

# HAILEY PARISH COUNCIL

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Chairman: Mr G Knaggs Parish Clerk: Mrs K Doughty

## **Minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> April 2015, 7.30pm at the Village Hall**

**Present:** G Knaggs (Chairman), A Smith (Vice-Chairman), K McConville, D Musson, P Thomas and 7 members of the public.

1. **Apologies for absence:** R Quainton.
2. **Chairman's Remarks:** The Chairman advised that this was the last meeting of the current Parish Council due to elections and welcomed Cllr Lakey as a co-opted member. A Neighbourhood Plan as a possible new project was raised. West Oxfordshire District Council's (WODC) Local Plan is available for consultation. An Annual Parish Council Meeting will be held in May. A Joan Smith Educational Charity meeting was planned for the end of the meeting. Concern was noted regarding a broken Willow branch at Delly Pool that was stretching the telephone cable.
3. **Contributions from members of the public:** None.
4. **Declarations of Interest:** None received.
5. **Minutes of the meeting of 9<sup>th</sup> March 2015:** It was resolved that the minutes are accepted (subject to minor amendments) and signed by the Chairman.
6. **Minutes of the Extra Parish Council meeting of 19<sup>th</sup> March 2015:** It was resolved that the minutes are accepted and signed by the Chairman.
7. **Matters arising from the minutes.**

**(a) Invitation of Hailey representatives for WODC elections to a Parish Council meeting: To receive an update report.**

Apologies were received from Mary Jay and Elizabeth Mortimer. Andrew Wright, Green Party was welcomed to the meeting.

Mr Wright provided his party's views on house building in appropriate areas, a new transport route required between Oxford and Witney and more jobs needed in Witney. The Chairman invited members of the public to ask questions – none were raised. Councillors asked questions regarding transport between Oxford and Witney and the Green Party's influence in local decision-making, particularly regarding the North Witney development area. Mr Wright was thanked for his time.

8. **To receive an update report for Cllr Simon Hoare, West Oxfordshire District Council and Cllr Rodney Rose, Oxfordshire County Council.**

The Chairman read a letter from Cllr Hoare, responding to the Council's letter of appreciation.

9. **To receive a Neighbourhood Policing Report (Cllr Andy Smith).**

An update was not available.

## 10. Special Projects:

### (a) Parish Questionnaire.

If approved, a Neighbourhood Plan would replace the current Parish Questionnaire work.

### (b) Defibrillators.

Following a visit by Mr Reeve, Electrician, it was felt that the defibrillator could not be installed at Bowens Garage for possible health and safety reasons. However, upon discussing matters further with the proprietors, installation may be undertaken after all. Clerk is to liaise with Mr Reeve accordingly.

It was resolved that 2 signs are purchased that will indicate the defibrillator locations at a cost of £5.50 + postage. These will be installed at suitable positions (in agreement with the property owners) so they are visible from the road.

### (c) WODC Pre-Submission Local Plan 2031: Discussion of strategy during 'Publication period.' A document to be prepared by Graham Knaggs opposing the inclusion of the North Witney proposed development in WODC's Local Plan 2031. This document to be circulated to Councillors for approval prior to submission.

Cllr Smith joined the meeting at 7.40pm. The Chairman provided an over-view of the document that will be sent from the Parish Council. It was resolved that a response document is prepared by Cllr Knaggs opposing the inclusion of the North Witney proposed development in WODC's Local Plan 2031. This document is to be circulated to Councillors for approval prior to submission.

### (d) Neighbourhood Plan: To consider whether a Hailey Neighbourhood Plan should be pursued as a new Special Project. *(See Appendix A for further information).*

The Chairman advised that creating a Neighbourhood Plan would be a 'heavy commitment to deliver' that could cost £10-£20,000. (No funds have been set aside in the budget for the project). The finished document would identify 'chosen' places in the Parish for development, by implication it specifies where development is not wanted. However, it could not reverse the decision to potentially build 1000 homes at North Witney, but may help to shape it.

Consultation is paramount with the document's success. The document has to be complimentary to WODC's policies and then a referendum needs to take place. Ultimately the PC is responsible for the Neighbourhood Plan, but a 'group' of people should include 2-3 Councillors.

