



Clerk to the Council – David Walker  
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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 21, 2018 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 19, 2018 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. **Road and footway defects.** To receive a presentation on the road and footway defects that Essex Highways would, would not or might repair.
7. **Signage at Paradise Road.** To discuss the signage at the beginning of Paradise Road with regards to the Writtle Sports & Social Club.
8. **Chancery Place.** To discuss the condition of the road.
9. **Fox Burrows Lane.** To receive an update on the development in Fox Burrows Lane.
10. **Chelmsford Local Highways Panel.** To receive an update on the latest LHP Report and Minutes.
11. **Any other reports.**
12. **Date of the next meeting.** The next meeting is on Monday, 17 September 2018 in the Parish Office commencing at 8.15 pm.

Signed

Date

16 May 2018