

**Whitby Marina Onshore Facilities
Notes of Focus Group 2 Meeting no 2
14 August 2008, 18:00, Sneaton Castle.**

Present:

Ms Diana Jeuda (DJ):	Chair & Whitby Boating Association
Cllr Mike Ward (MW):	Vice Chair & Scarborough Borough Council
Cllr Steve Smith (SS):	Whitby Town Council
Judith McWhinney (JM):	Whitby Disablement Action Group
Mr Geoff Wilson (GW)	Whitby Civic Society
Ms Elizabeth Cheyne (EC)	Whitby Civic Society
Mrs Wynne Jones (WJ)	Whitby Community Cultural Arts
Mr Graham Collinson (GC):	Whitby Hospitality Association
Cllr. Herbert Tindall (HT)	Scarborough Borough Council
John Riby (JR)	Scarborough Borough Council
Martin Willis (MAW):	Scarborough Borough Council
Gary Hornsby (GH)	Salt Architects
Daniel Garfoot (DG)	Gardiner and Theobald
Lesley Dale:	Ports Administration

Apologies:

Mr John Freeman:	Whitby and District Tourism Association
Mr Tony Darling:	Eskside Residents Association
Mr Tom Saunders:	Whitby and District Chamber of Trade & Commerce
Cllr. Dorothy Clegg:	Scarborough Borough Council
Cllr. Joe Plant:	Scarborough Borough Council
Capt Bill Estill:	Scarborough Borough Council
Alex Richards:	Scarborough Borough Council

1. Welcome

1.1 DJ welcomed everyone to the meeting.

2. Apologies

2.1 Apologies were received from those listed above.

2.2 All apologies were accepted.

3. Notes of Last meeting

3.1 The notes of the meeting held on 24 July 2008 were agreed as a true record.

4. Matters Arising

4.1 DJ passed on Mr Freeman's enquiry as to if any of the project design or management teams, architects etc had been involved in the previous marina project, the Beach Management centre etc? JR stated that the external contractors currently appointed had not been involved in any of the previous schemes in Whitby.

4.2 DJ asked if everyone had been happy with the press release. All agreed they had.

Item 6 was discussed before item 5

5. Project Progress Update (Gardiner & Theobald)

- 5.1 DG stated a very useful meeting of the project team had taken place and an issue was the substation, which could have a significant impact on the building and budget. Worst case is that substation would have to be taken down and put up again, this would be very expensive.
- 5.2 DG reported they are currently looking at contractors list and will seek tenders on limited information and then build up the scheme with the selected contractor. The competitive tendering process will take approximately 8 weeks.

DG joined the meeting at 18:15

6. Facility Design, Workshop 2 with Salt Architects

- 6.1 GH gave a presentation to the Group, including a brief review of the outcomes of the first meeting of Focus Group 2 and then continued with how these ideas had been developed to their current stage. Approval from the Group was needed before more work could continue. DJ had met previously with GH as each stage needs to be checked as deliverable before progressing.
- 6.2 GH highlighted the following:
- Use of natural stone
 - Changes to internal designs – revised layout
 - Internal storage of bins
 - Waste oil tank size
 - Lifting of building above flood plain
 - Service access
 - Possible use of 'grey water' system
- 6.3 The Group discussed the following points:
- MW raised point of external canopy for public toilet
 - MW had observations about the height of the building. GH explained that it remains single storey and only slightly higher than a conventional pitched roof at 35°. GH will continue to work with the Environment Agency to agree a base level. DJ stated that the architectural excellence of the building will be the most important issue.
 - JM enquired about providing soft landscaping around the building to make the area a pleasure to be in. GH stated that a brief for the landscaping is required and consideration of impact to car parking must also be included. GW stated the architecture and planting of the outside and surroundings could help mitigate any perception about the height of the building.
 - JR enquired if there was scope for lighting to make it look sculpture/art like on an evening.
 - JR questioned the use of solid Oak panel as part of the entrance and stated that security and visibility from all angles is key. MAW stated an extra CCTV camera may be required.
 - JM stated that, in principle, building should be level and accessible for all and to work from this premise.
 - GH stated the footprint is slightly larger than that provided by focus group 1.
 - DJ stated the public area needed to be away from the Marina Users area and should be clear and welcoming.
 - DJ asked that consideration be given to the laundry rooms to ensure good ventilation etc.

- DJ asked for assurances that the ventilation, both natural and assisted will work in the showers. GH confirmed it would.
- MAW stated that Marina users, as well as the general public, may be disabled and the building should be accessible for all.
- DJ referred to the possible extension of the building in the future, as leisure berths increase? Whilst not planned for, this is to be borne in mind when looking at any modular design.
- MAW reminded the Group that this facility is primarily for Harbour Users and that the public facilities should not be the priority. Discussion took place regarding the public toilets proposed and the recently upgraded 'superloo' facility within the town.
- Diesel facilities were discussed.
- GH confirmed that there would be chemical toilet facilities
- Discussion took place regarding the space within the toilet cubicles and the possibility of hand wash basins within these. This was agreed to be impractical, costly, would affect building size and it would slow down the customer usage as well as impact on cleaning.
- Discussion took place regarding a separate baby changing room. It was agreed that it should remain separate.
- MAW asked group to consider users of facilities with regard to 'equality and diversity' issues.

Agreed:

- ❖ That although the building is slightly higher than the current building the Group are happy with this.
- ❖ DJ to take away the revised internal design (when ready) and circulate it among Whitby Boating Association and the Whitby Yacht Club for information.
- ❖ Focus Group 1 to be re-established to discuss internal layout with any changes made. GH will attend, if required.
- ❖ Thought to be given to any type of signage on the building which must avoid significantly detracting from the aesthetics of the building.
- ❖ MAW and DJ to consider need for and possible location of diesel facilities.
- ❖ The facilities are primarily for Harbour Users and this should be borne in mind.

7. Next Steps

- 7.1 JR stated that the first step was to take the internal changes back to Focus Group 1.
- 7.2 The designs have then to be publicised to the wider community.
- The further designs for the outer building to be brought back to this Group before the public are engaged
 - The Harbour Users also need to be 'on board.'
 - Discussion took place regarding a model of the proposed building. It was agreed to consider 3-D presentation at next meeting.

- JR suggested a DVD be developed to allow interests to take and view. All agreed.
- GH suggested a 'virtual tour' of the model be available for the presentation.

7.3 The current timescale for the project was discussed:

- June – September External Design
- August – November Planning & Approval
- November Licences and consents

7.4 The developed design is to be discussed at the next meeting, along with the way of publicising the project.

8. Any Other Business

8.1 SS asked on behalf of WTC how the architects had been appointed?

8.2 JR stated that tenders were sought from three companies and each were interviewed and subject to a quality and cost assessment. The interview panel were made up of Cllr Clegg, Cllr Tindall, AR, JR.DJ was invited, but was unable to attend. She confirmed that she was happy with the process.

8.3 SS asked what choice had there been regarding the design?

8.4 JR stated that this Group had determined the design of the building, if they had changed minds or direction at any point then the building would have been different. GH stated that they had attended the interview and this Group with a completely open mind to be guided by the Group on what they wanted.

8.5 The openness and transparency of the Group was again welcomed and MAW pointed out that all minutes from both Focus Groups were available on the Council website.

9. Next Meeting

9.1 Thursday 4 September 2008 at 18:00 at Sneaton Castle