

Minutes of the twenty- sixth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 1 April 2015 at the Wivenhoe Council Offices, at 19.30.

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

Residents, Richard Polom, Marika Footring (minutes), David Allen, Jane Black, Rosalind Scott, Peter Hill, Pat Lean.
CBC Christopher Downes, Karen Syrett.

PAE Rachel Hogger.

Apologies for absence: Giles Job, Graeme Willis, Ruth Melville, Mark Norrington.

Declarations of interest:

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

Minute 2015/1 Minutes of SG meeting of March 2015

These were accepted as true records and signed by the chairman.

Minute 2015/2 Matters arising

Vision and Objectives have been placed on the website.

Minute 2015/3 Correspondence

None received. No feedback from website.

Minute 2015/4 Finance

The chairman reported that finances for the NP are sound. There is a credit balance of £2432 backed up by additional pledged funding from WTC. The money is there to pay Chris Bowden. Rachel Hogger mentioned that since mid-March Locality had made further grants of max £8000 available for NPs that have progressed to our stage and an application will be made for a grant to buy in the work of an expert for the SEA work. This new grant needs to be expended within 6 months.

All other outstanding liabilities have now been discharged.

Minute 2015/5 Project Time Line

Richard Polom reported that, as the Site Assessment work has taken slightly longer than anticipated, the time line has moved up by one month which represents short term slippage that won't affect the overall situation beyond July. Peter Hill will get a firm agreement from Chris Bowden that he will be available to start on the draft of the Plan as scheduled in July.

There was some discussion about the duration of individual elements of the Plan. Rachel Hogger commented that it sounded as if the WNP had built in the buffers really well.

The report of the Planning Group meeting is appended to these minutes (Appendix 1).

Minute 2015/6 Land Use and Zoning

Some of the discussion on this topic took place as part of the Project Time Line discussion. The Site Assessment work had been delayed as the methodology had been adjusted after consultation with Jonathan Crane CBC. The new Locality grant could help with the SEA work. Rachel Hogger advised getting three quotes for the scoping part of the work first and apply for the grant. The SEA work and the Site Allocation work are two streams of work that can proceed alongside each other.

Karen Syrett observed that our strength in negotiating community benefits lies before allocation. She suggested the use of a template for land owners to fill in, and a sieve sites against sustainability on the basis of these. CBC's template can be modified for WNP use, Christopher Downes will provide a CBC template as an example. Rachel Hogger recommended that LUZ and CBC should look together at the sites being brought forward by LUZ to decide on sustainability and suitability, and then use the template modified for WNP purposes.

Peter Hill then presented the progress report on behalf of the LUZ group. The report is appended to these minutes (Appendix 2).

The first draft of the scoping report for SEA that is being worked on by Jane Black and David Allen is expected to be ready in two weeks time. Rachel Hogger offered to check through the report if it could be sent to her when ready.

Karen Syrett asked how it was proposed to deal with the area along Salary Brook and that North of the A133?

This question sparked discussion about the difference between the WNP area and the Wivenhoe settlement area, previously touched upon in the January 2015 minutes. Karen acknowledged that, although at the time when the Wivenhoe Neighbourhood Plan Area was determined she had encouraged inclusion of the part North of the A133 in

the area designation so as not to leave gaps in planning boundaries, as the pressure for housing from Central government on local planning authorities has increased CBC would now have to consider designating this area as a Strategic site, in which case the WNP would have to work within that framework with all the limitations this involves. If CBC now decides to designate that site as Strategic, the WNP can not be at variance with what CBC/TDC want to happen there – unless the WNP actually finalised before the new CBC Local Plan, which currently seems unlikely.

The discussion then narrowed into examining the implications of 'proportional growth', mentioned in the recent CBC Issues and Options consultations. After the approval in 2012 by CBC of a designated neighbourhood area for Wivenhoe there had been a legitimate expectation that WNP would be planning for the whole of that area's needs, including any recently emerged 'proportional growth' demands.

CBC's view now is that the Wivenhoe *settlement* area (which is smaller than the NP area and whose northern boundary runs along Boundary Rd) should absorb the 'proportional growth' envisaged for Wivenhoe while leaving out of account the Wivenhoe *NP area* part that extends to the North of the A133.

Rachel Hogger endorsed the view also expressed in the LUZ group report, that the SG needs a figure from CBC for this 'proportional growth' expressed as numbers of houses for the *whole* of the WNP area, not just for the settlement area. Karen Syrett agreed a figure would be useful but that it is difficult to provide one when the evidence is still emerging for the borough wide objectively assessed need figure.

