

West Wickham Neighbourhood Plan Working Group Meetings

The following notes contain the minutes of the West Wickham Neighbourhood Plan Working Group. Inconsequential details, such as arrangements for subsequent meetings, have been removed for brevity.

1 April 2014

Present: Arthur Mawby (AMa), Anita Walker (AW), Carol Hall (CH), Chris Field (CF), Naomi Walker (NW), Nicky Cornish (NC), Tom Licence (TL), Trevor Hall (TH).

1. TH introduced the aims of a Neighbourhood Plan and a copy of the Quick Guide to Neighbourhood Plans was distributed to those present.
2. The group considered the representative nature of the group. The Parish is only small and the main concern was a lack of a representative from Streetly End.
3. TH committed to find out from SCDC whether the group should have a formal constitution.
4. The availability of funding was raised and TH will investigate availability of funding for initial preparatory work.
5. The aims of the group were discussed and it was agreed to devise a questionnaire to gauge community support and see if expectations could be met.
6. TH agreed to find an example of a completed plan and distribute it to the group.
7. Availability of members and venue for future meetings was discussed.

6 May 2014

Present: AMa, John Hughes (JH), AW, NW, NC, Georgina Magin (GM), Jennifer Dutton (JD), CF, TL

1. The £500 draft grant application was reviewed and approved for submission.
2. JD is representing Streetly End in the group.
3. It was noted that there may be a need for members of the working group to declare an interest where discussions or decisions may be affected by personal circumstances. This will be addressed on a case by case basis.
4. The preferred method of publishing of information arising from Working Group meetings will be to have the work of the Working Group presented on the Village Hall Website and to have monthly submission to the Village Voice.
5. The group discussed infrastructure limitations (water and other utilities) and responsibility for making enquiries to various utilities and SCDC was allocated.

13 September 2016

Present: AMa, Andrew Morris (AMo), GM, JD, Janet Morris (JM), James Midwood (JMi), Simon Blackwell (SB), TH.

1. Given the long gap since the last meeting... several new members had replaced those who had stood down.
2. Document control and housekeeping issues were discussed.
3. The Housing Needs Survey (HNS) was discussed
 - a. Some group members were concerned that the survey indicated that presumption of development in the Parish was a given – noting the widespread opposition to this in the Parish.
 - b. The current ACRE survey form was deemed to be difficult to understand and TH committed to work with Mark Deas to produce a more accessible version.
 - c. It was agreed to solicit contact details for those who may have links to the Parish and wish to return via the *Village Voice*.
 - d. Post boxes have been installed in the telephone box to collect responses.
4. It was agreed to draft a newsletter to distribute with the *Village Voice* providing information on the process involved in producing a Neighbourhood Plan and a Housing Needs Survey.

18 October 2016

Present: AMa, AMo, GM, JD, JM, JMi, SB, TH

1. TH reported that two people who had requested HNS survey forms .. either wished to return to the village themselves or knew of someone that did. A reminder will be added to the website and in the *Village Voice* encouraging people to complete their forms. Posters could also be used.
2. Context was agreed to describe the term 'affordable housing' for the benefit of community understanding on exception sites. It was considered that considerable confusion exists regarding what affordable means in a planning context.
3. A drop-in session at the Village Hall will be held on 14 Jan 2017, exact time and date to be confirmed. A representative from Hastoe Housing will be available.
4. Funding:
 - a. TH explained that Department for Communities and Local Government (DCLG) has made grants of up to £9000 available to support the development of a Neighbourhood Plan. £500 has already been received by the Parish Council and the current grant period expires at the end of May 2017. At the end of the period any unspent funds must be returned.
 - b. West Wickham PC has reserved £3000 in allocated reserves for the current financial year for expenses not covered by DCLG grants.
5. The PC had requested that the group consider the issue of surface water flooding resulting from inadequate maintenance of ditches, gullies and grips. The meeting did not consider that this was relevant to planning and environmental issues regarding planning *per se*.
6. JM reported she had started collating heritage data.

6 December 2016

Present: AMa, AMo, Brian Upton (BU). Dave Sargeant (DS), GM, JD, JM, TH, Mark Deas (Cambridge ACRE)(MD), Rachel Hogger (Modicum Planning) (RH)

1. MD explained the grant process and the ACRE consultation charges of £500/day.
2. The HNS survey is funded by Hastoe, and at no cost to the Parish Council.
3. TH explained that 231 of 253 survey forms returned supported the development of a Neighbourhood Plan.
4. MD clarified that the NP cannot seek to impose more development control than the Local Plan agreed by South Cambridgeshire District Council (the LP) but it can identify where/where not and in what form/or not the residents wish to see future development take place within the overall parameters set by the LP.
5. The present LP is "out of date" and does not have much force as it fails to set out a policy for land supply to support sustainable development within the next 5 years. It is to be hoped that the new LP will soon be approved, certainly before the NP.
6. The working group estimated that between 10-12 new homes could be erected on in-fill land within the Village boundary.
7. MD advised that affordable Housing could be erected on an Exception Site outside the Village boundary but it could only be permitted if a Housing Needs Survey identified a local need. Even if a need is identified, it will be necessary to argue that the Village could sustain development for the purposes of an Exception Site and that sufficient utilities are available.
8. MD advised that he would provide documentation to enable a Character Assessment to be undertaken by the Working Group.
9. The group agreed a grant bid would be made in the New Year.
10. The group planned the details of a drop in session to be held on Jan 14th. Advertising media were agreed: (a) banner (b) posters (c) *Village Voice*.
11. The HNS survey will be distributed and collected by hand, by members of the working group. It is hoped this will encourage a higher participation rate.

