

## Corsham Shadow Community Operations Board

Corsham Community Centre 11:00 AM Wednesday 2 November 2011

### Attendees:

**Shadow COB Members:** Allan Bosley (Chairman), Pat Kelly, Anna Mackie

**Shadow COB Support:** Sally Fletcher

**Wiltshire Council:** Lucy Murray-Brown, Andrew Foster

### 1. Review of Programme

#### • Workshop 3 with Architects

A new agenda for the afternoon meeting would focus on how best to use the space

#### • Police Requirements

A follow up meeting with Inspector Scorer would give him further background on the campus concept

#### • Catering Requirements

Wiltshire Council is expected to make a formal policy statement relating to a campus licensed facility.

### 2. Communications

AB reported that there was agreement in principle for the COB to go ahead with a website and blog.

A procedure would need to be agreed for looking at material and comments before publication.

Suggestions for additional tabs and content would be welcome, and COB members were urged to come up with ideas for a simple survey to launch the website.

### 3. Priority Issues

AB suggested that priority should be given to making progress on the design specification, partner engagement and operational management.

### 4. Council Services and the Campus

LMB stressed the importance of setting up arrangements to engage with representatives of the services that would have a presence on the site. Later in the week she would be meeting the Service Directors concerned to explore with them the campus concept and what it meant for how the service would work in future.

Following on from these discussions she envisaged the campus delivery team would be looking to provide COB with an 'information package' as well as an opportunity to meet service representatives themselves to talk through the evolving specifications and thinking.

AB welcomed the idea of setting up arrangements for COB to look beyond decisions needed about the physical aspects, and to engage directly with Wiltshire Council staff and others on less tangible but vitally important aspects – all the different things that needed to come together to make the campus work. COB Members were interested in understanding what sort of experience service providers and service users wanted from the Corsham campus. While getting agreement on individual requirements and getting the technical side' right were important, the real challenge for the COB and its partners was creating the right 'human feel'.

### 5. Design Specification

AF handed round an updated version of the core specification and highlighted recent changes: these could be discussed with the architects and agreed in the afternoon at Workshop 3, but the document would need to remain dynamic as the project progressed.

Particular points raised during included:

- **Leisure** - PK reported that he had separately provided an input on the spinning room requirement.
- **Registrar** – this would be an ‘outreach’ service, booking space as required
- **Catering themes** – AF captured information from the previous design meeting which has been captured within the design specification. Additional design themes have been added to the specification.

## **6. Operational Management**

The COB discussed the operational management of the building and how management models could inform the design process.

**Action – COB members to discuss and create high level management principles.**