**BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING**

**HELD IN THE COUNCIL CHAMBER ON TUESDAY 9TH FEBRUARY 2016 at 3.00pm**

**Present:**

Cllr R Ashby

Mr P Hall

Ms D Eckhart

Mrs J Paxman – Bovey Tracey Library

Mr M Wells – Town Clerk

**Apologies for absence**:

Cllr E Kelly

Cllr A Klinkenberg

Cllr M Tregoning

Miss E Steer – Bovey Tracey Information Centre Trust

**Minutes of Previous Meeting**

The minutes of the previous meeting held on the 26th January were approved as an accurate record of discussion.

**1. Timeline Revisions**

Dawn circulated updated copies of the revised document, which shows that the timeline has been shifted back slightly due to the delayed start earlier in the year.

Dawn has arranged separate meetings with Erica and Jackie to seek a better understanding of their needs and aspirations from the new building.

**2. Engagement Strategy**

i) Dawn explained in more detail the importance of further community engagement which will build upon the consultation exercises that have been undertaken previously and provide up-to-date evidence that is important to support any potential external funding application(s).

1. Dawn led a group discussion around previous consultation that has been carried out to date. Following discussions, it was agreed to provide the following:

- 2004 Parish Plan Consultation (Mark)

- Timeline to the history that led to the acquisition of the Old Thatched Inn site (Mark)

- Content of discussions that took place at the 2012 open event at the Town Hall (Mark)

- A copy of the most current Design Brief (Mark)

- Copies of any press material promoting the previous open event(s) (Mark)

- A copy of the Design Review Panel document (Mark)

A lengthy discussion took place around previous consultation and on reflection Dawn agreed that a full scale household survey is unlikely to be required.

**3.** **Communications Strategy**

 Mark agreed to act as the key person to lead on Communications.

**4. Capital Investment Plan**

1. Discussions took place around a potential figure from previous work to guide the funding needs. It was suggested that a figure of up to £1million would be a baseline figure to work towards. This was based on the potential increase in suggested build costs from previous plans/estimates. It was recognised that the suggested £750,000 costs to refurbish the Town Hall to make fit-for-purpose would also now have substantially increased during the years that have lapsed from when the surveys were initially undertaken.

Mark discussed the current financial situation in relation to potential reserves, grants and capital receipts that are expected to be earmarked for this project, subject to Council approval.

Dawn agreed to make contact with Ciara Eastell at Devon County Council to further discuss appropriate timescales for any approach to DCC giving consideration to the transfer to a mutual.

ii) Mark explained that the initial application to Viridor was rejected as the project outline did not meet with their criteria. Mark to provide a copy of the application form to Dawn.

**5. Buildings Audit**

1. Dawn explained the importance of undertaking an up-to-date buildings audit and how this will evidence the community demand for a flexible, useable meeting space.
2. Mark suggested that Cllr Tregoning might be a useful contact to help assist with identifying these buildings. Jackie suggested that the Friends of the Library Group could help disseminate/collect the completed information.

**6. Agenda Items for the next meeting**

 To be agreed and circulated prior to the next meeting.

**7. AOB**

Discussions took place around previous drawings that were prepared in readiness to apply for planning permission. Dawn requested copies of the latest plans which Peter will provide.

**9. Date of next meeting**

 **The date of the next meeting will be Tuesday 23rd February at 3.00pm.**