

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 21 February 2018, 7.30pm  
at Motts, The Green, Writtle, CM1 3DT

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

<b>In Attendance</b>		✓ = Present	A = Apologies	
Lesley Graham	(Writtle UC)	✓	Tim Middleton	A

**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.

Jonathan welcomed Lesley Graham, Pro Vice-chancellor of Writtle  
University College to the Group

**3. MINUTES OF THE LAST MEETING**

3.1 AGREED the minutes of the Writtle Neighbourhood Plan Group held on 17 January 2018 were noted and **agreed** after comments from James Holtom, Sophie Jackson and Lesley Graham were noted by the Chairman. The minutes were signed and approved as an accurate record.

3.2 AGREED proposed by Sophie Jackson and seconded by Sue Bell.

3.3 AGREED the minutes of the meeting will be sent to the Writtle Parish Council and posted on the various Writtle websites. JT/GI

**4. PROGRESS CHECK**

4.1 NOTED Jonathan Weymouth informed the Group that the North West Action Group, have appointed TTHC (traffic consultants) and Castle Planning

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Consultants to produce combined reports and representations on behalf of the four participating parishes for the latest consultation on the Local Plan.

- 4.1.2 NOTED It was **noted** that both Sue Bell and Jonathan Weymouth attended the City Council Local Plan drop-in meeting on 16/02/2018. Sue also advised that a Parish Council Public Consultation Drop-in will be held on 03/03/18 where all members of the public can attend and discuss any concerns they may have on the Local Plan.
- 4.1.3 NOTED it was **noted** by Sue Bell that the Highways panel of Essex County Council have carried out a 'traffic quantum' survey on The Green where speed limits were monitored and possible consideration is being given to the installation of a zebra/pedestrian crossing by Writtle pond. However, she is not too optimistic that this will actually happen.

### 5. COMMUNICATIONS and LAUNCH EVENT OF 28/04/18

- 5.1 NOTED it was **noted** that Sophie Jackson, together with Jonathan Weymouth and Phil Claydon, recently had a very productive meeting with Rebecca Hughes, Communications Officer at Writtle University College; various advice was provided in relation to further development of the Writtle Neighbourhood Plan including communication and event strategy.

### 6. DISCUSSION

#### 6.1 PROJECT PLAN

- 6.1.1 AGREED it was **agreed** that the project plan would be updated shortly. PC
- 6.1.2 NOTED it was **noted** that key project milestones had been updated by Phil Claydon
- 6.1.3 AGREED it was **agreed** that key dates re setting up of the Group be obtained from the Parish Clerk. SB/LH

#### 6.2 ASSET MAPPING

- 6.2.1 NOTED it was **noted** that the asset listing using Google maps will be progressed in due course. PC/SB
- 6.2.2 AGREED it was **agreed** that asset mapping would be discussed at the next Committee meeting
- 6.2.3 NOTED it was **noted** that Jackie Thomson has obtained the relevant census data from the RCCE, which has been passed to Jonathan Weymouth, and David Walker and Lauretta Fox at Writtle Parish Council

#### 6.3 COMMUNITY ENGAGEMENT

- 6.3.1 NOTED it was **noted** that Jackie Thomson and Lynne Hartley are continuing to co-ordinate the arrangements for the engagement launch to be held in the WUC main hall on 28<sup>th</sup> April, 2018 (see also 5.1 above) JT/LH
- 6.3.2 NOTED it was **noted** that Sophie Jackson, with the assistance of a member of WUC, had produced various design suggestions for the WNP logo;

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These were shown to the Group for comments and a vote was taken. Sophie will revert back to WUC for the final design to be created. SJ

Jonathan Weymouth will write to the Editor of the Writtle News to try to secure the back outside cover for an A5 version of the A4 announcement leaflet JW

6.3.3 NOTED it was **noted** that Lynne Hartley has set up a Community Log, with the assistance of Phil Claydon

**7. FINANCE**

7.1 NOTED it was **noted** that the sum of £45 (net of VAT) was spent last month to purchase census information from the RCCE (item 6.2.3 refers).

7.2 NOTED it was **noted** that £218.00 has been agreed to be spent on printing of announcement leaflet flyers for the Launch Event on 28<sup>th</sup> April.

7.3 AGREED it was **agreed** that Lesley Graham will provide costings for printing of posters, and A1 maps for display at the Launch Event LG

7.4 NOTED it was **noted** that there will be a charge of £250.00 in relation to RCCE's facilitation costs for the Launch Event on 28<sup>th</sup> April

**8. ANY OTHER BUSINESS**

8.1 NOTED it was **noted** that Tom Kinloch accepted the invitation from Prettys (solicitors) and will be attending a breakfast meeting at The County Cricket Club on 22 February where Jeremy Potter will speak about local planning. The Chair will also attend. TK/JW

JW will write to RCCE requesting guidance on analysis of the questionnaire by age /gender etc., its usefulness for profiling and requirement under the process of producing the NP. Also, their experience in processing and policing replies. JW

8.2 The Chair thanked Sophie for allowing the Group to use her home for this meeting which was echoed by all present.

**9. DATE OF THE NEXT MEETING**

9.1 NOTED the Committee **noted** that the next meeting of Writtle Neighbourhood Plan Group will be held on **Wednesday March 21, 2018 at 7.30pm** in the Parish Rooms.

9.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 9 March, 2018**.

**MEETING CONCLUDED at 21:15**

**Signed:** \_\_\_\_\_

*For and on behalf of Writtle Neighbourhood Steering Group*

**Date:** \_\_\_\_\_