

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING GROUP MEETING**

**29<sup>th</sup> AUGUST 2017 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 1<sup>st</sup> August were approved.

All actions have been completed except for the Basic Conditions Statement and the Consultation Statement.

*Actions: Sheena and Malcolm to complete Statements.*

**2) Consultation Draft Plan**

This is now complete. **Stephen** will arrange for it to be placed on the Parish Council website by Friday 1<sup>st</sup> September and **Malcolm** will arrange for 20 hard copies to be printed.

**Rikki** will take a new photograph from the Beacon car park to be considered for the cover of later versions.

**3) Consultation events**

*Dates and venues*

These will be from 3pm to 9pm on Tuesday 12<sup>th</sup> September at Ivinghoe Aston Village Hall and from 3pm to 9pm on Wednesday 13<sup>th</sup> September at The Hub. Both venues will be available from 2pm for setting up.

*Invitations*

**Malcolm** will make minor amendments to the invitation (including the option of emailing responses to him without using a form) and double-sided Plan summary, and arrange for 450 copies to be printed. He will deliver the Ivinghoe Aston quota to Rikki on the evening of Friday 1<sup>st</sup> September. Deliveries will be done by **Malcolm** in Ivinghoe and by **Sheena and Rikki** in Ivinghoe Aston and will be completed by Wednesday 6<sup>th</sup> September. **Malcolm** will send copies to stakeholders outside the Parish. **Sheena** will send an email to the Parish Clerk inviting all Parish Councillors to attend and assist at the consultation events.

*Display*

**Malcolm** will arrange for the introductory page and the six policy pages to be reproduced at A2 size. The four pages (Vision, Sustainable Development and Objectives) will remain at A4 and go on a single board. **Rikki** will provide versions on a stick with high resolution photos by Monday 4<sup>th</sup> September.

**Actions:**        *See highlighted names above.*  
                      *Sheena to organise refreshments.*

**4)        Next meetings**

The next meetings will be held at Crabtree Farmhouse on Wednesday 30<sup>th</sup> August at 3pm to layout the boards (Malcolm and Sheena, possibly Rikki). A meeting will be held if necessary on Wednesday 20<sup>th</sup> September at 3pm in order to follow-up on the consultation evenings and any input from Stephanie Buller following Sheena's meeting with her on 14<sup>th</sup>.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.