



**Minutes from Steering Group (SG) Meeting on
Wednesday, 11 October, 2017
West Horsley Village Hall**

Present: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Janet Gardham, Julia McClung (secretary), Claire Parker, Robert Treble, Tony Thompson, Catherine Young

Apologies: Peter Bennett-Davies, Frances King, John Maycock, Martin O'Hara, Claire Richards, Valerie Thompson

Actions

1. APPROVAL OF MINUTES

The minutes from September's meeting were approved (with one small amendment). JM to post updated minutes on website and forward to Parish Clerk.

JM

2. SUBMISSION PLAN AND SUPPORTING DOCUMENTS FINAL REVIEW

**Housing & Design
Plan**

- RT to draft additional supporting text for WH2 (retention of bungalows) and WH3 (resistance to small properties on large plots being replaced with large homes) and forward to JM for inclusion in Plan.
- JM to remove reference to Surrey Design Guide in WH2.

RT

JM

Density Background Paper

- JM to amend as per RT's comments.

JM

Character Appraisal Report (CAR)

- RT to forward final amendments to CAR to JM, including:
 - re-drafting of 'Density of Area' sections in line with latest density background paper results
 - re-wording of "Significant Views" sections to differentiate between maps in CAR and Map 7: Locally Significant Views and Gaps
 - completion of character area 5 - conservation area and character area 7 - Long Reach (East).

RT

Community Assets

- No amendments.

**Environment & Landscape
Plan**

- JM to incorporate CY's final amendments in to Plan.

JM

Supporting Documents

- CY to update Document 7: Tree Preservation Orders.
- CY to check maps in SANG section of Document 1: National & Local Designations.

**CY
CY**

<p>3. EVIDENCE BASE</p> <ul style="list-style-type: none"> • JM to work on the clearest way to present the Submission Plan and Evidence Base on the website. • JM to cross-check the Plan and website for all references to Evidence Base. 	<p>JM JM</p>
<p>4. CONSULTATION STATEMENT</p> <ul style="list-style-type: none"> • JM to finish drafting the Consultation Statement and to circulate to SG for comments. • RT to source PDFs of all Horsley Countryside Preservation Society editorials and forward to JM. 	<p>JM RT</p>
<p>5. BASIC CONDITIONS STATEMENT</p> <ul style="list-style-type: none"> • JM to chase O'Neill Homer for the Basic Conditions Statement. 	<p>JM</p>
<p>6. FINANCE</p> <p>EB reported that the statement of expenditure to date for the financial year 2017-18 has been updated and will be presented at the Parish Council meeting on report on 17 October.</p> <p>Honorarium for secretarial and PR services in September was approved by the chairman and ratified by the SG, along with expenses for £12 for printing costs. FK to arrange payments.</p>	<p>FK</p>
<p>7. DATE OF NEXT MEETING</p> <p>Wed, 8th November, 7.45pm - 9.30pm in the Cedar Room.</p>	