

**Friends of Hadlow Road Station – Open Meeting**  
**Monday 4<sup>th</sup> July 2016 at 7.30pm in the Memorial Hall**  
**Draft minutes**

1. Members in Attendance  
Chris Hampshire, Sue Powell, Jon Penn, Lyn Jackson-Eves, Dorothy Kirk, Joan Butcher, John Pidsley, Gill Knock, Ged Weeden, Debbie Weeden, Myles Hogg, Ben Jackson, Jenny Jackson, Sue Unsworth and Hilary Booth.
2. Apologies  
John, Carole Collins, Barry Vowles, Sue Ferguson, Colin Jerrett, Ken Stubbs.
3. Any items not to be shared with CWaC **Action**  
All minutes will now be shared with CWaC. It was agreed that FHRS's financial reserves and similar items which are in the public/village domain anyway can also be shared with CWaC via minutes.
4. Minutes of last Open Meeting on 25<sup>th</sup> April 2016  
Minutes agreed as a true record. Proposed by GW and seconded by JP.
5. Matters Arising from Previous Meeting on 25<sup>th</sup> April 2016
  - 1) Production and review of Risk Assessments is an on-going process.
  - 2) Volunteer training for food handlers is being arranged.
  - 3) The plan for operating the kitchen has been approved by the Officers.
  - 4) Facebook and Residents Society web site are being updated.
  - 5) Materials and plants for hanging baskets have been purchased.
  - 6) 150<sup>th</sup> commemorative plaque will be discussed later this meeting.
  - 7) Discussions with Pinehirst for repair and improvements works are on-going.
  - 8) Meetings are being held with the Ranger to develop plans.
  - 9) The plans for replacing/refurbishing the telephone box are being investigated via a contact at BT.A new secretary has been appointed.
6. Draft Heads of Terms for New Kitchen  
CH advised that FHRS will have to pay CWaC legal fees for producing the contract at a cost of £300 (reduced from £450). There will be a license fee of £150 per annum to cover gas, water and electricity. The contract is based on 12 openings per year between 8am – 4pm. CH has requested the ability for occasional extensions to the opening time for specific events which can be agreed with CWaC. If necessary, a Planning Application for 'Change of Use' could be submitted in due course. CH confirmed that FHRS can undertake minor internal alterations under the proposed terms.

## Action

- The plan attached to the draft heads of terms indicates that tables and chairs cannot be laid out on the area in front of the Station Masters House – CH will ask if the designated area can be extended for occasional events. CH
- JB handed out a list of ‘snagging items’ for the kitchen works and expressed concern that should the items not be addressed there is a risk that the kitchen would not pass inspection. CH advised that FHRS could establish a working party to carry out A number of these minor items and that he has already informed CWaC about the wall painting/damp area and the light fitting. The scope of the building contractor’s brief needs to be established to see if any of the items are already in hand. JB and CH to meet to agree how to progress the items. CH JB
- Subject to the matters raised, Jon Penn proposed acceptance of the Draft Heads of Terms and Ged Weedon seconded the proposal. Approved although JB abstained.
7. Update on Pinehirst Training Works for Station Improvements  
GK advised that Pinehirst will carry out painting and fence and gate repairs probably in July when they have more trainees available. They will also clear the extended platform on the south side in due course. The paint will be the original white colour supplied by CWaC.
8. Update on Proposed Landscape Architect Works  
The soil to be cleared from the extended south platform needs to be moved just once. Current proposals are to replace the timber fence between the car park and the bank with a blockwork retaining wall. The soil will then be relocated here to build up the level of the bank to match platform level. In time Pinehirst could also source rails and sleepers. FHRS could apply for grant aid for future projects by Pinehirst although costs are required. GK  
The Landscape Architect would draw up plans for sign off, work up the proposals in more detail allowing costs to be obtained and grant applications submitted.  
CH explained that a future project would be to extend the track with the potential to take a railway carriage.  
GK asked those present to pick up any loose bolts found on the track area.
9. Update on kitchen sash window.  
CH is meeting with a sash window repair man and will report. CH

## Action

### 10. Ground Progress

GK advised that all donated plants have been planted. 1 scaffold plank edging has been installed and there are 3 more to install.

The area to the rear of the old borders is now very overgrown.

The wildflower area hasn't established very well so poppy seeds will be scattered and the wildflowers will be tried again or daffodils and bluebells planted. Bulbs which have been dug up in other areas will be planted near the Hadlow Road Station sign.

The office border and hanging baskets will be planted as soon as possible.

GK

Access to the irrigation control in the yard is currently still available on an unofficial basis.

BV is repairing the supports to the Hadlow Road Station sign.

BV

It is hoped to complete most of the painting of bins, trolleys, benches etc in time for the 150<sup>th</sup> Anniversary. There is another trolley in the yard which Paul has agreed to position, bolted down on the platform.

Forthcoming projects include exposing the footprint of the old signal box.

The possible installation of cycle racks (to save damage to benches) was discussed. These would need to be small scale, of sympathetic design – possibly using sections of tree stump or made up by the man who has provided the hanging basket brackets.

