

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

Meeting held Tuesday, 24th August 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), Jane de Garston (minutes, JdG)

- 1. Apologies for absence :** Paul Whymark Cllr Glenna Favell
- 2. Disclosure of Interest:** None
- 3. Approve minutes of meeting of 22nd July 2021 – Agreed**
- 4. Matters arising:** None
- 5. Correspondence:** 2 emails have recently been received. Members agreed, given the proximity to the referendum, it was not appropriate to enter into correspondence as no additional comments or amendments can be made.
Action: MH to acknowledge receipt of emails only
- 6. Publicity for referendum:** JdG reported the High Street banner was approved today, the licence has been paid, the order placed and the installer notified. Thanks were given to JdG to bring this all to completion. It was agreed all the banners will be set out on the same date to create an impact.

The detailed breakdown of the grant and expenditure against each item was discussed. All items appear within expectations.

Action: JdG to check each aspect and make an application to Groundworks to vire grant funds if required. AR to send information relating on how to make requests to the office. JdG to enquire regarding costs for ½ page Wealden Ad advertisement.

BM reported he is making arrangements to have the plan document read to a resident with restricted vision and access to the plan.

A printed copy of the submission documents is available at the library and BM was thanked for his work in arranging this.

- 7. Agree meeting date to discuss Donna's IMR draft terms of Reference:** It was agreed this meeting should take place before the ToRs are discussed at the Council's P&T meeting.
Action: meeting scheduled for 7th September at 3pm. MH to circulate the document.
- 8. Errata and "to do" list:** Tasks were updated to show current status and new items added, these are: ensuring the ACV applications are included in IMR ToR; ensure the NP website is embedded into BTC website when the plan is approved & following up on Town & Village Green applications.
Action: JdG to make Rother Alerts request for referendum advertisement to be placed in each week from now until Friday before the referendum.
- 9. Budget report:** Latest expenditure includes payments to DM, which are approved in accordance with the terms of her contract and payment of the Door to Door leaflet delivery service. The grant from Groundworks has been received. The EAR marked reserve balance stands at £5605.20
- 10. Website:** The website is up to date but it was agreed to add an animated banner reminding visitors to the site to vote on referendum day and to update the 'latest news' to report polling cards have been issued.
Action: DW to add a latest news item each week to act as a reminder of referendum to those signed up for alerts.

11. Any Other Business – None

12. Date of next meeting – Wednesday, 22nd September at 7pm at Telham Lane.

Meeting concluded at 8:15pm

DRAFT