

**Emberton Neighbourhood Plan Steering Group**  
**(A sub committee of Emberton Parish Council)**  
**Minutes of Meeting – 25<sup>th</sup> April 2018**

**Present:**

Richard Laval – Chairman  
 Andy McGrandle  
 David Barton  
 Ray Brown  
 Elizabeth Dench  
 Karen Goss  
 Fred Markland  
 Vicki McLean  
 George Proud

Chris Akrill – Town Planning Services

1. **Introductions and Apologies for Absence** – Introductions were made and a warm welcome was extended to Chris Akrill for attending the meeting. Apologies for Absence were received from Jake Green.
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 25<sup>th</sup> April 2018 were initialled by the Chairman.
4. **Introduction to Chris Akrill – Town Planning Services** – Chris addressed the group and stated that he was helping parish councils and steering groups with Neighbourhood Plans and had worked with Sherington and was currently working with Lavendon and Ravenstone. Chris reported that a grant of up to £9,000 was available for producing a Neighbourhood Plan and he worked within the grant provided. However, if the funds were not spent within 12 months, they had to be returned. Andy asked whether any villages had done the whole plan. Chris responded that Sherington had but it had to be re-done. Vicki asked about timescales. Chris responded that there were key stages that needed to be met. Richard asked if the group needed a Housing Needs Assessment. Chris responded that if the questionnaire asked about housing, this could be used in conjunction with the information held by Milton Keynes Council. Vicki commented that the steering group needed to follow a very transparent process relating to housing. Chris suggested that landowners were asked to submit sites which would form part of the process. Richard commented that the group needed to make a decision about what it should focus on in the plan; housing was obvious and then possibly traffic calming. Chris stated that the plan had to be phrased positively and the number of houses needed to be tied back to the majority of responses in the questionnaire.
5. **Questionnaire – analysis** – Results of the questionnaire had previously been circulated. Vicki thanked Ray for all his efforts in compiling these. Richard to send the link to the questionnaire results to the drop box. **RL**

6. **To identify key stages of the Neighbourhood Plan** – Chris suggested that the group identified themes for the plan and took another parish plan and fitted it to what the group wanted. He suggested looking at planning permissions that have been granted over the last 10 years. Andy responded that he had produced some maps showing development for the last 70 years.
7. **Timescale/programme** - Chris suggested that contact was made with Diane Webber at MKC regarding the referendum for the plan.
8. **Cost/Grant/Financial update** – Vicki reported that she had registered for the grant application. It was proposed by Vicki, seconded by Richard and unanimously agreed that Chris Akrill be appointed as the advisor for the Neighbourhood Plan.
9. **Any other business** – Richard stated that he would need to send out a privacy notice covering GDPR. **RL**
10. **Date of next meeting** – Workshop to be held on Thursday 10<sup>th</sup> May at 7pm. **All**