



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

**Champions Manor Hall  
Hullbridge Road  
South Woodham Ferrers  
Essex CM3 5LJ  
Tel. 01245 321817**

# **A G E N D A**

## **You are summoned to the Annual Meeting of the TOWN COUNCIL**

**to be held at 8.00 p.m. on**

**Tuesday 4<sup>th</sup> May 2021**

**Via Zoom**

**to consider the following business.**

***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 any item of business on the agenda. 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. Join Zoom Meeting***

***<https://us02web.zoom.us/j/85721442238?pwd=ejJnVnA0dEhTbXlaOW9yTjdhMzN2Zz09>***

***Meeting ID: 857 2144 2238***

***Passcode: 831882***

**Karen Hawkes (BSc Hons)  
South Woodham Ferrers Town Clerk  
27<sup>th</sup> April 2021**

**1. Election of the Town Mayor for 2021/22**

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2021/2022.

**2. Declaration of Acceptance of Office by the Town Mayor for 2021/22**

Acceptance of office will be signed at a later date once social distancing measures are lifted.

**3. Election of the Deputy Town Mayor for 2021/22**

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2021/22.

**4. Apologies for Absence**

To RECEIVE and ACCEPT any apologies for absence.

**5. Declarations of Interest**

**5.1 Current Meeting**

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.

**5.2 Registration of Members' Interests**

Councillors have been issued with new register of interests' forms for completion, if current interests have changed these must be forwarded to the Town Clerk.

**6. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 9<sup>th</sup> March 2021 as a true record.

**7. 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 of business on the agenda. 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.

**8. Casual Vacancies**

Two applications circulated with the agenda, both candidates are willing to represent either ward.

**Chetwood Ward:** Councillors to consider 2 applications for Co-option vacancy as attached to the agenda

**Elmwood Ward:** Councillors to consider application for Co-option vacancy

**Woodville Ward:** This vacancy will be elected un-opposed by Toni Lake Perham on 7<sup>th</sup> May 2021

## **9. Reports from Committee Chairmen**

### **9.1 Environment Committee**

It was noted that a meeting will be held on 27/04/2021

### **9.2 Leisure Committee**

It was noted that a meeting was held on 30/03/21

### **9.3 Planning Committee**

It was noted that a meeting was held on 31/03/21

### **9.4 Policy and Resources Committee**

Meeting cancelled due to mourning period

### **9.5 Neighbourhood Plan Committee**

No meetings held as Plan with examiner, please note next Council this will fall under the remit of the Development and Infrastructure Committee

### **9.6 Masterplan Committee**

No Meetings held, please note next Council this will fall under the remit of the Development and Infrastructure Committee.

## **10. Terms of Reference**

In accordance with Standing Order 5.j.vi to consider Terms of Reference for all committees except Development and Infrastructure Committees, the Terms of Reference for this committee were approved at Council on 9<sup>th</sup> March 2021

## **11. Election of Members of Council Committees for 2021/2022**

*For clarity those elected to the committee will vote for the Chair, Vice – Chair, P and R and staffing representative of that committee*

### **Environment Committee**

**11.1** Environment Committee (up to 12 Members)

**11.2** Election of Chairman and Vice Chairman of the Environment Committee for 2021/2022

**11.3** To appoint one member of the Environment Committee to the Policy and Resources Committee

**11.4** To appoint one member of the Environment Committee to the Staffing Committee

### **Leisure Committee**

**12.1** Leisure Committee (up to 12 Members)

**12.2** Election of Chairman and Vice Chairman of the Leisure Committee for 2021/2022

**12.3** To appoint one member of the Leisure Committee to the Policy and Resources Committee

**12.4** To appoint one member of the Leisure Committee to the Staffing Committee

### **Planning Committee**

Please note due to how planning applications are now received it is vital members on this committee are confident in using the Chelmsford City Council website to view applications

**13.1** Planning Committee (up to 12 Members)

**13.2** Election of Chairman and Vice Chairman of the Planning Committee for 2021/2022

**13.3** To appoint one member of the Planning Committee to the Policy and Resources Committee

- 13.4** To appoint one member of the Planning Committee to the Staffing Committee

**Development and Infrastructure Committee**

- 14.1** Development and Infrastructure Committee (up to 12 Members)  
**14.2** Election of Chairman and Vice Chairman of the Masterplan Committee for 2021/2022

**15. Election of Working Parties and Sub Committees 2020/2021**

Nominations are requested for Members to serve on the following Working Parties and Sub Committees:

- 15.1 Community Resilience Team** (reporting to Council)  
**15.2 Youth Club Working Party** (reporting to Leisure)

**16. Nominations of Council Representatives on Other Bodies for 2021/2022**

A list of existing representatives is attached to the agenda. Members are reminded that, if not able to attend the reporting Committee/Council meeting, a written report should be sent.

