

Minutes of the fifteenth meeting of the Wivenhoe Neighbourhood Plan Steering Group held at the Wivenhoe Council Offices at 19.30 on 7 May 2014.

Present: Cllr Robert Needham (chair).

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

Apologies for absence: Richard Polom, Cllrs Neil Lodge and Frances Richards, John Wallett.

Declarations of interest:

Robert Needham and Peter Hill: Wivenhoe Housing Trust.

Minute 2014/29 Minutes of SG meeting of 2 April 2014

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

Minute 2014/30 Matters arising

from Minute 2013/11c): Ownership of Ferry marsh. Christopher Downes updated the meeting on this matter which has become complicated as the land is now in the hands of the administrator in bankruptcy of the last owner. CBC ultimately hope to adopt this area with a view to adding it to the Open Spaces register and communication with the current owner is ongoing. No further action by the SG required.

from Minute 2014/24): survey Digest. Ruth reported on behalf of John Wallett. Increasing the print run of the Digest from 500 to 1000 will add £4 to the total costs, taking the quote previously received from John to £1078 (printing component £478). The SG accepted this and agreed to a delivery date of the 1000 Digest booklets no later than 6 June.

from Minute 2014/26. Colne Community school survey. Marika reported that the survey had started last week and is expected to finish at the end of this week. Marika will download the data file and Ruth will attempt to get some mention of the results into the Digest.

from Minute 2014/27. publicity at public events. Wivenhoe Open Gardens is the first of these. Presence will be at St Mary's on Saturday 17 May only. Robert volunteered to spend some time at the event. Use the opportunity to recruit to Working Groups.

Minute 2014/31 Correspondence

1. Invoice dated 28 April 2014, received from *Ruth Melville Research* for data inputting and analysis work on the town survey. This invoice reconciles the Locality grant reported in *Minute 2014/3* in connection with the work of analysing and presenting the survey results, including the printing costs of presenting the 12-page Digest.
2. Website feedback on call for working groups volunteers: 12 residents had responded.

Minute 2014/32 Analysis Work progress report

Ruth is currently working on editing the very long on-line reports. Chapters will be organised with regard to the Working Groups' interests. Overlap between topics is unavoidable and cross-referencing will be facilitated by means of click-through links so WG members will have easy access to connected topics.

There was further discussion on the need to correct for bias and for fine-tuning of the results and the SG accepted that, although this increases the workload/time spent on this task, Wivenhoe is somewhat larger than other places that are involved in neighbourhood planning, so that the time and energy spent on producing reliable survey results is warranted if it establishes a robust evidence base.

As an example of this Wivenhoe housing needs were mentioned: the CBC housing needs analysis results will become available in June but the Wivenhoe sample in that survey is not sufficiently large to be indicative of needs in Wivenhoe for the purpose of the neighbourhood plan.

The analysis team will remain available to WGs to ask questions in the course of their work to obtain specific answers.

Minute 2014/33 Aims and Objectives

a) The chairman reported that the following people had been approached with a request to act as moderators for the WGs:

Countryside, river and environment issues, Cllr Brian Sinclair

Heritage, Jane Black

Community facilities and leisure, Cllr Robert Needham

Traffic and transport, Tom Roberts

Residential development and land uses, Peter Hill

Economic and business development, Trazar Astley-Read TBC

Infrastructure, David Allen

University, Moira Collett

All had accepted (with one TBC).

The next step is to have a meeting with all the moderators to explain their tasks. In this connection, discussion turned to the appointment of a Planning Consultant whose presence at this initial meeting was thought to be desirable.

b) Robert, Peter and Marika had met with Chris Bowden of Navigus Planning, a planning consultant with experience of neighbourhood plans, for an exploratory discussion that covered Chris' experience with NPs, the kind of assistance he was able to offer and his fees for doing so. Chris informed the meeting that he thought the work of writing the plan based on work done by the SG and WGs would take 10 days, at £350 per day.

The recommendation to the SG was that Chris Bowden should be engaged to ensure the smooth passage of the Plan through its inspection phase, and that his engagement should begin now to guide the work of the WGs.

Some concern was expressed by members of the SG about the seeming open-endedness of any contract. Discussion followed on the terms of engagement and the costs involved. Peter agreed to contact Chris Bowden in writing and obtain a more detailed specification. Subject to a satisfactory response, the SG agreed to proceed with the appointment of Chris Bowden.

Richard Polom is in the process of applying for an additional grant to pay for a planning consultant.

A provisional date in June was set for the meeting of moderators. Robert will follow up on this. Ruth is prepared to go through the data with the moderators focused on their particular area of work, preferably in two separate meetings.

Minute 2014/34 Stakeholder Consultations

Peter reported that the meeting he and Robert had with Simon Neale, Director of Estate Management at the University, had been friendly and informative. Mr. Neale will attend the next SG meeting on 2 July.

Minute 2014/35 Any Other Business

Chantel le Carpentier, currently SU officer for Welfare and Communities at the University, has expressed a lively interest in the Neighbourhood Planning project. She would like to meet with some of the SG members to voice student opinion. Marika will email her.

There being no further business, the chairman closed the meeting at 9.30 pm.

Date of next meeting: Wednesday 4 June 2014, 7.30 pm at Wivenhoe Town Council Offices.