

Emberton Neighbourhood Plan Steering Group
(A sub committee of Emberton Parish Council)
Minutes of Meeting –21st February 2018

Present:

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

1. **Introductions and Apologies for Absence** – Apologies for Absence were received from Vicki McLean and David Barton. Richard started the meeting by thanking both Ray and Jake for the work they had undertaken on the questionnaire.
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 17th January 2018 were initialled by the Chairman.
4. **To report on matters arising from the Minutes**
 - 4.1 **Questionnaire** – Ray commented that the numbering needed to be finalised to tie up both online and paper versions. It was agreed that if it would make the analysis easier, it should be numbered 1-35. George thanked the committee for including him on the circulation of emails and stated that he was happy to join the Steering Group. He went on to question how the results would be analysed. Richard responded that this was dependent on the response levels and some issues might need further consideration. Fred commented that the parish council might be better at dealing with some of the issues. Richard stated that anything that wasn't directly being put into the Neighbourhood Plan, would be fed back to the parish council. He went on to state that if serious concerns came back from residents, they would have to be considered as part of the plan. Ray stated that analysing the feedback comments on the questionnaire would be time consuming.
 - 4.2 **Printing costs** – Three estimates had been received for printing 300 copies, these were; Tom Hilikus Design £696, Bespoke Media £520+ vat, Orchard Press £370. It was proposed by Richard and seconded by Andy that the estimate from Orchard Press be accepted. Karen to advise Orchard Press. Jake to send the questionnaire to Orchard Press for printing. **KG**
JG
 - 4.3 **Distribution** – Karen to send around the list of houses in Emberton. Fred asked about GDPR and a set of procedures. Richard responded that the Steering Group were using the information for the purpose for which it had been quoted in the questionnaire, the questionnaires were to be sent out randomly and the responses received were not being used for any other purpose. Fred asked if there was an **KG**

article going into the Well & Towers. Richard responded that there would be an article stating that the questionnaire was out and response required by the 31st March.

5. **Grant applications** – Nothing being applied for at the moment.
6. **Timescale** – Richard commented that this had already been covered and there was not much point in meeting on the 21st March. He went on to state that once all the analysis had been undertaken, the group might need to have a look at a Housing Needs Assessment. Karen to find out more information regarding this. It was also agreed to look at consultants that could put together a Neighbourhood Plan. Karen to look into this. Fred asked about consulting Milton Keynes Council. Richard responded that perhaps the group needed to go back to MKC once the data had been received. **KG**
KG
7. **Financial Report** – Karen reported that there was no change to the previously recorded financial report.
8. **Any other business** – Nothing to report.
9. **Date of next meeting** – The date of the next meeting will be Wednesday 25th April at 7.30pm in The Pavilion.