

Title of Meeting:	Ivinghoe Neighbourhood Plan Meeting No.4	Location:	The Hub, Ivinghoe
Date:	20 <sup>th</sup> April 2015	Time:	7.30pm
Attendees:	From 6pm: Stephen Booth (SJB), Andrew Kinsey (AK), Sheena Bexson (SB), Sue Jobbins (SJ), Bob Corn (BC), From 7.30pm: Christabel Boersma (CB), Jacky Parsons (JP), Rikki Harrington (RH), Ruth Benton (RB), , Carol Tarrant (CT), Brian Dale (BD), Malcolm Stubbs (MS), Richard Freeman (RF), Pat Roach (PR), , Gail Dodsworth (GD)		
Apologies:	Dean Fox (DF), Richard Wade (RW)		
Distribution:	As above		
Next Meetings:	Tba	Location:	tba

Ref		Actions
1.1	A pre-meeting of the subgroup responsible for reviewing the consultants proposals was held with Sue Jobbins (Shaping Communities) to clarify any matters arising to facilitate a grant application to Locality. This was held from 6pm and further discussed and agreed with the full steering group in attendance after 7.30pm.	
1.2	AK opened the meeting and round table introductions were provided by all. A signed register was taken as a record of attendance.	
1.3	The previous minutes/actions were agreed with no objection.	
1.4	<b>Grant Application</b> The proposed grant application was agreed unanimously by the full steering group and key points are summarised below.	
1.5	<p>The application will be split into three tranches, as a maximum of £8k can be applied for and grant funded activities must be undertaken within 6 months.</p> <p>Tranche 1 will cover consultation and planning support, attendance at steering group meetings, development of consultation strategy and time line, design of community launch event, support to pull together evidence base (including meeting with the steering group).</p> <p>These activities build on some of the earlier work of the steering committee and will ensure the work progresses according to plan with professional support from the consultants. The first tranche will comprise of 7 days support, with £2.8k funding being applied for. Note: this was stated as £3k at the meeting, but was revised downwards following the meeting as one of the proposed activities would not be completed within the six month timescale proscribed. This activity will be included in a further grant application.</p>	

1.6	The expression of interest made by the Parish Council in March had expired. This was refreshed immediately following the meeting to enable the grant application to proceed. The application takes 10 days to process.																	
1.7	VAT would be payable on some of the consultants fees as some are VAT registered. VAT cannot be reclaimed as this money is from a grant. Expenses such as mileage are normally outside of the scope of the grant application, as they will complicate production of monitoring returns to locality.																	
1.8	<p><b>Workstreams</b></p> <p>SJB's summary document was reviewed and revised vision statement commented on. It was felt the word "grow" which had been suggested to replaced "enhance" may be unacceptable to some, and this was revised to "enhance the quality". Note that the vision statement remains a draft and therefore subject to comments through the consultation process.</p> <p>The workstream document (saved on the shared dropbox) was completed with owners and supporters identified for each workstream, to facilitate a structure for collecting evidence going forwards.</p>																	
1.9	<p><b>Date of Next meetings</b></p> <p>In terms of next steps, should the grant application be successful two consultation meetings and a planning meeting will be held.</p> <p>For the purposes of this the following people volunteered:</p> <table data-bbox="220 1048 1118 1339"> <tr> <td><b><u>Project Planning</u></b></td> <td><b><u>Consultation</u></b></td> </tr> <tr> <td>Malcolm Stubbs</td> <td>Ruth Benton</td> </tr> <tr> <td>Sheena Bexson</td> <td>Jacky Parsons</td> </tr> <tr> <td>Richard Freeman</td> <td>Carol Tarrant</td> </tr> <tr> <td>Rikki Harrington</td> <td>Andrew Kinsey</td> </tr> <tr> <td>Bob Corn</td> <td>Christabel Boersma</td> </tr> <tr> <td>+ Dean Fox (to be invited)</td> <td>Brian Dale</td> </tr> <tr> <td></td> <td>+ Richard Wade (to be invited)</td> </tr> </table> <p>The project planning group will arrange to meet with Jenny Lampert – SB to establish Jenny Lampert's availability and arrange with subgroup members above. It is likely this meeting will be held between 20<sup>th</sup> and 26<sup>th</sup> May 2015, but date tba to the relevant parties..</p> <p>The consultation group will meet twice with Sue Jobbins. AK circulated potential dates(6-14<sup>th</sup> June 2015) to those noted above for the first meeting in June on a doodle poll following the meeting to establish a suitable date. This will take most of a day (10am-3pm) A shorter follow up meeting will also be required, date to be advised following first meeting.</p>	<b><u>Project Planning</u></b>	<b><u>Consultation</u></b>	Malcolm Stubbs	Ruth Benton	Sheena Bexson	Jacky Parsons	Richard Freeman	Carol Tarrant	Rikki Harrington	Andrew Kinsey	Bob Corn	Christabel Boersma	+ Dean Fox (to be invited)	Brian Dale		+ Richard Wade (to be invited)	<p>SB</p> <p>AK</p>
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	<p><b>AOB</b></p> <p>Questions for the meeting with David Broadley (AVDC) on 21/04/2015 had been proposed prior to the meeting by CB and further questions were invited.</p>																	