

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 December 2018, 7.30pm at Motts, The Green.

Members		✓ = Present	A = Apologies
Jonathan Weymouth	(CHAIR)	✓	James Holtom ✓
Phil Claydon		✓	Sophie Jackson ✓
Sue Bell		✓	Gordon Ingram A
Jackie Thomson		✓	Lois Bowser A
Lynne Hartley		✓	Louise Gannicott ✓
John Whitlock		✓	Tim Middleton (<i>Writtle UC</i>) 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 21 November 2018 were **agreed**, the minutes were signed as an accurate record.

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

- 5.6 NOTED it was **noted** with thanks that Phi Claydon has received 26 completed business questionnaires out of the 130 sent out.
- 5.7 AGREED it was **noted** that the Chair, Jonathan Weymouth, will write an article for the next edition of Writtle News giving an executive summary of the vision of the group and asking for residents with specialist knowledge to express their interest in joining one of the topic groups.
- 5.8 AGREED it was **agreed** that James Holtom will write an update for Writtle Next
- 5.9 AGREED it was agreed that Phil Claydon will put together a summary of the WNP aims and objectives to be posted on the groups website. PC

6. CLASSIFICATION AND STORAGE OF EVIDENCE

- 6.1 NOTED it was **noted** that a small cupboard in the Parish Office has been made available for storing WNP records. The paper questionnaires will be stored in the cupboard once the narrative contained in them has been extracted. SJ
- 6.2 AGREED it was **agreed** that Phil Claydon will research the cost of scanning the Questionnaires. PC

7. FINANCE

- 7.1 NOTED it was **noted** that Jackie Thomson has been requested by David Walker, WPC finance coordinator, to provide a breakdown of projected spend from April 2019 to April 2020. Jonathan and Phil will provide Jackie with this information. JT, JW, PC
- 7.2 NOTED it was **noted** that the WNP group still have approximately £3,400 left out of the Locality grant and initial amount of £2,450 provided by the WPC. One suggestion is that this is used to purchase policy writing training and/or getting advice on setting up and structuring our topic groups. Jonathan will get some costs on this and advise the WPC. JW

8. ANY OTHER BUSINESS

There was no other business.

9. DATE OF THE NEXT MEETING

- 9.1 NOTED The date of the next meeting will be **Wednesday 16th January 2019** at 7.30pm at the Parish Offices, The Green, Writtle.

- 9.2 NOTED it was **noted** that agenda items should be submitted to the **Chair**

DRAFT – TO BE APPROVED AT NEXT WRITTLE NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
before **Friday 4th January, 2019.**

MEETING CONCLUDED 8:45PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: