

AGENDA

Meeting: CORSHAM AREA BOARD
Place: Corsham Community Centre, Beechfield Road, Corsham, Wiltshire, SN13 9DN
Date: Thursday 20 October 2011
Time: 4.00 pm

Including the Parishes of Box, Corsham, Colerne and Lacock

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.

Refreshments and networking opportunities will be available from 3:30pm.

Please direct any enquiries on this Agenda to Marie Todd (Area Board and Member Support Manager) on 01225 718036 / marie.todd@wiltshire.gov.uk or Dave Roberts (Corsham Community Area Manager), 07979 318504 / dave.roberts@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Peter Davis (**Vice Chairman**) – Corsham Town

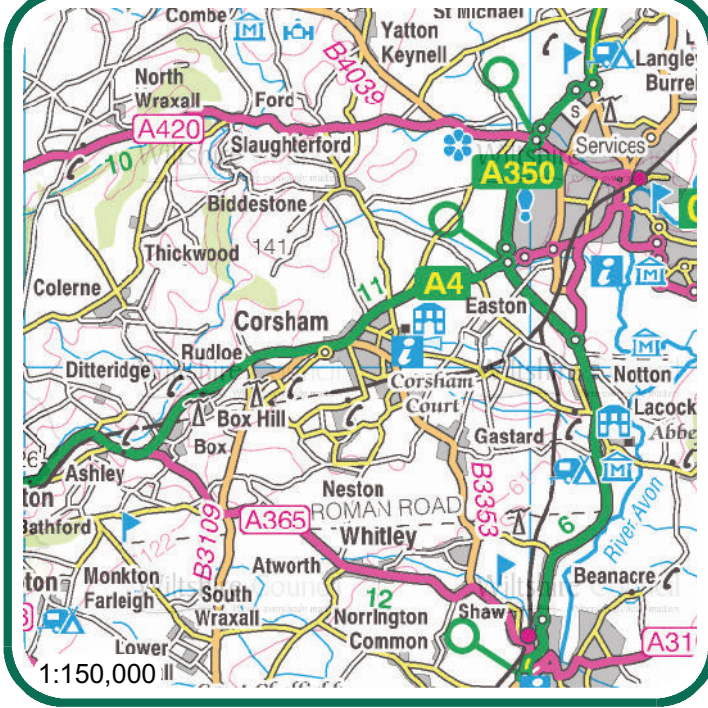
Sheila Parker – Box & Colerne

Alan Macrae (**Chairman**) – Corsham Pickwick

Dick Tonge – Corsham Without & Box Hill

| Items to be considered | Time |
|---|--------|
| 1. Chairman's Welcome and Introductions _(Pages 1 - 2) | 4pm |
| 2. Apologies for Absence | |
| 3. Minutes (Pages 3 - 24) To approve and sign as a correct record the minutes of the meetings held on 18 August and 5 September 2011. | |
| 4. Declarations of Interest To declare any personal or prejudicial interests or dispensations granted by the Standards Committee. | |
| 5. Chairman's Announcements (Pages 25 - 28) To receive the following chairman's announcements: (a) Warm and Well – Free Home Insulation Scheme (b) Lorry Watch | |
| 6. Partner Updates (Pages 29 - 44) To receive any updates from the following partners: (a) Wiltshire Police (b) Wiltshire Fire and Rescue Service (c) NHS Wiltshire (d) Town and Parish Council Nominated Representatives (e) Chamber of Commerce (f) Shadow Corsham Community Operations Board | 4.10pm |
| 7. CCAN Update and Request for Core Funding (Pages 45 - 68) To receive an update from the Corsham Community Area Network (CCAN) and to consider a request for the final tranche of core funding for the financial year 2011/12. | 4.25pm |
| 8. Visiting Cabinet Member Councillor John Thomson, Cabinet Member for Adult Care, Communities and Housing, will give a brief update relating to his portfolio and respond to any questions. | 4.35pm |
| 9. Accommodation for Older People To find out more about Wiltshire Council's plans for older people's accommodation in Wiltshire. <i>Presenting Officer: Karen Jones, Senior Project Manager</i> | 4.45pm |

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| 10. | Help to Live at Home To discuss the help available to enable older people to remain in their own homes for as long as possible. <i>Presenting Officer: Nicola Gregson, Head of Commissioning: Care, Support and Accommodation</i> | 5.05pm |
| 11. | Round Table Discussion To respond to the two presentations, make comments and raise issues, priorities and concerns for the community area in relation to the information received. | 5.25pm |
| 12. | Future Plans for the Copenacre Site To receive an update from Richard Brown, Planning Consultant for the Copenacre Development, regarding future plans for the site. | 5.40pm |
| 13. | Future Meeting Dates and Forward Work Plan (Pages 69 - 70) To note that future meetings will take place on: Thursday 1 December 2011 – The Pavilion, Box – 7pm Thursday 2 February 2011 – Corsham Town Hall – 7pm Thursday 22 March 2011 – Corsham Town Hall – 7pm A forward work plan for the area board is attached for information. | 5.55pm |



Corsham Community Centre
Beechfield Road
Corsham
Wiltshire
SN13 9DN

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: CORSHAM AREA BOARD
Place: Corsham Town Hall, High Street, Corsham, Wiltshire, SN13 0EZ
Date: 18 August 2011
Start Time: 7.00 pm
Finish Time: 8.50 pm

Please direct any enquiries on these minutes to:

Marie Todd (Area Board and Member Support Manager) on 01225 718036 or marie.todd@wiltshire.gov.uk.

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Peter Davis (Vice Chairman), Cllr Alan Macrae (Chairman) and Cllr Sheila Parker

Wiltshire Council Officers

Dave Roberts – Community Area Manager

Marie Todd – Area Board and Member Support Manager

Lucy Murray Brown – Campus and Operational Estate Management Lead

Andy Conn – Head of Waste Management

Neil Ward – Head of Strategic Property Services

Town and Parish Councillors

Corsham Town Council – Peter Anstey, Allan Bosley, Charles Fuller, Ruth Hopkinson,
Elaine Marston, Chris Riley,

Box Parish Council – Jennie Hartless, Pauline Lyons

Colerne Parish Council – Mary Harvey, Tom Hall

Partners

Christine Reid and Paul Kefford – Corsham Community Area Network (CCAN)

Ian Storey – Corsham Chamber of Commerce

Adam Walton - TransCoCo

Total in attendance: 72

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|--|
| 1. | <p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting.</p> |
| 2. | <p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Dick Tonge – Wiltshire Council Sian Walker – Service Director David Martin – Clerk to Corsham Town Council Kevin Gaskin – CCAN Gill Stafford – Wiltshire Police Authority Inspector Steve Cox – Wiltshire Police</p> |
| 3. | <p><u>Minutes</u></p> <p><u>Decision</u> To confirm and sign the minutes of the meeting held on 2 June 2011 subject to the following amendment:</p> <p>Update on Community Campus Project - Page 11, second bullet point add the words “It was noted that the offer would not necessarily be free of charge to other community areas”.</p> <p>ACTION: Marie Todd</p> |
| 4. | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p> |
| 5. | <p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p>(a) <u>Emergency Evacuation Procedures</u></p> <p>The Chairman outlined the emergency evacuation procedures for the venue.</p> <p>(b) <u>Venues</u></p> <p>The Area Board was looking to hold more of its meetings in different parts of the community area next year and would be grateful for suggestions of any suitable venues. If anyone has any ideas they should inform Marie Todd or Dave Roberts.</p> |

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| | <p>(c) <u>Win Money for a Local Project</u></p> <p>NatWest is offering three community projects the chance to win awards of £6,000 each under the Nat West CommunityForce scheme. Local people will decide on the winners based on which projects will benefit the community most.</p> <p>Groups can also ask for help in the shape of volunteering time and expertise from local people via the website.</p> <p>If a local charity, organisation or group are interested in this opportunity they should register at http://communityforce.natwest.com/ by 4 September 2011.</p> <p>(d) <u>Post Box at Katherine Park</u></p> <p>The Chairman was pleased to announce that he had now received confirmation from Persimmon, the landowner of the Katherine Park development, that a post box could be located on the estate.</p> |
| 6. | <p><u>Partner Updates</u></p> <p>(a) <u>Wiltshire Police</u></p> <p>A written report was circulated with the agenda papers.</p> <p>(b) <u>Wiltshire Fire and Rescue Service</u></p> <p>A written report was circulated with the agenda papers.</p> <p>(c) <u>NHS Wiltshire</u></p> <p>A written report was circulated with the agenda papers.</p> <p>(d) <u>Box Parish Council</u></p> <p>Box Parish Council had just elected Pauline Lyons as Chairman and David Murray as Vice Chairman. The community plan was currently being finalised. The Council thanked Wiltshire Council and the MoD for resolving the parking problems in Westwells Road so quickly.</p> <p>(e) <u>Colerne Parish Council</u></p> <p>The Parish Council was soon to produce its neighbourhood plan. The Council would appreciate any advice or guidance on this task.</p> |

(f) Corsham Town Council

- The Town Council hoped to take over responsibility for play areas from Wiltshire Council. There were plans to improve the Westwells and Coppershell Play Areas.
- The results of the Corsham in Bloom competition would be available on 15 September. Litter in Springfield Park had been cleared and Wiltshire Council was thanked for carrying out repairs to the infrastructure.
- The Copenacre site had now been sold.
- It was hoped that the cycle network would soon be extended.
- It was likely that an event would be held to promote commercial activities in the town.

(g) Corsham Community Area Network (CCAN)

Two events were planned:

- Annual General Meeting on 29 September. Jane Scott would be attending to talk about the future of Corsham. The venue would be confirmed.
- A day aimed at older people. The would be held on 20 October from 11am to 3pm at the Corsham Community Centre. The event was aimed at the over 60's and would provide both information and entertainment. Different organisations would be represented giving information on health, wellbeing, sport and leisure. There would also be a consultation regarding gaps in provision in the community area. The event would then be followed by the Area Board meeting which would commence at 4pm.
- Adam Walton reported on work being undertaken to provide a travel plan for the Corsham Community Campus. The workplan and transport principles had been agreed. The group was currently waiting for an officer from Wiltshire Council to be allocated to advise on technical issues. It was confirmed that the travel principles had been agreed and had been sent to the relevant Council officer. These would be brought to the next meeting of the Shadow Community Operations Board.

