrers to make people aware of the Plan and gain interest from the community.
(Slide 21 of the appended presentation).

9. Commencement of research

Sarah Sapsford gave a presentation to the meeting which covered; the need for an evidence base, putting together your evidence base and topic related evidence. (Slides 22-25 of the appended presentation).

10. Questions

David Woodcock proposed that the date of the next meeting was bought forward to a month from today. This was not seconded.

David Woodcock proposed that information about what the role of Chairman (responsibilities and duties) should be mailshot. This was seconded and **agreed**.

Several questions were asked;

- Q: Can a link to the existing 'Plan for South Woodham Ferrers' be forwarded to all members?
A: Neighbourhood Plan Co-ordinator to arrange.
- Q: Can all present get a copy of the presentation?
A: Neighbourhood Plan Co-ordinator to arrange.
- Q: Can a link to the statistics gathered from the last census in 2011 for South Woodham Ferrers be forwarded to the group?
A: Neighbourhood Plan Co-ordinator to arrange.
- Q: Can the group have a copy of the Town Council's Code of Conduct as it is mentioned within the Draft Terms of Reference?
A: Neighbourhood Plan Co-ordinator to arrange.
- Q: Can Kate Hodson as Secretary be given the contact details for all those on the Steering Group?
A: The neighbourhood Plan Co-ordinator shall seek permission from all members prior to releasing these details to the Secretary.
- Q: Should the Terms of Reference list the numbers required to form a quorum?
A: Town Clerk and Co-ordinator to check details of this and to inform members prior to next meeting.
- Q: Is it required to discuss matters with neighbouring parishes even if not covered by same local authority?
A: It is considered good practice to consult with neighbouring parishes as often they are affected, however it is not legally required apart from when new development is on a boarder. Councillor Wyatt stated it was probably important to discuss matters with Maldon.

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

Councillor O'Brien proposed that Monday 12th September 2016 at 7.00pm should be the date of the next meeting. Councillor Golding seconded and it was **agreed**.

Meeting Closed