



SOUTH WOODHAM FERRERS
TOWN COUNCIL

AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 8.00 p.m.

on

Tuesday 8th September 2020

Via zoom,

South Woodham Ferrers.

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 items within the remit of the Town Council and not delegated to a committee. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321 817. Please join us.

If you wish to view the meeting please contact the Town Clerk on 01245 321 817 by 12 noon on 7th September 2020 for the Zoom meeting ID

**Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
2nd September 2020**

Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.

Meeting will open at 8pm, with a minute silence to remember Councillor Hammond who sadly passed away.

1. Apologies for Absence

To RECEIVE and ACCEPT any apologies for absence.

2. Dispensation considerations

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

3. Declarations of Interest

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.

4. Confirmation of Minutes

To APPROVE the minutes of the Council meeting held on 16th June 2020 as a true record of the meeting. These will be signed at a later date due to social distancing measures.

5. 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 within the remit of the Town Council and not delegated to a committee. 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.

6. John Cox Recreation Area

To receive report attached. Committee to agree how to proceed.

7. BMX Track

Following Leisure meeting on 28th July 2020, BMX group discussed that they would like to renovate the BMX track. This area currently is not maintained or risk assessments carried out for the facility as it has been not officially been used for this purpose for many years. Recommendation: If Council seek to support this project, Leisure Committee to liaise with the BMX group to obtain a risk assessment of the site in its current situation, cost of works, management plan and ongoing responsibilities of the land. As land owners, Policy and Resources to receive project plan once recommended by Leisure for consideration.

8. Election of members to Council Committees / Sub – Committees and working parties for 2020/2021

8.1 Environment and Open Spaces Committee

8.2 Leisure and Community Committee

8.3 Planning Committee

8.4 Neighbourhood Plan Committee

8.5 Masterplan Committee

8.6 Trustee to the Village Hall Playing Fields Management Committee

9. Reports from Committee and Working Party Chairman

9.1 Environment and Open Spaces Committee

A meeting was held on 30th June and 25th August.

9.2 Leisure and Community Committee

A meeting was held on 28th July 2020.

9.3 Planning Committee

A meeting was held on 28th July and 25th August 2020.

9.4 Policy and Resources Committee

A meeting was held on 21st July 2020.

9.5 Masterplan Committee

A meeting was held on 22nd July 2020 additional update to be provided by Councillor O'Brien based on current position.

10. Planning Committee Meetings

Due to time constraints the planning committee propose to Council that future planning meetings take place on the last Wednesday of each month at 7.30pm as from 30th September.

11. Memorial Board at Champions Manor Hall

Councillor request for a Memorial Board to be hung at Champions Manor Hall to commemorate Councillors who have passed away whilst serving on the Town Council.

12. Informal Community Governance Review consultation.

To note that Chelmsford City Council is considering carrying out a formal Governance Review. At this time an informal Community Governance is being carried out with a of deadline of 25th September. Review has been circulated with a short questionnaire. Councillors to agree Town Council response and members are also encouraged to respond as individuals.

13. Proposed White Paper expected on the proposed reform of Local Government

This agenda item is to note and not for debate at this time as the information is not available.

14. Reports from Representatives of Outside Bodies by Lead Councillors

14.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Roberts.

14.2 South Woodham Playing Fields Management Committee

14.3 Health and Social Care Group – report circulated with the agenda Councillor Kelly representative.

15. Town Mayor's Announcements

The Town Mayor will provide a verbal report.

Future meetings: To note that all meetings will be held via zoom at this time A list of recent events attended by the Town Mayor and Deputy Town Mayor will be circulated at the meeting.

16. Media Release

To consider whether any items on this agenda warrant a media release.

17. Next Meeting

The next meeting will be held on 10th November 2020.

John Cox Recreational Area

Current Situation

At this current time the John Cox Recreation Areas marked 1 and 2 have been earmarked for the use of allotments. However, despite numerous correspondence to Lambert Smith Hampton there is no final decision regarding whether the Town Council is permitted to use the Recycling Centre Road to access the site. In addition to this, land surveys have identified that the area previously used as a BMX track would be too costly to create allotments due to concrete within the ground and the cost of removing the soil.

The area marked 2 was earmarked for football use but due to the cost of levelling etc the project was not viable. The area marked 2 was then considered for allotment use but there is no water supply on the land and without access to the recycling centre road to get to the site, this is not an option as vehicles would have to park in the area opposite the Fenn and walk along the recycling centre road to gain access to the site. This would be dangerous and would not meet DDA requirements. The area identified as 1 could be flattened to allow access to the allotment site without having to use the recycling centre road, although as detailed above due to volume of concrete etc on the site this would be extremely expensive.