(h) Chamber of Commerce

Ian Storey reported as follows:

- The Chamber was supporting the High Street retailers. A parking refund scheme was being introduced which encouraged people to spend a minimum amount in local shops.
- An objection had been lodged regarding the Focus DIY

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| | <p>application.</p> <ul style="list-style-type: none"> • An objection had been lodged regarding the Hartham Park application to run a Saturday farmers' market. This was due to a clash with the monthly market held in Corsham Town Centre. • A formal submission had been made to the core strategy consultation and this included mention of a railway station for Corsham. • A meeting of the Corsham Area Marketing Initiative (CAMI) would be taking place in the near future. |
| 7. | <p><u>Community Area Grants</u></p> <p>The area board considered two applications for 2011/12 community area grant funding.</p> <p><u>Decision</u></p> <p>(1) To award £2,660 to Potley Youth Group to enable the group to provide meaningful activities for young people in the catchment area. To ask the Youth Group to attend a future Area Board meeting to report back on how the money had been spent.</p> <p><i><u>Reason:</u> The application demonstrates a link to the Corsham Area Community Plan "Activities for Young People".</i></p> <p>(2) To award £716 to the Infusion Dance Project to enable the group to purchase video recording equipment to document a dance project looking at life in Box for young people. To ask Infusion to attend a future meeting of the Area Board to show the DVD they plan to make.</p> <p><i><u>Reason:</u> The application demonstrates links to the Corsham Area Community Plan – education and lifelong learning and culture, recreation, heritage and arts.</i></p> <p>ACTION: Dave Roberts</p> |
| 8. | <p><u>New Waste and Recycling Collection Service</u></p> <p>The Chairman introduced Andy Conn, Head of Waste Management, who gave a presentation outlining the new waste and recycling collection service.</p> <p>The changes were based on the belief that all Wiltshire residents deserve the same level of service, regardless of where they live in the County. As a local area, Wiltshire needs to recycle more and landfill less, the waste disposal costs are rapidly increasing and landfill tax will be £80 per tonne by 2014. In this context there was an opportunity to offer additional recycling services to all respondents, something which would support the aims of the council.</p> <p>Details of the new services are set out below:</p> |

Your new waste and recycling collection service

Your new service will be:



A public consultation was completed during summer 2010 and concluded that 72% of residents were in favour of the proposed new service.

There would be a non-chargeable garden waste collection. Residents who already have a garden waste collection would keep the same bin and would not have to sign up again.

The new blue lidded plastic bottles and cardboard recycling bins would be delivered in September 2011 and the service would start in October 2011.

If people wanted a green-lidded bin they should sign up by 30 September 2011. Residents can sign up via the council website www.wiltshire.gov.uk/gardenbin or by phoning 0300 456 0102 or by filling in the application form and returning it to the freepost address. The new bins would be delivered in February 2012.

9.

Visiting Cabinet Member

Councillor Toby Sturgis, Cabinet member for Waste, Property, Environment and Development Control gave a brief update relating to his portfolio as follows:

- The waste rollout was one of the largest projects undertaken in the new Council. There were currently four different methods of collection in each of the former District Council areas. Landfill tax was one of the main drivers. It was important to unify the system across Wiltshire.
- The Council had inherited a large number of properties and it had taken time to find out the details of the various covenants etc. A large number of the properties would now be sold. Some of the older properties were very inefficient and their sale would assist with carbon reduction.

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| | <ul style="list-style-type: none"> • There would be changes to the way in which the development control system operated. <p>A number of questions were asked relating to the following issues:</p> <ul style="list-style-type: none"> • Compost was available from household recycling centres but only large quantities could be delivered due to the cost of transportation. • The recycling facilities located around the county would remain open for the foreseeable future. • The response to the questionnaire regarding the waste and collection services was over 11,000 out of 200,000 households. Of those who responded 72% had been in favour of the proposed changes to the services. • Although there were currently no plans to introduce food recycling at the present time this could be considered in the future once the technology had improved. • It was noted that the Council did subsidise the provision of Green Cone food recycling digesters. Concern was expressed that this was not very well publicised and that a resident had not received a reply from the generic email address waste@wiltshire. Officers agreed to look into this matter and to ensure that the Green Cone website was updated to reflect the Wiltshire Council subsidy. <p>ACTION: Andy Conn to investigate issues raised re Green Cone digesters and response from the generic email address.</p> |
| 10. | <p><u>Sale of Mansion House, Corsham</u></p> <p>It was noted that Wiltshire Council had received an offer and proposal for the Mansion House in Corsham. This was a favourable offer which the Council had to consider and the sale was subsequently agreed subject to officers being satisfied that the proposals are fully funded. Another proposal had now been received and this would also be considered.</p> <p>Bill Hall then addressed the Area Board regarding his proposals for the Mansion House. The following issues were raised:</p> <ul style="list-style-type: none"> • The Mansion House was an important building for Corsham and should be protected and treated sensitively. • He had been surprised by the speed of the decision to sell the property and had put another bid on the table for consideration and would now like to view the property. • Mr Hall outlined his proposals to divide the Mansion House into residential units which he felt would benefit the community. <p>The following issues were then discussed:</p> <ul style="list-style-type: none"> • It was confirmed that the confidentiality clause in the agreement was |

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| | <p>standard practice.</p> <ul style="list-style-type: none"> • It was confirmed that the library would have to move if the campus proposals were agreed. It was noted that some people were still opposed to moving the library. • A Heritage Open Day had been arranged by the Corsham Civic Society which included the opportunity to visit the Mansion House building. Would it be possible for Wiltshire Council to arrange something similar? Officers agreed to look into this suggestion. • Whoever finally purchased the Mansion House would still need to apply for planning consent before converting the building. <p>ACTION: Neil Ward to investigate the possibility of arranging a visit to the Mansion House.</p> |
| 11. | <p><u>Petition from Corsham Community Centre</u></p> <p>The Chairman of the Area Board informed those present that Wiltshire Council had received a petition via email from a group of members from the Corsham Community Centre on 27 June 2011. The petition contained 740 signatures This had been sent by Mr Alan Floyd who had co-ordinated the petition. The petition had been logged by Democratic Services under the Council's petition scheme and would be sent to the Shadow Community Operations Board for consideration.</p> |
| 12. | <p><u>Site for the Proposed Corsham Community Campus</u></p> <p>The Chairman welcomed the work undertaken by the Shadow Community Operations Board (SCOB). He felt that the group were representing the community well and praised their enthusiasm and commitment.</p> <p>The Chairman of the SCOB, Allan Bosley then presented an update of the work undertaken since the last meeting along with a proposal for a preferred site option. Plans detailing each option considered had been made available for the Area Board to view immediately prior to the meeting. Mr Bosley covered the following points:</p> <ul style="list-style-type: none"> • The SCOB operated under guidelines set by Wiltshire Council. • The SCOB recognised that there were likely to be conflicting views. • The “givens” were the disposal of the Mansion House and The Library and that the youth service would be located in the campus building. • Consultations had taken place regarding the campus project and there was support for the principle of a campus. • All views had been taken into account and the SCOB was aware of the petition from a group of community centre members. • The ambition of the SCOB was that they “want the campus to be fantastic”. • The architect had brought forward a number of ideas and some of these had been reworked at the request of the SCOB. |

- It was important to secure continuity of service for the leisure centre and community centre.

The following issues were then discussed:

- It is important that enough car parking spaces are provided for the campus to ensure sufficient spaces are available for both staff and visitors. The parking should also be free.
A working group had been set up to consider travel arrangements in the area and would consider all comments regarding travel and parking.
- It would be helpful to have an idea of the size of the present facilities in relation to the proposed campus building.
- It was suggested that the final design could form part of a competition.
- Details of the actual design were not yet available and no architects had yet been formally appointed. The plans available at the meeting were simply to provide a feasibility study.
- At this stage the cost of the project was confidential. The capital cost would come forward as a business case to Cabinet in October.
- It was confirmed that staff at the Doctors' Surgery near the Springfield Centre had been involved in discussions regarding car parking.
- The SCOB was aware that the site provided long stay coach parking and this would be taken into account.
- A shuttle service was suggested and it was confirmed that all ideas would be taken into account.

There was concern by some Councillors that they had not had the opportunity to view the plans in advance of the meeting. This was an important development for Corsham and they wished to make their recommendation after considering all the relevant information.

The Chairman moved that Option 3B be the preferred option put forward to Cabinet. However Cllrs Davis and Parker felt that although they supported the campus project in principle they did not have sufficient information before them to make a recommendation to Cabinet at this stage.

Decision

To hold an extraordinary Corsham Area Board meeting to consider the SCOB recommendations for the campus site.

ACTION: Marie Todd

Note: The Extraordinary meeting will take place on Monday 5 September 2011 at 7pm at The Corsham School.

13.

Future Meeting Dates and Forward Work Plan

The future meeting dates and forward work plan were noted. The Chairman drew attention to the fact that the next Area Board meeting would take place at the Corsham Community Centre on 20 October 2011. The meeting would focus on older people and would commence at **4pm**.

MINUTES

Meeting: CORSHAM AREA BOARD
Place: Main Hall, The Corsham School, The Tynings, Corsham, SN13 9DF
Date: 5 September 2011
Start Time: 7.00 pm
Finish Time: 8.00 pm

Please direct any enquiries on these minutes to:

Marie Todd (Area Board and Member Support Manager) on 01225 718036 or marie.todd@wiltshire.gov.uk.

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In Attendance:

Wiltshire Councillors

Cllr Dick Tonge, Cllr Peter Davis (Vice Chairman), Cllr Alan Macrae (Chairman) and Cllr Sheila Parker

Wiltshire Council Officers

Dave Roberts – Community Area Manager
Marie Todd – Area Board and Member Support Manager
Lucy Murray Brown – Campus and Operational Estate Management Lead
Mark Stone – Interim Programme Director

Town and Parish Councillors

Corsham Town Council – Allan Bosley, Nikki Kenna, Elaine Marston and Michael Simpkins,
Colerne Parish Council – Mary Harvey

Partners

Corsham Community Area Network – Sally Fletcher, Kevin Gaskin and Christine Reid

Total in attendance: 52

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|---|
| 1. | <p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the extraordinary meeting which had been called to consider the site options for the proposed Corsham community campus.</p> |
| 2. | <p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p> |
| 3. | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p> |
| 4. | <p><u>Chairman's Announcements</u></p> <p>There were no chairman's announcements.</p> |
| 5. | <p><u>Site for the Proposed Corsham Community Campus</u></p> <p>Allan Bosley, Chairman of the Shadow Community Operations Board (SCOB) gave a presentation regarding the site options considered by the SCOB and the reasons for its final recommendation.</p> <p>The presentation covered the following issues:</p> <p><u>Consultation</u></p> <ul style="list-style-type: none"> • The SCOB had been appointed by the Area Board to oversee the development of the campus. • Consultations had taken place with the wider community regarding the campus proposals. The Corsham Community Area Network (CCAN) had been appointed by the Area Board to evaluate local views and had carried out a consultation in 2010. Public meetings had been held with local groups, the general public and a sample survey had been undertaken within the community area. A school survey had also taken place to gauge the views of young people. • The SCOB had held long and detailed discussions regarding the site for the campus. • The library needed to be relocated because the building was unsustainable. The same was also true for the community centre. • The following requirements had been requested for the campus building: <ul style="list-style-type: none"> ○ Indoor Leisure facilities ○ Library |

- Facilities for young people
- Childcare
- Adult social care
- Car parking
- Licensed facilities
- Large multi-functional community hall and stage
- Dance floor
- Range of rooms of different size
- Storage space
- Range of indoor recreational and sporting facilities
- Better kitchen facilities

Working Proposal

The working proposal included the following facilities:

- Single Reception
- Refurbished Leisure Centre
- Library, to include improved IT/internet provision
- Facilities and services for young people
- A variety of multi-purpose meeting/resource rooms
- Community café and licensed catering facilities
- Personal care rooms
- Desk and office space
- Large multi-purpose (sprung floor) community hall
- A variety of areas for dedicated storage
- Appropriate car parking and bicycle storage
- Outdoor recreation and sporting facilities
- All weather pitch
- Climbing wall

Strategic Principles

A strategic principles document was then developed by the SCOB in order to identify the best location for the campus building. These principles had been based on local knowledge, the results of the consultations, and they took into account the sustainability of the building. The strategic principles consider many aspects of the campus proposal, including the following:

- SCOB created working groups on Travel and Equalities Impact Assessment
- Identifying issues associated with this specific site
- Working principles, e.g. minimal disruption to existing users
- Accessibility
 - In terms of the building itself
 - Getting to the site
- Sustainability
- Design and creativity

- For the whole of the Corsham community area
- That the completed centre should be a *fantastic* facility

Feasibility and Options Study

Wiltshire Council had appointed Alec French Architects who were informed by the results of the consultation and the strategic principles. They were asked to consider where the campus could be located adjacent to the leisure centre but as yet no detailed designs had been considered.

