

Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on THURSDAY 8th NOVEMBER 2018 at The Almonry, High Street, Battle at 7 p.m.

In attendance: Cllr Andrew Ratcliffe (ARa), Cate Sullivan (CS), Emma Hale (EH), Cllr Andrew Brown (AB), Paul Whymark (PW), Bev Marks (BM), Cllr Dale Wheeler (DW), George Kiloh (GK), Sue Best (SB), Cllr Allan Russell (ARu), Jane de Garston (minutes)

- 1. Apologies:** Cllr Margaret Howell
- 2. Disclosure of Interests:** No additional declarations to previous meetings.
GK lives adjoining Blackfriars estate, CS declared an interest for Loose Farm.
- 3. 3 amendments were requested to the circulated minutes:**
Apologies should have been recorded from Margaret Howell.
Items 5 & 6 – Dale Wheeler had previously edited the information collated by Maurice Holmes.
Item 14 – Margaret Howell is the publicity Officer.

4. Matters arising

ARa has approached Robertsbridge who have advised it would be useful to have a professional representative attend any developers meeting.

ARu reported AECOM have advised this would not be within their remit & Donna Moles would require payment.

Action: ARa to approach a local surveyor to ask if he would be prepared to support any meeting with prospective developers.

Donna Moles has confirmed the SEA will be started in December providing all reports and AECOM report are available to her. ARa confirmed all this information will be with DM, the AECOM report will be in its present format.

Action: ARu to update timeline to record AECOM report.

The group agreed all documents need to be collated centrally with a key to identify who has the latest version of each document. Cloud storage to allow access to all was identified as a solution with regard to keeping electronic versions. DW advised an account has already been created with work previously completed. It was identified if an external project manager was to undertake the collation this would need a job specification created and a request to BTC for funding. DW could undertake this next stage but has requested direction to identify what exactly is required. Maurice Holmes had originally created a document list but it was felt this would now be too out of date. PW advised the list of documents required from DM should provide the basis for collating documents against, this will then show what is outstanding.

Action: ARa to discuss what is required with DW outside of this meeting and take a request to BTC for funding. PW to forward DM's document listing from January 2018 to the group.

ARu reported he has requested assistance with the Civil Parish map and is awaiting a response.

The Heritage Charter, which was adopted by BTC last month, has been included in the character appraisal. GK requested a copy of the documents to review them. The history of the town was previously prepared by Maurice.

Action: DW to send Maurice's original document to GK. JdG to circulate the adopted charter document to all group members.

The grant award for consultancy support is up to regulation 14 consultation. The group will then be eligible to apply for further grant to assist the completion of the plan.

5. ARa advised the meeting at the Emmanuel Centre regarding joint housing schemes has passed but he will circulate relevant information.
All other matters for report from the chair are covered in Matters arising.
6. One item of correspondence has been received regarding a possible infill site on Caldbec Hill.
Action: CS to confirm if this was included in the original Call for Sites and/or is included in the SHLAA listing.
ARa to respond to the email on behalf of the group.
7. Discussed in matters arising
8. Discussed in matters arising
9. Thanks were noted for Emma for the work on the Open Spaces and trees study. EH advised she has provided as much time as she can and must now pass this study over to the group for edits and final additions such as the ownership of areas identified and grid references to support this identification. PW will add the Word version of the document to the Cloud for access.
BM advised it would be beneficial to add the ROW references for easier identification of footpaths. Land ownership information requests will need to be made via BTC.
Action: BM & EH to meet and make necessary updates/amendments and submit to the next BCPNPSG meeting.
10. The Local Green Space map needs to be a precise record of areas. The AECOM criteria will be included in the LGS discussions. It was agreed any areas for special consideration could be requested at the next public exhibition. Areas for special designation need a strong explanation of why they are special.
11. The website is up to date including the articles submitted to The Observer newspaper.
12. AECOM's report was received yesterday. A response has been requested by 21st November, in one report. The whole group will need to assent to any amendments/changes.
ARu reported their report did not include elements of criteria unique to BTC although it had been indicated it would. **Action: ARu to contact AECOM to enquire if the BTC criteria is included.**
AB enquired should Telham be identified by name – it was agreed it should.
A small working group has been identified to feedback to the full group on AECOM's report. Key task, apply the 5 point BTC criteria, if this has already not been applied.
It was agreed any red areas on AECOM's report will not be considered by the working group. Amber areas need to be reviewed, green areas need to be agreed.
It was agreed it would be useful to have the number of properties per site to support the assessment. As a rough calculation the number of properties can be reached within the amber and green areas identified.
Action: ARu, SB, PW & CS to form working group to review AECOM's report.
13. The Call for Sites was closed in April 2018. If further applications are received they could be reviewed if the number of properties required is not reached.
14. Apologies received from Margaret Howell. Thanks were noted to Margaret for the reports to The Observer.
AB felt there is a lack of understanding in the town of what the Neighbourhood Plan will achieve. **Action: It was agreed the next Observer report to include the protection the**

Neighbourhood Plan affords to the town in terms of identified building plots and the number of houses required by Government.

15. The budget figures were noted.
16. It was agreed District Councillors should be invited to future meetings to show progress on the Battle plan. **Action: JdG to send invitations and agenda for future meetings.**

DW reported he has reviewed the report from DM and has 6 responses to the 24 items she raised. **Action: DW to circulate his responses to the group. Other members to comment and return responses to DW for central collation.** Any conflicting responses will be reviewed at the next meeting.

17. Date & time of next meeting: **Thursday, 13th December 2018, 7 p.m. at The Almonry**