

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

Present: Malcolm Cutler (co-chair), Barry Fenby (co-chair), Richard Harrison, Alison Hobson (secretary), Sarah Basley, Caroline Symcox, Suzanne Jones, also present Jennie Sanford

Apologies: Sue Hughes, Margaret Bishop

In the chair: Malcolm Cutler

1.	The minutes of the meeting on October 15 2015 were approved during the meeting.	Actions and Aims
2.	<p>Matters arising</p> <p>2. 5iii MC not heard back from Richard Gray of GCC Highways but GCC Planning Dept has said that they will be sending through the Local Transport Plan (LTP) to FTC for consultation in early Nov.</p> <p>4. Further information on Transport Study from MB</p> <p>5. Town Centre Study. The report from the Place Studio had been circulated. It was decided to go ahead with a meeting with the representative to include other relevant interested parties for the cost of £540. Also ask for help regarding questions for questionnaire for a further cost. Mr Bharat Jashanmal to be invited.</p>	<p>MC MB</p> <p>SB</p>
3.	<p>Questionnaire</p> <p>i. Questions only to be decided, GRCC to format document so that it can be computer-analysed.</p> <p>ii. Birdham NP to be used as an example. Not too many on each topic so it is not too long. 5 categories: 'not important to 'very important'. Wording of heading may change to be appropriate with the question, although be as consistent as possible.</p> <p>iii. Questions to be ready in a fortnight, reference can be made to Horizon 16 and the Community Plan. Questions will be finalised at the next SG meeting on November 12th.</p> <p>iv. It was decided a £250 prize be offered as an incentive and those who want to enter the prize draw to put email/ tel number on form. Residents to be given a week to fill and then volunteers to knock on doors. One per household with option for more to be filled in if wanted.</p> <p>v. Advice to be obtained from GRCC regarding numbering and postcode and incentives and how much design GRCC carry out and whether they have a template. Also about questionnaire on the website to be filled in online and how this is monitored.</p> <p>vi. Maps can be made from the FTC open mapping programme, FNP to obtain their own password</p> <p>vii. Youth Questionnaire. CS and BF meeting Farmor's governing body after half term.</p>	All
4.	<p>SHLAA and Green Spaces</p> <p>Meeting at CDC November 10th from 10.15 am or earlier. Sites to be discussed are: Jones's Field, London Rd x 2 + Football field and land west of Horcott Road. A list of possible 'green spaces' has been drawn up. Realistic possibilities are to be finalised after talking to landowners and map to be drawn up using the mapping tool.</p>	
5.	<p>Fairford Housing Study</p> <p>It would be useful to get information from Bromford Living as to the amount of 'social housing' in Fairford - how many families on list? and what categories they are (families or retired).</p>	
6.	<p>Communications and publicity</p> <p>i. SJ confirmed what could go on the website from this meeting.</p> <p>ii. SJ requested that there should be a link from FTC website</p> <p>iii. Market Day stall at the time of the questionnaire with SHLAA information</p> <p>iv. MC speaking at WI, U3A (walkers are Welcome), Bowls Club</p>	

7.	Working Groups i. Heritage SB has been working on the Historic Buildings' Listed buildings. A map to be made of all the heritage assets on a map using the 'open mapping' tool list. ii. Please send in reports from interim meetings and date all documents for the record to AH.	Action: All SJ
8.	Letter to Neighbouring parishes Amended letter to be recirculated and sent for approval	RH
9.	Aims/ Visions Objectives MC to revise the short version and circulate, the final version to go on the website in place of what's there already.	MC/SJ
10.	Grant Application MB has circulated a detailed list of the grant application. Some details of costs need to be finalised, so it can be sent off asap.	MB
11.	AOB. i. It was confirmed that Steve Bolton was carrying out the tree survey. ii. MC has had conversation with Simon Forster of Ridgeway Estate Agents to review the situation regarding housing stock in Fairford, the need for affordable housing, retirement housing and self builds. iii. The present tenant of the Post Office is leaving in January, the lease has reportedly been procured by someone in Fairford. iv. Meetings have been held with RIAT and they are in favour of promotion of Fairford local organisations at RIAT.	All
12.	DONM Thursday November 12th 10.30 am Barker Room	