With the development of the future Masterplan in South Woodham Ferrers, allotment provision has been earmarked within the development site. Following the Leisure meeting held on 28th July 2020 where the BMX group discussed their proposals for the development of the area previously used as a BMX track, committee request that Council remove any previous decisions made on the land so other uses may be considered.



Below are minute references from committee meetings relating to the John Cox site

241 John Cox Recreational Land and Victoria Fields Working Party

A written report and detailed map of the area had been provided to Members prior to the meeting.

The Chairman of the John Cox Recreational Land and Victoria Fields Working Party, Councillor Shearring provided a verbal report.

On a proposal by Councillor Massey, seconded by Councillor R Weir-Ewing the following recommendations from the Working Party were **AGREED**:

- The Town Council offer, in principle, South Woodham Ferrers United FC the area of land approximately outlined in blue on the map to develop a senior football pitch and associated necessary facilities such as changing rooms and parking. The final area to be agreed and to be sufficient for the above.

The land to be let to the club on a 25 year lease/agreement. All aspects regarding a lease, access, planning etc. to be negotiated as part of the development process of any project

- The Town Council retain the BMX area, shown approximately in pink on the map and develop it as allotments. The exact area to be determined in conjunction with a) above

5th June 2018 – Council

320 Development of John Cox site

Update given by the Town Clerk after receiving correspondence with South Woodham Football Club, on a proposal by Councillor R Weir Ewing, seconded by Councillor Birch it was **AGREED** by Council to rescind the area earmarked for South Woodham Football Club on the John Cox Site and now use this area as allotments.

29th January 2019

L344 Allotments John Cox Site

Clerk reported that for pre planning advice to be received the vehicular access to the site needs to be defined. Councillor Massey has provided land registry details of the access road to the recycling centre and this option does not appear to be viable.

Jon Herbert from Troy Planning recommended not to proceed with the development of allotments at this stage and a wait the new development of the land north of Burnham Road, as the new developer could be requested to provide allotments.

Committee request that a pre planning application advice is submitted detailing the allotment location with the current car parking area detailed as the allotment car parking area.

11th June 2019 Leisure

L6 Allotments

The Town Clerk gave a verbal update on pre planning advice from Chelmsford City Council. Allotments fall into an agricultural use so planning permission on John Cox site would not be required unless a car parking area is required or a container for the purpose of storage. Committee discussed that it was felt that the development of land came under the jurisdiction of Policy and Resource and that the project would be best suited to the Policy and Resource Committee as budgets could be allocated as required.

Proposal: Policy and Resource Committee to manage and develop the John Cox site until the allotments are established

Proposed: Councillor John

Seconded: Councillor Bentley

Vote: Carried

16th July 2019 Policy and Resources

PR25 John Cox Allotment Site

Following the Leisure minute L6 on the 11th June to develop an allotment site now being the responsibility of the Policy and Resource committee. Committee consider the report attached detailing the access concerns with the current site and the cost of the project.

Proposal: Town Clerk to continue to pursue Lambert Smith Hampton for permission to use the Recycling Centre Road as access to the proposed allotment site, Deadline of end of August 2019 for a response. Due to the possible cost of the proposed site, future agenda item for Council.

Proposed: Councillor Shearring

Seconded: Councillor Birch

Vote: Carried

Council 10th September 2019

43 Allotment at John Cox Site

Town Clerk provided the following update :To date Lambert Smith Hampton have not had a response from Essex County Council regarding the Town Council having access along the uniform youth Road.

The Town Council are meeting with DevComms the Communication company for Countryside on Monday 16th September 2019 where the Town Council will state that there is a shortage of allotments within the Town and that new allotments would be encouraged within South Woodham Ferrers.

As stated at Policy and Resource meeting on 16th July, due to the not having the information from Lambert Smith Hampton with regard to access along the

recycling centre road the Town Council and the future meetings planned with developers and the development of the current Local Plan defining land use within the area, the Town Clerk would not recommend development of the John Cox site for allotment provision at this time.

The Town Council meet their statutory requirement which is to provide allotments, there is a recommendation from NSALG for 20 plots to be provided for every 1000 properties, but this is society guidance and not legislation.

The requirement for seeking allotment provision is when 6 requests are received for allotments, there is not a timeframe for seeking allotments and it would not be prudent spending of Town Council reserves to spend this on allotment provision at this time when the Town Council meet their statutory requirement.

Proposal: Meet with developer to request allotments in the development area and contact Chelmsford City Council to request land for the purpose of developing allotments.

Proposed : Councillor Birch

Seconded : Councillor Hammond

Vote: Carried

9.1 Environment and Open Spaces Committee

- It was noted that a meeting was held on 25/08/20
- The Archway at the Garden of Remembrance
- The start of the Climate & Ecological Emergency Focus Group
- Covid memorial at the Garden of Remembrance

9.2 Leisure and Community Committee

- It was noted that a meeting was held on 28/07/20
- BMX site at John Cox
- Christmas Lights
- Cancellation of Christmas Fayre and possible alternatives
- Repair work at the Village hall Play area
- Champions Manor Film Club and Youth Club to be reviewed

9.3 Planning Committee

- It was noted that a meeting was held on 28/07/20 & 25/08/20
- The need to defer items 10 and 11 on the agenda to an additional meeting planning on 9th September due to time constraints of the meeting which was unanimously agreed by the planning committee.
- To propose that future planning meetings are held at 7.30pm on the last Wednesday of each month due to time constraints which was unanimously agreed by planning committee.

9.4 Policy and Resources Committee

- It was noted that a meeting was held on 14/07/2020
- The decision to allow a local resident to locate three beehives in the grounds of Champions Manor Hall.
- Update on the acquisition of the telephone box in Heralds Way.

9.5 Masterplan Committee

- Masterplan consultation comments agreed and submitted

Report of the South Woodham Ferrers Health and Social Care Group for the meeting of the Town Council on 8th September 2020

Introduction

Since the last meeting of the Town Council in June the focus of the Health and Social Care Group has been on helping the shielded and vulnerable residents during Covid 19 lockdown.

Covid respons

The response organised by Chairman Peter and a group of volunteers has been highly effective and much praised. From the onset of lockdown in March to date the number of tasks achieved is 2,504 which is an incredible achievement in the time. The volunteers were recently recognised with letters of commendation and a pin badge recognising their essential volunteering as part of the SWF Health & Social Care Team who have been supporting shielding and isolating people in our Town and surrounds during the COVID-19 pandemic. The commendations come from: Councillor Jude Deakin, Mayor of Chelmsford 2020-2021; Mrs Philip Tolhurst, Lord-Lieutenant of Essex; and, Chelmsford CVS, Centre Supporting Voluntary Action.

Despite the end of shielding support continues to be given to people isolating and without local support networks. Consideration is being given by us and others to preparing for winter pressures and any forthcoming spikes in the pandemic and maintaining our voluntary support capacity.

Virtual meeting with Dan Doherty, Director of Clinical Commissioning, at Mid Essex Clinical Commissioning Group

This virtual meeting was held on 3rd August and involved representatives from the Health and Social Care Group and the Practice Participation Groups (PPG) and Paul Gilham of the MECCG communications team.

There was a discussion about how the GPs at Crouch Vale Medical Centre were coping during the pandemic. It was agreed that whilst things were anything but normal, the Practices were dealing with the pressures well. However there was a need to communicate better with the public to reassure them that all the services they need are available albeit in a different form.

Clearly having such a well laid out purpose-built health centre is a great advantage, allowing for social distancing and other measures to be put in place more readily than in traditional premises.

The PPG representatives reported that there had been little communication during the lockdown. This is not surprising as the restrictions put upon people attending the Centre have been very carefully controlled. There has been a virtual PPG meeting by Greenwood and there is one planned for Brickfields in September. It was agreed that where possible the dialogue between the Practices and their PPGs should be maintained. The new normal has not yet been reached in primary care. When this point is achieved the patients need to be informed fully. It is certain that some of the procedures operated in lockdown will become the new normal in primary care. However, the face to face consultation must not be lost. The interaction between the public representatives and the Commissioning Group needs to be reintroduced and it was agreed that a further meeting involving Dan should be held in a few weeks' time. There was some discussion about people shielding and how they could be supported. This differed between areas dependant on who was most knowledgeable about people with needs. Peter said that HSCG was continuing to support the needy and vulnerable even after the easing of lockdown restrictions. There continues to be an understandable reluctance of some people to venture out. The meeting then went on to discuss the role of the Primary Care Networks (PCN). Again there has been little communication between the local groups and the PCN. It was known however that the PCN was discussing the best ways to deliver local services. There is a danger of decisions being made without a contribution from patient representatives. The PPGs have requested a preliminary discussion with the SWF Director (Dr Mistry) but this has yet to be arranged. There were three outcomes from the meeting.

1. Engagement with the GPs and PCN needs to restart
2. Lessons need to be learnt in preparation for the undoubted winter pressure
3. Dan will brief us in more detail on where the CCG is going and how our voices can be heard locally

Town Nurse Project

This has been on hold but progress is now being made with meetings due imminently. Every effort is being made to try to launch an initial service by the end of this year.

Dying Matters in Essex

The Chairman is playing a part in bringing this county-wide consortium of many organisations together to establish a formal organisation as a legal status is necessary for it to progress. The aim is to help address the taboos of dying, death and bereavement.