

# WESTCOTT VILLAGE FORUM

Minutes of Village Forum Group meeting held at 7.35pm on 27<sup>th</sup> March 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 27<sup>th</sup> March 2013 were approved by those present.

**3. Matters Arising: Updates from Working Party Groups.**

Westcott Village Forum received approval from MVDC. The designated area also received approval from MVDC.

a) Governance and Finance – James Friend

Feedback from MVDC consultation process is that the more members we have within the Forum, the closer representation to the village demographics we are likely to achieve. A New Members process is adopted. People can come to watch (new Open style meetings). The Forum will accept new members who help us achieve better representation – currently female/ business/ young/south-east residents. Forum members will vote approval at the meeting.

15 minute Q&A session at end of each meeting will allow members of the community to have their questions answered.

Mike Flower attended Sustainability Meeting at MVDC. As a result, Gov & Fin will take on an Audit Trail to back up writing of our NDP and to ensure it is robust. There is a computer program to help. **Request for volunteer 'Audit trail Keeper'.**

Question from GC. *Can outliers join?*

Most outlying properties were contacted & asked if they wanted to come within the WVF designated area. Those close to Wotton chose to stay with WPC. Most outliers associated themselves with a parish, and therefore no need to set up a Forum. Administratively it is easier to use the ward – there is an existing audit trail for the inspector. All plans have to be consistent with the MV Local Plans, so all neighbouring Parishes/Forums/bodies remain compliant.

**Action : All members**

b) Policy Writing – Mike Flower – Sustainability and Data Requirement groups

Mike attended MVDC Sustainability meeting-his feedback discussed by James Friend.

The data gathered by Survey & Data Analysis group will only be half the data needed to inform the plan.

Data gathering from other sources is needed - **volunteers required to head this new Working Party Group.**

There will be an additional 4 groups needed – **volunteers requested for each.**

1. Community -Serving the needs of the community; school, Drs, care, environment.

2. Economy & Commerce -Making sure we know how much we need for the viability of the Village (including commercial land use)

3. Housing & Housing Need -Needs Assessment Work, including social & market, sheltered, retirement.

4. Infrastructure -Roads, Utilities, Public Transport, Broadband etc.

Data gathered by the new group will be coming from Public Health data, census, and MVDC will inform of other areas we can access useful data. This data will be used by the Forum to inform the writing of the Plan.

**Action : All**

c) Survey design and Analysis – Pam Wilson

Making good progress on the survey. Topics include; Individuals, Housing, Village Amenities, Business, Surrounding Countryside & Other. Draft to be distributed for feedback. Decision required on how to manage wider draft feedback so as not to delay our process.

**Action : Steering Group**

d) Marketing and Participation – Andrea Gabb

Working on posters, leaflets, press releases in Parish Mag, and identification of poster sites. 50 people required to deliver & collect survey. **All Forum members will be required to help with this & extra help required.**

Branding: 'A Voice for our Village – Westcott Village Forum' agreed.

80% response to survey is desirable.

Planning to hold a public Open Meeting at Church – (Hopefully Holy Trinity-tbc), for 6<sup>th</sup> June at 7pm. Will be publicising event widely.

**Action : All**

e) Member Service – Sue Winch

Email now tested – please send any correspondence re working parties to [forum@westcottvillage.com](mailto:forum@westcottvillage.com) putting the Working Party title in the Subject area. Use 'enquiry' if a generic enquiry. Work done on Village Website – please check documents. Minutes will now be public on website. Please speak to 2 neighbours or friends asking them to come to meetings & encourage help for working parties.

Please give your apologies if you are unable to attend any meeting to help with the audit trail.

**Action : All**

f) Programme Management – Kevin Foo.

Currently working in the 'Community engagement & involvement' stage of the project. We are beginning to build our evidence base. On schedule to begin writing the plan late 2013/early 2014. We are working towards a planned vote in May 2015. There are 8-9 stages to complete.

