

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Working Party Group

**Date:** Thursday 20<sup>th</sup> September 2018 **Time:** 6.30pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr P Lawrence Mr I MacFarlane  
Mr C Greaves Mr N Morse  
Dr R Longton Emma Shumsky  
**In attendance:** Cally Morris (Clerk)  
**Apologies:** Mr M Paterson-Borland Mrs L Sharp

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

Apologies for absence were received from Mr M Paterson-Borland and Mrs L Sharp.

**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 19 July 2018

**4. Matters Arising on the Minutes**

A meeting was held with the architects on 11<sup>th</sup> September to discuss the revised design and update the action plan accordingly.

**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, highlighting any actions taken to date, were provided for members present.

**6. To give consideration to the revised design for the Community Hub**

Members present considered revised design presented by the architect. Points of note include the proposal for hub building to be separate from the existing sports pavilion. The revised design provides a much more efficient and effective use of space whilst provided a proposed reduction in overall costs. Members discussed various ideas for the utilisation of the internal space to include space for co-working, a meeting room and partition doors for study areas within the library area. The design is currently being reviewed by the cost consultant and is scheduled to be re-presented to the committee at the next scheduled meeting.

**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:

- Malcolm Hollington to undertake the required Quantity Surveying and studies for RIBA stages 0-4
- Cowan Consultancy to undertake the required Structural Engineering works and studies required for RIBA Stages 0-4
- JDA to undertake the required Building Service Engineering works and studies required in preparation for the building of the hub.
- SI Albury to undertake the required Site Investigation works and studies required in preparation for the building of the hub.
- Laser Surveys to undertake the required Below Ground Service works and

studies required in preparation for the building of the hub.

Due to the overall design having been revised, the cost plan is being revisited, scheduled for presentation and consideration by the committee at their next meeting.

Members present reviewed the advice obtained regarding the complexities in pursuing a fully operational bar within the hub, determining that both the costs and overall management of a bar to fall out of the original remit of the hub. Café B have confirmed that the sale of alcohol would go against the overall ethos of TiM. Members discussed the potential of the Café being licensed for separate events outside the hours of the café. Further discussions are to be held upon receipt of the service specification from TiM.

**8. To receive an update regarding fundraising and determine timescales for progression**

The following action points remain outstanding:

- 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
- 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

Members allocated projects for investigating funding opportunities for the project updated the committee of progress to date

- Mrs L Sharp – Waitrose, Sainsburys, Miller Homes
- Dr R Longton – West Berks Council
- Mr N Morse – J. Madjeski, Santa's
- C.Morris – CIL money allocation

**9. To receive an update in relation to the Business Plan**

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

A need was identified for the parish council to define its own business model for the running of the Café within the hub to ensure the remit on both sides is in agreement.

A schedule of policies required/held for the various service providers and potential users of the Community Hub is to be devised. Café B is to provide a copy of the policies held in relation to the current service being provided from the Methodist Church.

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

A meeting has been scheduled at Burghfield Library on 11th October to obtain views from the users as to the service as a whole and the future vision. Comments are also to be obtained relating to moving to the Community Hub permanently.

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

**12. To determine the date for the next scheduled meeting – Thursday 18<sup>th</sup> October 2018**

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

Meeting closed at 19.30pm.