

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING
14th JUNE CRABTREE FARMHOUSE**

MINUTES

Present: Malcolm Stubbs (Chairman), Sheena Bexson, Stephen Booth, Rikki Harrington

1) Minutes of the previous meeting and matters arising

The minutes of the meeting of 8th May were approved.

All actions have been completed except for the Basic Conditions Statement, which Sheena is working on.

Sheena reported that Jacky Parsons thought that the draft Plan is a good representation of the process and the views of residents, and that it flows well.

Rikki reported that AVDC no longer considers an SEA and HRA necessary and has asked statutory consultees to give their views by 19th June.

Action: *Rikki chase David Broadley after 19th June if necessary.*

Malcolm reported that he has booked The Hub from 1pm to 9pm on Wednesday 13th September for the pre-submission consultation. Sheena will try to book Ivinghoe Aston Village Hall for earlier that week.

Action: *Sheena book Ivinghoe Aston Village Hall.*

2) Submission process

Sheena will check details of the submission process with Stephanie Buller. As the Steering Committee understands it, the outline is as follows:

- [Complete the consultation statement (*Malcolm*).
- [Complete the Basic Conditions Statement (*Sheena*).
- [Complete the draft Plan (*Led by Stephen and Rikki*).
- [Assemble the supporting documents (*Led by Malcolm and Sheena. Sheena* will prepare site allocations file. *Rikki* will prepare TOR, agendas and minutes file).
- [Show the draft Plan to the Parish Council (*Sheena* will liaise with Karen Groom.
NB Stephen away 2nd – 10th September).
- [Show the draft Plan to AVDC (advised, not compulsory).
- [Organise consultation events.
- [Allow six weeks for comments.
- [Collate comments.

- [Respond to comments.
- [Revise the Plan.
- [Submit the Plan.

Richard Freeman is willing to deal with applying for further grant money.

Actions: *As above.*

3) Revision of the draft Plan

Stephen pointed out that there was no specific policy relating to footpaths and bridleways although their importance was highlighted in an objective. It was agreed to add footpaths and bridleways to the list of features to be protected under Policy ENV3.

Stephen had prepared a set of six post-questionnaire objectives to match the policies, as the revision to the objectives following consultation is not clearly explained in the current draft.

The order of the policies will be changed to:

- [Housing
- [Environment
- [Transport
- [Recreation
- [Telecommunications
- [Business

Sheena suggested several amendments to the draft Plan.

Stephen will revise the draft Plan as above and circulate to other members of the Steering Group.

Rikki requested that everybody looks carefully at the appendix matching the policies to sustainability criteria.

Action: *Stephen revise draft Plan and circulate.*
All look carefully at sustainability appendix and send comments to Rikki.

4) Next meeting

The next meetings will be held at Crabtree Farmhouse on Friday 21st July at 2pm.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.