

## **Battle Parish Neighbourhood Plan Steering Group**

### **Draft Minutes of the Meeting held on 20<sup>th</sup> January 2016**

**1. Present:**

Richard Jessop  
Trevor Best  
John Boryer  
Sue Burton  
Tom Gray  
Maurice Holmes  
Margaret Howell  
Bev Marks  
Matt Mitchell  
Steve Portch  
Sylvie Pry  
Allan Russell  
Clive Steed  
Faustina Bayo was also in attendance

2. The Group welcomed both Trevor Best and Clive Steed to their first meeting with the Steering Group

**3. Previous Minutes:**

These were not previously fully circulated and will be so with the minutes of this meeting.

**4. Matters arising:**

Because of the lack of distributed minutes from the December meeting there were no matters arising .

**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. It was also noted that the size of the current Steering Group was about right. However, an expression of interest from Tom Saunders of the local estate agents has been received and the Group agreed that he would be welcome to join it.

**Action: RJJ to inform him**

**6. Update on Progress Made:**

- (i) **Grant application from 'Locality':** The Chairman reported that the request for a grant of £6,034 has been agreed by Locality for work on the Neighbourhood Plan up to the end of March 2016. It has been received by Battle Town Council
- (ii) **BTC Funding:** The Chairman noted that Battle Town Council had agreed in its future year's precept funding from April 2016 of £4,000 for the Plan.

- (iii) **Call for Sites Publicity:** The Chairman reported that a couple of more sites had been received for inclusion in the sites to be assessed against future policies.
- (iv) **Evidence Survey Testing:** Following the joint work of the Publicity Officer and the Chairman, a draft rewording of the survey was undertaken. This was distributed. Very few tests were conducted by members. However, some comments were received and of those some were included in a revised draft Survey. That has been sent to AiRs for confirmation that the form was usable by the consultant. *(Since the meeting, a slightly changed form has been completed which has been sent to the printers.)*  
It was agreed that a voucher for a meal for up to £100 at Nobles Restaurant would be included in the Survey as an incentive to return it. Only people who wanted to provide a telephone number would be able to do so to maintain the anonymity promised.
- (v) **Focus Groups:** These are to be reconvened to consider the views contained in the forthcoming Evidence Survey returns. Each group is to elect its own leader who will coordinate a time and venue for meeting up and to lead their discussions. The new members will be given the opportunity to select which groups they wish to join. **Action: RJJ to send out the focus group topics and to invite the groups to consider their leader choice.**
- (vi) **AiRs input:** AiRs was asked to allocate sufficient time to analyse the returns from the Evidence Survey to ensure that no delay occurs once they become received from the residents and businesses of the area. Faustina Bayo on behalf of AiRs agreed that we will be the head of the queue for such work.
- (vii) AiRs will provide the web link for the Surveys to be completed online for those who wished to do so.
- (viii) Printing costs for the Survey had been obtained and it was agreed to go to Berforts of Hastings. The distribution of the Surveys would be undertaken by a company recommended by Footprint Ltd.

7. **Improvements to the Neighbourhood Plan website:** The Chairman asked for a small working party be set up to try to populate the Battle Town Council's website with more informative material upon it. Sylvie Pry agreed to do so in conjunction with Maurice, our Publicity Officer.

#### 8. Officer Reports:

- (i) The Treasurer: The received invoices from AiRs have been paid. The monies for these has come from the Town Council on an interim basis.
- (ii) The Publicity Officer: It was noted that he was unable to publicise recent activities as he had not received the minutes of the last meeting.

#### 9. Progress Required in the Next Month:

- (i) Finalisation of the Evidence Gathering Survey and its printing and distribution
- (ii) Production of banners and posters publicizing the arrival of the Evidence Survey and encouraging residents awareness of it. **Action Tom Gray**

- (iii) Formation of an Exhibition working group to display the Evidence Survey returns and the sites under consideration. Display boards and locations to hold the exhibitions - all in one week - need to be arranged. Ideas included some for children to do whilst the parents are engaged around the exhibitions. The focus groups will populate some of the boards with their messages and ask the attendees for their vision and their objectives of the Parish area. Attendees will be invited to add notes of their views to a large board to the side of each focus group area, etc. **Faustina Bayo will sent samples of exhibition material.** This is to be initially led by Sue Burton. Members of this group are sought.

**Action: Sue Burton and RJJ**

- (iv) Importantly, it was noted that only those sites where the landowners were willing to have their land displayed could be included.

**10. Any Other Business:**

None was notified which had not been addressed above.

**11. Date of next meeting:**

There being no other business to discuss and noting the date of the next meeting is to be advised, the meeting closed.

Richard Jessop  
Chairman