

Emberton Neighbourhood Plan Steering Group
(A sub committee of Emberton Parish Council)
Minutes of Meeting – 15th November 2017

Present:

Richard Laval – Chairman
 Ray Brown
 Elizabeth Dench
 Karen Goss
 Fred Markland
 Vicki McLean
 Ralph Mynn

1. **Introductions and Apologies for Absence** – Apologies for Absence were received from Andy McGrandle and David Barton.
2. **Declarations of Interest in items on the Agenda** – There were no Declarations of Interest in items on the Agenda.
3. **Minutes of the previous Meeting** – The Minutes of the previous Meeting held on Wednesday 25th October 2017 were initialled by the Chairman.
4. **To report on matters arising from the Minutes**
 - 4.1 Questionnaire – Richard stated that the online questionnaire was not the same as the draft paper version that had been circulated and the questions needed to be agreed. Ray responded that the on line version was the working document. Fred commented that some of the questions seemed to be in census format. Richard responded that there needed to be an explanation to householders at the front of the questionnaire as to why it was being undertaken. The group then went through the on line version of the questionnaire, with Ray making amendments to the draft version.
 - 4.2 Stakeholders - It was noted that the questionnaire was aimed at householders and it might not be the best option to engage with other stakeholders. Vicki raised the issue of a Housing Needs Assessment. Karen to email the details to Vicki. **KG**
 - 4.3 Printing costs – Jake to obtain three estimates for printing costs. **JG**
 - 4.4 Distribution – to be agreed once the draft version of the questionnaire is produced.
5. **Grant applications** – It was agreed to look at grant applications once the printing estimates had been received.
6. **Timescale/programme** – It was agreed that the questionnaire would be agreed at the December meeting ready for distribution in January 2018.
7. **Action Plan – Land Registry Search** – It was noted that Andy was looking at this. **AM**
8. **Financial Report** – The Financial Report was noted and is attached to these

Minutes.

9. **Any other business** – Richard commented that one of the reasons he had been nominated Chairman of the Steering Group was that he wasn't a parish councillor and since joining the group he had become a parish councillor. It was agreed that this was not an issue and Richard would continue as Chairman of the Steering Group.
10. **Date of next meeting** – The date of the next meeting will be Wednesday 13th December at 7.30pm at The Pavilion.

The meeting closed at 9pm.