

**DOWN AMPNEY NEIGHBOURHOOD PLANNING STEERING GROUP – COMMITTEE MEETING 30
November 2022 – MINUTES**

In Attendance: Andrew Scarth (AS), Geoff Tappern (GT), Jackie Scuri (JS), Ray Jenkins (RJ), Jon Campbell and Mike Bruce (MB)

Item 1. Apologies. Darrell Warner

Item 2. Minutes of Previous Meeting. Minutes of 3 October 22 were accepted as a true record of the meeting.

Item 3. Progress. AS briefed that the NDP was, in effect, done and dusted with only minor works to be undertaken by GT and him.

Item 4. Regulation 16 Issues. AS briefed that there were some loose ends in the Consultation Statement and Basic Conditions Statement which were being dealt with by Kirkwells but both were nearly complete and ready for sign-off.

Item 5. Design Guide. AS and GT had prepared a list of proposed changes/additions to the AECOM draft Design Guide, incorporating comments from SG members. AS took colleagues through this list where further changes were proposed, and all were agreed by the SG. AS and GT agreed to meet on 1 Dec to complete the revised SG proposed changes and to submit them to AECOM. (Action completed 1 Dec). It was further agreed that the proposed changes would be discussed with AECOM (ZOOM meeting arranged for 7 Dec) allowing AECOM to produce a final draft of the Design Guide which will be used as part of the Regulation 16 submission. This will be circulated to SG members.

Item 6. Next Steps. When the final drafts of everything have been agreed by the SG a meeting will be sought with CDC to discuss how it will take forward the Regulation 16 consultation.