

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team
at 7pm on Wednesday 4th October 2017 in Embleton Church Parish Room**

Chairman: David Ainsley

Present: Paul Bevan, Raymond Carss, Monica Cornall, Karen Greenhoff, Michael Heslop.

Apologies: Alisoun Carrs, Rita Cavill, Terry Howells, Christine Hunter, Adam Moody.

In attendance: John Boardman, David English, Cllr Wendy Pattison.

Secretary: Richard Lewis

1. **Minutes of the last meeting.** The minutes of the last meeting were accepted.
2. **Matters arising from the last meeting.**
 - a. Housing demographics work is ongoing; Karen Greenhoff is in the process of updating housing usage data and historical data is available from NCC if required.
 - b. Project logo work is ongoing with the village school; initial submissions will be edited in a workshop event, which will also form part of the consultation process with the school alongside an invitation for the schoolchildren to contribute ideas to the plan. Karen Greenhoff is in communication with the school on this matter.
3. **Drop-in Event Planning.** The event will run from 3pm to 7pm on Monday 9 October in the Parish Room. Karen Greenhoff will lead the event with the support of the committee; the event will offer a variety of media to enable the community to learn about the planning process and contribute their thoughts and priorities on future plans for the neighbourhood.
4. **Finance.**
 - a. Michael Heslop confirmed receipt of an informal grant offer of £4452; a formal offer is imminent. A vote of thanks was passed both to Jenny Ludman for advising upon the grant process, and to Terry Howells as PC Chairman for support provided throughout the process.
 - b. Approval in principle was granted for the purchase of a banner for display at consultation events, to follow ongoing work to confirm the project logo. Michael Heslop has obtained a quote, Karen Greenhoff will obtain a further quote for a pop-up display.
5. **Social Media.** Paul Bevan confirmed the establishment of a Facebook page for the project which is accessible at the following link: <https://www.facebook.com/embleton.neighbourhoodplan.7>. All committee members were encouraged to follow, share and promote the page. A project team e-mail address has also been established with further details to follow. Social media interest and demand will be monitored and other platforms may be introduced if demand is evident.
6. **Housing Quota.** David English provided an overview of recent governmental policy updates which will impact NCC and in turn the Embleton Neighbourhood Plan. It is anticipated that development quotas will be allocated on a per capita basis, with further detail to follow as NCC's local plan develops in line with governmental direction.
7. **Date of Next Meeting.** The next meeting will be on 7 Nov 17 at 7pm in the Parish Room.