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**Title of Meeting:** Ivinghoe Neighbourhood Development Plan Steering Group Meeting No. 3

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**Date:** 26/01/2015 **Time:** 7.30pm **Location:** The Hub, Ivinghoe

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**Attendees:** Andrew Kinsey (AK), Pat Roach (PR), Ruth Benton (RB), Rikki Harrington (RK), Sheena Bexson (SB), Malcolm Stubbs (MS), Bob Corn (BC), Carol Tarrant (CT), Richard Freeman (RF), Christabel Boersma (CB)

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**Apologies:** Richard Wade (RW), Brian Dale (BD), Dean Fox (DF), Stephen Booth (SJB),

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**Distribution:** Ivinghoe Neighbourhood Development Plan Steering Group

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**Next Meeting:** 13<sup>th</sup> April 2015, 7.30pm **Location:** The Hub, Ivinghoe

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Ref		Actions
1.1	AK Opened the meeting, and a signed register of attendance was taken	
1.2	<b>Gladman Development Update</b>  a) Due to non-determination of the planning application, Gladman are in process of making an appeal. This will be heard in the summer (likely Mid-July – August). b) Ivinghoe Together are putting together a Rule 6 statement – to be officially recognised as a suitable body and are meeting 10/3/2015 to discuss further c) Jane Custance (Head of Planning at Watford) will be making enquiries on formalities of making an enquiry d) It was agreed that Ivinghoe NDP steering group will keep a watching brief on developments with regard to the appeal.	All
1.3	<b>Feedback from Visioning Workshop</b>  The vision statement developed at the workshop was reviewed and a minor amendment agreed  To sympathetically enhance our community whilst protecting the special character, landscape and historical qualities of the parish”.  The draft vision statement is now complete.  It was agreed that the second part of the visioning workshop to establish goals and objectives would be completed following development and issue of the questionnaire.	
1.4	<b>Skills Matrix</b> – All to check and update as appropriate	All
1.5	<b>NDP Masterclass Workshop Feedback</b>  RB provided feedback from the workshop she attended. Notes are appended to the minutes & presentations have been saved on the Dropbox  Actions arising: 1) AK to seek a meeting with David Broadley, AVDC Planning Department to commence discussion/support/relationship development 2) Current opportunities for up to £8000 in grant funding – BC to investigate and report back	AK BC

Ref		Actions
1.6	<p><b>Maps</b></p> <p>SB has now obtained all the maps of the area. SB and CB are meeting on 11/03/2015 to colour code the maps based on the output of the visioning workshop.</p>	SB, CB
1.7	<p><b>Questionnaire</b></p> <p>A draft questionnaire was produced by CT following discussion with MS, DF and AK. This is uploaded to Dropbox in the questionnaire folder. This is drafted to fit on four sides of A4 (1x A3 size, double sided &amp; folded)</p> <p>The preamble and initial questions were discussed at length during the meeting. SB has drafted a revised preamble.</p> <p>It was agreed that AK would incorporate this and then all steering group members are to review and comment on the proposed questionnaire by 22/3/2015.</p> <p>The questionnaire sub-group will reconvene on 23/3/2015 to review all comments and prepare/agree a revised draft.</p> <p>It was agreed a number of cardboard post boxes for completed questionnaires would be required. AK to investigate and gain approval for procurement from IPC.</p> <p>To maximise return of completed questionnaires, it was suggested that we seek volunteers to take 20 houses each and drop off the surveys with a follow up visit in a week to obtain feedback.</p>	<p>ALL</p> <p>CT, DF, MS, AK</p> <p>AK</p>
1.8	<p><b>Update on Pitstone NDP</b></p> <p>AK attended their recent steering group meeting and provided the following update.</p> <p>They have developed a leaflet and posters for two community engagement sessions in March 2015.</p> <p>BD has engaged with Phil Cummings on transport issues that are relevant to both Ivinghoe and Pitstone NDP.</p> <p>Pitstone are aiming to have their plan complete by November 2015, although some doubts were expressed they would be able to achieve this.</p> <p>Pitstone have also engaged with Bucks CC EA who have a different view to the governors on the Brookmead school numbers. Essentially Bucks CC regards the school as being full now and counting current planning applications (including Rushendon Furlong, Gladman and the Park) school places in the 8 school cluster are also full. This means they would be likely to object on educational provision grounds for any further development.</p>	

