

Minutes of Little Hallingbury Neighbourhood Plan Steering Group.
Thursday 15th February 2024 7.30pm.

Present: Cara Fitzgerald, Jane Fitzgerald, Donna Johnson, Brenda Layton, Sue Meyer, Val McKirdy, Keith Summerford, Robert Wingard.

Apologies: Julie Franklin, Ben MacLean, Lorraine Talbot.

Minutes of the last meeting were agreed.

Update on Locality Grant and Project Plan: We have now received approval and funding from Locality for the Neighbourhood Plan. The funding is to cover costs for a Housing Needs Survey, Landscape Assessment Survey and Design Code consultants, plus hall hire fees. A Project Plan was presented giving an overview of the work now underway.

Housing Needs Survey: The letter to accompany the Housing Needs Survey and the HN Survey were agreed and signed off for printing by RCCE. Wording for the label for the A5 white envelope in which the survey will be delivered was agreed. These will be printed by RW/JF. The Village Views article for March edition detailing the reason behind the HNS and informing residents regarding delivery of the survey was agreed. A project plan and timetable for the delivery was presented and an updated version will be sent to SM/JF/RW.

It is anticipated that delivery of the printed material will be in the week commencing 4th March. When these arrive SM will contact Steering Group members, who will be needed to put the documents into envelopes and deliver these to residents in the Village.

Landscape assessment Survey: A meeting was held with the consultants producing the Landscape Assessment Survey on 14th February. The list of views and special places in the Village provide by residents (copy attached) was given to the consultants along with the Residents Questionnaire feedback on this aspect. The consultants requested old maps and photos and permission to access to certain places in the Village which are being obtained. The baseline desktop research is now underway and drafts of this were shown. It is anticipated the LAS work will be completed around end March 2024.

Design Codes: A meeting is to be held with the Design Code consultants appointed by Locality on Thurs 22nd Feb. The agenda for the meeting was discussed and examples of good practice were suggested to present to the consultants.

Steering Group Tasks: Community facilities list has been drafted, work on the text to accompany this will now start. A page on Little Hallingbury Present will be drafted to accompany the Little Hallingbury Past section. Work on the Heritage and Open Space assessments will be reviewed again once the LAS is complete.

Future Plans: Consultants will need to be appointed for drafting Neighbourhood Plan policies this is likely to take place once the next round of Locality funding is available. Consultation with residents on the HNS results and feedback on other work in progress is provisionally scheduled for May 2024. The second Residents Questionnaire is likely to be Sept/Oct 2024.

Date of next meeting: Thursday 14th March 2024 7.30pm

Little Hallingbury Village Hall meeting room at the rear.