

Minutes of the fourteenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 2 April 2014.

Present: Cllr Robert Needham (chair).

Residents Marika Footring (minutes), Peter Hill, Jane Black (Wiv. Soc.), Richard Polom, David Allen, Christopher Downes (CBC).

Apologies for absence: Cllrs Neil Lodge and Frances Richards. Graeme Willis, John Wallett, Ruth Melville.

Declarations of interest:

Robert Needham and Peter Hill: Wivenhoe Housing Trust.

Minute 2014/21 Minutes of SG meeting of 5 March 2014

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

Minute 2014/22 Matters arising

from Minute 2013/11c): Ownership of Ferry marsh (part). Christopher Downes offered to look into this as David has still not had a reply from Persimmon.

from Minute 2014/5a): contact with University. Peter and Robert have an appointment with Simon Neil on 23 April to discuss the WNP and developments.

from Minute 2014/14. (2014/10b) Costs proposal has now been received (further under Minute 2014/24 below)

Minute 2014/23 Correspondence

email dated 31 March from Kate Baldwin, assistant principal at Colne Community School (see Minute 2014/26 below).

Minute 2014/24 Survey: Publishing Result, and further Analysis Work

a) *Producing the 12-page Digest*

John Wallett submitted a schedule of work and a costs specification for £1,074. This includes restructuring work on the website and reorganisation of the archived documents. The SG was happy with this specification though the Analysis group needs to decide whether the proposed timetable for publication is realistic.

Proposed title for the Digest booklet: "What you said about Wivenhoe". The SG group thought the proposed print run of 500 might be insufficient as a number of community events are coming up, at which the Digest could be handed out to help with publicity. John will submit an adjusted quote for the printing costs, including one from Osborn in Brightlingsea.

b) *Ongoing Analysis work*

Ruth Melville had submitted a report which is appended to these minutes (Addendum 1). The Chairman wished the SG's thanks to Ruth to be placed on the record. The work is ongoing, with some more expected to be done at the request of the smaller (thematic) working groups once they begin work.

Minute 2014/25 Aims and Objectives

a) Richard Polom submitted a report of the work so far of the A&O sub-group which is appended to these minutes (Addendum 2).

Discussion followed on the dual task facing the individual working groups: the first stage of their work will be concerned with forming a Vision. The second stage will be to propose how we might implement that Vision. The A&O group is working towards a sufficiency of the evidence base for the working groups to carry out these tasks.

b) *Recruitment to working groups*

The report proposes the number of individual working groups of limited duration and gives an outline of their remit. The SG agreed that this properly reflected the various survey topics and recruitment to these groups will start with a website invitation but personal invitation by SG

members is likely to be more effective and members were encouraged to put forward names..

c) The report mentions a possible application for grant aid to pay for the services of a planning consultant to help with the next phase of the work and in this connection Marika mentioned Edward Gittins, a former Wivenhoe resident and planning consultant, as someone who might be approached as he has local knowledge.

Minute 2014/26 Further Consultation

Contact has now been established with the Colne Community school. Kate Baldwin, assistant principal, emailed on 31 March to say that the school would be happy to assist with the on-line survey prepared for the Wivenhoe age group attending the Colne.

Marika will monitor progress.

Minute 2014/27 Publicity

There are a number of upcoming community events:

Open Gardens, 17 & 18 May

June Market and Art on the Railings, 7 June

Wivenhoe Regatta, 2 August

There will be a mention in the Open Gardens programme of the WNP steering group's presence at St Mary's church (venue of miniature gardens competition). Robert will make a back drop panel for the stand and Marika will organise the presence and presentation.

The Digest publication should be available by the time the June market is held. Marika has reserved a pitch at this event and also spoken to the stallholders organiser for the Regatta.

Peter undertook to write the WNP article for the Wivenhoe News Summer edition.

Minute 2014/28 Any Other Business

a) Following on from the Business Breakfast meeting, where Cedric's garage plot had frequently been mentioned as an ideal space for small shops development, Christopher Downes had been asked whether the current planning permission for housing development could be revoked. Chris told the meeting that the owner had begun work on the site within the required period that was just enough to maintain the planning status in perpetuity and that, although there was a slim possibility of changing it, this had never yet been done in the Borough. What doing so would involve was not further explored at this meeting.

b) Jane Black briefly highlighted details of information received from
CBC regarding Open Spaces;
CBC concerning various traffic issues;
ECC concerning school places.

