

Meeting of Freeland Village Hall Storage, Furniture and Fittings Sub-Group Monday 4th January 2010

Present: Jenny Wylie, Rosie Phillimore, Gwilym Mason, Clare Kirkham, Nicola Mitchell

The Group identified the following current and potential users and their storage requirements:

1. Users' Requirements

1.1 All users

Storage is required for the following items of general use:

- Tables and chairs. These should be light and easily accessible. Gwilym said the Eynsham Scouts used a system from GOPAK (?) that employed trolleys for storage and handling. **He will find out more information.** Some of these will need to be child size.
- Stage: Clare said that N Leigh School had a stage that dismantled and packed away into a cuboid for storage. **She will find out more information on this.**
- Cups, saucers, cutlery, cooking equipment. It is assumed that these items will be for communal use and will be stored in the kitchen (**refer to Kitchen Sub-Group**) The only exception to this would be Mothers and Toddlers who need smaller versions of these. They will be happy to provide and store as they need.
- Consumables: tee, coffee sugar etc. Some of the users represented (cubs, beavers, guides, brownies) did not want dedicated space in the kitchen for these, but Mothers and Toddlers do. The Group felt that some provision for dedicated cupboard space should be made in the kitchen (**refer to Kitchen Sub-Group**)
- High value items: e.g. projector. A small lockable space will be needed.
- Coats. The cloakroom has been removed in the latest version of the plans. The Group were not sure where coat hooks would be sited.

1.2 Cubs and Beavers

Will require a walk in cupboard lockable cupboard of around 4 sq metres fitted out with shelves. This could be sited upstairs.

1.3 Guides and Brownies

Will require a walk in cupboard lockable cupboard of around 4 sq metres fitted out with shelves. This could be sited upstairs.

1.4 Mothers & Toddlers

Will require around 8 sq metres of lockable space on the ground floor.

1.5 Cleaner

The cleaner will require a small cupboard for equipment and materials.

1.6 Other Existing Users

No other existing users are known to use the storage areas in the existing hall (this needs confirmation)

1.7 Potential new users

The storage requirements of potential new users cannot be estimated, but the availability of storage may be an issue in attracting them (e.g. Theatre, Youth Club, Fitness club etc.) and

2. Outline Proposals

The Group put forward the following tentative proposals regarding design of the storage area for discussion with the rest of the Working Group and the Architect:

1. The dividing wall between the main hall and the storage area to have full width (or very wide) concertina doors on the ground floor for ease of access.
2. Part of the ground floor area (8 sq metres) be partitioned off for the dedicated use of Mothers and Toddlers. The remainder will in the first instance be left open for the storage of tables, chairs and stage.) A small cupboard may be needed for the cleaner (under stairs?)
3. The first floor be divided into a number of walk in cupboards or around 4 sq metres. Two of these are required by Guides, Brownies, Cubs and Beavers. A third could be allocated as a shared space of users with minimal requirements. The remainder (not sure how many could be fitted in) would be available for new users.
4. The overall Scheme must have in it a plan for where further storage could be built if the existing facilities prove a bar to increased use of the Hall.

3. Other Issues

The Group raised a number of other issues:

- Provision must be made of a screen for projection
- Low level toilets & sink are required for children. The "messy" sink should be low enough, or be divided
- Baby changing facilities should be provided
- The Group doubted the usefulness of the piano (replace with an electronic one)
- There must be an adequate provision of lighting & power sockets (particularly around the "stage" end)
- The storage area and stair wells must be well lit.
- The VH Management Committee will need to decide on a charging scheme including charges for storage

4. Next meeting

No date was set for the next meeting. Colin will convene if another meeting is required. Group will keep in touch by email)