

Minutes of the eleventh meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 8 January 2014.

Present: Cllrs Robert Needham (chair), Neil Lodge.

Residents Marika Footring (minutes), David Allen, Jane Black (Wiv. Soc.), Richard Polom, Ruth Melville, Peter Hill, Trazar Anstey-Reid, Christopher Downes (CBC).

Apologies for absence: Cllrs Frances Richards and Brian Sinclair, Shaun Boughton.

Declarations of interest: Robert Needham and Peter Hill (Wivenhoe Housing Trust).

Minute 2014/1 Minutes of SG meeting of 4 December 2013

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

Minute 2014/2 Matters arising

from Minute 2013/11b input from Millfields school: Cllr Richards sent a message to say that she had asked Cllr Kay Hall to explore this with the school. This will be pursued further at next Monday's WTC meeting.

Minute 2014/3 Correspondence

Letters were received from the following

- QRRA 20 & 23/12/13, concerning the Wivenhoe Conservation Area, with accompanying documentation. QRRA request that the Steering Group should make adoption of the WCA part of its considerations for the WNP. All documents have been filed in the on-line Document Register. Reply to be sent.
Christopher Downs undertook look into the reasons why this has remained as a draft since 2007.
- St Mary's church PCC 20/12/13, concerning the cemetery, urging the steering group to ensure that this matter will feature prominently in the final plan. The letter included the results of a survey carried out amongst St Mary's congregation. All documents have been filed in the on-line Document Register. Reply to be sent.
- email from Jacqueline Thomas 11/12/13 concerning the community spaces audit. This item will be taken forward by Jane Black with volunteer help, aiming at completion of the audit by the beginning of March 2013.
- various emails from Steve Clare of Locality, concerning the steering group's second grant application for £2000 in connection with the work of analysing of, and presenting the survey results.

A propos of this last item, Neil Lodge undertook to arrange that the WNP accounts will be presented separately from the WTC accounts so that accountability and transparency in relation to receipts and expenditure of public money will be ensured.

Further to this, Locality confirmed the £2000 grant allocation by email of 9 January. Also on 9 January a statement relating to the first grant of £1,054 was received from the Town Clerk.

Minute 2014/4 Questionnaire

a) 707 paper surveys had been returned by the extended closing date of 3 January. 229 on-line surveys had been entered and the extended closing date for these is 13 January. The total returns to date represent a return rate of 26%.

With the help of local volunteers and some university students, inputting of data is proceeding apace and is on course to be finished by 13 January, when the work of cleaning up the data and analysing will begin.

Ruth Melville has agreed to oversee the analysis work and will also run the small (5-6 people) analysis group that needs to formulate the questions for the future working groups to work on. Volunteers for this need to be found and Ruth has written a specification for the job which will start on 22 January and finish by mid-March. Marika to publicise.

b) Difficulties have been encountered in the organisation of the student survey but Ruth believed that, with the contacts she has now established at the University, there are realistic hopes that these will be overcome.

It may be unrealistic, in view of the delay in getting this survey off the ground, to expect it to be finished in time to be incorporated in the analysis of the town-wide survey.

This was not considered calamitous as the questions are different and it could be regarded as one of the separate consultations.

Minute 2014/5 Further consultations

a) University.

As to date there has been no response to approaches made, Peter Hill and Robert Needham will make an appointment to see the Vice-Chancellor to discuss the significance of the WNP and to explore with him any plans the University has regarding land use or housing requirements.

In this context it was also noted that Tendring District Council had adumbrated potential uses for the land across the A133 ('Colchester Fringe'), which now falls within the Designated Area for the WNP.

Christopher Downes will investigate the implications of this for the WNP.

b) Local businesses.

There was consensus that the best way to approach this would be by way of a Business Breakfast, possibly in the Black Buoy. People working from home must be included in the invitation.

The meeting should be structured so as to elicit relevant information. Trazar Anstey expressed an interest to be involved in the organisation of this. Robert Needham will contact Jo Portway, Belinda Warburton and David Henley for further assistance. Neil Lodge is also prepared to help.

A date in February will be sought and as soon as it is known, Marika will publicise the event as widely as possible.

c) Secondary school pupils.

Cllr. Richards sent a message to say that she will contact Chris Hurst and Sanchia Nash with a request for help with the intended bus survey. Marika will ask Sue Williams if she would perhaps lead on this.

A dead-line of mid-March was set for the completion of this project.

Minute 2014/6 Any Other Business.

An article will be prepared for the Wivenhoe News Spring edition (deadline 1 February) to report on the survey and any other matters of interest.

Peter Hill undertook to prepare this.

There being no further business, the chairman closed the meeting at 9 pm.

Date of next meeting: Wednesday 5 February 2014, 7.30pm at Wivenhoe Council Offices.