Richard Polom asked if development North of the A133 would produce proportionate CIL/community benefits for the settlement area, given the likely additional burden on facilities and services. CBC officers present did not seem wholly certain of this and further discussion revealed that CBC have contracted with a Garden City Development Trust to investigate how these *strategic areas* could be managed for the benefit of the community – though it was not clear which community this would be.

Rosalind Scott mentioned that successive consultations with residents had been based on the whole of the WNP designated area and that the public preference for a country park along Salary Brook was near universal but that a large housing development on that site was resisted as it could not fail impinge on Wivenhoe's infrastructure to the detriment of its residents.

The Chairman wound up the debate with the statement that LUZ would continue to include the area North of the A133 in its SEA work. It was agreed CBC officers would look to identify a range of numbers but that it was equally important to assess the sites that had come forward for their suitability.

Minute 2015/7 Consultation and Community Engagement

The C&CE group had formalised the community engagement strategy (Appendix 3). This had been circulated amongst SG members prior to the meeting and will now be added to the website documents repository. Pop-ups have started happening and work is on-going to find opportunities to engage with the public.

Minute 2015/7 Any Other Business

The Cedric's site has been acquired by the East of England Cooperative Society and submissions from Wivenhoe residents as to its future use have been invited. The question was raised whether the NP should respond to this invitation as a group, since because of various surveys the SG is aware of what people want. It was decided that no WNP response would be made but that individual members wishing to submit views should feel free to refer to needs that had come to their knowledge through the WNP.

There being no further business, the chairman closed the meeting at 9.25 pm, thanking the CBC and PAE attendees for their presence at the meeting.

Date of next meeting:

Wednesday 6 May 2015, 7.30 at Wivenhoe Town Council Offices.

Appendix 1, March 2015 minutes

Quarterly Planning Group Meeting

10.00-12.00

31 March 2015

Wivenhoe Town Council Offices

Present: Dick Polom (notes), Bob Needham, Marika Footring, Peter Hill, Rosalind Scott, Ruth Melville

This meeting was scheduled in order to give full consideration to any impact on the WNP activities timetable resulting from production of the draft strategy and plan by the recently constituted Communications and Engagement Working Group. We also considered the resultant reallocation of responsibility for entering information and communication material on the WNP website and social media. These points led to discussion of the potential priorities for communication as the draft plan and preparation for voting take shape. Finally, the impact of recent small delays in progress were reflected into the WNP timetable document, to be communicated at the Steering Group on 1 April.

1.Website & Social Media Responsibilities:

- a. Broadly speaking, Marika will continue to manage content on the website in an orderly fashion but will not be expected to generate all the relevant messages and comms activity. This will be undertaken by the C&CE group with support from other members of the WNP group / Steering Group.
- b.Ruth to set up and communicate an email arrangement for working group leads to post direct to the WNP website. This is a facility available through WordPress once activated.
- c.Marika to continue handling Twitter activity, to ensure no incoming remarks or comments are accidentally ignored.
- d.Rosalind to manage access to Facebook for the full range of WNP progress and event communication.
- e.Rosalind to ensure that the Wivenhoe Forum has multiple user ids for different WNP leads to participate as identifiable WNP representatives, and not be confused with general resident commentators.

2.Comms issues to bear in mind:

- a.Ensure that there are regular messages giving a straightforward picture of what the plan will achieve in order to have maximum impact on community awareness and interest in the plan.
- b.Take the opportunity to build confidence in the WNP process and its real potential impact, in addition to the dissemination of plan information and proposals.
- c.Co-opt WTC and CBC members who can help reinforce the message about the value of the WNP to the community

3.Slippage reflected in the April Timetable update:

- a.The Site Assessment report is now expected to be available one month later on 27 May 2015. This will be considered at the SG on 3 June.
- b.The SEA Screening phase has now started
- c.Completion of the development of overall policies and justifications will continue for another month to the end of June.

d. Chris Bowden's timetable for first draft work will be delayed to July in order to coincide with all the above. Peter to contact Chris to set a firm schedule with him. This then becomes a very firm date that must not slip or Chris may not be available for some time thereafter.

e. A further community comms activity will be scheduled early-Mid June, possible coinciding with the Regatta, in order to communicate progress and test opinion.

Finally, Ruth agreed to update the plan timetable in Excel with these points ready for the SG on 1 April.

