



ST LAURENCE, NORWICH
THE COMMON ROOM MAKE DAY

FINDING & WORK BOOK

DRAFT

THE MAKE DAY: 18 MAY 2013



THE MAKE DAY

ACTIVITIES

ACTIVITY	NAME
collaborative start up businesses + Hot desking (pool table + desks)	Kai
WHO	DAY <input checked="" type="checkbox"/>
EQUIPMENT	EVENING <input type="checkbox"/>
HOW LONG	WEEK <input type="checkbox"/>
	W/END <input type="checkbox"/>

ACTIVITY	NAME
ACTIVITIES WHICH ELUCIDATE + CELEBRATE THE CHURCH BUILDING ITSELF, ANCHORING USERS TO FULLY UNDERSTAND + THEREFORE CARE FOR IT	SARAH CASOT
WHO LOCAL TEACHERS, HOW ENTHUSIASTS 2 LONG VARIABLE	DAY <input checked="" type="checkbox"/>
EQUIPMENT VARIABLE	EVENING <input checked="" type="checkbox"/>
	WEEK <input checked="" type="checkbox"/>
	W/END <input checked="" type="checkbox"/>

ACTIVITY	NAME
SCHOOL HOLIDAY ACTIVITIES FOR CHILDREN - NOW SPORTS SACRO:	SARAH CASOT
WHO QUINCY? HOW UP TO PARENTS? LONG 6 WKS	DAY <input checked="" type="checkbox"/>
EQUIPMENT VARIED ↳ HELP PEOPLE GET QUINCY!	EVENING <input type="checkbox"/>
	WEEK <input checked="" type="checkbox"/>
	W/END <input type="checkbox"/>



ACTIVITY	NAME
Growing - vertical farming	haura B
WHO	DAY <input type="checkbox"/>
EQUIPMENT water, light	EVENING <input type="checkbox"/>
HOW LONG all the time	WEEK <input type="checkbox"/>
	W/END <input type="checkbox"/>

ACTIVITY	NAME
"PROJECT RECURSION" IDEA GENERATION; DISCUSS + SUPPORT FOR FUTURE COMMUNITY PROJECTS	MARIA NADIA
WHO MIRA	DAY <input checked="" type="checkbox"/>
EQUIPMENT G. table; chair	EVENING <input checked="" type="checkbox"/>
HOW LONG WEEKLY 2L	WEEK <input type="checkbox"/>
	W/END <input checked="" type="checkbox"/>

ACTIVITY	NAME
PROJECT INVESTIGATE MATERIALS + SKILLS NEEDED TO MAKE PODS - FUNDRAISE TO REACH PEOPLE MAKE PODS MAKE POD	TOM FOX
WHO ADULTS	DAY <input checked="" type="checkbox"/>
EQUIPMENT	EVENING <input checked="" type="checkbox"/>
HOW LONG AS LONG AS FASES	WEEK <input checked="" type="checkbox"/>
	W/END <input checked="" type="checkbox"/>

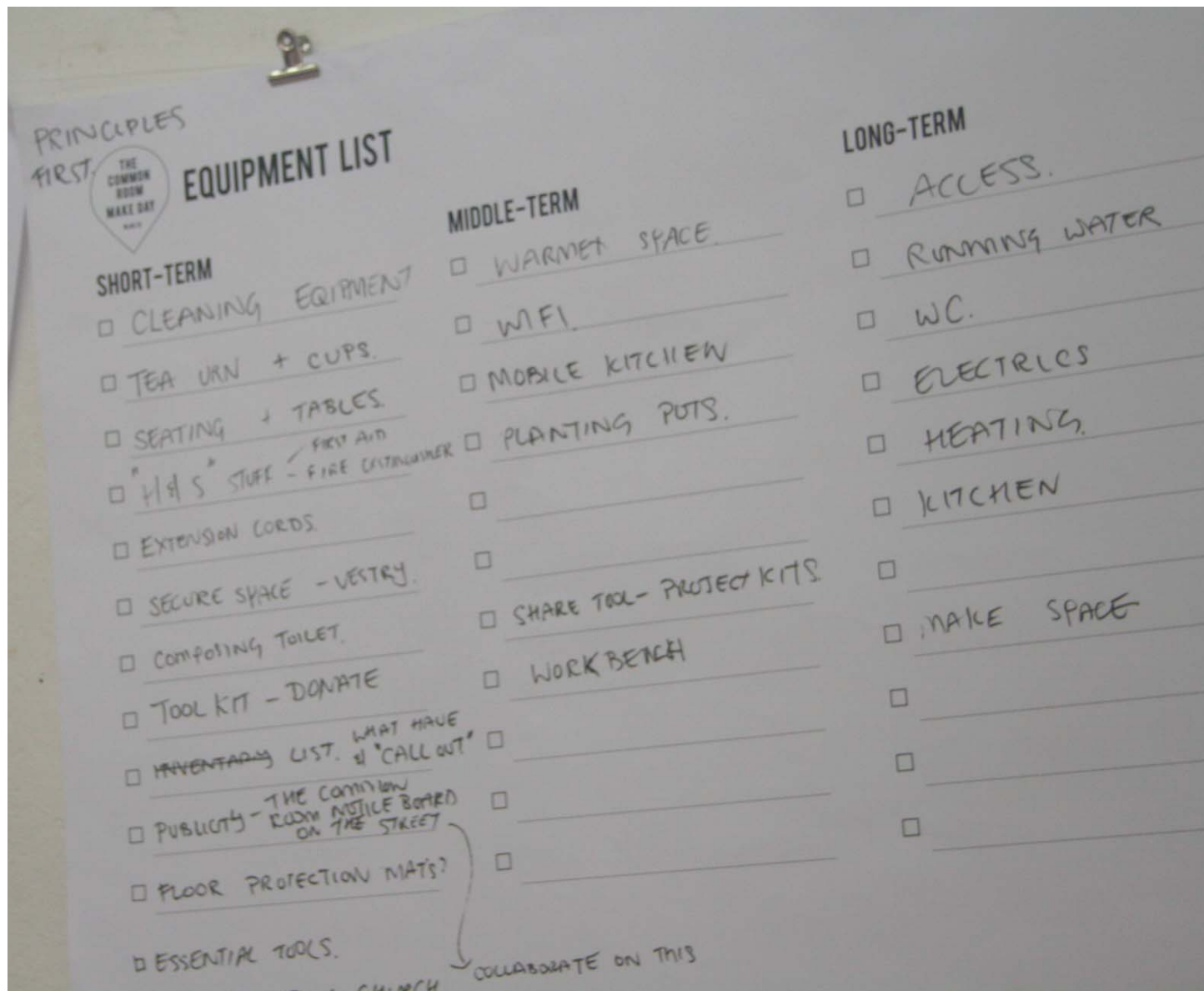
ACTIVITY	NAME
IN-DOOR GARDENING (TO AVOID SPACE PROBLEM) - MORE PLANTS, MORE OWNERSHIP	
WHO ORG CALL + MATERIALS	DAY <input checked="" type="checkbox"/>
EQUIPMENT 5 PLANTS 2S/3rehan	EVENING <input type="checkbox"/>
HOW LONG 1 x WEEK	WEEK <input type="checkbox"/>
	W/END <input checked="" type="checkbox"/>

ACTIVITY	NAME
SCHOOL HOLIDAY ACTIVITIES FOR CHILDREN - NOW SPORTS SACRO:	SARAH CASOT
WHO QUINCY? HOW UP TO PARENTS? LONG 6 WKS	DAY <input checked="" type="checkbox"/>
EQUIPMENT VARIED ↳ HELP PEOPLE GET QUINCY!	EVENING <input type="checkbox"/>
	WEEK <input checked="" type="checkbox"/>
	W/END <input type="checkbox"/>

ACTIVITY	NAME
Permaculture courses/workshop with (for local people) community group Meeting once a week	Sophie Chollat
WHO	DAY <input type="checkbox"/>
EQUIPMENT paper board table, chair	EVENING <input type="checkbox"/>
HOW LONG	WEEK <input type="checkbox"/>
	W/END <input type="checkbox"/>

THE MAKE DAY

EQUIPMENT & FURNITURE



THE MAKE DAY

PROTOCOLS



Innovation - creativity
MAKE BREAK

colours materials both setting

meeting in same space all one time

Knowledge
MAKE BREAK

Reaching out to existing capacity/knowledge/organisation

Ignoring existing capacity + reaching on fees.

Cooperation + collaboration.

Trust - extend trust.
MAKE BREAK

Actively involve - open up dialogue.