14 January 2017

Present: DS, JD, TH

Apologies: AMa, AMo, JM, SB

1. It was considered whether the working group should seek Parish Council approval to be a formal sub committee. TH agreed to see if this was required and if necessary approach the PC.
2. It was agreed that minutes of working group meetings should be made available on request to the PC.
3. It was agreed that the PC will remain in full financial control.
4. It was agreed that any member must declare any personal interest or conflict of interest and potentially absent themselves from the discussion of a particular topic if their interests are affected/involved.

5. 115 out of 172 HNS survey forms have been collected – 67% response rate. MD will not be processing the data until 23 Feb so further responses should be encouraged.
6. JM and AMo have agreed to lead the production of the Character Assessment (CA) of the Parish.
7. TH and JD will attend the policy writing workshop run by SCDC on 22 Feb.

24 July 2018

Present: AMo, AMa, DS, GM, JM, TH, SB

Apologies: BU

1. TH has instructed Red Studio to lay out a draft Character Assessment at a cost of £500. Simultaneously AMo has been working on a draft. Yet neither was aware of the activities of the other,
 - a. The current Red Graphic quote allows 2 revisions:
 - b. The wrong draft text has been used. JM will distribute the 2nd draft for comment.
 - c. The photos used are not the best available and are in the wrong order.
2. DS requested on behalf of the Parish Council that there should be better communication. New expenditure proposals should be circulated to the working group members and the Parish Council Chairman.
3. SCDC will produce the Character Assessment maps around September.
4. The copyright and acknowledgements for the images used will be checked.
5. DS informed the group of the planning permission granted to build 4 affordable dwellings in Burton End, meeting 4 of the 9 households identified in the ACRE housing needs survey.
6. DS informed the group that the South Cambridge Local Plan would come into effect imminently. The group reviewed the S/11 infill villages policy that will apply to West Wickham. The plan will have strict rules with respect to the development framework.
7. DS explained that to be compatible with the local plan the amount of development permitted by our plan would be small and would not generate significant funding for local amenities.
8. DS presented options for housing polices. (a) in line with the local plan (b) supporting a small exception site of up to 5 dwellings (c) supporting a larger exception site that would generate significant S106 funding. On the 2015 survey evidence, DS did not believe option (c) has community support and he thought it likely to have significant sustainability issues regarding conformity with the local plan.
9. DS proposed that our polices should only support development of exception site(s) to meet identified affordable housing need and infill development..., accepting that this will not deliver large funds for amenities. There weren't any objections to this position.
10. Traffic speed data shows that there is still a problem with excessive speeding in the Parish, especially in Streetly End. DS outlined the difficulties around writing transport policies that don't relate... to land use or development in the Parish. For example, the neighbourhood plan

can't facilitate the enforcement of traffic management plans for businesses outside the parish. We will study other plans to get ideas of what can be achieved in a neighbourhood plan.

11. It was proposed that the parish council should make LHI (Local Highways Improvement) applications to extend the 30mph zones or add 40mph buffer zones.
12. It was agreed that a safe walkway/cycleway between West Wickham and Horseheath would have considerable value.
13. TH and AMa will start preparing an application for a grant from Locality now the next tranche of funding is available.
14. On behalf of Parish Council, DS asked for an estimate of how much of the allocated spending would be required before the locality grant was available. TH guessed around a further £600. DS requested that all spending proposals be circulated to the working group for comment and to the Parish Council for approval before a commitment was made.

18 September 2018

Present: AMa, AMo, DS, JM, TH

Apologies: BU, GM, SB

1. The group reviewed progress on the Character Assessment.
 - a. The text is now ready for approval by the Parish Council
 - b. Red Studio will be approached for a quote to make the final revision, funds will be secured from a future grant.
 - c. It was agreed that due to cost printed copies would only be provided to residents on request.
2. TH presented the draft grant submission and proposal for support from ACRE.
 - a. The proposal of options to provide additional meeting space in the Village Hall was controversial as equivalent detail had not been provided in other policy areas. JM_o proposed removing it, which was supported by AMo and DS.
 - b. TH will confirm the day rate with Cambridgeshire ACRE. Estimated at £300/day
 - c. The proposed costings need to be presented & approved by the Parish Council. DS will present them on the 24th.
 - d. DS will make sure the NP entries in the Parish Council accounts are clearly identifiable as NP expenses.
3. Jennifer Dutton has stood down from the working group.
4. The first steps in drafting the plan document were discussed and it was agreed we should produce policy headings for discussion.
5. DS will find out the status of the SCDC owned land in Streetly End. It is inside the development framework and therefore not suitable for an exception site. 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.
6. The group reviewed the project schedule which indicated that drafting would be complete at the earliest in March 2019.

