

**Minutes of the BATTLE CIVIL PARISH NEIGHBOURHOOD PLAN (BCPNP) STEERING GROUP meeting held on THURSDAY 13<sup>th</sup> DECEMBER 2018 at The Almonry, High Street, Battle at 7 p.m.**

**In attendance:** Cllr Andrew Ratcliffe (ARa), Cate Sullivan (CS), Cllr Andrew Brown (AB), Paul Whymark (PW), Bev Marks (BM), Cllr Dale Wheeler (DW), Cllr Margaret Howell (MH) Sue Best (SB), Cllr Allan Russell (ARu), Jane de Garston (JdG, minutes)  
Councillor Kathryn Field attended as an invited guest.

1. **Apologies for absence:** George Kiloh, Emma Hale
2. **Disclosures of Interests:** No declarations to previous meetings.  
CS declared an interest for Loose Farm.  
The group discussed options for publishing declarations of interest following an email from a member of the public.  
To ensure everything is reported appropriately it was agreed to contact the monitoring officer at Rother District Council to see advice. **Action – JdG to contact Rother**
3. **Minutes from the meeting of 8<sup>th</sup> November** were approved.  
A proposal was made that minutes are not published before the next meeting. A vote of the assembled group decided not to change the current agreement.
4. **Matters arising**  
ARa has approached a local surveyor to support the meetings with developers, a response is awaited.
5. ARa attended a NP forum at Etchingam PH with 9 other parishes in Rother who have NPs in place - two are finalised and through referendum and 7 are in a slightly more advanced stage than Battle. The forum was a Q & A session with David Marlow head of planning at Rother.  
ARa has spoken with Donna Moles regarding the work to be completed for the next stage of the Battle plan. Donna should now have access to all reports prepared on the Cloud storage but she is very busy with several other parishes work to complete before next week.  
  
(Cllr Field gave apologies for a previously arranged engagement & left the meeting)
6. 3 emails have been received from developers asking about sites.  
An email was received regarding point 6 on the last minutes requesting the site be clarified, this message will be responded to.  
A further email had been received regarding Caldbec Hill sites, ARa has responded to this message.
7. The proposed site selection report was reviewed. ARu advised AECOM revisited their report using the BCPNPSG criteria as this had not been considered in their first draft.  
Several comments were made regarding some of the marking of sites but it was agreed as these had been identified by AECOM they should remain in their current form. The only exception was BA23 and it was agreed to remove this from the list of sites.  
It was agreed that once the developers plans are agreed the number of houses from sites may be adjusted but a contingency has been included in the equations to ensure the plan meets the required number of properties. The final AECOM report is expected next which, the only additions will be the executive summary. AECOM's report was formally adopted by the group on this basis and subject to the removal of BA23. ARu advised this can be published when we are ready to do so as this is not a final determination and is only guidance to the BCPNPSG.  
Thanks were noted to the working group who reviewed and worked on this report.
8. Cloud storage is now in place with access for all the group and Donna Moles.

9. The open spaces and tree study has been uploaded to the Cloud storage and is receiving final amendments.
  
10. BM presented the LGS worksheet/report.

Sites have been assessed using a criteria set by the group and areas identified as red (not requiring classification) have been removed. These included areas already protected under other designations. All sites have been grid referenced for easy identification.

It was agreed school playing fields should be classified to receive LGS designation to reduce the possibility of them being considered for development.

Areas of wider verge have been identified not as green spaces but as desired for the green street scene. BM will make the final amendments, this report will then be complete. DW will upload this to the completed folder on the Cloud.

Thanks were noted to all on this working group especially BM and EH for all their hard work.
  
11. The website is up to date. It was identified that some of the minutes may still be watermarked as 'draft'. JdG to send check and send approved minutes to PW for uploading.
  
12. ARu has circulated the updated timeline. Donna will be asked if this is achievable and her advice will be sought on when all reports should be published for public viewing and for the next public consultation date to be scheduled for.

It was suggested the group contact Rother to obtain answers to questions the group has regarding the changes to the Government's core strategy due in September 2019 which would affect the current plan if not completed. ARa advised he has requested a meeting with Rother to discuss the deadlines and issues encountered.
  
13. The next Observer report is due for publication on 28<sup>th</sup> December 2018. MH was thanked for the reports she produces each month.
  
14. Budget figures were noted.

If the current grant is unspent at 31<sup>st</sup> March this will need to be returned and a further application made. ARa agreed to discuss instalment payments due with Donna Moles.
  
15. A request had been made at Council's Planning & Transport Committee meeting for an honorarium to be made. It was agreed not to proceed with this but an alternative expression of gratitude was agreed.
  
16. No further items were discussed.
  
17. The date and time of the next meeting will be agreed via a Doodle.

