

**Meeting of Woodford Neighbourhood Forum**  
held at Community Centre 30<sup>th</sup> August 2018 7:30pm

<b>Attendance</b>	<b>Present</b>	<b>Apologies received</b>
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

<p><b>1. Welcome</b> TB opened the meeting, welcomed those present and thanked PG for chairing the last three meetings in his absence.</p>
<p><b>2. Apologies</b> RBB, CC, DN</p>
<p><b>3. Declaration of conflicts of interest</b> None.</p>
<p><b>4. Minutes from previous meeting on 2 August 2018</b> Approved.</p>
<p><b>5. Matters Arising</b> All on the agenda.</p>
<p><b>6. Neighbourhood Plan Progress</b> EF provided an update as follows:</p> <p><b>6.1. Brief summary of representations to Regulation 14 Consultation</b> Full text had been circulated.</p> <p><b>6.2. Summary of meeting with Steve Johnson and local councillors</b> Notes had been circulated.</p> <p><b>6.3. Follow up on response from Historic England</b></p>

JK reported that he rewrote the text of the Heritage Policy to protect current, future and local listings if done. Text had been circulated. Historic England confirmed this was now okay.

**Approved.**

#### **6.4. Follow up on response from Environment Agency**

EF reported that she had made amendments to various sections following their advice, but EA had not confirmed that these were okay. Text had been circulated.

**Action:** EF to proceed with proposed amendments unless Steve Johnson gets further information from EA.

#### **6.5. Approval of table of WNF responses to representations to Regulation 14 Consultation (which will be included in the Consultation Statement)**

Text had been circulated. SJ will look through responses. He also needs an idea of the electronic size of the documentation in total.

**Approved.**

#### **6.6. Approval of summary table of amendments to Plan (which will be included in the Consultation Statement)**

Text had been circulated.

**Approved.**

### **7. Approval of documents for submission**

#### **7.1. Submission version of the Plan plus Appendix on justification and evidence**

EF explained the revised structure of the document for submission and the proposal to include plates of photographs. Text had been circulated.

**Action:** Keep photos. Circulate alternatives for commercial premises, including Budgens

**Approved subject to above.**

#### **7.2. SEA Screening Opinion**

Text had been circulated.

**Approved.**

#### **7.3. Basic Conditions Statement**

Text had been circulated.

**Action:** EF and JC to amend GMSF text.

**Approved subject to above.**

#### **7.4. Consultation Statement plus appendices**

Text had been circulated.

**Action:** EF and JC to amend GMSF text as for Basic Conditions Statement.

**Approved subject to above.**

### **8. Next steps with the Plan**

EF reported that the following had been agreed with SMBC:

**8.1 Target date for handover to SMBC: 28 September**

**8.2 Target date for referendum: same day as local elections in May 2019**

<p><b>Actions:</b> JC to contact Damian Eaton for current number on electoral register for Woodford NA. Ensure that Steve Johnson remembers that Redrow Estate residents are excluded.</p>
<p><b>9. Woodford Village Aspirations</b> Text for presenting as a separate supplement had been circulated.</p> <p><b>9.1. Approval to present as a supplementary document</b> <b>Approved.</b></p> <p><b>9.2. Decide who “owns” it to pursue actions via other authorities</b> Options were discussed. The committee members present felt that it “belonged” to the Forum because it arose from consultation for the Plan. [Subsequent discussions after the meeting have included WCC pursuing ways to implement it.]</p>
<p><b>10. Application for extension of designation as a Forum</b> EF reported that text for a draft application based on another forum’s application for extension had been prepared and sent to SMBC. SMBC legal team needed more. It needs to include everything that was in the original application: area map, constitution, covering letter, names and addresses for at least 21 current supporters. <b>Action:</b> EF to ask Forum members for volunteers to supply names and addresses.</p>
<p><b>11. Preparation for the AGM</b> <b>Actions:</b> JC volunteered to organise the flyer printing and delivery. Forum members to be asked to help. EF volunteered to prepare the power point presentation.</p>
<p><b>12. Next meeting</b> AGM 26 September 2018</p>

Evelyn Frearson. These minutes were approved by email on 31 December 2018 because there had been no need to hold a normal committee meeting after the 30<sup>th</sup> August and the AGM on 26<sup>th</sup> September.