

Minutes of the twenty- fifth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 4 March 2015 at the Wivenhoe Council Offices, at 19.30.

Present: Cllrs Robert Needham (chair), Neil Lodge

Residents Graeme Willis, Marika Footring (minutes), Jane Black, Rosalind Scott, Ruth Melville, Mark Norrington, Peter Hill,.

Apologies for absence: Christopher Downes, David Allen, Giles Job, Richard Polom.

Declarations of interest:

Robert Needham, Neil Lodge, Peter Hill: Wivenhoe Housing Trust.

Minute 2014/87 Minutes of SG meeting of February 2015

After a small amendment to the February minutes, these were accepted as true records and signed by the chairman.

Minute 2014/88 Matters arising

None

Minute 2014/89 Correspondence

None received.

Minute 2014/90 Finance

Nothing to report

Minute 2014/91 Land Use and Zoning

Peter Hill presented the latest version of the Vision, Objectives and Sub-objectives to the group. After discussion and some minor revision of some these were all agreed. It was proposed by Rosalind Scott and seconded by Peter Hill that both Vision and Objectives should now be published on the website in their agreed form, Peter to let Marika have the exact website text.

With the assistance of Christopher Downes (CBC) arrangements have been made regarding the Strategic Environmental Assessment work: screening for this will be done by Jonathan Crane (CBC) but the scoping will have to be carried out by the WNP.

Peter also explained the way Site Assessment Criteria will be applied and the methodology for this will be run past CBC to affirm its adequacy. Approximately half the available sites had already been scored and the full list should be available at the next SG meeting.

Minute 2014/92 Project Time Line

The monitoring group had met and Richard Polom had sent in a written summary (Appendix1). A number of risks had been identified, mainly in the area of communication and community engagement. The updated time-line spreadsheet has been circulated to all SG members.

Minute 2014/93 Consultation and Community Engagement

A report was received from this new working group (Appendix2). Short (e.g. 3-line) updates from LUZ, C&CE and SG groups will be published regularly on the website. There are plans to revamp the website with a view to promoting community engagement.

There being no further business, the chairman closed the meeting at 10 pm.

Date of next meeting:

Wednesday 1 April 2015, 7.30 at Wivenhoe Town Council Offices.

Appendix 1

Summary of Project Plan monitoring group meeting on 2 March 2015

1. Timetable

We have tidied up the planning timetable to reflect conclusion of recent work and any consequent changes to future stages. There are as a result some movements around the target dates for drafting the final plan in the second half of 2015. These amount to about a month's delay and there is no expected impact on the current completion target of September 2016.

However this does shift the critical final community consultation process to either side of Christmas 2015, and this period will need very careful management to ensure success.

2. Communication and Engagement Strategy

We identified not having a clear communication and engagement strategy as a very high priority risk in this final phase of the plan. For this reason the Communications and Community Engagement group will establish a clear plan of activities to sit alongside the plan preparation timetable. This will be to make sure that the achievement of a successful referendum outcome is always considered at every stage of the plan preparation work.

3. Risks

As well as the generic Comms risk identified above, we noted the following risks:

- a. The risk that there is a widely held perception that our plan preparation is flawed and not properly accountable.
- b. The risk that residents' interest in the plan will fade and result in lack of interest at the referendum stage.
- c. The risk that misconception and misinformation about the plan, its proposals and intentions, is spread by various means.
- d. The risk that our resources (people and financial) will be stretched by unanticipated demands in the later stages of the timetable.

Mitigation of risks a-c will be considered by the C&CE group and d will be noted for future review as it has a low immediate probability of occurring.

4. Further work

We will aim to meet again in 2-3 weeks with working group leaders in order to review the plan in further detail and consider risks more extensively. This will allow time for the C&CE group to develop its aims and to integrate it more fully. The planning group, with working group leaders, will then meet on a roughly quarterly basis. The next meeting should be at the beginning of June when the final drafting of the plan is due to commence.

Appendix 2

Communication and Communications Group (C&CE)

Monthly meeting February 24th 9.30am, 83 Heath Rd, Wivenhoe, CO7 9PX

Present: Rosalind Scott (Coordinator), Ruth Melville

Apologies: Jean McNeil, Lesley Jones

Discussion of Risks to Neighbourhood Plan

Perceived lack of transparency

Perception that the plan is 'always the same people'

Need to maintain engagement of residents

1 Promoting transparency

1. Conduct a website review - Use the news feed for updates, make feedback button live and include timeline. RS to ask Hon. Secretary for access to website.
2. Continue to collate document register for public reference
3. Publish update from this C&CE group
4. Ask all working groups to produce a three line update monthly to add to the news feed. This will be added by C&CE group.

2 Recruiting members of groups and maintaining an open door to public observers and potential new members

1. Publish the group structure
2. Provide contact details for the coordinator of each group
3. Clarify and publish terms of reference for groups
4. Publish dates, times and venues of working group meetings
5. Agenda and meeting notes for working groups, including key decisions, to be sent to steering group members and available to public on request.
6. Proposed additional working group for writing and collating

3 Consulting and engaging

1. Update the consultation strategy

2. Make the feedback button on the website live
3. Put the Objectives which all groups are now working with into public domain: on the website; in posters; Facebook; etc
4. Plan and carry out 'Pop-Up' consultations on working documents and/or any area in which public opinion is unclear
5. Use online consultation and surveys when appropriate
6. Pro-actively seek to work with students and young people, e.g. Colne School students analyzing survey data and helping to run pop-up consultations
7. Brief report on November consultation day to be produced with a view to making it publicly available by C&CE group

4 Date of next meeting: 23rd March, tbc