

Minutes of the thirty-first meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 2 September 2015 at the Wivenhoe Council Offices, at 19.30, AS AMENDED.

Present:

WTC Cllrs Robert Needham (chair), Neil Lodge, Penny Kraft, Frances Richards

Residents David Allen, Jane Black, Marika Footring (minutes), Richard Polom, Graeme Willis, Pat Lean, Rosalind Scott, Ruth Melville.

CBC Christopher Downes

Apologies for absence: Mark Norrington, Peter Hill

Declarations of interest:

Cllrs Robert Needham, Neil Lodge: Wivenhoe Housing Trust.

Minute 2015/34 Minutes

The minutes of the July meeting, and the August meeting as amended, were accepted as a true record and signed by the chairman.

Minute 2015/35 Matters arising

From Minute 2015/30

The Green Spaces list needs more work before it goes on line. Jane to let Ruth have the list as soon as ready, Ruth will put it on the website, residents will be able to add to it. Chris Downes offered to provide a map for the website, Jane will let Chris have the grid references of the sites.

Minute 2015/36 Correspondence

Secretary reported none received; one item of website feedback received and copied to C&CE.

Minute 2015/37 Finance

£8291 cash balance of the grants received. Rosalind flagged up that some of this will be needed by C&CE for further consultation costs. WTC £2000 funds also still available.

The cheque of £20 to FOSM approved for payment at the August meeting (*Minute 2015/29*) had not yet been issued. The chairman will follow this up.

Minute 2015/38 C&CE report

Rosalind gave the report of the group's meeting on 28 August (circulated to SG and attached to these minutes as Appendix 1). One small amendment: comments/feedback received by secretary via NPSG email will be forwarded to Lesley Duncan and acknowledged by C&CE.

Beer mats design: SG decided the coloured ribbon logo should appear on these; otherwise the design to be left to C&CE.

C&CE group suggested that the draft plan should be published on the website now as a work in progress, for press notices and comment by residents. After discussion, members accepted that this would be good for transparency but, as it would take 3 weeks to get to a reasonably amended version and consideration of the draft by the SG, the general feeling was that publication at this stage, even as a working document, would be premature. An executive summary was mentioned as a possibility but no conclusion was reached as to its production. SG members to submit comments on the current draft. The amended draft will be sent out no later than 28 September, to be considered and signed off for publication at a meeting of the SG convened for this purpose on Wednesday 30 September. WTC will be asked to provide 15 hard copies of the amended draft for this meeting.

The question of weighting of the Public Consultation results (*Minute 2015/30*) had been looked at. Ruth reported that after applying weighting to the Fire Station site there still was a majority in favour though by a narrower margin, and flagged this up as slightly concerning. Cllr Kraft asked where the figure of 250 houses had come from and was referred to the January 2015 minutes for an explanation.

Minute 2015/39 LUZ report

Discussions have been held with three landowners. Negotiations continue. One landowner had sent in his own wish list and another had invited the SG to produce one. Jane talked the meeting through the draft community benefits list (circulated to SG and appended to these minutes as Appendix 2). A number of amendments were suggested and these appear in the Appendix. During the discussion Cllrs Needham and Lodge recused themselves from participation on the last item in the list.

Minute 2015/40 Project time line

Richard Polom reported that, taking account of progress, the 6 week statutory consultation period launch date might not be possible at the projected time. The Planning Group will meet at end September and see if it is possible to stick to the time line or whether this will have to be put back.

There being no further business the chairman closed the meeting at 9.35 pm.

Dates of next meetings:

Wednesday 30 September 2015, 7.30 at Wivenhoe Town Council Offices, to consider and sign off the draft plan.

Wednesday 7 October 2015, 7.30 at WTC offices, regular Steering Group meeting.

APPENDIX 1

Notes from C&CE working group meeting, 28.8.15

Present: Rosalind Scott; Ruth Melville; Lesley Jones; Jean McNeil

Beer mats

Designed and copy written. Same design will be used as an A4 poster
RM to pass by designer and put in for printing by Friday September 4th

Report on Consultation Day

Completed and disseminated to WTC at training briefing on 17th August
RS Add URL and make sure it is available on website and at Library and Council Offices

Website

Ruth is monitoring and editing website.
Brief, bullet point, monthly updates from groups should be sent to Ruth for the news feed

Clarifying protocol:

Comments and feedback go automatically to NP Steering Group email.

