

**Draft Minutes** of the thirty-eighth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 6 April 2016 at the Wivenhoe Council Offices, at 19.30.

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**Present:**

WTC Cllrs Robert Needham (chair), Neil Lodge

Residents Peter Hill, Jane Black, Marika Footring (minutes), David Allen, Mark Norrington, Valerie Endean, Rosalind Scott.

CBC Christopher Downes.

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

**Declarations of interest:**

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

***Minute 2016/23 Minutes***

The minutes of the March meeting were accepted as a true record and signed by the chairman.

***Minute 2016/24 Matters arising***

From *Minute 2016/20 Plan Review Group*, Giles Job had agreed to proof read the draft Plan and will do a second proof read after the PRG has finalised amendments.

From *Minute 2016/22 C&CE group*, Rosalind will contact Jane Hughes to try and find out why the WNP article had not appeared in the Spring issue of Wivenhoe News. The deadline for the Summer issue is 1 May.

***Minute 2016/25 Correspondence***

1. Website feedback and comments were passed to the Plan Review Group. No new comments had been received during the last two weeks.
2. Letter from the Wivenhoe Regatta organisers, passed to Rosalind. Agreed the SG would have a Drop-in stall for the purpose of general updating and focus retention. Date is 9 July, Rosalind will prepare an attendance rota and a briefing note. Payment of £20 for a gazebo stall was agreed.

***Minute 2016/26 Finance***

The chairman provided the global budget report as at 6 April 2016 (Appendix 1). The latest (£2050) grant allocation to the WNP had been confirmed though not yet received by WTC. Taking the £2050 into account means that the current balance is £275.88. The 10% held back from the grants so far would add another £650 to that balance. The statement was appended to the hard copy of these minutes.

***Minute 2016/27 C&CE group report***

Rosalind said there was nothing new to report. She will look into the cost of banners and report at the next meeting.

***Minute 2016/28 Plan Review group report***

Peter reported that the group had met weekly since 29 February, concentrating on two tasks: 1. revising the draft WNP and 2. dealing with the Strategic Environmental Assessment report. A document showing the 37 changes to the Plan made to date had been circulated to SG members on 6 April, for information. A number of statutory consultees had responded. Feedback from residents had been considered and changes incorporated where appropriate. Residents' comments had also been a useful indicator of where the Plan may have been

unclear. It is expected that the revisions will be finalised on Monday 11 April. Peter had circulated a time table (Appendix 1) to show the planned steps for getting the FINAL draft of the plan ready for 25 April after which it will go to CBC for formal review.

The SEA interim report received from Dr. Jonathon Crane runs to 155 pages. The examination and commenting on this is underway but will take the PRG to the end of April to complete.

The chairman expressed the thanks of the Steering group to Peter Hill and the PRG for all their hard work, particularly to Jane Black for taking on much of the 'donkey work' involved.

In response to questions Chris Downes confirmed that CBC's new LDP is on track for June 2016 and that it is highly likely that a substitute for the de-allocated parcel of University land will be provided on the site North of the A133.

Certain tendentious views about the WNP and its acquiescence in plans for the area North of the A133 had been promoted on the Wivenhoe Forum by one individual. Some discussion followed about the need to make this situation perfectly clear to residents and it will be for C&CE to ensure people do not get the wrong idea about this CBC/Tending development plan.

The site North of the A133 was belatedly (April 2015) identified as a strategic site by CBC and although it lies within the area designated for the WNP that does not mean the WNP can now decide its development. To have adjusted the WNP area at that late stage would have required another 6-week consultation period. Leaving it as it was still gave the WNP a measure of influence over environmental issues.

### ***Minute 2016/29 Project time line***

Richard Polom had sent an email (Appendix 2) that refers to and can be read in conjunction with Appendix 1.

It was confirmed at the meeting that the Consultation Statement had been finalised as far as it is possible to do so at this stage. Chris Downes will set up a meeting between Shelley Blackaby, himself and Marika to discuss the structure of the Basic Conditions statement.

Whether or not a referendum in 2016 remains a possibility will now depend much on how CBC will be able to accommodate the reviews and referendum management.

There being no other business the chairman closed the meeting at 8.15 pm.

### **Date of next meeting:**

**Wednesday 4 May 2016, 7.30** at Wivenhoe Town Council Offices.

## Appendix 1

1. The Plan Review Group hope to finish their work of reviewing and revising the draft Plan next Tuesday 5th April. This team has been considering comments from local residents, land owners, ECC, University and comments made by Jon Crane on the first draft of 150 page SEA Assessment report he has prepared for us. I think that there is still too much to do to get everything agreed next week although Jane and I will continue working on aspects of the Plan this week. I will update everyone at next week's Steering Cttee.
2. I have therefore proposed to John that we allow for one more Plan Review Group meeting on Monday 11th April to tidy up and agree all changes.
3. I am updating a Word doc in which all of the more serious changes to the Plan policies and new paragraphs are recorded. This document will be useful for people as Jon Crane to evidence those changes to the draft Plan that we have made in consequence of his SEA Report.
4. On Tuesday 12th April, I will give JW the master copy of the Plan document with all the changes to the Plan, including all of the changes which I have copied into this one document resulting from Giles Job's thorough proof-reading and grammar-check. There is hardly a page without a correction or amendment. John is happy to edit his earlier version rather than to start afresh.
5. I will also give JW the Word document with the more serious changes which the Plan Review Group has been agreeing so that he can cut and paste these changes into his document. I will also give JW the new jpgs of revised maps and also new pictures re Bowes.
6. JW will give me a new version of the Plan by the weekend 16th / 17th April.
7. Apart from a copy going to the Steering Group and Plan Review Group, I will give that copy to Chris Bowden, of Navigus. Chris has committed to giving us some time that week to read through the revised draft to make sure there are no things which the Examiner in particular is going to disagree with. A copy can also go to Chris and Karen for any obvious improvements we can make to the Plan before they review it in the context of the Borough's Local Plan.
8. Hopefully Giles will be willing to proof-read the document again for us during this week of 18th – 22nd April. Giles, will that be ok?
9. Any final changes (there may be the odd amendment) John can make on Monday 25th April.
10. The Plan Review Group will continue to meet on Monday mornings in April focussing on revising the SEA Report. It has been given to us as an interim draft. We need to revise it and return it for JC to re-issue it as a final report, probably in early May.

## Appendix 2

email from Richard Polom, 5 April 2016

Dear All

As mentioned in my last email (attached) I must send apologies for not being able to attend Wednesdays steering group meeting.

My update on the timetable is as follows:

1. Peter's email and my reply of 1<sup>st</sup> April sets out the situation as I see it (attached).
2. Assuming those involved agree with Peter's proposal I see no reason to amend the overall timetable (attached) this month.
3. However, the SEA date will move out from end of March to end of April (line 19), and completion of the Plan will be scheduled to mid-April, with consequent shortening of activities on lines 31 & 33 .
4. The meeting may also wish to confirm with those present that the following targets have been met as per the timetable:
  - a. Completion (at least to draft) of the Basic Conditions Statement and Consultation Statement (Marika)
  - b. Completion of work and documentation on the final informal consultation (Rosalind?)
5. I would however remind everyone that this timetable and the possibility of a Referendum being held in 2016 is only achievable if our CBC colleagues are able to accommodate the subsequent necessary reviews and management of the referendum in the short timescales we now have available.

Regards

Dick Polom