Next meeting: 30 June 2015

Appendix 2, March 2015 minutes

Land Use and Zoning Working Group held on 23rd March 2015 in WTC offices

Present: Peter Hill, Jane Black, Mark Norrington, Cllr Neil Lodge, Neil Hopkins, David Allen, Val Endea, Pat Lean and from CBC: Chris Downes and Jonathan Crane

Apologies: Cllr Robert Needham

This was a very productive meeting where Chris Downes and Jonathan Crane were able to help our understanding of the requirements for the scoping report and an SEA. They explained that although the SEA was a requirement under a European Directive, the same things were required in a Sustainability Assessment which was a requirement under UK planning laws. We also discussed our latest scorecard for site assessment.

Agreed as follows:

Scoping Report. CBC had completed the screening step for Wivenhoe and determined that a Scoping Report for Wivenhoe was required for the WNP area. CD/JC to provide us with CBC's Scoping document removing all those parts which are not relevant to Wivenhoe.

Jane Black and David Allen volunteered to take responsibility for finalising and published the Scoping report. The SEA. The Scoping Report will be the basis for the SEA. The Working Group had seen the impressive report prepared by Woodcote. (<http://www.woodcotendp.org.uk/FinalSubmission/BCS%20Att%20A%20-%20SA%20Examination%20Version.pdf>) Agreed we need professional support to help prepare this. JC thought it could take around three weeks of a consultant's time depending upon how much support and information he was given by someone from the WNP team.

Jane Black and David Allen volunteered to work with a consultant to prepare an SEA.

Peter to talk with Rachel Hogger about suitable consultants. Peter to ask Bob Needham to pursue grant funding –

Note: DCLG have recently announced a new round of funding and you would be eligible to apply for a further grant of £8,000. Information on this is available at this site:

http://mycommunity.org.uk/programme/neighbourhood-planning/?_a=funding

It was noted that Rachel had been in touch with CD and JC last week about Wivenhoe NP and had provided notes to PH which he had circulated to the WG.

Site Assessment Scorecard. JC confirmed that our latest version which he had reviewed after last week's WG meeting was going in the right direction. He said he agreed with the observations that Jane has made (see Jane's notes appended to these notes) and had written some further notes for us. CD had circulated these observations electronically to PH who had since circulated them to the WG.

Mark Norrington volunteered to modify the latest spreadsheet in line with JC's comments although he could not promise to have it done for next week's WG as he was about to go away for a few days.

PH had sent CD and JC a working copy of the document containing lots of aerial views of Wivenhoe with CMaps, vision and objectives, statistics etc. CD said this was a very valuable place in which to record everything of significance to the WNP. PH to continue to update.

Re future housing requirements for Wivenhoe and proportionate growth. The WG advised CD / JC that we felt any housing that gets allocated north of the A133 that is in the WNP area should be counted as part of Wivenhoe's contribution to CBC's overall future housing targets. Also that any CIL contribution arising from housing in the WNP area north of the A133 should come to Wivenhoe. CD agreed that this would be the case.

Next WG meeting: **Monday 30th March 2015**. To discuss:

Revised scorecard (if available);
zoning requirements for Salary Brook area to include country park and wild-life areas,
future uses of Cedrics garage site.

Observations by Jane Black on the version of the site assessment scorecard revised by the WG at its meeting on Monday, 16th March:

All the questions are useful ones to ask and to attempt to score but I have problems about how these are to be combined into an overall score.

1. On the questions on buses and shops (rows 7 and 8) if these score highly then the scores for a care home and retirement housing (rows 10 and 11) are also likely to score highly so we are double counting this form of accessibility.

2. There may be several competing uses for a site so a site might be suitable for commercial premises or for housing or for a traditional cemetery but one use may exclude the others. I am not sure of the logic of adding the scores for each use in the overall total if only one can actually happen.

Are we asking whether development for housing might also provide some commercial premises or a cemetery or are we asking a stand alone question about the suitability of the site for this use?

3. Question 13 – Are we asking whether, if as part of a development package a community hall were to be provided, would this be a good location for it? Or is this a rival use for a site?

4 Question 18 – there is evidence in the survey on those areas people particularly valued which we could quote though a lot of people said all green spaces were important.

5. Question 19 – The category “local wildlife site” is excluded from the list of designations. I do not think this is the same as a BAP. Chris Downes says they are different. The Borough has no maps of BAP sites and has given me an Essex Wildlife Trust contact who has not yet replied. Local Wildlife sites have an advisory but not a statutory role but are relevant to our assessment.

6. Combined questions 21 to 25 – firstly question 21 and 22. Some land is currently designated as proposed open space which comes under 22. Is question 21 about land not currently so designated? For such land I would suggest the question should become “public open space or country park” rather than just “Country Park”.

For question 25 we are unlikely to be able to secure a site as allotments except as part of a parcel of development. I imagine it would be too expensive for the WTC to buy land for allotments. Any of the greenfield sites adjacent to the settlement area would seem potentially to be suitable for allotments so do we give a score of 10 to all greenfield sites?

