

# WESTCOTT VILLAGE FORUM

Minutes of Village Forum Group meeting held at 7.35pm on 16<sup>th</sup> January 2013 at St Johns Chapel, Chapel Lane, Westcott.

**Present:** Alex Segal (Chairman)  
See list appendix (I)

**1. Apologies** See list appendix (I)

**2. Minutes from last meeting.**

The minutes from the meeting 7<sup>th</sup> November 2012 were approved by those present.

**3. Matters Arising.**

Jack Straw (Manager, Planning Policy. Mole Valley District Council) included summary of his input on 7<sup>th</sup> November as appendix (a).

Application for Designation of the Forum and Designation of the Area were submitted to MVDC and the consultation process began on 14<sup>th</sup> December, to finish on 1<sup>st</sup> February 2013. MVDC posted consultation documents to all addresses covered in the Area before Christmas 2012. Some members had not received this consultation.

Letters of Submission received by MVDC shortly after the 1<sup>st</sup> February will be taken into account.

**Action: Jack Straw to discuss with individuals & to rectify.**

**4. Updates from the Working Party groups.**

a) Governance and Finance – James Friend

Our application will go to the Executive Committee on 5<sup>th</sup> March 2013. The outcome will be known there and then. We need positive responses to demonstrate it is representative of the village so all present are encouraged to respond and asked to pass this message on to neighbours and other acquaintances within the village.

Bank account has now been opened.

Question from MBs: *Clarify how to access list of Forum Members on MVDC website.*

MVDC provide a link to the Application containing all the data we've supplies, including the Members of the Forum. Chris Smewing will add a link to this on the Village Website. A list of Forum Members will also be put on the Village Website.

**Action : Chris Smewing  
: All members**

b) Policy Writing – Mike Flower

Referring to appendix (b) the Critical Path Program demonstrated that Policy writing will be involved more from November onwards. It will interpret information received from Survey Analysis Group and aim to have everything in place to write the Westcott Plan in June 2014. Mike suggested Forum Members all read Roadmap Worksheets (PDF available on the Village website).

Direct link: <http://locality.org.uk/wp-content/uploads/Roadmap-worksheets.pdf>

Question from AJ: *Will survey results be made public before policy is written – ie can they be quoted?*

This is yet to be decided.

**Action : All**

c) Survey design and Analysis – Chris Smewing

Information will be available from the most recent census later this year. Aiming to get the survey out in July/August. It is getting shape and will soon be scoped out to members for feedback.

Question from AS: *Do you welcome suggestions on questions to be included?*

Yes.

**Action : None**

d) Marketing and Participation – Andrea Gabb

Handed out Time Plan (appendix (c)), and Criteria for Publicity Team (appendix (d)). Working on publicising the Forum, getting it accepted, and getting replies to the consultation. Have an article for next Parish Magazine on 'story so far'.

We need to attach a survey response to every address, therefore careful management of the online versions will be required to ensure each home can be recorded.

New members to Working Party Group: Laura & Matthew Bazylewskyj.

80% response rate confirmed by Jack Straw as ambitious and hard to achieve, although this was achieved in Bookham.

**Action : None**

e) Member Service – Sue Winch

Member Services offers general admin support, organising exhibitions & meetings, distributing information and answering queries from members and working party groups etc. A centralised email contact will soon be provided to all Forum Members.

The Forum will be open to new members on approval of the constitution. Once the Chairman has been approached, he will invite them to attend the next Forum meeting as a guest. It will then be open to the prospective new member to apply to join the Forum and any such application will be put to a vote at the next following meeting of the Forum. (Until the constitution is approved, potential forum members will be invited to each meeting but will not be permitted to vote on any matters.)

Some members have already indicated that they find it impossible to attend the meetings, although they still wish to be involved. In these cases, all Agendas and Minutes are distributed to them and their apologies are recorded at each meeting.

Question from MBs: *Is it correct to allow new membership as we are a quorum?*

Yes, although we can't add new members until after the consultation process is finished, our aim is to demonstrate it continues to be representative – age, geography, business etc. Encouraging young members (those aged below 35) is vital.

**Action : None**

f) Programme Management – Kevin Foo.

