

App1. Melksham Community Area Partnership *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 activities	Current position	Aims 2011 - 12	Update at Dec 11
Partnership Development <i>"To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary"</i>			
Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it? Give details of any theme groups within the CAP. Please explain how your CAP is supported? Are you affiliated to WfCAP and do you attend WfCAP meetings and events? Please indicate how you intend to maintain and develop the CAP over the next 12 months.	Our Steering Group is made up of 12 representatives of the Community including Town and Parish Councils, Climate Friendly Group, Older People and Businesses. Individuals are approached or recommended throughout the year to be on the Steering Group, which is elected at the AGM. As well as creating new theme groups we link to existing groups. The CAP is supported by a self employed co-ordinator who works 60 hours a month. We are affiliated with WfCAP and either chair/vice chair or co-ordinator attends WfCAP Forum meetings. Training offered by WfCAP is utilised and information from WfCAP circulated. The Steering Group and Theme groups are maintained through regular meetings, with notes and agendas on the website.	Secure representatives from Youth, Arts, Health, Faith, Transport and more villages. Need another skills audit to identify what skills we have in the group and what we need to recruit. Need clearly defined roles of theme groups and how they report back/ are represented. Job description needs clarifying Include WfCAP update at every SG meeting Clarity is needed about the role and vision of MCAP so that we can recruit volunteers. More theme groups can be set up with CAP support, and CAP needs to link in with existing groups better.	Faith and Arts represented in Steering Group Still to do Linked to 103 groups In progress Done In progress Network developing to include all groups who attended <i>Melksham Forward</i> , and setting up new working groups as a result
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>			
Please explain how you will account to the community during the year?	Minutes of meetings are on the website and sent to anyone who asks. Updates are sent by email and in Melksham News. Reports are given at Area Board	Need more regular updates, finance report on website. Make more use of Area Board Meetings to update the public.	In progress

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How will you promote your work and engage people?	meetings, as well as given at our public meetings. The CAP is promoted through local press, website and email updates. When a major consultation is underway we go to meetings of groups who want to discuss the issues. Theme groups will be open to anyone with a genuine interest in the area. We are on facebook and twitter. We attend other people's events and meetings to publicise our work	Need more paper updates in Library and Town/ Village Halls and to post to people who request.	Using the Melksham News is useful, but limited in that it doesn't reach all houses within distribution area. Parish magazines are good but slow as require material a month in advance
How do you advertise CAP meetings, etc to local people?	Adverts for meetings are placed in Melksham News, parish magazines and posters for events.	Need more regular website/facebook/twitter updates	Melksham Radio has become a major partner, and support with publicity, interviews on street, broadcasts
How many meetings do you hold per year?	Steering Group meets every month, Full Partnership meets twice a year, and public meetings are arranged around consultations as they come up.	We may work with Melksham Community Radio to increase publicity and reach the wider community.	In progress
How can local people influence the work / priorities of your CAP?	An annual report is produced at the AGM and feedback is welcomed at any time from the public, by phone, email, post, at events.	Need to clearly identify who our partners are so that when we have a public meeting we ensure all sections of community are represented.	Still to do
Can you show that you have the support of the local community?	When we carry out consultations we receive a high level of involvement. We are invited to meetings and asked to represent issues. To increase inclusion of villages we are changing our name to include the word 'villages' or 'rural' and will be holding 'Tea and Talk' events in villages.	Make Annual Report available in Library and Town/ Village Halls	

Communication

"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."

Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.	Communication is through the website, the Melksham Independent News, posters in the town and villages, leaflets given out at events and emails to the contact list. We invite participation at consultation events, public meetings and through paper/online surveys. We have a freepost address. We attend events to promote our work and encourage participation.	Print a new batch of leaflets for this year, to be left in Library, doctors, pubs etc	Leaflets done.
Do you produce newsletters, press releases, etc to let the public know what you are up to?	We send out emails and put up posters for events	Produce posters explaining CAP	Press release monthly
		Improve updates to villages (meet parish magazine deadlines in advance)	Still to do
		Make website more interactive with online	In progress

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Do you have a website where local people can contact CAP and take part in surveys or contribute in other ways?	as well as articles, letters and updates in Melksham News and Parish magazines	surveys and discussion forum.	Linked to existing forum. 2 online surveys underway
How many organisations are affiliated and how many names on your communications database?	Our website has updates and links to online surveys run by ourselves or other consultations going on. There are around 600 names on the database and 63 organisations are affiliated.	Make MCAP email address for all members of Steering Group Clarify that the groups are 'Partners' and link websites	In progress Still to do Mailing list increased to 800, with 103 organisations affiliated

Consultation

"To consult widely on a range of community issues and hold public engagement events and activities."

Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc?	Through the Campus consultation we have set up a template for sending surveys to the entire community. By using Melksham News and Parish magazines, with a freepost return, we can reach all 13,000 households in the area, with a corresponding online survey. We have a consultation working group who design questionnaires and strategies for each consultation. We set up specific meetings where people can come to talk about specific issues under consultation.	Identify the major consultations through the year.	Community Plan priorities consultation in progress with survey in Melksham News and on line. Open day carried out.
Will this work be towards an updated community plan?	We have consulted widely on the general Community Plan themes last year and are at the next level of consulting on the draft Community Plan this year.	Produce a draft community plan. Put it on website and in Library etc Send it out via Melksham News	Draft Community Plan discussed at <i>Melksham Forward</i> – will be updated following results
Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?	Campus is a big one we have been involved in. Parking, Health and Housing may be others. We will work closely with WC on consultations they run.	Continue to feed into Campus discussions through CAP on SCOB.	Campus survey on line

Community Planning

"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"

Please explain how you intend to develop, review or implement your community plan over the	We have lists of concerns raised, organised in 13 themes. We will look at other evidence such as JSA to identify needs of the community, as well as work	Produce Draft for consultation in September Find groups who want to look at specific	Consultation in progress
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<p>next 12 months.</p> <p>What activities will you undertake in order to consult with local people?</p> <p>How will you ensure this is representative of the whole population locally?</p>	<p>closely with the Area Board on the Autumn Stakeholders Event. Solutions can then be identified as well as groups./individuals to carry out those solutions. Once the draft is generally agreed, the CAP can support groups to carry out solutions as identified in the plan.</p>	<p>chapters and offer solutions.</p> <p>Take relevant sections of the draft to specific groups to identify solutions/actions.</p> <p>Hold major consultation events with the public, and go to events in the community that are already planned.</p> <p>A draft of the community plan will be available on the website (with a copy in the library) and sent out via Melksham News.</p> <p>Ensure attendance at Parish Councils and various community groups.</p> <p>Work with Interfaith Group and BME to reach minority groups.</p> <p>Work with 55+ Forum and CAYPIG to ensure all ages are included.</p>	<p>Groups being formed</p> <p>Still to do</p> <p><i>Melksham Forward</i> done, more still to do</p> <p>Done</p> <p>In progress</p> <p>Working with Wiltshire People First</p> <p>Done</p>
<p>Local action <i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."</i></p>			
<p>Please tell us about your plans to encourage local action to address the community plan priorities.</p> <p>What do you expect to achieve during the year ahead? How will you secure funding for these projects?</p>		<p>Once the priorities are identified, we will signpost issues to relevant agencies/groups for solutions, and assist in applying for grants to fund them, from Area Board or other community grant schemes.</p>	<p>Working with Area Board on projects identified at <i>Melksham Forward</i></p>

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