



STEERING GROUP MEETING
32 Chestnut Springs, Lydiard Millicent
7:30 pm on Wednesday, 20 August 2008

MINUTES

Steering Group Members Present: Brian Atfield, Mollie Groom (Chair) Richard Pagett David Tetlow and Veronica Stubbings

Officers Present: Shelley Parker, NWDC/WCC

| Item | Topic | Action |
|------|---|------------------|
| 1 | Apologies , Jacqui Lay, Lisa Mitchell, Tom Pepperall, Diana Wain, Clive Wilce and Lesley Taylor, Community Involvement Officer, Community First | |
| 2 | Minutes approved and signed by Mollie as a true record of events. | |
| | Matters Arising | |
| | (a) WCC has been invoiced for the agreed sum ~ £1,000 | SP |
| | (b) Received Chippenham Area Partnership (ChAP) advert to consider if NCAP wished to do same for advertising for administrative support. SP provided the ChAP job description (some slight modifications required). Discussed accounts and others matters; Advertise in free "parish" magazines for a self employed person, and also on parish notice boards. Six months contract. Up to £2,000 available perhaps use £ 1000 for administration and the remaining £ 1000 for venue hires <i>etc</i> | RP MG |
| | (c) SP advised that local caterers would be £ 4 /head for tea and cakes.~ perhaps this could be negotiated (JL) | SP/JL |
| | (d) WCC Councillor John Thomson replied to MG re: Wiltshire County Council support for Community Planning Partnerships – DT drafted a reply ~ approved; MG to send | MG |
| 3 | Account Update No changes and awaiting the £ 1000 (MG to approach John Bennett as Treasurer) Post Meeting Note: Clive Wilce has agreed to be Treasurer | MG |
| 4 | Format of AGM (in parallel with Area 2 Committee/Area Board on 10 th September) at Purton. First Area Board meeting to run alongside the Area 2 Committee. A2C will be held first, then break for refreshments, and then the AB pilot. Short NCAP AGM to be part of this second meeting; to include NCAP update/presentation from RP and call for Chair etc and election of SG.(Circulate presentation beforehand) Briefly reviewed possible roles of the CAP, post-Unitary | RP |
| 5 | Area Boards – NCAP's Role NCAP to co-host (with pilot Area Board) an Area debate. SP has asked Town and Parish Councils for 'Sticky Issues' which the Area Board could try to resolve by bringing in Front Line Services and other bodies, such as Police etc. NCAP to send in one on enforcement Discussed David Beaton contribution ~ agreed to request him to conduct empirical research on innovative ways to engage hard-to-reach and vulnerable groups without categorising people and enhancing perceived barriers. These ways can then be trialled for | RP MG |

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| | <p>the “State of the Area Debate”.</p> <p>Agreed to request Leslie Taylor to focus on the mid-twenties age group ~ requested LT to provide a scope of work for this; specific objectives, methodology, deliverables</p> <p>RP to describe at ABTG in outline terms an approach to avoid the current tired model of consultation whilst recognising the constraints re the Local Area Agreement; need to access cross-section of community and not place emphasis on just a few particular “groups”; need a new name for State of the Area Debate; other things to mention: could be held during a two or three week period with elements conducted in conventional meetings; could move throughout the Area during the Debate period; could harness the internet to take advantage of search engines, etc communities/individuals should be able to participate at any time of their choosing and their inputs incorporated with equity; could tackle cross-cutting issues</p> | <p>MG</p> <p>RP</p> |
| 6 | Cricklade Update – nothing changed since last meeting; awaiting guidance from County. Cricklade TC still very keen | DT |
| 7 | <p>AOB</p> <p>(a) Tom Pepperall has withdrawn from the Steering Group for health reasons which we hope will be temporary; his work and wisdom have been invaluable and the SG wishes him and his family well and look forward to his return to the SG at some time in the future</p> <p>(b) Ashton Keynes and Leigh ~ awaiting decision by County pending boundary division setting ; NCAP wishes them success</p> <p>(c) RP to receive NCAP database and circulate to other members to assist in updating)</p> | RP |
| 8 | <p>Date of Next</p> <p>Meeting – 10th September AGM in conjunction with Area Board meeting; will finalise NCAP inputs to this by email</p> <p>Next SG meeting is 22 October at Chestnut Springs, Lydiard Millicent</p> | |

For further information, please contact

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Northern Community Area Partnership

Ashton Keynes . Bradenstoke . Braydon . Broad Town . Bushton . Clyffe Pypard . Cricklade . Hook . Latton . Leigh . Lydiard Millicent
Lydiard Tregoze . Lyneham Village . Marston Meysey . Purton . Purton Stoke . RAF Lyneham . Tockenham . Wootton Bassett