

## App1.

### Melksham Community Area Partnership *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.

CAP commitments Proposed activities	Current position	Aims 2012-13	Update at October 2012
<b>Partnership Development</b> <b><i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></b>			
Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it?	Melksham Community Area Partnership’s Steering Group comprises of a number of representatives from across a broad spectrum of the Community. Individuals are approached or recommended throughout the year to be on the Steering Group, which is elected at the AGM in January.	Secure representatives from Youth, Arts, Health, Transport and more villages.	Two villages plus Health, arts, and transport represented on Steering Group.
Give details of any theme groups within the CAP.	Currently we have theme groups linked to transport, older people, younger people, waterways, community safety and health – and we link to many more besides.	Undertake a skills audit to identify what skills we have in the group and what we need to recruit.	Completed May 2012
Please explain how your CAP is supported?	The CAP is supported by a self employed co-ordinator who works 60 hours a month.	Need clearly defined roles of theme groups and how they report back/ are represented. Job description needs clarifying. Volunteer coordinator needs to be recruited	Links to over 100 groups established New coordinator recruited April 2012 Volunteer coordinator appointed July 2012
Are you affiliated to WfCAP and do you attend WfCAP meetings and events?	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.	Include WfCAP update at every SG meeting	WfCAP representatives have attended every SG meeting to date since April 2012
Please indicate how you intend to maintain and develop the CAP over the next 12 months.	The Steering Group and Theme groups are maintained through regular meetings, with notes and agendas on the website.	Clarity is needed about the role and vision of MCAP so that we can recruit volunteers.	Done – volunteer coordinator appointed and 2 new volunteers have been given Terms of Reference.

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		More theme groups can be set up with CAP support, and CAP needs to link in with existing groups better.	Network developing with dedicated database volunteer creating cross-community links
<b>Accountability</b> <b><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></b>			
Please explain how you will account to the community during the year?	Minutes of meetings are published on the website both in draft form and once approved. Updates are sent by email. Reports are given at Area Board meetings, as well as given at our public meetings.	There is a need to make more use of the website – publish for example financial reports. Website needs updating to comply with cookie laws.	Ongoing. Website cookie compliance undertaken. Will update progress on Community Plan at every Area Board meeting.
How will you promote your work and engage people?	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.	Need to attend other people's events and meetings to publicise our work, particularly in the villages.	Plans underway to attend a series of meetings commencing January 2013 in every village in the CAP area.
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 paper updates in Library and Town/ Village Halls and to post to people who request copies.	Notice board erected in Melksham library May 2012.
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.		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 more regular website / Facebook / Twitter updates  We will work with Melksham Community Radio to increase publicity and reach the wider community.	Twitter updates published at a minimum of 5 times per week – plans to increase during 2013.  Facebook presence underwent major revamp in July 2012
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	Need to clearly identify who our partners are so that when we have a public meeting we ensure	In progress

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	asked to represent issues. To increase inclusion of villages we are changing our name to include the word 'villages' or 'rural' and will be attending meetings and events in villages.	all sections of community are represented. Make Annual Report available in Library and Town/ Village Halls	Still to do.
<b>Communication</b> <b><i>"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."</i></b>			
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 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  Improve updates to villages (meet parish magazine deadlines in advance)	Leaflets done, updated in July 2012  Still to do. Village champion appointed to Steering Group  Mailing list increased to 800, with 103 organisations affiliated
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 as well as articles, letters and updates in Melksham News and Parish magazines.	Increase Twitter engagement	Twitter engagement has been extended dramatically since April 2012
Do you have a website where local people can contact CAP and take part in surveys or contribute in other ways?	Our website has updates and links to online surveys run by ourselves or other consultations going on.	Forge more links with the world online	Launch of Wiltshire Council's Community Blog in September 2012 seen as a great opportunity for increased engagement
How many organisations are affiliated and how many names on your communications database?	There are around 63 organisations on the database and 600 names are affiliated.	Clarify that the groups are 'Partners' and link websites	Number of Organisations increased to over 300 and names to over 800 since April 2012
<b>Consultation</b> <b><i>"To consult widely on a range of community issues and hold public engagement events and activities."</i></b>			
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, we can reach all 13,000 households in the area, with a corresponding online survey.	Identify the major consultations through the year. 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	Community Action Plan will continue to be consulted on with groups throughout the year. A major consultation event, Melksham Further Forward, is envisaged for 2013.

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		issues under consultation.	
Will this work be towards an updated community plan?	We have consulted widely on the general Community Plan themes and are at the next level of consulting on the draft Community Plan this year.	Continue to update the Community Plan and publicise it as widely as possible.  A particular issue is to encourage Melksham Town Council to adopt the Community Plan as at present they tend to react to letters from individuals rather than listen to what the wider community have said in the Plan.	The Community Action Plan, approved at Area Board meeting in February 2012, was completely updated in July 2012. We will work on promoting priorities in the plan and identifying more throughout 2013 by working closely with groups.
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 continue to work closely with WC on consultations they run.	Continue to feed into Campus discussions through CAP on SCOB. MCAP assisted at the Community Budgeting event in the Summer of 2012 and will continue to do so throughout 2013	Campus website set up and linked to MCAP's
<p><b>Community Planning</b>  <b><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></b></p>			
Please explain how you intend to develop, review or implement your community plan over the next 12 months.	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 closely with the Area Board. 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.	Find groups who want to look at specific chapters and offer solutions.	By meeting with existing groups and MCAP theme groups to encourage projects in the plan & identify more priorities for action.  Groups being formed
What activities will you undertake in order to consult with local people?	Take relevant sections of the draft to specific groups to identify solutions/actions.	Hold consultation events with the public, and go to events in the community that are already planned.	
How will you ensure this is representative of the whole		A draft of the community plan will be available	Work with Interfaith Group and BME to reach minority

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population locally?		on the website (with a copy in the library).  Work with 55+ Forum and CAYPIG to ensure all ages are included.	groups. Ensure attendance at Parish Councils and various community groups.
<b>Local action</b> <b><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></b>			
Please tell us about your plans to encourage local action to address the community plan priorities.	Now the priorities are identified, we can 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.	Projects completed in 2012 include: Volunteer Notice Board, Cycle Safety Voucher Scheme, and Groups/Clubs/Events website.  A significant Consultation Event was undertaken at Foundry Close in September 2012 which resulted in a Draft Action Plan which we drew up for the community.	Working with Area Board on projects identified at <i>Melksham Forward</i> , supporting groups to access funding for projects in the plan.
What do you expect to achieve during the year ahead? How will you secure funding for these projects?	Currently we have theme groups linked to transport, older people, younger people, waterways, community safety and health – and we link to many more besides. More theme groups are a priority in order to achieve more of those priorities which have been identified in the Community Plan.	Potential restructuring of the Steering Group – the Constitution dictates a change of Chairman after 3 years so it's a great opportunity to discuss the way forward.	Still to be pursued in 2013: Marketing Melksham leaflet, Walking Map  (plus all of the above)

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