



Clerk to the Council – David Walker
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
Tel: 01245 420066 E-mail: clerk@writtlepc.com

Councillors are summoned to attend the Writtle Parish Council Meeting that will be held in the Parish Office on Monday November 6, 2017 at 7.30pm.

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The press and the public are cordially invited to attend

AGENDA

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **County and City Councillors comments and reports.**
3. **Apologies for absence.** The Clerk to advise of apologies for absence
4. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on October 2, 2017 as a true and correct record.
5. **Declaration of Interests.** All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.
6. **Progress check.** A brief update on actions from the last meeting.
7. **Committees Update.** To receive an update from the Environment, Highways, Planning and Development and Playing Fields Committees.
8. **Neighbourhood Plan.** To discuss the current position of the Neighbourhood Plan for Writtle.
9. **Chelmsford Local Plan.** To receive an update on the latest developments.
10. **The Future of Longmeads House.** To receive an update on the SGM meeting and to discuss the progress on the future development.
11. **Writtle Tennis Club.** To review the current facilities and proposals for future developments.
12. **Writtle Christian Centre.** To seek approval for the new charges being levied on Writtle Archives.
13. **Writtle Archives.** To discuss the possibility of extending the Parish Office to incorporate Writtle Archives.
14. **Maztec.** To discuss possible future projects for funding.



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15. **Christmas.** To discuss the Parish Council's entry to the Christmas Tree Festival and to seek volunteers.
16. **Financial Report at September 14, 2017.** To receive the Financial Report for the Year to September 14, 2017, and to seek approval of the payments made between September 15, 2017 and October 14, 2017.
17. **Receipt of Committee Reports.** The Chairman to request that the following Committee Reports are accepted:
 - a. Clerks Report at October 14, 2017
 - b. Planning & Development Committee Meeting – October 16, 2017
 - c. Environment Committee Meeting – October 16, 2017
18. **Councillors Question Time**
19. **Any other reports**
20. **Date of the next meeting.** The next meeting is on Monday December 4, 2017 in the Parish Office commencing at 7.30 pm.

Signed

Date

November 1, 2017