



# Northern Community Area Partnership

<http://www.ncap-northwilts.org/site/index.html>

## Minutes of the Steering Group Meeting

**Tuesday, 17 January 2006 at 7.30 pm at Teal House, Teal Avenue, Lyneham**

**Steering Group Members:** Lisa Mitchell, Richard Pagett, Tom Pepperall, Veronica Stubbings  
**Officers:** John Allen (WCC), Shelley Parker (NWDC)

Item	Topic	Action & when by
1	<b>Apologies</b> Brian Atfield, Chris Burroughs, Mollie Groom, David Tetlow, Bridgett Tubbs, and Clive Wilce	
2	<b>Minutes of the SG meeting on 29th November 2005</b> Agreed	
3	<b>NCAP Weblog</b> The Weblog has been circulated to all Clerks, Steering Group members, District Councillors and relevant NWDC and WCC Officers. It was agreed the Weblog can be accessed without the need for passwords (Update post-meeting: this is now done – no passwords etc needed)	<b>Richard</b>
4	The Weblog address would be included in the NCAP letter/minute header	<b>John</b>
5	<b>Wiltshire County Council Community Web Site</b> Going live in April, a bus will travel around the County promoting the web site; dates and location required. NCAP have requested a page on the County community web site	<b>John</b>
6	<b>Funding</b> £1,000 had been received from NWDC. There was a question about the previously offered £500 from WCC. It was understood this had been withdrawn. The application details for the Market Towns funding had been agreed, letters of support have been received from both Town Councils, awaiting similar letters from the Wootton Bassett Chamber of Commerce and Cricklade Business Association It was suggested a job description for the planned administrative post be obtained from one of the other partnerships that have received Market Towns funding	<b>John/Dave</b>  <b>Tom</b>  <b>Shelley</b>
7	<b>IT Equipment</b> Compliments to David for producing such a detailed list ( <i>copy available on request</i> ) and Kevin Marshall from NWDC for guidance on what items to purchase. The agreed list from the meeting would be sent to Kevin for vetting before purchases are made. There was a query about laptop insurance and whether it covered off site use. Also, a question arose whether it was necessary to obtain a case specifically for the projector or to buy a case for all the small equipment. It was felt separate cases would be too expensive.	<b>Shelley</b>  <b>Shelley</b>
8	<b>Partnership Meeting Format</b> It was agreed that time and effort should be made to attract a good attendance at the <b>April 10<sup>th</sup> Meeting</b> to continue the Themed Working Group work started at the previous meeting A sub committee would be formed to take this event forward comprising Shelley, Veronica and Lisa. The first meeting at NWDC Offices, Monkton Place, will take place at <b>10 am on Friday 3<sup>rd</sup> February</b> . (If you would like to be involved please let Shelley know)	<b>Shelley</b>



# Northern Community Area Partnership

Item	Topic	Action & when by
9	<p><b>Themed Working Groups Progress (TWG)</b> Following the last Partnership meeting details of the current and future themed group actions, details were circulated to all those members expressing an interest in particular themes to be involved. No response to date</p> <p>There was discussion as to how to drive the existing groups forward and to create additional ones. There was agreement that facilitating the work of these groups and driving issues forward was difficult.</p> <p>Existing group leaders to be contacted in this regard.</p> <p>It was agreed that perhaps there should be less issues in each TWG to address and they should be ones already up and running as identified in the Community Plan. The 10<sup>th</sup> April event might be a good opportunity to put a different angle on how issues/action plans should be taken forward. One example cited was perhaps suggesting that part of the evening was aimed at assisting existing groups deliver their projects.</p>	John
10	A letter from WCC about consulting on its budget was circulated. It was suggested that pre meeting briefing notes should be made available (Update post-meeting: there are no advance briefing notes)	John
	<p><b>Date of next SG meeting</b> Tuesday, 14<sup>th</sup> March 2006 at 7.30 pm Teal House, Teal Avenue, Lyneham</p> <p><b>Date of next FP meeting</b> Monday 10<sup>th</sup> April 2006 at 7.30 pm Wootton Bassett Memorial Hall</p>	
	<p><b>WCC and NWDC NCAP Contacts</b> John Allen (WCC Community Planner) 07884262576, <a href="mailto:highfly29@hotmail.com">highfly29@hotmail.com</a> Shelley Parker (NWDC Community Partnership Officer) 01249706449, <a href="mailto:sparker@northwilts.gov.uk">sparker@northwilts.gov.uk</a></p>	