

Minutes of the fifth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 3 July 2013.

Present: Cllr Robert Needham (chair), Cllrs Neil Lodge and Frances Richards, Chris Downes (CBC Planning Policy Technical Officer), Sara Pulin (CBC Planning Officer), Rob Lee (Wivenhoe Land 2010), residents Richard Polom,, Marika Footring (minutes), Shaun Boughton, Peter Hill, Eugene Kraft .

Apologies for absence: Cllr Brian Sinclair, Jane Black, Karen Syrett, Cllr Ian Endean, David Allen

Declarations of interest: Robert Needham, Peter Hill (both on Wivenhoe Housing Trust), Rob Lee (Wivenhoe Land 2010)

The chairman made a preliminary statement, emphasising that the role of members of the steering group in the Neighbourhood Plan project is and ought to be one of strict neutrality and that no-one who is a member of it should be making political comments. We want the project to be completely open and transparent, we are there to facilitate the project. No member should be promoting a particular issue.

Correspondence

Emails were received from Stanley Hurn, Bryan Thomas and Peter Goldsmith re Open Day public consultation, and from Daisie Giddings, saying that she was stepping down as a member of the steering group.

Reports on Open Day publicity

The flyer had been posted into every letterbox in the town. 37 Local organisations had been sent the flyer electronically; some had put them on their own website, some others have emailed their members about it. Wivenhoe Business Association, churches, schools and PTAs were included in the mailing. CBC issued a press release which is on its website and has tweeted about it. The Gazette has carried an article and the Brightlingsea and Wivenhoe Chronicle was alerted. Landowners were contacted by Cllrs Needham and Lodge. The notice has been put on the WTC website and notice boards and also on the Wivenhoe Forum website and was added to the diary on that site.

Header topics and questions for Open Day.

Peter Hill and Robert Needham with assistance from CBC planning staff have prepared these on the Boxted model but adapted and added to, to reflect what are thought to be the concerns of Wivenhoe residents, and to reflect general development issues and needs known to the Town Council. There will also be an unheaded blank sheet to allow for comments that don't fit any of the header topics.

There was some discussion of the selected topics and in this context it was mentioned that CBC is at present conducting a Housing Survey (a copy of the questionnaire has been added to the NPSG file) and it was noted that a 25% response rate obtains so far.

Peter Hill updated the information of the costs of a housing survey by the RCCE (see June 2013 minutes/ Proceedings/2.), which would be in the region of £6-7000. Although a survey for the purposes of the Neighbourhood Plan might be differently focused, Peter advised that in light of the CBC's survey any approach to RCCE would be put on hold.

Set-up, roles and responsibilities on Open Day

Rober Needham reported that he would be able to attend until about midday. Peter Hill will take

over as event manager after that time.

Door and counting visitors: Frances Richards and Neil Lodge. Cards will be given out inviting people to leave their name, post code, and an email address if they would like to be included in a future mailing list.

Refreshments Neil Lodge. Administration Marika Footring.

Hall as many members of the steering group as can be available. CBC staff will be in the hall to answer questions about the Neighbourhood Plan project and generally assist visitors with the day's process. Maps, post-it notes, flipchart sheets, pens, pins etc will be provided by CBC.

Members of the steering group are there to facilitate the Open Day process, to chat to visitors about the project and to encourage positive responses but not to push any particular angle; must use this opportunity to let people say what they want. Visitors will be invited to write answers and comments on the post-it notes and stick these on the sheets next to the maps, rather than write on the maps.

Hall caretaker knows that doors should be open at 9 am for setting up to begin.

Displays must be put up. Tables and chairs must be set out so visitors can sit, chat and write. CBC will provide leaflets explaining the Neighbourhood Plan process, these to be left on the tables. Refreshments will be served from the kitchen. Display board outside the hall with big poster to attract attention.

Collation of all the comments will be done on Thursday following the Open Day. Robert Needham, Peter Hill, Richard Polom and Shelly Blackaby (CBC) will do this.

Proposal for dedicated website

The chairman invited Richard Polom to introduce the subject as he had prepared the business plan that had been circulated to members ahead of the meeting.

Three options were available: a basic 'window display'; a slightly more sophisticated site allowing downloading of documents, or a fully interactive site to facilitate communication with residents. A site could be set up for around £30; to develop it into the third of the options would cost in the region of £500

After discussion it was accepted that starting with the basic option and then developing it as the need grows was the best choice. Neil Lodge said WTC could afford to pay the small setting up amount. The costs for the fully developed site will be included in the grant application.

Marika Footring will take on the updating task as part of her communications activities. Richard Polom and Shaun Boughton will choose the website developer and will try to have the URL (WivenhoeNeighbourhoodPlan.org.uk) available for the open day.

AOB

Christopher Downes mentioned that 6 responses had been received by CBC to WTC's application for a Designated Neighbourhood Area. None were objections.

The application will go before the CBC planning committee on 29 July with a report recommending acceptance.

There being no further urgent business, the chairman closed the meeting at 9 pm.

Date of next meeting

Wednesday 7 August, 7.30pm at Wivenhoe Council Offices.