Virginia Water Neighbourhood Plan Forum Meeting Minutes

Held on 18th June 2020 via Zoom

Annual General Meeting

Attendees:	John Pyle	JP	Carol Manduca	CM
	John Tenconi	JT	Gill Morgan	GM
	James Periton	JDP	Harmonhan Dhanjal	HD
	Andrew Stimson	AS	Jonathan Hulley	JH
	Nicola Bates	NB		
	Robert Bates	RB		
	Peter Lerner	PJL		
	Peter Lomas	PL		
Minutes:	Helene Parsons	HP		

Welcome and Absences	JP opened the meeting and welcomed members. Due to Covid-19 self-isolation period this meeting is conducted using video conferencing facility.	
Status Overview *John Pyle*	**Chairman's Overview from May 2019 through to May 2020** Company Registration • May 2019 the Virginia Water Neighbourhood Plan C.I.C. company was registered with Companies House. • JP and GM stood as Directors of the company Bank Account • A Barclays bank account was opened on 27th June 2019 in the name of Virginia Water Neighbourhood Plan C.I.C. • JP, CM and PL became the three authorised signatories in line with the constitution. Neighbourhood Plan Logo • The local Arts Society were approached for logo ideas from iconic areas of VW to stylise into a logo, the pictures received were great and very detailed. • Simple tree logo created by HP with the wording of Virginia Water Neighbourhood Plan was favoured for its simplicity, and further approved by all Committee members to be the new NP logo. Forum Meetings • Eleven Forum Meetings have been held from May 2019 to May 2020, all minutes can be found on VW Neighbourhood Plan website. • In addition to Forum Meetings sub-committee working group meetings are being held on regular basis.	

	Questionnaire • Initial questionnaire was run from beginning of December through to the end of February 2020. • This was promoted through schools, resident's association, community groups, retailers, the businesses of VW and major stakeholders. • The majority of businesses JP has visited all but two, including the University and the Crown Estate, advising them of our existence and receiving their support with the Plan moving forward. • Belron in Egham and CABI did not respond. • All companies were provided with the information relating to the questionnaire and as a result of the 5,200 leaflet deliveries, the banners and the promotions we ran in local community advertising booklets, over this three month period. • To ensure residents without internet access could complete the questionnaire, we provided a number of manuscript copies and attended the coffee mornings at the library to assist anyone who needed help completing the forms. • The questionnaire resulted in 652 residential on-line surveys being completed • 52 business and non-resident surveys completed • 4 manuscript versions completed. • RB has created an analysis report from the gleaned from the survey results and will be loading this information onto our website to give the community the review of information this includes infrastructure, traffic, Green Belt data and these areas in particular showed significant concerns amongst the community of VW. • Sub-group created in April 2020, comprising of; JP, JT, RB, PJL and Andrew Tyley. The progress the sub-group has made in 3 months is significant and bodes well for the future development of the plan. JP wished to thank all of the sub-group Following from the above analysis report, the sub-group will be focussing on creating a mission statement and setting the way forward for more detailed elements to amplify that data over the next coming months. This being the basis of the questions being asked in the next survey. Vote of thanks JP expressed thanks for the continued hard work and support of the Committee; • HP for the continued administration support. • CM for the continued support as Treasurer of the Forum. • PL for the continued support as Company Secretary of the Forum. • AS for organising and allowing the NP to present in Virginia Park Great Hall, and for arranging for residents to attend. • JDP for the continued planning support. • JH for formulating the constitution and assisting with the Local Plan document, and continuing to support in the hope that this Neighbourhood Plan will be something that will be of significant	

	value and importance to the residents of Virginia Water in the future. • RB for his continued support throughout this process. • A special thank you to NB for all her efforts particularly in the promoting the plan amongst local schools and younger members of the community. • A thank you was given to the Planning Consultant, Peter Lerner for his careful guidance of the Forum through legislative and procedural requirements. • The Committee thanked the Chairman for his continued focus, commitment, enthusiasm, and leadership. <u>Significant Events</u> • 03rd June 2019/11th December 2019 – The Crown Estate Meetings • 6th July 2019 – St Ann's School Fete • 20th July 2019 – Trump's Green Fete • 15th October 2019 – Royal Holloway University Meeting • December 2019 – Door to door - Neighbourhood Plan leaflet deliveries to over 5,000 properties. • 01st December 2019 – Go-live of the on-line residential initial survey questionnaire (see further details below). • 19th January 2020 – Wentworth Residents Association Presentation • 23rd January 2020 – Sunrise Senior Living Networking Lunch • 11th February 2020 – Merlewood Nursing Home • 26th February 2020 – Virginia Park Residents Presentation <u>Planning Consultant – Peter Lerner</u> • PJL confirmed that the Committee plan is progressing very well. • Reiterated the importance of continuing to engage with the residents of VW in order to keep the community fully advised, informed and on board to encourage comments, feedback and questions throughout. • The NP framework VWNP has adopted and the way we are setting processes is by the book.	
Appointment of Treasurer and Company Secretary	• Carol Manduca/Treasurer - Unanimously agreed • Peter Lomas/Company Secretary - Unanimously agreed	
Forum Members Re-Election	The 2020 – 2021 committee was unanimously re-elected **Chair / Director / Authorised Signature** John Pyle **Director** Gill Morgan **Secretary / Authorised Signature** Peter Lomas **Treasurer / Authorised Signature** Carol Manduca	
Financial Report *Helene Parsons*	• Applied for Locality government initial grant funding for £9,000. • Funding was granted of £8,993.00 • In addition to grant funding the Neighbourhood Plan received private resident's donations of £2,820.00. • The first year expenditure was £4,855.58.	

	• Payments to Planning Consultant and Marketing and Advertising, which included leaflet printing and banners which were sited around the village account for the greater part of this expenditure. In addition, expenditure was used for Zoom license (due to COVID-19 lockdown), creation of website, Survey Monkey to engage with our community. • The Financial Report as at 18th June 2020 was unanimously agreed and approved by the Committee and will be uploaded onto the website for the public to view. • Net funds available as at 18th June 2020 £2,820.00. • HP reiterated the importance now on further funding. • CM to assist with applying for further funding for government Locality additional funding. • JP and PL to discuss options for further local establishment opportunities of funding options.	HP/RB HP/CM JP/PL
Any Other Business	• JH briefed the meeting on his understanding of the status on the Local Plan status, which is understood that the Inspector is satisfied that the Local Plan meets the soundness tests and will be circulating her decision shortly. • It will then be for the Council to adopt any amendments. • Currently unsure of timescale however a debate with the Council will be tabled and JH will keep the Committee updated with progress.	JH
	• JP thanked everyone for their attendance and contributions. • There being no further business the meeting was closed at 17:53	