

# **BRAUNTON PARISH COUNCIL**



## **Minutes of the Property Committee meeting held in the Council Chamber at 6:00 pm on Tuesday 8 May 2018**

**Present** Councillors: E Spear in the Chair, D Spear, de Groot, Bradford (part)

**Also in Attendance** Tracey Lovell (Parish Clerk), Angela Corner (Senior Council Officer), Rob Cocker (RGP Architects)

Item 4a on the Agenda was brought forward

PR/40/2017/18 **Braunton Community Work Hub – Architect’s Report** a) Rob Cocker the Architect reported that the building work was nearing completion and that signage for the building may need permission from planning. The signage must follow the guidance set by the Devon Work Hub but he will need to scale down the size to fit in the wall space available. The works should be completed by the end of June and within budget.

PR/41/2017/18 **Receive Apologies** Apologies were received from Cllr Bunyard.

PR/42/2017/18 **Declarations of Interest** None received.

PR/43/2017/18 **Minutes** The minutes of the Property Committee meeting held on Tuesday 20 February 2018 were approved as a correct record and signed by the Chair.  
(N/C)

PR/44/2017/18 **Braunton Community Work Hub** b) The Clerk presented proposals to the Committee as follows:  
i) Website – The Clerk gave a PowerPoint presentation showing examples of other Work Hubs. It was agreed that the Braunton Work Hub would offer the facilities, as detailed in Appendix A, together with an online booking facility and hire tariff. Cllr de Groot suggested that it also offer business advice and office skills. She is aware of a company that might be able to help with this and would pass their details onto the Clerk.

RECOMMENDED: To base the design of the Braunton Work Hub website on other Devon Work Hub websites and the Clerk to approach Vision ICT for a quote and bring the cost to the next meeting.

Adam Bradford joined the meeting at 6:40 pm.

- ii) **RECOMMENDED:** To use the proposed tariffs (see Appendix B) which can be reviewed at a later date.

(N/C)

- iii) **RECOMMENDED:**

- To have a 'Welcome to Braunton Work Hub' sign inside the entrance area.
- To have two standard exterior Braunton Work Hub signs which can be seen from both the Station Road approach and approaching from the Caen Street overflow car park, attached as Appendix C.
- To rescale the exterior signs and send to North Devon Planning detailing the positioning.
- The Clerk to obtain quotations for the internal and external signage and bring back to a future meeting for approval.
- To approve office layout and design as per Appendix D. It was noted that the colours had been chosen in accordance with the Devon Work Hub approved colour palette.

(N/C)

- iv) The Clerk has received two quotes for the work hub furniture. She advised that it could be part furnished if necessary and further furniture purchased at a later date to meet demand.

**RECOMMENDED:**

- To allocate £4000 towards the purchase of furniture.
- The Clerk to arrange for sample furniture and the Property Committee to agree colours prior to purchasing.
- The Property Committee members to form a Working Party and the Clerk to arrange a site visit prior to its next meeting.

(N/C)

- v) The Committee considered the following: -

- Broadband – no quote received yet. BT has been booked to visit the premises on 14 May.

**RECOMMENDED:** That the Clerk to obtain quotations for a new telephone line and fast broadband connection and report back to a future meeting.

- Utilities – The Clerk explained that the fixed term contract for the electric supply

had now ended and the Council is currently on a deemed tariff. The gas fixed term contract is due to end in August. The Clerk advised that the Council renews both contracts at the same time to ensure that it is getting the best rates.

RECOMMENDED: To renew existing utilities contracts together to obtain best rates and discounts when the contract expires at the end of August.

N/C

- Welfare Facilities – The Clerk advised that the Council must provide fresh coffee free of charge, as this is stipulated under the Devon Work Hub agreement. The Council was unsuccessful with its bid to fund a part time position (approx. 3 hours a week) to help run the Work Hub facilities. She explained that Staff number 11 had kindly offered to assist the Clerk with these additional duties but this arrangement will need to be reviewed at a later date.

RECOMMENDED:

- To hire a coffee machine on a 5 year contract at £74.97 per month/ £899 per annum. To provide mugs which users will wash themselves.
- To remove the water cooler from the budget and provide glasses which users will wash themselves.
- The Committee to thank Staff number 11 for her kind offer to assist the Clerk with running the facilities at the Work Hub. The Finance and Administration Committee to review the staffing arrangements at a later date.