Not participate - expect leadership or initiative from others

Trust
MAKE BREAK

Timing - punctuality turn up when you say you will for as long as you say

don't stick to time responsibilities.

RESPONSIBILITY - FAIRNESS
MAKE BREAK

Allow people to vary level of commitment over time & respect their boundaries

Expect people to allow us to do what their advances done

Innovation
MAKE BREAK

plan → do → reflect → learn → iterate

Gantt chart timeline

Innovation - creativity
MAKE BREAK

colours materials both setting

meeting in same space all one time

Knowledge - Capture of gained knowledge
MAKE BREAK

Sharing skills, knowledge. Having protocols that allows sharing & putting on of knowledge eg manual of how to host, open accounts,

Keeping silos of knowledge into a very small group.

Trust - Moderation
MAKE BREAK

Review of mistakes, what were wrong + how can it be avoided

Handling plan after a setback

TRUST - SEND INFORMATION
MAKE BREAK

Allow all contributors to express their views in a 'SAFE' environment

PUSH YOUR OWN AGENDA TO THE EXCLUSION OF OTHER

RESPONSIBILITY - appreciation of contribution
MAKE BREAK

CURATE SO PAIR A MINDFUL/DIFF. WAYS OF CONTRIBUTING

ONLY THE LOUDEST HEARD

Responsibility - decisions
MAKE BREAK

design together men do

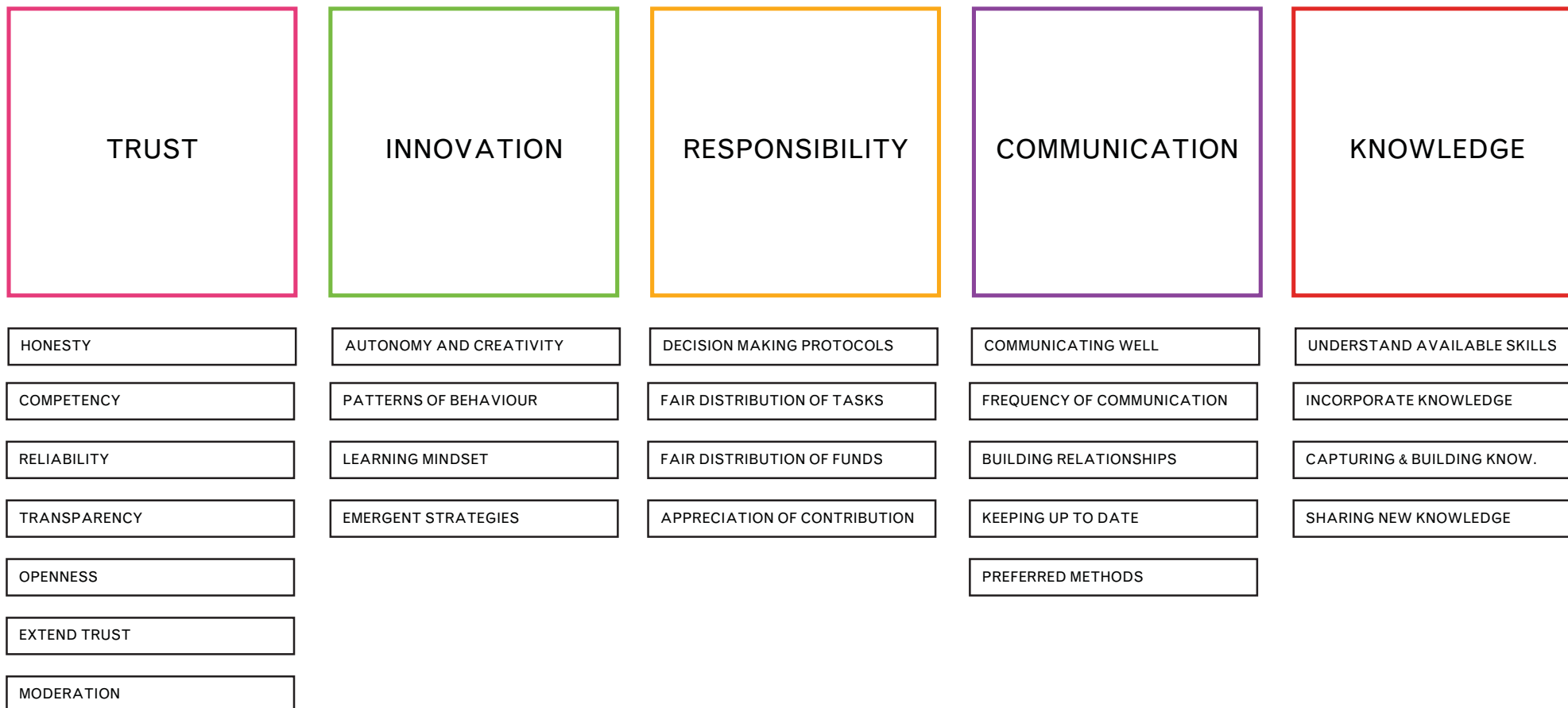
splitting tasks + delegating too early

PROTOCOLS

On Make Day we used prompt cards to share ideas about what kind of actions and behaviors would help to make The Common Room work well as a platform for members to start projects. For each of the main headings below, the group added ideas for what they thought would 'make' and what would 'break' our plans for creating The Common Room in this innovative way.

THE IDEA BEHIND DEVELOPING PROTOCOLS

Typically groups have formed formal working associations based on committee formats. These tend to be hierarchical, top-down and often designed specifically to ensure accountability for finances. Historically they have been designed on a 'low-trust' model and restrict creativity and innovation. The concept of The Common Room was designed to innovate the traditional model of group working, looking for novel ways to overcome the inherent difficulties and shortcomings of committee formats, by co-designing a set of mutually agreed protocols. These protocols would serve as guides that would create freedoms for members to initiate and make decisions based on these shared understandings.



PROTOCOLS

A full list of all the ideas is in Appendix - Protocols.

In the pages that follow are examples of possible protocols that could be synthesised from the ideas contributed by the group on Make Day. They should be seen as a starting point for the group to consider further protocols that will increase their individual ability to act, create and shape the projects within The Common Room.

MEETINGS

EXAMPLE PROTOCOLS

TYPES OF MEETINGS

There could be 3 different types of meetings

1. Organising

These meetings for the purpose of organisation, development, promotion, finances.

2. Creating

These meetings for the purpose of designing new projects, presenting ideas to the whole group etc.

3. Learning

These meetings for the purpose of sharing experiences of projects in the space, learning from one another and building new knowledge around innovative working.

PROJECTS

PROJECTS

A process to bring in and develop projects could be as follows:

1. Regular open meetings/workshops to be held in the space to stimulate new projects and introduce The Common Room as an incubator for new community/enterprise projects.
2. Project ideas to be presented to the open group for their input and approval.
3. A criteria of projects could be developed to help people understand how that space should be used and to provide a framework for people wishing to start projects in The Common Room e.g. Collaborative projects, multiple social/ economic outcomes, not charity or campaign based projects.

One such criteria came out strongly at Make Day, which was to ensure that new project ideas don't compete or duplicate existing initiatives, businesses or projects already happening in Norwich.

PROTOCOLS

COMMUNICATIONS

EXAMPLE PROTOCOLS

METHODS OF COMMUNICATION

Multiple methods of communications could be used:

1. Notice board in St Lawrence
2. Messages on Assembla
3. Emails
4. Text messages

Some protocols could include:

- All messages to be posted and sent out on all mediums.
- Members to take responsibility for keeping up with notices and messages.
- Full records to be drafted and posted for communication and transparency - both informal and formal.

MANAGING SPACE

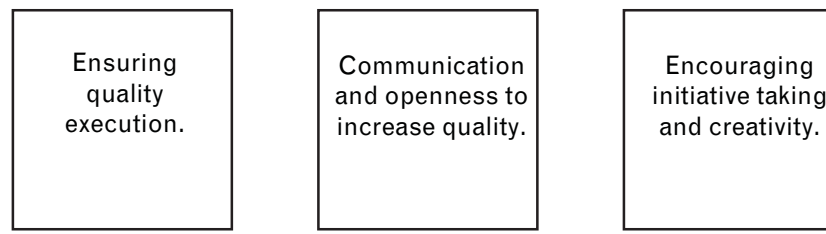
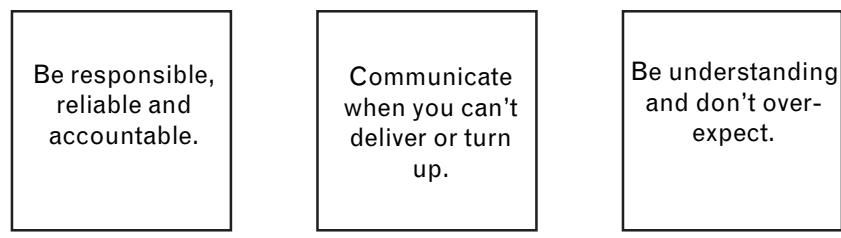
KEY RESPONSIBILITIES

Some protocols could be developed to cover key responsibilities, for example:

- Making sure that activities conform with the preservation and safe keeping of the church.
- Ensuring that all furniture and equipment is safe and fits within the agreed design guidelines.

