

Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP.

Meeting held Monday, 19 October 2020 via Skype at 7 p.m. (meeting date changed from 6th October due to working group commitments)

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), J de Garston (JdG, minutes). Invited guest Cllr Glenna Favell

1. **Apologies:** Cate Sullivan. Bev Marks joined late
2. **Disclosure of Interest:** None
3. **Minutes of the meeting of 1st September were approved.** It was noted the date for the next meeting was 6th October but this was postponed until this evening.
4. **Matters arising:** None, all matters are elsewhere on the agenda
5. **Website redesign:** DW has undertaken considerable work and the new website is looking good and easier to navigate. A few glitches and details were reviewed and amended.

It was agreed there would be an automatic notification of published news items which residents can sign up for.

AR advised the tab for Regulation 15 should be more prominent once approved by BTC so all information is together.

6. **Progress on presentation to full BTC and executive summary:** The email received late last Friday from RDC has caused some disappointment as issues were raised that will delay the full presentation being available. A short notice meeting was arranged with DM earlier today to address the matters raised by RDC. Some aspects are not required to be included in the plan but have been requested by RDC.

As BTC had agreed to the plan at Regulation 14 there should not be any significant amendments required at this stage.

Once the plan is submitted to RDC no further amendments can be made except on the direction of the independent examiner.

7. **Endorsement of document package for submission to Battle Town Council, prior to the Full Council meeting on 20th October:** Adoption of the Regulation 15 submission cannot be requested due to the matters raised by RDC.
BM advised any amendments should be considered minor editorial changes and Council should be reassured the plan is close to being ready for final submission. The steering group do not have access to make any changes and these will need to be sent to DM. All amendments will be catalogued for ease of identification.

GF agreed to speak with the Town Clerk to confirm whether the final amendments could be considered informally or whether a Special Full Council meeting should be scheduled.

8. **Assistance with marketing the Neighbourhood Plan:** It is acknowledged there will be a long gap between submission to RDC and the referendum (this cannot take place until May 2021 at the earliest due to Covid restrictions) but the group want to ensure residents to do not forget about the plan and are seeking ideas to promote where they can.

A sub group will be formed at the next formal meeting to look at marketing opportunities. The group agreed this should include one Councillor, PW has agreed to be part of the sub group.

9. **Budget report:** Was not available, JdG agreed to circulate tomorrow.
AR reported, that at the last review, the ear marked reserve was in a healthy position and BM was pleased to report the maps required from RDC had been a very reasonable price.

10.

11. Any other business:

MH reported a further extension to the response to RDC's planning consultation had been agreed. The group agreed to review the document tomorrow.

Correspondence had been received for feedback as to why a proposed site had been removed from the plan following issuing of letters by the group.

AB declared an interest in this matter and did not contribute to the conversation.

It was agreed an email response would be drafted at the next working group meeting.

12. Future agenda items: Marketing sub group

13. Date of next meeting: Monday, 23rd November at 7 p.m. via skype

Meeting concluded 8.35 p.m.