



**Minutes from Steering Group (SG) Meeting on  
Wednesday, 13 September, 2017  
West Horsley Village Hall**

Present: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Frances King, John Maycock, Julia McClung (secretary), Martin O’Hara, Robert Treble, Tony Thompson

Apologies: Peter Bennett-Davies, Janet Gardham, Claire Parker, Claire Richards, Valerie Thompson, Catherine Young

**Actions**

**1. APPROVAL OF MINUTES**

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

**JM**

**2. PRE-SUBMISSION CONSULTATION REVIEW**

**Community Comments**

- The SG reviewed document listing all proposed responses to community comments and planned amendments to the Plan as agreed at the August SG meeting. JM to amend the document as discussed.
- JM to prepare a separate ‘Summary of Community Comments’ for the Regulation 14 Report, giving a brief summary of the community’s response to each policy. JM to circulate this report to the SG for approval.

**JM**

**JM**

**Statutory Comments**

- The SG reviewed the updated Regulation 14 Report (V2) prepared by consultants O’Neill Homer (OH) - formerly rCOH.
- JM to draft a summary of all outstanding actions/amendments to Plan and supporting documents and circulate to SG for completion before before the October SG meeting.

**JM**

**Modifying the Pre-Submission Plan**

JM to make all agreed amendments to the Pre-Submission Plan except for amendments to policy wording which will be completed by OH.

**JM**

**Consultation Statement**

JM to finish drafting the Consultation Statement and to circulate to SG before the October SG meeting.

**JM**

**3. WEST HORSLEY VILLAGE FETE**

WHNPSG shared a stand with the Parish Council. It was agreed that despite the stand being quiet it was important for the WHNP to have a presence at this significant community event. JM to take all remaining flyers to the library.

**JM**

**4. REVIEW OF TERMS OF REFERENCE**

The Steering Group reviewed the Terms of Reference (*5th April 2016 V2*) and concluded that no amendments were necessary. JM to update website to indicate this review has taken place.

**JM**

<p>JM to ensure that future meeting dates are posted on the website.</p>	<p><b>JM</b></p>
<p><b>5. FINANCE</b></p>	
<p>EB presented a report on the estimated costs for 2018 to the SG. EB to amend the report, as agreed by the SG, and forward to the Parish Clerk for inclusion in the Parish Council's Agenda for its September meeting.</p>	<p><b>EB</b></p>
<p>FK presented a statement of expenditure to date for the financial year 2017-18.</p>	
<p>Honorariums for secretarial and PR services in July and August were approved by the chairman and ratified by the SG, along with expenses for hall hire and a quarter-page advert in the Village Fete programme. FK to arrange payments.</p>	<p><b>FK</b></p>
<p><b>5. DATE OF NEXT MEETING</b></p>	
<p>Wed, 11th October, 7.45pm - 9.30pm in the Cedar Room.</p>	