



Market and Coastal
Towns Association



MARKET AND COASTAL TOWNS INITIATIVE STEERING GROUP

**MINUTES OF THE MEETING HELD ON MONDAY, 15TH OCTOBER 2007 AT
7.00 P.M. IN SUITE 3, AT DYER HOUSE, 3 DYER STREET, CIRENCESTER**

PRESENT: I Butler – Chair
L Searles – Vice Chair
R W L Cooper
J Davies
Mrs F Embleton-Smith
Professor J Gronow
D Judges
Mrs D Land
A Lichnowski
A Tubb

APOLOGIES: Dr S Piebenga
C Coffin
Mrs J Gunner
A Banfield

7. TO APPOINT A CHAIR

It was agreed that Iain Butler be the Chair for this meeting and confirmed that the role of Chair be on a meeting by meeting basis.

8. TO APPOINT A VICE CHAIR

Lee Searles was appointed Vice Chair and would Chair the next meeting.

9. TO CONFIRM THE MINUTES HELD ON 24TH SEPTEMBER

The Minutes were confirmed subject to the word 'Ian' being amended to read 'Iain' and in noting that Dan Judges had presented his apologies and was not present at the meeting.

10. TO DRAFT A WORK PROGRAMME WITH A VIEW TO IT BEING FORWARDED TO THE MARKET AND COASTAL TOWNS ASSOCIATION FOR APPROVAL SO THAT CONTRACT DOCUMENTS CAN BE SIGNED AND WORK ON THE COMMUNITY STRATEGY FOR THE TOWN'S FUTURE CAN COMMENCE.

The Steering Group considered the work programme template as provided by Charles Coffin; the work programme was amended to reflect the needs of Cirencester and the healthcheck/consultation work that has previously been undertaken.

Andrew Tubb agreed to collate comments and prepare a revised draft to be forwarded to the Steering Group, for comment, before the next meeting. The revised draft is attached at

Appendix A.

It was also agreed that a log should be kept of 'in kind' support i.e. room hire and the attendance at meetings of Steering Group members.

11. TO CONSIDER THE APPOINTMENT OF AN ADMINISTRATOR/CO-ORDINATOR TO ASSIST THE STEERING GROUP IN PUBLISHING A COMMUNITY STRATEGY FOR CIRENCESTER

Andrew Tubb advised the Steering Group that administrative support could be provided by the Town Council to assist the work of the MCTI.

It was also noted that Dr Andrea Pellegram, Director of Development Services was to be made redundant by Cotswold District Council and that she had expressed an interest in working with the MCTI, with the view to delivering a community strategy.

Lee Searles declared a personal interest as he is married to Andrea and left the meeting so that the Group could discuss this development in taking the MCTI forward.

It was agreed that as administrative support could be provided by the Town Council a Community Agent should be appointed to assist the MCTI in delivering a Community Strategic Plan and that the position be advertised before the end of November.

Andrew Tubb agreed to draft a Job Advert and circulate to the Steering Group for comment prior to the next meeting with the view to advertising the position w/c 12th November 2007. The draft job advert is attached at Appendix B.

12. ITEMS FOR CONSIDERATION AT FUTURE MEETINGS OF THE STEERING GROUP

Communications Strategy - including seeking advice from Claire McGine who is editor of Cotswold News and the District Council's press officer.

13. DATE OF NEXT MEETING

The next meeting is to be held on Monday, 12th November 2007 at 7.00 p.m. in Suite 3 at Dyer House.