

**Minutes of Meeting on 20<sup>th</sup> September 2021**  
**Meeting of Elmstead Neighbourhood Plan Steering Group**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Cllrs Amanda Brennan, Sally Fairey, Maxine Jeggo and Martine Ward. Mr Lucas Carroll (Chairman) and Mr Adam Gladwin.  
Mrs A Baxter (clerk) and 1 member of the working task groups. Mrs Holly Ward – Communications

**21/001 Chairman’s welcome.**

Mr Gladwin welcomed everyone as Mr Carroll was running late.

**21/002 Apologies for Absence.**

Cllr Williams and Mr Champion sent their apologies. Mr Carroll apologised that he would be arriving late.

**21/003 Declaration of Pecuniary Interests and Personal Interests.**

None.

**21/004 Approval and signing of the minutes from 8<sup>th</sup> July 2021.**

It was resolved to accept the minutes from 8<sup>th</sup> July 2021 as true and accurate.  
Proposed: Mr Gladwin, Seconded: Cllr Ward, all in favour.

**21/005 Public Speaking**

None.

**21/006 Draft NP policies**

- i) *To discuss what information is needed to be provided to O’Neill Homer for completion of the draft policies for informal consultation.*

The Steering Group looked through an action list sent by O’Neill Homer.

- Draft Policy 7 Local Green Spaces - Mr Gladwin is to draft and circulate a list of green spaces for everyone else to check and add to. Cllr Brennan will look at her end of Elmstead. We will need to get the landowners permission for those we wish to add to the NP. It was discussed that we aspire to make Church Road a protected lane as the first survey showed us how important it is to the village.
- Draft Policies 10 & 11 Design Codes and Local Heritage Assets – Cllr Brennan and Mrs Baxter are to meet with Aecom this week to discuss our application for this technical work.
- To include Market Field School in Draft Policy 13.
- To ask O’Neill Homer what technical support TDC is likely to identify as needed.
- To contact TDC to update them on where we are with the NP and ask them about the screening process.

- ii) *To discuss what information is needed from O’Neill Homer to be able to undertake the informal consultations.*

Discussed in item 21/008

**21/007 Focus groups**

*To discuss how to manage the focus group meetings to include:*

- i) *How will the volunteers be communicated with before the meetings? What format will they take? Virtual or Actual? How many volunteers per session? How will the questions be asked, a paper questionnaire or verbally? Who will put the questions together?*

The volunteers will be contacted by the Communications Group, they will be given an opt out to cover GDPR considerations. Mrs Baxter is to send the full list to the Communications Group, who will contact them to see if they will attend a virtual or

Signature .....

Date .....

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actual meeting. We'll aim for a minimum of 20, which would be one session, or if we have more than 20 split across 2 sessions.

It was raised that there is going to be an event on the cricket ground on the 25<sup>th</sup> September and members of the SG could attend to speak to the public there about the draft policies. Mr Carroll will create a google form which asks for a comment on each of the draft policies. Mrs Ward will put the draft policies onto A4 sheets which can be laminated. Cllr Fairey, Mr Carroll and Mrs Ward will attend and cover the hours of 2 – 5pm. They will also ask for more volunteers for the focus groups.

*ii) What materials will be needed?*

Mr Carroll will create a google earth map for the focus groups. This will enable us to keep a digital record going forward after the NP.

*iii) Who will be running the actual focus group sessions?*

Mrs Ward and Mr Carroll will share this.

*iv) The best way to record responses so that we have a good evidence record.*

We'll try to get digital responses but also offer a paper option. We can get a transcript of the zoom meeting. We'll look at aiming to do the focus groups the week after the fete.

*v) To discuss the process between the focus group feedback and the informal consultation.*

There will be a meeting as soon as possible after digitising the feedback.

**21/008 Informal Consultation**

*To discuss preparations for the Informal Consultation to include:*

*i) The format/s of the consultation.*

It was discussed that there will be an exhibition first and then a paper survey at the end of October, with 2 weeks to answer the survey.

*ii) The timing.*

As above.

*iii) Are any additional materials needed? What style of maps are needed?*

We will ask O'Neill Homer to provide these.

*iv) Who will put together the questions from the draft policies if there are any revisions following the focus groups?*

O'Neill Homer will update the policies and it will be discussed at the next meeting.

**21/009 Any update on the following:**

*i) A housing needs assessment and feasibility study.*

We are waiting to hear as to when the housing needs assessment will start. The Steering Group looked at the calendar provided by O'Neill Homer for the feasibility study.

*ii) Grant application for funding for assistance with design codes.*

There will be a meeting this week to go through this with Aecom.

**21/010 Items for the next agenda or for information only**

None

**21/011 Date of next meeting**

Tuesday 28<sup>th</sup> September.

**The meeting closed at 9.04pm.**

**There being no further public business members were thanked for their attendance.**

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**