

Minutes of the BATTLE NEIGHBOURHOOD PLAN STEERING GROUP held on THURSDAY 19th APRIL 2018 at The Almonry, High Street, Battle at 7.30pm

In Attendance: Cllr Alan Russell (AR), Cllr Andrew Brown (AB), Cllr Margaret Howell (MH), Sue Best (SJB), Emma Hale (EH), Paul Whymark (PW)

Cllr Andrew Brown opened the meeting by thanking everyone for attending and outlined the general purpose of the meeting and specifically the election of new officers following the recent resignations and the urgent need to have these new officers in place before the Town Clerk Carol Harris, can reapply for the grant. He advised that the residual funds from the initial grant had now been returned along with the necessary report. He advised the Steering Group that he had drawn up an agenda to enable the Steering Group to conduct business on the night, which was distributed to all attendees.

- 1. Apologies for absence** – Cate Sullivan and Sue Burton
- 2. Disclosures of interest** – None
- 3. Approval of Previous Minutes** - The Minutes of the Battle Neighbourhood Plan Steering Group meeting held on 7th March 2018 were agreed without comment.
- 4. Election of Chair:**
It was proposed by **Cllr Margaret Howell** and seconded by **Paul Whymark** that **Cllr Andrew Brown** fill the vacant position with unanimous agreement.
- 5. Election of Vice Chair:**
It was proposed by **Cllr Margaret Howell** and seconded by **Sue Best** that **Paul Whymark** fill the vacant position with unanimous agreement.
- 6. Election of Secretary:**
It was proposed by **Cllr Alan Russell** and seconded by **Cllr Margaret Howell** that **Emma Hale** fill the vacant position with unanimous agreement.
- 7. Election of Treasurer:**
AR stated that he had recently had a discussion with The Town Clerk Carol Harris (CH), concerning this position. It was apparent from the discussion that CH was already dealing with the day-to-day matters relating to this position. Whilst CH had no wish to attend the Steering Group meetings, she will provide the Steering Group with budget reports.

In view of this it was proposed by **Cllr Margaret Howell** and seconded by **Paul Whymark** that **Carol Harris** fill the vacant position with unanimous agreement.
- 8. BNP Website:**
PW confirmed his willingness to maintain the BNP Website going forward and will arrange a meeting with Matt Mitchell to action the change in administration rights. **ACTION: PW**

9. Parish Assembly – 24th April 2018

It was confirmed that the former Steering Group Chairman, Maurice Holmes would not be making the Neighbourhood Plan presentation. AR has agreed to make the presentation and he outlined the basis of his presentation and will advise the audience that at the end of the process there would be a public referendum to ensure that the Town agreed with the plan. AR also agreed to ask for further volunteers to join the Steering Group. AR has produced documentation to form a display and this was reviewed by the Steering Group at the close of the meeting. **ACTION: AR** EH confirmed that she was happy to assist with the display and attempt to answer any questions raised and if she is unable to answer any questions on the night she will make a note of the question and email address of the person raising the question so that a formal response can be made. **ACTION: AR and EH**

10. AOB

- AR advised that George Kiloh wishes to join the Steering Group, which was warmly welcomed. It was therefore proposed by **Alan Russell** and seconded by **Sue Best** that George Kiloh be co-opted on to the Steering Group and AR will advise him accordingly. **ACTION: AR**
- AR has requested that the Call for Sites update is included as a separate item on the agenda for all future meetings. EH confirmed that she was monitoring the replies to the most recent Call for Sites and these will be discussed at the next meeting. **ACTION: EH**
- There is some confusion as to whether the proposed Blackfriars development and the Lilybank Farm development will count towards the 425 houses that need to be found within the parish. AR to email Rother District Council to establish this. **ACTION: AR**
- It was noted that it has been agreed that Dale Wheeler will be employed by the Steering Group to undertake the collation of various documents as detailed in the report by Moles in January 2018. The budget for this is a maximum of 200 hours at £10ph. PW and AR raised the point that for anything over £1,000 Council rules state that the position must be put out to tender. It was therefore agreed that AB would contact Dale Wheeler and advise him that in the first place he would be offered an initial tranche of a maximum of 100 hours at £10ph and if the task was going to take longer than this then the second tranche of a maximum of 100 hours would be put out for tender with Dale Wheeler being asked to apply. **ACTION: AB**
- A brief discussion took place concerning the position of the Key Evidence Base Documents.

It was noted that the ***Battle Parish Analysis Study and Character Appraisal reports*** produced by Maurice Holmes required further work some of which required obtaining facts and figures from the 2011 Census. It was agreed that the information required can be pooled into the tasks being undertaken by Cllr Dale Wheeler.

AR gave an update on the ***Historic Environment report***. He advised that this was nearing completion but he has found that there is a discrepancy between the numbers of listed buildings he has identified against the numbers in the list supplied by English Heritage. AR is to cross reference both documents to identify the differences. **ACTION: AR**

EH advised that she was continuing to produce the ***Open Spaces and Trees Study report*** but there was significant work still to be undertaken to complete it. EH commented that

there are several potential green spaces on private land that have been identified although not all will be accessible due to private ownership. EH will continue to liaise with Bev Marks and use his expertise.

SJB advised that with regards to the ***National and District Policy Mapping Analysis*** she is still waiting to receive the template from Moles Consultancy and she will send a further chaser to Donna Moles. **ACTION: SJB**

- AB informed the Steering Group that he had spoken with Bev Marks and he has agreed to attend the Steering Group meetings to give guidance and knowledge but that he would not be joining in an official capacity and will not be asked to undertake any tasks other than assisting in completing the Open Spaces and Trees Study with EH. AB will inform Bev Marks of the date and time of the next meeting. **ACTION: AB**

11. Date of next meeting

Wednesday 9th May 2018 at 7pm at the Almonry, High Street, Battle.

There being no other business the meeting closed at 9pm

Cllr Andrew Brown
23rd April 2018