

**Melksham Community Area Partnership**  
**STEERING GROUP MEETING**



Minutes of the meeting held at Melksham Police Headquarters

May 13 2010

**Present:**

Chris Holden, Chair  
Sarah Cardy  
Thelma Carr  
Lee Emery  
Effie Gales-Sides  
Davina Griffin  
Abbi Gutierrez  
Kevin Harmsworth  
Colin Goodhind  
Mavis King  
April Law  
Jim Law  
Wendy Lockett  
Stephen Morgan, Wiltshire Council (for agenda item 2)  
Laura Pictor  
Neil Ward, Wiltshire Council (for agenda item 2)  
Brian Warwick  
Miriam Zaccarelli

*Abbreviations used: TC – Town Council, SG – Steering Group, WC – Wiltshire Council*

**1. Apologies**

Apologies were received from Graham Ellis, Pauline Helps, Tim Jalland, Ali Morley, Alfred Webbley, Jerry Wickham

**2. Neil Ward (WC) – service campus explanation**

Neil gave a presentation outlining plans for the service campus in Melksham. The council currently provides services in 9 buildings in Melksham and the proposal is to co-locate them for efficiency as well as to provide home visits instead of requiring people to come into offices for services. The properties are not designed around the services that the Council wants to offer in Melksham and carbon emissions are high. WC want to consult on opportunities for consolidation of services, service needs and accessibility of services.

Questions were raised regarding the suitability of combining services and it was explained that consultation is to find out the strength of existing links between services.

The issue of travel was raised and Neil explained that this initial focus will be on what the service needs are, with possible sites looked at in the autumn, when travel issues can be addressed.

As the Christie Miller Sports Centre needs replacing the service campus needs delivering in a reasonable timeframe. As it will be reducing costs it has a good case for being funded. 12 – 19 year olds have already been involved in providing comments and the youth centre is part of the plan. Sunderland was given as an example of where co-locating services has been a success.

It was agreed to prioritise looking at community needs before service needs in consultation.

It was stressed that the role of the CAP is in consultation of the proposal and it was agreed to include consultation on the service campus in the CAP website.

There is a possibility to link with consultation events that the CAP already has planned. A list of upcoming events where the CAP will be consulting will be forwarded to Neil. It was agreed that it would be more effective consulting under the banner of the CAP than WC as the CAP can latch onto the community need.

**ACTION:** Neil will identify the 9 buildings and the service that are already provided in them.

Miriam will forward a list of upcoming dates to Neil

### **3. Salary of Partnership Officer**

Miriam left the room for this item.

The salary of the partnership officer was discussed and as she is self-employed from April the hourly rate will increase from £10 to £12.50 per hour.

### **4. Agree minutes of the previous meeting held on March 11 2010**

The minutes were agreed as a true record but issues were raised regarding action points and follow up.

**ACTION:** Miriam to ensure that agreed action points get completed and a list of action points are sent with the minutes of each meeting.

### **5. Matters Arising**

#### **a. Finance of consultation**

Concerns were raised that the agreed finance committee that was set up at the first meeting has not held a meeting and no budget had been agreed for expenditure.

The finance committee was agreed to include Thelma, Effie and Chris. Thelma was nominated by Effie to be Treasurer, seconded by Jim, agreed unanimously.

**ACTION:** Chris to contact the finance group to arrange a meeting and agree costs of each cycle, as well as a budget for the year.

Miriam to forward a copy of the finances so far and include a financial report at each SG meeting.

It was agreed that the group use community transport facilities to transport vulnerable residents to consultation meetings.

#### **b. Community plan group**

A Community Planning Group had not been formed, and is needed to start work on the plan, and identifying areas for consultation. It was agreed that decisions on consultation need to be made with the agreement of the whole SG.

**ACTION:** Lee to arrange a meeting to plan the Community Plan.

#### **c. Guidelines on consultation/ constitution of CAP**

It was clarified that the role of the Partnership is not to give personal views but to be concerned about how to gather views of people. The function of theme/working groups is to find out issues. If people think that working groups are not working efficiently or if a certain issue is not being adequately addressed there has to be a route for the issue to be raised.

Chris clarified that an email that was sent including a sentence from the constitution was from a previous version. The sentence 'Single interest pressure groups should elect a representative' will be included in the revised constitution, to be agreed at the next Full Partnership meeting.

The process for allowing single issue pressure groups to be represented at SG meetings was discussed and it was agreed that the SG cannot determine what another group does, only what it allows to happen at its meetings.

Concerns were raised about setting a precedent allowing anyone in and it was clarified that although the Partnership is open to anyone living, working or with a genuine interest in the area, the SG is not. SG meetings still have to be open and advertised publicly and people can come and sit in, but if someone wants to get something on the agenda they have to request it.

The framework for allowing an item on an SG agenda was discussed. There was concern that if the agreement of the whole SG is needed to allow an item on the next meeting's agenda, it could then take four months for an issue to be addressed, as SG meetings are every 2 months.

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 person should be allowed time on the agenda at the next meeting.

Some members of the group expressed concern at not feeling involved in decisions and it was requested that such concerns be raised immediately instead of waiting until SG meetings.

Once the Community Plan groups starts and once the website is running a lot of communication problems will be solved as all minutes of all meetings will be available. Until then the minutes of all the theme groups will be circulated to the SG.

There was concern about the little representation from the villages and it was agreed that minutes of SG meetings be sent to Parish Clerks as well.

The issue of taking meetings the villages was raised and it was clarified that without a reason or issue for taking a meeting to a village it would not be relevant. It was explained that Tim Jalland is liaising with the villages and has been giving presentations to Parish Councils and Chris will get in touch with Tim to provide a timetable for visits to villages. Tim is also in the process of securing sites at all the village fetes to promote the CAP.

