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*From the community  
 For the community*

Directors  
 The Craithub  
 The Pier  
 Rousay  
 KW17 2PU

Annotated with Craithub comments  
 12 Feb 2020

7<sup>th</sup> February 2020

Re : REWDT response to the Craithub proposals discussed at the Board Meeting held on 1<sup>st</sup> February 2020

Dear Directors

Thank you for your document dated 31<sup>st</sup> January 2020, the contents of which were discussed by the REWDT Directors at the above meeting.  
 It has been agreed that REWDT will undertake necessary repairs and decoration to make the Old Shop available for use in the interim period whilst the Pier Premises undergoes refurbishment.

The Craithub would like someone from REWDT to walk round with them to discuss what is needed and where it will go. So we can map out the area and get an idea of what will fit and where. If we are to trade from the Old Shop on a temporary basis for up to two years, we will need as a minimum

- A small preparation area, hand washing sink + one other to comply with Food H & S standards.
- Space to house an under counter fridge/freezer and catering equipment.
- Shelving/closed cupboards for storing dry goods in an ambient temperature.
- Separate storage area for cleaning materials and equipment, Hoover, broom, mops buckets.
- A serving counter for food and drink
- A small desk /counter for retail goods that will hold a till and card machine (may be able to utilise existing counter if it fits)
- Adequate electrical sockets and in the right location.
- Separate storage area for seasonal fixtures / fittings, spare chairs, tables cleaning equipment etc.
- Waste disposal – external bin

To this end REWDT are offering the Craithub an extended longer 2-year lease with effect from 1<sup>st</sup> April 2020 and up to and including 31<sup>st</sup> March 2022. Should the works to the Old Shop not be complete to our specification with the contractor by 1<sup>st</sup> April REWDT agree to extend the current lease on the existing premises on a week by week basis.

- A rolling lease for the existing area until the Old Shop is complete provides some reassurance.
- The Craithub seek clarification on what is intended long-term i.e. after the refurbishment is complete.
- What are the plans that REWDT are working to?
- The Craithub would like a 'walk-through' of what is intended
- We seek clarification on what area and where we will be situated i.e. a larger area for food preparation, dedicated workshop area, more seating etc once works are completed.
- We also request that we are included in the more detailed planning of our intended areas for rent as time goes on and we are issued with the Project Plan



The Old Shop covers an area on 30 square meters and based on this size, a rent of £107 per calendar month is requested for the lease of the Old Shop. REWDT will install a suitable heating system in the Old Shop, but this rent excludes any heating or lighting costs for which the Craffhub will be responsible.

- Agreed

REWDT agree on the provision of access to a toilet and handbasin for staff only, however since the Old Shop will not include a seated restaurant area, REWDT will not provide additional toilet facilities. The Old Shop entrance will be improved to allow access for disabled visitors and residents alike.

- No, this is incorrect we are intending to seat between 6 – 10 in the space we have been allocated and will require the toilet to be available for staff and customers.
- It is not just the shop entrance that needs to be considered for disabled access but access from the Car Park and the road
- Also consideration for Car parking spaces allocated to The Craffhub staff and customers

REWDT will provide for a small area suitable for selling refreshments to customers in the Old Shop;

- and internal and external seating

as discussed with The Craffhub representative, we recognise that this will be a much-reduced refreshment facility, due to the limited space available in the Old Shop.

It has been agreed that the external area will be tidied and a new picnic bench will be provided for the use of residents and visitors alike. A specific covered area will not be provided at this stage.

- Additional external seating is required due to the vastly reduced internal area
- When will a covered area be provided? it was understood that this would be fairly soon and in time for the season to start. (Apr – May)

It is hoped that a small office space can be configured within the existing Old Shop space, subject to current non load bearing wall being removed, which was put in place by a previous tenant. Again this will be subject to discussions between REWDT, The Craffhub, and the appointed building contractor.

