

Whitby Marina Onshore Facilities
Notes of Focus Group 1 Meeting no 1
13th March 2008, 18:30, Whitby Harbour Office

Present:

Ms Diana Jeuda (DJ):	Whitby Boating Association
Mr E Firth (EF):	Whitby Cruising Association
Mr M Coates (MC):	Whitby Yacht Club
Mr John Whitton (JW):	Whitby Chartered Skippers Association
Cllr Ian Havelock (IH):	Whitby Town Council
Cllr Dorothy Clegg (DC):	Scarborough Borough Council
Cllr Herbert Tindall (HT):	Scarborough Borough Council
John Riby (JR):	Scarborough Borough Council
Capt. Bill Estill (BE):	Scarborough Borough Council
Alex Richards (AR):	Scarborough Borough Council

Also in attendance to observe proceedings:

Cllr John Armsby, Cllr Mike Ward, Cllr Peter Booth.

Apologies:

Judith McWhinney: Whitby Disablement Action Group.

Summary of Actions

AR: Amend footprint drawings for Marina Facility and issue to the group members by 20/03/08

JR, BE, DJ: draft and issue press release by 14/03/08

All: Members of the group to present revised footprint to their organisations during April and collate comments for feedback at next meeting.

1. Welcome and Introductions

1.1 The group introduced themselves.

2. Outline of the project and role of the group

2.1 JR stated that since Council resolved not to implement the previously proposed "Whitby Water Resource Centre" work has been undertaken by the Borough Council to develop alternative proposals to provide marina user facilities commensurate with a 1st class Marina to a scale to support the leisure craft users of the Port of Whitby.

2.2 JR outlined that Focus Group 1 had been established to bring together the users of any such facility to inform the internal layout / footprint of the building. The representatives on the group, as end users, were considered best placed to provide this information.

2.3 JR stressed that the budget was set at £851,000 to include all fees and contingency. Outline plans for the facility had been prepared to conform with the Yacht Harbour Codes of Practice for the number of craft using Whitby Marina (approx 254). Additional facilities above and beyond this specification would incur additional costs which could not be met from the existing budget. The group were asked specifically for their input in relation to the layout and configuration of the proposed facility.

- 2.4 Once Focus Group 1 had established the internal layout of the facility, a second focus group would be established, consisting of wider ranging stakeholder groups, to determine the external appearance of the building in readiness for a planning application. A member of Focus Group 1, probably the Chair, would be invited to sit on Group 2 also.

3. Nomination and Election of Chair (also minute taker)

- 3.1 JR invited the group to elect a Chair to manage the remainder of the meeting and future meetings.
- 3.2 Ms Diana Jeuda was nominated to the post of Chair by Mr M Coates. The nomination was seconded by Cllr. Ian Havelock. Ms Diana Jeuda (DJ) accepted the post of Chair for Focus Group 1.
- 3.3 DJ proposed that the minutes of the meeting be taken by SBC officers and issued to the group for approval prior to publication. This proposal met with approval from the group and the function will be undertaken by SBC.

Communication and Press

- 3.4 DJ stated that there should be full communication with the local and regional press and media and that the entire process should be open and transparent. HT supported this view.
- 3.5 It was agreed that a press release would be drafted following this and future meetings. Drafting of the press release would be delegated to DJ and SBC officers.

4. Budget, specification, footprint, timetable and location.

- 4.1 An information note had been provided to the group. JR presented the contents of the note (attached), in summary:
- Budget: including all fees and contingency: £851,000
 - Proposed facility specification: To conform to Yacht Harbour Codes of Practice to provide facilities for 254 Berths. Public toilets would also be provided in number equivalent in number to those already present. Building to be of single storey and approximately 175 sqm in size.
 - Outline Programme: Proposed completion of facility December 2009.
 - Location: Proposed location adjacent to existing facility. This location is situated between the 2 pontoon access bridges, adjacent to the car park entrance and will allow for utilisation of the existing sub station.
- 4.2 JR asked the group for their comments on the proposals
- 4.3 MC questioned the costs in relation to demolition at £40k. AR stated that this was in line with the recently tendered price for this element of the works and was considered realistic.
- 4.4 MC then asked what £10k for SBC relocation was for. AR responded that these costs would be incurred in relocating existing marina supervisors office to the new building and disposing of old facility. MC asked why this was so expensive. AR responded that these costs were considered realistic and if a little high this was to ensure that these activities had sufficient contingency.

- 4.5 IH asked why only £25k had been allowed for fit out costs for the facility. AR explained that this allowance was purely for the office and circulation space equipment and fittings, i.e. IT, communication, notice boards etc. the cost of fit out for the facility i.e. toilets and showers, was included in the build cost of £500k.
- 4.6 With regard to the layout of the facility the following points were raised by the group.
- Separate drying and laundry facilities for male and female were no good as couples could not share laundry tasks. This facility should be made unisex.
 - Lots of personal space should be made around sinks and vanity units for wash equipment etc.
 - Lockers were not necessary in the facility as they would not be used and took valuable space.
 - The number of benches available should be maximised (perhaps consider using “back to back” benches with clothes hooks).
- 4.7 There was some debate about whether showers should have solid panel doors or shower curtains. The majority view was that solid panel doors were more practical than shower curtains and provided for easier maintenance. BE concurred with this view.
- 4.8 DJ requested that AR organise for the footprint to be redrafted to incorporate the comments of the group. This would then be passed on to the membership of each of the respective stakeholder groups for further comment which would be fed back at the next Focus Group meeting.
- 4.9 DJ, BE, JR drafted a press release about the meeting following the meeting.

5. AOB

- 5.1 IH stated that Helredale Residents association be included as consultees for Focus Group 2.

6. Date and Time of next Meeting

Thursday 8th Of May, 18:30, Whitby Harbour Office