

Melksham Community Area Partnership

Steering Group Meeting Wednesday 20 April 2011



Abbreviations: AB – Area Board, WC – Wiltshire Council, SG – Steering Group

Present: Chris Holden (Chair), Colin Goodhind (Vice-chair), Sarah Cardy, Thelma Carr, Abbi Guttierrez, Alissa Davies, Wendy Lockett, Laura Pictor, Jim Law, Shirley McCarthy, Miriam Zaccarelli

1. Welcome and apologies

Apologies were received from Mel Rolph, Kane Fulbrook-Smith, Mavis King, Davina Griffin, Brian Warwick.

Tim Jalland has resigned from the SG and a letter of thanks will be sent.

Minutes of previous meetings had not been produced due to lack of time and will be ready by the next meeting.

ACTION: *Miriam to send letter to Tim*

ACTION: *Miriam to produce minutes for January, February and March SG meetings.*

2. Melksham Campus Consultation – where we go now

a. Letter to Melksham News

It was agreed to write a positive letter to the Melksham News thanking people for their participation in the consultation data gathered for going forward with the campus, as well as thanking the volunteers. It was agreed to include acknowledgment that people were disappointed with the AB's response but to balance that with the positive outcome of the amount of data.

ACTION: *Miriam to draft a letter to be checked by SG before sending to Melksham News.*

b. Letter to Wiltshire Council

People have already written individual letters to WC regarding disappointment with the process of the consultation and the AB meeting on 29 March and the appropriateness of writing one from the partnership was discussed.

People have asked that as the independent voice of the community should the partnership take the library issue further. Jim reported that Jon Hubbard had held a meeting after the AB meeting in which they discussed a referendum to keep the library. A referendum is purely advisory, not binding.

Colin stressed the importance of putting CAP efforts into making sure the voluntary library will be effective, regardless of whether it remains in the current building.

Thelma suggested we were going beyond the remit of the partnership which was to consult, not to get involved in the library. It was clarified that we are the voice of the community and can therefore consult on the voluntary library.

It was suggested to ask the AB for more details about the voluntary library but Abbi clarified that they have very little role and it is up to the Shadow Community Operations Board (SCOB).

It was suggested to write to WC asking what the voluntary library would consist of and where it would be, without expressing dismay at 'losing' the library.

Chris suggested sending to Cabinet the paper that he had written regarding the library but it was agreed to avoid appearing to be making a case for anything, as the

partnership has to remain neutral. Laura suggested submitting a report on the results of the consultation with any additional information to Cabinet. Suggestions could be made about what the voluntary library could be like based on the results of the consultation.

It was suggested to be useful to run a consultation to help with the implementation of the AB resolution to include a voluntary library

ACTION: *Miriam to arrange a meeting with cabinet members before their meeting in July to present results of the consultation and to ask about running another consultation on the voluntary library*

ACTION: *Miriam to write to WC to say we will be approaching Wiltshire Cabinet on how the voluntary library will be used etc.*

c. lessons from the consultation

The extent to which the consultation was listened to was discussed and it was suggested that expectations of the effect of the consultation had been unrealistically high. The secondary issue was the relationship between the AB and the CAP. (See agenda point 2.g.)

It was agreed that there had not been enough time and not enough people, causing it to be rushed. Colin suggested the SG should not have to do all the work and that volunteers are needed. It was agreed to reflect on lessons learned to bring back to the next meeting.

ACTION: *All to send feedback to Miriam*

The next consultation is likely to be on housing/planning in the summer. Wendy suggested holding a meeting in which someone from housing speaks, details are explained and attendees of the meeting are invited to complete a survey at the end of the meeting.

ACTION: *Miriam to talk to Anna Lee about housing consultations and how the CAP can get involved.*

It was agreed that next time a consultation is requested the CAP needs to be given more time. It was suggested to have a contract that outlines principals of working, without which a consultation would not be carried out.

ACTION: *Miriam to research the Wiltshire compact to get ideas*

d. How to thank the volunteers

It was agreed that a letter would be a sufficient to thank volunteers and the groups who invited MCAP to their meetings.

