

**Minutes** of the eighth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 2 October 2013.

**Present:** Cllr Robert Needham (chair), Cllrs Neil Lodge, Frances Richards and Brian Sinclair, Chris Downes (CBC Planning Policy Technical Officer), residents Marika Footring (minutes), David Allen, Peter Hill, Jane Black (Wiv. Soc.), Richard Polom, Ruth Melville.

**Apologies for absence:** Shaun Boughton.

**Declarations of interest:** Robert Needham, Peter Hill (both on Wivenhoe Housing Trust); Brian Sinclair (Wivenhoe and District Sporting Facilities Trust).

### ***Minute 2013/1 Minutes of SG meeting of 4 September 2013***

These were accepted as a true record and signed by the chairman.

### ***Minute 2013/2 Matters arising***

a) Karen Syrett has advised by email that it is not expected the Wivenhoe NP timings will be held up by a review of Site Allocations as these will not commence until end 2014/early 2015.

b) Letters from land owners: email had been sent to members after the September meeting that the contents of these are not to be divulged outside the steering group.

### ***Minute 2013/3 Correspondence***

Elmstead Parish Council's response to letter to landowners had been received.

### ***Minute 2013/4 Project time line***

An updated draft had been circulated to members. Some adjustments will have to be made in connection with the next minuted item. The chairman thanked Richard Polom for the work he had put into this and the schedule was unanimously adopted as a time line for the Wivenhoe Plan Project.

### ***Minute 2013/5 Questionnaire.***

a) **Inclusion of University** – As a preliminary to the Questionnaire topic Peter Hill made the point that, though the questionnaire does include questions focused on students, we have not yet asked the University itself any questions about how it intends to grow as a business. The Neighbourhood Plan would not be in a position to plan for the University's development (which anyway was pre-determined by the existing Local Plan) but at the same time the University was included in the Designated Area plan.

During subsequent general discussion it was recognised that, on the one hand, students are a transient presence whose views on how Wivenhoe should develop over the next 15 years are of little or limited consequence; while on the other hand the University is the biggest local employer and a constant presence with considerable impact on Wivenhoe, not least in its effect on the town through student housing.

It was appreciated that, either as a landowner and big business/employer, or as a generator of demands on Wivenhoe's housing, the University must be included in the consultation process if the evidence base for any future plan is to be sufficient.

It was agreed that a formal approach will be made by letter, asking what plans the University has for its own land and what ambitions it has for land in the area that it does not own.

The Questionnaire working group will decide the question of a separate student questionnaire, on which there were some thoughts that one would be desirable.

b) **Progress of work on the Questionnaire** – Peter reported that the document had reached its *eighth* version and he hoped the working group is now happy with it. A sample of version 7 with

manual alterations was passed round the table for members to see. The WP is meeting again next week and it will probably meet again at least twice more.

As a process of finalising, testing and if necessary revising still needs to be completed, and a map needs to be inserted which Chris Downes has agreed to supply, the aim of launching it at the end of October is no longer attainable.

The chairman thanked all those who had been involved in the process for their intense efforts.

c) **Costs** – Robert Needham had obtained a quote from Osborn in Brightlingsea for £515 for printing an 8-page questionnaire but this will have to be revised upwards in light of the finished product which now runs to 12 pages. A grant from Locality to bear the costs of this and of return postage had just been applied for and Robert will contact them to see if the application can be amended.

d) **Data collection and processing** – The working group had already considered methods of inputting and analysing the results once these are received. It was known that Boxted had used a consultant which had been very expensive. An alternative would be to use appropriate software such as Qualtrics, which in addition to providing an online questionnaire, also would allow volunteers to data input easily from the paper questionnaires and would produce a spreadsheet making data analysis easier. Time and expertise for data analysis would still be needed but could probably come from within the group. Ruth Melville is exploring the possibility of getting cooperation of the University which has a licence to use Qualtrics

e) **Publicity and distribution** – Much of this had been covered at the last meeting. Marika Footring will now prepare the press release as Peter's time is too occupied with the questionnaire itself.

One fortunate aspect of the delay in launch date is that we now have a longer lead-in period for publicity and may also catch the next issue of Wivenhoe News; the deadline for submitting material is end October for publication on 22 November. Any articles written should include the URL of the website: [www.wivenhoeneighbourhoodplan.org.uk](http://www.wivenhoeneighbourhoodplan.org.uk)

Print media may be prepared to help building up to the release date by repeating the story. In the case of the Brightlingsea and Wivenhoe Chronicle this should take the form of an advertisement placed by WTC on behalf of the SG for any repeat story.

Mention of the forthcoming questionnaire has already been made on Facebook, Twitter and the website. The run-in period of the website since beginning July has shown what functionality is required and Richard Polom showed a print-out of what the revamp would look like. This is now ready to be launched. Richard also volunteered to put together a project flow.

### ***Minute 2013/6 Any Other Business***

Jane Black sought the steering group's views on the need for expanding the evidence base by way of an audit of community and sports facilities. After discussion Jane agreed to lead this audit with help from Brian Sinclair. Auriol Ashworth and Sue Williams from the volunteer pool will be asked to assist.

Marika will write to ECC Highways Dept to ask about traffic flow data.

There being no further business, the chairman closed the meeting at 9.10 pm.

**Date of next meeting: Wednesday 6 November, 7.30pm** at Wivenhoe Council Offices.