



Clerk to the Council – Laretta Fox
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, September 17, 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 May 21, 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. **Parabolic Mirror Request.** To decide if we support the request received from the Writtle Surgery for a parabolic mirror to be installed to help drivers exit the surgery car park.
7. **Lordship Road/Ongar Road/The Green/Mayfield Road/Orchard Close junction improvement project.** To receive an update on this approved scheme.
8. **Chelmsford Local Highways Panel.** To receive an update on the latest LHP Report and Minutes.
9. **Any other reports.**
10. **Date of the next meeting.** The next meeting is on Monday, 18 February 2019 in the Parish Office commencing at 8.15 pm.

Signed

Date

12 September 2018