

## Minutes of Little Hallingbury Neighbourhood Plan Steering Group.

Wednesday 3<sup>rd</sup> July 2024 7.30pm.

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

**Apologies:** Cara Fitzgerald, Julie Franklin (*Julie has said she is regrettably unable to continue on the committee*), Ben MacLean.

**Minutes** of the last meeting were agreed.

**Housing Needs Survey:** The survey has been distributed to Parish Councillors and a meeting has been arranged for 1<sup>st</sup> October with RCCE and PCllrs to decide on the next steps.

**Design Codes Report:** The final Design Code report was presented and discussed. The report's main objective is to provide design guidance and codes to inform the design of any future planning applications and developments, to ensure that they remain sympathetic to the character of Little Hallingbury.

Key elements of the Design Guidance and Codes are:

- Retaining a functional and attractive village with the right mix of old and new buildings.
- Protecting the parish's hamlets, green spaces, and vistas across open countryside.
- Ensuring that new development respects the scale, density and overall character of the village.

The Steering Group agreed to accept the Design Code report and it will now be distributed to PCllrs. The report will be shared with UDC who is creating a new draft Design Code policy for Uttlesford. There will be opportunities to communicate details to residents in the next residents' survey and coffee morning. There is the possibility for fine tuning of this document after consulting with the aforementioned.

The Design Codes only come into force when the Neighbourhood Plan is made and will then have the same weight as Local Plan Design Codes in planning decisions.

**Landscape Assessment Survey:** The updated draft Landscape Assessment Survey has been received from Liz Lakes Ass. The final comments on this draft will need to be made early next week.

RW has recently been on a course organised by RCCE about Landscape Assessment surveys and a copy of the slides from this presentation will be circulated to Steering Group members.

**Second Residents Survey:** The objective of this second survey is to complete evidence gathering for the NP; to consult and obtain residents' views. We will be informing residents regarding progress made; communicating the NP vision and seeking to ensure proposals are in line with the views expressed in the Residents Questionnaire 2023.

A list of possible subjects to be covered by the Second Residents Survey will be distributed to Steering Group members. The survey will be delivered to each household with an option to request another survey as required. There will be an online survey option via Survey Monkey, RW to investigate if an upgraded version is necessary. The design will mirror the initial Residents Questionnaire for continuity and recognition. A quote for printing the second survey is to be obtained VM.

**LHNP Next Steps:** RCCE Nicky Joshua has offered to come and meet with us to assist with planning our next steps. It was agreed to invite Nicky our next Steering Group meeting.

A quote for a Planning Consultant to draft the NP policies is required. A brief for this work is to be prepared.

**DATE OF NEXT MEETING TUESDAY 30<sup>th</sup> JULY 2024 -7.30pm Little Hallingbury Village Hall**

(Nicky Joshua from RCCE has confirmed attendance.)