

WEST WICKHAM, CAMBRIDGESHIRE ("the Village")  
NEIGHBOURHOOD PLAN ("NP")

Minutes of meeting of Neighbourhood Plan Working Group (WG)  
7.30pm Tuesday 14 January 2017 at 49 Burton End

PRESENT:

Trevor Hall (Chair)  
David Sargeant (DS)  
Jennifer Dutton (JD - Minute Taker)

APOLOGIES:

Arthur Mawby  
Janet Morris  
Andrew Morris  
SimonBlackwell

1. MINUTES OF PREVIOUS MEETING (6 December 2016)

1.1. Approved

2. STATUS OF THE WG

2.1. JD's notes of 13 February 2017 as to the reasons why the WG should be legally constituted as a formal Sub-Committee of the PC by the West Wickham Parish Council (the "PC") were considered and discussed.

2.2. Given the potential personal liabilities of all concerned it was agreed TH should make a formal recommendation to the PC for the WG to be so constituted.

2.3. It was noted that it was solely within the power of the PC as to the terms of that constitution.

2.4. TH confirmed that copies of Minutes of WG meetings have historically been presented to the PC.

2.5. It was agreed that a copy of all future meetings should be presented to the PC once approved in WG meeting.

2.6. TH confirmed that all moneys relating to NP matters are held by the PC.

2.7. It was agreed that no approach to the PC should be made to change this so avoiding the necessity formally to appoint a Treasurer and ensuring the PC retains full financial control.

2.7. DS would ensure publication of the WG's Minutes on the Village web site.

2.8. It was agreed that at meetings Members must declare any personal interest and potential conflict of interest in advance of any related topic discussion and decision. That Member must absent them self from the meeting until conclusion of the related discussion and decision.

3. HOUSING NEEDS SURVEY

3.1. 115 completed survey forms had been returned out of 172, a return rate of just under

67%.

3.2. As Mark Deas of ACRE would not be processing the forms until 23 February 2017 earliest, the return of further completed survey forms should be encouraged and residents invited to return them via the delivering member, to TH or by posting them in the Village High Street Red Telephone box.

#### 4. CHARACTER ASSESSMENT OF THE VILLAGE

4.1. Janet Andrew had offered to lead the Character Assessment of the Village by the WG.

4.2. Further and specific arrangements needed to be made for the members of the WG to implement the assessment.

#### 5. TRAINING

5.1. TH and JD would attend the Policy Writing Workshop run by South Cambridgeshire District Council on Wednesday 22 February 2017 if places still available.

#### 6. NEXT MEETING

To be advised

Meeting closed 8.20pm