Initial designs were submitted and the SCOB and Campus and Operations Team considered these and made comments. Revised designs were then submitted and three options and two variations were produced.

Site Options

The Area Board was informed of three site options that had been considered by the SCOB. Site plans are attached as appendices to these minutes.

Option 1(B)

Issues relating to this site were:

- Reduced disruption to the community centre during construction
- Accessible parking in front of the facility but split parking provision with extra provided at the rear that could be more inaccessible
- External play areas are not directly accessible from the new campus facility
- Potential disruption to school access point, which could contribute additional issues during construction and once complete
- New part of the building not as visible as other options
- Major utility services to the site would need to be relocated

Option 2(A)

Issues relating to this site were:

- Significant disruption to community centre during construction – the building would need to be demolished prior to construction
- New part of the campus visible
- Parking facilities at the rear of the campus
- The SCOB did not ask for a reiteration of the plan showing a single entrance as it was felt that the disruption to the community centre was too great and the site option did not therefore meet the initial design principles

Option 3(B)

Issues relating to this site were:

- Reduced disruption to the community centre during construction
- New part of the building would be visible
- More accessible parking in front of the facility than other options and parking at the rear does not impact on other facilities (play areas) as much
- No disruption to school access point
- External play facilities directly accessible from the campus
- Ground levels could be challenging so appropriate access required

Having discussed the possible sites in details the SCOB believed that option 3(B) was the most suitable.

Recommendations to the Area Board

The SCOB made the following recommendations to the Area Board:

- (1) That the Corsham Area Board supports the Shadow Community Operations Board's proposal that campus option 3(B) is the preferred option.
- (2) That the Corsham Area Board recommends Wiltshire Council's Cabinet to approve the development of campus option 3(B).
- (3) That the Corsham Area Board requests officers to continue to work with the Shadow Community Operations Board to develop and implement detailed designs for the campus.

Questions and Comments

The Chairman then asked for any questions or comments relating to the presentation and proposals. The following issues were raised:

- There was some concern about only having one entrance as this could lead to health and safety problems with a number of different users.
It was explained that one central reception area would be provided for all those organisations using the building but that there could be more exit areas for the different users of the various facilities. This would be taken into consideration at the detailed design stage.
- A comment was made that the first floor area did not seem to be used to full capacity.
It was explained that in the future this area could be expanded if necessary. This would be taken into consideration at the detailed design stage.
- Was there a possibility that vehicular access could also be available by using Valley Road so that not all traffic was directed down Beechfield Road?
This could be an option which the SCOB would take into account.

- What was the timescale for the project?
It was hoped that the project would be completed in early 2014, but this is considered an indicative timeframe until a detailed project plan has been developed.
- The plan seemed to mean that the path alongside the building was less open than it is at the moment. Would this lead to anti-social behaviour and graffiti?
It was hoped that the plans for the building would include windows looking onto the path which would lead to a light and overlooked area. The building would also be used for large parts of the day so people would be around until quite late in the evening.
- What would happen to the existing community centre?
The SCOB had three roles, this process, the development process and the management of the site in the future. Design principles would be set up and these would be shared widely with the community.
- Would there be full disabled access including a lift to the first floor?
Yes, the building would be fully accessible.
- It would be helpful for parents if the play areas for both younger and older children were visible to them so that they could supervise children of different ages at the same time if necessary.
The SCOB would consider this when looking at the detailed designs.
- If the campus goes ahead will all community centres in the area be closed?
There is no intention to do this but the SCOB recognised people's concerns and would keep the other community centres informed of any decisions.
- Would the sustainability of option 3(B) be taken into account?
Yes, this was one of the strategic principles agreed by the SCOB.
- There was some concern about the communication process around the campus project.
Officers agreed to update the information on the website as soon as possible. Minutes of the SCOB meetings would be brought to the full Area Board meetings on a regular basis. The presentation given at the meeting would also be loaded to the website.
- What were the future plans for parking at the campus site?
The SCOB wished to provide an equivalent replacement of the existing facility which was free of charge and this is what they would be proposing.

- There was still some concern about the relocation of the library from the town centre. This facility brought people into the town.
It was explained that the SCOB had not had a choice about where the library would be located as Wiltshire Council had always suggested that the library to be located in the campus building. This formed part of the proposal and was consulted on. The current proposal is based upon the outcome of these consultations.
- Would transport be provided to the campus building?
It was hoped that transport would be provided.
- A question was asked about the future of the Mansion House building and the Chairman made the following statement:
Since the last Area Board meeting, further interest in the Mansion House and Library site has been received. A report will be considered by the Council's Cabinet (Capital Assets) Committee on 14 September, proposing an open market sale of the property, to enable third parties to express their interest and submit a bid should they wish. Details of the proposed process will be contained in the report considered by the Committee at the meeting, which will be publicly available prior to the date of the meeting.
This report is available using the following link
[http://moderngov.wiltshire.council/ieListDocuments.aspx?Mid=5946&x=1
&](http://moderngov.wiltshire.council/ieListDocuments.aspx?Mid=5946&x=1&)

Area Board Decision

The Area Board then considered the recommendations put forward by the SCOB.

Decision

- (1) To support the Shadow Community Operations Board proposal that campus option 3(B) is the preferred option.**
- (2) To recommend Cabinet to approve the development of campus option 3(B).**
- (3) To request officers to continue to work with the Shadow Community Operations Board to develop and implement detailed designs for the campus.**

Appendices - Site Plans

SITE OPTION 1 (B) - NEW BUILDING TO REAR OF LEISURE



Ground Floor Plan



First Floor Plan



3D View from North



3D View from East

SITE OPTION 2 (A) - NEW BUILDING TO FRONT OF LEISURE CENTRE



Ground Floor Plan



First Floor Plan



3D View from North



3D View from East

SITE OPTION 3 (B) - NEW BUILDING TO NORTH WEST



Ground Floor Plan



First Floor Plan



3D View from North



3D View from East

Corsham Area Board – 20 October 2011

Chairman's Announcements

Wiltshire's new 'Warm and Well' free home insulation scheme

There are an estimated 30,000 people in fuel poverty in Wiltshire, who cannot afford to heat their homes adequately. How many live in your community area?

Cold homes impact on the health and wellbeing of your local residents. Would you like to help yourself and other residents save money and improve your home comfort?

The new Wiltshire Warm and Well scheme is open to all home owners and private tenants, and enables residents to improve the energy efficiency of their homes through installing loft and cavity wall insulation – saving money on bills and making homes warmer.

To access the scheme

Freephone: 0800 512 012, or go to <http://www.warmandwell.co.uk>

With Council funding as well as national CERT funding, Wiltshire Warm and Well aims to improve 3,000 homes in financial year 2011/2012.

Wiltshire Council's Core Strategy commits the council to reducing carbon emissions throughout the county. Carbon emissions from domestic properties make up 24% of total emissions. Improving insulation of domestic properties therefore makes a significant contribution to energy saving and therefore carbon emissions reduction.

We urge Area Board partners to get involved and help refer people to the scheme.

If you would like to hold a special event to promote the scheme, or promote it as part of another event you are holding, the 'Green Room' van is available to help, (further details at <http://www.warmandwell.co.uk> > The Green Room). Leaflets can also be supplied should you be interested, simply email your request to:

warm&well@swea.co.uk

Further information on this scheme can be accessed on the Wiltshire World Changers Network website, <http://wiltshireworldchangers.org> or via the Wiltshire Council website, <http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/housing/housinggrants/homeenergygrants.htm>

Rachel Ross
Home Energy Efficiency Officer
Energy Change and Opportunity
Economy and Enterprise
Wiltshire Council
P O Box 2281
Salisbury
SP2 2HX

Corsham Area Board – 20 October 2011

Chairman's Announcements

Lorry Watch scheme

Heavy Goods Vehicles are known to have a negative impact on road surfaces, underground services, bridges and other structures. They can create unnecessary noise and air pollution in residential areas. Large vehicles can also pose a serious safety hazard for other road users and pedestrians, particularly children.

A large number of roads and bridges in Wiltshire are subject to Weight Restriction Orders to protect them against damage or to prevent their use by unsuitable vehicles. These Orders make it an offence, subject to certain exemptions, to drive a vehicle through the restricted area where the vehicle exceeds the weight limit imposed.

Wiltshire Council Public Protection Service have been piloting a scheme called Lorry Watch designed to prevent HGVs from breaching weight restrictions. Lorry Watch enables groups such as parish councils, residents associations etc to form a body of volunteers who act as observers and report suspected weight restriction breaches to the Public Protection Service. These reports are investigated and the appropriate action taken; this can range from a formal warning to prosecution.

It is left entirely up to the local community running each scheme how they wish it to operate. This could be on a formal basis with a rota of observers or informally with observers reporting infringements they spot whilst going about their normal business. Each scheme is required to nominate someone to act as a local co-ordinator; this person will liaise with the Public Protection Service and submit all appropriate reports. There has to be an existing Weight Restriction Order in place for Lorry Watch to be effective.

Wiltshire Council Public Protection Service are now looking to roll-out Lorry Watch through the Area Boards and invite any interested parties to contact us for further information.

Thomas Hutchinson
Senior Trading Standards Officer
Public Protection Service
Wiltshire Council
The Chestnuts, Bythesea Road, Trowbridge BA14 8JN
Tel: 01225 713534
thomas.hutchinson@wiltshire.gov.uk

**Crime and Community Safety Briefing Paper
Corsham Community Area Board
Thursday 20th October 2011**



1. Neighbourhood Policing

Team Sgt: Alex Reid

Town Centre Team

Beat Manager – PC Hazel Anderson
PCSO – Shaun Redmond

Rural Team

Beat Manager – PC Mandie Ball
PCSO – Norman Webster

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

- Visit the new and improved website at: www.wiltshire.police.uk

3. Police Authority Representative: Gill Stafford

Please contact via Wiltshire Police Authority Tel. 01380 734022 or
<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues:

Five youths involved in a criminal damage matter by the lake at Corsham Estate were recently dealt with by way of local resolution. Letters of apologies were written, their parents/guardians attended the Police station with the youths and they also attended the Fire Station for a workshop/presentation advising of the dangers and impact of fire-setting.

Around ten new Neighbourhood Watch schemes have been set-up in Katherine Park; these are currently awaiting registration and the street signs to be erected. This is a positive step to increase local awareness and vigilance within the community.

St Patricks School – There have been several complaints from parents regarding vehicles mounting the kerbs and pavements in order to keep the traffic flowing along the road.

