

Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on TUESDAY 26th February 2019 at The Almonry, High Street, Battle at 7 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), Bev Marks (BM), Cllr Allan Russell (ARu) Russell Hidden as an invited guest

1. Apologies – George Kiloh, Paul Whymark

2. Disclosure of Interest - None

At the previous meeting had been agreed members would sign a notice of interests. JdG to circulate for signing.

3. New member Mr Hidden was invited to address the group and was invited to join the steering group.

4. Chair succession – Members unanimously agreed to Cllr Margaret Howell taking over as Chair. ARa will arrange a meeting to facilitate a handover.

5. Minutes of the meeting of 31st January 2019 were approved.

6. Matters arising

ARu advised a meeting is scheduled for Friday to review any differences in criteria (R/A/G) between the BCPNP criteria and that used by AECOM. This will include the position of the steering group regarding Blackfriars.

The final report from AECOM has been received which includes the Executive Summary. ARu is awaiting a response to his enquiry as to whether there are any textural changes. Some additional maps have been included in the final document.

This document can now be sent to David Marlow and uploaded to the completed document file on the Cloud.

Action: JDG to email final AECOM report to David Marlow

MP Huw Merriman was due to meet with the Housing Minister to convey the difficulties experienced by volunteers creating Neighbourhood Plans. Due to commitments of the group Battle did not submit any comments.

ARu advised he, ARA and Cate had submitted views on the Public Realm Strategic Framework consultation on behalf of the BCPNP.

BM reported he has also submitted comments and is hopeful notice will be taken on his request to have the description of the town amended to reflect Battle as a “former” small market town.

ARU, BM & SB have met to conclude the strategic gap maps and report. This will be circulated in the after maps have been completed by SB.

7. Update from the Chair

ARa advised the Survey Report commissioned by AiRS, which was used before the initial public consultation, and supported the formulation of the policies, should be uploaded to the Cloud.

Action: ARu to send to DW

With regard to MP Huw Merriman’s meeting with the Housing Minister ARa advised he has received information from other NP groups that comments were shared with regard to difficulties experienced.

8. Communications received

ARa reported all messages received before the last meeting had been responded to. There had been a technical difficulty with accessing the portal. It was agreed MH would take responsibility for responding to emails.

BM requested that the ongoing debate regarding Blackfriars be settled, with no further discussion offered. The site at Blackfriars has always been on the sites for consideration. The plan cannot meet the commitment required without Blackfriars.

Most steering group members had attended the Blackfriars public consultation which was to present the proposed road layout.

The Town Clerk had received a request from Locality to confirm the group were satisfied with the services of AECOM. Members unanimously agreed their services had been excellent.

9. Screening opinion

The screening has been sent to Rother for scrutiny. The 5 week examination process ends on 8th March. Rother will advise if the plan can progress to the next stage.

Action: ARa agreed to circulate the submitted report to members for information.

10. Policy document

This has still to be completed. ARa & ARu have met to make some amendments but there are blanks which need to be completed by Donna Moles (consultant). Members agreed to look at the document as it stands and send any further suggestions to ARa with 7 days.

Action: ARa will arrange a meeting with Donna Moles, as soon as the Screening result is known, to enable the policy document to be completed.

11. Update on cloud storage and finalisation of documents

DW advised there are several documents now available in the completed documents folder. ARa advised DM has been able to access these.

The Character Appraisal changes have been incorporated. DW reported there are still some aspects to be completed from a list Donna issued.

Action: ARu to review and provide answers where possible before the weekend.

All members to review list of information required to allow completion of the document.

12. Website

ARa reported the website is up to date

13. Timeline

ARu advised the latest version is available on the website (dated 4th February).

It was agreed preparations could be made towards the next public consultation, which is hoped for in April.

Action: DM to be approached for detail of what information needs to be presented at the consultation.

14. Publicity Officers report

All reports are up to date in the Observer newspaper.

15. Treasurers report

Budget figures were noted.

16. Any other business

ARu gave an update on the Heritage Charter Group's progress with identifying properties of historical interest that are not currently listed under Historic England. The Charter will be available at the Parish Assembly in April.

ARu requested funds from the BCPNP for the cost of postage of letters to the owners of properties to be approached for listing, this was agreed.

It was agreed to circulate the green space listing to all Battle Town Councillors to make them aware of sites being considered as green space.

17. Date and time of the next meeting will be agreed via a Doodle.

DRAFT