

**13. COMMUNITY ACTION PLAN STEERING COMMITTEE  
– REPORT OF 22 MARCH 1999**

RR 9600

<b>Officer responsible</b> Community Advocate	<b>Author</b> Peter Dow
Corporate Plan Output: Fendalton/Waimairi Community Board Vol 1, 3.1 text 7	

The purpose of this report is to submit the results of the meeting of the Committee held on 22 March as **follows**:

**Report of a meeting of the Community Action Plan Steering Committee  
held on Monday 22 March 1999 at 8.00 am  
in the Meeting Room, Fendalton Service Centre**

**PRESENT:** Mike Wall (Chairman), Diana Bradley, Yiyi Ku,  
Keith Nuttall, Inspector Graeme Cairns,  
Arthur Grayburn, Ruth Nathan, Gina Williamson

**1. ELECTION OF STEERING COMMITTEE CHAIRMAN**

Mike Wall was elected Chairman of the Steering Committee.

**2. APOLOGIES**

Nil

**3. COMMUNITY ACTION PLAN (CAP)**

The Community Advocate submitted a report setting out the background associated with developing a CAP.

A key early requirement was to identify what already existed in the Fendalton/Waimairi community in respect of relevant networks, contacts, initiatives and facilities. It was anticipated that this resource material would be available for presentation to the next meeting of the Steering Committee.

The report noted that there was no prescription available for Boards to base their Plans on and as such it was likely that there would be some variation amongst the six Community Board CAPs.

The Committee then proceeded to consider developing its terms of reference for recommending to the Board for ratification.

From the resulting discussion, the following Terms of Reference are proposed.

**TERMS OF REFERENCE**

**“Objective** – *to develop a Community Action Plan for the Fendalton/Waimairi community for 1999/00, such a plan to include reference to costs related to any action if applicable.”*

## **Process**

1. To identify what currently exists in the community. This stage of the process should involve the following:
  - a stocktake of key community networks, services, programmes, groups and contacts.
  - initiatives that have happened, or which may still be in place.
  - the collation of information which already exists, including existing research, data bases, needs assessments, and client survey.
  - a demographic profile of the community.
  - existing facilities, including halls, schools, churches, swimming pools, community houses, parks, etc.
  - a metropolitan overview of similar information.
2. To identify ‘issues’ within the community by consulting widely with relevant sectors and agencies in the community, with recognition also to be given, initially, to ‘issues’ raised by members of the Community Board.
3. To acknowledge and support activities that are currently working well in the community, and to identify ‘issues’ that may need additional resources applied either in facilitation, or by way of partial or total funding support.
4. To prioritise ‘issues’ identified, with greater priority to be given to those involving community participation, or in developing safer communities. ‘Projects’ involving volunteer input, or partnership possibilities, should be considered as priority opportunities worthy of support.
5. To develop an overall plan for the 1999/00 year including such ‘projects’ and action that acknowledges the order of priority determined, and which can be funded within the limit of funding provided by the Community Board.
6. To provide monthly reporting to the Board as necessary, summarising contact with various community groups/individuals or agencies.
7. To present a draft Community Action Plan by no later than the September 1999 meeting of the Board, such plan to also include details of recommendations for any funding to be allocated to individual ‘projects’.

The Committee then considered the matter of who to consult and how this could best be achieved.

Groups identified included Neighbourhood Support Groups, schools, churches, service clubs, sports groups, garden clubs, community agencies, business interests, leisure, cultural, and beneficiaries groups, the elderly and youth.

Members favoured a written approach being made to these groupings in the first instance whereby their views on issues etc would be sought and that a series of forums/public meetings may well then follow to validate the matters raised from this process.

The benefits of initiating early publicity over the development of the CAP via community

newspapers, local media/television, supermarkets, and libraries was endorsed.

Officers indicated that the text of a draft letter together with a circulation list would be prepared for vetting at the next meeting of the Steering Committee.

Also submitted for the Committee's information were the various 'issues' that had been raised at the Board informal session held on 16 March.

It was **agreed** that this information be further considered at the Committee's next meeting.

**Recommendation:** That the above Terms of Reference be adopted.

#### **4. NEXT MEETING**

It was **agreed** that the Steering Committee next meet at 8.00 am on Thursday 15 April 1999.

The meeting concluded at 9.07 am

**Chairman's**

**Recommendation:** That the report be received and the recommendation therein be approved and adopted.