

# Minutes of Extra Ordinary Parish Council Meeting on 25<sup>th</sup> April 2026

## Meeting of Elmstead Parish Council Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Michael Hare, Maxine Jeggo and Martine Ward.

Also Present: Mrs Baxter (clerk).

Absent: Cllrs Amanda Brennan, James Chable, Liz Richfield and Tony Sanders.

**26/093 Chairman's welcome and notifications.**

Cllr Gladwin welcomed everyone.

**26/094 Apologies for Absence.**

Apologies were received from Cllrs Brennan, Richfield and Sanders.

**26/095 Declaration of Pecuniary Interests and Personal Interests.**

None.

**26/096 Approval and signing of the minutes from 5<sup>th</sup> March 2026.**

It was resolved to accept the minutes from 5<sup>th</sup> March 2026 as true and accurate.

Proposed: Cllr Hare, Seconded: Cllr Jeggo, all in favour.

**26/097 Approval and signing of the minutes from 2<sup>nd</sup> April 2026.**

Held over.

**26/098 Public Speaking**

None.

**26/099 New Community Centre and Open Space land.**

*Biodiversity net gain (BNG) planning condition. To review the updated BNG metric prepared by Arbtech Consulting Ltd. To discuss the option of keeping all BNG on site or paying for off site credits. To review the pros and cons and impact on costs of each option. To decide on an option. To consider the requirement for an amended landscape plan due to the change in required BNG.*

Council discussed the 3 options in the report. It was resolved to choose option 3 – To use the BNG our new consultant calculated with the maximum onsite allowed before we would trigger the need to do a s106 agreement and purchase the remainder of the BNG as offsite credits.

This was the cheapest option with the advantage that a s106 agreement wouldn't be required saving time and money, and there less trees required on site with less cost of ongoing maintenance and replacements and more room for other items. Proposed: Cllr Jeggo, Seconded: Cllr Ward, all in favour.

The clerk is to ask Arbtech if they do landscape plans.

The location of the BNG to be kept on site was discussed. It was agreed: To have 3-5 trees in the northeast section around the substation, 1-2 trees to fill in the gaps between the site and School Road, and the remaining trees to be spread along the south border. To avoid sappy trees near car parking spaces and any nut trees in case of allergies. To have the wildflower grass in the southeastern section.

**26/100 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted for item 26/101.**

The above was resolved. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

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### 26/101 New Community Centre.

*To hear an update on Phase 1 and Phase 2 costs. To discuss a letter of intent for the contract.  
Next steps.*

The council reviewed the most recent Phase 1(Shell) costings. We don't know how much of the car park or changing rooms s106 funds we can use towards Phase 1. The clerk is to ask Lexden to break their costs down so that we can see which pots we can use to fund it. It was resolved that that if the proposed cost comes under the combined available pots then we will confirm agreement for a letter of intent for the Phase 1 contract. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The meeting closed at 7.20pm.

There being no further business councillors were thanked for their attendance.

Minutes written by Mrs. A Baxter.