

BURGHFIELD PARISH COUNCIL

DRAFT Minutes of the Community Hub Working Party Group

Date: Thursday 15th November 2018 **Time:** 6.30pm

Place: Committee room, Burghfield Village Hall

Present: Mr P Lawrence Mr I MacFarlane
Mr C Greaves Mr M Paterson-Borland
Dr R Longton

In attendance: Cally Morris (Clerk)

Apologies: Emma Shumsky Mr N Morse
Mrs L Sharp

Absent:

1. To receive members apologies for absence

Apologies for absence were received from Mrs L Sharp, Mr N Morse, Emma Shumsky.

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 held on 18 October 2018 having been circulated, were confirmed a correct record and signed by the Chairman.

4. Matters Arising on the Minutes

The meeting scheduled with the architects for October to discuss the revised design and update the action plan accordingly has been postponed until the internal specification has been confirmed.

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

The clerk verbally updated members following a meeting with the architect. A request was presented by the architect for the committee to confirm the exact internal requirements prior to revisiting the overall design.

A cost plan, following confirmation of the revisions to the sizing and design of the hub will be determined by the appointed structural engineer. Upon completion of the revised plan, a meeting will be scheduled with the architects.

Advice sought from the VAT specialist has been received and will be circulated to members for their consideration.

6. To receive an update from the Clerk in relation to a revised design of the Community Hub Hubs and discuss specific features identified

Members present discussed potential income streams within the hub to ensure running costs could be covered on an annual basis. It was determined that a review of the internal space was required to include a hireable space for the local community and continued revenue.

Members present gave consideration to the proposed floor spaces for each of the designated areas, considering the purpose, layout and efficiency of the design. Following discussions held by the committee, it was determined that the overall design of the hub was to include the following:

- Library – approximate space of 70-90 square metres
- Café – 60 sq.m plus a kitchen area. (To be potentially incorporated as part

- of the library space allocated)
- Office space – 20 sq.m.,
- Kitchen facilities – approximately 30 sq.m with a servery/bar area which can be separated.
- 2 hireable spaces of 50/60 sq.m each
- 2 small meeting rooms of approximately 15 sq.m each separate by a partition door to create one large space
- Toilet & kitchenette upstairs with relevant store, communications and plant room

The architect is to revisit the design in accordance with the above specification.

7. To progress application for grant funding from various sources

Members present discussed the need for the business plan to be completed, with projected revenue figures, prior to any applications for funding being presented.

8. To receive an update for the proposed Business Plan

Mr P Lawrence provided a verbal update to members present in relation to the progression of the business plan.

9. To determine further Community Consultation required

The presentation boards had been on display at Burghfield Library to obtain views from users on the future vision of the library and moving to the Community Hub. The feedback received is to be collated.

Questions for incorporation within the parish plan questionnaire are being developed accordingly.

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

12. To determine the date for the next scheduled meeting – Thursday 24th January 2019.

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

Meeting closed at 19.40pm