

AGENDA

Meeting: CALNE AREA BOARD
Place: Committee Room A - Council Offices, Monkton Park, Chippenham SN15
1ER
Date: Wednesday 3 July 2013
Time: 3.00 pm

Including the Parishes of Calne Without, Bremhill, Hilmarton, Heddington, Cherhill, Compton Bassett and Calne.

The area board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Please direct any enquiries on this agenda to Alexa Smith (Democratic Services Officer), on 01249 706610 or alexa.smith@wiltshire.gov.uk

or Jane Vaughan (Calne Community Area Manager), on 01249 706447 or jane.vaughan@wiltshire.gov.uk

The papers connected with this meeting are available on the Wiltshire Council website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

Wiltshire Councillors

Clr Christine Crisp
Clr Alan Hill
Clr Howard Marshall

Clr Anthony Trotman
Clr Glenis Ansell

Items to be considered	Time
<p>1 Chairman's Welcome</p> <p>The Chairman will explain this is an Extraordinary Calne Area Board meeting called to consider the single issue of the Calne Community Area Partnership (CCAP)'s claim for core funding 2013/2014.</p>	<p>3.00pm</p>
<p>2 Apologies for Absence</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Calne Community Area Partnership (CCAP) Claim for Core Funding 2013/2014 <i>(Pages 1 - 12)</i></p> <p>To seek Calne Area Board's approval of awarding core funding of £8,465 to Calne Community Area Partnership, covering the financial year 2013/14, with an agreement to release the first tranche of £4,432.50 immediately.</p>	
<p>5 Close</p> <p>The Chairman will set out arrangements for the next meeting.</p>	<p>3.15pm</p>

Future Meeting Dates

Tuesday, 13 August 2013

6.30pm

Calne Town Hall, The Strand, Calne SN11 0EN

Tuesday, 15 October 2013

6.30pm

Calne Town Hall

Tuesday, 10 December

6.30pm

Calne Town Hall

WILTSHIRE COUNCIL

CALNE AREA BOARD

3rd July, 2013

Calne Community Area Partnership (CCAP) Claim for Core Funding 2013/2014

1. Purpose of the Report

- 1.1. To seek the Board's approval of core funding to CCAP covering the financial year 2013/14 to be agreed at this meeting, so that it can be paid into CCAP's bank account immediately.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Calne Area Board.
- 2.2. There will be 2 tranches of funding to community partnerships during 2013/14 (up to 50% of their total projected costs in each tranche). The first is contained within this report, and the Partnership Development Officer will advise CCAP that the second tranche can be requested at the December, 2013 Board when evidence is received of how the first tranche has been spent.
- 2.3. Calne Area Board has been allocated a 2013/2014 budget of £58,112 for both capital and revenue purposes, including community grants, community partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the community area grant budget. 20% of the Calne Area Board grant budget 2013/14 is £8,861.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. CCAP were awarded £8,466 in 2012/2013. The balance of CCAP funds as at March, 2013 was £800. CCAP will be rolling forward all of this balance into 2013/14 to be spent on activities in this coming financial year in addition to any funding received from the area board. This would appear to leave CCAP

without a reserve or contingency figure. To have a reserve would be particularly important as CCAP now employs an Administrator.

- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if CCAP's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, PCAP are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer and by Wiltshire Forum of Community Area Partnerships as a workable document. Questions regarding the workplan have all been answered satisfactorily.
- 3.5. Calne Community Area Partnership has submitted a 2013/14 claim for £8,465 total core costs. This level of funding is within the expected 20% allocation from Calne Area Board's budget. 50% of the sum awarded can be considered as the 1st tranche. The area board can therefore award up to £4,232.50 at this meeting to be paid immediately.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Calne Area Board.

4.3. Legal Implications

- 4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

- 4.4.1 There are no specific HR implications related to this report.

4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive.

5. Recommendation

The Partnership Development Officer recommends that the area board:

- approve the whole year's core funding of £8,465 with an agreement to release the 1st tranche of £4,432.50 immediately
- agree to the release of the 2nd tranche at the December Area Board meeting as long as conditions set by the Partnership Development Officer and agreed by the Board, have been met.

Report Author: Andrew Jack, Partnership Development Officer

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E-Mail: andrew.jack@wiltshire.gov.uk

Appendices:

Appendix 1 CCAP Annual Workplan, 2013/14

Appendix 2 CCAP Budget Form, 2013/14

Calne Community Area Partnership

Annual Work Plan 2013/14

In order to show how the Calne Community Area Partnership (CCAP) aims to meet the commitments set out in the Community Area Partnership Agreement 2013/14, please see below.

