

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

**31<sup>st</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 12<sup>th</sup> and 16<sup>th</sup> January were approved.

**2) Preparation of Submission Version**

All amendments were finalised.

*Actions*

*Malcolm to amend Section 4 as necessary and email amendments to Rikki.*

*Rikki to incorporate all amendments, check cross-referencing with table of responses to comments and deliver new version to Standing Committee members.*

*Sheena to check procedure for submission and the correct name of the document.*

*Malcolm to complete Consultation Statement.*

*Sheena to complete Basic Conditions Statement.*

**3) Next meeting**

The next meeting will be held on Friday 23<sup>rd</sup> February at 3pm at Crabtree Farmhouse.

Thanks to Sheena for her hospitality.

Minutes prepared by Rikki.