(N/C)

The meeting closed at 7.25 p.m.

.....Chairman

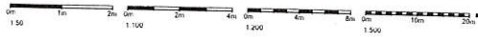
# What we offer

- Early stage, one-person or small businesses who want somewhere to meet clients or network with similar people
- Homeworkers, who want to escape from children and home distractions
- Plumbers, electricians – all trades, who want a quiet place to do estimates and invoices
- Companies with low carbon concerns who want to reduce travel costs
- Access to fast internet, wireless connections
- Great printing facilities
- Affordable individual flexible desk space
- Flexible office space without binding long-term contracts
- Fresh coffee
- Co-working social hub
- Kitchen and welfare facilities
- Meet and greet area
- Creative atmosphere
- Nearby parking
- Secure bike parking

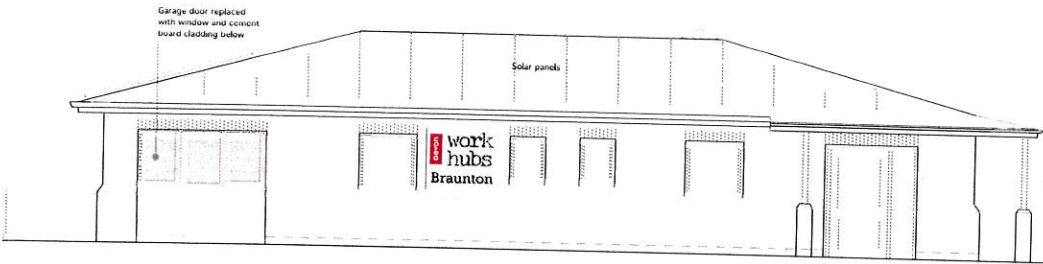
Hire Tariff

## Appendix B

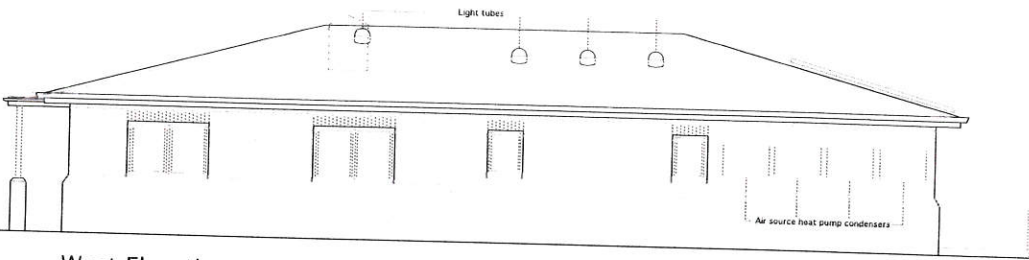
	facilities	width	depth	area m2	Desks	per month	per week	per day	per half day
Office 1 - Tarka (blue)	fully furnished office space, 24/7 access, internet/wifi & coffee	3.7	3.2	11.8	2	£385.00	£90.00		
Office 2 - Linhay (lime green)	fully furnished office space, 24/7 access, internet/wifi & coffee	3.1	3.1	9.6	2	£385.00	£90.00		
Office 3 - Signals (red)	fully furnished office space, 24/7 access, internet/wifi & coffee	3.1	3.1	9.6	2	£385.00	£90.00		
Office 4 - Interview Room (orange)	fully furnished office space, 24/7 access, internet/wifi & coffee	2.4	3.1	7.4	1	£192.00	£45.00	£10.00	£5.00
Hot Desks (6 available)	24/7 access, internet/wifi & coffee							£10.00	£5.00
Social Hub	24/7 access, internet/wifi & coffee							£6.00 (per hour)	
	<b>Copier Charges</b>								
	A4 and A3 colour	£0.15	+ vat						
	A4 and A3 black and white	£0.03	+ vat						
<b>*NOTES</b> If office 1, 2 & 3 are rented by 1 person a 40% discount be allocated. per month £231.00 per week £54.00									



