

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

Monday 17th April 2023

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

Minutes of the previous meeting were agreed. No matters arising.

Steering Group Terms of Reference. The Parish Council insurance policy does extend to cover PC sub-committee members and volunteers working on Parish Council business. The amendment requested by PC to *Finance point two* was agreed and will now read as follows;

Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.

Village Views Article for May Edition. The importance of communication is recognised in formulating the NP and previous entries in the monthly Village Magazine were reviewed. It was decided to include two pieces in the May edition, one inviting residents to submit photographs for use in NP literature and the other to give more details about the NP and what it means for Little Hallingbury residents. The text was agreed and the articles will be submitted for publication including the NP email address* for the May edition. **ACTION VM.**

LHNP Website. Initial enquires have been made regarding the setting up of a website for the Neighbourhood Plan. Further information is required including costs. It was agreed that the NP website should sit alongside the PC website and discussion with the Parish Clerk is now required. **ACTION RW**

NP email address* A dedicated email address for NP response and enquiries is needed. In the short term it was agreed to create a 'hotmail' account. **ACTION KW** This will be used for the articles in Village Magazine. We would like to have a .gov email address for use going forward and this will be looked at in discussion with the Parish Clerk. **ACTION RW.**

Branding and logo for NP. Photos of the Village sign and an aerial shot of Little Hallingbury will be used to 'brand' the NP communications currently.

Initial Questionnaire.

- We would like to have the ability for residents to submit their survey responses online. This method may assist with increasing responses from certain sectors of the community. Survey Monkey is to be investigated and costed. **ACTION RW.**
- It was agreed to send one questionnaire per household. We need to identify the number of households from the electoral role and use this to ensure all households receive a questionnaire. **ACTION SM**
- Members of the sub-committee will distribute the questionnaires and collect from anyone unable to deliver it back themselves.
- For those completing the paper version of the questionnaire, the Post Office can be used as a collection point when open. Questionnaires can be posted back through the letter-box when closed. Post mistress to be advised. **ACTION SM.**
- A list of Stakeholders is to be drawn up, people in the Village who should be sent a questionnaire but don't necessarily live here. E.g. those who work in the Village, Business owners, landowners, developers, school, church, community groups etc. A list is to be compiled **ACTION ALL**
- A draft of the questionnaire wording will be sent to sub-committee members for comment **ACTION VM.**
- Print quotation, including design of the questionnaire is to be obtained. The design needs to reflect that this is a Village communication and encourage as much response as possible. **ACTION VM**

Neighbourhood Plan FB page. It is recognised that not all residents receive the Village Magazine and to reach those who don't we need consider the best way to get the message out regarding the NP on social media. **ACTION VM**

Neighbourhood Plan Timeline. This will be updated following this meeting with new actions agreed. **ACTION RW**

Date of next meeting Mon 15th May 2023 Village Hall Kitchen 7.30pm.