

Battle Parish Neighbourhood Plan Steering Group

Minutes of the Meeting held on 11th November 2015

1. Present:

Richard Jessop

John Boryer

Maurice Holmes

Margaret Howell

Bev Marks

Matt Mitchell

Steve Portch

Sylvie Pry

Apologies were received from Tom Gray and Sue Burton.

2. Previous Minutes:

These were approved subject to attendee corrections.

3. Matters arising:

There were no matters arising.

4. Update on Progress Made:

5. Presentation by Faustina Bayo of AiRS

Following the appointment under competitive tender of Action in Rural Sussex as the consultant to help the Steering Group, Faustina Bayo was introduced to the meeting. She presented a draft Project Plan which has a 'Submission to RDC' date of the end of December 2016. (This is attached.) It was acknowledged by the Group that this was ambitious but could be achievable if all members contributed in a timely fashion with whatever tasks were allocated or chosen.

FB advised that with a Neighbourhood Plan (NP) it would not be possible to keep everyone happy. It would be key however, to demonstrate everything that had taken place at each stage of developing the NP and advised taking screen shots if necessary to provide proof of steps taken. FB advised the group not to cut corners.

The first items on the Plan were discussed in some detail. It was noted that the first two items were completed and the Communication Strategy was agreed; that being that the website was already set up as part of the Battle Town Council website. The approved minutes of the Group's meetings would be uploaded to the website and future items would be entered by the Publicity Officer via the Town Clerk. It was agreed that a Twitter feed – with the tag, BattleAreaPlan4U, would be constructed by BM and MH with the Publicity Officer asking for items to be placed upon the account. Creating a Facebook page was considered but advice was given which suggested it could be hacked and was not secure.

Action: BM / MH

A list of Local and Statutory stakeholders was already available and these parties were to be contacted to ensure good lines of communication.

Action: RJ

FB explained the options on gaining funds which include that from a 'Locality' grant of up to £8,000 which may be over two periods (each grant covers only the expenditure up to the end of the financial year – further periods require a second application for the next period). Other grant bodies may provide a grant for Community Engagement, i.e. for surveying residents for their thoughts on community facilities. Battle Town Council's Planning and Transportation Committee has recommended to the full council the making of £4,000 available to the Group for costs in the financial year 2016 /2017. The approval of that sum has to be considered by full council around the end of this calendar year.

FB advised that to apply for a grant the group needed to have in place a project plan and costs. At the end of a grant period all invoices would have to be presented regarding any costs and these would have to be very specific.

Action: FB / RJ

The next item discussed was a 'Call for Sites'. This requires all landowners in the Parish who wish to have sites considered - which could accommodate 6 or more units -to state which sites they would wish to be included in the consultation process. RDC hold a list of such land owners and they are to be asked via RDC if they wish to propose such sites. Additionally BTC will be asked to place the 'Call for Sites' Poster to be placed in the Notice Boards and on their website. The Publicity Officer will also ask the Battle Observer to include an item on it. FB stated that some landowners might not have replied to the District Council but would be willing to reply to our parish council. A NP can be more creative than a District Council plan and use smaller sites.

It was suggested that a formal contact name be established along with a meeting with that Officer at RDC be made. This could then be shown to be a formal arrangement with RDC to allay any protest fears on non-compliance with procedure. FB would provide questions to put to that officer.

Actions: FB to provide a sample document for amendment to suit Battle.

RJ to contact RDC

MH to contact The Observer

6. Composition of Working Groups

The final item discussed at this time was the setting up of Focus Groups to deal with Housing and Development, Environment and Countryside, Community Facilities and Infrastructure and, lastly, Local Economy, Transport and Traffic. The sphere of each was discussed briefly and members were asked to indicate which Focus Group they would wish to be upon. It was noted that members could be on

more than one focus group. Members were invited to confirm their individual interests in which groups by early the following week, i.e., by the end of 19th October.

Each working group will elect its own chairman and, once membership has been agreed, endeavour to meet before the next Steering Group meeting to discuss the SWOT analysis of their area of interest and discuss other issues that come up.

Actions: FB to provide better detail by email of the areas that the groups would consider to enable all to decide where their efforts would be best used.

All members to send their requests to the Chairman by Monday, 19th October evening.

7. Financial Progress:

The Chairman stated that he could not seek any grant from the Locality until a Project Plan was available. This was now available following FB's input. The funding currently stands confirmed at £1,500, less Airs first invoice amount (yet to be confirmed but high end limited). Please see comments above relating to funding applications.

8. Officer Reports:

Treasurer: Sought agreement to issuing further Consultant's Work Instructions relating to Grant Application and to Administrative work in supplying documentation to the Steering Group. These were agreed.

Action: SP / RJ

Publicity Officer: The setting up of the social media sites was discussed above and the way forward agreed.

9. Any Other Business:

Steve P volunteered to collect possible websites from any available data.

10. Date of next meeting:

There being no other business to discuss and noting the date of the next meeting to be 11th November at The Almonry at 7.30 p.m., the meeting closed.