

Minutes
of the MAYLAND PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE
meeting held in the Lawling Park Hall
on Tuesday 5th May 2015
at 7.37 p.m.

Present

Cllr Spires (Chairman)	Linda Haywood
Cllr Evans	Brian Leech
Cllr Duncan	Mrs Massenhove (Clerk)

73. Apologies for Absence

Barry Edwards, Talbot Dixon

74. Declaration of Interests

No interests were declared.

75. Minutes of the Previous Meeting

Cllr Duncan proposed accepting the minutes from the meeting held on 3rd March 2015 and the inquorate meeting of 7th April 2015. Cllr Evans seconded the proposal, all in favour. The minutes were signed and dated as a true record.

76. Meeting with the University of East London

The University of East London has provided a budget and a schedule, copies of which were circulated. If all goes to plan, the Neighbourhood Plan should be complete by the end of this year. The budget will allow us to submit a funding application and it was agreed that the Clerk should apply for funding of the first two stages as soon as possible. It was noted that some of the costs are the University representative's travel costs, but such costs would have been incurred in any case in taking on a consultant for this work.

Cllr Spires reported that he has engaged with the school regarding their drawing competition. Pupils are being asked to draw what Mayland is like now and what it could be like in the future. The best picture will be used to produce posters, to be displayed across the village, publicising the Neighbourhood Plan.

77. Identify Leads for Specific Areas of Work

Cllr Spires proposed setting aside the sum of £100 to be used for land registry enquiries. Cllr Evans seconded the proposal. All in favour. It was observed that the cost of land registry enquires is significantly less on-line, so it was suggested that these purchases are made on petty cash via the Clerk. It was also suggested that the Land surveys could be sent out as and when the relevant land registry information has been obtained – it would not be necessary to wait until they are all available.

78. Developing Questionnaires

It was noted that there has been a good response to the Leisure survey, with perhaps 80-100 returned so far.

The next surveys to be ready for distribution will be the Community Groups survey and the Housing and Traffic survey.

Cllr Spires proposed purchasing 5000 printed envelopes for distributing surveys, at a maximum cost of £200. Cllr Evans seconded the proposal. All in favour. Clerk to obtain a copy of the quote from B Edwards and place an order for the envelopes.

79. Timescales

The timescale for one survey to be distributed across the village was considered – it takes 2-3 weeks if the volunteers stop and discuss with residents, or one week for delivery only. It was noted that the next two surveys could be distributed by the end of July.

L Haywood suggested that the Community Groups survey is circulated next since this is a smaller survey. There would be fewer recipients and so not so many people would receive a second survey so soon after the Leisure survey.

It was suggested that the Housing and Traffic survey is sent out at the end of May/ beginning of June.

A Land survey has yet to be prepared.

80. Terms of Reference

Cllr Spires proposed approving draft terms of reference for the Neighbourhood Plan Committee, subject to an amendment to point (d) to state that the “chairman, who must be a Councillor, will be appointed annually by the full Council” (rather than by the Committee). Cllr Evans seconded the proposal. All in favour

81. Items for Next Agenda

Update on the committee’s funding application.

The meeting closed at 8.25 p.m.

Date of next meeting, Tuesday 2nd June 2015