

**Minutes** of the seventeenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 2 July 2014.

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

Residents Marika Footring (minutes), Peter Hill, Jane Black (Wiv. Soc.), David Allen, Christopher Downes and Karen Syrett (CBC).

**Apologies for absence:** Graeme Willis, Ruth Melville, Richard Polom.

**Declarations of interest:**

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

**Minute 2014/41 Minutes of SG meeting of 4 June 2014**

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

**Minute 2014/42 Matters arising**

*from Minute 2014/37b*): *Colne Community School Survey*. Marika updated the meeting on this. 268 pupils ages 11-16 had responded, providing useful data on a range of questions. The data have been added to the Document Register. A thank you letter had been sent to the school.

*from Minute 2014/37c*): *Digest Publicity*. Robert has distributed the Digest to a large number of locations including surgeries, shops, pubs, library. The Gazette has published that it was available. B&W Chronicle hasn't yet, Robert will pursue this. The website has been extensively updated to incorporate the Digest information.

**Minute 2014/43 Correspondence**

1 item: Email report dated 2 July from Ruth Melville with three attachments:

1. Full Data Report on the December Survey, now accurate and suitable for the website as an interim version;
2. Essex Uni Student survey result, 49 respondents. Draw to be made for the four winners of the Henley's fish 'n chip suppers for two. This was done.
3. Accounts for the analysis work.

As the design and printing costs of the Digest had been drawn from this account it is now in debit for £142.63. Robert will print off a copy of the accounts and pass it to Neil Lodge so the money can be reimbursed. Ruth also thought more money should be set aside to finish off the analysis and in particular to be able to respond to requests from the working groups.

Some discussion ensued on how much more analysis work could be justified. Robert undertook to submit another grant application to Locality as we are not yet up to our maximum of £7000, but there are other calls on the money- see below.

**Minute 2014/44 Public Events Attendance**

The SG had a presence at the June Market in St Mary's churchyard. Unfortunately the weather was bad, but members had an opportunity to discuss the Digest findings with the some of the public and attempt to recruit to the Working Groups.

The next opportunity is on 12 July at the Quay Quilters exhibition in the William Loveless hall. Some SG members will attend from 12 noon until 2 pm.

**Minute 2014/45 Navigus Planning Consultant**

The subject of Chris Bowden's appointment was last discussed at the May meeting (*Minute 2014/33b*) The appointment had been conditionally approved subject to a satisfactory response concerning his fees. Subsequent to that meeting, Peter had asked for a more detailed specification and in an email from Navigus dated 9 May the fee for preparing the WNP was stated as £7,550 excluding VAT. This was more than twice the amount that had been indicated at the initial meeting with Chris. Marika asked for clarification whether the appointment had been made or not. Peter said

it had but that Chris had been warned that we have limited funds available. In summary, the extent of the work Chris will be asked to do for the WNP is limited to the available money which currently stands in the region of £3,500.

The main emphasis will be on writing the draft plan on the basis of information provided by the WGs and SG. Peter will contact Chris once more to ascertain that this is an acceptable proposition. Karen Syrett offered a couple of days' assistance from CBC Planning people to cover some of the work that had been costed into the Navigus specification, to go through issues with the WGs and turn wishes into policies. This offer was gratefully accepted.

A Direct Support grant application will be made to cover other specialist support, to further reduce the scope of the work Navigus had proposed in its specification.

### ***Minute 2014/46 Working Groups progress report***

1) No moderator has yet been found for the Countryside, River and Environmental WG. Robert will ask Graeme Willis if he is prepared to take this on and Neil also thought he might approach Bernie Hetherington. Failing that, this WG will be absorbed by the Residential Development and Land Uses WG, leaving 7 WGs.

2) A Google Drive shared folder has been set up for the use of the WGs and has links back to documents in the on-line Document Register for the convenience of the WGs.

All WG moderators and members have been sent the email invitation with the link to this resource but it does require a Google account before this will work.

### ***Minute 2014/47 Any Other Business***

Karen mentioned that CBC will issue a Call for Sites on 21 July. She will liaise with the SG when results come. In the meantime it was suggested that another letter from the SG to landowners would be appropriate at this point.

There being no further business, the chairman closed the meeting at 9.05 pm.

**Date of next meeting: Wednesday 6 August 2014, 7.00 pm** at Wivenhoe Town Council Offices.

Please note the earlier start time, to give us an opportunity to talk with Simon Neale, Director of Estate Management at the University of Essex.