Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP. Meeting held Wednesday 27 January 2021 via Skype at 7 p.m.

In attendance: Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Sue Best (SB), Cllr Dale Wheeler (DW), Bev Marks (BM), J de Garston (JdG, minutes).

1. **Apologies:** Andrew Brown, Paul Whymark, Cate Sullivan, invited guests Cllr G Favell & Cllr K Field

2. **Disclosure of Interest:** None

3. **Minutes of the meeting of 16th December 2020** were approved

4. **Matters arising from last meeting:** All items elsewhere in the agenda

5. **Correspondence:** Email enquiries regarding sites have been received and responses will be agreed at the regular working group meetings. Responses will provide direct information where applicable or offer direction to RDC for planning matters.

6. **Response from RDC to submission:** RDC's comments have been received and a proposed response has been prepared for consideration at special Full Council meeting of Battle Town Council on Friday this week.

7. **Website:** It was agreed the 'news' section can be reduced to just report the Plan has been accepted by RDC cabinet.
   BM confirmed the executive summary has been uploaded by DW.

8. **Storage of documentation: I**t was noted that BTC are placing records in storage and it was agreed, subject to the facility being confirmed fire protected, the BCPNP documents currently held by MH & CS can be added for safe storage.
   Action: MH to retrieve files from CS. JdG to confirm details of storage facility and size of boxes permitted.

9. **Budget Report:** Noted. AR advised the accounts show the payment to DM as a final instalment, further payments will be made (in accordance with the contract) for completion to regulation 16 and consultancy on the implementation and monitoring element of the plan.
   An estimate of costs for additional work requested of AECOM is yet to be requested.

10. **Any Other Business:** BM advised there are errata items to be dealt with before the plan is finalised. AR suggested these are identified after the Full Council meeting on Friday in case any other changes are identified before the final submission. AR believes a list of errata items can be circulated to Councillors without the need for a meeting.

    BM advised he will visit Sunnyrise to photograph the bin and cycle storage areas.

11. **Future agenda items:**
    Confirmation of appointment of external examiner
    Post regulation 16 matters
    Publicity for referendum
    Designation of cemetery extension in line with RDC SNCI of main cemetery

12. **Date of next meeting: Wednesday, 24th February 2021, 7pm via Skype**

Meeting concluded 8 p.m.

DRAFT