The Community Infrastructure Levy (CIL) is a payment that developers are required to make to the community when new development takes place. The current cost is £10,000 per new build (non-affordable) home. WODC would be currently obliged to give 15% of the CIL to the Parish Council and is capped according to the number of existing properties. The CIL payable is 25% if a Parish Council has a Neighbourhood Plan which is uncapped and could be spent on the Parish as a whole (as opposed to just the new development area).

Cllr McConville commented that the Parish Questionnaire should be brought into the Neighbourhood Plan. Cllr Smith proposed that the Parish Questionnaire is merged into a Neighbourhood Plan project, seconded by Cllr Musson, carried unanimously.

**11. Planning: To receive a report from the Planning Working Group**

**(a) Applications received:**

Ref.No.	Address	Proposal	PC Decision
15/00892/FUL	22 New Road, Hailey	Removal of existing garage. Single storey extension to form one-bed self-contained unit.	No comment.
15/01181/HHD	Clematis Cottage, 11 Foxburrow Lane, Hailey	Replacement two storey rear extension, removal of car port and erection of covered area, reduction of length of existing garage and loft conversion	No comment.

**(b) Decisions outstanding:**

Ref.No.	Address	Proposal	P.C. Decision
15/00456/FUL	The Paddocks, New Yatt	Formation of vehicular access for agricultural use.	No comment
15/00696/HHD	10 Fishers Close, Hailey	Two storey side and single storey rear extensions.	No comment
15/00509/HHD	Robindown, 9 Foxburrow Lane, Hailey	Single storey front extension.	Object

**(c) Decisions made:**

15/00180/FUL	124 Woodstock Road	Demolish existing redundant garage building. Replace with new 4 bedroom dwelling and double garage.	P.C. Objected W.O.D.C.Approved
14/02312/HHD	Granley, 2 Whitings Lane	Construction of two dormers and chimney.	P.C. No comment W.O.D.C.Approved

**12. 14/01671 Outline application for 200 residential dwellings on land North West of Woodstock Road, Witney:** No new information was available.

**13. Amenities Working Group: (Cllr David Musson, Chair)**

**(a) Routine recorded inspection of play equipment and repairs:** To receive an update report:

Cllr Musson has inspected the play equipment and it was noted that the adventure trail is being worked on. It was noted that work has been undertaken by JAG Timber on the Cherry trees. It was agreed that wear of the BMX track will be monitored.

**14. Highways & Traffic Working Group: (Cllr Andy Smith, Chair)**

**(a) Highways:** To receive an update report on outstanding issues:

Cllr Smith reported that overhanging vegetation and road markings have been added to Oxfordshire County Council's (OCC) summer repainting list. A number of road safety awareness projects will be undertaken by Hailey School and the local Police. It was noted that the crossing lights and signs project is progressing which is being administered by OCC.

- (b) Connecting Oxfordshire: Local Transport Plan 2015-2031 Consultation** – To note consultation response submitted.

It was noted that a response to the consultation had been sent. The Northern Distributor Road was not included in the consultation and should have been to be consistent with WODC's Local Plan. Also, the River Windrush crossing is considered to be in the wrong place.

- (c) Village Gateways:** To receive an update report on outstanding issues.

A site meeting has been arranged with James Wright, OCC to consider gate sizes, locations and road markings. Clerk is to obtain costing information following the meeting.

## **15. Estates, Footpaths & Bridleways Working Group.**

- (a) Burial Ground.**

It was noted that the wildflower area in the Burial Ground had been mown and it was hoped that the area would be successful.

- (b) Allotments & Footpaths.**

Padlocks have now been purchased for the Whiteoak Green field and Hemplands Allotment. The Clerk will liaise with the previous Clerk as to where they should be fitted. One allotment plot remains vacant.

- (c) To receive an update on the sale of allotment land at Poffley End.**

A letter was sent to the Charity Commission at the beginning of this month explaining the position and requesting an opinion in this matter. A response is awaited.

- (d) To Priest Hill Lane hedge-cutting:** To receive an update report.

It was resolved at the Extra March Meeting that in consideration of the bird nesting season (1 March – 30 August) and that the quotes received to date were at variance, further quotes are to be obtained. Quotes have been received from WODC and McCracken & Son. Local companies August Farms and Town & Country Trees have declined to quote. A further quote is awaited from Green Scythe. Clerk will contact John Campbell for a quote.

