

Emberton Neighbourhood Plan Steering Group

(A committee of Emberton Parish Council)

Minutes of Meeting held virtually – 19th January 2021

Present: Jason Bevan - Chairman
Fred Markland – Vice Chairman
Melanie Duncan
Virginia Tierney

Chris Akrill – Town Planning Services

Karen Goss – Clerk

- 1. Apologies for Absence** – Apologies for absence were received from Colin Jamieson.
- 2. Declarations of Interest in items on the Agenda** - There were no Declarations of Interest in items on the Agenda.
- 3. To approve the Minutes of the Meeting held on the 5th January 2021**– The Minutes of the previous Meeting held on the 5th January 2021 were agreed. The clerk to provide the Minutes to the Chairman for signing at the next face to face meeting.
- 4. Public comments, questions or representations** – There were no public present.
- 5. Regulation 14 Submission – Public consultation – process and timeline** – It was noted that David Blandamer at MKC planning had confirmed that Regulation 14 Submission of the neighbourhood plan could go ahead as long as the statutory consultation process was followed. The steering group agreed that the consultation would run from the 29th January to 26th March, a period of 8 weeks instead of the statutory 6 weeks to allow for covid restrictions.

It was **agreed** that Chris would draft a leaflet for circulation and comments from the steering group would be submitted to him via email. The final draft to be printed and included as an insert in the Well & Towers. **Action: CA** to draft leaflet, amend and arrange printing and delivery to Melanie. **Action: MD** to pass final leaflet to Well & Towers for insertion into magazine. **Action: KG** to ask the Well & Towers if they would insert the leaflet into the magazine. **Action: KG** to draft an article for the website, linking the leaflet and neighbourhood plan. A copy of the leaflet to be posted on the parish council noticeboard. **Action: KG**

It was **agreed** that copies of the plan would be produced for residents not having access to the internet. Copies of the plan could be requested via Town Planning Services and would be delivered under the covid restrictions. **Action: CA** to arrange printing of the neighbourhood plan and send out copies of it when requested to do so.

It was **agreed** to send out the neighbourhood plan to statutory consultees. **Action: CA.** A copy of the plan to be sent to Emberton United Charities. **Action: KG**

Responses to the plan would be sent by email to plan@embertonparishcouncil.co.uk
The clerk to monitor the emails received. **Action: KG**

Melanie asked what would happen if another site came forward during the Regulation 14 Submission? Chris responded that amendments could be made between the Regulation 14 Submission and the Regulation 15 Submission and any site coming forward would be considered alongside any other site. Chris reported that the site assessment work and the housing needs assessment work would be removed from the plan for the Regulation 15 Submission and they would form separate standalone documents.

Melanie thanked Jason and Chris for attending the parish council meeting on the 12th January and putting forward the neighbourhood plan.

6. **Any other business** – There was no other business.
7. **Date of next virtual meeting** – It was agreed that a virtual meeting would be held closer to the end of the consultation period.

The meeting closed at 7.38pm