

# HORTON & WRAYSBURY NEIGHBOURHOOD PLAN

## Steering Group meeting: Monday, October 12, 2015

Held at Wraysbury Village Hall, 2.30pm

**SG Members present:** Eileen Coogan, Julie Gomme, Margaret Lenton, Peter Lord, Betty Marlow  
Fred Parsons,

**Also present:** Phil Gill (RBWM)

**Apologies:** Diana Hughes, David Roberts.

1. **Minutes of last meeting (September 7):** Agreed as true record – no matters arising not covered elsewhere on the agenda.
2. **Terms of Reference:** The meeting discussed amendments to the updated draft and agreed a final version, which would be presented to both parish councils for acceptance.  
ML thanks FP and BM for their work on preparing the new version.  
\* BM raised the point that although the earlier Terms of Reference stated that the Steering Group operate with joint chairman, one from each parish council, it would be better to have just one chairman, elected by the membership. As the SG is a separate body that reports to both parish councils, a single chairman would ensure normal meeting procedures.  
BM proposed that the Terms of Reference, under Membership, should state ... 'The Steering Group shall appoint a chairman from its membership' was seconded by EC. *Motion carried.*  
  
\* Motion: BM proposed that .... Subject to the Terms of Reference being approved by both parish councils, this Steering Group committee elects Margaret Lenton as chairman.  
*Seconded by PL, the motion was carried unanimously.*
3. **Update on appointing a consultant:** FP reported that representatives from the SG met with the first consultant who outlined what was needed to progress our NP further. We need to talk to two more consultants before a decision is made on who we wish to work with. This will be done over the next couple of weeks. The meeting agreed to aim for a decision by November 16.
4. **Topic Group updates:** Nothing particular to add at this time, the groups are still looking at their policy idea proposals. Additions to the Character Assessment are still being worked on.
5. **A.O.B:**

Further community engagement: ML suggested we hold drop-in events in both villages to gather feedback on our objectives and policy approaches following analysing information from the Questionnaire. Suggested this could be sometime late January.

Plan writing: Noted that SG would need to organise writing certain parts of the NP – this is mostly the descriptive pages on our area and its make-up, background to neighbourhood plans, the context, plan period and process, etc. The technical parts, including policies, would be written by our consultant. *It was agreed that we need to bring in further capable volunteers from our community to help with this part of the Plan.*