

**Chesham Action Partnership
Management Committee Meeting
Monday 24th November 2008 at Chesham Town Hall**

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr Fred Wilson (Vice-Chairman)	Chesham Chamber of Trade and Commerce
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council
Cllr Merrin Molesworth	Chesham Town Council
Mr Bill Richards	Chesham Town Council
Ms Mora Walker	Chesham Museum
Cllr Noel Brown	Chiltern District Council (CDC)
Cllr Hugh Wilson	Buckinghamshire County Council (BCC)
Ms Rachael Tomkins	Community & Youth Engagement, BCC
PC Kevin Flint	Thames Valley Police
PC Phil Thomson	Thames Valley Police
Ms Irene Perrin	Shed@ThePark
Mr Anthony Hawkins	Vapour Web
Mr Thomas Pirouet	Chesham Youth Council
Ms Angela Martin	Adult Learning & Libraries, BCC
Mr Phil Folly	COPAG

Apologies:

Management Committee: Mr David Gardner – Chiltern District Council, Mr Ken Austin – Chesham Community Vision/Chesham Environmental Group, Cllr Mohammad Fayyaz – Anjuman-ul-Muslameen, Mr Geoff Gigg – Paradigm Housing, Ms Anthea Walker – Paradigm Housing, Ms Julie Murdoch – Business Link, Ms Barbara Richardson – COPAG, Cllr Peter Yerrell – Pond Park Community Association, Cllr Gill Walker – Chesham Town Council.

Mrs Daphne Clarke – Chessman & Partners, Mr Stephen Moore – Bucks PCT, Ms Gill Gowing – CDC, Mr Chris Schwier – BCC, Mr Kevin Patrick – Chesham Park Community College, Mr Paul and Mrs Hazel Hopkinson – Blue Haze, Ms Deborah Taylor – Bucks PCT, Mr Malcolm Godwin – BCC, Ms Maureen Bruce – Community & Youth Engagement, BCC, Ms Jenny Mainwaring – Culture & Learning, BCC, Ms Claire Young – Bucks Fire, Ms Sue Hawes – Paradigm Housing.

1. Welcome

Dr Tom Gorsuch (TG) welcomed everybody to the meeting and explained that, although this was a meeting of the Management Committee, it was being conducted as an open meeting that non-committee members could attend. Non-committee members were requested to indicate to the Chairman if they wished to speak at the meeting.

2. Minutes and Report of the Meeting of 21st October 2008

The minutes of the meeting of the 21st October 2008 were agreed as a correct record. TG queried whether members wanted honorifics to be used in the minutes and requested that members express their views via email when they receive the next set of minutes.

The committee expressed its satisfaction with the Chairman's Report of the meeting that was posted on the www.chesham.gov.uk web site.

TG asked the committee whether the minutes of Management Committee meetings should only be circulated to the committee, or whether they should be circulated to the broader ChAP distribution list. It was agreed that the minutes should be sent to the broader distribution list.

3. Progress

(i) Bank Account

Mr David Carter (DC) reported that the bank account documentation is currently being processed by Lloyds TSB. Mr Fred Wilson (FW) informed the committee that Chiltern District Council has confirmed that they approve the transfer of the revitalisation funds from the Chesham Town Centre Consortium account to the ChAP account.

(ii) Press Officer

FW volunteered to act as Press Officer. However, FW requested that if anybody with PR experience would like to take on the role of Press Officer, they should contact him.

(iii) Town Centre Group

FW reported that an email had been sent to Mr Rod Culverhouse, a town centre retailer, who had expressed concern at the possible lack of retailer representation within ChAP. The email proposed the formation of a town centre-focused group that would be affiliated with ChAP and invited Mr Culverhouse to be involved in establishing the group. A reply has been received from Mr Culverhouse to say that he is considering the matter.

Cllr Hugh Wilson joined the meeting.

4. Current Projects

TG informed the committee that, in response to the projects form sent to the ChAP distribution group, details of eight projects, and an audit of extended services from Chesham Park Community College had been received.

It was noted that assistance with publicity was a common requirement of projects. A discussion was held on how ChAP could assist with publicity. There was a consensus

of opinion that publicising projects within the ChAP distribution list would be the best way that ChAP could help to raise awareness. In addition, dissemination of information to relevant groups would help to promote “cross-fertilisation” amongst ChAP affiliates. The group discussed the potential for ChAP to raise awareness more broadly across the community. The concept of a regular ChAP column in the Bucks Examiner was mooted. Mr Bill Richards (BR) offered to raise this suggestion at a forthcoming meeting with Bucks Examiner staff. FW offered to take on production of this column as part of his Press Officer duties, but requested that people supply him with text and images relating to their particular projects.

