

Little Chalfont Park Liaison Group (LCPLG) / Hill Group Monthly Meeting
Minutes and Action Points
5th August 2025

Attendees

- Chris Holmes – Little Chalfont Parish Council (CH)
- Sian Lloyd – Little Chalfont Community Association (SL)
- Fiona Williams – Little Chalfont Community Association (FW)
- Henry James – Hill (HJ)
- Dan Brown – Hill (DB)
- Isabel Yeardley – Hill (IY)

Apologies

- Victor Davies – Little Chalfont Parish Council (VD)

Previous Meeting Minutes

The group approved the previous meeting minutes and ran through outstanding actions as follows:

- *Action: Hill Production team (DB) to share examples of on-site ecology briefing material with the LCPLG.*
- *Action: IY to send the LCPLG a) a copy of the Biodiversity Net Gain (BNG) report submitted with the Outline Planning Application, which sets out the baseline score and the anticipated percentage increase of the Outline proposals, b) copies of the BNG reports submitted with the live RMAs, c) summary of all BNG scores and how all the reports slot together.*

SL queried how BNG is monitored. HJ confirmed that BNG calculation and metrics measured by the project ecologist will be checked and reviewed by the Council's own ecologist.

In the last meeting, SL queried whether fencing installed during construction could have gaps to allow wildlife to pass through. IY explained that temporary reptile fencing will be installed along the northern boundary of the western and northern parcels to prevent reptiles from entering and being harmed construction zones. All other temporary fencing installed will be outside of 'biodiversity protection zones' which are primarily within the Suitable Alternative Natural Greenspace (SANG) that wildlife can pass through. SL noted that the Construction Ecological Management Plan (CEcMP) also shows that fencing will be provided around badger setts to ensure they are not harmed.

In the last meeting, the programme communicated was an end of July approval for the Section 73 (S73) and completion of the Section 106 Deed of Variation (S106 DoV), and September approval for the live Reserved Matters Applications (RMAs). HJ updated the group that the S106 DoV has now

been signed by all parties and will be completed once the Council have confirmed receipt of payment. The S73 is now expected to be approved by the end of this week, and at the latest next week. The live RMAs are still expected to be approved in September.

Action: Hill to update the Q&A section on the project website to caveat that timescales have moved on since the Q&As were published, and update the project timeline.

It was noted by the group that Permission in Principle was recently granted for the proposed development on Long Walk.

Communications to Community

The LCPLG raised they had not received a copy of the letter that was sent to residents to notify them of works starting on site at Little Chalfont Park. Going forwards, the LCPLG want to see all resident correspondence before it is sent out.

HJ clarified that works on site relate to the haul road that is being delivered under permitted development rights. They do not relate to the live RMAs. As explained in a previous meeting, this haul road is needed in order to enable the bridge to be installed in December. HJ explained that the letter should have been sent to the LCPLG before it was sent to residents, and this was an oversight on Hill's behalf due to the project transition from the Development team to the Technical / Production teams. Nonetheless, this shouldn't have happened, and HJ apologised for the oversight.

The LCPLG said that the letter was confusing and didn't clearly explain what the works on site relate to. Furthermore there was a lack of clarity regarding two way communications due to be in place for the commencement of work on-site. HJ proposed that Hill send a further letter to residents explaining that the works on site are for a haul road that is being delivered under permitted development rights. The letter will also include a summarised version of the communications plan; showing consistency with the CEMP. The group agreed that Hill would first send a draft of this to the LCPLG by the end of the week, and would then send to residents after it was approved by the LCPLG.

CH raised that the Construction Environmental Management Plan (CEMP) states that residents would be given 2 weeks' notice prior to on-site works starting, but this wasn't done for the haul road. HJ clarified that the CEMP is separate to the haul road being delivered under permitted development rights, and relates to all development approved via the RMAs. However, HJ agreed that this sentiment should have been followed and apologised that the full 2 weeks' notice was not given.

Action: Hill to share draft resident letter (clarifying what on site works are for) with the LCPLG by the end of the week, then send to residents.

Planning Updates

See 'Previous Meeting Minutes' notes for updates to timescales for the S73 and S106 DoV.

HJ confirmed that the live RMAs are now out for a 30-day consultation. The revised drawings and documents reflect Hill's response to changes requested by the Council. The cover letters for each live RMA and Design Statement for the Western Parcel RMA provide a summary of the minor changes.

Hill will not be submitting the Northern/Eastern Parcel RMA until the live RMAs have been reconsulted on and approved.

Hill will be submitting a temporary planning application for a sales and marketing suite in September. This will be located in the Western Parcel, to support the sales for the development. The length of time of the temporary planning application is tbc.

Action: Hill to update the project timeline to include the sales and marketing suite temporary planning application.

Update on Resident Discussions

IY updated the group that a response has been sent Q&As prepared by residents of Village Way.

CEMP / CEcMP

The LCPLG are meeting on the 13th August to finalise a formal response to the CEMP / CEcMP. The LCPLG raised concerns with the current drafts, including the below:

- CEMP - More definition is needed on notification period for emergency works.
- CEMP - Noise and vibration section does not include reference to on-site power generators.
- CEMP - Working hours are not consistent throughout the report.
- CEcMP - SL/FW raised that Hill are responsible for undertaking and checking works are done correctly, and clarification on accountability is needed.
- CEcMP – Should be more project specific, including reference to the LCPG in the communication section of the report.

Action: LCPLG agreed to share their full list of comments on the CEMP / CEcMP with Hill.

Care and Retirement Parcels

As discussed in the previous meeting, care and retirement providers want to see more detail on the Northern/Eastern Parcel. As such, the marketing and sale of these parcels won't progress until the Northern/Eastern Parcel has been designed and the RMA has been submitted.

School Parcel

Hill have not met with the Education team at the Council since the last meeting with the LCPLG in Jul-25, so do not have an update on the Council's progress with the strategy for the school parcel.

Project Handover

Action: Hill to send the LCPLG an organogram for the onsite team.

Meeting Scheduling

Future monthly meetings were confirmed for:

- 16th September 2025, 2pm, via Teams
- 14th October 2025, 2pm, in person
- 4th November 2025, 2pm, in person
- 9th December 2025, 2pm, in person

AOB

VD asked for an update on the local community centre proposed in the Northern/Eastern Parcel. HJ said that it remains to be c. 100 sqm, but understood that VD was collating feedback on what the community would like this space to be used for.

Action: VD to provide update on feedback received from the local community on the use of the proposed local community centre.