9 October 2018

Present: AMa, AMo, DS, GM, JM, TH

Apologies: SB, Anita Stone (AS)

1. DS will email round updates when significant updates have been made on Dropbox.
2. TH will find out whether James Midwood wishes to participate in the working group any further.
3. The Character Assessment text has been reviewed by the Parish Council.
4. One comment concerning the phrasing about the success of attempts to replicate vernacular architecture was considered by the working group but rejected.
5. It was noted that the mobile Post Office at the Village Hall is now shut and the reference to it will be removed.
6. TH and AMo will visit Red Studio to finalise the layout.
7. The Parish Council have approved our grant application.
 - a. The initial grant will be for 'Phase 1'. This covers amenity provision; scoping a development expectation; limited road safety consultancy and support at a village hall open day to consult on a wider set of objectives.
 - b. A later 'Phase 2' will give support for the WG writing all policies except planning, which ACRE will produce for the WG to review.
8. The WG approve the bid and TH and AMa will proceed with the online application.
9. No further expenditure is approved until our grant application success has been confirmed.

6 November 2018

Present: AMa, AMo, DS, GM, JM, SB, TH

1. Brian Upton has stood down from the working group.
2. It was felt that ideally we would get a representative from Streetly End. AMo proposed approaching Anita Stone who also has specialist tree and environment expertise that could be valuable.
3. TH and AMa have successfully applied to Locality for a grant of £4791.
 - a. The amount released was reduced to remove the items listed under 'Village Hall' as it 'is not eligible for funding from this programme'.
4. GM has circulated a set of bullet points on environmental policies and notes for discussion around the environmental policies for the WG's consideration. She took the group through the document she and AS had prepared.
 - a. It was felt that the section of Roman Road in our parish should be listed in the plan as an 'unscheduled heritage asset'.
 - b. We need to clarify the status of some of the woods in the parish.
 - c. GM is going to consult with AS to see if she can help to list our wildlife sites & notable species entries.
 - d. The Old Filtration Plant should be listed as a wildlife conservation area.

- e. It was agreed that a policy protecting trees was important.
- 5. It wasn't clear what policies could achieve with respect to footpaths in general as all changes are mostly in the gift of the landowner.
- 6. It was agreed that providing a safe cycle and walking route from West Wickham through Streetly End and on to Horseheath was worth a separate entry in the plan distinct from general footpath support.
- 7. AMo presented a summary of the potential infill sites in the parish. The 17 described were more than expected, although some are probably not deliverable in the short to medium term.

4 December 2018

Present: AMa, AMo, AS, DS, GM, JM, SB, TH

1. The proof Character Assessment from Red Studio has been circulated. The following edits were accepted. We have sufficient funds in the allowance for these edits.
 - a. One of the captions was incorrect.
 - b. Remove the figure numbers.
 - c. The attribution of a quote from the SCDC Local Plan will be made more explicit.
2. Regarding implementing 40 mph buffer zones on entry to the 30 mph zones:
 - a. This could be funded by a Local Highways Improvement (LHI) bid, but we have missed the 18/19 window.
 - b. The Parish council have approached the working group to see if we could consult opinion on their behalf. As we don't have an imminent survey,... it was decided that a short section in the *Village Voice* would be appropriate.
3. AS provided detailed information to help develop our environmental protection policies. AS took us through her notes and explained some of the sources of data she had used. In particular the maps from 'magic' DEFRA website were of interest. We can't use these directly due to... various copyright issues.
4. Hedgerows: these are an asset both from an environmental and character perspective. We have some valuable ancient hedgerows. JM thinks the Yen Hall boundary is probably Saxon. Hedgerows from the time of the enclosure act are ... around 200 years old. Policy wise we should be looking to
 - a. protect hedgerows where possible and insist on replacement where their removal is unavoidable.
 - b. advocate planting of mixed native species.
5. We have notable 'veteran' trees in the parish and we would like policies to protect them.
 - a. We will have to take advice to see what can be achieved.
 - b. It was felt it worth listing a number of the most valuable in an appendix to try and make it clear how important they are. It was proposed that up to 20 was a reasonable number.
 - c. AS has offered to make a list for Streetly End.

- d. We currently don't have any Tree Preservation Orders in the parish.
6. We have a Special Site of Scientific Interest (SSSI) wood in part of Over wood. Over, Hare, Ley and Cadges woods are all recognised as ancient woodland. We should have policies to protect these and promote them as of environmental assets.
7. AS has listed some of the flora and fauna present in the parish that are European Protected Species (EPS) or are recognised as nationally or internationally rare.
8. There are also notable bird species and habitats including turtle doves, corn buntings, lapwings and golden plovers. Much of this evidence comes from the British Trust for Ornithology (BTO) surveys or National Biodiversity Network (BDN) records. We can use this to support our policies.
9. Gardens also have value to wildlife and we should acknowledge that and protect them or mitigate habitat loss as much as possible in the built environment policies.
10. We would like a policy that presumes against any development in open country which impacts on valuable habitats. However, it isn't clear how such restrictions would sit alongside allowing agricultural businesses to develop.
11. It was noted that our skies are quite dark but the glow from Haverhill is visible so we can't claim national dark skies reserve status or anything like that. We... would still like to limit development with street lighting or intrusive security lighting. This came up in our survey comments. It wasn't known whether security lights outside of a conservation area are a planning issue.
12. The group decided to use Parish Online for our maps as we can't use Crown Copyright ones and we will need more that CCC Mapping Services can provide.
13. JM has discovered that our War Memorial is not listed and does not have statutory protection. It wasn't felt that it needed a special policy in our NP.
14. A training session with RH will be arranged for the early in the New Year.

