

## Meeting of Facilities working group

3<sup>rd</sup> February 18:00 on Zoom

Attendees:

Peter Stanhope

Kevin Brown

Wendy Matthews

Arun Gaur

Ann Mayling

The scope of this group is defined within the terms of reference and is based on balancing effective cost management and managing income levels to be as close to a breakeven point as is practice with ensuring the facilities are made available for community use as widely as possible.

The facilities were placed in 3 broad categories:

- Income generating facilities -Jubilee Pavilion and IH Pavilion, to a lesser extent 45B high St and Chequers Orchard.
- Operational sites – workshops, garages and offices
- Play areas (facilities only cover the areas fenced off with play equipment)

After discussion 4 core objectives of the strategic plan:

1. To identify opportunities to generate additional income to move towards breakeven while encouraging community use
2. To increase community usage across all assets
3. To focus on developing a robust approach to managing all costs and proactive approach to maintenance and management to reduce overall spend. This includes a long term plan to expand the range of works/repair in-house. Note: ensure all agreements make clear the costs for which the lessee/hirer is responsible.
4. To review the play areas, map out assets and develop long term plan for each site to ensure there is appropriate and comparable provision at all sites.

It is anticipated these will form parallel workstreams to develop plans and activities to meet the objectives.

Members of the working group have been assigned one of these to objectives to lead.

1 Cllr Arun Gaur

2 Cllr Ann Mayling

3 Cllr Kevin Brown

4 Cllr Peter Stanhope

Other topics discussed relating to delivery of strategic objectives above:

Work underway re community hub:

It was discussed that following the decision by the community library to close and remove their shelving and books the hub was now a more usable space. In order to be ready for post-Covid operation and to be able to open to wider use a door would be placed between the public space and that occupied by the officers. The reception area is already closed off.

The plan is to create space for training events including IT training, for the CAP to function, for small group meetings or trainings and one to one consultation space.

Cllr. Matthews is leading the discussions with Bucks Adult Learning and others involved with the Community board COVID - 19 response and recovery sub-group to put together a bid for funds to get the equipment/furniture etc. required for this project.

draft notes