

Friends of Hadlow Road Station – Open Meeting
Monday 5th September 2016 at 7.30pm in the Memorial Hall
Draft minutes

1. Members in Attendance
Barry Vowles, Sue Powell, Jon Penn, Dorothy Kirk, Joan Butcher, Gill Knock, Colin Jerrett, Ged Weeden, Debbie Weeden, Myles Hogg, Ben Jackson, Jenny Jackson, Sue Unsworth, Lyn Jackson-Eves, Martin Eves and Hilary Booth.
2. Apologies
Chris Hampshire, John Fisher, Carole Collins, John Morgan, and Ken Stubbs.
3. Minutes of Last Open Meeting on 4th July 2016 **Action**
Minutes read and agreed by all present as a true record.
4. Matters arising from Previous Open Meeting on 4th July 2016
Item 6 – BV advised that extending the designated area for tables and chairs at events can be carried out in agreement with the ranger.
Item 10 – BV is continuing with repairs to the posts to the large sign and will be adding wooden casing to the supports on 6th September. BV
The cycle stands have been purchased and painted and will be fixed when the locations have been agreed. GK PT
The 150th Anniversary plaque has been ordered, is being made and will be finished in time for the event.
Item 12 - BJ sent photos to CH which are now on FHRS Facebook page.
Item 13 - the Level 2 Food Safety and Hygiene course has taken place.
Item 14 – JB has applied to CWAC for permission to run the event and has received consent.
GK met with Terry Robinson last week. He is going to unveil the plaque and has passed pictures and photos to GK for scanning. GK
AOB – SU advised that the Ryan Giggs sweater is not as valuable as previously thought and may be sold privately to achieve the best donation. SU CH
5. Update on status of agreement with CWAC for new kitchen
FHRS is still waiting for the formal agreement to be presented.
This does not prevent FHRS from continuing with current access arrangements.
6. Update on Pinehurst training works for station improvements
GK advised that she and John Fisher met with Pinehurst at the station last Friday. Pinehurst are starting 6th September with painting the gates and will also work 8th September.

Action

- They would also like to paint the signal and look at corroded signs on the platform with a view to treating them properly. BV advised that the Conservation Officer would expect the corrosion to be stabilised rather than a restoration to original condition. Pinehurst will continue with works to repair/replace fencing and the railway sleepers. Pinehurst has expressed interest in restoring the phone box in-situ. As discussions have already taken place with a company who would take it apart and remove it for restoration, BV suggested that both options are considered. GK advised that Pinehurst's labour is free of charge and the trainees have their own equipment. FHRS is supplying the black and white paint. GK was not sure about the supply of material for the sleepers. GK
7. Update on Tidy Up days and planned grounds works
GK advised that the platforms have been sprayed with weedkiller. BV is repairing the support posts to the large station sign. Plants are doing well. Boarding is in place to the rear of the long planting bed. The wildflower area has not done so well and it is planned to plant foxgloves, sow poppy seeds and plant English bluebell bulbs. The office border needs some brightly coloured plants. GK is bringing planted-up pots and containers from home for 150th event. GK
Renovation of the second waste bin is ongoing and the luggage trolley is being repaired. A second trolley is not going to be ready in time for the 150th event. Cyclists continue to lean bikes against benches causing damage. The next Tidy Up day is this Saturday 10th September.
8. Update on kitchen completion, Hygiene Training & plans for café Opening
A lot of work has been carried out and one of the sash windows now opens and hopefully the other one will be freed up soon. BV has laid new flooring. Ideally a threshold strip is required but the door would need taking off for adjustment. Paul Janvier has had a look at the projecting low level sockets for the fridge/freezer as they restricted the space available for appliances. A fridge/freezer and microwave have been ordered. Some of the 'events' items have been stored elsewhere to free up space in the kitchen. Donated crockery is being assessed. DW has ascertained that FHRS would be allowed to adapt the door to a 'stable door'. DW advised that the main outstanding issues requiring attention are: damp flaking paint, missing/loose wall tiles and potentially an inadequate electrical supply.

Action

DW has approached the ranger about replacement wall tiles. PT forwarded the email within CWAC but tiles will not be supplied. DW has itemised the proposed electrical equipment for the kitchen and Paul Janvier has estimated that 60 amps would be required but that the current supply is probably less than 30amps. The main circuit board is in the Station Masters House so there is no access to reset it should something trip a breaker.

FHRS can reset the local board in the kitchen.