5 January 2019: Cambridge ACRE Facilitation Workshop

Present: Rachel Hogger MRTPI (Modicum Planning) (RH), Mark Deas (Cambridgeshire ACRE) (MD), AMa, AMo, DS, GM, JM, SB

Review of Strengths, Weakness, Opportunities and Threats in the Parish – report to be authored by RH.

8 January 2019

Present: AMo, Ama, DS, GM, JM, SB

Apologies: AS

1. Trevor Hall has resigned as chairman and member of the working group. Cllr. Dave Sargeant agreed to take over as chairman with unanimous support of the working group. The Parish Council will be informed.

2. The group considered what our plan vision should be. Coming up with something pithy but specifically local is difficult.
3. Mechanism for distribution of the Character Assessment document was agreed.
4. The Group looks forward to the report from RH following on from our workshop.

5 February 2019

Present: AMa, AS, DS, GM, SB

Apologies AMo, JM

1. The character assessment document has been made publicly available and distributed to SCDC.
2. The group reviewed the report from our January workshop with RH.
3. A village gateway policy was accepted as a viable solution to replace the proposed Important Countryside Frontage (ICF) at Burton End and would also be suitable for the church area and Webb's road in Streetly End.
4. The group accepted RH's review of the housing needs stating that the evidence does not demonstrate the need for social housing but does show need for more smaller houses.
5. GM and AS committed to start writing the supporting text for the environmental protection policies.
6. The group noted the widespread concern reported by Streetly End residents over excessive exterior lighting at a new development. DS undertook ... to start measuring light pollution in the Parish.

12 March 2019

Present: AMa, AS, DS, JM, SB

Apologies: AMo, GM

1. The group reviewed the extensive open action list.
 - a. JM presented a review of the green spaces in the Parish against the various criteria for Protected Village Amenity Areas (PVAAs), Local Green Space (LGSs) and ICFs.
2. The group evaluated Local Plan policy E13. It was agreed that the policy doesn't present an immediate risk to the Parish due to the long list of detailed criteria required to apply it.
3. The draft housing policy was reviewed.
4. The group considered whether a road safety policy could be appropriate but no obvious planning policy will help with the current problems:
 - a. Speeding vehicles.
 - b. Large agricultural vehicles and HGVs moving through the village.
 - c. We should mention provision of off road parking is required for all new development.
5. The countryside frontage policy was reviewed. It was agreed we need to consult further with the community.

2 April 2019

Present: AMa, AMo, DS, GM, JM

Apologies: AS, SB

1. The group worked on the policy matrix document RH has provided.
2. DS reported on the feed back from the Parish Council regarding green space protection:
 - a. The importance of consulting with landowners was emphasised.
 - b. The PC would like to be kept up to date as this progresses.
3. DS will arrange to meet SCDC to discuss green space protection in the Parish.
4. The group worked on the policy framework started by RH.
5. The Parish Council would like a presentation to be made at the Parish Annual General Meeting. The exact contents can be decided by the working group.

8 May 2019: SCDC Green Space Consultation

Present: DS, Alison Talkington (SCDC Neighbourhood Planning Officer) David Roberts (SCDC Senior Planning Policy Officer)

1. SCDC considered that the green spaces proposed for protection are in line with the strategic aims of the local plan. SCDC advise the recreation ground is already protected under the local plan.
2. It was observed that it is good practice to consult the landowners prior to Regulation 14 consultation.
3. SCDC strongly advise that we do not repeat the local plan in our plan, and that our polices must have adequate local specialisation to make them worthwhile.

14 May 2019

Present: AMa, AMo, AS, DS, GM, JM, SB

1. DS gave a report following his meeting with SCDC regarding the protection of green spaces in the Parish.
2. The group discussed the drafting of the policy and supporting text for the protection of the character of the village.
3. The group discussed the policies and supporting text for the protection of green spaces in the Parish.
4. DS will consult the land registry regarding the land in front of Maypole Croft , and the SCDC regarding the land in front of the houses in Streetly End.

11 June 2019

Present: AMa, AMo, AS, DS, GM, JM, SB

1. The group reviewed the environmental protection polices and supporting text that GM and AS have drafted.
2. The group reviewed the draft Green Space Consultation questionnaire.
3. It was agreed to use the letter boxes in the telephone phone boxes for consultation replies. DS will check they are serviceable.

20 August 2019

Present: AMa, AMo, AS, DS, GM, JM, SB

1. DS will submit an enquiry to HM Land Registry to find the owner of the land in front of Maypole Croft for the purpose of consultation with the land owner.
2. Thanks to Trevor Hall a new response letter box has been installed in the Streetly End telephone box.

10 September 2019

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. SCDC have informed local residents that the land in front of the Bungalows in Streetly End is being assessed by their new builds team for development. As such the group consider that SCDC would not support its protection as a protected village amenity area.
2. The Land Registry have responded that they have 'no registered estate' for the land in front of Maypole Croft.
3. The green spaces consultation questionnaires have been distributed in the *Village Voice*. 20 have already been returned, the deadline will be extended until the first week of October.
4. The group noted that opinions gathered supporting a potential extension of the Village Hall or a path between West Wickham and Streetly End should be recorded in the Neighbourhood Plan. This would give additional weight to any S106 application, should the opportunity arise.

