



Melksham Community Area Partnership

Minutes of the Steering Group Meeting

Held on Thursday 15 July 2010

Melksham Divisional Police Headquarters

Present:

Chris Holden, Chair
Sarah Cardy
Thelma Carr
Graham Ellis
Davina Griffin
Kevin Harmsworth
Pauline Helps

Mavis King
Jim Law
Laura Pictor
Brian Warwick
Alfred Webly
Jerry Wickham
Miriam Zaccarelli

Abbreviations used: SG – Steering Group, WC – Wiltshire Council, MWPC – Melksham Without Parish Council

1. Apologies and welcome

The group introduced themselves and apologies were received from Lee Emery, Colin Goodhind, Tim Jalland, Abbi Gutierrez, Effie Galesides and April Law.

2. Committee Business

It was announced that Alison Morley has resigned from the group due to many commitments. Miriam Zaccarelli's title has changed from Partnership Officer to Partnership Coordinator. It was agreed that the Melksham Climate Friendly group be given a seat on the Steering Group.

3. Agree minutes of the previous meeting held on May 13 2010

Corrections were received for the spelling of Alfred Webly's name. Discussion arose around the minuting of Brian's point about single issue pressure groups. It was clarified that if someone is not happy with the response from a theme group then the issue could go to the SG, not the person.

It was clarified that the minutes should read:

It was agreed that someone could write in with an issue, the chair speak to the relevant subgroup and resolve it to the best of his ability within 14 days, after which it should simply be reported back to the SG. If it is not sufficiently dealt with the **issue** should be allowed time on the agenda at the next meeting.

Chris explained that with this understanding he had emailed the SG with a response to an individual to seek approval from the SG, upon which the response was sent. It was suggested that agreeing things by email is not a satisfactory method, as not everyone is copied in to every response and decisions should be openly transparent or it can feel like not everyone is involved.

It was asked why people could not be allowed to present their issue to the SG for two minutes and it was explained that no business would get done. It was suggested that if the issue could be raised at a meeting it could be knocked on the head. Kevin suggested the CAP meeting follows the methods used at Area Board Meetings. It was stated to be inappropriate to bring theme group activity to the SG. The issue is how decisions are made and Brian's suggestion of standing orders was reinforced, so that the decision making process is clear. Brian proposed that a small group look at standing orders.

Alfred stressed the importance of getting communication going and involving the wider community. If he is sent more information he can pass it on to other people. It was agreed that meeting every two months was too infrequent and that the SG will meet every month.

Brian proposed to accept the minutes as amended and Jim seconded.

ACTION: Miriam to amend the minutes

4. Matters Arising

a. Service campus

Neil Ward's role has been taken over by Charlotte Moore and there will be a consultation table next to the CAP stand at Party in the Park. The CAP will remain independent of WC.

Concerns were raised that WC are proposing to close Christie Miller and the Blue Pool, and it was explained that assurance had been given that nothing would be shut down until new facilities were in place. Kevin stated that at the CAYPIG meeting the previous night the young people had been consulted and discussed the possibility of locating the service campus near the new school.

Thelma raised concern that when questioned at the Area Board Meeting in Seend Neil said that the money for the new building would be borrowed.

Writing to the press was discussed and it was clarified that the role of the CAP is to facilitate consultation and make sure people in the area have their voices heard. Needs have to be looked at rather than telling people what the Council is going to do.

b. Finance group

The finance group met on 13 July and agreed a budget which was deferred to item 5.

c. Community plan

A group met on 2 June to discuss the community plan where it was agreed to use the template of the previous plan and fill it in as consultations progressed. It will be on the website and be a living document.

d. Guidelines on consultation

These had been produced at the Consultation Group Meeting on 3 June and circulated.

ACTION: Miriam to arrange another date for the group to meet

Chris reported that a street lighting consultation will be necessary as a trial on conserving lighting in Tidworth and Urchfont had taken place and a meeting would be held in Urchfont to explain it. Melksham Climate Friendly Group are keen to get involved.

e. Carnival

Miriam reported that plans for the carnival were to hold a stand and drive a float through the carnival. Members of the SG volunteered to take turns at the stand.