PODIO program is the Audit Trail software which will be sent for users to test. Appeal for more manpower as we need to spread the load in order to meet our schedule.

**Action : All**

**4. New Members for Forum.**

Laura Bazylewskyj (young, female, St Johns Road), Glynis Gatenby (MVHA) Proposed by Sue Winch, seconded by Andrea Gabb, approved by those present.

Natalie Foo (young, female, business), Geoff Woodward (Milton Street) proposed by Chairman, seconded by James Friend, approved by those present.

**5. Questions and Answers.**

*What is the main objective? – would we assume that new development within the village will be seen as a 'credit' on the target derived from the NDP?*

James: The purpose of the NF is to develop a Neighbourhood Development Plan. Once developed the Forum breaks up and the plan becomes adopted by MVDC. In parallel, Westcott will focus on identifying services we (the community) need & want. The emphasis will be on re-use of land - how our community facilities will best serve the community, in a sustainable way. ie: in the next 10 years we expect we need X number of houses and have XY approved already. We as yet don't know whether current/near future proposals will be material to our targets or not. People can put land forward for the purpose we have identified we need (ie' we need counselling services - someone can come forward & offer these facilities as it's in our plan).

**Action : None**

**6. Any Other Business.**

Update on other local Forums by Jack Straw:

Bookham; Drop in event with displays for people to engage with members to discuss local issues.  
Drawing up consultation docs on Greenbelt Boundary review. Advised WVF to look to Bookham for advice in this area.

Ockley: Pulling together potential sites for development and writing policy.

Ashted: Designation of Forum anticipated June/July. Working on Survey.

Other comments by Jack Straw:

Re housing – engaging with Surrey Community Action will help by working with us to carry out our Community Survey, to identify needs from the community for affordable & market housing. He will make introduction.

WVF needs help on how to deal with the Greenbelt Boundary review.

To assist WVF in moving forward, Jack is happy to have a workshop with us so as to make sure we have a robust and successful outcome thus helping to ensure any future development will be in accordance with our plan.

Funding for ND projects has been announced from Government – more details 15<sup>th</sup> April. WVF can bid for £7k funding.

Question from KF: *Please explain 'Sustainability process' in layman's terms.*

A European Directive requires that the implications of relevant sustainable options are looked at. The most sustainable option should be the one chosen. It is an insurance blanket for those who want to criticise. A Sustainability Appraisal is a testing process allowing us to measure the most sustainable option.

**7. Date of Next Meeting.**

The next meeting will be held at 7.30pm Tuesday 18<sup>th</sup> June 2013, **Venue to be confirmed.**

The meeting was closed at 8.35pm.

**Action: Member Services Group**

## Appendix (I)

Westcott Village Forum Meeting 27<sup>th</sup> March 2013.

### List of attendees

Kevin Foo	KF
Stuart Ryland	SR
Andrea Gabb	AGb
Andrew Gordon	AGn
Sue Winch	SW
Hazel Watson	HW
Graham Clarke	GC
Debbie Fenton-Jones	DFJ
Pamela Wilson	PW
Willy Forster	WF
James Friend	JF
David McCombe	DMC
Tony Winch	TWi
Terry Webber	TWe
Anna Lane	AL
Hugh Broom	HG
<b>Guests</b>	
Natalie Foo	NF
Jack Straw	
Geoff Woodward	GW

### Item 1:

#### List of apologies

Debbie Aston  
Heather Woods  
Stuart Glass  
Rond Salter  
Nicky Rowling  
Heather Forster  
Frances Robinson  
Naomi Wye  
Madeline Brooks  
Mike Flower  
Chris Smewing  
Alan Jonas  
Lois Cremmen  
Matthew Bazylewskyj  
Laura Bazylewskyj  
Geoff Muge  
Hugh Broom  
Glynis Gatenby  
Terry Moxon  
James Leaver  
Libby Witt