

NEIGHBOURHOOD PLAN STEERING GROUP

NOTES OF THE MEETING

on MONDAY 19 August 2024 at 7.00pm
at The Wick Community Centre

Present:

Councillor L Gann	Councillor Derek Harrison	Councillor S Mott
Councillor K Oakes	Councillor S Oakes	
Lynne Brooker	Gerald Douse	Sharon Lucken
Janet Nelson	Chris Wyle	

Nicky Joshua, Community Engagement Officer, Rural Community Council of Essex (RCCE)

Tory Melhuish, Town Clerk

Apologies:

Councillor Ball, Councillor Dermott, Geoff Jenkins, Steve Gill, Rachel Voller

Introductions and welcome

All those present introduced themselves.

Nicky Joshua provided a brief overview of a Neighbourhood Plan to the new Group members

- A Neighbourhood Plan can give communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.
- Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.
- A Neighbourhood Plan can be used to set planning policies that forms part of the development plan used in determining planning applications.
- A Neighbourhood Plan attains the same legal status as a local plan once it has been approved at referendum. At this point it becomes into force as part of the statutory development plan. Applications for planning permission must be determined in accordance with the development plan
- The Neighbourhood Plan must be based on evidence and have reasoned justification of including a policy
- Basildon Borough Council's Emerging Local Plan
A Draft Neighbourhood Plan can be developed before or at the same time as a Local Plan but must be in general conformity with the strategic policies of the development plan in force if it is to meet the basic conditions.

Background

At its meeting held on 26 June 2023, Members of the Town Council agreed to start the process of developing a Neighbourhood Plan for Wickford.

On 28 September 2023, a submission was made to Basildon Borough Council for a Neighbourhood Area Designation. This was confirmed on 13 November 2023.

<https://www.basildon.gov.uk/article/9837/Wickford-Neighbourhood-Area>

The Town Council engaged a planning consultant – DAC Planning and a Scoping Report has been written. The RCCE has been engaged by the Town Council to assist with Community Engagement.

TM/20/8/2024

Structure

It was confirmed that the Steering Group is a Working Group that reports to the Town Council's Planning and Infrastructure Committee.

Terms of Reference

Terms of Reference for the Steering Group have already been agreed.

Finances

The Town Council has a budget allocation for 2024-25 of £10,000 and an Earmarked Reserve of £20,000 for the production of the Plan.

Locality Funding

There is a total sum of £18,000 available from Locality.
£4,672 was awarded in March 2024.

Roles

Gerald Douse was elected Chair of the Steering Group
Lynne Brooker was elected Secretary of the Steering Group
Councillor Kim Oakes was elected Finance Co-ordinator of the Steering Group

Next Steps

1. All previous information and documents to be circulated to all Group members, to include the following:
 - Terms of Reference
 - Scoping Report
 - DAC Tasks
 - Neighbourhood Plan Starter Guide
 - Locality Roadmap
 - Basildon Local Plan timeline and link to the website
 - Green Belt assessment
 - Information provided by RCCE on Kelvedon PC Plan
2. Scoping Report – does this need any further comments and it needs testing with residents
3. Publicity including social media
 - To explain the Neighbourhood Plan – a leaflet has been produced by Councillor Derek Harrison and Mott to be delivered to every household in Wickford
 - Recruit more volunteers
4. Set up small groups to tackle individual subjects – planning, environment, travel etc
5. Budget and apply for grant funding
6. Engage with other local Parish & Town Councils

Next Meeting

Wednesday 25 September at 7pm

The meeting closed at 9pm.