

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date: Thursday 21st March 2019 **Time:** 6.30pm
Place: Committee room, Burghfield Village Hall
Present: Mr P Lawrence Mr N Morse
Mr C Greaves Mr M Paterson-Borland
Dr R Longton Mr I MacFarlane
In attendance: Cally Morris (Clerk)
Apologies: Emma Shumsky Mrs L Sharp

1. To receive members apologies for absence

Apologies for absence were received from Ms L Sharp and Emma Shumsky.

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 28 February 2019 having been circulated, were confirmed a correct record and signed by the 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 advised that a meeting had been held with a local resident, specialising in the production of tender documentations. Various points were raised to consider relating to the provision of a café within the hub. An initial market test, to gauge interest and obtain ideas and suggestions from potentially service providers is to be prepared and circulated as soon as possible. The information gathered is to be incorporated within the overall business plan

Usage figures for cafes of similar sizing's, and locations, are to be obtained to provide an indication of revenue. Further visits are to be scheduled to other community hubs to assist in the development of the business plan.

Members discussed the need to test the market by identifying any vacant slots within the village hall diary for promotion. Promotion is to be undertaken for the next 6 months to determine the need for additional space and the type of space being requested.

6. To receive an update from the architects in relation to any revisions to the internal or external design of the Community Hub

Members reviewed the revised cost plan and revised drawings presented by the architects. Attention was brought to the proposed overall cost of the project.

Confirmation is to be sought regarding the BREAMM level expected from WBC. A need for a specialist to assist in the project is to be determined following further liaison with the architect and WBC.

7. To determine the schedule for progressing applications for grant funding

Members present discussed the need for the business plan to be completed, with

projected revenue figures, prior to any applications for funding being presented.

8. To discuss the main objectives of the project for incorporation within the business plan and determine a schedule for completion

Members reiterated the top 3 priorities and objectives of the project as following:

- Permanent location for the library service and ensure its longevity
- A Community Café with longer opening hours
- Facilities for Community events and local events and private functions

Mr P Lawrence and Mr M Paterson-Borland provided a verbal update to members in relation to the progression of the business plan. A meeting was held to determine estimates for revenue from the proposed hub with a local finance specialist. Upon completion, the business plan will be circulated at full council for their consideration and approval. Once approved, fundraising of the project will be progressed accordingly.

The various headings within the business plan have been distributed amongst members for their completion and submission at the next scheduled meeting on Thursday 25th April, 2019.

9. To determine a schedule for further Community Consultation required

The parish questionnaire has been circulated to every household. Specific questions relating to the Community hub have been incorporated to ascertain the level of support from the community. Suggestions as to the variety of activities parishioners would like to see incorporated within the hub have been requested.

A coffee morning has been scheduled for Wednesday 3rd April to display the amended plans and request further feedback.

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

11. Date for next scheduled meeting – Thursday 25th April 2019.

12. Items for information only – Impact on Brexit.

Meeting closed at 19.30pm