



# OUR FUTURE CIRENCESTER STEERING GROUP

**MINUTES OF THE MEETING HELD ON MONDAY, 8<sup>TH</sup> SEPTEMBER 2008 AT  
7.00 P.M. IN SUITE 3, DYER HOUSE, 3 DYER STREET, CIRENCESTER**

**PRESENT:** Andrew Lichnowski - Chairman  
Jan Gronow  
David Fowles  
Martin Portus  
William Cooper  
Iain Butler  
Peter Stringfellow  
Andrea Pellegram - Community Agent  
Andrew Tubb - Cirencester Town Council

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>  Jane Gunner and Fran Embleton-Smith
<b>2.</b>	<b>TO RECEIVE AND CONFIRM THE MINUTES OF THE STEERING GROUP MEETING HELD ON MONDAY 14<sup>TH</sup> JULY 2008</b>  The Minutes of the Meeting of the Steering Group held on Monday 14 <sup>th</sup> July were received and approved.
<b>3.</b>	<b>TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE MANAGEMENT GROUP MEETING HELD ON TUESDAY, 26<sup>TH</sup> AUGUST 2008</b>  The draft Minutes of the Management Group Meeting held on Tuesday 26 <sup>th</sup> August 2008 were received and noted.
<b>4.</b>	<b>TO APPROVE THE UPDATED STEERING GROUP TERMS OF REFERENCE</b>  Subject to amending 1.5 to read 'At the Meeting of the Steering Group held on 21 <sup>st</sup> April 2008 it was agreed that the Group should continue to meet to ensure that a framework for delivery is in place, the updated Terms of Reference were approved.

<p><b>5.</b></p>	<p><b>TO APPROVE THE WORKING GROUP TERMS OF REFERENCE</b></p> <p>The Working Group Terms of Reference were approved.</p>
<p><b>6.</b></p>	<p><b>RURAL RENAISSANCE FUNDING UPDATE</b></p> <p>AP confirmed that £20k of Rural Renaissance funding had been secured, requiring a £2k contribution from Cirencester Town Council and various in kind contributions. Arrangements for monitoring and recording time were discussed and agreed; in particular the need to track time from July 8<sup>th</sup>.</p> <p>AP then outlined arrangements for the appointment of a consultant to assist with Phase 1 of Cirencester Local.</p> <p>The Steering Group approved the appointment of Andrew Tubb, Andrew Lichnowski and David Fowles to the interview panel, along with Andrea Pellegram in an advisory capacity.</p> <p>AT agreed to prepare an electronic timesheet incorporating and including all sixteen projects, as well as attendance sheets to sign in respect of future meetings.</p>
<p><b>7.</b></p>	<p><b>PUBLICITY LAUNCH UPDATE</b></p> <p>AT outlined publicity arrangements for the launch of the Plan including:</p> <ul style="list-style-type: none"> <li>(i) An all Cirencester Member Briefing 11/09</li> <li>(ii) Gloucestershire Market Towns Forum AGM Cirencester 18/09</li> <li>(iii) News update sheet</li> <li>(iv) Press Release</li> <li>(v) Information situated at the contractors compound, West Market Place</li> </ul>
<p><b>8.</b></p>	<p><b>COMMUNITY PLAN WORK PROGRAMME</b></p> <p>AP outlined arrangements for the newly established Working Groups, with the first meeting being a meet and greet, with an opportunity to introduce the respective projects; the second meeting would be used to develop tasks and targets which would then be collated and formulated into an over arching work programme.</p>
<p><b>9.</b></p>	<p><b>COMMUNITY PLAN PROJECTS UPDATE</b></p> <p>AP and the respective Chairman of the Working Groups gave updates on progress to date, including the Energy Neighbourhoods Project and a call for households to take part.</p> <p>It was noted that a bid for funding had been received from New Brewery Arts in respect of the Cirencester Festival; the bid was welcome and would be incorporated into discussions to be held by the Heritage Working Group.</p>

	Recommendations for funding and associated work programmes would be submitted to the Steering Group for consideration at a later date.
<b>10</b> .	<b>VOLUNTEER ARRANGEMENTS FOR THE WORKING GROUPS</b>  It was agreed that requests from individuals/organisations expressing an interest to get involved in taking the Plan and respective Projects forward would, in the first instance, be forwarded to the appropriate Working Group Chairman for consideration.
<b>11</b> .	<b>STEERING GROUP TRAINING NEEDS REVIEW - TO ESTABLISH WHETHER OR NOT THERE ARE ANY TRAINING NEEDS IN TAKING THE COMMUNITY PLAN FORWARD</b>  It was agreed that Working Groups would consider any necessary training needs and report back to the Steering Group at a later date. All other requests for training would be considered at that time.
<b>12</b> .	<b>TO SEEK APPROVAL FOR THE STEERING GROUP/MANAGEMENT GROUP TO CONTINUE IN THE EXISTING FORMAT/CHAIRMANSHIP AND FOR AN ANNUAL GENERAL MEETING TO BE CONVENED IN MAY 2009</b>  Approval was given for the Steering Group and Management Group to continue in their existing formats and under existing Chair and Vice-Chairmanship arrangements until an AGM to be convened no later than May 2009.
<b>13</b> .	<b>ANY MATTERS NOT INCLUDED ON THE AGENDA WHICH ARE URGENT AND NEED TO BE DISCUSSED BEFORE THE DATE OF THE NEXT MEETING</b>  None.
<b>14</b> .	<b>FUTURE MEETINGS OF THE STEERING GROUP:</b>  Monday, 13 <sup>th</sup> October at 7.00 p.m. in Suite 3 Dyer House Monday, 10 <sup>th</sup> November at 7.00 p.m. in Suite 3 Dyer House Monday, 8 <sup>th</sup> December at 7.00 p.m. in Suite 3 Dyer House

A Lichnowski  
Chairman