Each body, where more than one representative is nominated, is requested to appoint a Lead Councillor for that body and notify the Town Clerk.

Please note that the role of the Lead Councillor is to ensure that meetings of that body are attended by a member/s of the group and that a report (written or verbal) is made to Council or the appropriate

**17. Annual Report from the Health and Social Care Group**

To note Annual Report circulated at a later date..

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

- 18.1 South Woodham Ferrers Village Hall Trust Management Committee** – Councillor Roberts.  
**18.2 South Woodham Playing Fields Management Committee**

**19. 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.

**20. Chelmsford City Council / Essex County Council**

To consider report(s) to Council from City Councillors / County Councillors concerning matters of interest to South Woodham Ferrers.

**21. Media Contact**

To consider whether any items on the Agenda warrant a Media release and if so, to agree a Councillor to comment, if applicable.

**22. Next Meeting**

The next meeting of the Council will be held on 22<sup>nd</sup> June 2020, at 8 p.m.



## Town Councillor Application Form

Name	Ben Pullen
Address	
Contact Number	
Email Address	
<p>Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)</p>	<p>I have decided to apply for the role of Town Councillor firstly because I am passionate about my local community, and would like to make a difference to the quality of life of local people. Also to contribute to how local issues are dealt with. I have served as a Firefighter for the last 20 years so public service is at the forefront of my everyday life.</p> <p>I am currently serving at our local fire station in South Woodham Ferrers and have been campaigning for this station to remain as a full time emergency service for the welfare of local people. I live within the Chetwood &amp; Collingwood ward with my partner Helen of whom is a serving Police Officer and between us we have four children who attend local schools within the town.</p> <p>Therefore it would be a privilege if successful with my application to be able to serve the community and town that my family and I are a part of. I also have family members of the older community living within the town so feel I have a broad spectrum to be able to contribute to various issues of public life</p> <p>I am positively engaged in the Masterplan for the town and the issues that this expansion will bring for the community. I would look forward to working with existing council representatives and learning from their experience. I would like to commit to making a difference and help shape the future of the local community and to represent the views of local people and ensure that community interests are taken into account.</p>

What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)

The qualities I have to offer the town council are a mixture of personal attributes and experiences I have obtained through my career and family life.

I consider myself to be extremely positive in my approach to life and take pleasure in being able to help others.

I have excellent communication and influencing skills these include listening and interpersonal skills, facilitation, public speaking, advocacy and the ability to consider alternative points of view and to negotiate, mediate and resolve conflict.

I have qualities in problem solving, questioning and analytical skills. These would aid me to be able to look at evidence and research, and think of different ways to resolve the issue, including the advantages and disadvantages of each option. I have experience with leadership within my role in the fire service. Leadership is achieved by having the ability to listen to others and evaluate various ideas and points of view before making informed decisions.

I work effectively as part of a team which would enable me to be able to work with other councillors and council officers in meetings and on committees and being able to complete any tasks given.

I have excellent organisational skills of which will give me the ability to be able to plan and manage my time, keep appointments and meet expectations.

Through my career and experience I have had to engage with the local community and be available to provide information and advice to people.

I have a good knowledge of the local area and I understand the needs and concerns of the community. I have an awareness of local community groups, events and activities.

I have competent technology skills that would assist me in the role if I am successful due to councils increasingly relying on information and communications being carried out in various ways.

If I am privileged enough to be successful in my application I would ensure my dedication to my ward and the people who live in it. I would provide a bridge between the community and the council, as well as being an advocate for local residents and signposting them to the right place to assist with their issues.

In order to understand and represent local views and priorities, I would build strong relationships and encourage local people to make their views known and keep them regularly informed, respond to their queries and investigate their concerns.

Which Ward are you applying for	<b>Please circle:</b> <input checked="" type="radio"/> Chetwood <input checked="" type="radio"/> Collingwood <input type="radio"/> Elmwood <input type="radio"/> Woodville
If your first choice is not available would you consider representing another ward:	<b>Please circle:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>

***Completed applications must be received by the Tuesday prior to the week of the Council meeting where the application will be considered***

