To: RMCC Assistant Clerk <assistantclerk@radyr.wales>; 1985mattkoch@gmail.com
Subject: Works due to start at Park Road

Hello Julie,

Thank you for advising me the works are starting on 02/02/25. Can I please request the toilet block details and maybe a picture of the block you have chosen to be able to show CIW and our parents, in case they have any objections we may need to discuss?

Also could I have the following details:

The location of the toilets in relation to the building to advise CIW

The access to the building, which door we will be using?

I will need to complete a detailed risk assessment and make changes to policies and as much information from you is needed for me to do that the best I can prior to work starting incase CIW have any concerns. I have also cc'd Matthew into this email so we can save emails from us both to you and save you some time in responding as I am sure we have very similar queries we need to address for CIW.

I also wanted to inquire about the increase in rental in April if the works are still happening, as I do feel that with such a disruption that the rental increase isn't appropriate as we will be facing such a disruption to our service. Maybe this could be taken into account and the increase begins when the work has finished?

Many thanks, hope you're well.

Fiona