

## DRAFT

### DOWN AMPNEY NEIGHBOURHOOD DEVELOPMENT PLAN - STEERING GROUP MEETING 10 SEPTEMBER 2019 – MINUTES

In Attendance: SG Committee Andrew Scarth (AS), Geoff Tappern (GT), David Gardner (DG), Siân Gardner (SFG), David Fowles (DF), Jackie Scuri (JS), Jon Campbell (JC), Lisa Spivey (LS), Mike Bruce (MB).

**Item 1. Apologies.** Ray Jenkins (RJ)

**Item 2. The Minutes of the SG Meeting** on 5 August 19 were approved and signed by the Chairman.

**Item 3. Consultants and Surveys.** Liz Beth from LB Consulting had been retained for half a day to review the Questionnaire; her report is due by 13 Sep 19. Glos Highways had agreed, at a cost of £866, to install for 10 days from 13 Sep, at 4 locations within the village, traffic measuring equipment to assess on hourly basis traffic flow and speed. GT invited LS to enquire if CDC might meet this cost. **Action: LS**

**Item 4. Programme & Progress.** AS introduced an updated programme of events to be undertaken to produce the NDP, and briefed colleagues on the changes. There were potential minor delays but also the opportunity to recapture lost time. The Questionnaire was now targeted for mid-October.

**Item 5. Communication Strategy.** It was agreed that DF with GT help would prepare an update statement for the NDP noticeboard (GT to insert) and submit same for inclusion in October DA News and website ([t.f.robson30@btinternet.com](mailto:t.f.robson30@btinternet.com) by 20 Sep and [paul.eagles@midwinterwebdesign.co.uk](mailto:paul.eagles@midwinterwebdesign.co.uk) respectively). It was agreed that a regular update for the DA news was appropriate. **Action: DF and GT.**

**Item 6. Meetings with External Stakeholders.** AS briefed on meetings with the Head of Rural Investment, Bidwells, and The Wellcome Trust on 20 August, and the CO-OP Regional Planning Manager on 22 August, respectively. Reports on these meetings had been circulated to SG members. GT had similarly circulated notes on his meeting with Walker and Brain at the CDC.

**Item 7. Village and Stakeholder Questionnaire.** SFG and DG had prepared a matrix of the comments received from the reviewers of the draft Questionnaire; these were reviewed by the SG and SFG/DG agreed to incorporate these into a revised version of the Questionnaire. Colleagues who had not already done so were tasked to review, as soon as possible, the Walk-In comments circulated by AS and input to SFG (nil responses required). Taking all of the above into account, as well as the anticipated consultants input, it was planned to undertake a final SG review of the Questionnaire at the next meeting on 1 October. There would be a proof reading prior to printing. The SG expressed continuing appreciation for the significant effort expended by SFG and DG on this document. **Action: All SG members; SFG and DG.**

**Item 8. Draft Objectives.** There was no change required to those already set out by AS.

**Item 9. Budget and Expenditure.** AS/GT had applied for a grant of £4800 effective from 1<sup>st</sup> October 2019 to the end of this FY, and expected approval by end of this month (Sep 19). It was anticipated that expenditure to date (which was minor) would be drawn from the PC funding allocation. AS indicates that colleagues should feel free to seek reimbursement for any appropriate expenditure.

**Item 10. Actions from Last Meeting Not Already Covered.**

1. Register of Interests. JC and LS had completed the Register of Interests.
2. Questionnaire Distributors. GT and MB would review the Instructions for Questionnaire Distributors; prepare a list of potential distributors from those who had previously indicated a desire to be involved; and seek their agreement to act as distributors. **Action: GT, MB.**

**Item 11. Date of Next Meeting.** 1 October 2019 at 7pm in the DAVH Dakota Room. **Action: MB.**

**Item 12. Questions from the Public.** None were present.