

Title of Meeting:	Ivinghoe Neighbourhood Plan Project Planning Meeting No.1	Location:	Crabtree Farmhouse Ivinghoe Aston
Date:	2 nd June 2015	Time:	9.30am
Attendees:	Sheena Bexson (SB), Bob Corn (BC), Richard Freeman (RF), Rikki Harrington (RH), Malcolm Stubbs (MS), Jenny Lampert (JL)		
Apologies:			
Distribution:	As above		
Next Meetings:	TBA	Location:	TBA

Ref		Actions
1.1	<p>JL opened the meeting and explained that the purpose was to work through the project planning framework. This included activities and costings. The plan would be in the form of a Gantt Chart and the timeline, particularly for consultation activities, would need to be developed in advance of the Consultation Strategy meeting on 11th June 2015.</p> <p>The requirement for a website was also discussed. Potentially, this could be stand-alone or part of the Parish Council website but administered separately. Social media would possibly be more important as this would inform rather than relying on people accessing a website. This issue should also be discussed at the Consultation Meeting and then the full Steering Group (SG), as a decision would be required on whether a website would be required. BC agreed to initiate work to get things moving, developing proposals with associated costs.</p> <p>JL also suggested that a member of the Project Planning Group should attend the Consultation Workgroup to explain the project plan where appropriate and make necessary changes. RF agreed to attend.</p> <p>It was noted that the Dropbox folders are becoming unwieldy, making it harder to find information; moreover, it would be beneficial to start collating referenced evidence now both in electronic and paper form. This should be cross referenced to the project plan. It was also suggested that Dropbox probably needs an identified administrator to develop and maintain it – a matter that should be discussed by the SG. In the meantime, MS agreed to start identifying those documents required for evidence.</p> <p>Specific detail discussed during the meeting has been incorporated in the draft project plan; however, areas with more in depth discussion have been recorded below, cross referenced with the project plan where appropriate.</p>	<p>Consultation Group</p> <p>BC</p> <p>RF</p> <p>Steering Group</p> <p>MS</p>

2.1	(Task 1i) A meeting with LPA would be required at the end of June to explain the project plan and consultation strategy, including the engagement events and timeline. SB would contact DB to arrange a meeting, hopefully on 29 th June. This meeting would also be useful for identifying specific areas of support that the LPA might be able to provide.	SB
2.2	<p>(Task 2c) Open days: we need to get the topic information together before these take place so that they can be used as an opportunity to get input on what we don't know. The open days should also be used to get feedback on the draft vision and issues. It was suggested that these should take place in late September with dates to be confirmed with Sue Jobbins.</p> <p>(Task 2h) The Steering Group needs to confirm if the "Assessment of Local and National Planning Policy and Background Evidence" by JL is required. This formed part of JL's original proposal but a decision on this element was deferred. If agreed, this would be undertaken in July/August. JL will write to the SG to ask whether this component is required.</p> <p>(Task 2m) The "production of additional evidence if required" could refer to additional surveys/reports that might be identified at a later date.</p> <p>(Task 2n) The call for sites may or may not be required. This will follow on from the consultation and the potential identification of facilities that the community feels are required.</p> <p>(Task 2p) The "Recording/analysis/correlation of all consultation responses to date" refers to the work to consolidate the output from all engagement activity from the open days onwards.</p>	<p>Steering Group</p> <p>Steering Group</p> <p>JL</p>
2.3	(Task 3d) "Develop draft Sustainability Appraisal matrix and indicators" would only be required if major development was being suggested. It would be usual to use the Local Authority's methodology to undertake this. This would also determine if serials 4e, 4f and 4g would be required.	
2.4	(Task 6f) "Reg 15 Develop Consultation Statement": the production of this could be undertaken by Sue Jobbins; however, this element is in addition to the package agreed to date and would need to be confirmed by the SG.	Steering Group
3.1	<p>Any Other Business</p> <p>The subject of the utilisation of funding came up several times. It was noted that the grant application had been successful; although not all members of the group had been advised of this. It was suggested that a small Budget Sub-group should be constituted by the SG to co-ordinate expenditure.</p>	Steering Group
4.1	<p>Date of Next meetings</p> <p>TBD</p>	