

WHITBY MARINA ONSHORE FACILITIES
NOTES OF FOCUS GROUP 1 MEETING NO. 2

8 MAY 2008 AT 18.30 AT WHITBY HARBOUR OFFICE

Present:

Ms Diana Jeuda (DJ)	Whitby Boating Association (Chair)
Mr E Firth (EF)	Whitby Cruising Association
Mr D Wharton (DW)	Whitby Yacht Club
John Riby (JR)	Scarborough Borough Council
Martin Willis (MW)	Scarborough Borough Council

Also in attendance to observe proceedings:

Cllr Dorothy Clegg (DC)	Scarborough Borough Council
Cllr Mike Ward (MWd)	Scarborough Borough Council

Apologies:

Cllr Ian Havelock	Whitby Town Council
Alex Richards	Scarborough Borough Council
David Archer	Scarborough Borough Council

Summary of Actions:

1. To get preferred consultant to next focus group meeting.
2. To examine parking arrangements for mariner users during works.
3. DJ to forward materials specification to AR.
4. To consider comments on design and report back with any revisions to plans at next meeting.
5. Group members to notify DJ about their thoughts on the external appearance.
6. Date of next meeting - 29 May 2008 at 6.30 pm in Ports Manager's Office, Whitby.

Action

1.0 Welcome and Introductions

- 1.1 The group members introduced themselves.

	Action
2.0 Notes of Last Meeting	
2.1 The notes of the meeting held on 13 March 2008 were agreed as accurate and the actions arising noted as having been actioned.	ALL
3.0 Matters Arising Not Covered Elsewhere	
3.1 None arising.	
4.0 Procurement of Project Team	
4.1 JR updated the group regarding progress of rock revetment and the procurement of the project team. He advised that the revetment works would be completed by 15 May 2008 and that the tenders received from the consultants in April 2008 are being analysed and the preferred consultant will attend the next meeting.	AR
4.2 DJ referred to impact of current works on marina users car parking capacity and asked for this to be addressed with compensatory parking elsewhere in the locale. JR agreed to liaise with AR/MW about this.	JR/AR/MW
5.0 Feedback on Revised Facility Layout Plan (Previously Issues)	
5.1 The Group offered the following comments for further consideration: <ul style="list-style-type: none"> • Drying Room - Too small. Should provide 2 washers and 2 dryers, table, ironing facilities. Window in lobby to allow observations into drying room by management of Marina Office. • Manager's Toilet Facility - Should be deleted and drying room enlarged. Manager should be allowed to access user facilities, but not for general harbour staff, who will continue to use Ports Manager's office facilities. • Reception Office - No separate rooms and examine reducing overall size. Should include a window in exterior wall for receptionist staff to look out onto marina. Requested consideration of possible relocation of receptionist office for allowing viewing towards lower harbour. CCTV to be considered for internal security and vision of marina. 	

Action

- Sluice Area - Needs a sink and tap for washing of hands.
- Hot water provision, generally, needs to be adequate.
- Men's Urinals - Avoid corner units as it utilises space for 2 urinals. Provide a lower urinal for youngsters.
- Disabled Toilets - Include baby changing facilities to allow either sex to utilise.
- Showers - These should be more self contained and private. Grimsby example was cited.
- Materials - DJ will provide some details.
- Flooring to Changing Rooms - Prefer non-slip tiles to slatted timber/plastic flooring. Drainage needs to be adequate to avoid any standing water.
- Request for review of sight lines from lobby area into men's and women's facilities regarding modesty screens. In terms of women's facilities, hand basins are sometimes used for other than hand washing.
- Automatic taps and lighting needs to be used to conserve energy.
- Hand dryers/hair dryers and electric sockets required in men's and ladies facilities.
- Low maintenance is key issue for the future.
- Marina building should be 24 hour/7 days a week (not necessarily manned) but security locking system. Wells Harbour cited as a good system.
- Much better arrangement than first version of plans. On the internal arrangement generally, might be worth looking to switch men's and women's facilities to provide a possible improved security for women using the facilities?
- Waste Oil Facility - Should be larger to mitigate against spillages and may be better sited externally for suction tanker accessibility.

DJ

	Action
<ul style="list-style-type: none"> Bin store should be larger to take account of capacity and recycling issues. Also separated from waste oil to minimise risk of fire hazard. 	
6.0 Actions	
6.1 To get preferred consultant to next focus group meeting.	ALL
6.2 To examine parking arrangements for mariner users during works.	MW/JR/AR
6.3 DJ to forward materials specification to AR.	DJ
6.4 To consider comments on internal design and report back with any revisions to plans at next meeting.	SBC/AR
6.5 Group members to notify DJ about their thoughts on the external appearance.	ALL
6.6 Date of next meeting - 29 May 2008 at 6.30 pm in Ports Manager's Office, Whitby.	ALL
7.0 Any Other Business	
7.1 JR drew attention to the Council's Audit Committee's recommendations for all Borough Councillors to receive notes and to be invited to attend future focus group(s) meetings as observers. Notes to be put on Ports website.	AR/MW
7.2 DJ asked for it to be recorded that the process being pursued was 'excellent'.	ALL
7.3 JR advised that DJ would represent the first focus group on the Second (external) focus group and feedback to members of this group.	DJ
7.4 Agreed that the next meeting would be the final meeting of this focus group, with the new focus group dealing with external form and appearance based upon an agreed footprint. DJ asked the Group if there was anything that they wanted her to comment upon regarding the external appearance?	ALL
8.0 Date of Next Meeting	
8.1 The date of the next (closure) meeting of this focus group was agreed as 29 May at 6.30 pm in the Ports Manager's office, Whitby.	ALL
14 May 2008	