

## Whaddon Village Hall and Recreation Ground Trust – Meeting Minutes

**25 January 2014 – 4 pm 20 Bridge St.**

Present: Peter Haselden, Wendy Evans, Nikki Morton, Deborah Townsend, Jenna Lewis; Guest Holding Trustee – Lee Ginger.

Apologies : Carol Ginger, Karen Coningsby

Objective: Agree Plans for the rear section of the hall

### 1. Background

The Trust has received a grant to Amey Cespa for the insulation and disabled access and toilets to the rear of the hall for £38,500.

Questions have been raised by Trust members as to whether the existing plans submitted satisfactorily accommodate the possible additional work that The Trust hopes to do if the submitted ECB grant is successful. Alternative plans have therefore been proposed that increase the size of the toilets and piping for showers to facilitate the inclusion of changing rooms in later refurbishments.

Wendy has spoken to Cambridge Community Foundation who awarded the Amey Cespa grant, who confirmed that the grant was given for the plans submitted. Changes to the plan would need to be submitted and approved before any changes are made. The board sits once a month.

Two plans have been discussed by Trust members:

- The plan submitted to Amey Cespa
- Reduced plan with 2 toilets and pipework for showers.

Both sets of plans were shared with all at the meeting.

### 2. Criteria by which to assess the possible plans

Trust members agreed the following criteria by which to assess plans:

- Plans fulfil the requirements of Amey Cespa Grant –insulation and disabled access and toilets
- Has sufficient toilets to match the capacity of the hall
- Minimises rework for eventual showers and changing facilities

### 3. Email submission and comments from absent Trustees.

- a. Karen Coningsby

*“We have at least three separate toilets 1- disabled with baby facilities and changing facilities, 1 large one with changing facilities and 1 normal size. (putting in pipes for shower to be installed at a later date and changing facilities ie benches and hooks at a later date. It would seem a shame not to put the pipes in now rather than spending more money at later date in digging up the flooring to put pipes in)..*

*I do not want to put the Amy Cespa grant in jeopardy.*

*We need to keep it as easy and simple for the builders as we can.*

*We need to get this project moving as we are now at the end of January or we will lose out on the grant. This is only the first phase of the back part of the building.”*

- b. Carol Ginger
  - i. Disabled toilet with baby changing
  - ii. 2 other loos
  - iii. 1 shower better than no showers
  - iv. Build on back for showers later if not possible with this grant

#### 4. Review of plans

The Trust members present reviewed plans against the criteria above. The number of toilets required for the hall capacity is not known but several people present felt that a minimum of 2 ladies toilets are required. It was suggested that a quote is requested for building changing rooms on the back of the hall as part of the potential ECB grant. After much debate the following was agreed as modifications and refinements to the submitted plan:

- 3 toilets, 1 disabled (no. 1), 1 ladies (no. 2 in middle), 1 mens (no. 3 on end with loo and urinal)
- Windows to remain in the toilets
- Disabled toilet to be located directly opposite the door to the main hall (so giving wheelchairs a straight run)
- The middle toilet wall to be moved to allow full window to make disabled toilet slightly smaller
- 910 mm for corridor so also for middle toilet (due to future planning for extension at rear of back room)
- Wall to be moved between two remaining toilets towards disabled toilet.
- Toilet 3 (mens) to be larger than other 2
- Wall between toilets and hall to remain as per existing plans submitted to Amey Cespa
- Plumbing for showers to be in largest toilet (Toilet 3 on plans) to be placed just inside door and to be capped off ready for showers to be installed at a later date.
- All doors to open toward the hall

#### ACTIONS:

LG – check dimensions for disabled toilets – end Jan

Wendy – will speak to builder about minor changes listed above – Monday

Wendy to obtain final figures from builders – end Jan

Meeting closed at 17.40.