

Melksham Shadow Community Operations Board
Melksham House
18.00 Monday 31st October 2011

Meeting notes and actions

Present: Cllr Roy While, Sarah Todhunter, Stephen Clark, Colin Goodhind, Brian Warwick, Ros Griffiths (Wiltshire Council), Graham Ellis, Lucy Murray Brown (Wiltshire Council), Robin Townsend (Wiltshire Council) George Roberts, Mike Sankey.

Apologies: Cllr Pam Wiltshire.

The meeting was preceded by a short tour of the Melksham House Site which enabled the SCOB members to hear from site manager – Eddie Schofield, about the history of the site and the activities currently taking place.

Agenda Item	Notes	Actions
De-brief following Tour	Eddie Schofield was thanked for showing the SCOB around the building. It was felt important that the SCOB understand the different groups using the site and the interrelationships between them.	Robin Townsend to provide information on the activities taking place, including frequency, programming and the numbers participating
Notes of previous meeting	The notes of the previous meeting were agreed. No comments made.	
Principles – Design, Travel and Equalities	<p>It was clarified that the principles needed to underpin the brief to the architect.</p> <p>The Group were happy with the Draft Design principles although it was agreed that they may need to be re-ordered, grouped or expanded over the next few months as the COB engaged with other groups and site users.</p> <p>An Equalities workshop was planned for 28 November to inform the Equalities principles. The workshop would form part of the Melksham Seniors meeting. An advert would be placed in the press this week.</p> <p>There was a suggestion for a principle to reflect that the Campus provide services that are not provided elsewhere and compliment other local facilities rather than duplicating what's already available.</p>	<p>RG to add principle to list</p> <p>RG to liaise with Community Area Manager to find out what other services are available in the town and the locations they are provided</p>

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Arrangements for meeting with existing Melksham House users	<p>Meetings with Melksham House Users would be arranged (E.G. Rugby, football clubs...)</p> <p>It was explained that sports and Leisure provision in Melksham had been comprehensively mapped out in terms of 'need'. A lot of work had been done to determine what sport and leisure provision might look like in the future .</p> <p>A discussion took place to reconvene the Melksham 1st group to discuss and agree the collective picture of sport and leisure provision for the community area.</p>	<p>Anyone interested in taking part in the visits to contact RG</p> <p>LMB and RT to bring a collective picture of future sport and leisure provision</p>
Additional Item – Youth Questionnaire	<p>SC confirmed that he would consult through schools using a Monkey Survey and also through School Councils. The group was asked which questions to ask E.g “What is the one thing you want from a Campus”</p> <p>It was also suggested that consultation could take place using the Community Plan</p>	SC to share Questions with RG
Communications -Blog	<p>A press release had been made to Independent News and a brief update provided at the recent Area Board meeting.</p> <p>A blog would be set up through the creative Dept who set up the CAP website, it would not be a sub site but would be hosted on the same server. SCOB members would be nominated as moderators.</p>	CG to email details to RG.
Any Other Business	<p>The indicative timeline for the campus was discussed, the milestones on the project timeline and COB work plan were explained.</p> <p>A day time visit to the Melksham House Site would be facilitated before the next meeting .</p>	RG to organise and send invites to Group.
Next Meeting	Monday 21/10/2011 at Melksham House 6.00pm	RG to organise Room