

# AGENDA

You are summoned to a Meeting of the

## COUNCIL

to be held at 8.00 p.m.

on

Tuesday 10<sup>th</sup> March 2020

at Champions Manor Hall, Hullbridge Road,

South Woodham Ferrers.

*Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of items within the remit of the Town Council and not delegated to a committee. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.*



**Karen Hawkes BSc (Hons)  
South Woodham Ferrers Town Clerk  
3<sup>rd</sup> March 2020**

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

- 1. Apologies for Absence**  
To RECEIVE and ACCEPT any apologies for absence.
  - 2. Dispensation considerations**  
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
  - 3. Declarations of Interest**  
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
  - 4. Confirmation of Minutes**  
To APPROVE the minutes of the Council meeting held on 14<sup>th</sup> January 2020 as a true record.
  - 5. Public Questions**  
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item within the remit of the Town Council and not delegated to a committee. At the close of this item members of the public will no longer be permitted to address the Council; Members with pecuniary interests will also not be permitted to speak, address the Council on those interests and must leave the meeting when the item in relation to their interest is being discussed.
  - 6. Casual Vacancies**  
Councillors to consider the applicants circulated under separate cover for co – option.  
**6.1 1 Elmwood Ward Vacancies**  
One application has been received, members are requested to consider the application. Application received attached to the agenda
  - 7. Election of Members to Council Committees / Sub – Committees and working parties for 2019/2020**
    - 7.1** Environment and Open Spaces Committee (up to 12 Members) (currently 7)
    - 7.2** Leisure and Community Committee (up to 12 Members) (currently 8)
    - 7.3** Planning Committee (up to 12 Members) (currently 7)
    - 7.4** Neighbourhood Plan Committee (up to 12 Members) (currently 7)
    - 7.5** Masterplan Committee (Currently 6)
    - 7.6** Community Resilience Team (reporting to Council)
    - 7.7** Trustee representative for the South Woodham Ferrers Playing Field Committee (as this a trustee position this will be for the 2020/21 Council year)
  - 8. Reports from Committee and Working Party Chairman**
    - 8.1 Environment and Open Spaces Committee**  
A meeting was held on 25<sup>th</sup> February.
    - 8.2 Leisure and Community Committee**  
A meeting was held on 28th January.
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**8.3 Planning Committee**

A meeting was held on 28<sup>th</sup> January and 25<sup>th</sup> February.

**8.4 Policy and Resources Committee**

A meeting was held on 11<sup>th</sup> February.

**8.5 Masterplan Committee**

A meeting was held on 29<sup>th</sup> January

**8.6 Neighbourhood Plan Committee**

A meeting was held on 11<sup>th</sup> February

**9. Distinguished Honours Award**

To consider nominations for the Distinguished Honours Award. 3 Nominations circulated with the agenda. Due to GPR restrictions names not publicised at this stage. The Award must be approved by at least 2/3rds of Town Council Members present at the meeting considering the nomination

**10. To consider purchasing land to the North of site 7 as identified within the proposed Masterplan supporting the aspirations of the Neighbourhood Plan green necklace**

Councillor O' Brien to report.

**11. Meeting Calendar for 2020/2021**

Further to Minute PR80 to consider the meeting schedule for 2020/21 as attached to the agenda.

**12. COVID-19 advice and budget for decontamination if required**

Town Clerk to report current advice from government with regard to the COVID-19, not circulated with agenda as situation is changing daily. Council to delegate authority to the Town Clerk in conjunction with the Town Mayor / Deputy Town Mayor to authorise any decontamination of the building or other steps required to meet government guidelines should an outbreak occur.

**13. Reports from Representatives of Outside Bodies by Lead Councillors**

**13.1** South Woodham Ferrers Village Hall Trust Management Committee – Councillor Roberts.

**13.2** South Woodham Playing Fields Management Committee

**13.3** Health and Social Care Group – Councillor John.

**14. Town Mayor's Announcements**

The Town Mayor will provide a verbal report.

A list of recent events attended by the Town Mayor and Deputy Town Mayor will be circulated at the meeting.

**15. Media Release**

To consider whether any items on this agenda warrant a media release.

**16. Next Meeting**

The next meeting will be held on 12<sup>th</sup> May.



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

**Town Councillor Application Form**

Name	Geraldine Windsor
Address	
Contact Number	
Email Address	
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	Really want to help with Community events etc.

