

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING
24th APRIL 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 31st March were approved.
Sheena's action to contact David Broadley and Keith Frost about the suitability of the Old Stables site is in progress.
Rikki's actions to contact Stephanie Buller about a Sustainability Appraisal (SA) and prepare a draft Habitats Regulations Assessment (HRA) have been done (see Item 2).
Malcolm's action to draft an article for The Beacon magazine has been done.

2) Reconsider need for SA, SEA, HRA re-screen

Stephanie Buller (AVDC) advised that a re-screening for the need for a Strategic Environmental Assessment (SEA) and an HRA is necessary in the light of the decision not to allocate specific sites. She recommended that once our pre-consultation policies are finalised, they are sent to her so that she can arrange the re-screening. All policies should be worded in the positive sense. SEA and HRA are legal requirements if statutory consultees deem them necessary.

Action Review as follows the wording of the objectives and policies and send by email to other members of Steering Group by 1st May. Revisit the questionnaire to check that policies conform to residents' wishes. It may be worth looking at Quainton's made plan, which was policy-led.

Sheena: Housing

Rikki: Environment

Stephen: Transport

Malcolm: Business and Recreation

Then Rikki send to Stephanie Buller.

An SA is not a legal requirement for a neighbourhood development plan, but the approach may be useful in structuring the IPNDP to demonstrate evidence of the impact of policies against a range of sustainability criteria. It was agreed that we would not pay AVDC for an SA Scoping Report but would incorporate elements of the SA framework into the plan as seen fit.

3) AVDC Infrastructure Questionnaire

The AVDC neighbourhood plan infrastructure questionnaire was completed, with emphasis on:

- i) the need for improved broadband speed and adequacy of associated telephone lines (Stephen Lott may be useful in this regard);
- ii) traffic calming in Ivinghoe Aston; and
- iii) car parking in Ivinghoe.

Action *Malcolm will forward the form as necessary.*

4) Proposed way forward

Next steps were agreed as follows.

- i) Recheck policies wording (see Item 2). Sheena will ask Jacky Parsons to comment on them.
- ii) Send policies for re-screening for SEA and HRA (see Item 2).
- iii) Check section headings in the plan and allocate sections to Steering Committee members.
- iv) Assemble the consultation version of the plan, checking it against the SA framework and questionnaire. Sheena knows somebody in Ivinghoe who is well-placed to cast an independent eye over the draft.

5) Any other business

a) *Local Green Spaces Report*

Whether or not to produce a Local Green Spaces report to provide additional protection for the lawn, the play areas, the allotments, possibly the ragpits and any other areas mentioned in questionnaire responses remains to be decided.

b) *Basic Conditions Statement*

Sheena will look into the requirements for the preparation of a Basic Conditions Statement (see:).