

BURGHFIELD PARISH COUNCIL

DRAFT Minutes of the Community Hub Working Party Group

Date: Thursday 17th January 2019 **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 Mr N Morse
Emma Shumsky

In attendance: Cally Morris (Clerk)

Apologies: Mrs L Sharp

Absent:

1. To receive members apologies for absence

Apologies for absence were received from 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

The minutes of the last meeting of the Community Hub Working Party Group held on 8 November 2018 having been circulated, were confirmed a correct record and signed by the Chairman.

4. Matters Arising on the Minutes

All items are being dealt with at the relevant point in the agenda.

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

A meeting was held with the architects prior to the Christmas break to discuss revisions to the overall design of the hub for budgetary reasons. The cost plan and accompanying action plan are to be updated accordingly upon the internal specification being confirmed.

A cost plan, following confirmation of the revisions to the sizing and design of the hub will be determined by the appointed structural engineer.

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 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, the architects presented a revised design for comments.

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- Library – approximate space of 45 square metres
- Café – 64 sq. plus a kitchen area. (To be potentially incorporated as part of the library space allocated)
- Office space – 34 sq.
- Kitchen facilities – approximately 36 sq. with a servery/bar area which can be separated.
- 2 hireable spaces of 70 sq. each
- 2 small meeting rooms of approximately 25 sq. each sperate by a partition door to create one large space
- Toilet & kitchenette upstairs with relevant store, communications and plant room

Proposed by Mr C Greaves, seconded by Mr M Paterson-Borland and **resolved** unanimously to instruct Morse Webb to instruct the approved Quantity Surveyor to undertake a revised cost plan as soon as possible.

7. To progress applications for grant funding

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 progress the Business Plan for implementation

Mr P Lawrence provided a verbal update to members present in relation to the progression of the business plan. A meeting has been scheduled to progress the business plan, with accompanying estimates for revenue for the progression of fundraising of the project.

9. To determine further Community Consultation required

Visuals are to be placed on the parish noticeboard at the village hall upon confirmation the cost plan is within the budget. An article is also to be placed within the next newsletter requesting parishioners' feedback.

The communications committee are to investigate a marketing/promotion plan for the hub, and its usage within the community.

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

11. Date for next scheduled meeting – Thursday 28th February 2019.

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

Meeting closed at 19.36pm