



STEERING GROUP MEETING
32 Chestnut Springs, Lydiard Millicent
7:30 pm on Wednesday, 23rd April 09

Minutes

Steering Group Members:

Brian Atfield	*	Tony Clements	#	Mollie Groom (Chair)	+	Jacqui Lay	#	Lisa Mitchell	*
Richard Pagett (Vice Chair)	*	David Tetlow	+	Veronica Stubbings	+	Clive Wilce (Treasurer)	+		

Observer(s) / Guest(s):

Laura Pictor (WFCAP Partnership Development Officer)	+	Karen Scott (Community Area Manager Wootton Bassett and Cricklade Area)	+
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Officer:

Stuart Rudd	+
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Key: + = Attended * = Apologies sent # = No apologies sent

Item	Topic	Action
1	Minutes approved as a true record of events	
2	Matters Arising <i>Time Sheet & Out of Pocket Expense Form</i> guidance notes shown to CW, draft to be distributed to SG for comment.	SR
3	Account Update As of the 22/04/09 the bank account has funds in it. A pass number still needs to be generated to allow easier access to check the bank balance etc. Open Blue Bus invoice cheque written and posted 23/4/09. However, this should have been paid out of the Community Plan Consultation budget. This has not been received yet, Steve Milton to be contacted to request status of funds,	CW MG
4	Area Consultation Area consultation completed to schedule and completed questionnaires are with NCAP administrator for analysis. Analysis to be completed by next meeting (14/05/09) Still awaiting questionnaires that were distributed via Wiltshire Racial Equality Council [WREC] but they were given a completion date of the end of April 09.	SR
5	Full Partnership The Memorial Hall, Wootton Bassett is now booked for the 9 th of June. Updating Community Plan. Martin Alvis (police) has requested part of the presentation to discuss neighbourhood policing. KS to confirm to him that this is ok. Presentation on pension-saving (from Financial Services Authority) is now to be a stand alone event on the 25 th August 09 in the Memorial Hall, VS to book. This event needs publicising heavily to ensure success.	KS VS
6	SBC/WCC 3000 houses (Moredon Bridge, The Pry, Ridgeway Farm) MG has not sent additional letter to Maggie Ray (Public Health Officer) as previously reported. She is awaiting a response from George Batten before proceeding.	MG
7	Transwilt Train Service – RP to define how he wants NCAP to support the Transwilt train service.	RP
8	Wiltshire Council Support of NCAP – Karen Scott presented <i>Wiltshire Councils Support to Community Area Partnerships</i> which outlines the various support resources available to NCAP. Each NCAP member to review. KS also discussed how other CAPs have pooled money to employ and share a Development Support Worker. KS was requested to change Wootton Bassett and Cricklade Area to Cricklade and Wootton Bassett Area to follow normal alphabetical protocol.	All KS

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9	<p>WFCAP (Wiltshire Forum of Community Area Partnerships) Laura Pictor from WFCAP attended the meeting and stated that for this year they would pay NCAP liability insurance, next year they will not but it will be approx £50 if all CAPs join the scheme. WFCAP advises NCAP not to become a charity, Wiltshire Council are still to form a view. The SG will wait for further advice.</p> <p>WFCAP meetings - LP stated that MG would have been sent the invitation email for the last WFCAP meeting. MG was having IT problems so the email may have "bounced" back.</p>																	
10	<p>AOB NCAP support for <i>Promoting the Sustainable Communities Act</i> MG submitted list no reply received to date but the closing date wasn't until the 24/04/09.</p> <p>DT quoted part of the Interim Executives paper which said that NCAP should consider implementing Town Centred Theme Groups. All agreed this was not how NCAP operate and there was no funding for this approach either.</p>																	
11	Next Meetings																	
	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Group</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>14 May</td> <td>7:30pm</td> <td>Next SG</td> <td>32 Chestnut Springs, Lydiard Millicent</td> </tr> <tr> <td>9th June</td> <td>TBC</td> <td>NCAP Full Partnership</td> <td>Memorial Hall, Wootton Bassett</td> </tr> <tr> <td>15th July</td> <td>TBC</td> <td>1st Area Board?</td> <td>TBC</td> </tr> </tbody> </table>	Date	Time	Group	Venue	14 May	7:30pm	Next SG	32 Chestnut Springs, Lydiard Millicent	9 th June	TBC	NCAP Full Partnership	Memorial Hall, Wootton Bassett	15 th July	TBC	1 st Area Board?	TBC	
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For further information, please contact
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