

Minutes of Little Hallingbury Neighbourhood Plan Steering Group.

Tuesday 3rd November 2025 - 7.30pm.

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

Minutes of the last meeting: Agreed.

LHNP Draft Document: The document is now coming together, and we have seen received most of the document sections for comment. Amendments are being recorded and will be done once the first draft is complete. The consensus was that the document looks professional, well designed, easy to navigate and as such will enhance the reader's understanding of the Neighbourhood Plan. Having reviewed the document, the Steering Group agreed to sign off on the content of the LHNP ready for printing.

RW and SG were thanked for their work on the maps and document preparation and design, respectively.

We have recently received feedback from RCCE on the Affordable Housing Policy and these comments have been incorporated.

Planning Consultant Update: Gov Resources have been asked to carry out work on Phase 2 once feedback from the Reg 14 consultation is received and to write the Consultation Statement. There will be a template provided to record Reg 14 responses. It was queried whether the ability in Survey Monkey to record survey responses could be used to for this purpose. This will be queried with Gov Resources.

Consultation Event 21st and 22nd Nov - Publicity: Facebook announcements, roadside banners, to be put in place on 14th November, and direct emails to those who have asked to keep informed of NP progress, will be actioned over the next few weeks. Nov edition of Village Views has an article, and we are also putting leaflets through all doors in the Village.

Graphics for Consultation Event: We have Vision & Objectives and Road Map graphics prepared. It was decided to produce an A1 copy of the Policies Map and smaller copies of pages for the LHNP document to display the Policy wording. Final decisions regarding the required graphics will be made when we meet on 14th November, to collate the Reg 14 Consultation Survey and its accompanying notices. Spare Survey forms, for attendees to complete as they view NP displays, will be ordered.

Reg 14 Survey and Accompanying Notices: The content of the Letter, Survey form, label and A5 flyer were agreed. These documents will now be printed. Costs were given as: Survey £99, A4 letter £68, A5 Flyer £45 and envelopes. These costs are within the budget and were agreed. RW and SG to action printing of all materials, inc. labels and purchase of envelopes so these will be ready for 14th Nov.

Reg 14 Consultees list: This has been compiled and will be used to send out the REG 14 survey and NP document links on or about 21st November.

Letters to landowners of LGS's: The list of landowners has been compiled, and these people will be sent letters advising them of the LGS designation.

DATE of Next Meetings: (LHVH small meeting room.)

Friday 14th November at 10am: Collation of Reg 14 material and decision on Event Graphics.

Sat 15th and Sun 16th November: delivery of Reg 14 Survey to households

Wed 19th November 7.30pm: Steering Group meeting.