

Title of Meeting: Ivinghoe Neighbourhood Development Plan Steering Group Meeting No. 2		
Date:	26/01/2015	Time: 7.30pm
		Location: The Hub, Ivinghoe
Attendees:	Richard Wade (RW), Jacky Parsons (JP), Rikki Harrington (RH), Ruth Benton (RB), Dean Fox (DF), Sheena Bexson (SB), Carol Tarrant (CT), Bob Corn (BC), Malcolm Stubbs (MS), Stephen Booth (SJB), Richard Freeman (RF), Pat Roach (PR)	
Apologies:	Christabel Boersma (CB), Brian Dale (BD)	
Distribution:	Ivinghoe Neighbourhood Development Plan Steering Group	
Next Meeting:	9 th March 2015, 7.30pm	Location: The Hub, Ivinghoe

Ref		Actions
1.1	AK Opened the meeting, and a signed register of attendance was taken	
1.2	Previous minutes / notes were reviewed and agreed as a record.	
1.3	RB, AK and MS provided a summary update of the engagement meeting with representatives of Brookmead School. Notes from this meeting were provided and saved on the dropbox folder.	
1.4	<p>Terms of Reference – Draft terms of reference v1 were reviewed and subject to minor amendments during the meeting. These were agreed and saved as v2 on the dropbox.</p> <p>Post meeting note – comments on draft Terms of Reference were tabled and received following the meeting from CB. These will be discussed as an agenda item for approval at the next steering group meeting.</p>	
1.5	The Action tracker was discussed by AK as a means of tracking progress towards various actions. MS agreed to curate this document going forward. AK to meet MS to review further and update in accordance with actions / timescales outlined in communications strategy	AK & MS
1.6	Skills Matrix – This was generally complete. Further identified skills of the steering group or others to be added as needed with additional columns if required.	All
1.7	The Steering Group contact list was reviewed. This was almost complete. DF and BD to provide their contact details to update. Following the meeting AK added other contact details for AVDC Key contact for NDP, David Broadley. As discussed at the previous steering group meeting, all contacts with David to be passed via the chair.	DF, BD
1.8	Transport Document – BD had produced an excellent summary of transport statistics. BC noted that Sandie Emerson had been approached and would be willing to review/analyse these and other statistics as part of the NDP development.	
1.9	<p>Proposal for Vision Workshop – SJB and RB outlined plan for vision workshop. It was agreed that this would be held on 23rd Feb 7-9pm at the Hub.</p> <p>Resources required for this include various maps at A0 size (refer to point 1.8 below), and incidental expenditure for refreshments. SJB/RB to outline requirements and costs for DF.</p>	SJB/RB

Ref		Actions
1.10	<p>Questionnaires RB noted she had started to collect examples of questionnaires (saved on Dropbox).</p> <p>It was agreed that the questionnaire would best be developed following the Vision Workshop. The questionnaire working group agreed to an informal meet to progress this on 2nd March, 7.30pm, Rose & Crown, Ivinghoe</p>	MS,CT, DF, AK
1.11	<p>Maps – Requirements for Maps as per previous meeting minutes were discussed. SB had obtained outline costs for digital and paper copies. It was agreed we should obtain digital copies as these could be used electronically and printed on demand as required. Cost of digital copies were circa £145 for the overview map. Further costs for detail maps of Ivinghoe, Ivinghoe Aston, areas near Ringshall and Great Gap were also outlined.</p> <p>BC noted that he would be able to print off copies up to A1 size if required.</p> <p>It was agreed that A0 scale maps may be needed for the vision workshop. SC and RB agreed to get separate quotes for printing for approval.</p>	SC, RB
1.12	<p>Finance – although the Parish Council had agreed to a budget to support development of the NDP, it was considered that the steering committee needed a representative to keep a track of costs and communicate with the Parish Council regarding approvals for expenditure. DF agreed to take on this role for the group.</p>	DF
1.13	<p>Heritage Volunteers Day – 20th Jan. Due to short notice and lack of availability nobody from the steering group had been able attend this. CT agreed to make contact with the organiser to glean any further information</p>	CT
1.14	<p>Commonplace Toolkit proposal – It was agreed that this appeared to be an expensive solution and would not add value to the process. No further action proposed.</p>	
1.15	<p>Community Engagement Plan – RW provided an overview of the high level strategic communications plan which had been developed with JP.</p> <p>Suggested amendments discussed included: Village Fete (week before 21st June), an event in the café near the general election (7th May), Exhibitions in the town hall stairwell. Ivinghoe Ents are also to be approached regarding use of their marquee.</p> <p>It was suggested a presentation board would be useful for future consultations. BC noted that the Hub had previously been able to borrow one from Community Impact Bucks, but that they would now charge for this. It was suggested this could be procured and later donated to the Hub when no longer needed. Outline costs are circa £200. Actual costs for this are to be obtained for approval.</p>	RW / JP AK / BC
1.16	<p>Beacon Magazine – An article on the Neighbourhood Plan had been prepared by JP and reviewed/commented by AK. This has been submitted to CB for publication.</p>	
1.17	<p>AOB Brenda Grace, Pitstone Museum – CT to approach regarding old maps Request for Maps from D Broadley at AVDC – AK to action draft email by RW List of planning applications from past 10 years and current applications in train – request to be made to David Broadley at AVDC – AK to action request</p>	CT AK AK
1.18	<p>Date of next steering group meeting This was agreed as 9th March 2015, 7.30pm at The Hub, Ivinghoe.</p>	Note