

# Battle Parish Neighbourhood Plan Steering Group

Minutes of the meeting held on  
20 September 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 by all members present.

## 3. Matters Arising:

*a. Mapping* - is up to date on the website.

*b. Grant Application* - The grant application has been sent in and we have received acknowledgment from them; awaiting their decision.

*c. Consultant Update* - A cheque has been raised for the first instalment of RC's contract. MH to send to RC.

There is no BACS payment process currently from BTC.

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*d. Letterhead/Database update* - The database, for the letters, is now complete. MM has sent to BTC for printing and posting. MM to check with BTC the current situation with regards to printing etc.

**4. Treasurer/Publicity Officer Report** - CS stated that the summary is not yet complete, CS will have some free time within the next couple of weeks to update.

*Action:* CS to complete summary

SP - Nothing to report on accounts but will be resigning from the group due to time restraints. The chairman thanked SP for all efforts so far, the group is now looking for a new treasurer, nobody offered to fill the post as yet. MM offered to take on the role of treasurer if someone else took the role of secretary, but nobody wanted to take the role of secretary. MH to ask M Howell and TG whether they may be interested in the role. RJ to take on the role in the interim, at the same time he will set up spreadsheets ready to pass over to the new treasurer. RJ will also confer with BTC to ensure we have a note of all costs to date. CS suggested using a triplicate pad for any payments that are made in the future for clarity.

## **5. Update on database**

Survey results are now on a memory stick.

RC to take the data under current DPA regulations in terms of data protection with a letter of condition written by MH.

CS to meet with RC to explain database spreadsheet and how it is constructed.

## **6. Proposed changes to government strategy and the possible loss CIL levies**

**RJ attended the Neighbourhood Plan Forum at which there was present an AONB expert (planning officer), RJ stated that there seemed to be no clear definition of what constitutes as a major development.**

**The CIL levies may be abolished as pressure from developers is increasing, also greenbelt land could be under threat. Neighbourhood Plan in general could be undermined by the government and RDC planning officers.**

## **7. Any other business**

**BM stated that there is an amendment to be made to a map with regards to Fredrick Thatcher Place. CS to send BM information to help. BM also stated that he has attended a training course (organised by BTC) on Parish Online Mapping System with a view to formulating NP maps as per Parish maps online. BM will continue looking into this, giving the group two monthly updates with regards to mapping. BM to work with BTC on the mapping and agreed a trial period of 1 month working with BTC as the chairman showed concern that BM is the only person who knows how to use it.**

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**PW to check email responses as EH is away for a couple of weeks.**

**CS to create folders for archiving data.**

**BM suggested that RC should create a report on the progress of his work.**

### **8. Date of next meeting:**

25th October 2017, 7.30pm

**Action:** MM to book almonry

**Matt Mitchell**

**Secretary**

**24.09.17**