



WMTC Neighbourhood Plan

MINUTES OF MEETING HELD ON TUESDAY 25th APRIL 2017

Councillors Present:-

Cllr Powling (Chair)	Cllr Jenkins	Cllr Banks (Absent)
Cllr Clements (Absent)	Cllr Weaver	Cllr Bragg (Absent)
Cllr Moore	Cllr Shilton	Cllr Wargent (Absent)

Attendees: Alan Brook, David Cooper, Sandra Howard, Paul Knappett, Marcus Pembrey, Veronique Eckstein, Debbie Gooch (NHP Co-ordinator)

Visitor: Richard Haward – Blackwater Oystermen & NORe

1. Apologies for Absence

John Dyson, Cllr Banks, Peter Clements, David Bragg
CP welcomed the new Councillor Stephanie Shilton to the group
He also welcomed Mr Haward who was a Visitor to the group

2. Ratification of the Minutes of the Meeting from 28th March 2017

CP commented that the draft Minutes provided were too detailed and needed to be in note form and that were not presented to the meeting in time.
He asked for the Minutes to be provided in bullet point format within 7 days of the meeting

3. Summary of the Meeting on 28th March 2017 - DG

Funding - The Locality Grant for the NP had been completed 23rd March

Highways/Dawes Lane - Contact with the ECC Highways department had been made in respect of a Traffic Count in Dawes Lane as well as CBC.

PK asked DG to ask who had requested the Traffic Count in Dawes Lane in December 2016

Logos - 8 logo designs had been shown and one was chosen for the WMNP

Committee Groups & Evidence Group - DG had produced the Vision used by Wivenhoe as a great guide of what steps to take for the NP

School - VE asked for dates to be put together for the School to get involved and on track with the NP

Questionnaires - DG was asked to produce the Questionnaire in paper format for the group by 14th April

Local Plan Meeting 27th March 2017 - CP, PB & DC reported on the key topics discussed at the Local Plan meeting. These documents were mentioned and DG stated that she would put them on the shared drive:-

Open Space Rec Study 2007 (CBC C Blandford Document)

Townscape Heritage Report 2006 - West Mersea details only (CBC C Blandford Document)

2017 Shelter Civic Housebuilding Manifesto

CBC Staffing

The increase in Planning Fees will probably pay for additional CBC Planning staff to help with NPs. DG commented that the following documents were mentioned during the discussion on Local Plan Meeting and would be shared to the drive:

Open Space Rec Study 2007 (CBC C Blandford Document)

Townscape Heritage Report 2006 - West Mersea details only (CBC C Blandford Document)

2017 Shelter Civic Housebuilding Manifesto

4. Funding & Budgeting - RMJ

The Locality Funding application was granted in the sum of £8,399.00. The sum covered the technical costs for the website, and the online and analysis tool as well as the printing costs for the questionnaire and delivery, and general advertising and room hire for events for community engagement. He also confirmed that there was also £11,000 set aside in precept costs

5. PR/Media/Communication - PM

PM commented that there needed to be team working on PR & Media and asked for volunteers. Steph Shilton & SW volunteered to assist PM

SW suggested that each Committee Groups prepare information about their group.

It was suggested that a script or gallery of information for the NP should be produced for the group

DG added that it should all be synchronised in as much as if it is the Courier then it should also be on the website, as an example

CP asked for a copy of the logo – DG & PM both confirmed that it was on the shared drive

MP suggested that we work on producing a “TAG line” of approximately 17 words with a maximum of 20 words.

It was agreed that everyone would write their suggested TAG lines for review by the group.

The length of the process was discussed and how to keep the public interested and kept up to date

6. Community Engagement – Public Exhibitions & Dates/Suggestions

Provisional dates for event at School are Thursday 18th & Friday 19th May and Thursday 25th & Friday 26th May. DG asked who would be available for these events.

DG had prepared a list of upcoming Island events as shown on the WMTC website.

