

**EMBERTON NEIGHBOURHOOD PLAN STEERING
GROUP (A SUB COMMITTEE OF EMBERTON
PARISH COUNCIL)**

Minutes of Meeting – 25th October 2017

The Pavilion, Hulton Drive

Present:

Richard Laval (Chairman)
Andy McGrandle (Vice Chairman)
Ray Brown
Elizabeth Dench
Karen Goss
Jake Green
Ralph Mynn
Vicki McLean

David Barton – observer
George Proud - observer

Introduction and Apologies for Absence – Introductions were made and the committee welcomed two observers. Apologies for absence were received from Fred Markland.

Declarations of Interest - There were no Declarations of Interest.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Meeting held on Wednesday 20th September 2017 were agreed and initialled by the Chairman.

4. To report on matters arising from the Minutes

4.1 **Questionnaire** – The basis of a draft questionnaire had been produced by Tom Hilikus design.

RESOLVED – It was proposed by Richard, seconded by Jake and unanimously agreed that the £270 invoice for the artwork for the draft questionnaire be paid. Karen to raise the cheque at the next parish council meeting. **KG**

Richard marked up the draft questionnaire with comments from the group. It was agreed to add in a question about a bypass for Olney asking residents “which route do you prefer or none at all?” Vicki commented that the Neighbourhood Plan wasn’t just about development, it was about making Emberton sustainable. Ray stated that regardless of whether the survey was completed online or on paper, the respondent should be asked/encouraged to complete the survey on behalf of the household. The question was raised whether the group would be undertaking a Housing Needs Assessment. It was agreed that this might need to be undertaken dependant upon the results from the questionnaire.

RESOLVED – Richard to circulate the revised draft questionnaire for comments. **RL**

4.2 **Stakeholders** – Karen had produced a list of businesses and community groups within Emberton.

RESOLVED – Karen to circulate the list of businesses and community groups to the steering group members. **KG**

4.3 **Printing costs** – It was noted that 3 estimates for printing costs should be obtained in order to apply for a grant.

RESOLVED – Jake to obtain 3 estimates for printing costs. **JG**

4.4 **Distribution** – Ray had looked into the costs of an on line survey.

RESOLVED – It was proposed by Richard, seconded by Andy and unanimously agreed that the £170 plus vat estimate for the on line survey should be accepted.

5. **Grant applications** – This will be looked into further once printing costs of the questionnaire had been established.

6. **Timescale/programme** – It was noted that the Neighbourhood Plan should be completed in February 2019.

7. **Action Plan** – Noted.

8. **Financial Report** – No change from previous month.

9. **Any other Business** – Nothing to report.

10. **Date of next meeting** – The date of the next meeting will be Wednesday 15th November at 7.30pm at The Pavilion