

Minutes of Little Hallingbury Neighbourhood Plan Steering Group.
Thursday 25th April 2024 7.30pm.

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

Apologies: Julie Franklin, Brenda Layton.

Minutes of the last meeting were agreed.

Housing Needs Survey: As at 24th April RCCE have received 138 responses to the HNS. Based on the 600 surveys which were delivered, this is a return rate of 23% which is about the county average. The returned surveys indicate there is a demand for a small rural affordable housing site, for those with a strong association with the Village, of less than 10 units*. (*Fig to be confirmed in report.) The report is due to be received from RCCE w/c 27th May. Once we know the final need and have the recommendations, Parish Council and residents can be updated on the outcome. RCCE are happy to discuss next steps with PC and LHNP Steering Group.

Landscape assessment Survey: Members of the LHNP Steering Group met on 22nd March and went through the draft report, feedback was provided to Liz Lakes Ass. Liz Lakes have nearly completed the report but bad weather has prevented site visits and photos being taken. The final draft is now expected week commencing 29th April. Once received the report will be circulated to Steering Group members, who will be asked to look at a section each.

Design Codes report: The report is due late April /early May. The person compiling this is on leave until 29th April when we expect to receive an update on progress. Following the site visit in Feb we have provided our comments on the proposed contents of this report.

Conservation Area: It was agreed at our last meeting that a Conservation Area within Little Hallingbury should be considered following the responses received in the Residents Questionnaire. We now have a quotation for an Initial Assessment of £1.8k from Place Services as recommended by UDC (Place Services undertook the work for Takeley, Smiths Green, Conservation Area). The quote has been presented to Parish Council and the expenditure agreed from the LHNP budget. Following the initial assessment there is a further piece of work called a Conservation Area Appraisal and Management Plan, (CAAMP) which would incur further costs. The CAAMP identifies key risks and characteristics which should be preserved in a Conservation Area. Conservation management plans also provide guidance and management information to protect the natural, cultural and historic heritage.

The Initial Assessment work to provide advice regarding the potential for an area within Little Hallingbury to be designated a Conservation Area, will make use of the Landscape Assessment Survey and therefore cannot start until the LAS has been finalised which we expect to be in the next month.

Project Plan: an updated version of the LNHP Project Plan was presented.

Second Residents Survey: The second residents' survey, will be used to provide a more detailed assessment of the key planning concerns of residents and what topics they wish to see contained as policy within the LHNP.

Whilst Neighbourhood Plans are about development and land use the survey may deal with other topics which can be included as an appendix to the Neighbourhood Plan or separate plan/action plan. Once we have the out-comes and reports from the various pieces of work currently underway we can start to formulate the second survey. A suggested date for the distribution of this is Autumn/Winter 2024. However, we may need to wait for the next Locality grant funding round prior to undertaking this exercise.

Meanwhile it was agreed to conclude the aims and objectives of the LHNP and to consider what the content of this second survey should be.

Date of next meeting: Thursday 30th May 2024 at 7.30pm, Little Hallingbury Village Hall meeting room.