

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team  
at 7pm on Wednesday 14<sup>th</sup> June 2017 at Creighton Memorial Hall**

**Chairman:** David Ainsley

**Present:** Paul Bevan, Monica Cornall, Alisoun Carss, Raymond Carss, Karen Greenhoff, Terry Howells, Christine Hunter, Adam Moody

**Apologies:** Margaret Bell, Rita Cavill, Vickie Fyffe

**Secretary:** Richard Lewis

1. **Minutes of the last meeting.** The minutes of the 17 May 17 meeting were confirmed as a true and accurate record. Matters arising from the inaugural meeting on 17 May 17 had formed the basis of the agenda for this meeting.

2. **Project Team Appointments.**

- a. Monica Cornall will fill the Treasurer role.
- b. Paul Bevan will join the team and provide Creighton Place representation.
- c. Vickie Fyffe will contribute to the plan, in particular environmental aspects.
- d. Alisoun Carss will pursue Christon Bank representation.

3. **Project Funding.** Terry Howells has submitted an initial application for a designated neighbourhood area to Northumberland County Council (NCC); this is pre-requisite to an application for a neighbourhood plan grant. Monica Cornall will check progress with David English at NCC. It was noted that the 17/18 deadline for neighbourhood plan grant applications is January 2018 and the expenditure must be complete by 31 March 2018.

4. **Professional Advice.**

- a. David Ainsley has received a positive response from Jenny Ludman who has agreed to provide an initial planning consultancy services – date tbc.
- b. Terry Howells reported that the Parish Council (PC) had agreed to fund the initial consultation fee of £95; the Chairman recorded thanks for the PC's support.

5. **Communications.**

- a. Richard Lewis will contact Mary Kibble to establish the feasibility of a webpage and document storage space for the Project Team.
- b. David Ainsley will provide an initial update to The Whinstone Times.
- c. Richard Lewis will update the Project Team distribution list to include telephone numbers.

6. **Demographic Survey.**

- a. Adam Moody will update the Embleton housing usage map.
- b. Alisoun Carss will obtain demographic data for Christon Bank.

c. Terry Howells will provide the PC's survey findings to Karen Greenhoff.

7. **Future Meetings.** Christine Hunter reported that the Church Committee had agreed to provide free access to the Parish Church Room for future meetings; the Chairman confirmed that future team meetings would be held there until further notice, and recorded thanks for the Church Committee's support.

8. **Date of Next Meeting.** The next meeting would be scheduled around the availability of Jenny Ludman; the Secretary will notify all concerned once a date has been confirmed.