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Melksham Community Area Partnership *Annual Workplan 2012-13*



In order to show how MCAP 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 2012-13
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>		
<p>Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it?</p> <p>Give details of any theme groups within the CAP.</p> <p>Please explain how your CAP is supported?</p> <p>Are you affiliated to WfCAP and do you attend WfCAP meetings and events?</p> <p>Please indicate how you intend to maintain and develop the CAP over the next 12 months.</p>	<p>Our Steering Group is made up of 17 representatives of the Community. Individuals are approached or recommended throughout the year to be on the Steering Group, which is elected at the AGM.</p> <p>Current Theme groups include Transport, Community Safety, 55+ Seniors Forum, Waterways, Energy and Leisure/Arts. We also link to 103 existing groups/clubs in the community.</p> <p>The CAP is supported by a self employed co-ordinator who works 60 hours a month, who works closely with the Area Manager. There is also a dedicated database volunteer who maintains and develops the contact list.</p> <p>We are affiliated with WfCAP and chair/vice chair/coordinator attends WfCAP Forum meetings. Training offered by WfCAP is utilised and information from WfCAP circulated. A WfCAP update is included at every SG meeting. We also join with other CAPs to collaborate on issues that go beyond community area to strengthen impact and result.</p> <p>The Steering Group and Theme groups are maintained through regular meetings, with notes and agendas on the website. Contacts are regularly added to the mailing list and publicity is constant.</p>	<p>Secure representatives from Youth, Arts, Faith, Transport and more villages.</p> <p>Clarify roles of theme groups and reporting/representation. Focus on developing strong links with Extended Services, Sports groups and Parish Councils.</p> <p>Clearly identify partners to ensure all sections of community are represented.</p> <p>Recruit and handover to new coordinator.</p> <p>Recruit volunteers for small specific tasks and projects.</p> <p>Work with WfCAP on pilot Community Planning project.</p> <p>Work with Trowbridge, Corsham, Chippenham, Devizes and Bradford on Avon CAPs on crosscutting issues especially transport.</p> <p>Establish Health, Economy and Housing groups</p> <p>Link MCAP with existing groups better.</p> <p>Hold simple partnership networking events to support community groups and encourage partnership working with us / each other.</p>

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Accountability

"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."

<p>Please explain how you will account to the community during the year?</p>	<p>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 meetings, as well as given at our public meetings.</p>	<p>Need more regular updates, finance report on website. Make more use of Area Board Meetings to update the public, as well as Melksham TV and Melksham Community Radio.</p>
<p>How will you promote your work and engage people?</p>	<p>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 are 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. We have a notice board to encourage and promote volunteering in the Melksham Library.</p>	<p>Need more paper updates in Library and Town/ Village Halls and to post to people who request, and more regular website and social media updates. Possibility for a drop in 'Partnershop' in an empty shop Possibility for an stand in the foyer of Sainsbury.s to promote the community plan and recruit volunteers Work with Melksham Community Radio to increase publicity and reach the wider community.</p>
<p>How do you advertise CAP meetings etc to local people?</p>	<p>Adverts for meetings are placed in Melksham News, parish magazines and posters for events.</p>	<p>Make Annual Report available in Library and Town/ Village Halls</p>
<p>How many meetings do you hold per year?</p>	<p>Steering Group meets every month, Full Partnership meets twice a year, and public meetings are arranged around consultations as they come up.</p>	<p>As well as smaller theme group meetings, arrange 2 public partnership meetings this year, including a major <i>Melksham Further Forward</i> event in November 2012.</p>
<p>How can local people influence the work / priorities of your CAP?</p>	<p>An annual report is produced at the AGM with interactive discussions on the CAP's progress. Feedback is welcomed at any time from the public, by phone, email, post, at events.</p>	<p>Include a feedback function on the website and at events and meetings.</p>
<p>Can you show that you have the support of the local community?</p>	<p>In consultations we have a high level of involvement. We are invited to meetings and asked to represent issues.</p>	

