

Minutes of Little Hallingbury Neighbourhood Plan Steering Group.

Wednesday 16th April 2025 7.30pm.

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

Minutes of the last meeting: Agreed.

Matters arising not covered elsewhere: A date for the briefing of Parish Councillors is to be confirmed. It was noted that the Parish Council has a clear role as the Neighbourhood Plan approaches the final stages; in appointing the examiner of choice, checking and approving the draft plan, which must be ratified and formally minuted at a PC meeting, and encouraging voting.

LHNP Website: The LHNP website content is currently under review in order to update this and ensure it covers the important aspects for residents and others visiting the site. A draft was presented and discussed. This will now be revised and circulated to members of the Steering Group for comment before going live.

Updates from working parties:

27th March Important Views: The list of 23 important views were reviewed. Duplications were removed, and other views were listed to be considered as settlement gaps. The revised list of 12 was looked at again on 8th April and two other views, Gaston Green and Stort Valley were added. All 14 Important views now need to be further assessed, and more detail added to produce the final draft of the assessment of Important Views. The rationale for our approach has been drafted this will be circulated for Steering Group review before our next discussion on this subject.

8th April Settlement Gaps: The definition of a Settlement Gap was discussed, and it was agreed to proceed with a Settlement Gap Policy for the LHNP.

- We may decide to call this a Strategic or Green Gap policy.
- We have evidence in both the Landscape Assessment Survey (LAS) and Design Code reports to support the Gap policy.
- We do not see the need for a further report from a Planning Consultant on this subject.
- We must mention adherence to Green Belt policy when writing the Gap policy.
- An amalgam of the wording of the NP policies provided as examples by RH, will form the basis of our LHNP policy.
- The Gaps identified whilst assessing the Important Views, correlate with the Gaps mentioned in the LAS and Design Code reports.
- The rationale, LHNP policy and a map of the Gaps with the reason, purpose, and importance of each, now needs to be prepared for the LHNP.

Next working Party 22nd April at pm on Local Green Space Audit.

LHNP Policy Intentions: Work on the Business and Community surveys is ongoing. A response is awaited from those at Essex CC regarding the Local Nature Recovery Strategy. Climate Change renewable energy policy is awaiting a meeting to discuss further.

Non- Designated Heritage Assets (NDHA's): The proforma and associated support information for the NDHA's we wish to add to the Uttlesford Local Heritage asset List were discussed. It was agreed to add two more NDHA's, Bus Stop opposite LH school and the Village sign. Photos from the Village history archive of the various NDHA's will be sourced by SM to support the submissions to UDC.

Residents will be consulted to see if there are any others NDHA's which should be considered.

The Heritage policies in the NP's recommended by Nicky J RCCE will be reviewed to see if these are appropriate for Little Hallingbury NP. DJ/SG to review and report to next SG meeting.

Design and layout to produce documents for LHNP: A discussion took place regarding the writing, content, design, and format of the various documentation we are going to produce for the LHNP. It was agreed to convene a working party meeting on 14th May to discuss this in more detail.

Regulation 14 and beyond: Paragraph 14 of The Government Neighbourhood Planning (General) Regulation 2012, covers what is necessary for Neighbourhood Planning groups to have done before the plan can be submitted to the Local Authority [The Neighbourhood Planning \(General\) Regulations 2012](#) In particular the Plan must be publicised in a manner likely to bring it to the attention of those who live work or carry on business in the area. Consultation with those whose interests may be affected, must take place as well as sending a copy to the Local Authority. The Steering Group now need to consider how these obligations are fulfilled.

Communication with residents: It was agreed to increase the LHNP social media presence, and a plan will be drawn up by CF. Other opportunities to get messages into newsletters will be explored. The Village Views article for May was agreed to be on the NDHA's asking residents for input. There is a possibility of publicising the work on NDHA's at the forthcoming History Day on Sun 25th May. Confirmation is awaited.

Next Meeting Dates:

Tuesday 22nd April 2025 at 2pm. Working Party to discuss Landscape Policies. Local Green Spaces. Local Green Space Audit. Audit proforma/ Draft Document.

Wednesday 14th May at 2pm Working Party to discuss the production of documents for LHNP.

Next Steering Group meeting: TBA