

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

**Date:** Thursday 15<sup>th</sup> March 2018 **Time:** 6.30pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr P Lawrence Miss M Cresser  
Mr N Morse Mrs L Sharp  
Mr M Paterson-Borland Dr R Longton  
Mrs C Jackson-Doerge 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 Mr C Greaves

**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 22 February 2018.

**4. Matters Arising on the Minutes**

The architects, Morse Webb, have been appointed following approval at full council.

A meeting was scheduled with the architect for Wednesday 14<sup>th</sup> March to determine a plan of action to progress the project accordingly.

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

The clerk updated members following the meeting with the architects held on Wednesday 14<sup>th</sup> March.

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

A timeline for the various stages of the project was presented to members. A copy is attached to the minutes, however, it will be subject to change and amendment as required throughout the course of the project.

**7. To give consideration to the specific action points identified by the architect for progression of the first stage of the project**

Further to the meeting with the architects, the following action points were identified for progression of the project:

- A presentation of initial design ideas is to be scheduled for the

Annual Parish Meeting, Thursday 12<sup>th</sup> April.

- A request is to be presented for the information to be displayed at Café B
- Detailed drawings are to be displayed within the new three bay noticeboard being installed within the village hall car park, requesting feedback from parishioners.
- The formal appointment letter is to be presented for signing accordingly
- Morse Webb are to prepare the required documentation for pre-planning advice from WBC
- Three quotations are to be obtained for the various consultations required for the initial stages of the project
- Berkshire Youth have been engaged to undertake consultation with the under 16's within the parish to ascertain what their specific aspirations for the Community Hub are.
- A revised date of March 2019 was determined for building work to commence on site
- Further 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 (Sally Reid)
- Meetings with the various users of the hub is to be established to determine their individual ideas and specific requirements (a list of contact details)

Further meetings have been scheduled for 18<sup>th</sup> April at midday and 16<sup>th</sup> May 2018 at 10.00am.

**8. To determine the criteria to be presented to the Community Hub fundraising committee for their progression in obtaining funding for the project**

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

The following points were identified by the committee for action:

- A review of the account coding for the hub
- A meeting with Greenham Common is to be established as soon as possible
- A VAT specialist is to be instructed as soon as possible
- Initial investigations in relation to fundraising is to begin to identify the criteria and determine whether the project fits within the guidelines
- Community Hub fundraising ideas are to be explored further. Suggestion of buy a brick, fundraising evenings, Scouts, Brownies, WI, Burghfield Santa's we considered for further investigation.

Proposed by Mrs L Sharp, seconded by Miss M Cresser and **resolved** unanimously to progress the above action points accordingly.

**9. To determine whether further Community Consultation is required at present**

Consultation is to continue with members of the public with the

following actions identified:

- Annual Parish Meeting, Thursday 12<sup>th</sup> April
- May Fayre – Sunday 13<sup>th</sup> May
- Café B
- Parish Newsletter
- Berkshire Youth
- New noticeboard
- Posters and details within the library

It was determined by members that a communications strategy was to be considered to ensure residents remained informed throughout the process.

- 10. Matters for future discussion** – Communication strategy, members of the community with an interest in the project.
- 11. To determine the date for the next scheduled meeting** – Thursday 19 April 2018
- 12. Items for information only** – No further items were raised for consideration.

Meeting closed at 19.23pm