

**Minutes** of the tenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 4 December 2013.

**Present:** Cllrs Robert Needham (chair).

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

**Apologies for absence:** Cllrs Neil Lodge, Frances Richards and Brian Sinclair.  
Ruth Melville, Peter Hill, Shaun Boughton.

**Declarations of interest:** Robert Needham (Wivenhoe Housing Trust).

### ***Minute 2013/12 Minutes of SG meeting of 6 November 2013***

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

### ***Minute 2013/13 Matters arising***

*from Minute 2013/10b*) David Henley has generously offered 4 prizes as an incentive to students to complete the on-line survey. The vouchers are held by Marika.

Robert Needham will write a thank-you letter to David Henley.

*from Minute 2013/11a*) Marika has spoken with Jane Lee and Belinda Warburton about the meeting with local business people. The feedback was that this probably should happen in February as January is generally busy and a number of people are also involved in the pantomime production.

*from Minute 2013/11b*) input from Millfields school: this item could not be taken forward in the absence of Cllr Richards and was held over for the next meeting.

*from Minute 2013/11c*) WTC had authorised a Land Registry search in relation to the ownership of the Ferry Marsh. The result had failed to clarify the matter; possibly there had been some doubt over the exact area to be searched, which is a triangle in the corner of the Marsh. A further search will be attempted.

Graeme Willis suggested that in the NP we should go for Local Green Space designation for this area, which is not part of the SSSI designation of the rest of Ferry Marsh.

### ***Minute 2013/14 Correspondence***

Land Registry search, 21 November 2013, in connection with above; filed with the website documents.

Emailed report re Questionnaire from Peter Hill, dated 3 December 2013, appended to these minutes.

### ***Minute 2013/15 Questionnaire***

a) The meeting went through the points of Peter's report. Re point 11 (proposal for data inputting sessions), this was accepted. Christopher Downes offered his and possibly Shelley Blackaby's help with this which was gratefully accepted. Richard Polom, Jane Black, Robert Needham indicated they would be available. Marika will contact a number of other volunteers to see if they can help.

Re point 12: the availability of £500 funding was confirmed (the November minutes reported a sum of £700). Robert Needham mentioned that WTC had set aside a sum of £7000 for NP requirements.

b) Richard Polom explained the latest update to the overall plan. He said that as only two weeks had originally been allowed for questionnaire processing, the plan time line would now shift based on Peter Hill's latest estimates. He said a degree of flexibility is built into the plan time line but an effort should generally be made to stay within the overall parameters. The time line will be revised accordingly.

If analysis of the data is expected to begin on 13 January (point 13 of the report) then there are about 25 days (discounting holidays) to finish the inputting.

Estimating a return rate of 25%, this translates into 900 returns. Each return requires 15-20 minutes inputting time, which works out at 300 man hours. A higher return rate has been known to

questionnaires in Wivenhoe- though no on-line return facility had previously been used. Depending on how many helpers can be found, the time scale may be tight.

***Minute 2013/16 Any Other Business***

a) Jane Black asked if it would be sensible to write to many of the local organisations, asking them for views and submissions. The reasoning is that groups (committees) can be asked for any knowledge of demand that are not necessarily within the knowledge of individual members of the group. The example of WAGA was given where the committee but not all members would know about the length of the waiting list for allotments.

Marika said local organisations had previously been written to, encouraging them to make representations to the SG. Another email will be sent.

b) Richard Polom drew attention to the ECC cycle path consultation that will run until 6 January 2014, a mention of which should go on the WNP website.

There being no further business, the chairman closed the meeting at 8.50 pm.

**Date of next meeting: Wednesday 8 January 2014, 7.30pm** at Wivenhoe Council Offices.