

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 23 May 2018, 7.30pm in the Parish Office

Members		✓= Present	A = Apologies
Jonathan Weymouth	(CHAIR)	A	James Holtom ✓
Phil Claydon		✓	Sophie Jackson A
Sue Bell		✓	Gordon Ingram ✓
Jackie Thomson (Acting Secretary)		✓	Lois Bowser ✓
Lynne Hartley (Acting Chair)		✓	Louise Gannicott ✓
John Whitlock		A	
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 Thursday April 19, 2018 were **agreed**, the minutes were signed as an accurate record.

3.2 AGREED proposed by Sue Bell and seconded by Jackie Thomson.

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

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4. **PROGRESS CHECK** see below

5. **COMMUNICATIONS**

- 5.1 NOTED it was **noted** that the minutes of the last meeting had been placed on the various Writtle websites including our own.
- 5.2 NOTED it was **noted**, as advised by Gordon, that Chris Hibbitt wants the Essex Info Website only to be updated by David Walker and Laretta Fox. The Group are to provide them with suggestions and comments, however.
- 5.3 NOTED it was **noted**, as advised by Gordon that the questions within the Broomfield Questionnaire would be similar to ours. The Comms Team will meet shortly to 'fine tune' the Writtle version. GI/JH/SJ
- 5.3.1 AGREED all **agreed** that input from children is needed (see Future Events). James suggested the possible creation of a separate questionnaire for children, to be completed electronically at local schools.
- 5.3.2 NOTED It was **noted** that Gordon suggested a meet with John Whitlock and John Blake regarding processing / analysis of questionnaire results. Gordon will speak with Jonathan for his views on this. GI
- 5.23. AGREED it was **agreed** that Lois's suggestion of advertising future WNP events in the library was a good idea. The 'Have your Say' flags could be placed there and posters displayed showing future events. Lois will liaise with the Comms Team to create posters, and Jackie to speak to the printers. LB/GI/JH/SJ/JT

6 **WORK SHOP**

- 6.1 AGREED it was **agreed** that the work shop on 28/4 was successful and a lot was learnt in presentation / organisation of future events in the village. Sue confirmed that the photos have now been uploaded to the various websites and Google Drive.
- 6.2 AGREED it was **agreed** that the Comms Team would contact those who wish to be informed of the Group's progress, or to help with future events. Lynne will resend Jonathan's in this regard to the Comms Team. LH
- 6.3 AGREED Gordon has requested demographic breakdown of those present (which Phil will also require for the Grant application) – content to be obtained from NOMIS or RCCE. PH/GI

7 **FUTURE EVENTS**

- 7.1 NOTED it was **noted** that Peter Cracknell and Chris Hibbitt will hold a meeting at the Parish office with Crest Nicholson on 01/06/18 to discuss highways issues around Writtle both now and if the Warren Farm development was to proceed. Sue Bell will be present at the meeting, representing the Highways Dept, and WNP Group. SB
- In relation to the above, Gordon advised the Group that Warren Farm Estate land where Crest Nicholson are proposing to build is of great archaeological interest (Roman Road/crop circle/Roman site etc.) and CN will be asked to carry out a full geographical survey.

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7.1 AGREED it was **agreed** that Louise would book a table at the Infant and Junior School's fete which will be held on 23/06. Louise and Sue to organise. LG/SB

7.2 AGREED the Village Fete is to be held on 14/07 and it was **agreed** that we will also hold a stall there. Lynne and Jackie to organise, and purchase items with our logo on to give away. LH/JT

7.3 AGREED it was **agreed** by all that a stall would not be held at the Jazz Festival.

8 ENGAGEMENT

8.1 NOTED it was **noted** that Louise and Lynne would attend a pre-meeting on 15/06 regarding the meeting on 25/06 with Wendy Walker/Chris Hibbitt and the Junior Parish Council, which is formed of representatives from each class, both Infants and Junior schools. The children will be asked for their ideas on Writtle's future. This information can be used to inform the questionnaire. LG

8.2 AGREED it was **agreed** that Louise would draft a letter to all parents to obtain their views on point 8.1 above. Comments can be relayed at the meeting on 25/6 She will speak to Wendy Walker/Chris Hibbitt before doing this. LG

9 FINANCE

9.1 NOTED it was **noted** that Phil had, with the assistance of David Walker, part-completed the Expression of Interest Form in respect of the Grant. The Group made various suggestions on wording of some responses which were noted by Phil. Jackie suggested he contacts East Bergholt for further advice and will send him relevant contact. He will also speak to Broomfield. The 'live' application needs to be submitted by 08/06/18 after being approved by the RCCE. PC/JT

9.2 AGREED Future budgeting was discussed and it was agreed that Jackie would obtain an estimated cost for the printing of 3000 questionnaires (12-16 sides, A4 booklet style using same colour as flyer. JT

10. ANY OTHER BUSINESS

10.1 AGREED it was **agreed** that there would be no WNP Steering Group meeting in August due to various members being unable to attend. Email communication within the Group will continue throughout and the next meeting will be held in September. Lynne will cancel the room booking for August 22nd. LH

11. DATE OF THE NEXT MEETING

11.1 NOTED the date of the next meeting will be **Wednesday 20 June 2018** at 7.30pm – venue to be decided.

11.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 8 June, 2018**.

MEETING CONCLUDED 9:50PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

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Date: