

**Minutes from meeting of Battle Civil Parish Neighbourhood Plan Steering Group
Wednesday 12th June 2019 at Almonry, BTC, 7:00pm**

Present: Cllr Allan Russell (ARu), Cllr Andrew Brown (ABr), Bev Marks (BM), Cate Sullivan (CS), Cllr Dale Wheeler (DW), Margaret Howell (MH), Paul Whymark (PW), Russell Hidden (RH), Sue Best (SB)

1. Apologies/Welcome
 - a. No apologies received
2. Disclosure of Interest
 - a. None at this point, but see items 5 & 6 below
3. To approve the minutes from the meeting of 8th May & agree notes of 28th May.
 - a. Approved
4. Matters arising.
 - a. Send approved minutes from 28/05/2019 to JDeG and Paul. **Action DW**
 - b. Agreed to raise and minute Declaration of Interests at the point where they are relevant.
 - c. Reply to M. Stiles's recent enquiry. **Action CS**
 - d. Request Jane to update the DOI document, after which it will be uploaded to the website. **Action JdG and PW**
 - e. An old email address battleneighbourhoodplan@battletowncouncil.org.uk (yes, .org.uk!) was found on some old paperwork. Although old, the group should investigate how it can be accessed. **Action Town Clerk**. If nothing can be found then Steve Portch may be able to help. **Action CS**
 - f. Feedback forms from the public consultation on 28/04/2019 can now be analysed (the closing date has now passed), this will be done in terms of Yes's, No's and types of comments. **Action CS and PW**
5. Correspondence received – not elsewhere in the agenda
 - a. Letter of complaint to BCPNPSG, a response will be written, guided by advice from Town Clerk. **Action MH**. SB and RH declared an interest in this item.
6. Responses to green space letters
 - a. ARu declared an interest in Kingsmead Open Space
 - b. Analysis of land ownership & land registry to be completed
 - c. A letter from the Open Spaces Society (OSS) shows that of the approx 35 green spaces, some 20 are possible candidates for Town & Village Green (TVG) status. Present this to full council. **Action BM**
7. Formation of working group for SEA
 - a. Members will be Andrew, Sue, Cate, Dale, Margaret
8. Follow up from developers' meetings
 - a. Good response from meetings with six developers. Those that did not come will have been sent proforma forms from Donna Moles for completion. Awaiting report from **DM**
9. Letter from Rother & Donna's response

- a. Agreed that the reply from DM was well written. There will be a meeting with DM and Rother, looking for one member of the SG to attend.
10. Suggestion for "Community Engagement List"
- a. Agreed to have public Q&A session after regulation 14 stage
 - b. Minuted that district and county councillors were invited tonight, also Cllr Vikki Cook
 - c. Agreed all district and county councillors are continued to be invited to all future meetings and that notice of meetings is sent as soon as date of next meeting is agreed.
11. Updates from Website/Cloud storage/Facebook
- a. On the website "about us" section, those members who are no longer with the steering group should be marked as such. **Action PW**
 - b. Change the password on the 'enquiries' email account, it is known by people who are no longer part of the steering group. **Action PW**
 - c. Nothing to report on storage area
 - d. Facebook page has 135 followers
12. Treasurers report.
- a. Donna has been paid for 3 additional days work. Query with JdG/CH which budget this should come from
13. AOB
- a. Bev has received confirmation from Frank Rallings (RDC) regarding CIL money, although the figures were for Blackfriars site only (not necessarily representative of the whole NP amount, due to some assumptions made). The group would do well to publicise these figures when accurate figures are available
 - b. Ask Town Clerk whether access to the late Cllr Richard Jessop's emails is available, as it may contain NP correspondence. **Action CH**
 - c. Meeting with John Howell; Cate and Margaret will attend
14. Date & time of next meeting.
- a. Date of next meeting: 17th July 2019 at the Almonry