

Minutes of the ninth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 6 November 2013.

Present: Cllrs Robert Needham (chair), Frances Richards.

Residents Marika Footring (minutes), David Allen, Peter Hill, Jane Black (Wiv. Soc.), Richard Polom, Ruth Melville, Graeme Willis, John Wallett, Valerie Endean.

Apologies for absence: Cllrs Neil Lodge and Brian Sinclair, Christopher Downes (CBC).

Declarations of interest: Robert Needham, Peter Hill (both on Wivenhoe Housing Trust).

Minute 2013/7 Minutes of SG meeting of 2 October 2013

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

Minute 2013/8 Matters arising

from Minute2013/5a) Peter Hill had written with a formal invitation to the VC or a senior colleague to attend a steering group meeting. Telephone confirmation has been received that the invitation had been passed to Estates Manager Simon Neil.

from Minute2013/5c) Robert Needham confirmed that the grant amendment request had been allowed and the grant for the questionnaire expenditure had been increased to £1170.

from Minute2013/5d) Peter Hill had written to the VC at the University to enquire about the use of Qualtrics for the purpose of analysing the questionnaire results. No reply had yet been received.

from Minute2013/5e) The Wivenhoe News article about the questionnaire had been submitted in time for it to be included in the Winter issue (24 November); Peter Hill will prepare the press release and let Marika have a copy to give to the press.

from Minute2013/6) Traffic flow data for the B1028 had been received via Karen Syrett. These are from a 2009 survey and are the latest available. A further request will be made for traffic flow data at Clingoe Hill roundabout.

Minute 2013/9 Correspondence

Email dated 4 November 2013 from the Community Development Foundation, confirming that payment of the questionnaire grant will be processed.

Peter Hill will let Marika have file copies of his correspondence as listed above.

Minute 2013/10 Questionnaire

a) Paper version

The questionnaire is now ready to be launched. Before it goes to the printers John Wallett will assist with improving the front page and the map. Robert Needham will look after the printing. Robert had also received the licence from Royal Mail in connection with the Freepost returns of the questionnaire. Collection points for manual returns will be provided at Vine Parade (One Stop), The Cross (Spar shop) and WTC offices.

The front page of the questionnaire will steer people towards on-line completion in order to save postage costs.

Launch date is 22 November. Neil Lodge to organise the distribution. The aim is to have the questionnaire with people for 14 days so the last possible distribution date is 6 December.

Return date for the questionnaires is 20 December (though later returns will not be excluded).

Peter wished to place on record a huge thanks to Christopher Downes (CBC) who had reviewed the questionnaire and made valuable contributions.

b) Electronic version

The questionnaire will be made available on line at the NP's website for download as a hard copy in .pdf format.

John Wallett and Ruth Melville will decide on the best way to provide an interactive facility to complete it on line- either as a plug-in on the NP website, or as a link from the NP website to

Survey Monkey pro edition which Ruth has generously made available.

Ruth and Jane Black had produced a separate, shorter student questionnaire to be answered exclusively on line via Survey Monkey. A prize of a Fish & Chips supper will be sought from David Henley for student survey completions (random pick). Robert will ask David Henley.

c) Publicity

Ruth will contact the Student Union for assistance in publicising the student questionnaire. All other publicity to be implemented as per September and October minutes (qv)

d) Analysis

Ruth raised a point on the after-questionnaire work: inputting data is going to be a tedious and painstaking job, especially on the free text answers. Ruth estimated that approximately £700 should be set aside to pay for this work, which she expects may be done by a combination of student interns (paid) and volunteers from the community.

John Wallett mentioned the crucial importance of feedback to the community after the results have been analysed. Various ways of achieving this were suggested.

An analysis group should be formed to look at what we want to do with the results and Ruth will clarify this task, which will be further discussed at the December meeting.

Peter thanked Ruth and Jane for the work they had put into compiling the student questionnaire.

Ruth will send a link to this to Marika, to be mailed out to all SG members, who are asked to test it 'to destruction' and give feedback to Ruth.

Minute 2013/11 Any Other Business

a) Local Businesses Consultation

This is an outstanding matter. The business association has not yet been revived. Marika will explore with Jane Lee (Opticians) and Belinda Warburton (Accessorise) what kind of get-together might be most productive for gathering the views of the business community.

This to take place in January 2014.

b) Millfields School

Broomgrove years 3, 4 and 5 had produced some impressive work, thinking about how they would like (parts of) Wivenhoe to be in the future. Frances Richards will contact Millfields governors to suggest they might want to carry out a similar project.

The 11+ group will be approached by way of a simple questionnaire that will be handed to them at school bus boarding points and collected again from there on their return. This to be done in Spring 2014.

c) Ferry Marsh

The matter of ownership of Ferry Marsh has not yet been resolved. David Allen will now investigate this.

d) Evidence base

Jane Black raised this point, the importance of which had been emphasised by Karen Syrett in correspondence on an unrelated matter to Wivenhoe Society. The SG will need to identify relevant areas such as green space, community facilities, conservation and wildlife areas, and fill any gaps in the information we have about such areas.

There being no further business, the chairman closed the meeting at 9.14 pm.

Date of next meeting: Wednesday 4 December, 7.30pm at Wivenhoe Council Offices.