

PROPOSAL TO PROVIDE TRAINING WORKSHOPS AND EVENT FACILITATION FOR COMMUNITIES OF ROYAL WOOTTON BASSETT & CRICKLADE COMMUNITY AREA

1. Background

- 1.1 This proposal sets out progress to date regarding community led planning in Royal Wootton Bassett & Cricklade Community Area and a proposal for next steps and potential role for Community First support.
- 1.2 Community First is the leading independent local community development charity in Wiltshire & Swindon working to improve the quality of life and well-being of people in local communities. With the aim of strengthening and growing communities and tackling disadvantage across Wiltshire and Swindon, a team of professional staff provides technical advice, support and grant aid to promote local initiatives. Community First also manages countywide programmes bringing benefits to local people, informing and influencing policy makers in the development of rural policies and practices. .
- 1.3 For nearly two years Community First has worked with the Royal Wootton Bassett and Cricklade Area Board to facilitate the production of community led plans (CLP) for many of the towns and parishes within the area. Our support for the CLP groups has to date been funded by Defra via our national RCAN agreement which has enabled us to support each group to complete their plan. Alongside the support given by Community First's community led planning support team each parish or town was able to directly benefit from funding invested by the Area Board to assist with the process of preparing a community led plan.
- 1.4 Our support to the CLP groups in RWB&C is still ongoing and will continue until the last remaining groups have completed their plans. However our Defra funding is coming to an end and does not enable us to offer free support for the implementation stages. Although we will continue to offer free telephone and email help, anything more would have to be supported through our new EnAct chargeable service.
- 1.5 Many of the communities of Royal Wootton Bassett & Cricklade are now nearing completion of their community led plans and, together with their town and parish councils and stakeholder partners and agencies, are beginning to consider next steps. This milestone of completion of community led plans brings a new set of challenges for both the community led planning steering group and the parish or town council as there will be a need to ensure that:
 - the completed plans are adopted by their town or parish council
 - some consideration is given to the future roles of the community led planning steering group and the parish or town council in taking forward the actions from the plan
 - appropriate follow on arrangements are put in place to ensure implementation and monitoring of the plan actions into the future

- those involved in taking forward the actions have the necessary skills and resources to ensure success
- the information in plans is shared with the Area Board and other stakeholder agencies
- the findings and actions from each plan can be used to inform the priorities for a refresh of the Community Area Plan for Royal Wootton Bassett & Cricklade community area (as outlined in the process agreed with Area Board in March 2012).

- 1.6 Our experience of working with CLP groups over several years tells us that there are a number of real challenges associated with converting the plan into action. This is backed by recent feedback from several of the groups that we have been working with in the RWB&C area. One of the key challenges for whoever takes on the role of overseeing implementation is the need to re-engage with the community and draw in new volunteers to assist with converting ideas into action. Following completion of the plan a Parish Council, used to being responsive to issues and demands from residents, now needs to become an enabler of action and embed processes to ensure that the plan is evaluated, monitored and refreshed. These responsibilities may also affect roles (and development needs) of Parish Councillors and Parish Clerks.
- 1.7 We feel that there would be many benefits from providing CLP groups with some additional support on implementation, before providing an opportunity for everyone to come together to begin the process of sharing common themes for the refresh of the community area plan and identify opportunities for collaboration. The benefits would be:
- to ensure that the money that has been invested in developing these plans is not wasted
 - to ensure that plans don't stay on the shelf.
 - to ensure that for those people who have engaged with the process so far – their efforts are not wasted
 - so that the community's expectations from the process are met
 - to ensure continued growth of community engagement into the future
- 1.8 Through the EnAct service Community First would be pleased to provide some additional support in partnership with the RWB&C Area Board to help prepare the communities of the RWB&C community area in considering options for the next steps outlined in 1.4 above.