8 October 2019

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. The Green Space consultation closed on the 7th October. We have had 56 responses (approximately 30% return). Initial review of the responses shows widespread support for protecting the green spaces in the Parish. AMa is going to collate the responses.
2. The group discussed the early stages of the Greater Cambridge Local Plan.
3. The group reviewed the draft supporting text for the built and historic environment polices in the draft Neighbourhood Plan.

12 November 2019

Present: AMa, AMo, AS, DS, GM, JM, SB

1. The group reviewed the report on the results of the local green space consultation. The report will be published on the village website. 56 responses have been received, approximately a 30% return rate.
2. It was concluded that policy proposal we should not split the frontage in front of the Village Hall into two. Responses favour the designation of the entire section and any split would be highly controversial and hard to justify.
3. Given the green in front of the Bungalows in Streetly End is on the SCDC sites list it was considered nominating it would be pointless and possibly counter productive.

4. DS is arranging a meeting with Mr & Mrs Coulson regarding the historic village green.
5. The current grant period has ended and DS is applying to Groundworks to reallocate the remaining £1600 for additional support from RH.

18 November 2019 Meeting with the owners of the Village Green

Present: DS, Mr & Mrs Coulson.

DS met with the owners of the historic village green. He explained the options regarding making the Neighbourhood Plan regarding LGS and PVAA designation. The current owners do not support proposing the village green as an LGS noting that it already benefits from protection due to being a registered village green and in the curtilage of a listed building (White Gables).

10 December 2019

Present: AMa, AMo, AS, DS, GM, JM, SB

1. DS reported on his meeting with the owners of the Village Green:
 - a. They do not support its designation as a LGS or PVAA.
 - b. The group considered that it is highly unlikely that this land would be developed due to its prominence in the curtilage of a listed building. The land is afforded additional protection as it is registered as a Village Green. As such it was not considered necessary to take the designation of this land forward.
2. The Parish Council have approved the repurposing of our Groundworks grant to securing addition support from RH.

7 January 2020

Present: AMa, AMo, AS, DS, GM, JM, SB

1. The Green Space consultation report has been reviewed and is ready for publication.
2. The group reviewed the draft plan ready to resume work with RH.

11 February 2020

Present: AMa, AS, DS, GM, SB

Apologies: AMo, JM.

1. The group reviewed the workshop which had been held with RH. We support her conclusions that:
 - a. An ICF in Burton End is not appropriate. Instead we will work on a more general village gateways policy.
 - b. The draft plan needs to focus on housing size instead of affordable housing as the evidence does not directly support a need for large amounts of affordable housing.
2. The group reviewed supporting text of the environmental protection policies.

10 March 2020

Present: AMa, AMo, DS, GM, JM

Apologies: AS, SB

1. Review of working draft:
 - a. Village gateway policy reviewed and approved.
 - b. Allowance for a future extension of the Village Hall agreed.
 - c. DS presented first draft of our housing policies.
2. Trevor Hall suggested in correspondence that the plan should contain a policy supporting micro-generation. It was considered that national policy was sufficient for the Parish and no local specialisation was required. We have no evidence from our community consultations to support local wind turbines, which can only be permitted through Neighbourhood Plans.

14 April 2020

Present: AMa, AMo, AS, DS, GM, JM, SB

1. The group worked on the draft plan.

9 June 2020

Present: AMa, AMo, AS, DS, GM, JM, SB

1. The group will close the current grant and approach RH for an estimate of the cost of her support to progress the plan through to consultation.
2. Webb's Lane will be added to village gateway policy. JM will provide photographs.
3. Group reviewed housing data for the Balsham Lower Layer Super Output Area (LSOA) and agreed that it would be necessary to produce specific data for our Parish as Balsham data overwhelms the dataset.

21 July 2020

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. The chair updated the group on the 2019 Grant Closure.
2. The group worked on the draft of the Neighbourhood Plan with a focus on the environmental protection policy. It was decided that the Roman Road and historic woodland should both be mentioned.
3. The first draft of the Plan had been circulated to parish councillors on the 17th July for comment. The PC chairman had responded that he felt the cycleway between Streetly End and West Wickham and allowance for the Village Hall extension were both important.

11 August 2020

Present: AMa, AMo, DS, JM, SB

Apologies: AS, GM

1. There was further work on the draft environment policies.
 - a. Exactly which copses we expect to nominate for protection needs better mapping. Currently the old filtration plant and strip behind Maypole Croft are missing.

- b. The same applies to notable trees and hedgerows.
 - c. Manor Farm pond is missing.
 - d. JM and AMo will continue their evaluation work around West Wickham.
2. The group reviewed the new Village Hall policy.
 3. DS will circulate a memo to the group containing the PC comments on the plan draft.
 4. The working group considered the Government's Planning for the Future Consultation. It was agreed that with PC approval DS should make a response emphasising the importance of Neighbourhood Planning. DS will contact RH and SCDC for advice regarding the impact on Neighbourhood Plans.

8 September 2020

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. DS reported that he was pleased to have received PC approval to proceed with plan development following their review of the first draft.
2. The group reviewed the response from SCDC on the Planning for Future Consultation and unanimously agreed to proceed with plan development, accepting the risk that primary legislation could render it invalid.
3. The group decided to continue to work... with Modicum Planning and it was agreed to approach RH for a support proposal to take us through to our Regulation 14 consultation.

13 October 2020

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. The group reviewed the detailed guidance and support proposal received from Modicum Planning to take us through our Reg 14 consultation and on to preparation of the submission draft. The group agreed that the proposal looked in order and that DS should make a grant bid to Locality after gaining PC approval.
2. The group estimated the expenditure for our Reg 14 consultation.
 - a. policy printing. AMo will get a quote from Plumridges.
 - b. *Village Voice* insert 2xA4 colour
 - c. Survey Monkey account
 - d. Hall hire for drop in sessions.
3. The group reviewed the latest wildlife polices and important hedgerow mapping.

10 November 2020

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. DS informed that group that SCDC have been sent the latest draft of the Neighbourhood Plan for officer comments, as recommend by RH.

- a. The group reviewed the initial guidance from Alison Talkington at SCDC received on the 10th.
2. The group reviewed the environment policy's tree selection criteria and the resulting tree list provided by AMo and JM.
3. The group is willing to provide the data we have to help the Village Hall committee bid for a grant.

25 November 2020 Meeting with SCDC

Present: DS, JM, RH (Modicum Planning), Alison Talkington (AT) (SCDC), Ian Poole (IP) (Places4People)

AT and IP presented their review of the draft plan:

- 1) They felt the overall balance of the plan was appropriate.
- 2) They felt that LGS designation would be appropriate for the land in front of Maypole Croft and the recreation area and the group should consider this instead of the proposed PVAA designation.
- 3) DS explained that the proposed ICF has been put forward in the Greater Cambridge Local plan call for sites.
- 4) AT and IP noted that that our wildlife sites form a network, and thought this should be better explained in the draft plan text that supports this policy.
- 5) Numerous other minor observations were made regarding the format and precise wording in various parts of the plan. AT committed to provide their comments in detail.
- 6) DS thanked AT and IP for their time and attention to detail in reviewing the plan draft.

8 December 2020

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. DS and JM reported on the meeting on 25 Nov with SCDC.
 - a. The group agreed to merge housing polices HO1 and HO2 if recommended by RH.
 - b. The group agreed to review the importance of landscape character and evidence in the ICF designation.
 - c. The group agreed to designate the green in front of Maypole Croft and the recreation ground as Local Green Spaces, as per SCDCs recommendation.
 - d. The group agreed to incorporate a biodiversity network map.
2. The group reviewed and approved the non designated heritage assets list and evidence prepared by JM. In particular the World War II hangers... are to be incorporated due to their prominence and tight bonds with the village identity. The White Horse pub was not included as it was felt that it was not historically interesting enough and its significance has been diminished in the eyes of the community since its conversion to a private residence.

3. The group agreed to accept the risk of proceeding with the Strategic Environmental Assessment and Habitat Regulations Assessment (SEA/HRA) screening and Reg 14 consultation in parallel.
4. The group agreed that... once the changes resulting from the SCDC meeting were complete DS would present the plan to the PC for formal approval to proceed to Reg 14 consultation.
5. The group discussed and prepared for the Regulation 14 publicity work.
 - a. a memorable email address that will forward to DS
 - b. website updates
 - c. posters
 - d. telephone box usage
 - e. printing of plans
 - f. *Village Voice* inserts.

25 January 2021

Present: AMa, AMo, DS, GM, JM, SB

Apologies: AS

1. The group decided that the Reg 14 consultation must be delayed until the national coronavirus lockdown has passed. DS will provide a note for the Feb *Village Voice* and website update.
2. DS will look at the terms and conditions to see if the current grant can be extended or whether unspent funds will have to be returned at the end of the financial year.
3. The group have received written feedback from Ian Poole, representing SCDC. RH has also provided comments on Ian's report:
 - a. Policy WWK/1 will be moved under Objective 2 and be moved to the back of the Policies section.
 - b. Photographs of views will be added, including one from Hill Farm.
 - c. The group considered whether a settlement gap policy for the area between West Wickham and Streetly End would be appropriate but decided that the Local Plan policies and village gateway aspects of WWK/2 (d) are sufficient.
 - d. RH is going to review the supporting text for the nomination of the Maypole Croft LGS.
 - e. Following comments from SCDC on policy regarding evidence for significant ponds, the larger ponds will be described and mapped so they can be precisely identified.
 - f. A single policy for wildlife protection will be retained.

9 February 2021

Present: AMa, AMo, AS, DS, GM, JM, RH, SB

1. The group have delayed scheduling the Regulation 14 consultation pending advice from the government.
2. The Parish Council have approved the draft plan to proceed to the Regulation 14 consultation.
3. The Parish Council have approved the repayment of and rebidding for grant funds to accommodate the delayed Reg 14 consultation.

4. Preparation for the Reg 14 consultation:
 - a. Posters were reviewed and updated.
 - b. DS will contact SCDC for the statutory consultee list. This is likely to be enormous – RH will provide guidance.
5. RH explained the process beyond the Reg 14 consultation and subsequent activities (Consultation Log, Basic Conditions Statement). RH will have spent 3 days of the current work proposal with 4.5 days left, and therefore we will have to rebid for funding unspent in this grant period.
6. DS will send the draft plan to SCDC for final comments before we start our regulation 14 consultation. This version will also be used for our SRA/HRA screening.

