

**Minutes of Little Hallingbury Parish Council Neighbourhood Plan Sub-Committee.
Saturday 5th August 2023**

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

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

NP Website Update It was agreed to investigate obtaining a .gov domain name for the LHNP website and permission for this will be sought next week. It will cost an additional £70 +vat to set this up and £104 pa +vat to register this. These costs need Parish council approval. The cost of hosting and providing a full service for the website is £240 +vat as previously agreed and approved. Once approval for the domain name has been given the website can be put together and the address added to various communications. **ACTION RW**

Survey Monkey and QR code. The LHNP Residents Questionnaire now needs to be set up on Survey Monkey and the QR code obtained for use in the printed Residents Questionnaire. **ACTION RW**

LHNP Residents Questionnaire. The draft questionnaire was discussed and amendments agreed. The paper samples were looked at and a 170gsm was chosen. We will print 800 copies. The amendments to the questionnaire will now be actioned. **ACTION VM**

Distribution List. These lists are now being prepared ready for the delivery of the Residents Questionnaires w/c 15th September. **ACTION SM.**

LHNP Banners. Due to costs it was agreed to use photocopied logos at the Table Top sale in Aug. **ACTION RW** Quotes will be obtained for banners to use in September when we distribute the questionnaire. **ACTION SM**

Social Media. It was agreed to set up a FB page for LHNP to be ready for the issue of the Residents Questionnaire. **ACTION VM**

Aug 12th Table Top Sale. Photocopies of LHNP logo, map and circle graphic to be obtained **ACTION RW**. Display board has been obtained. A5 copies of the Sept Village Views article to be used as hand out at the Sale **ACTION VM**

Sept Launch event. It was agreed that we should keep this under review. **ACTION ALL**

Village Views article for Sept edition. Draft article was discussed and agreed. Deadline 15th Aug.

Update for Parish Council. Details of the new LHNP logo and the draft Residents Questionnaire have been circulated to Councillors for comment. Further website expenditure, as detailed above and photocopy charges to be referred to Parish Council. **ACTION SM/VM**

Budget/Expenditure. It was noted that there is an opportunity to apply for a Grant from Locality for this project. We have approval from UDC to cover some NP expenditure and we will look to see what Locality can offer. **ACTION VM**

DATE OF NEXT MEETING Sat 26th Aug 10.30am Little Hallingbury Village Hall.