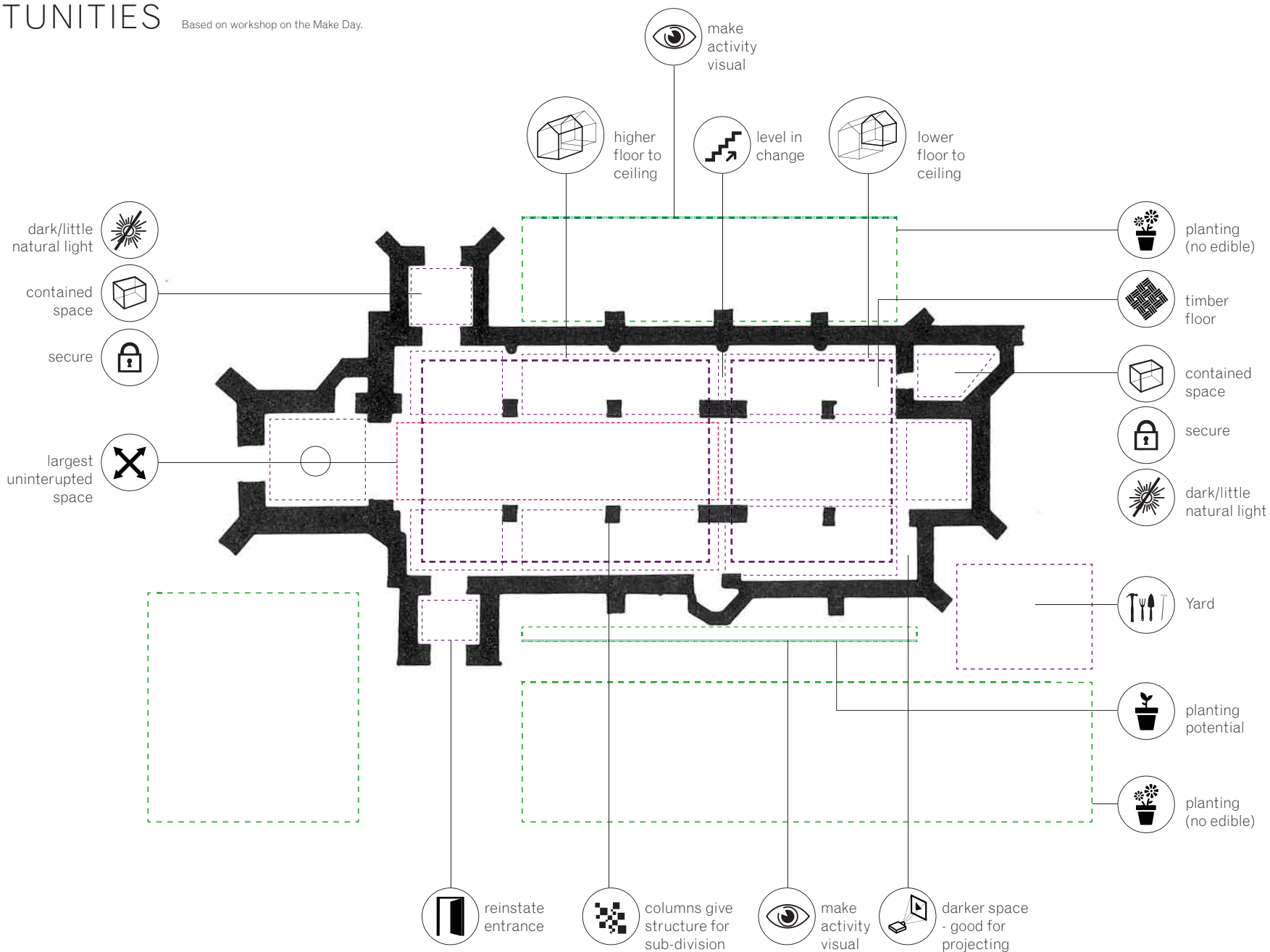
PROTOCOLS

There were many suggestions which highlighted keeping balances and creating a culture which could act with mutual accountability and support, and also with respect, appreciation and a sense of fun. Some of these balances briefly highlighted below.



SPACE OPPORTUNITIES

Based on workshop on the Make Day.



INITIAL SPACE PROPOSALS

Only initial proposals and based on workshop on the Make Day.

1. Axis of Use - Strategy for locating activities in relation to characteristics of the space.

2. Porch - Reinstating the original entrance allowing the utilisation of the porch as the location to display evolving information about The Common Room including the Principles of the Common Room, Use Policies, Timetable of activities etc as well as information about the church. Could be a curatable space that different people put on exhibitions. Separate door into the main church allows stand-alone access.

3. Free Space - Largest uninterrupted space used for a diversity of uses, with permanent installations in this space. Space policy that must be left clear after use and the end of each day.

4. Storage - Use space around the font for lockers.

5. North Porch - Snug - Contained space that could be used for activities that require privacy, and a smaller space that is easier to warm. Issue of lack of natural light so used for activities that darkness is not an issue. Use as a snug to get warm between other activities in the main church?

6. Making Space - Starting with the basics of a shared tool box to a workbench to potentially one day a fully equipped workshop. Either requires permanent protective floor or removable mats. Utilise the subdivision of space created by the columns.

7. Stage - Change in level utilised for performances. Width between balustrade restricts use but as elsewhere should be creative with the opportunities provided.

8. Living Room - Cosy, social space with sofas, atmospheric lighting etc, utilising the timber floored area. Potentially requires a contained space so it can be heated but could restrict social activities.

9. Tea - Core facility of refreshments. Either at a dedicated point and/or mobile around the space to suit the different uses of the space.

10. North Garden - Potential to garden but non-edible due to graves - better if in planters. Need to get consent? Opportunity to incorporate signage to promote The Common Room to Westwick Street.

11. Potential WC - The vestry as the newest additional could be a potential location for a WC in the future?

12. Storage - vestry and other lockable spaces could be used for secure storage.

13. Church viewing point - maintain an area for visitors to enjoy and view the church as a historic building.

14. Yard - Outdoors opportunity for making and socialising. Though uncovered, has the benefit of not requiring the same level of floor protection etc as indoors.

