10th September 2025

Knolton Farmhouse Cheese Ltd is looking for a new office block to improve the conditions for our staff and the business as a whole:

- **Customer impression** - Our current office is over 50 years and is showing its age. We need a new office to show customers we are improving with the times and that we can be a trusted professional partner. Many large companies we work with, such as Muller, have an expectation that the standard of your office will be linked to the quality of your product.
- **Suitable office space** - We have outgrown the current office space with 11 desks in the main open plan office that was designed for four desks. Therefore, we need more space to allow staff to work more effectively.
- **Open plan office space** - We have multiple locations onsite with office space and want to bring all staff together in the same space for collaborative working.
- **Meeting space** - We only have one meeting room that now has two desks in, which means planning meeting has become difficult. We have recently added two temporary containers outside to give us a large and small meeting room.
- **Private office space** - the site director is currently in a room with 11 other desks and therefore needs to work from home when working on confidential items (which is not ideal). The new Managing Director is also in a container outside the office joined to the large meeting room, meaning his office and meeting are not confidential through a light divide in the container.
- **Staff changing** - We have tried to install the maximum number of staff lockers by reducing their size; however, the room is about 40% of the size it should be for the number of staff. We also only have unisex facilities so would benefit from having separate male and female changing rooms.
- **Shower facilities** - We only have one shared shower room, but for our staff numbers we would benefit from having two male showers and a separate female shower.
- **Toilet facilities** - We have four toilets onsite for 80 staff so need double this to avoid cues at break times.
- **Canteen facilities**- We have four staff canteen/tea rooms across site, and the staff would benefit from larger single facility. With access to hobs, ovens for cooking. Our plan is also long term to have a caterer to cook one main meal a day at cost as well as fresh sandwiches. We would have several vending machines to then allow staff at all hours to access food without leave the site and with an improved diet to improve their overall health and efficiency working at the business. Also, they would benefit from a shared room to dine in together, working as a single team.

Please see next page

- **Ability to hold annual meetings/parties/events** - We hold regular events for staff, such as the summer family BBQ. Having the space to host this and other parties/events in adverse weather would greatly benefit the staff and business.
- **Storage space** - We need more storage for PPE and materials for the existing staff, as the current space is overloaded and has already been maximized as much as possible.
- **Disabled access** - The new office would bring disable parking and toilet, bringing improved accessibility to the business.

Kind Regards,
Scott Latham
Operations Director