

**Emberton Neighbourhood Plan Steering Group**  
**(A sub committee of Emberton Parish Council)**  
**Minutes of Meeting – 13<sup>th</sup> September 2018**

**Present:** Richard Laval - Chairman  
 Andy McGrandle  
 David Barton  
 Ray Brown  
 Elizabeth Dench  
 Karen Goss  
 Vicki McLean  
 George Proud

Chris Akrill – Town Planning Services

1. **Apologies for Absence** – Apologies for Absence were received from Fred Markland.
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 23<sup>rd</sup> August 2018 were agreed and signed by the Chairman. It was noted that the meeting held on 6<sup>th</sup> September was not quorate and therefore an informal discussion took place. No decisions were taken during the discussions.
4. **Confidential Item**
5. **Timescale/programme** – No changes to the timescale.
6. **Any other business** – Karen reported that an invoice had been received from Town Planning Services in the sum of £3,960.00. It was proposed by Richard, seconded by Andy and unanimously agreed that the invoice be approved and forwarded to the parish council for payment.
7. **Date of next meeting** – Tuesday 30<sup>th</sup> October 2018 at 7pm

**All**