NOTES OF A MEETING OF THE ADDINGHAM HUB STEERING GROUP HELD AT THE MEMORIAL HALL ON WEDNESDAY 30 MAY 2018

Present: Parish Council: Cllrs Appleyard (Chairman of the Meeting) and Naylor, and J Markham (Clerk)

Civic Society: J Robinson, M Keeble

Library: C Hindle, P Margiotta, D Keeble

 Village Volunteer (Archive): D Barrett

Apologies: Cllr Tennant

1. Welcome and Terms of Reference

Cllr Appleyard, in the Chair for the meeting, welcomed everyone to the first formal meeting of the Addingham Hub Steering Group, as established by the Parish Council at the Annual Meeting held on 16 May 2018. The Terms of Reference for the Group, approved by the Council, were noted.

1. Project Timeline

The Clerk presented the draft timeline for development of the Hub project, in line with the timescale planned for the capital works to the Old School building, and noted that the project architect had proposed bringing forward the possible dates for selection of contractors and start of works, which could have the effect of bringing forward project completion by a couple of months. A revised timeline would be circulated outside the meeting.

1. Budget

The draft budget for the project was discussed, and it was agreed to make adjustments, if required, for the following items:

1. Addition of foldable shelving units for children’s books – costs to be researched by DK, and notified to the Clerk
2. Possible addition of automated booking-out system – to be researched further, as maintenance costs could be an issue
3. Possible addition of fold-out screen, to be used to divide the upper floor if necessary
4. Feasibility of installing internal stairlift to be looked into – Clerk to contact the project architect for advice.
5. Grant Applications

The Clerk and CH reported on applications made to funding bodies to date, both by the Library and by the Parish Council. Applications had been made towards the capital costs of building works, and also for equipment for the new Hub.

It was noted that BMDC had provided further one-off funding of £4800 to the Library in 2018/19, and this, if required as part of grant application submissions, could be included within the total offered as matched funding to be put towards the build costs.

1. Publicity Event – 8 July

It was noted that initial arrangements had been made to hold a publicity event for the Hub on 8 July. The Memorial Hall had been booked (from 2pm, set-up from 1pm), and funding had been made available by the Parish Council. The event would be held in order to:

* raise public awareness
* raise funds
* recruit additional volunteers to develop the project.

Plans for the event were discussed and agreed as follows:

1. Event format – to take the form of displays available for drop-in visitors during the afternoon, refreshments (tea and cakes) and raffle tickets available for sale from 2pm, with the main hall laid out café-style, and a presentation with Q&A session to be provided for those present, as seated at the “café” tables, at 2.30pm. Feedback forms/leaflets to be available on the tables. Steering Group members to circulate during the rest of the afternoon to discuss plans with visitors.
2. Displays – to include the Library timeline as a backdrop, display boards showing photos of the Old School, together with plans/drawings showing “artist’s impressions” of the new Hub in use, maps of the village, showing context for the Hub, and a projected display of images showing the use of the building through time.
3. Publicity material – copies of leaflet to be left in village locations (eg kiosk, library, Coop), and A4/A3 posters displayed around the village (volunteers to organise with help from Neighbourhood Plan Forum members, if possible); leaflet/feedback form also available for use on the event day; banner for display on the Memorial Hall; press articles. Clerk to revise the draft leaflet, to include the Library logo, and circulate for comment. Subject to agreement of the basic draft, Clerk to organise printing of leaflet and posters, order banner and prepare press release.
4. Next Meeting

To be held on 20 June at 10am (venue to be confirmed)