

WEST HORSLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Wednesday 8 February 2017

at The Cedar Room, West Horsley Village Hall @ 7.45pm

Agenda item	Minutes	Actions
1.	<p>Present: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Janet Gardham, Frances King, John Maycock, Claire Parker, Claire Richards, Tony Thompson, Valerie Thompson, Robert Treble, Catherine Young</p> <p>Apologies: Sarah Christiansen, Julia McClung</p> <p>A reminder to be sent to Parish Councillors that they are always welcome to attend.</p>	
2.	<p>Declaration of Interests: No changes.</p>	
3.	<p>Approval of Minutes/ Matters Arising: 7 Catherine is seeing Eloise about maps; 8(ii) Elaine reported that the ‘End of Grant’ report had been sent off. Minutes were then approved and signed.</p>	
4.	<p>Open House and Consultation Review: The survey was filled out by 127 people and were very supportive. Open House went better than could have been imagined. Very pleased with the involvement of Parish Councillors and Charles Hope’s co-hosting of the 2 Q&A sessions. It was a good advert for the village and the community spirit that in excess of 150 and most probably more than 200 attended the event. A unanimous note of thanks for Julia McClung was recorded for her organisation & PR abilities.</p> <p>A discussion took place as what modifications should be made to the Draft Plan, with particular reference to the points raised by Kes Heffer and David Roberts. Paul Dodgson to write to both to say that any appropriate modifications would be incorporated.</p> <p>Steve Bray noted that there had been a number of mentions of the Goodhart Rendell Hall and that no mention of listed buildings. Amend the main body of the Plan to refer to the listed buildings being included in the appendices.</p> <p>Housing: – remove Character Areas from ‘green boxes’, opening para to refer to Settlement Area and Green Belt. Amend spelling of ‘knapped’ flint.</p> <p>Julia has asked for a brief summary in writing of what needs to be changed.</p> <p>Green Infrastructure and Biodiversity: - Football Club and Cricket Club to go back into ‘Local Green Spaces’, amend Silkmore Lane Triangle to include possibility of a War Memorial.</p>	<p>PD</p> <p>SB</p> <p>SB/RT</p>
5. (i) (ii) (iii)	<p>Next Steps:</p> <p>Julia to report changes to Jon at rCOH, who do not need any more time.</p> <p>Health Check – after discussion it was decided to go for a health check.</p> <p>Pre-Submission Consultation – nothing to report.</p>	<p>JM</p>
6.	<p>Timeline Review: Changes in Draft to Jon by 24th February 2017, 6th March 2017 for Jon to produce final version which would then go to the Parish Council. Ask Parish Council for a special meeting on 13th March 2017 to review and approve final draft.</p>	<p>PD/EB</p>
7.	<p>Finance: Elaine Best reported Julia McClung’s secretarial and PR time has been budgeted for to December 2017/January 2018.</p> <p>Website renewal at a cost of £130.35 approved as were JM’s expenses. The Steering Group discussed correcting the error that had occurred in the amount due to the secretary for the honorarium payable for September. This was understated to the amount of £227.50. The error had occurred as holiday allowance had already been taken in to account. It was agreed to ask the PC for authorisation to make good the honorarium due for the month of September 2016.</p> <p>Invoices from David Vasarhelyi and West Horsley Village Hall were approved for payment.</p>	<p>FK</p>
8.	<p>Date of next meeting: Confirmed as Wednesday 8 March 2017.</p>	
9.	<p>Any Other Business: The resignations of Nigel Farrell and Sue Vaughn-Jones were received with regret and thanks recorded for the work they had done.</p>	