

**IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN  
STEERING GROUP MEETING  
12<sup>th</sup> and 16<sup>th</sup> JANUARY 2018 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 19<sup>th</sup> December were approved.

**2) Consideration of responses to comments on Pre-submission Version (October 2017) and preparation of submission version**

The comments were each considered and responses discussed.

*Actions*

*Rikki to prepare a table of responses for all comments and provide responses to general comments and comments on ENV and REC policies.*

*Stephen to provide responses to comments on HSG policies.*

*Malcolm to provide responses to comments on TRA and TEL policies.*

*Rikki to prepare revised version of the Plan with changes shown.*

*Sheena to check procedure for submission.*

*It was agreed at the previous meeting that in the next version, discussion papers (Appendix 1) should be numbered and referred to. This remains to be done.*

**3) Next meeting**

The next meeting will be held on Wednesday 31<sup>st</sup> January at 2.30pm at Crabtree Farmhouse.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.