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Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."</i>		
<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.</p> <p>Do you produce newsletters, press releases, etc to let the public know what you are up to?</p> <p>Do you have a website where local people can contact CAP and take part in surveys or contribute in other ways?</p> <p>How many organisations are affiliated and how many names on your communications database?</p>	<p>Communication is through the website, the Melksham News, Parish Magazines, posters, 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 attend events to promote our work and encourage participation.</p> <p>We send out emails and put up posters for events as well as articles, letters and updates in Melksham News and Parish magazines. Instead of creating a further publication we use existing ones to get messages out.</p> <p>Our website has updates and links to online surveys run by ourselves or other consultations going on. It also links to other agencies such as Climate Friendly Group, Melksham Radio, Extended Services, SCOB and village websites.</p> <p>There are around 800 names on the database and 103 organisations are affiliated. We have a dedicated database volunteer who maintains and updates the contacts list</p>	<p>Distribute current leaflets to pubs/shops/library etc and produce and print an updated batch of leaflets, explaining CAP and focusing on Community Action Plan.</p> <p>Produce posters explaining CAP</p> <p>Improve updates to villages (meet parish magazine deadlines in advance)</p> <p>Attend Parish Council meetings to increase partnership working.</p> <p>Make website more interactive and increase links to partners.</p> <p>Develop website to include listings of groups/clubs/venues/events.</p> <p>Put each chapter of the Community Action Plan on each relevant theme page, with links to projects.</p> <p>Put more photos on the website.</p> <p>Make MCAP email address for all members of Steering Group</p> <p>Organise contact list by themes to enable sending of most relevant information to interested people.</p>
Consultation <i>"To consult widely on a range of community issues and hold public engagement events and activities."</i>		
<p>Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc?</p> <p>Will this work be towards an updated community plan?</p> <p>Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?</p>	<p>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.</p> <p>We have consulted widely on the general Community Plan themes last year and have produced the Melksham Community Action Plan 2012.</p> <p>Campus is a big issue we are involved in and the Melksham campus website is linked to ours.</p>	<p>Identify and work with/promote major consultations</p> <p>Hold public partnership meetings on particular themes, with possibly a theme per month.</p> <p>Hold a major event, <i>Melksham Further Forward</i>, in November 2012 to follow from <i>Melksham Forward 2011</i>.</p> <p>Having carried out extensive consultation on what the priorities are we now want to consult more on how people are willing to get involved to address them.</p> <p>Possibility for a transport survey to indicate need for changes in bus routes and times.</p> <p>Continue to feed into Campus discussions through CAP on SCOB.</p>

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<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>Please explain how you intend to develop, review or implement your community plan over the next 12 months.</p>	<p>Following <i>Melksham forward 2011</i>, our Community Action Plan was produced and approved at Area Board meeting in February 2012. Will work on promoting priorities in the plan and identifying more throughout 2012 by working closely with groups.</p>	<p>Meet with existing groups and MCAP theme groups to encourage projects in the plan and identify further priorities for action. Arrange and manage smaller projects through area board funding.</p>
<p>What activities will you undertake in order to consult with local people?</p>	<p>We will update the plan and keep copies available in Town Hall, Library etc as well as sending out updated versions to the distribution list. by meeting with relevant groups we will keep the plan current and make changes as advised.</p>	<p>Work with WfCAP on a Neighbourhood Planning project pilot for the Melksham area, combining parish plans, village design statements and neighbourhood plans with our Community Action Plan. Continue working with WC on a pilot to align WC services with Community Plan priorities. Update Community Action Plan at every area board meeting and on the website.</p>
<p>How will you ensure this is representative of the whole population locally?</p>	<p>By ensuring meetings and distribution to villages and to groups, as well as working with Interfaith Groups and BME groups to reach minority groups and with 55+ Forum and CAYPIG/ Extended Services to ensure all ages are included.</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>With the Community Action Plan we will work with and support groups to obtain funding for projects that are in line with community priorities. Encouraging volunteering is a major priority as the CAP itself has limited resources.</p>	<p>Working with Area Board on projects identified at <i>Melksham Forward</i>, supporting groups to access funding for projects in the plan. Work with Grow to develop a Melksham 'Cluster' of voluntary and community groups to strengthen and promote their work.</p>
<p>What do you expect to achieve during the year ahead? How will you secure funding for these projects?</p>	<p>Where appropriate funding will be sought from the area board and Charities Information Bureau will be approached for advice on further sources of funding for specific projects as well as using updates from Grow to stay in the loop and access/publicise funding opportunities as they arise.</p>	<p>Initial projects in March 2012 are: Volunteer Notice Board, Marketing Melksham Magazine, Cycle Safety Voucher Scheme, Walking Map and Groups/Clubs/Events website. Throughout the year we will work on more complex projects, linking partners where necessary and working proactively and systematically to address the priorities outlined in the Community Action Plan.</p>

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