



OUR FUTURE CIRENCESTER STEERING GROUP

**MINUTES OF THE MEETING HELD ON MONDAY, 13TH OCTOBER 2008 AT
7.00 P.M. IN SUITE 3, DYER HOUSE, 3 DYER STREET, CIRENCESTER**

PRESENT: Andrew Lichnowski - Chairman
David Fowles
Martin Portus
William Cooper
Iain Butler
Jane Gunner
Andrea Pellegram - Community Agent
Andrew Tubb - Cirencester Town Council

1.	APOLOGIES FOR ABSENCE Dan Judges, Jan Gronow and Fran Embleton-Smith
2.	TO RECEIVE AND CONFIRM THE MINUTES OF THE STEERING GROUP MEETING HELD ON MONDAY 8TH SEPTEMBER 2008 The Minutes of the Meeting of the Steering Group held on Monday 8 th September were received and approved.
3.	TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE MANAGEMENT GROUP MEETING HELD ON TUESDAY, 30TH SEPTEMBER 2008 The draft Minutes of the Management Group Meeting held on Tuesday 30 th September 2008 were received and noted.
4.	COMMUNITY PLAN UPDATE a) Programme update - AP circulated the latest version of the programme update. b) Cirencester Local - It was confirmed that Hyder had been appointed to undertake Phase 1 of the Cirencester Local project. c) Working Groups - Updates were provided on the respective activity of the working groups.
5.	OFC MONITORING ARRANGEMENTS The draft excel timesheet was tabled for comment and approved for circulation.

6.	<p>CDC VISION UPDATE</p> <p>An officers' vision working group meeting was due to be held on 17th October with the Board of the Vision being held on November 6th; an update will be provided at the next meeting of the Steering Group.</p> <p>It was noted that Chris Vickery, Forward Planning Manager at CDC had been invited to join the Steering Group, as CDC's representative.</p>
7.	<p>OFC MEDIA UPDATE</p> <p>It was noted that the launch leaflet and news sheet was in the process of being disseminated to key partners and stakeholders and that an update was to be included in the Town Council's winter newsletter due out mid-November.</p> <p>Recent press coverage included articles on the Energy Neighbourhood Initiative, the Amphitheatre and Cirencester Local.</p> <p>AP to write a weekly news update for the Standard; DF agreed to contact SW at the Wilts & Glos about coverage in the Standard.</p>
8.	<p>CHRISTMAS BUFFET</p> <p>It was agreed to hold a Christmas buffet on Thursday 11th December between 6.30pm and 8pm as a thank you to those who are members of the Steering and Working Groups.</p> <p>AT to arrange for a scrap book of press cuttings to be available and would arrange a display.</p>
9.	<p>ANY MATTERS NOT INCLUDED ON THE AGENDA WHICH ARE URGENT AND NEED TO BE DISCUSSED BEFORE THE DATE OF THE NEXT MEETING</p> <p>None, however training was highlighted as an issue to discuss in the future as were meeting dates to ensure that attendance was maximized.</p> <p>It was agreed that a Weekly Information Sheet would be circulated by the Town Council office which would include lists of correspondence/documents available to view and forthcoming meeting dates.</p>
10.	<p>TO PREPARE A DRAFT AGENDA FOR THE MEETING OF THE MANAGEMENT GROUP BEING HELD ON TUESDAY 21ST OCTOBER 2008 AT 2PM IN SUITE 3 DYER HOUSE</p> <p>It was agreed that a CDC Vision Update would be included as a standing item on future agendas.</p>
11.	<p>DATE OF NEXT STEERING GROUP MEETING</p> <p>Monday, 10th November at 6.30 p.m. in Suite 3 Dyer House</p>

A Lichnowski
Chairman