

## **WILTSHIRE COUNCIL**

### **Military Civilian Integration Programme**

#### **Lyneham Steering Group**

#### **TERMS OF REFERENCE**

##### **1. DECISION**

The Military Civilian Integration (MCI) Programme Sponsoring Group agrees to establish the Lyneham Steering Group to operate for the purpose of undertaking the work specified in these Terms of Reference below at Paragraph 6.

##### **2. NAME OF STEERING GROUP**

The group established is to be named the **Lyneham Steering Group**.

##### **3. MEMBERSHIP OF STEERING GROUP**

The membership of the Steering Group will include:

- (i) Up to 4 Area Board Members as follows:
  - Wootton Bassett and Cricklade (1)
  - Calne (1)
  - Chippenham (1)
  - Malmesbury (1)
- (ii) Local member for Lyneham (1)
- (iii) Forwardswindon representative (1):
- (iv) Not more than 8 Parish/Town Councillors as follows:
  - Broad Town Parish Council
  - Calne Town Council
  - Clyffe Pypard Parish Council
  - Dauntsey Parish Council
  - Hilmarton Parish Council
  - Lyneham and Bradenstoke Parish Council
  - Tockenham Parish Council
  - Wootton Bassett Town Council
- (v) RAF Lyneham representative (1)
- (vi) HQ 43 (Wessex) Brigade representative (1)

- (vii) Not more than 4 chamber of commerce representatives as follows:
  - Wessex Association of Chambers of Commerce (1)
  - Calne Chamber of Commerce (1)
  - Malmesbury Chamber of Commerce (1)
  - Wootton Bassett Chamber of Commerce (1)
- (viii) One Lyneham business representative (1)
- (ix) Not more than 5 representative members of community groups or interests:
  - Lyneham Primary School (1)
  - Lyneham playgroup (1)
  - Lyneham church (1)
  - Lyneham Women's Institute (1)
  - Wootton Bassett School (1)
- (x) Community Development Worker, RAF Lyneham (1)
- (xi) North Wiltshire Economic Partnership representative (1)
- (xii) The Steering Group will not exceed a total membership of 30 members

The Membership will elect a Chairperson from amongst its Members to preside over meetings of the Steering Group.

In addition, it is anticipated that relevant MoD representatives such as Defence Estates officials will be invited to attend meetings, where appropriate.

Membership of the Steering Group will cease when a member ceases to hold the stated office as when first appointed.

Supported by: Service Director of Economy & Enterprise (and staff)  
Programme Manager, MCI Programme

#### **4. APPOINTMENT OF STEERING GROUP MEMBERS**

Appointment of Members to the Steering Group, in accordance with Paragraph 3 above, will normally be agreed by a full meeting of the Steering Group. Membership of the Steering Group may, however, be varied, with the agreement of the Chairperson, subject to approval at the next full meeting.

#### **5. MEETINGS and REPORTS**

Meetings of the Steering Group should be open to the public whenever and wherever practicable. Meetings may, however, be held in private when there is

a justifiable need in accordance with Wiltshire Council policy. The frequency of meetings will depend on the issues and actions of concern to the local community at any one time.

All reports of the Steering Group will be reports to the MCI Programme Sponsoring Group. Such reports will be public documents and made publicly available in accordance with Wiltshire Council policy.

## **6. SPECIFIC TASKS FOR THE STEERING GROUP**

The **Lyneham Steering Group** will:

- (i) Bring together community and economy related groups who will be affected by the closure of RAF Lyneham to provide a 'voice' for their particular concerns, needs and priorities.
- (ii) Offer a means to improve communication flows to ensure that all communications were timely, clear and consistent.
- (iii) Take 'ownership' of the Lyneham Issues and Actions table (see attached table), which reflects local concerns raised previously, so that they can be progressed to a satisfactory conclusion.
- (iv) Participate in the consideration of potential developments, pre-application discussions and planning briefs concerning the Lyneham site.
- (v) Produce appropriate reports on a periodic basis and a final report to the MCI Programme Sponsoring Group on its activities and any recommendations arising from its work and to report on any significant matters during the course of the year, as appropriate.

## **7. MEDIA RELATIONS**

Members of the Steering Group must not seek to issue press statements on behalf of the group.

Any press statements about the work of the Steering Group should be agreed between the Chairperson of the Steering Group and the Chairman of the MCI Sponsoring Group.

## **8. DURATION OF THE STEERING GROUP**

The Steering Group will cease to exist on submission of its Final Report to the MCI Sponsoring Group incorporating a resolution for its work.

It is anticipated that the RAF Hercules aircraft fleet will transfer to RAF Brize Norton in Summer 2011 and RAF Lyneham will close by 31<sup>st</sup> December 2012.

*Terms of Reference due for review by December 2011*

MCI/PC/010411