

Meeting of Woodford Neighbourhood Forum
held at Woodford Community Centre on 2nd August 2018 2.00 pm

| Attendance | Present | Apologies received |
|-----------------------------|----------------|---------------------------|
| Mr Robin Berriman (RBB) | | √ |
| Mr David Buszard (DB) | | √ |
| Mr Paul Rodman (PR) | | Corresponding |
| Ms Evelyn Frearson (EF) | √ | |
| Mr John Knight (JK) | √ | |
| Mr Paul Goodman (PG) | √ | |
| Mr Terry Barnes (TB) | | |
| Mr Roger Burton (RBu) | | |
| Mrs Dorothy Chesterman (DC) | | |
| Ms Jane Sandover (JS) | √ | |
| Mrs Jude Craig (JC) | √ | |
| Ms Maxine Wood (MW) | | |
| Mr Ron Beatham (RBe) | | |
| Mrs Janet DeVeichis (JDV) | | |
| Mrs Morag White (MWh) | | |
| Mrs Doreen Neil (DN) | | √ |
| Ms Zoe Jones (ZJ) | √ | |
| Mr Chris Coppock (CC) | | |

*Corresponding members wish to be kept in the loop but cannot routinely attend meetings

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| <p>1. Welcome PG chaired the meeting and welcomed those present. It was noted with the arrival of ZN that a quorum of 6 had been achieved.</p> |
| <p>2. Apologies DB, RBB, DN</p> |
| <p>3. Declaration of conflicts of interest None.</p> |
| <p>4. Minutes from previous meeting on 11 July 2018 Approved.</p> |
| <p>5. Matters arising Covered by the agenda.</p> |
| <p>6. Review of Representations to Regulation 14 Consultation on draft Neighbourhood Plan</p> <p>6.1. Additional representations from residents The representations had been assembled in a table which had been circulated prior to the meeting for comments. These were reviewed and WNF responses plus any proposed policy amendments were recorded in the Regulation 14 Consultation Results table.</p> <p>6.2. Representation from Historic England Historic England had requested amendments to Policy COM3. JK had been in contact with them and circulated proposed text for the policy with explanatory rationale. These were discussed and it was agreed that JK would fine tune to separate policy and rationale for inclusion in the proposed revised text for the Submission version.</p> |

It was noted that we need Historic England approval in order to proceed to Submission.

Action: JK to work up proposed COM3 text

6.3. Representation from Environment Agency

The representation was reviewed and WNF responses plus amendments to Plan recorded in the Regulation 14 Consultation Results table.

It was noted that we need Environment Agency approval in order to proceed to Submission.

Action: EF to send revised text to Environment Agency for approval

6.4. Strategic Environment Assessment and Habitat Regulations Assessment Screening Report

EF confirmed that she had prepared this report and had sent to SMBC, Natural England, Historic England and Environment Agency as per the regulations together with the Plan document on 11 May. Natural England had no comment. Historic England and Environment Agency have requested amendments to the Plan document.

[SMBC have accepted it and made a note in it that they are satisfied that full SEA and HR screening assessments are not required. Other plan groups have appended copies of the approval from Natural England, Historic England and Environment Agency at Submission stage]

6.4. Representations from landowners and agents

The representations had been assembled in a table which had been circulated prior to the meeting for comments. These were reviewed and WNF responses plus any proposed policy amendments were recorded in the Regulation 14 Consultation Results table.

7. Next steps in Regulation 15

7.1. Amendments to the Plan document

It was agreed that amendments will be marked as track changes for internal use *[and SMBC who prefer this method]*.

A clean version will be presented as the Submission version.

A simple table of amendments will be included in the Consultation Statement *[other plans have done this.]*

Actions:

- 1. EF to prepare amended Plan document for the Submission version**
- 2. JC to include table of amendments in the Consultation Statement**

7.2. Meeting with SMBC and local councillors

EF reported that it was looking as though Thu 23rd Aug at 2.30 pm would work for all those who need to attend, except Brian Bagnall who had suggested that the other cllrs could brief him. Attendees would be: Steve Johnson (SMBC), cllr John McGahan, cllr Mike Hurleston, John Knight, Roger Burton, Evelyn Frearson, Jude Craig, Jane Sandover.

It was agreed that WNF would prepare the agenda, to include update on Reg 14 and actions needed by SMBC to progress the Plan through the next stages.

It was agreed that EF and JC will offer to meet Brian Bagnall to update him.

Actions:

1. EF to confirm the date with attendees.
2. EF to prepare the agenda nearer the time.
3. EF and JC to offer to meet Brian Bagnall to update him.

7.3. Presentation of Village Action Plan

There was discussion about future “ownership” of the renamed VAP, as a separate item from the Plan policy document. Suggestions included WCC or local Area Committee. Drawbacks to WCC discussed included lack of authority and funds. Advantages of local councillors discussed included mechanisms in place, authority and access to funds.

There was discussion about the structure of the document to clearly differentiate it from the Plan.

Actions:

1. EF to circulate proposed amendments with front cover prepared by JC.
2. EF and JC to discuss ownership with Brian Bagnall when they meet to update him.

7.4. Preparation of Consultation Statement and Basic Conditions Statement

EF and JC reported that these are in progress with JK providing advice. It was agreed that the drafts would be circulated via email for approval when ready.

Actions:

JC and EF to continue with preparation of Consultation Statement and Basic Conditions Statement and circulate when ready.

8. Application for extension of designation as a Forum

EF reported that application (draft letter and application) had been submitted to SMBC (Emma Curle and Steve Johnson).

[EF had better chase this]

9. AGM publicity

Action: JC to update WNF AGM flyer

10. Next meetings

30 Aug 19.30 pm proposed if a sufficient number of committee members can attend.

Evelyn Frearson 3 August 2018