

Title of Meeting: Ivinghoe Parish Neighbourhood Development Plan Steering Group Meeting No. 5		
Date:	14/07/2015	Time: 7.30pm
		Location: The Old Rectory, Ivinghoe
Attendees:	Andrew Kinsey (AK), Pat Roach (PR), (RK), Sheena Bexson (SB), Malcolm Stubbs (MS), Bob Corn (BC), Carol Tarrant (CT), Richard Freeman (RF), Christabel Boersma (CB), Brian Dale (BD), Stephen Booth (SJB), Richard Wade (RW) (from 8pm)	
Apologies:	Rikki Harrington (RK), Ruth Benton (RB), Dean Fox (DF)	
Distribution:	Ivinghoe Neighbourhood Development Plan Steering Group	
Next Meeting:	20 th July 2015, 7.30pm	Location: The Hub, Ivinghoe

Ref		Actions
1.1	AK Opened the meeting, and a signed register of attendance was taken It was noted and acknowledged that Dean Fox had resigned from the steering group due to other work commitments.	
1.2	Election of Deputy Chair Richard Freeman proposed to take on this role. This was seconded by AK and was unanimously approved.	
1.3	Feedback from Planning Subgroup meeting SB and RF provided a summary overview of the meeting held with Jenny Lampart in June. The revised project plan (output from the planning meeting) is now complete and will be managed by RF and MS Paper copies of the Project Plan at A2 size are required for future steering group meetings. BC agreed to provide. MS noted the need to collate copies of evidence included changed versions. These should be held as part of evidence, preferably as paper copies. MS to collate. There was a discussion on the planning policy review proposed by Jenny Lampart (budget cost - £800). This was not part of the first tranche of funding from Locality funding. Therefore it was agreed that CB to approach Parish Council for funding from the Precept to carry out this work.	Note BC MS CB

Ref		Actions
1.4	<p>Feedback from Consultation Subgroup</p> <p>CB provided a summary overview of the two meetings held with Sue Jobbins in June.</p> <p>The outputs from these meetings included a consultation strategy report (available on dropbox and on the Ivinghoe PC website). Nine consultation events are planned of varying types. These included three dates in September.</p> <p>There was a discussion on the proposed dates, availability of locations, resolved as follows:</p> <p>Friday 11th September, 6-9pm at The Hub in Ivinghoe Saturday 12th September 11-3pm – at Brookmead School (venue tbc by CB) (reserve date of Sunday 13th September 11-3pm at the Hub if Brookmead is unable to accommodate us). Monday 14th September, 4-9pm at Ivinghoe Aston Village Hall</p> <p>A further potential date of 19th September, 12-3pm at Ivinghoe Aston Village Hall was also proposed if needed (subject to confirmation of all of the above dates and availability of steering group members to facilitate)</p> <p>A doodle poll is to be sent to steering group members to establish availability to support these dates.</p> <p>To support these events, posters and leaflets will need to be distributed w/c 1st September – volunteers for these activities (develop materials and distribute) are required. To be discussed and confirmed at the next meeting</p>	<p>CB</p> <p>AK</p> <p>Note</p>

