

NEIGHBOURHOOD PLAN STEERING GROUP Notes of the Meeting held on Wednesday 25th September 2024 at 7.00pm at The Wick Community Centre
--

Present: Gerald Douse (Chairman) Lynne Brooker (Secretary), Cllr Kim Oakes (Treasurer), Cllr Alan Ball, Geoff Jenkins, Janet Nelson, Cllr Steve Oakes, Chris Wyle

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

Apologies: Cllr Derek Harrison and Linda Westall.

Sharon Lucken cannot commit to the group and Rachel Voller said the same but would help with any communication/social media as and when possible.

Declaration of Interest: none expressed

1. Minutes of the last meeting agreed as a correct record.
2. Communication: leaflet prices received and decided the best value was via the company currently handling the new market promotion, they had the best price, already have the logo etc. It was also agreed, after discussion of costs, to use Post Mums for solo distribution.

Once leaflets ready, agreed would be a good idea to engage local groups ie over 55's groups in local community centres, Library, schools etc. community events ie. use the kiosk in the town centre during the two Christmas events on the 16th & 24th November: hand out leaflets, ask people for their thoughts to update the boards. The new Town Council offices may be ready by then so could also use these offices which are located just off the town centre. 16th Geoff can make, 24th Janet can make .. any other volunteers?

Nicky Joshua noted that the original boards had not been revisited since the original consultation back in April. It is very important that more people volunteer for this group because the numbers this evening clearly show there is not enough people to set up the working groups to carry out the necessary work.

Facebook page – need to be careful if anyone answers any comments on line that they need to be compliant with regulations. This will be left for the moment and rely on the leaflet drop, face to face consultations and perhaps an online poll.

Janet Nelson stated that she is not a creative but factual writer and offered to write a blog. It was agreed for Janet to write articles for the Wickford Magazine and she was given the contact details and deadline dates for articles. She will liaise with Rachael Voller and will also take a look at the Kelvedon blogs.

It was noted that the Planning Group should have an email address for correspondence.

3. Planning: it was noted that there are already a number of different applications going through at the moment. It is believed any applications from 2023 will count to the numbers allocated for the area which the Neighbourhood Plan covers. This does need to be checked because there is a few new ones namely one on the Wick that was refused few years back for over 1000 properties because of infrastructure. Now an application has been submitted for just over 300 properties so no major

infrastructure needed. They could do this piece meal over the next few years to the detriment of Wickford. It was noted that the Section 106 funds go to Essex County Council. Nicky Joshua said Wickford should ask Basildon to apply for some of this funding for the area.

Working group needs to decide whether the plan is going to propose that Wickford Town Council take responsibility for assigning which plots of lands will be built on. Basildon Council have a list of the land which has been offered up. This would help solve the problem of small plots being developed but could prove very unpopular with the residents. Alternatively, that decision can be left with Basildon Council and the Plan concentrates on the design coding to ensure the properties being built all meet agreed criteria.

It was noted that Runwell and Shotgate parishes are not producing a plan. Runwell come under Chelmsford District so we cannot cross boundaries complicates the plan. Shotgate was asked if they wished to be included and declined. Meeting explored the possibility of whether they should be asked again but agreed to respect their original decision.

Need to do: Planning Group need to look at other Towns Neighbourhood Plans; read Locality roadmap. Some plans are 119 pages long, DAC will help to write our report.

4. Finances: Town Clerk had circulated the financial sheet to the Chair, Secretary and Treasurer – this will be circulated to the rest of the members. There is money from the original Locality grant, funds from the Town Council itself plus the group can apply for further money from Locality. Need to offset costs of meeting room, printing of leaflets, distribution, other advertising, Landscape report etc.

Action:

- ❖ Meeting asked to see a copy of the leaflet already produced by the Wickford Town Council to ensure all the relevant information is included. Cllr Kim Oakes will obtain a copy of the leaflet.
PMN: leaflet been circulated to group for commenting
- ❖ Gerald Douse to contact Post Mums to find out their availability. **PMN:** they have immediate availability distribution will take 3 weeks.
- ❖ Need to know how many properties are covered by the Neighbourhood Plan, to ensure we order sufficient numbers for the properties as well as having some extra copies for local centres, library, schools, go into over 55's clubs, assisted living and any other suggestions. **PMN:** 10,250 leaflets need for Post Mums to delivery so 15,000 should be ordered as agreed at meeting.
- ❖ Article for Wickford Magazine Janet Nelson.
- ❖ Online poll – Nicky Joshua said she could help with this and would liaise with Janet Nelson
- ❖ Find out where the consultation boards are – assume these are with Tory.
- ❖ Apply for next Locality grant, tick box for Design Code and this will allocate another £8k. Also look at applying for Ground Work and possible Heritage Assessment.
- ❖ Lynne to email the financial report to the group. **PMN:** circulated with copy of these notes.
- ❖ Lynne to ask Tory about setting up an official email account. **PMN:** new email address set up

Date of next meeting: this will be decided once timescale know for leaflet printing and distribution.

The meeting closed at 9.15pm.