

**Minutes of the meeting of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP.  
Meeting held Monday, 23 November 2020 via Skype at 7 p.m.**

**In attendance:** Margaret Howell (MH), Chairperson. Cllr Allan Russell (AR), Cllr Andrew Brown (AB), Sue Best (SB), Cllr Dale Wheeler (DW), Bev Marks (BM), Paul Whymark (PW), Cate Sullivan (CS), J de Garston (JdG, minutes).

- 1. Apologies:** Invited guests Cllr G Favell & Cllr K Field
- 2. Disclosure of Interest:** None
- 3. Minutes of the meeting of 19<sup>th</sup> October were approved.**
- 4. Matters arising:** None, all matters are elsewhere on the agenda
- 5. Progress on Reg 15 submission to RDC:** It was noted, some documents submitted to RDC were missing from the package of documents sent to BTC Councillors. An email was sent to the Town Clerk requesting documents be circulated to all Councillors.

Members agreed the meeting notes MH had sent for Councillors for the Full Council meeting of 17<sup>th</sup> November should be kept in full as an appendix to the meeting.  
Action: AR to make request to the Town Clerk.

The information distributed by the developer of the Blackfriars has published figures of 200 properties. The NP proposed sites allocation is up to 220. MH has contacted RDC to request clarification on whether this adversely affects the allocation numbers within the NP. However, members agreed that as the developer has only presented plans for the area accessed from the spine road there is still a development opportunity for the remaining required properties.

- 6. Choice of independent examiner:** Members agreed the experience with other plans within AONB and historic areas examined by the proposed examiner, John Slater, would be appropriate for the Battle CP NP. Particular interest would be with the green gaps as it was noted, from another local plan, that this examiner had not agreed with all the proposed sites.

**7 & 8. Care home employment numbers / Employment and Retail document**

RDC have advised that care home employment cannot be included in employment opportunity calculations. As the Battle plan is not putting forward any employment sites it was agreed this may be irrelevant. The Employment & Retail document requires reviewing and this was added to the "To do" List for a sub group meeting.

- 9. Publicity for consultation and referendum:** Members will request the Town Clerk/Marketing Officer issue a news article to the Observer following Margaret's regular column piece next week to start spreading the word that the public consultation will be coming.  
MH confirmed she also has a space allocated in the next BTC newsletter for a 500 word article.  
DW advised he would add this to the BCPNP social media and website.

CS reported there is a lot of comment arising on social media following the Blackfriars proposals published in the local press, especially with regards to the designs. It was agreed the NP could gain support from residents if they were aware that the design guidelines in both the Neighbourhood Plan and the High Weald AONB Design code would have to be considered by the planners.

CS advised she would be able to pass comments of interest to the Council for comment.

A meeting will be requested between the Town Clerk, Cllr Favell and BTC's Marketing & Town Development Officer and 3 members of the SG (BM, MH & DW) to discuss a social media and press campaign to present this. **Action:** JdG to make the meeting request.

- 10. Web site:** MH thanked BM for his work on updating the timeline which has been uploaded to the website.

It was agreed the Regulation 15 document would not be published until RDC commence the consultation which, it is hoped, will be approved at the next Cabinet meeting.

Changes were made during the meeting to ensure the documents under the Reg 15 section of the website were presented in the same manner as in the submission documentation.

**Action:** Checking that all the documents are the correct version was added as a task to the “to do” list.

Repetition of some documents, which are contained in the full document, were removed but each document was considered on its merits and retained as a base document if it was agreed as a useful reference point, this included the Heritage listing.

The tab title was agreed in readiness for the document to be released.

AB left the meeting at 8.05p.m.

- 11. 25% CiL qualification question:** MH has emailed Jonathan Vine-Hall, Julia Edwards & Nicola Watters at RDC to request clarification of the level of CiL funding as new information had been received which indicated the 25% would not apply where planning applications had been granted before completion of Neighbourhood Plan.

Although there are defined procedures which reference the calculations for CiL funding, it was agreed that, as BTC/BCPNP had always promoted the Blackfriars development, BTC should lobby RDC for a full 25% CiL payment.

BM advised he would search for the calculation document and bring this information to the attention of the Council's F&GP committee as large sums of funding could be affected.

- 12. Budget Report:** There were no changes since the last report although AR advised that the Town Clerk had been asked to pay DM's latest instalment invoice.

- 13. Any Other Business:** BM suggested that a response be made to RDC's local plan consultation. Although the deadlines had expired BM will contact Nicola Watters to enquire if the input would be of assistance.

MH reported she had sent an email of thanks to DM. AR noted that her prompt response to the final amendments required was appreciated but that this was not the end of the road as DM would be working with the group until the final approval.

JdG has all the hard copies of Observer articles, general promotion information and consultation flyers. It is not known if this will be required by examiners but it was agreed this would be put into a ring binder in case.

MH proposed a social event be held in recognition of the hard work undertaken to bring the plan to submission stage. It was agreed this would be discussed once an update on the Governments Covid restrictions was announced.

BM advised he would update the Executive Summary document prepared for Councillors to align this with the submission stage reached. It was agreed this could be amended to be presented in a manner to provide the general public with the background information to the plan.

- 14. Future agenda items:** None at this time, agenda items will arise from sub group meetings.

- 15. Date of next meeting:** Wednesday, 16<sup>th</sup> December, 7.30p.m. via skype

Meeting concluded 8.45 p.m.