

L2 – Community Rooms – Summary of Questions – Actions & Recommendations

The list of Actions from Cllr Jacklin’s Summary of Questions is as follows:

Action No.	Summary of Questions Point No.	Action Required	Officer Recommendation	Timeline
1	1	Project Officer to work with an architect to ensure the building uses renewable efficient energy and is sustainable. Use of green materials and technologies which comply with sustainable design.	Agreed – the building would also be DDA Compliant and inclusive.	Included within Phase 3 of the Project Methodology
2.1	2 - 2.1	Ensure a consultation with residents and stakeholders takes place when the timing is right and once drawings have been obtained from architects to illustrate the proposed building.	Agreed – this was always going to be the case once we have drawings to illustrate the type of Community Room we want to build.	Included within Phase 4 of the Project Methodology
2.2	2 – 2.1	Try get a forecast of demographic changes over the next 10+ years.	This will involve a great deal of work and would mean looking at many different sources including JSNA Ward Profile, ONS data – who publish old data, Planning – what type/size of houses are being built, Schools – speaking to Local Education Authorities to see what projections they have. Doctors, what birth rate projections they have, average death rate. Surveys in Park – where do people live who are using the park – within the Parish or out of area. Where do people who book the Community Room and Village Hall live. What value would this information provide?	6 Months for an in-depth study
2.3	2 - 2.2	A paper covering the effectiveness of the current library provision – highlighting lessons learned and possible improvement to feed into the Community Space design.	This can be carried out in conjunction with RBWM but likely to take some time to produce	3 Months
3.1	3	A Vision Statement of what we want the park to provide and what we would like it to look like. Statement to demonstrate how each asset contributes to the overall vision and how each asset supports and	This is possible but the clerk will not have any time to complete this until May 2023.	May 2023

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		enhances one another. The cross connections between activities across the assets should be mapped.		
3.2	3	Visual aspect of the Vision can be tackled at a design level by developing our own Townscape description.	Once a Vision statement has been created, Officers can try to put together a visual version of the Townscape for the park, but this may require professional help to draw up the Townscape depending on what exactly is required/needed.	After May 2023
4	4	Safeguarding issues and compliance with disability standards with the inclusion of showers in the Community Room. Discussed at O&S Meeting on 14/02/2023 – showers will not be included.	Council to Discuss	
5	5	Work with architect regarding analysis of parking spaces required for all the activities within the park taking into account both the MUGA and Community Rooms. This will need to be included in the Planning Application.	As Action 1 above – this will be included in the design with architects	Included within Phase 3 of the Project Methodology
6	6	Detailed revenue analysis to be completed showing revenue streams from each asset and assumptions made to support usage numbers and the underlying cost model.	This would need to be completed by the Clerk and Chair of the Finance Committee	TBC
7.1	7	Need to provide more information on CIL generally. How we are using CIL and include as part of communications to residents.	When communicating to residents regarding projects, an explanation of CIL will also be given.	Deputy Clerk will add CIL explanation when putting out comms relating to Projects
7.2	7	Needs to be an overarching project plan or addendum to the Business Plan showing all active project plans to map CIL expenditure over the next 2-3 years.	Agreed – Project Officer can create an addendum to the Business Plan which lists active projects and agreed Budgets.	Within the next 2 months
7.3	7	CIL Expenditure statement to be approved by Council	Council	
8		Once the vision is defined, we can overlay the Village Hall onto the functionality at the park to explain what additional / complementary functions are addressed by this asset.	If this is required, it will be added into the Vision Statement	After May 2023