

**STEERING GROUP MEETING**  
**Teal House, 20 Teal Avenue, Lyneham**  
**7:30 pm on Wednesday, 18<sup>th</sup> March 09**

**MINUTES**

**Steering Group Members:** Brian Atfield, Tony Clements, Mollie Groom (Chair) Jacqui Lay, Lisa Mitchell, Richard Pagett (Vice Chair) David Tetlow, Veronica Stubbings and Clive Wilce (Treasurer)

**Observer/Officer:** Stuart Rudd

Item	Topic	Action		
1	<b>Apologies</b> Richard Pagett (Vice Chair), David Tetlow, Clive Wilce, Tony Clements			
2	<b>Minutes</b> approved as a true record of events			
3	<b>Matters Arising</b> <i>Time Sheet &amp; Out of Pocket Expense Form</i> has been passed to NCAP administrator for completion. The <i>Out of Pocket Expenses Claim Form</i> has also been emailed to all NCAP members for their use. Guidance on when to use this to be created.	<b>SR</b>		
4	<b>Account Update</b> Another form has been requested by the bank to be signed by all.	<b>CW</b>		
5	<b>Area Boards</b> The meeting went ahead as planned on the 4 <sup>th</sup> of March in Purton's village hall. The NCAP presentation that had been prepared could not be presented as the correct equipment had not been provided. A verbal NCAP consultation update was given by Dr Richard Pagett . but unfortunately ¾ of the public had left the meeting.			
6	<b>Area Consultation</b> The Road Show attended Tockenham, Clyffe Pypard, Latton and Marston Meysey as planned but public turn out was low. Turn out should be higher at Hook and more advertising is to be put in place.	<b>MG / SR</b>		
7	<b>Full Partnership</b> (9 <sup>th</sup> June) Memorial Hall, Wootton Bassett. Updating Community Plan Presentation on pension-saving (from Financial Services Authority) ~ to be confirmed that they can make this date, if they can't a stand alone event to be arranged. The hall to be split up and other presentations to take place including, Unitary Authority Update, Police update and security marking on peoples belongings. The Full Partnership meeting should be discussed with Wootton Bassett High Street Festival organisers to maximise impact.	<b>LM</b>  <b>MG</b>		
8	<b>SBC/WCC 3000 houses</b> (Moredon Bridge, The Pry, Ridgeway Farm) consultation by end March. Additional letter to be sent to Maggie Ray (Public Health Officer).			
9	<b>AOB</b> Karen Scott (Wiltshire council) informed the group she was not the NCAP officer – and there would be no officer. Items discussed included, liability cover, lack of constitution, data base access, and what happens if three of the members become unitary councillors. Karen Scott to confirm this is correct as it contradicts the understanding of the group.	<b>KS</b>		
10	<b>Next Meetings</b>			
	<b>Date</b>	<b>Time</b>	<b>Group</b>	<b>Venue</b>
	23 <sup>rd</sup> April	7:30 pm	Area Board Task Group SG	32 Chestnut Springs, Lydiard Millicent
	9 <sup>th</sup> June	TBC	NCAP Full Partnership	Memorial Hall, Wootton Bassett

**For further information, please contact**

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Northern Community Area Partnership