

Corsham Community Area Network

Annual Workplan 2012/13



In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2012/13, 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 2011 • The Group has contact with 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 ○ Jonathon Hope. Corsham Cluster Extended Services Co-ordinator ○ Peter Anstey. Corsham Town Council ○ Jacqui Bradburn. Colerne Parish Council ○ Andrew Thomas. Box Parish Council. ○ Terry O’Neill. Lacock Parish Council. • The Group met 7 times in the 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 • The ability of the Steering Group to support its work plan and certainly any additional projects is constrained by the availability of time able to be allocated by members. We aim to involve individuals in the work of the Steering Group by bringing themed discussions into the Steering Group meetings. <p>Support for CCAN</p> <ul style="list-style-type: none"> • We are supported by a part time, self employed Co-ordinator. Financial provision is made for 15 -20 hours per week. Terms of reference and employment terms have been agreed in the year <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 &

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Energy/Environment.

- These groups are well established and recognised by the Area Board as effective and capable in leading community projects.
- 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
- The Transport Group have worked closely with the Community Operations Board in a significant piece of work to develop the Travel Plan for the Community Campus and the Energy Group have been similarly engaged in respect of efficiency measures to be part of the Campus development
- We hope to encourage 'virtual groups' through themed discussions emerging from the community priorities

WfCAP

- We continue to support WfCAP and have appointed Sally Fletcher as our representative to the Forum.
- CCAN continues to be supportive of WfCAP including nominating the current Chairman of the Forum. The WfCAP Co-ordinator has attended one of our Steering Group meetings and we are sharing documents and information for the new WfCAP website
- Our Co-ordinator is also part of the CAP Officer Network which meets as a subset of WfCAP
- We are very supportive of any cross CAP initiatives to address common issues and to make use of CAP expertise and experience

Developing the Network

- We aim to link to the community area through established groups, organisations and societies. Links are built through contacts, consultation events and meetings and through publicity and media channels
- The Older People's event and the JSA Consultation during the year have raised the Network profile and helped to increase our Network contacts. Over 200 people attended the Older People's event with 25 organisations providing useful community information and over 80 representatives attended the consultation event
- We have demonstrably increased our links into the community and now have over 460 named email contacts on our distribution list covering groups, clubs, organisations, local businesses and 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

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	<p>creating virtual representative or interest groups for community plan topics</p> <ul style="list-style-type: none"> • Our new website, which went live in 2011 will also help to raise the profile and provide a useful community resource • We are using the website to make documents available, to provide information about the Network including Meetings and to promote consultations. • Most recent usage figures show usage increasing in terms of visits to the site and reference to community pages • The JSA Consultation Event organised in conjunction with Wiltshire Council was a significant event to engage with established community groups and forums on a theme by theme basis and to develop our plans in line with their work and their knowledge and experience of local issues. • The good working relationship with the Area Board and the Community Operations Board continues to offer opportunities to develop the partnership in new directions
<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 • A public AGM in September provided a forum for attendees to view our work plans and accounts • We have direct links with the Parish Councils – including a meeting at Parish Clerk/Co-ordinator level – and Parish representatives receive meeting notification/minutes • Copies of our work plan, minutes of meetings and financial reports are available on our website providing full transparency in our business • We now send out electronic newsletters to our full distribution list - 13 in total during the year – to prompt reference to the website, to advertise events, to increase awareness and generate discussion. It is encouraging that comments are being received from our newsletters and that they are being sent on from original recipients • The Steering Group recognise that the Network must continue to increase awareness across the Community Area and to become more visible particularly outside of Corsham. Taking the Area Board Meetings to Parishes to promote the Board and the Partnership is welcomed <p>Community Engagement</p> <ul style="list-style-type: none"> • Direct engagement with the community has admittedly been limited. The Slipper Exchange and Older People's event in October was a real community effort and brought together many local groups who benefitted from the networking opportunity • The AGM provided an opportunity to invite Jane Scott

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to speak to community area residents which was well received

- Community engagement through Transcoco has been less than in previous years although we are continuing to progress public transport and bus stop issues with the community and with Wiltshire Council
- Our primary means of engagement will continue to 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.
- 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.
- We anticipate that projects emerging from the JSA Consultation Event will provide real opportunities for community engagement

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 remain of this view and believe that the Area Board, Wiltshire Council and WFCAP have a collective responsibility to promote all Partnerships.
- We 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 providing successful outcomes for the wider community
- We take the opportunity to provide an update at each Area Board Meeting to register the existence and involvement of the Partnership and personal involvement of the Chair in the Community Operations Board (COB) is also helpful
- Not naturally geared to self promotion we do make use of the local newspaper to both publicise events and community involvement – most recently in respect of monitoring a traffic calming trial - and our new website promoted through newsletters and other communication will further increase awareness and interest
- The CCAN name and brand is increasingly recognised and the website will further assist.

