

Chippenham & Villages Community Area Partnership ('ChAP')

Annual Workplan 2010/11

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>ChAP is managed by a Steering Group, which is made up (see our constitution) of representatives of Town & Parish Councils, statutory service providers, chairmen of ChAP project teams, and individuals - who may be community leaders, representatives of charities, societies, or voluntary groups in the Area, or just individuals who support the aims of ChAP. Other local organisations can also be co-opted.</p> <p>Represented bodies appoint their representatives annually and individuals are elected at the AGM. The Steering Group meets every 4-6 weeks and hosts an AGM usually in May.</p> <p>ChAP has many project teams (theme groups):</p> <ul style="list-style-type: none"> • Culture & Leisure ('PERFORUM') • Chippenham & Villages Environmentalists ('CAVE') • Health & Social Care <p>and four teams that come under the umbrella of 'New CHAPTER' (New ChAP Team for Economy & Regeneration):</p> <ul style="list-style-type: none"> • Town Centre • River / River Festival • Tourism • Transport, Traffic & Parking <p>The project teams monitor service delivery in their field of interest on behalf of the community, and carry forward projects consistent with the Community Plan (which has just been updated).</p> <p>They meet at various frequencies depending on the number and size of projects they are undertaking. A list of the many projects may be found on www.chap-partnership.co.uk, www.visit-chippenham-area.co.uk and www.chippenhamriverfestival.co.uk and some are listed in the section on Local Action.</p> <p>Since the Community Plan and the Vision for Chippenham overlap considerably, a close relationship with Chippenham Vision is maintained, and ChAP is represented on the Vision Board.</p> <p>ChAP is supported by two officers. We have an administrator to assist in the administration of the steering group and its core business (a few hours a month), and a project team co-ordinator to assist the project team chairmen (about 12 hours a week). Both posts were appointed following a formal advertising, short-listing and interview process.</p> <p>ChAP is affiliated to WfCAP and is one of the most regular attenders of WfCAP steering group meetings and events. Currently ChAP provides the WfCAP Vice Chairman.</p> <p>The main areas of development in the coming year are:</p>

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	<ul style="list-style-type: none"> • To follow up the recently completed Community Plan Update (2009), ensuring that its provisions are being actioned either by ChAP project teams themselves, or by other statutory service providers such as Wiltshire Council, Emergency Services, Education and Health agencies • To improve public awareness of, and participation in, the Community Area Partnership by better communications and public events • To host a successful 'Action for Market Towns' annual convention, in partnership with Chippenham Town Council and North Wilts Economic Partnership • To continue to develop existing and new projects -see section on Local Action
<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>	<ul style="list-style-type: none"> • The Partnership has a key relationship with the Wiltshire Council Chippenham Area Board, and participates fully in Area Board meetings, reporting progress and pressing for action where necessary to further the provisions of the Community Plan. • Our web-site is kept generally up to date in reporting back the activities and progress of the Partnership, (but this is capable of improvement). • We also publish regular Newsletters for this purpose. Although the ChAP Newsletters are held up in Wiltshire as a good example of Partnership communication, we are seeking new, more cost-effective and successful ways to communicate with more people in the Community this year. • We expect the Councils, organisations and service deliverers represented on the Steering Group to report back to their memberships on the activities of the Partnership.
<p>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>	<p>The means of communication are similar to those of accountability and consultation.</p> <ul style="list-style-type: none"> • Our web-site and Newsletters (see above) are of course means of communication as well as accountability and we also expect the County, Town and Parish councils, organisations and service deliverers that are represented on the Steering Group to communicate regularly with their memberships on the activities of the Partnership. • In this year when we are taking the newly updated Plan forward, one of the main development tasks (identified above) is to improve public awareness of, and participation in, the Community Area Partnership by better communications and public events • Project teams are manned entirely by volunteers from the community and we continually seek to 'spread the word' in Newsletters and press articles to encourage more participants in these teams. • ChAP maintains databases with several hundred businesses and key individuals in the Community Area
<p>Consultation <i>"To consult widely on a range of socio-economic issues including the holding of public engagement events and activities."</i></p>	<p>The means of consultation are similar to those of accountability and communication.</p> <ul style="list-style-type: none"> • Our web-site and Newsletters (see above) are means of consultation and we also expect the County, Town and Parish councils, organisations and service deliverers that are represented on the Steering Group to consult regularly with their memberships on the activities of the Partnership. • Every effort has been made to involve the community in the update of the Community Plan. This involved for example many public meetings, stalls at public events, two large-scale surveys (one of which was mailed to every household), newsletters,

	<p>and school gate interviews.</p> <ul style="list-style-type: none"> • Although the major consultation for the Community Plan update was completed last year, we will plan several public events to continue to consult community opinion. Two already planned are:- <ul style="list-style-type: none"> ○ A major consultation and communication event at the Chippenham River Festival where between 3,000 and 5,000 people of all ages from the Community Area are expected to attend. ○ We have obtained the agreement of the managers of the Emery Gate shopping precinct to take a shop unit for a month in July / August
<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>	<ul style="list-style-type: none"> • As explained above, we have recently completed a large-scale update of the Chippenham & Villages Community Plan. Since the next update will not be for several years, the focus now is on incorporating improvements on a rolling basis, and pursuing the achievement of the actions in the Plan. • Since the completion of the Update, we have nearly completed a review of every section in order to ensure the actions are being actively pursued. Every action in the Community Plan has been categorised into: <ul style="list-style-type: none"> ○ Actions that ChAP can pursue itself through project team activity ○ Actions that ChAP's Steering Group can pursue by engagement with service deliverers etc ○ Actions that ChAP can have no influence on. • The Steering Group will continue this approach as a regular activity at and between its meetings
<p>Local action <i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate."</i></p>	<ul style="list-style-type: none"> • The section above on Community Planning defines the process for deriving and pursuing actions in the updated Community Plan. The section on Partnership Development defines the project teams that have been set up. • Some of the main items of project action are listed here:- <ul style="list-style-type: none"> ○ Thermal Imaging project by CAVE, to help reduce carbon footprint (supported by an Area Board grant) ○ The 2010 Chippenham River Festival, to encourage use of the river for recreation (supported by an Area Board grant) ○ The extension of the market down the High Street (with the Town Council) ○ Updating of the successful Pocket Guide (with Visit Wiltshire) ○ Survey into Leisure Facility needs (with Chippenham Vision) ○ A boat-launching slipway and pontoon in Monkton Park, to encourage boat use on the river ○ Improving parking provision, bus information and river-bank maintenance (with Wiltshire Council) • Funding and resource for these projects can come from Area Board grants (see above), volunteer time, Performance Reward Grants and other grant agencies.