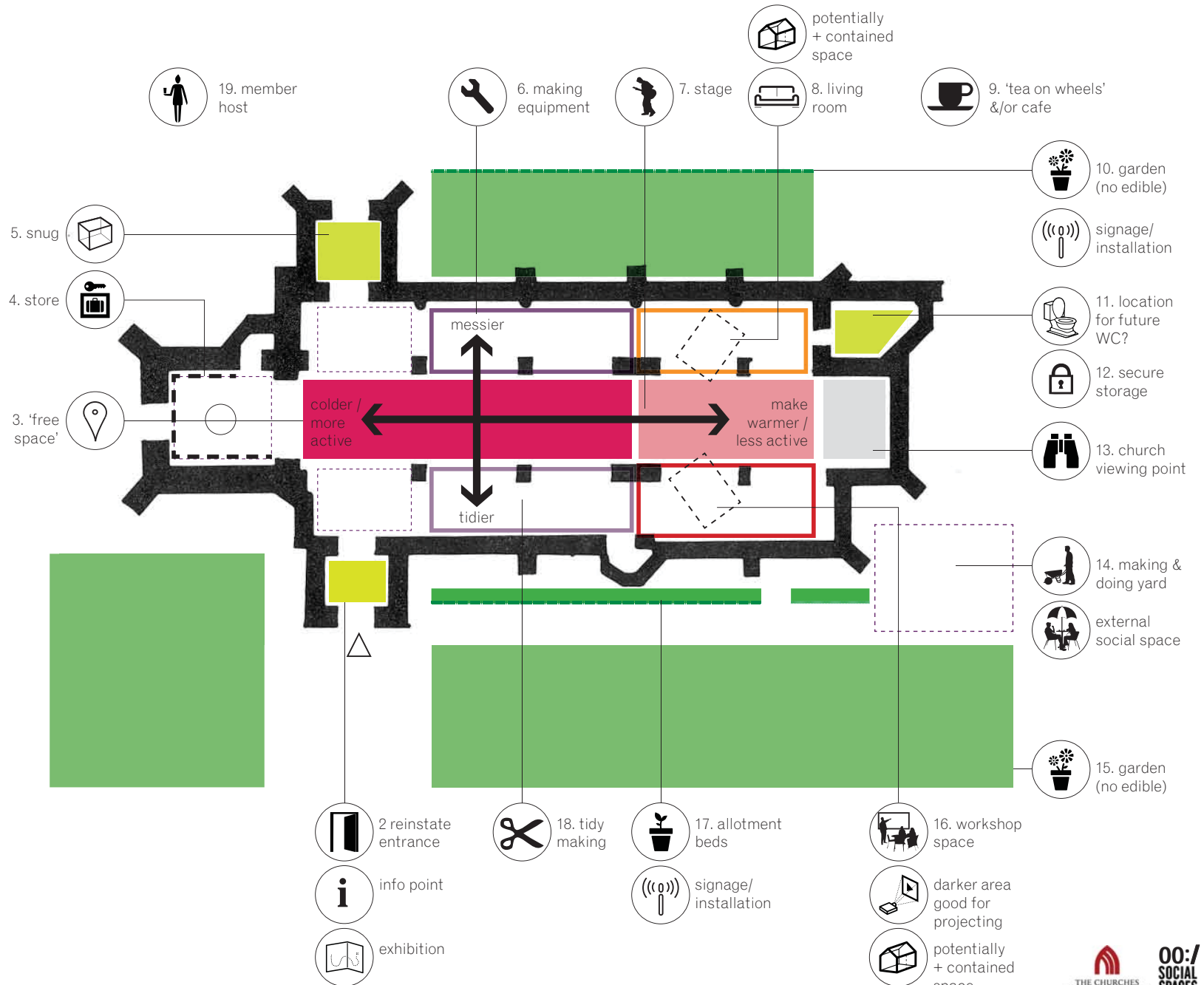
15. South Garden - Potential to garden but non-edible due to graves - better if in planters. Need to get consent?

16. The Classroom - Space for workshops, classes etc. In the darker part of the church aids projecting.

17. Allotment beds - Pathway in front of the church would be a good location of planters, and good for an earlier element. Could incorporate signage promoting The Common Room.

18. Tidier making space - May be this has more general use with simpler facilities such as table and chairs.

19. Member Hosts - Supporting the use of the space and encourage the behaviours that are important to The Common Room.



MATCHING ACTIVITIES TO SPACE - LARGE & SPACE



LARGE SPACE

It will always be hard to heat a large church so the use of the space should work with its character, constraints and opportunity. Should treat it like an indoor-outdoor space with activities to suit. This is especially important in the short-term in starting activities and projects. It will be easiest to start activities that are active.

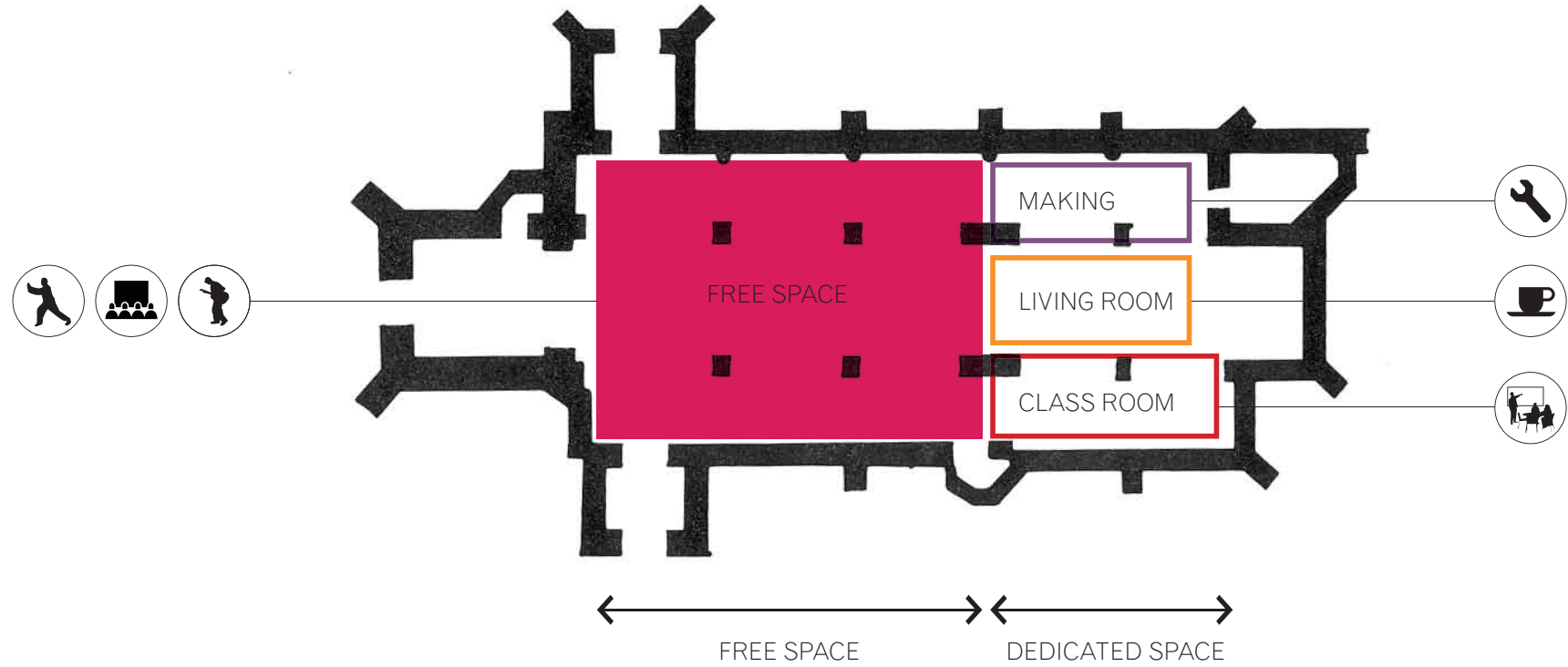


INTRODUCTION OF SMALLER SPACES

The introduction of smaller spaces would both allow a degree of heating and give a sense of containment and installation in the space. The existing smaller spaces, the north porch and vestry, could be utilised. New contained spaces should maintain visual connection with the rest of the space and inspiring spaces that add to the quality of the church. One strong solution would be greenhouses as provide ease of heating, good aesthetic quality, ready-made and still provide the enjoyment of being within the beautiful large space of the church.



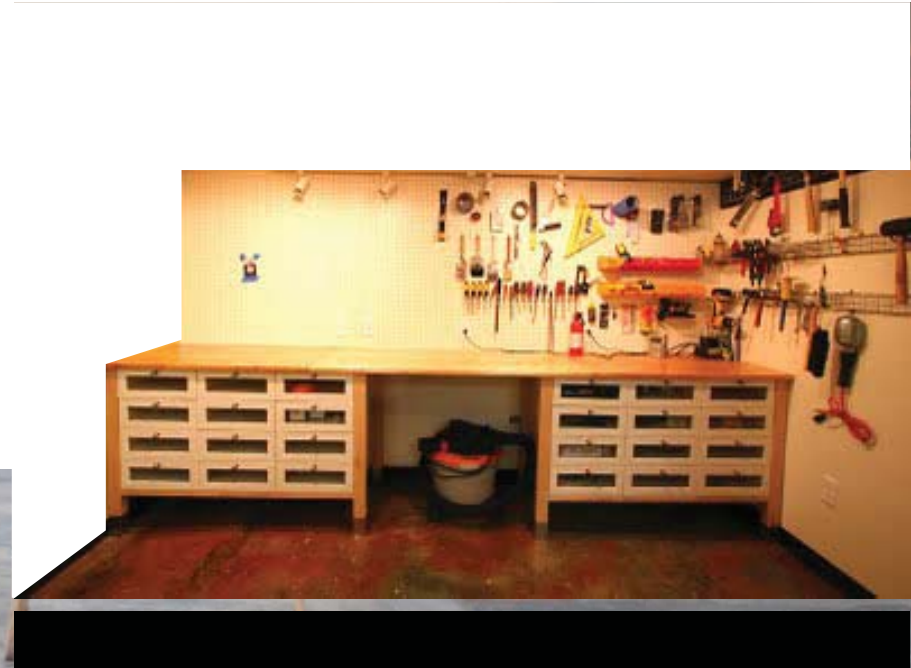
MATCHING ACTIVITIES TO SPACE - FREE & DEDICATED



INTERVENTIONS - MOBILE OR FIXED

EG MAKER SPACE

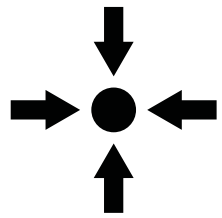
SHORT-TERM POTENTIAL



MOBILE WORK BENCH & PROTECTIVE ROLL-UP MAT

FIXED WORKSHOP UNIT & PROTECTIVE RAISED FLOOR BASE

WHERE TO START?



TO GET STARTED NEED TO FOCUS ENERGY & ACTIVITIES:

- What to concentrate on?
- What activities can start with the least input?
- What is the minimum input - equipment, money & time etc?

START SMALL & EVOLVE - LEAN START-UP

KITCHEN / CAFE



Kettle and cups



>>> Mobile kitchen cart



>>> Small commercial kitchen

MAKER SPACE



Tool Share



>>> Workbench & tools



>>> FabLab

THE COMMON GARDEN



Planting boxes



>>> Window Garden



>>> Allotment

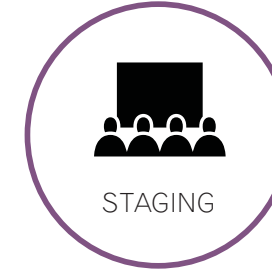
ELEMENTS

social

Core facilities that support a variety of activities. Less suited to the existing space and character of the church.



workshops



specialist activities - suited to large space

These uses are vital to the project as they are distinctive and work with the potential the church space offers.

EQUIPMENT (lean start-up)

- Sofas
- Atmospheric lighting
- Tea facilities
- Warm space (greenhouse)
- wifi
- (kitchen)

- Table
- Chairs
- Tea facilities
- Whiteboard
- Additional lighting
- (Projector)
- Warm space (greenhouse)
- wifi

- Workbench
- Tools
- Storage
- Floor protection
- Additional lighting

- Tools
- Structure to grow on/in
- Raised beds/ Pots
- Storage
- Floor protection

- Extra chairs
- Projector
- Audio
- Blankets
- Lighting

- Audio
- Changing room
- (Floor mats/covering)
- Storage

ACTIVITIES (based on Proto-type Day and Make Day)

- Drop in - meet and chat
- Creative meet ups
- Art exhibitions
- Shared Meals
- Community Library/Book Exchange
- Social History Projects
- Mother and toddler group

- Trade School
- Co-working
- Heritage Workshops
- Unusual evening classes
- Student Study Area
- Peer-to-peer education
- Local Traders Workshops
- Arts and Crafts Workshops
- After-school and holiday club
- Language Exchange

- Bike repairs
- Woodwork
- Hacker space
- Men's Shed
- Built installaiton for the space
- Collective Sulpture and painting
- Plumbing and electrician skills

- Winter garden
- Vericla garden
- Allotment beds
- External community garden
- Patchwork farms
- Permaculture
- Edible and healing garden
- Learning garden

- Perfomance space
- Open mic night
- Theatre
- Community fashion activities
- Exhibitions
- Pop-up Cinama

- Dance
- Martial arts
- Circus
- Yoga
- Hula-hop
- Good gym
- Ping Pong

EXAMPLE

Living Room, Rotherdam



Trade School, New York



(Mens Shed



Farmshop, Dalston



Literaturhaus



Village Hall



- + market type ones??
- clothes sway
- farmer's market

ELEMENTS

BASE FACILITIES

Core facilities that support a variety of activities. Less suited to the existing space and character of the church.



- + Enables a variety of desired activities.
- + Social function key to the success of the Common Room
- + With some additional equipment could start asap.

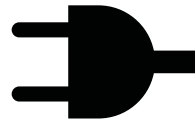
- Some of the activities could happen elsewhere locally.
- Heated space required outside of the summer month.
- Harder to start without WC facilities.

+



- + Enables a variety of desired activities.
- + Learning and workshop type activities were very popular.
- + With some additional equipment could start asap.
- + Potential to hire out.

- Heated space required outside of the summer month.
- Harder to start without WC facilities.



SPECIALIST PLUG-IN

These uses are vital to the project as they are distinctive, and work with the potential of the church space offers.



- + Local demand and gives strong identity to project.
- + Can start without heating.
- + Potential to start without WC.
- + Potential diversity of uses and activities.

- Requires investment in tools, infrastructure etc.
- Some complexity of happening within Grade I listed church.

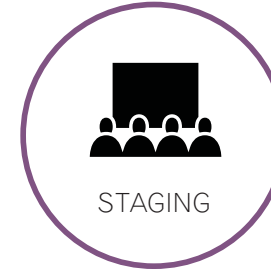
or



- + Unique - could be spectacular and locally (even nationally) recognised.
- + Works without need for heating.
- + Can start without WC.
- + Potential to begin people together in different ways from working, events, selling etc.

- Requires investment in tools, infrastructure and plants etc.
- Narrower interest.

or



- + With some additional equipment could start asap.
- + Actively promotes project to larger audience.
- + Can generate income with external use.

- Already offered elsewhere locally.
- Heating could be an issue.
- Requires promotion and higher level of organising externally.
- Harder to start without WC facilities.

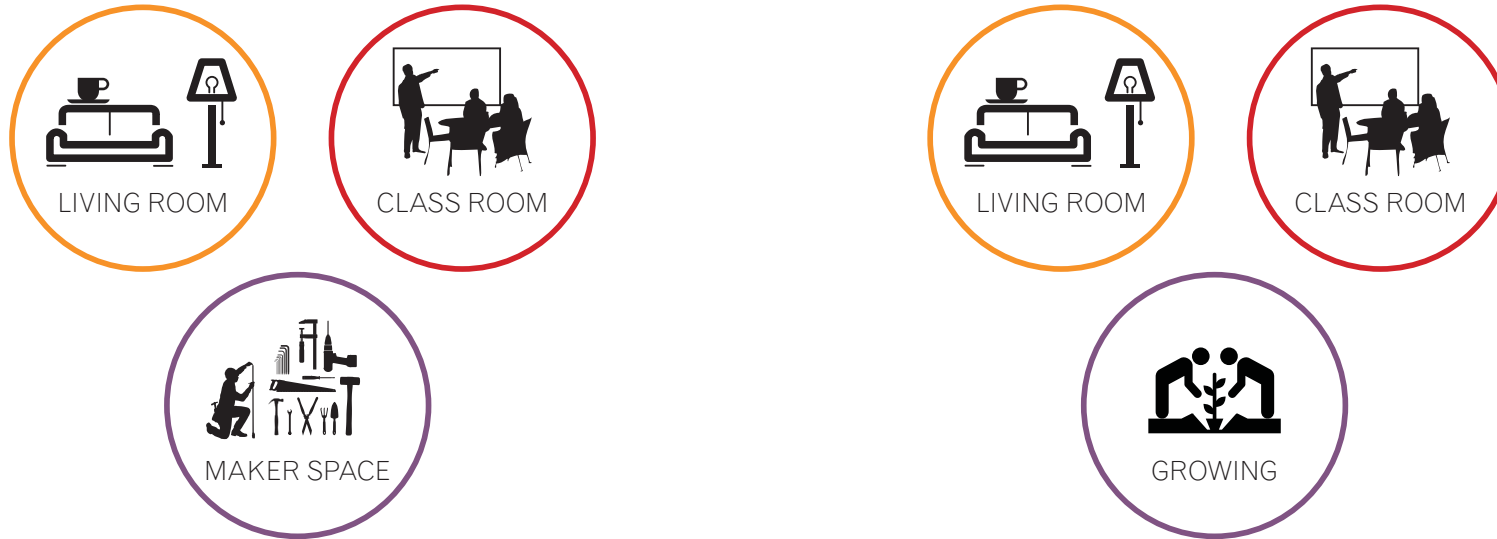
or



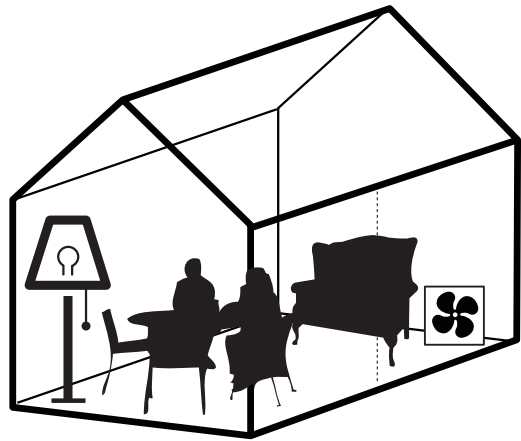
- + With some additional equipment could start asap.
- + Actively promotes project to larger audience.
- + Can generate income with external use.

