

Virginia Water Neighbourhood Plan Forum Meeting Minutes

04th July 2019

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

Welcome and Absences	JP opened the meeting welcoming members. Apologies were received from the committee members as shown above.	
Agree Minutes of Previous Meeting	Minutes from the 06 th June 2019 Committee Meeting were approved by HD and seconded by GM.	
Progress and Updates;	JP met with Neil Williams (26 th June), who has agreed to help and advise on the PR and Marketing. JP to engage with Linda Gillham who is the Councillor for Thorpe. Also to ascertain who wrote the NP for Windlesham in order to be able to engage with them. To ascertain whether the NP flyers can be displayed in the doctor's surgery/church/outside the community centre and library.	JP JP All
Bank Account & Funding	Barclays Bank Meeting took place on 27 th June, attended by JP/CM/PL, who are the signatories on the account. Currently waiting on receiving account number/sort code/cheque book and on-line banking details, this is expected to be received imminently. JP will notify all committee members once these have been received, and donations can be accepted. Bank Account is now open; ACCOUNT NUMBER : 43372502 SORT CODE : 204276 ACCOUNT NAME : VIRGINIA WATER NEIGHBOURHOOD PLAN C.I.C.	JP

Website	<p>Website has now been created and is now live.</p> <p>Website name was agreed on virginiawaterneighbourhoodplan.org</p> <p>It was agreed that NA to set up a Neighbourhood Plan Facebook page.</p>	NA
Corporate Structure	<p>CIC organisation is now formed and registered with Companies House. Virginia Water Neighbourhood Plan C.I.C. (Company Number 12070784)</p> <p>JP is currently the sole Director, GM to be added as a Director.</p>	HP
Village Fête and Publicity	<p>Discussions were held on the forthcoming ;</p> <ul style="list-style-type: none"> - St Ann's Heath BBQ on Friday 5th July, - Trumps Green Fair on Saturday, 20th July. <p>NB had created a suitable flyer which she will print out additional copies in readiness for Friday. NB also agreed to supply clipboards, raffle tickets, a raffle prize and stationery which may be required.</p> <p>JP agreed to supply a table and to get a boundary plan laminated for the table top.</p> <p>Discussions and an agreement was made on the wording for the forms to collect data from residents which would comply with GDPR.</p> <p>HP to create form to collect this data, which will be asking for their name, email address, to confirm they are a resident of VW and they consent to their name be added to our mailing list and their details will be held by us until 2023.</p> <p>Database to be created adding residents contact details, also resident's email group to be created.</p> <p>JP to make contact with Connections Magazine and the contact for Church ENews, to ascertain the dates needed to submit advertising.</p> <p>CM to compile a questionnaire to be sent to residents who have agreed to be on the NP contact list. The initial questionnaire to give the residents the opportunity to voice their Likes/Dislikes/Concerns and what they would like to see achieved.</p> <p>Once created, the questionnaire also to be posted on the website, allowing for additional residents to give their thoughts and have their say.</p>	<p>NB</p> <p>JP</p> <p>HP</p> <p>HP</p> <p>JP</p> <p>CM</p>
Neighbourhood Planning Application	<p>JP in the process of completing the government funding application, which is to be submitted as soon as possible as the earliest start date for grants is 4 weeks after submission.</p>	JP

<p>Any Other Business</p>	<p>Discussions were held and it was suggested that creating a Timeline spreadsheet would be a helpful tool to give guidance and highlight when certain subjects and areas need to be given priority and focus. NB agreed to put this together.</p> <p>Once received JP will circulate to committee members.</p> <p>Once this Timeline spreadsheet is approved, committee members to work in sub-committees giving focus on specified allocated areas.</p> <p>JP to make contact and invite Peter Lerner to next Forum Meeting in September. Peter specialises in coaching and mentoring Forum's with their Neighbourhood Plans.</p>	<p>NB</p> <p>JP</p> <p>JP</p>
<p>Date of Next NP Meeting</p>	<p>19:00hrs, Wednesday, 11th September 2019, The Estate Office, Wentworth</p>	