



Minutes of Westcott Village Association Committee Meeting Held on 9th May 2019 at Holy Trinity Church

<u>Present from the WVA Committee</u>	<u>In attendance as prospective Committee members</u>
Tim Way (Chair)	Nick Lund
Hugh Broom	James Leaver
Jo Astor	Murray Stephen
Sandra Ede	
Edwin Harland	
Edwina Gordon	
James Friend	

Apologies from the WVA Committee

Andrew Copeland
Hazel Watson

1. The minutes of the previous meeting on the 28th March 2019 were approved. Jo proposed and Hugh seconded. Tim to send approved copy to Andrew to post on the website
Action – Tim and Andrew
2. It was agreed in future to sign off the minutes by email in the week that follows each meeting so they can be finalised and published on the website sooner.
3. **Matters Arising**
 - a. **Dovecote** – Nick Lindsay-Jones has expressed an interest to help with the project, Hugh to pass his contact details to Jo. James advised that Westcott in Bloom funded the re-thatching last time, it was believed to be less than £2k. It was suggested Jo follow up with the History Group – John Clachan to see if they can assist. Funding need to be determined. It was also suggested Polly Wheeler be kept in the loop as she often dresses the bus stop for village enjoyment.
Action – Jo

- b. **Logmore Lane/Heath Rise/A25 triangle** – the Gardening Club have sown some wild flowers in the triangle but it continues to look a mess following the partial job done by Highways on the posts. Tim to raise with Hazel the ongoing poor state of repair. In the meantime Hugh to investigate the provision of new oak posts as a possible plan B. James made the point as it is Highways land Hazel should be chased to resolve it rather than the WVA using its resources to resolve.

Action – Tim and Burt

- c. **Parking at the Burrell** – Tim met with Clarion. They had no proposal other than for the WVA to buy the land. Clarion said they would come back to Tim but he has heard nothing more. Sandra expressed her continued frustration.
- d. **Revised constitution**
Nothing to add; waiting for the charity commission.
- e. **The Committee Roles and vacant positions**
Nick Lund and James Leaver were welcomed as new committee members. Murray Stephen was welcomed as an observer for the evening while he considers whether he wishes to join the committee.

There was a general discussion about the lack of diversity among the current committee members and all agreed we should try to get a younger, more diverse representation of the village community involved in the WVA.

Specific committee roles were discussed;

- i. **Highways** – keeps an eye on the condition of the roads in and through the village, raises any issues with MVDC or Surrey CC, attends the Surrey AONB Highways working group. Nick Lund offered to cover this role.
- ii. **Countryside** – Hugh happy to keep Countryside
- iii. **Planning** – monitors the MVDC website for new Westcott planning applications, raises any issues with the committee, drafts letters on behalf of the WVA Chairman when representation is needed to MVDC or the Planning Inspectorate. James Leaver offered to cover this role.
- iv. **Honorary Secretary** – still vacant. All agreed to rotate taking notes of the meetings in the meantime to ease the administrative burden on Tim.

4. **Expenditure Plan**

Edwin as recently appointed treasurer, suggested as part of being a

professional charitable body we need to consider what we are going to spend our funds on. Our income is currently £2k-£3k p.a depending on gift aid. Expenditure in the last year included £1.2k spent on the website. We currently have £12.5k in the bank as a result of a windfall.

This led to a discussion about the proposed **Feasibility Study for future Community Facilities and the Surgery**. James Leaver gave an update on the work he, Hugh and Tim have already started on a feasibility study. James is currently considering a brief for a number of architects to respond to which would consider all the existing village assets – the Hut, the Reading Room, the Vicarage and St Johns. A needs assessment is required. The strategic objective is suggested as maximising the use of the village assets to meet the needs of the village.

This discussion led to a question whether the WVA should fund the feasibility study? The view was all the village bodies should contribute to the cost and any commitment from other parties should be captured in the form of an MOU. It was suggested the strategic objectives should be sense checked in the Village Chairpersons Forum.

It was agreed the work should continue to be led by James L, Tim and Hugh but that the other committee members should be regularly updated/consulted as needed.

Action – James, Tim & Hugh

Reverting back to the question about WVA funds. All are to consider other suggestions for the use of WVA's funds.

- i. James Friend suggested the WVA reconsider applying to take over the management of the open spaces in the village from MVDC when this opportunity next arises.

