

DRAFT – TO BE APPROVED AT NEXT WRITTLE NEIGHBOURHOOD PLAN
STEERING GROUP MEETING



WRITTLE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Writtle Neighbourhood Plan Meeting held on Tuesday 17 July 2018, 7.30pm in the Parish Office

Members		✓= Present	A = Apologies	
Jonathan Weymouth	(CHAIR)	✓	James Holtom	✓
Phil Claydon		A	Sophie Jackson	A
Sue Bell		✓	Gordon Ingram	✓
Jackie Thomson		✓	Lois Bowser (part meeting)	✓
Lynne Hartley		✓	Louise Gannicott	✓
John Whitlock		✓		
In Attendance				
		✓= Present	A = Apologies	
Tim Middleton	(Writtle UC)	A		

ACTION

1. PUBLIC FORUM

1.1 NOTED it was **noted** that no members of the public attended the meeting.

2. APOLOGIES FOR ABSENCE

2.1 Apologies were noted above.

3. MINUTES OF THE LAST MEETING

3.1 AGREED the minutes of the Writtle Neighbourhood Plan Group meeting held on Wednesday 20 June 2018 were **agreed**, the minutes were signed as an accurate record.

3.2 AGREED proposed by Louise Gannicott and seconded by Sue Bell.

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3.3 AGREED the minutes of the meeting will be sent to the Writtle Parish Council and posted on the various Writtle websites. LH/GI

4. PROGRESS CHECK

4.1 NOTED It was **noted** that Robin Gowers, the newly appointed Manager for business based courses at Writtle UC has contacted Jonathan to arrange a meeting to discuss possible partnership working regarding engagement with business.

4.2 NOTED It was **noted** that Jeremy Potter, Head of Strategic Planning and Policy for Chelmsford City Council will be meeting with Jonathan and Chris Hibbitt on Monday 23rd July to discuss what was learned at the Crest Nicolson presentation on the proposed Warren Farm development at WUC on 9th July. JW

4.3 NOTED It was **noted** that Broomfield has not has the same presentation from the developer Crest Nicolson regarding the proposed development there.

4.4 AGREED It was **agreed** that the WNP wishes to engage with the developer without being seen to agree with their proposals, but rather to ensure that the group is not misrepresented at any public meeting. If we do not engage, our concerns will not taken into consideration.

4.5 NOTED It was **noted** that Crest Nicolson has requested to come to the September meeting of the WNP group to do a workshop.

4.6 AGREED It was **agreed** that it would be more appropriate for representatives of the WPC to also be invited to attend the workshop to ensure that the WNP and WPC are seen to be working as one. JW

4.7 AGREED It was **agreed** that members of the WNP group would put together a shopping list of requirements and concerns to be considered at that meeting. ALL

4.8 AGREED it was **agreed** that Sue will also put together a list of the WPC requirements and concerns based on The Highways Committee minutes SB

4.9 AGREED It was **agreed** that Louise will ask the WPC for permission to put a cupboard in the Parish Rooms for the purpose of storing data. LG

4.10 AGREED It was **agreed** that Jackie will make enquires regarding acquiring a cupboard and archive boxes. JT

5. COMMUNICATIONS

5.1 NOTED it was **noted** that the proposal to put together the WNP questionnaire by the company, Independent Data Analysts looked professional. It was suggested that Peter Jackling from IDA be invited to meet with Comms groups discuss the proposals further. JW/JH/GI/SJ

6 ENGAGEMENT EVENTS

6.1 NOTED It was **noted** that there was excellent engagement with the target age groups at the Writtle Schools fete on 23 June. Jonathan has

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the raw data here which will be useful both for drawing up the questionnaire, informing our policies and filling in the engagement log.

- 6.2 NOTED it was **noted** that Lynne has summarized the feedback from the Writtle Schools Council and will upload the document and a sample questionnaire to the Google Drive. Thanks were expressed to the children, teachers and head teacher. **LH**
- 6.3 AGREED it was **noted** that feedback was received from between 95 and 115 people at the Writtle country Fair on 14th July from a wide demographic. Jonathan advised that this can be summarized into 3 main themes: The Local Plan, traffic in the village now and in the future, the loss of independent retail. There were positive as well as negative comments about the Local Plan with 4 or 5 people expressing a view that more affordable housing would be a positive thing.
- 6.4 NOTED it was **noted** that Sophie has volunteered to type up the comments from the events on 23 June and 14th July. Jonathan to liaise on this. **JW/SJ**
- 6.5 NOTED it was **noted** with thanks that the Writtle Brownie Pack had completed their own project on living in the village now and in the future and have passed the data to Jonathan. Lynne will scan and upload onto the google drive. **LH**
- 6.6 NOTED it was **noted** that Jonathan will contact the headmaster at Hylands School to invite them to participate in gaining the views of their pupils. **JW**

Future engagement

it was **noted** that Lynne has contacted the Writtle Scouts to invite the views of their members on the future of Writtle. She will also contact the Guides and Youth Club. **LH**

7. FINANCE

- 7.1 NOTED it was **noted** that the grant application was currently on hold. Phil will check out the process for progressing the application. **PC**
- 7.2 NOTED it was **noted** that the expenses sheet submitted by Jackie showed that the WNP has spent a total of £2227.94 to date.

8. ANY OTHER BUSINESS

There were no AOB

9. DATE OF THE NEXT MEETING

- 9.1 NOTED the date of the next meeting will be **Wednesday 19 September 2018** at 7.30p at the Parish Rooms.
- 9.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 9 September, 2018**.

MEETING CONCLUDED 9:10PM

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Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: