

# Battle Parish Neighbourhood Plan Steering Group

Minutes of the meeting held on  
14 June 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* - BM has now updated the Green spaces map and SHLAA Development sites map. These have been scanned ready to be put on the website along with the corresponding text data. *BM stated that it was clear that we need a third map being "NP Offered Sites" map, which he will work on. BM has already produced the text data for the 3rd map, this will need to be checked before mapping is produced.*

**Action:** AR to create a paragraph of text to go onto website with maps for

# Battle Parish Neighbourhood Plan Steering Group

a brief overview. TG to create watermark for maps. Once this is ready new maps can go on to website.

*Action: RJ & SJB to proof read data and report back to BM with amendments so that he can start on the map.*

b. *Grant Application* - RJ to complete grant application with Town Clerk at BTC. This has to be done by BTC not the steering group.

c. *Publicity Officer* - CS is now totally up to speed with her new role and everything is up to date.

d. *Ashley Wynn, Consultant update* - The chairman told the group that Ashley cannot engage with our plan due to work commitments from other clients. So he will not be our consultant, however, the chairman has engaged another, much more qualified consultant, in fact a specialist in this area which all members agreed that was very good news indeed. (see consultant update for more info)

e. *Plan Deadline* - The chairman has written to David Marlow (RDC) to request an extension to the completion date, but has not had a response as yet. Once the new consultant is up to speed a new timeline will be indicated by him.

## 4. Publicity & Treasurer Reports:

Publicity - Nothing to report

*Action:* CS will add mapping to website once the text and maps are ready. AR/TG to advise when their work has been done.

Treasurer - SP to confirm with Town Clerk at BTC updated figure for accounts.

## 5. New Consultant:

The chairman was pleased to announce that he has managed to secure Roger Comerford (ex RDC Planning Specialist) to be our new consultant. BTC have approved this appointment.

Roger is already completing the SEA which will go to RDC very soon.

RC has not seen any paperwork as yet but once he has received it he will indicate a timeline of events and potential completion stages.

RJ stated that RC is extremely well placed to help us with our plan as he already knows and understands a great deal of the parish, being an ex senior member of RDC's planning dept.

He also stated that the cost involved will be reasonable (costs tbc) in comparison to other specialists in this field.

Some members showed concern on available finances to pay for RC's appointment, RJ stated that he is confident that we will have enough funds once the additional grant is applied for.

It was also agreed that we could pay RC with staged payments that both RC, BTC and the steering group are happy with.

# Battle Parish Neighbourhood Plan Steering Group

## 6. AOB:

Data Protection was raised as a potential problem.

PW stated that it is not sensitive data being names and addresses only. He said that we just need to be clear on who has access to the data and create a register who hold the data when working on it.

BTC will hold data when not being worked on.

**Action:** PW/EH/CS to create Register for use

It was also agreed that we should respond by email to those members of the public that have raised concerns. MH has already responded to several queries. It was also raised that we should have an email address for the NP to give a more professional image.

**Action:** EH will respond to the rest, with a standard letter which BM has already produced, once email address is set up.

**Action:** PW to create email address - suggested as enquires@battleneighbourhoodplan.co.uk

Also a list of queries and answers will be published on the web site as many people will have common queries and so will give them the answer if they look on website.

**Action:** EH/CS to publish on website

BM finally said that it would be nice if we could make a donation to the photographic society for the use of their display board during the exhibition. He suggested a £50.00 donation, all members were in agreement.

The chairman spent time thanking all those within the group who has put a huge effort in so far, he also said there will be a lot of work to do very soon with the new consultant and that members need to be dedicated to that end.

## 10. Date of next meeting:

12 July 2017 at 7.30 pm

**Action:** MM to book Almonry  
MH to invite RC to next meeting

**Matt Mitchell**

**Secretary**

**15.06.17**