

# Minutes of Battle CP Neighbourhood Plan Steering Group Meeting 24<sup>th</sup> March 2021 at 7pm, via Skype

## Present:

Clr M.Howell (chair), Clr D.Wheeler (minutes), Clr A.Brown, Clr A.Russell, S.Best, B.Marks, P.Whymark, Clr G.Favell (guest, joined at 7:18pm)

1. Apologies for Absence: J.de Garston. No apology received from CS
2. Disclosure of Interest: None
3. Approve Minutes of 24<sup>th</sup> February 2021: Agreed the minutes which have the red correction on them (red text to be made black)
4. Matters Arising: MH to ask the chair of BTC Environment committee if help is required to explain the SNCI boundary discrepancy at Battle Cemetery
5. Correspondence: One new email to the SG Inbox needs a reply. For action at next working group meeting

*Clr G.Favell joined the meeting at 7:18pm*

6. Agreed that the SG request BTC Environment committee to put forward 5 of the NP's Local Green Spaces for Village Greens designation as described by the Open Spaces Society, as this affords those areas extra protection. SG will offer to make a short presentation to the Environment Committee. Action BM
7. Post regulation 16 matters: No further action required until the SG is contacted by the Independent Examiner. Although the SG has recently received an updated version of the Battle CP Design Guidelines (additional detail was added regarding PV solar panels and Bin storage) this will not be published, but instead held back until a revision to the NP is made in the future. Add to the Errata List
8. Publicity for referendum:
  - a. Following a meeting with BTC earlier today it was agreed that an Editorial Board is created. Many ideas regarding publicity discussed. Agreed articles could be adjusted to suit the target audience on different platforms. It was noted that the Battle CP Design Guidelines document has already been used by Alliance Homes (Rother) Ltd to improve the visual aspect of dwellings at the Blackfriars site.
  - b. BM to remind S.Marsden of a bullet point document regarding recent Blackfriars changes that the SG could use.
  - c. A "Vote Yes for Battle" group should be formed, which is independent of the Battle CP NP Steering Group and BTC, that has its own funding sources and does not use BTC funds. Crowd funding and Articles of Association should be established asap.
9. Storage of documentation: A suitable place short term should be sought for paper documentation. Liaise also with Town Clerk as BTC may have similar needs.
10. Any Other Business:
  - a. AR informed SG of update from Town Clerk regarding the recent FOI request. She is working to guidelines for completing the task.\*
  - b. Regarding the use of acronyms on public-facing documents, BTC require a statement from the SG which gives guidelines. Discuss at next working group meeting.
  - c. MH on behalf of SG has given a note of thanks to Stephen Marsden for his presentation to the SG on Tuesday. BM to give personal thanks.

11. Future Agenda Items:

- Errata list to be a regular Agenda item
- Terms of Reference
- Editorial Board
- Budget for next grant application

12. Date of next meeting: 21<sup>st</sup> April 2021 at 7pm

\*The following was researched by AR after the meeting:

Advice to FOI applicants on [www.gov.uk](http://www.gov.uk)

“The organisation should send you the information within 20 working days of receiving your request. Some schools are allowed more time during school holidays. The organisation will tell you when to expect the information if they need more time.”