



MARKET AND COASTAL TOWNS INITIATIVE STEERING GROUP

**MINUTES OF THE MEETING HELD ON TUESDAY, 10TH MARCH 2008 AT
7.00 P.M. IN SUITE 3, DYER HOUSE, 3 DYER STREET, CIRENCESTER**

PRESENT: Andrew Lichnowski - Chairman
Jan Gronow - Vice Chairman
William Cooper
Fran Embleton-Smith
David Fowles
Andrea Pellegram
Martin Portus
Andrew Tubb

1.	<p>APOLOGIES FOR ABSENCE</p> <p>Iain Butler, Jane Gunner</p>
2.	<p>MINUTES</p> <p>To receive and confirm the Minutes of the Steering Group Meeting held on Monday 11th February 2008</p> <p>Subject to it being noted that Dan Judges and Charles Coffin were not Present at the Meeting, the Minutes were received and confirmed as an Accurate.</p>
3.	<p>To receive for information the Minutes of the Management Group Meeting held on Monday 25th February 2008</p> <p>The Minutes of the Meeting of the Management Group held on Monday 25th February 2008 were received and noted for information.</p>
4.	<p>Revised Timetable</p> <p>The revised timetable was received and it was noted that task timelines were on schedule.</p>
5.	<p>Theme Groups Update</p> <p>Andrea Pellegram gave an update relating to first series of theme group meetings.</p>

6.	Funding Update Charles Coffin gave an update relating to funding. It was noted that the first instalment of funding had been received by the Town Council on behalf of the Steering Group, and that a contract extension for the 1 st April onwards would be signed in the near future with a claim form being submitted for the remaining sum of MCTA funding.
7.	Community Plan - Version 6 Version 6 of the Community Plan was presented by Andrea Pellegram and it was agreed that Jan Gronow would assist in proof reading the document.
8.	Technical Appendix 2 - Funding Sources The technical appendix relating to funding sources was received and noted.
9.	Technical Appendix 3 - Literature Review (Draft) The technical appendix relating to the literature review was received and noted.
10	Technical Appendix 4 - Statistical Review . The technical appendix relating to the statistical review was received and noted.
11	Technical Appendix 6 - Town Centre Management . The technical appendix relating to Town Centre management was received and noted.
12	Action Plan Template . The action plan template was received and noted.
13	To discuss community event preparation and the launch of the Plan . The Steering Group discussed various options for the community event which was being held as part of the Churn Fun day on May 11th. Final arrangements will be discussed at the next meeting of the Steering Group. It was agreed that the event to be held at the Bingham Gallery and Conference Suite on May 20 th would be structured and by invitation, with speakers and refreshments.
14	Matters Identified for future consideration by the Steering Group . Other than those already noted none were specifically identified.

15	To agree future meeting dates of the Steering Group <ul style="list-style-type: none">Monday 21st April 2008 - 7pm - Suite 3Monday 12th May 2008 - 7pm - Suite 3Monday 9th June 2008 - 7pm - Suite 3
16	Date of Next Steering Group Meeting <ul style="list-style-type: none">Monday 21st April 2008 - 7pm - Suite 3

A Lichnowski
Chairman