- (e) To consider installing a dog bin at Poffley End at a cost of £201.24 by WODC plus emptying cost £2.75 per week.**

Cllr Smith proposed that a dog waste bin is installed and emptied by WODC at Poffley End, seconded by Cllr Harris, carried unanimously. Other bin costs were considered from Broxap (£129), Earth Anchors (£160) and Glasdon (£273) all excluding VAT, delivery and installation. Clerk is to talk with residents about a sensible position.

- (f) To receive a quotation for tree work required at the Old Burial Ground.**

The stone wall adjacent to the Burial Ground access track has collapsed again and it is thought that the Lime tree's movement may have caused this. Mr Hunt has offered to rebuild the wall so that it stops/starts either side of the tree, free of charge (which is recommended by JAG Trees). JAG Trees has quoted £680 to undertake work to the Lime tree and Ash tree (adjacent to Greystones). Cllr Musson proposed that the quote is accepted, seconded by Cllr Knaggs, 4 in favour, 2 against, carried. The logs are to be cut up and left at the site.

- (g) **Noticeboards:** To receive an update report.

Cllr Knaggs has spoken with Mr Driskell who has offered to refurbish the Burial Ground noticeboard and New Yatt noticeboard at a cost of £250. It was resolved that Mr Driskell undertakes the work. Clerk is to prepare a new Burial Ground rules and costs sheet ready to display.

- (h) **Land registration:** To receive an update report.

The Hailey Enclosure Award 1853 list and map have been found in the archives, but only 3 parcels of land were found on the accompanying map. This was considered a low priority task and will now be undertaken according to other priority work.

- (i) **Woodgreen:** To receive an update report.

The Clerk advised that the Charity Commission's opinion has been sought and a response is awaited. Documentation has since been found that confirms the land is owned by Hailey Parish Council. It was resolved that the Clerk write to Witney Town Council to consider purchasing the land at £100 plus conveyancing costs.

## 16. Hailey Festival

- (a) **To consider that the Hailey Festival account, funds and full management are released back to the Hailey Festival committee.**

It was advised that following the Diamond Jubilee, there had been further events/festivals organised by the Hailey Festival Committee. In order to promptly purchase items for current and future events, it is proposed that the co-ordination is taken out of the Parish Council control.

Cllr Smith proposed that Hailey Festival Committee take back the ownership and funds, seconded by Cllr McConville, carried unanimously.

- (b) **To consider that £500 is granted to Hailey Festival to allow booking a band to take place in lieu of timescales.**

Cllr Smith proposed that up to £500 is granted to Hailey Festival to allow booking a band, in accordance with the Council's budget. Seconded by Cllr Knaggs, 1 against, 6 in favour, carried.

## 17. Finances

- (a) **Financial Statements and Bank reconciliation:** To receive quarterly Statements of Accounts for Hailey Parish Council and Allotments for the Labouring Poor.

Councillors had received up to date financial information. Cllr Musson reconciled financial information with the Clerk at the end of the meeting.

- (b) **Payments Received:**

Hailey Football Club	Annual fees	£ 450.00
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It was noted that a copy of the Club's insurance certificate is required. The Clerk advised that a BACS advice had been received from HMRC for £4997.81 for the VAT Reclaim for the last financial year.

- (c) **Accounts for Payment:**

K Doughty	Clerk's salary	484.90
	Office allowance	24.96
	Stationery	5.69
	Postage	.53

	Screwfix Direct (padlocks for allotments)	28.98
	Money Manager software	102.00
	Less Income Tax	<u>-34.80</u>
	Total	612.27
Getmapping plc	Parish online subscription	57.60
Philip Hunt	Dry stone wall work at Poffley End	1000.00
OALC	Annual subscriptions	211.42
Oxfordshire County Council	Contribution towards new school crossing lights	450.00
<b>TOTAL</b>		<b>2331.29</b>

It was resolved that the above cheques are signed.

**18. To consider agenda items for the Annual Parish Meeting scheduled for Monday 27<sup>th</sup> April.**

Clerk is to circulate a draft agenda to Councillors.

