



HUNSDON AREA NEIGHBOURHOOD PLAN MINUTES – 28th November 2018

Present: B Carthy / P Dixon / Cllr B Dunthorne / J McDonald / M Newman / F O'Shea / C Page
G Robinson / M Slater / Cllr R Toll

Cllr Toll opened the meeting and stated that the Chair position was still vacant, and as such until a Chair could be appointed the Parish Council would take that position. Cllr Toll asked if anyone in the group would be interested in the position, but no interest was stated. Cllr Toll said the Chair position was one that drives and makes sure the process moves forward and that everything comes together.

As Dropbox is still causing issues, it is suggested we continue to use email to circulate documents.
Action: John Felstead to provide a training session for all interested.

Event Co-ordination (John Felstead / Malcolm Slater / Cllr Toll)

Our first Community engagement event is scheduled for 2nd and 3rd February 2019 in the Village Hall. The draft presentation was sent to the consultants, who provided feedback, which has been incorporated into the document. An event co-ordinator is required to run the event on the day. The Community Engagement working group will pick up this action. **Action: Cllr Toll, John Felstead, Malcolm Slater to meet to brainstorm requirements for the Engagement event (invitees, logistics etc).**

Cllr Toll's Working Group have developed the Draft boards for the engagement event, where people will have the opportunity to leave comments on each of the boards. Cllr O'Shea suggested including: Remaining green belt outside Gilston, Briggens House and Parkland, also the River Stort on the maps.

Action: any further comments regarding the boards, please forward onto Cllr Toll.

Cllr Toll and Cllr Dunthorne to visit East Herts Regional college to approach the faculty for the assistance of a student to develop the branding for the HANP. This would be a paid opportunity.

A suggestion was made that we request mapping licences from East Herts.

Household Questionnaire (Bud Carthy / Cllr Dunthorne / Cllr O'Shea)

The Household survey is in draft form, and comments have been received from the consultants. Further discussions will follow.

Engagement Strategy

Mike Newman stated that there will be flyers 2 weeks before each of the community engagement events. Publicity will be in the Parish magazine, posters on lamp posts, a banner outside the Village Hall, Hunsdon web site, Hunsdon Community hub. There



will be an on-line household survey. All agreed an on line survey is the way to go, together with paper surveys, for those who don't have access to a computer. **Action: Mike Newman to arrange the on-line survey to be set up and secure the assistance of someone to organise the survey and carry out the data analysis afterwards, i.e. Survey Monkey.**

Malcolm Slater suggested we develop a Management Plan to monitor progress and ensure compliance. **Action: Malcolm Slater to call a meeting to discuss the Management Plan, to find out who our stakeholders are, which he will then format into a document to be presented to the group.**

We as a group, need to gain an understanding of what potential costings there are going to be before the end of March.

Action: Carole Page to obtain availability of our consultants for a review meeting.

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