

Minutes of Meeting on 28th April 2022
Meeting of Elmstead Neighbourhood Plan Steering Group
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: Mrs A Baxter (clerk)

Absent: Cllr Sally Fairey

22/057 Apologies for Absence.

Cllr Fairey sent her apologies.

22/058 Declaration of Pecuniary Interests and Personal Interests.

None.

22/059 Approval and signing of the minutes from 14th April 2022.

It was resolved to accept the minutes from 14th March 2022 as true and accurate.

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

The clerk confirmed that we do have a licence to use Ordnance Survey maps as queried in the last meeting.

22/060 Public Speaking

None.

22/061 Draft Neighbourhood Plan

- i) *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? To hear back on questions raised at the last meeting directed to O’Neill Homer.*

The clerk passed on the information from Mrs Haim; that the alternative would be to leave Lanswood in the open countryside, even though there is a settlement there, which developers could use to their advantage. Defining a boundary will provide certainty and allow a gap to be defined between the two developments. It is not saying that proposals can never come forward but that whilst TDC has its land supply and meets its delivery tests it puts TDC in a stronger position.

It was resolved to define a boundary at Lanswood for the draft plan and include a Local Gap. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The draft boundary that has been provided will need to be changes slightly to include the approved houses along Clacton Road adjacent to Winterbourne Gardens.

- ii) *Evidence Reports (below) – Are the necessary evidence reports now completed?*
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. To hear back from discussion with Leani Haim.*

The clerk passed on what was discussed with Mrs Haim about making the gap between the Garden Community and the village a “landscape setting”. Cllr Gladwin will look at the character of sections of this landscape and it will be decided at the next meeting who will work on the report.

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

The clerk needs to contact the author to let them know there are no comments. The clerk is to check for errors first.

Signature

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d) *Design Code on Local Heritage Assets for ELM9 – these are not identified in the draft received. Any further information or are all identified assets listed properties?*
All identified properties are listed properties so there is nothing more to be done here.

e) *Important Views Report for Policy ELM10. Report circulate by Mrs Ward, requires additional information as identified by Mrs Ward.*
Mrs Ward will provide the word document and let me know when it is completed.

f) *Local Green Space Report for Policy ELM14.*
We have been sent an example report which requires more information than that currently put together. Cllr Gladwin will do the report.
The list of green spaces that were put forward for designation was reviewed and several were removed as they do not meet the NPPF Local Green Space criteria or are low risk. The spaces removed were; The North and South Greens as they have village green status, Elmcroft as it is owned by the PC and there is a restrictive covenant on the land, Elmstead Primary School playing field as school playing fields already come under protection, the churchyard, Church Road as this will also have its own protection and is low risk, Cockaynes Wood as it is an extensive tract of land, the Woodland Trust woods, Bromley Road as it is an extensive tract of land and the Orchard as it is not clear it meets the requirements as private land with no access.

g) *GI Plan for ELM9, 11 and 12.*
Cllr Gladwin will finish this within the next 1-2 weeks.

h) *List of projects for Section 6.*
Cllr Gladwin will do a list for the Green Infrastructure projects and Mr Champion will do the list for the traffic improvements.

Mrs Haim's additional questions were discussed:
What will happen in terms of inserting the foreword, images and naming their source into the plan? We don't want there to be two versions being worked on so need to be clear who is in control of the latest document version.

It was agreed that the Google Drive document would be the master document. Cllr Gladwin will put his forward into that version. Mrs Ward will work on the photos; other members are to send any photos they have to Mrs Ward for inclusion. The clerk is to ask if the source needs to be named under each photo or if we can make a list at the end.

22/062 Community Centre Site

Any update on the Neighbourhood Development Order.
Mrs Haim has indicated that it will be ready for our May PC meeting.

22/063 Regulation 14 Consultation Preparation

a) *We need to send the next version of the plan to TDC and offer a meeting with them to discuss any matters they wish to raise. This will need to be before 19th May.*
It was agreed that the draft NP will go to the council for sign off in the June meeting to allow more time for the reports to be finished and to communicate with TDC.
We will aim for the draft NP to be completed by the end of May.

b) *Plans for the consultation.*
The clerk is to find out how we get the details from TDC for the statutory consultees.
The consultation will now possibly run from the start of July to mid-August.

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22/064 Items for the next agenda or for information only
None.

22/065 Date of next meeting
12th May 2022.

The meeting closed at 9.00pm.

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

Minutes written by Mrs. A Baxter

Contact: 01206 827139

Signature

Date