

Minutes of Meeting on 14th April 2022
Meeting of Elmstead Neighbourhood Plan Steering Group
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Cllrs Amanda Brennan, Maxine Jeggo, Martine Ward and Gill Williams and Mrs Holly Ward.

Also Present: Mrs A Baxter (clerk)

Absent: Mr Michael Champion and Cllr Sally Fairey

22/048 Apologies for Absence.

Cllr Fairey and Mr Champion sent their apologies.

22/049 Declaration of Pecuniary Interests and Personal Interests.

None.

22/050 Approval and signing of the minutes from 24th March 2022.

It was resolved to accept the minutes from 24th March 2022 as true and accurate.

Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

22/051 Public Speaking

None.

22/052 Draft Neighbourhood Plan

- i) *Market Field School Proposals – Should the Neighbourhood Plan have a site-specific policy for these proposals? See examples from O’Neill Homer, whilst not quite the same context, the examples provide an idea of the type of key design principles for a site-specific policy. If agreed, OH will advise on next steps but likely to include meeting with relevant stakeholders. To note that should it become clear after the Regulation 14 consultation that the community simply does not support this approach then it could be deleted from the plan prior to it proceeding to the submission stage.*

The lack of personnel, expertise and time were discussed and that to add this would set the NP plan back.

The question was asked, should we have a site specific policy as above and all were against.

- ii) *Policy ELM1 Settlement Development Boundaries – Should the Neighbourhood Plan define a boundary at Lanswood to enable an Elmstead Market to Lanswood Local Gap to be designated? See content of Policy ELM1 and its supporting text for information. What did the last community engagement tell us? Did those responding agree it was important to maintain a gap here?*

There was a discussion around separation and inclusiveness. A gap between Lanswood and Frating is supported. There was no clear message from the community in the survey results as to whether there should be a gap, although the majority are in the favour of less building. We need to know how much extra work is involved and can we get this done efficiently?

The clerk is to check who the land in front of The Beth Chatto Gardens belongs to and ask our consultants what would best protect this field. Would a Local Gap designation be stronger than the current protection of it being outside of the development boundary? How would the designation better protect against development further east?

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- iii) *Evidence Reports (below) – Are the necessary evidence reports completed? If not, who will complete them in time (see project timetable from O'Neill Homer)?*
- a) *Local Gap Report for Policy ELM2 which describes each gap (dependant on decision at ELM1 in terms of number of gaps) in greater detail and the particular contribution that it makes or is expected to make. See example from O'Neill Homer.*

The clerk is to speak to Leani Haim and do the report with Cllr Brennan. The Heritage Impact Assessment for the Tendring Colchester Borders Garden Community has some information about the proximity of the Garden Community to the Grade I listed church and Grade II listed buildings.

- b) *HNA for Policies ELM4 – ELM6 – completed*
- c) *Design Code for ELM8 – final comments being collated.*

The clerk will check the document for accuracy, but no comments have been received from the Steering Group.

- d) *Design Code on Local Heritage Assets for ELM9 – these are not identified in the draft received.*

It was thought that Mrs Lewis had sent a list of buildings that are of interest but not listed. Cllr Williams will follow this up.

- e) *Important Views Report for Policy ELM10 – these have been identified but is there evidence that demonstrates why they are important? See example from O'Neill Homer.*

Mrs Ward asked if we can check whether we can use ordnance survey maps. We do have a map license, but the clerk will check with Leani.

Mrs Ward has visited some views and listed information; where, direction, photos and description. Mrs Ward asked if Cllr Jeggo could do some or if she has any photos. Cllr Jeggo will forward any she has, and Mrs Ward will send Cllr Jeggo a copy of the map.

- f) *Local Green Space Report for Policy ELM14 – this was being worked on but extent of progress unknown. Landowners of those spaces proposed to be designated should be given an opportunity to comment asap.*

The clerk has been researching and contacting landowners. Some of the spaces identified already have strong protection. There is further research to do to find contact details of all the landowners.

- g) *GI Plan for ELM9, 11 and 12 – this was being worked on but extent of progress unknown.*

Cllr Gladwin has been working on this and it is basically done. He will put it on the google drive and share it with Leani.

- h) *List of projects for Section 6.*

This will include the letters we are sending to the Post Office and NHS. Cllr Gladwin will see if there is anything else that can go on there.

22/053 Community Centre Site

Any update on the Neighbourhood Development Order.

The clerk is to send an engagement letter. Leani has updated us that they are aiming to complete the NDO in time for the May meeting.

22/054 Regulation 14 Consultation Preparation

See note from O'Neill Homer.

The clerk is to check with Leani whether a letter can be sent to all residents, that we don't have to send a copy of the Neighbourhood Plan to everyone. The letter will signpost where the NP can be found on-line or how to access a hard copy. An

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exhibition was discussed. It was asked if there are any rules and regulations on how the information should be provided to everyone.
If the letter is to go into the June Upmarket, it will need to be printed by the 30th May.
The consultation could be 1st June to mid-July.
The clerk is to look at when the next meetings need to be organised.

22/055 Items for the next agenda or for information only

22/056 Date of next meeting
28th April 2022 at 7.30pm.

The meeting closed at 9.03pm.
There being no further public business members were thanked for their attendance.
Minutes written by Mrs. A Baxter
Contact: 01206 827139

Signature

Date