

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

**Meeting held, Wednesday, 19<sup>th</sup> October 2021, at 3 p.m. via Skype.**

**In attendance:** Cllr Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Andrew Brown (AB), Cllr Dale Wheeler (DW), Bev Marks (BM), Jane de Garston (minutes, JdG)

- 1. Apologies for absence :** Sue Best
- 2. Disclosure of Interest:** None
- 3. Approve minutes of meeting of 22<sup>nd</sup> September 2021 -** Agreed
- 4. Matters arising:** All matters elsewhere in this agenda
- 5. Errata & “to do” list:** Most items outstanding will be referred to the Planning & Transport Committee as matters for the IM&R S-C to complete.  
The NP website will be updated to bring the referendum page to the front page and was updated to confirm the referendum has taken place.  
**Action :** DW to send “to do” list to JdG for compilation of items to be carried forward to IMR via P&T.
- 6. Budget report:** AR requested detail of which expenditure items have been paid via the Locality Grant and which have been paid directly from BTC.  
**Action:** JdG to request expenditure detail to compile this report.
- 7. Dispersal of documents to storage:** SG members agreed to meet to review all documents. Duplicates will be identified and then all papers for retention will be boxed and passed to BTC for storage, either at The Almonry or in County storage facility. The maps are too large to be boxed in the permitted size box for County storage so these will need to be stored at The Almonry.  
It is unknown the period of time the NP documents need to be retained for, this will require investigation.
- 8. Transfer of website to BTC on dissolution of SG:** MH proposed the NP website be transferred to Battle Town Council when the new Deputy Clerk is in post.
- 9. Update of the Battle CP Design Guidelines:** AR provided background on the difference between the plan submitted for the consultation. He has produced a comparison report which he and BM are reviewing to produce the final Guideline document, ensuring the number is correct.  
BM advised this final document may need to be agreed with Julia Edwards as the edits are not significant and may not be considered required at this time.
- 10. Additions to NP (Emmanuel Centre, Memorial Hall):** The amendment to include the Emmanuel Centre and Memorial Hall can be a task to be undertaken by the IMR and can be made within a year of the plan being made. BM suggested this matter be held until other amendments are identified and agreed rather than make several minor amendments at different intervals.
- 11. Membership of IMR Committee:** This will be discussed at BTC Full Council meeting this evening. A flow chart indicating a route for membership has previously been circulated and this will be sent to the Town Clerk in advance of this evening’s meeting.  
Although membership has previously been discussed at BTC’s Planning & Transport Committee MH proposed a formal invitation be made to BM as a non-Councillor representative. BM accepted this, subject to confirmation of who the other non-councillor member was.  
It was acknowledged that BTC cannot just assign a member of the public to be a member of the IMR S-C and an invitation should be widely circulated asking interested

residents to make contact. It was also suggested that an invite could be sent to those who had responded to the plan consultation. Not all members agreed with this and it is proposed this route be followed only if no expressions of interest are received. Where several expressions of interest are received BTC will need to consider a selection process.

Meeting concluded at 4.10 p.m.

DRAFT