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	<p>Support of the local community.</p> <ul style="list-style-type: none"> • CCAN has established credibility with the Area Board, with the Community Operations Board, with Corsham Town Council and with Wilts Council but we need to continue to raise awareness and support within the wider community by publicising successes and motivating local action. • The Campus consultation and the subsequent reports were helpful as was the exercise to engage local groups to support the Older People's Event. • We will be open to exploring new opportunities for working with local partners and groups around projects arising from the JSA Consultation Event • We continue the work to identify 'partners' relevant to each theme of the Community Plan to further enhance support and co-operative working across the community area.
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contact register of key organisations and volunteers."</i></p>	<p>Communication with the wider community.</p> <ul style="list-style-type: none"> • We continue to develop our communication strategy and will use all possible means of communicating with the wider community • Email and e- newsletters are our primary communication channels but we retain the option to place articles in local publications – Wiltshire Times, Corsham Matters – particularly to publicise events and to encourage wider involvement • In addition to e-newsletters we are beginning to flirt with Twitter as a means of listening to 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. A recent traffic calming trial which CCAN supported drew on comments made via Twitter <p>CCAN Website</p> <ul style="list-style-type: none"> • Our new website www.corshamcan.org.uk was launched in June 2011 and will become increasingly useful in terms of communication and consultation. Linked to the newsletters in particular it allows us to develop news about issues and consultations and to post public documents for wider viewing • We will continue to develop the website to hone the content on the basis of feedback and experience. In particular we intend to host our Community Plan as an interactive and accessible document <p>Affiliated Organisations.</p> <ul style="list-style-type: none"> • 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

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	<ul style="list-style-type: none"> • Colerne Parish Council • The Corsham Civic Society • Corsham Sea Cadets • Corsham Town Council • Extended Schools Service • Greensquare Group Ltd • Lacock Parish Council • Library Service • MoD • Neighbourhood Policing Team • NHS Wiltshire • The Pound Arts Centre • TransCoCo • Wiltshire Council • Wilts Fire Service <p>Communications Database.</p> <ul style="list-style-type: none"> • We have developed our database from a 'mailing list' of some 60 local organisations to a 'smart' database of over 450 contacts from local organisations and groups who have been involved in consultations or engaged in discussion • We also combine with the Community Area Manager to distribute information across a database of over 500 contacts • The combined Distribution Lists proved to be very effective in terms of producing targeted invites for the JSA Consultation event in February • We will continue to develop the communication database from all sources and the ongoing JSA Consultation and Campus work will assist in this process. Our intention remains to establish network links across the widest possible number of groups in the community area. Contacts can be sorted by geography or subject in order to engage with specific groups over projects or consultations • We intend to specifically develop our Business links which are probably the weakest part of our community links • 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"> • We completed a second round of consultation regarding the Corsham Area Community Campus in May 2011 and produced a report that has subsequently been used by the Community Operations Board as a key reference document for planning purposes • We staged a successful information event for Older People in October 2011 and used the opportunity to

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	<p>canvass attendees regarding their particular take on community issues</p> <ul style="list-style-type: none"> • Our 3rd major piece of work was in support of the JSA Consultation Event in February 2012 when Maggie Rae challenged the community area to identify and prioritise community issues • Our Chair represents the Partnership on the Community Operations Board with responsibility for informing and representing the community. The Campus remains the biggest single issue for the community area and we remain prepared to support the Board as required once planning permission has been granted
<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 and is due a refresh. • We have obtained a significant number of new and updated issues throughout the year from a number of sources but most notably from the Consultation Event in February 2012 and the Older People's event in October 2011 • We recognise that information and issues are available without new direct consultation and have obtained additional evidence from Parish surveys, Social Media, Newspapers and direct links with Corsham Area forums – Transport, Schools, CMAP. • We are developing evidence and source information to produce stronger 'community profiles' on a theme by theme basis to provide a baseline for identified issues. The 2011 Joint Strategic Assessment for a Corsham is a helpful new source document • We need to work closely with our Parishes regarding links with local plans and aspirations that should link into the community plan (bottom up). Colerne have issued their Community Plan in year and Box are currently assessing returns to their Parish Questionnaire • 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. • We have been working to identify representatives and sources of information for each of the themes within the community plan and the JSA Consultation Event has helped in this respect. 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.

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	<ul style="list-style-type: none"> • Our new website has the facility to run surveys and to host consultations and we intend to make better use of this as we build up numbers regularly accessing the site
<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. Some momentum may have been lost within the Action Groups but the support and structure remains. • We encourage local input to and active participation in Wiltshire Council consultations through our website – Core Strategy, Recycling, Broadband as examples – and support and promote local activities where possible • We attend and report into local Groups such as the Corsham Area Transport Group, CAYPIG, Corsham Multi Agency Partnership, Extended Services, Corsham Cycle Network and see our role as both representative and to make community links • 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>Priorities for the Year</p> <ul style="list-style-type: none"> • To continue to develop the role of the Area Partnership as a positive link to the community area using the website and regular newsletters for active signposting of issues and consultations • To respond to issues or requests that come through the Area Board, CATG or from partners. The recent exercise to provide volunteers to monitor traffic for a Wiltshire Council Traffic Calming Trial in Corsham is a prime example • Plans for Community engagement in the coming year are linked to the Community Plan and to the development of action plans to address the community priorities that came from the JSA Consultation Event in February. We intend to hold a series of meetings with relevant partners to progress the priorities on a theme by theme basis • We will work towards a Community Plan update working with the Area Board and partners to establish the format and to develop ownership and interest • We will hold a public engagement event, possibly, alongside our AGM in September which will likely be linked with the Community Plan and community priorities • We will develop our website to host our Community Area Plan and to directly engage in surveys and consultation • We also need to consider how best to develop the role of the Area Partnership and to recruit new resource to the Steering Group

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- The Campus is the biggest single priority for the community area going into the year so CCAN will support the Community Operations Board as required but particularly in the planning of community requirements, public transport and energy/environment issues. There are real community opportunities and CCAN must react and support emerging requirements

Funding

- Support costs have been maintained within the allocation approved by the Area Board and an application for funds for 2012/13 will be submitted to the May Area Board taking account of 2011/12 spend
- Our financial accounts were independently inspected
- As a Network we have not previously operated as a Partnership to take on funded projects but with communities priorities identified we may well work with our Community Area Manager and Area Board to secure specific funding for specific work as opportunities arise.