

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 November 2018,
7.30pm in the Parish Office

Members		✓= Present	A = Apologies
Jonathan Weymouth	(CHAIR)	✓	James Holtom A
Phil Claydon		✓	Sophie Jackson A
Sue Bell		✓	Gordon Ingram ✓
Jackie Thomson		A	Lois Bowser ✓
Lynne Hartley		✓	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 17th October 2018 were **agreed**, the minutes were signed as an accurate record.

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- 5.3 NOTED it was note that Sophie and James will type up the narrative comments from the questionnaires. Offers of assistance were invited. ALL
- 5.4 NOTED it was **noted** that of the 130 plus questionnaires sent to business by Phil, 19 had been returned. The deadline for returns is 7 December. Phil will send a chaser email/phone call. There is a new Facebook page for Writtle Business called the Writtle business networking group. Phil will post a reminder on this site too. PC
- 5.5 AGREED it was **agreed** that we will look WUC as a separate entity as it is a major employer in Writtle. The group will also look at other special cases such as the schools.
- 5.6 AGREED it was **agreed** that the group need to keep the consultation going with the residents of the village. One way is through updates in the Writtle News. Jonathan will write an article giving an update of the number of questionnaires received and thanking everyone for completing the questionnaire to be published in the February 2019 edition. We will drip feed our progress over subsequent editions. JW

6. CLASSIFICATION AND STORAGE OF EVIDENCE

- 6.1 NOTED it was **noted** that storage space for is needed for paper copies of documents until the Plan is made and approved and for a period of time thereafter. Jonathan will discuss with Laretta. JW
- 6.2 AGREED it was **agreed** that a topic group will be set up relating to the storage of paper and electronic documents.

7. FINANCE

- 7.1 NOTED it was **noted** that Jackie has received an invoice for £30 for a meeting attended in Kelvedon.
- 7.2 NOTED it was **noted** that printing invoices for £70 and £28 will be sent shortly
- 7.3 NOTED it was **noted** that Gordon will pass an invoice for postage to Jackie and Lynne receipts for stationery.

8. ANY OTHER BUSINESS

Jonathan advised that other NP groups have employed external advisors and asked the group to ponder on whether we need to do this, or whther we have the resource within the group.

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It was also suggested the parish councillors be invited to join a topic group appropriate to their area of interest.

Lois suggested that we write a policy and then ask Chelmsford City Council to have a look at it and test our thinking. She suggested that the Heritage policy might be a good policy to start with.

Jonathan asked all members if they were able to attend a networking session being held by the RCCE in Barnston on 14th December. Those interested to advise Lynne who will book them a place. ALL

It was acknowledged by the group that a work planning session is necessary to decide how to divide up the results of the questionnaire into work groups. This will be discussed at the next meeting. To assist with this Phil will circulate a draft vision and objectives. PC

9. DATE OF THE NEXT MEETING

- 9.1 NOTED The date of the next meeting will be **Wednesday 19th December 2018** at 7.30pm at Motts, The Green.
- 9.2 NOTED it was **noted** that agenda items should be submitted to the **Chair** before **Friday 7th December, 2018**.

MEETING CONCLUDED 9:45PM

Signed:

For and on behalf of Writtle Neighbourhood Steering Group

Date: