

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date:	Monday 9th October 2017	Time:	6.45pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr P Lawrence	Miss M Cresser	
	Mr C Greaves	Mr N Morse	
	Mr M Paterson-Borland	Dr R Longton	
In attendance:	Cally Morris (Clerk)	Mr P James	
	Debbie Griffiths (Café B)	Sue Jackson (TiM)	
	Sally Reid (Library volunteer)		
Apologies:	Mrs L Sharp	Mr I MacFarlane	
Absent:	Burghfield Football Club		

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

Apologies for absence were received from Mr I Macfarlane and Mrs L Sharp

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) To approve the Minutes of the last meeting of the Committee held on Thursday 21st September 2017.

4. **Matters Arising on the Minutes**

A letter has been sent to three architects to request an assessment of the current building and determine its suitability for expansion.

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

The clerk advised that a visit to the Community Hub in Finchampstead is being arranged.

6. **To discuss specific features both internally and externally for consideration within the build project from each of the potential user groups**

An around the table discussion was held between members present to determine the specific requirements from each of the potential users and gain a clearer understanding of each of the various roles and business plan for each of the users when moving into the hub.

7. **To determine a list of features requested both internally and externally for potential incorporation within the build project**

After much discussion, the following list of features was determined by members present:

- Full time Café with a sitting area inside for potentially 80 covers, and outside decking area, Wi-Fi availability
- Fully equipped kitchen with storage, waste and recycling facilities
- Café to remain for Community use and on a “not for profit” basis
- WI requested a small hall with access to a small kitchen area for teas coffees and cake.
- Library to have a more inviting feel, not utilitarian in feel.
- Increased opening hours and overall usage of the library

8. **To determine whether further Community Consultation is required at present**

Upon completion of the assessment of the current build, drawings of potential designs are to be requested from the architects for presentation to full council. The designs are then to be displayed for public comment.

It was determined by committee members that a communications strategy was to be adopted to ensure residents remained informed throughout the process and build project.

- 9. **Matters for future discussion** – Communication strategy
- 10. **To determine the date for the next scheduled meeting**
- 11. **Items for information only** – No further items were raised for consideration.

Meeting closed at 19.35pm