

# Battle Parish Neighbourhood Plan Steering Group

## Draft Minutes of the Meeting held on 11<sup>th</sup> November 2015

### 1. Present:

Richard Jessop  
John Boryer  
Maurice Holmes  
Margaret Howell  
Bev Marks  
Matt Mitchell  
Steve Portch  
Sylvie Pry

Apologies were received from Tom Gray and Sue Burton.

### 2. Previous Minutes:

These were approved subject to corrections on attendees.

### 3. Matters arising:

There were no matters arising.

### 4. Update on Progress Made:

- (i) Grant application from 'Locality': The Chairman reported that no update could be provided due to the inability of communication with AiRs in the last few days. Messages had been left but no return calls had been received. This is to be commented upon to AiRs. **Action: RJJ**
- (ii) BTC Funding: The Chairman has confirmed that the sum of £4,000 has been confirmed by BTC's Finance and General Purposes Committee as a sum to be included in the presentation to Full Council for inclusion in the recommendations for the next year's precept.
- (iii) Call for Sites Publicity: The chairman confirmed that the Call for Sites has been sent to the Rother District Council's list of landowners in the Battle area, it has been placed upon the Battle Town Council's website, it has been posted upon the Council's Notice Boards and has been sent to all four of the town's estate agents for passing to their clients. Additionally, an article and the Call for Sites document have been sent to the Battle Observer for, hopefully, inclusion in the paper on Friday, 13<sup>th</sup> November.
- (iv) Focus Groups: Two focus groups have met, being the Housing and Development Group and the Communities Facilities and Infrastructure Group. Their SWOT analysis's were reviewed by the full meeting and minor changes made. The remaining two groups were also considered based upon papers prepared by BM and all SWOTs are attached. Thanks go to BM for his work on these.  
It was agreed that all members would undertake to consider independently their five Key Issues / Concerns and their five Key Recommendations / Suggestions for each of the focus group topics and send them to the Chairman within one week of the meeting for compilation and distribution. **ACTION: ALL Members**

## **5. Resignations of Paula Fisher and of Dene Leyland:**

These were noted. Suggestions for replacements were sought. Criteria to be considered would include the degree of enthusiasm that could be shown by any candidates. A possible name was put forward which, following a meeting with the Chairman that person's name may be formally considered.

## **6. Officer Reports:**

- (i) The treasurer: No invoices have so far been received from AiRs so the funds currently stand untouched but with provision made for the three instructions so far raised.
- (ii) The Publicity Officer: Concern was raised relating to the article sent to the Battle Observer not being reproduced by the paper in full and without alteration. It was noted that this is a right reserved by the editor and has to be accepted.

## **7. Progress Required in the Next Month:**

- (i) Confirmation of grant funding from 'Locality'.
- (ii) Completion of the Focus Groups' work relating to the 'five' key areas.
- (iii) Analysis of any returns from the Call for Sites.

## **8. Review of How the Group is Working:**

The Chairman commented that he felt that, in the main, the Steering group was working well and was becoming cohesive. However, improvements can always be made and he requested feedback and asked if any improvements could be identified.

It was agreed that for the next round of Focus Group activities leaders from each group should be identified and they would co-ordinate their meeting dates and activities. This will eliminate continual backwards and forwards of unnecessary emails in trying to agree dates.

It was suggested that the Project Programme time should be extended to 18 months.

However, it was noted that the Steering Group is actually on programme and, at the moment this is not necessary. It will be kept under review.

## **9. Any Other Business:**

Concern was expressed that members who missed three Steering Group meetings in a row would not be able to keep up with the group's progress and be able to contribute fully. This was regardless of whether or not any apologies were proffered. It was agreed that should this happen in the future then that absent member would be deemed to have resigned from the Group.

In respect of the poor broadband and electricity supply service, the meeting asked that presentations be sought from BT and Power Network officials to explain the progress being made to improve matters in the rural areas. **Action: RJJ**

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

There being no other business to discuss and noting the date of the next meeting to be 9<sup>th</sup> December at The Almonry at 7.30 p.m., the meeting closed.

Richard Jessop  
Chairman

