

Minutes of the meeting of the BATTLE NEIGHBOURHOOD PLAN STEERING GROUP (SG).

Meeting held Wednesday, 21st April 2021 via Skype, at 7 p.m.

In attendance: Cllr Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Cllr Andrew Brown (AB), Sue Best (SB), Cllr Dale Wheeler (DW), Bev Marks (BM), Nicola Boarer (NB), Cllr Glenna Favell (GF), Jane de Garston (minutes, JdG)

- 1. Apologies for absence :** Paul Whymark. Cllr K Field. No apology received from CS
- 2. Disclosure of Interest:** None
- 3. Approve minutes of meeting of 24th March 2021 -** Agreed

Nicola was formally welcomed to the meeting as a duty of her role as Deputy Town Clerk & Town Development Officer to BTC is to replace JdG at future meetings.

- 4. Matters arising:** BM reported he has not yet contacted SM regarding the bullet point document but this will be pursued if not forthcoming soon.

- 5. Correspondence:** No outstanding emails.

The response, to an enquiry regarding the GP provision, has been made directing the enquirer to the information already made available in the public domain.

The SG have been copied into an email response, sent by John Slater (Independent Examiner), to a member of the public enquiring regarding a planning application. This response advised this was not within his remit.

Action: The email is requested to be noted on the next BTC P&T agenda.

Advice has been received from RDC that no documents should be added to the NP website before submission to the Independent examiner. It was agreed the Town Clerk should be made aware, GF advised this was noted at this week's Council meeting.

- 6 & 7. Post regulation 16 matters & response to examiner -** AR had circulated a document with suggested amendments to the response to the examiner which was discussed at BTC's Council meeting yesterday. The minor amendment relates to the matter that was resolved via the Town Council's complaints procedure and was not a matter pursued using a FOI request. The SG use the version control method to ensure amendments are monitored.

Action: The Clerk will be asked to circulate the suggested final response to all Councillors for comment by 9am on Monday 26th April. The final response can then be agreed for submission by midday on 26th ahead of the deadline of Wednesday 28th April.

- 8. Implementation, Monitoring and Review matters -** Donna Moles has previously advised this is part of her contract but is a post referendum matter. DM will require the Terms of Reference of the group to be able to progress this. There has been some discussion on the construction of the terms as both the SG and GF have prepared suggestions which will be combined and determined at the next P&T meeting. The terms will need to be in line with the standard ToRs for other BTC sub-committees/working groups. DW suggested DM be advised of the date of that meeting so she is aware when the terms will be available and a deadline for the policy can be set.

- 9. Publicity for referendum -** The SG cannot promote the plan but an independent group can be created. PW has knowledge of how this can be set and at the last meeting the title "Vote yes for Battle" was agreed.

Action: A meeting to include PW will be scheduled

BM suggested as this is not necessarily an immediate priority attention should be given to addressing current concerns. Information should be circulated which provides a wider explanation of what the NP is and the wider aspects of protection to green spaces and boundaries etc.

Action: A stand alone meeting on Wednesday 28th April at 3pm was scheduled to start these presentations inline with the timeline previously proposed by BM.

10. Storage of documentation - It was acknowledged documentation should be retained locally as the independent examiner could ask to review any papers.

Action: BM to visit The Almonry to check for documentation which should be held with main files. Following the referendum all papers will be reviewed to ensure space is not taken by duplicate or outdated information.

11. Budget report - This was noted along with the Ear marked reserve figure of approx £6,500.

The unspent Locality Grant funding has been returned and a new application is required for the next items of expenditure. These will include further DM agreed contract expenses, banners and expenditure relating to the referendum.

Action: Previous expenditure for advertising materials to be used as a guide for the next requirement. Grant application to be made once the Town Council staff have settled following relocation to temporary accommodation.

12. Any Other Business -

AR reported the response to an ongoing FOI request is being completed by the Town Clerk and will be issued shortly.

Editorial Board - The Terms of Reference have been approved by BTC, the next step is to agree membership. The group will ensure the information published across the NP website, the BTC website and the articles submitted to the Observer have a continuity of information.

Members will be NB, MH & BM (for the SG) and 1 Councillor, to be decided, from BTC.

Action: Request to Town Clerk that an invite be sent to all Councillors, with details of the desired skills highlighted and a first meeting date be scheduled.

13. Future agenda items -

Errata list
Publicity

Date of next meeting : Thursday 20th May at 7pm via Skype

Meeting concluded at 8:30pm

Following the meeting MH thanked JdG for the work undertaken in supporting the meetings.