

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 19 June 2019, 7.30pm in the Parish Office.

<b>Members</b>		✓= Present	A = Apologies
Jonathan Weymouth	(CHAIR)	✓	James Holtom
Phil Claydon		A	Sophie Jackson
Sue Bell		A	Gordon Ingram
Jackie Thomson		A	Lois Bowser
Lynne Hartley		✓	Louise Gannicott
<b>In Attendance</b>		✓= Present	A = Apologies

**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 21 May 2019 were **agreed and** signed as an accurate record.

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3.2 AGREED proposed by Sophie Jackson and seconded by James Holtam.

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 Jonathan Weymouth has written to Professor Tim Middleton, the Vice Chancellor of WUC to arrange a meeting with himself and Jon Herbert. **Post meeting notes arranged for 12<sup>th</sup> July.**

4.2 NOTED It was **noted** that a meeting to look at draft vision and objectives has taken place.

4.3 NOTED it was **noted** that Jonathan's update appeared in the Writtle News at the end of May.

**5. COMMUNICATIONS**

5.1 NOTED it was **noted** that no response has been forthcoming from the WPC regarding WPC website. **PC**

**6. LOCAL PLAN AND NEIGHBOURHOOD PLAN**

6.1 NOTED it was **noted** that Jonathan attended a meeting on 10 June at Chelmsford City Council with Jeremy Potter, Councillors Roper and Watson, Andrew Watson and Crest Nicolson. Items discussed included an update that no date has yet been set for the Inspector to look at the modifications to the Local Plan. Planning permission could be granted in early 2020 with a build commencement date of no earlier than 2021.

6.2 NOTED it was **noted** that a meeting is to take place between WPC, Writtle minors and Crest Nicolson to discuss football pitches.

6.3 NOTED it was **noted** that Steven Robinson is the City Councillor for the Chignal area. He has formed an action group against the bus route planned to go through Avon Road.

6.4 NOTED it was **noted** that following a change of political power at Chelmsford City Council, currently there are no plans to modify the Local Plan. Modifications will go to Cabinet on 1 July 2019 and full council on 16 July 2019. Further clarification likely from mid- August onwards for 6 weeks

6.5 NOTED it was **noted** that the Writtle Neighbourhood Plan is targeted to be adopted by September 2020.

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**7. Finalisation of the vision, objectives and projects**

- 7.1 AGREED the meeting **agreed** that a number of amendments would be made to the vision and objectives and that these would be circulate to the group for final comments. Once agreed these will be forwarded by Jonathan to Jon Herbert. A further workshop with Troy to be arranged for those available to discuss further plus their analysis report. **Post meeting note – 12th July.**
- 7.2 AGREED it was **agreed** to define projects once the group are at the stage of writing Policies.

**8. TECHNICAL SUPPORT**

- 8.1 NOTED it was **noted** that Jonathan and Jon have had a conference call with an AECOM representatives. During the call a template was completed which will be used to ascertain which packages AECOM can offer. A report will go to My Locality. Jonathan will follow up on 28 June. **JW**
- 8.2 AGREED it was **noted** the AECOM will consider whether they can assist with a landscape design study.
- 8.3 NOTED it was **noted** that the Troy analysis report was received and circulated. Jonathan to formally pass to the chair of WPC Planning sub-committee. **JW**

**9. FINANCE**

- 9.1 NOTED it was **noted** that the first invoice from Troy has been passed for payment.
- 9.2 NOTED it was **noted** that there has been no update from Locality regarding our grant submission. **Post meeting note an offer for the full £9000 has since been received and details passed to Troy.**

**10. ANY OTHER BUSINESS**

- 10.1 AGREED it was **agreed** that the group does not have the capacity to attend the Writtle Fayre to provide an update on our progress on 10 August due to other commitments. It was agreed that a display in the autumn, possibly in the library, would be a suitable alternative. **LH**

**11. DATE OF THE NEXT MEETING**

- 11.1 NOTED The date of the next meeting will be Wednesday 17<sup>th</sup> July 2019 at 7.30pm at **9 Redwood Drive, Writtle CM1 3LY.**
- 11.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 5<sup>TH</sup> July, 2019.**

**MEETING CONCLUDED 9. 50PM**

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**Signed:**

*For and on behalf of Writtle Neighbourhood Steering Group*

**Date:**