

Action Log – meeting #1 - Men's Shed and Car Park Project

Ref	Theme	Action / Agreed Position	Responsibility
MS1	Flood Plan	Ensure no loss of flood capacity as part of Men's Shed or car park works	Project Group
MS2	Levels	Finished floor level of containers to match Pavilion floor level	Architect / Contractor
MS3	Containers – Foundations	Containers to sit on concrete block pads (450mm square) – 10 pads total, with one foundation shared between two containers	Contractor
MS4	Ground Material	Leave excavated earth on site and reuse beneath containers; no removal off-site due to cost	Contractor
MS5	Ground Conditions	Info only - Site historically an industrial waste tip (1950s) – approach to minimise disturbance confirmed	Project Group
MS6	Padstones	Backfill soil around padstones after installation rather than exporting material	Contractor
MS7	Container Durability	Containers to be treated / specified to prevent rusting - discussion - no further action	Contractor
MS8	Spacing	Maintain 600mm minimum gap between containers - discussion - no further action	Architect / Contractor
MS9	Specialist Input	Contractor required to link to the car park and interface between the compound works	Project Group
MS10	Sequencing	Temporarily remove containers, prepare ground, then reinstall existing + new containers	Contractor
MS11	Orientation	Containers to be set onto slab at 90 degrees; new containers to sit on pads	Architect / Contractor
MS12	Alignment	Men's Shed and containers to be the same floor height as the Pavilion	Project Group
MS13	Levels – Car Park	Car park to sit at same general level with a gentle ramp where required	Designer
MS14	Services	600mm gap between Men's Shed and first container to allow routing of electrical supply for lighting	Contractor
MS15	Measurements	Accurate site measurements required before final layout - scheduled for Monday	PE / GBH
CP1	Car Park Construction	Car park base to be Type 1 hardcore with grit dressing	Contractor
CP2	Boundaries	Cricket boundary is at its limit therefore restricting car park expansion with no encroachment onto adjacent land possible.	Project Group
CP3	Parking Layout	Concept layout to be pegged out, but parking bays not formally marked (approx. 6m manoeuvring width required)	Contractor
CP4	Surface	Preferred surface: permeable asphalt with fall to manage drainage	Contractor

CP5	Landscaping	Planting along fence line (hedge) to support birds, bees and butterflies (biodiversity)	Contractor
CP6	Wildlife	Consider the wildlife area and whether it can be moved or incorporated into the plans - an advice note from a landscape specialist is being collated and will be included in the report	Project Group/WTC
CP7	Fencing	Fence currently poor – incorporate bird-friendly shrub planting	Contractor
CP8	Access	Maintain informal bin access route for neighbouring houses (not a formal right of way)	Project Group
L1	Lighting – Options	Consider SON lanterns (50w) for dark skies / bat-friendly lighting	Project Group
L2	Lighting – Alternative	LED lighting option noted (£400 pole + installation, galvanised, timed) - architect advice this is the best option	Project Group
L3	Lighting – Bollards	Low-level lighting problematic (vandalism, corrosion); no preferred bollard solution identified - architect advice	Project Group
G1	Next Step - other	Revised compound site plan to be prepared and circulated to project group	PE
G2	Next Step - other	Submit pre-app enquiry re planning permission	BL
G3	Next Step - other	Once ' <i>in-principle</i> ' design is approved then engage with the Environment Agency for further advice	BL
G3	Next Step - other	For information - the recommendation will reference the in-principle design subject to any recommendations from the contractor appointed to carry out the works.	Info