

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

**Date:** Thursday 20<sup>th</sup> February 2020 **Time:** 6.30pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr C Greaves Mr T Ansell  
Mrs L Sharp Mr P Lawrence  
**In attendance:** Cally Morris (Clerk)  
**Apologies:** Mr I Morrin  
Emma Shumsky

**1.02 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

Apologies for absence were received and accepted from Mr I Morrin and Mrs C Jackson-Doerge.

**2.02 Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

No further Declarations of either a personal or financial nature were presented by members present.

**3.02 Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

No applications were presented by members present.

**4.02 Minutes of the last Meeting**

The minutes of the last meeting of the Community Hub Working Party Group held on 16 January 2020 having been circulated, were confirmed a correct record and signed by the Chairman.

**5.02 Clerks update**

The clerk provided members with a verbal update of action take to date in relation to the progression of the community hub.

i) A meeting was held with the councils appointed architects to discuss the scheme and establish artists impressions and visuals of the proposed extension to the pavilion.

ii) The Community Committee are scheduled to discuss the improvements and modifications to the village hall for improved access.

**6.02 To receive the revised drawings and floor plans for the provision of a Community Hub**

Members present reviewed the revised plans presented by the architects to provide a hall space for hire and café at the sports pavilion.

**7.02 To determine the vision statement for the Community hub**

Members present discussed in detail the remit of the provision of the Community hub, determining the following vision statement:

*"To build a licensed community facility that comprises of a café capable of providing hot & cold food and drinks, and a hireable space for community and private events"*

Proposed by Mr C Greaves, seconded by Ms L Sharp and **resolved** unanimously.

**8.02 To confirm the request for a quotation for the provision of cost plan**

Members present **resolved** unanimously to obtain quotations for the provision of a cost plan for the project.

Members **resolved** unanimously to delegate authority to Mr C Greaves to review the three quotations obtained for the cost plan and instruct the most suitable and best value provider for the project and proceed with their instruction accordingly.

Proposed by Mr T Ansell, seconded by Mr P Lawrence and **resolved** unanimously.

**9.02 To determine the project timeline**

Members present discussed a timeline for the project, expressing a wish for the project to be completed summer 2021. An outline timeline was devised with further detail to be added by members upon circulation.

Proposed by Mr T Ansell, seconded Mr P Lawrence and **resolved** unanimously that an application for full planning permission is prepared for submission to WBC as soon as possible.

The Plans on to be display at May Fayre for parishioner's information.

**10.02 To discuss the progression of a business plan**

A simplified and revised business plan highlighting the vision, aims and objectives of the Community Hub is to be developed. External assistance is to be sought for specific knowledge and expertise. Quotations are to be obtained. Proposed by Ms L Sharp, seconded by Mr P Lawrence and **resolved** unanimously.

**11.02 Matters for Future Discussion –** Questions raised by Mrs E Shumsky, communications plan, establish asset management committee

**12.02 Items for information Only -** No further items were identified.

**13.02 To determine the date of the next scheduled meeting –** Thursday 26<sup>th</sup> March, 2020

**Close of meeting –** The chairman closed the meeting at 19.36pm