

**SLAUGHAM PARISH COUNCIL**  
2 Coltstaple Cottages, Coltstaple Lane, Horsham, RH13 9BB  
**NEIGHBOURHOOD PLANNING**

**Comms Meeting 14<sup>th</sup> November 2016**

Pavilion, High Street, Handcross

Sally Mclean – Clerk to the Council

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**Neighbourhood Development Plan – Communications Sub-Committee**

**Minutes from Meeting held on Monday 14 November 2016**

**Attending:** Lesley Read, Bob St George, Ed Hadfield, Sally McLean and Pete Clark

**Apologies:** Mike Whitefield

**Website and Facebook**

Mike has set up an NHP web site which has been live for a while. However, although it looks very good, it has proved to be very complicated with regard to the admin side. Along with this we have not had much luck managing the Facebook page. The aim of this meeting is to review these and decide how to go forward as they are not working quite as we had hoped.

We have the full admin logon and password for the NHP site and spent some time looking at this in detail.

Sally then showed us the current Parish Council web site admin procedure. After looking at both and much discussion, we decided that we need to propose that Sally asks the SPC provider, ICT to add the NHP site on to the same platform. The original estimate for this work was £600.00. The Parish Council will need to sanction this expenditure. Our original plan had been to have this site at no extra cost to the SPC, however Communication is a very important part of our Neighbourhood Plan and this web site will be integral to how we go forward so we felt that the additional cost was justified.

The Facebook page needs to be changed so encouraging people to click on “like” adds them as a member of the group. Members will then receive all communications added as an automatic feed to their Facebook page. Currently this needs an admin input to manage which has not been happening. This format can also enable “on line” conversations which can be quite useful in finding out people’s thoughts.

**Exhibition Slides**

We then reviewed the slides that we plan to use for the next exhibition. The original slides were more in depth, being very wordy and detailed. We felt that, although this information was required, we should also have some with a lighter feel containing more “bite sized” pieces of information. Sally will re-work these.

**Date of next meeting:** Tuesday 6 December 2016