Action: Mr Bill Richards and Mr Fred Wilson

It was also suggested that information could be disseminated through the Chamber of Trade and Commerce’s newsletter and through the ChAP section of the www.chesham.gov.uk web site.

As fundraising expertise is another common requirement of local projects, it was suggested that Mr David Gardner (DG) be invited to establish a ChAP sub-group specialising in funding. It was noted that DG has expertise in organising funding fairs that provide opportunities for projects to learn about sources of funding available to them. BR volunteered to participate in the funding sub-group.

Action: Mr David Gardner and Mr Bill Richards

FW opined that it will be necessary to establish criteria by which ChAP provides funding , as it will be able to provide small quantities of money in a “seeding” role.

A discussion was held on each of the submitted projects and the specific needs of each project. A summary of each project and its needs is given in Appendix One.

Ms Mora Walker left the meeting.

5. Identifying Gaps

TG referred to the Chesham Community Vision (CCV) document, which is the guiding principle of ChAP. The aims of the CCV are divided into four areas: Community, Environment, Transport and Economy. TG opined that the majority of the projects submitted are community-based. Whilst there are a number of groups actively working on environmental issues in Chesham and there is a taxi-bus pilot project that falls under the remit of transport, there is a lack of activity regarding the economy.

A discussion was held on possible economy-related projects. It was agreed that TG, DC, FW and BR would collect together all the points raised during this discussion and circulate them.

Action: Dr Tom Gorsuch, Mr David Carter, Mr Fred Wilson and Mr Bill Richards

6. Any Other Business

(i) Local Area Forum and Neighbourhood Action Groups

The group discussed the idea of ChAP becoming the Local Area Forum (LAF) for the Chesham area. TG and BR will develop an outline proposal on this. BR offered to approach Ms Alison Derrick and Mr Kerry Stevens at BCC about the Chesham LAF.

Action: Dr Tom Gorsuch and Mr Bill Richards

It was also noted that there would be overlap between ChAP and the Chesham Neighbourhood Action Groups (NAGs). PC Kevin Flint (KF) agreed to investigate whether, constitution permitting, it would be possible for the NAGs to join with ChAP.

Action: PC Kevin Flint

(ii) Identifying More Projects

FW expressed the view that the project forms received to date represent only a small proportion of the projects taking place in Chesham and asked how the ChAP project form could be distributed more widely. BR reported that an article on ChAP was published this week in the "Town Crier", the town council's newsletter. TG urged people who had not yet filled in forms to do so, and to pass the form on to anybody they know who is involved in a Chesham project. NB suggested that those organisations who had applied to the town council for a charitable donation could be sent a project form.

Mr Tom Pirouet (TP) offered to fill in a form on behalf of Chesham Youth Council.

Action: Mr Tom Pirouet

It was noted that the Youth Council submit a report to meetings of the town council every six weeks. KG will forward the next Youth Council report on to the Management Committee.

Action: Ms Kathryn Graves

BR will produce a project form for the Chesham Olympics project.

Action: Mr Bill Richards

(iii) Chiltern District Council Core Strategy

FW informed the meeting that he had received a consultation letter from CDC for the attention of the local revitalisation group, which ChAP now represents. The letter asks whether the selected strategic option of concentrating development around Amersham, Chesham and Chalfont St. Peter raises any particular issues that need to be picked up in the Core Strategy. The deadline for replies is the 14th December 2008. KG will circulate the consultation letter with the minutes of this meeting for comment.

Action: Ms Kathryn Graves

7. Date of Next Meeting

The group considered at what time future meetings should be held. It was noted that daytime meetings were difficult for retailers to attend, whilst evening meetings were problematic for others. After a brief discussion, it was agreed that the next meeting would be held on **Monday 26th January at 4 pm**, but members were asked to indicate their general preferences to the Secretary.

The meeting closed at 4.42 pm.

Appendix One

Project Summaries

(1) MEND

MEND (Mind Exercise Nutrition Do It!) is a treatment group run over 10 weeks during term-time for overweight and obese children aged 7 to 13. A parent/carer attends with the child for food and activity sessions twice a week in Chesham.

MEND requires targeted publicity to reach relevant families in Chesham to help recruitment to the project. It was suggested that MEND organisers could liaise with the Chesham schools and the Youth Club to raise awareness.

