

## **HOTV Phase 3 meeting minutes**

The Royal Oak, Monday 15th November 2023, 2:00pm

**Present:** Mike Blair (chair), Nick Sloan, John Davison, Graham Gleed, Martin Keswick, Ann Woods, Tom Duxbury, Trevor Daniels, Emma Simon, Phil Evans, Jenna Paul, Jo Bown, Mary Nash

**Apologies:** Paul Fielding

### **Purpose of the meeting**

Mike began by thanking all present for attending and explained the meeting was to discuss the limitations of the grant for phase 3 developments. Nick explained there were three things that needed to be decided. The first is whether the proposal can be approved in general terms to preserve the grant. The second is to consider any issues within the overall proposal, such as the cold room, stock room, which won't affect funding but are issues that need agreeing upon before works start. The third thing is how to approach the members for comment on the proposal. Nick suggested an open day.

### **Points for discussion:**

#### **Toilets**

Nick handed out copies of the three plans for phase 3, with variations to the toilets and cold room. Nick talked through the differences in the plans. Martin asked a number of questions about the toilet location and moving of the wall in the skittle alley. Mary queried if hand washing stations could be used that are separate from the toilets. John explained that in his original drawing the men's toilet had a cubicle and the corridor was about a metre wide and worked for access. It was agreed that these changes can still be made beyond the approval of the grant. A brief discussion took place about the impact on the skittle alley. Nick encouraged the conversation to move on to decide if there is an objection to the overall scheme and if so, if there is an alternative to the overall scheme.

The plans have been available in the community for 18 months, and have been used as the basis for the grant application, which has been approved on the basis of the plans.

The layout of the building provides some challenges and limitations.

#### **Stock Room/Goods-in**

Stock Room size has been raised as an issue by some members.

Jo explained that the new stock room, whilst smaller, will not contain the fridges currently stored in the stock room. Nick explained that a cold room would replace the need for many of the fridges, including the large one in the kitchen. Jenna suggested chest freezers could be purchased for further storage. Ann mentioned the need for a standing area/delivery area as this is currently not provided.

Nick suggested there could be a delivery area in the yard outside and perhaps a purpose built shed created. A brief discussion took place about deliveries and when they arrive/where they park. It was queried what the impact would be if deliveries came to the front of the shop. Ann suggested a drop-off area in the car park, something like a shed to house the deliveries until they are put away.

Nick explained that one of the limitations of the building is the block wall between the men's and women's toilets that is likely structural and that there are natural divisions of space in the building that we have to work with. Nick explained that there appears to be no other space that the stock room could be expanded into, without taking it from the cafe, which defeats the point of the project.

Martin asked how long it takes to put stock away and Jo explained this takes about 24 hours. All agreed the goods-in/delivery area needs to be located in an area that makes it as easy as possible for volunteers who are handling stock. Jo explained that the current stock room houses a lot of other items that could be stored elsewhere, thus reducing the need further for a larger stock room.

Nick reiterated the main issue is the delivery of goods-in/delivery area. Nick feels there is an adequate solution to the issue that doesn't have to compromise the funding; he asked if all are in general agreement the stock room is suitable and sufficient. Martin queried the number of access points. Nick explained that due to size and practicality, there could only be one point of access for both cold and stock room. A discussion took place about the need to minimise the amount of people moving through the kitchen for consideration to hygiene and safety. Emma suggested we could seek advice from the FSA with regards to cold room layout and kitchen access.

### **Temporary Stock Room**

A brief discussion took place about where a temporary stock room could be located between either end of the building during phase 3 works. It was felt that depending on when works started, the skittle alley could be utilised.

### **Cold Room**

A brief discussion took place about the cold room location and purpose. Nick explained the cold room would be shared approximately 50/50 for the shop and the kitchen. Options were explored as to whether a second door could be added to the cold room, but this would not be feasible practically for space or for energy efficiency. A brief discussion took place about whether there needs to be a separation within the stock room. A further discussion took place about needing to minimise the amount of people accessing the cold room via the kitchen. Martin clarified that the cold room panels are standard size and the design has been based on this.

Nick explained that one of the reasons we asked for the grant was to minimise energy use, and that is largely the rationale for the cold room; this should negate the need for separate fridges. Martin queried whether there can still be two doors fitted to the cold room. Martin suggested it could be accessed from the cafe, but this would reduce cafe space significantly.

Nick acknowledged there are some complications, but nothing that has been heard should mean the general approach cannot be agreed upon. Tom reiterated that just the general principle needs to be agreed. If Jo feels that the stock room is sufficient, this should be considered. Jo considered the current proposals are sufficient. Martin made a suggestion to move the door for the stock room outside of the kitchen. Nick explained that there will be time to agree all these issues, but that it is not necessary to do so now. The proposal can then be presented to the members, with a view to establishing their opinions and input. Mike stressed that the application is what the grant was approved on and that needs to be remembered as we do not want to risk losing the grant.

Martin queried if the grant covers furniture, or if it is just building work. Nick confirmed it is for building works only, including the doors and windows.

All agreed in principle, in general terms to the plan as it stands.

A discussion took place about the open day for a consultation with the members. Nick will write a news item, display the plans, explain and invite people to make comments from then on or come to the open day. Nick agreed to publicise the event.

Open Day date agreed - Saturday 16<sup>th</sup> December, 10.00am to 4.00pm

A hamper was gifted each to John and Nick in thanks for their contributions and commitment to the project.

### **Date of next meeting:**

MC Meeting - Monday 20<sup>th</sup> November, 6.00pm

Meeting closed at 3.20pm