NP SG Secretary to send a reply acknowledging each comment or feedback email.
 NP SG secretary forwards all to Lesley for C&CE.
 Lesley collates comments and in consultation with C&CE Group then forwards questions or comments to the relevant facilitator of LUZ/Drafting Group, C&CE, Planning, Website, or Chair for action.
 Convener replies or takes action, cc to Lesley

Disseminating the draft plan

Draft plan working document on the website RM
 Hard copies available from WTC, at Council Offices and in Library
 Hard copies to Councillors and SG
 Beer mats and posters to be given out and posted across Wivenhoe SG
 Pop-ups by C&CE where invited
 Local media and all local stakeholders will be sent a brief news item to note that a working draft of the plan is now available RS, LJ
 One page guide to key parts of plan to be on front page of website RS, RM

Follow up from Minutes of last steering group

Website is being updated by RM
 Update made to WTC as requested
 Summary of community engagement and consultation, based on the strategy, is in hand and will be provided by C&CE when needed for CBC.
 Any other interpretation of the requested ‘Process Summary’ needs clarification at SG meeting September 2nd.
 Weighting of responses to housing sites: This has been calculated and the sites are still all approved by the majority of residents. However, SG is asked to discuss the site behind the fire station, which is least favoured.

Date of Next Meeting: w/b 28th September

APPENDIX 2

Community Benefits

The following community benefits have been listed by the various Working Groups after consulting with residents:

Item:	Notes:
Cemetery (a traditional one as well as a ‘green’ one) with car parking spaces SG agrees	A traditional one situated on Elmstead Road and a ‘green’ one situated in the area behind Broadfields designated as a wildlife site.
Allotments	Additional to existing ones
Open Spaces (for recreation and for the benefit of wildlife) SG commented that the struck through items were not evidence based.	Meadow behind the Cricket Club Wildlife area behind Broadfields Ferry Marsh (not already in public-ownership) A green border of land on the north side of the A133

	<p>An extension of the land at Salary Brook as Open Space as a green extension to the existing Nature Reserve</p> <p>A green corridor of trees from the existing wildlife site at Broadfields to Gravel Pit Grove including the two fishing lakes.</p>
<p>Cycletracks and footways</p> <p>SG suggests replacing the struck through item by: <i>A route from Lower Lodge to Boundary Rd that is all year round accessible</i></p>	<p>Cycletrack and shared footway from Croquet Gardens to Broad Lane Sports Ground</p> <p>Cycletrack and footway between Croquet Gardens and the quarry site.</p> <p>A better route from Lower Lodge to Boundary Road that does not go through ploughed fields</p> <p>A footpath along part of Elmstead Road from Broadfields to the Broad Lane Sports Ground</p>
<p>Playing Fields (for football and rugby)</p> <p>SG agrees</p>	<p>Land alongside Broad Lane Sports Ground</p>
<p>Local play areas for children</p> <p>SG agrees</p>	<p>Within any new development of more than 30 dwellings</p>
<p>Indoor Hall space</p> <p>SG wants to see inclusion in the list of a social area for older youngsters, a coffee shop was wanted and an area to 'hang out'.</p>	<p>Cash to pay for <i>or work in kind</i>: additional investment in Broad Lane Sports Ground additional indoor community space</p>
<p>Land for local social housing</p> <p>SG agrees with a number of objections to the mention of a specific Trust, particularly on the basis of conflict of interest.</p> <p>Suggested wording is: <i>Land to be made available under deed of covenant and/or held in trust to develop more housing etc.</i></p>	<p>Land for Wivenhoe Housing Trust (a local charity run by voluntary trustees) to develop more housing for Wivenhoe people (defined as people presently living in Wivenhoe, over 21 years, or with strong Wivenhoe connections).</p>