

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 March 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	A
John Whitlock		A	Shamiso Sithole	✓
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 20th February 2019 were **agreed subject to a change of wording to item 6.2**, the minutes will be signed as an accurate record once this is done.

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- 3.2 AGREED proposed by Phil Claydon and seconded by Gordon Ingram.
- 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** that the planned meeting with Writtle UC took place on 18thMarch. The Vice Chancellor Professor Tim Middleton will send a precis of how he sees the college developing in the future to include how the college will engage with the village. Jonathan will circulate this to the group. **JW/PC**
- 4.2 AGREED it was **agreed** that we could add outreach between Writtle College and the village to the scope of our plan as the College is the biggest asset in the village.
- 4.3 NOTED it was **agreed** that Phil will ask the Parish Clerk for an update on the progress of the new WPC website. It was suggested that the WNP draft vision and objectives could be posted on the new site giving residents the opportunity to comment on it. Phil will re-visit the draft document now that the questionnaire results have been received. **PC**
- 4.4 NOTED it was **noted** with thanks that Gordon has reviewed the Parish Plan and Village Design Statement and has circulated a copy of his review to the group. **GI**
- 4.5 NOTED it was **noted** that Jenny Robinson has advised that the college remains a Special Protected Area.
5. **COMMUNICATIONS**
- 5.1 NOTED it was **noted** that the various versions of the IDA Summary Report on the 2018 Neighbourhood Plan Development Plan Survey to the group for Comments.
- 5.2 AGREED it was unanimously **agreed** that version 5 will be adopted.
- 5.3 AGREED it was **noted** that Lynne will send an electronic copy of version 5 to the Parish Clerk.
- 5.4 AGREED it was **agreed** that the raw data from which the summary report was produced will be obtained from IDA by James and uploaded to the Google drive by Lynne. **JH/LH**
- 5.5 NOTED it was **noted** that the Writtle Flyer has been delivered to all Writtle Households. The flyer contained an article written by Jonathan on progress following the survey of Writtle residents.

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- 5.6 AGREED it was **agreed** that the Parish meeting due to take place on 22nd May will be a useful platform to provide a further update. Jonathan to prepare a Powerpoint presentation. **JW**

6. LOCAL PLAN AND NEIGHBOURHOOD PLAN

- 6.1 NOTED it was **noted** that we still only have 1 valid expression of interest (from Troy) to tender for the appointment of a general consultant despite sending Letter to 7 consultancies. They have sent a quote of £22k. Other neighbourhood groups have paid between £7k and £60k. Troy are currently working for South Woodham Ferrers NP group and it is possible that we could piggybank on this. Jon Herbert from Troy has local knowledge of Writtle, which is a benefit. We could ask for a break down of costs and cherry pick the items we would like.
- 6.2 AGREED It was **agreed** that Jonathan will go back to Jenny Robinson regarding a 2nd tender (from Navigus) that could not be considered as Chelmsford City Council has deemed there to be a conflict of interest with other work they are doing. He will argue that there is no conflict of interest. If they can quote and we can get a 3rd quote as requested by WPC we can then set up an interview.
- 6.3 AGREED it was **agreed** in relation to obtaining a 3rd quote, Jonathan will write to John Blake from the Broomfield NP for details of Ian Poole of People 4 Places who successfully tendered for the role of general consultant for their Plan. **JW**
- 6.4 AGREED it was **agreed** that Phil will investigate which grants are available to assist with the cost of appointing a consultant. **PC**

7. TOPIC GROUPS

- 7.1 NOTED it was **noted** that 5 out of the 6 current topic groups have met.
- 7.2 AGREED it was **agreed** to split the Business and Community Facilities topic group into 2 groups and to add another topic group – Writtle University College.
- 7.3 NOTED it was **noted** that Phil has made a start on putting together a top level document for Business using the business questionnaires and notes made at the launch meeting.
- 7.4 NOTED it was **noted** that Gordon has circulated the work done so far by the Heritage and History topic group.
- 7.5 AGREED it was **agreed** that Sue will look for local planning policies that support the setting up of local/home businesses. **SB**

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- 7.6 AGREED it was **agreed** by the group that, for the time being at least, rather than pay someone to do a landscape assessment, the Natural Environment topic group will do a subjective view.

The group will seek the views of Writtle residents on Sensitive Areas of the village such as The Green, together with their views on the various views around Writtle. This may be done via Social Media, such as Instagram and/or at an exhibition in the Parish Rooms which could be publicised via „Next Door Writtle“.

- 7.7 NOTED it was **noted** that the Built Environment group were still at the scoping stage. The Housing group is still to be set up but should input into the type of housing there will be on the proposed Warren Farm site. The Traffic group are looking at creating charts for the various methods of travel statistics, including the number of vehicles driving through the village in a year.

8. FINANCE

There were no items under this heading

9. ANY OTHER BUSINESS

There were no items raised under this heading.

10. DATE OF THE NEXT MEETING

- 10.1 NOTED The date of the next meeting will be **Wednesday 17th April 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 5th April, 2019**.

MEETING CONCLUDED 9.55 PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: