

Minutes of the thirteenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 5 March 2014.

Present: Cllr Robert Needham (chair).

Residents Marika Footring (minutes), Peter Hill, Jane Black (Wiv. Soc.), Richard Polom, Ruth Melville, Graeme Willis, Christopher Downes (CBC).

Apologies for absence: Cllrs Neil Lodge and Frances Richards. David Allen.

Declarations of interest:

Robert Needham and Peter Hill: Wivenhoe Housing Trust.

Minute 2014/13 Minutes of SG meeting of 5 February 2014

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

Minute 2014/14 Matters arising

from Minute 2014/5a): contact with the University. Peter Hill volunteered to make telephone contact with the VC's PA to try and set up a meeting.

from Minute 2014/13b) second paragraph. No costs proposal had been received from John Wallett. Ruth had discussed the analysis report project management job with John and he had agreed to do this. Ruth will contact John again and ask him to let Robert know within a week what the costs are of producing an A5-size/10 page summary report. (Further discussion on this point is reported in *Minute 2014/16*, below)

from Minute 2014/12. Assurances were sought that the Wivenhoe Conservation Area plan would receive priority treatment from Libby Kirkby-Taylor. Christopher expected that, given its age, this would be the case though there are a number of old cases waiting to be dealt with.

Minute 2014/15 Correspondence

- email dated 1/2/2014 from Sue Williams, with comments for the Business Breakfast. These have been added to the other comments collected on 20 February.
- email dated 10/2/2014 from Cllr Sinclair, announcing his withdrawal from the SG due to pressure of other activities but holding himself available for advice on river and waterfront matters.

The Business Breakfast on 20 February had been reasonably well attended (38 businesses) and was considered to have been a successful consultation. Feedback had been positive. The data gathered have been transcribed by Trazar and have now been circulated by email amongst the SG. The report of this will be added to the on-line evidence base and feedback given via the web site.

Minute 2014/16 Survey Analysis progress report

a) Further discussion from Matters Arising above:

The A5/10 page publication is to be disseminated through local outlets- library, WTC offices, on WNP web site, email attachment to local organisations, pubs, shops.

Publicity paragraph about it to be included in WTC forthcoming News letter and info on WTC web site; attention to be paid to keeping it distinct from WTC's own information: use WPN logo in the newsletter to set the section apart?

Financial issues: costs of report preparation is not part of the analysis grant budget. The remaining one-third of the questionnaire distribution grant may be used towards this; if necessary, an additional grant can be applied for as we are still within our £7k limit.

b) Ruth reported that the volunteer analysis group is putting in a huge amount of time and effort on the open questions. Ruth will let Robert have email addresses of all involved and Robert agreed to send a message of thanks and appreciation to all.

The analysis work is about half-way through. Ruth is preparing the composite report and felt that

the time table suggested at the February meeting remains viable. At the April SG meeting she will give a 15-minute presentation of the findings.

A suggestion was floated that third parties should be provided with middle-ranking data where these were of relevance to their operations, so as to get their early input; examples mentioned were the University, the GP practice, Wivenhoe's business community.

Some reservations were expressed about this. Care must be taken to ensure there is clear space between '*what the residents said*' and any proposals the SG may eventually put forward.

It was decided to circulate any intended releases through the SG first, so all circumstances could be taken into account.

Minute 2014/17 Aims and Objectives

Richard Polom urged the group to start thinking about the A&O for the WNP while we are waiting for the analysis to be completed.

After discussion it was decided that Richard would coordinate a small group consisting of himself, Peter, Robert and Jane to come up with a plan to arrive at the A&O during the next three weeks, to report back at the next SG meeting.

Minute 2014/18 Additional Data Sources

It is obvious from the survey answers that schools and traffic are very important issues and that further data are needed before proposals can be formulated.

SG needs information from County Council sources to see what might be feasible regarding traffic wishes. Ditto for projected educational provision.

Jane will extract the main questions and send them to Christopher Downes, who will endeavour to obtain the information asked for.

The A&O group would also benefit from this information.

Minute 2014/19 Secondary School Pupils Survey

A SurveyMonkey questionnaire of 9 questions was approved and is ready to be launched at the Colne as soon as confirmation of cooperation has been received.

Those attending any of the other secondary schools will be alerted to the survey by other means, including a paragraph in WTC forthcoming newsletter.

Minute 2014/20 Any Other Business

Recruitment to the SG and publicity to the community are two pressing issues.

The next suitable big local event is the Regatta; preparation for a presence there must begin now. Marika will look into this.

Robert, Peter and Ruth will give a presentation about the WNP/Survey at the Wivenhoe Society's AGM on 26 March.

There being no further business, the chairman closed the meeting at 9.15 pm.

Date of next meeting: Wednesday 2 April 2014, 7.30pm at Wivenhoe Council Offices.