

Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on THURSDAY 14th March 2019 at The Almonry, High Street, Battle at 6 p.m.

In attendance: Cllr Andrew Ratcliffe (ARa), Cllr Andrew Brown (ABr), Cllr Margaret Howell (MH), Sue Best (SB), Cllr Dale Wheeler (DW), Jane de Garston (JDG, minutes), Cllr Allan Russell (ARu), Russell Hidden (RH)

- 1. Apologies** – Paul Whymark, Bev Marks, Donna Moles
- 2. Disclosure of Interest** - None
Members are in the process of signing the notice of interests.
- 3. Donna Moles** sent apologies that she was unable to attend the meeting. A further invitation will be made to April's meeting.
- 4. Chair succession** – ARa and MH have met. MH to be chair from 31st March.
- 5. Minutes of the meeting of 26 February 2019** were approved.
- 6. Matters arising**
GK requested the group discuss the Blackfriars development. ARu advised this was an agenda item further on in the meeting.
AECOM's report is still to be submitted to David Marlow – **Action:** JdG to send tomorrow.
- 7. Update from the Chair**
ARa advised David Marlow is retiring and a replacement officer has been appointed, Nicola Watters. The meeting with the Minister of State for Housing at Parliament offices is next week. Questions to be raised were agreed and Cllr Margaret Howell & Russell Hidden agreed to attend to represent the steering group.
- 8. Communications received**
MH advised she had checked the emails and responded to a message received.
- 9. Screening opinion update**
The screening opinion response has been received. The next step is for the completion of the SEA report which DM will complete by mid April.
ARu requested clarification with DM as to which specific documents she needs to complete the SEA.
Action: ARa to contact DM and confirm.
- 10. Policy documents**
Policy documents have been finalise and are agreed.
- 11. Update on cloud storage and finalisation of documents**
ARu presented the updated site allocation presentation. Sites are now scored with ranking rather than the previous red/amber/green system which had caused some confusion.
The number of properties identified for Blackfriars does have a significant impact on the number of properties required to meet the plan requirements. If the number is not met then Rother can refuse to accept the plan. The numbers required are based on the National Housing Framework.
ARu proposed a single agenda item meeting to make the final determinations for site preferences, which would include ensuring development is across the town and not concentrated in one area.

Action: MH will confirm that this is the same as the Site Analysis Exercise which will be part of the discussion with DM which will be at the next steering group meeting. The date of this meeting will be arranged in line with the time line issued by DM.

The Character Appraisal is close to being finalised. An opinion from Maurice, who created the original report, will be sought and final questions resolved before adding to completed document file on the Cloud. **Action:** JdG to contact Maurice and request support.

Members have met to agree the Strategic Gap maps. SB advised these are nearly complete, ARu agreed to review them.

Land owners need to be identified for the areas of Green Space. Land Registry enquiries will be made but this is not an immediate priority task.

ARu requested the group consider appointing AECOM to provide an Additional Technical Support Package. This was unanimously agreed. This will provide a site development brief to include guidance on the styles/designs for new developments and will ensure consideration is given to transport and walking/cycling routes. One recurring aspect of the original survey was impact of traffic on all routes within and around Battle. **Action:** ARu to complete the application form.

Locality have advised that the terms of the grant can be extended to Regulation 14. This was welcomed as it had been believed the grant would need to be returned and re-applied for.

12. Website

PW had sent apologies for the meeting but the website is believed to be up to date.

MH commented that not all the Observer newspaper reports appear on the web site **Action:** JdG to contact PW to ensure these have been received for uploading.

13. Timeline/actions

DM has issued a timeline. This moves the finalisation of the plan to December 2019. Members agreed that all efforts must be made to ensure there are no further slippages. The framework for Neighbourhood Plans changes in September. **Action:** ARa to contact DM to confirm that this will not compromise the plan given the framework changes. MH agreed to make a request to the Minister for Housing next week that any plan already under way be allowed an extension.

GK left the meeting

Members agreed the developer meetings could not be held before the land owners have been notified. The letter to land owners was agreed and this will be issued once all land owners have been identified.

Dates were discussed for the next public presentation. It is hoped this will be late April at Battle Memorial Hall. The event will be advertised in the Observer, via the Town Council website and notice boards and flyers.

14. Publicity Officers report

MH has prepared the next report which is due for submission tomorrow for next week's edition

15. Treasurers report

Budget figures were noted.

16. Any other business

ARu advised the Battle Heritage Charter will be presented at the parish Assembly in April.

Members agreed to request the Town Council extend JdG's admin support to the end of the plan as this had only been agreed to March. [It was agreed that this admin support would be extended to cover the Hedritage Charter admin support for locating the post codes of potential locally listed heritage properties and posting letters.](#)

17. Date and time of the next meeting Wednesday, 17th April 6pm at The Almonry