

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING, 15th JULY 2016, CRABTREE FARMHOUSE**

MINUTES

Present: Richard Freeman (Chair), Sheena Bexson, Stephen Booth, Rikki Harrington, Malcolm Stubbs

1) Minutes of the previous meeting and actions update

The minutes of the meeting held on 22nd June were approved. The latest Action Log (15th July) and actions from the minutes were reviewed and the following points highlighted:

M10 3.1 Sheena has now sent the *demographics* notes to Rikki, who will incorporate them into the section on *The neighbourhood area*.

M10 3.3 Malcolm will put the latest version of *How the plan was developed* into the latest version of the Plan in Dropbox or will email it to Richard (by 17th July).

Actions – See Action Log

2) Funding

The first invoice from Mike King (£1680) has been received. Sheena will forward it to Richard, who will forward it to the Parish Council. Malcolm will request the second invoice (£400) from Mike.

There is sufficient left for the printing of the Plan, the consultation and the referendum.

Actions – Sheena, Richard, Malcolm

3) Additional questionnaire feedback

Additional analysis was received from Mike King, which takes into account postcodes. Everybody needs to review their parts of the *Locally identified issues* section and take account of this analysis as necessary. It was agreed not to use percentages but to use the following descriptors, which will be reviewed by Richard as the Plan comes together:

>75% “large majority”; 50-75% “majority”; 25-50% “minority”; 0-25% “small minority”. The category definitions should be defined in the Plan before first use.

The section should provide a flavour of why the policies are there, rather than being a detailed commentary on the questionnaire results.

Actions – All

4) Website update

Stephen has done a training course on use of the new Parish Council website. A test site has been set up so that he can prepare the IPNDP section prior to it going on stream in mid September. All documents for the website should be sent to Stephen in .pdf format.

Actions – All

5) Draft Plan

The date range for the Plan will probably be 2016 to 2033.

AVDC is planning to submit its Local Plan in Spring 2017 and adopt it in Summer 2017. Richard will seek the views of the Parish Council (PC) as to whether we should go ahead with an autumn submission or wait until adoption of the AVDC Plan.

It was agreed that we would wish to get the Plan to the PC by mid September, in time for it to be discussed at its 4th October meeting. When submitting the Plan to the PC, the PC will be asked not to discuss it in public prior to the consultation.

Actions – Richard

Malcolm will prepare an initial list of supporting documents for the *Appendix* and other members of the Committee will check it.

Actions – Malcolm then All

There are currently no authors for Objectives 4, 7 and 8 in the *Locally identified issues* section. Rikki will take Objective 4 and Richard will take Objectives 7 and 8.

Actions – Rikki, Richard

All material for the Plan should be sent to Richard by the end of July. Richard will circulate a complete draft by 9th August.

Actions – All then Richard

6) Any other business

It was agreed that provisional dates for the consultation will be 17th October (Ivinghoe Aston Village Hall to be booked by Sheena) and 19th October (The Hub to be booked by Sheena).

Action – Sheena

Malcolm kindly agreed to lead on the consultation events, with all others giving good support!

Action – Malcolm, All

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7) Next meetings

18th August, 10 am Sheena's (primarily to finalise the Plan)

14th September, 10 am Sheena's (primarily to plan consultation events)

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.