



**Steering Group**

Minutes

Council Chamber, Town Council Offices, Cricklade

7 pm, Wed 25<sup>th</sup> Nov 2009

**Steering Group Members**

Brian Atfield, Mollie Groom, Bob Jones (Chair), Jacqui Lay, Lisa Mitchell, David Tetlow, Veronica Stubbings (Vice Chair), Clive Wilce (Treasurer)

**Present:** Brian Atfield, Bob Jones (Chair), Jacqui Lay, David Tetlow, Veronica Stubbings (Vice), Clive Wilce, Stuart Rudd (NCAP Admin Officer), Richard Rogers and Karen Scott (WC)

**Apologies:** Mollie Groom, Lisa Mitchell

Item	Topic	Action
1	<b>Minutes</b> approved as a true record of events	
2	<b>Actions carried over</b> - none	
3	<b>Items agreed by email since last meeting</b> - none	
4	<p><b>NCAP</b></p> <p>BJ discussed the issues and improvement suggestions that the SG members had given him. Some of the items would be supported by the proposals that were discussed by Richard Rogers's during his presentation <i>Proposal for Future Development and Support of NCAP</i> (see next item).</p> <p><i>Proposal for Future Development and Support of NCAP</i> presented by Richard Rogers (WC).</p> <p>It was proposed via a draft document that a new post is developed - a community partnership worker. Their role would be to create an inclusive structure for NCAP with 2 town centred sub-groups (Cricklade and Wootton Bassett), use the community plan and develop theme groups and report regularly to an advisory group.</p> <p>The SG thought the post was a positive move but had concerns over:-</p> <ul style="list-style-type: none"> <li>• Funding, as it would come out of NCAP budget leaving only around £6k for running expenses until 2011.</li> <li>• The advisory group, what is their purpose and where do they sit in relationship to NCAP</li> <li>• Terms of Reference, would this need to change.</li> <li>• Themed Groups – this should be called working groups and is already in the ToR.</li> <li>• The actual practical steps required as this is just strategy.</li> <li>• Apart from the new post how would this actually bring WB on board?</li> <li>• The paragraph title "What is in this for Wootton Bassett Town Council" was not liked as CAP's are community based and not council based.</li> </ul> <p>All SG to take proposal document away and feedback thoughts to BJ.</p> <p>W.C to review the draft proposal document based upon the bullet points above.</p>	<p><b>All</b></p> <p><b>RR/SC</b></p> <p><b>(WC)</b></p>
5	<p><b>Area Board Update</b></p> <p>Revised Community Plan to be presented at Area Board ASAP to enable it to be adopted by WC.</p>	<b>BJ</b>





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	A member of the public stated at the AGM that they didn't agree with the Community Plan, BJ to write to try and clarify any misunderstandings.  NCAP ~ Area Board "refresh the relationship" meeting, December 1st at 7 pm in St Andrew's Church Hall, Lyneham. BJ / VS have informed WC that this should be rescheduled.	<b>BJ</b>			
6	<b>Admin Officers Report</b> – see community plan				
7	<b>Treasurer's Report</b> - Accounts require auditing.	<b>CW</b>			
8	<b>Full Partnership / AGM</b> NCAP to write to the CEO of Wiltshire Council asking him to consider managing rights of way and country side access as a frontline service and expressing concern over the posts that have been frozen, and to ask Town & Parish Councils to do the same.	<b>BJ</b>			
9	<b>Terms of Reference Update</b> - complete				
10	<b>Community Plan Update</b> 70 Paper copies now available.				
11	<b>Issues raised with Area Board Update</b> <b>New:</b> Speeding motorists and road traffic accidents in Stone Lane , Lydiard Millicent (ref 580) Cross Lane Junction – B4553. It is not clear who has right of way.(Ref 556) Speed of Traffic along Hayes Knoll, between Purton and Cricklade (ref 590)  <b>Existing:</b> Cricklade TC: Community Area split, Community Area name change ~ Report to be with BJ by 30 Nov 09. Swindon Borough Council wishing to gain Cricklade and Purton from Wiltshire County	<b>SR</b>			
12	<b>Other Events</b> Delegate from NCAP to attend Wiltshire World Changers event 23rd of January 2010 – JL to confirm attendance.  NCAP to co-host with the Wiltshire Wildlife Trust the Greener Living Road Show, Wootton Bassett, March 2010. - see minutes from 29th Oct 09.	<b>JL</b>			
13	<b>WFCAP Update</b> – Not discussed as ran out of time.				
14	<b>NCAP Promotional Ideas and Actions</b> Produce a web site Produce an electronic newsletter Write small articles for local magazines Advertise NCAP in community areas such as Libraries Support other events (e.g. Greener Living Road Show) Identify other community groups and liaise with them – offer NCAP support Provide a network across parishes in Area	Develop and use Partnership List Help with Broad Town Speed Limit project Obtain business cards MG to approach WFCAP and discuss how to join Wiltshire CAPs together to obtain climate change funding Kerbside recycling – plastics and cardboard required Raising awareness in those who are entitled to benefits/grants how to get those benefits e.g. cavity wall insulation			
15	<b>AOB</b>				
16	<b>Next Meetings</b>				
	<b>Date</b>	<b>Time</b>	<b>Group</b>	<b>Venue</b>	For further information <b>Stuart Rudd, NCAP Administrative Support</b>  07895534779 or <a href="mailto:ask@ncap-northwilts.org">ask@ncap-northwilts.org</a>
	02 Dec 09	6:30	Area Board	Lyneham, Primary School	
	21 Jan 2010	7:00	SG	Silver Threads, Purton TBC	
	27 Jan 2010	6:30	Area Board	Purton Village Hall	
	24 Mar 2010	6:30	Area Board	Marsh Farm, Wootton Bassett (TBC)	

