

MAYLAND PARISH COUNCIL
Minutes of the Neighbourhood Plan Committee Meeting
held in the LAWLING PARK HALL on
TUESDAY 2nd September 2014 at 7.30pm

Present

Cllr Spires	Barry Edwards
Cllr Evans	Linda Haywood
Cllr Duncan	

8. Apologies

T Dixon

9. Minutes 5th August 2014

Cllr Evans proposed accepting the minutes from the August meeting. Cllr Spires seconded the proposal, all in favour. The minutes were signed and dated as a true record.

The content of the minutes were brought to the attention of L Haywood as a new member of the committee.

10. Current Position

It was noted that Cllr Duncan has been voted onto the NP committee by the Parish Council. It was noted that Cllr Massenhove has been voted onto the NP committee by the Parish Council to attend future meetings as required.

Lever arch files and dividers were distributed to the group.

It was confirmed that the Parish Council has devolved authority for use of Neighbourhood Plan funds to the Neighbourhood Plan Committee.

Members of the committee were asked to forward their contact details, i.e. telephone numbers and e-mail addresses, to **Cllr Evans** to collate and circulate via the Clerk's Office.

It was noted that no response has yet been received from Tim Parton at Maldon District Council regarding the strategic list of housing availability and local businesses.

11. Fundraising

The Parish **Clerk** is to be requested to urgently pursue relevant grant applications in order to source additional funding to progress the Neighbourhood Plan.

12. Survey Questions List

A list of topic headings for scoping purposes was reviewed and B Edwards produced a pro forma questionnaire which can be used to both scope and survey the local business section of the community, together with both land owners and local farmers. It was agreed to add another tick box to highlight annual business turnover, plus another column for additional comments.

It was noted that the Parish Council letter heading will need to be used on all questionnaires and NP documentation. **Clerk** to provide a sample letter heading.

A brief history of the village will be needed and it was noted that a booklet has already been produced. Clerk to request permission from author to extract information from this booklet.

13. Environment

Information regarding local listed buildings to be obtained from Maldon District Council.

It was felt that the open aspects of the river view and our riverside village, together with the view from the area of the church on Mayland Hill should be made a focal point of the Neighbourhood Plan. Photographic evidence to be obtained to support this.

Areas for local improvement were discussed, e.g. the old orchard and the derelict boat beached in the mud on the river front. Future community opinions will be sought regarding this topic.

A list of village assets will be needed. A list of those owned by the Parish Council is held in the Parish Office.

14. Roads and Transport

15. Service Providers

16. Local Business

17. Sport, Social & Recreation

18. Planning & Development

19. Demographics

Mayland and Maylandsea census and demographics information is available from ECC and MDC. Those of the village's adjoining areas are also important. The ECC "Place Survey" will give a comparison between our village and its neighbouring areas.

20. Communication

It was confirmed that the cost of future newsletters will be supported by the funding granted to the Maylands Mayl by the Parish Council.

Information regarding a free seminar will be circulated to the committee for attendance by interested parties.

21. Items for next Agenda

Election of Deputy Chairman of NP Committee.

Addition of 'Identify Leads for Specific Areas of Work' as a regular agenda item.

The meeting closed at 9 p.m.

Dates of next meeting 4th November 2014