



**Minutes from Steering Group (SG) Meeting on Wed, 8 March, 2017
West Horsley Village Hall**

Present: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Frances King, John Maycock, Julia McClung (secretary), Claire Parker, Robert Treble, Catherine Young

Apologies: Peter Bennett-Davies, Sarah Christiansen, Janet Gardham, Martin O'Hara, Tony Thompson, Valerie Thompson, Claire Richards

Actions

1. APPROVAL OF MINUTES

The minutes from February's meeting were provisionally approved subject to one amendment in the Finance section. EB to forward amendment to JM. JM to amend and circulate to SG for approval before posting on website.

EB/JM

2. DRAFT PLAN V3.6

The Steering Group approved all amendments made to Draft Plan 3.5 following the Open House on 29/01/17.

JM to forward Draft Plan 3.6, with details of amendments, to the Parish Council for approval. JM to request comments by 13/03/17 so that the document can be forwarded to GBC Planning for an informal health check.

JM

It was agreed that the Character Areas Descriptions in WH1, WH2 and WH3 should be reduced (as this information is all duplicated in the Character Appraisal Report); and that the Local Green Spaces Descriptions in WH10 should be moved to the Appendices.

JM to make the agreed amendments and forward to RT & CY for checking.

JM

Appendix A: JM to add sub-headings to differentiate between the documents 'prepared' by the SG and those it has 'collected and reviewed'.

JM

Maps: JM to liaise with CY to make sure all the correct maps are included.

JM/CY

3. NEXT STEPS

- I. JM to ask Parish Council for comments on amendments to Draft 3.5 by 13/03/17.
- II. JM to forward Draft Plan 3.6 to Dan Knowles at GBC for an informal health check. (It is anticipated that this will be complete by 05/04/17.)
- III. SG to meet on 12/04/17 to discuss results of the health check and to agree any amendments to Draft 3.6.
- IV. SG to report on the outcome of the health check and subsequent amendments to Draft Plan 3.6 at Parish Council meeting on 18/04/17.
- V. Draft 3.7 to be sent to rCOH for conversion to Pre-Submission Plan.

JM

JM

SG

SG

JM

<p>4. PRE-SUBMISSION CONSULTATION</p> <p>Planning: It was agreed that, providing the health check goes well, the six week Pre-Submission Consultation could start at the beginning of May. SG to discuss the method/logistics/costings of the Consultation in detail at the next meeting on 12/04/17.</p> <p>Open Houses: The SG provisionally agreed to hold two Open Houses at the Village Hall as follows:</p> <p>Sat, 20 May, 2017 from 11am - 1pm Sun, 18 June, 2017 from 2pm - 4pm</p> <p>JM to book village hall.</p> <p>Costings: It was estimated that the cost of the Consultation would be in the region of £600. This includes the cost of a letter-drop to all West Horsley households, hall hire and printing costs. These costs to be fine-tuned once a Consultation Plan has been further developed.</p>	<p>SG</p> <p>JM</p>
<p>5. FINANCE</p> <p>Financial Report 2016/17: FK circulated a draft spreadsheet of expenditure from 1/03/16 to 31/03/17. FK to finalise the document and forward to EB.</p> <p>FK to prepare a spreadsheet showing an up to date 'total cost of preparing the WHNP' for the next meeting on 12/04/17.</p> <p>Locality Grant: EB to apply for remaining £2750 at the beginning of May. [This will cover 5.5 days for rCOH to assist SG with preparation of the Submission Plan and all the required supporting documents.]</p> <p>Payments: SG approved payment of JM for services in February and invoice for hall hire in February.</p>	<p>FK</p> <p>FK</p> <p>EB</p> <p>FK</p>
<p>6. DATE OF NEXT STEERING GROUP MEETING</p> <p>Wed, 12th April, 7.45pm - 9.30pm in the Cedar Room.</p> <p>6. A.O.B.</p> <p>Raleigh School Fair: EB reported that the Raleigh School has asked WHNP if it wants to take a stand at the Summer Fair. SG agreed that this was not good use of resources. SC to reply to school to decline the offer.</p> <p>SG agreed that the left-over plant pots and decorations from last year's Fair should be donated to Puddleducks Nursery. SC to arrange.</p>	<p>SC</p> <p>SC</p>