

**MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
7 January 2016**

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

Apologies: Caroline Symcox

In the chair: Malcolm Cutler

		Aims and Actions
1.	This is a meeting to discuss received questionnaire and data analysis arrangements. To discuss plans and strategies for the next six months.	
2.	<p>Questionnaire</p> <p>i. The SC were very pleased with the professional look of the questionnaire. All the envelopes had been stuffed and are to be distributed 8 January. MC to meet deliverer and check his delivery area as the questionnaires should go to all homes within the parish boundary including outlying farms. Closing date 25th January</p> <p>ii. Publicity What's On In Fairford (face book), FTC, FNP websites (with a request for people to sign up if they would like Questionnaire results); Community News and WGS (CR); FTC Newsletter reminder to send in if they haven't filled it (this will delivered February).</p> <p>iii. GRCC Helen Richards is planning to keep a day clear after 25.1 for data analysis. The Questionnaires handed in or put in box in Park Close Stores can either transferred online, posted or someone to take them to GRCC. This to be decided later.</p> <p>iv. Analysis: GRCC only does basic analysis. Hard copies to be returned to us for open ended questions inputting and analysis by SC. It was not known how the Q's (completed on line) information to be transferred back to SC</p> <p>v. Prize draw: It was thought best to take names and telephone numbers for prize draw off the Questionnaire and on a spreadsheet/raffle tickets for selection later. SC members and households not eligible for prize draw.</p> <p>vi. Collection Box to be at Park Close Stores and FTC Office</p> <p>vii. Questionnaire data analysis day February 11 at 10.30 Barker Room.</p>	<p>MB</p> <p>RH</p> <p>MC/BF</p>
3.	<p>Post Questionnaire strategies</p> <p>Issues and objectives identified from results of questionnaire to go to subgroups for discussion and policies and projects decided therefrom.</p> <p>To some extent other Neighbourhood plans examples especially Lechlade can be used as guidelines. RH to look at and form draft policies from information.</p> <p>Policies: to get guidance from GRCC and Joseph Walker (CDC) and other CDC officers as to what might be acceptable.</p> <p>We could consider getting a professional to write policies in official terms, but first assess how GRCC can assist.</p> <p>The headings used from the Town Study could be used as the basis for the issues and objectives (SG members to review and send comments to MC asap: Infrastructure and Environment (IE), Local Community Services and Facilities (SF), Visiting and Shopping in Fairford (VS), Business and employment (BE), Maintaining Heritage and Unique Character (HC), Social, Cultural and Spiritual (SCS), Housing (H).</p>	RH
4.	<p>Other points</p> <p>i. It has not been possible to have input to Farmor's School yet. Only a small proportion of the students live in Fairford. Possibly, directly target these with the promise of a half day out for a workshop and lunch.</p> <p>ii. Cotswold Water Park was discussed and how little is seen to be done for Fairford, Matthew Millett to be invited to talk to the group in late February.</p>	<p>BF with CS</p> <p>JS</p>
5.	<p>DONM (both booked)</p> <p>28 January next SC meeting, 10.30 in the Barker Room</p> <p>Data analysis day February 11 at 10.30 Barker Room (bring a packed lunch)</p>	