

**Minutes** of the nineteenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 3 September 2014 at the Wivenhoe Council Offices, at 19.30.

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**Present:** Cllr Neil Lodge.

**Residents** Peter Hill (Acting chairman), Marika Footring (minutes), Jane Black (Wiv. Soc.), David Allen, Mark Norrington,  
**CBC** Christopher Downes.

**Apologies for absence:** Richard Polom, Robert Needham, Ruth Melville, Graeme Willis.

**Declarations of interest:**

Neil Lodge and Peter Hill: Wivenhoe Housing Trust.

### ***Minute 2014/55 Minutes of SG meeting of 6 August 2014***

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

### ***Minute 2014/56 Matters arising***

*from Minute 2014/50: Grant Application.* The acting chairman updated the meeting on developments with the Direct Support grant which had now been approved. Rachel Hogger of the Royal Town Planning Institute has been assigned to give this support. Rachel had suggested a meeting with SG members and WG moderators; amongst those present, Thursday 25 September was agreed as an available date although the feeling at the meeting was that a half day would be more suitable. Communicating this to absent members and WG moderators, liaising with Rachel re an agenda for the meeting, and securing a venue: Marika.

*from Minute 2014/53.* The acting chairman thanked Mark Norrington for taking over the role of moderator from Tom Roberts who had led the first two meetings of this WG. Acting Chairman Peter Hill advised he hoped Tom would remain an important contributor to the WG.

### ***Minute 2014/57 Correspondence***

1. email dated 13 August 2014 from Network Rail concerning long term planning; passed to the Transport WG;
2. email dated 14 August 2014, confirming Direct Support Grant and enclosing the Agreement (circulated to SG members with today's agenda);
3. email dated 29 August from Cllr Needham, suggesting meeting dates with Rachel Hogger;
4. email dated 2 September from Navigus Planning (Chris Bowden) in response to Peter Hill's note advising we had allocated a maximum budget of £2,500 for his services in helping to draft our NP from the notes / reports of the 8 WGs.

### ***Minute 2014/58 Progress reports Working Groups***

#### **Community facilities etc WG**

Peter Hill said the WG had filed a 3rd draft of their report in the shared repository. Jane Black said that an audit of community facilities (community buildings as clubhouses, churches and public buildings, open spaces as the KGV and other places used by the community) still needs to be added to the report, using documents already available and filling in any gaps.

#### **Infrastructure etc WG**

David Allen reported that sustainable energy and mobile phones are the main points being worked on. There is another meeting coming up on 15 September and David expects the report will be finished by 30 September.

#### **Heritage etc WG**

Jane said the main points had been covered and the write up is about to happen. Peter Kay had offered to write a historical introduction. It was thought that this should be short rather than lengthy; proposals only need to be in *context* of the past and present, supported by statistics where necessary.

#### **Transport etc WG**

Mark Norrington reported that bus and rail issues had been covered. Parking and passing places will

be looked at next. Peter Hill mentioned that WivSoc had recently prepared a report on passing bays which was available in the shared repository.

Christopher Downes mentioned that Paul Wilkinson, Transportation Policy Manager CBC, had agreed to provide two half-day's worth of assistance. Cycling: the main issue of a cycle path to the University is at present an ECC matter.

#### Countryside etc WG

Christopher provided environmental and habitat maps, to be added to this WG's report.

#### Residential Development etc WG.

Peter Hill reported that the 4<sup>th</sup> draft of the report has been finished.

#### University WG.

The WG has met and filed one set of notes in the shared repository.

#### Business WG.

Marika had sent yet more emails to try and find a moderator for this WG, without success. This WG may have to be taken on by one of the other WGs after their own work is finished.

It was observed that there is of necessity a greater or lesser degree of overlap between the issues that the various WGs are addressing and that this will reflect on the feasibility of some proposals, especially taking account of any S106 or CIL implications.

Christopher Downes explained that CBC will go over to CIL no later than April 2015 and how it would be calculated. A list of infrastructure projects (Regulation 123 List) that can be funded from CIL will then form the basis of what CIL receipts will fund in the Borough. Parish and Town Councils' CIL receipts will not be restricted by this list to the same extent CBC will be.

Peter Hill suggested that in light of this, the next SG meeting should be devoted to examining the impact of the various proposals on each other. Members agreed this was a sensible way forward although it was noted a special meeting might be needed to cover all of the points to get an agreed overall plan.

Also, in preparation for the November public consultation, WGs should be asked to select two or three topics. Their presentation at the November consultation will then be discussed at the October meeting.

#### ***Minute 2014/59 Evidence gathering***

The need to create a community profile was discussed briefly. The profile will build up a social portrait from factual and statistical information which will help in understanding current and potential future needs. Jane Black agreed to prepare a short socio-economic profile later in the year. It was felt that the WGs should also include information of this type, linked to their themes and topics, in their reports.

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

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

**Wednesday 1 October 2014, 7.30** at Wivenhoe Town Council Offices.