

Minutes of Little Hallingbury Parish Council Neighbourhood Plan Sub-Committee.

Monday 27th March 2023

Present: Sue Meyer, Val McKirdy Keith Summerford, Robert Wingard.

Introduction

It was agreed that the NP Sub-Committee would take the necessary steps to commence the Neighbourhood Plan (NP) process, including setting up a NP Steering Group for Little Hallingbury.

The Aims and Objectives of the NP Steering Group will be established by consultation with the residents of Little Hallingbury. Residents will be given the opportunity to set their vision for the future.

Funding

A Grant of £5,000 has been allocated by UDC for the LHNP process and there is further funding available from Locality. <https://locality.org.uk/neighbourhood-planning>

It was agreed that subject to agreement, the Parish Council should hold these funds and make payments for any expenditure incurred and any expenditure to be agreed in advance.

Steering Group Terms of reference.

A draft of the Steering Group terms of reference, setting out how this Group will support the Parish Council in the NP process, was discussed and revised. The revised copy (See Appendix A) will be sent to the Parish Clerk for circulation to Parish Councillors for endorsement at the April 2023 Parish Council meeting. **ACTION VM**

Parish Clerk to be asked regarding the extension of cover in the Parish insurance policy to members of this Steering Group. **ACTION VM**

Community Awareness and Engagement

The need for a LHNP website and dedicated email address were discussed. The website should be able to incorporate an online response to questionnaires used during the NP community engagement.

A specification for this is to drawn up. **ACTION RW**. The cost to set this up, on-going management and the best way to do this will be looked into. **ACTION RW/SM**

Branding for the LHNP

A consistent visual branding to be used on NP communications was deemed important. The LH Village sign along with a green background suggesting a rural Village scene was agreed.

Way forward

- A time line for the initials start- up phase to be produced. **ACTION RW/ VM**
- A draft for the initial NP questionnaire, which will be sent to all households to raise awareness of the NP process, obtain views and ask for people to put themselves forward for the NP Steering Group will be produced for discussion. Distribution methods to be considered. **ACTION RW/VM/KW/SM**
- An article for May edition of Village Views requesting residents to let us have their photos of the Village for use in NP materials will be drafted. **ACTION VM**
- A list of stakeholders in the Village including contact details is to be drawn up so they can be kept informed regarding the NP. **ACTION ALL**
- A 'Launch Event' is to be considered following the issue of the first questionnaire.
- RCCE to be asked regarding support available including training for Steering Group members. **ACTION VM**

Date of next meeting Monday 17th April* 2023 7.30pm Village Hall Kitchen. (*Reserve date 24th April **ACTION SM** to confirm.)