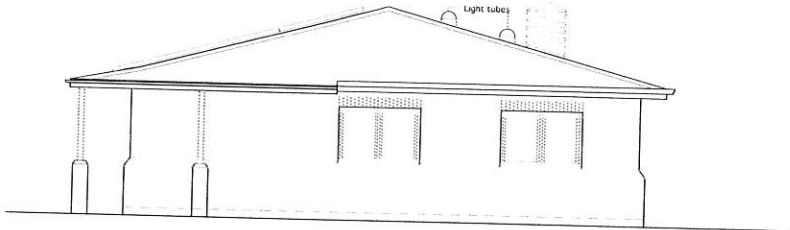
# Braunton Community Work Hub – Appendix C



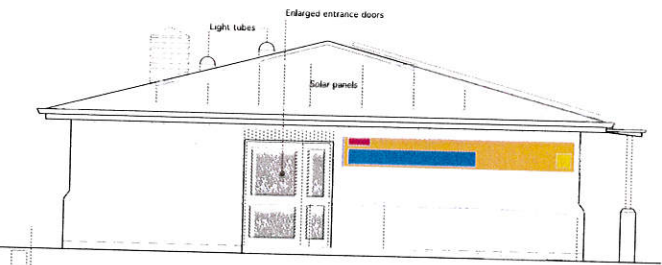
East Elevation



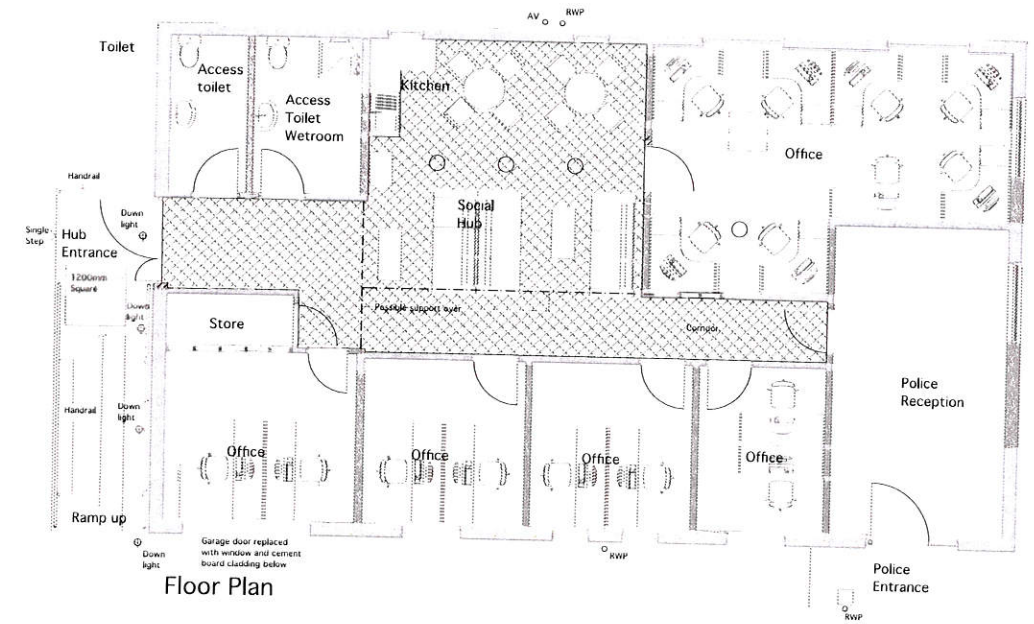
West Elevation



North Elevation



South Elevation



Floor Plan

Revision C: Signage indicated 09/11/18 AC  
Revision B: Alterations for access facilities amended 11/08/17 AC  
Revision A: Most elevation, revised desk layout and flooring added 28 Feb 17 AC



Victoria Street  
Barnstaple  
Devon  
EX32 9HT

Tel: 01271 345304  
Fax: 01271 372151  
Website: www.rgparchitects.com  
Email: rgp@rgparchitects.com

CLIENT  
Braunton Parish  
Council

PROJECT  
Conversion of  
existing  
Police Station into  
Workhub Adjoining  
Braunton Village  
Car Park

DRAWING TITLE  
Planning

DATE: 14.06.17  
DRAWN: RC  
SCALE: 1:50 @ A1

PROJECT NUMBER  
17009/P1c  
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# Braunton Community Work Hub Floor Plan and Layout - Appendix D

