

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 <p style="color: red;">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> <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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- 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

	<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>

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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.

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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

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

use all possible means of communicating with the wider community.

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

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

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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 .