

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 March 2018, 7.30pm in the Parish Office

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

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

3. MINUTES OF THE LAST MEETING

3.1 AGREED the minutes of the Writtle Neighbourhood Plan Group meeting held on Wednesday February 21, 2018 were **agreed**, the minutes were signed as an accurate record.

3.2 AGREED proposed by James Holtom and seconded by Lynne Hartley.

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 Jonathan Weymouth that he and Lynne Hartley had met with Michelle Gardiner (RCCE) to discuss the format of the launch event. Lynne circulated copies of the meeting notes.

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5. COMMUNICATIONS

- 5.1 NOTED it was **noted** that the minutes of the last meeting had been placed on the various Writtle websites including our own.
- 5.2 NOTED it was **noted** that 3000 flyers advertising the launch event were now ready for distribution.
- 5.2.1 AGREED it was **agreed** that the flyers will be distributed by members of the group, the week commencing 2 April. ALL
- 5.2.2 AGREED it was **agreed** that Lynne would find out details of the Parish Flyer distribution rounds and advise members of the group. LH
- 5.2.3 AGREED it was **agreed** that any remaining flyers will be taken to the Annual Parish meeting on 16 April. JW
- 5.2.4 AGREED it was **agreed** that Lynne will invite James to become a member of Writtle Next Door to enable him to post the Flyer electronically. LH
- 5.3 NOTED it was **noted** that the questionnaire is on hold until after the results of the workshop have been received from RCCE Michelle Gardiner.

6 LOCAL PLAN SUBMISSION

- 6.1 NOTED it was **noted** by the Chair that the North and West Parishes Group had submitted a joint response to the Pre-submission Chelmsford City Local Plan. This included a response on behalf of the Writtle Neighbourhood Plan Steering Group.
- 6.1.1 NOTED it was **noted** by Phil Claydon that around 70 online submissions had been made by Writtle Residents regarding the Chelmsford City Local Plan.
- 6.1.2 AGREED it was **agreed** that the Chair will request an update from the Parish Council on the number of paper copies submitted by local residents. JW

7. WORKSHOP EVENT 28 APRIL 2018

- 7.1 AGREED it was **agreed** that Jackie will arrange for badges for steering group members to wear at the event, and James to purchase hi-vis jackets.
- 7.1.2 AGREED it was **agreed** that Lynne will purchase A frames for the event as these can be used for future events. LH
- 7.1.3 AGREED it was **agreed** that Jackie will get quotes from printers for 2 feather banners and 1 street banner featuring the WNP logo. JT
- 7.1.4 AGREED it was **agreed** that Lynne will compile a register of contact details for attendees of the event who wish to be kept updated of WNP progress. LH
- 7.1.5 AGREED it was **agreed** that Lynne and Jackie will buy balloon set pieces for the event. LH/JT
- 7.1.6 AGREED it was **agreed** that Jackie will purchase a voucher from Coop for the £50 prize draw. JT
- 7.1.7 AGREED it was **agreed** that Lynne will find out how long it will take for the results of the workshop to be written up by RCCE. LH

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- 7.1.8 AGREED it was **agreed** that Lynne will check on the insurance arrangements with the Parish Clerks. LH
- 7.1.9 AGREED it was **agreed** that Lynne and Jackie will visit the College to work out signage and siting of feather banners and balloon set pieces, LH/JT
- 7.1.10 NOTED it was **noted** with thanks that Chris Bell will be the official photographer for the event. SB
- 7.1.11 NOTED it was **noted** with thanks that an event banner will be fixed to James Holtom's fence to give presence in the centre of the village JH/JT
- 7.1.12 AGREED it was **agreed** that Phil will suggest items for a visual display and circulate to members for comment PC
- 7.2.13` AGREED it was **noted** that assistance will be needed on the day of the event to assist with setting up the event, car park marshalling, meeting and greeting. ALL

8. ENGAGEMENT

- 8.1 AGREED it was **agreed** that the Chair will contact the Parish Council to request details of events that would be suitable for community engagement. JW
- 8.2 NOTED it was **noted** by the Chair that Phil has produced an excellent engagement log. The group were asked to send any comments to Phil. ALL
- 8.3 AGREED it was **agreed** that Lynne will send Phil the list of engagement occasions and events which have occurred to date. LH

8. FINANCE

- 8.1 NOTED it was **noted** that Jackie has invoiced the Parish Council £218 for flyers. Further invoices will be submitted: RCCE workshop services (£250), Co-op voucher £50, Banners and Balloons. JT
- 8.2 AGREED it was **agreed** that Jackie will investigate the new government funding for neighbourhood plan groups. JT
- 8.3 AGREED the Chair requested Jackie to prepare a schedule of present and future expenditure to report to the Parish Council JT

9. ANY OTHER BUSINESS

- 9.1 NOTED it was **noted** that CCC are required to prepare a new duty to support plan for Neighbourhood Plan groups by July 2018. Jenny Robinson currently has 7/8 groups to support.
- 9.2 NOTED it was **noted** that the Chair cannot attend the meetings in April and May. He requested that members advise him if they are prepared to chair either of these meetings. ALL
- 9.3 AGREED as there were no volunteers for April, it was **agreed** that the date of the next meeting will be changed to 19 April.
- 9.4 NOTED it was **noted** that Phil has been asset mapping with the help of Sue. He

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distributed a spreadsheet to the group with a request for them to spot any errors or omissions. ALL

9.5 AGREED it was **agreed** that the Chair will write to the RCCE for guidance regarding the wording of gender and ethnicity questions for the questionnaire. JW

9.6 NOTED it was **noted** that the new GDPR act has simplified the wording required around data handling. Apparently all that is required is a statement that data will be handled in accordance with the Act.

10. DATE OF THE NEXT MEETING

10.1 NOTED the Committee **noted** with thanks that the next meeting of Writtle Neighbourhood Plan Group will be held on **Wednesday April 19, 2018 at 7.30pm** at the home of Sophie Jackson, at Motts, The Green, Writtle, CM1 3DT.

10.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday April 6, 2018**.

MEETING CONCLUDED 9.15pm

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: