

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Committee

**Date:** Thursday 2<sup>nd</sup> December 2021 **Time:** 7.45pm

**Place:** West Wing Committee Room

**Present:** Mrs C Jackson-Doerge (Chairman) Mr I Morrin  
Mr D Godding Mr T Ansell  
Miss M Cresser Mr N Morse  
Ms L Sharp

**In attendance:** Cally Morris (Parish Clerk)

**Apologies:** Mr C Greaves Mr P Lawrence

**1.1221 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

Resolved: to accept the apologies as presented by Cllr C Greaves and Cllr P Lawrence.

**2.1221 Declaration of any personal or financial interests**

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

**3.1221 Applications for Dispensations**

No applications were presented by members present.

**4.1221 Minutes of the last Meeting**

The minutes of the last meeting of the Community Hub Committee held on 14 October 2021 having been circulated, were confirmed a correct record by members present.

**5.1221 Community Hub/Café Project**

i) To receive an update in relation to the purchase of a temporary unit for a café

Resolved: Following approval by the Governance & Finance committee for the release of the EMR of £10,000 the unit is to be purchased accordingly for installation on the Common recreation ground.

Resolved: To purchase 4 modular units for erection on the Common Recreation Ground, subject to planning approval. Proposed by Cllr I Morrin, seconded by Cllr L Sharp and resolved unanimously.

ii) To review the timeline for the installation of the unit

Resolved: To progress planning permission for installation of the unit accordingly. The groundworks required for the installation of the unit are to be determined and priced accordingly.

iii) To determine the internal layout of the unit

Resolved: To request a disabled accessible toilet, with baby change facilities and a storage/cleaning cupboard is installed within the unit prior to delivery. Further advice is to be sought with regard to the electrical requirements, specifically for the operation of the kitchen.

iv) To review the action list for the progression of the café

Resolved: The following actions are undertaken as soon as possible to progress the project:

- Planning permission obtained
- Groundworks required ascertained and priced
- Kitchen requirements determined for operation
- Electrical requirements for the unit
- Furniture for the unit
- Toilet facilities
- Flooring

v) To discuss the business model for the operation of the Café and determine the schedule for tender

Resolved: Members present resolved that a tender is prepared for a single use operator for the café for an initial period to determine its success. Specialist advice is to be sought for progression. A separate meeting is to be scheduled to discuss.

**6.1221 Matters for Future Discussion – Tender documentation and business plan.**

**7.1221** **Items for information Only - No further items.**

**To determine the date of the next scheduled meeting**

**Close of meeting – The chairman closed the meeting at 20.33pm.**

DRAFT