

**ETCHINGHAM NEIGHBOURHOOD PLAN**

**Minutes of the Meeting of the Steering Committee  
of the Etchingham Neighbourhood Plan**

**held on Thursday 2<sup>nd</sup> March 2017 at 11.00am at the Bistro at the Station, Etchingham**

**Members Present:** Frank Smith (Chairman), Roy Mawford (Vice-Chairman), Barbarann Smith, Sue Westbrook and Cllr Geoff Lucas. **Also present:** Ms P Barton – Clerk to EPC and Acting Secretary to the Steering Committee.

**01/17. Apologies for Absence:**

Had been received from Richard Childs and were accepted.

**02/17. Notes of the previous meetings:**

There were no notes or minutes from previous Meetings available but they will be prepared in order to upload onto the website as per the Quick Reference List of Meetings document circulated. Minutes will be correctly maintained from this meeting forward.

**03/17. Declaration of Interests:**

There were no Declarations of Interest made by members. Each member will complete a Register of Interests Form and return to the Parish Clerk for safekeeping and reference, it is the members' responsibility to ensure that this document is kept up to date.

**04/17. Chairman's Report:**

The Chairman reported that there had been an excellent first meeting with Moles Consultancy following the appointment by Etchingham Parish Council and a further meeting with the Steering Committee, Moles Consultancy and representation from Rother District Council Planning Department, David Marlow, would be convened as soon as convenient to all parties.

**05/17. Treasurer's Report:**

There was no Report as the Treasurer was absent but it was resolved that the list of future expenditure as prepared in order to secure the first tranche of grant would be made available to him before the next meeting.

**06/17. Terms of Reference:**

The draft TOR supplied by Moles Consultancy, having been circulated at the meeting, was resolved to be adopted, except for the change of Steering Group to Steering Committee. As time for consideration had been limited, further changes would be considered but had to be discussed and resolved by 10<sup>th</sup> March in order to be in place when this document is recommended to Etchingham Parish Council for adoption at its next meeting.

**07/17. Register of Interest Form:**

Minute 03/17 above refers.

**08/17. Website:**

After discussion it was resolved that the Secretary would supply all necessary text and any additional images required to enable Crane Creative to make the Neighbourhood Plan website go live to facilitate the latest return date of on-line Questionnaires responses of 24<sup>th</sup> April 2017.

**09/17. Questionnaire:**

Final amends having been agreed, the Word document will be sent to the printer soonest. 750 copies to be printed then distributed to every address in the Designated Area via the village postmen at the Post Office with subsequent copies available at the retail collection points, if they are agreeable, and at the Parish Office. An initial distribution date of 20<sup>th</sup> March decided.

**10/17. Urgent Matters:**

There were no other urgent matters to consider.

**11/17. Date of Next Meeting & New Agenda Points:**

The Acting Secretary will circulate suggested dates to those not at this meeting to find a convenient date in around one-month time to include both Moles Consultancy and RDC Planning.

**Signed.....Date.....**