

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 February 2019, 7.30pm in the Parish Office.

Members		✓= Present	A = Apologies	
Jonathan Weymouth	(CHAIR)	✓	James Holtom	✓
Phil Claydon		✓	Sophie Jackson	A
Sue Bell		✓	Gordon Ingram	✓
Jackie Thomson		✓	Lois Bowser (Part meeting)	✓
Lynne Hartley		✓	Louise Gannicott	✓
John Whitlock		A	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 16th January 2019 were **agreed**, the minutes were signed as an accurate record.

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- 6.2 NOTED that the it was **noted** that that all 3 parties should maintain dialogue to ensure programmes for the Council's Local Plan, Crest Nicolsons plan and the Writtle Nighbourhood Plan will be sequenced to ensure that the highest level of Community Infrastructure levy (CIL) is available to the WPC.
- 6.3 AGREED it was **agreed** that the group would benefit from appointing a consultant to assist with the process of determining the setting up of topic groups and writing policies.
- 6.4 NOTED it was **noted** with thanks that Lois has sent out a letter of interest to 3 consultancies. Two have replied – one expressing an interest in tendering and the other that there is a conflict of interest as they also do work for Chelmsford City Council.
- 6.5 AGREED it was **agreed** that Lois will send out letters and briefs to more Consultancies. Interviews will be conducted thereafter. LB
- 6.6 NOTED it was **noted** that the procedure and costs must be ratified by the Parish Council. Jonathan to check whether this has to be done by a full council. JW/CH/LF

7. TOPIC GROUPS

- 7.1 AGREED it was **agreed** that we need at least 6 topic groups: **Development and the Built Environment**, this will be led by Lois. **Traffic Highways and Paths**, be led by Louise who will be supported by Jackie and James. **Heritage and History** will be led by Gordon. He will be assisted by Wendy Hibbit, Jane Thomas and Dave Stock. **Natural environment** will be led by Sue who will be supported by Lynne, Sandra Nicolson and Liz Roe. **Community facilities and business** will be led by Phil who be supported by Sophie. **Housing**, this does not have a topic lead at the moment, but all Members of the group will support as needed.
- 7.2 AGREED it was **agreed** that Jonathan will ask Jenny Robinson if the college remains a special policy area (SPA) under the proposed Local Plan. JW
- 7.3 AGREED it was **agreed** that topic groups will put together a scoping document for the next meeting consisting of a context, summary of major concerns and thoughts for the future. ALL

8. FINANCE

- 8.1 NOTED it was **noted** that we have spent £5,156 of the Locality Grant. We have to give back the unspent portion of £1,343. In 2019/2020 we can apply to Locality for £2.5k plus the unspent amount.
- 8.2 NOTED it was **noted** that we have spent £1,539 of the £10k made available by WPC.
- 8.3 NOTED it was **noted** that Jackie had now agreed these figures with David Walker and that an estimate of £2,000 is to be held over from WPC for potential costs to year end 2019. The full WPC budget of £10,000 for

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2019/2020 for WNP.

9. ANY OTHER BUSINESS

Phil asked if we are required to create a sustainability appraisal and if so can we use the Local Plan document. Jonathan will ask Jenny Robinson. **JW**

Jackie volunteered to produce a breakdown of the issues in each topic group and circulate to the group. **JT**

10. DATE OF THE NEXT MEETING

10.1 NOTED The date of the next meeting will be **Wednesday 20th March 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 8th March, 2019**.

MEETING CONCLUDED 9.55 PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: