

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

**Minutes of Meeting – 20<sup>th</sup> September 2017**

**The Pavilion, Hulton Drive**

**Present:** Andy McGrandle (Vice Chairman)  
Ray Brown  
Elizabeth Dench  
Karen Goss  
Jake Green  
Ralph Mynn  
Vicki McLean

**Introduction and Apologies for Absence** – Introductions were made and the committee welcomed Ray Brown. Apologies for absence were received from Richard Laval.

**Declarations of Interest** - There were no Declarations of Interest.

**3. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous Meeting held on Wednesday 19<sup>th</sup> July 2017 were agreed and initialled by the Vice Chairman.

**4. To report on matters arising from the Minutes**

4.1 **Steering Group Committee Members** – Vicki commented that there was no expectation from Ward Councillors to attend Neighbourhood Plan Meetings.

4.2 **Housing Needs Assessment** – It was agreed that a questionnaire would be undertaken and then dependant upon the results, a decision would be made regarding a Housing Needs Assessment. Vicki raised the issue whether the steering group had the expertise to interpret the results from the questionnaire. It was noted that Louise Cook, who had undertaken previous surveys in Emberton, had offered to help with a survey.

**Questionnaire** – Several questionnaires were looked at by the group and it was agreed to base Emberton's questionnaire on the ones by Ravenstone and Great Barford. Karen to draft the questionnaire. Jake commented that it was important to make communication outside of the village as there might be people that wanted to move to Emberton. Vicki was something that could be ascertained through a Housing Needs Assessment. Ray stated that he had looked at the population forecast predicted by Milton Keynes Council which remained at 600 people for the next 15 years. It was agreed that the questionnaires would be distributed to residents as a hard copy. Jake to have a look at printing costs. Andy asked how the group would make sense of the results from the questionnaire. Ray commented that he was prepared to undertake an analysis of the results.

**KG**

**JG**

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

- 4.4 **Previous surveys** – Discussed above.
- 4.5 **Communication** – The first part of the communication process was the questionnaire.
- 4.6 **Timescale/programme** – Thanks were passed to Jake for undertaking this.
- 4.7 **Action Plan** – Andy stated that he needed to identify land holders and would need to make enquiries with Land Registry. It was proposed by Vicki and seconded by Liz, that Andy could undertake a search with Land Registry (£3 per search) up to the value of £100. **Am**
5. **Identification of key issues** – This will form part of the questionnaire.
6. **Key Stakeholders** – Previously discussed.
7. **Financial Report** – It was noted that there had not been any changes to the financial report submitted for the previous meeting.
8. **Any other business** – There was no other business.
9. **Date of next meeting** – The date of the next meeting will be Wednesday 25<sup>th</sup> October at 7.30pm at The Pavilion