



**Minutes from Steering Group (SG) Meeting on Wed, 14 June, 2017  
West Horsley Village Hall**

Present: Elaine Best, Stephen Bray, Paul Dodgson (chairman), Frances King, Julia McClung (secretary), Martin O'Hara, Robert Treble, Tony Thompson, Valerie Thompson, Catherine Young

Apologies: Brian Austin, Peter Bennett-Davies, Janet Gardham, John Maycock, Claire Parker, Claire Richards

PD informed the group that Sarah Christiansen has decided to step down from the Steering Group. PD has written to thank her for all her hard work and support over the last two years.

**Actions**

**1. APPROVAL OF MINUTES**

The minutes from May's meeting were approved. JM to post on website and forward to Parish Clerk.

**JM**

**2. PRE-SUBMISSION VERSION OF PLAN**

MOH had a few comments relating to WH2, 5, 7 & 9. SG advised him to submit his comments as part of the consultation. MOH to email JM his comments.

**MOH**

**3. PUBLIC CONSULTATION (REG 14) - 12 JUNE to 24 JULY**

Website: JM reported that the website is live and has had 150+ visits already. Hard copies of the Plan have been delivered to seven locations around the Horsleys and posters displayed.

Flyer: A flyer was delivered to all West Horsley dwellings on 4 June.

Email: All WNHPSPG contacts (approx 450+) have received emails about the consultation. A further email will be sent out ahead of the Open House. The Parish Clerk is sending out personalised emails to all Statutory and non-Statutory bodies (80+) requesting their comments on the Plan.

Social Media: Facebook and Twitter are being used to get the message out that our consultation has started.

Open House

JM has organised the following:

- Display boards
- Copies of Plan and supporting documents
- Handouts
  - Summary of Plan
  - Timeline
  - Comments Form
  - What a Neighbourhood Plan Can and Can't Achieve (JM to add a sentence to state that "if our Plan does not conform to the rules of the Localism Act (as outlined above) then it will fail its examination by the Government appointed inspector."

**JM**

PD and PB-D to host the Q&A.

**PD/  
PB-D**

JM to make sure there is sufficient SG presence at the event, especially from 3.30pm onwards.	<b>JM</b>
MOH to arrive at the Hall at 12.30pm to help JM with tables and chairs. Rest of SG to arrive at 1.30pm.	<b>MOH/ SG</b>
VT/JM to take photos to record the Open House.	<b>VT/JM</b>
CP, FK and PD have offered to provide cakes. JM to provide tea/coffee/sugar/milk and biscuits.	<b>CP/FK/ PD/JM</b>
<u>Comments Received</u>	
JM to tabulate all comments as soon as they are received and to keep an up to date copy uploaded to the WHNPSG section of the website.	<b>JM</b>
A working group, to include MOH, RT, SB, CY and JM, will meet periodically to go through the comments and decide if any amendments need to be made to the Plan. JM to arrange first meeting w/c 24 July.	<b>JM</b>
JM to check Jon Dowty's availability during August.	<b>JM</b>
<b>4. REGULATION 15</b>	<b>JM</b>
JM to continue preparing the Consultation Statement.	
<b>FINANCE</b>	
EB has drafted a projected costings proposal for presentation to the Parish Council on 20 June. The proposal includes a review of the ongoing requirements for secretarial and PR support from 1 April to 31 December 2017.	<b>EB</b>
The proposed document was approved by the SG. EB to forward to Parish Clerk.	
SG approved payments for:	
<ul style="list-style-type: none"> <li>• hall hire for May</li> <li>• secretarial/PR services for May</li> <li>• leaflet printing and delivery</li> <li>• expenses for Open House</li> </ul>	<b>EB</b>
EB to request a draw-down of £2,500 to cover invoices for the next quarter.	
<b>5. DATE OF NEXT STEERING GROUP MEETING</b>	
Wed, 9th August, 7.45pm - 9.30pm in the Cedar Room.	