



Northern Community Area Partnership

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

Minutes of the Steering Group Meeting
Tuesday, 4th July 2006 at Teal House, Teal Avenue, Lyneham at 7.30pm

Steering Group Members Present:

John Allen, Brian Atfield, Mollie Groom, Lisa Mitchell, Richard Pagett, Tom Pepperall, Veronica Stubbings, David Tetlow and Clive Wilce.

Officers present:

Shelley Parker

Item	Topic	Action
1	Apologies Dave Roberts.	
2	Minutes of last SG meeting/Verbal update from 6th June Meeting Minutes agreed. Also agreed that Cricklade meeting had been productive drawing in a couple of new projects. Attendance of funding adviser had been particularly helpful.	
3	Matters Arising Latest version of Action Plan around care for the Elderly/Disabled should be on weblog.	Shelley
4	Funding <u>Feedback</u> -Tom, David and Shelley held a meeting to discuss the management of the ESF grant administered by WMTP. This will be kept under a separate sub-head to distinguish it from other money held by NCAP. The first tranche of this money (£4,000) had been received. The second and third bids must be submitted before the deadline of April 2007. <u>Travel/Expenses</u> - Agreed that NCAP members could only be reimbursed for travel costs and other incidental expenses in exceptional circumstances and with the prior approval of the SG. <u>Delegated Authority</u> – Agreed that Tom, Mollie and Richard should be given authority to agree expenditure subject to limit of budget. Shelley to oversee payment process. <u>Recruitment of Administrator</u> –There were doubts that employing an administrator under NWDC terms would be practicable. It was also costly. NWDC are looking at other options and will advise partnerships. Agreed that SG should look into possibility of employing someone on a freelance basis where responsibility for tax and NI contributions would rest with administrator. Agreed also that proper market rate should apply. Recruitment should start soon. Job Description to be circulated Research local rates <u>IT Equipment</u> – Thanks expressed to Tom and David for work around identifying, purchasing and setting up new IT equipment. Invoices for £1997.78 would now be submitted to WMTP for reimbursement. <u>Other</u> – Agreed that weblog costs should be paid from NCAP funds. Invoices to be submitted	Tom Mollie Richard Shelley Shelley John Richard
5	Feedback from WMTP Meeting Congratulations passed to Tom who has been invited to sit on the Board of WMTP. This group is essentially a federation of Wiltshire Community Partnerships.	
6	AGM – 12th September, Silver Threads, Purton <u>Publicity</u> - Agreed that low key publicity should be circulated well ahead of this meeting to meet deadlines for local publications. Electronic posters should also be circulated. Map/directions should be included where possible. There should be a call too for keen volunteers to join SG. <u>Format</u> should follow NCAP's tried and tested style. Presentation to be given. A speaker to be invited (NWDC's Wilts and Berks Canal Officer). Community First to be invited to speak about plans for a Transport Themed Event around current Action Plan.	- Shelley

Item	Topic	Action
	Refreshments to be provided. Advert to be circulated Advert to be placed in relevant publications/ on websites Presentation Speakers Setting up of event	Tom Clive John Richard Shelley All
7	Future of Area Committees NWDC survey completed by individual SG members. NCAP to submit one based on consensus. General agreement that the Area 2 Committee should be retained as a district run committee. However, there was much scope for improvement including more devolvement of decision-making powers and budgets. Also opportunities to improve current format and agenda to encourage better attendance and participation. Use of webcast would help to broaden public interest. Agreed that SG members should try to attend the meeting where this would be discussed in detail. This will be at 7.00pm on 26 th July at the Memorial Hall in Wootton Bassett NCAP survey notes to be finalised and circulated for approval	Shelley All
8	LSP Update Richard to attend next meeting on 17 th July Update to be circulated	Richard
9	Update on Action Plans Shelley confirmed that she had informed relevant officers at NWDC of projects where input may be required from them. Updates were: <u>Cricklade Country Way</u> – Outcome of lottery bid to be announced in August. NCAP to be involved in community consultation after this <u>Site for Cricklade Pre-school Playgroup</u> – Meeting set up between NWDC Regeneration Officer, Westlea and the playgroup committee. <u>Relocation of Cricklade Museum</u> – Suggestion that consideration be given to combining the museum and proposed Visitor Centre. (Town Council has been directly informed of progress by NWDC's Principal Estate Officer) Updates needed for AGM on 12th September from those involved in TWGs	All
10	Cricklade Country Way Mollie would like a letter sent from NCAP offering thanks to Nick Martin of Swindon Borough Council for large financial contribution made to help pump prime the project. Draft to be prepared and circulated	Mollie
11	AOB <u>Success Story</u> – Veronica confirmed that a letter sent by NCAP to the Planning Inspector had helped to support Broad Town in its application for planning permission for a project to secure land for the overall benefit of the village. The letter made references to the Community Plan and support of the community for the project, which included community facilities and affordable housing. <u>WCC Support for NCAP</u> – Letter from Corporate and Library Services circulated setting out future support for all partnerships. Disappointment that NCAP referred to as Wootton Bassett and Cricklade Partnership throughout letter. <u>WCC Letterhead</u> – Uncertainty about how Cricklade will be referred to in new letterhead. Clarification needed <u>Car Parking Charges</u> – list of district-wide charges was circulated. <u>Consultation Associated with the Preparation of the Wiltshire and Swindon Minerals and Waste Development Framework</u> - A response to this consultation that ends 7 August has been requested by Swindon Borough Council. Suggested that Richard may like to respond on behalf of NCAP <u>Community Award Scheme</u> – deadline for applications for next round of funding is 16 th September 2006	Dave Roberts Richard
	Next Meetings <u>AGM</u> – Tuesday, 12 th September, 2006 at 7.30 pm at Silver Threads, Purton <u>SG</u> – Tuesday, 7 th November 2006 at 7.30 pm at 32, Chestnut Springs	

For further information, please contact:

Shelley Parker, Community Partnership Officer, NWDC, Tel: 01249 706449 E-mail: sparker@northwiltshire.gov.uk
Dave Roberts, Senior Community Planner, WCC Tel: 07979 318504 E-mail: daveroberts@wiltshire.gov.uk