



**Minutes from Steering Group (SG) Meeting on Wed, 20 July, 2016
West Horsley Village Hall**

Present: Elaine Best, Stephen Bray, Sarah Christiansen, Paul Dodgson (chairman), Frances King, John Maycock, Julia McClung, Martin O'Hara, Claire Parker, Robert Treble, Catherine Young

Apologies: Nicky Adams, Brian Austin, Peter Bennett-Davies, Nigel Farley, Janet Gardham, Claire Richards, Tony Thompson, Valerie Thompson Sue Vaughn-Jones, Rob Warren

Actions

1. Approval of Minutes

The minutes from June's meeting were approved. JM to post on website.

JM

2. Local Plan

JM to circulate the Parish Council's Draft Local Plan Response and supporting documentation.

JM

3. Sub-Group Draft Policies Lists

The sub-groups updated the SG on progress. Concern was expressed at the slow progress in some areas that has already caused the timetable to slip by two months. It was agreed that all efforts should be made to deliver the material Jon needs as soon as possible. Sub-Groups have been reminded to reference rCOH's *Report on the Scope of the Plan and Recommended Actions* and the June and July Project Notes.

Sub-groups

CY has retired from Housing & Design sub-group to continue to focus on Environment & Landscape.

Housing & Design group to deliver draft policies list to rCOH in time for a conference call on 26/07. JM to arrange.

**Housing /Design
JM**

SG would like JD to attend a series of sub-group meetings and the steering group meeting on Wed, 14 September, from 4pm. JM to arrange.

JM

4. Revision of Timeline

The project is currently running two months behind schedule. JM to amend the timeline and circulate. All sub-groups to push forward over the summer so a first draft of submission can be completed by end of September/beginning of October.

JM

5. Supplementary Survey

It was agreed to hold off on the survey until all the draft policies lists have been completed and agreed with the SG and rCOH. SG to then identify where there is a shortfall of evidence. JM to liaise with Surrey Community Group.

JM

6. Finance

JM to request that rCOH submits its July invoice ASAP so it can be paid before the Parish Council breaks for summer.

JM

Payments for secretarial services, meeting room hire and Raleigh Summer Fair expenses were approved. EB to request a draw down of funds from Parish Council to cover the ongoing costs of delivering WHNP.

7. Meeting of Local Neighbourhood Plan Steering Groups

FK and PB-D represented West Horsley at a meeting of local NPSGs. The purpose of the meeting was to share and discuss different approaches to neighbourhood planning, from financing to wildlife. FK thought it would be a good idea to get the environment groups together for a more targeted discussion.

8. Re-location of Raleigh School

JM has written to Mrs O'Neill on behalf of the SG informing her that WHNP is keen to include a policy on future provision of primary school places for children resident in West Horsley and that it makes sense to support the school's plans to re-locate. In order to do this we need sight of a strategic statement. However WHNP is unable to endorse any specific site for development.

9. Raleigh School Fair

Successful day. Gazebo busy throughout the afternoon. Lots of sunflower planting. Writing Competition Winners' Gallery and map-based competition were both popular and allowed us to engage with both parents and children. Competition entrants were asked to complete a quick survey. Winners' Gallery was also displayed in school reception area until the end of term. JM to write report for community engagement evidence base.

JM

10. Guildford Open Space, Sport & Recreation Assessment 2016

CY reminded the SG that the report is out and that it should be referenced in WHNP. The report states there is a deficit of some amenities in Horsley. (JD has requested that the Community Assets takes a closer look at the report/map and considers adding a policy on what additional communities facilities the Parish needs and where they would go.) JM to circulate the report and map.

Comm.
Assets

JM

11. Date of Next Meetings

Wednesday, 17 August at 7.30pm, Cedar Room

Wednesday, 14 September from 4pm, Ruben Room and at 7.30pm, Cedar Room

12. Any Other Business

- Mapping - frustration with printing options using Google Maps. SB advises to screen shot and then print. (JD has advised that hand drawn maps are fine and that GBC can input all maps for us once complete.) JM to ask Rob W if he has time to help with mapping.

JM