

Mayfield Community & Health Centre

Method Statement for a Public Consultation regarding support for the raising of a PWLB loan to fund the building of a new community centre with repayments made by an increase in the precept.

1 Background

- 1.1 Mayfield & Five Ashes Parish Council plans to apply to the Public Works Loan Board (PWLB) for a loan of £2.35M to fund the building of a Community Centre in Court Meadow, Mayfield, to replace the existing Memorial Hall. The objective is to better the facilities available to the community so as to improve the health and well-being of its residents.
- 1.2 Wealden District Council is planning to fund the building of the co-located Health Centre adjacent to and conjoined with the Community Centre, with no funding requirement from the Parish Council.
- 1.3 A requirement of the PWLB in granting a loan is that public support for the project must be demonstrated via a public consultation and / or a survey. The size of the loan for this particular project means that a full public consultation of the whole parish needs to be sought.
- 1.4 The goal of the public consultation is therefore to quantitatively demonstrate:
 - a) the support of the parish for the project
 - b) the acceptance that the loan repayments be made via the precept.
 - c) That the precept be increased to service the loan repayments to the PWLB.
- 1.5 A questionnaire together with supporting documentation and a covering letter explaining how to respond is to be sent to every household in the parish. There will be one questionnaire sent to each household on the electoral register. The consultation will be completely anonymous.
- 1.6 The questionnaires can be returned by either paper or digital means:
 - 1.6.1 Hard copy
 - 1.6.1.1 by post (addressed envelope enclosed), or
 - 1.6.1.2 by hand either to the Parish Council office, or
 - 1.6.1.3 at the Open Days from 10am to 1pm on 07 December 2019 at London House or on 04 January 2020 in the Memorial Hall.
 - 1.6.2 Scanned electronically and e-mailed to publicconsultation2019@mayfieldfiveashes.org.uk
 - 1.6.3 Completed on-line by going to: <https://mayfieldfiveashes.org.uk/public-consultation/>
 - 1.6.4 A unique code at the top of the questionnaire will be required to complete and submit online.
- 1.7 The deadline for responses is midnight on 17 January 2020.

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2 Collation of results

- 2.2 The paper responses will be collected in a sealed box. The electronic responses via e-mail will be collected in a dedicated email address
- 2.3 Responses from the online survey
 - 2.3.1 Since the consultation is completely anonymous the responses will be collated according to a unique number preprinted on each questionnaire form. The unique number will also be used if respondents prefer to respond electronically thus enabling any duplicate submissions to be identified.
- 2.4 No responses shall be opened or viewed before Monday 20 January 2020 in the presence of an independent auditor from another local parish or town council.
- 2.5 Completed forms will be checked to ensure that they clearly indicate the respondents wishes.
- 2.6 Any ambiguous responses will be disregarded.
- 2.7 The results will be independently scrutinised by the independent auditor
- 2.8 The results will be made available to the public on the village newsletter and on the village website as well as the village Facebook page
- 2.9 When the results are adopted by the Council the digital and paper records of the survey will be retained for 30 days and then destroyed/deleted.