

**MAYLAND PARISH COUNCIL**  
**Minutes of the Neighbourhood Plan Committee Meeting**  
**held in the LAWLING PARK HALL on**  
**Tuesday 4<sup>th</sup> November 2014 at 7.30 p.m.**

**Present**

Cllr Spires (Chairman)	Barry Edwards
Cllr Duncan	Linda Haywood
Cllr Evans	Brian Leech
Mrs Massenhove (clerk)	

**30. Apologies**

Talbot Dixon

**31. Minutes 23<sup>rd</sup> September 2014**

Cllr Duncan proposed accepting the minutes from the 23<sup>rd</sup> September meeting. B Leech seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**32. Discussion**

At the time of setting the agenda, researchers from the University of East London were due to attend this meeting to discuss their project to explore community-led planning. It was subsequently arranged that they would, instead, visit Mayland during daylight hours; this being more useful in gaining an impression of the village. Having met with them and shown them around Mayland, Cllr Spires reported on the visit. There was good discussion during a two hour walk around the village. The visitors were able to get a feel for the village including understanding the flood zones and appreciating the river views. Having an 'outsider's' view, they were able to offer helpful, new observations. A particular aspect they will be able to assist with is identifying potential funding sources..

The researchers expressed their wish to work with the committee in the development of the Neighbourhood Plan, a decision which they will confirm in writing to us. Cllr Spires has supplied them with a disk containing information gathered to date.

**33. Identify Leads for Specific Areas of Work**

It was noted that a service providers list for Mayland Parish has now been received from MDC.

**34. Developing Questionnaires**

It was agreed to finalise the list of businesses as soon as possible; B Edwards to keep the master list up to date.

Cllr Spires to draft a covering letter to be sent out with the surveys. The draft will then be circulated to the committee for comment/agreement before being forwarded to the clerk's office for the addition of the parish council letterhead. It was agreed that the letter should include: -

- a return date
- instruction to return it to the post office or to the clerk's office (including the address)
- the reason for the questionnaire
- information that the survey is a matter of open record, but responses will be anonymized.

Analysis of the responses was discussed. One option suggested was the use of the Parish Plan Excel spreadsheet as a template; another was the use of an Access database. Cllr Spires to investigate use of the Parish Plan Excel template. B Edwards to investigate the use of Access.

Clerk to purchase envelopes for distribution of the survey.

**35. Timescales**

It was agreed that copies of the survey will be printed Tuesday 11<sup>th</sup> November for delivery to businesses by 14<sup>th</sup> November. Several members of the committee will meet at the Henry Samuel Hall at 10 a.m. on 11<sup>th</sup> November to assist with printing, collating and preparing envelopes for delivery. It was agreed that envelopes will be delivered by hand.

**36. Items for Next Agenda**

Update on issuing of business questionnaires.

Discussion of analysis of business questionnaires.

Sharing of knowledge of ownership of potential sites identified on SHLAA map.

**37. Date of Next Meeting**

2<sup>nd</sup> December 2014

**The meeting closed at 8.55 p.m.**