

Virginia Water Neighbourhood Plan Forum Meeting Minutes

19th May 2019

Attendees: John Pyle JP **Apologies:** Joe Stratford JS
 Jonathan Hulley JH Harmohan Dhanjal HD
 Andrew Stimson AS John Tenconi JT
 Carol Manduca CM Mel Few MF
 Nicola Bates NB Gill Morgan GM
 Peter Lomas PL
 James Periton JamesP

Minutes: Helene Parsons HP Nick Allcock NA

Welcome and Absences	<p>JP opened the meeting welcoming all members.</p> <p>Apologies were received from John Tenconi and Gill Morgan.</p> <p>M Few been advised there has been a conflict, but nevertheless would like to be consulted as we progress.</p>	
Agree Minutes of Previous Meeting	Minutes from the 27 th April 2019 Committee Meeting were agreed and approved.	
Selection of Company Secretary and Treasurer	Following discussions on the Corporate Structure, it was felt that setting up and registering the Neighbourhood Plan Forum should be the primary focus prior to electing a Treasurer and Company Secretary.	
Progress and Updates on:	<p>Bank Account; Meeting was set up for 6th June for three authorised signatories to set up a bank account at Barclays. After discussions it was agreed to defer this meeting as it will take time to check formalities and trustees if the Forum is to be set up as a CIO entity. Need to complete the forms to set up CIO, as this will take time to process.</p> <p>Website; JP met with NA prior to the meeting, and NA has agreed to assist with the Social Media, he currently manages the VW Facebook site, which has over 1,400 members.</p> <p>JP to meet with NA to instruct setting up of a Neighbourhood Plan Facebook Page.</p> <p>The new website needs to have a mission statement, pages to show ward boundaries, page for activities, news section and an area for residents to be able to communicate with their comments and feedback.</p>	JP/NA

	<p><u>Corporate Structure;</u> It was agreed to look into the possibility of setting up the VW Neighbourhood Plan Forum Group as a charitable incorporated organisation (CIO), which is a form of legal entity designed for non-profit organisations. This was favoured by the group. JP to investigate further and update fellow members.</p> <p><u>Village Fate Participation/Carnival Capers/School;</u></p> <p>JP suggested that A5 flyers be created and printed to hand out at Carnival Capers and also to hand out to local businesses.</p> <p>Website needs to be live prior to the handouts, as the flyers will give information on the NP to drive traffic to the website.</p> <p>Neighbourhood Forum group would like to have a stand at the Carnival. AS/NB to ascertain if there is time to secure a stand.</p> <p>It was felt an article should be written in order for it to be printed in the Connections Magazine and also shown on the Church ENews site.</p>	<p>JP</p> <p>AS/NB</p> <p>JP/NA</p>
<p>Update from JP on meeting with RBC</p>	<p>JP updated the Forum on his recent meeting with Liz Osbourne and John Devonshire, and the possibility for some government funding.</p> <p>RBC are keen to see completed questionnaires in regard to assessing what the important issues are for VW residents, this highlights that Forum is in communication with members of the local public.</p> <p>Urgency to get a web site and address set up, in order that we can register the email address with the council to be notified of what applications have been submitted within our boundaries.</p> <p>All of ward applications and planning for Longcross applications to be sent to us.</p> <p>JP will compose a letter/email to council and copy in committee members.</p> <p>JamesP and CM to monitor closely any submitted applications and co-ordinate responses, however request that all committee members police this site regularly.</p>	<p>JP/NA</p> <p>JP</p> <p>JamesP/ CM</p>
<p>Neighbourhood Plan Forum Structure</p>	<p>JP has made contact with Tarmac and Crown Estates in order to try and secure assistance funding. The idea being that these organisations would be seen as a supporter of the plan.</p> <p>It was agreed to use the terminology 'Friends of the Community' instead of Supporters or Sponsors.</p>	<p>JP</p>

	<p>JP requested everybody keep mindful of any local companies who could become 'friends of the community' and share their ideas going forward.</p> <p>We would look to add as many organisations and shops, as we can to our list. Donations would vary.</p> <p>Communication - PL offered his services to assist in all aspects of Communication. His contact details to be shared with NA.</p>	JP/PL
Further Meetings and Possible Invitees	<p>It was a suggestion to invite a member of the Windlesham Parish Council , as they have recently completed their NP. https://www.surreyheath.gov.uk/sites/default/files/documents/residents/planning/planning-policy/windleshamnp.pdf</p> <p>JP suggested Planning Consultant, Rob Shrimplin from Shrimplin Brown to come and speak at our next meeting on the 6th June about the scope and responsibilities of a NP, plus the likely costs of involving professionals for the preparation.</p> <p>Committee members were in agreement that monthly meetings to be held during the week as opposed to a weekend.</p>	JP
Any Other Business	<p>JH is on the working group for Longcross, and will be able to give feedback after his meeting next week.</p> <p>JH also advised that we, as a Forum, should have a seat on the Longcross steering group and stewardship panel, as we would then have the opportunity to have more than one seat as JH already in attendance representing council.</p> <p>NB offered to attend on our behalf.</p> <p>JH will feedback further dates once he has attending the first meeting this week.</p> <p>Discussions were held on Heritage, JamesP confirmed he is in receipt of the suggested forthcoming local listed properties, he agreed to circulate this list.</p> <p>CM has been in contact with Gavin Parker from the University of Reading, CM asked about the possibility of the University nominated a student to come and assist us. There could be a possibility of this after September term has returned from the holiday break period.</p>	<p>NB</p> <p>JH</p> <p>JamesP</p>
Date of Next NP Meeting	19:00hrs, Thursday, 06 th June 2019 in Estates Office, Wentworth	