9 March 2021

Present: AMa, AMo, DS, GM, JM

Apologies: AS, SB

1. DS updated the group that he has sent the latest plan draft to SCDC for comment and SRA/HRA screening.
2. DS ... proposed that the Regulation 14 consultation should start once past 'Step 2' in the government COVID roadmap. This will not be earlier than 12 April. We... decided our Reg 14 will run from 1st May to 30th June in case Step 2 is slightly delayed.
3. The Grant window for 2021 is currently closed.
4. JM agreed to lead on the preparation of the consultation statement. She has been gathering information on the early stages of the development of our plan.
5. Reg 14 consultations preparation:
 - a. Draft Plan printing. Cost is estimated at £200. DS will (i) change the title to Pre-Submission Draft (ii) Arrange final proof reading.
 - b. Response form: a draft was presented. It needs to be reduced to two pages.
 - c. It was agreed that a 4 page summary will accompany the response form in the *Village Voice*. DS will produce a draft for review.
 - d. DS will talk to Alex Schulenberg regarding preparing the village website with a memorable URL for Reg 14 use.
 - e. DS will arrange the plan@westwickham.org email alias.

23 March 2021

Present: AMa, AMo, DS, GM, JM

Apologies: SB

1. The group reviewed latest drafts of:
 - a. *Village Voice* Reg 14 insert & response form.
 - b. Reg 14 posters
 - c. First draft of the Basic Conditions Statement prepared by RH.
2. DS updated on the Grant application status – the window is still closed.
3. JM updated the group on progress on the consultation statement.

14 April 2021

Present: AMa, AMo, AS, DS, GM, JM

Apologies: SB

1. Last minute feedback was received on April 8th from Ian Poole representing SCDC. DS has attempted to incorporate the comments and circulated them via email. RH and some group members have concerns regarding changes made to WWK/1, WWK/9 and WWK/10. The print deadline has meant that less time has been spent considering some of these changes that we would have wished. The group considered on balance the draft is suitable to start the consultation. AMo will instruct Plumridges to start printing.
2. Final posters have been reviewed – there will be 26 distributed throughout the Parish and at key policy sites.
3. The grant window is still closed. The Parish Council have approved expenditure from allocated reserves to start the Reg 14 on time.
4. The quotation for the screening of the SEA/HRA plans has been received from SCDC. The overall cost is £1120, of which £1000 will be paid by SCDC, and the remainder by the Parish Council.
5. SCDC has insisted that due to COVID restrictions, consultation must be a minimum of 6 weeks, and as our consultation is planned for a full 2 months it is acceptable.

27 April 2021

Present: AMa, AMo, AS, DS, JM

Apologies: GM, SB

1. The group reviewed last minute preparations for the Reg 14 consultation:
 - a. DS has prepared the statutory consultee list derived from RH's guidelines and the SCDC list.
 - b. AMo has the draft plans printed and ready.
 - c. Posters will be going up around the Parish in the next day or two.
 - d. The *Village Voice*, complete with insert and response form, is ready for delivery.
 - e. The website has been updated with both a new plan front page and dedicated page for the Regulation 14 consultation.
2. DS confirmed he had completed the expression of interest form and applied for a 2021/2022 grant of £2976, of which £2000 is for support from RH at Modicum Planning.

11 May 2021

Present: AMa, AMo, DS, GM, JM

Apologies: AS, SB

1. DS confirmed that all Regulation 14 announcements had been sent out and responses have started to come in although there were comparatively few from residents at this stage. A reminder will be included in the June *Village Voice*.
2. The group reviewed the early consultation responses and were pleased to see they were supportive of the plan.

3. DS was pleased to report that our 2020/21 grant application had been approved and work with RH could recommence.

8 June 2021

Present: AMa, AMo, AS, DS, JM

Apologies: GM, SB

1. There was a short review of the Reg 14 responses which had been received since the last meeting. Broad support was still being expressed.
 - a. It was noted that the Friends of the Roman Road appeared to be missing from the SCDC notification list. DS undertook to send them an email notification.
 - b. AMo agreed to remind the Village Hall Management Committee that they had not yet responded to the Reg 14 consultation.
2. The group reviewed JM's work on the pre-reg 14 sections of the consultation statement.

13 July 2021

Present: AMa, AMo, AS, DS, JM, RH

Apologies: GM, SB

1. The Reg 14 consultation has concluded and DS summarised the responses. The plan has widespread support from residents and statutory consultees.
2. SCDC have made a detailed response which will need careful evaluation with guidance from RH.
3. RH recommended a simple process for evaluating the responses received in the Reg 14 consultation. The group agreed to follow her recommendation to use logs of the responses and a change list for the plan draft.
4. RH led the group in starting to work through the statutory responses in the Statutory Responses log she has created.

20 July 2021

Present: AMa, AMo, AS, DS, JM

Apologies: GM, SB

1. The group spent the meeting working through the residents and landowner responses log which DS had prepared. Conclusions are recorded in that log and will be made available in the consultation log.

13 July 2021

Present: AMa, AMo, AS, DS, JM, RH

Apologies: GM, SB

1. RH led the group through her work on the statutory responses, the group approving responses where appropriate. The conclusions are recorded in the statutory responses log which will be published as part of the consultation statement.

2. AMo and JM declared an interest in any discussions regarding Platts Farm (referred to in the SCDC response) as their property is adjacent to the site.

20 July 2021

Present: AMa, AMo, AS, DS, JM

Apologies: GM, SB

1. DS led the group through his work on the resident's responses, the group approving responses where appropriate. The conclusions are recorded in the resident's responses log which will be published as part of the consultation statement.

