

**Minutes of Meeting on 14<sup>th</sup> December 2023**  
**Meeting of Elmstead Neighbourhood Plan Steering Group**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Martine Ward and Gill Williams. Mr Michael Champion and Mrs Holly Ward.

Absent: Cllr Maxine Jeggo and Mrs A Baxter (clerk)

**23/007 Apologies for Absence.**

Apologies were received from Angela Baxter (Clerk) and Cllr Maxine Jeggo.

**23/008 Declaration of Pecuniary Interests and Personal Interests.**

No items declared.

**23/009 Approval and signing of the minutes from 26<sup>th</sup> October 2023.**

All agreed that the minutes were an accurate record of the meeting.  
Cllr Brennan proposed and Cllr Ward seconded. All were in favour.

**23/010 Public Speaking**

There was no public speaking.

**23/011 Initial Comments of the Independent Examiner**

*To review and amend a proposed response from O'Neill Homer and agree a final response.*

*Deadline for the response is 5pm on the 15<sup>th</sup> December.*

All present at the meeting wished to record their grateful thanks to Cllr Gladwin for all of the work he had put in on the Parish Council's response to comments raised by the Independent Examiner.

All agreed that O'Neill Homer had also produced an expert response and that the Steering Group should go with their responses to comments.

The draft will be checked for spelling errors and phrasing.

Cllr Gladwin proposed that the response should be sent once checked for any errors and phrasing and this was seconded by Cllr Ward. All were in favour.

Our response should be placed on the Neighbourhood Plan and District Council website.

**23/012 Items for information only**

None.

The meeting closed at 7.42pm.

Minutes written by Mrs. H Ward

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