<p>1.5</p>	<p>“Job List”</p> <p>The job list appended to the agenda was reviewed and agreed as follows</p> <ol style="list-style-type: none"> 1. Deputy Chairman: RF appointed as per item 1.2 2. Engagement with Community Groups: CT 3. Relationship with Local Authority: SB and AK 4. Treasurer: RW 5. Database Manager: It was agreed this was linked to 16. Dropbox admin: MS agreed to take on this role. 6. Website Manager: AK 7. Revised Terms of reference proposed from meetings with Jenny Lampart/Sue Jobbins were reviewed and agreed unanimously. To be posted on dropbox/website by AK 8. PR Person: JP 9. Local Business Contact: CB (SB to provide list from Ivinghoe Aston) 10. Overall Project Planner: RF (with support from MS) 11. Review/confirm topic champions for preparation of topic boards <ul style="list-style-type: none"> • Transport – BD (handing over to CB) • Countryside & Landscape (RH) • Sport/Recreation (RF) • Education and Learning (RB with support from CT) • Housing (SB) • Infrastructure, Employment, Business (CB) • History & Heritage (SJB – Albert Reynolds to be contacted by SB re Ivinghoe Aston) • Adjacent Parishes (AK) • Design (BC) 12. Procure materials for consultation (eg noticeboard) – CB (to be reviewed/discussed further at next meeting). 13. Community / Consultation Group Chair – RB (with support from CB and CT) 14. Questionnaire development. This has not been included in current tranche of funding. CB to approach Sue Jobbins for costs and set up next grant application 15. Agree Roles and Responsibilities to 9th November (refer to Project Tracker). RW reviewed the project tracker with details of activities, some complete others in progress. Details to be coordinated by MS 16. Dropbox Admin: Folders to be reorganised to reflect project tracker by MS (this items is linked to item 5 of this list. 17. Assessment of Local and National Planning Policy appraisal – SB 18. Policy Led plan vs Site allocations plan: It was agreed this should be determined through the consultation process 19. Recorder (tasked with pulling together all required information): MS 20. Other jobs: <p>An important job and urgent task to identify a suitable candidate is a “data inputter”. This person who will be tasked with recording all consultee feedback into a spreadsheet or database so it can be analysed. Several suggestions were made as potential helpers: BC to approach Hayley at the Hub, CT to ask Gail CB to approach Heidi Denton. A request will also be posted on the Ivinghoe Website</p>	<p>AK</p> <p>SB</p> <p>SB</p> <p>BC CT CB AK</p>
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1.6	<p>Topic Champion Updates</p> <p>Transport – BD is handing over to CB due to impending house move. A write up is complete, but work by Ben Hamilton Bailee is unlikely to be available for the consultation. Ongoing engagement with EDAN (Action group associated with downgrading of A146). Some questions proposed / considered for consultation re Bus provision/parking/likes and dislikes</p> <p>Countryside – RH was not in attendance, however there is a large number of maps and details that have been gathered and are on dropbox.</p> <p>Sport and Recreation – RF has produced a summary information paper and list of activities in the Town Hall. CT to provide additional information to RF to incorporate into paper</p> <p>Education and Learning - RB not in attendance. CT provided details of comprehensive information gathered on education including maps, school capacity. More detail on lifelong learning aspects to be gathered.</p> <p>Housing and Population – SB has gathered information on all planning applications (not including extensions), to be described for three separate areas and broken down into numbers</p> <p>Infrastructure – Lists of businesses including Pitstone business park have been gathered. Details from Bucks Business First and Tring Chamber of Commerce. BC suggested including Luton Chamber of Commerce as he had engaged with them when running his business in Ivinghoe previously.</p> <p>History and Heritage – Information paper produce by SJB. To be summarised into 3-4 pages. Photos needed for illustration and SB to help with Ivinghoe Aston aspects by engaging Albert Reynolds to obtain further information.</p> <p>Adjacent Parishes – Newsletter has been provided to Pitstone. Response on consultation for Pitstone NDP overdue. Collated comments from Ivinghoe Parish NDP steering group to be submitted (subsequently actioned). Engagement with other parishes (Slapton & Edelsborough, Cheddington, Little Gadseden, Aldbury) required – AK to action</p> <p>Design and Conservation – 7 page document with policies suggested has been drafted, red inked consultation questions proposed for steering group feedback and comment. Photos still required to support document.</p>	<p>CT</p> <p>SB</p> <p>AK</p>
1.7	<p>Date of next meeting Agreed as 20th July, 7.30pm at the Hub</p>	
1.8	<p>AOB</p> <p>JP noted some inconsistency in the name we have used for the plan. It should be referred to at the Ivinghoe Parish Neighbourhood Development Plan. There were some instances where the word “Parish” has been omitted.</p> <p>AK to check website and amend where necessary.</p>	<p>AK</p>