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



## Town Councillor Application Form

Name	Scott Wilson
Address	
Contact Number	
Email Address	<hr style="border: 1px solid blue;"/>
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	<p>I'm a father and husband with 3 children at William De Ferrers school. We've also recently moved to South Woodham so I am motivated in making sure our town is the best it can be and creates great social, employment and leisure opportunities for its residents.</p> <p>As someone with previous experience in local government as well as in planning communications in the private and public sector, I can hopefully help the Town Council to reach sound judgements in consultations. As a former radio journalist and public sector employee where impartiality and transparency was cherished, I would look to make sure the Town Council is inclusive and continues to be transparent and spend the public funds available to it wisely and to the benefit of the greatest number of people in the Town, from all backgrounds and age groups.</p> <p>As a parent/governor at the William De Ferrers school I see an opportunity to link the school and the community even more closely through events and initiatives.</p> <p>I also see the Town Council's role equally split between being a spender of public funds and a 'campaigner' to get the best out of other bodies, such as local authorities, and grant organisations to benefit the residents of South Woodham and I'd look to develop the Town Council's role as a voice for the people even further.</p>



<p>What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)</p>	<p>I'm a former radio journalist and now run my own PR consultancy delivering quality stakeholder communications around planning and local authority consultations. I also have experience of leading teams in organising public meetings and consultations and writing press releases and newsletters, and being interviewed by the media.</p> <p>I hope I could use these skills and work with other town councillors to come up with new and innovative ways to listen and communicate with residents</p> <p>I also have experience working in local government, where I was a press and campaigns officer in the Highways department, so am aware of many of the initiatives such as Local Highways Panels, which I was involved in communicating to the public when they were first set up, which also affect and benefit South Woodham residents.</p> <p>Recently I've been involved in planning consultations for new infrastructure, so am familiar with planning law and strategies which may be helpful with the major development South Woodham faces now and in the future.</p> <p>I am someone with a track record of being proactive and volunteering in my community, organising local litter picks in my previous village.</p> <p>I have also been a parent governor at William De Ferrers school for the past two years and think I could offer ways to more closely link the school to the Town, ensuring it plays its maximum role in the community.</p> <p>I've also been involved in volunteering at the South Woodham Ferrers Park Run and set up and run an 800 member strong local Facebook group and participate in others where I am able to listen and get feedback from other local residents.</p>
---	--

<p>Which Ward are you applying for</p>	<p><b>Please circle:</b></p> <p>Chetwood                      <b>Collingwood</b></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><b>Yes</b>      No</p>

***Completed applications must be received by the Tuesday prior to the week of the Council meeting where the application will be considered***

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

# Reports from Committee Chairmen

## 9.1 Environment and Open Spaces Committee

It was noted that a meeting will be held on 27/04/2021

- No items yet to report

## 9.2 Leisure and Community Committee

It was noted that a meeting was held on 30/03/21

- Woodham In Bloom
- Gardening On Prescription
- Youth Club

## 9.3 Planning Committee

A meeting was held on 31/03/21 whereby:

- Questions were submitted to Bradwell B.
- The application for dwellings at Bushy Hill is now going to appeal.
- Objections for the retrospective application for a farm shop at Marsh Farm were submitted to Chelmsford City Council.

## 9.4 Policy and Resources Committee

- It was noted that the meeting during April was cancelled due to mourning restrictions.

## Town Council

<b>Membership:</b>	All 20 Members of the Council
--------------------	-------------------------------

The following powers may only be exercised by the Town Council:

- 1 Power to appoint the Town Mayor and Deputy Town Mayor.
- 2 The power to issue a precept.
- 3 Approval of the Town Council's annual budget.
- 4 The duty to consider an auditor's report and appoint an internal auditor.
- 5 Approval of the Council's Standing Orders, Financial Regulations and powers and duties of Committees.
- 6 Making, amending, revoking, re-enacting or adopting bye laws and promoting or opposing the making of local legislation.
- 7 Appointment of co-opted Members to the Town Council.
- 8 Appointment of Members to serve on Committees and Outside Bodies.
- 9 Borrowing money.
- 10 Appointment of the Town Council's bankers.
- 11 Approval of the annual Calendar of Meetings.
- 12 Changes to the Council's Code of Conduct.
- 13 Approving expenditure by Committees beyond their agreed budgets.
- 14 To receive reports from representatives appointed on outside bodies that are appropriate to the Council.
- 15 Matters of major importance and concern.
- 16 All other matters which must, by law, be reserved to the full Council.
- 17 To receive reports on local Policing matters.
- 18 Community Health matters.
- 19 Community Resilience and Civil Emergency Planning matters.
- 20 Disposal of land.
- 21 To receive reports from the following outside groups:
  - 21.1 South Woodham Ferrers Playing Fields Management Committee.
  - 21.2 South Woodham Ferrers Village Hall Management Committee.
  - 21.3 Health and Social Care Group.

