

Battle Parish Neighbourhood Plan Steering Group

**DRAFT Minutes of the meeting held on
07 March 2018 at The Almonry, Battle 7.30pm**

1. Attendance:

Committee Members	Present	Absent with apology	Absent No apology
Maurice Holmes Chairman & Treasurer	✓		
Matt Mitchell Secretary	✓		
Cate Sullivan Press Officer	✓		
Sue Best (SJB)	✓		
Sue Burton	✓		
Andrew Brown	✓		
Emma Hale	✓		
Margaret Howell	✓		
Bev Marks	✓		
Alan Russell	✓		
Paul Whymark	✓		

It was noted that Tom Gray has resigned from the group, we also welcomed Andrew Brown as a new member.

2. Previous Minutes:

These were approved by all members present.

3. Matters Arising:

BM has written to David Furness (BTC) with regards to resources and assistance.

BM & MH had a meeting with David who agreed to help us to engage a temporary member of staff to handle research issues, gathering information and report writing etc

Action: MH to write to DF to for an update with this.

4. Treasurer/Publicity Officer Report:

Publicity - CS struggling with workloads in the short term so EH agreed to assist CS for a couple of months

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Treasurer - If the grant is not used by 31.03.18 funds need to be returned as this is part of the terms of the grant. MH has discussed with BTC and said we can reapply for the funds in the new financial year (April 2018) and we are most likely to be successful. BTC are confident about this.

5. Website:

MM has created a new website for the NP which will give members of the public a much better view of our NP and what's going on with it in terms of progress, events etc.

The new website has been advertised in various noticeboards around the parish, and in the parish newsletter.

Action: MM to ask BTC to upload our new site to the BTC site

Action: Margaret Howell agreed to write a regular article to go in the Battle Observer to keep readers up to date with our progress

6. Parish Analysis:

MH is hoping to finish this in time for the April deadline, it's 2/3rds complete.

Action: MH to complete with PW

7. Historic Environmental Report

AR & CS have done some work on this but are lacking historic info for Telham & Netherfield.

The Heritage policy is to be written by BTC

Action: AR to ask the Battle Historic Society for assistance.

MM to put on website a request for historic assistance

8. Character Appraisal

Sue Burton is unsure how to complete since TG has resigned, and requested some assistance.

Action: SB to liaise with MH for assistance

9. Open Space / Tree study

Treescape report not yet complete - BM & EH will endeavour to complete once Spring starts so it's more obvious to determine tree species etc.

10. National & District Policy

SJB has not received templates yet so has not started.

Action: MH will chase Donna for templates

11. Update on Call for Sites

It was agreed a simple re call for sites should be undertaken, as it's a long time since the last one was undertaken. A simple re call for sites will be undertaken by way of email all previous call for sites landowners for an update and to ask if they have any further sites to offer. Also an advert for the local paper.

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Action: MH to write an advert for the paper and organise the emails to be sent out via BTC.

12. Parish Assembly 24 April

It was agreed that we should have a display at the parish assembly on 24 April to give the public an update. This will show our aims and objectives. MH will prepare a speech for the evening to update the public that attend.

13. The Crowhurst NP strategic gap

Some members showed concerned about the strategic gap between Battle CP and Crowhurst.

Action: AR to contact Crowhurst NP to discuss and report back

14. AOB

BM will resign when he has finished his current commitments with the group due to personal workloads. Happy to be contacted for advise etc in the future.

MH thanked him for his work to date.

15. Date of next meeting:

TBC

Action: MM to book almonry

Matt Mitchell

Secretary

09.03.18