agenda

Ivinghoe Parish Neighbourhood Development Plan – Steering Group Meeting No.					
Date:	27/01/2016	**Time:**	7.30pm	**Location:**	The Barn, Ivinghoe Aston
Attendees:	Christabel Boersma (CB), Richard Wade (RW), Sheena Bexon (SB), Brian Dale (BD) Rikki Harrington, (RH), Stephen Booth (SB), Malcolm Stubbs(MS)				
Apologies:					
Circulation:	As above				
Meeting Aim:	To progress development of Ivinghoe Neighbourhood Development Plan and plan the delivery of the questionnaire.				

DISCUSSION POINTS		
No.	**Item**	**Owner**
1.	Minutes of the Last Meeting/Actions Update	Malcolm
2.	Progress to Date Reflection on success and areas of difficulty and update on Questionnaire progress. Implications for how we move forward	Malcolm
3.	Group Structure Individual Roles and Responsibilities Requirement for and identification of potential new members	Malcolm
4.	Disscussion of Questionnaire Content, Distribution/Collection, timing.	All
5.	Election of Chair	All
6.	Ratify the Terms of reference	All
7.	AOB	

Next Meeting: To be agreed		
Date:	**Time:**	**Location:**
Meeting Aim:		