

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team
at 7pm on Wednesday 6th September 2017 in Embleton Church Parish Room**

Chairman: David Ainsley

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

Apologies: Rita Cavill, Michael Heslop, Terry Howells

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. 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.**

b. Jenny Ludman had submitted an update on all actions following the last meeting. The committee reviewed the outline project plan provided and acceptance of the plan was unanimously agreed by all present.

3. **Project Team Appointments.** Richard Lewis will stand down as Sec at the end of Feb 18 due to work commitments; Karen Greenhoff will take on the role with the exception of the website which Paul Bevan will cover. Richard Lewis will confirm ability to resume the role in late 2018 in due course.

4. **Neighbourhood Plan Drop-in Event Planning.** Karen Greenhoff will take on the role of Project Officer for the event with Christine Hunter deputising. The event will take place in the Parish Room on 9 Oct from 3pm until 7pm, with room hire cost of £20 unanimously agreed by all present. The following schedule will precede the drop-in event on 9 Oct 18:

- 15 Sep - deadline for project logo proposals from the school (via Christine Hunter). Christine Hunter will also request promotion of the event to parents through the school.
- 20 Sep - Alisoun Carrs will collect mapping from NCC prior to this date.
- 27 Sep - Richard Lewis will invite NCC input and attendance prior to this date.
- 2 Oct - event flyers ready for distribution by 'The NET' team – Alisoun Carrs will lead with this and with the placement of promotional notices in various public places.
- 4 Oct - final planning meeting for the event.

5. **Any Other Business.** The Neighbourhood Plan Project has been added to the PC public liability insurance policy at no additional cost. Terry Howells will be asked to provide an overview of what the policy covers at the next meeting.

8. **Date of Next Meeting.** The next meeting would take place on 4 Oct 17 at 7pm in the Parish Room.