



**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 16, 2019 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 20, 2019 as a true and correct record.
4. **Progress check.** To discuss any outstanding Highways & Transport actions.
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. **Whitehead Close.** To provide an update following the mailing to residents.
7. **Applications for yellow lines.** To consider the committee's support for proposals received from two residents for parking restrictions at the junction of Back Road/Ongar Road/Victoria Road and at the East View/Ongar Road junction.
8. **Planting by Maltings Court sign.** To consider the committee's support for the application received to plant an area by the Maltings Court sign at the end of Laurence Croft.
9. **Signage around Wear Pond.** To consider the suggestion from a parishioner that road signs should be installed around the pond to warn drivers of ducks and ducklings in the road.
10. **Chelmsford Local Highways Panel.** To receive an update on the latest LHP Report and Minutes.
11. **Any items for next agenda.**
12. **Date of the next meeting.** The next meeting is on Monday, February 17, 2020 in the Parish Office commencing at 8.15 pm.

Signed

*Laretta Fox*

Date

11 September 2019