2. The Proposal

- 2.1 This Proposal is for the following work:
1. To deliver 4 training workshops for total of up to 80 participants drawn from the community led planning steering groups, parish and town councils, local community groups and other local stakeholder groups, to assist communities convert plans into action. The workshops to be held in 4 venues throughout the community area.
 2. To undertake some preliminary analysis of the community led plans to help with development of an event that will involve all of the communities coming together to share information, draw out local issues, needs and aspirations and identify shared priorities for action.
 3. To plan and facilitate this event for all of the communities to come together to share information and identify priorities for action to inform a refresh of the community area plan.

- 2.2 If approved, this Proposal and Schedule of Works and will be attached to our Consultancy Agreement (see draft enclosed) to form part of our Contract for the work.
- 2.3 The Schedule of Works can be found at section 5.1 and is broken down into 3 separate costed tasks. The timescales and costs are based on the following description of work.

3. Description of work

3.1 **Delivery of 4 training workshops to assist communities convert community led plans into action.**

Our existing popular 'Engaging Communities' workshop will be modified and extended to include material to address some of the needs of those communities nearing completion of their plans. The 4 sessions will be held in venues geographically spread throughout the community area and will be 3.5- 4hrs in length. Holding joint sessions in several locations will provide a cost effective way of delivering advice and support and enable participants to choose their preferred date and venue. Each session will accommodate up to 20 participants drawn from the community led planning steering groups, parish and town councils, local community groups and other local stakeholder groups.

3.2 **To undertake some preliminary analysis of the community led plans to help with development of an event that will involve all of the communities coming together to share information, draw out local issues, needs and aspirations and identify shared priorities for action.**

As it is an objective to hold an event in summer 2014 to bring together themes from across the range of plans it will be necessary to undertake some preliminary scoping of topics to assist in the development of the event format. This will be done as a mainly desk top exercise based on the published plans but may also require some visits to steering groups where plans are not yet completed or may have been completed some time ago.

3.3 **To plan and facilitate this event for the all communities to come together to share information and identify and identify priorities for action to inform a refresh of the community area plan**

Following the training workshops and preliminary analysis the same range of representatives drawn from the community led planning steering groups, parish and town councils, local community groups and other local stakeholder groups will be invited to an interactive workshop event to be held by end of June 2014. The purpose of the event will be to share information from community led plans to identify specific needs, determine common themes, and agree on priorities for action across the community area to help inform the development of the community area plan. The event will also provide an opportunity to build informal networks to assist progress through collaboration or information sharing.

The event will be developed and facilitated by Community First and information from the event will be collated and passed to the Area Board following the meeting.

4. Personnel

- 4.1 The project will be managed by Marion Rayner, Community Development Manager and delivered by Marion Rayner, Community Development Manager and Belinda Fowler, Community Development Officer.

5. Detailed schedule of works and costs

5.1 The following table gives a detailed schedule of work, timescales and costs:

Activity	Personnel requirements	Timescale	Costs
Development and Delivery of 4 x 4hr training workshops for 4x 20 participants	2	March- June 2014	11 days @ £250/day
Preliminary collation of CLP issues	1	March- June 2014	2 days @ £250/day
Planning and facilitation of event	2	By end June 2014	3 days @ £250/day
Total costs(excl VAT and expenses)			£4,000

5.2 In costing the work assumptions have been made that the client will be responsible for organising and covering the costs of venue hire, refreshments and publicity to the target communities.

5.3 All costs are exclusive of VAT, which will be charged at the appropriate rate, and expenses.

5.4 The costs include all time spent on performing the services, including travelling.

5.5 Mileage will be charged at our current standard mileage rate and all other expenses at cost. Proof of expenditure if required will be submitted along with our invoice.

6. Timetable

6.1 A timetable shall be agreed with Royal Wootton Bassett & Cricklade Area Board Chair prior to commencement of the works.

7. Variations and payment terms

7.1 Any variation to the scope of works and/or costs must be agreed in advance in writing (see section 11 of our consultancy agreement). Full payment terms are set out in section 5 of the Agreement.

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