

Craignure
Community Business Resource Centre
Sub- Committee

Craignure Village Hall – 7.30 pm Friday 28th April 2006
Note of Meeting

Attendees: Sandy Brunton, Michael Elwis & James Hilder

1. Minutes of Previous Meeting –9th Feb – Matters Arising

- These were approved.

2. Current Progress on Recycling Shed & Portacabin (JH)

- a. Site Clearance
- b. Drainage
- c. Utilities
- JH gave an update on progress. Still a problem securing quotes for all the work required for recycling shed.

3. Shauna Cameron's Designs – First Draft

Shauna has responded to Directors comments – JH to relayed comments to the committee
Wrap-Around Conservatory – this **has** been done but there is no glass wrap around due to the toilets backing onto the outside wall. The footprint of the retail area is in fact the footprint of the existing building – therefore the toilets and conservatory take up all the additional space created by a wrap-around extension.

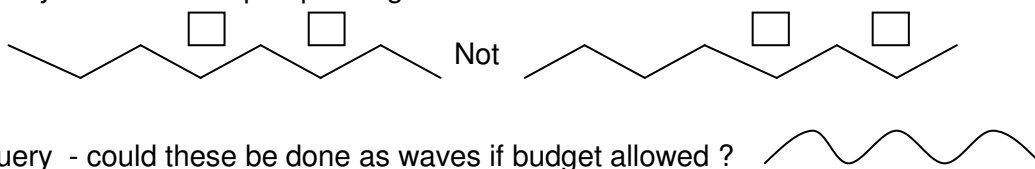
Timber cladding – the timber would be untreated but long lasting – and therefore virtually maintenance free. If any planks are damaged they can be replaced.

Blank Gable (Craft Shop side) is deliberately blank – no windows etc because it is a firewall dividing our property from the Craft Shop. –therefore ideal for signage).

– other comments were covered in the points below:

- a. **Offices** (*own and rental*) – design seems to fit OK. Double doors at base of stair well are a fire requirement. Lift is essentially one where floor moves up and down, so you can exit the lift on 1st floor in a different direction to entry on ground floor. (Architect is familiar with the design and manufacturers this is the cheapest option at circa £20k)
Toilets on 1st floor are necessary for convenience of office / training suite users. Meeting was OK with location against the blank gable.
Action Point – Architect to look at providing a small tea/coffee point / sink and cupboard on 1st floor for office workers to boil a kettle. This should not be a “kitchen” to discourage people cooking on 1st floor, and reduce potential for messy kitchen syndrome.
Ground floor Storage – Action Point – Architect to look at storage on ground floor – possibly between office and “chamber”.
- b. **Reception** – meeting agreed to dispense with reception desk in favour of a large reception ‘hatchway’ into the main office. This means that a member of staff in the main office could cover the entrance to the building instead of needing to employ a separate receptionist. This would also mean a warmer less drafty place to work.
- c. **Training Suite** – possibly not large enough but will have to do. Discussion on putting Velux windows to increase light but Shauna points out these are noisy in the rain. Another problem is that windows will be high (6ft above floor level) if placed in the gable overlooking the cottage. **Action** – This needs more discussion – does the training suite need to have lots of windows or does this create distractions and create blackout problems when showing films / presentations.

- d. **Retail Unit** – This needs more work. All agreed too much space given over to toilets. Agreed to scrap idea of café (as this creates legislative requirement for toilets), but retain an ambulant disabled toilet on the ground floor for office users and “by request” in the shop. Suggest remove as much of ‘dividing’ wall between conservatory and shop to create open plan effect?
Need to examine best place to locate the cash desk (power points / IT socket) as ideally the till area will need to serve the whole ground floor retail area.
- e. **Conservatory / Café** – Accepted that the conservatory doors are on the northwest elevation rather than on the ‘front’ of the building due to high winds. **Action Point** – These double doors will need a vestibule to reduce drafts etc. Also Architect to look at set of double doors on front of building for fine weather days. These to open out onto roadside decking with café type tables – architect to prepare plans.
- f. **Kitchen** – All agreed with directors comments that this in wrong place. **Action Plan** – **Architect** to prepare plan with kitchen moved to where toilets are. However in order to achieve wrap around glass effect along north west elevation kitchen to be “internal” with corridor / sales area between glass wall and kitchen (see illustration) Also possibility of kitchen having doors at each end so can access shop and office area. Also need to allow for access for deliveries and space for storage / freezers.
- g. **Toilets** – Those in shop on ground floor look big because they have second set of doors for privacy – not shown. Meeting agreed to scrap M, F and Dis toilets to left of shop. However as we must have 2 male and 2 female, splitting these ground and first floor makes them most convenient for all office users.
- h. **Signage** – Meeting agreed with Shauna - nice to incorporate signage on the conservatory gables but this would cancel out the effect of having them glazed in the first place. **Action Point – Committee** to generate more ideas on the signage.
This really only leaves the gable facing the Craft Shop for major signage – as this most visible from ferry / end of pier this will need most attention and thought – perhaps a mural?
- i. **Roofline / windows** – See earlier comments about training suite windows. Meeting asks do we really need 1½ storey effect – could we not raise roof further so that conservatory roof does not interfere with dormer windows.
Alternative suggestion – if we have to stay as plan suggests, what about shifting dormer windows to the left (as viewed from road) so that the right hand conservatory roof ends in a ‘valley’ rather than top of pitch eg.



4. Eco- Friendly Design – any more updates.

None were tabled.

5. Funding Latest (JH)

- Funding for project officer from Lankelly Foundation looking good.
- A&IE still supportive of paying for Professional fees and making a contribution to capital build.
- No sign of a Futurebuilders seedcorn fund.
- Lottery Funding should be open for applications in May.

6. Date of Next Meeting –Schedule for Year ? Dates not confirmed.

Subsequent note- date of next meeting - 29th July 2006

7. Additional Comments on Retail / Catering Mix.

If we scrap café idea until Phase 3 when we could develop a bigger catering operation on the other side of the site, how do we meet perceived need for coffee and fresh bake To Go / and or to obtain hot drink whilst waiting for the ferry, browsing information / shop?

Vending machines = low quality, poor image.

Answer : Small food prep area and “Bake-off” – Instore bakery. Sandy’s extensive experience of the popularity and profitability of this operation is significant.

Requirements - Small kitchen with space for commercial electric oven, space for freezers. Retail display units for customers to ‘self serve’.

Benefits: Frozen product delivered to store – good quality range and frozen shelf life. Product for the day baked morning and if demand requires afternoon = minimal waste and wonderful smell throughout shop.

Encourages add-on sales of tea/ coffee

Does not require food handling regs. of a catering outfit. Not producing food for café operation but allows quality fast food solution.

Customers can purchase coffee and croissant / Danish – and eat on site or to go. Requires no waiters / waitresses. No crockery to wash up etc.

Small kitchen should be large enough for caterers / staff to heat soup and make sandwiches for training courses /meetings upstairs in training suite.

Query – still requires discussion – *Teas and coffees* ? Options:

- Quality vending experience, recyclable cups which reduces need to have staff making cups of coffee, handling boiling water etc. Vending increases range of drinks, low maintenance but possibly costly leasing and maintenance during off season.
- Or have staff making instant coffee / tea with hot water, milk etc (require fridge) = low capital needs but higher staffing requirement and training.
- Or have a ‘Costa Coffee’ stall / franchise which requires staff to be able to make quality fresh drinks using ground coffee etc ? Can same staff serve in shop if busy?

