

Melksham Community Area Partnership

Steering Group Meeting

MINUTES

Tuesday 17 May 2011, 7pm



Present:	Action
<p>Chris Holden (Chair) Colin Goodhind (Vice-chair) Abbi Gutierrez, Laura Pictor, Mavis King, Sarah Cardy, Davina Griffin, Barry Dalton, Jim Law, Miriam Zaccarelli</p>	
<p>1. Welcome and apologies</p> <p>Chris welcomed Barry to the meeting as the police representative. Apologies had been received from Brian Warwick, Wendy Luckett, Shirley McCarthy and Thelma Carr.</p>	
<p>2. Minutes of previous meetings in January, February, March, April 2011</p> <p>As they had been sent out late, it was agreed to take them home to read and submit comments/alterations to MZ.</p> <p>DG raised the issue of a protocol for urgent communication as it had not been resolved at the last meeting. It was agreed to make this an agenda item for the next meeting – protocol for urgent communication and for decisions being made between meetings.</p> <p>CH reported that he had been asked to ‘rock boats’ as his role as the CAP chair and responded that it was not his role to do so as the CAP has no opinions. He was asked then if the CAP has ‘concerns’. This would need to be explained in the protocol. It was agreed that members of the SG should be able to put their own opinions to the side to make sure the opinions of the community are heard.</p>	<p>ALL to read and respond</p> <p>MZ to draft a protocol for urgent communication by next SG meeting</p>
<p>3. Matters arising:</p>	
<p>a. Letter to Wiltshire Council</p> <p>MZ has a route into the Cabinet via Stuart Wheeler and will approach him to request a meeting with Wiltshire Cabinet.</p>	<p>MZ to approach Stuart Wheeler</p>
<p>b. Lessons from the consultation</p> <p>MZ had circulated some suggested lessons learned. These will be taken on board by the consultation group at their next meeting, and further feedback to be submitted to MZ.</p>	<p>All to submit response to MZ</p>
<p>c. Shadow Community Operations Board</p> <p>It was reported the CG had been chosen to be on the SCOB for Melksham but clarification was needed on whether this was as an individual or as a representative of the CAP. CH reported that three names had been put forward on the expression of interest form so that if one could not make it to a meeting there would be two alternatives.</p> <p>It was explained that the Young People’s group would feed through the CAP to be represented on this group.</p> <p>A Parish and Town Council representative still needs to be decided.</p>	<p>AG to get clarification on the role and on whether a representative could attend SCOB meetings on behalf of CG.</p> <p>AG to ensure a rep from the PCs and TC is on the SCOB</p>

<p>d. Collaborative Event with Area Board</p> <p>Several dates had been offered by email and confirmation still needs to be made. The purpose of the event is to build a good working relationship between the AB and the CAP, and to use plans for next year to work on that relationship. It was agreed to be good simply to meet each other as there is no real opportunity usually. The event could be in a nice venue with perhaps food. It will be important not to spend much money on food so it was agreed that attendees could all bring some food to contribute. A possible venue could be Cleeve House, Seend.</p>	<p>MZ to clarify the date of the meeting, and venue.</p> <p>MZ and AB to meet to plan the event, and possibly involve Roy White.</p>
<p>e. Recruitment of Volunteers</p> <p>The volunteer sub group needs to meet to discuss recruiting new SG members. The volunteer centre can be used to find volunteers.</p>	<p>MZ to set up a meeting and find someone from GROW</p>
<p>Wiltshire Council household survey</p> <p>WC were planning to run a survey to random households across the county and AG reported that there has been some resistance to CAPs having a page each in this county-wide survey so it has been delayed till October.</p>	
<p>River Festival</p> <p>It was clarified that the purpose of any event run by the CAP should be consultation. If the CAP has something to consult on then an event should be tailored around that specific consultation. A river festival would be suitable if a water themed consultation was taking place, but it would not be appropriate to run a River Festival and then try to fit a consultation into it.</p> <p>It was explained that such events had been successful before and the evaluation of the success of them was requested before making a decision to hold another.</p> <p>Once there is a strategy for recruiting volunteers then this type of task could be taken on.</p> <p>Sarah suggested running an event as was run in 2000 around shaping the future, in which the first community area plan was started, by asking people what they wanted for the future of the town.</p> <p>It was agreed to think further about the idea. The working group that was agreed last year would have to meet to discuss it and bring a plan back to the SG.</p>	<p>River Festival subgroup – Colin, Wendy and Jim – to meet.</p>
<p>4. Update from theme groups</p> <p>None of the theme groups had representatives to report.</p> <p>MK asked about the decline in village representatives and since Tim has resigned from the SG it was agreed to write to all the PCs to recruit a new village representative.</p> <p>Ensuring young people's involvement in the CAP was discussed. CG regularly attends the CAYPIG meetings and if the CAP have something to consult on the opportunity is there. The next Community Safety Group will be held at the Canberra Youth Centre to engage the young people. An informal attendance at the CAYPIG to discuss the first draft of the Community Plan once it is ready would be a good idea. Young people may come to an SG meeting if there was a specific issue but were not likely to join the SG.</p> <p>The young people will have input to the SCOB through the CAP so there is an opportunity for working together already.</p> <p>Update from CAYPIG should be a regular item on SG agenda.</p>	<p>MZ to keep young people on the SG agenda</p>

<p>5. Finance</p> <p>MZ reported that the finance report will be circulated by email shortly.</p>	<p>MZ to circulate finance report</p>
<p>6. Forward Work Plan 2011</p> <p>A draft work plan was tabled and will be taken home to think about. Ideas for forward working would be sent to MZ by email.</p> <p>The Community Plan was agreed to be the priority in the work plan. It was suggested to look at the Joint Strategic Needs assessment to influence the community plan with indices of deprivation and housing needs etc. All the data to go into the community plan needs to be collated and main needs prioritised and mapped across the community.</p> <p>Village fetes can be used to present the plan as well as an opportunity for recruitment for volunteers</p> <p>What the community says needs to be mapped alongside what the JSNA identifies as needs for the community. The chapters of the Community Plan to work on first need to be identified so they can be ready for the village fetes. All the data collected so far needs to be analysed before consulting further. Results have not been fed back to people yet on the results of the general consultation that has been done so far. The emphasis now should be on identifying possible solutions for the issues that have been identified and encouraging people to provide the solutions.</p>	<p>ALL to send ideas for work plan to MZ.</p> <p>MZ to write to parishes to find out when village fetes are.</p> <p>MZ to work the Community Plan into the forward work plan.</p>
<p>7. Events</p>	
<p>Representatives from the group were requested for upcoming events.</p>	
<p>a. WfCAP meeting May 18</p>	<p>MZ to attend.</p>
<p>b. Civic Service – June 5</p>	<p>CH to attend</p>
<p>c. Food Fair – July 10</p> <p>A theme will need to be decided for the stall and any consultation agreed on by the SG. AG will be holding a stall at a similar event in Bristol and will contribute any equipment used. A small questionnaire could be made for the event.</p>	<p>JL and MZ to run a stand.</p>
<p>d. Carnival/Party in the Park – July 16.</p> <p>A stand will be booked for this event and volunteers can be recruited. Something on the community plan can be presented at the stall. This can be discussed more at the next SG meeting.</p>	<p>MZ to book place at stall</p>
<p>8. Volunteering strategy consultation</p> <p>The details of this consultation are on the WC website: http://consult.wiltshire.gov.uk/portal/community/volunteeringstrategy</p>	<p>Volunteer sub group to look at this.</p>
<p>9. Date of next meeting</p> <p>Thursday June 16 2011.</p>	