

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 20 December, 2017,
7.30pm
in the Parish Office

Members		✓ = Present	A = Apologies	
Jonathan Weymouth	(CHAIR)	✓	James Holtom	✓
Phil Claydon		✓	Sophie Jackson	✓
Sue Bell		✓	Gordon Ingram	✓
Jackie Thompson		✓	Lois Bowser	✓
Lynne Hartley		✓	Louise Gannicott	✓

In Attendance		✓ = Present	A = Apologies	
Tim Middleton	(Writtle A.C)	✓		

ACTION

1. APOLOGIES

1.1 No apologies were received

2. MINUTES OF WNP INFORMAL MEETING 5

2.1 NOTED it was **noted** that an amendment is required to item 7 of the Minutes from: *Phil to pull together the actions of the group in respect of putting together a questionnaire* to: Phil to put a project plan together for future activities. **LH**

2.2 AGREED the minutes of the Writtle Neighbourhood Plan Group held on November 22 2017 were agreed as an accurate record subject to the changes requested that the agreed minutes be signed.

2.2.1 AGREED it was **proposed** by Sue Bell and seconded by Gordon Ingram.

3. MATTERS ARISING

3.1 NOTED the Chair welcomed Tim Middleton, Vice Chancellor of Writtle University College.

4. LOCAL PLAN PROGRESS AND NEIGHBOURHOOD PLAN

4.1 NOTED It was **noted** that the Chair attended the North and West Chelmsford action group meeting on 23 November along with 3 city councillors and representatives from the Walthams and Broomfield.

4.2 NOTED it was **noted** that the local plan will be issued on 13 January, councillors will have 5 days to comment. The public consultation period will last from the end of January to the end of March.

4.3 NOTED it was **noted** that the Chair and the Chair of the Writtle Parish Council prepared a critique of the traffic report prepared by Ringway Jacobs relating to the proposed development at Warren Farm and this was passed to the action group.

DRAFT – TO BE APPROVED AT NEXT WRITTLE NEIGHBOURHOOD PLAN
STEERING GROUP MEETING

5. TERMS OF REFERENCE

- 5.1 NOTED it was **noted** the Writtle Parish Council formally passed the Writtle Neighbourhood Plan Group terms of reference and therefore the Steering Group was now properly constituted.

6. NOMINATION AND ELECTION OF OFFICERS

- 6.1 NOTED it was **noted** that Gordon Ingram proposed Jonathan Weymouth as Chairman, this was seconded by James Holtom.
- 6.2 NOTED it was **noted** that Sue Bell proposed Lynne Hartley as Secretary, this was seconded by Jackie Thompson.
- 6.3 NOTED it was **noted** that there were no nominations for Vice Chair.
- 6.4 NOTED it was **noted** that Sue Bell nominated Jackie Thompson as Finance Coordinator this was seconded by Lynne Hartley.
- 6.5 AGREED it was **proposed** by the Chair that he approach the Chair of WPC to ask him to encourage more councillors to become part of the NP group. **JW**

7. RELAUNCH OF STEERING GROUP, ATTENDANCE AND CO-OPTION

7.1 RCCE MEETING 13TH DECEMBER 2017 AND SUBSEQUENT CONTACT

- 7.1.1 NOTED it was **noted** that Phil and Lois attended the RCCE meeting.
- 7.1.2 NOTED it was **noted** that Ingatestone NP group have secured central government funding of £2500. A total of £9k can be obtained. Applications are made through the parish council. it was noted that putting together a bid would need to be done by the end of January.
- 7.1.4 NOTED it was **noted** that Ingatestone were currently asset mapping.
- 7.15 AGREED the RCCE have details of an organisation that can pull together Parish level statistics. It was proposed that the group pursue this option. **JT**
- 7.16 AGREED it was **proposed** that the Chair request that the RCCE facilitate a workshop to kick start community engagement, this would involve the community attending an event where RCCE lead the discussions and undertake SWOT analysis to gather local opinion on the priority themes to be addressed in the NP. Subject to availability, Writtle University College would be an ideal venue for a workshop. Local businesses could be approached to provide refreshments. **JW/TM**
- 7.17 AGREED it was **proposed** that the Chair will invite Sarah Sapsford to the next NP meeting, indicating that an April date is preferred for a workshop. **JW**

7.2 QUESTIONNAIRE

- 7.2.1 NOTED it was **noted** that it would be beneficial to start putting together a questionnaire which could be tweaked once key priorities have crystallised following engagement with the community. **GI/JH/SJ**

DRAFT – TO BE APPROVED AT NEXT WRITTLE NEIGHBOURHOOD PLAN
STEERING GROUP MEETING

7.3 COMMUNICATIONS

- 7.3.1 AGREED it was **proposed** that a communications group would be set up. Writtle University College have a member of staff with experience of journalism who may be able to assist. **PC/SJ/TM**
- 7.3.2 NOTED it was **noted** that other NP groups have considered the idea of a short video as a means to promote local engagement.
- 7.3.3 AGREED it was **proposed** that a story board for a video be put together. The project may be of interest to a student at Writtle College. An application could be made to central government to fund the production of the video. **JW/TM**
- 7.3.4 NOTED it was **noted** that a model of Writtle village would be of great interest to residents. This is a project that may be of interest to garden and landscape students.
- 7.3.5 AGREED it was **proposed** that an approach is made to Ordnance Survey and Google maps. **JH**
- 7.3.6 NOTED it was **noted** that a Writtle NP progress report will be produced for Writtle Flyer and Writtle News. **JW/GI**

7.4 ASSET MAPPING

- 7.4.1 AGREED it was **proposed** to contact RCCE for guidance on how to carry out asset mapping of businesses and clubs. **PC/SB**

8. FINANCE AND FUTURE BUDGET FROM WPC

- 8.1 NOTED it was **noted** that the forecast expenditure until March 31, 2018 is £2,500 and the Budget for 2018/19 is £10,000 and these amounts were approved at the Parish Council meeting held on December 4, 2017.

9. ANY OTHER BUSINESS

- 9.1 NOTED it was **noted** that the logo for WNP will be uploaded on to the google drive. **GI/JH**
- 9.2 NOTED it was **noted** that a document showing key project plan milestones will be produced. **PC**
- 9.3 NOTED it was **noted** that as part of a 5 year strategic plan, Writtle University College will be conducting a transport survey. They need to know where staff and students are travelling from. The data will be available in the Summer and will be shared with the group.

10. DATE OF THE NEXT MEETING

- 10.1 NOTED the Committee **noted** that the next meeting of Writtle Neighbourhood Plan Group will be held on **Wednesday January 17, 2018 at 7.30pm** in the Parish Office.
- 10.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 6 January, 2018**.

DRAFT – TO BE APPROVED AT NEXT WRITTLE NEIGHBOURHOOD PLAN
STEERING GROUP MEETING

MEETING CONCLUDED 9.35pm

Signed: _____

For and on behalf of Writtle Neighbourhood Steering Group

Date: _____