

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team
at 7pm on Wednesday 16th August 2017 in Embleton Church Parish Room**

Chairman: David Ainsley

Present: Alisoun Carrs, Raymond Carss, Rita Cavill, Karen Greenhoff, Michael Heslop, Terry Howells, Christine Hunter

In Attendance: Jenny Ludman

Apologies: Paul Bevan, Adam Moody

Secretary: Richard Lewis

1. **Minutes of the last meeting.** The minutes of the last meeting were accepted as a true and accurate record.

2. **Matters arising from the last meeting.**

a. Terry Howells confirmed that NCC have allocated a designated neighbourhood area for the Parish for the purpose of neighbourhood planning. The following links provide further information:

- i. [Embleton Neighbourhood Area Designation Decision Document.](#)
- ii. [Embleton Neighbourhood Area Designation Decision Report.](#)

b. Adam Moody had provided further information on Embleton housing usage. Karen Greenhoff would consolidate all housing usage information into one spreadsheet for review by the committee. **Ongoing.**

c. Jenny Ludman had provided an initial fee proposal for Stage 1 consultancy services up to Jan/Feb 18; this was circulated and agreed by all present.

d. The neighbourhood plan project was represented at the church fete.

3. **Project Team Appointments.** Michael Heslop will fulfil Treasurer duties with immediate effect; Monica Cornall will represent the Dunstan Steads area.

4. **Neighbourhood Plan Drop-in Event Planning.** The following schedule will precede an initial public consultation in the form of a drop-in event at Creighton Hall on 9 Oct 18:

- 29 Aug - David Ainsley, Alisoun Carrs, Christine Hunter initial planning meeting with focus on developing advertisements for the event.
- 6 Sep - next Project Team meeting focussed on detailed planning for the event.
- 15 Sep - deadline for project logo proposals from the school (via Christine Hunter).
- 2 Oct - event flyers ready for distribution by 'The NET' team.

- 4 Oct - final planning meeting for the event. Richard Lewis will source relevant mapping from NCC in advance of this date.

Sec's note: The meeting proposed an input directly in the Oct edition of 'The NET' – Christine Hunter has subsequently confirmed that no space is available in that edition.

5. **Website.** The neighbourhood plan web page is now live at the following link:

<http://www.embleton-northumberland.co.uk/neighbourhood%20plan.html>

Richard Lewis will submit updates for the website via Mary Kibble at the end of each month, and on an ad-hoc basis when necessary; proposals for Aug updates should be sent to Richard Lewis by 27 Aug – planned updates so far are:

- introductory paragraph on the plan.
- update useful links to include neighbourhood plan examples e.g. St Eval.
- list of project team personnel.

Richard Lewis will distribute members' area login details to the project team.

6. **Consultancy Services.** Jenny Ludman would:

- a. Provide the Chairman flyer templates from other consultation events.
- b. Confirm the criteria for £15k versus £9k planning grants in relation to community use sites.
- c. Draft an outline project plan.
- d. Provide Stage 1 consultancy services as per the approved initial proposal.

7. **Finances.** The following decisions were made in relation to finances:

- a. Michael Heslop would develop an initial grant application for £4.5k; this will cover Stage 1 planning including consultancy services, drop-in event, survey costs, website fees, printing and miscellaneous costs.
- b. The application would be provided by and processed through the Parish Council (PC) as qualifying body; the PC would hold the grant funds and Michael Heslop would arrange the practicalities of this with Melissa Gilroy.

8. **Date of Next Meeting.** The next meeting would take place on 6 Sep 17 at 7pm in the Parish Room.