

**West Horsley Neighbourhood Plan Steering Group
Minutes from Meeting on Wed 23 March, 2016 at West Horsley Village Hall**

Present for WHNPSG: Nicky Adams, Elaine Best, Sarah Christiansen, Paul Dodgson (chairman), Nigel Farley, Tina Grace, Frances King, Julia McClung, Martin O'Hara, Tony Thompson, Valerie Thompson, Robert Treble, Catherine Young

Also present: Neil Homer, rCOH; Dan Knowles, GBC

Apologies from: Peter Bennett-Davies, Carolyn Kimpton, & Sue Vaughn-Jones

Actions

Introduction

Meeting to revisit WHNP draft policies and to discuss rCOH's recommendations for new policies.

Neil Homer stressed the importance of:

- objective analysis of where the group is heading
- focusing on the issues that matter most - "more focus = more success"
- remembering that you're selling to GBC as well as West Horsley community
- make sure the Neighbourhood Plan is an accurate interpretation of project

Dan Knowles added - GBC development officers will revert to National policy if there is ambiguity.

CY asked if 'vision and objectives' need reworking. NH recommended reaching clarity on policies first and then revisiting vision and objectives, again stressing the importance of a clear line of vision.

MOH asked for clarification on rCOH's role in preparing the plan.

- WHNP will supply the data, the intent and an explanation of how a policy will play out in the Parish
- rCOH will write the policy using existing, successful templates

MOH asked NH for guidance on which questions need answers (ie what research is required) in order for rCOH to complete its policy templates. NH agreed to give clear instructions to each of the sub-groups on what needs to be done.

NH

SUB GROUP DISCUSSIONS

Housing & Design

Lead - Peter Bennett-Davies

Group has suggested creating the following task teams:

- Affordable Housing
- Downsizing
- Upsizing
- Housing Design & Sites

NH:

- Design is a separate issue to housing tender and the two must be divided.
- Design Statement needs to be brought in to Neighbourhood Plan as it carries much less weight as a separate document.
- Design statement currently doesn't split Parish regions. Need to split regions of Parish eg. conservation areas, areas that differ from rest of Parish, distinctive parts of Parish
- Need to be specific about building form/density/materials for each of above regions
- Examples of good conservation papers - Pirbright and Abbotswood (good use of images) see link:
<http://www.guildford.gov.uk/article/898/Conservation-Area-Character-Appraisals>
- Plan will need Policies maps - townscape analysis, review of stock, demographics, current versus future demand for housing types etc.

Dan Knowles recommended doing mapping first and using Google Maps as everyone can use this. GBC has access to GIS system and PSMA and can input our maps for us.

NF added that SV-J can also do the mapping for the steering group.

SV-J

Housing Group will meet to discuss what they are doing and send revised plan to NH.

PB-D

NH to forward Fleet Neighbourhood Plan as an example of a plan that includes a very comprehensive characterisation study.

NH

Group asked how to position policies in relation to strategic allocation. NH advised to either attempt site-specific policies or to rely on design guidance. Also must check if key development matters have already been addressed by GBC.

Environment

lead - Catherine Young
Nicky Adams to join group.

Group suggesting following policies:

- Green Belt and Open Spaces
- Countryside Access
- Water Management
- Biodiversity
- Air and Light Pollution

DK to provide maps for all available data sets.

DK

NH:

- No point in knowing where everything is unless you are specific with the data eg. identify where development could disrupt access to a Green Infrastructure asset or where there is an opportunity to connect.
- Do mapping first.
- No problem if there is overlap between groups.

<ul style="list-style-type: none"> - Need a landscape and village character assessment. DK to provide link on GBC website. - Surrey Nature Partnership has published a Biodiversity and Planning manual - http://surreynaturepartnership.org.uk/our-work/ - which the Local Plan will hook in to. WHNP needs to also hook in to this but not as a policy but as an add-on. There is not a biodiversity plat at a Parish level. 	<p>DK</p> <p>DK</p>
<p>MOH to organise a village walk on Easter Sunday.</p>	<p>MOH</p>
<p>Community Assets</p>	
<p>lead - Sarah Christiansen Group has recruited Stephen Isaac who is very knowledgeable in this area.</p>	
<p>Group will include sports fields and green spaces in its remit.</p>	
<p>Proposal - to promote a centralised village community centre with new halls for hire, sports facilities and a shop.</p>	
<p>NH:</p>	
<ul style="list-style-type: none"> - yes, we can do this - where will it go? (strategic allocation of sites) - what will happen to land of old facilities? - check the geography of proposal coincides with strategic plan - proposal for new site needs to be done soon - work up proposal and send to NH - NH to read new local plan and then advise group on what it needs to speak to GBC about 	<p>SC NH</p>
<p>Infrastructure</p>	
<p>lead - Robert Treble Stuart Farquharson to join group. RT to contact.</p>	<p>RT</p>
<p>Group objectives:</p> <ul style="list-style-type: none"> - Health and Wellbeing - Schooling - Access - Infrastructure 	
<p>NH</p>	
<ul style="list-style-type: none"> - advised to drop Infrastructure (roads, drainage, utitities etc) as nothing to do with planning - focus on Schooling and Health - overlap with Environment group on Access 	
<p>Group advised that the Raleigh School is looking to relocate.</p>	

FUTURE STRUCTURE OF MEETINGS

Steering Group to continue holding monthly meetings (second Wednesday of month). Most meetings will require one member of each sub-group. Meeting covering matters of policy will be for everyone.

WEBSITE

- Agreed that new website should go live.
- Following this meeting JM requires short revised summary from each subgroup for website stating: 1) title of group 2) lead name/contact details 3) focus of sub-group/policies, 4) skills required from new members
- Summary of all meetings to be posted on website.

JM
CY/SC/
PB-D/
RT

JM

EMAIL

- Need to reduce quantity of emails everyone is receiving.
- Sub-groups to keep emails to themselves where possible.
 - Everyone to refrain from hitting 'Reply All' unless absolutely necessary.
 - Sub-groups to cc Julia on matters that need recording/documents that need filing.

OPEN DAY (16 APRIL)

- Agreed to go ahead with Open Day.
- To be hosted by Paul, Elaine, Peter and Tony.
- Each sub-group to have table/display board.
- Each sub-group has £50 budget to spend.
- Poster to be designed by JM by March 28 and printed by FK by April 1.
- RT to source A1 art boards for displays.
- FK has other essentials (drawing pins, blue tac etc)
- FK to organise car stickers
- Car stickers to be available as give-aways at Open Day
- Posters to be circulated amongst Steering Group.
- JM to create useable mailing list from all survey respondents and to send email inviting them to the Open Day.

JM/FK
RT

FK

JM/FK

JM

WHNPSG TERMS OF REFERENCE

FK to add to Terms that SG will continue to meet until the Neighbourhood Plan is complete and has reached a successful referendum . EB to present revised Terms to Parish Council at next meeting.

FK/EB

Once approved, JM to post Terms on website.

JM

DATE OF NEXT MEETING

Full SG Meeting: 7.30pm, Wed 13 April, 2016
(Agenda to include discussion on revision of timetable.)

ANY OTHER BUSINESS

EB confirmed Parish Council has authorised appointment of rCOH for full 18 days consultancy.

EB

EB has started completing the grant application forms and will submit application soon after 1 April as possible.

EB

EB presented Steering Group with 2016/2017 budget. Approval of the budget was forwarded by TT and seconded by SC. Steering Group voted in favour. EB to seek approval from Parish Council at next meeting.

EB