This issue has been monitored along with the Head Teacher and is being referred to the agenda for the next Corsham Transport meeting on Monday 10th October.

A number of Councillors have been e-mailed by the parents and the Head Teacher will progress all the action points which were suggested for the updated travel plan – school buses will cease with effect from Sept 2012 which causes further concern due to more vehicles bringing children to the school.

An issue was raised regarding vehicle speed through Box. An analytical speed survey was conducted through the village; however the recorded vehicle speeds failed to trigger the threshold figures required to set up a Community speed watch scheme. However local NPT Officers will progress with random speed checks and feed the results in to the Council and the Speed watch group who are on standby to progress this should there be a recorded increase.

There is still an issue both Country and County wide regarding metal thefts, with a lead theft at both Box School & Real World Studios. Real world studios have now put up an infra-red camera covering their premises and the road outside. No leads as yet. There will be increased patrols in the area by NPT to deter further offending.

The children's play area was damaged in Colerne by unknown persons rendering it unsafe for the local children to use. Colerne Parish Council are in the process of getting the play area fixed.

Community First is a new Wiltshire Good Neighbour service operating across the County.

They aim to provide access to key services that some of the more vulnerable and elderly members of the community may not easily have access to.

There is now a coordinator in Box working within the locality and we have already passed on details of an elderly person needing additional support and help.

Anyone requiring further information regarding this service can either contact the Corsham NPT or the service manager Helen Lines on 01380 732828 or email hlines@communityfirst.org.uk

Finally, the darker nights are looming and the annual traditional events of Halloween and Bonfire night are fast approaching.

In recent years Corsham has enjoyed relatively low levels of ASB in the local community; however we will be distributing posters and covering letters to shops in Corsham area requesting that the sales of fireworks, eggs and flour are regulated and not sold to minors to reduce the risk of both ASB and criminality.

In addition, on both nights there will be extra staff on duty at Corsham increasing our coverage by carrying out high visibility patrols across the area.

| Corsham | Crime | | | | Detections | |
|--|-------------------------------|-------------------------------|---------------|----------|-------------------------------|-------------------------------|
| | October 2009 - September 2010 | October 2010 - September 2011 | Volume Change | % Change | October 2009 - September 2010 | October 2010 - September 2011 |
| Violence Against the Person | 125 | 81 | -44 | -35% | 46% | 37% |
| Dwelling Burglary | 36 | 24 | -12 | -33% | 14% | 25% |
| Criminal Damage | 200 | 129 | -71 | -36% | 8% | 16% |
| Non Dwelling Burglary | 75 | 98 | 23 | 31% | 5% | 3% |
| Theft from Motor Vehicle | 70 | 81 | 11 | 16% | 4% | 1% |
| Theft of Motor Vehicle | 25 | 19 | -6 | -24% | 12% | 21% |
| Total Crime | 774 | 669 | -105 | -14% | 19% | 18% |
| Total ASB | 597 | 489 | -108 | -18% | | |
| <p>Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers for Violent Crime in the previous 12 month period (Sept 2010 - Aug 2011) and better than peers for All Recorded Crime in the most recent three months (Jun - Aug 2011)</p> <p>*Total Crime comprises all Crime Groupings listed above and also includes Theft and Handling, Fraud and Forgery, Robbery and Sexual Offences</p> <p>** Detections include both Sanction Detections and Local Resolution</p> | | | | | | |

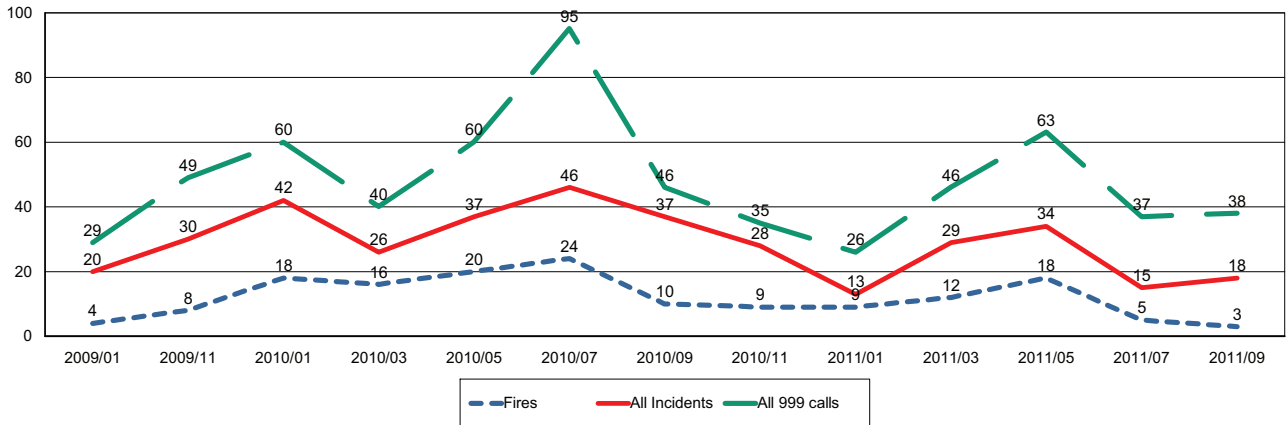
Inspector Martin Schorah
Area Commander
Chippenham, Calne & Corsham



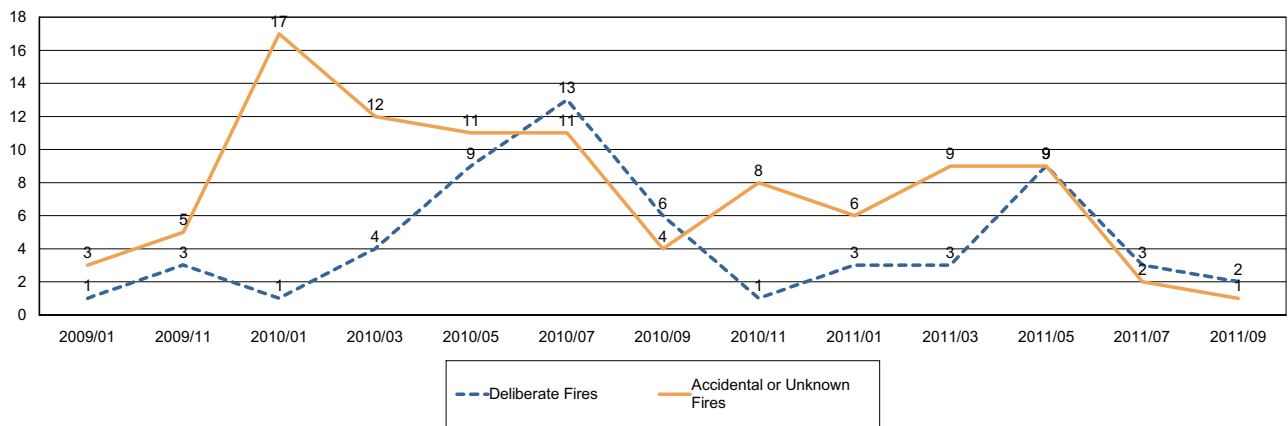
Report for Corsham Area Board

The following is a bi-monthly update of Fire and Rescue Service activity up to and including September 2011. It has been prepared by the Group Manager for the Board's area.

