

**Minutes of the Meeting of Embleton Parish Neighbourhood Steering Group
at 7pm on 13 December 2017 January in Embleton Church Parish Room**

Chair: David Ainsley

Present: David Ainsley, Paul Bevan, Vicki Fyfe, Karen Greenhoff, Christine Hunter,
Michael Heslop, Adam Moody

Apologies: Raymond Carss, Alisoun Carss, Monica Cornall, Terry Howells, Joan Little

In attendance: Jenny Ludman, Michael Townsend

Secretary: Karen Greenhoff

1. Minutes of the last meeting. The minutes of the last meeting were accepted. (Proposed KG, Seconded CH)

2. Matters arising from the last meeting.

- a. Housing demographics work is ongoing; detail from primary research and comparative parish census data is in the process of statical analysis.
- b. The consultation process with the school alongside an invitation for the schoolchildren to contribute ideas to the plan was initially delayed by the school's OFSTED inspection and the Head requested that any research should not take place before January 2018 due to school commitments prior to Christmas.
- c. Identified research groups continue to collect and collate data from identified sources for dissemination in January 2018.

3. Protocols for NP Meetings

There appears to be no identified Terms of Reference for the Neighbourhood Steering Goup and a discussion took place about the responsibilities of the NPSG within the Parish Council requirements for legal public reporting and accountability.

Clarification is required about the need for minutes to be agreed and officially signed by the Chair before releasing to public access site(s) and where the notification of open public meetings .

4, Outputs of the Interim NP Report from Jenny Ludman

The NP Team considered the comments received and discussed by the Planning Group on the initial NP report by Jenny Ludman (see attached document)

4. Consultancy - the next steps

Consultations to be continued and initial reports to be discussed on the confirmed date of January 10th 2018. Final analysis to inform the NP by the end of January 2018 taking into account the comments from the draft NP report.

A management meeting about the future of the Church owned land to the south of Station Road has been agreed with CH in attendance - report back to January meeting

5. Finance.

THE NPSG identified a logistical problem with the initial closing date for AECOM grant application of 15th December 2017 - a very unrealistic timescale but MH will review possibilities or the next January deadline.

6. AOB

No matters raised.

Post-meeting note from DA

As I see it, the immediate timetable/agenda ahead is as follows:

- 1 10th January 2018 meeting to discuss progress of sub-groups and to agree the members of the Vision Statement/Objectives action group
- 2 Meeting mid Feb to consider and perhaps refine/modify the draft Vision Statement/Objectives produced by the action group
- 3 End February/Early March, second drop-in event to make public our Vision Statement/Objectives and receive feedback thereon.

As agreed, the expression Neighbourhood Plan Steering Group (NPSG) shall refer to our full group consistently henceforth.