

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 17 April 2019, 7.30pm in the Parish Office.

<b>Members</b>		✓ = Present	A = Apologies	
Jonathan Weymouth	(CHAIR)	✓	James Holtom	✓
Phil Claydon		✓	Sophie Jackson	✓
Sue Bell		A	Gordon Ingram	✓
Jackie Thomson		A	Lois Bowser (Part meeting)	✓
Lynne Hartley		✓	Louise Gannicott	✓
Shamiso Sithole		A		
<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 20th March 2019 were **agreed and** signed as an accurate record.

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- 3.2        AGREED        proposed by Gordon Ingram and seconded by Sophie Jackson.
- 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**
- 3.4        NOTED        it was **noted** that Professor Tim Middleton and John Whitlock will not be attending further WNP meetings. Lynne to remove their details from the circulation list.        **LH**
- 4.    PROGRESS CHECK**
- 4.1        AGREED        it was **noted** that a note had been received from Professor Tim Middleton, the Vice Chancellor of WUC outlining the college plan. Jonathan will circulate this to the group.        **JW**
- 4.2        AGREED        it was **agreed** that Jonathan will write an introduction for the WNP page of the new WPC website.        **JW**
- 4.3        NOTED        it was **noted** that Lynne has sent an electronic copy of version 5 to the Parish Clerk.
- 4.4        NOTED        it was **noted** that Jonathan has sent version 5 of the IDA report to Chelmsford City Council and RCCE.
- 4.5        NOTED        it was noted that the raw data from which the summary report was produced by IDA has been uploaded to the Google drive by Lynne.
- 5.    COMMUNICATIONS**
- 5.1        NOTED        it was **noted** that the deadline for the next edition of the Writtle Flyer is 1 May. Jonathan will write a brief article giving an update on the WNP groups progress.        **JW**
- 5.2        AGREED        it was **agreed** that the Q&A's on the WNP put together by Sophie and Phil for the new WPC website were ratified, subject to a few small amendments. These will now be sent to the Parish Clerk.        **SJ**
- 5.3        AGREED        It was agreed that Jonathan will ask the Parish Clerk as to whether an official WNP mailbox **should go on the new WPC domain.**        **JW**
- 5.4        NOTED        it was noted that Jonathan may ask for questions from the floor rather than giving a presentation at the Annual Parish Meeting on the 22<sup>nd</sup> May. The Q&A sheets will be placed on the seats for the meeting. JW to clarify with Chris Hibbitt. *Post meeting note – CH supports this proposal.*

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- 5.5 NOTED it was **noted** that the Natural Environment Group will attend the Writtle Open Gardens day – see item 7.4.
- 5.6 AGREED it was **agreed** that if possible, the Natural Environment group will bring photos of views of Writtle to the Annual parish. . *Post meeting note Chris Hibbitt supports this proposal which will not clash with the archive's exhibition.* **SB/LH**
- 5.7 AGREED it was **agreed** that the decision of whether to book a stall at the Village fayre event due to take place on 10<sup>th</sup> August will be made once the meeting with Jon Herbert has taken place.

## 6. LOCAL PLAN AND NEIGHBOURHOOD PLAN

- 6.1 NOTED it was **noted** that Troy Consultancy has been appointed to act as Counsultant to the WNP to assist in putting together the neighbourhood Plan.This has been ratified by the WPC. JW thanked Lois for her hard work in this.
- 6.2 NOTED it was **noted** that a date for a workshop run by Jon Herbert from Troy Consulting has been set for 8th May in the Parish Rooms. The purpose the workshop is to get to know the group and to get a feeling for what progress we have made towards getting together data for our neighbourhood plan.The evening will start with a „walkabout“ the village.
- 6.3 AGREED it was **agreed** that each topic group will send Lois the documents they have produced so far. Lois will forward these on to Jon Herbert. **LB**
- 6.4 AGREED it was agreed that JW would inform CCC and RCCE of the Troy Appointment. **JW**

## 7. TOPIC GROUPS

- 7.1 NOTED it was **noted** that the Heritage group have now completed their document on churches..
- 7.2 NOTED it was **noted** that the Highways and Transport group have gathered Information on public rights of way and bus services.
- 7.3 NOTED it was **noted** that the Business group will look at the feedback gathered at the Writtle Fayre.
- 7.4 NOTED it was **noted** that the Natural environment group have booked a stall on The Green on the day of the Open Gardens event on 9th June. They will exhibit a number of photos of views of Writtle on which they will seek the views of the residents of Writtle. To gain the views of as many people as possible, a link will be put on Writtle Next door and Writtle Voice to survey monkey where the same photos will be posted.

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**8. FINANCE**

- 8.1 NOTED it was **noted** that the report for 2018-2019 has been submitted to the WPC.
- 8.2 NOTED it was **noted** that we are awaiting advice that a refund of £1500 pounds from Groundworks had been made by the RFO of WPC

**9. ANY OTHER BUSINESS**

- 9.1 AGREED it was **agreed** that all paperwork relating to feedback from engagement events will be collated together into one folder and placed in the WNP cupboard in the Parish rooms. **LH**
- 9.2 NOTED it was **noted** that Jonathan will speak to Chris Hibbitt regarding the possibility of putting together a Writtle village calendar. **JW**  
*Post meeting note this proposal was not supported.*

**10. DATE OF THE NEXT MEETING**

- 10.1 NOTED The date of the next meeting will be **Tuesday 21<sup>st</sup> May 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 10<sup>th</sup> May, 2019**.

**MEETING CONCLUDED 9.35 PM**

**Signed:**

*For and on behalf of Writtle Neighbourhood Steering Group*

**Date:**