

AGENDA

You are summoned to an Extra Ordinary Meeting of the

COUNCIL

to be held at 7.30 p.m. on Tuesday 22nd July 2025
at Champions Manor Hall

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.



Karen Atkins
South Woodham Ferrers Town Clerk
16th July 2025

- 1. 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, registerable or non- registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Registerable Interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter.
- 4. Confirmation of Minutes**
To **APPROVE** the minutes of the Council meeting held on 17th June 2025 as a true record.
- 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 on the agenda. At the close of this item members of the public will no longer be permitted to address the Council.
- 6. Boundary Fence at Champions Manor Hall**
Council to consider a request from a resident to replace a boundary fence.

7. The Fen

Council to consider the replacement of two bridges on the Fen.
Information circulated at the meeting.

8. SWF Town Sign

Council to consider the replacement of the town sign a Millennium Place.
Information circulated at the meeting.

9. Reports from Committees

9.1 Planning & Environment Committee

To note that a meeting was held on 24th of June 2025.

9.2 Events, Community & Leisure Committee

To note that a meeting was held on the 15th of July 2025.

9.3 Finance & Projects Committee

To note no meetings have been held since 3rd of June 2025.

9.4 Staffing Committee

To note no meetings have been held.

10. Tender Notifications

Council to consider a response to all three companies that tendered on the Government Website for the extension at Champions Manor Hall.

11. Election of Members to Committees for 2025/2026

Council to consider increasing membership of the Events Community & Leisure committee. Terms of Reference up to fourteen members.

- Events Community & Leisure Committee – currently nine members.

12. Review of Policies

In accordance with Standing Order 5.j.xvii to xviii Council to review the current policy circulated prior to the meeting under separate cover.

- Bandstand Hire Policy & Terms and Conditions

13. Representative on Outside Bodies

Council to receive the following updates-

- Councillor Barnett attended the CALC Chelmsford Association of Local Councils Meeting on 18th June 2025.
- Councillor Sherlock attended the ECC Transport Parish/Town Council meeting June 2025.

14. Chelmsford City Council / Essex County Council

To consider report(s) to Council from City Councillors/County Councillor concerning matters of interest to South Woodham Ferrers.

15. Town Mayor's Announcements

To note a list of recent events attended by the Town Mayor is attached to the agenda.

16. Media Release

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

17. Next Meeting

The next Council meeting will held on 21st October 2025 at 7.30pm.

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

Reports to Council 22 July 2025

9.1 Planning & Environment Committee

To note that a meeting was held on 24/6/25

- Successful application for up to 420 trees for the John Cox and other adjacent areas.
- The sluice gate along Inchbonnie Road is to be painted with a mural to combat graffiti.
- The cattle pen fencing on the Fen is to be removed in order to comply with the expiry of the permission for it to remain in place.

9.2 Events, Community & Leisure Committee

To note that a meeting was held on 15/7/2025.

- Boards displaying the SWF New Town 50 Years exhibition will be placed on the first-floor foyer of Champions Manor Hall until the end of August 2025.
- SWF Carol Service organised by the SWF Christian Council will be on Thursday 18th December 2025 at 5.30pm.
- The annual Village Hall play area inspection report from ROSPA was noted.
- Events Community & Leisure Committee updated the Forward plan for recommendation to Council on 21/10/2025.
- Garden of Remembrance 30-Year Anniversary will be held on Saturday 13th September 2025 at 11.00am.
- Christmas Fayre arrangements on Saturday 22/11/2025.
- Christmas Panto will be held on Friday 19/12/2025 at William de Ferrers School.
- Seniors Christmas Party will be held on Sunday 7/12/2025.
- VJ to be commemorated on all social media platforms and flags at Champions Manor Hall
- Our Town magazine offering free listings for all Town Council events.

9.3 Finance & Projects Committee

To note that no meetings have been held since 03/6/2025.

9.4 Staffing Committee

To note that no meetings have been held since 11/2/2025.

SWF Town Council's Town Mayors Engagements from 17th June 2025 to 16th July 2025

22nd June 2025 - The Town Mayor and Consort along with the Deputy Mayor attended the Annual Civic Service at Chelmsford Cathedral.

29th June 2025 - The Town Mayor attended Maldon Armed Forces Day at Promenade Park, Maldon.

12th July 2025 - The Town Mayor and Deputy Mayor attended the 80s Summer Event at South Woodham Ferrers Village Hall Playing Field.