ACTION: *Miriam to draft letters and Chris to sign.*

It was agreed that Miriam should be paid for the extra hours (116) that she put in throughout the consultation in February and March.

e. Questions for Campus Team

Chris reported that he had sent a list of questions to the campus team. Sarah advised caution to distinguish between letters from Chris and letters from the SG. If letters are sent on behalf of SG, the SG needs to have approved it.

It was agreed that clarity of job descriptions was needed. Individuals should not be seen as campaigning for a particular cause and boundaries should be clear.

Chris expressed concern over the need to call a meeting before sending an email as chair of the SG and Shirley raised the need for a protocol for urgent communication – possibly a phone cascade.

Colin clarified that an agreement in principle by the SG to send some questions to WC would need to come before to sending questions to WC.

Chris has been careful not to write to the press with his opinions.

Abbi suggested not to ask questions to the campus team, but to instead leave it for the SCOB.

To conclude, if the chair is asked a question that requires a response on behalf of the SG he will have to ask for time until the SG has had a chance to consider it. All correspondence with Jonathan Seed should be passed by the SG. It was agreed to increase frequency of meetings to once a month, to make it easier for communications.

f. Town Poll on moving Library and Youth Centre out of town

It was agreed that this was not the business of the partnership and the CAP would not be involved. There had been a request to encourage people who had expressed concerns about the library to attend the town meeting on 3 May to ensure winning the vote for a town poll but it was agreed not to be appropriate to encourage anything.

The chamber of commerce would be holding a meeting on 26 April about moving forward constructively in Melksham. Miriam had been asked to present results of the consultation and it was agreed that it would be appropriate to do so.

ACTION: *Miriam to present results at Chamber of Commerce meeting*

g. Collaborative Event with Area Board

There was a suggestion to hold collaborative event in which to discuss ways of working together with CAP. The focus will not be about the Campus. Abbi suggested to include next years plan and building better working relationships. There could be presentations from the theme groups. Comments from members of the AB do not represent the AB and there is in general not a bad relationship. The event would not be a conflict resolution event but would simply be about how to work more effectively together and understand each others roles. The CAP is potentially very valuable to the AB.

ACTION: *Miriam to find a date and organise it.*

h. Shadow Community Operations Board (SCOB)

The AB will decide who will be on this board and the CAP have expressed an interest. There was a lack of clarity about whether members on the SCOB were there as individuals or to represent parts of the community. Abbi suggested the need for a job description and explained that the purpose is to have a group similar to a board of governors on a school, to have local involvement that can influence the development of the campus instead of a project manager. The group will call on specific people/groups when the issues arise. It will be managed by WC and the Terms of Reference for the SCOB are out for consultation.

ACTION: *Miriam to find out job description details and Terms of Reference from Lucy*

3. Recruitment of Steering Group members

Bruce Sanders who had attended the last meeting did not want to join the SG.

It was suggested that a volunteer coordinator is needed on the SG to run a volunteer programme as the role of the SG is to develop strategy but not to carry out the actual work at events.

4. Recruitment of volunteers

Jim reported that the 55+ Forum is very successful and that people could volunteer form there. It was agreed to set up a volunteer sub group. Colin and Sarah and somebody from GROW would be included. The internet, library, TIC and local magazines could be used to find volunteers and a volunteer champion could be created.

ACTION: *Abbi will find out who to talk to from GROW*

5. Wiltshire Council household survey

Abbi reported that WC are offering one A4 page for £200 in their general household survey that will be sent to random houses throughout Wiltshire. The CAPs from each area could contribute their own page for the surveys that would go to their area. It was suggested to include questions about volunteering and possibly transport. The volunteer sub group can decide what questions to ask.

ACTION: *Miriam to find out what questions are going to be in house hold survey.*

ACTION: *Volunteer sub group to meet.*

6. Forward plan for the rest of the year

As there was no time, it was agreed to defer this item to the next meeting.

ACTION: *Miriam to produce skeleton work plan for the next meeting.*

Abbi raised the fact that the MCAP branding does not match anything on the MCAP website.

ACTION: *Miriam to speak to the website designer.*

7. Date of next meeting

Tuesday 17 May 2011, 7pm – 9pm, venue tbc.