

MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP,

26 November, 2015

Present: Malcolm Cutler (co-chair), Barry Fenby (co-chair), Richard Harrison, Alison Hobson (secretary), Sarah Basley, Margaret Bishop,, Caroline Symcox (part)

Apologies:[Suzanne Jones], Sue Hughes, Jennie Sanford

In the chair: Malcolm Cutler

1.	The minutes of the meeting on November 19 2015 were approved.	tions and Aims
2.	<p>Questionnaire</p> <p>1) Timetable</p> <p>It was decided to delay the issue of the Questionnaire until the 8 January 2016.</p> <p>However, it needs to be printed before Christmas.</p> <p>Action: Dates when the printer can print and whether he can print A5 return address envelopes and A4 envelopes with FNP LOGO.</p> <p>January 4/5: SG to stuff envelopes</p> <p>Town Clerk or printer to buy envelopes and check with delivery person whether he can deliver Jan 8.</p> <p>Return questionnaire by 25 Jan</p> <p>Drop off points at FCC and Park Close stores. Tear off slip for prize draw.</p> <p>The questionnaire will also be online. The Group were unsure how this would work and SJ to liaise with GRCC.</p> <p>Questionnaires returned to drop off points will be posted direct to GRCC or bundled up and delivered.</p> <p>Date suggested to pick up forms from GRCC after processing, Feb 8th.</p> <p>A note to go in Feb FTC Newsletter to remind people to fill it in or someone might knock on your door.</p> <p>Week beginning 15th February for analysis</p> <p>Box and poster need to be designed.</p> <p>Summary</p> <p>December - copy to printer</p> <p>January 4/5 - SG to stuff envelopes</p>	<p>MC</p> <p>All</p> <p>SJ</p>

	<p>January 8 - Delivery</p> <p>January 25 - Return date for questionnaire</p> <p>February 8 - suggested date for collection of Q's from GRCC</p> <p>February 15 - analysis</p> <p>2) The questionnaire was then discussed and questions revised. RH to circulate revisions.</p>	<p>RH</p>
<p>3.</p>	<p>DONM</p> <p>Thursday December 3rd 10.30 am (to be advised which room)</p>	