Ivinghoe Parish Neighbourhood Development Plan – Steering Group Meeting No. 7					
Date:	20/10/2015	Time:	7.30pm	Location:	Crabtree Farmhouse, Ivinghoe Aston
Attendees:	Christabel Boersma (CB), Sheena Bexson (SB), Carol Tarrant (Corn), Richard Freeman (RF), Bob Corn (BC), Rikki Harrington (RH), Stephen Booth (SJB), Malcolm Stubbs (MS)				
Apologies:	Brian Dale (BD), Jacky Parsons (JP)				
Circulation:	As above				
Meeting Aim:	To progress development of Ivinghoe Neighbourhood Development Plan and preparat for consultation events			Plan and preparation	

DISCUSSION POINTS				
No.	Item			
1.	Minutes of the Last Meeting/Actions Update			
	The minutes were reviewed and the committee agreed that they were a fair and accurate recording of the meeting on 28 September.			
	Outstanding actions from the action log were reviewed and updates incorporated in the updated action log that is attached. The following new Actions were agreed:			
	CB to liaise with JP re website content and administration of website content	СВ		
	2. MS to contact Kaye Dalton re data input	MS		

2. **Progress to Date**

Management Team Update

RF informed the group that he had reported the progress of the IPNDP at the Ivinghoe Parish Council meeting on 6th October. Cheddington's plan has recently been approved by residents with a 51% turnout prompting one of the District Councillors to comment that the more people who vote on the referendum at the end of the plan process, the stronger the weight given to the plan during planning decisions. BC also reported that Pitstone have submitted their draft plan. Slapton were also undertaking a plan on a similar timescale to Ivinghoe Parish using RCoh consultants.

The Management Team informed the group that they are planning a meeting on 10 November to go through all consultation output. RF is in dialogue with the Parish Council with regard to the managing the finance due to the slight inconsistencies in assigning expenditure to the correct finance pot e.g. the precepted amount of £10,000 or the grant funding amount of £2,800

CB informed the group that she has submitted an Expression of Interest for the second tranche of funding via www.mycommunity.org.uk.

Consultation Group Update

The consultation boards are doing the rounds, the Church, Pubs, Town Hall and other local venues and will continue on their roadshow until 8th November

MS informed the group that he contacted Dave Nicholls re the youth consultation event and had no response from him. It is now hoped to hold this event on 4th November. **Action**:

1. MS contact Laurie Eagling, Clerk of Pitstone Parish council to accelerate progress on the youth consultation event.

MS

MS further informed the group that the consultation event that was planned for older members of the community will now be open to all residents and will take place from 1.30pm to 9pm on Wednesday 4th November

3.	Topic Development	
	Production of Topic Papers	
	SB clarified that the Topic Papers should be no more than two pages long	
	and reported that the following topic papers were complete:	
	History & Heritage (SJB)	
	Countryside & Landscape (RH)	
	Sport & Recreation (RF)	
	Action: All topic papers need to be completed by 31st October 2015 and	
	stored in the Topics Dropbox folder by the following:	
	1. Geographical Context (SB)	SB
	2. Design (BC)	BC
	3. Education and Learning (CT)	CT
	4. Housing and Population (SB)	SB
	5. Employment (MS)	MS
	6. Infrastructure and Transport (SB to discuss condensing this with	
	BD)	SB
	Topic Leaders Update	
	All topic leaders reported on the status of their papers	
	The topic reducts reported on the states of their papers	
4.	Finance	
	Current Position	
	RF reported that there are two pots of funds. PC precept £10k and £2.8k	
	already successfully applied for from Localities	
	(www.mycommmunity.org.uk) earlier in the year. Out of the £2.8k, £1.4k	
	has been spent. Also there has been some confusion about how the	
	expenditure has recorded between the two pots but this is now being	
	clarified. It was identified that a meeting would be required with the two	
	consultants as soon as possible to confirm the next stages. Action: 1. SB – Contact Jenny Lampert to arrange a meeting with Sue	
		SB
	Jobbins and the Management Team.	
	RF discussed the procedure for initiating expenditure noting that authority	
	should be received before any Steering Group member commits to	
	spending NDP funds. Actions :	
	1. RF - to discuss with Karen Groom, Chair of Ivinghoe Parish	DE
	Council how to streamline expenditure process to reflect the fact	RF
	that the PC has already delegated spending powers to the IPNDP	
	2. CB – To update ToR to reflect new spending procedure, all	
	expenditure to be authorised I writing by Chair of IPNDP, Richard	СВ
	Freeman or the Deputy Chair, Malcom Stubbs. CB to also	
	circulate the updated ToR for approval at the next Steering Group	
	chemate the updated for for approval at the flext Steering Group	
	meeting.	

5.	AOB No other business was raised
6.	Confirm New Actions Arising New actions were reviewed and agreed.
7.	Date of next Steering Group meeting 16 November 2015. Venue: The Old Vicarage, Church Road, Ivinghoe, LU7 9EH