

**IVINGHOE PARISH NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
23rd FEBRUARY 2018 CRABTREE FARMHOUSE**

MINUTES

**Present: Sheena Bexson, Stephen Booth, Rikki Harrington
Apologies: Malcolm Stubbs**

1) Minutes of the previous meeting and matters arising

The minutes of the meeting of 31st January were approved.

2) Finalisation of Submission Version

Stephen and Sheena suggested minor amendments to the latest version.

It was decided not to include as an appendix in the Submission Version the table of responses to comments on the Pre-submission Version. In accordance with submission guidelines, this table needs to be included with the Consultation Statement. Paragraphs 4.7 and App. 3.25 will be amended accordingly.

It was decided not to cross reference text with documents listed in Appendix 1. Whilst all the documents listed in Appendix 1 were consulted, not all are mentioned in the text. All documents mentioned in the text are listed in Appendix 1.

It was agreed to make minor amendments to the Ivinghoe Settlement Boundary, to change the order of Figures 8, 9 and 10 and to attempt to present Figures 2 and 11 in landscape format.

Actions

Rikki to incorporate all amendments, check cross-referencing with table of responses to comments and deliver new version to Standing Committee members.

Sheena to contact Stephanie Buller (AVDC) and request amendments to the map of the Ivinghoe Settlement Boundary and higher quality versions of Figures 2 (Agricultural Land Classification) and 11 (Environmental Constraints).

3) Submission Procedure]

Sheena has obtained a copy of the document *AVDC Neighbourhood Planning Guidance, Guidance Note 53 – Submission, February 2017*, which explains the submission requirements.

Actions

Sheena to check with Stephanie Buller whether the Basic Conditions Statement needs to address both the emerging and statutory (saved) policies, and to seek guidance as to whether a Local Green Spaces Report and/or a Community Assets of Value

Assessment are desirable or required.
Sheena to complete Basic Conditions Statement.
Malcolm to complete Consultation Statement.
Rikki to add the AVDC document to Appendix 1.

4) Any other business

Action
Sheena to keep Parish Council informed.

5) Next meeting

The next meeting will be held on Tuesday 20th March at 2.30 pm at Crabtree Farmhouse, provided that all submission documents are complete and assembled.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.