



**Minutes of the
Portchester Community Centre Task and
Finish Panel
(to be confirmed at the next meeting)**

*Minutes of a meeting held on 21 May 2012
at the Civic Offices, Fareham*

PRESENT:

Councillor Mrs C L A Hockley
(Chairman)

Councillor N J Walker
(Vice-Chairman)

Councillors: T M Cartwright, L Keeble (deputising for Miss S M Bell) and R H Price, JP.

County Councillor: REJ Ellis.

1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Miss S M Bell.

2. MINUTES

It was AGREED that the minutes of the meeting of the Portchester Community Centre Task and Finish Panel held on 21 March 2012 be confirmed and signed as a correct record ([pcctf-120209-m](#) refers).

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the acquisition of a bell to be located in the bell tower of the new Community Centre, which Councillor Walker had undertaken to secure. A copy of a letter from Castle Primary School offering to donate their School Bell on permanent loan to the Council, subject to certain provisions, was circulated to all members. It was understood that following negotiations with officers it was anticipated that some of the specified provisions could be waived. It was reported that the school's request that, if possible the bell be returned to its working condition so that it could be used on occasion, had been addressed however it was confirmed that it would be secured as a non-working bell. The school had expressed a wish to receive

appropriate recognition for the loan of the bell, to include an invitation to the opening Ceremony. It was also suggested that a commemorative plaque be placed in the foyer with a description of the general history of the bell and arrangements pertaining to its loan. The Chairman was of the view that provided this could be achieved in negotiation with the school regarding appropriate wording, this proposal be approved.

It was AGREED that:-

- (a) subject to the agreement of the Executive, in principle the Panel accept the offer of the old School Bell from Castle Primary School to be housed in the bell tower at the new Portchester Community Centre, and
- (b) that officers be authorised to enter into negotiations with the school concerning the conditions in the offer letter for loan of the bell and with regard to the wording on the proposed commemorative plaque.

4. PLANTING OF A TREE

Arising from discussion concerning minute 3 above, Councillor Price informed the Panel that Portchester Women's Institute had requested permission to plant a tree where appropriate within the agreed landscaping proposals. The Panel was asked for its views on this proposal.

It was AGREED that, in principle, the request by Portchester Women's Institute to plant a tree where appropriate within the landscaping proposals be approved.

5. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, Councillor R H Price, JP declared a personal interest in this item as the Council's appointed representative to the Portchester Community Association. He remained in the meeting during the discussion.

6. EXCLUSION OF THE PUBLIC AND PRESS

It was AGREED that the public and representatives of the press be excluded from the remainder of the meeting in accordance with Section 100A(4) of the Local Government Act 1972, as the Panel considered it was not in the public interest to consider following matters in public on the grounds that they would involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

7. BUSINESS PLAN EVALUATION

The Panel considered a report by the Director of Community and Streetscene, which provided the Panel with details of the business plans submitted by Portchester Community Association and Portchester Community School for the management of the new Portchester Community Centre (copy of the report which contains exempt information, circulated with the agenda and appended to

signed minutes). The Panel was reminded that both submitted business plans had been scrutinised by officers from the Council with the relevant knowledge and experience of the categories set out in the evaluation criteria previously agreed by the Panel at its meeting on 9 February 2012. The officers were present at the meeting. Copies of the completed evaluation forms and the provisional scores awarded to each organisation were also attached to the report.

The Director of Community and Streetscene explained the process to be followed at the meeting. Each organisation would present their business plan to members following which the Panel would have the opportunity to ask questions of the representatives. The representatives would then be required to leave the room to allow the Panel the opportunity to debate the provisional score allocated to each business plan, and based on the information obtained from the presentation and the question and answer session, to discuss and agree any adjustments to the scoring in each category. At the completion of the process, the Panel would then be requested to recommend to the Executive which organisation should be awarded the lease for the new Portchester Community Centre.

Each organisation in turn made their presentation, answered members' questions and were thanked accordingly. Following each presentation the Panel re-evaluated the provisional scores awarded by officers, considered in detail the merits of the respective business plans and, by consensus, agreed to adjust the provisional scores accordingly. The Director of Community and Streetscene also requested the Panel to give consideration to the details of the lease arrangements which members would wish to recommend to the Executive.

On being put to the vote, there being 5 votes in favour and 1 vote against, it was AGREED that the Executive be advised of the Panel's recommendation for the organisation to be awarded the lease for the new Portchester Community Centre and the Panel's recommendations in terms of the lease arrangements. (Councillor Price requested it be recorded that he had voted against).

8. FUTURE PANEL MEETING TIMES

The Chairman informed members of a proposal to change the meeting start time from 6:00pm to 4:00pm for all future meetings.

It was AGREED that in future all meetings of the Portchester Community Centre Task and Finish Panel would commence at 4:00pm.

(The meeting started at 6:00pm
and ended at 10:05pm).