

# **Mendip Caving Group.**

## **Committee Minutes 08/02/21**

### **Present**

Bill Chadwick  
David Lossi  
Richard Carey  
Nicky Pearce  
Mark Edwards  
Jason Kirby  
Dan Matthews  
Tom Harrison

### **Apologies**

Richard Carey

### **Agenda**

1. Approve draft Committee Meeting Minutes 19/01/21  
Proposed TH, seconded JK. No objections
2. Actions from previous meeting

Action	Who	NOTES
c/f ALL- Officer roles- write up Job Description DL - I would like to propose a deadline for Feb 28 <sup>th</sup> for this as it has been on the agenda for several months.	BC, RC, NP, DM	Completed descriptions received from: JK, TH, ME, DL.  Agreement to complete the descriptions by Feb 28 <sup>th</sup> 2021
C/F Bulk upload to website for newsletters to investigate- consider external hosting-	TH	Tom investigating suitable cloud based options, including IONOS (Current website host) as the current Google Cloud option really needs to be on a proper business contract to ensure future security (at the moment it is in an individual name)  Other options: Dropbox Pro Google Microsoft  GDPR issues discussed – access to data needs to be carefully restricted.
c/f Request from diggers for scaffolding purchase to be put to AGM		This item will need to be returned to when digging recommences.
C/FCovid Lockdown relief	TH	2 <sup>nd</sup> tranche money now confirmed: £9,357
Tackle store security mesh	JC	completed
C/F High speed broadband	TH	Registration of interest completed.
C/F Quantity and cost of Argentina Publication prints	RC	RC now sorting. The Committee noted Richards efforts on the Newsletters – another one is due to be published shortly.

### 3. New Agenda Items

Agenda Item	Who	NOTES/ACTIONS
1.Consider the response from Dave L's daughter	DL	View Appendix 1 below. a) The committee noted their thanks to Sophie for the report. b) The current focus will be to start simple and convert the old tackle store to a disabled toilet and abled shower. c) An upstairs shower may result in dirt getting upstairs, so not desirable. Other proposals may be considered in the future (Biffs extension plans: View Appendix 2 below).
2.Observe how youths and leaders, male and female can achieve separation with the proposed simple conversion of old tackle store (by using the back door and perhaps bolting the back lobby door)	JC	a) A soil waste pipe is already in the room, Russ just needs to check the fall of the pipe is adequate. b) The door between to the Communal Showers is a fire door and cannot be locked, so a sign saying "Showers in use" will need to be available to hang on the door. (The new shower room will have its own lockable door) c) A ramp will be provided on the side-door to enable wheelchair access. <b>Motion:</b> Jason is given up to £2,500 discretion to complete the conversion of the old tackle store into an Able Shower and a Disabled Toilet. For – 7 Against -0 Abs -0 <b>Motion carried</b>
3.Check to see if giving disabled access puts us in a stronger position to get a grant for the new shower/disabled toilet	TH	Tom to investigate
4.It was noted that Jason has limited time left to complete this work due to other commitments, and the Committee would appreciate it if he made the conversion work a priority.	JC	
5.BCA cards to members	BC	Bill will shortly send out BCA cards to members, together with info about: a) A new password for access to the members area. b) The date of the next AGM - 8th May 2021, which is likely to be a mix of Zoom and limited attendance at the cottage.

6.Jasons proposal for dividing the existing communal shower. (View Appendix 3 below.)	JC	<p>a) As there is not enough space in the existing communal showers for cubicles, Jason proposed erecting shower curtains and rails to enable some privacy if required.</p> <p>b) At least 2 but possibly 3 areas could be created. These could be tied back when people are happy to use the shower communally.</p> <p><b>Motion:</b> Jason to be given the authority to purchase the necessary material to create 2 or 3 areas within the communal showers to enable the area to be divided by shower curtains.</p> <p>For – 7 Against -0 Abs -0 <b>Motion carried</b></p>
7.Dan to describe proposed digital booking system in the new Tackle Store	DM	<p>a) The new Tackle Log will be digital using the App “Gear Log”</p> <p>b) A tablet is now available in the Tackle Store to record gear out and returned.</p> <p>c) WiFi will need to be upgraded to enable a better signal in the Tackle Store (JC investigating)</p> <p>d) Records can be monitored by Dan remotely.</p> <p>e) Frequency of use, purchase dates, condition notes and stock taking can be easily maintained.</p> <p>f) A log book will still be available for those who wish to use a manual system, and Dan will transfer any data to Gear Log</p> <p>g) As the tackle store is now more vulnerable to break-ins, being outside the cottage, a motion sensitive CCTV camera has been installed. Notices will be put on the door and inside the Tackle store saying that CCTV is in operation.</p>
8.Lounge paint colour survey and lounge curtains (View Appendix 4 below)	DL	<p>a) There were 26 responses.</p> <p>b) Option 8 was the most popular with 9 votes.</p> <p>c) Jasmine White in the Dulux range was the nearest match.</p> <p>d) Jason has already purchased the paint and painted the lounge.</p> <p>e) As Jason was at the cottage for the Zoom meeting he gave us a guided video tour.</p> <p>f) We need new lounge curtains which NP will source.</p>