<p>What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)</p>	<p>new ideas, not frightened to help and have a go</p>
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<p>Which Ward are you applying for</p>	<p><b>Please circle:</b></p> <p>Chetwood                      Collingwood</p> <p>Elmwood                        Woodville</p>
<p>If your first choice is not available would you consider representing another ward:</p>	<p><b>Please circle:</b></p> <p>Yes    No</p>

**Completed applications must be received by 5th January 2020**

Return to:  
 Karen Hawkes – Town Clerk  
 South Woodham Ferrers Town Council  
 Champions Manor Hall  
 Hullbridge Road  
 South Woodham Ferrers  
 Essex CM3 5LJ

Please tick one box

I am registered as a local government elector for South Woodham Ferrers Town Council

I have during the whole of the twelve months preceding my application occupied as owner or tenant the following land or other premises in South Woodham Ferrers

\_\_\_\_\_  
\_\_\_\_\_

My principal or only place of work during those twelve months has been in South Woodham Ferrers at

\_\_\_\_\_  
\_\_\_\_\_

I have during the whole of the twelve months resided in the Parish or within 4.8 kilometres (3 miles) of it (give full address)

\_\_\_\_\_  
\_\_\_\_\_

Do you consider yourself to have a disability?

Yes  No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application

g.

Signature g. S. Wilson date 19/12/19

# Reports from Committee Chairmen

## **8.1 Environment and Open Spaces Committee**

It was noted that a meeting was held on 25/02/2020

- Coastal Recommendations
- Chat a While Bench
- Highways Consultation group

## **8.2 Leisure and Community Committee**

It was noted that a meeting was held on 28/01/20

- Councillor Bentley to provide update on the Youth Club.
- VE day 75 and VJ Celebrations: afternoon tea planned for 8<sup>th</sup> May 2020

## **8.3 Planning Committee**

It was noted that meetings were held on 28/01/20 & 25/02/20

- Essex Coast Recreational Disturbance Avoidance & Mitigation (Essex RAMS) invitation to join new group.

## **8.4 Policy and Resources Committee**

It was noted that a meeting was held on 11/02/2020

- Grants £5,500 Action for Family Carers, £500 Supporting Asperger's Family in Essex, £649 Station Adopters.
- Forth plot at Uniformed Youth Site to be allocated in principle to house an Essex Shed.

## **8.5 Masterplan Committee**

It was noted that a meeting was held on 29/02/2020

- To receive verbal report from Councillor O'Brien

## **8.6 Neighbourhood Plan Committee**

It was noted that a meeting was held on 11/02/2020

- To receive a verbal report from Councillor O'Brien.

**South Woodham Ferrers Town Council  
MEETINGS SCHEDULE 2020/21**

<b>MAY 2020</b>	<b>5</b>		<b>NOVEMBER</b>	<b>3</b>	
	<b>12</b>	<b>Annual Council</b>		<b>10</b>	<b>Council</b>
	<b>19</b>			<b>17</b>	
	<b>26</b>	<b>Planning</b> <b>Leisure</b>		<b>24</b>	<b>Planning</b> <b>Leisure (B)</b>
<b>JUNE</b>	<b>2</b>		<b>DECEMBER</b>	<b>1</b>	<b>Policy &amp; Resources (B)</b>
	<b>9</b>	<b>Policy &amp; Resources</b>		<b>8</b>	
	<b>16</b>	<b>Council</b>		<b>15</b>	
	<b>23</b>			<b>22</b>	<b>Planning</b> <b>Environment</b>
	<b>30</b>	<b>Planning</b> <b>Environment</b>	<b>2021</b>		
			<b>JANUARY</b>	<b>5</b>	
<b>JULY</b>	<b>7</b>			<b>12</b>	<b>Planning</b> <b>Council</b>
	<b>14</b>	<b>Policy &amp; Resources</b>		<b>19</b>	
	<b>21</b>			<b>26</b>	<b>Planning</b> <b>Leisure</b>
	<b>28</b>	<b>Planning</b> <b>Leisure</b>			
			<b>FEBRUARY</b>	<b>2</b>	
<b>AUGUST</b>	<b>4</b>			<b>9</b>	<b>Policy &amp; Resources</b>
	<b>11</b>			<b>16</b>	
	<b>18</b>			<b>23</b>	<b>Planning</b> <b>Environment</b>
	<b>25</b>	<b>Planning</b> <b>Environment</b>			
			<b>MARCH</b>	<b>2</b>	<b>Annual Town Meeting</b>
<b>SEPTEMBER</b>	<b>1</b>			<b>9</b>	<b>Council</b>
	<b>8</b>	<b>Council</b>		<b>16</b>	
	<b>15</b>			<b>23</b>	
	<b>22</b>	<b>Planning</b> <b>Leisure</b>		<b>30</b>	<b>Planning</b> <b>Leisure</b>
	<b>29</b>				
<b>OCTOBER</b>	<b>6</b>		<b>APRIL</b>	<b>6</b>	
	<b>13</b>			<b>13</b>	<b>Policy &amp; Resources</b>
	<b>20</b>	<b>Policy &amp; Resources</b>		<b>20</b>	
	<b>27</b>	<b>Planning</b> <b>Environment (B)</b>		<b>27</b>	<b>Planning</b> <b>Environment</b>

**Notes; (total 36)**

1. No. Meetings – Council 6, Environment 6, Leisure 6, Planning 13, Policy & Resources 6
2. "(B)" denotes meetings to consider committee budgets
3. Meetings are to commence at 8.00pm with the exception of the Planning Committee at 7.00pm