

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Committee

Date:	Thursday 17th February 2022	Time:	6.30pm
Place:	West Wing Committee Room		
Present:	Mrs C Jackson-Doerge (Chairman)	Mr I Morrin	
	Mr D Godding	Mr T Ansell	
	Mr P Lawrence	Mr N Morse	
	Ms L Sharp		
In attendance:	Cally Morris (Parish Clerk)	1 member of the public	
Apologies:	Mr C Greaves		

1.0222 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Resolved: to accept apologies as presented by Cllr C Greaves.
Members acknowledged that Cllr Cresser had resigned from the Community Hub Committee.

2.0222 Declaration of any personal or financial interests

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

3.0222 Applications for Dispensations

No applications were presented by members present.

4.0222 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 2 December 2021 having been circulated, were confirmed a correct record by members present.

5.0222 Community Hub/Café Project

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

Members received a verbal update with regard to progress to date for the installation of a temporary unit on the common recreation ground.

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

Planning permission has been submitted with a decision estimated within 12 weeks. Meetings have been scheduled with the appropriate specialist for required groundworks in preparation for installation of the unit.

The tender document is being progressed accordingly with an appropriate timeline incorporated for the opening of the café.

Members gave consideration to the foundations required for the modular unit. Preference was expressed for a sustainable and environmentally friendly option, to cause minimal disruption.

Resolved: To use the JackPad system. Resolved unanimously.

A newsletter article is to be included within the next scheduled edition to update parishioners of progress to date and expected timeline for the opening of the café.

iii) To determine the internal layout of the unit

Members reviewed the proposed internal layout of the unit.

Resolved: Upon a detailed quotation having been obtained for the modifications requested, members will review further to confirm the final internal and external layout.

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

Resolved: The following actions are to be progressed accordingly:

- The groundworks required are undertaken in preparation for installation of the unit
- The JackPad system is progressed
- The tender document is completed with a list of decisions required prepared for members to be reviewed at the next scheduled meeting.
- Upon completion, the Tender is advertised asap.

v) To discuss the business model for the operation of the Café

Members present discussed the purpose, vision and scope of the café, ascertaining the overall aim of the café unit. The tender document is to reflect the aspirations identified to ensure the operator fits within the councils remit and aspirations.

Resolved: Members present resolved the purpose, vision and scope of the café was reflected within the tender document in accordance with the parish councils' aspirations accordingly.

6.0222 Matters for Future Discussion – No items for future discussion were identified.

7.0222 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 19.25pm