

Title of Meeting:	Ivinghoe Neighbourhood Plan Meeting No.1	Location:	The Hub, Ivinghoe
Date:	15 th December 2014	Time:	7.30pm
Attendees:	Christabel Boersma (CB), Richard Wade (RW), Jacky Parsons (JP), Rikki Harrington (RH), Ruth Benton (RB), Dean Fox (DF), Sheena Bexson (SB), Carol Tarrant (CT), Bob Corn (BC), Brian Dale (BD), Malcolm Stubbs (MS), Stephen Booth (SJB), Richard Freeman (RF)		
Apologies:	Pat Roach		
Distribution:	As above		
Next Meeting:	26 th January 2015 7.30pm	Location:	The Hub, Ivinghoe

Ref		Actions
1.1	AK opened the meeting and round table introductions were provided by all. A signed register was taken as a record of attendance.	
1.2	AK and CB provided an overview of a meeting held with Wing NPC to gain an insight into their process, and various documents associated with their Neighbourhood plan were shown to the group. Many of these documents area available via their website at: http://wingparishnp.wordpress.com/	
1.3	A number of notes and ongoing actions in relation to the agenda were developed during the meeting, appended to these minutes.	ALL
1.4	CB noted the key contact at AVDC for Neighbourhood Plans is Mr David Broadley. To ensure coordination, they have requested a single point of contact. It was agreed this would be via the chair (AK).	NOTE
1.5	CB noted the Parish Council have a limited budget to support the development of the Neighbourhood Plan. Any spend must be approved by the Parish Council, and payments would be made via the submission and approval of invoices submitted to the local authority.	NOTE
1.6	BC queried the cost of payment for use of The Hub for this and forthcoming meetings. CB clarified this would be met by the Parish Council, BC to submit invoice for approval.	BC
1.7	Date of next meeting was agreed as 7.30pm 26 th January 2014 at the Hub, Ivinghoe	NOTE

Action	What?	How?	Priority	Responsibility	Resources	Timescale
Area Info/Maps/Background	<ul style="list-style-type: none"> • A1 map of entire parish to scale • A1 map of each settlement to scale • Topographic • Flooding maps (Env Agency) • Historic maps of both settlements • Main transport routes; public transport • Settlements in wider context (Aylesbury Vale and adjoining county boundaries) • School catchment maps • Biodiversity/Green Plan/Ecology • Agricultural land/brownfield/etc • Property Survey • Planning Apps History • Post Code map 	BCorn BCorn AVDC Env Agency AVDC Bucks/Beds/Herts OS/Get Mapping Bucks/Beds/Herts AVDC/Chiltern Conservation Board DEFRA Sheena	High	Owner - Richard Freeman (RF)/Bob Corn (BC)/Sheena Bexson (SB)/Brian Dale (BD – Bucks stuff)/Carol Tarrant	Bob Corn, Chiltern Conservation Board	January 2015
Skills	<ul style="list-style-type: none"> • Identify people with key skills; engineers, marketers/PR, planners, archaeologist, ecologist, website developer, project managers, architect, archivist/record keeper, admin, book keeper, sweetie co-ordinator, statistician (Sandy Emmerson?), communications, others 	Create separate table of skills/names	High	Owner Rich Wade		January 2015
Stakeholders	<ul style="list-style-type: none"> • Identify stakeholders for community engagement; residents, land owners, businesses, community groups, schools, doctors, library, adjoining parishes 	Pull together list of interested parties Electoral roll Business directory		Owner - Christabel Boersma(CB)/Sheena Bexson (SB)		January 2015
Vision Statement	<ul style="list-style-type: none"> • Draft an initial vision statement 	Organise meeting/workshop		Owner - Ruth Benton(RB)/SB/Stephen Booth (SjB)		January 2015

Classification: Unclassified
Ref: INP Meeting 1 151214
Owner: Andrew Kinsey

ToR	<ul style="list-style-type: none"> • Circulate model ToR to steering group and Andrew to take comments and modify as appropriate 			Owner - Andrew Kinsey (AK)		January 2015
Community Engagement Event	<ul style="list-style-type: none"> • Identify stakeholder issues/scoping event (at minimum every resident) • Identify number/type of event • Identify volunteers to record attendees 			Owners - Jacky Parsons (JP)/Rich Wade (RW)		TBC Report back Jan 2015
Questionnaire	<ul style="list-style-type: none"> • Gather examples of questionnaire – put on dropbox • Identify questions/issues • Develop format • Develop method/s of delivery/survey • Develop collection method • Analyse data 	Separate session required		Owner - Dean Fox/Andrew Kinsey/Malcolm Stubbs/Carol Tarrant (CT)		March 2015
Project Plan	<ul style="list-style-type: none"> • Andrew Kinsey to circulate draft project plan 			Owner - AK		
Meetings Plan	<ul style="list-style-type: none"> • Andrew to create 			Owner - AK		