

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Friday 07th May 2021

Present:	
Nathan Hall (Chair) (NH)	
Alison Candlin (AC)	
Charlotte Yates (CY)	
John Lister (JL)	
Dom Szanto (DS)	

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting.	
2	Minutes of the Meeting held on Friday 12th March	
	Minutes of the meeting held on Friday 12 th March were reviewed and outstanding actions noted.	
3	Offer of Space at 116 Top Lane, Whitely	
	<p>Members of the group had met earlier that week with Tom Skinner, the new owner of the 116 Top Lane Site. Tom had outlined his plan to deliver a bike shop, bike workshop and café on the site. Tom had also offered SWCH a part of the floor space (15m²) at the site for a community shop.</p> <p>The group confirmed that this was a very welcome offer and that subject to agreeing terms of lease, should be accepted. It was noted that the 'ethos' of Tom's business made a good fit with the SWCH vision. Although the space on offer was much smaller than the groups original plans, there was confidence that a smaller community shop could be viable and successful in that space.</p> <p>It was agreed that the group would confirm acceptance of the offer to Tom Skinner and begin to put in place all necessary steps to deliver a small community shop from this site.</p>	NH

	<p>It was agreed that the group should communicate their intention to lease space at 116 Top Lane via their Facebook page.</p> <p>It was noted that the owners of the Middle Farm site would very shortly be communicating the possibility of a shop, post office and café as part of that potential residential development at Middle Farm / Corsham Road. To avoid confusion, it was important for SWCH to be clear with the community that this shop was a different proposition to the community shop and one that SWCH were not directly engaged in, albeit one that the group did not oppose in principle. It was not felt that this proposed development should give any reason not to push ahead with the 116 Top Lane plan, particularly given the very small scale nature of any shop at 116 Top Lane and the uncertainty of if and when the Middle Farm development would happen.</p> <p>It was noted that the CAWS AGM was planned for 18 May 2021, and that SWCH had been invited to attend to update on our plans. AC and NH would attend this.</p> <p>It was agreed that AC and DS should set up a further meeting with Tom Skinner to discuss further terms of a lease.</p>	<p>AC</p> <p>AC / NH</p> <p>AC/DS</p>
<p>4</p>	<p>Project Planning</p>	
	<p>The remainder of the meeting was given over to developing the key steps to establishing a community shop at 116 Top Lane Whitely. A variety of project tasks were identified, grouped into the following areas:</p> <ul style="list-style-type: none"> - Governance - Finance, Legal and Policies - Volunteers and Staff - Products, Supplies and Services - Shop Fitting - Comms and Engagement <p>CY would populate the groups Trello board with all tasks identified.</p> <p>The following were agreed as early priority tasks to complete to allow the project to move ahead:</p> <ul style="list-style-type: none"> - Secure further advisor support from Plunkett Foundation - Produce Simple Business Plan for 15m2 - Update Share Offer Prospectus for circulation - Undertake Share Offer Comms - Agree Lease terms <p>The project plan would be further developed at the next meeting, with an intention to identify a wider group of volunteers to help with specific areas. The potential for an accelerated development day to quickly progress the project was also mentioned.</p>	<p>CY</p> <p>NH JL DS/JL AC DS</p>

5	Date of Next Meeting	
	The Steering Group would meet again on Friday 14 May 2021	