

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

Monday 15th May 2023

Present: Sue Meyer, Val McKirdy, Robert Wingard.

Apologies: Keith Summerford

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

Initial Questionnaire.

- Online survey, following research by RW, it was agreed to use Survey Monkey for this. Cost £300 +vat per annum. This is a tried and tested provider and will enable us to make use of a QR code. We will not purchase this until we are ready to use this, in order to maximise the use we get from the 12 month annual cost. Expenditure to be agreed by PC.
ACTION VM
- Questionnaire design and content, the draft questions for the insert and wording of the 1/3 A4 leaflet were discussed. The content was agreed; however it was decided to obtain quotes for a larger size A5 leaflet before deciding on the final design. The 'what happens next section' could be a visual road map rather than all text. **ACTION VM**
- Design and Print quotes the cost of the smaller 1/3 A4 leaflet and insert would be £396 for 750 copies, it was agreed to get further quotes for a 3 panel A5 leaflet. With the third panel being the questionnaire, possibly with perforations but if not a printed cutting line to be added. **ACTION VM**
- Photos The need for photos to illustrate the NP brochure was discussed and in the absence of any having been forthcoming from the VV articles, can we all find photos for this leaflet e.g. The George Pub, Coronation, Jubilee, Church country views, Hallingbury Mill, street and name signs etc. **ACTION ALL**
- Timetable it was agreed in order to avoid summer holidays, we should aim to get the questionnaire distributed in September 2023.
- Distribution to be done by members of the sub-committee to the 600 properties in the Village plus stakeholders i.e. those who work but don't live here. A list of stakeholders in to be drawn up. **ACTION ALL**
- Communication Raising awareness of the NP questionnaire distribution within the Village by using banners and posters was discussed.

Parish Council Update. Parish Council meeting on 16th May would be updated with the expenditure identified above for Survey Monkey £300 +vat and design/printing, an estimate of £600 +vat being put on the larger leaflet. The planned launch date of September will also be communicated. **ACTION ALL**

NP website. The possibility of adding a heading to the PC website to allow details of the NP to be added was discussed. The website is maintained by the Parish Clerk and there needs to be a further discussion to see what is possible. **ACTION SM.**

.gov Email We will continue with the Hotmail email address for the time being.

NP Face book page. It was agreed that this will be required to communicate NP information to those in the Village who do not receive the village magazine. As this is a more immediate information channel it will be used nearer the time of issuing the questionnaire.

NP Timeline. This is to be updated with actions required to issue the questionnaire in September. **ACTION RW**

Village Views Articles. An article advising residents of the background to some of the issues which are concerning the Village and could appear on the questionnaire e.g. Potholes/Green Belt development/Speeding/The Bus.... by using a series of 'did you know that' statements. Draft to be circulated to sub-committee ready for VV July edition deadline 15th June. **ACTION RW/VM**

Date of next meeting SAT 3rd June 7.30pm Village Hall