

Minutes of a meeting of the Stanlake Pavilion Working Group held at 7.45 pm on Tuesday 21st February 2023 at Loddon Hall, Twyford, RG10 9JA.

[Working Group members: Mr R Abeywardana, Mr M Alder, Mr J Bowley, Mr M Bray, Mr R Mantel, Mrs L Jarvis, Mr T Winchester & Mr F Newman]

Present: Mr M Bray (Chairman), Mr R Abeywardana (from item 5 onwards), Mrs L Jarvis, Mr R Mantel & Mr F Newman (co-opted member).
In attendance: Mr M Baker (TC), Mr S Burr (TRCC), Mr B Gilbert (TC) & Mr B Rogers (TC).
Clerk: Mrs L Moffatt.

1. **Welcome** – welcome and introductions were made.
2. **Apologies** – Mr M Alder.
3. **Election of Chairman** – Mr M Bray proposed to be Chairman by Mr R Mantel, seconded by Mrs L Jarvis. Motion carried unanimously.
4. **Election of Vice Chairman** – carried forward.
5. **To review action so far:**

Date	Action
March 2018	RIBA stage 0-2 carried out by Anne Owen
February 2020	Councillors visited the following buildings: Reading Rugby Club Wargrave Pavilion Finchampstead Baptist Centre
January 2022	Meeting with WBC's Mark Redfearn to discuss options.

6. To consider:

- 6.1 Stakeholder and Community engagement and consultation
There was a discussion on the opportunities to engage residents at the monthly 'Meet Your Councillor' sessions and events such as the Donkey Derby and Twyford Village Fete. A survey monkey questionnaire will be devised to gain residents views. This can be used to support planning and help with funding applications.
- 6.2 Develop a clear project brief
Sport England requirements such as separate showers was discussed.
- 6.3 Consider objectives and goals to be delivered by the project – carried forward.
- 6.4 Produce a viable and sustainable business plan – carried forward.
- 6.5 Budget and funding of the project
Agreed to utilise sport funding bodies.
- 6.6 Submitting a pre-planning application – carried forward.
- 6.7 Selecting professionals with the right skills to help with the project – carried forward.

7. To agree actions before the next meeting:

Timescale	Action
March Parish Lands	To consider co-opting sports representatives onto the working group
	Project management - to record actions on a gantt chart
22/04/23	Sports clubs to provide data and suggested survey questions.
June 2023	Draft survey to be formulated – Clerk / Working Group
June 2023	Sports clubs to revisit and update the list of requirements originally compiled by Anne Owen in October 2018 – to present at the June meeting along with roadmap, projections and suggested Survey Monkey questions.

8. Date of next meeting: 20th June 2023