Graham reported that at Atworth village fete it was difficult to generate interest as the village fete atmosphere meant that people were not keen to discuss issues but that it was very good to get the name of the partnership known.

It was suggested that with a regular presence at village events people may become more inclined to contribute, especially if they see the consultation making a difference. It was noted to be important to consider consultations at every level, from the regional spatial strategy to county, area, and village, and how they all coordinate and work together.

It was agreed to look at parish plans and incorporate them in the community area plan.

ACTION: Miriam to obtain parish plans from parishes

f. Pubwatch

Jim reported that he went to the Pubwatch meeting on 19 June which very few attended. The secretary, treasurer and chair all want to leave so the three positions need to be filled. Taking on the secretarial role of Pubwatch was discussed but it was agreed that Pubwatch has to be run by pubs themselves. MCAP is a consultation group, not a functional group.

Discussions arose about the safety of Melksham at night and it was agreed that Pubwatch is important for the community and that the CAP could promote it but that it requires an individual to volunteer to support it, not the CAP.

It was agreed that the larger licensees like Waitrose and Sainsburys should contribute to Pubwatch and that the CAP can talk about how to enable that but not to do it.

It was proposed to ask the Community Safety theme group to write to licensees to ask for contributions to enable the employment of someone to keep Pubwatch running.

ACTION: Colin to get Pubwatch on the Community Safety group agenda

5. Finance report

Chris tabled the finance report and added that MWPC has provided £2000, which is the cost of another major consultation. The plan to create two major consultations every six months was agreed. There will be a contingency fund of £2750 which is 3 months of Partnership coordinator cost.

Chris reported that Jonathan Seed has no issue with the CAP bidding for further funding as long as it is within the Area Board's 20% allocated.

ACTION: Chris to send out revised finance report with contingency built in.

It was agreed that approaches to Parish Councils would be made when sufficient work had been done to demonstrate the benefit to them. That would also be the time to ask for support with rooms for meetings in the parishes.

6. Theme group reports

Chris requested that each theme group get 3 months worth of meeting dates booked up so that a page can be taken out in the Melksham Independent News to advertise the dates.

a. Community safety

A neighbourhood watch event will be held on 11 September from 7.30am with further details to follow.

b. Health

Brian reported that there will be an older people's event on 1 October, at which the CAP are invited to have a stand.

c. Sports

At the Sports facilities meeting in May Neil Ward gave a presentation about the planned service campus and discussions were held to ensure that all the sporting requirements were taken into account.

Laura reported that WFCAP had a meeting about alternative sports (Wiltshire Action Youth Sports) for young people who are usually excluded from mainstream sports.

d. Transport

Jim raised concern about the increase in traffic at Queensway because of the new school and Kevin reported that issues have been coming to the police and a team will be looking at the issue.

e. Waterways

The open consultation continues and will be extended to Semington. Once the comments have all been returned a detailed questionnaire will be prepared by the Consultation Group.

ACTION: Miriam to send all minutes of all theme groups by post and email.

7. Villages

As Tim was away there was nothing to report.

8. Vision and Mission Statement

As the role of the CAP needs to be defined more clearly the August SG meeting will focus on that. As the CAP will be meeting monthly, bi-monthly will be to tackle specific issues and the other months will be business as usual.

9. Full Partnership Meeting – 27 July

A working group of Davina, Sarah, Chris and Miriam was set up to work on this.

10. Bowerhill Field

There was a request from MWPC to the CAP to support their claim to keep the Bowerhill field for recreation use. It was agreed that as the CAP's role is consultation it would not be appropriate to have an opinion on this issue.

This highlighted the fact that a mission statement and standing orders are needed to clarify the remit of the CAP.

11. Any other business

Chris reported that he had been accused of being biased in the waterways theme group and so was referring the issue to the Area Board.

An older people's group will meet on 21 September between 10am and 12noon at the Melksham Assembly Hall.

12. Date of next meeting

The next meeting will be 26 August with venue to be confirmed.