

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

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

Apologies: Sue Hughes, Suzanne Jones

In the chair: Malcolm Cutler

1.	The minutes of the meeting on September 17 2015 and Notes from the meeting with Joseph Walker of CDC of 24th September were agreed with some amendments – to be recirculated with amendments. Malcolm welcomed Sarah and later Caroline to the Steering Group.	Actions and Aims
2.	Matters arising i. The actual cost of the leaflet printing was £211.36 plus £5 folding. ii. FTC would like feedback at their full FTC meeting on the 2nd Tuesday of the month (October 13th)	MC to attend
3.	Timetable The timetable has been updated and circulated.	
4.	CDC Meeting Report etc. i. Open Spaces: these were discussed for suitability. A meeting with FTC and CDC to be arranged to review the Green Space document submitted to CDC. ii. Points from Bloor Homes estate outstanding : water butts and allotments (now not till Spring). No street lighting on Cirencester Road.	BF/MC
5.	Communication and Publicity i. the website looks attractive and displayed well – a work in progress ii. the leaflet has been well received and commented on with a few offers of help received. iii. GCC Highways to be contacted to ask whom to speak to and also to find out their plans for Fairford if any. Air quality and emission figures need to be considered,	MC
6.	Working Groups <ul style="list-style-type: none"> • Feed back from groups wanted by the end of October • Patient Participation Group: chaired by John Read. The surgery are withdrawing from this group and have not responded to NP enquiries. • Environment group is meeting next week to come up with questions • Transport survey: two recommended groups have not responded but one on the University of Warwick Science campus has acknowledged MB's enquiry. RAF Fairford traffic is routed away from the centre of town so cannot help. • Walking groups are meeting. • Sewerage and drainage - dependent on Thames Water who are coming to give a presentation to FTC. It should be emphasised that if Grampian conditions cannot be achieved then planning permission should not be granted. • It was agreed at an FES meeting to amalgamate with FPT to form Fairford Community Voice and assets transferred. • Signs and street furniture survey to be carried out by MC and JS • Cycling routes around the area to be included • Businesses: A questionnaire has been created to circulate to businesses • Tourism - the FTC tourism group was poorly attended and there is to be one more meeting to see if it will continue. The Church is the town biggest asset and the need to link it with other venues (perhaps an up market wedding reception venue). Another solution might be better transport connections, a coffee shop open more (Colosseo). There is a meeting with ECT (2.10) • Maintaining town's heritage to be included with social /cultural • Social cultural: The Library and school facilities could be used more. Working 	BF MB MB

	with Youth Groups – trying to get people involved	
7.	<p>Questionnaire</p> <p>The Rolleston and Birdham questionnaires were the examples the Group preferred, everyone to look at them in detail before the next meeting.</p> <p>Suggestions were:</p> <ul style="list-style-type: none"> • a prize draw to encourage people to fill them in. • Drop off points, pre-paid envelopes. • Youth questionnaire. • Also on the web with online submission and facebook • Demographic indication important 	All
8.	<p>Aims/ Visions Objectives</p> <p>to be reviewed next meeting</p>	
9.	<p>Grant Application</p> <p>i. FTC will pay costs out of their budget until grant received</p> <p>ii. A maximum of £8,000 altogether (min £1000) for 6 months or until end of financial year so Phase 1 until 31st March 2016 can be applied for. Steering group administration expenses, cannot be paid. Included can be</p> <p>iii. GRCC costs (to be obtained from GRCC)</p> <p>iv. Consultancy & professional fees, Training sessions on questionnaires. Facilitator costs (advice from GRCC). Technical reports: WILD water management survey: Town Centre survey (advice from GRCC: Traffic report and consultation with GCC Highways.</p> <p>v. Web site – costs from Suzanne already obtained, to invoice later</p> <p>vi. Publicity – printing, delivery, postage, questionnaire/s, posters Quote to be obtained for 6 double sided pages, colour, stapled or 3 x A3 folded (as a booklet)</p> <p>vii. Room hire – cost of Events and promotions (2 consultations before March)</p> <p>viii. Other costs</p>	MB AH
10.	<p>AOB</p> <p>i. Burial Ground: CS is investigating using space with no apparent graves in the Graveyard. Other sites were suggested. This should be mentioned in the Neighbourhood Plan</p> <p>ii. BF suggested some work must have been done on ways to get people involved.</p>	
11.	<p>Date of next meetings:</p> <p>Thursday October 15th 10.30 am Barker Room</p>	to book: AH