

West Horsley Neighbourhood Plan Steering Group

Minutes from Meeting on Wed 11 May, 2016 at West Horsley Village Hall

Present: Elaine Best, Steve Bray, Sarah Christiansen, Paul Dodgson (chairman), Nigel Farley, Janet Gardham, Frances King, Julia McClung (secretary), Claire Parker, Claire Richards, Robert Treble, Sue Vaughn-Jones, Catherine Young
Apologies: Nicky Adams, Peter Bennet-Davies, Martin O'Hara, Tony Thompson, Valerie Thompson

Actions

1. Introductions

The group welcomed Steve Bray, Janet Gardham and Claire Parker to the Steering Group. SB & JG to join Housing & Design; CP to work with Community Assets.

2. Declarations of Interest

SB informed the group that he owns Bridge Cottage, Ripley Lane plus 5.5 acres behind the house on which he would like to build. He sees the site as a way of diluting the density of houses proposed in GBC's Local Plan. SB has a colleague who is a town planner. SB to forward contact details to PB-D.
JM to forward WHNPSG contact list to SB.

SB
JM

3. Approval of Minutes Jan - Apr

The minutes of the Jan - Apr WHNPSG meetings were approved. JM to post on WHNPSG website.

JM

4. Confidentiality

The Steering Group was reminded to be careful when discussing information that may be sensitive/confidential.

5. Open House (16 April)

The Open House was attended by approximately 200-250 people. It resulted in two, possibly three, new recruits to the Steering Group.

The views of these new members were: that the Open House was very informative - "especially for people who did not know much about neighbourhood planning"; and that it was a good community relationship-building exercise.

The group will document the event in its evidence base. CR and CY to forward photos taken at event to JM. JM to draft a summary for the website.

CR/CY
JM

JM reported that 60+ new household email addresses had been added to the WHNP mailing list.

6. Meetings with Jon Dowty, rCOH (10 May)

All sub-groups reported that the meetings had been very constructive. JD to report back to sub-groups, summarising what does and doesn't need to be in the WHNP.

JD

JM to write up notes from individual group meetings and circulate.	JM
Next steps: Sub-groups to complete research and to draft a written report which JD will then convert in to a draft plan using rCOH templates.	Sub-Groups /JD
Sub-Group Changes: Community Assets & Business Economy group to merge with Infrastructure. RT to take over from PB-D as lead for Housing & Design, allowing PB-D to give maximum amount of time to leading WHPC's fight against the Draft Local Plan.	
JM to forward rCOH's 'Report on the Scope of the Plan & Recommended Actions' document to new members.	JM
JD to forward examples of 'best' neighbourhood plans to PD.	JD
Timings: Aiming for first draft by end June and community consultation on pre-submission plan in September. JM to arrange further meetings for JD and sub-groups when they are close to having a first draft.	JM
7. Mapping JM can now edit WHNP's GoogleMaps as well as NA. JM to show RT how to use. Essential to "map everything".	JM
8. Evidence Base Each sub-group to compile a list of its evidence base and forward to JM. JM to collate and to share via secure Members section on website.	Sub-groups/ JM
Sub-groups to discuss/decide what additional data they need and to assess whether it requires surveying the residents of West Horsley. Key agenda item for June.	Sub-groups
9. Finance FK raising cheques for £65 for village hall hire; £94.75 for printing of flyers for Open House; £18.52 for food/drink for rCOH meetings on 10/5.	FK/EB
WHNP to request approval to draw down £2,000 to cover secretarial honorarium and group's expenses for next 3 months. This was unanimously approved by the Steering Group.	
10. Any Other Business <i>David Reeve</i> (GB Councillor) has offered to attend the WHNPSG meetings. It was decided that regular attendance would not be good use of his time, however the group would like to invite him, plus Jenny Wicks and Matthew Sarti, to a pre-submission presentation. PD to write to David Reeve.	PD
<i>Raleigh School Fair</i> - WHNPSG to take a stall at school fair. SC to confirm with school. SC to liaise with JM re staffing of stall and activities.	SC/JM
11. Date of Next Meeting Wednesday, 8 June at 7.30pm, Cedar Room	

Summary of Sub-Group Members

Housing & Design

Robert Treble (lead)
Peter Bennett-Davies
Stephen Bray
Nigel Farley
Janet Gardham
Martin O'Hara
Catherine Young

Environment & Landscape

Catherine Young (lead)
Nicky Adams
Brian Austin
Martin O'Hara
Fran King
Claire Richards
Valerie Thompson
Rob Warren

Community Assets, Business Economy & Infrastructure

Sarah Christiansen (lead)
Elaine Best
Fran King
Claire Parker
Tony Thompson
Robert Treble