



Northern Community Area Partnership

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

Minutes of the Steering Group Meeting

Tuesday, 14 March 2006 at 7.30 pm at Teal House Teal Avenue Lyneham

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

Item	Topic	Action & when by
1	Apologies Chris Burroughs, David Tetlow, Bridgett Tubbs	
2	Minutes of the SG meeting on 19th January 2004 Agreed	
3	Administration There were issues concerning the employment regulations associated with employing part-time administrators. These are currently being discussed with NWDC's HR Team	Shelley
4	Insurance It may be necessary to seek insurance cover through NWDC resources	Shelley
5	Future boundary changes It is possible that in the event of any future boundary changes the NCAP area of responsibility would change and thus undermine the work done to date.	
6	Funding The Wiltshire Market Towns funding bid has been approved.	Tom
7	IT Equipment It was agreed the group should purchase the IT equipment now rather than wait for the administrative post to be filled.	Tom
8	April event The April event was discussed in detail and the format of the meeting was agreed The event should be widely advertised, a list of contacts was needed; a press release would go out before the event; the slide presentation would be done by Lisa	Shelley Lisa
9	Next partnership meeting Agreed that appropriate officers should be invited.	
10	Local strategic partnership Richard reviewed various contradictions in the report; would draft a letter for SG review	Richard Mollie
11	NCAP web log It was agreed to look at restricting access to draft documents	Richard
12	Rural buffer Mollie gave an update on the rural buffer situation	
13	North Wiltshire festival It was agreed not to attend this event.	
14	Wiltshire County Council Community web site The web site was due to be launched in April 2006 and NCAP will be taking a page; David Tetlow to be asked if he could be the contact for this	Shelley
15	Community Plan strategy Details of the ongoing community strategy were provided. The SG was asked for any comments to date. The draft to be completed by 10 th April	Richard John
16	Themed working groups An update on the current position of the themed working groups was provided, in particular reports on the Cricklade County Way, the Row de Dow path in Wootton Bassett and the general issues arising from the Transport group	
Next dates	SG meeting Tuesday 2 May 2006 7.30 pm Horseshoes, 32 Chestnut Springs, Lydiard Millicent FP meeting Monday 10 April 2006, 7.30 pm Wootton Bassett Memorial Hall	
Contacts	WCC and NWDC NCAP Contacts John Allen (WCC Community Planner) 07884262576; highfly29@hotmail.com Shelley Parker (NWDC Community Partnership Officer) 01249706449; sparker@northwilts.gov.uk	