All this information had been asked for as part of the evidence gathering process to assist the individual working groups and has been added to the on-line Document register.

There being no further business, the chairman closed the meeting at 9.02 pm.

Date of next meeting: Wednesday 7 May 2014, 7.30 pm at Wivenhoe Town Council Offices.

Addendum 1

Analysis Group report received from Ruth Melville for the SG meeting on 2 April 2014

Analysis is progressing but we've slowed down a little (due to illness/other commitments from volunteers).

We will however be meeting tomorrow (3rd April at 11am) for a run through of all data and plan to select which categories, (e.g. age, location, length of residence) to compare responses by, and for which questions.

I compiled a brief initial presentation of data on responders' demographics, housing views and open spaces views which was a useful exercise in seeing what we did and didn't have, and also to see how to present the data. Presented to Wivenhoe Society AGM and copies circulated to Wivenhoe Town Councillors and members of the analysis group. There needs to be a proviso on this that the data is preliminary and there will be some errors.

Next steps are to simultaneously work on cross-tabulation (comparing answers by categories of respondents) and on selecting appropriate data and presentation approaches for the proposed interim report.

The analysis team will also be available to provide data and cross tabulation in response to specific queries from the individual thematic focus groups (this can be done either by volunteers or from additional funds remaining from the analysis consultancy fund).

In terms of timetable, I would like to finish most of the analysis by end April. But work for the focus groups will continue beyond that.

Addendum 2

Report received from the Aims & Objectives sub-group for the SG meeting of 2 April 2014

1. The Work Planning group has met twice and developed proposals and a way of working for moving into the Vision and Objective Setting stage of the Neighbourhood Plan.
2. We identified a number of areas of additional information and evidence that would be required to move to the next stage. These are in progress with the helpful assistance of Chris Downes and colleagues at CBC.
3. In particular we are exploring the possibility of additional grant funding (up to £9500) from Planning Aid England to secure the services of a plan consultant to help us steer the next few stages.
4. We propose that the evidence and information gathered to date (including the survey and other information) is allocated out to working groups, led by a regular or temporary member of the Steering Group, so that they can provide support to the vision and objectives work.
5. We propose the Working Groups should operate as follows:
 - a. A group will be responsible for considering one or more of the plan topic headings
 - b. Active recruitment of more people from the community is needed to populate the groups, but with a specific and focused task provided by the group and for a limited time period
 - c. The group leaders will meet to share a common approach and make sure support for a vision and objectives is emerging
 - d. Everyone should be aware that the vision and objectives stage is about “what” the vision for the future Wivenhoe looks like, not the “how”, “when” or “who does what” – that will come later.
 - e. Groups may continue in similar format as the process of generating options and implementation plans evolves.
6. In addition Peter Hill offered to become editor-in-chief of the plan document, so that consistency of style and content could be developed from a reasonably early stage. Peter will in due course present a straw man format to the Steering Group based on one or two “live” examples of plans prepared by other communities, so that we can all share an idea of what the end product will begin to look like.

Working Group titles and indicative scope were updated as follows:

Countryside, river and environment issues Including: Biodiversity, different uses of outdoor green spaces and water for leisure, maintenance and preservation of green areas.

Heritage

Including: History, development, character, conservation and preservation needs

Community, facilities and or leisure activities Including: Sports, Allotments, Cemeteries, Playing Fields, Health Centre, Schools and Adult Education

Traffic and transport Including: Roads, Parking, Bus, Train, Cycling on highways

Residential development and land uses Including: Housing generally, Green Areas within Development, Types of Building, Locations, Ownership/Renting options

Economic and business development Including: Retail Outlets, Business Premises and Sites, Needs of Self Employed, Homeworkers, Employment Opportunities

Infrastructure needs Including: Utilities in general e.g. Communications, Power Supply, Water, Waste Disposal, Alternative Energy

The University Including: Employment, Community Engagement and Facilities, Expansion Plans

The work should be done by small groups of people who may join or be recruited just for one or two activities, in order to offer involvements to those with less time to spare or with a specialist interest.

Some topics should be combined to reduce the number of groups needed.

These should be led by someone who would be able to give some direction to the work, ensure coordination and bring reports back to the steering group.

Ideally this will be a steering group member but could be someone who only works on the area concerned and attends steering group meetings for progress reports and discussion.