



## HUNSDON AREA NEIGHBOURHOOD PLAN MINUTES – 2<sup>nd</sup> January 20119

Present: B Carthy / Cllr B Dunthorne / J Felstead / F O'Shea / C Page / M Slater / Cllr R Toll  
Also: J Griffiths / J Veater

### Consultation Event

Cllr Toll opened the meeting and welcomed Jacqueline Veater and Jed Griffiths to the HANP meeting. Bob Toll updated the group with the working groups status. He has sought graphics input from Broxbourne Graphics department and also Stephen Norbury. In determining which to go with, Broxbourne don't have access to a CAD, but Stephen Norbury does. Both suppliers have provided logo, and colour schemes. Mapping is also an issue that needs resolving. It is agreed that the Hunsdon Parish Council obtain a copy of 'Parish OnLine', an OS Mapping system. **Action: Carole Page to obtain such a licence and then pass onto Jacqueline for her assistant to review our mapping requirements.**

The group decided to combine two logos.



Using the first logo above but including the shield from the second one above.

Bob suggested engaging Stephen Norbury to work with us on our graphic and presentation materials. The group unanimously agreed, the motion was carried. Jacqueline observed that Stephen could also help us with our final document, so would make sense to keep him on board all the way through the process. **Action: Bob to engage the services of Stephen Norbury**

### Branding / Leaflets:

The leaflet needs to be brief and concise. Explanations to be at the Community Engagement event. 18<sup>th</sup> January is the deadline for getting the dates in the Parish News. The leaflets notifying the village of the event, need to be delivered to each house in the village by at least 2 weeks before 2<sup>nd</sup> February 2019. **Action: Bob to get the final font, colours and design from Stephen Norbury to allow the surveys to be finalised.**

Identify places where the completed surveys can be put. Suggestion of the shop. A box clearly identified as the receptacle for the completed surveys should be placed at the front of the shop, not in the post office. Also can be posted to the Clerk.

Need to develop a listing of roads delegated to named people for delivering of the paper surveys.



### Mapping:

Jacqueline suggested we use selected bits of the District Plan large map showing the general, important things. Action: Jacqueline to ask George Pavey for such a map showing:

- SSSI
- Green Belt
- Village Boundary
- Conservation Area

The Hunsdon only maps to show:

- Green Belt
- Open spaces, sport fields, recreation areas
- Add Employment Areas
- Also add in new developments

### Stakeholders:

Discussed getting a stakeholder listing. Action: Frank O'Shea volunteered to find out who the landowner's area, also mentioned the Briggens House Hotel estate. Action: Carole to find the Stakeholder spreadsheet and share with the group.

### Jacqueline had some comments to share:

- Just for clarity, do people understand what 'posting is' Suggested making it very clear what people are to do. Action: develop notices to be around the hall, detailing what people needed to do with the post it notes and their comments.
- The introduction on the Household Survey is too long. Cllr Dunthorne explained the rationale behind the survey, and that it would be 12 pages long, with a cover sheet, and 10 sides of questions. With detail of how to submit your survey on the back.
- Q,16 on the Household Survey could perhaps say "where could new businesses' be located"
- Q.25 on the Household Survey on Traffic Calming could be a little more direct "would you support traffic calming in the Hunsdon area?"

### Data Analysis:

Discussed using Survey Monkey, Smart Survey or Google for the on line google. Need to decide which one to use. Action: We need to know if Mark Phillips is able to perform the data analysis. Action: Carole to contact Mark.

Jacqueline gave some advice on which package to use, don't go for the basic one as you only get one log in. Go for a mid-range one and only sign up for the period of your log in.

John Felstead mentioned the CDA run training for Survey Monkey.

**Housing Needs Survey** – Action: Bob to check with Places for People on the status of this.



**Next Steps:**

Once we have the data and clearly identified areas. Policies need to be developed.  
Ideas and Objectives – build up an evidence base.

Jacqueline and Jed will help with these steps and guide us in the data analysis

Jacqueline and Jed can push us in the right direction for further evidence, by topic.

Survey to be back by 1<sup>st</sup> April 2019

Use the 2011 Census

Herts and Middlesex Trust

District Plan

Authority Monitoring Report

We need to set up another meeting to discuss the policies and evidence required.

Identify what we would like to do, i.e. Highways for traffic survey /movements

End of Grant Report needs to be completed by Frank and Bernadette. Jacqueline and Jed will guide this process and for the initial grant application.

2019-20 Grant Application can be made anytime up to the end of March 2020.

Add the cub's logos to the presentation material.

All the cubs that entered the logo competition will receive a £10 gift voucher for Amazon. Carole nominated the amount and the group agreed, the motion was carried.