

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date:	Thursday 18th October 2018	Time:	7.00pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr P Lawrence	Mr I MacFarlane	
	Mr C Greaves	Mr M Paterson-Borland	
	Emma Shumsky (Café B)		
In attendance:	Cally Morris (Clerk)		
Apologies:	Dr R Longton	Mr N Morse	
Absent:	Mrs L Sharp		

1. To receive members apologies for absence

Apologies for absence were received from Dr R Longton and Mr N Morse.

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 Community Hub Working Party Group held on 20 September 2018 having been circulated, were confirmed a correct record and signed by the Chairman.

4. Matters Arising on the Minutes

The meeting scheduled with the architects for October to discuss the revised design and update the action plan accordingly was postponed. A revised date of 31st October has been suggested.

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, highlighting any actions taken to date, were provided for members.

The cost plan, following revisions to the overall size and design, is being reviewed by the appointed structural engineer. Upon completion of the revised plan, a meeting is to be held with the architects to determine the action plan going forward.

The clerk provided an update following a meeting with the council's solicitor to ascertain any restrictions within the covenants upon the land, and provision of facilities, at the Common recreation ground. The committee agreed they would try to mitigate risk throughout the project from initiation through to build. Should the risk increase at any particular stage, the provision of indemnity insurance would be investigated in line with the council's risk strategy.

6. To receive an update from the Clerk following recent visits to other Community Hubs in operation and discuss specific features identified

The clerk presented a report following visits to both Finchamstead Baptist Centre and Moulton Community Centre. A number of questions arose from the visits stimulating much discussion between members.

Members present discussed potential income streams within the hub to ensure running costs could be covered on an annual basis. It was determined that a review of the internal space was required to include a hireable space for the local community and continued revenue.

Members present requested further information in relation to the options available for the provision of a Café at the hub and the subsequent management of. As per financial regulations, provision of the service will go to tender accordingly. A preference was expressed by members for the café to be open 7 days a week.

7. To give consideration to the revised design of the Community Hub

Members present gave consideration to the visuals presented by the architect of both the ground floor and first floor having been populated with furniture. The proposed floor spaces for each of the designated areas were reviewed, considering the purpose, layout and efficiency of the design in its current format. Following discussions held by the committee, it was determined that the overall design of the hub was to include the following:

- Library
- Café
- Office space
- Kitchen facilities
- 2 hireable spaces

The architect is to be requested to revisit the design in accordance with the above specification.

8. To receive an update in relation to the Business Plan

Mr P Lawrence provided a verbal update to members present in relation to the progression of the business plan.

A business model for the Café within the hub is being progressed by the parish council to ensure the remit and overall business plan on both sides is in agreement.

A schedule of policies required/held for the various service providers and potential users of the Community Hub is to be devised.

9. To determine the next stage of Community Consultation required

The presentation boards are currently on display at Burghfield Library to obtain views from users as to the future vision of the library and in relation to moving to the Community Hub on a permanent basis.

A number of questions are to be incorporated within the parish plan questionnaire to ensure the community remains in favour of the development.

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

12. To determine the date for the next scheduled meeting – Thursday 15th November 2018

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

Meeting closed at 20.45pm