(2) Community Learning Team, Culture & Learning, BCC

Ms Angela Martin (AM) explained that the Community Learning Team are working with organisations to establish partnerships to deliver their services (including library and Adult Learning services) to the wider population. A current project is working with the Tom Scott Project to run targeted courses to improve the prospects for adults who have no qualifications, e.g. IT, literacy skills, etc. These courses will be run in response to demand from the target audience, however, one of the current constraints on the project is engaging with the right groups of people and the Community Learning Team are looking for assistance from ChAP in making key contacts in the community.

(3) COPAG

Mr Phil Folly (PF) outlined some of the projects that COPAG are undertaking, including an intergenerational project in partnership with Chesham High School and Paradigm Housing to provide computer literacy training to the over 50s.

COPAG are in need of increased publicity to increase recruitment. It was suggested that COPAG send their quarterly newsletter, the COPAG Chronicle, to Chesham Youth Club to broaden awareness of young people.

(4) Chesham Youth Centre

The Youth Centre offers activities for young people five nights a week and includes targeted sessions for young people with disabilities, young Asian women and young people in bands.

Ms Rachael Tomkins (RT) explained that a current requirement of the Youth Centre is for targeted publicity to raise awareness of the service amongst parents, particularly those of younger children. The Centre is also looking for sport and performing art expertise, as well as a fairly mature female volunteer for the Asian community to help with the girls' group held each Thursday from 4.45 to 7 pm. Cllr Noel Brown (NB) agreed to discuss possible opportunities with RT.

Action: Cllr Noel Brown and Ms Rachael Tomkins

(5) Chesham Healthzone

The Healthzone is a development in which two existing primary care practices have come together on the same site with the addition of some Primary Care Trust (PCT)-led services. The project form does not include any requests for assistance from ChAP.

(6) Shed@ThePark

Ms Irene Perrin (IP), Chairman of Shed@ThePark, explained the origins and purpose of this inclusive theatre group. Shed@ThePark provides weekly theatre educational workshops for approximately 100 children aged between 6 and 16.

Shed@ThePark require assistance in the following areas:

- i. raising awareness
- ii. expertise on fundraising
- iii. a member on their Board of Trustees with a financial and business background (Rotary, Probus?)

(7) Alcohol Brief Interventions

This pilot programme, running for one year until March 2009, is targeted at people drinking excessively, but not yet experiencing major problems, with the aim of encouraging them to reduce their consumption. Constraints upon the programme will be analysed at the end of the pilot.

It was noted that there was a lack of awareness of this programme amongst attendees to this meeting and that there was a potential for the programme to link up with other groups who work in this area, including the BCC Drug and Alcohol Action Team, Thames Valley Police and Chesham Youth Council. If the programme does require awareness-raising through ChAP, FW requested that the organisers contact him.

(8) Chesham in Bloom

Chesham in Bloom is an annual campaign to enhance the town's appearance, bring the community together and make the town more environmentally sustainable.

Chesham in Bloom have the following needs:

- (i) a treasurer (Rotary?)
- (ii) volunteers with horticultural expertise
- (iii) committee members (Rotary?)
- (iv) volunteers for a variety of tasks, including litter picking
- (v) funding

RT stated that children attending the Youth Centre had carried out volunteer litter picking in the past and so could potentially assist with litter picking for Chesham in

Bloom. Ms Kathryn Graves (KG), a member of the Chesham in Bloom Working Group, agreed to contact RT to find out more.

Action: Ms Kathryn Graves

FW explained that Chesham in Bloom had previously been funded by the Chesham Town Centre Consortium, using revitalisation funds. TG asked the committee whether ChAP should take on the Consortium's commitment to fund Chesham in Bloom; no opposition was raised to this suggestion. It was noted that Chesham in Bloom plays an important revitalisation role both in the town centre and elsewhere in town.

Information on the below project was submitted after the meeting, and therefore, not discussed at the meeting.

(9) Chesham 2012 Group

The group is working to make Chesham a centre for sporting, artistic and cultural excellence and participation up to and during the 2012 Games. The ultimate aim is to have a young person from the town in the Olympic squad and the group will be working with coaches centred around the Chesham Moor Gym and Swim Centre to identify and promote talent. It will also be encouraging general participation by young people as well to tackle obesity and anti-social behaviour.

The group has the following needs:

- (i) publicity
- (ii) qualified coaches
- (iii) volunteers
- (iv) involvement of CDC, the town council and Nexus Leisure