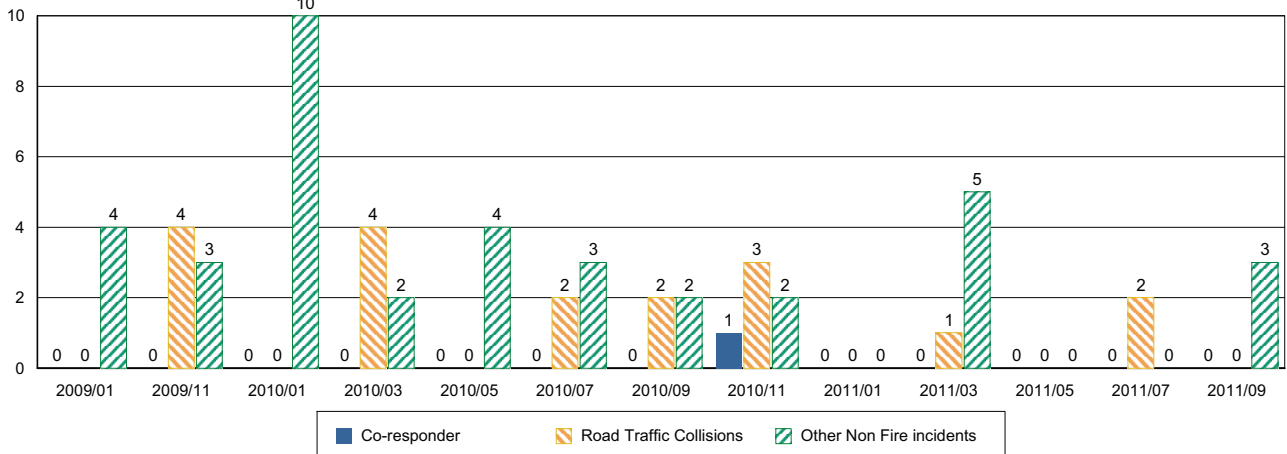
Incidents and Calls



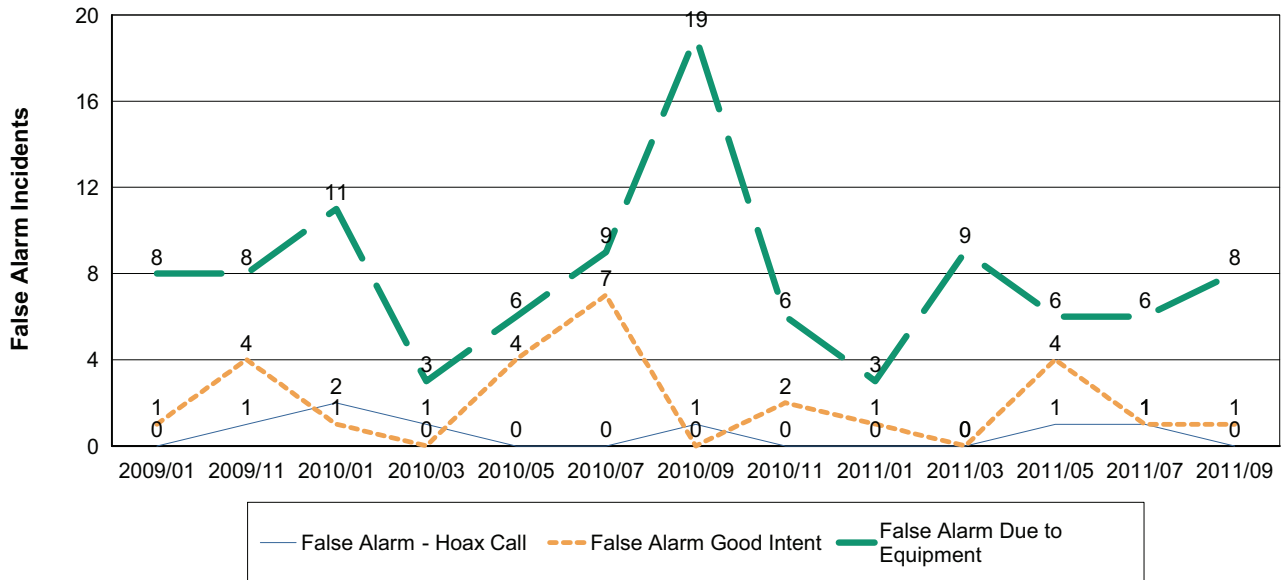
Fires by Cause



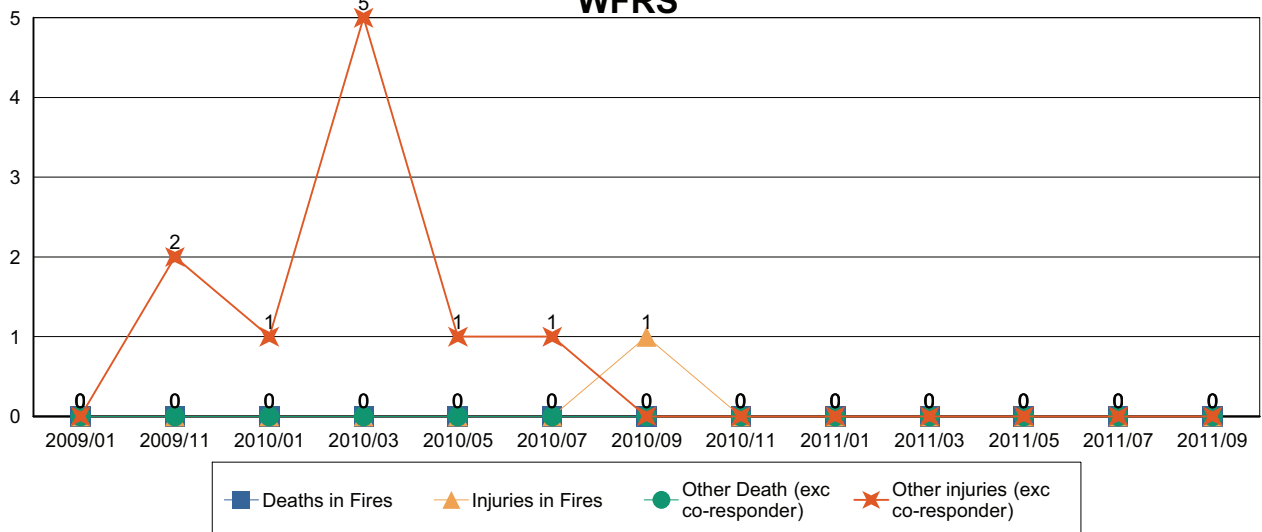
Non-Fire incidents attended by WFRS



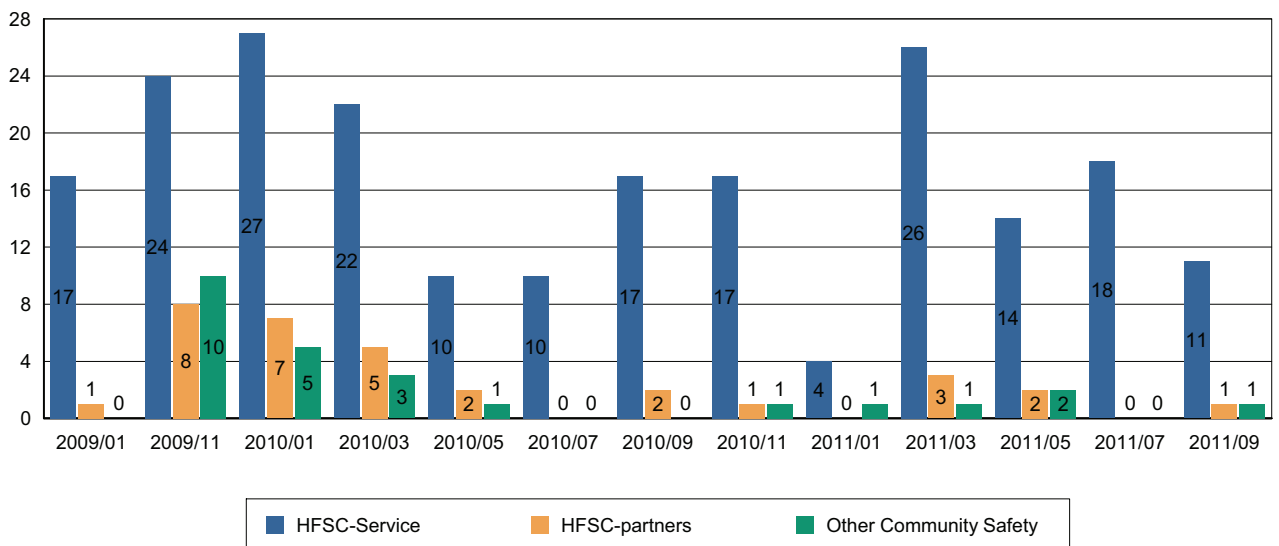
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



NHS Update – September 2011

Exercise after stroke service in Wiltshire

NHS Wiltshire and Wiltshire Council are working together to provide exercise classes for stroke survivors at leisure centres across the county. Exercise professionals have received stroke training so they can help people to recover more quickly through specially-tailored exercises classes. The first exercise after-stroke classes and gym-based sessions will be offered from September at Castle Place Leisure Centre in Trowbridge. Further classes will be offered in Chippenham, Salisbury, Devizes and Marlborough from January 2012.

Exercise is particularly important for people who are recovering from a stroke, as a stroke often results in reduced strength, mobility, fitness and mood as well as loneliness and a myriad of additional challenges such as pain, impaired movement or comprehension, which may make it difficult for people with stroke to get to exercise facilities. The exercise after stroke service forms part of a range of improvements to stroke services in Wiltshire to help people rebuild their lives.

Stroke Clubs are currently held across Wiltshire in Amesbury, Chippenham, Salisbury, Swindon, Trowbridge, Warminster and Wroughton. Stroke community support workers are also available to provide advice and support to people who have had a stroke and their carers. A major review by the Care Quality Commission (CQC) on stroke care has placed NHS Wiltshire in the category of **best performing** Primary Care Trusts, ranking the trust 20 out of 151 PCTs for the stroke services it delivers. Further details can be found on the NHS Wiltshire website at: <http://www.wiltshire.nhs.uk/Public/Your-health-wellbeing/FAST-stroke-action.htm>

Stop Smoking Successfully

Nearly 5,000 people used the NHS Wiltshire Stop Smoking Service last year. Our aim is to make Wiltshire a healthier place to live and there are many more people we can help to quit. The Wiltshire NHS Stop Smoking Service supports people in a variety of methods and treatments, providing specialist support for groups of people such as women who are pregnant, people with mental health problems and young people. The team of advisors work across different services in all sorts of venues including GP surgeries and health centres, clinics, pharmacies, Children's Centres and hospitals. NHS Stop Smoking Services encourage anyone who is trying to stop their habit to contact us on 01380 733891 or via our website NHSstopsmoking@wiltshire.nhs.uk.

Next NHS Wiltshire Board Meeting

The next Board meeting of NHS Wiltshire will be held on **21 September 2011 at 10am - Southgate House**. Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire (tel: 01380 733839, email: stacey.saunders@wiltshire.nhs.uk). For further information or copies of documents referred to above, please email communications@wiltshire.nhs.uk

NHS Update – October 2011

Passport to your flu jab

Health professionals in Wiltshire are encouraging people to get their flu vaccination this autumn, with a special reminder to those particularly 'at risk' by way of a new 'Flu Vaccination Passport'. Flu is a highly infectious illness that spreads rapidly through the coughs and sneezes of people who are carrying the virus. If someone is at risk of complications from flu, it's really important they have their annual flu jab.

This year NHS Wiltshire, in partnership with Wiltshire GPs, is making it easy for people to remember to have their jab by providing a health 'Passport', available from GP surgeries. The Passport will help to act as a reminder for people with busy lives to call their GP and arrange to receive valuable protection against flu. Flu symptoms can hit quite suddenly and severely. They usually include fever, chills, headaches and aching muscles and are often accompanied by a cough and sore throat. Because flu is caused by a virus and not bacteria, antibiotics won't treat it.

Anyone can get flu, but it can be more serious for certain people, such as:

- people aged 65 or over
- people who have a serious medical condition
- pregnant women

Individual passports have been designed for each of these 'at risk' groups.

People in these groups are more vulnerable to the effects of seasonal flu (even if they are usually fit and healthy) and it's recognised that they can go on to develop a more serious illness, such as bronchitis and pneumonia, which could result in a stay in hospital. Flu can also make existing medical conditions worse, so it's important people to take up the offer of a vaccination.

Useful information about flu:

Get the jab

The best time of the year to get a flu vaccination is now - the autumn. It's free and it's effective against the latest flu virus strains. Even if someone has already had a flu jab in previous years, they need another one this year to keep immunity up to date. The flu jab may only protect someone for a year, because the viruses that cause flu are always changing. This year's seasonal flu vaccination also includes a vaccine to protect against swine flu. See your GP about the flu jab if you're 65 or over, or if you have any of the following problems (however old you are):

- a serious heart complaint
- a chest complaint or breathing difficulties, including asthma, bronchitis and emphysema
- serious kidney disease
- diabetes
- lowered immunity due to disease or treatment such as steroid medication or cancer treatment
- if you have a problem with your spleen or you have had your spleen removed
- if you have ever had a stroke

Your GP may advise you to have a flu jab if you have serious liver disease, multiple sclerosis (MS) or some other diseases of the nervous system. If you think you may need a flu vaccination,

check with your GP, practice nurse or your local pharmacist. If a nurse visits you regularly, ask about getting your flu vaccination. Most GP surgeries arrange vaccination sessions in the autumn.

Pregnant women

Pregnant women at any stage of pregnancy should have the seasonal flu jab. That's because pregnant women are more prone to complications from flu that can cause serious illness for both mother and baby. If you are pregnant and catch flu, talk to your GP urgently as you may need treatment with antiviral medicine.

The pneumo jab

When you see your GP for a seasonal flu jab, ask whether you also need the 'pneumo jab' to protect you against some forms of pneumococcal infection. It's available free on the NHS to everyone aged 65 or over, and for younger people with some serious medical conditions.

Kids and carers

If you're the parent of a child (over the age of six months) who has a long-term condition such as a serious respiratory or neurological condition, they should have a flu jab. Speak to your GP about your child having a flu vaccination. Your child's condition may get worse if they catch flu. If you're the carer of an elderly or disabled person, make sure they've had their flu jab. As a carer, you could be eligible for a flu jab too. Ask your GP for advice, or go to Carers Direct for information about Flu jabs for carers.

How effective is it?

No vaccine is 100% effective, however, people who have had the flu jab are far less likely to get flu. If you do get flu despite having the jab, it will probably be milder than if you haven't been vaccinated. The flu jab doesn't cause flu as it doesn't contain live viruses. However, you may experience side effects after having the jab, such as a temperature and aching muscles for a couple of days afterwards. Your arm may feel sore at the site where you were injected. More severe reactions are rare.

The flu vaccine only protects against flu, but not other illnesses caused by other viruses, such as the common cold.

Speak to your GP, practice nurse or pharmacist if you have any further questions.

Report from Corsham Shadow Community Operations Board

Following the Area Board of 5th September 2011, at which the Board accepted the recommendations of the Shadow Community Operations Board (COB) and has in turn recommended approval to the Wiltshire Council Cabinet, the frequency of the COB meetings has increased.

This increase is in recognition of the amount of work that now has to be achieved in order to meet an aggressive schedule to completion, notwithstanding that Cabinet will consider the proposal in November.

A detailed review of all the consultation and subsequent input, from across the Community, has been undertaken to ensure that the detail of future design will respond to the widest possible requirements. In addition, the COB is being briefed on the requirements that are becoming clearer from the Service Engagement process within Wiltshire Council.

Under the terms of an existing framework agreement, Wiltshire Council has engaged the services of architects to begin the process of detailed design.

The architects have outlined a proposed ten week design development process. This involves a comprehensive sharing and understanding of the strategic principles and analysis of both existing and proposed usage of the campus, bringing these together into initial and subsequently detailed plans to form the basis of a planning application.

The COB and architects are looking at two consultation stages within this ten week schedule to continue and build on the work already undertaken with existing users, community groups, stakeholders and the Community Area at large.

The COB is looking in detail at Travel Plans, to avoid congestion in the immediate area of the Campus and to ensure that any disruption to local residents is kept to an absolute minimum.

As a part of keeping the Community in touch as this project unfolds, the COB will be launching a Springfield Corsham Community Campus blog.

As well as providing everyone with information about progress, we shall be using the blog to gauge opinion and understand views. Details of how to find the blog on the internet will be made widely available across the Community Area.

Corsham Shadow Campus Operations Board

Springfield Leisure Centre

10:00AM 6 September 2011

Meeting Notes

Attendees:

Community - Anna Mackie, Christine Reid, Marcus Chapman, Pat Kelly, Steve Hammond, Cllr Alan MacRae, Allan Bosley (Chairman)

Campus and Operational Delivery Team– Lucy Murray-Brown

Present: Vanessa Colyer, Monica Rowe (Wiltshire Council)

1. Update
 - a. Report on the Special Area Board of 5th September
 - i. The Area Board unanimously agreed the following;
 1. That the Corsham Area Board supports the Shadow Community Operations Board's proposal that campus option 3(B) is the preferred option.
 2. That the Corsham Area Board recommends Wiltshire Council's Cabinet to approve the development of campus option 3(B).
 3. That the Corsham Area Board requests officers to continue to work with the Shadow Community Operations Board to develop and implement detailed designs for the campus.
2. Lessons Learnt
 - a. Greater attention needs to be paid to making information on meetings and progress publicly available
 - b. Area Boards need fuller explanations when their decision is required
 - c. Some detail from our recommendations is being overlooked in the briefing process
3. Commitment from Wiltshire Council to appointing a travel planning consultant to work with the COB and the Travel sub-group
4. Identified that Sustainability will require special attention in the briefing, design and development processes
5. The aim is to get to RIBA Stage D by March/April 2012
6. The COB agreed to go with the recommended Single Stage Tender with the preferred architects.
7. Identified need to begin to look at Management thinking for the Campus
8. Agreed that Wiltshire Council will appoint the various sub-contractors
9. Time and date of next meeting.
 - a. 14:00 – 17:00
 - b. Wednesday 14 September 2011
 - c. Corsham School (report at reception on arrival)

Corsham Shadow Community Operations Board

Corsham Community Centre 3:00PM Monday 3 October 2011

Attendees:

Shadow COB Members: Allan Bosley (Chairman), Marcus Chapman, Pat Kelly, Anna Mackie, Cllr Alan MacRae (Apologies – Steve Hammond, Christine Reid)

Shadow COB Support: Sally Fletcher

Campus and Operational Delivery Team: Andrew Foster

1. Extra Support

The Chairman welcomed Sally Fletcher, who would be taking the meeting notes.

2. Consolidation of Documents

COB agreed changes to a series of papers to be consolidated into a single document (with appendices). The end product, when approved by COB, would go the architects ready for the start of the 10 week programme leading to RIBA Stage D.

Action: AF to include amendments agreed during discussion and circulate a new composite draft document for approval

Key changes and additional preparation for this next phase would include:

- **Campus Development Briefing Paper** – new section on signage/information; identifying users who would need access other than via the reception point; further clarification needed on the requirements for back stage facilities, storage, parking and youth services and further discussion needed on how to accommodate/combine the various activities identified
- **Design Principles** – preparation of a shorter list, cutting out duplication and overlaps
- **Leisure Specification** – facilities to include a climbing wall and health suite (as community requirements), COB comments column to be added; document to make clear which facilities were envisaged as ‘members only’
- **Development Themes** – to be incorporated as an appendix
- **Any missing items?** – a further check against requirements identified in consultation reports

3. Other Areas of Work

• Travel Plan

Timely expert advice was awaited to enable the Transport Working Group to begin converting the agreed principles into a viable plan ready for the planning application

Action: LMB to give details of consultant to MC

• Input from Transition Community Corsham

Action: AB to arrange for further discussion on the relevant environmental building standard and Transcoco’s ideas

• Catering/Kitchen Facilities

Working Group would be needed to draw up recommendations

Action: Future agenda item

- **Development Plan for Springfield Area**

Preparation of a development plan, looking at the land owned by Wiltshire Council, Corsham Town Council and Corsham School, would allow for co-ordinated action and compatible use of space.

- **Communications**

Pending further guidance from Wiltshire Council about the handling of communications for campus projects generally, COB discussed ways of communicating directly with the local community. A dedicated website could complement the WC web page on the Corsham campus. Features would include ease of updating; encouragement of community input and making available relevant and readable material to read on line or print off.

Action: AB to circulate draft communications plan for discussion by the Communications WG

- **Public Consultation**

Timing and format of next phase to be discussed with the architects and reflected in the evolving communications plan

4. Time and date of Next Meeting

10:00am Corsham Community Centre Tuesday 11 October 2011

Corsham Community Area Network (CCAN) Claim for Core Funding (tranche 2)
2011/2012

1. Purpose of the Report

- 1.1. To seek the Board's approval to the release of the 2nd and final tranche of core funding to CCAN covering the financial year 2011/12.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the Community Area Partnership and to what level is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to Community Area Partnerships during 2011/12 (up to 50% of their total projected costs in each tranche).
- 2.3. Corsham Area Board has been allocated a 2011/2012 budget of £43,772 for community grants, Community Area Partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the area board budget. 20% of the Corsham Area Board budget 2011/12 is £8,754.

3. Main Considerations

- 3.1. 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. Both parties from the Corsham area have signed this agreement
- 3.2. In order to show how the Community Area Partnership aims to meet the commitments set out in the CAPA, CCAN are required to complete a workplan. This workplan has already been reviewed and endorsed by Wiltshire Council's Community Partnership Development Officer as a workable document.
- 3.3. CCAN were awarded £4,450 first tranche funding at the 24 March, 2011 Area Board (and paid after 1 April 2011) where it was agreed that the 2nd and final tranche could be requested at the 20 October, 2011 Board when evidence

was received of how the first tranche has been spent. This evidence, which corresponds to CCAN's Workplan commitments, is detailed in section 5 of this report.

- 3.4. Corsham Community Area Network submitted a 2011/12 claim for £8,900 total core costs and 50% of this has already been awarded and paid. The area board can therefore award up to £4,450 at this meeting.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The Community Area 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 Area Partnership must fall within the Area Boards budget allocated to the Corsham Area Board.

4.3. Legal Implications

- 1. 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 Area Partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of CCAN is open to anyone with an interest in the community area.

5. Evidence against Workplan commitments

| Applicant | Condition set at 24 March, 2011 Area Board meeting | Final tranche Funding requested |
|---------------------------------------|--|---------------------------------|
| Corsham Community Area Network (CCAN) | Decision: "To agree to the release of the second tranche in early autumn as long as conditions set by the Partnership Development Officer and agreed by the Board have been met." | £4,036 |

- 5.1. CCAN was set the follow actions to be used as monitoring criteria by the Community Partnership Development Officer. They were agreed in advance by the Community Area Manager and accepted by CCAN:
- Details of the links CCAN has made with local established groups (as per workplan: Partnership Development)
 - Details of CCAN's involvement with consultation regarding the new community campus in Corsham (as per workplan: Partnership Development & Consultation)
 - New CCAN website to be up and running (as per workplan: Partnership Development & Accountability)
 - Work towards community awareness event "in autumn" (as per workplan: Accountability)
 - Beginning the development of community profiles "on a theme by theme basis" (as per workplan: Community Planning)
- 5.2. The Community Partnership Development Officer has received a number of pieces of evidence from CCAN outlining their work so far in 2011/12 and what has been achieved against these criteria. This evidence comprises of the report submitted at CCAN's AGM September '11 (Appendix 1) and a review of CCAN's annual workplan October '11 (Appendix 2). These describe the work of CCAN during this period, not just against the above criteria, and show a steadily growing and evolving organisation.
- 5.3. A breakdown of Income & Expenditure since 1 April, 2011 together with a running total is set out in Appendix 3. A budget form has also been submitted (Appendix 4) detailing the separate headings under which funding is to be claimed along with the final amount of this 2nd tranche.
- 5.4. The Community Partnership Development Officer has reviewed all of these documents and found that all of the above criteria have been achieved by CCAN in the year to date. The only exception to this is the community awareness event. This event is now taking the form of an Older People's Information Day which will take place on 20th October. Looking at the details of this event, it is expected that it will achieve the criteria set out above.

6. Recommendation

- 6.1. Following consultation with the Community Partnership Development Officer, it is recommended that the area board:
- agree to the release of the 2nd and final tranche funding of £4,036 as long as Board Members are satisfied that CCAN's workplan commitments as detailed in this report are being met

Report Author: Andrew Jack, Community Partnership Development Officer
Tel No: 01225 713109
E-Mail: andrew.jack@wiltshire.gov.uk

Appendices:

| | |
|------------|---|
| Appendix 1 | CCAN End of Year report to AGM, September 2011 |
| Appendix 2 | CCAN Workplan update, 10 th October 2011 |
| Appendix 3 | Income and Expenditure Breakdown since 1 April 2011 |
| Appendix 4 | CCAN Budget Form, 2 nd Tranche |



CCAN End of Year Report to the Corsham Area Board.

September 2011.

It was 12 months ago at the CCAN AGM at Hartham Park that Wiltshire Council first announced the concept of a Community Area Campus and the intention for Corsham to be one of the pilot locations for a County wide initiative. We did not fully appreciate then the extent to which this would impact on the work of the Area Network or indeed the extent of the community engagement within the Project. It was introduced as a Project to be taken forward with the involvement of the community area and was immediately recognised as an opportunity for Corsham and the surrounding area. This has certainly proven to be the case. The Community Campus became the priority issue for CCAN specifically in terms of representing the views of residents and groups. We hosted 2 successful and lively public consultation events during the consultation period engaging with both Community Groups and interested residents, having also developed the survey form with Wiltshire Council that was distributed to over 2000 addresses in the community area. We believe that this, and a subsequent online exercise to ratify the initial results, is most likely the largest consultation conducted in the Corsham Area. It contributed evidence of community interest and community preference that was consolidated in 2 Reports submitted by CCAN to support Wiltshire Council planning. In particular we were pleased with the consultation links established through the Corsham School using their school website to obtain feedback from over 700 young people. This is an effective link to be exploited further to reach young people and their parents. As the Area Board approved the planning intention to proceed with the Campus, CCAN was recognised and selected as a community representative for the Campus Operations Board – a role which is taken seriously and which will clearly continue. The importance of the role, as part of the Board and as a communication channel, will increase as the planning, and indeed the building, proceed to the point of delivery of the new facility. It is a role which has placed us at times in between a community view and the Wiltshire Council planning principles but this is the nature of consultation.

