

Battle Parish Neighbourhood Plan Steering Group

Minutes of the meeting held on
12 July 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

3. Matters Arising:

a. Mapping - Green spaces map and SHLAA Development sites maps are now on BTC website for public to view.

SJB has almost created the new map "NP Offered Sites" and will be complete within the next 1 - 2 weeks.

Action: TG to put watermark on map. Once this is ready new maps can go on to website.

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b. Grant Application - RJ will complete grant application with Town Clerk at BTC, but he needs a schedule of events which the consultant will advise on once he commences his contract, see AOB for details.

Once the schedule is available RJ is totally confident that will satisfy the requirements for the grant.

RJ also stated that once the grant paperwork has been completed and approved it takes about 14 days to receive the funds and the monies are to be used by March 2018.

c. Plan Deadline - The chairman has finally heard back from David Marlow at RDC who has agreed to an extension to the plan deadline date.

MH & RJ were in agreement that a robust plan will take time and RDC should not “bully” parish councils into submitting sub standard plans due to time constraints. All members present agreed and it was felt that we should create a solid plan for the residents of the parish.

d. Responses to public questions from consultation - EH & CS have sent out approx 75 emails in response to queries raised, approx 17 have still to be sent due to incorrect email addresses. It was agreed that we will post a letter to those and any others that we do not have correct email information

Action: MM to design letterhead template

PW to create a mail merge database of those who will need a letter to be sent, once CS has completed data

CS to finalise database EH to organise letters with BTC

4. Publicity Officer Report - CS stated that we're up to date. Maps are on website along with a summary.

Battle Observer article has been published.

5. Any Other Business

New Consultant:

The chairman stated that our new consultant, Roger Comerford, is unable to start until 24 July due to other commitments. We all agreed this was no real issue as it's less than 2 weeks away.

The first job for RC is to create schedule of events for grant application and to complete SEA scoping report. Then he will create a draft pre submission plan for review.

MH stated that although we have an extension to our complete date we need to try and finalise it ASAP to give residents a degree of assurance.

BM stated that on the Tollgates potential development that from a walking and cycling point of view they are hoping to achieve a connecting route to Battle Schools Greenway for cycling, walking and bridle ways it was agreed by members present that they would endorse this within the NP statement.

10. Date of next meeting:

There will be a meeting in August, date TBC due to member holidays

Action: MM to advise

MH to invite RC to next meeting

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Matt Mitchell
Secretary
13.07.17