

**Minutes** of the twenty- fourth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 4 February 2015 at the Wivenhoe Council Offices, at 19.30.

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

Residents Graeme Willis, Marika Footring (minutes), David Allen, Ruth Melville, Mark Norrington, Richard Polom, Peter Hill, Giles Job.

**Apologies for absence:** Christopher Downes, Rosalind Scott, Jane Black, Auriol Ashworth, Marcus Christensen.

**Declarations of interest:**

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

### ***Minute 2014/79 Minutes of SG meeting of December 2014 & January 2015***

After a small amendment to the December minutes, both were accepted as true records and signed by the chairman.

### ***Minute 2014/80 Matters arising***

None

### ***Minute 2014/81 Correspondence***

None received. Letter of thanks to John Wallett for his contribution to the November consultation day was signed by the chairman, to be hand delivered.

### ***Minute 2014/82 Finance***

Diane Kilgour and Hilary Trevelyan have been reimbursed for expenses incurred on behalf of TTW in connection with the November consultation day.

### ***Minute 2014/83 Project time line update***

Ruth and Richard presented an updated project time line in spreadsheet form, together with a proposal to resurrect the Planning Group to monitor its progress and flag up slippage. Agreed: that the group will consist of Cllr Needham chairman, Marika secretary, Richard, Ruth and working group convenors. Quarterly meetings envisaged.

### ***Minute 2014/84 Vision and Objectives***

The group that was formed at the January meeting with a brief to integrate the V&O with the Site Allocation Criteria had circulated its report before the meeting and were thanked by the chairman for their effort. The Vision as presented to the meeting was discussed and, after some amendments that were recorded by Peter, accepted by all present as properly reflecting the views of residents expressed through the various consultations.

The 10 Objectives were discussed next; some re-wording and re-ordering was done at the meeting; further suggestions could be emailed to Peter by members but it was agreed that the 10 points covered all the areas needed to lead into the details of the Plan.

Site Assessment Criteria exist in draft but still need completing. Before this can be done it needs to be ascertained whether Strategic Environmental Assessment will have to be carried out on any sites. Christopher Downes has agreed that SEA *screening* can be undertaken by CBC but if SEA must subsequently be done that work will require assistance through Rachel Hogger. The issue has been the subject of a number of emails between the interested parties. Peter Hill will liaise with Christopher to further the matter.

### ***Minute 2014/85 Consultation and Community Engagement***

The group had met and reported as a main concern the need for feed back to the community on all past and present activities of the steering group: consultation results and next steps. The aim is to have a 'touching point' almost every fortnight. One suggestion was that every WG should submit some information to be published.

The mechanism whereby to achieve this is under discussion.

**Minute 2014/86 Any Other Business**

1. RTPI conference.

The chairman mentioned this Conference, to be held in Ely (Cambs) on the subject of Rural Affordable Housing. No members wished to attend.

2. Local Plan Consultation.

The chairman expressed the hope that members of the SG would attend the CBC consultation event on 14 February in the Scout Hall, 10 am-4 pm and encouraged on-line participation in the consultation at <http://www.colchester.gov.uk/article/15278/Issues-and-Options-Consultation-16-January---27-February>

There being no further business, the chairman closed the meeting at 9.25 pm.

**Date of next meeting:**

**Wednesday 4 March 2015, 7.30** at Wivenhoe Town Council Offices.