

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 26th September 2018,
7.30pm in the Parish Office

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

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

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Wednesday 17 July 2018 were **agreed**, the minutes were signed as an accurate record.

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

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. UPDATE ON PROGRAMMING FOR WARREN FARM, LOCAL AND NEIGHBOURHOOD PLAN AND POTENTIAL EFFECT ON CIL PAYMENTS

4.1 UPDATE Chris Hibbitt and Jonathan Weymouth updated the meeting on the discussion with Chelmsford City Council on the timing of the Local Plan, the Neighbourhood Plan and Planning Applications for Warren Farm and the effect on CIL payments.

4.2 UPDATE There was an update on the Crest Nicolson Community Groups Workshop which took place on 13 September.

4.3 UPDATE A programme is being put together for the future production of the Local Plan and guidance is being sought from Chelmsford CC. Jonathan, Chris Hibbitt and Tim Roper attended with a meeting with Chelmsford CC on 10 September to discuss the parallel programmes of the Local Plan and Warren Farm to ensure maximum benefit from the Plan and CIL receivable. PC

5. PROGRESS CHECK

5.1 NOTED It was **noted** that all actions under item 4 of the minutes of 17 July had been reviewed and were completed.

6. COMMUNICATIONS

6.1 NOTED It was **noted** that the Questionnaire is in its final draft form and is programmed to be launched in the second/third week in October 2018 will be delivered to all households by hand. There will also be an online option. A separate business/local organization questionnaire is also being prepared, which is likely to be online only.

6.2 AGREED Sue Bell to request assistance from WPC councillors for assistance in delivering the questionnaires. Lynne to review the distribution used for the initial launch flyer SB/LH

6.3 AGREED it was agreed to review the VDS and Project Plan during the questionnaire period. GI

6.4 AGREED it was agreed that Phil Claydon will re-visit the provisional programme. A small sub-group will be set up under Phil Claydon to work on the programme. PC

6.5 AGREED It was agreed that Jonathan will write to CCC (Jenny Robinson) for guidance on the timing of the formal process to adopt the Neighbourhood plan. JW

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- 6.6 AGREED It was agreed that JW will write to John Blake (Broomfield NP) for an update on their progress and ideas on business consultation. JW
- 6.7 AGREED It was agreed that Tim Middleton will undertake to consult on possible WUC collaboration and realistic timings for the business consultation process. TM

7. ENGAGEMENT EVENTS

- 7.1 NOTED It was **noted** that there was nothing further to report at this time.

8. FINANCE

- 7.1 NOTED It was **noted** that a grant of £6,500 has been received from Locality.
- 7.2 NOTED It was **noted** that the first invoice from IDA of £1,845.60 incl. VAT has been passed to WPC for payment.

9. ANY OTHER BUSINESS

There were no further AOB.

10. DATE OF THE NEXT MEETING

- 9.1 NOTED The date of the next meeting will be **Wednesday 17 November 2018** at 7.30pm at the Parish Rooms.
- 9.2 NOTED It was **noted** that agenda items should be submitted to the **Chair** before **Tuesday 9th November, 2018**.

MEETING CONCLUDED 9:10PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: