

# Corsham Community Area Network

## Annual Workplan 2011/12

In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2011/12, please complete the form below.

CAPA commitments	Proposed initiatives and activities
<p><b>Partnership Development</b>  <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>	<p><b>CCAN Steering Group</b></p> <ul style="list-style-type: none"> <li>• The current CCAN Steering Group was appointed at a public AGM in September</li> <li>• All members of the Steering Group represent a community group or organisation.</li> <li>• The Group has a member from each of our Parishes.</li> <li>• The Community Area Manager and our appointed Area Board Councillor are regular attendees.</li> <li>• The Member Group is:-             <ul style="list-style-type: none"> <li>○ Christine Reid. Chair. Trustee Pound Arts Centre.</li> <li>○ Adam Walton. Transcoco.</li> <li>○ Sally Fletcher. Civic Society.</li> <li>○ Elaine Marston. Corsham Sea Cadets.</li> <li>○ Paul Kefford. Greensquare Group Ltd</li> <li>○ Jacqui Bradburn. Colerne Parish Council</li> <li>○ Andrew Thomas. Box Parish Council.</li> <li>○ Terry O’Neill. Lacock Parish Council.</li> </ul> </li> <li>• The Group meets 6 times a year to a programme that is driven by the Area Board dates.</li> <li>• CCAN is keen to widen the Steering Group and was pleased to bring in new members at the last AGM</li> </ul> <p><b>Support for CCAN</b></p> <ul style="list-style-type: none"> <li>• We are supported by a part time, self employed Co-ordinator. Financial provision made for 2 days plus per week.</li> </ul> <p><b>Action Groups</b></p> <ul style="list-style-type: none"> <li>• We have two Action Groups run in partnership with Transition Community Corsham (TransCoCo) to address the high priority areas of Transport &amp; Energy/Environment.</li> <li>• These groups are well established and recognised by the Area Board as effective and capable in leading community projects.</li> <li>• The Transport Group is supported by the CCAN co-ordinator.</li> </ul> <p><b>WfCAP</b></p> <ul style="list-style-type: none"> <li>• We continue to support WfCAP and have appointed</li> </ul>

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	<p>Sally Fletcher as our representative to the Forum.</p> <ul style="list-style-type: none"> <li>• Our co-ordinator has also attended the meetings of support staff and training events.</li> </ul> <p><b>Developing the Network</b></p> <ul style="list-style-type: none"> <li>• We aim to link to the community area through established groups, organisations and societies. Links are built through contacts, consultation events, meetings etc.</li> <li>• The consultation over the Corsham Campus has raised the Network profile and increased our Network contacts. This process will continue over the next 12 months and will bring us into close contact with organisations, businesses and service providers.</li> <li>• Our new website, which has been delayed, will also help to raise the profile and provide a useful community resource.</li> <li>• Plans toward an update for our Community Plan include the wider engagement of Parishes and community groups to develop the Network and 'ownership' of the Plan.</li> <li>• We will react to emerging priorities from the Campus consultation or from the Area Board using members and network links as appropriate.</li> </ul>
<p><b>Accountability</b>  <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><b>Community Accountability.</b></p> <ul style="list-style-type: none"> <li>• CCAN is visible and accountable through the Area Board. We attend and report at each Area Board and are available for questions.</li> <li>• We have improved direct links with the Parish Councils – including a meeting at Parish Clerk/Co-ordinator level – and Parish representatives receive meeting notification/minutes.</li> <li>• The Steering Group recognise that the Network must become more visible and has to increase awareness across the Community Area. <ul style="list-style-type: none"> <li>○ Our new website will provide for advertising of future meetings/events, publication of minutes of meetings and greater transparency in work plans to further improve accountability.</li> <li>○ We will make use of Town, Parish and Village Notice Boards to display notices.</li> <li>○ We will produce more regular e-newsletters detailing plans, meetings and events.</li> </ul> </li> </ul> <p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Our immediate plans for Community engagement in the coming year are linked to the Campus development. CCAN is part of the local Campus Steering Group with the responsibility to represent community needs and views. We will react to emerging requirements rather than planning particular events.</li> <li>• We are however planning towards a community awareness event in the Autumn in conjunction with</li> </ul>

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	<p>Wilts Council and Transcoco. This will include Health, Energy/Environment, Transport, Community Safety, Home awareness etc.</p> <ul style="list-style-type: none"> <li>• We will use these events to share what we have been doing, promote the Community Planning aspects of our role and consult on current issues.</li> <li>• Our primary means of engagement will be through e-newsletter and email to nominated contacts using our distribution list. This will be used to keep people in contact with the Network, to notify events, to promote consultations or to solicit support.</li> <li>• We also combine our communications with the Community Area Manager in order to multiply the potential contacts across the community area.</li> <li>• We are always prepared to react to priorities coming from the Area Board – e.g. Street Lights, Wilts Council – e.g. Campus or the community – e.g. MoD Traffic issues. We believe that projects such as these are the best way to engage with the community and create new links.</li> </ul> <p><b>Promoting the Network.</b></p> <ul style="list-style-type: none"> <li>• Our aim is to promote the Network as the direct link to and from the community area for partner organisations and as a means of addressing and adding weight to local issues before making application to the Board and Council.</li> <li>• We will use the evidence of the Bus Stop Audit, the Corsham Cycle Network and the Street Light Project to promote the benefit of a measured and researched approach to Council providing successful outcomes for the wider community.</li> <li>• Not naturally geared to self promotion we do make use of the local newspaper to both publicise events and achievements and the new community website will further increase awareness and interest.</li> </ul> <p><b>Support of the local community.</b></p> <ul style="list-style-type: none"> <li>• CCAN has established credibility with the Area Board, with the Corsham Town Council and with Wilts Council but we need to continue to raise the profile within the wider community by publicising successes and motivating local action.</li> <li>• We will be open to exploring new opportunities for working with local partners and groups: our project to develop an up to date community profile identifying the local ‘assets’ relevant to each theme of the Community Plan is likely to prove conducive to identifying further scope for co-operative working across the community area.</li> </ul>
<p><b>Communication</b>  <i>"To engage and communicate systematically with all sections of the</i></p>	<p><b>Communication with the wider community.</b></p> <ul style="list-style-type: none"> <li>• We have produced a communication strategy and will</li> </ul>

