

**Minutes of Little Hallingbury Parish Council Neighbourhood Plan Sub-Committee.
Saturday 9th September 2023**

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

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

NP Website Update Website domain name confirmed and currently has a holding message whilst construction continues. Headings for pages agreed as:

Village Views articles.

Residents Questionnaire link to Survey Monkey.

Links to other websites.

LHNP Minutes of meetings.

Contact details email address.

Photos from the Residents Questionnaire along with others will be used to illustrate the website. Links to and from LH Community and LH PC websites are being added. Website to be ready and tested by Fri 15th Sept.

Residents Questionnaire The Questionnaires and list of houses and businesses were handed to those posting the leaflets through doors. Survey Monkey amendments will be completed before Questionnaires are distributed on Friday 15th Sept.

Residents Questionnaire responses. 'Ballot box' for posting of completed Questionnaires to be placed in Post Office Staff to be briefed **ACTION VM** Paper responses to be collected regularly from Post Office **ACTION SM** Survey Monkey responses to be collated **ACTION RW**. Email response to be collated **ACTION KS**. Social media communications **ACTION VM** Telephone responses **ACTION SM**. Questionnaire analysis **ACTION VM**.

LHNP Banners to be put up on or about 15th Sept **ACTION RW & VM** Residents who live near bouts to be informed **ACTION SM** Banners need to be taken down on or about 23rd Oct.

Launch Event Oct 7th Coffee Morning Village Hall Invite for residents to be delivered along with the Residents Questionnaire. Final wording to be agreed. Printing of 600 A5 black and white leaflets cost £15. These will be printed once wording agreed and delivered to those distributing the Residents Questionnaire by 15th Sept. **ACTION VM**

Helpers for the day to be organised **ACTION SM**. Invite to Parish Councillors **ACTION VM/SM** Further arrangements for set up, information displays, hall set up, etc. to be agreed. **ACTION ALL**

Village Views Articles for October edition. Wording for LHNP article agreed to be submitted to VV **ACTION VM** Article for Local Plan agreed by PC also to be submitted to VV **ACTION SM**

Budget/ Expenditure Details of expenditure to date reviewed. Further Website cost advised £50 for Security Software. Approval from PC **ACTION VM**

Date of next meeting 21st October Village Hall 9am **TBC ACTION SM**