



**Minutes of the Steering Group Meeting – Tuesday, 11th October 2005 at
7.30pm at Teal House, 20 Teal Avenue, Lyneham**

Steering Group Members Present: Mollie Groom, Tom Pepperall, Lisa Mitchell, Veronica Stubbings, Brian Atfield, Clive Wilce and Richard Grigg.

Officers present: Shelley Parker (NWDC)

1. Apologies

There were apologies from Richard Pagett, John Allen (WCC), Christopher Burrough, David Tetlow, Georgina Mason and Dave Roberts (WCC).

2. Minutes of the SG meeting on 10th August 2005

Agreed.

3. Welcome and introduction to new Steering Group Members

The Chair welcomed Richard Grigg as a new member. It was hoped that all SG members would come along to the Full Partnership meeting on 1st November.

4. Format and facilitation of Full Partnership (FP) Meeting on Tuesday, 1st November 2005 at Cricklade Town Hall at 7.00pm

It was agreed that the suggested format set out in a briefing note prepared by Richard Pagett (attached) was good and should be taken forward. Lisa Mitchell explained how the evening could take shape by being split into three sections:

- (1) Usual FP business (apologies, minutes of last meeting, etc.)
- (2) A short presentation after which 8 Theme Working Groups (TWGs) would review issues, identify a key priority and work on an Action Plan. This would be done with the help of a proforma. TWGs would be supported by 'roving' facilitators.
- (3) Report back session with each TWG giving a brief overview of its Action Plan.

ACTION: John Allen to act as meeting coordinator (invitation distribution, setting up of venue with tables and relevant equipment (flip charts, etc)). Lisa Mitchell and Richard Pagett to design a pro-forma. Richard Pagett, Lisa Mitchell and Shelley Parker to act as facilitators during the meeting.

5. Update and introduction of website

Richard Pagett had provided an estimate of costs for the NCAP website:

£1465	- setting up and design
£ 39	- monthly costs

At this stage funds would not cover costs. There was also concern about how the NCAP website would be administrated and by whom.

Access to all Community Plans was available on WCC and NWDC websites. Work was already underway at WCC to provide an interactive website for use by all Partnerships. The general consensus was that it would be better to first learn more about what WCC was likely to provide. This may be at minimum or no cost to NCAP.

ACTION: Shelley Parker to find out more about the proposed WCC website.

6. Support from WCC and NWDC Officers

Shelley Parker reminded SG members of the hours available to her and John Allen for NCAP work. (About 9-10 hours per week each). Both Officers exceeded these. Much of the work involved general admin with venue booking, minute taking, mail shots, etc. leaving little time for other NCAP work such as following up funding streams, consultation exercises, PR /media, helping to progress the work of the emerging TWGs and so on. Partnerships in receipt of MCTi funding had taken on paid administrators and others had recruited volunteers for this work.

While SG members were appreciative of the work done by Officers, it was agreed that Officer support was not sufficient for the workload. SG members were voluntary and most were involved in other community-based activities that prevented them from taking on additional duties.

ACTION: 1. On behalf of NCAP, **Shelley Parker** and **John Allen** to again request increased Officer support from NWDC and WCC. 2. **John Allen** to include an item for the 1st November FP meeting for a volunteer to act as NCAP Secretary.

7. Funding Update

Following the SG meeting on 10th August, Shelley Parker had spoken to Nicki Coyne (Manager, Wiltshire Market Towns Partnership (WMTP)) about funding criteria. (£10,000 was available for NCAP and has been provided by the European Social Fund). She confirmed that, as the only Community Area in Wiltshire with 2 market towns, additional criteria had to be met. This was that both town councils and business associations had to agree (by letter) to NCAP securing this funding for the continuation of NCAP and collective good of both towns.

ACTION: Tom Pepperall and **Shelley Parker** to bring together a small group (David Tetlow (if available) and both Town Clerks) to work through this criteria. Also, to prepare a proposal to put forward as NCAP's bid to WMTP. **Mollie Groom** and **Tom Pepperall** to attend the WMTP meeting in Devizes on 18th October 2005.

8. Update on current projects and issues

Car Parking

NWDC would be holding a public meeting about issues surrounding car parking on 7th November at the Memorial Hall, Wootton Bassett at 7.00pm.

ACTION: Shelley Parker to circulate details of this meeting and details about decriminalisation of car parking.

Row de Dow

Veronica Stubbings confirmed that funding had been awarded by Wootton Bassett Town Council towards the resurfacing and fencing of the path between the end of Victory Row and Springfield House. This was subject to the path being adopted by WCC (this has been confirmed) and match funding by NWDC. An application would be considered by NWDC's Area 2 Committee on Wednesday, 12th October 2005*.

**Admin Note: Funds now awarded.*

9. Any other items for discussion

NCAP Database

It was agreed that this should be updated. A copy will be sent electronically to all SG members who can add, amend or delete details. Once this has been done a form will be sent to those on the list to:

- Confirm continued interest in the Partnership;
- Check that contact details are correct;
- Confirm that they are happy to be on the database (to cover data protection rules).

ACTION: Shelley Parker to circulate current database with a deadline for amendment and return. And to design an appropriate form to send to contacts.

Community Profile

WCC authors of the Profile were happy with NCAP's amendments which will be incorporated into the document. The front cover will include photos of both Wootton Bassett and Cricklade. Nonetheless, it was disappointing that there was a clear slant towards Wootton Bassett. It was agreed that pressure on WCC should continue for recognition of Cricklade as the other important market town in the area.

Extended Schools

A letter was circulated asking for signatures to support the employment of an Extended Schools Co-ordinator. Most knew something of the government initiative. However, before giving NCAP's support to the proposal it was agreed that WCC should be invited to explain the programme in more detail.

ACTION: Shelley Parker/John Allen to invite Dave Roberts (WCC) to talk to NCAP about the Extended Schools Programme.

Meetings at Community First Transport and Age Concern

NCAP had received invitations for the following events:

The Wiltshire & Swindon Community Transport Conference 2005 – Tuesday, 22nd November 2005 – 9.00am - Devizes Sports Club

Age Concern Wiltshire AGM - Tuesday, 18th October 2005 – 2.00pm – Devizes Corn Exchange

As he would be attending the FP on 1st November, Liam Tatton-Bennett (Community Transport Project Officer at Community First) should invite those in the Transport TWG to attend the Transport Conference. A letter should be sent to Age Concern to explain that, while there was no member available to attend

the AGM, NCAP remained interested in its work and would like to receive the meeting minutes.

ACTION: Shelley Parker to reply to the invitations.

Meeting venues

The Head Librarian at Wootton Bassett library has kindly offered the use of the library for a FP meeting next year. She will provide us with possible dates soon.

Date for next meeting

It was agreed that finding a date that suited all SG members rarely met every preference. Last minute cancellations gave a poor impression of NCAP and it was sometimes difficult to book venues at short notice. In future, meeting dates should be fixed around the availability of the Chair.

Date of next SG meeting – Tuesday, 29th November 2005 at 7.30pm at Horseshoes, 32 Chestnut Springs, Lydiard Millicent.

Date of next FP meeting – Tuesday, 1st November at 7.00pm at Cricklade Town Hall

Dates of 2006 FP meetings – Tuesday, 17th January at 7.00pm at the HIVE, RAF Lyneham