

BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON TUESDAY 5th April 2016 at 3.00pm

Present:

Cllr E Kelly
Cllr A Klinkenberg
Cllr M Tregoning
Mr P Hall
Ms D Eckhart – Devon Communities Together
Mr T Butt – Devon Communities Together
Miss E Steer – Bovey Tracey Information Centre Trust
Mrs J Paxman – Bovey Tracey Library
Mr M Wells – Town Clerk

The meeting was chaired by Cllr Kelly.

1. Apologies for absence:

Cllr R Ashby

2. Minutes of Previous Meeting

The previous minutes of the meeting of 23rd February 2016 were approved.

3. Capital Investment Plan

Cllr Kelly invited Dawn to present the Capital Investment Plan for discussion. Dawn presented the plan which was based around previous Steering Group discussions and informed by research around potential funders.

More detailed discussions took place around the content within pages 6 & 7 of the plan, namely the anticipated project costs and the proposed funding package.

Peter suggested that the anticipated costs should be tweaked to provide a higher percentage (12%) for technical fees and a reduced 'fit-out' figure as some of this would be covered within the main site works/construction budget. In addition, a lot would be taken from existing premises.

A discussion took place around the borrowing limits. Dawn confirmed that the amount that any individual Council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose, however recommended that the Town Council discuss this further with Lesley at DALC.

Following further discussions, it was suggested by the Steering Group that requests for funding should be applied for in phased approach:

Phase 1 – Enabling phase (including permissions, a portion of professional fees and early site works)

Phase 2 - Main construction and kitting out phase

The proposed budget is still approximate at this stage. Dawn will be meeting with DCC Officers this week to further update them and discuss potential funding for the library inclusion. Further discussions still need to take place to confirm the District Council's contribution.

4. Youth Consultation Update

Dawn referred to the draft 'Young People Engagement' report circulated with the agenda. There has been some interesting points raised from the early analysis however it is not entirely for the Town Council to provide facilities as suggested, but it is likely to be more appropriate for other agencies to lead on in the future. Further analysis of the representations is to be done. At present, the draft report is incomplete, but provides an interim update on the current direction of travel. The consultation is due to be completed by the end of April and a final updated report will be produced at the beginning of May.

5. Sample Broader Community Survey

Tom discussed the draft Community Survey circulated with the agenda. The focus on what the Community Hub is about is set out clearly to attract the responses required.

The draft Community Survey is tripartite and aims to reach organisations, businesses and individuals and is broken down accordingly within the survey. The Steering Group agreed with the content of the survey and congratulated Tom in putting this together. Mark suggested an amendment to Question 5 and the Steering Group agreed to amend 'Meeting Room – up to 60 people' to 'Meeting Room 60+' and add in a further line for 'events space'.

The Town Clerk agreed to arrange the printing locally and will liaise with Tom directly. It was agreed that Heathfield must be included within the circulation and Cllr Kelly agreed to speak with the Post Office, but suggestions included circulating copies via the school, Spar, Mole Valley and Community Centre links.

Dawn requested support with producing 'post boxes' for each of the 5 drop off points. Jackie and Erica agreed to provide theirs, whilst it was also agreed to produce a standard poster that could be used to standardise each drop-off point. The poster would highlight methods on how people could access copies of the questionnaire – DCT to produce.

Mark agreed to draft a Press Release for the Mid Devon Advertiser.

Dawn highlighted the importance to allow this questionnaire to be in circulation for 1 month minimum.

6. Architect Selection

Dawn explained that it was within their remit to re-draft a revised Design Brief for potential architects following the results of consultation exercises.

Peter explained that in the summer of 2015, 6 architects were invited to interview with the Community Hub design panel. Out of the 6 invitations, 2 declined leaving 4 that were interviewed.

It is suggested to offer the 2 preferred architectural practices a copy of the revised brief and asked if they wish to confirm their continued interest. The design brief will be further informed by the results of the forthcoming consultation. Dawn confirmed that it is DCT's intention to prepare a draft by late May/early June as per the timeline of tasks.

7. Agenda Items for next meeting

Cllr Kelly invited items for discussion by the Steering Group at the next meeting. It was agreed to provide the following:

- DCC Library Meeting Update (DE)
- Consultation Update (DE)
- Capital Investment Plan
- Funding Update – Teignbridge DC (MW)

8. AOB

No other items were raised.

9. Date of next meeting

The date of the next meeting will be Tuesday 24th May at 3.00pm.