**19. To resolve that letters of appreciation are forwarded to Cllr Quainton and Cllr Thomas for their contribution to the Parish Council.**

Cllr Thomas was thanked for all his efforts. Clerk is to forward letters of appreciation.

**20. Correspondence received.**

- Cllr Musson advised that a litter pick is required.
- Hailey Church Meeting – 26 April, 3.00pm – To discuss using the Church as a community asset. Views from residents are sought.
- Friends of Hailey Church – Rounders tournament. *Permission was given.*
- WODC Depot Services is to be run by Ubico Ltd. *Clerk is to check when the grass cutting contract ends.*
- WODC £50,000 community facilities grants information.

**21. Date of next meeting:** Monday 11<sup>th</sup> May 2015.

The meeting closed at 9.20pm which was following by a Joan Smith Educational Charity meeting.



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 11<sup>th</sup> May 2015

## Hailey<sup>1</sup> Parish Neighbourhood Plan

A Neighbourhood Plan is a way of helping local communities to influence the planning of the area in which they live and work. The Neighbourhood Plan (NP) is a legally binding document that must be respected by planners. It is very much a new process and we will potentially be one of the few parishes leading the way. The NP has been given legal status through the Localism Act 2011. If, as seems likely, the North Witney development goes ahead there will be an additional 1,000 houses, 2,600 individuals and nearly 2,000 additional cars in the parish – i.e. everything will increase by a factor of three. Infrastructure to support all of this is a primary part of what a Neighbourhood Plan could and should address.

### What if we do not choose to create a Neighbourhood Plan?

All decisions around new developments in our parish will continue to be made by West Oxfordshire District Council (WODC). They will argue, as they have previously done, that we will be consulted. However the consultation process completely let us down during the North Witney consultation. Also as new houses are constructed a Community Infrastructure Levy (CIL) of around £10,000 per non-affordable house is payable by the developer to WODC. WODC is obliged to pass 15% of this to the Parish Council but it is capped at £100 per existing house in the parish – i.e. initially £50,000 p.a. and rising as more houses are built.

### If we decide to create a Neighbourhood Plan it can be used to:

- Develop a shared vision for our neighbourhood.
- Choose where new homes, shops, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

If a Neighbourhood Plan is in position the CIL of £10,000 per non-affordable house is uncapped and WODC has to pass 25% to the Parish Council. On 600 houses (40% are planned to be affordable houses) the CIL is £6million so £1.5 million would be passed to the Parish Council. This levy must be spent on infrastructure and the Neighbourhood Plan should give broad details of the spend.

### What a Neighbourhood Plan can and cannot do

*A Neighbourhood Plan can...*

- Decide where and what type of development should happen in the neighbourhood.
- Promote more development than is set out in the Local Plan.
- Include policies, for example regarding design standards that take precedence over existing policies in the Local Plan for the neighbourhood – provided the NP policies do not conflict with the strategic policies in the Local Plan.

*A Neighbourhood Plan cannot...*

- Conflict with the strategic policies in the Local Plan prepared by the local planning authority.
- Be used to prevent development that is included in the Local Plan such as North Witney.
- Be prepared by a body other than a parish or town council or a neighbourhood forum.

### What can a Neighbourhood Plan contain?

So long as our Neighbourhood Plan complies with the above principles, **it can be as narrow or as broad as we wish**. But it must be primarily about the use and development of land and buildings. It can also influence how buildings should look (their 'design'), and the materials of construction.

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<sup>1</sup> 'Hailey' and 'the village' means the parish of Hailey which includes Hailey, Delly End, Poffley End, New Yatt, Foxburrow, Pitts Lane and White Oak Green

### **Typical things that a Neighbourhood Plan might include**

- The **development of housing**, including affordable housing (affordable housing is housing that is not normally for sale on the open market), and bringing vacant or derelict housing back into use.
- The provision for businesses to set up or expand their premises.
- Transport and access (including **issues around roads, cycling, walking and access for disabled people**).
- The development of **schools, places of worship, health facilities, leisure and entertainment facilities, community and youth centres and village halls**.
- The **restriction of certain types of development** and change of use, for example to avoid too much of one type of use.
- The **design of buildings**.
- **Protection and creation of open space, nature reserves, allotments, sports pitches, play areas, burial grounds, parks and gardens, and the planting of trees**.
- Protection of important buildings and historic assets such as archaeological remains.
- Promotion of renewable energy projects, such as solar energy and wind turbines.