- Office space only needs to be small but sufficient for a desk large enough to hold a laptop, printer and phone with adequate shelving for files

At the meeting and in our discussions previously, it was suggested that workshops could be held at other locations for example the School, but REWDT are willing to seek the advice of Orkney Islands Council's planning department to ascertain if some smaller workshops e.g. drawing or painting could be held in the Old Shop, if The Craffhub would prefer this solution.

- Yes the Craffhub is the preferred location for workshops. It is the location at The Pier with refreshments and lunch provided that is the attraction of attending a workshop here.
- Hosting workshops means we are on call to provide refreshments on arrival and at lunchtime, to collect fees and feedback and provide information to visitors
- Although it may be possible to hold workshops at other locations and this may be necessary on the odd occasion we would not plan to do this on a regular basis. Responsibility for booked space in another location whilst running the Old Shop area will need additional resource which we don't have.
- Transport from The Pier to anywhere on the island is an ongoing problem and together with problems providing refreshments in a split location with limited resource is not our preferred option.

REWDT will pay for the installation of an electricity meter. It would be helpful if The Craffhub could investigate the meter installation, enabling a choice of a preferred location.

- We are happy to suggest a suitable location for the meter once we know what will go where and how much space we have and also the size of the meter

As there is a phone line currently in the Pier Premises, it has also been suggested that the Craffhub take this into the Old Shop by means of an extension or a new socket, which will be discussed with the contractor. This would ensure that a card machine could be up and running from the date of moving in.

- This should be OK if the suggested extension or new socket are provided.

It is the responsibility of The Craffhub to find a storage space for their workshop materials, as will all other community groups that currently use either the garage or areas of the snug for storage. These areas will not be accessible from 1<sup>st</sup> April 2020, or the date on which The Craffhub take up their lease on the Old Shop.

- Storage is an issue that was highlighted at least back in July 2019 and also with the consultants.
- We hope to reduce the current amount of workshop materials we hold but have been led to believe that a temporary storage solution would be in place e.g. a small shed.
- We feel that this is a reasonable request considering the huge reduction in allocated space we have been given to run all our activities from.
- The Craffhub has tables, chairs, fixtures and fittings, and external signage etc that are used on a seasonal / ad hoc basis and will be needed throughout the season and in the future.
- These items need to be stored close by.
- Spinning wheels, sewing machines and limited workshop materials also need to be stored
- Materials and equipment owned /used by other groups will be the responsibility of those groups to move as will residual items left by previous owners/occupants

REWDT will consult Orkney islands Council to ensure that the appropriate permissions are in place for the Old Shop, including change of use and environmental health as applicable.

The change of use / permissions REWDT need to include are

- Retail outlet for arts and crafts (this may be OK as area was previously a shop)
- Provision of light refreshments with a small internal seated area (6 – 10) + additional seating outside (6-10)
- Provision of workshops utilising the seated areas when possible.
- Conformance with minimum hygiene and food Health & Safety regulations.

If there are any queries on this please let us know

The timescale of the above will be wholly dependant upon planning permission being approved, environmental health checks being undertaken, and the availability of the contractor to undertake approved works and as such The Craffhub will be kept informed either in person or by email as to the progression of the above.

- That's great, we hope to be kept fully informed - in person is best but email is fine too

The REWDT board recognise that the above activities will cause disruption, but we hope that The Crafhub will continue to trade during this period of change.

- Yes although this will cause significant disruption, The Crafhub will do all we can to minimise our loses and hope that with REWDT support we are able to continue our service to an acceptable level until our final area within the premises is decided /complete.
- As members of various Craft and creative groups and an Orkney Food and Drink we benefit from wider marketing activities and are getting known within the wider Orkney circuits and have received several requests already for this coming summer including small boat operators which may link in with the Orkney marketing initiative 'Year of Coasts and Waters 2020'
- It is vitally important for us to be able to continue as we are for the benefit of our three islands by retaining a welcoming presence at The Pier on Rousay

J Garson Chair REWDT.