

**MAYLAND PARISH COUNCIL**  
**Minutes of the Neighbourhood Plan Committee Meeting**  
**held in the LAWLING PARK HALL on**  
**TUESDAY 5<sup>th</sup> August 2014 at 7.30pm**

**Present**

Cllr Evans	Barry Edwards
Cllr Pettitt	Talbot Dixon
Cllr Spires	

**1. Apologies**

None

**2. Election of Chairman, Vice Chairman & Secretary**

Cllr Evans chaired this first formal meeting of the NPC prior to the election of officers. She led a discussion regarding the responsibilities and expected workloads of the elected officers, primarily the leadership of the Chairman of this steering committee. After due consideration and discussion, Cllr Evans proposed Cllr Spires as Chairman of the Neighbourhood Plan Committee. This was seconded by Cllr Pettitt. All in favour.

Cllr Spires proposed Cllr Evans as Secretary of the Neighbourhood Plan Committee. This was seconded by Cllr Pettitt. All in favour.

Cllr Spires proposed Cllr Pettitt as Vice Chairman of the Neighbourhood Plan Committee. Cllr Pettitt informed the committee that she is unable to continue as a member of the NPC and gave her resignation as of the end of the meeting. Cllr Evans agreed to support the position of Vice Chairman until the position can be filled.

**3. Brief guide to producing a Neighbourhood Plan**

Cllr Spires gave a brief guide to producing a Neighbourhood Plan which was followed by discussion.

**4. Storage**

It was suggested that each committee member has a file and dividers to hold all relevant working documents, literature and contact details. A master file will be held by the Parish Clerk.

**5. Current Position.**

The following points were agreed: -

- A comprehensive list of members' contact details is to be made.
- Apologies for absence must be given in advance of a meeting, especially as the group is currently a small one.
- The committee will look at the SHLAA website for further information regarding the development of Mayland's Plan and available land sites within the village envelope/boundaries.
- A copy of the Pre Submission LDP 2014-2029 is to be requested from MDC.

**Clerk to action.**

Talbot Dixon suggested that there may be a need to meet outside regular committee meetings to progress some areas of work.

**6. Fund Raising**

Future and current finance was discussed. It was noted that £2000 has already been made available to cover initial costs and can be accessed via Mayland Parish

Council. Further funding could become available through grant applications. This will be discussed with the Clerk for action as soon as possible

### **7. Newsletter**

A first newsletter has been circulated. It was agreed that the cost of producing a regular newsletter will need to be applied for.

Cllr Spires informed the meeting of the [essexinfo.net](http://essexinfo.net) website. Having a section of this website for its local use would allow the NP Committee to make the newsletter, minutes, notices and other documents available to the public. **Clerk to action.**

### **8. Items for next agenda**

Cllr Spires proposed that a Question List is produced in order to format information as part of the committee's "tool box".

Barry Edwards offered to produce a critical path/scoping document to support the group's working time line. This will assist with achieving key time line targets and support the allocation of individual tasks to group members.

**The meeting closed at 9.45pm.**

**Next meeting 2<sup>nd</sup> September 2014.**