

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date:	Thursday 19th July 2018	Time:	6.30pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr P Lawrence	Mr I MacFarlane	
	Mr C Greaves	Mr N Morse	
	Emma Shumsky (Café B)	Mr M Paterson-Borland	
In attendance:	Cally Morris (Clerk)	Claire Stroud (Assistant Clerk)	
Apologies:	Mrs L Sharp	Mr N Morse	

1. To receive members apologies for absence

Apologies for absence were received from

2. To receive written requests for Disclosable Pecuniary Interest dispensations from members

There were no items upon the agenda that necessitated a member to present a written request for dispensation for a Disclosable Pecuniary Interest.

3. Minutes of the last Meeting

The Minutes of the last meeting of the Committee held on 21st June 2018 were signed as a true and accurate record of events by members present.

4. Matters Arising on the Minutes

A meeting was held with the architects on 11th July to discuss the cost plan received and update the action plan accordingly.

Contact has been made with the VAT specialist with a view to scheduling a meeting in due course.

A meeting was held to ascertain the full details relating to the possibility of a charity shop within the hub.

5. To receive an update from the Clerk in relation to progress to date of the project

The clerk verbally updated members of the various actions raised at the previous Community Hub committee meeting. Copies of the minutes from the previous meeting with the architects were provided for members present.

6. To give consideration to proposed action plan for the progression of the overall design of the Community Hub

Members present considered the cost plan presented by the architect for the initial design of the hub. Due to the scheme being estimated much higher than originally anticipated, the architects are to review the existing design and resubmit a revised cost plan in line with the original criteria and budget, whilst retaining as much of the original design as possible. The architect is also to be requested to present a revised design for an alternative building to fit within the brief and budget.

Discussions were held in relation to the hub being a separate building to the existing pavilion. A brand-new building would result in VAT being able to be reclaimed and thus saving further expenditure. Further discussions will be held upon clarification of the VAT element following liaison with the specialist.

Liaison with WBC regarding the library within the community hub is to be established as soon as possible.

Mr P Lawrence presented the draft Business Plan to members present for their consideration. The figures for inclusion within the plan are to be determined as soon as possible, with an additional meeting being scheduled with a local business specialist to review the documentation prior to adoption.

7. To receive an action plan highlighting the specific action points identified by the architect for progression of the project

Following the previous meeting, the following contractors were appointed:

- Malcolm Hollington to undertake the required Quantity Surveying and studies for RIBA stages 0-4
- Cowan Consultancy to undertake the required Structural Engineering works and studies required for RIBA Stages 0-4
- JDA to undertake the required Building Service Engineering works and studies required in preparation for the building of the hub.
- SI Albury to undertake the required Site Investigation works and studies required in preparation for the building of the hub.
- Laser Surveys to undertake the required Below Ground Service works and studies required in preparation for the building of the hub.

Further investigations were undertaken in relation to the possibility of the Café being licensed, specifically in relation to any potential complexities in its management. The advice provided in the first instance was for the council to consider the potential of selling of bottled alcohol during open hours.

8. To review the quotations received to date for works in the preparation of the submission of full planning permission

Members present reviewed the reports received to date by the various consultants and specialist appointed in the preparation for submission of full planning permission. Until the cost plan has been resubmitted and approved by members, planning permission submission will be delayed accordingly.

9. To receive an update in relation to the fundraising of the project and determine timescales for progression

The following action points are still outstanding:

- A review of the account coding for the hub is to be undertaken.
- Initial investigations in relation to fundraising have begun to identify the criteria and determine whether the project fits within the guidelines specified.
- Further fundraising ideas are to be explored with the suggestion of buy a brick, fundraising evenings, Scouts, Brownies, WI, sign a tile, Burghfield Santa's are all to be investigated fully.
- Liaison with West Berks Council regarding the allocation of CIL monies from future developments within the locality
- The potential viability of a 50/50, or a 100 club

Members considered the level of funding available from external funders. The total funding available for the project as a whole is to be determined as soon as possible to enable the total cost of the project to be established.

10. To determine the next stage of Community Consultation required

A summary of the feedback received to date has been displayed on the parish website.

An article is to be included within the next parish newsletter advising members of the public of the progress to date and actions scheduled.

11. Matters for future discussion – no further items were identified.

12. To determine the date for the next scheduled meeting – Thursday 6th September at 6.30pm

13. Items for information only – No further items were raised for consideration.

Meeting closed at 19.25pm