

Annual Work plan 2012/2013

<p>Partnership Development. <i>"To establish and maintain a Partnership, Steering Group & Thematic Group, as necessary"</i></p>	<p>We have a Partnership which currently meets separately from the Area Board twice per year. Area Board meetings are still being treated as Joint Board and Partnership meetings but work needs to be done to bring more Partnership members into the Board meetings with the ability for them to take part in a meaningful way. Most members of our Steering Group attend Area Board meetings. The Steering Group is elected at the Annual General Meeting of the Partnership in May/June. We presently have a Project Officers paid 23 hours each per week who is employed by TCAF with the payroll function being carried out by Trowbridge Town Council. Our Partnership is affiliated to WfCAP and representatives attend and participate in its events. We set up an Environment Theme Group last year, LEAF, Local Environment Awareness Forum, but not a Housing Theme Group. However we are discussing with the Housing Department a practical way forward. The active Steering Group, Theme Groups and the Parish Councils Liaison Group mainly meet quarterly, the Steering Group Trowbridge Neighbourhoods Partnership every 2 months and BA14 Culture monthly. A list of all meetings' dates presently arranged is attached. The management of volunteers needs time and effort and Project Officers and the Steering Group must devote sufficient time to this to ensure that we retain and develop them in meaningful ways.</p>
<p>Accountability. <i>"To be open to and inclusive of the wider community and to account and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i></p>	<p>We will continue to meet with a wide range of groups to ensure that the issues that we have identified and included in the new Community Area Plan are still current. Where new issues arise that local people consider to be priority issues we will, working with our partners, endeavour to have them addressed and we will amend our loose-leaf and website versions of our Community Plan. Where appropriate we will develop our own projects and seek external, and if applicable, the Area Board, funding for them. We will be working closely with our partners to monitor progress with the actions included in the Community Area Plan. The new Plan is set out a little differently from our original Plan. The format is: - 1.) A short introduction to each Theme. 2.) Issues and what the Partners are doing now to address these Issues. 3.) What TCAF and partners are doing next. We hold Theme and Other Group meetings and we publicise these meetings through all our databases and via the Town Council and other databases. We will place notices on Town Council and other noticeboards. Our timetable of meetings is on our website. We have published our new summarised Plan and it is widely available. We have produced a more detailed version in loose leaf format. We encourage local people to make comments on the Plan. The Plan will continue to change in the loose-leaf & website formats as changes occur so that the Plan remains a living document, addressing current issues.</p>
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a</i></p>	<p>We are taking stands in the Shires and Castle Place Shopping Centres from time to time to engage with the public. We will also be exploring whether we can work out of the Town Hall more regularly to give the public easier access to TCAF, it's work and it's partners and to encourage more engagement with the project to redevelop the Town Hall into a Community Arts Centre. We need to attract more</p>

<i>contacts register of key organisations and volunteers"</i>	volunteers to help positively with the improvement of Trowbridge and the Community Area. We will seek opportunities to demonstrate to local pupils in their schools how we are working to improve their Town and Community Area and to encourage them to get involved in the process. We will go to groups and clubs to seek their support particularly those who are retired. The concept of the New Society is positive and we need more people to be involved. We produce Newsletters for our BA14 Culture Website but we will extend this to our new website to cover all aspects of our current work and that of our partners. We will continue to support community initiatives and the engagement of volunteers in delivering them.
Consultation. <i>"To consult widely on a range of community issues and hold public engagement events and activities."</i>	As stated we do need to get out more to meet and involve more people. We need to convince them that they can make a difference by working with us. People remain interested as long as there is something positive coming from what they are doing. We need to encourage more people to take an active part in some of our voluntary groups many of which are finding it difficult to attract new volunteers.
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>	We completed the new community area plan 2011 - 2016 last year. We continue to work closely with our major partners to ascertain that changes in their plans are included in the updates to our Plan. The main partners in this process have been Wiltshire Council, Trowbridge Town Council, NHS Wiltshire and local GPs; Wiltshire Police; Wiltshire Fire and Rescue; Transforming Trowbridge; local schools through the Extended Services network; the Parish Councils Liaison Group and the Trowbridge Neighbourhoods Partnership. It is vital that we work in partnership to avoid duplicating effort in these times when resources are so scarce. The local communities will be consulted on any action plans and projects TCAF develops to ensure that they properly address their concerns and aspirations. Wherever possible we want them to take ownership of the plans and projects so that they strengthen their own local communities. To widen our coverage we will visit luncheon clubs, schools, the Chamber of Commerce, Tenants and/or Residents Associations, Housing Societies etc.
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>	We have Theme Champions who lead their Theme Groups. They will help in identifying priority projects and will aim to set up project groups to develop specific projects working with our partners, who have expertise in fundraising and project development, to ensure that project teams develop properly and have the correct range of skills and experience to carry them through. We will provide guidance and encouragement so that the project teams are successful and their projects are sustainable. "Success breeds success", and successful project teams are likely to identify new projects thus increasing the capacity of their local neighbourhoods.
Other Comments <i>"Improving the use of Project Officers' time"</i>	We wish to improve our administration and external communications processes and procedures and thus we need to extend the administration support for our Project Officer(s) to 12 hours per week. The funding of this additional resource will have to be found from Reserves and/or external funders. It is particularly important that our websites and the associated social networks are kept up to date to sustain public involvement in the future development of Trowbridge and the Community Area.