

MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE, June 15, 2015

Present: Malcolm Cutler (co-chair), Barry Fenby (co-chair), Margaret Bishop, Richard Harrison, Alison Hobson (secretary), also present Jennie Sanford

1. Introduction

Barry Fenby welcomed everyone to the first meeting of the group and said it was an initial strategy meeting to get the NDP for Fairford started. He then asked everyone to introduce themselves and explain their backgrounds and expertise.

2. **Responsibility:** the NDP is to be a community led exercise but will regularly report its progress to the FTC via the Planning Committee.

3. **Finance:** FTC have set aside £12,000 for the current financial year. A grant of £8000 can be applied for from My Community Locality via GRCC, with an additional £7000 in the second year. FTC decided there should be no ceiling on funding. BF to be responsible for finance.

4. Membership of the group

Malcolm Cutler and Barry Fenby (FTC) to be co-chairs and up to 6 others with only 2 FTC representatives (BF and RH). Additional relevant people can be invited to join the SC, on a permanent or temporary basis, as required.

Responsibilities within Group

Finance: BF

MC/MB to be responsible for local organisations involvement via Fairford Community Voice (FCV)

Documentation: AH

Time-scale: RH

Other possible representatives

Ernest Cook Trust as a major landowner has an important influence in the town, although not always seen to be of benefit. Action: Barry Fenby to approach ECT to arrange a meeting.

All Churches

Business Community

Local organisations and clubs

Schools

Health and welfare

Representative from the new development.

5. Communication

Communication is seen as a very important part of the NDP to get community involvement. It was decided to ask Suzanne Jones (www.tgn.co.uk) to join the steering group set up a website and social media. This will be a cost. Post meeting note: Suzanne has agreed to come to the next meeting.

6. Time-scale/line

A time line and website from Roseland (<http://www.roselandplan.org/>) was shown as a good example. RH to work out time-scale using this format. The GRCC website lists the seven steps (<http://www.grcc.org.uk/neighbourhood-development-plans/neighbourhood-development-plans>)

September will be the 'kicking off' point; before that preparation work setting out the aims and objectives and identifying issues.

7. The referendum and CDC input are not controllable issues, but it was hoped Christmas Day 2016 would be the target date.

8. **Terms of reference**

Each group member to read through draft terms of reference circulated by RH and comment and make alterations and amendments by 24th June. RH will circulate a revised version to be circulated by email.

9. **Aims and objectives**

These to be discussed at the July meetings. Once the aims and objectives are decided a representative will be invited to visit for advice from Lechlade's NP Steering Committee. Also, when the areas have been identified where it is felt that professional assistance is needed, possibly following the finalisation of the Plan Objectives, GRCC will be asked for their advice.

The FNDP will have a time-scale up to 2040 (any objectives requiring a longer time period will be identified/discussed in a separate section of the Plan).

10. **Next meetings**

The next three Steering Group meetings on 2nd, 16th & 30th July, will concentrate on confirming the plan Objectives but also confirm the Steering Group and start any relevant Grant application process.