CH to investigate costs.

CH

150<sup>th</sup> Anniversary plaque – final version was tabled and agreed.

GK is trying to find 3 firms who could provide quotations.

GK

MH will investigate the company who made the war memorial plaque.

MH

Proposed size for plaque is 15" x 10". All text to be in capital letters as per the existing plaque.

There is a pristine condition 'original plaque' in the Station Masters House. There are currently no proposals to refurbish the existing Plaque in time for the 150<sup>th</sup> event.

### 11. Financial Update

HB handed out a Treasurer's Report up to 27<sup>th</sup> June 2016.

This shows a balance of £5,506.72 credit.

This is cash in the bank. Some grants have been approved but not yet received and £100 has since been donated by Willaston & South Wirral Rotary. There are items of expenditure to be deducted relating to the Colour Run event and stocking of the kitchen.

£121.37 was taken at the Colour Run.

It was agreed that a donation of £25 should be made to the hospice following the Colour Run.

HB

**12. Publicity/Communications Update **Action****

GW advised that all FHRS activities and events are being advertised in the village, at the station, in Parish News and to local press. The aim is to maintain a good level of information in the public domain. Intention is to advertise the Tidy Up Days and events in the Parish News. GW

A request for crockery etc for the kitchen has been sent out. Press releases have been sent to the local press (The Pioneer) the local newspapers are most supportive. Further press releases will be issued for the 150<sup>th</sup> anniversary event and Santa's Grotto. GW

Ben Jackson offered to send his photos from the Colour Run to CH. BJ  
CH has put a photo from the Colour Run onto Facebook.  
Dates for 150<sup>th</sup> anniversary and Santa's Grotto are on the FB web pages.

SU is keeping the noticeboards up to date. It was agreed that photos of improvement works in progress should be put up in our noticeboard in the waiting room.

Thanks were expressed to GW for the work he has carried out.

**13. Hygiene Training**

JB explained that someone with Level 2 Food Safety and Hygiene needs to be on duty when food is being served. A volunteer at the Colour Run had this certificate. At present 12 people have signed up for the Level 2 course at Gladstone Village Hall which can accommodate up to 16 people. The course is costing £250 to run. (Only 2 people would be able to attend the free course, so the Gladstone Village Hall course needs to go ahead. CH will take one of the places on the free course). CH  
JB to email the FHRS to advertise the 4 spare places. JB

**14. Events Update**

Plans for the 150<sup>th</sup> anniversary are going well and the choir, Chris Wilcox Band, Mersey Morris Men and St John's Ambulance are all confirmed.

JB will contact Matt Baker to see if actors in period costume could be arranged and if so, likely costs. JB

There is a provisional timetable for the day and the food menu is still to be agreed. JB

The Events sub-committee is meeting with Paul (CWaC) at 10am on 6<sup>th</sup> July to check that the proposed dates are acceptable.

The Santa's Grotto event is being planned along the lines of last year's event. Santa and his elves have been booked. Santa's fee was £50 last year. HB is organising the children's presents.

## Action

It has been agreed that ticket selling for Santa will stop 1 week before the event and each ticket will be for a time slot.

The 'Breakaway Choir' and Quintet have been booked.

It was proposed and agreed that both adult and children's tickets will cost £5.00.

JB confirmed that the number of people on the events sub-committee is sufficient though it was noted that sometimes there are quite a few apologies.

JB has not yet applied to CWaC to run the event.

JB

When FHRS is running an event safety issues such as the platform edge need to be considered.

CH advised that the gentleman who was the first occupant of the Station Master's House after the Wirral Country Park was established is planning to attend the 150<sup>th</sup> Anniversary Event, CH will ask if he has any personal memorabilia that FHRS could copy and display.

CH

There would be more space in the waiting room if the scales and ticket unit could be relocated during events.

The Colour Run event was manned by 21 volunteers, there were plenty of donated cakes but little business. JB proposed that we do not cater for it again which was agreed. However, the kitchen is now set up and stocked and its presence publicised.

### 15. Weekend Opening

It was agreed that a slow start using simple snacks is best policy. Rambling and cycling clubs should be advised of the planned opening sessions along with a children's charity (which has approached JB), a Heart Rehabilitation Club and the Liverpool Walking Club.

It was noted that at the Colour Run, biscuits were most popular as they are easy to eat.

An official opening date should be established and publicised. The catering sub-committee can agree proposals, trial them and provide feedback.

CH and BV to consider applying for a change of use depending on cost.

CH BV

### 16. Any other business

Jon Penn stated the future proposal to locate a railway carriage on

the track would attract vandalism.

**Action**

SU has won a Ryan Giggs Manchester United sweater which she is willing to donate to FHRS as a raffle prize. It was agreed to research the anticipated sale price on EBay to see if that would raise more money.

SU CH

JB raised the issue of lack of storage for tables, chairs and cones and if FHRS should consider renting the Station Masters House in future.

CH advised that it was not yet advertised for rent and urged financial caution at this stage.

The next open meeting will be held on 5<sup>th</sup> September 2016.  
CH offered his apologies for this date as he is away on holiday.