

**Minutes**  
of the MAYLAND PARISH COUNCIL  
**NEIGHBOURHOOD PLAN COMMITTEE**  
meeting held in the Lawling Park Hall  
on Tuesday 2<sup>nd</sup> February 2016  
at 7.35 p.m.

**Present:** Cllr Spires (Chairman)      Cllr Gibson  
Cllr Duncan                                      L Haywood  
Cllr Evans

**Clerk:** Mrs J Massenhove

**73. Apologies for Absence**

Apologies were received from B Edwards and T 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 5<sup>th</sup> January 2016. Cllr Evans seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**76. Public Discussion**

No members of the public were present.

**77. Progress Report**

Completed Landowner Surveys are trickling in, there are still some to be sent out. It was noted that a large scale map will be required; Clerk to ascertain whether Maldon District Council can supply this.

Cllr Spires reported on a meeting he had attended, arranged by Natural England, looking at how access to the coast can be improved. He reported that tourism had been discussed, including the need for signage, parking and refreshment points near to coastal path access points. NP surveys show that people would like better access to the sea wall. A Natural England representative, who is familiar with Mayland's coastal path, would like to attend a future meeting, possibly in May.

**78. MDC's Community Led Planning Protocol**

The new document, recently received from MDC, was noted.

It was noted that an SEA/HRA (Strategic Environmental Assessment and Habitat Regulations Assessment) must be carried out for each piece of land the NP has a proposal for. It is not clear who will finance this.

**79. Funding**

An update has been received from Neighbourhoods Made stating that good progress has been made on the draft Neighbourhood Plan document.

It was noted that the deadline for work supported by the NP grant has now passed. An End of Grant Report must be completed and unspent funds returned to Groundwork UK. Clerk to submit End of Grant Report and arrange return of the unspent portion of the grant, which can then be reapplied for.

It was suggested that the requirements of the next stage of funding are agreed at the March meeting. An application may then be submitted in time for expenditure from April. It was suggested that the new application might seek funding for the more standard,

predictable expenses such as printing. Clerk to obtain quotations for printing of the draft Neighbourhood Plan. (This document will be sent to all households in the village.)

**80. Communication with Landowners**

Points for inclusion within a protocol for discussion with landowners were proposed. Advice received from the Essex Association of Local Councils was put forward. Cllr Spires to draft a protocol for agreement at the next NP meeting.

**81. Timescales**

Cllr Spires will update input into Locality's planning tool. This tool provides Gantt charts which include the statutory periods required within the neighbourhood planning process.

Cllr Spires is also writing a summary of the survey findings.

**82. Items for Next Agenda**

Protocol for speaking to landowners

Items to include in the next grant application

Timescales

**The meeting closed at 9.10 p.m.**

Date of next meeting, Tuesday 1<sup>st</sup> March 2016