BV will look at this when next at the station.

BV

Paul Janvier may be able to install mechanical extract ventilation if required in the future.

DW is concerned about the about of time she is spending sorting out jobs and projects while there is a lot of administrative work to be put in place. DW asked for volunteers to help sort out the crockery and JP, BJ and CJ offered to help. Disposable plates and cups etc. will be used at events for practicality.

10 people completed the Level 2 Food Safety and Hygiene course and CH has since completed it too. 5 people from the course have volunteered for the 150th event.

DW explained that the catering has 2 separate operating arms; one for events and group visits, the other as the pop-up café.

The café will open for the Tidy Up day on 25th September as a trial run, for the 150th event on 1st October, then on 30th October between 10am – 1 pm serving bacon butties. It is planned to increase menu items offered incrementally up to Spring 2017.

BV advised that he is looking into the implications of applying for a Change of Use to allow more café opening sessions per year.

BV

DW to check with PT about initial provision and ongoing maintenance of a fire extinguisher and fire blanket for the kitchen.

DW PT

9. Financial Update including new grants

JB advised that a Big Lottery grant for £4,771.49 has been awarded to FHRS. The bid covered: fundraising (the film night), chairs, tables, choir, band, historical costume hire for the 150th event, and as a legacy – new plaque, restoration of existing plaque, PA system, LED information screen and display boards.

An application has been submitted to Groundworks (which distributes money raised from Tesco plastic carrier bag purchases) for a

Action

dishwasher, but it will be a couple of months before we have feedback.

JB explained that ideally submissions should be made for larger station improvement projects such as extending the platform, but we would need to know when making the application that CWAC would grant permission. Also firm estimates would be required.

HB handed out a Treasurer's Report up to 27th August 2016. This shows a balance of £6,934.28 credit. There are 3 items of monies held for specific use, leaving a balance of £1,901.16 credit, available for use.

DW has been advised of monies available to purchase white goods etc. The money from the New Homes Bonus and Willaston Residents Society is not ring-fenced for any specific item.

10. Publicity/Communications Update

GW advised that there was limited firmed-up detail about the 150th event for publication in the last Parish News and that the deadline for the next edition is too late. It is hoped that the posters to be put up shortly will boost ticket sales.

GW

A press release will be issued in the next couple of days.

GW

Some of the publicity material includes 'Lottery Supported' and 'CWAC Supported' logos.

11. Events Update

The 150th event will be opened by our local MP.

JB outlined the running order: Chester City Brass Band, unveiling of plaque, actors in period costume, tea served, Hadlow Green Singers, Morris Men, Chris Wilcox Duo, Simon (the barber), Morris Men, Chester City Brass Band, CH will give closing speech and award prizes.

Ticket sales are slow but will hopefully increase further to posters going up and imminent press release.

More volunteers are urgently needed.

FHRS was successful in obtaining free, a family ticket for the Llangollen Railway, in their monthly draw. Another prize will be a family ticket to FHRS Santa Event. JP donated books railway books for prizes at the meeting.

Raffle tickets have been printed as have souvenir tickets for the children's train rides (JB estimated 60 train ride tickets will be required).

ME

JB read an item from the Parish News where the choir express delight at being asked to perform for FHRS again.

Action

CJ asked if the 'Human Fruit Machine' from Rotary, could be another attraction. As this needs 4 people and volunteers are in short supply at present, JB will reconsider this offer at a later date. JB

BV expressed thanks to JB for all her work and success with the grant applications.

12. Any other business

DW handed an envelope to HB which was opened at the meeting and contained a donation of £150 from Martin and Jill Collins, from Jamie's Memorial Fund, to be spent purchasing white goods for the kitchen. HB will write a thank-you letter for this generous donation. HB

JP passed a cash donation to HB at the meeting which was appreciated.

GK is compiling two children's quizzes to be issued and checked prior to the 150th event so that prizes can be awarded on the day. The quiz for 5-7 year olds is about things at the station and the quiz for 7-11 year olds is based on station history. GK will ask the Primary School Headteacher about the best form of distribution and whether the quizzes could be put on the school website. Quiz sheets could be made available in village shops for children attending schools outside the village. GK

SU asked if it would be a good idea to put a collection box and notice about donations for people who use the station for photo shoots etc. This will be considered.

CJ asked if FHRS hi-vis jackets would be useful at Tidy Up days.

The next Open Meeting will be held at 7.30pm on Monday 7th November 2016.