

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

Minutes of meeting of Neighbourhood Plan (NP) Working Group (WG)
7.30pm Tuesday 18th September 2018 at 49 Burton End

PRESENT:

Andrew Morris (AMo)
Arthur Mawby (AMa)
David Sargeant (DS - Minute Taker)
Janet Morris (JM)
Trevor Hall (TH - Chair)

APOLOGIES:

Brian Upton
Georgina Magin (GM)
Simon Blackwell (SB)

1. CHARACTER ASSESSMENT (CA)

1.1 As we have been unable to get a better aerial photo of Streetly End AMo proposed a photograph taken from near Hare Wood. It was agreed this was suitable.

ACTION AMo: will make the amendments in Dropbox.

1.2 The CA text is now ready for approval by the Parish Council.

ACTION DS: Email the draft text and link to photographs to WWPC councillors.

1.3 Next steps with Red Graphic

ACTION TH: Will talk to Red Graphic to see whether they will do this major revision without additional payment in advance. Eventually funds will be secured from our grant application.

ACTION TH & AMo: If Red Graphic is amenable Andrew & Trevor will visit & deliver the digital files and guidance on their use and the overall layout.

1.4 It was agreed that providing every household with a copy of the CA would be prohibitively expensive. Instead we will post the document on the village website and advertise in the Village Voice that loan copies can be delivered on request. It was decided therefore to budget for 6 copies instead of the original 4.

2. GRANT APPLICATION

2.1 In advance of the meeting TH had circulated (a) proposal for consultancy services from ACRE including day estimates and (b) breakdown of other costs expected to occur before 31st March 2019.

2.1.1 The proposal of options to provide additional meeting space was controversial as equivalent detail had not been provided in other policy areas. JMo proposed removing it, which was supported by AMo and DS.

ACTION TH: Change the heading "1 Background" to "1 Amenity Space". Remove the 3 list options.

2.2 The proposed costings need to be presented & approved by the Parish Council.

2.2.1 It was noted that we don't have a confirmed day rate from ACRE although TH expects to get it confirmed any day. It is expected to be in the order of £300/day.

ACTION: DS present the revised costing at the WWPC meeting on the 24th.

2.2.2 AMo noted that the WWPC treasurer needs to be aware the extra turnover might tip us into a high audit cost band.

2.3 Currently we have bid for and received £345. It is expected the next bid will be up to £6000. The total bid for a NP is £9000 so we have enough remaining to cover a 2019-2020 bid. The only significant cost we envisage for 2019-2020 is further support from ACRE to incorporate revisions from the various consultation stages. The referendum and consultation costs are born by SCDC.

2.4 Unspent funds can be returned to Locality. All funds are paid to WWPC and the Clerk refunds anything unspent next year. We need to ensure ACRE invoice in time.

2.5 AMa and TH will submit the online application with DS listed as the primary contact and TH as the secondary contact.

ACTION DS: Request that the WWPC treasurer makes sure that Neighbourhood plan related account entries are explicitly broken out.

3. AOB

3.1 The role of active working group members was reviewed. It appears James Midwood is no longer active and it was confirmed that Jenny Dutton stood down last year.

3.1.1 AMo agreed to take on footpaths and public transport.

3.1.2 It was agreed that surface water drainage was an important issue that might impact several policy areas including environment.

3.2 The first steps in drafting the plan document were discussed and it was agreed we should produce policy headings for discussion.

ACTION JM: Produce a document on Dropbox with outline policy areas following study of other peoples accepted plans.

3.3 The status of the green space in front on the bungalows in Streetly End was raised.

3.3.1 As it is included in the development framework it isn't necessarily an exception site. In this case it isn't clear than any social housing provided there would prioritise local applicants.

3.3.2 It was raised that as the only public open space in Streetly End and considering the difficulty for children in Streetly End to access the recreation field in West Wickham maybe our plan should look to protect it. For example we could identify it as amenity land.

ACTION DS: Figure out if we can get a statement of intent from SCDC on what they intend to do with this land (if anything).

3.4 Plan schedule. DS has produced a draft document but without realistic dates. It was agreed that we should target having the plan ready for pre-submission consultation for the end of March 2019.

ACTION: DS update the schedule document to show drafting complete in March 2019.

6. NEXT MEETING

It was agreed to move to meetings every 4 weeks to accelerate progress.

6.1 Next meeting will be on at 1930 on 9th October 2018 at 49 Burton End

6.2 Subsequent meetings are planned for the 6th November, 4th December and 8 January 2019.

Meeting closed 9.45pm