

Minutes of the thirty-sixth meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 1 February 2016 at the Wivenhoe Council Offices, at 19.30.

Present:

WTC Cllr Robert Needham (chair)

Residents Peter Hill, Jane Black, Marika Footring (minutes), Richard Polom Rosalind Scott, Ruth Melville, David Allen, Mark Norrington, Valerie Endean.

Apologies for absence: Cllr Neil Lodge., Graeme Willis, Pat Lean, Christopher Downes (CBC).

Declarations of interest:

Cllr Robert Needham and Peter Hill: Wivenhoe Housing Trust.

Minute 2016/9 Minutes

After amendment (highlighted) the minutes of the January meeting were accepted as a true record and signed by the chairman.

Minute 2016/10 Matters arising

from Minute 2015/68 C&CE January report

Rosalind will supply this so it can be appended to the minutes.

from Minute 2015/78

The Wivenhoe News article had been submitted before the deadline.

Minute 2016/11 Correspondence

None received.

Minute 2016/12 Finance

The chairman provided the budget forecast as at February 2016 (Appendix 1).

A deficit of £1606 on the forecast is covered by the availability of £2750 made up of (i) 10% of grant monies due on completion of grant-aided work: £750; (ii) £1000 allocated but not yet taken up from WTC 2014/2015 and (iii) ditto from WTC 2015/2016.

The C&CE budget had not been accounted for in this forecast and an updated budget will be prepared for the March meeting.

Minute 2016/13 LUZ/PWG report

Peter Hill gave the report. Draft plan v14(e) had been presented to WTC two weeks ago to their satisfaction. The final and updated v15 draft had been circulated to SG members on Saturday 30 January. Peter highlighted the small number of changes that had been made to v15. SG members present agreed to sign off on v15 for pre-submission consultation purposes. The last LUZ meeting had taken place on Monday morning 1 February. The chairman observed that this was a landmark in the plan's development and expressed thanks to all who had worked so long and hard to get it to this stage. Thanks were also recorded to Chris Downes for the very good Proposal maps.

A follow up Plan Review Group (PRG) will start meeting regularly from 29 February to begin recording and collating of comments from all stakeholders resulting from the public launch on 13 February. Members of the group will be: cllr Neil Lodge, Peter Hill, Jane Black, Mark Norrington, Marika Footring, Valerie Endean.

C&CE to supply details of electronic feedback to the PRG.

Comments will be put on line. Depending on what data we collect this could raise data protection issues. After discussion it was agreed that post code information is all that is required; this avoids the need for registration with the ICO as no information about a specific individual can be accessed from the post code information.

The pre-submission consultation must be brought to the attention of all stakeholders as per NP Regulations. Marika will compile a list of these, Jane to advise; Marika to forward list to C&CE for use in informing named stakeholders.

Minute 2016/14 C&CE group report

Rosalind and Ruth reported that the public launch event will be held on 13 February at two locations:

11 am-12.30 pm at the William Loveless hall

2 pm-3.30 pm at the cricket club

The chairman agreed to provide the introduction. Lead-in advertising has been happening mainly on social media, a press release is planned. Suggestions to contact BBC East and Colne Radio were noted. The Wivenhoe proposal map, hard copies of the full draft plan and the summary will be available. Leaflets and posters containing each policy with a one-line catch quote underneath will provide entry level information to facilitate conversation; comments need to be scribed. All SG members are asked to make themselves available.

The chairman mentioned a suggestion made by Cllr Henley, of WTC councillors relaying the draft plan from the river to WLH. This would help with the publicity.

Minute 2016/15 Project time line

Richard Polom reported that we are still on track for a mid-April submission to CBC. The Basic Conditions statement can be completed now that all draft policies are agreed. A Timetabling Group will meet to ensure that all requirements for the submission and referendum have been identified, scheduled and given an owner. Richard will set up the meeting(s) as required once the informal consultation is under way, and members will be: Bob Needham, Rosalind Scott and Peter Hill. Any others with knowledge/expertise in the scheduling of Neighbourhood Plan work would be welcome.

There being no further business the chairman closed the meeting at 8.50 pm.

Dates of next meeting:

Wednesday 2 March 2016, 7.30 at Wivenhoe Town Council Offices.