Councillors who had attended these type of events previously commented that they were well attended by non-residents which made it difficult to target residents

It was agreed that the “mass” events such as the Food Festival and the Carnival were not events that would be attended by the NP Group

The list extended to show the different groups on the island and where they were held and where possible the days of the week and times, and who to contact and their details.

It was agreed that visiting the groups and societies would provide a more targeted approach to publicity and providing information to the residents – using the script that will be developed

DG had discussed the cost for the production of stickers for events. CP asked for these costs to be sent to him and RMJ

7. Delivery of Questionnaire & Focus Groups - DG

The questionnaire had not been provided to the group by 14th April but a paper copy was given to the group to take home and make comments on. Items marked in shade were particularly in question and she asked for opinion.

DG asked for comments to be made on the document and would collect fairly shortly and would message everyone by email

8. Affordable Housing Update – Sandra Howard

SH provided a detailed update on affordable housing to the group which included information from a meeting with Ruth Newcombe from the CBC Housing Department.

9. City & Country Developers

DG reported on a visit from two representatives from City & Country developers where she showed them round the island. C&C will wait for the May CBC Local Plan Meeting and make a date to meet the Group

10. Timelines & GANTT Chart

GANNT – Free planner trialled did not have all the features needed. PM has access to copy of MS project to keep master copy on, and will produce summary of important dates for other members. Copy will be available to view (but not edit) on free viewers for those who wish to. CP reported that the MS Project technology would cost approximately £1000

11. Wivenhoe – Development

DG reported on the Wivenhoe 9000 house development that had been announced the previous week. This was outside the NP - this information was shared with the NPG so they were aware of why this has happened as it was not part of their NP

12. Dawes Lane & Traffic Counting

DG reported that her contact from Highways had confirmed that Dawes Lane remained unclassified. CP stated that this was not the case – it is not Classified C
Traffic Counting for Dawes Lane was discussed with both a mid-season & high season count
It was felt that a count should be done to cover the Strood area
CP asked for the information to be sent to him

13. Native Oyster Restoration Essex – NORe

DG & the Town Clerk had met with the NORe group that morning. As Richard Haward was present and a member of NORe he spoke to the group about the work that NORe was undertaking and the effect it would have on the quality of the water and the beaching areas. DG commented that some information about NORe had been shared on the drive
Richard explained that in order to protect and conserve the Native Oyster a Marine Conservation Zone had been set up around the area off of Seaview Avenue. In 2016 a tonne and a quarter of small oysters were laid in the MCZ to re-build the stock to protect the future of the Native Oyster. He added that there were many organisations taking part in the study and that Blue Marine were observing. They were applying for a grant to support this project.

14. Any Other Business

Data Protection –

DG confirmed that the Data Protection statement had been corrected to reflect that WMTC was the Data Controller. This was available on the shared drive

RCCE Community Action Conference – 13th May 2017

DG showed the information for the RCCE CAC to be held on 13th May and asked if anyone would like to attend.

Anglian Water

DC asked that the NPG write to Anglian Water both in respect of water supply and sewerage for identification – CBC say that they have consulted with them and they do not see an issue but they do say that it reflects the limitations on the infrastructure capacity. CP commented this would be covered by the Utilities & Infrastructure committee - PB & JD
Richard Haward commented that he understood that Anglian Water are not the statutory consultee. DC replied that AW are now bound (recently) by Freedom of Information and the law has changed/is changing a very recently a water authority (not AW) have lost two cases where they would not provide information and as a result they have started to release information.

Whilst CBC have confirmed that the NP covers only land – we know that there is Marine Planning and that will be a very important part of the NP.

Save Mersea Island Harbour Trust – Richard Haward confirmed they had received the grant
CP suggested that Marine be covered under the Environmental committee

NP Procedure for Expenditure

PM asked what was the procedure for any expenditure for NP – It was agreed that expenditure should be approved by a minimum of 3-4 councillors present

15. Date and Time of Next Meeting – 23RD May 2017 7 pm for 7.15 start

Paul Knappett gave his apologies for the next meeting