

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 16 January 2019, 7.30pm at the Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT.

| Members | | ✓= Present | A = Apologies |
|----------------------|---------|------------|-------------------------------------|
| Jonathan Weymouth | (CHAIR) | ✓ | James Holtom |
| Phil Claydon | | A | Sophie Jackson |
| Sue Bell | | ✓ | Gordon Ingram |
| Jackie Thomson | | A | Lois Bowser |
| Lynne Hartley | | ✓ | Louise Gannicott |
| John Whitlock | | ✓ | Tim Middleton (<i>Writtle UC</i>) |
| 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 19 December 2018 were **agreed**, the minutes were signed as an accurate record.

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- 5.4 NOTED it was **noted** that Jonathan will write an article for the Writtle News summarizing the results of the survey as these should be available by the end of January.
- 5.5 AGREED it was **agreed** that once the IDA report comes back with their report detailing the results of the questionnaires we will need to put it into easy digestible form for use in Jonathans Writtle News article and for the website. Lynne and Sophie agreed to do this. LH/SJ
- 5.6 AGREED it was **agreed** that James will ask IDA if the results can be digitalized and published on the Writtle Parish Council Website. JH
- 5.7 NOTED it was noted that Jonathan was to write an article on progress for the Writtle Flyer – copy date 4th February.

6. CLASSIFICATION AND STORAGE OF EVIDENCE

- 6.1 NOTED it was **noted** that Lynne has begun saving minutes, agendas and various articles to the Google drive.
- 6.2 AGREED it was **agreed** that any documents to be saved to the Google drive should be scanned if hard copy or original electronic form and sent to Lynne for saving to the google drive to ensure uniformity of storage and classification. ALL
- 6.3 **AGREED** it was **agreed** that that the completed paper questionnaires will be stored in the WNP cupboard in the parish office.
- 6.4 AGREED it was **noted** that Phil Claydon had obtained the cost of scanning the questionnaires, £200. PC

7. TOPIC GROUPS

- 7.1 AGREED it was **agreed** that we need to attract subject specialists from outside the group to lead topic groups. Each group should consist of no more than 3 people.
- 7.2 AGREED it was **noted** that Jonathan will write a list of the topic groups that have come out of the questionnaires that have been analysed so far. He will suggest subject specialists to lead them. More topics may emerge once the final questionnaires are analysed. The group felt that a personal approach to individuals explaining the purpose of the topic group and the role of the lead would be more likely to elicit a positive response. JW

8. FINANCE

- 8.1 NOTED it was **noted** that we have spent £5.7k of the £6.5k Locality Grant. So we have £800 left to spend. Jonathan will check this with David Walker. Unspent funds must be sent back to Locality.
- 8.2 AGREED it was **agreed** that Jonathan will check with Laretta on the balance outstanding of the amount given to the WNP by the Parish Council for the year 2018/19. JW

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9. ANY OTHER BUSINESS There was no other business.

10. DATE OF THE NEXT MEETING

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

MEETING CONCLUDED 8:40PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: