

## **Minutes of Little Hallingbury Neighbourhood Plan Steering Group.**

**Monday 21<sup>st</sup> July 2025 - 7.30pm.**

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

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

**Update on Funding:** Parish Council have agreed funding for LHNP based on the figures supplied in our Briefing Note, however each item of expenditure still needs agreement before we proceed. To date the RCCE amount of £39 +vat for the population data has been signed off and this report was received on 21<sup>st</sup> July.

**Planning Consultant Quotes:** Two quotes obtained and these were discussed. We also need to establish exactly what support is being offered by UDC going forward before we confirm the work required by the Planning Consultant

It is our intention to provide a draft Neighbourhood Plan as near as possible to the finished article as we can get it, for the work needed on Policy Review and Refinement (Pre-Regulation 14). The draft Neighbourhood Plan and the policies will have been signed off by the LHNP Steering Group and Parish Councillors before this goes to third parties.

**Non-Designated Heritage Assets:** We should as minimum include a photo and description as an appendix to our NP. We will consult with homeowners of the NDHA's we are listing to ensure they are aware.

**Outsourcing Production/Design of the NP Document:** The group considered the option of commissioning the Planning Consultant to produce the Neighbourhood Plan document. Following a review of available alternatives, it was agreed to proceed with the quote received from the Design Consultant. The decision reflected the importance of presenting the document in a clear, engaging format to support reader comprehension and encourage meaningful engagement with its content.

**NP Timeline:** An updated timeline taking us through to Reg 14 consultation is available in Google Drive along with the list of NP contents, ownership, and deadlines. We have a deadline of 15<sup>th</sup> August to complete first drafts of all aspects of the NP.

Steering Group members are requested to read the sections of the Plan they are not directly involved with and feedback any comments direct to the author.

**Maps:** Any maps which need to be produced should also be done by 15<sup>th</sup> August. If maps are required for your section, please contact RW directly to arrange a time to get together to specify and produce these.

**Photos:** We need good quality photos for the NP, and it was suggested we ask if residents have any to contribute.

**Residents Consultation:** A timeline is to be created for the Community Survey and engagement events RW. Dates to be found in VH for a Coffee Morning and evening event at the end November SM.

**DATES OF NEXT MEETINGS:** Both in the VH Meeting room.

**Monday 4<sup>th</sup> August 2025 at 7.30pm-** Working Party.

**Monday 18<sup>th</sup> August at 7.30pm** - Steering Group Meeting.