

**Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP.
Meeting held Wednesday, 4 December 2019 at The Almonry, High Street, Battle at 7.05 p.m**

In attendance: Margaret Howell (MH), Bev marks (BM), Cllr Allan Russell (AR), Andrew Brown (AB), Sue Best (SB), Cate Sullivan (CS), Paul Whymark (PW), Cllr Dale Wheeler (DW), Jane de Garston (minutes, JdG)

1. Apologies: Cllr Glenna Favell

2. Disclosure of Interest: CS for Loose Farm, MH for strategic gaps, all members for confidential item

3. Minutes from the meeting of 20th November were agreed

4. Matters arising –

Action agreed at previous meeting to review the website is still to be achieve

5. Publishing/promoting public consultation –

CS had received 3 quotes for the printing jobs required, including the delivery to RM for Door to Door service. Footprints were approved as providing this service.

JdG was instructed to book the Door to Door service with Royal Mail for delivery w/c 13th January

Members agreed to postpone the Public Consultation start date to 20th January. PW, CS & DW to meet on 6th December to agree the format and information for the notices.

Content to include; 6 weeks; venues; means of reviewing and commenting; feedback and what's next?
CS to obtain deadlines from printer.

Venues to be asked to hold documents for review;

Netherfield library

Netherfield Post Office/Shop

Black Horse, Telham

The Almonry, High Street

Battle Memorial Hall, High Street

50 x A4 posters to be circulated/displayed advertising the information.

2 Q&A sessions will be held at The Almonry & Netherfield Post Office. One the same dates but at different times. Dates & members attending were agreed with timings as;

1st date - The Almonry 10 am to 12 noon; Netherfield 1pm to 3pm

2nd date - Netherfield 3pm to 5pm; The Almonry 6pm to 8 pm

Printer to be approached for costings for printing the SEA and Reg 14 documents. Members agreed 3 copies per venue with all documents being suitably bound.

6. Feedback/ response forms

Forms will be available in hard copy and as an online response form (DW to design this)

Forms will request name & contact details and comments to specific headings.

Venues holding the draft plan will be asked to have comment forms and a reply box.

600 forms to be printed.

7. Payment request from consultant was approved.

MH to contact DM to confirm payment is in expectation of all bullet points and documents being amended where necessary.

8. Treasurers report was noted

9. Correspondence

All correspondence is up to date.

Members agreed ANY response to an email to the BCPNP is to be responded to from the group email account.

Members agreed any correspondence/complaints will be dealt with a part of the Regulation 14 consultation or if they relate to anomalies with the steering group these will be directed to Battle Town Council.

10. Confidential item

CS left the meeting while the meeting regarding the ongoing complaint was discussed.

11. Any Other Business

Members agreed the Powerpoint of document 'Site Selection V5' will be added to the website at the start of the public consultation.

Members unanimously agreed the Green Gaps analysis v4.1. PW to add to the website and advise previous version has been superseded.

RDC had responded and raised questions regarding the proposed development boundary on North Trade Road (PW expressed an interest and took no part in this discussion as a resident of this area). BM spoke to the discussion points raised and members approved the change to the south side to NTR as proposed by Rother.

One further plan which includes the conservation area needs to be added to the plan. AR to send to DM for inclusion.

The final amendments to the SEA and Reg 14 document will be checked by PW.

Members agreed number of maps required to support the consultation.

The Assets of Community Value listing was discussed. The final listing will be circulated and the criteria for inclusion was agreed as a majority of 3 members, or more.

This report will be submitted to Full Council on 17th December 2019.

MH advised the next forum meeting for NP groups is 28th January at Etchingham Village Hall. MH & CS will attend & possibly SB.

12. Date and time of next meeting; Wednesday 8th January at 7.05 p.m.at The Almonry

The meeting finished at 10.15pm

