

**MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE,  
July 30, 2015**

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

Apologies: Barry Fenby (co-chair), Suzanne Jones

In the chair: Malcolm Cutler

1. The minutes of the meeting on July 2 were agreed	Actions and Aims
2. Malcolm welcomed Sue Hughes who introduced herself and Malcolm gave a resume of the Neighbourhood plan and the Steering Group	
3. <b>Aims/ Objectives document:</b> this was reviewed and discussed. A meeting of a subcommittee (MC, RH, MB) will be held on August 18th at 10.30am in the Barker Room to finalise details after comments received; anyone else is welcome.  MB has a CDC contact, Joseph Walker, who is the person who can advise and help with community plans.	RH to circulate, all to look at and make comments.  Aim: to be done by the end of August MB: to set up a meeting with Joseph Walker
4. Grant Application and GRCC FTC has to make the application for a grant for the NP; it has to be made online. A timetable has to be included and timetable templates are available online. GRCC templates are more user friendly than the 'Locality' templates. It was agreed to get advice from GRCC on an ad hoc basis. It was also suggested that Lechlade should be consulted and a visit to Winslow should be made.	MB to circulate links to templates.  RH/MC
5. Communication It was agreed that the quotation from Suzanne Jones for setting up a website (£140 for set up) and (£20) an hour subsequently should be accepted. If invoices are paid through FTC, VAT can be claimed back. Websites are only as good as the information fed in. Its aim is to attract, inform and attract response. When it comes to the questionnaire, there should be a paper and electronic version. Details of information for home page to be circulated. <a href="http://www.fairfordneighbourhoodplan.org.uk">www.fairfordneighbourhoodplan.org.uk</a> For details of what was decided to go on website see previous minutes 1507(1)  No information about the creation of the LOGO has been received as yet. A meeting has been held with ECT and the committee would request a written report to be circulated and filed.	MC     BF BF
6. Interest Groups The list of groups to be contacted has been circulated and a letter composed. From the information received from the groups the initial questionnaire can be compiled. For details of leads on the interest groups see Aims and Objectives document and a list appended to these minutes.	MB/MC circulate the latest version and the letter and to start the process.
7. Timetable Ask GRCC for assistance with the timetable	MB to contact
8. AOB Points from the previous meeting that perhaps should have been followed up. <ul style="list-style-type: none"> <li>• the dedicated laptop is not usable because of lack of soft ware, but it works</li> <li>• is the £150 petty cash in the FTC Office available?</li> </ul>	

9.	Date of next meetings: August 13th 10.30 Barker Room (all) August 18th 10.30 Barker Room (MC, RH, MB) August 27th 10.30 Barker Room (tbc)	
----	---	--

Group leaders

Infrastructure (SG lead: Margaret Bishop, Suzanne Jones? tbc)

Local Community Services and Facilities (SG Lead: Barry Fenby)

Shopping and Tourism (SG lead: Richard Harrison)

Tourism Sector Group Chair - Chris Roberts

Business & Employment Development (SG lead: Malcolm Cutler)

Business Tourism Sector Group Chairman – RH to discuss with Clive Eliot?

Maintaining Unique Character (SG lead: Alison Hobson)

Unique Character/History Sector Groups – through FHS (tbc)

Social, Cultural and Spiritual (SG lead: Barry Fenby, Richard Harrison)

Housing (SG lead: Malcolm Cutler + Margaret Bishop (including FPW & FPT)

Longer Term (Combine with Housing? – SG lead: Malcolm Cutler/Margaret Bishop)