I am not happy about a 0 or 10 for the combined questions. Each potential use could be scored and then the maximum score for the different uses is the one that is used for the overall mark for 21 to 25 combined.

7. Some sites have very specific features which are relevant – 41 Acres is an infill site with unknown potential environmental issues; there are 3 unexploded bombs under Ferry Marsh. We need somewhere a space to record these. Flood plain is omitted in the criterion list – relevant to Ferry Marsh and land adjacent to the University.

Appendix 3, March 2015 minutes

The Wivenhoe Communication and Community Engagement Strategy

What is the strategy about?

This strategy outlines how we will work together to inform, consult and involve local people in the development of a neighbourhood plan for Wivenhoe.

It is to make sure everybody who has a role to play or who wants to get involved in influencing Wivenhoe's future and having a say in the shape, size, scale and location of new development in Wivenhoe.

This strategy sets out our community engagement values and standards. It is divided into sections:

1. What is Community Engagement?
2. Visions and values – our commitment to involving you
3. Involving you – standards, types of community engagement, how to include everybody
4. Recording what we do and giving feedback
5. The statutory process

We want you to have a say in our neighbourhood plan and to have an impact on the development of your local area.

What is Community Engagement?

Community engagement is consistent good quality, coordinated communication to involve all the people who could be influenced or impacted by the plan. The voluntary community, business and public sectors all need to be included in the strategy. As the Neighbourhood Plan is looking at developing sites we will also need to engage with Landowners.

The Wivenhoe Neighbourhood Plan will seek to:-

- INFORM YOU - Providing appropriate information about our neighbourhood plan and the policies and developments that might affect or interest you.
- CONSULT YOU - Providing opportunities for you to have your say about our plan through consultations, surveys, workshops and conversations. Acting on the feedback we receive and showing how it has influenced the decisions made.
- INVOLVE YOU - Providing opportunities to get involved, over and above informing and consulting, to give you a greater influence over the making of a plan for the area.
- COLLABORATE – Creating partnerships with the community in each aspect of decision making including development of options and analysis of alternatives
- EMPOWER – More decisions on matters within the Neighbourhood Plan should lie with the community

Everyone should be involved in making Wivenhoe a great place to live, work and play. If you live in Wivenhoe, you will have knowledge about the area and how it can be improved. If you are a local group or business you will have information and ideas that can help shape the future of the area. By taking part in our neighbourhood plan you can make sure that decisions being made are the best for you and Wivenhoe.

This strategy is for anyone who is interested in getting involved in improving Wivenhoe's future. This includes private organisations, voluntary and community groups, residents, workers, students and any individual with an interest in how their environment and community could change over time.

Visions and Values for the Wivenhoe Neighbourhood Plan

Our Vision

The Wivenhoe Neighbourhood Plan group, in consultation with interested parties agreed a vision for Wivenhoe to 2028: **Insert vision for Wivenhoe here**

To achieve our vision, a majority of residents must agree with our plan, so information must be provided on the development of our neighbourhood plan and be targeted at the right people at the right time in an accessible way.

Wivenhoe’s Values for preparing its Neighbourhood Plan

- TRANSPARENCY
- HONESTY
- DEMOCRACY
- INCLUSIVENESS
- RESPECT

The Wivenhoe Neighbourhood Planning group is committed to involve, collaborate with and empower the communities of Wivenhoe and we will follow the principles set out in the following table.

<p>Be open and honest with the community</p>	<ul style="list-style-type: none"> •let people know why we are engaging and use the right methods that are proportionate to the significance of the issues to engage local people • Be clear about what can be influenced and what can't •Use honest, accurate and unbiased information
<p>Listen to the community’s views</p>	<ul style="list-style-type: none"> •Listen and respond to individuals and communities, enabling and empowering residents to play an effective role in shaping their local area.
<p>Include as many people in the process</p>	<ul style="list-style-type: none"> •Undertake fair and impartial engagement to a high standard to ensure that communities are offered equal opportunities to participate in issues that may affect them and make a difference.
<p>Work together collaboratively with the community</p>	<ul style="list-style-type: none"> •Act together when appropriate with a consistent approach to community engagement. •Create a record of engagement activities to provide an overview of what consultation has and will be undertaken, and use the findings where applicable to avoid consultation overload. •Share knowledge and information openly with the community, whilst respecting confidentiality and use what we have learnt from contact with local people to better understand and engage with the community
<p>Keep in touch with the community</p>	<ul style="list-style-type: none"> •Provide feedback and demonstrate the changes that are made as a result of engagement.

