

DOWN AMPNEY NEIGHBOURHOOD DEVELOPMENT PLAN - STEERING GROUP MEETING 5 AUGUST 2019 – MINUTES

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

Anne Jenkins – invited by DF to assist with communications.

Item 1. Apologies. Jon Campbell (JC), Lisa Spivey (LS)

Item 2. The Minutes of the SG Meeting on 21 June 19 were approved and signed by the Chairman.

Item 3. Programme. AS had produced an updated programme of events to be undertaken to produce the NDP, and briefed colleagues on the changes. It was decided that the Questionnaire would be planned to be in final draft by the end of August for review by the CDC and a consultant, taking into account comment from the SG and other parties (see Item 5).

Item 4. Communication Strategy. It was agreed that the pages prepared for the August DA News would be shown on the website (MB) and on village notice boards (AS). It was further agreed that 20 laminated copies of the front cover of the DA News would be prepared by AS, and displayed on telegraph poles/ lampposts throughout the village by DF. There would be no specific flyer as it was felt that the DA News achieved this objective. **Action: MB, AS and DF.**

Secretary's Note: A notice board for use by the SG, and a box for the receipt of comment by parishioners, has been placed outside and inside the village shop, respectively.

Item 5. Village and Stakeholder Questionnaire. SFG and DG had prepared a matrix of the comments received on their draft Questionnaire, and these were reviewed by the SG. A copy of this matrix, adjusted to include SG agreed changes, will be attached to these Minutes in due course. SFG and DG planned to have a revised draft of the Questionnaire distributed prior to the 17 August NDP drop-in meeting. AS and GT would identify 4 of the villagers who had expressed a desire to be engaged with the SG, to give their comments on the draft, which would sit alongside any comments deriving from the parishioners box. The Steering Group expressed appreciation to SFG and DG for the work that had gone into the Questionnaire thus far. **Action: AS and GT, SFG and DG.**

The format of the drop-in meeting on 17 August (0900 – 1200) was discussed and several ideas put forward. Those SG members who are available to attend would prepare the Dakota Room and finalise the process.

Item 6. Budget and Expenditure. AS asked that DG provide a record of expenditure to date. AS and DG would discuss/decide on an application for a grant to meet expenditure. DF stated that the designer of the NDP logo would require payment (in the region of £50); this was agreed subject to receipt of a VAT invoice **Action: AS,DG,DF.**

Item 7. Actions from Last Meeting Not Already Covered.

1. Register of Interests. JC needs to complete the Register of Interests asap. Lisa Spivey will need to do so when she attends a meeting. **Action: JC.**
2. Traffic Survey. Initial Action was completed by AS wished to discuss the matter further with the Authority prior to implementation of the survey. **Action: AS.**

Item 8. Date of Next Meeting. 10 September 2019 at 7pm in the DAVH Dakota Room. **Action: MB.**

Item 9. Questions from the Public. None were present.