

**Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on THURSDAY 27<sup>TH</sup> SEPTEMBER 2018 at The Almonry, High Street, Battle at 7.15 p.m.**

**In attendance:** Cllr Andrew Ratcliffe (Ara) (**Chair**), Cllr Allan Russell (ARu), George Kiloh (GK), Emma Hale (EH), Paul Whymark (PW), Sue Best (SB), Jane de Garston (Minutes).

**1. Apologies** Cate Sullivan, Dale Wheeler, Margaret Kiloh, Andrew Brown.

**2. Disclosure of interest Statements** – Some members may not have completed a signed disclosure form. EH advised she is moving residence so will need to make a new declaration, GK advised he lives adjoining a Blackfriars estate.

**3. Approval of previous minutes** – ARu was thanked for compiling the last minutes and these were agreed.

**4. Matters arising & updates** –

- Consultant Donna Moles (DM) has been provided with a copy of the Historic England Listing.

**5. & 6 Update from Chair/Updates regarding collation of documents**

- ARa has attended an event with other NP groups who have completed their plan with DM consulting. It is not known if DM attended their meetings with developers **ACTION: ARa to contact Robertsbridge to confirm and enquire whether her attendance would be beneficial.**  
This would incur additional costs
- ARa has not seen DM contract but will seek to. ARa to obtain copy of contract from CH.
- **TIMELINE** This may require amending as AECOM dates do not meet the Presentation of Sites date of end of October. **ACTION: ARu to create an updated timeline, PW to update website with new document once created.**
- It was believed the Statutory Environmental Report was due to be started by DM **ACTION ARa to raise this with meeting on 12 October. Is there anything else needed by BCPNPSG before DM can start on SEA?**
- Emails from DM have indicated the Plan needs to be robust and consistent, to date DM comments regarding reports have been biased towards the appearance of submitted reports. The group agreed all aspects of consistency should be addressed as part of the final edits at the point of completion. This will be conveyed to DM at 12 October meeting.  
ARu commented that it would be best for 1 person to be collating all the documents. Dale Wheeler had previously collated some of the information and this had been excellently undertaken. ARa agreed a 'project manager' would be helpful but whether there would be funds available to be able to pay someone is unknown. **ACTION: ARa to contact DW to ask if he can record and reference all documents**

**COMMUNICATION** This will become a regular agenda item for future meetings.

ARa has received several emails to his Cllr email address that he is responding to. It was agreed any emails received via the BCPNP email would be brought to this meeting to discuss the appropriate response. It may be that enquiries cannot be answered until further aspects of the plan are completed and there may be an increase in the quantity of emails once the final sites are identified.

3 emails were received –

Date	Enquiry	Action
3.9.18	Several questions raised	ARa to review and respond
17.9.18	Comment re Caldbec Hill and water running beneath properties	ARa to reply
24.9.18	Enquiry regarding consideration of sites already with planning permission	ARu to respond

**7. Historic Environmental Report** –

DM has sent an email regarding her review of the character appraisal. As this document was compiled by Dale it would be most appropriate for him to respond **ACTION: ARa to contact Dale and request he respond.**

It was agreed to add Historic Development of Battle report to the Character Appraisal. ACTION: ARu to email DW with Historic Development to include in Character Appraisal

The map on the Historic England website is very congested **ARu to provide a map of the civil parish based on the Historic England information.**

8. **Open spaces and tree study** It was agreed to defer this item to the next full BCPNPSG meeting as Bev Marks' significant knowledge of the areas would be beneficial.
9. **Website update** – PW advised the website is up to date and the monthly articles from the Battle Observer newspaper have also been uploaded.
10. **Duplicate of earlier agenda item**
11. **AECOM update** The report is awaited from Charlotte's visit of earlier this month. Bev was thanked for joining the site visits along with Cate and ARa.  
More than 20 sites visited including some that were not easily identifiable following the filtering by AECOM using the SHLAA, national and local planning policies. Charlotte took photos to support her appraisal of the sites. There were no discussions by Councillors and associate member of BCPNPSG regarding the sites, the report is subject to a peer review scheduled for the end of November before submission to the BCPNP.  
ARu commented that it would be useful if AECOM could provide an estimate of the number of properties for each site as the identification of sites will need to meet RDC targets **ACTION: ARa to request this.**
12. **The National & District Policy** was completed at the last meeting and has been shared with DM.
13. **Update on calls for sites**  
The final criteria for site selection will be completed following the meetings with developers. If DM cannot attend, can AECOM?  
**ACTION: ARu to ask AECOM if DM is not attending.**  
The protocol for meetings with potential developers will be decided upon once it is known who will be attending them.
14. As Cate not at the meeting there is no Publicity Officers report
15. No treasurers report was available, this will be requested for the next meeting. **ACTION: JdG to check with CH if enquiry made to Locality to ask if the grant up to and including or excluding Reg 14 consultation.**
16. **AOB**  
-EH has circulated the LGS in a grid format as suggested by DM. This will be taken to the next meeting to discuss. This will need updating once the short list is agreed. PW will assist EH with laying out the final document.  
-SB reported she is mapping new sites using Magic Maps then converting them to jpg once completed.  
-The site assessment criteria document has been completed and passed to Charlotte to be added to AECOM's filtering.  
-ARa suggested representative from BCPNPSG attends a presentation at the Emmanuel Centre regarding joint housing schemes between parish/town councils and housing developers **ACTION: ARa to circulate date and details**  
-In preparation for the meeting with DM on 12 October it was agreed any questions to be raised should be sent to ARa to compile an agenda so DM can provide the answers at the meeting. **ACTION: ARa to compile the questions list and send to DM**

**17. Date of next meeting – ACTION: ARa to circulate a Doodle for early November** after consultation with BM to ascertain his availability