#### AOB

- Jason to order a skip dispose of waste on the site, which includes a lot of mattresses
- Jason pointed out that the drive urgently needs new scalplings. The old surface needs removing, and some could be used to patch potholes in the layby. The Committee noted that this needed doing but asked Jason to prioritise the new shower and disabled toilet.

## **Appendix 1. Sophie Lossls report on shower options**

### **Mendip Caving Group – Shower/Changing facilities**

Issue – MCG Communal showers/changing provide insufficient privacy for men/women, and younger groups such as Scouts or schools.

From my initial look at the space, to meet your criteria, you have 3 options:-

1. Using the existing space: The only way to divide the communal shower into 2 cubicles is to lose the toilet next to the shower space. This would mean creating 2 new doorways into the shower area, one from the corridor, and one from the toilet cubicle.  
In addition, you could convert of the old tackle store into a standard shower-cubicle with toilet and hand basin. There should still be enough room for 1 person to change in this area.  
However, to reach the new shower room, people would need to pass through the communal changing area. This does not enable separation of male and female ablutions, and when letting out to youth groups, there won't be fully separate adult/youth areas.  
Additionally you could provide a shower in the 8-room. There are currently 2 basins in an alcove in the 8-room. This could be partitioned off with a simple stud wall, providing space for a shower and washbasin. A small velux or light-well would be recommended. Services are already in place.
2. Converting the library into a shower/toilet/changing area and moving the library/office to a newly erected space in the garden. I would suggest use of a prefabricated "garden office". These buildings are readily available in a variety of sizes and come fully insulated. A typical off-the-shelf timber office, 3m X 2.5m, is about £12,000. A custom sized one for the club requirements may be about £20,000 fully installed and finished (Full research needed).  
The existing communal shower, with the addition of the "tackle store" shower could then be the Male area, with the new area reserved for Women. The build time for this solution would short, minimising disruption to the Club. I understand that the cesspit is near to the existing library, which would keep costs down.  
This solution should future proof the club requirements and take full account of child protection and adult privacy needs.
3. A traditional extension off the current location of your shower area. This would be invasive into the buildings structure and would mean re-working of some internal walls to create a better use of space and to gain access to the new extension. RSJ's would be needed to support load bearing walls and planning may be more of an issue. A structural surveyor would be highly advised. Exactly how to divide the space would be looked at if this was the preferred option.

Notes:

These notes are made without a full floor-plan survey.

Any costs mentioned are subject to confirmation.

Options 2 and 3 would better enable full disabled access.

From my brief assessment of the external space, building an extension adjacent to the existing showers would impact off road parking and vehicle manoeuvrability.

Solutions 2 and 3 may generate additional booking income as the MCG could be marketed to a wider range of youth groups and schools. With some active marketing it may be attractive to 6<sup>th</sup> form groups who wish to undertake A-level fieldwork.

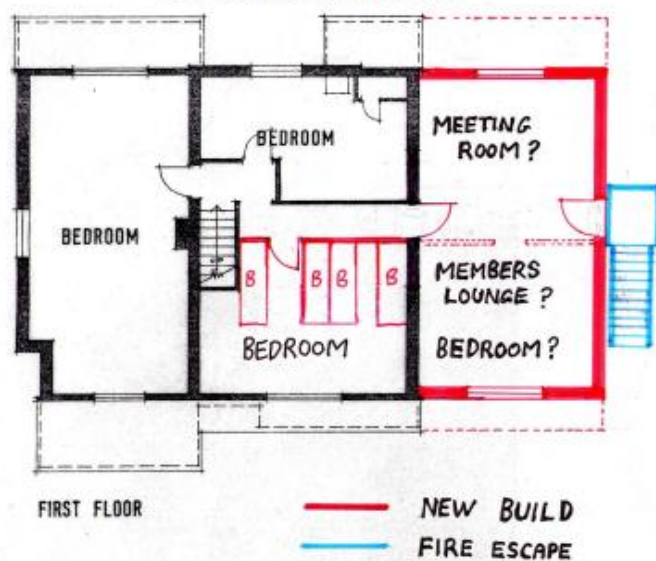
If requested I would be happy to assist with the design of any of the solutions free of charge.

