

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING
17th OCTOBER 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 20th September were approved. The scheduled meeting on 2nd October was held at AVDC (see Item 2). No minutes of this informal discussion were prepared.

2) Pre-submission version draft

A meeting was held on 2nd October at AVDC with Stephanie Buller, who offered some useful suggestions for minor changes to wording and layout of the pre-submission draft presented at the consultation events. These changes did not materially affect the gist, but it was agreed that the version shown at consultation events should be made available in the file of evidence presented at submission.

Since the meeting with Stephanie, a new version had been prepared and viewed by all members of the Steering Group. A few more minor changes were suggested.

It was agreed that the pre-submission version would be sent to statutory consultees on Wednesday 25th October, following a meeting with the Parish Council to seek final approval on the previous day. The deadline for comments was set as 6 weeks later, *i.e.* 5pm on Wednesday 6th December 2017.

Actions:

Rikki to amend pre-submission version.

Malcolm, Sheena and Stephen to comment on amendments.

Rikki to prepare finalised pre-submission version by Sunday 22nd October.

Malcolm to send pre-submission version before 5pm on Wednesday 25th October.

3) Next meeting

A meeting will be held with the Parish Council on Tuesday 24th October at 1pm at Crabtree Farmhouse. Rikki will be unable to attend.

The next meeting will be held after December 6th on a date to be agreed.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.