

MINUTES OF THE FAIRFORD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE, July 2, 2015

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

In the chair: Malcolm Cutler

1. Malcolm welcomed Suzanne Jones who introduced herself and is going to be responsible for website and communication.
2. The minutes of the last meeting were agreed.
3. **Terms of Reference:** the document was discussed and wording clarified.
Action: AH to make amendments and circulate
4. Communication:
 - i. The Chair requested everyone should reply to emails, even if no comment made.
 - ii. Records of minutes and a record should be kept of email correspondence **Action:** AH (to have an FTC laptop)
 - iii. **Website:** SJ outlined the cost of setting up the website hosted by 1 & 1 about £40 p.a. or as a part of www.fairford.org which would cost nothing. It was decided to set up a standalone website (www.fairfordneighbourhoodplan.org.uk). The suggested pages on website were:
Home page - links to
Steering Group (members, Terms of Reference and minutes)
Aims and Objectives
Interest Groups
Contact us: website email and a pay as you go mobile phone. **Action BF**
Disclaimer (possibly use FTC disclaimer)
Link to Facebook (SJ to set up), (someone else to be monitor it)
Cost: SJ to charge an initial set up cost and hourly thereafter. Invoices should be submitted to FTC.
 - iv. **FTC Newsletter.** A separate sheet to be included in the next Newsletter.
 - v. **LOGO:** A simple well-designed logo is needed. **Action: BF to ask Jake Sutton**
 - vi. **Initial publicity to go out was discussed. Action: MC to work on it in Publisher**
 - vii. **Non digital publicity** was discussed, a small working party of BF, RH, MC and JS to get together. Ideas: posters, Wednesday market, display screen
5. **Finance**
Grant application: MB has started completing the application and will bring it to the next meeting. FTC is to be the applicant.
At the next FTC finance meeting FTC to be asked for £150 petty cash for the FNDP budget to be kept in FTC safe.
6. Interest Groups: MC/MB to get together on this consolidate contact list.
7. Time table: RH to work on this
8. Aims/Visions and Objectives:
 - Housing - to improve the infrastructure of the town to accommodate influx of new residents
 - to encourage new businesses and employment opportunities to the town
 - social & cultural: improvement of facilities
 - Communications: transport by vehicle, bicycle, car and footpath links, sewage and drainage
 - maintain the unique character and environment and heritage of the town
 - improve quality of life: health, education, sport leisure
 - improve tourism to the town
 - maximise the assets of the town
9. **DONM:** It was decided to cancel meeting on 16th July as the two chairmen are unavailable. The next two Steering Group meetings will be on 30 July and 13 August.