

Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on WEDNESDAY 17th APRIL 2019 at The Almonry, High Street, Battle at 6 p.m.

In attendance: Cllr Andrew Brown (AB), Cllr Margaret Howell (MH), Sue Best (SB), Cllr Dale Wheeler (DW), Cate Sullivan (CS), Bev Marks (BM), Jane de Garston (JDG, minutes), Cllr Allan Russell (AR), Russell Hidden (RH) Paul Whymark (PW), Donna Moles

1. **Apologies** – None
2. **Disclosure of Interest** - CS reminded the meeting of her interest in Loose Farm
3. MH introduced Donna Moles to the group as she has not met all the current steering group members.
4. **Minutes of the meeting of 14 March & 4th April** were approved. AR commented that an agreement had been made for him to share the LGS report with the Heritage Working Group which was omitted from the minutes.
5. **Matters arising** – None
6. **Additional tasks were discussed and agreed with Donna.** DM advised her contract does not include the work to support the evidence stage but she will review the documents to keep the plan on track.

DM requested a listing of where the group are with the documents, she will then report back on what is needed (with no additional charge)

DM advised the LGS report need to be scrutinised to ensure it meets all 3 criteria. Examiners check this very closely. BM advised there are other areas, such as wide verges, which are considered important to retain the street scene of the town. DM responded that these can be referred to in the text of the plan but cannot be added as potential sites for designation.

One important next step is contacting the land owners of LGS areas. BM advised the maps have been prepared and JdG will contact the Land Registry for details of land owners as soon as the areas meeting all 3 criteria are identified. **Action:** JdG to create and circulate a draft letter to land owners of the LGS sites for consideration.

DM agreed to undertake the mapping work as requested, per her quote of £630.00

AR provided the key points of the powerpoint document. DM reported there is good evidence of our rationale for the decisions. Following the meetings with developers the sites the information will be available which will record when the individual sites will be able to be taken forward. DM agreed to attend the meetings with landowners/developers. Appointments will be set at 20 minute intervals with 10 minutes interval between the appointments. The date was agreed as 14th May from 12.30p.m.

Action: AB to create a template invitation for JdG to issue (following the responses to the letters being received)

DM advised the group needs to start and maintain an evidence base of what has taken place and when. DM will send a template document to use.

DM advised the 'wish list' for CiL money should list specific requests alongside the generic requests for footpaths etc. It may be that developers would look to include some aspects of connectivity to gain support for their applications.

BM reported that the Full Council have the CiL list on their agenda. DM advised the BCPNPSG seek to influence the listing.

7. Update from the Chair

MH reported the next Observer article will be submitted tomorrow.

DM advised the articles should be included in the consultation trail document as evidence.

8. Communications received

MH advised she had checked the emails and responded to a messages received.

A response had been received from a potential preferred site asking why she had been contacted when outline planning permission had already been approved.

It was agreed that all the land owners would be contacted as planning permission is only valid for 3 years and the plan runs for a much longer period. In addition, the examiners may look that landowners for the preferred sites have been approached. These land owners will still be invited to attend a developer meeting to ensure the details of the when developments can be recorded.

9. Update on cloud storage and finalisation of documents

Documents are being completed and added to the Cloud.

DM requested a list of the finalised documents as she believes some documents are continuing to be updated and this can cause confusion as later versions appear on the file.

10. Website

DM advised the final documents should not be added to the website before the public consultation event as this should be the launch of the consultation stage.

It was agreed a consultation form will be prepared, this will be available on the website and in hard copy format at the event on 4th May. This will include notification that any responses received after a specified date will not be included in the consultation.

11. Timeline/actions

DM agreed to produce a new timeline although she feels the plan is back on track to meet expected deadline.

The delay to the public consultation (due to purdah) and the subsequent delay to the developer meetings will push back the timeline slightly.

12. The public consultation was agreed to be between 10am and 12pm on 4th May.

CS reported Matt has agreed to make banners, flyer and posters for the event. CS to liaise with Matt to arrange these.

Members will check the number of display boards available at the Memorial Hall and JdG will request the projector be available to show a rolling powerpoint presentation.

Members agreed to meet at 8.30am on 4th May to go through all the presentation material and agree the details of what was available to ensure all representative from the group provided visitors with the same information.

A small working group of CS, SB, RH & MH was identified to complete the powerpoint with PW.

Members agreed the powerpoint needs a slide which explains how the number of properties required was identified to show this is not just a decision of the NP group.

AR advised that it has been agreed that the BCPNPSG will present the information to a meeting of the Full Council on 30th April. It was agreed NOT to invite the new Councillors who will join the Council

following May's election as they are not bound by the Code of Conduct of the Council. A second meeting will be arranged for after the appointment of the new Councillors.

13. The treasurers report was noted

14. Any other business

RH asked if a timeline was being presented as part of the public consultation. This will be agreed as part of the presentation information.

15. Date and time of the next meeting Wednesday, 8th May 7pm at The Almonry