- Already offered elsewhere locally.
- Heating could be an issue.
- Requires promotion and higher level of organising externally.
- Harder to start without WC facilities.

SHORT-TERM - 2 POSSIBLE OPTIONS?



MINIMUM START-UP



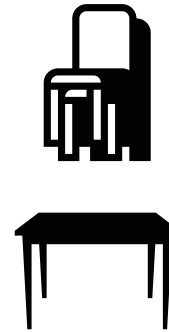
GREENHOUSE ROOM

+



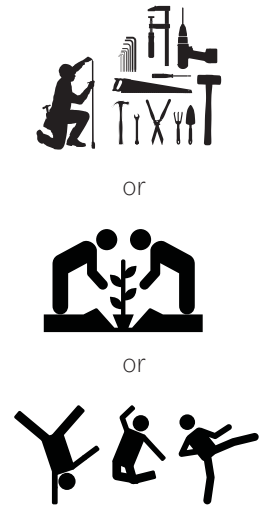
MOBILE KITCHEN

+



FURNITURE

+



STAND-OUT USE
(ACTIVE NO HEATING)



EQUIPMENT LIST

SHORT-TERM

- Cleaning Equipment
.....
- Tea Urns
.....
- Cups, plates etc.
.....
- Seats and tables
.....
- Mobile Kithen
.....
- First Aid Kit & Flre Extngsihers - check requires, TCCT?
.....
- Project / shared toolkit
.....
- Noticeboard - the porch and outside church (plannign issue?)
.....
- Floor protections
.....
- Power extensions - PAC testing?
.....
-
-

MIDDLE-TERM

- Warm space
.....
- Wifi
.....
- Projector
.....
- Temporary composting WC
.....
- Mobile Kitchen
.....
-
- Workbench
.....
- Planting
.....
-
-
-
-

LONG-TERM

- Heating
.....
- Running water
.....
- Access
.....
- WC
.....
- Kitchen
.....
- Improved electricity supply
.....
- Maker space
.....
- Allotment beds
.....
-
-
-
-

SPACE USE POLICY

The Use Policy should be developed and evolving through the use of the Common Room.

- | | | |
|--|--------------------------|--------------------------|
| <input type="checkbox"/> The free space, the aisle, can be used for a diversity of uses but must be left clear after use.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Activities in bookable areas will be added to the shared Common Room calender and posted on the timetable in the Porch at the beginning of each week.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> To foster a collective community at The Common Room the 'Tea on Wheels' trolley will hosted everyday at 11am and 4pm, when people are using the space.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> The potected floor areas should be used for any actiivites that will damage the floor. If these cannot be used, the floor mats should be used.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Floor mats should be put down for activiites that could damage the floor, and should be rolled up after.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> The hanging strings should be used for any things that wants to be displayed on the walls. Due to the age and listing of the church nothing should be attached directly to the wall.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Due to a fire risk, candles cannot be used in the chutch.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Making and creating is encourgaed at the Common Room.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Be considerate about others using the space at the same time.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Planting is encouraged. Due to the graveyard edible plants can only be grown in planter boxes.
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Space hosts
..... | <input type="checkbox"/> | <input type="checkbox"/> |

DESIGN GUIDE

A set palette of materials and elements, and Design Rules will allow diverse element to read together as a single, considered whole.

BARN RAISING

Potential to catalyse the project and people's involve through the design and construction process.

Eg When adding the last elements to a greenhouse.bring people together. Or design element that require lots of people to erect.



CHARACTERFUL

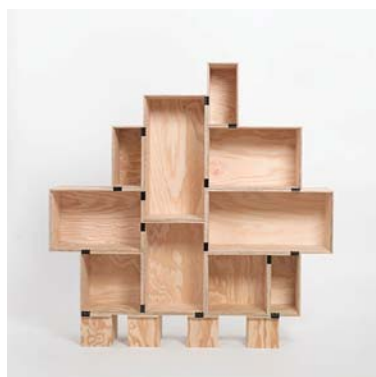
Playful and unusual design to create individuality and intrigue. Makes the space specific to this place, building and group of people.



MATERIALS

Unity in the furniture added to the space.

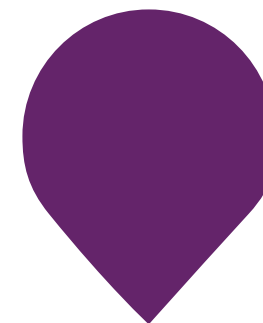
Eg. All or predominantly timber.



MOTIFS / LOGOS

Diverse elements read together as a considered whole by using motifs/ logos. Used on promotion materials etc builds an identifiable brand.

Eg. Isosceles right angled triangle (due to its ease of drawing) or the Common Room bubble.



DESIGN GUIDE

SIMPLE CONSTRUCTION

Simple to construct to allow participation by people with varying skills.

Eg. Using simple timber connections and assembly.



CONSTRUCTION TECHNIQUE

Design rules for construction techniques allowing building up of skills, equipment and continuity.

Eg Just timber or scaffold and timber/ply or conservation techniques.



LOCAL MATERIALS

Utilise cheap or free materials, such as recycling bottle crates and pallets, as well as donated materials, such as timber boarding and materials that are donated. Use interesting and refined ways to rework.

Eg. Creating steps from bottles crates with steps made from quality ply sheeting.



UP-CYCLE

Maximise the budget and to cater for varying of skills by upcycling furniture,

Eg. Standard ikea furniture.



DESIGN GUIDE

GRAPHIC TEMPLATES

Consistent logos, fonts by using templates

Eg. For posters, flyers etc.



What is The Common Room?

The Common Room is a new type of shared space, made and shaped collectively by the community, and run on the principles of collaboration, connection and resourcefulness.

With a co-operative membership model, you could host meet ups, start new projects or get an audience for your ideas. It could be a workspace, workshop, communal dining room, growing space ... What happens there can be up to you. Come along on Saturday 10th November and let us know what you think!



St Laurence Church
St Benedict's Street, Norwich. NR2 3PE

email: thecommonroom.norwich@gmail.com
www.thecommonroom.so
www.tradeschool.coop/norwich



00:/
SOCIAL
SPACES

FONTS

Consistency. There is a wise, old adage: "Keep things simple".

Eg. Maximum two fonts

An impact font for titles, banners etc:

BEBAS

A body text font:

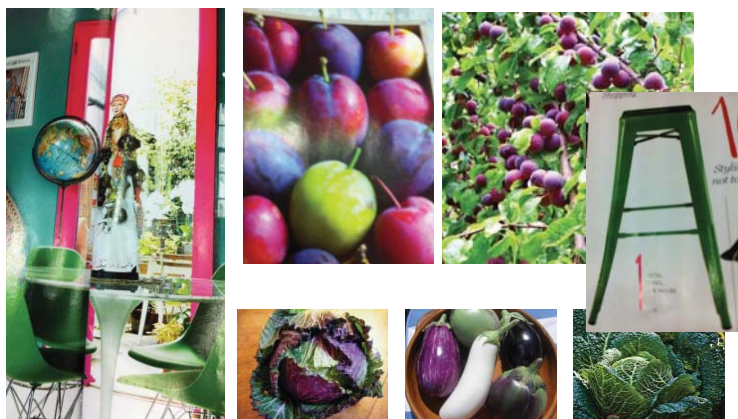
Grotesque

COLOUR SCHEME

Again brings utility and empowers people to go out and sort things/ design.



Eg. Purples to pinks with an accent colour of green.



