

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

<b>Date:</b>	<b>Thursday 21<sup>st</sup> June 2018</b>	<b>Time:</b>	<b>6.30pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr P Lawrence	Mr I MacFarlane	
	Mr C Greaves	Mr N Morse	
	Mr M Paterson-Borland	Dr R Longton	
<b>In attendance:</b>	Cally Morris (Clerk)	Burghfield Foodbank representatives	
<b>Apologies:</b>	Mrs L Sharp		

Representatives from the Burghfield Foodbank attended the meeting to provide a verbal presentation regarding the current set up and desire to establish potential collaborative working with the parish council, specifically in the provision of premises for the service due to the service having grown to over 30 food parcels being delivered each week. Members thanked the Foodbank for attending and providing further details, advising that they would include their proposal in the overall development and design of the hub.

### 1. **To receive members apologies for absence**

Apologies for absence were received from Mr M Paterson-Borland and Mr N Morse.

### 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**

The minutes of the last meeting of the Community Hub Working Party group, having been held on 26 April and 10 May 2018 having been circulated, were confirmed a correct record and signed by the presiding Chairman.

### 4. **Matters Arising on the Minutes**

The pre-planning guidance has been received from WBC.

The public exhibition was successfully held on Thursday 7<sup>th</sup> June 2018 with feedback obtained from parishioners.

A meeting was held with the architects on 13<sup>th</sup> June to discuss and update the action plan.

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

The clerk verbally updated members of the various actions raised at the previous Community Hub committee meeting. Copies of the minutes from the previous meeting with the architects were provided for members present. A report of the results obtained from the community consultation and public exhibition held to date was presented to members. Further analysis was undertaken to collate the feedback and ascertain any recurring themes. Support for the venture continues to be positive.

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

The pre-planning advice has been received from WBC with a positive review noted. Clarification is to be sought in relation to the level of BREAMM excellence required.

The following points remain outstanding:

- Liaison with Barbara to obtain a clearer understanding of the requirements of a charity shop within the hub
- Liaison with WBC regarding the library within the community hub

- Meetings with the various users of the hub to determine their individual ideas and specific requirements
- Meeting with Raj from Burghfield Post Office to discuss any specific concerns/desires.

**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 contractors were appointed with reports having been received from:

- Mr V Caine - Tree surveys and studies in preparation for the build.
- Mr P Stubbington to undertake a Topographical Survey of the site.
- SAS Environmental to undertake an Asbestos Survey of the site.
- AAE to undertake an Ecological Survey of the site.
- Mr S Parkinson to investigate the VAT implications in the build of the hub.

Members considered the action plan for progression, acknowledging that upon appointing the final specialists required a cost plan is to be instigated as soon as possible.

Further investigations are to be undertaken in relation to the possibility of the Café being licensed, specifically in relation to any potential complexities in its management.

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

Further quotations were received for consideration by members to appoint further specialists required:

- Malcolm Hollington to undertake the required Quantity Surveying and studies for RIBA stages 0-4, required in preparation for the building of the hub. Proposed by Mr I Macfarlane, seconded by Mr M Paterson-Borland and **resolved** unanimously to appoint with immediate effect.
- Cowan Consultancy to undertake the required Structural Engineering works and studies required for RIBA Stages 0-4, in preparation for the building of the hub. Proposed by Mr P Lawrence, seconded by Mr N Morse and **resolved** unanimously to appoint with immediate effect.
- JDA to undertake the required Building Service Engineering works and studies required in preparation for the building of the hub. Proposed by Mr P Lawrence, seconded by Mr M Paterson-Borland and **resolved** unanimously to appoint with immediate effect.
- SI Albury to undertake the required Site Investigation works and studies required in preparation for the building of the hub. Proposed by Mr I Macfarlane, seconded by Mr N Morse and **resolved** unanimously to appoint with immediate effect.
- Laser Surveys to undertake the required Below Ground Service works and studies required in preparation for the building of the hub. Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to appoint with immediate effect.
- Mr S Parkinson to undertake the required VAT investigations and studies required in preparation for the building of the hub. Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to appoint with immediate effect.

**9. To receive an update in relation to the fundraising of the project and determine timescales for progression**

The following action points are still outstanding:

- A review of the account coding for the hub is to be undertaken.
- Initial investigations in relation to fundraising have begun to identify the

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

- Further fundraising ideas are to be explored with the suggestion of buy a brick, fundraising evenings, Scouts, Brownies, WI, sign a tile, Burghfield Santa's are all to be investigated fully.
- Liaison with West Berks Council regarding the allocation of CIL monies from future developments within the parish.
- The potential viability of a 50/50, or a 100 club

Investigations are being made into the potential benefits of introducing a CIC (Community Interest Company) for the purpose of fundraising for the hub.

Members have been allocated the following projects for potential funding opportunities:

- Mrs L Sharp – Co-op, Waitrose, Sainsburys, Miller Homes
- Dr R Longton – West Berks Council
- Mr N Morse – J. Madjeski

**10. To determine the next stage of Community Consultation required**

A brief overview of the feedback obtained to date was presented to members, highlighting the positive nature of the comments received. The most recurring theme identified from the feedback was for the installation of a bar and to ensure the play area remains suitable for as many ages as possible and as a minimum the same size as present. A summary of the feedback is to be displayed on the parish website.

The display boards are to be erected at the upcoming Burghfield Community Sports Day 2018 on the 1<sup>st</sup> July.

**11. Matters for future discussion – no further items were identified.**

**12. To determine the date for the next scheduled meeting – Thursday 19<sup>th</sup> July 6.30pm.**

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

Meeting closed at 19.45pm