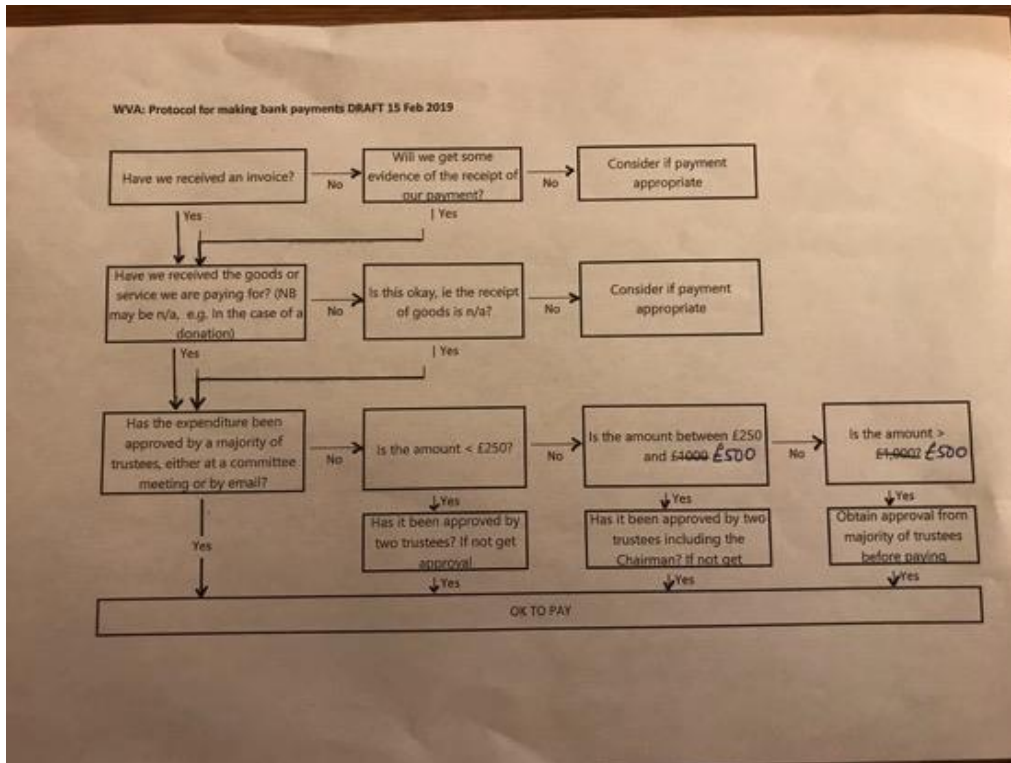
Action – James F to provide further information

- ii. The possibility of a small grants scheme for the community or youth activities was discussed. It was agreed further work was needed on what exactly a small grants scheme may consider.

Action – Edwin & James F

5. **Marketing Plan** – the flyer had been produced as the first step on the WVA marketing plan for 2019. All agreed this was a great initiative and thanked Andrew, in his absence, for his work.

6. **Financial Controls** – Edwin circulated a draft flow chart for making bank payments. This was approved by the committee with the approval limits set at £500;



7. **Conflicts of interest** – it was agreed all future meetings should start with any declaration of interest for items on the agenda.

It was noted for the record that Hugh's family owned land around Westcott, which may be referred to as part of future planning proposals.

8. Finance Report

Edwin advised a number of people think they are members but they have not paid their subs. We now have a copy of the Electoral Roll and have imported that in to our members database to inform the way the Street Stewards approach households and collect subscriptions. We currently have around 250 households as members, which is around 25% of the total households in the village.

9. AOB

- a. **WESTFest** – it was agreed all were happy to a bottle tombola as before and Sandra agreed to bake cakes for sale. Last year raised this raised £900. Bottles could be deposited in Edwina's garage after the 25th June.

Action – All

- b. **Street Stewards Event** being held on Saturday 11th May, 11am at Edwin's house. All were welcome to come along. Tim, Edwin and Edwina will host.
 - c. **Membership Drive** – 8th June outside the village store. All to note in diary as a rota for manning the day will be required.
Action – All to confirm their availability
 - d. **Village Signs** – Tim will chase Hazel.
Action - Tim
 - e. **Watson Road Bridge** – Sandra advised this has a wobbly handrail. Hugh offered to look at it.
Action - Hugh
 - f. **Path at the back of Chapel Lane and Cradhurst** – is reportedly still a mess and there has been some fly tipping in the woodland. James offered to take it up with the District waste enforcement.
Action – James
 - g. **Village Clean Up Day** – it was agreed to plan another village clean up day.
Post meeting note – following the Street Stewards event Saturday 13th July has been set as the date. The event needs planning and promoting with a view to make it fun!
Action – Tim, James F, Andrew
 - h. **Milton Court** – Hugh offered to write on behalf of the WVA to MVDC to object about the proposed name change of Milton Court.
Action - Hugh
10. **Next Meeting: Thursday 20th June at 19.30 pm in** The Barn, Lower Springfield Farmhouse, Westcott Street. (HB to chair in TW's absence)

There being no other business the meeting was closed.