

## **DOWN AMPNEY NEIGHBOURHOOD DEVELOPMENT PLAN - STEERING GROUP MEETING 1 OCTOBER 2019 – MINUTES**

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

**Item 1. Apologies.** Ray Jenkins (RJ), Jackie Scuri (JS), Lisa Spivey (LS)

**Item 2. The Minutes of the SG Meeting** on 10 September 2019 were approved and signed by the Chairman.

**Item 3. Village and Stakeholder Questionnaire.** SG colleagues expressed their appreciation to SFG and DG for their continuing significant work on this document. AS indicated his wish to address the subject under the following 4 headings:

- a. **The Questionnaire.** SFG and DG had provided a matrix of comment from all sources and addressed these comments in parallel with a revised Questionnaire to gain SG endorsement or amendment. Changes were also agreed to the front page of the Questionnaire and to the briefing note to residents. **SFG and DG** agreed to incorporate all changes and issue a final version (subject to a last proof reading) of the Questionnaire package by 5 Oct, with distribution to SG members and to Ann Higson whom **AS** would invite to do a proof reading. This would result, subject to any final corrections, in the Questionnaire being ready for printing. **Action: SFG and DG, AS.**
- b. **Printing.** Two quotes had been received. A further quote would be sought from the CDC in-house printing office. DF would arrange following input from AS. 500 copies would be printed with a completion date prior to 19 Oct. **Action: DF, AS.**
- c. **Distribution and Collection.** A plan had been devised in which the village was divided into 10 zones, each of which had 2 or more volunteers allocated for this work. A meeting was planned for 19 Oct at 1000 in the DAVH (tbc) to brief all available volunteers and to distribute the Questionnaires. **MB** to advise volunteers as soon as the booking is confirmed. There would undoubtedly be challenges with this activity as not everyone could be available within the ideal timeframe; some flexibility and co-operation between the 'teams' would be essential. MB agreed to work with colleagues to prepare the briefing and be on hand to deliver, if required. It was agreed that 4 weeks would be allowed for the completion of this phase of the NDP. **Action: MB**
- d. **Analysis.** AS briefed colleagues on his initial thoughts as to how this challenging phase would be conducted; he and DG would develop this plan and advise colleagues at a later date. It would be necessary to raise a team of circa 15 to undertake the work. The plan would evolve around the use of spreadsheets and it was thought that some 300 Questionnaires would require analysis. **Action: AS, DG.**

**Item 4. Budget and Expenditure.** AS reminded colleagues of the grant which had been received and advised that he was at an advanced stage in the associated due diligence process. The grant, and the CDC, would not pay for the traffic survey (which had now been completed, results awaited) and this cost would come from the PC allocated funds. Payment of bills had been protracted as the DA Clerk had been on holiday and it was hoped that this was now in hand. DG confirmed his recording of all NDP expenses.

**Item 5. Actions from Last Meeting Not Already Covered.** DF confirmed that he would prepare the next statement of update for the DA News. **Action: DF.**

**Item 11. Date of Next Meeting.** The next formal SG meeting would likely be in December at a date to be identified. However, the SG will meet on 19 Oct at 1000 in the DAVH Dakota Room (tbc).  
**Action: MB.**

**Item 12. Questions from the Public.** None. One member of the public attended briefly.

Andrew Scarth

Chairman

NDP SG