

**Minutes of Meeting on 24<sup>th</sup> March 2022**  
**Meeting of Elmstead Neighbourhood Plan Steering Group**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Cllrs Adam Gladwin (Chairman), Sally Fairey and Martine Ward. Mr Michael Champion.  
Also Present: Mrs A Baxter (clerk)

Absent: Cllrs Amanda Brennan and Gill Williams and Mrs Holly Ward.

**22/038 Apologies for Absence.**

Apologies were received from Cllrs Brennan and Williams and Mrs Ward.

**22/039 Declaration of Pecuniary Interests and Personal Interests.**

None.

**22/040 Approval and signing of the minutes from 18<sup>th</sup> January 2022 and 31<sup>st</sup> January 2022.**

It was resolved to accept the minutes from 18<sup>th</sup> January 2022 and 31<sup>st</sup> January 2022 as true and accurate.

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

**22/041 Public Speaking**

None.

**22/042 Draft Neighbourhood Plan**

*i) To discuss the status of the completion of the draft NP.*

The clerk is to circulate the latest version sent by Cllr Williams with the addition of Mr Champion's section for comments before sending it to O'Neill Homer.

Cllr Gladwin does not think that sections 2.10 and 2.11 need expanding. It was discussed that we would leave in the part about the completion date of the link road being subject to change, as we may not know about the extension request by the time this goes to consultation.

The clerk is to ask Leani about leaving placeholders for photos, and when she will want the photos. We need to select the ones we want, and it was discussed how to do this, as e-mailing lots of photos is not possible. Cllr Gladwin suggested dropbox. Cllr Gladwin has drafted notes on his section but will complete it once he has the final plan.

*ii) Any work still to be undertaken to complete the draft NP?*

Leani is still working on the draft NP and in communication with Will Fuller regarding his comments.

*iii) Next steps, to include a virtual meeting with Leani Haim.*

To meet with Leani next Wednesday and find out if there is anything that the steering groups needs to work on from the ongoing pints being raised between her and Mr Fuller.

**22/043 Community Centre Site**

*i) An update on the Neighbourhood Development Order.*

The funding application has been made but we have not heard back yet. We'll get an update from Brendan next week.

*ii) Legal assistance required for the progression of the affordable housing.*

We'll need legal assistance on several items including what the PC is legally able to do in terms of the sale of the site for affordable housing and the access to the car park, which has a PC owned strip of land across it. The clerk asked for some funding for legal assistance to be added to the funding request, and the council has reserves for legal expenses. We may be able to get advice through the NDO process, but it would be good to identify solicitors now with the relevant expertise.

Signature .....

Date .....

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**22/044 Technical Support – Design Codes**

*To discuss comments on the draft Design Code to respond to Aecom with.*

No comments were made at the meeting. The clerk is to ask for any comments by the end of next week.

**22/045 Oneill Homer Scope**

*An update on the funding, invoicing and scope of work. To consider increasing the scope of work as recommended by Oneill Homer. Also, to consider whether the PC is willing to underwrite the support costs after the Regulation 14 consultation period in the event that Locality does not extend the funding program into 2022/23.*

It has been announced by Locality that they are extending their program for another year. The additional scope will come within the limits of the funding we can apply for. Everyone was in favour of the additional scope.

**22/046 Items for the next agenda or for information only**

Cllr Gladwin will draft a letter to Strutt and Parker for the next meeting.

**22/047 Date of next meeting**

To aim for two weeks' time.

**The meeting closed at 8.27pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**

Signature .....

Date .....