

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

**Meeting held Thursday, 22<sup>nd</sup> July 2021 via Skype, at 7 p.m.**

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

**1. Apologies for absence** – Paul Whymark

**2. Disclosure of Interest** – None

**3. Approval of minutes of 24th June** – minutes approved

**4. Matters Arising** - AR advised the photo has been changed, as agreed, within the Design Guideline document. Other amendments would be made after the referendum – BM enquired why all changes are not being made now? Discussions were that some items may be within the Final Plan so it is believed these cannot be changed but any supporting documentation should be amendable. **Action:** AR to email RDC for confirmation.

**5. Correspondence** – MH advised the owner of the property, subject to the photograph change, would be notified once new document released.  
BM expressed his disappointment that BTC appeared reluctant to proceed with the village green applications following the DTC-TDO's findings and it's affect on continuing to support the applications for other sites. He advised he is no longer willing to undertake further investigations. AR responded it was agreed the matter would be considered again at the next Full Council meeting.  
The email received regarding the Grant Funding has 'affordable housing' in the subject line.  
**Action:** JdG to request the Town Clerk clarify this is just a typing error to avoid any misunderstanding.

**6. RDC matters – Decision Statement - referendum date** – It was noted the decision statement was issued on 6<sup>th</sup> July 2021 and the referendum will be Thursday 16<sup>th</sup> September

**7. Information Statement Date** – It was noted the Information Statement Date is 6<sup>th</sup> August 2021

**8. Publicity for referendum** – AR advised the wording for the banners needs to be decided as soon as possible to allow for printing and installation. AB suggested suggestions to MH by Monday next week and then a short meeting to agree. Publicity to start early September, 1<sup>st</sup>; 2<sup>nd</sup> or 3<sup>rd</sup> depending when High Street banner can be installed.

**Action:** Group members to send ideas to MH for banner wording; BTC to review quotes and order banners; BTC to apply for licences, based on previously agreed locations; BTC to seek assistance for installing banners, both across the High Street and verges.

**BM** agreed to prepare a poster version of the leaflet for adding to notice boards this will only use the information in the leaflet.

**Action:** Make requests for other noticeboards to also display the poster such as; Battle Station (BM); Battle Memorial Hall (JdG); Police board in bus stop by the Memorial Hall (JdG); the shop window at Netherfield, as the notice board is currently not in place (BM).

The leaflet is due for door to door delivery to Battle area w/c 2<sup>nd</sup> August. Group members and BTC Councillors will deliver to Netherfield addresses as door to door not appropriate.

**Action:** JdG to confirm ward boundary information for deliveries

**9. Donna's report to P & T and IMR committee** – DM's attendance (virtually) at the Planning & Transport meeting was felt to be useful. The information she agreed to submit on the suggested Terms of Reference for the IMR is still awaited but this is believed to be available this week so MH will follow up on 26<sup>th</sup> July if not received.

**10. Errata and "to do"list** – Items on list were reviewed and the new items regarding the publicity were added. MH advised the column space in the Bexhill & Battle Observer newspaper will be available for BTC to use once the Neighbourhood Plan is completed. The last report will be the August one and will be an encouragement to

vote, no promotion can be included. **Action:** MH to ensure contact and deadline dates are passed to BTC for future editions.

**Action:** DW to create a new back up copy of all the website and documentation for safe storage by BTC

**11. Budget report** The EMR balance was noted at £5,965.20. AR reported the Grant application had been approved

**12. Website update** – Once available the leaflet information will be added to the top of the homepage.

When the mailshot goes live on 2<sup>nd</sup> August both the Neighbourhood Plan and BTC website should be updated.

Rother Alerts was also considered but as this would be for 6<sup>th</sup> August may be after the permitted promotion date.

Action: Contact Julia Edwards to enquire.

Rother Alerts to be asked to promote referendum on 10<sup>th</sup> September.

**13. A O B** – BM reported a new NPPF has been circulated by the Government. This is good news as it gives more weight to the planning decisions.

**14. Future agenda items** – Assets of Community Value, It was discussed and agreed this is a matter for the IMR although this is a 'task' it should be included in the Terms of Reference.

**Date of next meeting : Thursday 26<sup>th</sup> August 2021 at 7pm via Skype**

Meeting concluded at 8:25pm