

**MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE,
August 13, 2015**

Present: Malcolm Cutler (co-chair), Margaret Bishop, Barry Fenby (co-chair), Richard Harrison, Alison Hobson (secretary), Sue Hughes, Suzanne Jones (part). Also present Jennie Sanford

Apologies:

In the chair: Malcolm Cutler

1.	The minutes of the meeting on July 30 were agreed with a slight amendment.	Actions and Aims
2.	Matters arising i. The approved minutes to be sent to FTC. ii. The allocated FTC laptop has no Windows licence. It was agreed that the Linux system with Open Office could be used.	AH AH
3.	Communications The website domain name has been registered to FTC and the website to TGN. The email: info@neighbourhoodplan.co.uk. to be directed to MC, BF and RH. MC to take lead in replies. SJ starting work on website next week. LOGO: Sue Hughes offered to design LOGO – a stylised version of a photograph. To be ready for August 20 meeting. Facebook to follow on from website. Phone to be held by BF 07976689418	SJ SH BF
4.	Timetable The design of the timetable was discussed. Some aspects of the GRCC template timetable to be included. The grant application cannot be made until the timetable is in place. RH to revise timetable and circulate on similar lines as GRCC template.	RH
5.	Aims/ Objectives document: A meeting of a subcommittee (MC, RH, MB) will be held on Tuesday August 18th at 10.30am in the Barker Room to finalise details after comments received; anyone else is welcome. Joseph Walker, the CDC contact for community plans to be invited to attend meeting on August 27th or September 3rd.	All. Apologies: AH MB
6.	Grant Application A grant application cannot be made until budget and detailed project plan are finalised. Elin Tattersall, GRCC will advise at the next meeting August 20th at 10am. She will have advice on items for 6 months budget, and what is required for the grant application.	All
7.	Working Groups (change from Interest Groups) Infrastructure and Environment (SG lead: MB, SJ) Local Community Services and Facilities (SG Lead: BF) Shopping and Improving Fairford (the word Tourism not to be used) (SG lead: RH) The aim is to improve Fairford without mass tourism. Tourism Group Chair - Chris Roberts. The meeting held had a disappointing attendance, the next meeting August 26, 7.30pm at The Plough. Outside bodies could be used such as Hidden Britain. There is scope for using Fairford as a base for cycling, walking trails etc. Business & Employment Development (SG lead: MC) MC has started contacting businesses. Business/Visitor Sector Group Chairman – MC to discuss with Clive Eliot. (Business and Improving Fairford working groups will liaise closely,	

	<p>especially on retail, public houses, cafe etc promotion)</p> <p>Maintaining Unique Character (SG lead: AH with SC) Unique Character/History Sector Groups – through FHS (to be taken to at next FHS committee meeting)</p> <p>Social, Cultural and Spiritual (SG lead: BF, RH, JS)</p> <p>Housing and Future development (SG lead: MC, MB (including FPW & FPT))</p>	
8.	<p>Other points</p> <p>a) The Kensington and Edinburgh development land was discussed. There has been a meeting with Fairford surgeries and NHS England.</p> <p>b) Landowners and farmers should be consulted. There has been a meeting with ECT (Nicholas Ford, BF, JS) with positive results. There are going to be ongoing meetings every 6 months. The Aims and Objectives will be discussed with them. The idea for an Adult Countryside Centre was suggested (Rural Education Centre) along the lines of Forest Schools.</p> <p>c) RH suggested that a communication strategy should be planned. Is there a GRCC template?</p> <p>d) Is a Strategic Environment Assessment needed? Ask Joseph Walker, CDC.</p> <p>e) Public consultation meetings should be planned. Timing to be discussed following working group feedback.</p> <p>f) A second WILD project meeting has been organised for Wednesday 26 August 10.30 at FCC</p>	<p>BF</p> <p>MC, MB</p>
9.	<p>Date of next meetings: Tuesday August 18th 10.30 Barker Room (MC, RH, MB) and all Thursday August 20th 10am Barker Room Thursday August 27th 10.30 Barker Room Thursday September 3rd</p>	