## Environment and Open Spaces Committee

**Membership** Up to 12 Members

**Reports to:** The Town Council

The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Traffic Management.
- 2 Litter Control.
- 3 Roads, pavements and footpaths.
- 4 Signage.
- 5 Public Transport.
- 6 Garden of Remembrance.
- 7 Millennium Place and the Town Sign.
- 8 Woodham Fenn.
- 9 Street Furniture.
- 10 Collingwood Pond
- 11 Public Conveniences.
- 12 Liaison with appropriate organisations to address environmental issues.
- 13 Support for environmental initiatives and enhancements, including hanging baskets and sponsored roundabouts.
- 14 The Committee shall receive reports from the following outside groups:
  - 14.1 Chelmsford and Basildon Passenger Transport Group.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

## Leisure and Community Committee

**Membership** Up to 12 Members

**Reports to:** The Town Council

The executive Committee is responsible for the following functions:

- 1 Children's Play Area and the 'Blue Cage' in Hullbridge Road.
- 2 The Bowling Green adjacent to Champions Manor Hall Community Centre.
- 3 Allotments.
- 4 The Bandstand.
- 5 Community activities.
- 6 Development of leisure and community facilities.
- 7 To consider reports on the use of the South Woodham Ferrers swimming pool and to agree the annual financial contribution from the Town Council.
- 8 To be responsible for the delivery of the Town Council's annual programme of events including business markets, street events and Christmas celebrations.
- 9 The Committee shall receive reports from the following outside groups:
  - 9.1 Marsh Farm Forum.
  - 9.2 Pool Project Group.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

## Planning Committee

**Membership** Up to 12 Members

**Reports to:** The Town Council

The executive Committee is responsible for the following functions:

- 1 To consider and comment on all plans, development briefs, planning and tree applications submitted for developments within and around South Woodham Ferrers or in areas that could affect South Woodham Ferrers.
- 2 To consider applications for the licensing of premises.
- 3 To respond to any issues regarding the development of land and property within and around South Woodham Ferrers and all related consultations.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

### **Guidelines for Members dealing with planning applications.**

- a) *Each Member of the Planning Committee will be allocated planning applications with consideration given to the ward they represent.*
- b) *It is expected that each Member will visit the site and speak to neighbours who may be affected by the application to seek their views.*
- c) *Input should only be sought from the relevant area and neighbours. Members' personal, or any other person's opinions regarding the application should not be discussed except at the Planning Committee.*
- d) *Members will then give their opinion of the application, with their recommendation, at the next Planning Committee meeting.*

## Staffing Committee

<b>Membership</b>	5 Members comprising of the Town Mayor, the Deputy Town Mayor and 3 other members being 1 from each of the Environment, Leisure and Planning Committees.
<b>Reports to:</b>	The Town Council

Three members shall constitute a quorum.

This Staffing Committee shall be responsible for the following functions:

- 1 To establish and keep under review the staffing structure.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary paycales for all categories of staff and to be responsible for their administration and review.
- 4 To oversee the recruitment and appointment of staff.
- 5 To arrange execution of new employment contracts and changes to contracts.
- 6 To establish and review performance management (including annual appraisal) and staff training programmes for staff.
- 7 To oversee any process leading to dismissal of staff (including redundancy).
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make recommendations on staffing related expenditure to the Town Council.
- 11 To consider any appeal against a decision in respect of pay.
- 12 To consider a grievance or disciplinary matter. If an appeal is submitted the Staffing Committee has the power to create a Staffing Sub-Committee to consider the appeal. Staffing Sub-Committee will consist of 3 Councillors.

### **Guidelines for Members on confidentiality issues**

*It is noted that much of the work may require particular attention to the confidential and sensitive nature of the issues being discussed. Members of the Sub Committee will need to complete their work with particular reference to the Data Protection Act 1998 and the Public Bodies (Admission to Meetings) Act 1960.*

# SOUTH WOODHAM FERRERS TOWN COUNCIL

## PREFERENCE FORM 2021/2022

**Form to be returned by Friday 30<sup>th</sup> April 2021**

<b>RECEIVED FROM:</b>	
-----------------------	--

*Please note that following the change in Standing Orders membership to Committees is not restricted, Members may be a member of all Committees with the exception of the Staffing Committee which is defined by its Terms of Reference.*

**Please tick as appropriate:**

	<input checked="" type="checkbox"/>
Environment and Open Spaces	<input type="checkbox"/>
Leisure and Community	<input type="checkbox"/>
Planning	<input type="checkbox"/>
Development and Infrastructure Committee	<input type="checkbox"/>
Staffing Committee - to be appointed at Annual Council	

**Please tick the appropriate box if you wish to be a member of any of the Working Parties or Sub Committees detailed below:**

### COMMUNITY RESILIENCE TEAM

*Membership of the Community Resilience Team will be drawn from all members of Council and report to Council.*

	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

### YOUTH CLUB WORKING PARTY

*Membership of the Working Party will be drawn from all members of the Council and report to Council.*

	<input checked="" type="checkbox"/>
	<input type="checkbox"/>