

**Minutes of the Meeting of Embleton Parish Neighbourhood Plan Project Team
at 7pm on Wednesday 17th May 2017 at Creighton Memorial Hall**

Chairman: David Ainsley

Present: Alisoun Carrs, Raymond Carrs, Rita Cavill, Karen Greenhoff, Terry Howells, Christine Hunter, Adam Moody

Secretary: Richard Lewis

1. **Chairman's Opening Remarks.** The purpose of developing a neighbourhood plan is to enable the community to influence and shape development in the local area. The neighbourhood plan will help to inform a shared vision for growth by providing local perspective on development in conjunction with the Northumberland [Strategic Housing Land Availability Assessment Map](#) and the [Northumberland Local Plan Core Strategy](#). An initial meeting held on 3 May 17 outlined the scale, nature and duration of commitment to the Neighbourhood Plan Project Team; the purpose of this meeting was to initiate action to commence the project.

2. **Project Team Appointments.**

- a. The Chairman will approach a potential Treasurer to confirm interest.
- b. Rita Cavill will fill the Deputy Treasurer role.
- c. Richard Lewis will fill the Secretary role.
- d. Karen Greenhoff will fill the Deputy Secretary role.
- e. Raymond Carrs and Adam Moody will represent the Parish Council.
- f. Terry Howells will support the project on a flexible basis.
- g. Terry Howells will liaise with Melissa Gilroy to pursue a Christon Bank representative.

3. **Project Funding.** Terry Howells will source a grant application form ([link](#)).

4. **Professional Advice.**

- a. David Ainsley will explore costs for legal advice (provisionally 1 hr) on the value and process of neighbourhood planning.
- b. David Ainsley will approach Jenny Ludman to scope the provision of planning consultancy services.

5. **Communications.**

- a. Terry Howells will contact Mary Kibble to establish the feasibility of a webpage and document storage space for the Project Team.
- b. The Whinstone Times will be the Team's primary media outlet; David Ainsley will approach the Editor to discuss regular inputs, and to request an initial update to state that the Project Team has formed but further interest is still invited.
- c. Richard Lewis will form a Project Team distribution list.

6. **Demographic Survey.** Understanding local demographics is considered critical to the formation of an effective and representative neighbourhood plan. It was agreed that:

- a. Karen Greenhoff will take lead responsibility for demographic survey and analysis.
- b. Alisoun Carrs and Rita Cavill will assist with survey distribution in due course.
- c. Adam Moody will update the Embleton housing usage map.
- d. Raymond Carrs will fulfil a liaison function with local businesses; the businesses will be informed of this and invited to contribute.
- e. Christine Hunter will fulfil a liaison function with the church and school; the church and school will be informed of this and invited to contribute.

7. **Future Meetings.** It is preferable to hold meetings in a venue that will allow complimentary use. The next meeting will be held in Creighton Hall but in the long term it is preferable to use the church facilities.

- a. Terry Howells will approach the Parish Council to request free meeting room usage in Creighton Hall.
- b. Christine Hunter will approach the church committee to request free access to facilities.

8. **Date of Next Meeting.** The next meeting will be held at 7pm on Wednesday 14th June 2017 in Creighton Hall Ladies Room.