Minutes of the meeting of the BATTLE NEIGHBOURHOOD PLAN STEERING GROUP (SG).
Meeting held Thursday,20th May 2021 via Skype, at 7 p.m.

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

1. **Apologies for absence :** None

2. **Disclosure of Interest:** None

3. **Approve minutes of meeting of 21st April 2021 –** Agreed

4. **Matters arising:** BM reported he has spoken to Stephen Marsden who is going to provide information to NB regarding the Blackfriars development for the Town Council Newsletter. He also offered to respond to some detailed questions about CIL income from the Blackfriars site.
   BM enquired as to whether the Town and Village Greens application had been submitted by BTC to ESCC and request sent to Optivo. NB to speak to Town Clerk regarding this matter.
   The SG discussed having the opportunity to present the Neighbourhood Plan to full Council. MH to speak to Town Clerk regarding this matter.

5. **Correspondence:** Email received from Julie Edwards at RDC. SG to agree response and send.
   MH to check that website has the unredacted version of the Battle CP Design Guidelines.

6. **Examiner and Responses to queries –**
   Email received from John Slater asking for review of SG to check his draft response for facts and typos.
   Action: It was agreed that SG would meet on Monday 24th May to respond. SG to send the draft response to BTC for approval before replying to John Slater.
   Action: RDC response to BTC to be added to Neighbourhood Plan Website

7. **Implementation, Monitoring and Review matters –** The SG agreed to ask Donna Moles if she had a standard Proforma ToR document that she could share with the SG. Suggested that DM talks via Zoom at the next P&T Committee Meeting.
   Action: Combine draft ToR from SG and GF to create final document to be presented at next P&T Committee Meeting for approval. This is to be produced in the same format as BTC standard ToR documents. It was noted that a standard format template is not known by any members of the SG.

8. **Publicity for referendum –** The SG agreed on an Editorial Board (EB) made up of MH, BM, NB and DW who will run the publicity campaign for the referendum. BM expressed his great disappointment that no other non-SG Councillor had come forward to join the EB work, nevertheless he full heartedly thanked DW for completing the EB membership number. GF suggested this was due to the proposed qualifications being read as limiting other Councillors from volunteering; this was unintended by the SG - the door is always open.
   Action: NB to arrange inaugural meeting with EB.

9. **Vote ''Yes'' Group –** The SG agreed this should be an entirely separate and independent group, unconnected with BTC or the SG and who would not report into the SG. Item to be removed from future agendas.

10. **Budget Report -** No expenditure has occurred since last meeting. MH, AR and the Town Clerk will meet to agree new application for the Locality Grant.
    Action: NB collating pricing for publicity campaign.

11. **Storage of documentation -** All documentation is now currently stored with MH.
    Action: It was agreed that post referendum the SG would review all documentation and remove duplications and outdated documents.

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12. Errata and ''to do list'' – Respond to John Slater. BM asked for this item to be one of the agendas first items, in the future.

13. Any Other Business – MH to speak to Town Clerk regarding previous FOI request and any further correspondence from it.

14. Future agenda items –

Date of next meeting : Thursday 24th June at 7pm via Skype

Meeting concluded at 8:50pm

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