EXAMPLES

READING ROOM, ROTTERDAM



EXAMPLES

ECO-BOX, PARIS



EXAMPLES

URBAN ORCHARD, LONDON



APPENDIX 01

ACTIVITIES, EQUIPMENT & SPACE

Based on the Make Day and Prototype Day

Space Type	Activity	Project	Equipment (basic)	Who	How Long	Equipment	Name	Day	Eve	W.end	Week
Enterprise	Shop selling products made by the users.	Boxshop	Boxshop; storage; table + chairs; tea/coffee; wifi				Floyd				
Enterprise	Trading space / community shop / local freecycle exchange centre.	Boxshop	Boxshop; storage; table + chairs; tea/coffee; wifi				Tierney Woods				
Enterprise	Drop-box service (Amazon, online)	Service	Comfy seating; tea/coffee; wifi; warm space		1 x week						
Making	Project: 1 Investigate materials + skills needed to make pods 2 Fundraising 3 Train people 4 Make pods	Building	Workbench + tools; storage; cleaning kit	Adults	As long as it takes		Tom Foxe	x	x	x	x
Making	Make bicycle generator. Equipment: turbo trainer, motor, motor baseplate, small battery, misc small pieces of mechanical electrical components	Building	Workbench + tools; storage; cleaning kit	16 upwards	2hours	long list too much for this space. Finished product smaller than 1metre	Tom Foxe	x			
Making	Electronic / mechanic workshop to repair anything broken. Or to transform or reuse material	Building	Workbench + tools; storage; cleaning kit; tables + chairs	Adults, teenagers or older		Space to store tools	Sophie Chollet	x	x	x	
Making	Makerspace. Use the space to its full potential - this is a major advantage	Building	Workbench + tools; storage; cleaning kit	Rob HP?		3D printer, tools etc	Mark Narayn	x	x	x	x
Making	Men's makerspace / workshop	Building	Workbench + tools; storage; cleaning kit			Tables, workbench, lathe etc					
Making	Hacker space	Building	Workbench + tools; storage; cleaning kit	Geeks	Regular / whenever	Table, technical equipment, internet, cafe, storage		x	x	x	x
Making	Community making. Collective sculpting / collective painting	Building	Workbench + tools; storage; cleaning kit	Norwich University of Arts	1 x month	Art material		x	x		
Making	community workshop / makerspace – though I realise woodwork and welding would be difficult. Plumber and heating engineer – willing to do trade school. Otherwise static activities might work well within little huts / greenhouses for writing / cafe / restauranty things. What about a promo - build-a-shack out of found materials to set up future spaces.	Building	Workbench + tools; storage; cleaning kit; tables + chairs				Tom Ryland				
Making	Growing - vertical farming	Building	Workbench + tools; storage; cleaning kit; tables + chairs	Everyone	All the time	Water; lights; trays; electricity; pumps	Kristian McKeon	x	x	x	x
Making	Indoor gardening to make space prettier (more plants, more ownership)	Growing	Gardening tools; storage; water; wall space	Open call + moderator	1 x week	Gardening tools	Laura B	x	x		
Making	Make use of outdoor space for community gardens.	Growing	Gardening tools; storage; water			Growing / gardening equipment	Simeon Jackson				
Making	Vertical gardening (gardening for city living) as not much outdoor space. Bike maintenance. Making good, quick, nutritious food. Breadmaking / fruit bread etc. Hot yoga classes (to keep warm in winter months). Swopping clothes.	Growing	Gardening tools; storage; water; wall space			Growing / gardening equipment	Helen Patience				
Making	Permaculture garden / intensive salad growing space / see patchwork farms @ growing communities in London. Compost toilet.	Growing	Gardening tools; storage; water				Tierney Woods				
Making	Practical skills learning relating to the historic fabric (e.g. lime skills, stonework etc)	Workshops	Workbench + tools; storage; cleaning kit; tables + chairs	Specialists		Depends on subject	Sophie Cabot	x	x	x	x
Making	Heritage skills training workshops on stained glass, wood carving, lime mortar	Workshops	Workbench + tools; storage; cleaning kit; tables + chairs	CCT with local specialists		Conservators bring their own	Rebecca Tate				x
Making	Teaching courses not offered by local FE due to low demand e.g. as ever archaeology "House of Grumpy" play sessions. Space for children using recycled materials	Workshops	Workbench + tools; storage; cleaning kit; tables + chairs	Tutor	Over a year	Projection, seating	Sophie Cabot	x	x		
Making	Spill out / workshop space to support enterprises on St Benedicts street for activities that need more space than their shops.	Workshops	Workbench + tools; storage; cleaning kit; tables + chairs	Local providers		Heating / toilets	Rebecca Tate				
Making	Handicrafts. Knitting, weaving, spinning etc.	Workshops	Storage; tables + chairs; cleaning kit	Shopkeepers		Related to shopkeepers + heating / toilets	Rebecca Tate	x	x	x	x
Making	School holiday activities for children: non sports based		Storage; tables + chairs; cleaning kit; bathroom	Anyone	Up to 6 weeks	Comfortable seats, enough room for equipment	Sophie Cabot	x	x	x	x
Making	Qualified provider? -> help people get qualified!				2hr sessions - school holidays	Varied		x			x
Making + Working	Possible out of school arts and crafts for kids / teenage girls on a one-off basis	Workshops	Storage; tables + chairs; cleaning kit; bathroom	Golden Triangle Girls WI	holidays	Table + chairs	Laura May Wigby	x	x	x	
Performance	Performance space / presentation space	Events	Extra chairs; lighting/sound			Projectors, lights, flats					
Performance	Performance / gallery space	Events	Extra chairs; lighting/sound				Ollie	x	x	x	x
Performance	Open mic nights. Rehearsal space / theatre	Events	Extra chairs; lighting/sound	Local groups / bands/ companies		Made available at request		x	x		
Performance	community fashion activities, exhibitions / shows / collaborations	Events	Extra chairs; lighting/sound			Group's own					
Performance	"Visual obscura" We have a high roof I produce aerial photography so would be interested in displaying / selling work. www.hexcam.co.uk	Installation	Wall space			Installation	Daniel Godfrey Mark Narayn				
Performance		Installation	Wall space				Elliot Coree(?)				
Social	Social cinema (bring your own popcorn)	Events	Extra chairs; lighting/sound; projector; blankets	UEA film society	1 x week	Projector + ??				x	x
Social	Film screening + popcorn	Events	Extra chairs; lighting/sound; projector; blankets			Projector, laptop, chairs, electricity, elec hob, pan	Laura B			x	x
Social	Community cinema	Events	Extra chairs; lighting/sound; projector; blankets	Anyone	2 hours	Projector, licence	Ollie			x	
Social	Social space. Drop in, meet, chat	Open	Comfy seating; tea/coffee; wifi; warm space	Anyone		Comfy seats. cafe		x	x		
Social	Mother & toddler / playspace	Open	Comfy seating; tea/coffee; wifi; bathroom; softplay; warm space	?		Play equipment, toilets and washing facilities, heating	Rebecca Tate	x			
Social	Creche area?	Open	Comfy seating; tea/coffee; wifi; bathroom; softplay; warm space				Kira				
Social	a social area for creative types. Music, arts discussions, teas and coffees etc.	Open	Comfy seating; tea/coffee; wifi; warm space				Edward				
Social	social area to come to & have a drink, share views etc. meetups with creative types, arts music. Art exhibitions. Support for local arts students (NUCA).	Open	Comfy seating; tea/coffee; wifi; warm space				Nathan Clarke				
Social	Other ideas: clothes swap / art spaces / food swap / farmers market.	Workshops	Comfy seating; tea/coffee; wifi; warm space				Kristian McKeon				
Social	Norwich really needs a centre for all of its many creative people to come together + support each other + benefit from each other's experience. Count me in! Would like to take part in art making because personally I have a passion for art (drawing painting and generally making stuff). I would like to offer an art class. I am convinced that other people will have ideas for other things. I would like to learn about using the internet to grow a business.	Workshops	Tables + chairs; wifi; blackboard; projector; tea/coffee; warm space				Jack Godfrey				
Social	Mobile sofa - to get around the city					Sofa, lamp					
Social - activities	I think it is important to work with all that the space offers but with its limitations too.										
Social - activities	Activities involving movement, such as dance, karaoke, circus would work well.	Sports	Storage; bathroom				Kristian McKeon				
Social - activities	PING PONG!	Sports	Pingpong table; comfy seating; tea/coffee								
Social - activities	Yoga classes	Sports	Warm space; tea/coffee; bathroom	Local operator		Yoga mats, toilet, heating	Rebecca Tate			x	
Social - activities	hula hooping / physical activities / gym. Tool workshop. Peer to peer education.	Sports	Warm space; tea/coffee; bathroom				Clarissa Maynew				
Social - food	Dinner parties (other ticketed events to raise \$)	Food	Table + chairs; extra chairs; kitchenette			Kitchen, table	Kass			x	
Social - food	Casserole Club - making and sharing pot-cooking	Food	Table + chairs; extra chairs; kitchenette	?		Kitchen, reheating facilities					

