

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 January 2018, 7.30pm
in the Parish Office

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

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

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 December 20, 2017 were **agreed** minutes and signed and approved as an accurate record.

3.2 AGREED proposed by Sue Bell 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

4. PROGRESS CHECK

4.1 NOTED it was **noted** by James Holtom and the group concurred that the draft questionnaire while comprehensive regarding the built environment, required an additional section on community development including for example education and business access to the internet.

4.1.2 AGREED it was **agreed** that a section on community development will be added to the questionnaire together with appropriate points of contact for those responding online or via a hard copy document. GI/SJ

4.1.3 AGREED it was **agreed** that multiple references to Writtle Future in the draft questionnaire will be removed, leaving one reference in the title. Telephone contact numbers will also be removed. GI/SJ

4.1.4 AGREED it was **agreed** that comments on the draft questionnaire will be invited from the RCCE the parish council, local schools, Writtle College, Writtle Surgery and dentist to give them an opportunity to have an input. The Chair will compose a letter to be sent with the draft questionnaire to Local organisations.

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(post meeting note – GI has sent to RCCE)

JW

- 4.1.5 AGREED it was **agreed** that the amended questionnaire will be available on the group google drive 21 February 2018. GI/SJ
- 4.1.6 NOTED it was **noted** that the venue for the engagement workshop at Writtle College has been booked.
- 4.1.7 AGREED it was agreed that Jonathan Weymouth, Phil Claydon, Gordon Ingram and Sophie Jackson will request a meeting with Writtle College Communications Officer, Rebecca Hughes to discuss the development of a Writtle Neighbourhood plan communication and engagement strategy. JW/PC/SJ
- 4.1.8 AGREED it was **agreed** that Rebecca Hughes' assistance will be requested with developing graphics, posters, the layout and appearance of the Questionnaire, creating a story board and video.
- 4.1.9 AGREED it was **agreed** that Jackie Thompson will send her ideas for a poster to Sophie Jackson and Gordon Ingram to take forward. JT/SJ/GI
- 4.1.10 NOTED it was **noted** that the Chair will produce a progress report for the next edition of Writtle News and Writtle Flyer.
- 4.1.11 AGREED it was **agreed** that all communications regarding the engagement workshop due to take place on 28 April, 2018, should be ready to go out by 14 March, 2018 and a specific insert to go with the Writtle Flyer to save on costs and help delivery. *(post meeting note – Chair of WPC is agreeable to this*

5. RCCE –NEIGHBOURHOOD PLAN AND TRAINING SESSION

- 5.1 AGREED it was **agreed** that the Chair will contact the RCCE to ascertain the content of these sessions and how often they are run. JW

6. DISCUSSION

6.1 PROJECT PLAN

- 6.1.1 NOTED it was **noted**, with thanks, that a project plan had been drafted by Phil Claydon.
- 6.1.2 AGREED it was **agreed** that key project milestones will be updated by Phil Claydon PC
- 6.1.3 AGREED it was **agreed** that key dates re setting up of the group be obtained from the Parish Clerk. LH

6.2 ASSET MAPPING

- 6.2.1 NOTED it was **noted** that asset listing has been started using Google maps. This will be progressed once the communication meeting at Writtle College has taken place. PC/SB
- 6.2.3 AGREED it was **agreed** to obtain relevant census information from the RCCE for the purposes of asset mapping JT

6.3 COMMUNITY ENGAGEMENT

- 6.3.1 AGREED it was **agreed** that Jackie Thompson and Lynne Hartley will coordinate

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the arrangements for the engagement workshop to be held in the
Writtle College Hall on 28th April, 2018. JT/LH

6.3.3 AGREED it was agreed that the Secretary will set up and update a community
Log. Phil Claydon will devise a template. PC/LH

7. FINANCE

7.1 NOTED it was **noted** that the sum of £54 will be spent in the next month to
purchase census information from the RCCE (item 6.2.3 refers).

8. ANY OTHER BUSINESS

8.1 NOTED it was **noted** that Tom Linloch has been invited by Prettys (solicitors) to
attend a breakfast meeting at The County Cricket Club on 22 February
where Jeremy Potter will talk about local planning. The Chair will also
attend.

8.2 NOTED it was **noted** that Lynne Hartley will not attend the next meeting. Jackie
Thompson will kindly act as Secretary for this meeting.

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 February 21, 2018 at 7.30pm** at
the home of Sophie Jackson, at Motts, The Green, Writtle, CM1 3DT.

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

MEETING CONCLUDED 9.25pm

Signed: _____

For and on behalf of Writtle Neighbourhood Steering Group

Date: _____