WESTCOTT VILLAGE FORUM

Minutes of Village Forum Group meeting held at 7.30pm on 18th June 2013 at St Johns Chapel, Chapel Lane, Westcott.

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

1. Apologies See list appendix (I)
Break-down: Of 42 members 15 attended; 16 apologies received; 11 no response. Quorum of 50% not achieved. Forum Members with no response will be contacted & asked if they are keen to remain. Others will be invited to join. It was agreed that the meeting would proceed, however when minutes of 18th June are approved, can we agree today's points prior to preceding meeting?

Terry Webber left.

2. Minutes from last meeting.
The minutes from the meeting 27th March 2013 were approved.

3. Matters Arising: Updates from Working Party Groups.
a) Governance and Finance – James Friend
Amend Item 6 (membership) and Item 8 (working parties & themed groups) of the constitution as presented at 27th March 2013. (See Constitution attached)
Tim Way volunteers to lead the Data Gathering & Analysis working party (incorporating the 4 themed groups).
Themed groups: – volunteers requested for Community, Economy & Commerce and Infrastructure.

1) Housing & Housing Need (Graham Clark)-Needs Assessment Work, including social & market, sheltered, retirement.
2) Community -Serving the needs of the community; school, Drs, care, environment.
3) Economy & Commerce -Making sure we know how much we need for the viability of the Village (including commercial land use)
4) Infrastructure -Roads, Utilities, Public Transport, Broadband etc.

Volunteer for Infrastructure subgroup will need to work with utilities & therefore ideally needs to be well connected.
Volunteer 'Audit trail Keeper' required to back up writing of our NDP and to ensure it is robust. There is a computer program to help.

Action : All members

b) Survey design and Analysis – Pam Wilson
All input from Group Leaders received. Draft survey ready after next meeting in mid July. Working with Marketing on the intro – everyone agreed that a short smart punchy line to grab people in is required. User friendly format essential & will be testing this aspect before completion. It would be helpful to look at copies of surveys from other Forums. Jazzy surveys to look at are Ascot, Sunningdale & Sunninghill – Suzanne Parkes can give details.

Action : Working Party

c) Marketing and Participation – Andrea Gabb
Events: Flyers about Forum, & it's non political agenda have gone through every door.
Information stands, 2 x Saturday morning manned stands outside shops: most people spoken to knew, or had heard about the Forum.
Meeting at Holy Trinity Church 6th June 7.30pm. 89 people attended, and there was good interaction. JF demonstrated demographic representation. Two mock exercises were created to get people thinking about village issues: JF & GC did a mock Greenbelt review; AG did a mock 'sites for development' exercise. CS spoke about the survey. Great support when asked for volunteers to deliver surveys, and email addresses collected.

3c) Marketing and Participation (cont)

To deliver survey, village will be split into 5 sections, each with 2 co-ordinators & enough deliverers to cover 20 houses max per person. Names for deliverers requested from Forum Members. JL reiterated that deliverers have a support function too. JF reminds group about drop-in sessions. We should aim for collection deadline of 2 months. FAQ to be posted on website to assist residents. Suggested that a calling card giving phone number of deliverer, be left at same time as the surveys, by hand, via a door knock, rather than being put through a door only. Deliverers need to be well informed in order to answer questions & help in completion where necessary. There will be some training sessions run by the Marketing & Participation group.

Marketing & Participation are responsible for the survey sleeve/cover, Survey Design & Analysis are responsible for design & layout of content. Fun, graphic map on back cover suggested (MB to attempt), to introduce the Greenbelt Boundary review. A village walk around the Greenbelt boundary in late September to be organised. Suzanne Parkes can organise any base maps we require.

Action : Working Party

4. New Members for Forum.

Proposed new members were absent. Tim Way invited to be voted on as Forum member at next meeting.

5. Questions and Answers.

Challenging balance between collecting survey data v getting people to pick up the survey – can we use prizes etc as a marketing tool?

Suzanne/James: If we can fund it, then it's possible.

Can the surveys be replied to via electronic link? If so, can we do a 'click on this link' rather than having to be directed to a website? Natalie Foo to feedback.

Action : Natalie Foo

6. Any Other Business.

The discussion on how important it is to get the survey to people & get the right information back highlights the need for other research. It had been discussed whether we should commission SCA to undertake a separate village questionnaire however, we prefer to incorporate some of their questions into our survey. Completing two surveys in such depth within a short space of time, would be counter-productive. Suzanne highlighted that the SCA survey is incredibly in-depth with some very sensitive data being collected – we agreed that the Other Data Gathering group will collect all other relevant data from external sources which we need to inform the NDP. Tim Way to meet with all Working Party leaders to be brought up to date, in order to establish the role, and clarify it's relationship between Working Party groups, and with the sub-groups listed in Item 3a). JL agreed to 'float' between Survey design and Other Data gathering groups.

It was suggested that as MVDC has not reached it's targets, our NDP needs to be spot on, otherwise our plan will be irrelevant as MVDC will have power to deliver development wherever it can rather than respect our NDP. It was felt that so long as we have a ROBUST plan we will have a level of control. It is a positive step for the future of the village.

Action : Tim Way
Working Party Leaders

Graham Clark left.

7. Date of Next Meeting.

The next meeting will be held at 7.30pm Wednesday 4th September, **St John's Chapel.**

The meeting was closed at 8.35pm.

Action: Member Services Group

Westcott Village Forum Meeting 18th June 2013.

List of attendees

Alex Segal	AS
Kevin Foo	KF
Stuart Ryland	SR
Andrea Gabb	AG
Heather Woods	HW
Sue Winch	SW
James Leaver	JL
Graham Clarke	GC
Geoff Woodward	GW
Pamela Wilson	PW
James Friend	JF
Tony Winch	TWi
Terry Webber	TWe
Matthew Bazylewskyj	MB
Laura Bazylewskyj	LB

Guests

Suzanne Parkes
Tim Way

Item 1:
List of apologies

Apologies received for meeting 18th June 2013

Chris Smewing
Mike Flower
Frances Robinson
Glynis Gatenby
Debbie Fenton-Jones
Hazel Watson
Nicky Rowling
Alan Jonas
Madeleine Brooks
Martin Pearcey
Geoff Muge
Lois Cremmen
Andrew Gordon
Rond Salter
David McCombe
Dr Guilder
Hugh Broom
Natalie Foo