

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date: Thursday 27th June 2019 **Time:** 6.30pm
Place: Committee room, Burghfield Village Hall
Present: Mrs C Jackson-Doerge (Chairman) Mr N Morse
Mr C Greaves Mr P Lawrence
Mr I Morrin Emma Shumsky
In attendance: Cally Morris (Clerk)
Apologies: Mrs L Sharp

1. To receive members apologies for absence

Apologies for absence were received from Ms 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 21 March 2019 having been circulated, were confirmed a correct record and signed by the Chairman.

4. Matters Arising on the Minutes

A coffee morning was held on Wednesday 3rd April to display the amended plans and request further feedback.

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

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

Members were advised that promotion and advertisement of vacant slots within the village hall diary is being pursued during the next 6 months to determine the overall need for additional space, and the type of space required to determine the needs of the community in the future.

6. To receive an update following the Community consultation undertaken and the parish questionnaire results

Specific questions relating to the Community hub were incorporated within the parish questionnaire to ascertain the level of support from the community. The Clerk provided a verbal update to members following the initial analysis of the data collated from the parish questionnaire. Support from the community as a whole is evident, with the following additional services being identified:

- Provision of a Community Café
- Activities for both the young and elderly
- Hub to be accessible during the day, evenings and at weekends

Members identified that further liaison was required with the younger generation of the parish to determine the type of facilities they would support

7. To consider the main objectives further to the community consultation undertaken and determine their incorporation within the business plan

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

Discussions were held between members with regard to the overall principle of the hub and the production of the business plan that reflects the needs of the community identified from the parish questionnaire.

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

The various headings within the business plan were previously distributed to committee members for their completion. Due to a change in membership of the committee following the elections, members revisited the layout and format of the existing business plan.

It was determined by members present to review the draft budget. Upon re-presentation to the committee, and their satisfaction with the figures provided, the business plan is to be reconfigured accordingly.

9. To determine the costs and associated timeline for applying for planning permission

It was determined by members present, that until the business plan was completed, planning permission would not be applied for. **Resolved** unanimously by members present.

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

Members discussed the various costs incurred to date in determining the viability of providing a Community Hub. Consideration was given to the stages, and associated costs, as to when the project is to be re-evaluated, or deemed no longer viable for further progression.

Mr P Lawrence and Mr I Morrin are to undertake a review of the draft budget . The exit plan will be revisited once the draft budget has been re-presented to the committee and the various financial thresholds and gateways incorporated.

11. To determine whether any alternative options are to be explored in further detail for the provision of the services identified within the community consultation

Members discussed whether alternative options had been explored sufficiently for the provision of the services identified by the community.

Discussions were held as to the viability of a first floor being erected on the village hall. A quotation is to be obtained accordingly, identifying the associated costs, for further consideration.

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

Members present discussed the need for the business plan to be completed, and the draft budget revised, with projected revenue figures, prior to any applications for funding being presented.

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

14. Date for next scheduled meeting – Thursday 18th July 2019

15. Items for information only – Financial impact of Brexit

Meeting closed at 19.40pm