

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 Wednesday 20 June 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	✓
Lynne Hartley		✓	Louise Gannicott (part meeting)	✓
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 23 May 2018 were **agreed**, the minutes were signed as an accurate record.

3.2 AGREED proposed by Sue Bell and seconded by Gordon Ingram.

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- 6.1 NOTED It was **noted** that Louise, Sue and Jonathan will attend the Writtle Infant and Junior Schools fete on 23 June to engage with parents and gather their views on the village and its future. They will take the feather flags, A boards, and maps. They will also take small items with the WNP logo to give away as well as stickers for children. **LG/SB/JW**
- 6.2 AGREED it was **noted** that Jackie, Lynne and Phil will lead the event at the Writtle Country Fair, following a similar format to the schools fete, depending on lessons learnt there **JT/LH/PC**
- 6.3 AGREED it was **agreed** that the Comms team will draft an email to those expressing an interest in supporting the group, asking if they are able to assist at the July event. **GI/H/SJ**
- 6.4 NOTED it was **noted** that Louise and Lynne will conduct an engagement exercise with the Junior Council (consisting of elected representatives from each class in the Writtle Infant and Junior Schools), to gather their views on the positives and negatives of living in Writtle and their ideas for the future. **LG/LH**
- 6.5 NOTED It was **noted** that Lynne will engage with local youth organisations such as the Scouts and Guides asking their leaders to scope a project will capture their views. **LH**
- 7. FINANCE**
- 7.1 NOTED it was **noted** that the grant application was submitted in early June. Thanks were expressed by the group to Phil for his hard work on this. We have been requested to re-submit the application including detailed quotes for each item over £1000. A contingency amount will also be added. We will need to go through the expression of interest process again **PC/JW/ PC Clerk**
- 7.2 AGREED it was **agreed** that Jackie will get a quote for the production of the questionnaire using 120 Gsm quality paper for the cover and 80 Gsm for the inside pages. **JT**
- 7.3 NOTED it was **noted** that the expenses sheet submitted by Jackie showed that the WNP has spent £1545.26 of the initial £1800 allocated by the WPC.
- 8. ANY OTHER BUSINESS**
- 8.1 NOTED it was **noted** that Jonathan is unavailable on the 18th July, the date of the next meeting. He suggested the date of the 17th July for the meeting. Lynne will ask Lauretta if the Parish Rooms are available on that date. **LH**
- 11. DATE OF THE NEXT MEETING**
- 11.1 NOTED the date of the next meeting will be **Tuesday 17 July 2018** at 7.30pm **At the Parish Rooms- confirmed**

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STEERING GROUP MEETING

11.2 NOTED it was **noted** that agenda items should be submitted to the **Chair**
before **Friday 6 July, 2018**.

MEETING CONCLUDED 9:20PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: