



**Minutes from Steering Group Meeting on Wed, 8 June, 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, Claire Richards, Robert Treble, Sue Vaughn-Jones, Rob Warren, Catherine Young

Apologies: Nicky Adams, Peter Bennett-Davies, Martin O'Hara, Tony Thompson, Valerie Thompson

**Actions**

**1. Introductions**

The group welcomed Brian Austin to the Environment & Landscape group and John Maycock to the Infrastructure group.

**2. Approval of Minutes**

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

**JM**

**3. Evidence Base and Further Survey Needs**

The group discussed the need for a supplementary survey to be carried out. RT has approached Surrey Community Action and has obtained a quote for drafting the survey and analysing the responses.

The group agreed on the following next steps.

- JM to contact Surrey Community Action for further information about drafting the survey and to discuss timings.
- Sub-groups to draft questions by 18 July latest and email to JM. JM to collate and circulate to group.
- Steering Group to meet on 20 July to discuss next steps.
- FK to put a costing together including printing of 4-page A4 questionnaire.
- EB to notify the Parish Council of the cost of the survey and to get an item on the next PC meeting (21/06) to get the cost approved.
- JM to design an A5 flyer updating residents on NP progress and imminent survey - for distribution at forthcoming Parish Council 'Fight the Local Plan' briefing meetings and the Raleigh School Summer Fair.

**JM**

**Sub-  
groups/  
JM  
FK  
EB**

**JM**

**4. Finance**

EB confirmed that rCOH invoices should be sent to the Parish Council finance officer.

**EB**

FK to reimburse RK for cost of whiteboards used at Open House £66.56.

**FK**

SB authorised to purchase 3 x A1 laminated maps and 1 x paper map for the group (max spend £150).

**SB**

**5. Meeting of Local Neighbourhood Plan Steering Groups**  
CY and PB-D to represent WHNPSG at the meeting on 9 June. (On 9/6 FK agreed to attend in place of CY.)

CY/FK

**6. Potential Re-location of Raleigh School**

The group agreed unanimously that as we have taken the decision not to allocate alternative sites for building we are not in a position to express a view on proposed plans to re-locate the school.

JM to draft a letter to Mrs O'Neill explaining our position and asking for the school to provide us with a strategic aims statement (vision for the school in five years time) for us to include in a policy statement on the local need for suitable educational facilities. JM to cc. Catherine Carr at EHNP.

JM

**7. Raleigh School Fair (10 July)**

WHNP will have a stall again this year. The cost is £30. SC is coordinating. Activities will include planting sunflower seeds in decorated pots, a competition and an area for parents to discuss neighbourhood planning with members of the steering group. EB has secured the loan of the PC gazebo.

SC

Volunteers to man the stall include JM, EB, FK, CY, RT and RW, plus MOH if available.

JM to prepare handouts - A5 flyer, instructions for plant car, car window stickers

JM

JM to arrange photography for use in report for evidence base.

JM

**8. Date of Next Meeting**

Wednesday, 20 July at 7.30pm, Cedar Room

**9. Any Other Business**

- Mapping - general frustration at the lack of access to WHNP GoogleMaps. JM to investigate.
- E&L Quiz - CY distributed a draft list of proposed Local Green Spaces for West Horsley (not Open Spaces as these will be different) for the Steering Group to assist in establishing the justification (according to NPPF guidelines), and ranking of importance for our Village Community. When these are narrowed down, this is what will be put forward to the local community for endorsement, possibly in the follow up survey.

JM

All