If we do decide a Neighbourhood Plan is the best tool for our area, we should not enter into the decision lightly. Preparing a plan will require a lot of time and effort. Although how much time it will take will vary depending on the issues we want to cover and the size of our community. Developing a Neighbourhood Plan may take over 2 years. We will need to involve other people who may not agree with our views. It will require our community to reach a broad consensus on the objectives, key issues and desired outcomes.

So we need to prepare ourselves for what will be involved. There will no doubt be frustrations along the route, but the ultimate result could be very rewarding. A Neighbourhood Plan should help our community to come together, be stronger and more united for having gone through the process. It should be a positive force for change and will give us more control over what happens in our neighbourhood.

### **Who should be involved?**

The Parish Council should lead the process. But we should seek to involve the wider community, including:

- residents (including those who we are aware have expressed a wish to live in the area);
- community organisations;
- businesses;
- landowners.

Nobody should feel excluded. If our wider community is on board from the start, then it will be easier to achieve the support that is needed to adopt a Neighbourhood Plan at the referendum stage.

We should not just contact those people who we know or who we think will agree with our views. We need to make sure that the whole community is aware of the intention to develop a Neighbourhood Plan.

### **Involving our wider community**

People do not generally like having things imposed on them. So a Neighbourhood Plan must be a genuine community document. If we involve the wider community, including those who work in the area as well as residents, the greater the chances that our Neighbourhood Plan will gain support. We will need to decide when and how to involve the wider community in our Neighbourhood Plan process. This may include organisations or individuals with a particular interest – businesses, community organisations and landowners. There are many ways of making people aware that we intend to prepare a Neighbourhood Plan, and involving them along the way, such as:

- meetings and events;



- leaflets and posters;
- workshops and questionnaires;
- website, email groups and social media (e.g. Facebook);
- notices in parish magazines or local newsletters;
- the local press and radio stations.

It is essential that the content of our Neighbourhood Plan represents the views of the wider community. It is recommended that a **Neighbourhood Plan Advisory Group (NPAG)** is established. Setting up a NPAG of around ten people (similar to P.A.C.T) that includes a wide range of views, skills, knowledge and experience is recommended. The NPAG will oversee the preparation of the NP but the Parish Council is ultimately responsible for the Neighbourhood Plan.

### **Financial Resources**

There will be costs associated with preparing a Neighbourhood Plan. Estimates vary widely; from less than £10,000 to several times this amount for larger authorities. Grants are available and WODC has a duty to co-operate and provide support and some resources. Major elements of cost are likely to be communications, publicity, publications, the referendum and any sustainability appraisals.