CAPA commitments	Proposed initiatives and activities
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>	<p>CAP Steering Committee Nominations to be sought from community groups & organisations and Steering Committee to be appointed at an AGM in October. Co-opted members are continually recruited to expand the knowledge-base of the Steering Committee.</p> <p>Support for CAP The Administrator supports both the Steering Group and the Theme Groups in both administrative and practical ways (helps to organise the Hub volunteers. The Community Hub is proving to be an excellent ‘gateway’ to the Partnership with more and more volunteers coming forward with offers of help.</p> <p>Theme Groups There are a number of Theme Groups that prove extremely successful in dealing with their relevant specific local issues. In the areas where groups are not operating, efforts are being made to encourage activity.</p> <p>New Groups Through plans for more direct engagement in 2012/13, we will explore the degree of interest in setting up new Theme Groups as issues arise or opportunities present themselves. In particular the evidence from the Joint Strategic Needs Assessment may assist this process.</p> <p>WfCAP We will continue to support WfCAP to support ourselves by the Chair and/or the Administrator attending their regular meetings. In addition, through wfcap, we will actively encourage cross-CAP working, typical examples are to do with Transport and Air quality.</p> <p>Developing the Partnership Last year, the Steering Group underwent a major review of both its relevance and the way that it operates. The outcome has been the realisation that a silo mentality had been</p>

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 Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council,
 County Hall, Trowbridge BA14 8JN

	<p>allowed to develop that has restricted cross-communication.</p> <p>Steering Group meetings are now based on discussing and hopefully, facilitating positive change. An example of this was the identification of two issues that caused greatest concern in a recent poll of the Steering Group, namely Transport and Tourism. The Transport discussion in the generation of a draft transport strategy being accepted by the Calne Area Board. The Tourism discussion is still ongoing but has already resulted in joint working with Calne Springs.</p> <p>The Calne Community Hub</p> <p>As already stated, the Community Hub is providing a ‘visible face’ of the Partnership and, as a result, exposing far more of the community to the workings of the Partnership. This resulting in more of the community becoming interested in how the Partnership operates. Examples of this are the Community Hub being central to the Wiltshire Online and Wiltshire & Spice Time Credit projects.</p>
<p>Accountability <i>“To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”</i></p>	<p>Community Accountability.</p> <p>The Steering Group recognise that the Partnership must become more visible and has to increase awareness across the Community Area.</p> <p>CCAP is visible and accountable through the Area Board which reports given at each Area Board meeting. The Partnership works very closely with the Area Board and Community Area Manager to enhance the role and accountability of the Partnership in local decision making.</p> <p>The revised website allows publication of minutes of meetings and greater transparency in work plans to further improve accountability.</p> <p>Community Engagement</p> <p>The Community Hub continues to be the primary vehicle for community engagement. The yearly footfall for people coming into the Hub for the previous 12 months (2011 – 2012) was nearly 9,000 and for the first 6 months of this year, the footfall is in excess of 4,500. In terms of monthly percentage increase against the baseline, April 2013 saw a 189% increase in footfall.</p> <p>The number of community organisations using the Hub has increased by much less, but for the same month there was an increase of 44% (compared to 89% the previous month). Even more encouraging is the number of other CAPs have visited the hub/enquired about it as a best example to learn from CCAP.</p> <p>Promoting the Partnership.</p> <p>Our aim is to increasingly promote the Partnership as the direct link to and from the community area for partner organisations and as a means of addressing and adding</p>

	<p>weight to local issues before making application to the Board and Council.</p> <p>In addition to the revised website, promotional leaflet for the CCAP and the Community Hub have been produced and widely distributed. The leaflets seek to engage people, to visit the Hub and encourage them to participate in the theme groups</p> <p>A good link has been established with the local newspaper and BBC Wiltshire to both publicise events and achievements and to increase awareness and interest.</p> <p>Support of the local community.</p> <p>The Community Hub hosts a Job Club (supported by Chippenham Jobcentre) as well as hosting a number of training courses. CCAP has an established credibility with the Area Board by having a seat at the Calne Area Board Co-ordinating meetings. It plays a major role in the Calne Campus Working Group in an attempt to ensure that the needs of the community area are met.</p>
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contact register of key organisations and volunteers."</i></p>	<p>Communication with the wider community.</p> <p>The Community Hub continues to be at the forefront of CCAP's communication strategy, making good use of the poster displays in the front windows. In addition, CCAP will continue to use occasional newsletters and to place articles in other local publications to provide an account of our activities to date and to encourage wider involvement.</p> <p>We also plan to review our communication strategy to ensure that information is provided where it is needed. It is our intention to make use of the community blog sites, such as the 'Our Community Matters' blog sites to promote CCAP work and link your website to them etc.</p> <p>CCAP Website</p> <p>The CCAP communicates through its website (www.calnecap.org) with news and information about the partnership and theme groups activities. The website is continually updated during the year and will be used for consultation for the next Community Plan update.</p> <p>Affiliated Organisations.</p> <p>CCAP do not claim to have any formal affiliations but it does have direct links with other organisations, such as the Calne Environmental Network, Calne Area Transport etc, through the personal involvement of Steering Group members and engagement of partner agencies on the Steering Group.</p>
<p>Consultation <i>"To consult widely on a range of socio-economic issues including the holding of public engagement events and activities."</i></p>	<p>Consulting the Community</p> <p>As an active member of the Campus WG, CCAP was highly involved in the public consultations which were used to develop the Campus User Requirement.</p>

