



OUR FUTURE CIRENCESTER STEERING GROUP

MINUTES OF THE STEERING GROUP MEETING HELD ON MONDAY, 9TH NOVEMBER 2009 AT 6.30 P.M. IN SUITE 3, DYER HOUSE, 3 DYER STREET, CIRENCESTER

PRESENT: Andrew Lichnowski - Chair
Iain Butler
William Cooper
David Fowles (until 7.25pm)
Jane Gunner
Andrea Pellegram
Andrew Tubb

Councillor Geoffrey Adams - Mayor of Cirencester
Jenny Phelps - FWAG (Farming and Wildlife Advisory Group)

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| 1. | APOLOGIES Liza Darroch, Jonathan Davies, Fran Embleton-Smith, Leonard Doolan, Dan Judges, Jan Gronow, Martin Portus and Chris Vickery. |
| 2. | MINUTES OF THE STEERING GROUP HELD ON MONDAY 5TH OCTOBER 2009 The Minutes of the Steering Group's Meeting held on Monday 5 th October 2009 were received and approved as an accurate record. |
| 3. | STEERING GROUP MEMBERSHIP 3.1 It was confirmed that the Steering Group membership as at November 2009 was as follows: Ex-officio Members: 1 Andrew Lichnowski - Cirencester Town Council (with voting rights)* 2 Andrew Tubb - Town Clerk (without voting rights)* 3 Chris Vickery - Cotswold District Council (without voting rights) 4 Dan Judges Gloucestershire 1 st / Gloucestershire County Council (without voting rights)* Other Members (with voting rights): 5 Jan Gronow (Community)* 6 William Cooper (Community) 7 Iain Butler (Education)* 8 Jane Gunner (CHYP) 9 Fran Embleton-Smith (The Churn) 10 David Fowles (Chamber of Commerce) 11 Martin Portus (Civic Society) |

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| | <p>12 Jonathan Davies (Business)</p> <p>Co-opted Members (without voting rights)</p> <p>13 Leonard Doolan (Parish Church)</p> <p>14 vacant</p> <p>15 vacant</p> <p>* = Management Group Member</p> <p>3.2 Further to discussion, it was agreed to invite Jacqui Stearn and Clare Bartlett to join the Steering Group as co-opted members.</p> <p>3.3 It was noted that in accordance with the Group's terms of reference the Group may 'co-opt a maximum of 3 non-voting members at any given time for a period to be determined by the Group but for no more than 12 months'.</p> |
| <p>4.</p> | <p>2009/10 PRIORITISED WORK SCHEDULE AND BUDGET OVERVIEW</p> <p>Andrea Pellegram provided the Group with an update relating to the prioritised work schedule, as attached.</p> |
| <p>5.</p> | <p>CIRENCESTER LOCAL INFORMATION (WEBSITE) UPDATE</p> <p>5.1 The competitive tendering process was outlined and it was noted that the recommendation of the shortlisting/interview panel was being considered by the Town Council at its meeting on 10th November.</p> <p>5.2 The tender brief included:</p> <ul style="list-style-type: none"> • A new website design for www.cirencester.gov.uk • A new corporate Logo for Cirencester Town Council • Content Management System for multi-user access to update web pages • Newsletter Template • Provision of letterhead, business card, compliment slip, fax and e-mail templates • Preparing Monthly Press Statements and arranging media interviews • On-line survey facility • Future capacity to have an interactive blog facility • Future capacity to display videos • Future capacity to book and pay for sports activities on-line/purchase goods and services <p>5.3 Updates on progress will be provided at future meetings of the Steering Group.</p> |
| <p>6.</p> | <p>GREEN SPACES AND STRATEGY UPDATE</p> <p>6.1 Jenny Phelps, who was welcomed to the meeting, outlined the funding streams available for the future management and enhancement of various open spaces identified within the Community Plan, such as City Bank, Abbey Grounds and the Amphitheatre.</p> <p>6.2 Andrea Pellegram advised that a 'task and finish' working group was to be established and chaired by Jacqui Stearn.</p> |

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| 7. | LIVING HISTORY UPDATE William Cooper provided an update on various living history and heritage projects, as attached. |
| 8. | CIRENCESTER LOCAL (STUDENT INTERN) UPDATE There was nothing new to report. |
| 9. | YOUTH INITIATIVE UPDATE Andrew Tubb provided an update on the establishment of the Youth Town Council, the 'Chill Out Zone' at New Brewery Arts and the proposed Battle of the Bands competition which linked with the Abbey Rocks concert planned for the Abbey Grounds. |
| 10. | OUR FUTURE CIRENCESTER PARTNERSHIP UPDATE Further to information being circulated with the agenda, Councillor Andy Lichnowski gave an overview of various partnership/trust options, ahead of a proposed workshop in December to discuss the future delivery of the Community Plan. |
| 11. | COTSWOLD DISTRICT COUNCIL VISION UPDATE There was nothing new to report. |
| 12. | MEDIA UPDATE There was nothing new to report. |
| 13. | ANY MATTERS NOT INCLUDED ON THE AGENDA WHICH ARE URGENT AND NEED TO BE DISCUSSED AT THIS MEETING None. |
| 14. | DATE OF NEXT MEETING It was confirmed that in place of the ordinary Steering Group meeting there be a special workshop on Monday 14 th December 2009 at 6.00 p.m. in Suite 3, Dyer House to discuss the options of establishing a Partnership/Development Trust as a delivery vehicle for aspects of the Community Plan; commencing with a buffet tea and refreshments. |
| 15. | FUTURE MEETINGS OF THE STEERING GROUP, AT 6.30PM IN SUITE 3 DYER HOUSE: 2010 Monday 8 th February Monday 8 th March Monday 12 th April Thursday 13 th May (Annual Meeting) |

A Lichnowski
Chairman