Sophie Lossl Jan 2021 [SLdesigns@hotmail.com](mailto:SLdesigns@hotmail.com)

## Appendix 2 Biffs plan for a cottage extension

Sketch Plan of Proposed Cottage Extension  
Drawings by "Biff" Frith

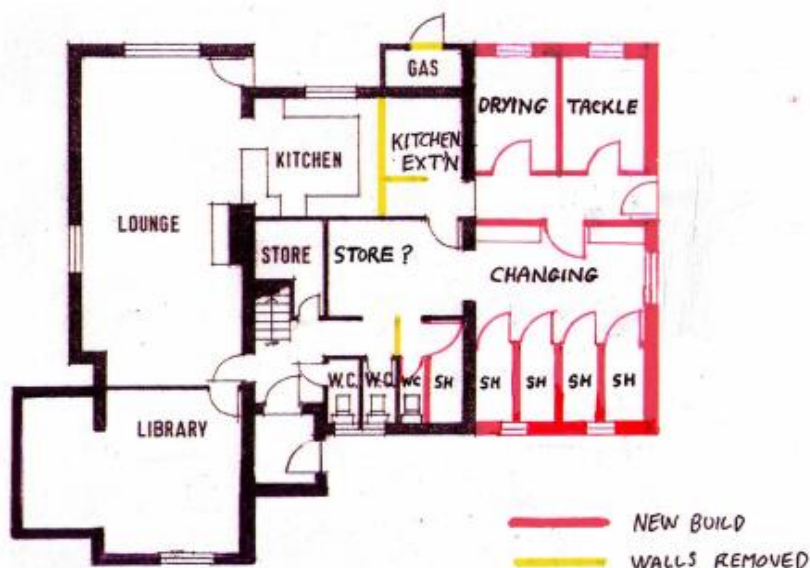
Below: Plan of First Floor



Below: Impression of what the extended cottage may look like from the road.



Below: Plan of Ground Floor

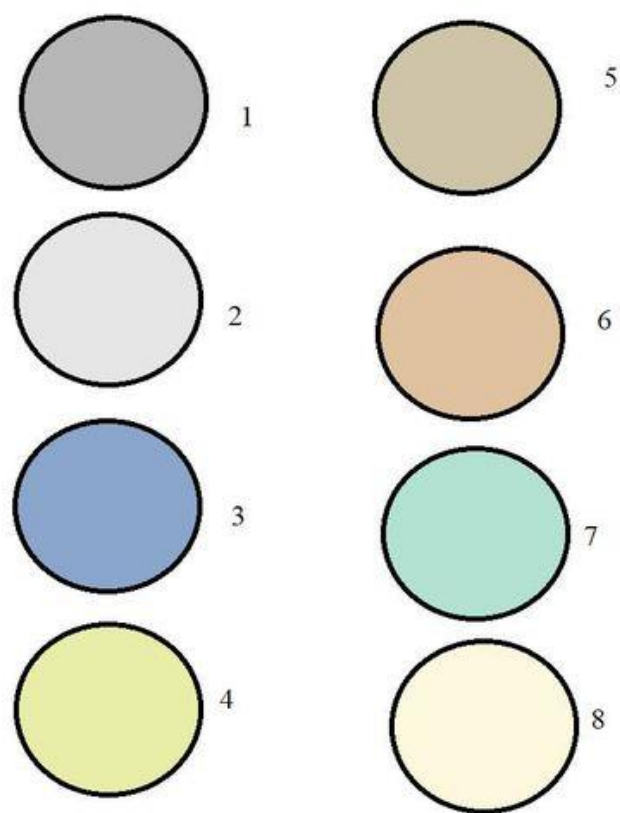




### Appendix 3 Jasons proposed Shower curtain layout in the communal showers



Appendix 4 Colour survey and pic of Dulux Jasmine White on the walls of the cottage



Option	Number of votes
1	3
2	2
3	0
4	2
5	2
6	7
7	0
8	9

Winner IS SHADE 8

