

minutes

Ivinghoe Parish Neighbourhood Development Plan – Steering Group Meeting No. 8

Date: 27/01/2016 **Time:** 7.30pm **Location:** Crabtree
Continued 3.00pm farmhouse
03/02/2016 Ivinghoe Aston

Attendees: Sheena Bexson (SB), Stephen Booth (SJB), Brian Dale (BD), Rikki Harrington (RH), Malcolm Stubbs (MS), Karen Groom (first half of meeting)

Apologies: Richard Freeman, Christabel Boersman

Circulation: As above

Meeting Aim: To progress development of Ivinghoe Neighbourhood Development Plan and preparation for consultation events.

DISCUSSION POINTS		
No.	Item	Owner
1.	<p>Minutes of the Last Meeting/Actions Update</p> <p>The group resolved that the minutes were accurate and true</p> <p>Action Update:</p> <p>Topic Papers STILL NEEDING ATTENTION</p> <p>Design to be condensed, SB to discuss with BC</p> <p>Housing – AVDC ALLOCATIONS TO BE CHECKED</p> <p>Traffic – SB and BD have reworked this. COMPLETE</p>	SB
2.	Progress to Date	

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	<p>The steering group is shrinking some additional people are required. A flyer is to be added to the Beacon in Ivingohe Aston and Ringshall to try and engender some interest in the group. This was reconsidered at the second session of the meeting and it was agreed this flyer would be circulated with the questionnaires.</p> <p>Gail who attended one meeting to be asked if she would like to become involved.</p> <p>Group structure to change as the group has shrunk so much, no need for a management group! MS to continue to head up the questionnaire/consultation exercise;</p> <p>Rikki and Sheena to pull together the evidence base and to standardize as necessary. Jenny Lampert to be asked the best format for presentation of this information. It may be we follow Wing format, or other NDP, Jenny to be asked on this.</p> <p>ALMA have provided a quote for printing the questionnaires <input type="checkbox"/> 580 for 400 two further quotes to be sought including one from Bob Corn.</p>	MS MS MS SB AND RH MS MS
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minutes

3.	<p>GROUP STRUCTURE</p> <p>MS happy to lead questionnaire/consultation</p> <p>SJB happy to continue with communications.</p> <p>RF happy to continue with the grant applications etc but unable to attend many meetings in the short term</p> <p>RH and SB to bring together the evidence base.</p>	
4.	<p>QUESTIONNAIRE CONTENT DISTRIBUTION COLLECTION AND TIMING ETC</p> <p>The covering letter and the questionnaire were discussed in detail and each member given the opportunity to air their concerns and possible changes. MS agreed to amend as necessary. These first amendments were made and further refined at the second session of the meeting. Once the final amendments are made the questionnaire will be circulated to the steering group for information.</p> <p>It was agreed that two people Sheila Fox and Jean Booth would be asked to complete the questionnaire a trail to ensure that there are no difficulties for residents who may have little or no knowledge of the neighbourhood plan process.</p> <p>Timing of distribution of the questionnaire was discussed and agreed that the delivery and collection should avoid any school holidays, for this reason it was agreed the questionnaire should be delivered and collected within the first three weeks of March.</p> <p>Assistance will be needed in the distribution and collection of the questionnaires, it was agreed that post boxes for the return of the questionnaires should be placed in appropriate places within the Parish.</p> <p>The question of the analysis and presentation of the questionnaire results was considered. It was remembered that Jenny Lampert had suggested a colleague that may be able to assist with this. MS is to contact Mike King the contact suggested by Jenny in the early stages of our discussion. Mike King is potentially able to compile an online version of the questionnaire. Costs will have to be obtained for this data input and analysis.</p>	<p>MS</p> <p>MS</p> <p>SB AND SJB</p> <p>MS</p>
5.	<p>ELECTION OF CHAIR</p>	

minutes

	Unanimously agreed MS to take over from Richard whilst his work commitments kept him away from the meetings.	
6.	RATIFY TERMS OF REFERENCE The terms of reference need to be looked at again as the steering group size has been so reduced This was done between the two meeting and with minor amendments agreed.	
7.	AOB A vote of thanks was given to Brian Dale who sadly leaves the group due to his impending house move. It was agreed SB should confirm to the Parish Clerk that the OS copyright should be renewed. SJB reported that there is still some difficulty in getting things uploaded onto the website.	SB

Next Meeting: Friday

Date: 19th
February 2106

Time:
10.30am

Location
:
Crabtree
Farmhouse
Ivinghoe Aston

Meeting Aim: Agree distribution and collection plan for questionnaire. Agree or not the involvement of Mike King in the analysis of the questionnaire responses.
