

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Committee

Date: Thursday 29 June 2023 **Time:** 6.30pm
Place: West Wing Committee Room
Present: Cllr C Greaves Cllr P Lawrence
Cllr D Selway Cllr N Morse
Cllr I Macfarlane Cllr Watts
Cllr A Mackinnon
Present: Parish Clerk Support & Communications Officer
1 member of the public
Apologies: Cllr L Sharp

Mr G Harris advised that he would be recording the meeting. The clerk asked for clarification as to whether the recording was live to which Mr Harris advised it wasn't. Members present were advised of the recording to ensure that opportunity for anyone wishing to leave the room and not be recorded was provided.

Mr G Harris asked for the associated costs for the project manager and architect to be provided.

1.0623 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies for absence were presented and received for Cllr L sharp.

2.0623 Declaration of any personal or financial interests

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

3.0623 Applications for Dispensations - No applications were presented by members present.

4.0623 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 18 May 2023 having been circulated, were confirmed a correct record by members present.

5.0623 Community Hub/Café Project

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

The chairman advised that meetings had been held with 4 grounds workers to provide quotations for the preparation works required. The item will be discussed later in the agenda.

It was noted that the unit requires to be moved due to storage issues being experienced by the current provider. Alternative options will be investigated.

ii) To receive an update in relation to the discharging of planning conditions applied and any action required

The required documentation had been submitted to West Berks Council for the discharge of the conditions accordingly. A response was scheduled for 28th June and is being pursued by the architects.

Concerns were raised regarding the overall costs of the project due to the delay in its delivery and subsequent increase in costs following both Brexit and the cost of living. It was considered whether the project should go back to full council for further discussion and determine the contingency plan accordingly.

A question was raised as to whether the majority of ground works required were one off for the project specifically. It was determined that once in place they could be utilised for

a future build or a permanent building at the location.

Members discussed whether there were any alternative options available for the delivery of the project. Cllr P Lawrence updated members as to the timeline and process of events that led to the current position for the council.

iii) To review the action list and determine further actions for the progression of the café

Following considerable discussion by members regarding the overall viability of the project, it was determined by those present that the full council reassesses the feasibility of the project at their next scheduled meeting, due to be held on Thursday 6th July. An overview of the project to date is to be provided with the viable options going forward being presented.

Proposed by Cllr I Macfarlane, seconded by Cllr P Lawrence and resolved unanimously.

Members determined that Cllr P Lawrence, Cllr I Macfarlane and Cllr L Sharp are delegated authority to open the tenders received by potential operators of the café for initial review on Thursday 6th July at 6.30pm.

Proposed by Cllr I Macfarlane, seconded by Cllr P Lawrence resolved unanimously.

iv) To receive a report on expenditure to date

Members noted that expenditure to date for the unit and associated works was £40,000.

v) To give consideration to the application of grant funding for the project

All members are to investigate grant funding accordingly. A list of proposed grant funders, with an estimation of funds available for the project is to be collated in preparation for presentation to full council on Thursday 6th July.

6.0623 Matters for Future Discussion – award of operation tenders, internal and external furniture.

7.0623 Items for information Only - No further items.

Close of meeting – The chairman closed the meeting at 19.05pm.