

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 17th October 2018,
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	✓
Lynne Hartley		A	Louise Gannicott	✓
John Whitlock		✓	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 26th September 2018 were **agreed**, the minutes were signed as an accurate record.

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5.11 NOTED it was noted that Jonathan Weymouth wrote to CCC (Jenny Robinson) for guidance on the timing of the formal process to adopt the Neighbourhood Plan. No response has been received to date. Jonathan also wrote regarding the streamlined version of a Neighbourhood Plan as floated by the CCC and to date no response has been received. Jonathan to follow up. JW

5.12 NOTED it was **noted** that Jonathan Weymouth has written to John Blake (Broomfield NP) for an update on their progress and ideas on business consultation.

6. ENGAGEMENT EVENTS

6.1 NOTED it was **noted** that there was nothing further to report at this time.

7. FINANCE

7.1 NOTED it was **noted** that Jackie Thomson had met Laurretta Fox and David Walker and produced an updated financial statement.

7.2 NOTED it was **noted** that the cost of survey monkey for 2 months would be £70. Phil Claydon to clear with Laurretta Fox. PC/LF

8. ANY OTHER BUSINESS

Jonathan Weymouth suggested a group celebration at Christmas. Jonathan and Phil to investigate venues. JW/PC

RCCE are offering a course on policy writing in Neighbourhood plans on 15/16 November. Jonathan Weymouth and Lois Bowser to confirm availability and advise RCCE. JW/LB

Phil Claydon and Lois Bowser to attend a meeting on neighbourhood plans at CCC on 18 October and will report back to the group. PC/LB

Jonathan Weymouth to write to Tim Middleton and WUC to see if they can help if a landscape report is required for the neighbourhood plan. JW

9. DATE OF THE NEXT MEETING

9.1 NOTED The date of the next meeting will be **Wednesday 17 November 2018** at 7.30pm at the Parish Rooms.

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

MEETING CONCLUDED 9:10PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: