

Minutes of Group Leader meeting – 18th February 2013

Governance - James F

1. Application for designation recommended for approval
2. Committee 5th March
3. Bank account – HSBC Dorking
4. Account signatories – Alex S; Sue W; James F
5. MVDC link to application - matters arising:
 1. Concerns as to 'closed shop' membership
 2. Concerns on G Muge membership given HH applications
 3. Milton Court Cottages are included.

Programme management - Kevin F

1. Draft programme shows 412 tasks; to be split into 'Group' targets; members to be issued with allocated tasks.
2. KF; JF;MF to meet and condense – 9.30am Sat 2nd March at Kevin's.
3. Jack Straw to then comment.

Survey and Analysis - Chris S

1. Survey group meeting – 20th Feb.
 1. Draft to members by 4th March
 2. Responses to Survey Group by 18th March
2. Survey on programme to be issued July/August this year.
3. Responses by 1st October this year?
4. Updated census due later this year?
5. Results may be published before Plan.
6. Glynis Gattenby of Housing Trust to be coopted.
7. If Chris S unavailable for next meeting – Chris Dale or Steve Brooks to be briefed and to attend.

Marketing and Participation - Andrea G

1. Criticism on formation of Forum group:
 1. See MVDC 'comments form' on website – 16/17 negative responses?
 2. After 6th Match, Group to respond individually.
2. Continuous invitation to protagonists/doubters to attend open meetings. Forum to decide at next meeting?
3. 'Open meeting' – dates:
 1. Next in 4th week of April?
4. Article for Parish magazine:
 1. February already published
 2. Next for April issue?
5. Andrea G needs 'branding' in general:
 1. Logo?
 2. JF suggested 'Westcott Shapers'?
 3. Teaser posters?
 4. Website (WVA)?
 5. Update posted in WVA display box?
 6. Twitter?; Facebook? ; Blog?
6. School to be used to reach parents etc?
7. Stuart R to encourage village juniors to help with survey distribution – to be monitored?
8. Jack Straw recommends continuous 'spread the word' campaign?
9. 80% response to survey! - achieved by Bookham – JF suggests that this is possible and should be our target.
 1. Need 50 deliverers (40 essential)
 2. Revisit in pairs?

Policy Writing - Mike F

1. Ingest 'Roadmap worksheets?
2. Sample of approved NDP?
 1. Check Brockham; Newdigate Parish plans?
3. Liaise with Jack Straw and MVDC.
4. Commence preparation of report in November this year as soon as analysis of survey results begins ?
 1. Issues?
 2. Sustainability? – see below – meeting now 20th March?
5. Westcott Neighbourhood Plan (draft) to be presented to Forum by June 2014?
 1. Holidays assumed July/August.
6. Final draft to be issued to forum by 14th September 2014
7. Submitted to Inspector by 1st October 2014

Member Services - Sue W

1. Centralised email contact
 - forum@westcott.village.com
 - Subject : Westcott.village
2. Once formed the Forum may invite new members or they may apply
3. New young members – Andrea G will coordinate with School?
4. Procedure for continued non-attendance
 - Non attendance on 3No occasions would indicate resignation – to be confirmed by letter?
5. Full Forum meeting minutes to be published on the WVA website.

AOB

1. See need for 'Sustainability' filter for all proposals – needs separate specific Group:
 - Nominations?
 - To go with MF on 20th March to MVDC?
2. See DCLG - Notes on neighbourhood planning
3. Update on programme
 - Mf to send open copy to Sue W/Andrea G
4. See MVDC Green Belt Boundary review?
5. Other Forums:
 - Bookham - Informing members of key issues?
 - Ockley - Designation approved and setting up website
 - Ashtead - Considering making application for designation in June this year.
6. Other?

Meetings

1. **20th Feb** - Survey Group –.
2. **2nd March** , 9.30am - Programme meeting – Kevin F.
3. **20th March**, am - Sustainability - MVDC
4. **27th March** , 7.30pm - Forum? - (assuming approval on 5th March) - St Johns Church
5. **8th April**, 4pm - Group Leaders - Andrea G.