

**Minutes** of the sixth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 7 August 2013.

**Present:** Cllr Robert Needham (chair), Cllrs Neil Lodge and Frances Richards, Chris Downes (CBC Planning Policy Technical Officer), Rob Lee (Wivenhoe Land 2010), residents Richard Polom, Marika Footring (minutes), Shaun Boughton, Peter Hill, Valerie Endean, Jan Sheldon, Tim Sheldon, Jane Black (Wiv. Soc.), Andrew Claiborne.

**Apologies for absence:** Graeme Willis, David Allen, Eugene Kraft.

**Declarations of interest:** Robert Needham, Peter Hill (both on Wivenhoe Housing Trust), Rob Lee (Wivenhoe Land 2010).

### **Correspondence**

Emails were received from Drew Atkins and Susan Wood, both with comments they would have wished to make at the Open Day consultation which neither could attend. These comments were taken into account at the collation as they arrived in time for that.

### **Review of the consultation process**

#### Website

Pursuant to the decision at the last meeting a website was set up in time for the Open Day event and had recorded over 100 hits before 6 July.

#### Open Day 6 July

The chairman asked that the Steering Group's thanks to the CBC staff for their assistance on the Open Day should be recorded in the minutes.

150 people had attended at the William Loveless hall and left comments on post-it notes under the headings Employment, Environment, Transport, Transition Town Wivenhoe (Sustainability), Housing, Facilities, University, and Problem Sites.

On 11 August, members of the Steering Group assisted by Shelley Blackaby of CBC collated the comments, including those that had been received through the web site (3) and by email (2). All original comments were retained and cupboard space is required to accommodate the growing amount of material.

#### On-line survey and commuters

A SurveyMonkey questionnaire mirroring the headings on Open Day was set up and so far attracted 67 comments. The survey will run for one month until 20 August and collation of these comments has therefore not yet been done.

50 cards were distributed one morning to commuters on the 7 am train, inviting them to the on-line survey.

#### WivKids questionnaire

Steering Group members assisted by volunteer residents took advantage of this event to take a simple questionnaire to youngsters between 7 and 17 who attended it.

50 youngsters gave their comments which were recorded and collated on a spreadsheet and all original comments were retained.

#### Facebook page

A Facebook page was set up and had reached 150 people with information about the Open Day and the on-line survey.

The collated results of the Open Day had been circulated amongst SG members before this meeting with a view to arriving at a summary of what the comments revealed about an overall Vision for Wivenhoe. Lengthy discussion followed on the difficulties this had presented as comments and views were very disparate. Additionally, there was concern that the number of attendees at the consultation could not be considered representative of the community.

There was agreement that the value of a data analysis at this point would only demonstrate that it was statistically insignificant, but that the data that had been collected from all sources so far formed a good basis for further, more focused consultation that, in turn, could lead to an overall Vision statement.

It was decided that on the basis of the broad consultation results obtained so far, a questionnaire should be designed that condensed the main topics into a smaller number and asked respondents to answer closed questions on these. The results of such a questionnaire could then be subjected to qualitative analysis to form the foundation of a Vision statement.

A smaller working group consisting of Peter Hill, Jane Black, Shaun Boughton, Robert Needham, Valerie Endean and Richard Polom will take this work forward. This sub-group will meet as often as is required to produce a questionnaire for the Steering Group's consideration at its next meeting in September, with the objective that the questionnaire will be delivered to every Wivenhoe household by the end of September, with a return deadline of end October.

In connection with this, it was thought proper that all the raw data from the consultations so far should be made available on the web site, as a check and balance for those who will draw up the questionnaire.

#### **Next steps in the consultation process.**

Members were aware that consultation with a number of groups remains to be done: landowners, young people and local businesses each being a case in point with some other *hard to reach groups* also still to be approached.

Though verbal communication had taken place between councillors on the SG and landowners in the parish, none of this had been documented. The chairman volunteered to draft a letter and send it to all landowners, asking what land might become available for development and about any proposals they might have for such land, so that this information may be added to the evidence base.

Secondary school age youngsters could be targeted by means of an adapted questionnaire delivered to the school buses take up points and collected from there the same day.

The local business association is not at present functioning and this situation will be monitored. There are also the one-man businesses to consider and those working from home and self employed.

#### **Development of Project Plan and Time Line for delivery of the NP.**

Under this agenda point the SG also considered the clarification of its own activities to the community. A form of wording of the SG's role was approved and will be added to the relevant web site page.

It was agreed that in order to keep up the pace of the development of the Plan, drawing up a project plan and time line were essential so that the SG can be pro-active in putting in place next steps, such as prior recruitment to the smaller working groups that will eventually take individual topics forward and return policy proposals to the SG.

Robert Needham, Richard Polom and Marika Footring will prepare a draft project plan and time line, for approval at the next group meeting.

#### **Any Other Business**

Andrew Claiborne, Chartered Architect and Course Group Leader at Anglia Ruskin University on the Architecture and Planning course, addressed the meeting with an offer of help at the drafting stage of the Plan which is the point where many Neighbourhood Plans stumble. Andrew proposed to speak to the module teachers of MA students at AR with a view to making the Wivenhoe NP project an assignment for MA students in Urban Design, Planning and Architecture. Aside from being of assistance to the Steering Group, the 'outsider' view this would provide would, he

suggested, be of real benefit to bolstering the evidence base for the Plan.  
The chairman expressed his gratitude to Andrew and the SG are pleased to accept the offer.

There being no further business, the chairman closed the meeting at 9.10 pm.

**Date of next meeting**

**Wednesday 4 September, 7.30pm** at Wivenhoe Council Offices.