



**Minutes from Steering Group (SG) Meeting on Wed, 23 August, 2017
West Horsley Village Hall**

Present: Brian Austin, Elaine Best, Stephen Bray, Paul Dodgson (chairman), Frances King, John Maycock, Julia McClung (secretary), Robert Treble, Tony Thompson, Valerie Thompson, Catherine Young

Apologies: Peter Bennett-Davies, Janet Gardham, Martin O'Hara, Claire Parker, Claire Richards

Actions

1. APPROVAL OF MINUTES

The minutes from June's meeting were approved. JM to post on website and forward to Parish Clerk.

JM

2. PRE-SUBMISSION CONSULTATION REVIEW

The SG, having reviewed all the comments received, discussed how the Plan should be modified as a result of the Consultation. A summary of all proposed modifications to be prepared and circulated to the SG and rCOH. (A separate action list for this to be circulated to SG.)

SG

JM

SCC's Heritage Conservation has now provided electronic copies of all its listings and maps for West Horsley. JM to add these to the Evidence Base.

JM

3. WEST HORSLEY VILLAGE FETE (SAT 9 SEPT, 12-4PM)

WHNPSG to share a stand with the Parish Council. This will be a low key presence aimed at communicating the next steps to the community. PD/MOH/VT/TT to host.

SG

JM to organise a quarter-page advert in the Fete Programme - cost £20.

JM

JM to provide printed materials for the stand including copies of:

JM

- Pre-Submission Plan
- Project Timeline
- HCPS Article

4. FINANCE

EB confirmed that the remainder of the Locality Grant has been approved.

EB to prepare a cost estimate for January/February 2018 to allow for an overrun of the project and to enable the handing over of the Plan to the Parish Council.

EB

The SG ratified the chairman's approval of the honorarium for the secretary for June/July.

EB to request a draw-down of £2,500 to cover invoices for the next quarter.

EB

5. DATE OF NEXT MEETING

Wed, 13th September, 7.45pm - 9.30pm in the Cedar Room.

6. ANY OTHER BUSINESS

The Governance Paper underpinning the Steering Group is due for review. EB to ensure that this is addressed at September's meeting.

EB

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