

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Thursday 29th October 2020

<u>Present:</u>	
Nathan Hall (Chair) (NH)	
Alison Candlin (AC)	
Duncan Whitby (DW)	
John Lister (JL)	
Dom Szanto (DS)	
Apologies	
Charlotte Yates (CY)	

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting. Apologies from CY were noted.	
2	Minutes of 01 October 2020 Meeting and Review of Actions	
	<p>Minutes of the meeting held on the 1 October 2020 had previously been agreed as a correct record. Actions relating to items not covered on the agenda were reviewed.</p> <ul style="list-style-type: none"> - Model Rules clause 7.5.2 DS has not yet had a response from Plunkett Association about this query on the Model Rules. DS - Plunkett Support: NH had not yet applied to extend the support from the Plunkett Foundation. NH 	
3	Consultation Days Preparation	
	<p>AC took the meeting through the preparations for the forthcoming consultation days to be held on the afternoon of Friday 6th November at the Beeches and Saturday 7th November at The Beeches.</p> <p>DS was asked to complete the Finance section for the display board – including details of the proposed funding strategy in relation to different scenarios alongside a real example from a community shop. DS</p> <p>NH was asked to submit detail of local community shops. NH</p>	

	<p>DW would finalise the risk assessment for both days, and prepare material to conform COVID-19 rules, including the QR code for NHS app check-in.</p> <p>AC would complete the display materials following the discussion in readiness for the events.</p> <p>AC would also put a note over to members of the Parish Council to invite them to attend.</p> <p>A feedback from would be used to seek feedback from attendees</p>	<p>DW</p> <p>AC</p> <p>AC</p> <p>NH</p>
4	Governance	
	<p>The draft FCA application form for Community Benefit Society Application had been circulated prior to the meeting. NH asked for comments on this before it was submitted and also specifically asked members of the group to confirm any other Directorships for inclusion within the documentation. Subject to this the form would be submitted through to the Plunkett Foundation who were sponsoring our application.</p> <p>NH also asked for feedback on the type of further support this group would require from the Plunkett Foundation. The following areas were prioritised; support to the community share offer and advice with any future planning process</p>	<p>ALL</p> <p>NH</p>
5	Strategy & Marketing	
	<p>An update was received on the developing idea of a purpose built facility within Whitley. The landowner was currently considering budget, costs and architectural considerations. It was envisaged that in the coming months the SWCH would be in a position to submit an initial planning application with respect to this option.</p> <p>116 Top Lane Site: It was expected the 116 Top Lane site would be going to market the following week. The meeting discussed the variety of steps in response to this to be pursued alongside the potential greenfield option.</p> <p>It was agreed that:</p> <p>The group would prepare a communication to advertise the SWCH as a “tenant of choice” once the Top Lane site goes on the market.</p> <p>NH and DS would arrange a telephone call with our commercial property valuation advisor.</p> <p>A Community Share pledge form and supporting material would be prepared</p>	<p>AC/NH</p> <p>NH / DS</p> <p>DS</p>

	<p>The situation regarding these options would need continual review at each and every forthcoming meeting of this group.</p> <p>Branding Update It was noted that the “wordles” produced on the branding zoom call were being passed over to a marketing and design professional who lived in the village. They had agreed to develop some draft ideas for branding images and these would be reviewed further at a future meeting.</p>	AC
6	Programme Planning	
	<p>Overall Map and Key Next Steps It was noted that a very high level “road map” for the project had been produced for the consultation days. NH reminded the group that a fairly detailed action plan had previously been agreed with the Plunkett Foundation and progress against this should be reviewed as part of the next meeting.</p> <p>Review of Working So Far Some discussion took place reflecting on working to date within the group. It was agreed that the fortnightly meeting rhythm felt right and would continue for the coming months.</p>	CY
7	<p>Date of Next meeting 12 November 2020, 5pm-7pm</p>	