

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

**Wednesday 15<sup>th</sup> October 2025 - 7.30pm.**

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

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

**Design Concepts for LHNP:** The refined design concepts were circulated by SG and the front cover design and font size, 11, have now been agreed.

**Update from Document Review meetings 10<sup>th</sup> and 13<sup>th</sup> Oct:** Members of the Steering Group have reviewed and amended various sections of the LHNP, with particular attention given to Sections 3 and 4, as well as Appendices 1 and 3. While textual changes have been made, no fundamental alterations have occurred. Appendix 2 NDHA's – These have now been reviewed and 6 will be taken forward. A table showing which criteria applies to each NDHA has been added.

**UDC Update:** We have received an email from James Blakey at UDC who has confirmed the SEA/HRA document is in hand. It is unlikely that these assessments are required but we need to have a letter confirming that is the case. James is undertaking to get this screening opinion report and is aware of our timeline. We have received a list of Statutory Consultees from UDC to whom we will need to send the Reg 14 Consultation.

**Planning Consultants Report:** We have received advice regarding Settlement Gaps Policy and the maps in the LGS and Important Views Appendices. The full report is due to arrive late 15<sup>th</sup> Oct and will be distributed to the Steering Group once it is received.

**Graphics for Residents Consultation:** The graphics needed for the Reg 14 Consultation Events scheduled for Nov 21<sup>st</sup> and 22<sup>nd</sup> were agreed. CF has produced the Vision and Objectives Graphics and has been asked to update the LHNP Road Map. The Design Code Graphics can be re used along with the map of the LHNP designated area. Other graphics which now need to be prepared have been detailed separately.

**Reg14 Survey Label , Letter and Survey Consultation Form:** The wording and design of the label were agreed. Artwork will be produced - SG and JF will print A5 labels for the envelopes. It was agreed that letter to accompany the Consultation Survey will be separate and a 4-page survey form will accompany this. A revised version will be distributed for comment at the next meeting.

**List of Statutory Consultees:** A specific invitation setting out the consultation period and copy / link to the emerging Neighbourhood Plan consultation document and supporting evidence, must be sent to any statutory body whose interest may be affected by proposals in our emerging plan. JF to compile the list whom we must consult. This list will form part of the LHNP evidence.

**Village Views article:** This was discussed and agreed. Times and dates for the Consultation events were agreed as Friday 21<sup>st</sup> November 3.30pm until 7.30pm and Sat 22<sup>nd</sup> November 10am until 4pm.

**Please note set up is from 12 noon on Friday 21<sup>st</sup> November.**

**Dates of next meetings:**

**Friday 17<sup>th</sup> Oct 9.30am\* Document review.** Attendees SG, DJ, VM, RW.

**Monday 20<sup>th</sup> Oct TBC. Document review.** Attendees SG, DJ, VM, RW.

**Wednesday 22<sup>nd</sup> Oct 7.30pm** Steering Group meeting.

These meetings will all be in the VH small meeting room. \* the 17<sup>th</sup> Oct meet will be in the small hall.