How we will aim include you in our Neighbourhood Plan for Wivenhoe

<p>Informing you about the neighbourhood plan so you know what is going on and when using a range of different ways of keeping in touch such as:</p>	<ul style="list-style-type: none"> • Website updates • Posters, postcards, fliers, banners, advertising and publications. • Local newspaper press releases, publications, radio and TV interviews. • Newsletters, letters, leaflets or summaries. • Information stalls/open days/road shows/exhibitions. • Public and specific meetings, presentations, briefings. • Email, texts alerts, Twitter, webpage subscription, Facebook,
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<p>Consulting you about the neighbourhood plan allowing you to have your say or have an opinion about how the neighbourhood or how the plan will affect you and for your views to be taken and acted upon</p>	<p>Ideas to engage you:</p> <ul style="list-style-type: none"> • Questionnaires and surveys, structure feedback form, polls, surveys. • Online surveys and e-consultation (via the internet). • Face to face interviews/telephone interviews/video soapbox. • Residents', citizens', user panels and community groups. • Discussion/focus groups/forums/e-forum. • Written consultation through letter or email. • Consultation events/workshops/road shows/world café/ exhibitions/general events/festivals/shows/video cube. • Online consultation, discussion groups and blogs. • Public, neighbourhood or specific meetings or surgeries. • Documents or information available in offices, public buildings or online. • Verbal consultation with community representative acting as a scribe.
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<p>Involving you in the neighbourhood plan so you can influence, directly participate, design and be part of the development of the plan.</p>	<ol style="list-style-type: none"> 1. Structured Workshops 2. Public or specific targeted discussion meetings with interested parties 3. Public or stakeholder workshops to identify issues and shape options, 4. Planning For Real events. 5. Public visioning events, ideas
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	<p>competitions, interactive displays.</p> <ol style="list-style-type: none"> 6. Consensus conference (questioning experts before making recommendations). 7. Online discussion forums. 8. Review sessions. 9. Participatory appraisal (undertake own assessment, analysis and planning). 10. Co-production. 11. Schools workshops 12. Local Business Breakfasts 13. Pub Quizzes 14. Community development and capacity building events. 15. Comments and complaints. <p>16. Interaction with Members of the Local Planning Authority, Councillors, Parish Councillors and employees.</p>
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<p>Empowering you in the Neighbourhood plan so it is not just an involvement exercise but galvanises and builds relationships with communities and enables people to become more educated to make a decision about planning in their neighbourhood.</p>	<ol style="list-style-type: none"> 1. Throughout the development of the plan there will be opportunities for the Wivenhoe Neighbourhood planning group to collaborate with other organisations in a shared learning environment 2. Liaising with Neighbourhood Planning groups that are further down the line than Wivenhoe to learn from experience 3. Creating good practice or case studies to help others preparing neighbourhood plans 4. Test out new ways of engaging to see if different methods work 5. Ensure the process of making the plan allows people to continue involvement
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Recording Community Engagement

We will maintain a record of all events to inform and consult people in Wivenhoe, who engaged and any issues or concerns:

Plan Stage	Engagement	Who With	When	Issues/Concerns

Providing feedback on the Wivenhoe Neighbourhood Plan

- We will aim to look at all engagement and consultation responses. Where we can act on suggestions, within reason we will do so. If not, we will aim to explain why.
- Where possible we will aim to keep those who have responded informed of subsequent consultations as the plan progresses to help build momentum towards referendum.
- After a formal consultation on the plan we will summarise the comments received in a consultation statement that will be made available on our website and as part of the plan.
- Following questionnaires, workshops and other forms of engagement we will make the findings available on our website.

Statutory Requirements

Statutory requirements for Neighbourhood Development Plans are outlined in The Neighbourhood Planning Regulations 2012. <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

Before submitting your draft plan to the local authority Wivenhoe Town Council will have to

- Publicise it to those who live, work or carry out business in the area explaining where and what the plan is all about and how people can comment on the draft plan
- Consult with any statutory bodies like English Heritage or the Environment Agency or even neighbouring areas the plan may affect
- Send a copy of the proposals to the local authority
- There will be a 6 weeks to receive comments on the draft plan

The final draft Neighbourhood Development Plan will then be required to undergo a 6 week statutory consultation

The Neighbourhood Development Plan will be submitted with a Basic Conditions statement and a Consultation Statement that will include:

- Details of who was consulted about the plan
- Explain how they were consulted
- Summaries main issues and concerns raised
- How these issues and concerns have been considered and or addressed

At the end of the process of writing the plan there will be a vote and if the plan is accepted it will have development control power against which planning applications must be tested.