

# **BRAUNTON PARISH COUNCIL**



## **Minutes of the Property Committee meeting held in the Council Chamber at 2:00pm on Wednesday 19 March 2025**

**Present** Cllrs: R Byrom, T Kirby, V Cann, M Cann, M Shapland and L Childs.

**In Attendance** Tracey Lovell (Parish Clerk)  
Angela Corner (Senior Council Officer)

PR/31/2024/25 **Receive Apologies and reasons for absence** Cllr E Spear personal reasons.

PR/32/2024/25 **Declarations of Interest** There were none.

PR/33/2024/25 **Minutes** The committee noted that the Minutes of the Property Committee meeting held on 22 January 2025 had previously been approved and ratified by Full Council. The Minutes were approved as a correct record and signed by the Chairman.  
(NC)

PR/34/2024/25 **Improvements to Parish Hall and Council Offices** Members considered what the priorities were to improve the Parish Hall and Council Offices which included heat efficiency, access for all and provision of public conveniences.

The Chairman outlined the following proposed phases for consideration.

### **Phase one:**

- Disabled access
- Toilet reconfiguration:
  - Disabled
  - Unisex
  - Outside access
- New entrance doors with keyless entry
- Redecoration

### **Phase two:**

- Lower ceiling height with plasterboard (not ceiling tiles) to reduce heat loss
- Stage area: do we keep it, or remove and replace with a more versatile portable stage system?
- Kitchenette within hall
- Storage access into old outside toilet (Braunton side of hall)
- Balcony: block in to reduce heat loss and also to

- create a usable space
- Replace fire doors for plastic to improve heat loss reduction
- Heating
- Internet and a modern audio visual system
- Redecorate

Phase three:

- Create two staff toilets in old disabled toilet
- Convert committee room into Chambers, and furnish so it can be configured for smaller meetings
- Corridor in Chambers
- Convert old Chambers into two offices for Clerk and Assistant Clerk
- Main office reconfiguration
- Convert Clerk's office into storage
- Reconfigure kitchen

Following discussion, members concluded that the priorities may change depending on matters outside the Council's control such as devolution and local government reorganisation.

The Council would need to consult its current users of the space and also the wider community. Not only will this help shape the Council's plans for improvements but also begin to build evidence and support for funding opportunities.

RESOLVED: That the Property Chairman and Senior Council Officer

- a. to provide initial drawings of the proposed improvements.
- b. to consult with the current users of the space prior to Council agreeing the proposed plans for public consultation.
- c. to engage a local architect to draw up final plans following public consultation.

(NC)

PR/35/2024/25

**Braunton  
Community  
Work Hub**

The Senior Council Officer reported that the large office at the work hub was not commercially practical due to the size and cost of the space. A quote from a local builder was provided to divide the office into 2 offices with sound insulation.

RESOLVED: That the Council agreed to proceed with the quote provided from DP build at £3000 + VAT for labour and materials.

(NC)

Meeting Closed at 3.15pm

Signed by the Chair: .....

Date: .....