

Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP.
Meeting held Tuesday, 1 September 2020 via Skype at 7 p.m. (changed from 3pm to allow all members to attend)

In attendance: Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Cllr Andrew Brown (AB), Sue Best (SB), Cllr Dale Wheeler (DW), Bev Marks (BM), Paul Whymark (PW)

1. **Apologies:** Cate Sullivan
2. **Disclosure of Interest:** None
3. **Minutes of the meeting of 4th August were approved**
4. **Matters arising:** None, all matters are elsewhere on the agenda
5. **Website redesign:** DW is undertaking the redesign following discussions with the Town Council's Marketing & Town Development Officer. An issue with Password Access has been resolved between DW & PW. DW will commence changes in due course now access is resolved.
6. **Progress on review of Consultation Statement:** This has been submitted to Donna Moles (DM) for final amendments.
7. **Progression on Review of Reg 15 document:** Mostly completed, awaits map revisions which are currently with Rother (costs are awaited). The Regulation 15 document has been sent to DM.
Action: DW to forward copy emails sent to DM to JdG for cataloguing of which documents have been sent for completion.
8. **Progress on Retail and Employment:** Details of the considerations given to the responses have been sent to DM. Members are confident the requirement for employment will be met.
9. **Progress on presentation to full BTC and executive summary:** BM has prepared a precis executive summary and it is believed this has been issued to all BTC Councillors. This was proposed as the 'draft executive summary' and agreed by AR and seconded by AB then unanimously approved by all members present. The final presentation date is still unknown as awaiting final documents from DM and the revised maps. AB suggested the summary be submitted to BTC with a promissory note that the maps would be shared before submission to RDC. The final document sent to DM has been prepared with tracked changes so all amendments could be finalised quite expeditiously.
At the last BTC Council meeting it became apparent that not all Councillors are aware of the ongoing monitoring and implementation requirement of Council following it's completion. AR advised monitoring and appraisal information needs to be available to support all the documents.
Action: When final documents are presented to BTC ensure the executive summary is included again.
10. **Update on grant status and payment to Donna Moles (Consultant)**
AR reported the last end of grant form had been successfully submitted and approval for the next grant was awaited, a response was expected on 28/08/2020. This application includes requested funding for publicity and room hire for the next public consultation as well as Consultant costs.
The stage payment for DM in the contract includes submission to BTC which has not yet been reached. Members agreed a payment of £900 of the stage payment due of £1,200. To be paid once outcome of grant request known.
11. **Budget Report:** Was noted. Members agreed a projected cost of £1,000 needed to be allowed for the new maps from RDC.
12. **Any Other Business:**
BM - A response needs to be considered to the request to remove GS05 from the Green Spaces listing. BM has confirmed with RDC a TPO was issued in January 2019 for the beech trees in this area.
It was proposed and agreed the request to remove the designation NOT be taken forward at this time as the dispute regarding the land ownership subsumes the TPO.

MH – The Copyright of the final Neighbourhood Plan was discussed. Other groups have not been subject to a copyright being retained by the Consultant. Members agreed the AECOM report was subject to Copyright as was completed by them but as a significant amount of the current reports has been compiled by the NPSG the group should retain the rights.

Members agreed this could be reviewed when all documents are completed.

AB advised the group that BTC are compiling the next quarterly newsletter. Members were disappointed that the NP is not featured in the upcoming publication and that no request was made to submit a report.

Action: JdG to speak with CH as soon as possible to enquire if space could be allocated for a short report from the NPSG. The flowchart could be presented if an A4 space was available.

13. Future agenda items: Some of these items will be addressed by the afternoon working group meetings and outcomes will be reported at the next meeting -

Status of Regulation 15 document

Grant status

Consultation response on RDC local plan update

Consultation response on White Paper to change planning policy with regard to Neighbourhood Plans

Status of letters to developers

14. Date of next meeting: Tuesday, 6th October at 7 p.m. via skype

Meeting concluded 7.55 p.m.