

minutes

Ivinghoe Parish Neighbourhood Development Plan – Steering Group Meeting No. 8					
Date:	16/11/2015	Time:	7.30pm	Location:	The Old Vicarage, Ivinghoe
Attendees:	Christabel Boersma (CB), Sheena Bexson (SB), Stephen Booth (SJB), Bob Corn (BC), Brian Dale (BD), Richard Freeman (RF), Rikki Harrington (RH), Malcolm Stubbs (MS), Carol Tarrant (Corn), Karen Groom				
Apologies:					
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>1.1 – COMPLETE</p> <p>1.2 – Advice from consultants was not to input all community comments into a database – COMPLETE</p> <p>2.1 – COMPLETE</p> <p>3.1 – Topic Papers Completion: Geographic Context - COMPLETE</p> <p>3.2 – Design to be condensed, SB to discuss with BC</p> <p>3.3 – Education – COMPLETE</p> <p>3.4 – Housing – COMPLETE</p> <p>3.5 – Employment – COMPLETE</p> <p>3.6 – Traffic – SB to contact BD re condensing</p> <p>4.1 – Meeting took place – COMPLETE</p> <p>4.2 – COMPLETE</p> <p>4.3 – ToR to be finalised by CB</p>	<p>SB</p> <p>SB</p> <p>CB</p>

minutes

3.	<p>Topic Development</p> <p>Production of Topic Papers – these have been completed as stated above in Section 1 with just some work required on condensing them.</p>	
4.	<p>Finance</p> <p>Current Position - £3272.60 has been spent as of 3 November 2015</p> <ul style="list-style-type: none"> o £2800 was bid for from Locality. Just over half of it has been spent to date and the activity that will account for the rest has been commissioned. <p>Funding Bid – Management Team have discussed with Sue and Jenny what might be bid for. This amounts to £2400 and must be spent by 31 March. Identified expenditure is for the Questionnaire and the relevant analysis of this together with a small amount of general support.</p> <p>The process for the application is that the Management Team will send the expression of interest, Sue J will complete the application form details and it will then be passed to the PC for processing. RF would progress this in consultation with Sue Jobbins and IPC</p> <p>Treasurer Role – Steering Group no longer requires this role given the support provided by the parish council clerk, Maxine Hayes.</p> <p>Expenditure is not to be committed unless approved by MS or RF and IPC.</p>	RF
5.	<p>AOB</p> <p>Website – SJB to collate the updates that are required for the NDP section of the IPC website for Elke Hegarty (IPC website developer) to update. This will be packaged together and forwarded to Maxine Hayes to push to EH</p> <p>AVDC Consultation – The Steering Group agreed that due to the nature of the questions being asked and the fact that the questions posed in the Consultation documentation had not been posed to the community via the NDP process, that the group is not in a position to provide a response to AVDC’s Local Area Plan Consultation at this stage</p> <p>SB highlighted the need to commence preparing relevant materials for the consultation feedback events that will take place in March, well in advance.</p>	SJB
6.	<p>Confirm Actions Arising During the Meeting</p> <p>Actions arising during the meeting were reviewed and confirmed</p>	

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7.	Date of next meeting Date to be confirmed for early 2016	
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Next Meeting: To be agreed					
Date:		Time:		Location:	
Meeting Aim:					