Social - food	Cooking / food. Share recipes and a cook challenge.. have to make a meal out of what's bought	Food	Table + chairs; extra chairs; kitchenette	3hrs	Cook facility + washing up	Mark + Sophie	x	x	x
Social - food	Cooking / food group	Food	Table + chairs; extra chairs; kitchenette		Cooking facility	Ollie			
Social - food	Kitchen. Food skill sharing. Food trading / cycle. Food lessons	Food	Table + chairs; extra chairs; kitchenette	A few hours	Mobile kitchen + utensils		x	x	
Social - food	Drop in food sharing (potluck) style	Food	Table + chairs; extra chairs; kitchenette	Food Cycle	1 x week	Kitchen, water, ??			x
Social - food	Shared meals / People's Kitchen (followed by film)	Food	Table + chairs; extra chairs; kitchenette		3hours	Prep space, table, chairs. plates	Laura B		
Social - food	communal dinners. pop up restaurant. workshops.	Food	Table + chairs; extra chairs; kitchenette				Matt Wicks	x	x
Social - food	Bakery – would help heat the space.	Food	Table + chairs; kitchenette				Floyd		
Social - learning	Church tower tours	Events	Tea/coffee; comfy seating; wifi	Tourists / visitors	1 hour	People, tour guides, safety structures	Rob George	x	x
Social - learning	Wifi connectivity used for hotspot to visitors / members. Most venues need to provide this service.	Open	Tea/coffee; comfy seating; wifi; warm space		All the time	Depends!	Rob George	x	x
Social - learning	Internet cafe	Open	Tea/coffee; comfy seating; wifi; warm space	Tourists and visitors		Wifi, tables, coffee	Rob George	x	x
Social - learning	Community library or book exchange	Reading room	Tea/coffee; comfy seating; wifi; warm space	Anybody	Ongoing	Bookshelves, comfy reading chairs, warmth!	Kira	x	x
Social - learning	Bookgroup -> link with library for enough copies	Reading room	Tea/coffee; comfy seating; wifi; warm space		1-2 hours	Chairs	Kira	x	x
Social - learning	Social history project, work on the local communities and their histories	Reading room	Tea/coffee; comfy seating; wifi; warm space	Community organisations			Sophie Cabot	x	x
Social - learning	Communal space for reading / working	Reading room	Tea/coffee; comfy seating; wifi; warm space	Anyone	all day	Books, wifi, sofa, coffee table		x	x
Social - learning	Give and take library. Bring surplus books, borrow book	Reading room	Tea/coffee; comfy seating; wifi; warm space	Anyone		Bookshelves		x	x
Social - learning	Community space ? a hub where people can meet for free, organise workshops & events, combined with more business-like enterprises that help with the funding. I'd be happy to help in the form of a steering group / coop to organise the space & activities & business plan. I am also involved in community groups that might make use of the space for meetings & events.	Reading room	Tea/coffee; comfy seating; wifi; warm space				Vanessa Buth		
Social - learning	Community hub for conversations, networking, becoming less reliant on internet. Increased value in face to face conversation. Potential venue as permaculture courses.	Reading room	Tea/coffee; comfy seating; wifi; warm space				Tierney Woods		
Social - learning	Tradeschool – yeah! Fablab sounds great.	Reading room	Tea/coffee; comfy seating; wifi; warm space						
Social - learning	Jobs club - informal meeting space	Reading room	Tea/coffee; comfy seating; wifi; warm space	Anyone		Internet, pcs, table, learning space		x	x
Working	"Project incubation" Idea generation, discuss + support for fledgling common projects	Project stimulation	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard		Weekly 2	Computer; chairs; big table	Mark Narayn	x	x
Working	Business start up space	Project stimulation	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard	?		Wifi, tables, toilet, heating	Rebecca Tate	x	x
Working	New startups networking space	Project stimulation	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard	New businesses in Norwich		Internet	Dan		x
Working	Collaborative startup businesses + hotdesking (pool table + darts)	Project stimulation	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard				Kass	x	
Working	Pecha Kucha talks	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard			Projector	Ollie		x
Working	Showcasing opportunities for local groups needing to recruit new membership	Reading room	Tea/coffee; comfy seating	Community groups			Sophie Cabot		x
Working	Drop in workspace with wifi and workstation facilities	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard	member		Wifi, tables, chairs, toilet, heating	Rebecca Tate	x	
Working	Student study area - 6th form and uni	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard	Students		Chairs, desks	Dan	x	
Working	Discussions of important issues for young people & on how we move into the future. Other see over.	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard				Chris		
Working	Arts based/ social & shared activities. Discussion/debate. (Depends on size of space – This is rather big, cold and full of echoes!) (Small spaces needed for closer interaction.)	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard				Liz		
Working	I would love to see this place bring together the art community. Allowing people to work here – sharing ideas, getting feedback & possibly community exhibitions.	Reading room	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard				Joseph Doubtfire		
Working	Space to run (start up weekends) see website. Modelmaking workshops.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Floyd		
Working	Potentially workshops with my volunteers in Norwich i.e. CV making, crafts. Whatever their interest is TBC - discussion	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	TBC / CVS voluntary	2hrs once a week	Tables, chairs, access to power	Laura May Wigby	x	x
Working	Permaculture courses / workshop for local people / community group	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit			Paper, board, tables, chairs	Sophie Chollet		
Working	Teaching for charity / sharing skills	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit		Weekly?	Internet access	Kass	x	x
Working	Education sharing for home schooling	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Shopkeepers	2-3hours	Table, chairs, light, power	Mark Narayn	x	x
Working	Workshops	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Ollie	x	x
Working	Language classes / language exchange	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Laura B		x
Working	Trade School classes - barters for knowledge	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Anyone!	2 hours	Wifi, chairs + table			
Working	Seminar space / informal classroom	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit			IT, projector, tables, chairs, library?			
Working	Language and culture exchange	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Interface learning	1 week	Comfortable chairs / sofa		x	x
Working	Language exchange for different language conversations exchange	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit		Few hours	Chairs, chalkboard?		x	x
Working	Educational meetup. Informal discussion + socialisation around community education and networked society	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit		2hrs, once a week	Tea + coffee + table + seating	Mark Narayn	x	x
Working	"Disruptive education" or "Community training"	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit		2hrs	Good internet access	Mark Narayn	x	x
Working	Creating writing workshops	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Anybody	2hrs	Tables, chairs, pens, paper	Kira	x	x
Working	Guest speakers + seminars	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Kass	x	x
Working	Self-help energy conservation group. Possibly linked into Transition Norwich	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Anyone from Norwich who wants to reduce the carbon footprint of their home	Ongoing	Basic hand tools	Nick W		x
Working	Well being events, how to stay healthy, how to deal with chronic pain, parenting workshops, photography workshops, children's activities (that parents can join in with). I am a physio & quite interested in sharing my knowledge about wellbeing, function & coping with bad health.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Olaya de la Iglesia		
Working	Weaving, spinning, I can knit, crochet, bead. I have friends who teach yoga & do art work; maybe I could get them interested.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Barbara Birch		
Working	circus school, workshops to learn to make things, floristry workshops	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Abbi Saunders		
Working	workshops, fairs etc. floristry workshops	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Katie Snowden (Pick-a-Lily flower shop)		
Working	Art & Craft orientated activities. Conversations & debates. Networking between like-minded people. Encouragement of activities & projects within the local community, shaped by the local community. I would love to both teach & be taught here by obviously wide spectrum of skills / expertise.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit				Vanessa Ventiroso		

Working	Practical skill sharing sessions. Bringing local groups together. Art, craft, herbs, local history talks/walks. Exercise e.g. chi kung, hula hooping, circuits. Active stuff as it's cold in here! Bicycle workshop. internet access – especially in evenings. Shared meals, cafe, discussion groups. Open mic, spoken word, musicians, comedy. Can do cheap, easy nutritious cookery.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Kevin Hunn
Working	Educational practical activities – all ages. Space for sharing ideas, conversations, sharing great inspirational work. Festivals.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Beki
Working	Trade schools. Shared meals. Creative writing workshops. Talks / debates / lectures. Book swap. Artists' products.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Lucy Marks
Working	Craft + educational activities. Ready to contribute where I can.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Kira Haslam
Working		Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Thomas Ziolkowski
Working	Would like to see creative / social activities – skill sharing, socialising, small creative business hub. Shop selling users' goods. individual & business membership.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Bev
Working	Workshops – craft. Floristry workshop. Activities for families – games / crafts.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Katy Rayner
Working	Crafting – could run beading group, fairs for local craftspeople.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Catherine Dunford
Working	Activities which elucidate and celebrate the church building itself, allowing visitors to fully understand and therefore care for it Norwich UNESCO city of lit – hub for literature, writing workshops, poetry reading, play performances, theatre rehearsal space. Book clubs etc. Tradeschool definitely, crafts + technology side by side.	Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit	Local teachers, enthusiasts and specialists	Variable	Variable			Sophie Cabot
Working + Performance		Workshops	Tea/coffee; table + chairs; wifi; warm space; projector; blackboard; cleaning kit						Rachel Barrett

APPENDIX 02

PROTOCOLS

Outcomes from the MakeDay



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