



Clerk to the Council – David Walker  
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**Councillors are summoned to attend a meeting of Writtle Parish Council Planning and Development Committee which will be held in the Parish Office on Monday, May 21, 2018 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. **Apologies for absence.** The Clerk to advise of apologies for absence.
3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meetings held on 30 April, 2018 as a true and correct record.
4. **Declaration of Interests.** All members are reminded that they must disclose any interest that 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 of it.
5. **Progress check.** To discuss the updated actions report issued for the recent Parish Council meeting.
6. **Planning.** To consider the following planning applications on:
  - a. **18/00541/FUL** 14 May 2018. 4 The Green, Writtle. Amendments to plans for detached garage and carport.
  - b. **18/00653/FUL** 26 April 2018. 167 Ongar Road, Writtle. Retrospective application for single storey rear extension and a proposed new dropped kerb and vehicle crossover to front.
  - c. **18/00695/FUL** 25 April 2018. 2 Bridge Street, Writtle. Enlargement of rear dormer window to allow for internal lift.
7. **Update on Planning Decisions.** The Clerk to give an updated report on the planning applications and enforcement issues.
8. **Any other reports.**
9. **Date of the next meeting.** The next meeting is on Monday, 18 June 2018 in the Parish Office commencing at 7.30 pm.

Signed

Date 16 May 2018