Minutes of the Portchester Community Centre Task and Finish Panel

Minutes of a meeting held on 9 February 2012 at the Civic Offices, Fareham

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

Councillor N J Walker (Vice-Chairman)

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

County Councillor: R J Ellis.

1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor T M Cartwright.

2. MINUTES

It was AGREED that, subject to the amendment of the two references to 'clock tower' to read 'bell tower' in minute 9, the minutes of the meeting of the Portchester Community Centre Task and Finish Panel held on 20 December 2011 be confirmed and signed as a correct record. (pcctf-111220-m).

3. CHAIRMAN’S ANNOUNCEMENTS

The Chairman made an announcement concerning the ceremony for cutting the first sod for the construction of the new community centre, which had taken place on Wednesday, 8 February 2012 and had included local children.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Panel received a deputation from Ms Sarah Moss concerning Management Options - minute 8 below refers.
It was AGREED that Ms Moss be thanked for her deputation.

6. **BELL TOWER**

The Panel received proposals from Hampshire County Council on the design and estimated cost for installing a bell tower. The Hampshire County Design Manager, Mr Liam Presley, made a presentation to the Panel, illustrating the proposals.

Members were informed that a company, Good Direction, could design a bell tower in keeping with the proposal for the community centre for an architectural feature housing a (non-working) bell. The illustrations shown indicated a design with a 40 degree pitched roof located over and in line with the main entrance. The final design of the upper part of the structure could be considered at a future date, but the Panel was requested to agree the size of the base and its location, as it needed to be incorporated into the steelwork design, which was in the process of being agreed. The cost of the structure would be in the region of £4,000 and, allowing for a small percentage for the contractor, the cost of the supporting structure and for the crane to install it, the estimated overall cost was £6,730.

It was AGREED that:-

(a) a base 1.5 metres square be incorporated into the steelwork design that was currently being finalised;

(b) the Council's contractor, HA & DB Kitchin Limited, be authorised to engage with Good Direction to design and construct the bell tower;

(c) the bell tower be located over the entrance to the building, as illustrated in the presentation to the Panel; and

(d) it be noted that the funding for the provision of the bell tower from identified developer contributions had been agreed and that the Director of Community and Streetscene could authorise the additional expenditure for the project.

7. **ORIGINAL PIECE OF STONWORK**

Arising from the discussion concerning minute 6 above, Councillor Price raised the issue of a piece of stonework, originally from Portchester Castle, which had been incorporated in the existing building when it was being constructed. He requested that it be removed from the existing building and incorporated in the new building, ideally alongside the plaque to be located there, together with a background to the stones and the two buildings.

It was AGREED that:-

(a) the contractor be requested to remove and preserve the piece of stonework from the existing building;
(b) when the depth of the piece of stonework had been established, arrangements be made for it to be incorporated in the new structure, in the foyer, if practicable or, if not, in an appropriate place; and

(c) arrangements be made for a small interpretation board explaining the history of the stone to be installed in the new building.

8. MANAGEMENT OPTIONS

The Panel considered a report by the Director of Community and Streescene, which asked members to consider the management arrangements for the new Portchester Community Centre building (copy of report `pcctf-120209-r01-mbo` circulated with agenda and appended to signed minutes).

The Panel's attention was drawn to the deputation referred to in minute 5 above.

A revised report was circulated at the meeting (copy of report `pcctf-120209-r01-mbo-v2` appended to signed minutes).

It was AGREED that:-

(a) if Sarah Moss could obtain evidence of there being a means by which the operator of the community centre would not be required to pay VAT, she be requested to communicate this to the Head of Leisure and Community;

(b) it be noted that no decision was required concerning the length of lease to be offered until after business plans had been submitted and evaluated;

(c) notwithstanding (b) above, any organisations being invited to submit business plans be asked to prepare them on the basis of a lease for 25 years, with break clauses at 5 year intervals;

(d) Portchester and District Community Association be invited to prepare a business plan for consideration at a future meeting of the Panel;

(e) subject to the Council being requested to approve the change of date for the Panel meeting scheduled for Tuesday 22 May 2012 to Monday 21 May 2012, the timetable shown in paragraph 19 of the revised report be approved; and

(f) the following Business Plan Evaluation Criteria be approved:
(The meeting started at 6:00pm and ended at 7:26pm).

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisations, Vision, Aims &amp; Objectives</td>
<td>Is there clarity about how the building will be managed in order to meet the identified community needs both now and in the future?</td>
<td>15%</td>
</tr>
<tr>
<td>Local Community Needs Analysis</td>
<td>Has a thorough analysis of local community needs been undertaken to identify the key requirements that need to be met?</td>
<td>10%</td>
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<tr>
<td>Programming</td>
<td>Does the programme of hirings and activities reflect the identified local community needs and is there an appropriate balance of local groups and organisations included in the programme?</td>
<td>15%</td>
</tr>
<tr>
<td>Budget &amp; Cash Flow Forecast</td>
<td>Is there an appropriately structured budget projecting all relevant expenditure and income for a five year period which demonstrates an effective sustainable operation?</td>
<td>20%</td>
</tr>
<tr>
<td>Governance Arrangements</td>
<td>Do the proposed arrangements provide evidence that the organisation has appropriate personnel with the skills and qualities needed to effectively manage the new facility and is there an appropriate level of local community and local authority representatives?</td>
<td>10%</td>
</tr>
<tr>
<td>Marketing Plan</td>
<td>Has consideration been given to how the local community will be encouraged to make use of the centre including evidence of pricing and promotion strategy?</td>
<td>5%</td>
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<tr>
<td>Maintenance</td>
<td>Is there evidence of a planned preventative maintenance programme and appropriate provision made to fund longer term maintenance liabilities?</td>
<td>20%</td>
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<tr>
<td>Health and Safety</td>
<td>Is there clear evidence that appropriate systems and procedures have been considered and an understanding of the role the &quot;Responsible Person&quot;?</td>
<td>5%</td>
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