



**Minutes from Steering Group (SG) Meeting on Wed, 10 May, 2017
West Horsley Village Hall**

Present: Brian Austin, Stephen Bray, Janet Gardham, John Maycock, Claire Parker, Julia McClung (secretary), Robert Treble, Tony Thompson (acting chairman), Valerie Thompson, Catherine Young

Apologies: Elaine Best, Peter Bennett-Davies, Sarah Christiansen, Paul Dodgson, Frances King, Martin O'Hara, Claire Richards

Actions

1. APPROVAL OF MINUTES

The minutes from April's meeting were approved. JM to post on website and forward to Sam Pinder (SP).

JM

2. DRAFT PLAN V3.8/3.9

The Steering Group discussed final comments from rCOH and approved Draft Plan V.3.8 with a few minor amendments. JM to amend the document as discussed and circulate to SG.

JM

Supporting Documents

Supporting documents, maps and evidence base to be double-checked and finalised during consultation period.

SG

CY to contact FK about Assets list.

CY

2. NEXT STEPS

Approval by Parish Council

Draft Plan V3.9 to be forwarded to the SP by 11/05/17 for circulation to Parish Councillors. JM to request that the approval of the WHNP be added to the agenda for the Parish Council's meeting on 16th May.

JM

JM to ask PD to attend the Parish Council meeting on 16th May. John M & RT to also attend.

JM

JM to inform Guildford Borough of the proposed consultation dates.

JM

3. PRE-SUBMISSION CONSULTATION

Assuming the Plan is approved by the Parish Council:

Six Week Consultation

Pre-Submission Consultation is scheduled for 12 June to 24 July 2017.

Open House

An Open House is also scheduled at the Village Hall on 18 June, 2-5pm. The event will be organised in a similar manner to the 29 January Open House, with display boards, a Q&A Session, an information desk and a "cafe". Visitors will be able to submit their comments at the Hall.

JM to contact SP to request Parish Councillors attendance at the Open House on 18th June. JM to also ask Mrs Harrison and Mrs Beynon if they could provide cakes for the Open House cafe.

JM

<p>Consulting the Statutory and Non-Statutory Bodies JM to liaise with SP about the Consultation. The Parish Council will need to consult with the Statutory and Non-Statutory bodies. JM has drafted emails for SP and compiled a comprehensive list of statutory and non-statutory bodies. Suggested date for circulation is 12 June.</p>	JM/SP
<p>Consulting the Community JM to coordinate the community consultation which will include emails to WHNP mailing list, social media, letter drop to all West Horsley dwellings, posters around the village and copies of the Draft Plan at the following locations:</p> <ul style="list-style-type: none"> • Horsley Library • The Stockyard • Goose Deli • St Mary's Church • The Wheelhouse • King William • Crossroads Stores 	JM
<p>SG to review the draft Summary of the Pre-Submission Plan and to email any amendments to JM.</p>	SG
<p>Printing Materials It was agreed that the following would be needed:</p> <ul style="list-style-type: none"> • 1200 A5 flyers • 75-100 A5 copies of the Plan Summary • 1 A3 copy of the Plan Summary for display boards • 20 A4 posters • 15-20 copies of the Pre-Submission Plan will also be needed, along with 2 copies of each of the supporting documents. 	
<p>Costings for Consultation JM to forward an estimate of the costs for the Pre-Submission Consultation, including printing, distribution and hall hire costs, to CY. CY to forward to Finance Group of Parish Council for approval.</p>	JM/CY
<p>Letter Drop JM to arrange for a letter drop ahead of the consultation.</p>	JM
<p>4. FINANCE SG approved payments for secretarial services and room hire in March.</p>	
<p>5. DATE OF NEXT STEERING GROUP MEETING Wed, 14h June, 7.45pm - 9.30pm in the Cedar Room.</p>	