

**Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on WEDNESDAY 18TH JULY 2018 at The Almonry, High Street Battle at 7.15pm**

**In Attendance:** Cllr Andrew Ratcliffe (ARa) (**Chair**) Cllr Alan Russell (AR), (AB), Cllr Margaret Howell (MH), (PW), Cate Sullivan (CS), Emma Hale (EH), Bev Marks (BM), Cllr Dale Wheeler (DW). George Kiloh (GK)

Cllr Andrew Ratcliffe (ARa) opened the meeting by introducing himself as a new member of the steering group and as the new chair. Potential new SG member identified.

**ACTION:** ARa to approach and invite to meeting after stressing this is a working not talking group.

1. **Apologies for absence** –Vanessa Boon (VB), Cllr Andrew Brown (AB), Paul Whymark (PW) and Sue Best (SJB)
2. **Disclosures of interest** – No disclosures were made for the agenda items of this meeting
3. **Approval of previous minutes** – the minutes of the Battle Neighbourhood Plan Steering Group meeting held on the 13 June 2018 were agreed without comment.
4. **Matters arising**
  - “The next task would be to produce worksheets for each member of the Steering Group for use during site assessments. This task was taken on by BM and PW. **ACTION: BM/PW.**” This was not completed because of the intervention of AECOM (see minute point below)
  - CS had contacted AR for clarification of the minute (p5). “The question was asked as to whether the SHLAA criteria for site selection should be used. The group decided that as the SHLAA criteria had been used to inform the list of criteria devised by BM, and approved by the group, it would not be necessary to use the SHLAA criteria in their own right.” CS was content with explanation.

**ACTION (ARa): To contact Town Clerks to see if Jane de Gaston would be prepared to do the minute taking**

**ACTION (ALL): If no secretarial support from Town Clerk is possible then each members takes minutes in rotation. AR agreed to take these minutes as his turn.**

**AGREED (ALL): Amendments to minutes to be sent to chair ARa within 7 days of receiving draft. No further amendments until next meeting.**
5. **Updates from Dale Wheeler** regarding the collating of documents relating to the Parish Analysis Study/Character Appraisal received. All done bar one small amendment. Ready to send to Donna Moles (DM) subject to actions below.  
  
**ACTION: BM to send email of acknowledgement to ESCC for map showing cycle/foot pathways to DW.**
6. Final version of **Historic Environmental Report** presented.  
**ACTION: GK to amend Historic England listing so that numbering of dwellings is in line with sides of roads. Eg High Street**

**ACTION: GK to add further small amendments and email with the above to AR & ARa before forwarding to DM.**

7. Updates on **Open Spaces and Trees Study** received. Good progress and help received acknowledged.

**AGREED: End of September deadline for presentation of report to Donna Moles irrespective of completion 9ie may contain “tbc”s.**

**ACTION: EH to contact Charlotte Simpson( CSi), AECOM, ([charlotte.simpson@aecom.com](mailto:charlotte.simpson@aecom.com)) for advice on designation of Open Spaces and ACVs.**

**ACTION: EH to add – potential green spaces which are of value to the local community and to consider recent nominations received from the community**

***Green Spaces proposals received:***

- Procession Field, off Caldbec Hill (Joanna Perkins?)
- Arboretum (with public access), off Caldbec Hill (Bev Marks: email dated 2018-07-02)
- Land to west of Thatcher Place (Adrian & Sarah Hall)

***Documents logged:***

- Green Spaces analysis v5\_20180615 (from BM) - updated with new embedded maps
- Site assessment criteria, Amended (from AR) - amended criteria and scoring details
- Site assessment criteria - further information\_20180718 (from BM) - key services zones and strategic gap maps proposals

<Request from BM after the meeting: I think we should 'log documents and inputs' at the meetings and keep on the record (aka Meeting Notes)>

8. **No website report. PW an apology.**

**ACTION: ARa to monitor email traffic and bring to subsequent meeting and amend autoresponse to reflect this action.**

**ACTION: ARa to include “Correspondence” as a standard agenda item.**

**ACTION: EH to send access passwords etc for [enquiries@battleneckneighbourhoodplan.co.uk](mailto:enquiries@battleneckneighbourhoodplan.co.uk) to ARa.**

9. Duplicate item. (see 6 above)

10. Updates on National & District Policy – SJB an apology but report ready to be sent to DM.

11. Updates on Call for Sites

- **Agreement on final Criteria for site selection**  
**AGREED drafts to be sent to AECOM for acceptance as criteria and for recommendations for additions and amendments**  
**ACTION: AR to send documents requested to CSi**  
**NOTED: GK suggested amendment to criteria 4.4. Delete “immediately adjacent” and add “seriously” before “worsen”. ACTION AR: to amend comments to include this as a possible amendment.**  
**ACTION: DW to search paper documentation for envelope labelled “New sites” and provide info to CS.**
- **Confirmed protocol for meetings with potential developers – meetings with developers will take place after site visits with agreed criteria.**

**ACTION: ARa to contact DM to see if these meetings have been scoped in her work schedule.**

**ACTION: AR to contact CS, AECOM to see if this can be included in their work?**

12. **Publicity Officers Report** – Observer report for July by MH well received.

**AGREED: Drafts to be circulated to all BCPNPSG for comment before sending to newspaper.**

### **13. Treasurers Reports**

Report received from Carol Harris (CH). Bank account balances for July show balance of £1684.00 but the Locality grant has been agreed and payment to us is now due. Grant amount offered: £6,930.00

The grant awarded is less than the grant that we applied for because the grant is for items 1.1 and 1.2 of the itemised budget.

Please note that they have reduced the grant to fund the consultancy support up to the regulation 14 consultation. The group will then be eligible to apply for further grant to assist the completion of the plan.

**ACTION Carol Harris (CH): Check with Locality if grant up to and including or excluding reg 14 consultation.**

### **14. AOB**

**ACTION: ARa to amend Appendix 1 of DM's timeline to show new dates 4 months on from those on the Jan 2018 document.**

**ACTION: ARa to check with DM if all but Open Spaces and Tree study can be submitted now. This may affect the amended timeline.**

### **15. Date of next meeting**

**AGREED: No meeting in August**

**ACTION: ARa to produce a Doodle ([https://doodle.com/en\\_GB/](https://doodle.com/en_GB/)) with Wednesdays and Thursdays in September offered. ARa to check room availability before circulation.**