

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING
1st AUGUST 2017 CRABTREE FARMHOUSE**

MINUTES

Present: Sheena Bexson, Rikki Harrington

Apologies: Stephen Booth, Malcolm Stubbs

1) Minutes of the previous meeting and matters arising

The minutes of the meeting of 21st July were approved.

All actions have been completed except for the Basic Conditions Statement, which Sheena has nearly completed (Rikki will help with sections 4 and 6), and the Consultation Statement, which Malcolm has nearly completed.

Actions: *Sheena and Malcolm to complete Statements.
Rikki to help with sections 4 and 6 of Basic Conditions Statement.*

2) Draft Plan

Rikki has reformatted the draft, which should now be easier to edit in Word.

Malcolm has amended paragraph 7.1 so that the percentage responses for each topic are percentages of in-scope comments and hence add up to 100%.

Sheena has redrafted paragraph 9.4.1 on housing.

Sheena has consulted AVDC and it was agreed that the end date for the Plan should be 2033.

Actions: *Rikki to amend end date and paragraphs 7.1 and 9.4.1 and resend.
Sheena to pass draft to independent reviewers.*

3) Consultation events

Subject to the agreement of Malcolm and Stephen, the consultation events, currently scheduled for the afternoons and evenings of Tuesday 12th September (Ivinghoe Aston) and Wednesday 13th September (Ivinghoe) will comprise boards introducing the Plan and displaying all the policies. Members of the Steering Group will be on hand to discuss the Plan and answer questions. Refreshments will be available. An invitation will be delivered to all households, together with a one-page summary, and these will be displayed in the pubs and at The Hub. The one-page summary will allow residents to come to the consultations with questions or requests for more information. The draft will be made available in advance on the Parish Council website, and this will be made known on the invitation and on the one-page summary. Rikki and Malcolm will hold hard copies

for residents who do not have access to the website.

The following actions are required.

Actions: *Rikki to prepare one-page summary handout.*
Malcolm to prepare an invitation to the meeting.
Somebody to print enough of these two sheets for each household.
Rikki to prepare A4 draft sheets for each policy grouping (the policies and a picture) and an introduction.
Sheena to arrange for drafts above to be enlarged to A2 for display.
Somebody to provide a few hard copies of the draft Plan.
Stephen to arrange for draft Plan to be put on Parish Council website.
Invitation and one-page summary to be delivered to all households (after August bank holiday).
Malcolm/Stephen to procure display boards and organise set-up and take-down logistics.
Sheena to organise refreshments.

4) Next meeting

The next meetings will be held at Crabtree Farmhouse on Wednesday 23rd August at 3pm subject to availability of Malcolm and Stephen. At this meeting progress with the above actions will be reviewed and a decision made as to whether we will be ready to proceed with the consultation evenings as currently scheduled.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.