

## NDP meeting 28 September 2015

**Attendees:** Richard Freeman, Christabel Boersma, Rikki Harrington, Sheena Bexson, Malcolm Stubbs, Carol Tarrant, Bob Corn

**Apologies:** Richard Wade, Stephen Booth, Jacky Parsons

**Meeting Aim:** To progress development of Ivinghoe Neighbourhood Development Plan and preparation for consultation events

Discussion Points		
No	Item	Owner
1	<p>Minutes of the Last Meeting/Actions Update The group agreed that the minutes are true and accurate record</p> <p><b>Review of Project Plan</b></p> <ol style="list-style-type: none"> <li>1. See updated action log for updated status of tasks</li> <li>2. Malcolm discussed the database progress which is in a good state with stakeholders recorded. CB mentioned that Kaye Dalton is willing to act as a database inputter</li> <li>3. Carol Tarrant had contacted the community groups to inform them of the. SB commented that we need a copy of those stakeholders and who responded. CT to forward stakeholder data to MS</li> <li>4. SB to contact Jenny with regard Evidence Base work and Policy piece. Group agreed that Jenny is asked to start the policy piece. CB to confirm with Parish Council that the funding is in place (from original Parish Council (Grant)</li> <li>5. CB to contact Sue with regard Consultation and Grant Funding – what has been applied for and what is left and when should it be done. CB to check the with the PC clerk as to how funds have been paid</li> <li>6. CB to connect Kaye Dalton and MS with regard development of database</li> <li>7. PLEASE REVIEW ACTION LOG AND PROVIDE UPDATES AS APPROPRIATE</li> </ol>	<p>Richard</p> <p>All</p> <p>MS</p> <p>CT/MS</p> <p>SB CB</p> <p>CB</p> <p>CB</p> <p>ALL</p>
2	<p><b>Progress to Date</b></p> <ol style="list-style-type: none"> <li>1. RF invited the group to discuss the progress of the group to date, given that some members of the group have stepped down, and to identify how the group should be structured in the future to effectively undertake the required work that has been identified on the project plan.</li> <li>2. The group agreed that complex tasks should delegate to pairs of people so that one person is not solely responsible for any given task</li> </ol>	<p>All</p> <p>All</p>
3	<p><b>Group Structure</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair – Richard Freeman committed to taking on the Chair role for an initial period of three months. SB proposed, BC seconded carried</li> <li>2. Election of Deputy Chair – Malcolm Stubbs – CB proposed, CT seconded carried</li> <li>3. Consultation Group - Malcom Stubbs to Chair Consultation Group to be supported by Stephen Booth. Role description: to run the consultation process up until the end of the questionnaire, collection and review and extraction. To include analysis of consultation feedback. Christabel Boersma and Carol Tarrant agreed to assist Stephen and Malcolm in this process. This takes us to end January 2016</li> <li>4. Treasurer – Jasper Boersma. It was agreed to accept the offer of volunteering for this role by Jasper by the whole group. Role: collate all financial transactions and provide monthly reports to parish council and steering group committee</li> <li>5. Secretary – Christabel Boersma. It was agreed by the group to appoint CB to this position. Role: minute meeting, provides and circulates administrative material as necessary in consultation with the Chair</li> </ol>	<p>All</p> <p>MS/SB/CB/CT</p> <p>JB</p> <p>CB</p>

	<p>6. Management Team - Richard Freeman, Malcolm, Jasper Boersma (when required), Sheena Bexson Role description: Maintain continuity and progress of project</p> <p>7. Communication and PR – Richard Freeman to discuss with Jacky Parsons re taking this role including management of website</p> <p>8. Parish Council Liaison – Richard Freeman</p> <p>9. Topic Champions</p> <ul style="list-style-type: none"> <li>○ Geographical Context – Sheena Bexson</li> <li>○ Countryside &amp; Environment – Rikky Harrington</li> <li>○ Design – Bob Corn</li> <li>○ Education &amp; Learning – Carol Tarrant</li> <li>○ History &amp; Heritage – Stephen Booth</li> <li>○ Housing &amp; Population – Sheena Bexson</li> <li>○ Recreation &amp; Sport – Richard Freeman</li> <li>○ Infrastructure &amp; Transport – Brian Dale</li> <li>○ Employment – Malcolm Stubbs</li> </ul>	<p>RF, MS, JB, SB</p> <p>RF, JP</p> <p>RF</p> <p>See adjacent</p>
<b>4</b>	<p><b>Date of next meetings</b></p> <ol style="list-style-type: none"> <li>1. The Consultation Group will meet ASAP to confirm timings for further events (Eg Youth Consultation, Older People) and the questionnaire, allocating responsibilities as appropriate to move this forward.</li> <li>2. Once this has taken place, the Management Team will meet to identify and synchronise all other activity.</li> </ol>	<p>MS</p> <p>RF</p>
<b>5</b>	<p><b>Date of next steering group meeting</b> 7.30pm 20<sup>th</sup> October 2015 at Sheena’s House</p>	