Ivinghoe Parish Neighbourhood Development Plan – Steering Group Meeting No. 8					
Date:	16/11/2015	Time:	7.30pm	Location:	The Old Vicarage, Ivinghoe
Attendees:	Christabel Boersma (CB), Sheena Bexson (SB), Stephen Booth (SJB), Bob Corn (BC), Brian Dale (BD), Richard Freeman (RF), Rikki Harrington (RH), Malcolm Stubbs (MS), Carol Tarrant (Corn), Karen Groom				
Apologies:					
Circulation:	As above				
Meeting Aim:	To progress development of Ivinghoe Neighbourhood Development Plan and preparation for consultation events.				

DISCUSSION POINTS				
No.	Item			
1.	Minutes of the Last Meeting/Actions Update			
	The group resolved that the minutes were accurate and true			
	Action Update:			
	1.1 – COMPLETE			
	1.2 – Advice from consultants was not to input all community comments into a database – COMPLETE			
	2.1 - COMPLETE			
	3.1 – Topic Papers Completion: Geographic Context - COMPLETE			
	3.2 – Design to be condensed, SB to discuss with BC	SB		
	3.3 – Education – COMPLETE			
	3.4 – Housing – COMPLETE			
	3.5 – Employment – COMPLETE			
	3.6 – Traffic – SB to contact BD re condensing	SB		
	4.1 – Meeting took place – COMPLETE			
	4.2 - COMPLETE			
	4.3 - ToR to be finalised by CB	CB		

2.	Progress to Date	
	Management Team Update	
	 RF talked about the meeting between the Management Team and Jenny Lampert/Sue Jobbins which had taken place that day. The project plan was reviewed to confirm that actions to date had been completed to the standard required. The activity over the next few months was reviewed to confirm the timeline. The next funding bid was discussed, bearing in mind that all funding applied for now must be spent before the end of March. Most of the funds to be applied for are connected to community consultation. 	
	o One of the next steps is to confirm the Vision and Objectives following the initial consultation. The Management Team will review these and circulate them for comment.	
	o Carol Tarrant informed the group she is stepping back from the NDP Steering Group for a period of time due to the pressure of other commitments.	
	o Bob Corn informed the group that he is stepping back from the NDP Steering Group for a period of time due to the pressure of other commitments.	
	 Jackie Parsons is also stepping back from the NDP Steering Group to focus on another local project for a period of time. Stephen Booth has offered to take on the Communications role for the time being. 	
	Consultation Team Update	
	o The consultation events have taken place as detailed previously which have been very successful in terms of volumes of comments captured, including the extended events of the Youth Consultation and the cross generational event at The Hub on 4 November.	
	o The Management Team provided a summary of the consultation feedback which will be used to refine the Vision and Objectives and shape the questionnaire – see attached Appendix.	MS
	o MS will create a report for broader community feedback (to be published on the website).	MS
	o First questionnaire development meeting is 9 December to consist of Malcolm Stubbs, Stephen Booth and Christabel Boersma.	MS
	o It was felt that further consultations with business would be required. MS agreed to develop a specific questionnaire or letter targeted at ascertaining business	

3.	Topic Development			
	Production of Topic Papers – these have been completed as			
	stated above in Section 1 with just some work required on			
	condensing them.			
4.	Finance			
	Current Position - £3272.60 has been spent as of 3 November 2015			
	o £2800 was bid for from Locality. Just over half of it has been spent to date and the activity that will account for the rest has been commissioned.			
	Funding Bid – Management Team have discussed with Sue and Jenny what might be bid for. This amounts to £2400 and must be spent by 31 March. Identified expenditure is for the Questionnaire and the relevant analysis of this together with a small amount of general support.			
	The process for the application is that the Management Team will send the expression of interest, Sue J will complete the application form details and it will then be passed to the PC for processing. RF would progress this in consultation with Sue Jobbins and IPC	RF		
	Treasurer Role – Steering Group no longer requires this role given the support provided by the parish council clerk, Maxine Hayes.			
	Expenditure is not to be committed unless approved by MS or RF and IPC.			
5.	AOB			
	Website – SJB to collate the updates that are required for the NDP section of the IPC website for Elke Hegarty (IPC website developer) to update. This will be packaged together and forwarded to Maxine Hayes to push to EH	SJB		
	AVDC Consultation – The Steering Group agreed that due to the nature of the questions being asked and the fact that the questions posed in the Consultation documentation had not been posed to the community via the NDP process, that the group is not in a position to provide a response to AVDC's Local Area Plan Consultation at this stage			
	SB highlighted the need to commence preparing relevant materials for the consultation feedback events that will take place in March, well in advance.			
6.	Confirm Actions Arising During the Meeting			

7.	Date of next meeting	
	Date to be confirmed for early 2016	

Next Meeting: To be agreed					
Date:	, r	Time:		Location:	
Meeting Aim:					