

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date:	Thursday 19th September 2019	Time:	7.45pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mrs C Jackson-Doerge (Chairman)	Emma Shumsky	
	Mr C Greaves	Mr P Lawrence	
	Mr I Morrin	Mr T Ansell	
In attendance:	Cally Morris (Clerk)	Claire Stroud (Assistant Clerk)	
Apologies:	Mr N Morse	Mrs L Sharp	

1. To receive members apologies for absence

Apologies for absence were received from Mr N Morse 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

The minutes of the last meeting of the Community Hub Working Party Group held on 27 June 2019 having been circulated, were confirmed a correct record and signed by the Chairman.

4. Matters Arising on the Minutes

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

5. To receive an update following the promotion of the facilities available at the village hall

Members were advised that promotion and advertisement of vacant slots within the village hall diary has been pursued via the parish newsletter and website. A few additional bookings, specifically within the West Wing, have been taken. An advertisement is scheduled for inclusion within the next edition of the Village Eye.

A log sheet has been devised to document all enquiries for hire at the village hall to assist in determining the overall need for additional space, and the type of space required to address the needs of the community in the future.

6. To receive an update in relation to a feasibility study being undertaken at the village hall

Members were advised that plans for the existing village hall had been drawn to assist the structural engineer in ascertaining whether a first floor could be incorporated. Proposed by Mrs C Jackson-Doerge, seconded by Mr C Greaves and **resolved** unanimously to instruct a structural engineer.

A meeting was held with the parish councils appointed architect to discuss the potential for incorporating a first floor and additional space at the village hall. A feasibility study is to be developed with the results scheduled for presentation at the next meeting for consideration.

7. To give consideration to the revised draft budget presented

The revised draft budget were reviewed by members present, determining the project in its current format to not be feasible. Further investigations are to be undertaken to determine the options available for the provision of the facilities identified as being needed by the local community. Proposed by Mr C Greaves, seconded by Mrs E Shumsky and **resolved** unanimously that the proposal for a Community Hub on the Common Recreation Ground is withdrawn. Investigations

are to be made into alternative options, and potential solutions, in meeting the needs and requirements of the community.

Proposed by Mr I Morrin, seconded by Mr T Ansell, with 1 objection, and **resolved** with a majority vote, to remove the option of the library being removed from its current location from the overall plan. West Berks Council are to be advised of the decision accordingly.

Members discussed trialling a pop up café to ascertain the level of support within the community. A business plan is to be requested from interested parties to determine the viability and potential of a café. Suggestions for any modifications required and seating are to be requested as part of the business plan for consideration.

8. To give consideration to the formation of an “exit” plan and the stages and costs upon when it is to be implemented

Members discussed the various costs incurred to date in determining the viability of providing a Community Hub. It was determined that the Mission Statement highlighting the aims and objectives of the Community Hub was to be reviewed following the decision to withdraw the proposal for a building on the Common Recreation Ground.

The data collected from the questionnaires is to be analysed and forwarded to members to assist in determining the revised Mission statement. The item is to be considered in further detail at the next meeting.

9. To give consideration to the instruction of a professional to complete the business plan

Upon completion of the feasibility study at the village hall, a business plan and draft budget are to be devised to determine the overall viability of the project.

Business plans are to be requested from parties interested in a pop up café.

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

11. Date for next scheduled meeting – Thursday 17th October 2019

12. Items for information only – Financial impact of Brexit, Vice-chair election

Meeting closed at 21.11pm