3 August 2021

Present: AMa, AMo, DS, GM, JM, RH

Apologies: AS, SB

1. RH led the group through further work on the statutory responses, the group approving responses where appropriate. The conclusions are recorded in the statutory responses log which will be published as part of the consultation statement.
2. AMo and JM declared an interest in any discussions regarding Platts Farm (referred to in the SCDC response) as their property is adjacent to the site.
3. Considering comments from SCDC the group approved the preparation of supporting text and wording to policy WWK/1 to nominate important views. After consideration these views were determined to be (a) Hill Farm drive to Streetly End, Hill Farm Drive to the south of the High Street (c) Bottle Hall to the Church. (d) Hill Farm to south of the High Street. Details of the change will be recorded in the schedule of recommended changes.
4. Other changes regarding non-designated heritage assets were discussed, again with changes recorded in the schedule of recommended changes.

10 August 2021

Present: AMa, AMo, AS, DS, GM, JM

Apologies: SB

1. DS introduced his review of Q23 responses to the 2015 community survey and the content for the consultation log. No cause for concern was noted with respect to the draft plan and the latest analysis of this data.
2. DS led the group through further work on the residents and landowners responses, the group approving responses where appropriate. The conclusions are recorded in the resident's and landowners responses log and schedule of recommended changes which will be published as part of the consultation statement.

31 August 2021

Present: AMa, AMo, AS, DS, GM, JM, RH

Apologies: SB

1. DS introduced an overview of the latest output from Greater Cambridgeshire Planning process developing the next Local Plan. The themes, spatial strategy and priorities appear to be highly compatible with our plan.
2. RH confirmed she is seeking further clarification from SCDC regarding the exact wording regarding archaeological assets in WWK/3.
3. DS will complete the write up of the LGS and ICF assessment using the example framework RH has provided. This will be made available to SCDC and published on the parish website.
4. DS confirmed he will update the consultation logs regarding comments from the Local Access forum, BHS and residents regarding bridleways.

7 Sept 2021

Present: AMo, AS, DS, JM, RH

Apologies: AMa, GM, SB

1. Note this meeting was not quorate. Any proposed policy changes will be recorded in schedule of recommend changes and explicitly reviewed at the next meeting for approval.
2. JM's work on the character assessment areas is complete and available for review.
3. AS helped the group understand the important hedgerow classification and it was agreed to use this classification in our plan.
4. RH confirmed she will seek clarification from the SCDC trees officer regarding terminology around trees.

14 Sept 2021

Present: AMa, AMo, AS, DS, GM, JM

Apologies: SB

1. Policy wording changes from 7 Sept were reviewed and approved.
2. The landowner and residents log was reviewed and the resulting recommended changes schedule of recommend changes approved.
3. Final changes to the wildlife site maps were reviewed resulting from the adoption of new terminology.

5 Oct 2021

Present: AMa, AMo, AS, DS, JM, RH

Apologies: GM, SB

1. Final recommendations following RH's review of the residents and landowner's consultation log were reviewed and approved.
2. The statutory consultation log was approved.
3. The wildlife sites maps and photographs were reviewed and approved.
4. All recommended changes were recorded in the schedule of recommended changes.
5. The working group approved change set and once applied the draft be released to SCDC for informal review.
6. RH confirmed final revisions to the Basic Conditions Statement would be distributed in due course for review.

9 November 2021 Meeting with SCDC

Present: DS, JM, RH (Modicum Planning), Alison Talkington (AT) (SCDC), Ian Poole (IP) (Places4People)

1. SCDC requested further clarification on Policy maps versus Figures. DS agreed to make this more explicit.
2. SCDC don't approve of the term representative with respect to views in the policy WWK/1 wording. This will be removed although the supporting text to the policy makes it clear that these views represent a series of views available.
3. SCDC are content with the revised Policy wording on archaeological remains in policy WWK/3.
4. SCDC are content with the revised Policy wording of WWK/9 and WWK/10 although warn the group that the term 'affordable' may be problematic at examination.
5. NPPF references need to be revised to the 2021 edition.
6. SCDC request the ensure that all references are persistent. Because all the relevant documents are hosted directly by the Parish Council's own website this commitment is ok.
7. SCDC are pleased to report they find 'no major issues' and thanked the group for making improvements with respect to the Pre-Submission draft.
8. RH noted that the group will start adding notable trees to the Woodland Trust's ancient tree inventory as recommended by the SCDC trees officer.

22 Nov 2021

Present: AMa, AMo, DS, GM, JM

Apologies: AS, SB

1. DS gave a report on the outcome of the meeting with SCDC and was pleased to report that everything can now be prepared for submission to SCDC at the beginning of December once the final minor plan revisions requested by SCDC and assembly of the consultation statement had been completed.
2. These documents would be circulated to the working group and Parish Council for approval at the Parish Council meeting on the 22nd of November.
3. The group approved submission of invoices from Modicum Planning to the Parish Council for payment. The group wished to record their appreciation of Rachel Hogger's enormous contribution to the successful development of our Neighbourhood Plan.

Notes:

West Wickham Parish Council approved the submission draft of the West Wickham Neighbourhood Plan at their meeting on 22 November 2021.

Cllr Sargent submitted the submission draft of West Wickham Neighbourhood Plan to South Cambridgeshire District Council, along with Consultation Statement, Basic Conditions Statement and other supporting documents on 3 December 2021.