

Minutes of the twelfth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 5 February 2014.

Present: Cllr Neil Lodge (chair).

Residents Marika Footring (minutes), Jane Black (Wiv. Soc.), Richard Polom, John Wallett, Trazar Astley-Reid, Christopher Downes (CBC).

Apologies for absence: Cllrs Robert Needham and Frances Richards. David Allen, Ruth Melville, Peter Hill,

Declarations of interest: none.

Minute 2014/1 Minutes of SG meeting of 8 January 2014

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

Minute 2014/8 Matters arising

from Minute 2013/11b) input from Millfields school: Cllr. Richards had sent a progress report. Efforts to engage the school are ongoing.

from Minute 2014/5a)) in the absence of a progress report this item will be carried over to the next meeting.

Minute 2014/9 Correspondence

Letters were received from the following

- email dated 9 /1/14 from Shelley Blackaby, responding to the question raised in *Minute 2014/5a)* concerning the impact of TDC's Local plan on the Wivenhoe NP. This has been lodged with the SG's working papers in the on-line Document Register; in summary, the WNP once adopted will need to be given the same regard by TDC as is due to CBC's Local Plan of which it would then be a part.
- email dated 9/1/14 from Locality confirming a £2000 grant in connection with post-survey work.
- Email dated 21/1/14 from East of England Co-operative, confirming donation of £250 towards the costs of the Business Breakfast. Thank you reply to be sent.
- email dated 31/1/14 with attachment containing a submission from the Wivenhoe Society with some observations on the WNP. This has been lodged with the Evidence Gathered papers in the on-line Document Register. Acknowledgement to be sent to Rachel Allen, Wiv. Soc. secretary.
- email dated 1/2/14 from Sue Williams submitting views for the Business Breakfast. Email acknowledgement has been sent. Document will be added to the Business Breakfast material.

Some discussion took place on the TDC local plan which isn't yet. The first Plan was withdrawn after consultation and the next Plan is now for consultation. Thoughts were expressed that it would be desirable to put down markers for the WNP now, though it was accepted that until the survey analysis is completed we are not in a position to do so.

Further discussion followed on the problem for post-analysis work of not knowing CBC's estimate for houses needed. Christopher said that in the current Plan the housing requirement across the Borough was approximately 900 pa. CBC's housing review results are expected in April and will provide the evidence of what is needed but it will not contain specific figures for any one area.

Minute 2014/10 Survey Analysis

a) It was proposed that the SG's thanks should be recorded for the work of the 16 resident volunteers and University students who had between them done more than half the data inputting work. Without their help the deadline could not have been met.

b) Ruth Melville had provided a report on the analysis progress for the meeting and Richard Polom had produced an updated time line for the WNP to take account of the report's contents. In the report the SG was encouraged to take early steps authorising the production of reports of the survey as these will take 2-3 weeks to prepare and it is important that the results should be shared with the wider community as soon as possible. The aim is to get a full set of results as an early draft to the SG by the end of February before presenting them in final report form by end March.

There was a degree of uncertainty about the actual process sequence and during the discussion that ensued it became apparent that a project leader is needed to manage the transition from raw data to a published report. It was suggested that Peter Hill should be asked to take this on as he had led on the questionnaire.

John Wallett undertook to facilitate the decision process by providing a timed plan for getting the reporting work done and also agreed to prepare a costed proposal for production of the report.

Minute 2014/11 Further consultations

a) Business Breakfast.

To date we have had 24 acceptances from the business community.

Trazar Astley-Reid agreed to be facilitator for this event and will prepare and introduce some questions, and make a running order for the hour.

Cllr Lodge will liaise with the Black Buoy. We'd like to set up at 7.30 am. A1 sheets, pens and post-it notes to be organised by MF.

Cllr Needham will be asked to give the introductory address, .

c) Secondary school pupils.

Minute 2014/5c recorded a deadline of mid-March for this project. In view of information received from Cllr Richards it was felt that this is unlikely to be met if the present plan is maintained.

It was therefore decided to abandon plans for a bus survey and approach the Colne school directly with a request to facilitate a short survey of Wivenhoe pupils.

MF will draw up the questions and contact the school.

Minute 2014/12 Any Other Business.

Christopher Downes reported that the person now in charge of the Wivenhoe Conservation Area draft plan is Libby Kirkby-Taylor, who is trying to put it before the CBC committee with a view to having it adopted within a year.

There being no further business, the chairman closed the meeting at 9.30 pm.

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