

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
NEIGHBOURHOOD PLAN COMMITTEE**

**MINUTES** of the Meeting held on Wednesday 15<sup>th</sup> January 2020  
at 7.30 p.m.  
at Champions Manor Hall

**Present**

Councillor M O'Brien (in the Chair)

Councillor I Hammond  
Councillor D Eley  
Councillor Bentley

Councillor A Shearring  
Councillor A John  
Councillor P Wyatt

In attendance: Town Clerk and Jon Herbert, Troy Planning Consultant.

**NP72 Election of Chairman**

Following the resignation of Councillor Eley as Chairman, nominations were received for the Chairman vacancy:

Nominee: Councillor Roberts  
Proposed: Councillor Bentley  
Seconded: Councillor Ashley  
Vote: 3 in favour

Nominee: Councillor O'Brien  
Proposed: Councillor Shearring  
Seconded: Councillor Eley  
Vote: 4 in favour

Councillor O'Brien

**NP73 Election of Vice – Chairman**

Agenda item not discussed as Councillor John remains as Vice-Chair.

**NP74 Apologies for absence**

No declarations of interest received.

**NP75 Declaration of Interest**

No declaration of interest received

**NP76 Confirmation of Minutes**

The minutes of the meeting held on 19<sup>th</sup> September 2019 were agreed and signed as a true record of the meeting.

**Proposed:** Councillor John  
**Seconded:** Councillor Eley  
**Vote:** Carried

### NP77 Update from Jon Herbert Troy Planning

Jenny Robinson from Chelmsford City Council was unable to attend No members of the public present.

Passive housing and eco-friendly houses	Could an objective be added detailing passive housing and eco-friendly / sustainable homes	This is included in DC1 although an additional point will be added to Objective 4
20mph limits surrounding schools and possibly localised roads	Could this be a Policy instead of an Aspiration	No this is very unlikely as speed limits is not a land use, although there was a possibility that this could be incorporated as a Policy if it was a new school within the new development. Councillors queried whether this could also be a policy if an existing school applied for a planning permission or if the Chetwood site was re-opened as a school. Jon would investigate whether this could be incorporated as a Policy. If this is not the case Committee agree to add more detail to P30 Project SWF MAa: Safer street and town wide centre grid to state that the areas surrounding schools will be 20mph.
Knightsbridge Car Park	Chelmsford City Council currently has a Knightsbridge Car Parking SPD, it is asked whether this is still relevant and whether this should be referred to into the Plan.	Currently waiting for information from Chelmsford City Council to ask whether the SPD is current and if so, can it be referred to in the document. Jon Herbert reported that this was in the document, but the Jenny Robinson requested that it was removed, Jon will ask

		whether it can be re-instated. It should be noted though that these documents are used for evidence so are current for the date of the plan, these may be superseded in the future.
Spelling and Grammar errors		The document will be proof read and grammatical and spelling errors amended
Health / Emergency Service area	Could this be elaborated on to be more specific about the future use?	No, the area is referred to on p20 TC1 and TC4, it was discussed and felt that this met the need and no further changes were required.
Parking within the existing Town	Throughout the Town there can be problems with vehicles parked on the kerb not allowing sufficient space for pedestrians, pushchairs and mobility aids.	Similar with the speed limit surrounding local schools the same principle would apply. The item is an aspiration and not a policy.

### NP78 Budgetary Position

The current budgetary position as at 31<sup>st</sup> December 2019 attached to the agenda was noted. Town Clerk reported there will be an overspend due to promotion of the consultation and associated marketing.

#### Income

	<b>Budget</b>	<b>Income to date</b>	<b>Projected Income</b>
General Reserves	62,500	62,500	62,500
Locality Grant	9,000	0.00	9,000
<b>Total Budgeted Income</b>	<b>£71,500</b>	<b>£62,500</b>	<b>£71,500</b>

#### Expenditure

	<b>Budget</b>	<b>Spent to date</b>	<b>Projected Expenditure</b>
Professional Fees and Marketing	66,500.00	43,742.40	70,000.00
<b>Total Budgeted Expenditure</b>	<b>£66,500.00</b>	<b>£43,742.40</b>	<b>£70,000.00</b>

### NP79 Next Steps

To contact venues for possible workshop venues, Councillor Hammond to liaise with William De Ferrers school regarding presentation to the school.

KA/

**NP80 Report to Council**

Chairman to report verbally at Council due to ongoing changes due to consultation.

**NP81 Media Coverage**

Advertising of Neighbourhood Plan.

**NP82 Next Meeting**

The next meeting of the Committee will be on 25<sup>th</sup> February 2020  
There being no further business to discuss the Chairman closed the meeting at 9.58pm

Signed .....  
(Chairman of the Meeting)

Date: 12<sup>th</sup> February 2020