

**Chesham Action Partnership
Management Committee Meeting
Tuesday 29th May 2012 at Chesham Town Hall**

In attendance:

Martin Parkes (Chairman)	Better Chesham
David Carter (Treasurer)	Chesham Society
Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Ken Austin	Chesham Environmental Group (CEG)
Colette Littley	CTC
Mora Walker	Chesham Museum
Tom Gorsuch	
Noel Brown	CTC, CDC, BCC
Bill Richards	CTC
Barbara Richardson	COPAG

Apologies:

Jan Longhurst (Church2Community), Fred Wilson (Chesham Chamber) and Justine Fulford (CEG).

Apologies for lateness: Noel Brown

1. Minutes of the 14th March 2012

The minutes were accepted as an accurate record. It was noted that development of the membership framework, as discussed in Minute No. 2, will be included alongside Martin, David and Tom's work on the terms of reference. Kathryn has yet to put together a project evaluation form as referred to in Minute No. 3.

Action: Martin, David, Tom & Kathryn

2. Report Back on Committee Terms of Reference

The sub-group recommends that members of the committee should have specific roles and responsibilities to help make the work of ChAP more efficient. As the committee were happy with this proposal, the sub-group will continue to develop this idea further and report back at the next meeting.

Action: Martin, David & Tom

3. Funding Decisions

Following some discussion, the committee agreed on the following procedure for funding applications:

- Application sent to Kathryn
- Kathryn forwards the application to the committee by email
- Any queries are sent by the committee to Kathryn
- Kathryn forwards queries to the applicant
- The application is added to the agenda of a general meeting

- The application is sent to all ChAP partners
- The applicant attends the general meeting to promote their application and answer questions
- A closed committee-only session is held at the end of the general meeting where either (a) a decision is reached or (b) the committee decides what further information it requires in order to make a decision
- Kathryn informs the applicant
- In the event of (b) the decision may be made by the committee by email, or at a management committee meeting and Kathryn then informs the applicant of the final decision

Kathryn will include a summary of this procedure on the application form.

Action: Kathryn

Bill suggested that ChAP should publish a timetable including deadlines for applications and when decisions will be made in order to prevent late applications.

Action: Martin & Kathryn

Tom emphasised the need for committee members to declare interests when considering applications.

Noel arrived at 2.20pm.

4. Treasurer's Report

David distributed a handout of ChAP's current financial position (£5869.10). We have not yet received our funding from Chiltern District Council for this year.

5. Young People's Representation

Martin explained the need for youth representation to make ChAP more inclusive and that he has been approached by a number of youth organisations. He suggested that the disparate youth groups in town could form a "youth ChAP" and that representatives from that group could attend ChAP and that a ChAP representative could attend the youth ChAP. This would help the two organisations to work in parallel.

Colette suggested that the Head Boy and Head Girl from Chiltern Hills Academy would be a legitimate voice representing youth, as they have been elected to their positions.

The committee concluded that it would welcome youth representation and that this should not be confined to just one person.

6. Communication

Martin said that ChAP needs to improve how it is communicating what it does to the town and that we need people to volunteer to help get the message out. Bill agreed to put Martin in contact with Suzy Talbot, the editor of the Bucks Examiner and Martin will approach Merrin Molesworth to see if she can help. The Town Talk was

suggested as another useful vehicle and Bill suggested that the Town Council could alternate its column in YourChesham with ChAP.

Action: Bill & Martin

7. Volunteer Centre: making it happen

Martin reported that David Gardner is negotiating with Community Impact Bucks for the creation of a volunteer centre in Chesham Museum. The objectives are to create a higher profile for volunteering in Chesham, whilst becoming tenants of the museum, which will assist the museum with their funding. The museum trustees are happy with this principle.

8. Portas Status

Chesham's bid was unsuccessful, but it is intended to submit the bid to the second round of pilots (deadline end of June). There has also been media interest in the activities of the Town Team stemming from our initial bid.

9. Any Other Business

(i) Committee Roles

Tom said that a number of roles for committee members had been identified during this meeting. Kathryn will send a call out for committee members to volunteer for these roles with the minutes.

Action: Kathryn

(ii) Culvert

Bill reported that options for the culvert in Market Square have been identified by the Environment Agency (EA). The costs range from £180,000 to £350,000. The EA are looking for the funds from riparian owners. Bill and the Culvert Monitoring Group are meeting with the EA in two weeks' time.

Bill has today received information from Bucks County Council (BCC) that they intend to place additional barriers around the culvert in new locations, whilst maintaining the existing orange barriers. Bill and Colette will have a site meeting with BCC representatives to discuss this.

David said he was concerned at the increase in concrete coloured paviors in the High Street following the recent water main replacement work and queried whether these were permanent replacements. Bill will ask the BCC Local Area Technician for more information.

Action: Bill

The meeting closed at 3.05 pm.