A 'side-benefit' of the Community Campus consultation has been to help increase awareness and the profile of the Area Network. This has served to assist in our priority for 2010/11 which was to continue to develop the Network by means of

establishing direct links with groups and societies across the community area. We believe that links into the natural groupings where people live and work is the basic building block of a working Network and this continues to be a major focus. We are pleased that links into our 3 Parish Councils, Box, Colerne and Lacock, have been maintained and that they as well as Corsham Town Council have nominated links to the Steering Group. This is an important 'top tier' of the Network from the perspective of influence and communication channels and we are grateful for their support. The public consultations co-ordinated by CCAN and subsequent Area Board Meetings that we have supported have helped to increase our group and personal contact lists to be exploited for further Network business. These are now routinely used for Newsletter updates which we hope will be cascaded through recipients own networks. This is, of course, an evolving process which will continue to grow.

In June 2011 we launched the Corsham Can website www.corshamcan.org.uk which provides information about CCAN to make our activity more transparent – including minutes of meetings and documents such as our Partnering Agreement with the Area Board – and it also gives us a platform for prompts on current issues or forthcoming events including consultation activity. The site was used to promote interest and involvement in consultation activity on Westwells Road Parking and the Wiltshire Core Strategy Document and we hope to get more involved in future consultations in order to provide an accumulated community view on issues. As the site becomes better recognised we will be able to conduct our own surveys but this is something to which we will build in conjunction with the Area Board and particularly the community itself.

The website will also become increasingly important in the context of Community Planning and activity towards producing an updated Community Plan. The Community Plan is a key document for the Area Partnership and was last updated in 2009. This is not a long time in Planning terms but we recognise that much has changed since then, both nationally and locally and that priorities and issues are almost certainly different. We have started the process of gathering evidence of the current profile of the community area and identifying groups, forums and organisations that are already established in the community and which are routinely identifying and addressing local issues. We aim to engage directly with these groups to develop credible evidence and input for the Plan which Wiltshire Council and the Area Board would like to see as a source document to assist in planning and spending decisions. Education and Community Safety are good examples of where established groups already exist and where links can be developed to provide a reference point and professional input. Links have been established for instance through the Corsham Extended Services into the School Heads Group and the Corsham Multi Agency Partnership and for Youth issues into CAYPIG. We await the issue by Wiltshire Council of a new Community Area Joint Strategic Assessment which will provide the most recent and most comprehensive profile of people living and working in the community area, of service provision and performance and

community views. This will draw on data from many sources, including Wiltshire Council surveys, and will help us and the Area Board to identify areas of activity which should be addressed and developed in the Community Plan.

CCAN supports the Transport and Energy/Environment Action Groups run in partnership with Transcoco and although new members would be welcome they continue to provide an effective focus for specific issues and undertake good work on behalf of the community and the Area Board. Currently these groups are particularly focussed on the issues and opportunities presented by the Community Campus.

The Transport Group has been involved in the ongoing work of developing the Cycle Network across the community area but particularly linking central Corsham with the outlying villages. The Group demonstrates good partnership working between School, Town Council, Transcoco, MoD, Wilts Council and Parish level representatives. Plans are developing for Pound Pill, South Place and Newlands Road which was identified as a priority by the Group and this will then develop to link to Corsham School and the new Campus. The Transport Group have been asked to assist in producing a Transport Plan for the Campus and have represented a comprehensive set of 'principles' derived from the earlier consultations. The Group are represented on the Campus Operations Board by Anna Mackie and are also an important part of the Corsham Area Transport Group which is a good example of Wiltshire Council using a community forum to establish local priorities and to assist in spending decision making.

The Energy and Environment Group led the successful Part Night Light project bringing together volunteers from Transcoco and the Parishes who impressively checked every street light in the community area against Wiltshire Council specifications to establish and recommend which could be safely switched off in the early hours of the morning as an energy saving measure. Their subsequent report recommended that over 400 street lights could be switched off. The Group continue to identify energy and conservation issues and have strong views to represent in respect of the design features of the Campus building. We were particularly pleased that Adam Walton received a Corsham Town Council award for his continued good work in this area.

An intention to establish a Health Forum or Action Group has not been taken up but we now have a number of people on our distribution list that would comment on Health issues and similarly a Sports Forum supported by Corsham Town Council has left a similar legacy. The Network would support any community interest in developing these groups.

We are pleased that the Partnership was most recently asked to meet with representatives for the developers of a recently sold MoD site as part of its early planning process and hope that this is a forerunner for future exercises. We believe

that community consultation would much improve such developments and we would hope to be involved at a sufficiently early stage to coordinate full community engagement.

As well as being the Partnership for the Corsham Community Area we support the Wiltshire Forum of Area Partnerships with a Steering Group representative on the Forum and engagement on wider issues. We have also been part of developing links with other Community Partnerships in terms of sharing experience and views. Our lead on Campus consultation for instance is part of the learning for subsequent Community Areas behind Corsham in the planning. We have also established links into the wider Voluntary and Community Sector through Develop/GROW and hope to exploit this further.

The CCAN Steering Group continues to meet bi-monthly to monitor the work of the Action Groups, to provide the opportunity for updates from partners and to examine new issues. It has to be reported that we lost the services of Nick Keyworth during the year who was a key member of the Steering Group and chair of the Transport Group – we thank him for his considerable efforts and wish him well in his new post in London. Basil Nankivel, our very useful link with the Library service, has also left as a result of a job change. I am most grateful for the efforts of all other members of this group who are inevitably involved in many other issues either professionally or on a volunteer basis.

I believe that the presence, the work and the potential of CCAN as the Area Partnership is becoming better known but recognise that there remains much to be done to develop a functioning network and to motivate higher levels of support and interest. It is of concern that there is a great deal of reliance on the collective effort of a reasonably small number of people at the core of the Network and leading the Action Groups - particularly as National and Local initiatives seem to increase the expectation of community involvement. The continued support of the Community Area Manager and the Area Board Councillors to promote the work and role of the Network is appreciated and most welcome.

Christine Reid

Chair

Corsham Community Area Network

CCAN Action List since AGM 2010

- 3 New Members welcomed – Paul Kefford, Elaine Marston, Andrew Thomas
- Campus Newsletter issued introducing the consultation
- Corsham Community Campus Working Group established
- 2nd Tranche application and midyear report accepted by Area Board
- Campus Consultation Survey Form developed for Wiltshire Council
- Meeting with Colerne team developing their Parish Plan
- Consultation Meetings hosted at Corsham Community Centre
- 2nd Review of all Bus Stops across the community area
- Street Light Project undertaken and report made to the Area Board
- Timetable leaflet produced for new Town 10 bus
- Promotion and input to Joint Strategic Assessment and Local Transport Plan consultations
- Meeting with Transport Portfolio Holder regarding Public Transport Forum
- First Report submitted to Area Board regarding Campus consultation findings.
- Meetings of Cycle Network Group with Wiltshire Council, Town Council and local partners
- Meeting with Town and Parish Clerks
- Support to funding application for Lacock Archive Collection
- Community Area 'profiling' started for Area Plan including discussions with Wiltshire Council
- Attended Parish Meetings at Box and Colerne
- Newsletter and second 'online' consultation on Community Campus
- Meeting with CAYPIG regarding Campus Youth Services
- Presentation to Voluntary Sector Forum on role of Area Partnerships.
- Second Report to Wilts Council on Campus Consultation
- CCAN representative selected for Shadow Community Operations Board

- Application for funding and report made to Area Board
- Cycle Network Meeting to approve plans for Pound Pill to Newlands Road
- CCAN website launched
- Promoted Core Strategy Consultation
- Peter Anstey appointed as Corsham Town Council representative
- E-Newsletters issued
- Joined Extended Services and CMAP Groups
- Met with MoD Copenacre Developers
- Met with Neighbourhood Police Team regarding Community Plan.

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>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p> | <p>CCAN Steering Group</p> <ul style="list-style-type: none"> • The current CCAN Steering Group was appointed at a public AGM in September • All members of the Steering Group represent a community group or organisation. • The Group has a member from each of our Parishes. • The Community Area Manager and our appointed Area Board Councillor are regular attendees. • The Member Group is:- <ul style="list-style-type: none"> ○ Christine Reid. Chair. Trustee Pound Arts Centre. ○ Adam Walton. Transcoco. ○ Sally Fletcher. Civic Society. ○ Elaine Marston. Corsham Sea Cadets. ○ Paul Kefford. Greensquare Group Ltd ○ Jacqui Bradburn. Colerne Parish Council ○ Andrew Thomas. Box Parish Council. ○ Terry O’Neill. Lacock Parish Council. • The Group meets 6 times a year to a programme that is driven by the Area Board dates. • CCAN is keen to widen the Steering Group and was pleased to bring in new members at the last AGM At the CCAN AGM held on 29th Sept 2011 at Corsham Town Hall the existing elected Steering Group members were re-elected, including our Chair. An additional member was nominated and accepted – Mr Jonathon Hope, Corsham Extended Services Co-ordinator. <p>Support for CCAN</p> <ul style="list-style-type: none"> • We are supported by a part time, self employed Co-ordinator. Financial provision made for 2 days plus per week. <p>Action Groups</p> <ul style="list-style-type: none"> • We have two Action Groups run in partnership with Transition Community Corsham (TransCoCo) to address the high priority areas of Transport & Energy/Environment. • These groups are well established and recognised by the Area Board as effective and capable in leading community projects. |

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

- The Transport Group is supported by the CCAN co-ordinator.

The Action Groups continue to meet with a current focus on support to the Community Campus and relevant aspects of the planning documentation.

WfCAP

- We continue to support WfCAP and have appointed Sally Fletcher as our representative to the Forum.
- Our co-ordinator has also attended the meetings of support staff and training events.

CCAN continues to be supportive of WfCAP including nominating the newly elected Chairman of the Forum. The WfCAP Co-ordinator attended one of our Steering Group meetings and we have separately met with the new administrator to discuss sharing of documents and data.

Our Co-ordinator is also part of the CAP Officer Network which meets as a subset of WfCAP.

Developing the Network

- We aim to link to the community area through established groups, organisations and societies. Links are built through contacts, consultation events, meetings etc.

This is central to our development as a Network and we have demonstrably increased our links into the community during the year. We now have over 350 named email contacts on our distribution list covering group, clubs, organisations, local businesses or interested individuals. This compares to a mail list of 63 addresses in May 2010. Network contacts are encouraged to link to their own members to increase the connections into the community. The distribution list also separates into community themes so we are creating virtual representative or interest groups for community plan topics.

- 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.

The Campus consultations and subsequent public meetings arranged by the Area Board have provided publicity opportunities for the Network and we are now part of the local Operations Board which is closely associated with the planning process.

