

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING GROUP MEETING, 15<sup>th</sup> 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 22<sup>nd</sup> June were approved. The latest Action Log (15<sup>th</sup> 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 17<sup>th</sup> 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 4<sup>th</sup> 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 9<sup>th</sup> August.

**Actions – All then Richard**

## 6) **Any other business**

It was agreed that provisional dates for the consultation will be 17<sup>th</sup> October (Ivinghoe Aston Village Hall to be booked by Sheena) and 19<sup>th</sup> 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**

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

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

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.