



**Minutes from Steering Group (SG) Meeting on Wed, 14 December, 2016  
West Horsley Village Hall**

Present for WHNPSG: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Nigel Farley, John Maycock, Julia McClung, Martin O'Hara, Robert Treble, Sue Vaughn-Jones, Catherine Young

Present for WHPC: Peter Bennett-Davies, Mel Beynon, Pamela Holt, Charles Hope (chairman), Mike Waite

Apologies: Sarah Christiansen, Janet Gardham, Frances King, Claire Parker, Claire Richards, Tony Thompson, Valerie Thompson

**Actions**

**1. WELCOME**

The SG welcomed members of the West Horsley Parish Council to its meeting.

**2. APPROVAL OF MINUTES**

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

**JM**

**3. REVIEW OF DRAFT PLAN**

The SG appreciated the opportunity to discuss the first draft of the WHNP with the Parish Councillors (PCs). PD gave a quick explanation of the process required to get a neighbourhood plan 'made' (accepted). The Sub-Group leads then gave a brief summary of the research they have carried out and the evidence base/documents/maps they have had to prepare in order for the Draft Plan to be written. CY also explained that anything that is already listed or protected does not need to be included in the NP.

The PCs were each given an opportunity to comment on the Draft Plan. Their general opinion was that, apart from a few inaccuracies, the plan was in excellent shape and that they agreed/ supported all the policies.

Points raised by PCs:

- PB-D confirmed that the Draft Plan is not in any conflict with the WHPC's response to the GBC's Draft Local Plan.
- The neighbourhood area boundary on the base maps is inaccurate. MO'H to contact Dan Knowles at GBC.
- 2. The Neighbourhood Area - remove the reference to the Wast Paper Company.
- WH5 - Rural Exception Housing: JM to check with rCOH about the percentage of open market housing.
- WH6 - Community Assets: Allotment to be deleted from list.
- WH9 - West Horsley Place: Policy to be re-worded as the opera house is nearly built.

**MO'H**

**JM**

**JM**

**JM**

**JM**

<ul style="list-style-type: none"> <li>• WH11 - Local Green Spaces: Reference to 'Electric Company' to be edited.</li> <li>• WH14 - MW to liaise with CY over any amendments.</li> </ul>	<p><b>JM</b></p> <p><b>MW/CY</b></p>
<p>Members of the SG later discussed the following:</p>	
<p>WH7 - Education Provision: It was noted that rCOH had expressed the view it is unlikely to be approved in its present form. Suggestions were made as to how the sentiments could be expressed in a way which conforms with the legislation to be followed in the making of a Plan. It was agreed that this matter should be considered and discussed further. rCOH has also suggested moving the final bullet point (proposals for educational facilities at West Horsley Place) to WH9.</p>	
<p>WH9 - West Horsley Place: EB informed the group she had met with the chairman of the Mary Roxburghe Trust and that they are now working on a draft list of objects and plans. JM to contact Adrian Lajtha to request a copy. This should help with the re-wording of the policy.</p>	<p><b>JM</b></p>
<p><b>4. OPEN HOUSE</b></p>	
<ul style="list-style-type: none"> <li>• The date of the Open House remains Sunday, 29th January, 1-3pm. Main Hall is booked from 10am - 4pm to allow for set up/get out.</li> </ul>	
<ul style="list-style-type: none"> <li>• Visual display on presentation boards to include the text of the policies plus any relevant maps and/or images. JM to circulate draft presentation to SG for comment.</li> </ul>	<p><b>JM</b></p>
<ul style="list-style-type: none"> <li>• CH has kindly offered the use of his home printer which can print A3 colour.</li> </ul>	
<ul style="list-style-type: none"> <li>• Display boards to be clearly numbered around the hall to encourage visitors to read the introduction and to review all the policies in order.</li> </ul>	
<ul style="list-style-type: none"> <li>• Questionnaires on clipboards to be handed out on arrival and visitors to be encouraged to write down their comments as they go round the room. Completed questionnaires to be collected as people leave.</li> </ul>	
<ul style="list-style-type: none"> <li>• PD to give two short presentations followed by Q&amp;A sessions. Suggested timings - 12.30pm and 2pm. JM to hire the Cedar Room for this purpose.</li> </ul>	<p><b>JM</b></p>
<ul style="list-style-type: none"> <li>• Hard copies of Draft Plan and all evidence base documents (plus a copy of WHPC's response to Local Plan) to be available to view.</li> </ul>	<p><b>JM</b></p>
<p><b>5. FINANCE</b></p>	
<p><b>i) rCOH</b> - EB confirmed that the Parish Council has agreed to an additional 2 days consultancy (£1000 + VAT). This will be used to convert the Draft Plan to a Pre-Submission Plan.</p>	
<p><b>ii) Locality Grant</b> - EB explained the process required in order to apply for the remaining £2,750 of the grant. An end of grant report is required. EB to complete this. Also, any grant issued must be spent within 6 months. It was agreed that we should apply for funds for the start of the new tax year, i.e. after the statutory consultation.</p>	<p><b>EB</b></p>
<p><b>ii) Agreement between WHPC and WHNPSG</b> - EB informed the SG that the Parish Council has received an internal audit report and that the report recommends the agreement between the PC and the SG be reviewed. EB to keep SG updated.</p>	<p><b>EB</b></p>

<p><b>iii) Reconciliation Report</b> - FK to produce a reconciliation report of the cash book for the quarter ending 31st December 2016.</p>	<p><b>FK</b></p>
<p><b>iv) Review of secretarial support</b> - SG agreed that the level of secretarial and PR support required remains unchanged.</p>	
<p><b>v) Payments</b> - FK to raise cheques for secretarial support and hall hire in November. EB to request a draw down of £2,500 for Jan-Mar 2016 to cover secretarial support, PR and Open House costs.</p>	<p><b>FK/EB</b></p>
<p><b>6. DATE OF NEXT STEERING GROUP MEETING</b></p>	
<p>Wed, 18th January - 7.45pm - 9.30pm in Cedar Room.</p>	