



HUNSDON PARISH - NEIGHBOURHOOD PLAN MINUTES – 27th June 2018 (Mtg No. 3)

Present: C Page / M Reid / P Dixon / J Felstead / M Phillips

1. TOR - Vision
Will be approved at next Parish Council meeting on the 16th July. The clerk has sent them out to the Parish Councillors for reading prior to approval at the meeting.
2. Minutes of last meeting
Minutes were approved by all.
3. Choosing a consultant
Mark has told the group he is able and willing to the Survey Monkey.

In choosing the consultancy group there was very little to differentiate them, except:

- Urban Silence charge travelling time at 3 hours
- Urban Silence are working for Places for People in the Draft District Plan and likely to be engaged by Eastwick and Gilston – possible conflict of interest
- John Felstead felt Urban Silence could be spread too thin

It was a majority decision (via email, or at the meeting) to engage Jed and Jacqueline for the following reasons:

- They appear to be more cost effective
- They have completed a number of neighbourhood plans in the area
- Have greater experience in planning
- We received positive feedback from Neighbourhood Planning groups in the area

Action: Carole to pass onto the Parish Council our recommendation to engage Jed and Jacqueline.

The key link appears to be Jacqueline at the moment – clarity to be sought.

Next steps:

- Set up a meeting to meet with Jed and Jacqueline. **Action: Carole to request dates from the Group and Jed and Jacqueline**
- Set up a meeting to discuss what our objectives are. After the workshop with Jed and Jacqueline, **Action: Carole to request dates – August / September**

Michelle from Much Hadham recommend Jed and Jacqueline. **Action: ascertain detailed bill of hours worked going forward for transparency**



4. Communications Strategy

Mike Newman has set up a web page on the village website.

Mike has also written an article for the Parish magazine and also to use as a poster to be put up around the village. **Action: John Felstead to print and laminate the posters**

Mike has put photos on the web site

Discussed to register the HPNPG on facebook. **Action: John Felstead to set this up. Action: John Felstead to prepare a post from the fete, which Martyn Reid will give to John.**

5. Grant Applications

Financial grants to be sought:

- Stansted airport
- Places for People

Action: Bernadette and Frank to speak to Michelle Wrist (Walkern) or Heidi Brodie to meet to t]go through their plan for any hints and tips.

6. AOB

- Mark Phillips can carry out any analysis required
- Paul Dixon was a chartered accountant
- Carole / Mark / John can all do Desk Top Publishing (Mark has PhotoShop)
- Photographyt – Paul Dixon’s stepdaughters husband can provide a drone which will video the village – possibility of selling aerial shots, **Action: Paul Dixon to see if this is possible.**
- East Herts to supply plans / maps / stats

Action	Actioned By	By
Grant application current guidance to be read for anything that needs doing	BD	Next meeting
TOR’s to be approved at PC meeting	CP	Monday 16 July
Vision statement to be approved	MR	Monday 16 July
Discuss how we set up our Comms strategy	MN	Next meeting
Set up a meeting with Joe Tirelli	MN	Next meeting
Stakeholders and statutory people to be identified	CP	Next meeting
Joint NP stakeholder’s spreadsheet to be passed to CP	MN	Next meeting
Set up a bank account	CP	Next meeting
Does Widford have a NPG	BD	Next meeting
Carole to pass onto the Parish Council our recommendation to engage Jed and Jacqueline	CP	16 th July
Request dates from the Group and Jed and Jacqueline for workshop	CP	asap
Request dates for Objectives meeting – August / September	CP	



Ascertain detailed bill of hours worked going forward for transparency		
Print and laminate the posters	JF	Next meeting
Set Facebook page.	JF	Next meeting
Prepare a post from the fete, which Martyn Reid will give to John	MR JF	Next meeting
Paul Dixon to see if it is possible to sell aerial shots to householders	PD	Next meeting

DRAFT