



ESSEX COUNTY
NEIGHBOURHOOD WATCH ASSOCIATION
Annual General Meeting and Conference
Highwood Village Hall CM1 3QG

From 12 midday Wednesday 10th July 2019

Dear all,

In order to ease the pressure in the car park, please share your vehicles, where possible, so as to ensure that no cars are parked on the highway.

Tea, coffee and water will be provided throughout the day, and a superb buffet lunch will be provided before the start of the AGM. In order to keep within our budget, there will be an opportunity for you to kindly donate towards the cost of the refreshments on the day.

We have three speakers lined up for the AGM, and due to time constraints, each one will talk for a maximum of fifteen minutes, with five minutes then allocated for questions to each one.

Directions to Highwood Village Hall, Chelmsford, **CM1 3QG** From the A12, take junction 15 towards Chelmsford, past Hylands Park - At the roundabout with the A414, turn **LEFT** onto the A414 - Proceed straight on at first roundabout—At second roundabout, signposted: **HIGHWOOD & THE GREEN MAN**, turn **LEFT** into Highwood Road—Continue for 2 miles through Edney Common into Loves Green—The Village Hall is set back a little bit from the road and is just past Sparrows Close on the right-hand side. The entrance to the car park will be signposted. A12 Junction 15 signposted Ingatestone, Chelmsford and Hylands Park Highwood Village Hall.

NhW direction signs will be placed from the A414 Highwood roundabout and on the approach to the Village Hall.

We have asked for help from Police cadets to run the car park.

I will be asking for volunteers to help set up and take down the event, and my wife and I will be on site from 10.30am. We aim to close the meeting by 3.30pm, as need to be ready to vacate the hall, no later than 4.15pm.

My contact number on the day will be 07778 461214 from 9am until 12.30pm, however, the signal strength is not good at the location. **Colin I. Freeman MITOL TRUSTEE & EVENT ORGANISER.**