

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING GROUP MEETING  
21<sup>st</sup> JULY 2017 CRABTREE FARMHOUSE**

**MINUTES**

**Present: Malcolm Stubbs (Chairman), Sheena Bexson, Stephen Booth, Rikki Harrington**

**1) Minutes of the previous meeting and matters arising**

The minutes of the meeting of 14<sup>th</sup> June were approved.

All actions have been completed except for the Basic Conditions Statement, which Sheena is working on, and the Consultation Statement, which Malcolm is working on.

*Actions: Sheena and Malcolm to complete Statements.*

Rikki reported that AVDC has confirmed that, now sites are not being allocated, a revised SEA Scoping Report concluded that an SEA and an HRA are not required.

**2) Draft Plan**

Malcolm thanked Stephen for the great work done on formatting the Draft Plan.

The Draft Plan was scrutinised and minor changes suggested.

*Actions: Stephen to make amendments as agreed and forward revised draft to all.  
Sheena to send Rikki her amendments.  
Malcolm to attempt to add pie charts and send to Rikki.  
Rikki to add paragraph about the SEA/HRA process.  
Rikki to add constraints map.  
Rikki to produce a list of formatting queries and required drop-ins.  
Rikki to send full revision to Sheena, who will arrange for colleagues to deal with formatting issues.*

**3) Next meetings**

The next meetings will be held at Crabtree Farmhouse on Tuesday 1<sup>st</sup> August at 3pm (Stephen will be absent) and Tuesday 22<sup>nd</sup> August at 3pm.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.