

Initial meeting: 23 October 2025

Attendees: Clerk, Cllr Clark (Melbourn Parish Council (MPC)), Jeannie Seers and Jose Hales (Melbourn Community Hub Management Group (MCHMG))

Meeting to discuss lease review, budget spend, meeting attendance, youth activities and office space.

In response to the meeting a request was passed to look at the feasibility of moving from the current office to the Austen Room – the current office space is, on occasion, used to capacity and is not working well as a shared space for the 8 employees of the Parish. MPC are looking at alternative options for the office, including using a different space, alternative accommodation and altered working patterns.

MPC currently occupy the Parish Office space and benefit from occasional use of the other meetings rooms, predominantly the Austen Room for evening meetings. MPC also benefit from the ability to book/use rooms if there are free on an ad hoc basis.

Conclusion

The option to move to the Austen Room is not feasible.

The loss of this valuable public space from the Community Hub offering would not only be detrimental to the Community Hub financially it would also be damaging to remove the ability to lease / use this room as part of MCHMG commitment to deliver the vision of MPC for the Community Hub to 'provide a venue that provides a variety of different services that benefit and enhance the lives of the community'.

MCHMG presented an alternative proposal to provide an overflow room on a set day every week that would be part of the 'license to occupy', so that those needing a 'hot desk' or meeting space for collaborative working can do so. This could include use of the adjacent Austen room (depending on the available weekday) and with the internal door open, essentially offers MPC a suite. If needed this could extend to an overflow room on two different days within the building if needed.

Action

MPC propose to continue utilising alternative rooms on an ad hoc basis – the nature of the roles undertaken in the office and the desire to provide flexible working opportunities for staff mean that we are currently unable to strictly rota a time that would be advantageous to permanently book a secondary space.

MPC staff will continue to review the options and look at ways to alter working practices, alternative locations and re-design of the current office space.

MPC and MCHMG to meet again to continue discussions and review any actions.