

Draft Minutes of the thirty-seventh meeting of the Wivenhoe Neighbourhood Plan Steering Group held on 2 March 2016 at the Wivenhoe Council Offices, at 19.30.

Present:

WTC Cllrs Robert Needham (chair), Neil Lodge

Residents Peter Hill, Jane Black, Marika Footring (minutes), Richard Polom David Allen, Mark Norrington, Lesley Duncan (from 20.15).

CBC Christopher Downes.

Apologies for absence: Graeme Willis, Pat Lean, Rosalind Scott, Ruth Melville.

Declarations of interest:

Cllrs Robert Needham and Neil Lodge, and Peter Hill: Wivenhoe Housing Trust.

Minute 2016/16 Minutes

After amendment to the numbering, the minutes of the February meeting were accepted as a true record and signed by the chairman.

Minute 2016/17 Matters arising

From *Minute 2016/12 Finance* – this was dealt with at Agenda point 7. *Finance*.

Minute 2016/18 Correspondence

None received. Website feedback and comments were passed to the Plan Review Group for its 29 February meeting.

Minute 2016/19 Finance

The chairman provided the global budget report as at 2 March 2016 (Appendix 1). Another grant application for £2050 is in the pipeline. Assuming a favourable outcome to this grant application all foreseeable costs are covered by the available monies. The chairman was thanked for his assiduous efforts in obtaining grants for the NP work.

Minute 2016/20 Plan Review group report

The group held its first meeting on 29 February. Members of the group are: Peter Hill, Jane Black, Cllr Neil Lodge, Cllr Robert Needham, Mark Norrington, Val Endean, David Allen, Neil Hopkins, Rosalind Scott, Marika Footring.

Peter Hill informed the meeting that Chris Bowden of Navigus Planning had agreed to read through the final draft of the Plan but not before the 3rd week in March. This will hopefully ensure that nothing is left in that would not pass muster with the examiner. The PRG will have to finish by end March. Feedback and Comments after the 13 February Plan launch had been considered at the meeting. Feedback from one landowner had required a response by letter which had been sent.

The meeting agreed that no individual replies should be sent in response to feedback on the February launch but that a generic acknowledgement ought to be sent. It was also agreed that the draft Plan would benefit from being proof read. Marika will ask if Giles Job might be prepared to undertake this.

Agenda point 9(i), *Health Centre*. This had been placed on the agenda at the request of Jane Black and Rosalind Scott. In view of the continuing uncertainties surrounding the outcome of the Philip Road Centre (PRC) negotiations, the question was whether provision for a health

centre should be included in the draft Plan now, because there could be repercussions on a number of policies in the draft Plan if a health centre failed to materialise at the PRC. Peter Hill reported a recent conversation with Zoe Cronin, the practice manager at the surgery which he felt was very reassuring on the point. Cllr Neil Lodge also expressed his confidence in a positive outcome.

After discussion the meeting agreed that having regard to the strong reassurances given, it would be unreasonable at this time to start incorporating any new ideas for a health centre in the draft and therefore no changes would be made. The meeting was also reminded that once the Plan was made, power to make neighbourhood development orders would be available to WTC in case of pressing community need.

Agenda point 9(ii), University land

The University's Planning consultants had raised a query with CBC about the de-allocation in the draft Plan of land zoned for university expansion in the LDP.

The history of this was reviewed at the meeting. Discussions about this parcel of land had taken place at an early stage of development of the WNP between LUZ group members and Simon Neale, the then Director of Estates at the University. During discussions Neale had said the University would like a piece of land as a quid pro quo for giving up the expansion land. It seems no written notes of these earlier meetings were kept at the University. When the NP area north of the A133 acquired strategic importance CBC became a discussion partner about any quid pro quo for the de-allocated site. Neale then left the University's employment and a successor Director of Estates has not yet been appointed.

As matters stand, the de-allocation of this land in the draft Plan will remain as stated while quid pro quo negotiations continue between CBC and the University.

Minute 2016/21 Project time line

Richard Polom gave the report. Critical in the forecast is the date when examination of the Plan can take place. Discussion with CBC has made it clear that this is unlikely to be earlier than September/October 2016. After the examiner's report amendments may need to be made to the Plan, adding perhaps up to a month. The Referendum date also depends on the CBC's Elections Team organising this in synch with our time line. Chris Downes is awaiting a reply to his enquiry of them in this respect. The overall time line is however still feasible.

Minute 2016/22 C&CE group report

Lesley Duncan updated the meeting on community engagement activities undertaken since July 2015 (Appendix 2). C&CE felt that in future, expenditure on banners for community awareness raising ought to be considered as banners would be far more effective than A4 posters.

Numbers attending the 13 February launch of the completed draft plan had been thought satisfactory although no count had been kept; some 80 people had been estimated at the Loveless hall and fewer at the Cricket club. Handwritten comments collected on 13 February were received on 2 March, Mark Norrington offered to type these up for the next PRG meeting on 7 March.

