

22nd January 2024

Minutes of the **Community Hub Committee Meeting** for Stantonbury Parish Council held on **Thursday 11<sup>th</sup> January 2024 at 10.00am** at Stantonbury Parish Office, 126 Kingsfold, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

**Minutes**

50/23	<b>Welcome and Introduction to Community Hub Committee meeting.</b>	<b>Actions</b>
51/23	<p><b>Present:</b> Cllr Carol Northwood Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Judy Kite - Chair</p> <p>Donna Moore - Clerk</p>	
52/23	<p><b>Apologies for Absence:</b> Cllr Paul Baxter – <b>4 votes for.</b></p>	
53/23	<p><b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.</p> <p><b>Cllr Ronaldson agenda item 55/23</b></p>	
54/23	<p><b>Public Forum for members of the public to speak:</b> <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g)</i></p> <p><b>2 members of the public attended.</b></p> <p><b>1 member of the public wish to address the concern of allowing block bookings at a weekend as it could restrict the use to local groups who wish to hold events for the local residents. – Comments noted.</b></p>	
55/23	<p><b>Chairs Remarks:</b> ABRA Booking <b>Chair made committee aware we had a request to consider cancelling a weekend block booking, to allow another organisation to hire the hall. Clerk reminded committee of our current Terms and Conditions and any booking is on first come first serve basis.</b></p>	
56/23	<p><b>Risk Management:</b> None</p>	

Signature:..... Date: .....

57/23	<p><b>Minutes:</b> To approve and sign the Minutes of the meeting held on: <b>Thursday 23<sup>rd</sup> November 2023. – Agreed 4 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
58/23	<p><b>Community Hub Rota:</b> Committee to review and agree the draft rota. <b>Committee reviewed the rota, Clerk advise it would be issued to the Councillors the month before and then to volunteers if Councillors were not available. - Agreed 4 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	TC/ST
59/23	<p><b>Commercial Bins:</b> Due to the increase in bookings does the Committee wish to provide a commercial bin at the Community Hub. <b>Committee agreed to defer for now and reconsider if hall bookings increase, Committee wish to remain with the current Terms and Conditions, where the hall hirer takes their rubbish away. – Agreed 4 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	DM
60/23	<p><b>TV for the Community Hub:</b> Committee to discuss and agree if they wish to purchase a TV for the Community Hub. <b>After a long discussion Committee agreed a total spend of £1,300, there was some discussion over the real need for an aerial and could it run from the WIFI, office will check. Committee also requested the TV to be bigger than 55inch and it must be secure to a moveable stand.</b></p> <p><b>Committee wish for the funding to come from Winter warmer funding. - Agreed 4 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	ST/TC
61/23	<p><b>Future Events at the Community Hub:</b> Committee to discuss future events at the Community Hub till end of March 2024. <b>Committee agreed the backing paper of events and wish to add:</b></p> <ul style="list-style-type: none"> <li>• Tea dance on a Saturday</li> <li>• To look into holding an Exercise class on a weekly basis</li> <li>• Community Choir twice a month, 1 session in afternoon and 1 session in the evening – Office staff to publish a survey on social media of what type of music would residents like to sing. - Agreed – 4 votes for</li> </ul> <p style="text-align: right;"><b>Agreed</b></p>	ST/TC
62/23	<p><b>Tables and Chairs:</b> <b>Committee to discuss the table and chairs currently at the Community Hub.</b></p> <ol style="list-style-type: none"> <li>a) Do you want to increase the quantity.</li> <li>b) Do you want to change the tables to a lighter option.</li> </ol> <p><b>Committee agreed to defer this item, Cllr Kite to provide details of a lighter table as the current tables are heavy to move, we will also need to look at the size of the potential new tables.</b></p>	DM / DO

Signature:..... Date: .....

	<p><b>Once details are known to discuss again. Committee is concerned of capacity of the venue and unsure if there is room for additional tables and chairs.</b></p> <p><b>Agreed 4 votes for.</b></p> <p><b>Committee discussed the size of the storage cupboard for the tables and chairs and agreed it needs to be made bigger, Parish Rangers could carry out the work and to price the job.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	
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Meeting closed 11:20am



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[www.soundsorba.com](http://www.soundsorba.com)

## QUOTATION

<b>Customer Name:</b> Susan Tozer Bradville Community Hub Project:	<b>Quotation Number</b>  <b>Date</b>	Q110124J  11/01/2024
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Dear Susan,

### Product: Wallsorba Type C - Shadow Joint System - 40mm

To supply and deliver Wallsorba Type C - Shadow Joint Acoustic wall panels with impaling clips and Gluesorba contact adhesive.  
All panels to colour choice from the standard Soundsorba range - 63 colours.