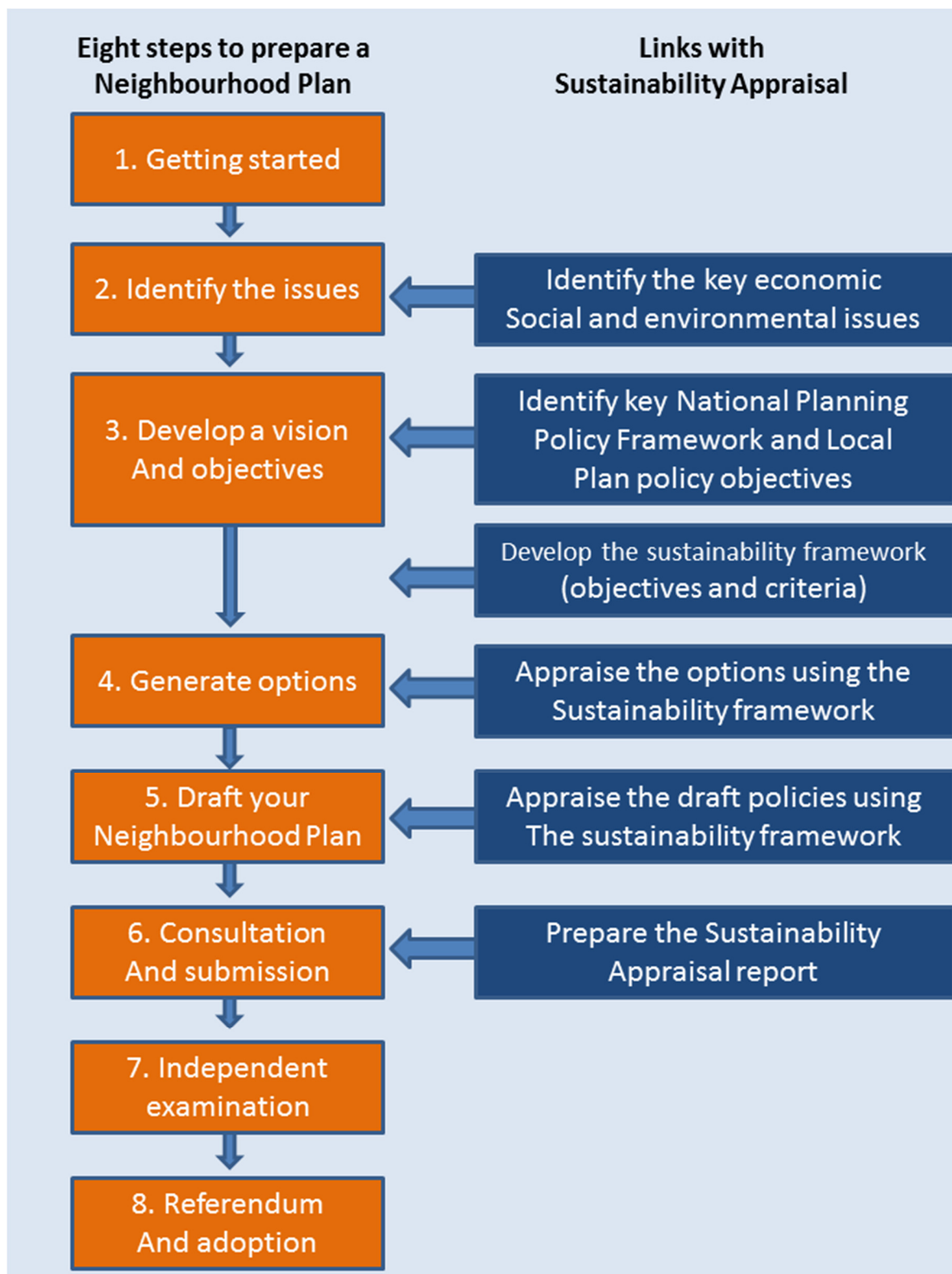
### **Sustainability Appraisal**

The purpose of Sustainability Appraisal is to assess the social, environmental and economic effects of a plan. In doing so it helps to ensure that decisions are made that contribute to achieving sustainable development.

Neighbourhood Plans will need to conform to EU legislation and so in some circumstances they may require a Sustainability Appraisal to be undertaken. Whether or not our plan requires a Sustainability Appraisal will depend on factors such as how the proposals in it might affect the environment, society or the economy, whether we are proposing a higher level of development than in the Local Plan and whether it will affect nature conservation sites of EU importance.

We should discuss with WODC planning authority whether our Neighbourhood Plan needs a Sustainability Appraisal. If it is required it should be developed in parallel with our Neighbourhood Plan, and we should build it into our work programme. Even if one is not required it can be a useful tool for 'testing' our plan to ensure that it is suitable for our community.

Graham Knaggs  
3 April 2015



The table above sets out the main steps associated with the creation of a Neighbourhood Plan.

# **POSSIBLE CONTENT**

Adapted from a completed Neighbourhood Plan

**Foreword**

**Section 1: Introduction and Background**

- 1.1 Purpose**
- 1.2 Submitting Body**
- 1.3 Neighbourhood Area**
- 1.4 The Context**
- 1.5 Plan Period, Monitoring and Review**

**Section 2: Process Summary**

- 2.1 Plan Development Process**
- 2.2 Community Engagement**
- 2.3 Evidence Base Overview**

