

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date: Thursday 19th April 2018 **Time:** 6.30pm
Place: Committee room, Burghfield Village Hall
Present: Mr P Lawrence Mrs L Sharp
Mr N Morse Dr R Longton
Mr M Paterson-Borland Mr I MacFarlane
In attendance: Cally Morris (Clerk)
Apologies: Mr C Greaves

1. To receive members apologies for absence

Apologies for absence were received from Miss M Cresser. Members were advised that Miss M Cresser had resigned from the Committee with immediate effect.

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

- i) To approve the Minutes of the last meeting of the Committee held on 15 March 2018.

4. Matters Arising on the Minutes

A meeting was held with Morse Webb on Wednesday 18th April to discuss the plan of action to progress the project accordingly in further detail.

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

The clerk verbally updated members following the meeting with the architects held on Wednesday 18th April, providing copies of the minutes from the previous meeting with the architects.

6. To give consideration to proposed action plan for the progression of the overall design of the Community Hub

A timeline highlighting the various stages of the project and associated deadlines was presented to members. An application for Pre-Planning guidance from West Berks Council has been submitted and is awaiting registration.

7. To receive an action plan highlighting the specific action points identified by the architect for progression of the project

Following the previous meeting, the following points have been actioned accordingly:

- The formal appointment letter has been signed and returned accordingly
- Morse Webb have prepared the required documentation for pre-planning advice from WBC and submitted. Registration of the application by WBC is still awaited.
- Berkshire Youth have quoted to undertake consultation with the

under 16's within the parish to ascertain their specific aspirations for the Community Hub.

The following action points remain outstanding:

- Liaison is to be held with Barbara to obtain a clearer understanding of the requirements for a potential charity shop within the hub
- Liaison with WBC regarding the housing of the library within the community hub
- Meetings with the various users of the hub to determine their individual ideas and specific requirements (await guidance from WBC following Pre-Planning advice)

Further meetings have been scheduled with the architects for Wednesday 16th May 2018 at 10.00am and Wednesday 13th June 2018.

8. To review the quotations received to date for works in the preparation of the submission of full planning permission

Members present gave consideration to the various quotations received for approval and progression of the project:

Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to instruct Mr S Parkinson to investigate the VAT implications in the build of the hub. A maximum of £1,500 was determined.

Proposed by Dr R Longton, seconded by Mr P Lawrence and **resolved** unanimously to instruct Mr V Cainey to undertake the required Tree surveys and studies in preparation for the building of the hub. A maximum of £500 was determined.

Proposed by Mr P Lawrence, seconded by Dr R Longton and **resolved** unanimously to instruct Mr P Stubbington to undertake a Topographical Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided.

Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to instruct SAS Environmental to undertake an Asbestos Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided.

Proposed by Mr I Macfarlane, seconded by Mr M Paterson-Borland and **resolved** unanimously to instruct AAE to undertake an Ecological Survey of the site, as directed by Morse Webb. All required documentation to support the submission of a planning application is to be provided

Members determined they would await a response from West Berks Council following receipt of pre-planning advice prior to instructing further consultants.

9. To determine the criteria for fundraising of the project and determine timescales for progression in obtaining the required funding for the project

Members determined that initial enquiries are to begin for the funds required to progress the project accordingly.

Following discussion by members, the following action points are to be completed accordingly:

- A review of the account coding for the hub.
- A meeting with Greenham Common is to be established as soon as possible
- Initial investigations in relation to fundraising are to begin to identify

the criteria and determine whether the project fits within the guidelines specified.

- Community Hub fundraising ideas are to be explored further. Suggestion of buy a brick, fundraising evenings, Scouts, Brownies, WI, Burghfield Santa's were considered for further investigation.
- Liaison is to be held with West Berks Council regarding the allocation of CIL monies from future developments within the parish.

10. To determine the next stage of Community Consultation

Consultation is to continue with members of the public with the following actions having previously been completed identified:

- Annual Parish Meeting, Thursday 12th April
- Parish Newsletter
- New noticeboard

The following actions are still to be completed:

- May Fayre – Sunday 13th May
- Café B
- Berkshire Youth
- Posters and details within the library

A public exhibition has been scheduled for Thursday 7th June from 4pm until 8pm. The following members provided confirmation of their attendance at the event.

11. Matters for future discussion – No further items were identified.

12. To determine the date for the next scheduled meeting – Thursday 17th May 2018

13. Items for information only – No further items were raised for consideration.

Meeting closed at 19.23pm