

Battle Parish Neighbourhood Plan Steering Group

Minutes of the meeting held on
22 November 2017 at The Almonry, Battle 7.30pm

1. Attendance:

Committee Members	Present	Absent with apology	Absent No apology
Maurice Holmes Chairman	✓		
Matt Mitchell Secretary	✓		
Cate Sullivan Press Officer	✓		
Sue Best (SJB)	✓		
Sue Burton	✓		
Tom Gray		✓	
Emma Hale	✓		
Margaret Howell	✓		
Richard Jessop (Stand in Treasurer)		✓	
Bev Marks	✓		
Alan Russell	✓		
Paul Whymark		✓	

2. Previous Minutes:

These were approved by all members present.

3. Matters Arising:

Grant Application - The grant application has been successful and we have secured funds to pay for the overheads for the NP.

4. Treasurer/Publicity Officer Report:

Publicity - Minutes are upto date on website

Reports not yet complete

Action: CS to write information to go in the press to keep the public up to date with NP

Treasurer - RJ has emailed all members an up to date spreadsheet of the NP finances which includes the locality grant of £8965.00. It is noted that we have a possible balance of approx £2500.00 after consultants fees are paid,

Battle Parish Neighbourhood Plan Steering Group

although we will need some funds for the final public consultation. AR also added that we have a £5000.00 contingency budget from BTC that has been agreed. It appears to date we have sufficient funds to complete the NP.

5. Data/Documentation

Roger Comerford has been written to and has agreed to terminate his connections with BTC/NP, he has also agreed that he will destroy any data that he was given in relation to the NP.

It was agreed that all data files should be kept on a dropbox file so that any member can access the files from a central point if they need to.

MH has updated the Data list that has been sent to DM.

Action: MH to distribute list to all members

Action: All members to ensure all documents from consultation are on the list
BM suggested that all documents should be cross referenced with a code to that anyone can easily identify the various documents at a glance.

Action: BM/SJB/MH plus any other volunteers to start the referencing process before the next meeting.

It was also discussed that BTC should keep the NP Members up to date with any discussions regarding the NP.

Action: AR to keep NP updated with information from BTC.

6. Update on Consultant

Donna Moles, is now fully engaged, but has had a delay due to a bereavement of a close family member. She hopes to be back on track within the next 2-3 weeks.

Action: MH to invite DM to our next meeting

It was suggested that we have an early meeting next month so some of the members can show DM around the parish so she can get a feel for our town/villages etc

7. Any other business

BM stated that the cross referencing of the data needs to be in place before any more work is completed on the mapping, as this will make it much easier to do the mapping. The mapping is proving quite a difficult task.

Meeting Closed at 8.30pm

8. Date of next meeting:

The next meeting will be a short single agenda item meeting due to the Christmas break

20 December 2017, 6.00pm

Action: MM to book almonry

Matt Mitchell
Secretary
24.11.2017