



Clerk to the Council – David Walker
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
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Councillors are summoned to attend a meeting of Writtle Parish Council Highways & Transport Committee that will be held in the Parish Office on Monday, May 22, 2017 at 8.15pm

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The press and the public are cordially invited to attend

AGENDA

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **Apologies for absence.** The Clerk to advise of apologies for absence.
3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on February 20, 2017 as a true and correct record.
4. **Progress check.** To discuss any outstanding Highways & Transport points on the current action list issued for the recent Parish Council meeting.
5. **Declaration of Interests.** All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.
6. **Chelmsford Local Highways Panel.** To receive an update on the latest LHP Report and Minutes (14 March 2017).
7. **Parking on the bend at the junction of St Johns Green/Road cycle path.** To discuss whether the Parish Council would support a LHP scheme request to address the problems of parking on this bend.
8. **Parking in the laybys near the Writtle Surgery.** To discuss if the Parish Council would like to put up a sign regarding the parking and if so, to agree the wording of the sign. To discuss whether to proceed with a request for parking restrictions.
9. **Bus Timetable.** To discuss the missing timetable at Loves Walk.
10. **Any other reports.**
11. **Date of the next meeting.** The next meeting is on Monday, September 18 2017 in the Parish Office commencing at 8.15 pm.

Signed

Date

17 May 2017