

## Minutes of Little Hallingbury Neighbourhood Plan Steering Group.

Wednesday 23<sup>rd</sup> June 2025 - 7.30pm.

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

**Minutes of the last meeting:** Agreed.

**Update on Funding and Costs going forward:** The amount spent to date from the budget provided by UDC is being confirmed and the amount required to complete the Neighbourhood Plan has been costed. Based on these figures and quote to be obtained, we can now approach Parish Council to ascertain whether the required funding for the next phase is available. A briefing note for Councillors is required ahead of the PC meeting.

**Planning Consultant Quote:** The estimated costs to complete the plan include the appointment of a Planning Consultant, and it was agreed to obtain a quote for this work from a short list of consultants.

**Neighbourhood Plan timetable:** The timetable for completion of the next phase of NP work was agreed as follows:

8 <sup>th</sup> Sept 2025	First drafts LHNP contents and policies Photos and Maps
6 <sup>th</sup> October 2025	Final drafts of above.
Start 6 <sup>th</sup> Oct 2025 - Finish 17 <sup>th</sup> Nov 2025	Planning and Designs consultant 6 weeks work combined.
Start 17 <sup>th</sup> Nov 25 - Finish 12 <sup>th</sup> Jan 2026	Reg 14 Consultation period.

**Design, Layout and Print of LHNP:** A quote for production and printing of LHNP has been obtained. A quote for the Reg 14 Residents Consultation Survey Document is now required.

The Folder and File protocols were presented for Google Drive Document storage. All work in progress should now be stored in the Google Drive Workspace in the appropriate folder.

**Further Evidence Gathering:** A meeting to discuss the Essex Local Recovery Strategy took place in May to see what the LHNP can reference from this work. Biodiversity gains of 20%, to accord with UDC Local Plan were suggested for LHNP.

**Landscape Policies:** The Locally Important Views appendix design will be based on the approach used for Buxton and Lamas.

The Local Green Space maps and other maps required for LHNP will be produced from Parish Online Software.

All requirements for maps to be given to RW.

**Light Pollution Policy:** This has been drafted and is available in the Google Drive workplace.

### **DATES OF NEXT MEETINGS:**

**Tuesday 8<sup>th</sup> July 2025 at 2pm** - Working Party Meeting to discuss CHAR 5 Landscape Character Area Descriptions, Sensitivities and Guidelines, CHAR 06 Locally Important Views and CHAR 07 Settlement Gaps Policies.

**Monday 21<sup>st</sup> July at 7.30pm** - Steering Group Meeting. Both meeting in the Village Hall Meeting room.