

Malmesbury and the Villages Community Area Partnership (MVCAP)

Annual Workplan 2012/13

CAPA commitments	Proposed initiatives and activities
<p>Partnership Development</p> <p><i>“To establish and maintain a Partnership Steering Group and Thematic Groups as necessary”</i></p>	<p>The Steering group is made up of <i>“four elected officers and team leaders from each of the Project Teams. The purpose of the Steering Group will be to co-ordinate direction of the Partnership and provide mutual support”</i>. Steering Group members may join throughout the year.</p> <p>MVCAP is affiliated to WfCAP and members attend WfCAP meetings and events.</p> <p>MVCAP’s work is supported by a Project Officer and Administrator. The Project Officer* (engaged on a self-employed basis) plays a proactive role in organising events and consultations; manages and develops the MVCAP online presence; organizes MVCAP planning processes and project management; and works to drive forward themed projects, assisting project teams as required. The Administrator* provides administrative support for the Steering Group including minute taking, meeting scheduling, and facilities bookings.</p> <p>MVCAP have themed groups on the subjects of Transport, Young People, Community Safety, Community Consultation, Environment and Transition, Walks, and Community Infrastructure. Each theme group may have multiple projects running or in development.</p>

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** Currently the Project Officer and Administrator roles are being undertaken by the same person*

To further develop MVCAP over the next 12 months, members will work to raise its profile by attending a range of community events, by increasing its profile in local physical and online media, and by developing projects that bring tangible benefits to the local community.

Steering Group members will be provided with training thus increasing the individual and collective skills and knowledge of the group.

MVCAP will support local groups, projects and initiatives by seeking funding and encouraging and facilitating greater partnership working within the community.

MVCAP will seek to work in partnership with the Area Board to deliver projects that benefit the community and to carry out further consultation when required.

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<p>Accountability</p> <p><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>MVCAP has open membership <i>“to anyone living or working in the Malmesbury and villages area”</i>.</p> <p>MVCAP uses its own public events, attendance at community events, its website and social media presence, and a range of other publicity methods in order to communicate its workplan and ongoing projects. It also uses these opportunities to further consult on issues highlighted within the Community Plan.</p> <p>MVCAP continues to develop an extensive database of organisations, community groups and projects within its area and will work to support them.</p> <p>MVCAP have drawn up a detailed plan that identifies SMART targets. It will review its workplan and progress on a quarterly basis. MVCAP will take proactive measures to address any areas of weakness identified.</p> <p>All events, meetings and projects undertaken or supported by MVCAP will be evaluated and where necessary an impact assessment will be undertaken. This will evidence community support and highlight areas of action. This will be particularly important in cases where there has been an application for external funding.</p>

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<p>Communication</p> <p><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>	<p>MVCAP uses a range of methods for communicating with the wider community including website, newsletter, social media, posters, contact database, personal invitation and press releases. MVCAP also have a Communication and Publicity sub-group.</p> <p>MVCAP will use its range of communication methods to encourage wider participation in its activities and will demonstrate the personal and collective value and benefits of volunteering.</p> <p>MVCAP will work to raise its profile at community events and enhance its reputation with the Town and Parish Councils in its area.</p> <p>MVCAP will use its website to promote all MVCAP and local events. The website can also be used to gain public views through online consultations or surveys.</p> <p>MVCAP will continue to develop its use of online social media so that it can engage and consult with a wider demographic including younger people.</p> <p>MVCAP will continue to develop and update online and physical media that explain MVCAP's purpose and its role within the wider community area.</p> <p>MVCAP will hold open events to communicate and engage with the wider community on a range of</p>

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	<p>issues that affect them. It will also seek to use these events to target hard to reach groups.</p> <p>MVCAP continues to expand its contact database which currently holds the details of over 600 organisations, clubs, and individuals in the MVCAP area.</p>
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<p>Consultation</p> <p><i>“To consult widely on a range of socio-economic issues including the holding of public engagement events and activities”</i></p>	<p>During 2012/13 MVCAP will continue to develop relationships with groups and individuals within all sectors of the community including young people. MVCAP will continue to develop its use of social media to engage with hard to reach groups. This will enable MVCAP consultation and engagement initiatives to collect a broader and more representative range of views from within the community.</p> <p>MVCAP use public events as a means to consult. During 2011/12 MVCAP successfully ran a series of Community Safety Forums. It also ran information stalls at many local events.</p> <p>Moving forward MVCAP will use its public events and website to survey and consult with the community on a range of topics. It will use events to undertake further consultation on issues arising from the Community Plan and to target the needs of hard to reach groups within the community.</p> <p>It is important for MVCAP to build and maintain strong links to the local councils. The MVCAP website maintains direct links to all available Parish Council and School websites. In 2011/12 MVCAP worked with many local councils on the Wiltshire Council reduced street lighting project, and ran an exercise to link parish councils with economic suppliers of play bark. MVCAP aim to build on these successes and will continue to identify areas or projects where partnerships can be built.</p>

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<p>Community Planning</p> <p><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 community, in order that it properly represents their concerns and aspirations”</i></p>	<p>MVCAP will use public events, their website, social media, and Parish Council liaison to promote awareness of and review issues raised within the Community Plan.</p> <p>MVCAP will aim to develop projects to address concerns identified in the Community Plan - particularly in the areas of Transport, Environment, Culture, Young People, and Housing.</p>

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<p>Local action</p> <p><i>“To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate.”</i></p>	<p>Throughout 2012/13 MVCAP will continue to focus on Transport issues as these scored highly as a concern within the Community Plan.</p> <p>MVCAP continues to develop a pilot community transport scheme to improve access to local events taking place after local bus services have finished running. MVCAP's ring-fenced transport fund is maintained to facilitate these types of schemes.</p> <p>MVCAP will monitor Wiltshire Council's allocation of road maintenance funding to the Malmesbury Community Area and question the decisions at Area Board meetings if appropriate.</p> <p>MVCAP will continue to host Community Safety events on a quarterly basis in partnership with a range of community agencies.</p> <p>MVCAP will work with the Police and other stakeholders in the development of a social networking based "alert" system.</p> <p>MVCAP will seek to support local organisations, groups and projects within the community area by helping with areas such as funding applications and exploiting website & social networking, and</p>

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acting as an "incubator" for new groups. This will help develop and increase community volunteering.

MVCAP will work to establish a Transition movement for the area and develop a community newsletter for Malmesbury.

MVCAP will undertake fundraising and apply for external funding for key pieces of work. MVCAP will work with the Charities Information Bureau, WfCAP and other agencies to develop this.

MVCAP will work in partnership with the youth service to strengthen links to the new Youth Advisory Group.

In 2012/13 MVCAP will begin initial preparations and discussions relating to the development of a new Community Plan for 2014-2018 in advance of the commencement of the formal evidence gathering and writing in 2013/14.

MVCAP will develop an online resource linking all information for halls in Community Area and increase use of such facilities by MVCAP. The aim is to help increase usage of these facilities in the Community Area.