

Newhaven and Seaford Sailing Club
Notes & Actions from New Clubhouse meeting: Version 2
16/11/16 Seaford Clubhouse

Attending:

Ian Johnson

Bill Wates

Daniel Freeland

Phil Clare

Rob Blackman

George Cork

Richard Beal (note-taker)

Actions carried forward and new actions:

ACTION: **Phil** to get his cousin to help with ecological impact assessment.

ACTION: **Ian** to try to track down statement about Bill Hudson

ACTION: **Richard** to insert Bill Hudson bit into proposal

ACTION: **Richard** to put new drawing into proposal

ACTION: **Bill** to send Richard the statement on use of robust materials for proposal

ACTION: **Ian** to sort out public liability insurance for Daniel for his flood assessment

ACTION: **Daniel** to give Ian an estimate for peer review of Flood Risk Assessment

ACTION: **Ian** to get back to John Cooper of Worthing SC about any specific legislation requirements they had to conform with

ACTION: **Ian** to talk to Stuart about getting an asbestos survey completed (with special respect to demolition)

ACTION: **Bill/Phil** give names of local asbestos survey companies

ACTION: **Rob** to send an e-mail with suggested actions for consultation process

ACTION: **Bill** to add costs for bore holes to estimate

ACTION: **Richard** to see whether we could use cloud storage from BT (as part of our current ISP offering) for document storage and sharing

ACTION: **IAN/Richard (and possibly Bill)** meet 7pm 17th Nov in Welly to review feasibility of (and action plan for) holding public consultation in week commencing 12th December.

Proposal Review

No specific comments.

Visit to Worthing SC

Discussed, see separate report.

Estimated Build Costs

Discussed, see separate report.

VAT position still unclear.

Grants

Discussed. It was reported that full grants are available from Sport England but dependent on LDC having a Leisure strategy (which they don't) and there being money left from £30M in national pot (period leading up to 2017) and probably the club being dual-sport. Smaller grants (up to £150K are also available. Ian Kean of Wave Leisure might be able to advise.

Consultation (talking to neighbours)

We were advised to advertise widely (flyers through letter-boxes of visually-affected neighbours, Facebook, website, Twitter, local media, planners, councillors, National Park). Need to put-up some display boards in the clubhouse, with a suggestion box, and post-it notes for quick comments, and copies of the proposal. Proposal needs to be “suggestive” rather than definitive. Hold a specific event on an evening and then leave display boards in place for some days. Hold a follow-up event to demonstrate that comments have been adopted or properly reviewed.

Project documentation

We need a central store (see actions).

Employer requirements (facilities required)

Bill stressed the importance of getting our requirements for the building complete and accurate for the architects. I don't think we decided to take any specific actions but agreed this to be essential when the time comes.

Actions completed from previous meeting:

ACTION: **Ian** to write something on how the new club-house will be financed, to demonstrate club's financial capability. COMPLETED

ACTION: **Bill** to do an estimate of what it will cost COMPLETED

ACTION: **Ian** to lay hands on CAD plans, and outline what would be on top-floor COMPLETED

ACTION: **Phil** to draw plan for top floor COMPLETED

ACTION: **Richard** to take out elevation drawings COMPLETED

ACTION: **Ian** to dig-out mission statement COMPLETED

ACTION: **Ian** to find contact in Worthing SC and arrange a visit, to find out what they've done COMPLETED

ACTION: **Ian** to get contact in National Park COMPLETED

ACTION: **Bill** to put something together potentially with **Daniel's** input as well COMPLETED

ACTION: **Daniel** to put a statement together COMPLETED

ACTION: **Richard** to put in something to say we're thinking about it. COMPLETED

ACTION: **Ian** to put a statement together based on documentation from remedial work COMPLETED

ACTION: **Daniel** to compose a list of legislation we'll need to comply with COMPLETED (none especially relevant and to be covered by architect)

ACTION: **Ian** to add to the current list COMPLETED

ACTION: **Richard** to add page numbering and version control from now on. COMPLETED

ACTION: **Richard** to make minor edits for comments received during review of the proposal COMPLETED

ACTION: **Richard** to get quotable statement from Andy Hamilton about Plumpton College use of club facilities COMPLETED

ACTION: **Richard** to get a statement from Simon Suter about Sussex University and Skill involvement COMPLETED

ACTION: **Ian** to check if RYA have recommendations about what a good sailing clubhouse should be like. COMPLETED (nothing received)

ACTION: **Ian** to make club management aware of need for an asbestos management plan COMPLETED

ACTION: **Bill** to get rough costs, should we have to move out for re-build COMPLETED