

**Minutes** of the twentieth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 2 October 2014 at the Wivenhoe Council Offices, at 19.30.

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

Residents Peter Hill, Marika Footring (minutes), Lewis Footring, David Allen, Jane Black (Wiv. Soc.), Ruth Melville, Rosalind Scott (WG moderator), Mark Norrington (WG moderator), Graeme Willis.

CBC Christopher Downes.

**Apologies for absence:** Richard Polom.

**Declarations of interest:**

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

### ***Minute 2014/60 Minutes of SG meeting of 3 September 2014***

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

### ***Minute 2014/61 Matters arising***

*from Minute 2014/58 a) Business WG*

This WG has now been formed and has had its first meeting. Peter Hill has undertaken the task of moderator for the time being. Members are Jessica Chapman, Peter Hill, Tom Cropper, Andy Durrell, James Downes, Andy Sainty, Eugene Kraft, Chris Barton.

### ***Minute 2014/62 Correspondence***

1. email dated 4 September 2014 from Peter Kay concerning the content of the August minutes in relation to the Transport WG. Noted and considered resolved.
2. email dated 12 September 2014 from Joseph Hawkins, seeking participants in an academic research project called 'Neighbourhoods Made' which examines the process and effectiveness of Neighbourhood Planning. Handed to Rosalind Scott who offered to look into any benefit of this for the WNP.

### ***Minute 2014/63 Community Engagement Strategy***

The feedback received during and after the Planning Aid England workshop held for SG and WG members on 25 September emphasised the need for a CES, to ensure that the community will be allowed to let us know what they think about the Plan as it develops. Although a considerable amount of consultation has been done, it is this ongoing engagement that requires attention. Rachel Hogger (PAE) had sent four documents as part of the feedback after the workshop. These have been uploaded to the [Drive/Document Links/PAE folder](#). One of these is a CES template/suggestion.

The SG is grateful to Diane Kilgour for offering to draw up this strategy for the steering group. Rosalind Scott offered to assist with this and will contact Diane.

### ***Minute 2014/64 Public Consultation 22 November***

This consultation will be part of ongoing community engagement and is intended to allow feedback from residents on the proposals being brought forward by the WGs. *'This is what we are proposing – What do you think?'*

It will also be an opportunity to educate the public about the limitations of a NP.

Extended discussion followed about the best way to present the proposals. One view was that each WG could present its proposals separately. Another view was that the presentation should start from the Vision for Wivenhoe and lead into the WG proposals from there.

Eventually, it was the second approach that commended itself to the meeting.

Forming a Vision had been part of the PAE workshop and discussion followed on what had come out of that exercise. Examples of expressing Vision by other NPs were also considered. There was consensus that the elements of a Vision for Wivenhoe were all there but that it would be more efficient if these were drawn together into a coherent statement by a smaller group. Ruth Melville

and Robert Needham agreed to undertake this task.

Publicity for the consultation event:

- website, Twitter, Wivenhoe Forum, local organisations, Colne Radio **MF**
- farmers market **RM**
- Gazette, B&W Chronicle **RN**
- Poster design **GW CD**; distribution around outlets in the town **RN**; schools **MF**
- WTC website and notice boards **RN**

***Minute 2014/65 Any Other Business***

The time line Gantt chart is out of date. It is a comprehensive tool which, members thought, suffers from being over-complicated when no more than a quick overview is required: of where we are and what deadlines are coming up. Slippage is almost unavoidable. A simpler tool, easily adjustable was suggested. Ruth Melville volunteered to present the time line in a spreadsheet.

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

**Date of next meeting:**

**Thursday 6 November 2014, 7.30** at Wivenhoe Town Council Offices.