



## WMTC Neighbourhood Planning Group

MINUTES OF MEETING HELD ON TUESDAY 24<sup>th</sup> FEBRUARY 2017

Councillors Present:-

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

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

Guest: Mark Dixon of Mersea Island Harbour Trust

### 1. Apologies for Absence

John Dyson, Alan Brook, Jay Stapley,

### 2. Ratification of the Minutes of the Meeting from 24<sup>th</sup> January 2017

DG commented that the minutes needed spell-checking and were therefore not correct enough to be ratified.

### 3. Summary of the Meeting on 24<sup>th</sup> January 2017

#### **Questionnaires - Housing Needs/Main Questionnaire –**

DG thanked everyone who had sent their comments on the Questionnaires.

The Qs were passed to Sandra Scott for review on 6<sup>th</sup> February and RCCE on 20<sup>th</sup>.

#### **Questionnaire Package –**

It was agreed that we should deliver the Qs using the clear plastic envelope and the business reply service as per the Great Dunmow NP. The envelope was considered necessary so it could provide confidentiality and ensure it gets back to us

**Online Qs** DG explained that Peter Banks would show the online Qs

**Business Q –** Alan Brook has prepared an excellent business Q. This was shown to Sarah Sapsford of the RCCE and her comments were very positive and constructive. Peter Banks would show the first draft of this online later in the meeting.

**Highways –** DG commented that The contact there is the partner of one of my friends – I have touched base with her but she is away with an eye condition. She will be back next week all being well – but I will make contact with her and pass on to her assistant if she is not back

**Data Entry Clerks –** spoke with Reed Employment and they pay their D/E clerks about £7.50 and the cost through the Agency is approx £13.43 - so estimate £15 per hour - 10 minutes to complete would be 50 in 5 hours = 75 in 7.5 hour day = 500 back would be 6 people 1 day or 1 person 6 days...

**Delivery of Qs -** I have suggested to Jay that we pay the Courier delivery people an extra amount to have it delivered with the relevant courier issue. He was looking into that.

**Sponsorship** has been secured by Bob Jenkins

### **Meeting 6<sup>th</sup> Feb CBC Planning Officers**

DG reported that Carl, Bob, Peter B, Sandra & I met with Sandra Scott & Karen Syrrrett. They discussed Questionnaires briefly and took them away to send to their research team to review. Several discussions about maps and affordable housing, land prices etc continued. CBC had agreed to send us new maps amongst other things but they have not arrived at the time of the meeting but DG reported that they were not forgotten as Sandra Scott had mentioned them in a phone call.

#### **Data Protection –**

The Planning Officer, Sandra Scott sent the wording for suitable Data Protection:-

*“The information we collect regarding personal data will remain confidential and will comply with the Data Protection Act 1998. Colchester Borough Council is the data controller for the purposes of the Data Protection Act 1998. Your answers will only be used for research purposes to inform the West Mersea Neighbourhood Plan or any other relevant Development Plan Documents. If you have any queries in relation to this survey please contact [insert contact email address].”*

#### **Visit from RCCE – 20<sup>th</sup> February**

Michelle Gardiner of the RCCE visited to explain further the process of the NP. She talked about presenting to the community, and to clubs and will be forwarding us more information and even coming to show us how.

Michelle had mentioned the **Examiners Report for Boxted** and she had sent this to DG who had posted in on the shared drive and an email sent to all.

DG had put the Oyster Magazine on the drive – Coastal Pathway & NP amongst other information.

#### **RCCE NP Coordinator Meeting – Friday 24<sup>th</sup>**

DG commented that feedback in respect of the Questionnaires had been received earlier that evening from Sandra Scott of CBC Planning Office, received from Sandra on 28<sup>th</sup> February.

DG had also met with Sarah Sapsford on Friday and she had also given them quite a good going over.

#### **4. Funding & Budgeting**

RMJ mentioned the application for the £9K Locality Grant had to be completed by 23<sup>rd</sup> March.

