

Minutes of Little Hallingbury Parish Council Neighbourhood Plan Sub-Committee.
Saturday 15th July 2023

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

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

NP Website The domain name will be **Little Hallingbury Neighbourhood Plan** providing this is not already in use. The site will be constructed and the format for the relevant Web pages content will be advised. The agreed budget for this is £240 +vat **ACTION RW**

Initial Questionnaire. The new A5 size is being worked on . The proposed design for the front cover using the NP Area map was agreed, subject to confirmation that the map can be used in this way **ACTION VM**
We still need photos to use in this leaflet. All present were asked to provide photos. **ACTION ALL**
The distribution lists for the questionnaire will be split into 4 sections, one section for each on the sub-committee, who will be responsible for ensuring these reach the residents and businesses in the LHNP Area between 15th and 22nd September. There are approx. 600 residencies plus business premises.

NP Banners and Logo. A design for the Little Hallingbury NP logo was discussed and a design with a tree and people was chosen. This will now be used as the basis for the logo to appear on all LHNP communications, banners and Website. **ACTION VM/RW**

A banner will be produced to use in August. A design for the banner is to be produced and quotes obtained. **ACTION VM/SM**

August 12th Table Top Sale Village Hall. It was agreed to have a stand at the Table Top Sale. **ACTION SM TO BOOK.**
Material is to be produced to display on the stand and a table top display board to be sourced. **ACTION VM.** All to be available to man the stand on the Sat 12th Aug 10am til 12 noon. **ACTION ALL**

Village Views articles. Proposed copy for the article to appear in Aug edition of VV was circulated and agreed. The detail about our presence at the Table Top sale in August will now be added before sending this to the editor. **ACTION VM.**

Further articles for September and October editions of VV will be required, to advise residents of the circulation of the questionnaire and details of the LHNP website. Deadlines for these editions are 15th of Aug and 15th September respectively.

LHNP Facebook page. It is apparent that other Parishes are successfully using social media to communicate with residents about their NP. LH will use this channel starting in September as we approach the date for circulating the initial questionnaire.

Parish Council Update. As the Parish council is not meeting again until early Sept it was agreed to circulate the draft initial questionnaire and any other relevant items via email to Parish Councillors. The budget for the proposed expenditure over the next few weeks has already been agreed by PC.

Date of next meeting Sat 5th Aug 2023 10.30am Little Hallingbury Village Hall