

**MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE,
September 17, 2015**

Present: Malcolm Cutler (co-chair), Margaret Bishop, Barry Fenby (co-chair), Richard Harrison, Alison Hobson (secretary), Suzanne Jones.

Apologies: Sue Hughes

In the chair: Barry Fenby

1.	The minutes of the meeting on August 27 2015 were agreed.	Actions and Aims
2.	<p>Matters arising</p> <p>i. The approved minutes and notes from the last meeting to be sent to FTC.</p> <p>ii. FTC would like feedback at their full FTC meeting on the 2nd Tuesday of the month (October 13th)</p> <p>iii. Thames Water event was not well attended – the feeling was that personal contact was a better approach. It was felt that the event was also not well publicised.</p>	AH MC to attend
3.	<p>Timetable</p> <p>Discussions about the timetable took place. Items have had to be delayed because of waiting for GRCC advice and a meeting with CDC adviser. Items to be moved to the end of October. Timetable to be updated and circulated.</p>	RH
4.	<p>Communications</p> <p>i. Logo: after discussion the rectangle/square shape was preferred with the border and writing in green (Fairford at the top and Neighbourhood Plan at the base).</p> <p>ii. Flier: A4 double sided. The wording for the flier was discussed, RH to revise and sent to AH for the addition of the revised LOGO. To be sent to CDC for printing Friday 18th AM. 2000 to be printed later revised to 1800.</p> <p>iii. The cost for printing the flier of circa £125 was approved.</p> <p>iv. Website: Logo almost ready, still might be revised. Vision statement and 'Potential Issues' to go on website.</p> <p>v. Questionnaires: Work on the questionnaires should be started - to go be completed by 12 November to be circulated 21 November and back by 30 November. This can also go on website to be completed online. To have its own separate delivery. Press releases in Ripples and Standard. Questionnaire designed by use of other examples and advice from GRCC.</p>	RH/AH SJ
5.	<p>Interest Groups</p> <p>It was thought that it was probably a bit unrealistic to get groups to form themselves, best to have individual talks with small groups of people to obtain feedback. It has to be seen that consultation has taken place.</p> <p>Nov 10 A day long 'Strategic local housing assessment' meeting is to take place at CDC. FPW to send in views.</p>	All FPW
6.	<p>Grant Application</p> <p>Not for want of trying no progress has been made as still waiting for information from Elin Tattersall and for the meeting with Joseph Walker of CDC</p>	MB
7.	<p>Aims/ Objectives document:</p> <p>Issues and objectives document dated Sept 17 has been circulated. This</p>	

	is a starting list and is for the use of the groups for guidance. RH to ask for FNP to go on agenda of the next tourism meeting.	All
8.	AOB MB produced a FTC Newsletter of 2001 after the flooding of 2000 which shows that the same issues were then as today.	
9.	Date of next meetings: Thursday Sept 24 10.30 am Heritage Room with Joseph Walker, CDC Thursday October 1st 10.30 am Barker Room	