

Meeting of Woodford Neighbourhood Forum
held at Community Centre 5th Mar 2018 7:30pm

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

1. Welcome
PG opened the meeting and welcomed those present.
2. Apologies
TB, CC, DC, ZJ, RBU
3. Declaration of conflicts of interest
None.
4. Minutes from previous meeting on 9 Jan 2018
Approved.
5. Neighbourhood Plan review
<p>The draft text for the Neighbourhood Plan had been supplied to SMBC officers via email to David Johnston on 22nd January in two Word doc files, entitled “Pre-submission Consultation Document Text Master File with comments 22 Jan 18”, showing track changes and clean, respectively.</p> <p>A file with comments from a number of SMBC officers had been returned to the committee via David Johnston on 15th Feb 2018, file name: “180214 Pre-submission Woodford final comments”</p> <p>The draft Plan document with comments from SMBC was projected on screen, the comments were reviewed and decisions were taken in the meeting on amendments to be made. Potential timing of the next stages was discussed.</p>

Actions agreed

1. Clean document up with agreed amendments (JC, EF)
2. Set up sub-group to handle consultation: JK, EF, JC, JS, RBU? Anyone else who would like to join?
3. Send email to SMBC thanking them for help, telling them we are proceeding, asking for list of consultees, telling them that we intend to consult forum members giving them 2 weeks for response. (EF, JK)
4. Send to Forum with form for approval (2 weeks)
5. Then start pre-submission consultation for 6 weeks
6. JK to write letter about SEA for SMBC*

*See post meeting notes

6. Next meetings

To be arranged as and when needed.

Post meeting notes – progress on actions

1. Document has been amended and tidied up as discussed in meeting and following further email exchanges among committee members. Latest version for Regulation 14 is file named “WNP Pre-submission Consultation Draft 23 Apr 18”.
2. Emails have been sent to SMBC informing them of progress on forum approval and intention to start Regulation 14.
3. EF prepared a SEA and HRA Screening report based on a Locality template, one prepared for Newton and Noss Neighbourhood Plan, notes from John Knight and utilising elements of the SMBC Sustainability Assessment Wheel.

Evelyn Frearson 26 April 2018