



Minutes from Steering Group (SG) Meeting on Wed, 9 November, 2016 West Horsley Village Hall

Present: Brian Austin, Elaine Best, Stephen Bray, Sarah Christiansen, Paul Dodgson (chairman), Nigel Farley, Janet Gardham, Frances King, John Maycock, Julia McClung, Claire Parker, Tony Thompson, Valerie Thompson, Robert Treble
Sue Vaughn-Jones

Apologies: Peter Bennett-Davies, Martin O'Hara, Claire Richards, Catherine Young

Actions

1. APPROVAL OF MINUTES

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

JM

2. OPEN HOUSE

The group agreed to delay the Open House as there is still some work to do to complete the draft plan. New date is Sun, 29th January, 2017, 12-3pm at the Village Hall. JM to revise hall booking.

JM

3. REVIEW OF DRAFT PLAN

The SG reviewed the document, in particular the highlighted areas. The following was noted.

WHNP/WHPC

SG needs to check the document against the WHPC submission to GBC to ensure there are no conflicts. PD to ask PB-D to assist.

PD/
PB-D

Document Management

- JM to input all the amendments to V3 of draft plan - so we only have one track-changed version of the document.
- SG to fact check the document. Any minor changes/comments for consideration to be emailed to JM.
- JM to meet with sub-group leads to make any significant amendments to document.
- V4 to be circulated before the next SG meeting.

JM

ALL

Major Queries

Any major issues that require a response from Jon should be emailed to JM as soon as possible.

ALL

Policies Map

This still need to be produced but if necessary can be done for the Pre-Submission. Dan Knowles has agreed to assist. If the SG is still uncertain of what is required Jon has recommended looking at Blandford+ <http://blandfordplus.org.uk/submission-plan/>.

<i>Policies</i>	H&D
<u>Character Areas</u> - RT to arrange a sub-group meeting asap. Character areas need to be fleshed out by Mon, 12 Dec if possible.	SV-J
<u>Housing Mix</u> - SV-J to look for evidence of requirements for self-build/custom-build schemes.	SB/JM
<u>Education Provision</u> - SG wants to retain this policy. JM to speak to Jon. SB to email new copy to JM for insertion.	JM
<u>Local Listed Buildings</u> - JM to check with Jon why the listed buildings and TPOs aren't included in this policy.	JM
<u>Local Views</u> - SG agreed to delete this policy.	TT
<u>Horsley Railway Station</u> - SG agreed to delete this policy.	JM
<u>West Horsley Place</u> - TT to draft new wording and forward to JM.	TT
<i>Evidence Base</i>	JM
Sub-Groups to forward list of evidence base to JM. (CY & SB have already done this). JM to upload PDFs of all documents to website before Pre-Submission.	E&L
<i>Maps</i>	E&L
The following maps are still needed:	
<ul style="list-style-type: none"> • Green Infrastructure • Wildlife Corridors • Dark Skies 	
4. FINANCE	
i) rCOH	
As the SG has added a precautionary 'draft plan' phase in to its schedule this means we have now exhausted rCOH's hours originally allocated for producing a 'pre-submission plan'. We also need to request a SEA/HRA Screening Opinion which is best done by the consultants.	
EB to contact the Parish Council and request a further 3 days consultancy fees for rCOH (£500 per day); 1 day for the Screening Opinion and 2 days for taking the draft plan to pre-submission plan.	EB
ii) Review of secretarial support	
SG agreed that the level of secretarial and PR support required remains unchanged.	
iii) Payments	
FK to raise cheques for secretarial support and hall hire in October.	FK
5. DATE OF NEXT STEERING GROUP MEETING	
Wed, 14th December - 7.45pm - 9.30pm in Cedar Room and then afterwards at the King Billy for a Christmas drink.	

6. ANY OTHER BUSINESS

Parish Council's Response to Local Plan

- As this is referred to in the draft plan introduction the SG agreed that it should make copies available on request. JM to arrange for three 'loan copies' to be printed.

JM

Article for St Mary's Parish Magazine, December Issue

- JM to draft. Deadline 14/11.

JM

Article for HCPS Newsletter

- JM edit to include details of January Open House.

JM