

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

|                       |  |                         |               |
|-----------------------|--|-------------------------|---------------|
| <b>Date:</b>          | <b>Thursday 16th January 2020</b>              | <b>Time:</b>            | <b>6.30pm</b> |
| <b>Place:</b>         | <b>Committee room, Burghfield Village Hall</b> |                         |               |
| <b>Present:</b>       | Mrs C Jackson-Doerge (Chairman)                | Emma Shumsky            |               |
|                       | Mrs L Sharp                                    | Mr P Lawrence           |               |
|                       | Mr I Morrin                                    | Mr T Ansell             |               |
|                       | Mr N Morse                                     |                         |               |
| <b>In attendance:</b> | Cally Morris (Clerk)                           | 3 members of the public |               |
| <b>Apologies:</b>     | Mr C Greaves                                   |                         |               |

### 1.01 **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 C Greaves.

### 2.01 **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).

Mrs E Shumsky declared a personal interest due to her involvement with Café B.

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

Mrs Alison May requested to speak, asking the following question:

*"Could the parish council please advise why the idea of a hub has been shelved and upon what mandate the parish council is undertaking a review to put a second floor on the village hall".* The chairman advised that the questions raised were on the agenda and would therefore be answered during the course of the meeting. Due to the raising of voices by the member of public, the Chairman advised that disorderly behaviour would not be tolerated. If inappropriate behaviour was to continue the meeting would be adjourned and the offending individual would be asked to leave the meeting.

Members of the public present were reminded that upon the opening of the meeting, they were in attendance in an observational capacity only and not permitted to interject at any point.

### 3.01 **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.

### 4.01 **Minutes of the last Meeting**

The minutes of the last meeting of the Community Hub Working Party Group held on 19 September 2019 having been circulated, were confirmed a correct record and signed by the Chairman.

### 5.01 **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 has been held with the councils appointed architects to determine a suitable alternative scheme.

ii) The feasibility study to determine the viability of extending the village hall has been undertaken.

**6.01 To receive an update following the feasibility study undertaken to investigate the potential for extending the village hall**

A feasibility study was undertaken by the parish council appointed architects to determine whether the village hall would be suitable for extending. The study identified that to provide the facilities requested, the existing hall would be required to be closed for a 12-month period, resulting in both the loss of revenue and repeat hirers. The project was estimated at £1 million. The architects provided an alternative solution of building a brand-new hall at the front of the village hall car park at a cost of £1.2 million. Members discussed the revised concept in detail, determining that a second floor would not be a financially viable option.

**7.01 To receive revised plans for the provision of a community space at the pavilion**

Members present reviewed revised plans presented to provide a hall space for hire and café at the sports pavilion. The proposal is estimated at £650,000.

Proposed by Mr T Ansell and seconded by Mr I Morrin to progress the design as presented with a cost plan from the appointed architects.

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. Pre-planning guidance is to be sought in the first instance following the modifications.

A detailed article is to be included within the next parish newsletter advising the public of the revised plans and timescale for the project. Details are also to be displayed on the parish website, Facebook page and noticeboards.

A detailed Project plan and accompanying timeline is to be devised.

**8.01 To identify any further alternative solutions to meet the needs of the community as identified within the parish questionnaire**

Members discussed the various modifications to the existing village hall to maximise revenue, reiterating the needs of the community in providing the facilities requested.

Members considered minor improvement works suggested by the architect at the village hall to improve both access and revenue.

Proposed by Mr T Ansell, seconded by Mrs L Sharp and **resolved** unanimously that the Community committee undertake a review of the proposed modifications.

**9.01 To discuss the provision of a pop-up café**

Following the success of the pop-up café at the Christmas market, the provider requested further dates, and opportunities, to raise their profile. The Community committee are to be instructed to determine both the need and remit upon which a pop-up café at the pavilion can operate.

Proposed by Mrs L Sharp, seconded by Mr P Lawrence and resolved unanimously

Mrs E Shumsky raised a number of questions in relation to the provision of a café at the Community Hub which members determined would be answered during the production of the revised business plan.

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

It was determined by members present that a revised business plan highlighting the aims and objectives of the Community Hub was necessary to reflect the amendments accordingly. Discussions are to be held to establish the overall usage of the building and the incorporation of the needs of the community as identified within the parish questionnaire.

Members are to progress the development of the business plan at a separate meeting on Thursday 6th Feb at 6.30pm. External assistance is to be sought for sections within the plan that require specific knowledge or expertise.

**11.01 Matters for Future Discussion – Questions raised by Mrs E Shumsky**

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

**13.01 To determine the date of the next scheduled meeting - 20th February 2020**

**Close of meeting – 19.20pm**