

Minutes
of the extraordinary meeting of the
MAYLAND PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE
held in the Lawling Park Hall
on Tuesday 30th June 2015
at 7.48 p.m.

Present: Cllr Spires (Chairman) B Edwards
Cllr Duncan L Haywood
Cllr Evans

Clerk: Mrs J Massenhove

11. Apologies for Absence

Apologies were received from B Leech and T Dixon.

12. Declaration of Interests

No interests were declared.

13. Minutes of the Previous Meeting

Cllr Duncan proposed accepting the minutes from the meeting held on 2nd June. Cllr Evans seconded the proposal, all in favour. The minutes were signed and dated as a true record.

14. Public Discussion

No members of the public were present.

15. Funding

All members of the Committee have received a copy of the e-mail confirmation that the funding application through Locality has been successful. It is expected that funds will be transferred to the parish council bank account on 1st July.

It was noted that the grant must be used specifically for the purpose applied for and the time frame must be met, or unspent funds will have to be repaid.

16. Neighbourhood Plan Workshop, 4th July

It was noted that the prize posters will be available for Saturday's event and the fridge magnets about a week later. These also serve as promotional material.

University of East London will bring a large map of Mayland to the event and residents will be encouraged to place markers on the map showing what they would like to see in the village and where they would like to see it. This will provide instant feedback and boost residents' involvement.

Prizes and certificates were discussed. Cllr Evans proposed approving expenditure of up to £150 for the purchase of prizes including paper for certificates. Cllr Duncan seconded the proposal. All in favour. Cllr Spires to prepare artwork for the certificates; Clerk to print them; L Haywood to purchase prizes.

Cllr Evans proposed approval of £3962 expenditure to meet the first stage of UEL's proposed budget. Cllr Duncan seconded the proposal, all in favour. A budget breakdown is given below.

Other aspects of the workshop were discussed. It was agreed that blank survey forms should be made available for residents to complete on the day; L. Haywood will provide these. 275 fliers will be distributed via the school; L Haywood will distribute the remainder of the 500 that have been printed.

Cllr Duncan suggested having a banner on the railings outside the hall to advertise the workshop. Wording and siting of the banner were discussed. L. Haywood confirmed that the public will be able to enter the hall without paying entry to the music festival. Cllr

Evans proposed expenditure of up to £70 to purchase a banner to advertise the workshop. Cllr Duncan seconded the proposal, all in favour. L. Haywood to make enquiries as to whether this can be done before Saturday.

Mayland Neighbourhood Plan Budget, Stage 1

Ref	Budget Category	Type of activity	Type of activity in detail	Quantity	Rate	Cost (£)
1.0	'Our Mayland' Consultation Workshop		2 stage consultation & evidence building event.			
1.1	Professional Fees	Creative consultation workshop & event facilitation	Inc. pre-event design and preparation; event data gathering & recording; post-event synthesis; web design & upload	6 days	£265/day	1,908.00
1.1	Professional Fees	Poster & magnet design	Integrating childrens' drawings into poster fridge magnet design	2 days	£265/day	636.00
1.2	Professional Fees	Consultant associated travel expenses 2 round trips	Travel expenses to and from London based on 45p/mile at 55 miles (one way)	4	£25/ one way	100.00
1.3	Project Costs	Poster printing associated expenses	Print and material costs of full colour A1 poster	15no.	£25/copy	375.00
1.3	Project Costs	Poster printing associated expenses	A1 frames for display poster for sale at event	1 no.	15/frame	15.00
1.4	Project Costs	Fridge magnet associated expenses	Print and material costs of full colour 120 x 90 fridge magnet	500no.	£300/500	300.00
1.5	Project Costs	Print costs maps, drawings, surveys- Event day	A1 B&W prints, post-it notes, opinion cards, survey prints	various		100.00
1.6	Project Costs	Stationery associated with drawing class	Ream of A2 and A3 paper, paints etc.			36.00
1.6	Project Costs	Publicity of event / exhibition	Flyers and/or beer mats to advertise exhibition/ NP	1000	£0.20/flyer	240
1.6	Project Costs	Newspaper advert event / exhibition	2 adverts in local paper	2	£60 /1/2 page	144
1.6	Project Costs	Website and online gallery of all entries	Using content management system (squarespace or similar) cost of domain + subscription			108
Total Our Mayland workshop						3,962.00

17. Identify Leads for Specific Areas of Work

It is estimated that between twelve and fifteen landowners will be approached for the land survey. It is likely that information will be required from Land Registry.

It was noted that the boundary with Latchingdon is much closer than is often appreciated.

18. Questionnaires

The only questionnaire outstanding is the land survey.

19. Timescales

It was noted that the UEL timescale for the Neighbourhood Plan does not schedule any activity during August.

20. Next Meeting

It was agreed to hold the next NP Committee meeting on Tuesday 21st July (rather than 7th July as originally scheduled).

Item for the next agenda – review of the NP workshop held on 4th July.

The meeting closed at 9.15 p.m.

Date of next meeting, Tuesday 21st July 2015