Meeting notes
Thursday 15th January 2015
7pm

Attendees
Melksham COB: Cllr Roy While (RW), Terri Welch (TW), Sarah Todhunter (ST), George Roberts (GR), Colin Goodhind (CG), Graham, Ellis (GE)

Wiltshire Council Officers: Rhys Schell (RS), Karen Hodder (KH)

Key topics/ discussions	Actions
1. Welcome and apologies RW welcomed all. Brian Warwick (BW) offered apologies.	
2. Previous meeting minutes No meeting notes for reference. No issues to report.	
3. Programme update RS provided an update on the programme. Headlines were: - Richard Pearce and Ceri Williams are working with the Rugby and Football clubs to find temporary accommodation during the construction phases at Woolmore Farm. Meetings taking place w/c 19th January to further these discussions. - Initial work to start on Woolmore Farm in February. - Contractor interviews for the main campus build are taking place on 23rd January. - Market place regeneration plans are on show at the Town Hall, with work due to commence in Autumn 2015. TW reported that 4 car parking spaces are being lost as part of the proposed market place regeneration. The Town Council would like to discuss replacement parking provision. How parking will be managed at the campus was raised as a query and potential issue.	**Action:** RS to speak with Richard Pearce regarding this and feedback. **Action:** RS to get further detail.
4. Branding KH introduced the third iteration of logos and the COB discussed the campus brand and name. Agreements were reached as follows: - The word 'Conigre' was ruled out as a potential name and the COB agreed to opt for either 'Melksham Community Campus' or 'Melksham House Community Campus'. - Three concepts were agreed on which were; a milk churn, the Melksham House frontage and Melksham Bridge (extension to three arches). - Blue and teal tones were the preferred colour options.	**Action:** KH to get design options on each of the three concepts using the 'Melksham' and 'Melksham House' name. **Action:** GE to contact those

- The preference was to launch three logo options at the Area Board on 11th February for public consultation. This would not be a closed process and different concepts and ideas would still be possible at this stage.	involved in the campus Public Art and Design Commission Plan and come back to KH w/c 19th January if any suitable ideas or suggestions. **Action:** RS to send around updated logos for comment once available.

5. Community Engagement
 	
   a) Stakeholder list
 	
The group discussed the contact list and RS outlined his proposal to communicate with the various groups. The potential for this to be the main contact directory for the community was raised as an opportunity.
 	
   b) Identification of key groups for engagement
 	
RS asked all COB members to highlight any priority groups for engagement. RS will be booking meetings and invited COB members to attend suitable meetings with him.
 	
   c) Mapping potential users
 	
RS circulated a document showing the available space within the campus for hire. A short list of potential users was shown next to each space. Further work required.
	Action: All COB members to send updates to RS.
	
	Action: RS to update database accordingly.
	
	Action: COB to contact RS with any additional suitable groups.
	
	Action: RS to update and send around user mapping document. All to input and update as appropriate.

6. Next meeting dates Thursdays were agreed as the preferable day of the week for future meetings. 6pm or 7pm time highlighted as potential start times. GE stated his attendance may be difficult due to work commitments.	**Action:** RS to send around doodle poll for 2015 meetings
7. AOB CG provided a brief update from his and Richard Pearce's presentation to six young people from Melksham Oak School. More work on this to follow and potential to link with Ceri Evans, the Melksham Community Youth Officer.	