#### **5. Demonstration of the Online Questionnaires, Database & Analysis**

Peter Banks demonstrated the online Questionnaires, and went through the process of how the analysed information looked at the end stage.

It was agreed that this was very clear and impressive and PC mentioned that considering the comparative costs of the analysis of the Village Appraisal for 2008/09 it was very good indeed.

#### **6. Guest Speaker Mark Dixon of the Mersea Island Harbour Protection Trust**

Mark Dixon gave a very informative talk about the erosion of the local coastline. He showed a slideshow showing the information and spoke of the deterioration, the measures put in place to date and the results from that, and what was happening right now and what was planned for the future. It was very interesting and even quite shocking to see the changes over time. It was more interesting to see that the success of the project so far had seen the return of endangered bird species last Summer.

#### **7. Affordable Housing**

Sandra Howard delivered a talk on affordable housing and provided information on this subject. The report was to be posted on the shared drive.

## 8. **Sports & Recreation Survey**

David Cooper had prepared a Sports & Recreation Survey. He had used the CBC 2007 document as a template and updated the survey to be in line with the current facilities and activities enjoyed on the island. David asked for any feedback to be fed through the Coordinator. CP & VE offered to liaise with David in respect of delivering the Survey to the Clubs.

PK asked if Allotments were covered under Recreation – it was felt that Allotments should come under Open Spaces.

CP asked about Sea Scouts, Brownies, Guides etc. Discussion ensued about the Sports held at the MICA – it was suggested that DC speak to Holly Poole to work out the best way to address the clubs that use the MICA.

## 9. **Timelines**

DG commented that the “goalposts” had moved significantly, particularly with respect to the Questionnaires. Initially it was agreed that the Qs would go out in April. Due to the Locality Funding not being available until mid-April this would cause a delay to the production of the Qs and therefore the distribution. Realistically the dates would move to mid May or beyond. The new date would take us past Easter and onto the second May bank holiday.

The Online Q analysis tool developed by Data Partners will produce the figures in such a short time that we no longer had the restrictions of some of the other NPs – for example Tiptree are still waiting for their analysis as another company is providing their analysis.

PK added that there would be a decision on 17<sup>th</sup> May in respect of the CBC Local Plan and mentioned that the delay may work to our advantage. Both CP & PK felt that distributing the Q at that time could work out to be a good time to send it out. PC reminded everyone that the School Half Term was on Monday 29<sup>th</sup> May.

RMJ confirmed that there was 6 months from the date of the application to spend the money – not from the day received – from the date of the application.

It was agreed that May would be a good time to distribute the General Questionnaire.

Engagement with the Community – DG spoke of going out to the comments Michelle from the RCCE had made about reaching Community Groups and also about future events where people could come and ask questions about the NP.

Youth – CP had started a post on facebook targeting the Youth of Mersea but was disappointed from the response which appeared to be reminiscing by older residents and mothers. There was further discussion about approaching the youngsters and how to record the information. CP continued that he had one positive message from a 19 year old who would be interested in working with a Youth Council – and would like to get young people involved. DG suggested that there was contact with the Youth Enquiry Service about what things to put in place before this moved forward.

## 10. **GANTT Chart**

John Dyson had been unable to attend the meeting due to work commitments. He had prepared the GANNT chart for review. Whilst this was difficult to review without the software PB showed it on screen for all to see. It was agreed that this shows the project in “time” terms.

## 11. **Any Other Business**

Questionnaire – PC mentioned that in order to produce the Qs in May we must have the Questions ready very shortly – RMJ added that it needed to be piloted too.

DG mentioned that the Focus Groups had been discussed at the RCCE meeting and there appeared to be no criteria for it. A pilot was discussed further and Marcus Pembrey added that the whole point of a pilot was to see how it works or does not work. PC speculated that the pilot may well take the Q production back further and it was decided that it was better to know the results of the pilot and take a view. Marcus talked further about sharing information and creating publicity about the NP and Qs will be key.

## 12. **Date and Time of Next Meeting** – 28<sup>th</sup> March 2017 - 7pm for 7.15 pm