

**Emberton Neighbourhood Plan Steering Group  
(A Sub Committee of Emberton Parish Council)  
Minutes of Meeting – Wednesday 14<sup>th</sup> June 2017  
Held at The Pavilion, Hulton Drive**

**Present:**

Richard Laval – Chairman  
Andy McGrandle – Vice Chairman  
Cynthia Cheney – Parish Council  
Elizabeth Dench  
Karen Goss  
Jake Green  
Fred Markland  
Vicki McLean – Parish Council  
Ralph Mynn

**1. INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

Introductions were made and the Chair welcomed Jake Green onto the Committee. There were no Apologies for Absence. It was not known whether Peter Geary was able to be involved in the Steering Group. Karen to email Peter.

**KG****2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous Meeting held on the 11<sup>th</sup> May 2017 were agreed and signed by the Chairman.

**4. TO REPORT ON MATTERS ARISING FROM THE MINUTES**

4.1 **Steering Group Committee Members** - A discussion took place regarding finding representation onto the Committee from the other side of the A509. Fred suggested Michael Bairstow as he had been involved previously with village affairs and offered to send him an email. It was agreed to draft a letter to residents of Honey Hill, Petsoe End, Newport Road, Newton Road and Prospect Place.

**FM  
RL**

4.2 **Housing Assessment Needs** – Karen reported that Bucks Community Action had changed their name to Community Impact Bucks and information had suggested that a Neighbourhood Plan would cost in the region of between £5,000 and £20,000 and that she had also received correspondence from two other companies regarding Neighbourhood Plans.

4.3 **Grant application to Solar Farm Community Benefit Fund** – Richard reported that the grant application in the sum of £3,000 to the Solar Farm Community Benefit Fund had been deferred so that the Committee could put in a more specific application.

4.4 **Website** – Karen reported that she had set up a basic page on the website with the

names of the Steering Group members, together with details of Agendas and Minutes.

- 4.5 **Previous surveys (housing information)** – Liz agreed to look for the information required. **LD**

## 5. IDENTIFICATION OF KEY ISSUES

- 5.1 Richard commented that looking at the number of different Neighbourhood Plans, the first thing was how wide a scope the Committee would like the Neighbourhood Plan to be. Issues put forward by the Committee were; housing, transport, leisure, shops, employment, by pass, parking, school, Church, broadband, mobile phone reception, Field 13, tourism, Institute, playing field, allotments, environment, open spaces, area of separation between Olney/Emberton and Filgrave/Emberton, wildlife corridors, Ancient woodland, ridge and furrow. A discussion regarding the time line of the plan took place and it was generally felt that the plan should cover a 15 year period in line with Plan:MK which was undergoing consultation by Milton Keynes Council.

In terms of the scope, Richard to email the Committee members for their views. It was noted that MKC would need to have evidence of what the Neighbourhood Plan wanted to do and it was also important to assess what already existed. It was agreed to ask Karen to contact Community Impact Bucks to ascertain how much a Housing Needs Assessment would cost, what was involved and how long this would take and how soon it could be started. **RL**  
**KG**

Vicki commented that Chicheley, North Crawley and Filgrave were all starting this process and were looking at economies of scale and more details regarding this would be addressed at the Olney Ward Forum. Karen to find out the date of this meeting. **KG**

- 5.2 **Communication** – Richard stressed that it was important to keep up regular communication with residents; Well & Towers, parish council website, social media (facebook page) and suggested setting up an email address. Information would also have to be sought from Milton Keynes Council and for the information to be stored all in one place that could be accessed easily such as drop box. **RL**

## 6. KEY STAKEHOLDERS

Some of the key stakeholders were identified as; the parish council, residents, Milton Keynes Council, Ward Councillors, School, History Society, EUC, Bell & Bear, Farmers/land owners

## 7. FINANCIAL REPORT

Karen reported that the parish council had allocated a budget of £5,000 for the 2017/2018 financial year to the Neighbourhood Plan.

## 8. ANY OTHER BUSINESS

- 8.1 **Identifying land** – Andy asked how the Committee would work out who owned what land. Fred responded that this would be through Land Registry.

- 8.2 **Timescale/programme** – Fred asked if the Committee were going to set a programme. Richard commented that the Committee needed to set time scales and to find out how long a Housing Needs Assessment took. Karen reported that

MKC had produced a timescale for Neighbourhood Plans and would email this to the Committee members.

**KG**

8.3 **Action follow up** – Jake offered to produce an action plan once the Minutes have been circulated.

**JG**

9. **DATE OF NEXT MEETING** – The date of the next Meeting is confirmed as Wednesday 19<sup>th</sup> July 2017 at 7.30pm at The Pavilion, Hulton Drive

**All**