- Our new website, which has been delayed, will also help to raise the profile and provide a useful community resource.

The CCAN website was delayed but has now been delivered and launched. We are using it to make documents available as required, to provide information about the Network including Meetings and to promote consultations. It is a new facility to be managed and to be promoted and we hope that it will

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| | <p>become a useful point of reference. In particular we used the website and supporting e-newsletters to encourage participation in the Core Strategy consultation as well as Recycling and Digital Broadband.</p> <ul style="list-style-type: none"> 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. <p>We await the release of the community level JSA's as an up to date source of evidence for the community area and as a basis for tailored consultation. We have been developing links with established community groups and forums for the major community plan themes recognising that many groups deal with community issues as part of their everyday business. With Transport, Environment, Education, Health, Community Safety and Leisure in particular there are credible Area groups and contacts that have the level of evidence and information required for the community plan. The challenge for the Network is to engage with these groups and to align their work with the community plan.</p> <ul style="list-style-type: none"> We will react to emerging priorities from the Campus consultation or from the Area Board using members and network links as appropriate. <p>The Network enjoys a good working relationship with the Area Board and the Community Area Manager and will continue to support as best we are able. The CCAN/Transcoco Transport Group were asked to develop design principles for the Campus Travel Plan and are part of the Area Transport Group.</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> <ul style="list-style-type: none"> CCAN is visible and accountable through the Area Board. We attend and report at each Area Board and are available for questions. 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. 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"> 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. We will make use of Town, Parish and Village Notice Boards to display notices. We will produce more regular e-newsletters detailing plans, meetings and events. <p>The CCAN website has allowed us to publicise and make documents available online – the CAPA,</p> |

Steering Group Minutes, Finance Reports and Annual Report are all available to view and download.

E-newsletters are now regularly used to provide 'push' prompts to view the website and to promote events or consultations. It is encouraging that comments are being received from our newsletters and that they are being sent on from original recipients.

Community Engagement

- 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.

Our Chair was elected as a community representative for the Shadow Campus Operations Board and we expect to be further involved in community engagement as planning proceeds.

- We are however planning towards a community awareness event in the autumn in conjunction with Wilts Council and Transcoco. This will include Health, Energy/Environment, Transport, Community Safety, Home awareness etc.

Focus for our Autumn Event changed with the planning for an Older People's Event to support the Area Board agenda. We are organising an Information Day on 20th October bringing in over 25 contributors from Health, Leisure, Education and Wiltshire Council to complement the Living at Home and Accommodation strategies.

- 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.

We will use this event to consult on issues for older people.

- 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.

Newsletters are considered to be effective means of communication particularly in conjunction with the distribution list of the Community Area Manager. E-newsletters are also available on the CCCAN website

- We also combine our communications with the Community Area Manager in order to multiply the potential contacts across the community area.
- 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.

This remains the view and we look forward to working with the new Chairman of the Area Board supporting themed Board meetings or specific consultations and also the Campus Operations Board.

Promoting the Network.

- 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.

We continue of this view and believe that the Area Board, Wiltshire Council and WFCAP have a collective responsibility to promote all Partnerships.

- 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.

No new projects have been started but we support the ongoing work of the cycle network group which will link to the Campus and there remains work to be done on the Bus Stop Review.

- 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.

The CCAN name and brand is increasingly recognised and the website will further assist.

Support of the local community.

- 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.
- 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.

There is still much to be done to demonstrate the support of the community and its wider engagement. We are clearly engaged and prominent through the Campus and beginning to become more involved through local groups such as CAYPIG, Extended Services, Corsham Multi Agency Partnership, Skateboard Park and Neighbourhood Police.

Communication

"To engage and communicate systematically with all sections of the

Communication with the wider community.

- We have produced a communication strategy and will

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.

In addition to e-newsletters we are beginning to flirt with Twitter as a means of identifying local issues and events and similarly have logged into Corsham People to pick up on any trends. We see it as important to gather views from any and all sources.

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.

The website is now operational and we will become better in making it a tool to help in the consultation cause.

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'

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| | <p>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.</p> <ul style="list-style-type: none"> • 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 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>This growth has continued using interest and contact made during consultations, responses to newsletters and publically available information.</p> <ul style="list-style-type: none"> • 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. |
| <p>Consultation <i>"To consult widely on a range of community issues and hold public engagement events and activities"</i></p> | <p>Consulting the Community</p> <ul style="list-style-type: none"> • Immediate consultation intentions are directed at the community campus which will be our priority for the year. • 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. • 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. <p>Colerne Parish Council has produced a new Parish Plan and Box is planning to do similarly. We are conscious of not over consulting and plan to take advantage of information already available from established sources.</p> <p>Our Older People’s Event will allow consultation with an important part of the community.</p> <p>The JSA’s will identify particular issues or trends that require investigation or consultation with the community or specific groups within the community.</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> <ul style="list-style-type: none"> • Our Community Plan was last updated in 2009. It does now need a refresh. • 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. <p>We have spoken at length regarding the potential for an update and have chosen to wait until the release of</p> |

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| | <p>promised evidence from the new set of community level Joint Strategic Assessments.</p> <ul style="list-style-type: none"> • 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. • 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. • 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. <p>We have been working to identify representatives and sources of information for each of the themes within the community plan. Our intention is to represent credible evidence from established groups within the community in order to obtain interest and ownership of the Plan from within the Community. In particular we are identifying changes to the community profile and ongoing activities in order to provide a new baseline for the Plan.</p> <ul style="list-style-type: none"> • The new website will have the facility to run surveys, host consultations and represent views and comments directly. |
| <p>Local action <i>”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.”</i></p> | <p>Encouraging Local Action</p> <ul style="list-style-type: none"> • 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. <p>Some momentum may have been lost within the Action Groups but the support and structure remains.</p> <ul style="list-style-type: none"> • 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. <p>The focus for the Network is to identify established groups within the community area and to engage with and encourage links with them rather than to create new stand alone Action Groups.</p> <p>Priorities for the Year</p> <ul style="list-style-type: none"> • 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 produced a second report on the community consultation in May 2011 having undertaken an electronic review of initial findings. The report was submitted to Wiltshire Council to support their planning. This remains an important reference point for the Campus Operations Board and we see an ongoing role for the Network in support of the COB particularly as a communication channel. Our Transport Group is engaged in developing a Campus Transport Plan that will require some engagement with the immediate neighbours of the Campus and our Environment Group have submitted ideas to take advantage of climate and environmentally friendly options.

- 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.

The community plan will become the priority following the Older People's Event and the publication of the JSA's. We will work with the Area Board and Community Area Manager with the organising of a community plan event and engage with community groups to obtain credible input to issues and actions.

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.

Support costs have been maintained within the allocation approved by the Area Board and a revised application for funds for the 2nd half of the year will be submitted to the October Area Board .

CCAN Finance Report

1/4/2011 – 30/09/2011

| Income | | expenditure | |
|-------------------------|-----------------------|------------------------|-----------------|
| C/Fwd Bank | £4746.77 | Salary/Expenses | £3152.10 |
| C/Fwd Petty Cash | £0.27 | Website | £2350.00 |
| Grant | £4450.00 (April 2011) | Consumables | £97.61 |
| | | Printing | £36.75 |
| | | Room Hire | £146.00 |
| | | Account Audit | £50.00 |
| | | Total | £5832.46 |
| | | Carry Forward | |
| | | Petty Cash | £0.27 |
| | | Balance | £3364.31 |
| Total | £9197.04 | Total | £9197.04 |

- Administrator costs through til July.
- Consumables comprises office supplies and materials
- Room Hire relates to meeting rooms for AGM, Steering and Action Groups,
- Printing costs cover Steering Group and copy of People, Places, Promises – Wiltshire Council Plan.
- Account Audit cost is for Mr J Kirby Accountancy Services, Cornerways, Box who carried out an independent review of CCAN accounts.
- In addition to the above, the Network holds an amount of £3507.01 from the former Area Partnership.

Kevin Gaskin CCAN Co-ordinator.

Community Area Partnership Agreement 2011/12:

Budget details for CAP running costs (Tranche 2 Oct 2011)

Your Details:

| | |
|--------------|--------------------------------|
| Name: | Mr Kevin Gaskin |
| Partnership: | Corsham Community Area Network |
| Address: | |
| Phone: | 07954 159995 |
| Email: | kevingaskinccan@hotmail.co.uk |

Bank Account Details:

| | |
|------------------------------|------------------------------------|
| Account name: | Corsham Area Community Partnership |
| Sort code: | |
| Account no. | |
| Balance of funds at 30/9/11: | £3364.31 |

Details of Budget:

| | Cost: |
|---|-----------------------------------|
| Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none"> Average 60 hours per month billed to CCAN plus mileage costs for supported meetings. This relates to core CCAN Workplan business including support to current Action Groups and anticipated work in support of the Community Plan. | a £5,000 |
| Consultation activities, public events, analysis, etc: <ul style="list-style-type: none"> Funding for public events to include Older People's Information Day – 20 Oct 2011- plus at least one Consultation event in support of Community Plan. May also include activities in support of the Campus development | b £1,200 |
| Advertising & promotion (inc websites): <ul style="list-style-type: none"> Funds included for display materials for Public Events and promotional items (pull up banners and leaflets)for CCAN | c £300 |
| Plans, questionnaires, other printing costs: <ul style="list-style-type: none"> Funds included for preparation and production of a community plan update and in conjunction with advice from Wiltshire Council. | d£500 |
| Office expenses, consumables, etc.: <ul style="list-style-type: none"> Stationery, stamps, phone | e £200 |
| Other costs: <ul style="list-style-type: none"> Hall hire for Group Meetings | f £200 |
| Amount of funding rolled forward from 1st Tranche to be spent in 2011/12: | g £3,364 |
| Total running costs applied for: | h £4036 round down to £4000 |

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

I confirm that the costs detailed here will be incurred by the Corsham Community Area Network in accordance with the commitments agreed within the Community Area Partnership Agreement 2011/12.

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

Community Area Partnership Agreement 2011/12:
Budget details for CAP running costs (Tranche 2 Oct 2011)

Signed:

Date:

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

CORSHAM AREA BOARD

| Date | Cabinet Member Attending | Location | Area Board Agenda Items | Other events happening (provisional) |
|-----------------|--|-------------------|--|--------------------------------------|
| 1 December 2011 | Cllr Lionel Grundy Cabinet Member for Children's Services | The Pavilion, Box | <p>Community items: 11-19 Strategy Results Allocation of Funding for Youth Projects</p> <p>Partner items: Partner Updates Fire and Rescue Authority DVD</p> <p>Corporate items: Fees and Charges Policy</p> <p>Community Area Grants will be considered.</p> | |
| 2 February 2012 | Cllr Keith Humphries Cabinet Member for Public Health and Protection Services | Corsham Town Hall | <p>Community items:</p> <p>Partner items: Partner Updates</p> <p>Corporate items: Fortnightly Waste Collection Service</p> <p>Community Area Grants will be considered.</p> | |

Community Area Manager: Dave Roberts (dave.roberts@wiltshire.gov.uk)
 Democratic Services Officer: Marie Todd (marie.todd@wiltshire.gov.uk)
 Service Director: Siân Walker (sian.walker@wiltshire.gov.uk)