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*community and to maintain a contacts register of key organisations and volunteers.”*

use all possible means of communicating with the wider community.

- Email and e- newsletters will be our primary communication channels but we will continue to use newsletters and to place articles in local publications – Wiltshire Times, Corsham Matters - to provide an account of our activities and to encourage wider involvement.

#### **CCAN Website**

- Our plans to develop a website have been delayed longer than we would have liked but we are close now to its launch. We will have the functionality for polls/surveys and 2 way communications.
- We will continue to develop the website once it is operational to hone the content on the basis of feedback and experience.

#### **Affiliated Organisations.**

- We do not claim to have any formal affiliations but we do have direct links with other organisations through the personal involvement of Steering Group members and engagement of partner agencies on the Steering Group. Notably:-
- Box Parish Council
- Colerne Parish Council
- Lacock Parish Council
- The Corsham Civic Society
- Corsham Sea Cadets
- Corsham Town Council
- Extended Schools Service
- Greensquare Group Ltd
- Library Service
- MoD
- Neighbourhood Policing Team
- NHS Wiltshire
- The Pound Arts Centre
- TransCoCo
- Wiltshire Council
- Wilts Fire Service

#### **Communications Database.**

- We have developed our database from a 'mailing list' of some 60 local organisations to a 'smart' database of over 200 contacts from local organisations and groups who have been involved in consultations or engaged in discussion.
- We also combine with the Community Area Manager to distribute information across a database of over 400 contacts.
- We will continue to develop the communication

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	<p>database from all sources and the Campus consultation will assist in this process. Our intention is to establish network links across the community area. Contacts can be sorted by geography or subject in order to engage with specific groups over projects or consultations.</p> <ul style="list-style-type: none"> <li>• We recognise though that personal networking on the part of the Steering Group is still the most effective form of communication and means of soliciting involvement.</li> </ul>
<p><b>Consultation</b>  <i>"To consult widely on a range of community issues and hold public engagement events and activities"</i></p>	<p><b>Consulting the Community</b></p> <ul style="list-style-type: none"> <li>• Immediate consultation intentions are directed at the community campus which will be our priority for the year.</li> <li>• We are part of the local Campus Steering Group with responsibility for informing and representing the community. This will require at least one survey and a number of public events.</li> <li>• We are interested in consultation towards an updated community plan but will look towards others undertaking surveys in the first instance – Town Council, Parish Council.</li> </ul>
<p><b>Community Planning</b>  <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><b>Developing the Community Plan</b></p> <ul style="list-style-type: none"> <li>• Our Community Plan was last updated in 2009. It does now need a refresh.</li> <li>• We plan to work with our Community Area Manager and WC Community Services regarding an update taking advice on likely changes coming from the Localism Bill.</li> <li>• We are though undertaking preparatory work to produce stronger 'community profiles' on a theme by theme basis and building up evidence from all sources of current views and concerns.</li> <li>• We are working with our Parishes regarding links with local plans and aspirations that should link into the community plan (bottom up). We want the Town and Parishes to be fully involved in the development of a new Plan.</li> <li>• We also recognise that many other groups/organisations are vying for position to obtain people's concerns and aspirations – Wilts Council surveys/consultations, Area Board, Town Parish Councils, Chamber of Commerce, Housing Associations, Tourism Forum, and Sports Forum etc. It is a crowded market with the potential for questionnaire fatigue. We are looking to take advantage of all sources of information in order to be as representative as possible.</li> <li>• The new website will have the facility to run surveys, host consultations and represent views and comments directly.</li> </ul>

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**Local action**

*"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."*

**Encouraging Local Action**

- We continue to support the Transport and Energy/Environment Groups which were the priorities when the Community Plan was last updated. It is not seen that these priorities will have changed.
- We did hold an initial meeting of a Health Group but no significant priorities have been identified to take on any project at this time. The structure and 'network' is however in place.

**Priorities for the Year**

- The Campus is our single priority going into the year with the express intention of supporting the planning in respect of community requirements, public transport and energy/environment issues. There are real community opportunities and CCAN must react and support emerging requirements.
- We will work towards a community plan update and if any major new priorities are identified, we will develop plans for working on these as appropriate and should the necessary resources be available.

**Funding**

- As a Network we are not currently operating as a Partnership to take on funded projects and we will work with our Community Area Manager and Area Board to secure a working budget from the community area allocation.
- Additional costs for administration or publicity in support of the Campus development may be subject to separate submission to Wiltshire Council Workplace Transformation Team.