

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team
at 7pm on Wednesday 12th July 2017 at Creighton Memorial Hall**

- Chairman:** David Ainsley
- Present:** Paul Bevan, Raymond Carss, Rita Cavill, Karen Greenhoff, Terry Howells, Christine Hunter, Adam Moody
- In Attendance:** Mary Kibble, Jenny Ludman
- Apologies:** Alisoun Carss, Monica Cornall, Margaret Bell, Rita Cavill, Vickie Fyffe
- Secretary:** Richard Lewis

1. **Chairman's Opening Remarks.** The primary purpose of this meeting was to receive professional advice on the process of developing a neighbourhood plan; Jenny Ludman was in attendance to provide this advice.
2. **Planning Consultant Advice.** Jenny Ludman presented on "Embleton Parish Neighbourhood Plan"; a copy of the presentation content will be uploaded to the planning team web page.
3. **Decision to Proceed.** Having received professional guidance on the purpose and process of developing a neighbourhood plan, there was unanimous agreement that an Embleton Parish Neighbourhood Plan is worthwhile and should be pursued with vigour.
4. **Ongoing Consultancy Services.** It was agreed that enduring professional advice would benefit the development of the plan. Jenny Ludman agreed to provide a quote for consultancy services for the first 6 months of the project on the basis of attending monthly meetings and providing advice out of committee as required for applications etc.
5. **Minutes of the last meeting.** Following Jenny Ludman's departure the minutes of the last meeting were accepted as a true and accurate record.
6. **Matters arising from the last meeting.**
 - a. Terry Howells will provide an update on the application to NCC for a designated neighbourhood area following the next Parish Council meeting. **Ongoing.**
 - b. An initial update has been included in the Whinstone Times. **Closed.**
 - c. Adam Moody is working on update to the Embleton housing usage map. **Ongoing.**
 - d. Housing usage information on Christon Bank is now held by the team. **Closed.**
7. **Project Team Appointments.** Paul Bevan will lead media and communications.

8. **Vicarious Learning Opportunities.** The team were encouraged to take opportunities to learn from neighbourhood planning projects elsewhere; the Northumberland Coast Neighbourhood Plan Consultation presents such an opportunity.

9. **Engagement Activities.**

- a. A Neighbourhood Plan stand will be provided at the Embleton Church Fete (2pm on 2 August). David Ainsley, Rita Cavill, Terry Howells and Christine Hunter will coordinate out of committee to arrange staffing the stand.
- b. A public meeting will be held at Creighton Hall in September; this will be discussed further at the next meeting.
- c. A questionnaire will follow the public meeting asap.
- d. Paul Bevan will develop social media presence for the planning team.

10. **Website.** Mary Kibble joined the meeting to discuss how the Embleton Community Guide website can host neighbourhood plan information. Plans are in place for:

- a. A neighbourhood plan tab on the website to store minutes, contacts and notices.
- b. A password protected area for committee members to access protected data.

Secretary's note: an initial 500MB of data has been confirmed post meeting. Initial projected costing for the above is £100.

11. **Date of Next Meeting.** The next meeting would be scheduled following confirmation of Jenny Ludman's availability in early August; the Secretary will notify all concerned once a date has been confirmed.