

# Battle Parish Neighbourhood Plan Steering Group

## Draft Minutes of the Meeting held on 9<sup>th</sup> December 2015

### 1. Present:

Richard Jessop  
Sue Burton  
Tom Gray  
Maurice Holmes  
Margaret Howell  
Bev Marks  
Matt Mitchell  
Steve Portch  
Sylvie Pry  
Allan Russell  
Apologies were received from John Boryer

2. The Group welcomed Cllr Allan Russell on his selection by the Town Council to replace Cllr Paula Fisher following her resignation from the Group.

### 3. Previous Minutes:

These were approved.

### 4. Matters arising:

There were no matters arising other than noting that the request for attendance by representatives of BT and the Power Network who will be asked to speak at the future public consultation meetings.

### 5. Consideration of the size of the Steering Group and to note expressions of interest to join it.

The Group agreed that it could co-opt new members under its Terms of reference subject to the commitment and enthusiasm of any prospective members. Accordingly, after a short discussion Trevor Best and Clive Steed are to be invited to join the Group.

### 6. Update on Progress Made:

- (i) **Grant application from 'Locality':** The Chairman reported that a request for a grant of £6,034 has been made to and receipt confirmed from Locality for work on the Neighbourhood Plan up to the end of March 2016. It is anticipated that this will be given in the next two weeks.
- (ii) **BTC Funding:** The Chairman noted that no changes have been notified from Battle Town Council on its anticipated funding from April 2016 of £4,000.
- (iii) **Call for Sites Publicity:** The Chairman was pleased that the Battle Observer newspaper had published an article on the Call for Sites, that each BTC noticeboard had displayed the notice advising of the Call, that all estate agents in the town had been sent a copy of the notice, that it had been published on the BTC website and that RDC had sent the notice to all of the landowners that had expressed an earlier interest in land development when the SHLAA was undertaken. Steve Portch had produced a plan of the

Parish showing all sites that had been notified to the Steering Group. It was agreed that the sites would not be published until the public consultation was ready for display. The maps were welcomed and his work on them acknowledged. It has been noted that two properties in Netherfield appear to be outside of the parish but within the general confines of the village. Their status in respect of which parish they are in is to be sought from Rother District Council.

- (iv) **Focus Groups:** A summary of the top five concerns resulting from each of the focus groups was collated by the Chairman following advice from each member on their views. Bev Marks presented to the group a set of 'Cloud' drawings based upon the returns and these were both welcomed and can be used for displays at the public consultations.
- (v) **AiRs input:** Following advice from AiRs that payment on work on items such as assistance to the Chairman and Treasurer was required to provide advice to the Group on an ad hoc basis, the Group agreed to issue an Instruction to cover up to one day's fee for activities not covered by previously priced items.

7. **Presentation of the draft Evidence Gathering Survey.** The Chairman had previously circulated by email a draft survey for consideration. Some members had managed to consider the contents and made suggestions for improvement. These were all welcomed by the Chairman and they will be incorporated in a revised format of the survey. It was agreed that the survey, once finalised, be made available electronically on the Council's website and that a larger format for residents with a relevant disability be made available. That will then be sent to the Publicity Officer for checking to ensure easy reading and comprehension of its contents. Once that is done the document will be distributed to the Group members for final comments / approval prior to printing and distribution. The Chairman specifically thanked Bev Marks and Maurice Holmes for their input and to others who made valuable contributions for improvements.

8. The Distribution of the survey is to be by Royal Mail and consideration given to prepaid envelopes being included for ease of return of the completed surveys. The analysis of the returns is expected to be by AiRs.

#### **9. Officer Reports:**

- (i) The Treasurer: No invoices have so far been received from AiRs so the funds currently stand untouched but with provision made for the four instructions so far raised.
- (ii) The Publicity Officer: It was noted that some emails from the Publicity Officer were not being received. This was noted with dismay and illustrated the need for improved broadband in the more rural areas.

#### **10. Progress Required in the Next Month:**

- (i) Finalisation of the Evidence Gathering Survey
- (ii) Three invitations for costing the printing of the survey
- (iii) Establishment of the cost of Royal Mail delivering the survey to all households in the Parish

**11. Review of How the Group is Working:**

No adverse comments have been received other than noting that absence for the Group's meetings should try to be avoided to ensure a full understanding of the work being undertaken.

**12. Any Other Business:**

None was notified which had not been addressed above.

**13. Date of next meeting:**

There being no other business to discuss and noting the date of the next meeting to be 20<sup>th</sup> January at The Almonry at 7.30 p.m., the meeting closed.

Richard Jessop  
Chairman