	<p>Consultations are also held in the Community Hub to promote specific issues such as the change of use at Lyneham and proposed traffic calming methods for Abberd Way.</p> <p>Consultations are also held within the Theme Groups on their specific activities and the results of these are reported back to the Steering Group.</p> <p>Meetings with Partners</p> <p>The CCAP Steering Group contains representatives from the local Parish Council and Town Council. These representatives ensure that communication is maintained with local partners. Other meetings will be arranged to pursue a more active dialogue, further partners and co-ordinating forums (e.g. schools)</p>
<p>Community Planning <i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations".</i></p>	<p>Developing The Community Plan</p> <p>The last major Community Plan revision was distributed in 2010 and a further update was conducted last year. This will be distributed in the coming months.</p> <p>The update was conducted in conjunction with the Joint Strategic Needs Assessment (JSA). As the JSA has provided current evidence of strengths, weaknesses and opportunities across the community area, the update addresses the issues raised in the JSA.</p> <p>We understand that Wiltshire Council and WfCAP are reviewing the structure of the Community Plans and CCAP will be keen to be involved in the important piece of work.</p>
<p>Local action <i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate."</i></p>	<p>Championing & Delivering Projects</p> <p>As previously stated, CCAP continues to be at the forefront of local issues with participation in many of the fact finding as well as the decision making groups. This involvement provides the ideal opportunity, coupled with the availability of the Community Hub, to act as the champion of local causes.</p> <p>We want to build on the work of the Transport and Environment Action Groups, including providing some administrative support to keep up the momentum.</p> <p>We shall also be looking for new partnerships along similar lines to move forward on other key areas identified in the Community Plan or through our engagement programme.</p> <p>Funding.</p> <p>CCAP have carried over funding from their 2012/13 allocation which is earmarked for the support of the Community Hub and improved public awareness.</p> <p>Funding for this year is primarily based on plans to continue to develop the Community Hub as a centre for community</p>

	<p>engagement and to increase awareness of the Partnership.</p> <p>What do we expect to achieve this year?</p> <p>We will continue to develop the Community Hub by expanding the opportunities for community engagement, such as the Job Club, computer training (through Wiltshire Online), and the Time Credits scheme (in partnership with Wiltshire Council and Spice).</p> <p>We will continually review the effectiveness of the CCAP website and other promotional tools as part of our communications strategy.</p> <p>We will look to hold further Open Days to update priorities and refresh the Community Plan.</p> <p>We will support and encourage the established Theme Groups by providing direct support to take pressure off of respective group leads.</p> <p>We will continue to work with organisations, such as the Campus WG, to ensure that the community's voice is listened to..</p> <p>We will attempt to establish Theme Groups, such as Culture and Housing that are currently inactive.</p> <p>We will work with the Area Board, the Community Area Manager and WfCAP to promote and firmly position CCAP and the Community Plan within the local decision making process.</p> <p>We will develop supporting publicity and display material to make CCAP more visible through local level meetings and public events.</p> <p>We will seek to develop partnership opportunities across the community area and establish closer relationships with established forums and groups.</p>
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Community Area Partnership Agreement 2013/14:

Budget details for CAP running costs

Your Details:

Name:	Malcolm Gull
Partnership:	Calne CAP
Address:	27, High Street, Calne, SN11 0BS
Phone:	01249 813747
Email:	Malcolm.gull@talktalk.net

Bank Account Details:

Account name:	Calne Community Area Partnership
Sort code:	
Account no.	
Balance of funds at beginning of year:	£800

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">Salary of p/t Administrator + expenses	a £2,400.00
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">Community Plan update	b £365.00
Advertising & promotion (inc websites): <ul style="list-style-type: none">Website upkeep, promotional material (banner, leaflets etc)	c £1000.00
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">Community Plan update	d £0
Office expenses, consumables, etc.: <ul style="list-style-type: none">General office consumables	e £1000.00
Other costs: <ul style="list-style-type: none">Community Hub running costs – £3,000Hub Cleaner – £1,500	f £4,500.00
Amount of funding rolled forward from 2012/13 to be spent in 2013/14:	g £800.00
Total running costs applied for:	h £8,465.00

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Calne Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2013/14.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Signed: Malcolm Gull.....

Date: 5th June 2013.....

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

