



## **Writtle Neighbourhood Plan**

Chair – Jonathan Weymouth  
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT  
Tel: 01245 42020 E-mail: jonwey09@gmail.com

**Members are summoned to attend the Writtle Neighbourhood Plan Meeting that will be held at the Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT on Wednesday 16 January 2019 at 7.30pm.**

**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**

**3. Minutes of the last meeting**

The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 19 December 2018 as a true and correct record.

**4. Progress check**

- Update on progress of the plan and actions from the last meeting.
- Meeting with Writtle University College
- Progress against timescale

**5. Communications**

- Update on the processing of questionnaire responses
- Writtle News update

**6. Classification and storage of evidence**

- Update on storage of documents on google drive

**7. Topic Groups**

- Terms of reference
- Topic leads

**8. Finance**

- To receive a financial update
- Proposed budget 2019/2020

**9. Any other business**

**10. Date of the next meeting: February 20 2019**