

Melksham Community Area Partnership

Steering Group Meeting Thursday 20 January 2011



Abbreviations: WC – Wiltshire Council, PC – Parish Council, SG – Steering Group

Present:

Chris Holden (Chair), Colin Goodhind (Vice-chair), Sarah Cardy, Maggie Ledbury, Debbie Huntley, Davina Griffin, Wendy Luckett, Tim Jalland, Laura Pictor, Roy White, Brian Warwick, Jim Law, Bruce Sanders Miriam Zaccarelli

1. Welcome and apologies

Apologies were received from Abbi Gutierrez, Mel Rolph, Kane Fulbrook-Smith, Mavis King, Shirley McCarthy, Alfred Webbly.

Graham Ellis and Effie Gales-Sides have resigned from the SG.

Bruce Sanders was welcomed as an observer and a decision on welcoming him to the SG will be made at the next meeting.

2. Agree minutes of previous meeting on 18 November 2010

The minutes were agreed. Chris reported that he had not yet written to WC.

3. Matters arising:

a. Standing orders for meetings

A draft had been prepared and was tabled which would be read by all within 10 days. Although discussion can be made my email, decisions should not be.

ACTION: *Draft to be read by all and comments sent to Miriam within 10 working days.*

The importance of keeping the purpose of MCAP clear was stressed, and the need to maintain transparent processes. The possibility of training and induction for SG members was discussed, as well as a process for SG members to voice concerns and remain involved. It was suggested to carry out a survey regularly to assess how SG members are feeling about their role. It was felt to not be relevant to standing orders but to be a Partnership policy.

ACTION: *Miriam to create a handbook of policies and guidelines for SG members*

Laura reported that WfCAP are seeking ways to support CAPs and it was agreed that documents and guidelines would be useful if provided on the WfCAP website.

b. Spring River Festival

It was reported that no working group had been formed yet to plan the event and no date had been finalised. The purpose of the event was discussed and it was agreed to be important that resources be invested in events within the objectives of MCAP, which are primarily consultation, as well as publicise the work of MCAP. Colin explained that the decision to hold it came out of the success of previous events with Melksham 1st, and the river festival gathered groups and clubs together and would be a good opportunity to publicise MCAP.

Colin stressed that the working group should decide what happens. If it requires money and resources of MCAP the SG should agree the finances and see the objectives. Money should be spent on things within MCAP's objectives.

Laura suggested asking another organisation to run the event and MCAP support it and use it for publicity. It was agreed that as long as consultation was a significant element of the event it was within the remit of MCAP. Postponing it to

autumn gave time to plan a consultation to hold the event around, perhaps a river enhancement consultation.

Due to the short timeframe it was agreed to postpone the event to the autumn. Jim, Wendy, Colin and Chris volunteered for the group, and it would be widened to outside the SG. It will be a recurring item on the SG agenda.

ACTION: *Spring River Festival Working Group to meet and plan details further*

c. Letter to Parishes

This was reported to still be a work in progress.

ACTION: *Tim and Miriam to write to Parishes explaining MCAP.*

d. Consultation Group

The consultation group would need to meet to continue the work started in the summer 2010 and plan the campus consultation in February 2011.

ACTION: *Consultation Group to meet on 27 January .*

4. Role descriptions

Role descriptions had been drafted for SG member, Chair and Vice Chair. Those for Chair and Vice Chair were read by the group and agreed to be a good starting point.

ACTION: *Draft to be read by all and comments sent to Miriam*

5. Elect chair and vice chair

Chris and Colin left the room for this item and Miriam chaired. Jim proposed to re-elect Chris Holden as Chair and Colin Goodhind as vice chair. The motion was seconded by Brian and approved by a majority vote. The role of chair and vice chair were discussed and it was agreed to be important that the chair does not carry out activities without the full support of the SG. It is also important that SG members are involved in all activities and decisions. The primary role of the CAP is to consult. Roy reminded the group that the main job of the partnership is to help the AB come to decisions based on a wide range of views.

The group expressed appreciation of the hard work of Chris and Colin in their roles so far.

6. Reports from theme groups

a. Energy group

Chris reported that the energy group had met and were looking at alternative energy sources and the need to find ways of helping vulnerable people get energy saving lightbulbs fitted.

MCAP have been invited to have a stand at Love your Planet day and it was agreed that the energy group and MCAP would share a stand. It was clarified that the role of the CAP is to collate information and not purport an opinion.

b. Older People's Group

Brian reported that a successful first meeting was held on October 20 in which 52 people attended and John Thomson spoke. and the following one would be on March 7 at 10am at the Rachel Fowler Centre.

c. Health Group

Brian reported that he would be meeting with Maggie Rae, director of public health to plan ways forward for the health group.

Sarah suggested using the Joint Strategic Needs Assessment to identify the key issues for the Melksham area relevant to each theme group.

d. Community Safety

Colin reported that the neighbourhood tasking group meets with the community safety group every three months. A very successful Blues and Zuz event was held on 21 December in which 150 young people attended and there were no incidents afterwards. Touch2id enrolment has been successfully carried out and 130 young people have enrolled for a proof of age card in the Melksham area.

e. Waterways

Colin reported that the group has completed stage one of the consultation on the canal, and results of that would be on the website shortly. Andrew Jack of WC has been involved in discussions about questionnaires for the canal consultation but it had been agreed that the campus was a priority so efforts will be directed on that consultation before the canal. The next area of focus will be the general river corridor.

ACTION: *Miriam to put results on MCAP website*

ACTION: *Miriam to add Jim to waterways group*

7. Report from Villages

Tim reported difficulties in reaching the villages due to resistance as well as lack of time on his part. Effort will be made with Miriam to approach and suggest joint ways of solving village issues by making joint bids for funding to the Area Board. This would be very 'Big Society'. Roy agreed that if parishes get together to apply it would be easier for the AB to award funding. The role of the CAP is to help the AB prioritise funding.

ACTION: *Miriam and Tim to work further on this strategy*

8. Finance report

Chris reported that £6857 had been received from the Area Board but that Melksham Town Council, the only TC in Wiltshire who had been funding CAPs, would not be continuing to do so. They will however allow the CAP to use meeting rooms for free.

ACTION: *Miriam to find out if Melksham Without will continue to contribute*

9. Melksham Campus Consultation Strategy

Chris tabled a research paper that he had prepared to present at the Area Board Meeting at which the Campus proposals would be presented on 2 February. It outlined consequences of moving the library to a joint campus.

It was agreed to be important for the CAP to help people understand the facts so they could make informed comments.

WC need to make savings and a library of the future is not the same as a library of today. Concern was expressed about services moving out of town where older people would find access difficult.

The CAP could find out what services people want to include in the campus, and should not bias people. Nothing should go out from the CAP that states a position

It was felt that the paper could be seen as being biased so it was agreed not to submit the paper at the Area Board meeting on behalf of the SG.

Chris stated that he had written the paper as instructed by the SG in the December meeting. It was agreed to amend the minutes to reflect that, but that at this meeting it was agreed not to submit the paper.

It was agreed that the consultation group would look at what to include in the information to send out with the questionnaire. This was proposed by Sarah and seconded by Colin and carried by a majority vote.

The consultation group will make the questions for the questionnaire and decide how to consult, to be agreed by the SG at the next meeting.

10. Date of next meeting and meetings for the year ahead – Steering Group meetings, public meetings, finance meetings and AGM

There was no time to plan all future meetings but the following dates were set:

Consultation group meeting: Thursday 27 January, venue tbc

Next SG meeting to focus solely on the campus consultation: Tuesday 8 February, venue tbc