

**Melksham Shadow Community Operations Board**  
**Melksham House**  
**18.00 Monday 21 November 2011**

**Meeting notes and actions**

**Present:** Cllr Roy White, 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, Pam Wiltshire, Neil Ward (Wiltshire Council)

**Apologies:** None

Agenda Item	Notes	Actions
Notes of previous meeting	The notes of the previous meeting were agreed. No comments made.	
Melksham Campus Timeline	This had been revised, up to date details given and some details discussed re requirements of Architects, discussion regarding Equality issues, may be a sub-consultant, this should be in our brief.	To go on Melksham SCOB web site
Melksham Map	Discussion led by Neil Ward, Head of Strategic Property Services- it was discussed how WC services currently being provided in Melksham would be looked at and how planning applications would all fit together – to look at temporary and permanent solutions to the loss of recreational space and the greater impact on the Melksham area regarding future strategic planning together with the challenges that using Melksham House for the Campus bring.	Responsibility of WC to lead the consultation of the effect on the Melksham area
Melksham House Usage Figures	These were looked at and discussed. Areas need to look at include amongst others: <ul style="list-style-type: none"> <li>1. Provision of hot food</li> <li>2. Hall space – unique – over 200 seating area capacity</li> <li>3. What activities can be replicated elsewhere in the community</li> </ul>	RG liaising with Abbi Gutierrez to obtain information on activities and venues , all SCOB members to add to list when available

<p>Communications – 1. Communications plan -</p> <p>2. Blog</p> <p>3. Youth Consultation</p>	<p>The draft template was looked at, and added to (cricket)</p> <p>The Melksham 1<sup>st</sup> Leisure Group to reconvene to discuss leisure provision</p> <p>Some Service partners will come to meetings, it is also important that the SCOB also visit the groups in their current environment.</p> <p>Town and Parish Councils to have input into their Newsletters.</p> <p>CG presented the name of the website, this is currently being set up and draft will be sent to SCOB For comment before going live.</p> <p>SC presented the survey, some amendments suggested concerning more specific questions re usage, age, transport. A few further questions are being added In consultation with MZ to aid the Community Plan – there will be no more than 20 questions in total. Item to go in Melksham News advertising the web site and the link to the survey so that other young people who attend schools outside of Melksham may also have an input.</p>	<p>Dates being arranged for meetings with club reps. to be arranged after the Cabinet Meeting decision. RW/GR to attend.</p> <p>RG/CG to liaise with R Huss Hiller and arrange meeting for early January 2012.</p> <p>Meetings to be arranged in early 2012</p> <p>RW to provide.</p> <p>RW to provide Introduction. LMB to provide guidance re moderation rules.</p>
<p>Equalities Workshop</p>	<p>BW has put a lot of work into this – to be on 28 November, Melksham United Church. 87 different organisations have been invited as well as the public, plus housing and care providers. Facilitators will enable input to the design brief to be included and ensure equality for all.</p>	
<p>Next Meeting</p>	<p>To be arranged</p>	<p>RG/RW</p>