

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 Tuesday 21 May 2019, 7.30pm in the Parish Office.

Members		✓= Present	A = Apologies
Jonathan Weymouth	(CHAIR)	✓	James Holtom part meeting 7.45 ✓
Phil Claydon		✓	Sophie Jackson ✓
Sue Bell		A	Gordon Ingram ✓
Jackie Thomson		✓	Lois Bowser Part meeting 8pm ✓
Lynne Hartley		✓	Louise Gannicott part meeting 7.50 ✓
Shamiso Sithole		A	
In Attendance			
		✓= 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 17th April 2019 were **agreed and** signed as an accurate record.

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3.2 AGREED proposed by Sophie Jackson and seconded by Gordon Ingram.

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 Professor Tim Middleton, the Vice Chancellor of WUC has advised that he will welcome a meeting with the WNP group and Jon Herbert.

4.2 NOTED it was **noted** that Jonathan has written a brief article for the May edition of Writtle News giving an update on the WNP groups progress.

4.3 NOTED It was **noted** that the WNP mailbox will be managed by the Parish Clerk who will forward any communications to Lynne.

4.4 NOTED it was **noted** that agendas and minutes for 2017/18, finance reports and invoices and all paperwork relating to feedback from engagement events have been placed in the WNP cupboard in the Parish rooms.

5. **COMMUNICATIONS**

5.1 AGREED it was **agreed** that Phil will find out when the WPC website will be ready. **PC**

5.2 NOTED it was **noted** that Jonathan has notified Chelmsford City Council and RCCE of the appointment of Troy Planning and Design as consultants to the Writtle Neighbourhood Plan group.

5.3 NOTED it was **noted** that Jonathan will be asking for questions from the floor rather than giving a presentation at the Annual Parish Meeting on the 22nd May and for Q&A sheets to be placed on the seats for the meeting.

6. **LOCAL PLAN AND NEIGHBOURHOOD PLAN**

6.1 NOTED it was **agreed** that following the review by the group of Troy's Initial Review that a meeting needs to take place before the next planned meeting on 19 June to consolidate the objectives for our neighbourhood plan. Jonathan to find out when Jon Herbert is available. **JW**

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7. TOPIC GROUPS

- 7.1 AGREED it was **agreed** that on advice from Troy, the Natural Environment group will not attend the Open Gardens event to seek views on Writtle views. Jon Herbert advises to wait to see what free landscape advice is available to us. Lynne to advise Wendy Hibbitt and Open Gardens organisers. **LH**

8. FINANCE

- 8.1 NOTED it was **noted** that unspent funds have been sent back to Locality. We have been given a reference number for applying for future grants.

9. ANY OTHER BUSINESS

- 9.1 NOTED it was **noted** by Gordon that we need to consider how to expand the WNP online coverage.
- 9.2 NOTED it was **noted with thanks** that James is in the process of improving the layout of the questionnaire data sheet.

10. DATE OF THE NEXT MEETING

- 10.1 NOTED The date of the next meeting will be **Wednesday 19th June 2019** at 7.30pm at the Parish Offices, The Green, Writtle.
- 10.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 10th May, 2019**.

MEETING CONCLUDED 9. 17PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: