

**MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP,
15 October, 2015**

Present: Malcolm Cutler (co-chair), Margaret Bishop, Barry Fenby (co-chair), Richard Harrison, Alison Hobson (secretary), Sarah Basley, Caroline Symcox, Suzanne Jones, also present Jennie Sanford

Apologies: Sue Hughes

In the chair: Barry Fenby

1.	The minutes of the meeting on October 1 2015 were agreed with some amendments – to be recirculated.	Actions and Aims
2.	<p>Matters arising</p> <p>2.ii FTC feedback at 13 October full council meeting. MC gave the report but the time allocated was short. JS suggested that MC should have a half an hour time slot before the FTC meeting in future and any comments/questions can be brought into the meeting later.</p> <p>4.i Open spaces and development sites. After discussion it was decided to hold a joint meeting with a few members of FTC and Assistant Clerk to review the plan of Open Spaces submitted to CDC previously suggest other sites and also the plan of development sites. Meeting October 21st at 10.30 at FCC.</p> <p>4.ii Any items regarding problems with the new developments (or other relevant matters) reported to SG members should be reported to Vanessa and be publicised on FTC facebook site and FNP facebook site.</p> <p>5iii. MC has made contact with Paul Swift of GCC Highways and is awaiting a phone call.</p>	
3.	<p>Grant Application</p> <p>This is almost ready to go, just awaiting costs for Town Centre Study and approval for cost of Transport Study. The grant is not going to cover everything, FTC has a budget for the Neighbourhood Plan which will the pay the remainder.</p> <p>Winslow Visit</p> <p>RH and MC had a meeting at Winslow to discuss their successful neighbourhood plan. Winslow had consultant advice from the start, but their situation was slightly different in that they had to complete very quickly. The SG has had advice from GRCC, who have helped with many Gloucestershire neighbourhood plans, from the start. This was discussed and consultants as well as GRCC are being consulted. It was decided to stay with the original plan. The document that RH circulated from Winslow with helpful points should be sent to CDC councillor, Steve Andrews who is on the Overview and Scrutiny Committee of CDC.</p>	RH
4.	<p>Transport Study</p> <p>RH and MB met with James Hunter of Helix Transport Consultants who has sent in a proposal. What should be covered was discussed:- e.g. parking, planning provision on new developments, traffic flow in the town centre and along A417. Studies and surveys previously completed need to be submitted to him. The Helix Transport proposal was agreed but MB to arrange an informal meeting with him first to ensure all our concerns will be considered by him, including time-scales for the report.</p> <p>RH to email MB with additional comments.</p>	RH
5.	<p>Town Centre Study recommended by GRCC</p> <p>SB has set up a meeting with Place Studio Ltd for a preliminary look and assessment for Friday October 23rd (10.30 at St Mary's). This will cost £100. Points to be included if possible: viability of shops, no room to expand in town centre, parking, the visual environment including road surfaces etc.</p> <p>JS/CR are going to carry out a Fairford street (i.e. the built environment) furniture survey. MC to carry out signage survey. The results will be input on to a master plan map. SB is doing a tree survey.</p>	<p>SB & others</p> <p>JS/MC</p>

	Shops could be encouraged to sponsor a bin.	
6.	<p>Communications and publicity</p> <p>The website and facebook are up and running. SJ asked what to be put on there. The SG were encouraged to look on facebook and 'like it'.</p> <ul style="list-style-type: none"> • Reports from the fortnightly meetings • News updates • Current activities <p>Shorter information on facebook, expanded on the website. CS who uses facebook to input to SJ.</p> <p>All to check website displays on different electronic appliances.</p> <p>Market stall at the end of November at the time of the questionnaire.</p>	Action: All SJ
7.	<p>Working Groups</p> <p>i. Business questionnaires ready to go</p> <p>ii. Meeting with Palmer Hall next week</p> <p>iii. A very positive meeting has been held with ECT. ECT educational involvement include adults as well and the idea of an adult education centre for country life pursuits was received well. ECT looking at site for burial ground again. ECT has only minimal links with RAU which could be improved. Very supportive of FNP. The next meeting will be in December.</p> <p>iv. Shopping and visiting</p> <p>The next Tourist Group is at 7.30pm at the Plough on 26 October. The positive outcomes have been the photo competition and the revitalisation of Walkers are Welcome. These are short term fixes.</p> <p>More long term planning and strategies are needed. This is to be done by personal contacts with individuals.</p> <p>v. Environment group have met.</p>	RH/MC
8.	<p>Questionnaire</p> <p>i. It was decided that there should be no compromise on colour printing even if it means going to other printers. Birdham was to be used as an example the right length and design. GRCC are available to help with design and advice.</p> <p>ii. An Incentive to fill in was discussed. A prize of £250 and online completion was discussed such that residents s could retain anonymity. No conclusion was reached and GRCC advice to be asked.</p> <p>iii. Drop-in boxes need to be designed and sites to be decided.</p> <p>iv. Questions to be ready by the end of October.</p>	All
9.	<p>Aims/ Visions Objectives</p> <p>MC to revise the short version and circulate</p>	MC
10.	<p>AOB.</p> <p>i. MC stressed the concerns involved in completing the FNP, as mentioned previously in his recent report to the FTC:</p> <ul style="list-style-type: none"> • Need to attract sufficient community involvement • Keeping a focus on what is achievable and what are aspirations • High number of man hours – how much time is spent on it • How effective will the FNP be in the future • Working to a 5 year plan which may date quickly e.g. 5yr housing supply • It has to be in line with both the existing and emerging, local plan • Who is going to use it and how • Need to maintain close liaisons with FTC on current issues <p>ii. RH's letter to neighbouring parishes was not discussed – all to send comments to RH if haven't already.</p>	All
11.	<p>DONM</p> <p>Wednesday October 21st 10.30 Open space meeting</p> <p>Friday October 23rd Town study meeting</p> <p>Thursday October 29th 10.30 am Barker Room</p>	

