

**Emberton Neighbourhood Plan Steering Group**  
**(A sub committee of Emberton Parish Council)**  
**Minutes of Meeting – 17<sup>th</sup> January 2018**

**Present:**

Richard Laval – Chairman  
 Andy McGrandle  
 David Barton  
 Ray Brown  
 Elizabeth Dench  
 Karen Goss  
 Jake Green  
 George Proud

1. **Introductions and Apologies for Absence** – Apologies for Absence were received from Vicki McLean, Fred Markland and Ralph Mynn.
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 15<sup>th</sup> November 2017 were initialled by the Chairman.
4. **To report on matters arising from the Minutes**
  - 4.1 **Questionnaire** – Points discussed were;
    - Introduction** - Andy referred to the introduction in the questionnaire produced for Ravenstone.
    - Area** – To be identified by the inclusion of maps in both paper and online versions.
    - Completed questionnaire** – Needed to state what to do with questionnaire and possibly have a contact for collecting them from residents with mobility issues.
    - Engagement** – Separate question to ask residents how best to engage with them.
    - Support** – Support for the questionnaire was key. Agreed that this should be referred to at the beginning of the document.
    - Numbering** – Questionnaires to be numbered to prevent duplication and will be delivered randomly to households.
    - Online questionnaire** – Ray confirmed that the online tool for the questionnaire would be £175.00 plus vat. The fee had previously been agreed. Ray to make payment for this and advise the parish clerk. **RB**
    - Action:** Richard to write the introduction and circulate for approval. **RL**
  - 4.2 Stakeholders – To be agreed.
  - 4.3 Printing costs – Jake to obtain three estimates for printing costs (300 copies). **JG**
  - 4.4 Distribution – To be agreed.
5. **Grant applications** – Jake to provide Karen with three estimates so that she could apply for a grant for printing the questionnaire. **JG**  
**KG**

6. **Timescale** – Jake commented that the group were now a bit behind and he would update the data. **JG**
7. **Action plan – Land registry Search** – It was noted that Andy had done this. Karen to advise Andy of the additional houses that had recently been built. **KG**
8. **Financial Report** – Karen reported that there was no change to the previously recorded financial report.
9. **Any other business**  
 Evidence base – David asked about the evidence base for producing the Neighbourhood Plan. Richard responded that this had not yet been looked at but it was more than likely that a Housing Needs Assessment would be required and this had cost implications. Karen stated that she would ask other parish councils who they had used to write their Neighbourhood Plans and ascertain costs. **KG**
- Well & Towers – Karen commented that the deadline for the Well & Towers was the 20<sup>th</sup> January. Richard to draft a note for the Well & Towers and to send Karen a copy for inclusion in the parish council website. **RL**  
**KG**
10. **Date of next meeting** – The date of the next meeting will be Wednesday 21<sup>st</sup> February at 7.30pm in The Pavilion.

The meeting closed at 8.30pm