



OLD CHURCH ROOMS – ENHANCEMENT WORKS SCHEDULE

Recommendation 1: - Council is invited to agree that it needs to develop a Maintenance/Enhancement Plan for the OCR – see also suggestions for improvement below. (this needs to be further costed and approved by Council).

Area	Item	Timeframe (Green - soonest, yellow – next, red – later)	Cost	Comments	Responsibility to Arrange	Achieved/ Date
Accessibility and welcome	Employ bilingual signage throughout.		tbc	Form of words needed, signage design, purchase and installation needed.	TD/JH/HJ	
	Something, somewhere saying 'Welcome' would be good!		tbc	As above.	TD/JH	
	Install a bike rack. This could be very small/unobtrusive things (e.g., small metal bars bolted to a wall, in which front wheels can be inserted and locked)		tbc	Source, purchase and install.	JH/Handy man	
	Audio loops to be considered/installed for sure.		tbc	JH to source information and bring back to OCR Management Board.	JH	
	Consider installation of ramps/lift – cost permitting.		tbc	All to source information and bring back to OCR Management Board.	OCR Management Board	
Storage and	We should review the contents of the storeroom. We have found rotting food in there! Should we still provide storage for the RMA? A container		tbc	OCR Management Board to advance if/when appropriate	OCR Management Board	

	similar to the one at Radyr Woods would be good on the grass area (does that need planning?) Would need a screen to hide it?					
	Some groups would like storage space (e.g., the Ardwyn Signers, for their music sheets) - we should see if we can install some cupboards etc.		tbc	JH and Handyman to examine and report back to OCR Management Board.	Handyman /JH	
	We need a simple PA as an option for those who find the current PA system too complex. (e.g., for use at children's parties etc.)		tbc	JH to source information and bring back to OCR Management Board.	TD/JH	
	We need better user guides for equipment - to reduce calls for help by hall users.		tbc	???? – who is best placed to do this?	????	
	There is very little private sector use of the OCR. They generally want a hotel style service, e.g., coffees, biscuits, mints, pads and pencils, flipcharts and pens, lots of parking etc. Also, the Castle Room is quite small - with a sloping roof.		tbc	TD/JH to "brainstorm" and suggest items for purchase?	TD/JH	
Outside Spaces	With a fence, the grass area could be used as a play area by groups with young children.		tbc	JH and Handyman to examine and report back to OCR Management Board.	OCR Management Board	
	The side facing Heol Isaf could do with a trellis and some climbers. Pugh's have offered to help - with some free gifts.		tbc	JH to speak with Pugh's and report back to OCR Management Board.	JH	
	A short length of the embankment at the rear of the building, by the fire escape route, needs support. This can be done with planting. Jim Goodwin (of the Radyr Woods Wardens) can advise us over this.		tbc	JH to contact Jim Goodwin and advance.	JH/Radyr Woods Wardens	
	The ugly stretch of wall to the right of the front door could do with a mural – perhaps painted by pupils of Radyr Comprehensive.		tbc	HJ to speak with his contact at the secondary school – potential ideas brought back to OCR Management Board.	HJ	

	A banner on the railings is a good idea to drum up business and let passersby know who owns the building.		tbc	Form of words needed, signage design, purchase and installation needed.	TD/JH	
	Replace unattractive blue door at front of building.		tbc	JH and Handyman to examine and report back to OCR Management Board.	TD/JH/Handyman	
Inside Spaces	Garth and Weir room need a revamp. There is something gloomy and depressing about them. The clerks have some good ideas here.		tbc	TD/JH/Handyman to explore potential and costs, reporting back to Management Board.	TD/JH/Handyman	
	Publicise the history and working of the RMCC. There is little, if any, acknowledgement that this is the meeting place of the RMCC. The "Chairmen Board" is not visible to the public and there is little if any information about the history of the building.		tbc	Both to meet and make progress.	TD/AC	
	Should we make more of the mural and other displayed items?		tbc	?????	DS	
Publicity	We should produce leaflets that afford readers an insight into what we offer and at what cost. These could be displayed in local shops, schools etc.		tbc	TD to progress and bring any ideas back to OCR Management Board.	OCR Management Board	
	A banner on the railings is a good idea to drum up business and let passersby know who owns the building.		tbc	Form of words needed, signage design, purchase and installation needed.	JH/TD	

Updated February 2021