

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING, 25th MAY 2016, CRABTREE FARMHOUSE**

MINUTES

Present: Richard Freeman (Chair), Sheena Bexson, Stephen Booth, Rikki Harrington, Malcolm Stubbs

1) Minutes of the previous meeting and actions update

The minutes of the meeting held on 4th May were approved.

The Terms of Reference version 5 were agreed.

Most actions were completed on time (see Item 5 for update and next steps).

A presentation by Richard at the Parish Council AGM on 12th May on progress with the Plan was well received.

2) Questionnaire

A provisional summary of some of the sections from the on-line submissions has been received from Mike King. He will complete his report by 6th June.

Malcolm will ask Mike King for his second invoice but Mike will be asked to defer billing until July to match the funding cycle.

Action Malcolm

3) Draft Plan

Richard had previously circulated a draft Plan structure for discussion.

The years which should be covered by the Plan were discussed and no final decision reached. The AVDC Plan is due for publication shortly and it may make sense to cover the same years.

The section on *The neighbourhood area* will be completed by Rikki on receipt of Sheena's input on housing and demographics.

Action Sheena, Rikki

The section on *How the plan fits in the planning framework* will be rewritten by Sheena.

Action Sheena

The section on *How the plan was developed* will be expanded a little by Malcolm, basing in it on a synopsis of the consultation statement which he circulated.

Action Malcolm

The section on *Steering Group principles* will be modified by Sheena, with a fourth bullet added along the lines of “Draft a clear and concise plan based on views identified”. Sheena will also work on the *Key issues* section.

Action Sheena

The section on *Locally identified issues* will be expanded by Richard, based on Pitstone’s Plan.

Action Richard

The section on *Policies and proposals* will be reworded by Sheena to explain that our Plan is only part of the planning process and will be considered alongside the AVDC and national policies. Our Plan policies can only be filled out once a full analysis of the questionnaire has been completed. Sheena recommended that sections on policies might include: Sustainable development; Community facilities; Telecommunications and Broadband; Protection of heritage and assets, and Protection of the countryside.

Action Sheena

It was agreed that no more sections need adding to the draft Plan at present.

Stephen will think about the logical flow of the sections.

Action Stephen

Good photographs will be needed to support the report.

Action All

4) Funding requirements

The only funding currently required is for Mike King’s work. Funding will later be required for printing of the draft report and a consultation event. Richard will submit an EoI for the next grant.

Action Richard

5) Next Steps

The latest action log was circulated and the numbers below refer to points in the log.

3c, 3d Sheena will check with Olivia at AVDC as to whether we need an SEA. We expect that we do not as we are not offering any sites for consideration. The response will inform whether 4e, 4f and 4g require action.

Action Sheena

3g Malcolm has started the consultation statement.

Action Malcolm

4c See Item 3 on the *Neighbourhood area* section.

4i A consultation on draft options is not required but Richard will offer the Parish Council a verbal report on the results of the questionnaire.

Action Richard

4k, 5a The Plan framework has been developed.

5d We will provide a constraints map (rather than a proposals map) in the Plan.

6) AOB

Andrew Kinsey is still receiving queries via the website link. Stephen will liaise with the Parish Clerk over redirecting these and updating the website with the article written by Rikki and Malcolm for the last issue of The Beacon.

Action Stephen and Malcolm

Stephen requested a copy of the analysis of the initial consultation if anybody has an electronic version.

Action All

7) Next meetings

7th June 2pm Sheena's

15th July 2pm Sheena's

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.