**Section 3: Goals and Objectives**

- 3.1 Goals**
- 3.2 Plan Objectives**

**Section 4: Hailey - Our Parish**

**4.1 The Neighbourhood Area**

**Section 5: Neighbourhood Plan Policies**

**Section 6: Community Well-Being Policies**

- 6.1 Community and Recreational Facilities**
- 6.2 Health and Health Care**
- 6.3 Communications Infrastructure**
- 6.4 Shopping**
- 6.5 Education**
- 6.6 Community Facilities**

**Section 7: Traffic and Transport Policies**

- 7.1 Traffic in the Village**
- 7.2 Local Travel**

**Section 8: Employment and Skills Policies**

**8.1 Employment and Skills**

**Section 9: Countryside and Environment Policies**

- 9.1 Rural Look and Feel**
- 9.2 Countryside and Environment**
- 9.3 The Historic Environment**

**Section 10: Housing Policies**

- 10.1 Background**
- 10.2 Housing Strategy**
- 10.3 Housing Number, Mix and Tenancy**
- 10.4 Affordable Homes for Local People**
- 10.5 Exception Site Affordable Housing**
- 10.6 New Home Type and Size**
- 10.7 Retirement Housing Provision**
- 10.8 Scale of new development**
- 10.9 Infill**

**Section 11: Design Policies**

**11.1 Design**

**Section 12: Housing Sites Policies**

- 12.1 Site Allocations**
- 12.2 Delivery and Contingency**
- 12.3 Site Specific Requirements**

**Section 13: Our Parish – Our Future**

**13.1 The Hailey Parish Action Plan 2010**

**13.2 Stronger Local Access to  
Affordable Housing**

**13.3 The Schools**

**13.4 Other Enduring Concerns**

**APPENDIX**

**Appendix A: Glossary**

**Appendix B: Summary of  
Neighbourhood Plan Policies**

**Appendix C: The Number of New  
Homes**

**Acknowledgements**

## Draft Hailey Neighbourhood Plan Information Sheet

### Q) What is a Neighbourhood Plan (NP)?

A Neighbourhood Plan is a document that, once in place, ensures that development in Hailey over the next 15 (?) years is in line with what we, the residents want. It allows us to agree, as a community, where development takes place and the type, size and design of new developments.

### Q) Why do we need one when the Parish Plan used to be sufficient?

A few years ago the Parish Plan did a great job of documenting what Hailey residents felt about and wanted for their village. It was, however, only advisory and there is no requirement for the planners to observe the views expressed.

The Neighbourhood Plan (NP) is a legally binding document that must be respected by planners. It is very much a new process and we will potentially be one of the few parishes leading the way. The NP has been given legal status through the [Localism Bill](#)

### Q) Who decides what's in the NP?

A volunteer **Neighbourhood Plan Advisory Group** in consultation with all residents of Hailey and West Oxfordshire District Council (WODC). The plan needs to conform to the WODC Core Strategy and Local Plan (when adopted) and MUST be approved in a Village Referendum.

### Q) Who is the Neighbourhood Plan Advisory Group? Is it representative of the village?

There would be a group of around 10 people who all live in the village. Some may have planning experience but all should have a passion and interest in the future of the village. Some members have grown up here, have raised families here and been here for more years than they care remember and some may have moved to the village in the last 5 years. Some work full time, part time, are retired or are full time carers of young children. Where we are under represented we will need to ensure we target those groups and gain their input (for example under 16's). If you would like to be a member of the Neighbourhood Plan Advisory Group please contact XXXXXXXX

### Q) How are the Neighbourhood Plan and the Parish Council Related?

The Neighbourhood Plan Advisory Group will be an advisory group to the Parish Council. The NPAG should have some members from the Parish Council, but most will be ordinary residents of Hailey. The draft plan will be agreed by both the NPAG & the Parish Council before being subject to external examination, and finally a referendum by the residents of Hailey.

### Q) How can I participate?

There are several ways to be involved:

1. You can volunteer to become a member of the Neighbourhood Plan Advisory Group.
2. You can send your views and questions to the NPAG group by emailing them at [website](#) or facebook or asking to address one of their meetings or sub-groups.
3. You can [subscribe](#) to the electronic newsletter
4. You can answer questionnaires that will be in the Hailey Herald or in the electronic newsletter from time to time.
5. You can attend upcoming Workshops and Drop in events