

## Meeting of Magor and Undy Community Hub Team – Magor Church Hall – 02/03/17

Attendees: Paul Turner (MAGOR), John O'Shaughnessy (Resident), Rob Ollerton (Magor Churchmen) Mike Moran (MCC), Sally Raggett (Magor Players), Kevin Wright (Resident), Cllr. Frances Taylor

Apologies: Jo Gillard (GAVO), Lisa Dymock (prospective councillor)

The following is a set of action notes of the meeting but they are not intended as verbatim minutes.

	Subject	Decision / Action	Who
1.	Purpose of Meeting	To follow up on progress with actions from the last meeting, receive feedback from MCC on the paper submitted to cabinet and share the Llanfoist Village Hall visit information	
2.	Notes of previous meetings (Action points)	<ul> <li>Most actions had been progressed</li> <li>Contact with MwUCC – further deferred until after the 'purdah period'), i.e. after the local elections ongoing</li> </ul>	РТ
		<ul> <li>Website improvements with Rob Ollerton – after 16th March – PT to contact</li> <li>Project Plan – see minutes</li> </ul>	PT
3.	Feedback from Cabinet meeting (Mike Moran)	Mike Moran had submitted the 'Section 106 paper' to cabinet and was discussed on the 1st March. The paper recommended using section 106 money to fund three projects in the Magor/Undy area. —  • Sycamore Field Recreation Improvements • Undy Playing Field improvements • Three Fields Site development  The paper was approved and each project would have approximately £73k made available to them subject to satisfactory business plans being produced (before December 2017). Council accepted that the 3 developments should complement each other so it was important that dialogue took place between the three parties to avoid duplication or compromising each other's plans.  For the MUCH group, the £73k would allow plans to be drawn up and possibly some early ground work but it was agreed an 'options appraisal' meeting was required between Magor and Undy Community Hub group (Three Fields) and senior officers of MCC on how to secure the necessary build funding. Mike Moran would arrange this.  It was agreed that PT ask the MAGOR group to contact the potential housing developers to ensure they are aware of the planned community railway station plans (and the associated community centre) and to seek support.  It was also agreed that if and when GRIP 3 is completed and assuming a resultant strong business case (i.e. when the station looks like a probability rather than just a possibility)	MM

	Subject	Decision / Action	Who
		that the Group seek to erect a sign on the Three Fields Site indicating it as the site of the proposed Community Station and Community Hub.	
		It was agreed that dialogue with the other projects should be commenced as soon as possible. KW and SR would contact UFC	SR/KW
4.	Feedback from Llanfoist Village Hall visit	PT, SR and MM had visited Llanfoist and shared the learning points with the rest of the group. The points were also compared with the information gathered from the Hartpury visit (previously circulated). The information from both sites would help in specifying the requirements of the building, the site and in putting together a business plan and a proposed method of operation. Rob Ollerton had some information from his visit to Seend Village Hall, Wilts., which he would circulate.	RO
5.	Specifying Requirements	IT was agreed that PT would produce a 'requirements (must have, nice to have) proforma' for each member of the group to complete. RO reminded the group to cross-reference with the original 'residents survey' information carried out by SEWEA.  John O'Shaughnessy suggested that we might get input from an architect friend who was prepared to give his services 'pro	ALL JO/ All
		bono'. This was agreed. It was also agreed that we would meet again in 2 weeks to develop the requirements	
6.	Architects and Plans	Selection of a final architect and development of the full business plan would follow on from the options appraisal meeting. This would be the same time to update the project	
7.	Any other business	plan.  It was agreed that the group would formalise itself after a publicised AGM to be held in July or August. Officers; Chairperson, Treasurer and a Secretary would need to be elected (plus a number of committee members) in line with the 'articles of association' of the Three Fields Community Trust company.	PT/MM
8.	Date of Next Meeting	Special meeting (developing requirements) – 16 <sup>th</sup> March  Monthly meeting – 6 <sup>th</sup> April?	