

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

**Date:** Thursday 17<sup>th</sup> May 2018 **Time:** 6.30pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr C Greaves Mrs L Sharp  
Mr N Morse Dr R Longton  
Mr M Paterson-Borland Mr I MacFarlane  
Mr P Lawrence  
**In attendance:** Cally Morris (Clerk)  
**Apologies:** None

**1. To receive members apologies for absence**

No apologies for absence were received.

**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**

- i) The Minutes of the last meeting of the Committee held on 19 April 2018, were approved and duly signed by the presiding chairman.

**4. Matters Arising on the Minutes**

All items are being dealt with at the relevant point in the agenda.

**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**

Pre-Planning guidance from West Berks Council has been submitted and is awaiting registration with a proposed date for comments having been provided as 8<sup>th</sup> June 2018.

**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 points remain outstanding:

- Liaison is to be held with Barbara to obtain a clearer understanding of the requirements for a potential charity shop within the hub
- Liaison with WBC regarding the housing of the library within the community hub
- Meetings with the various users of the hub to determine their individual ideas and specific requirements (await guidance from WBC following Pre-Planning advice)
- A meeting is to be established with Raj from the Burghfield Post Office to discuss any specific concerns/desires.

Further meetings have been scheduled with the architects for Wednesday 13<sup>th</sup> June and Wednesday 11<sup>th</sup> July 2018 at 10.00am.

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

Following the previous meeting, the following contractors have been appointed with

reports awaited:

- Mr V Cainey to undertake the required Tree surveys and studies in preparation for the building of the hub.
- Mr P Stubbington to undertake a Topographical Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided.
- SAS Environmental to undertake an Asbestos Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided.
- AAE to undertake an Ecological Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided
- Mr S Parkinson to investigate the VAT implications in the build of the hub.

Members determined they would await a response from West Berks Council following receipt of pre-planning advice prior to instructing further consultants.

Further quotations were received for consideration by members. Members reiterated their wish to wait until the pre-planning guidance had been received from WBC before appointing further specialist. Company information and references are to be requested for the specialists offering their services to engage an informed decision.

**9. To determine the criteria for fundraising of the project and determine timescales for progression in obtaining the required funding for the project**

Following discussion by members, the following action points are to be completed accordingly:

- 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 is to be held with West Berks Council regarding the allocation of CIL monies from future developments within the parish.

Further investigations are to be undertaken as to the potential viability of a 50/50, or a 100 club for the intent of fundraising for the provision of the hub.

Investigations are to be made into the potential benefits of introducing a CIC (Community Interest Company) for the purpose of fundraising for the hub.

Members were allocated further projects for investigating funding opportunities for the project:

- Mrs L Sharp – Co-op, Waitrose, Sainsburys, Miller Homes
- Dr R Longton – West Berks Council
- Mr N Morse – J.Madjeski

**10. To determine the next stage of Community Consultation**

Consultation is to continue with members of the public with the following actions having been completed:

- Annual Parish Meeting, Thursday 12<sup>th</sup> April
- Parish Newsletter
- New noticeboard
- May Fayre – Sunday 13<sup>th</sup> May

The following actions are still to be completed:

- Café B
- Berkshire Youth
- Posters and details within the library

A public exhibition has been scheduled for Thursday 7<sup>th</sup> June from 4pm until 8pm.

A brief overview of the feedback obtained at the May Fayre was presented to members, highlighting the positive nature of the comments received. The most recurring theme identified from the feedback was for the installation of a bar and to ensure the play area remains suitable for as many ages as possible and as a minimum the same size as present. A summary of the feedback is to be displayed on the parish website.

11. **Matters for future discussion** – No further items were identified.
12. **To determine the date for the next meeting** – Thursday 21<sup>st</sup> June 2018 at 6.30pm.
13. **Items for information only** – No further items were raised for consideration.

Meeting closed at 19.23pm