

Minutes of the New Building Subcommittee Meeting

26th June 2020



Present:

- Darren Hoadley
- Richard Clarke
- Matt Simmonds
- John Simmonds
- Reece Nelms
- Richard Clarke
- Mark Corti
- Bryn Price
- Mark Harris

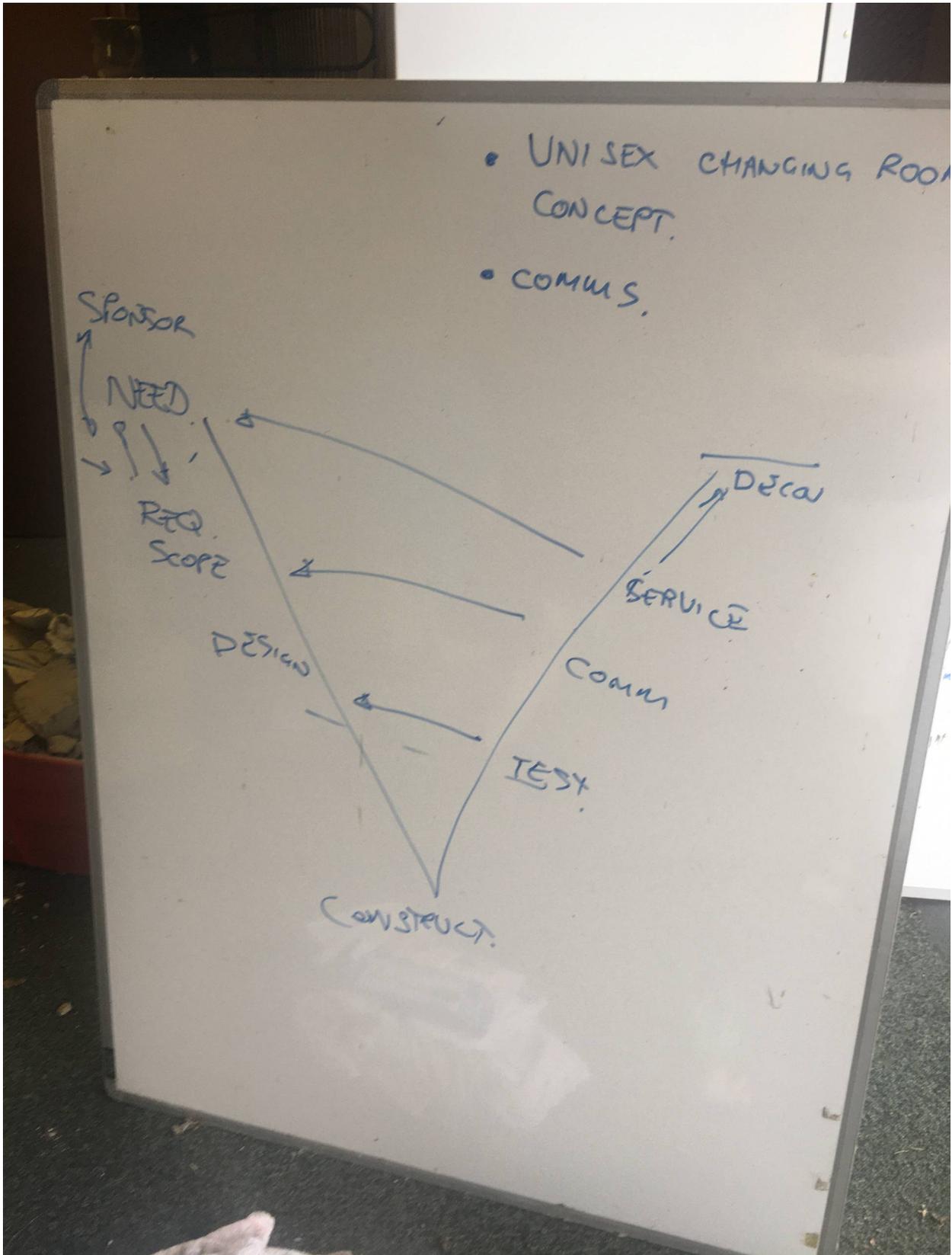
Apologies

- Annie Davis
- Geoff Orford

Minutes of the Meeting

1. **JS** introduced the meeting as acting chair of the Club. He intends to help set up this subcommittee and then step back. He outlined the remit for this subcommittee and described the wishlist. It is intended that this subcommittee is to manage the design and build of the new Club building within the wishlist given by the Committee. The focus should be on doing what is best *for the Club*, while leaving our personal prejudices at the door as far as possible.
2. It was agreed that **Bryn Price** would chair this subcommittee. **MC** to take minutes tonight.
3. Site security. It was agreed that the building should be treated as a building site, which currently means no access for the wider Club membership. It is not a safe site. **BP** and **RC** currently hold keys, with another key stored at the Club. **JS** to remove key from Club and hold it himself; all access must be through these people.
4. Finance: there is currently £30k earmarked for this project. **JS** and **GO** to organise a £1000 float for the subcommittee for sundries.
5. Grant: the Club apparently has been awarded a £10k grant for this project. **BP** to investigate

- a) if there is any time limit on when this must be used by and b) whether it is dependent on any particular use, e.g. disabled paddlers, etc.
6. **BP** to come up with a vision for the subcommittee.
 7. Agreed that communication with the wider club is vital. This building is a big expense and a step-change for the Club – it's imperative that we bring everyone on board. **MC** will publish website updates after every meeting; **MC** to add a “new building” area to the website, which will showcase progress so far (but not work-in-progress documents); **MC** to ensure minutes published on website as usual; wider club to be consulted, asked to help, and otherwise be made involved as things progress. **All** to talk to people and let them know what's going on!
 8. **MS** described the V-shaped lifecycle used at TFL to turn ideas into functioning designs – see image below. It was agreed to adopt this system for this project. Committee approval is needed at each stage before progressing to the next – there will inevitably be some to-and-fro on this. The first step is to turn the Committee's wishlist – the Need, on the diagram – to a series of requirements, which can then be approved by the Committee.
 9. In order for this to work, the committee needs to understand the concept of the V-shaped lifecycle. **JS** to communicate this; **MS** to assist as required.
 10. **All** to come up with requirements for the next meeting. These can then all be discussed, grouped, prioritised etc. until we have a good list of high-level requirements which fulfils the wishlist. At this stage, high-level requirements are best. Good example requirements at this stage (we may not adopt these, these are purely for illustration) might be: *All changing rooms to be disabled-friendly*. A poor example would be *All doors to be wide enough for wheelchairs*.
 11. Wider Club to be encouraged to come up with requirements also, which can be discussed at the next meeting. It must be emphasised that these to be *within* the current wishlist – the wishlist itself isn't up for consultation. **JS** to run this by the committee before **MC** implements.
 12. Next meeting: **July 10th, 6:30pm for 7pm start.**



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