

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date: Thursday 28th February 2019 **Time:** 6.30pm
Place: Committee room, Burghfield Village Hall
Present: Mr P Lawrence Mrs L Sharp
Mr C Greaves Mr M Paterson-Borland
Dr R Longton Emma Shumsky
In attendance: Cally Morris (Clerk)
Apologies: Mr N Morse Mr I MacFarlane

1. To receive members apologies for absence

Apologies for absence were received from Mr I Macfarlane 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 held on 17 January 2019 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 and appointed Quantity Surveyor, to discuss the revisions to the overall design of the hub. The cost plan, and accompanying action plan, were circulated to members for their perusal.

6. To receive an update from the architects in relation to any revisions to the internal or external design of the Community Hub

Further to discussions at the previous meeting, and subsequently with the appointed architects, the following internal layout changes were proposed as following:

- New sliding folding doors to the library and café
- The WC block and the store have been swapped
- New shower in Dis WC
- Servery has a new hatch on the café side
- There is a new archive room in the roof space accessed for the first-floor level
- New storage in loft over the stores and wc block on the ground floor
- The rooms on the first floor have been re-laid

Externally, rooflights have been added to the hire rooms and opaque glass panels to the lower section of the windows both hire rooms. New doors leading to the outside are now shown to the hire rooms with the lower section in opaque glass.

Members reviewed the cost plan, specifically the exclusions, to ascertain whether any further items required adding or removing from the specification as presented. Concerns were expressed in relation to the potential impact Brexit could have on the cost of the project overall, specifically in relation to the cost of building materials.

Confirmation is to be sought from the architect regarding the BREAMM level expected from WBC at the pre-planning stage. A need for a specialist to assist in the

project is to be determined following further liaison with both the architect and WBC.

7. To determine the schedule for progressing 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 discuss the business plan and determine a schedule for completion

A local resident, specialising in the production of tender documentations, spoke to the committee advising of the various points to consider relating to the provision of a café within the hub. An initial market test, to gauge interest and obtain ideas and suggestions from potentially service providers is to be prepared and circulated as soon as possible. The information gathered is to be incorporated within the overall business plan.

Usage figures for cafes of similar sizing's, and locations, are to be obtained to provide an indication of revenue. Further visits are to be scheduled to other community hubs to obtain further information required to develop the business plan.

Mr P Lawrence and Mr M Paterson-Borland provided a verbal update to members present in relation to the progression of the business plan. A meeting was held to determine estimates for revenue from the proposed hub. Upon completion, the business plan will be circulated to full council for their consideration and approval. Once approved, fundraising of the project is to be progressed accordingly.

9. To determine a schedule for further Community Consultation required

An article has been placed within the newsletter, scheduled for distribution week commencing 3rd March, requesting parishioners' feedback.

Questions relating to the specific use for the hub have been incorporated within the parish questionnaire, scheduled for distribution week commencing 3rd March.

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

11. Date for next scheduled meeting – Thursday 21st March 2019.

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

Meeting closed at 19.35pm.