

Cricklade Shadow Community Operations Board

Cricklade Town Council Building

7pm on Thursday 16th June 2011

Meeting notes and actions

Present: Cllr Peter Colmer, Nick Dye, Cllr Clive Ridgwell, Cllr Terri Robertson, Cllr Ruth Szybiak, Rachel Goff (CAOD team),

Apologies: Cllr Angela Jensen, John Palmer

Notes will also be copied to CTC (David and Shelley) and Town Plan Steering Group (Jim and Gary)

Agenda item	Notes	Actions
1. Previous meeting notes.	Initial meeting notes agreed and actions cleared.	
2. Local community information	Rachel went through the Needs Assessment and passed on data requested at last meeting. Information will be useful in assessing importance of services at later date.	
3. Community Plan links	Peter updated on meeting held to explain differences on Community Plan and our own exercise.	
4. Consultation with surrounding areas	Agreed that we will include Latton, Ashton Keynes, Marston Meysey, Leigh, Purton and Minety. We will make contact with their Parish Councils to explain the consultation exercise and ask for their input and help with the distribution of the questionnaire within their respective communities.	Ruth to contact the respective Town Clerks with initial email explaining what we are doing and ask for their assistance in communicating with their Councils asking for their cooperation.
5. Services and properties in the Wootton Bassett and Cricklade community area	Rachel provided a document of Wilts owned property and services across the community area of WB and Cricklade, for use at a later stage.	

<p>6. Consultation methods</p>	<p>Method of consultation was discussed and it was decided to use a briefing note and questionnaire (coloured paper) in the Cricklade Chronicle to be submitted by end of June so as to appear in the early August edition. In addition to this specific groups will be personally talked to, based on the questionnaire, so as to get further input - this exercise will need to be carried out by end of August.</p>	<p>ACTIONS (once questionnaire is done)</p> <p>Peter/Rachel to decide how best to include Traveller communities</p> <p>Ruth to contact Greengables Surgery to see if we can get a Doctor's input</p> <p>Terri to contact Shirley Danby for pastoral input</p> <p>Angela to contact schools Prior/ Meadowpark/ St. Sampsons for input</p> <p>John to collect views of Festival Committee</p> <p>Terri to contact Open Door/Welcome Club/Heberon House</p> <p>Nick to consider how best to use the Leisure Centre both for enlisting group/individual input and also as a collection point for completed forms</p> <p>Clive to consider what if any communication needs to take place in Latton, other than the Chronicle insert</p>
<p>7. Consultation questionnaire</p>	<p>The consultation questionnaire was agreed to follow closely the format of WB and Corsham's and this needs to be drafted, circulated to David T, Shelley, Gary and Jim M (representing CTC and the Community Led Plan) for their information/comment, prior to our next meeting on 23rd June when the final draft will be agreed by group.</p>	<p>Ruth to draft questionnaire and briefing note</p> <p>Ruth to send out prior to next meeting</p> <p>Peter to include some text in his Aug Chronicle "Wilts Update"</p> <p>Ruth to enquire about cost</p>

		and timing for the Chronicle insert sheet Terri to give input on relevant questions to include in draft document
8. Local public transport	We need to establish usage of local buses from outlying areas dropping people in Cricklade	Peter to talk to Cllr Richard Gamble to see what info. Available
9. Links with other local groups	We need to work closely and openly with the Town Council, Community Plan (Town Plan) group and the Leisure Centre to avoid any duplication in the consultation.	

Time and date of next meeting: 23rd June, 7 pm, Town Council Offices