DOWN AMPNEY NEIGHBOURHOOD PLANNING STEERING GROUP – COMMITTEE MEETING 21 JUNE 2019 – MINUTES

In Attendance: SG Committee Andrew Scarth (AS), Geoff Tappern (GT), David Gardner (DG), Siân Gardner (SG), Ray Jenkins (RJ), David Fowles (DF), Mike Bruce (MB).

Item 1. Apologies. Jackie Scuri (JS), Jon Campbell (JC), Lisa Spivey

Item 2. The Minutes of the SG Meeting on 27 March 19 were approved and signed by the Chairman.

Item 3. Register of Interests. AS provided a Register of Interests which was completed by the members present. JS and JC to complete asap.   **Action: JS, JC.**

Item 4. Programme. AS had produced a programme of events to be undertaken to produce the NDP and briefed colleagues on the content.

Item 5. Communication Strategy. AS advised of the need for a communication strategy as villagers and other parties needed to be fully aware of the SG's work and their part in the process. AS suggested use of the DA News and Website, a dedicated noticeboard for use at the village shop, a pre-questionnaire to villagers. DF had produced a comms plan which largely echoed that of AS and following discussion DF agree to take the lead on the SG's Communications Strategy. **Action: DF**

Key points going forward:

1. AS to provide an input for the July DA News. **Action: AS.**
2. DF to develop further DA News inputs to include (subject to approval) front cover/wrap around/insert as appropriate. AS to enquire what is the art of the possible with Marilyn Robson. **Action: DF, AS.**
3. DF to develop DA website input, in association with PC members RJ and GT. **Action: DF.**
4. A dedicated noticeboard to be acquired for NDP information to be located at DA village shop (subject to approval).
5. DF would liaise with DG over use of DA Facebook page. **Action: DF,DG**
6. RJ would seek Anne Jenkins assistance for DF. **Action: RJ.**
7. DF proposed a leaflet drop to all residents and offered a suggested village breakdown for each part of which a member would take responsibility.

Item 6. Objectives to be Satisfied. AS introduced a first draft which it was agreed he would further populate and circulated to SG members for comment.

Item 7. Village and Stakeholder Questionnaire. SG and DG had prepared a first draft questionnaire which with final adjustments would be circulated to colleagues in the next 2 weeks. SG briefed on cover and content, suggesting that hard and soft copies would be required, and the incentivisation of a cash prize for early completion. It was further agreed that:

1. From release the SG would have 2 weeks to comment on the first draft.
2. The second draft would be released to those villagers who had previously expressed an interest to be engaged with the NDP.
3. A comments box would be made available in the village shop.

4.   A village launch meeting would be arranged.

5.   The questionnaire would subsequently be delivered to every household in DA with a return date

Item 8. Budget and Expenditure. It was agreed that funding would be sought for 2 days of consultancy relating to the Questionnaire and the Objectives. Funding would also be required for the Design Statement and a dedicated notice board. AS and DG to discuss. AS had already acquired flipcharts. **Action: AS,DG.**

Item 9. Actions from Last Meeting.

1. Traffic Survey. RJ had received a very favourable response to his enquiry and it was agreed that we would seek to implement a one week survey in September. AS and RJ to discuss specific requirements. **Action: AS,RJ.**

2. Stakeholder Letters. AS and RJ have written to stakeholders as tasked. Some had replied. RJ was hoping to arrange a meeting with fellow PC chairmen to discuss.

3. Timescale of NDP. In view of current and likely changing scenarios, it was agreed that the NDP should not be constrained to the 2031 timescale and that villagers should be made aware of possible further developments beyond that timeframe and where feasible, comments/concerns be integrated into the final questionnaire.

Item 10. Date of Next Meeting. 5 August 2019 at 7pm in the DAVH Dakota Room. **Action: MB.**