	Quantity	Price (Each)	Price (Total)
Wallsorba C: 1000 x 2500 x 40mm -	1	£224.00	<b>£224.00</b>
Wallsorba C: 1000 x 1200 x 40mm -	1	£123.00	<b>£123.00</b>
Wallsorba C: 1000 x 2000 x 40mm -	1	£174.00	<b>£174.00</b>
Wallsorba C: 1000 x 2700 x 40mm -	1	£224.00	<b>£224.00</b>
Gluesorba Spray Can Adhesive (500ml) (Price includes necessary impaling clips)	3	£9.00	<b>£27.00</b>
Carriage & Packaging - to Bradville MK13	1	£130.00	<b>£130.00</b>
	<b>Total</b>		<b>£902.00</b>

### All panel dimensions are in the format Height x Width x Thickness

All our deliveries are kerbside only within mainland England and Wales. Please make your own arrangements to take materials to your chosen storage place.

All deliveries are made between 9am and 5pm, Monday - Friday. If you require a timed delivery slot please contact us to check availability and additional cost.

Please make sure to indicate the height and width of each panel at the time of ordering.

This quote is valid for 2 weeks from the above date.

**Lead time:** Currently approx. 7 - 10 working days from receipt of official order, subject to the availability of the specified finish. Any material alterations may change the lead time.

Please note that the lead time can increase or decrease depending on when the order is placed.

The above panels are manufactured to our standard dimensional tolerances of +/- 3mm.

V.A.T: The above prices are subject to VAT.

Please check that the quantities and sizes are correct and adequate to meet your requirements.

**Terms:** Pro Forma

**Conditions:** All orders are subject to our Standard Terms & Conditions which are attached.

We trust you find the quote satisfactory and look forward to your business. Please contact us in case of any questions.

Yours sincerely

**Steve Abbott**

9<sup>th</sup> February 2024

### **Additional Tables Community Hub**

Due to the weight of the current tables at the Community Hub and difficulty in putting/taking down, does the Committee wish to consider purchasing more lightweight tables for hirers to use.

#### **Current table size:**

	<b>Height</b>	<b>Width</b>	<b>Length</b>
6 tables	28 ½in	31 ½ ins	55ins
5 tables	29 ½ ins	31 ½ ins	63 ins

#### **Proposed New tables:**

27 ½	30 ins	60 ins	£190.95 + VAT
27 ½	30ins	48 ins	£166.95 + VAT

Committee to decide if new tables to be purchased and if so, how many.

**9<sup>th</sup> February 2024**

## **Dishwasher at the Community Hub**

With the current layout of the kitchen at present a slimline dishwasher could be accommodated with removal of one cupboard. If however a full-size dishwasher was installed this would incur extra costs which would include the additional carpentry work to remove another cupboard.

The cost of supply, installing and carpentry work for a slimline dishwasher is from: £670.

- Providing a dishwasher will reduce the costs of supplying disposable cups. (currently paying £39.95 for 550 cups)
- Sterilize and sanitise the crockery ready for next event.

Options to consider:

- Install a slimline dishwasher Y/N
- Install a full-size dishwasher which could be integrated into a new kitchen plan.
- Make the decision to purchase once the 4 Year Plan has been implemented.

9th February 2024

## **Large store cupboard agenda item 74/23**

Committee to discuss if they wish to place doors with locks on the original cupboard area.

Things to consider

- The internal doors might get restricted from private hires blocking the doors.
- Would the new extension be big enough to store all chairs and tables.
- Rangers could create additional storage in boiler room if you prefer.

Radiator:

Committee to consider removing the large radiator in the store cupboard and cap it.

Things to consider

- The radiator might get damaged with the chairs and tables being moved around.
- Waste of space.
- Additional item to consider the radiator near the window is leaking we could reinstall the good radiator there, and dispose of the leaking one.

5th January 2024

## Carpark at the Community Hub.

I have been asked to look into extending the carpark at the Community Hub, the report is for your information.

Originally there was a discussion to extend the carpark to the left the green section on the below picture, we must submit a planning application to change the use of the land and we would not be able to build right up to the fences as the owners have right to access. The expert I spoke to does not believe this small size increase would give us enough space to be able to park on both sides of the carpark.

MKCC have also confirmed that the white line install for the footpath is not a right of way and I spoke to the person who put the line in and this was installed for guidance only, so you would be able to extend the carpark to the right on to our front lawn.

I have also enquired about the piece of land adjacent to our building and carpark, before the play park, this would need to be an asset transferred to us if they agreed, however the department is closed for the next 6 – 9 months so nothing will happen before then.

I also spoke to the landscape expert to enquire about cost to change from grass land to carpark land for the piece of land MKCC might asset transfer to us and a very rough cost looking around £100k and I would be concerned of the turning cycle if it would be big enough.

For now to try and get better parking at the Community Hub, should we install lines to definid parking bays.

\*Picture for your guildance below.

