

**Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP.
Meeting held Wednesday 16 December 2020 via Skype at 7 p.m.**

In attendance: Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Cllr Andrew Brown (AB), Sue Best (SB), Cllr Dale Wheeler (DW), Bev Marks (BM), J de Garston (JdG, minutes).

- 1. Apologies:** Paul Whymark, Cate Sullivan, invited guests Cllr G Favell & Cllr K Field
- 2. Disclosure of Interest:** None
- 3. Minutes of the meeting of 23rd November** were approved, subject to a correction to the number of properties proposed for Blackfriars. The NP proposed sites allocation is up to 220.
- 4. Matters arising from last meeting:**
For item 9 – BM reported a meeting was held via zoom with DW, MH, the Town Clerk and Cllr Favell to discuss the publicity of the plan.
For item 11 – Full Council discussed CiL at their meeting yesterday. MH reported a dedicated CiL officer has been appointed at Rother District Council.
- 5. Website:** DW was thanked for all his work on the website and ensuring that everything is now in place. He will now submit his invoice for works to date.

The group reviewed the website at the meeting and it was noted that there has been no significant increase in visits to the website since the notification of the consultation by Rother. It was agreed that, after Christmas, some gentle reminders should be issued to remind residents and interested parties of the consultation dates and direct people to the website.

AB enquired if our choice of examiner had been appointed yet? MH responded that she plans to contact Julia tomorrow and will make this enquiry.

BM reported that at the marketing meeting held with BTC Cllr Favell had proposed a timeline for publicising the plan but it was agreed this will be dependent on Rother's actions and the dates that the examiner works to.

BM suggested the new Town Council Town Development Officer be briefed on the plan to bring her up to date. Members agreed this would be a good idea.

Action: JdG to ask Carol if this can be arranged.

- 6. Move/back up items on the cloud:** DW advised this is in progress.
- 7. Progress on presentation to full BTC and executive summary:** The presentation was made to Full Council in November as planned.

BM advised he would have the Executive Summary early in the new year

- 8. Assistance with marketing the Neighbourhood Plan:** At the meeting between BM, MH, DW and the Town Clerk, Cllr Favell & the M&TDO an Editorial Board was suggested of the new TDO, MH and one other member of the steering Group. It was suggested PW would be the most qualified person for this position but the group appreciate his work commitments may not allow this.

MH proposed marketing the plan closer to the referendum but AB felt the group should keep a presence going to ensure people remain engaged. It was agreed once the referendum date is known a full programme can be agreed, in-line with the timeline proposed by Cllr Favell but in the interim Margaret's Observer article should be a suitable reminder. A suggestion has also been made that some single page publications which outline the supporting strategies such as Green Spaces and design guides may help to keep residents informed.

PW had emailed some suggestions for a marketing strategy and it is hoped these can be talked through at the next meeting in January.

AR asked if the posters issued by Rother were available. JdG advised they had been put out in the Town Council notice boards and that the others for distribution on the High Street were in the office.

Action: AR agreed to deliver to the left hand side premises on the High Street.

DW to deliver to the right hand side, Market Square and the Station

JdG to arrange the second copy of the Netherfield/Telham headed poster to be delivered to the Post Office stores at Netherfield and the Black Horse at Telham.

A concern had been raised that items are being placed on the Town Council website without being proof read by the SG to ensure accurate information is shared.

Action: A request will be made to BTC that articles or news, relating to the neighbourhood Plan, are proof read by a member of the Steering Group before going live on the Town Council website.

- 9. Budget report:** This was not available for circulation before the meeting but will be requested and circulated as soon as possible. Known payments are printing of the posters from RDC; DW invoice; PW for website charges and latest stage payment to Consultant, Donna Moles

10. Any Other Business:

MH reported she had responded to a letter published in the Observer article regarding the design of properties to be built at Blackfriars and was pleased that the response had been published.

It was agreed that the design codes are an important aspect of the plan to make everyone aware of as this could increase support at the referendum if people are aware that the designs are what they would like to maintain the existing styles in the town.

A Freedom of Information request has been received regarding site BA3/NS107. It was agreed as this requires a very specific style of response advice should be sought on how to proceed.

Action: The request to be forwarded to the Town Clerk, Julia at Rother District Council and Donna Moles for advice. MH to draft the email request for consideration by the group.

Email correspondence has been received regarding a Marley Lane site (AB expressed an Interest in this and did not partake in the discussion) and the enquirer was directed to contact Rother District Council.

It was discussed and agreed that the Action Plan/terms of reference for the Town Council's Implementation & Monitoring Review sub committee needs to reflect the community aspirations within the plan which will bring these to fruition when the decisions are made on where to allocate CiL funding.

AB advised it will be important that BTC can identify the development generating the CiL funds.

11. Future Agenda Items:

Correspondence – to be made a regular agenda item

PW's marketing suggestions

12. Date of next meeting: Wednesday, 27th January 2021, 7pm via Skype

Action: JdG to enquire if new TDO can attend

Meeting concluded 8.25 p.m.