Ref		Actions
1.9	<p><b>Communications Plan</b></p> <p>There was no further progress since the last meeting, however the Ivinghoe ENTS event where a stand was planned is no longer happening.</p> <p>Other opportunities for having a stand include the Fete (13<sup>th</sup> May), and an event near the Hub involving the choir on 20<sup>th</sup> May, and a quiz night in Ivinghoe Aston.</p> <p>CT agreed to draft a logo for the NDP</p> <p>Photographers need to be identified to take suitable photos of the parish for various NDP documentation. It was suggested Roger Hillier may be able to provide assistance.</p>	<p>CT</p> <p>Note</p>
1.10	<p><b>Action Tracker</b></p> <p>MS updated the tracker – to be uploaded to dropbox for reference</p> <p>Vision Statement – 75% complete (draft for community review now available)</p> <p>Maps – 80% complete</p> <p>Questionnaire – 50% complete</p>	MS
1.11	<p><b>AOB</b></p> <p>A website or Facebook page was briefly discussed. There was some concern expressed about who would manage this. AK to investigate further.</p>	AK
1.12	<p><b>Date of next steering group meeting</b></p> <p>This was agreed as 13<sup>th</sup> April 2015, 7.30pm at The Hub, Ivinghoe.</p>	Note

**To:** Ivinghoe Parish Neighbourhood Development Plan Steering Group

**From:** Ruth Benton

**Re:** Neighbourhood Planning Masterclass, London. 5<sup>th</sup> February 2015

I have saved all of the presentations onto the 'drop box' for your perusal. I came away with several key points I wanted to share with IPNDP:

1. Are we being transparent and rigorous in all we do?
2. Should we spend tax payer's money on a plan that might only be 'valid' for less than a year?
3. We need to meet with LPA now not later if NDP is to have a lasting future
4. Are the timescales we've listed realistic and achievable?
5. Are Community Aspirations the same as steering group?
6. Leadership must be clear and not biased
7. New Grants can now be applied for and there is FREE advice available from Planning Aid England and Planning Advisory Service.

I have saved all my notes from this training session, so if anyone would like more information please do not hesitate to ask.

19/02/2015

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### **Neighbourhood Planning Masterclass**

Local Government Association,  
Local Government House,  
Smith Square, London, SW1P 3HZ.

**Thursday 5th February**

#### **1. Neighbourhood Plans By Dave Chetwyn, Urban Vision**

Key Comments:

Why bother to produce an NDP? How long will it take? Will the Local Plan be ready before your NDP is complete? Producing an NDP will not stop any current planning applications or ones in the near future.

Local Authority Planning Officers are Key to successful NDP – stops writing behind closed doors (two way conversation between 'them and us', greater expertise shared, helping to provide evidence and support.

Local Support is not evidence in itself. Be specific, relate policies to plans, visions and aims, must have a ROBUST involvement, strong evidence base +community involvement (ask open questions, must maintain public confidence throughout entire process)

#### **2. Are you fit for NDP's By Bob Keith, Planning Aid England**

Key Comments

Is an NDP right for your area?

Neighbourhood Development Orders – An order granted by community granting planning permission to certain types of development.

Community Right to Build Orders – An order made by the community allowing them to bring forward small development for housing, business or community facilities.

Surveys carried out by Planning Aid England during past year to communities whom had already completed their NDP. 90% thought the process had gone 'well' or 'ok', 55% thought process was what they'd expected.

### **3. What if you don't have a local plan in place? By Dave Chetwyn - Discussion with participants without a locally adopted plan.**

Key Comments:

Developers and Planners only need to consider the adopted plan regardless of legal status. NPPF has full regard even if there is an old plan, but evidence must be considered if there is an emerging plan.

There is a large element of risk in producing/starting a plan now – within 18 months there should be a local plan – will this mirror yours? A good strong local plan should have regard for the emerging NP but it doesn't have to conform to it. However, evidence is key and making sure you use the latest (evidence) is vital.

Remember – time changes everything, as does, fatigue and costs. Good Practice = Consult and Engage.

Local authority decides whether a business referendum is required.

Transparency is a critical part of the entire process, advise at least 1 member of the steering group is from OUTSIDE the NDP area. If this is not possible LPA must be actively involved in creating your NDP to allow for 'critical friend appraisal/feedback consistently throughout process. Declarations of interest must be shown at 'every turn' to promote transparency and to maintain public confidence.

An examiner will TURN DOWN an entire NDP because of lack of transparency and/or poor evidence base – Having a communities support is not EVIDENCE of involvement.

### **4. Experience in Camden By Brian O'Donnell, Senior Planning Officer**

Key Comments:

Fortune Green and West Hampstead Neighbourhood Development Plan – January 2012 Forum established. Examiners Report Published 31 December 2014. It won't go to referendum until summer 2015..... probably.

Local Council learnt that:

- a) there is a significant amount of work for LPA
- b) be realistic about timescales/ manage expectations
- c) Good council/steering group relationships are VITAL
- d) You won't agree on everything
- e) Examination Hearing was helpful
- f) Need for evidence to support all policies
- g) Community Support isn't evidence
- h) Viability Work needed for site allocations

And they're still learning!

### **5. What do we mean by EVIDENCE? By Bob Keith, Planning Aid England**

Key Comments:

An NDP must conform to NPPF and all basic conditions. It should contain two main elements: Community Involvement and local stakeholder's views

AND

Fact/Research based information (ie Census).

Community Engagement, Published Statistics, Bespoke Surveys and Existing Policies are all needed as evidence to create a Neighbourhood Development Plan.