

Battle Parish Neighbourhood Plan Steering Group

Minutes of the meeting held on
23 August 2017 at The Almonry, Battle 7.30pm

1. Attendance:

Committee Members	Present	Absent with apology	Absent No apology
Maurice Holmes Chairman	✓		
Sylvie Pry Treasurer	✓		
Matt Mitchell Secretary	✓		
Cate Sullivan Press Officer	✓		
Sue Best (SJB)	✓		
Sue Burton	✓		
Tom Gray		✓	
Emma Hale	✓		
Margaret Howell		✓	
Richard Jessop	✓		
Bev Marks		✓	
Alan Russell	✓		
Paul Whymark	✓		

2. Previous Minutes:

These were approved, subject to two minor amendments

3. Matters Arising:

- a. Mapping - "NP Offered Sites" is now complete as of today's date subject to one addition at Loose Farm, which will be added within the next 3-4 weeks.

Loose Farm is 2-3 acres for mixed use, this will be discussed by the group using the same criteria as all the other sites.

CS has declared a conflict of interest when discussing the additional site at Loose Farm

RJ raised the SHLAA sites were not on the "offered sites" map SJB indicated the SHLAA sites have their own map.

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Action: MM to organise, with BTC, to put the offered sites map on to the website.

b. Grant Application - RJ is finalising the grant application with BTC - this will be sent in this week.

Action: RJ to complete grant application and send in

c. Consultant Update - The chairman pointed out that RC is not contracted to be the consultant to the end of the NP, but that he is contracted to complete the SEA (Strategic Environmental Assessment) by the end of December 2017, the chairman also added that he would try to bring that date forward with RC if possible.

The chairman spoke with vigour that if RC cannot continue to work with us after the SEA is complete that he will find a new consultant so that we can continue with the plan. He is hoping RC will continue as he already has a good working relationship with him.

RC has requested all documentation as digital files rather than hard copies. RJ holds a majority of the documents required as a digital files and will send to both MH and RC

RJ/MH agreed that we need to review all the policies once the SEA is complete, it was agreed that this could be done whilst the SEA is in progress.

AR suggested that BTC sets a contingency budget as a fall back plan for financing the NP.

Action: MH to add Policy updates to next Agenda

RJ to send digital files to RC & MH

RJ & AR to discuss contingency budgets with BTC

d. Letterhead/Database update - MM has completed the letterhead template and will email to PW.

PW has agreed to create a mail merge document, with the hope that BTC will print the letters out for us.

MH to ask BTC if they will print letters out for us.

CS said that the database is almost complete and that she will create a pie chart to put on the website for “frequently asked questions” to give the public an indication of possible answers.

4. Treasurer/Publicity Officer Report - CS stated that the minutes are all up to date on the website but the summary is not yet complete.

Action: CS to complete summary

SP - nothing to report as no monies have either been spent or received, waiting for the grant application to be completed this week.

RC should invoice on a monthly basis

Action: MH to talk to RC re invoicing

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5. Any Other Business

Developers are writing in to find out what stage the NP is at.

Action: MH to respond accordingly

10. Date of next meeting:

20 September 2017, 7.30pm

Action: MM to book almonry

Matt Mitchell

Secretary

24.08.17