

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date:	Thursday 22nd February 2018	Time:	7.00pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr P Lawrence	Mr I MacFarlane	
	Mr C Greaves	Dr R Longton	
	Mr N Morse		
In attendance:	Cally Morris (Clerk)	Claire Stroud (Assistant Clerk)	
Apologies:	Mrs L Sharp	Miss M Cresser	
	Mr M Paterson-Borland		
Absent:	Mrs C Jackson-Doerge		

1. To receive members apologies for absence

Apologies for absence were received from

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 18 January 2018.

4. Matters Arising on the Minutes

A presentation of initial design ideas was held with each architect to enable a decision as to the most suitable architect for the project

The last set of accounts for each of the companies presenting were obtained to ensure financial due diligence

5. To appoint an architect for the design and build project for the proposed Community Hub

Members present reviewed the documentation received for each of the architects in the final selection process in detail. Copies of the companies accounts were obtained and reviewed alongside the documentation to ensure due diligence by the committee.

Resolved unimlously to instruct Morse Webb to undertake the overall design process for the community Hub within Burghfield. A full recommendation is to be presented to the parish council at the next scheduled meeting on Thursday 8th March 2018.

A request is to be presented to Morse Webb to meet on Wednesday 14th March at 10.00am at Burghfield Village Hall to formulate a plan of action for the progression of initial designs for the Community Hub.

Proposals for parish council meeting:

- Presentation from Morse Webb
- Approval of appointment of architect
- Financing of the project
- Meeting schedule
- Terms of Reference for Community Hub Project party and the Fundraising party

6. To determine the next stage of Community Consultation required

Upon confirmation of the appointed architect, and acceptance of the position, the

initial designs and drawings of the community hub are to be presented to full council at the March full council meeting. The designs will also be on display for public comment at the upcoming May Fayre and a public consultation meeting.

Annual Parish Meeting – Morse Webb, revolving display

It was determined by committee members that a communications strategy was to be adopted to ensure residents remained informed throughout the process of the project.

7. **Matters for future discussion** – Communication strategy, members of the community with an interest in the project.
8. **To determine the date for the next scheduled meeting** – Thursday 15th March 2018
9. **Items for information only** – No further items were raised for consideration.

Meeting closed at 19.26pm