One photo had been taken by C&CE at the Loveless; any others that had should be sent to Marika for use in the Consultation statement she is preparing. The Wivenhoe News article about the launch that had been ready in good time for the Spring edition deadline had not appeared in print, explanation for this would be sought and reported on at the April SG meeting. Articles that had appeared in the press were produced by the chairman for use in the Consultation statement.

There being no other business the chairman closed the meeting at 8.45 pm.

Date of next meeting:

Wednesday 6 April 2016, 7.30 at Wivenhoe Town Council Offices.

Appendix 1

Neighbourhood Plan income and expenditure to date - updated 2 March 2016

Income		Expenditure	
November 2013 grant	1054.00	Royal Mail - prepaid post N/plan set up fee	45.00
February 2014 grant	1800.00	Richard Polom - Neighplan expense	6.47
August 2014 Grant	2817.00	RJ Obsome printing questionnaire	620.00
November 2014	200.00	Royal Mail - prepaid postal services	178.96
January 2015 grant	300.00	Royal Mail - prepaid postal services	54.40
July 2015 Grant	6454.00	Ruth Melville - date inputting	2000.00
total	12625.00	Ruth Melville - date inputting	142.63
		photocopying	75.00
less expenses	7946.12	Royal Mail - prepaid postal services	48.00
		Ruth Melville - ink	35.00
balance	<u>4678.88</u>	John Wallett - materials for consultation day	348.90
		R. Needham - ink	32.00
		R. Needham - reimbursemt of food cost	
		for consultation day	125.00
		M. Footring - expenses	28.40
		May-15 R. Scott - printing for N/plan	36.40
		R. Polom - domain name renew n/plan	6.98
		M. Polom - WNP wordpress work	350.00
		Sept FOSM - hire display boards Nplan	20.00
		photocopying, leaflets and consult day	200.00
		Oct Ruth Melville - WNP work	238.09
		Nov Royal Mail - prepaid postal services	50.00
		Navigus Planning - Neighbourhd Plan wrk	1286.25
		Dec Lesley Duncan - poster and lamination	26.00
		John Wallett - NeighbourPlan work	187.50
		08-Jan Navigus Planning - Neighbourhd Plan wrk	787.50
		17-Jan Maps4Planners - maps	200.00
		12-Feb John Wallett - NeighbourPlan work	632.49
		12-Feb Photocopying and consultation day copying	185.15
			7946.12

balance as at 2 March 2016 = £4678.88

Appendix 2

Neighbourhood Plan Consultation – records of engagement

POLICIES AND OBJECTIVES		
Venue	Mode	Date
Farmers' Market	Pop up	21/3/15
Poetrywivenhoe	Pop up	26/3/15
Moving Image	Pop up	31/3/15
"Transition Town Wivenhoe transwiv"	'e' letter	1/4/15
Folk Club	Pop up	2/4/15
Farmers' Market	Pop up	18/4/15
Wivenhoe news (Peter)	article	
Open Gardens	Pop up	16 th +17/5/15
Millfield School	Pop up	19/5/15
PROPOSED SITES		
Wivenhoe Regatta	Pop up	6/6/15
37 local societies and schools	'e' letter + leaflet attachment	7/6/15
Letter to landlords	letter	7/6/15
Letter to residents	letter	16/6/15
Gazette/Wivenhoe news (see Peter/ Marika)	article	
Broomgrove Summer Fair	Pop up	3/7/15
Consultation on proposed sites William Lovelace Hall	Consultation with graphic display	11 th +12/7/15
Town of Wivenhoe	Beer mats to pubs, station, shops, university, WNP website	Months of October, Nov, Dec 2015
OPEN SPACE CONSULTATION		
Town centre – Coop Store One stop Farmers' Market	Billboard map of open spaces – beer mats Circular to organisations, schools etc.	11/14 Nov' 15 20/21 Nov'15 27/28
Responses to comments on website	Individual residents, feedback collated	December '15
LAUNCH OF CONSULTATION ON DRAFT WIVENHOE NEIGHBOURHOOD PLAN		
Emails announcing launch of proposed WNP on 13 th February	Societies, organisations, press, councillors, volunteers, businesses	1-8 th Feb '16
Town of Wivenhoe	Posters throughout town inc. pubs, station, post offices, businesses, residential houses	1-8 th Feb '16
William Loveless Hall 11-12:30 Wivenhoe Cricket Club 2-3:30	Event with complimentary refreshments	

	posters with information on proposals, maps of area, with proposed development sites and open spaces summaries of plan, leaflet highlighting proposals	
Responses to comments on the website	(see Marika for full list on website)	13/02/16 onwards
Shops and pubs	There are pop ups proposed at pubs this month and a slide show for shop windows	February – end of March 2016
Press Gazette, Wivenhoe and Brightlinsea Press, contacts list	Press releases sent to local papers, neighbouring councils, landowners, organisations, businesses, societies etc.	20-25 th Feb