

MARKET AND COASTAL TOWNS INITIATIVE STEERING GROUP

MINUTES OF THE MEETING HELD ON MONDAY, 11TH FEBRUARY 2008 AT 7.00 P.M. IN SUITE 3, DYER HOUSE, 3 DYER STREET, CIRENCESTER

PRESENT: Mr A Lichnowski - Chairman
Dr J Gronow - Vice Chairman
Mr A Tubb - Town Clerk
Dr A Pellegram - Community Agent
Mr I Butler
Mr R W L Cooper
Mrs F Embleton-Smith
Mrs J Gunner

14. APOLOGIES

Apologies were received from Dan Judges and Charles Coffin.

15. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Andrew Lichnowski and Jan Gronow were appointed as Chairman and Vice Chairman respectively, to the Steering Group and as the same to the Management Group.

16. MINUTES OF THE STEERING GROUP

The Minutes of the Steering Group Meeting held on 15th October 2007 were confirmed.

17. MINUTES OF THE MANAGEMENT GROUP

The Minutes of the Management Group Meeting held on 31st January 2008 were received and noted.

18. INTRODUCTION AND OVERVIEW

An introduction and overview of the work being undertaken by Dr Andrea Pellegram, Community Agent, was given.

19. STEERING GROUP COMPOSITION

It was agreed to invite Martin Portus to join the Steering Group; and noted that consideration was being given by the Chamber of Commerce and Citizens Advice Bureau to replace those members who had recently resigned.

It was noted that there had been various expressions of interest from former members of the Chesterton Project Committee and it was felt appropriate that consideration be given to this matter with respect to the Theme Groups.

Note: Further to the meeting an update on membership is attached at Appendix A.

20. AMENDMENTS TO TERMS OF REFERENCE/CONSTITUTION OF THE STEERING GROUP

Amendments as proposed by the Management Group were agreed; an updated version of the Terms of Reference as adopted are attached at Appendix B.

21. MARKET AND COASTAL TOWNS INITIATIVE FUNDING UPDATE

An update on funding arrangements following the Regional Development Agency decision to no longer fund the Market and Coastal Towns Association was noted. Claims for the MCTA funding, contracted to the Steering Group, would be submitted before June 2008.

22. MANAGEMENT PROJECT/REVISED PROJECT TIMETABLE

The revised Project timetable and arrangements for the implementation of the work programme and future projects was noted.

23. OUR FUTURE CIRENCESTER - A COMMUNITY PLAN

The document 'Our Future Cirencester - A Community Plan' was considered, agreed and noted.

24. TECHNICAL ANNEXE 1

The Technical Annexe 1 was considered, agreed and noted.

25. COMMUNICATION STRATEGY

The communication strategy was considered, agreed and noted.

26. ADMINISTRATION OF THEME GROUPS

The administration of Theme Groups was considered, agreed and noted.

27. THEME GROUPS COMPOSITION

Consideration was given to the composition of the proposed Theme Groups; based on the discussion held, invitations were sent out as attached at Appendix C.

28. DATE OF NEXT MEETING

The next meeting is to be held on Monday, 10th March 2008 at 7.00 p.m. in Suite 3 at Dyer House, 3 Dyer Street, Cirencester.