

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN**  
**STEERING GROUP MEETING, 1<sup>st</sup> SEPTEMBER 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 15<sup>th</sup> July were approved. The latest Action Log (31<sup>st</sup> August) and actions from the minutes were reviewed and the following points highlighted:

5d It was agreed that a constraints map would be useful even though we will now be looking to allocate sites that are not constrained by policy.

M12 6.1 With the consultation events on hold, Sheena will check that she has cancelled venue bookings.

*Actions – See Action Log*

**2) Finance**

£8,000 remains available of the Parish Council precept money. A further £2,120 could be applied for from the Department for Communities and Local Government.

**3) Website update**

The new Parish Council website is up and running. The IPNDP pages are lacking minutes of meetings held on 27<sup>th</sup> January, 3<sup>rd</sup> February and 14<sup>th</sup> March. Sheena will send Stephen any notes from those meetings which she has. Malcolm will send Stephen the questionnaire for uploading to the site.

*Actions: Sheena, Malcolm*

**4) Outcome of meeting with AVDC**

Sheena and Karen met with AVDC on 23<sup>rd</sup> August. The following points emerged.

- [ AVDC is under very strong pressure from national government to complete the Local Plan and provide housing.
- [ It is not the role of the Steering Group to argue the settlement categorisations; however, this may be addressed by the Parish Council.
- [ Requirements of each settlement will be against a baseline of 2013 property numbers.
- [ 67 properties are required in Ivinghoe. 16 have been built or have planning permission, leaving a requirement of 51.
- [ 5 properties are required in Ivinghoe Aston. At Grove Farm 8 have been built or converted under “permitted development” since 2013.
- [ No part of the Ivinghoe quota can be transferred to Ivinghoe Aston.
- [ More than the requirement can be allocated, in which case the excess will be on a reserve list in case allocations are not met elsewhere.

- [ Site allocations must reach AVDC by the end of September or they will identify sites themselves.

### 5) **Way forward**

The following actions were agreed.

- [ **Sheena** will provide a list of potential sites and landowners.
- [ **Richard** will email Karen to ask if it is acceptable to visit landowners to see if they are interested in allocating sites.
- [ If so, **two people from the committee** will visit land owners during week beginning 12<sup>th</sup> September.
- [ **Richard** will prepare a crib sheet for the visits.
- [ **Malcolm** will add a brief note to the plan explaining the late notification of the requirement for site allocations instead of a constraints-based plan.
- [ **Richard** will arrange a meeting with the Parish Council, ideally at 7.30pm on 28<sup>th</sup> September, after landowners have been approached.

**Actions: See italics**

### .6) **Draft plan**

Sheena suggested that the section on the consultation should be shortened and that the whole plan should be more in 'planning speak'. She will review the plan and rewrite relevant sections where appropriate..

**Action: Sheena**

### 7) **AOB**

None

### 8) **Date of next meeting**

14<sup>th</sup> September, 10am Sheena's

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.