

**Minutes of Little Hallingbury Parish Council Neighbourhood Plan Sub-Committee.
Saturday 3rd June 2023**

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

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

Parish Council Budget Agreement. The cost of producing the initial questionnaire est. £600 +vat and the cost of the Survey Monkey licence £300 +vat were agreed at the Parish Council meeting on 16th May 2023.

Initial Questionnaire.

- Quotes for the A5 version of the leaflet have been received. There will be additional design costs to be included. It was agreed to proceed with an A5, 3 page (210mm x 444mm flat size) version for the initial questionnaire. Questionnaire text as shown previously to be reworked into A5 version, which includes the questionnaire as a 'cut-off' section.
ACTION VM
- Photos are required and these should be sent to VM. Parish Councillors to be asked for photos. **ACTION ALL**
- It was agreed that September is the best time to distribute this and Friday 15th Sept to Fri 22nd Sept dates were agreed. We will now work to this deadline.
- Details of houses in Village to be prepared, divided up for 4 people to deliver the leaflets. **ACTION SM**

Communication to residents.

The importance of communication to residents is recognised and it was agreed to use the following:

- Banners/posters. Banners to be costed. **ACTION RW**
- Use of Village 'What's App' groups to communicate the Neighbourhood Plan.
- Village Table top sale in August would be a good place to have a stall publicising this.
- An event to launch the Questionnaire being issued nearer the date. Details to be discussed.
- Speaking directly to Villagers on the subject of NP ourselves and asking Parish Councillors to do so as well.

NP Website The preferred solution, to have a standalone Neighbourhood Plan website which RW will put together using Word Press software, was agreed. The cost of the software is £240 +vat per annum. This expenditure will be put to PC for agreement. The NP domain name, NP website and links to other websites are required to meet the deadline for the questionnaire. It is anticipated that the Domain name will be available from 1st Aug. **ACTION RW**
LH Parish Clerk and SM are to be asked to construct the links from <http://littlehallingbury-pc.gov.uk/> and <http://littlehallingbury.com/> respectively to LHNP website between 1st Aug and 8th Sept in order to meet the questionnaire issue deadline. **ACTION LHPC and SM.**

Content for the web pages for the NP website are required by 31st July. **ACTION VM**

NP Timeline Time line and actions to achieve the distribution of the questionnaire by 15th September now required
ACTION RW

Village Views Article. The text for the July article was agreed. This will be shown to PC at June meeting. The deadline for the Aug edition is 15th July and an article addressing any points raised about NP by Villagers and the benefits of the NP will be drafted. **ACTION VM**

Parish Council Update: Cost of Word Press, Questionnaire issue date, request for photos, NP discussions with villagers, and copy of VV article for July. **ACTION VM**

Date of next meeting: Suggest Sat 15th July 10.30am Village Hall.