(see Item 5 below)

**5. Key Benchmarks – Forward Planning and Timetable**

(including Item 4f).

Using the Roadmap (available as PDF on Village Website), key milestones have been highlighted in the Critical Path Program (appendix b). Approx 412 tasks have been identified which will need to be undertaken by the Forum and Working Parties. There is a need to recruit more participation from the Forum to achieve this.

Members will be allocated tasks, given hard copies of the list and required to feedback estimated timescales etc to their Working Party leader, or Kevin Foo directly (as appropriate).

Jack Straw was asked to check the Critical Path Program (appendix b) and please comment.

**Action : Jack Straw  
: All**

**6. Questions and Answers.**

Inclusivity: *Will we be using the school as a communication vehicle to reach certain demographic groups?*

School will automatically be included and used as a disseminator of information to targeted areas.

Social Media: *How are we planning to use this resource?*

Ensure a consistent front-end branding. Looking at possibility of Youth Group to achieve/run this, as it would encourage involvement from the vital younger age demographic. SR has dialog with this group – some interest, and can help with the questionnaires.

*Has letter from MVDC referring to the consultation gone out to businesses and groups as well as residents?*

Jack Straw confirmed it was sent to all postal addresses, therefore some groups without their own address (ie Women's Institute) may not get an official version.

Email encouragement from the Forum should go to all Businesses & Groups to cover this.

**Action : James Friend  
: Andrea Gabb  
: Sue Winch**

(PW arrives 8.10pm)

**7. Any Other Business.**

Jack is happy that everything is proceeding well. Spreading the word, so that everyone is up to speed on the progress of the Forum, is the key to making sure it's all robust.

Update on other local Forums by Jack Straw:

Bookham; Currently informing the Forum Members of key issues (infrastructure, housing issues etc) so they can make informed decisions.

Ockley: Conducting their community survey and analysing results as they come in. Application for Designation of Area is scheduled to be heard at the MVDC executive meeting on 5<sup>th</sup> February 2013.

Ashted: Outset of establishing a Forum. Recently held a public meeting to gain momentum, attended by 200+ interested residents.

**8.Date of Next Meeting.**

The next meeting will be held at 7.30pm Wednesday 27<sup>th</sup> March, **St John's Chapel**. (NB change of venue).

The meeting was closed at 8.25pm.

**Action: Member Services Group**

## Appendix (I)

Westcott Village Forum Meeting 16<sup>th</sup> January 2013.

### List of attendees

Kevin Foo	KF
Stuart Ryland	SR
Andrea Gabb	AGb
Heather Woods	HW
Andrew Gordon	AGn
Sue Winch	SW
Hazel Watson	HW
Graham Clarke	GC
Debbie Fenton-Jones	DFJ
Pamela Wilson	PW
James Leaver	JL
Madeline Brooks	MBs
James Friend	JF
Mike Flower	MF
David McCombe	DMC
Chris Smewing	CS
Alan Jonas	AJ
Tony Winch	TW
Lois Cremmen	LC
Terry Webber	TW
Matthew Bazylewskyj	MBj
Anna Lane	AL
Geoff Muge	GM
Hugh Broom	HG
<b>Guests</b>	
Glynis Gatenby	GG
Jack Straw	
Laura Bazylewskyj	LB

### Item 1:

#### List of apologies

Debbie Aston  
Rond Salter  
Nicky Rowling  
Heather Forster  
Willy Forster  
Frances Robinson  
Naomi Wye

### Item 3 :- Appendix (a)

Westcott Village Forum Meeting 16<sup>th</sup> January 2013 : Points raised by Jack Straw at meeting on 7<sup>th</sup> November 2012.

#### Legislation underpinning Neighbourhood Development Plans

- Localism Act 2011
- The Neighbourhood Planning (General) Regulations 2012

#### Purpose of a Neighbourhood Development Plan

A Neighbourhood Development Plan sets out planning policies in relation to the development and use of land in a particular neighbourhood area specified by the plan. NDPs can be used to bring forward sustainable development and growth. They are not able to prevent development in an area – they can only include proposals for an equal or greater amount of growth that is set out in a local authority's development plan – in this case the Mole Valley Core Strategy, although it does not propose a level of new development in Westcott.

A NDP can identify and propose sites for development and establish detailed planning policies specific to the area, against which planning applications can be determined by the local planning authority.

#### Current Policy Framework

The NDP has to be compliant with the

- National Planning Policy Framework (NPPF).
- Mole Valley Core Strategy 2009
- Mole Valley Local Plan 2000 (saved policies).

The Core Strategy allows for infilling and limited development to take place within the boundary of the built up part of Westcott which is defined on its related Proposal Map. It establishes a presumption against inappropriate development in the Green Belt which surrounds the built up part of the village and confirms national policy guidance that the landscape of the Surrey Hills Area of Outstanding Natural Beauty in which Westcott sits, should be safeguarded.

The NPPF indicates that Green Belt boundaries may be altered in exceptional circumstances and the Mole Valley Core Strategy states that the Green Belt boundary in the District will be reviewed to ensure there is sufficient land available to meet future development requirements.

#### What does Westcott want to get out of a Neighbourhood Development Plan?

Need to understand what the issues are in Westcott. If they are related to the use and development of land, then a NDP could be the right vehicle to bring forward solutions.

If the issues are not land use related, for example, anti social behaviour or litter, then an NDP would not be appropriate.

#### Principal stages in preparing a NDP

1. Apply to Mole Valley DC for designation of the area it is proposed the NDP will cover.
2. Apply to Mole Valley DC to become a Forum for the purpose of preparing a Neighbourhood Development Plan for the proposed area.
3. Identify the issues facing Westcott that the NDP will be addressing. This can be started now and before application for designation. Design and distribute questionnaire
4. Analysis of data from questionnaires and other data sources, e.g from census and Mole Valley resources
5. Preparing draft plan
6. Seek views from the Westcott community on the draft Plan
7. Refine plan in light of feedback
8. Submit NDP to Mole Valley
9. Verification of NDP by Mole Valley to ensure it is in conformity with strategic policies and plans of Council and the NPPF.
10. Mole Valley carries out consultation for 6 weeks and submits responses to person holding public examination of NDP.
11. Mole Valley organises public examination.
12. If NDP found sound by independent examiner, referendum organised by Mole Valley.
13. If over 50% of those voting support NDP, can advance to adoption by Mole Valley who will apply it when determining planning applications in the area covered by the Plan.

js. 8/11/12

Item 4d :- Appendix (c)

Westcott Village Forum Meeting 16<sup>th</sup> January 2013 : PUBLICITY PLAN FIRST DRAFT

Date	Activity	Press	Parish mag	Emails/web site	Assocs	Posters	Delivery
Jan 2013	Consultation doc			yes			
Feb	Update on Forum		yes	yes			
Mar	Confirmation of acceptance	yes	yes	yes		yes	
April	Recruit deliverers		yes	yes	yes	yes	
May	arrange training			yes			
June	Deliver training			yes			
July	Talk about survey		yes	yes	yes	yes	yes
August	Update/ announce survey	yes (pics of deliverers)					
September	Deliver survey						yes
October	Collect survey						yes
November	Announce participation levels and thank deliverers	yes	yes	yes			
December							
Jan 2014	Talk about next steps	yes	yes	yes			

**Westcott Village Forum Meeting 16<sup>th</sup> January 2013:  
CRITERIA FOR PUBLICITY TEAM**

1. Get the message right (what are we telling the community)

Success criteria: AN ACCURATE MESSAGE THAT AFFECTS THEM PERSONALLY, AND THEY PREPARE TO GET INVOLVED

2. Define how we are going to tell people (email, website, social media, social clubs in village, street by street drop, shops, school, church ETC. what the message is.

Success criteria: EVERYONE YOU MEET IN THE VILLAGE KNOWS ABOUT THE DEVELOPMENT PLAN

3. Physically deliver the survey.

Success criteria: EVERY HOUSEHOLD IN THE VILLAGE GETS ONE

4. Help them fill it in if we need to.

Success criteria: MINIMUM 80% FILLS IT IN

5. Once Plan is submitted, we organise public hearing to confirm it is sound

6. Submit plan to community referendum:

Success criteria: PLAN ADOPTED BY COMMUNITY