

The Monitoring Officer
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6 October 2017

By Email: monitoring.officer@scambs.gov.uk

Dear Sir/Madam

**Community Governance Review for Willingham and Over
Civic Affairs Committee 28 September
Council Meeting 28 September**

As you know we act for Highgate Country Stores Limited in respect of this matter. Our client attended the meeting of the Civic Affairs Committee on 28 September and informed us that the Committee resolved to maintain the existing parish council boundaries of Over and Willingham.

Could you confirm to us within the next 7 calendar days:-

1. The reasons (in full) that were given by members of the Committee to maintain the existing parish council boundaries.
2. Whether a copy of our letter addressed to members dated 27 September was printed and provided to members at or prior to the start of the Civic Affairs Committee meeting.
3. A copy of Councillor Burling's request for dispensation, as requested in my previous letter of 27 September.
4. A copy of the draft minutes of the Civic Affairs Committee meeting on 28 September with details of all attendees
5. For the record, we consider that the grounds of any claim that may be commenced in the High Court arose at the meeting on 28 September and therefore the 6 week deadline to

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commence any proceedings runs from 28 September. We note that the matter was originally intended to be reported to Council at their meeting in the evening of 28 September and will instead be reported to Council at their meeting on 23 November. Please confirm your understanding of the position.

Our client is considering the options available to him and once we are in receipt of this information, we will advise him accordingly. As noted above, we require a response within 7 calendar days, in particular a response to paragraphs 1 and 5 above, this information is critical to be able to advise our client effectively.

If for any reason that you consider it unlikely that this information will be provided within this deadline, please can you contact us as a matter of urgency.

Yours faithfully

Farrer & Co

Cc: Patrick Adams, Senior Democratic Services Officer
Rory McKenna, Principal Lawyer, Governance and Deputy Monitoring Officer