Chris reported that he has spoken to Andrew Jack about Consultation methods and that he suggested there be two iterations: 1. Presentation of information. 2. These responses then inform the creation of a questionnaire. In terms of the Waterways Group, the proposed route has already been presented, and the consultation process is gathering general comments from which a detailed questionnaire can be formed.

Davina raised the importance of the process of consultation. With the Wilts and Berks canal consultation, the route is the starting point, which involves an assumption. The consultation needs to come from further back as some issues may be more contentious than assumed.

It was clarified that if a project is already in progress it is necessary to make it very clear if it is totally open or if people are able to give new ideas.

It was agreed to put more importance on assessing the needs of the community than the needs of a service.

It was agreed that the document on consulting that had been circulated was useful but it was a shame there had not been time to read it before the meeting. Brian recommended that we put in place the consultation document and agree a meeting to talk about the principles of consultation. A date will be decided by email and an extra meeting will be held to discuss these issues.

***ACTION:*** Miriam to circulate minutes of all theme groups to the SG  
Miriam to ensure all minutes of all theme groups are uploaded to the website  
Miriam to send minutes of SG meetings to Parish Clerks  
Chris to provide a timetable of visit to villages to SG  
Miriam to arrange a consultation meeting of the SG

#### **d. Report on South West Market and Coastal Towns Conference at Tiverton**

This was not complete.

**ACTION:** *Miriam to send by email.*

#### **e. Becoming a Charity**

Miriam gave a brief outline of the presentation given at Chippenham about becoming a charity and Laura explained that the only issue is with membership. As it was not a pressing issue it was agreed to defer this item to the next meeting for a decision.

#### **f. Carnival working group**

Miriam explained that the plan of the Carnival working group is to have a stand at party in the park and a 'float' in the carnival made of a car with information boards attached. People will walk alongside dressed up giving out leaflets with a tear off slip for people to write any issues they have. These will be to gather data to formulate questionnaires. The same boards will be used at the stand in the park and at village fetes. Meetings with a designer have indicated that designing and producing the boards will cost around £700.

**ACTION:** *Miriam will send a detailed summary by email.*

#### **g. Leaflet**

A draft leaflet was distributed and will be sent out by email for approval.

**ACTION:** *Miriam will send the draft by email.*

### **6. Laura Pictor (WFCAP)- Explaining role of CAPs and Consultations**

Laura gave an outline of the role of CAPs in running consultations and creating community plans. A summary of her points will be circulated with the minutes.

**ACTION:** *Laura will send the summary by email.*

It was agreed that as time was running out, the remainder of the agenda items that were information only be dealt with by email.

### **7. Update from theme groups**

A full update of all themes will be given by email.

**ACTION:** *Miriam will send the report by email.*

Under Community Safety, Kevin raised the disbanding of Pubwatch and asked if the CAP would take it on. It was acknowledged that when Pubwatch was introduced it transformed the Town Centre. In principle the group agreed to support Pubwatch. Sarah raised concern over the resources that the CAP has and suggested raising it with Melksham TC.

Jim Law volunteered to take the lead on Pubwatch and all were in favour. A statement will be issued worded in a way that indicates the importance of Pubwatch and the support of the CAP.

**ACTION:** *Jim will take the lead on Pubwatch*

### **8. Questionnaires**

This will be deferred to the consultation meeting.

### **9. Future major consultations – broader theme groups**

Miriam reported that Melksham Town Council would like to have a representative on each of the theme groups, and at their meeting on May 17 they can decide the representatives. The group agreed that it would be suitable to involve the Town Council.

Chris explained an idea to broaden the theme groups into wider categories in order to make consulting easier, and the suggested groupings will be sent out and agreed by email.

***ACTION:*** *Miriam will send the list by email.*

Chris requested that people from the SG to head up each of the themes once they have been decided.

Laura stated that WFCAP are looking to encourage someone from each CAP to promote diversity/inclusion – an inclusion champion who makes sure that consultation happens across the board and the CAP operates in an open way. WFCAP are looking to organise a network of all the inclusion leads (once CAPs appoint them) that may also be able to meet occasionally with Equalities & Diversity Manager of Wiltshire Council.

Brian raised the similar issue of an older people's champion to be a part of the forum / involve network at County level so that local fora at grass roots level have the opportunity of access to National Government via Advisory Forum UK.

Chris asked for someone to run an older people's forum and be represented on the SG.

## **10. Villages**

As Tim was not present this was deferred until the next meeting.

## **11. Full partnership meeting – agree a date**

This will be done by email.

## **12. Gypsy and traveller consultation**

The WC consultation event in Devizes had shown that traveller settlements tend to be along major roads. It was clarified that the current consultation is on criteria for deciding sites, not on actual sites. Sarah suggested that lessons be learned from the sites at Semington, which Kevin can provide information on.

***ACTION:*** *Miriam will forward the consultation information*

## **13. Older people's forum / Age No Barrier Week**

Brian outlined the purpose of Age No Barrier week from July 10 to promote intergenerational activities. It was agreed to give it full support.

## **14. New partners in the partnership**

It was agreed that the Melksham Climate Friendly Group and CAYPIG as two groups that would like to join in with SG meetings.

## **15. Report on WFCAP conference held on May 8 2010**

## **16. Summer of fun 2011**

## **17. Allotments**

## **18. Vetting principle for articles in press**

The above items were agreed to be deferred to the next meeting.

## **19. Date of the next meeting**

The next meeting of the Steering Group will be held on July 15 2010 at the Police headquarters