



**Minutes from Steering Group (SG) Meeting on Wed, 18 January, 2017
West Horsley Village Hall**

Present for WHNPSG: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Nigel Farley, Janet Gardham, Frances King, John Maycock, Julia McClung, Martin O'Hara, Tony Thompson, Valerie Thompson, Robert Treble, Catherine Young

Present for WHPC: Charles Hope (chairman)

Apologies: Peter Bennett-Davies, Sarah Christiansen, Claire Parker, Claire Richards, Sue Vaughn-Jones

Actions

1. WELCOME

The SG welcomed Charles Hope, chairman of the West Horsley Parish Council to its meeting.

2. APPROVAL OF MINUTES

The minutes from November's meeting were approved with one amendment to 3/WH9. JM to amend and post on website.

JM

3. REVIEW OF DRAFT PLAN V3.5

3.1 WH7 Education Provision

The group had an in depth discussion about a proposed re-draft of WH7. SB summarised the research he has done and the conversations he has had with Surrey County Council, Guildford Borough Council and rCOH. The SG agreed unanimously that the revised policy should be included in Draft Plan V3.5.

3.2 WH4 Housing Mix

JG explained the revisions the H&D sub-group has made to WH4. JG to forward final amendments to JM.

JG

3.3 WH5 Rural Exception Housing

RT to make final changes to WH5 and forward to JM.

RT

3.4 WH15 Dark Skies

CY to forward revisions to WH15 to JM.

CY

ALL REVISIONS TO THE DRAFT PLAN V3.5 TO BE EMAILED TO JM
BY FRIDAY, 20 JANUARY.

ALL

<p>4. FEEDBACK SURVEY</p> <p>The SG reviewed a draft survey and some amendments to the text were made. JM to ensure the capture of postcodes and to include a clause about data protection.</p> <p>On-line: JM to set up a draft online survey on Thursday, 19 January. SG to test it out by Saturday 21 January. Survey to go live on Monday 23 January via the WHNP website.</p> <p>JM to subscribe to Survey Monkey for one month.</p> <p>Open House: JM to include a question asking respondents to rate the effectiveness of the event.</p> <p style="text-align: center;">ALL AMENDMENTS TO THE SURVEY TO BE EMAILED TO JM BY SATURDAY, 21 JANUARY.</p>	<p>JM</p> <p>JM/ALL</p> <p>JM</p> <p>JM</p> <p>ALL</p>
<p>5. OPEN HOUSE</p> <p>5.1 Presentation Boards and Printed Documents</p> <p>The SG reviewed the draft presentation. JM to tidy up the document once the final amendments to the Draft Plan have been agreed and to circulate for comment.</p> <p style="text-align: center;">ALL COMMENTS ON THE PRESENTATION BOARDS TO BE EMAILED TO JM BY WEDNESDAY, 25 JANUARY.</p> <p>Sub-Groups to plan what they will add to their display boards to illustrate their policies and to demonstrate the evidence they have considered.</p> <p>JM to arrange printing of the following:</p> <ul style="list-style-type: none"> • 1 A3 colour copy of the Presentation & Maps • 10 hard copies of the Draft Plan • 2 copies of all the evidence base • 100 A5 welcome flyers to hand out as people arrive • 200 copies of the survey <p>5.2 Q&A</p> <p>PD to host the Q&A sessions at 12.30pm and 2pm in the Cedar Room. Chairs to be set out in advance. Members from each Sub-Group to be in attendance. JM to log all questions asked.</p> <p>5.3 Spokespeople</p> <p>JM to prepare name badges for the SG. CH to provide badge holders (approx 20 please).</p> <p>5.4 Refreshments</p> <p>Tea/coffee and biscuits to be served from the hatch in the Main Hall. JM to provide. Jan Dodgson to help in kitchen. Additional volunteer needed. JM to ask SC.</p> <p>5.5 Photography</p> <p>CH has agreed to take photographs during the Open House.</p>	<p>JM</p> <p>ALL</p> <p>ALL</p> <p>JM</p> <p>PD/Sub-Groups/ JM</p> <p>JM/CH</p> <p>JM</p> <p>CH</p>
<p>6. ONLINE ACCESS TO CONSULTATION</p> <p>On-line access to the Draft Plan V4 and the Feedback Survey will be available on the website from Monday, 23 January until Sunday 5 February. JM to set up.</p> <p>JM to post on Streetlife, Facebook and Twitter to let the community know when the consultation opens. JM to email details to the mailing list.</p>	<p>JM</p> <p>JM</p>

<p>7. MAPS There are still a few issues with the current set of maps. These will be banked now until after the Open House and the analysis of the feedback survey. At this point RT to make an appointment to meet with Eloise at GBC to input the changes required.</p>	<p>RT</p>
<p>8. FINANCE</p> <p>ii) Locality Grant - EB to send the End of Grant report off.</p> <p>v) Payments - FK to raise cheques for secretarial support, on-line survey costs for Dec-Jan and hall hire in December.</p>	<p>EB</p> <p>FK</p>
<p>9. DATE OF NEXT STEERING GROUP MEETING</p> <p>Wed, 8th February - 7.45pm - 9.30pm in the Cedar Room. JM send apologies for absence.</p> <p>10. ANY OTHER BUSINESS</p> <p>CY informed the group that there is a meeting on Tuesday, 24 January in the Cedar Room when Thakenham Homes Ltd will be presenting their proposals for Manor Farm, East Lane.</p> <p>Reminder of Deadlines</p> <ul style="list-style-type: none"> • Fri, 20 Jan - Final changes to the Draft Plan • Sat, 21 Jan - Comments on draft on-line survey • Wed, 25 Jan - Final changes to Presentation 	