







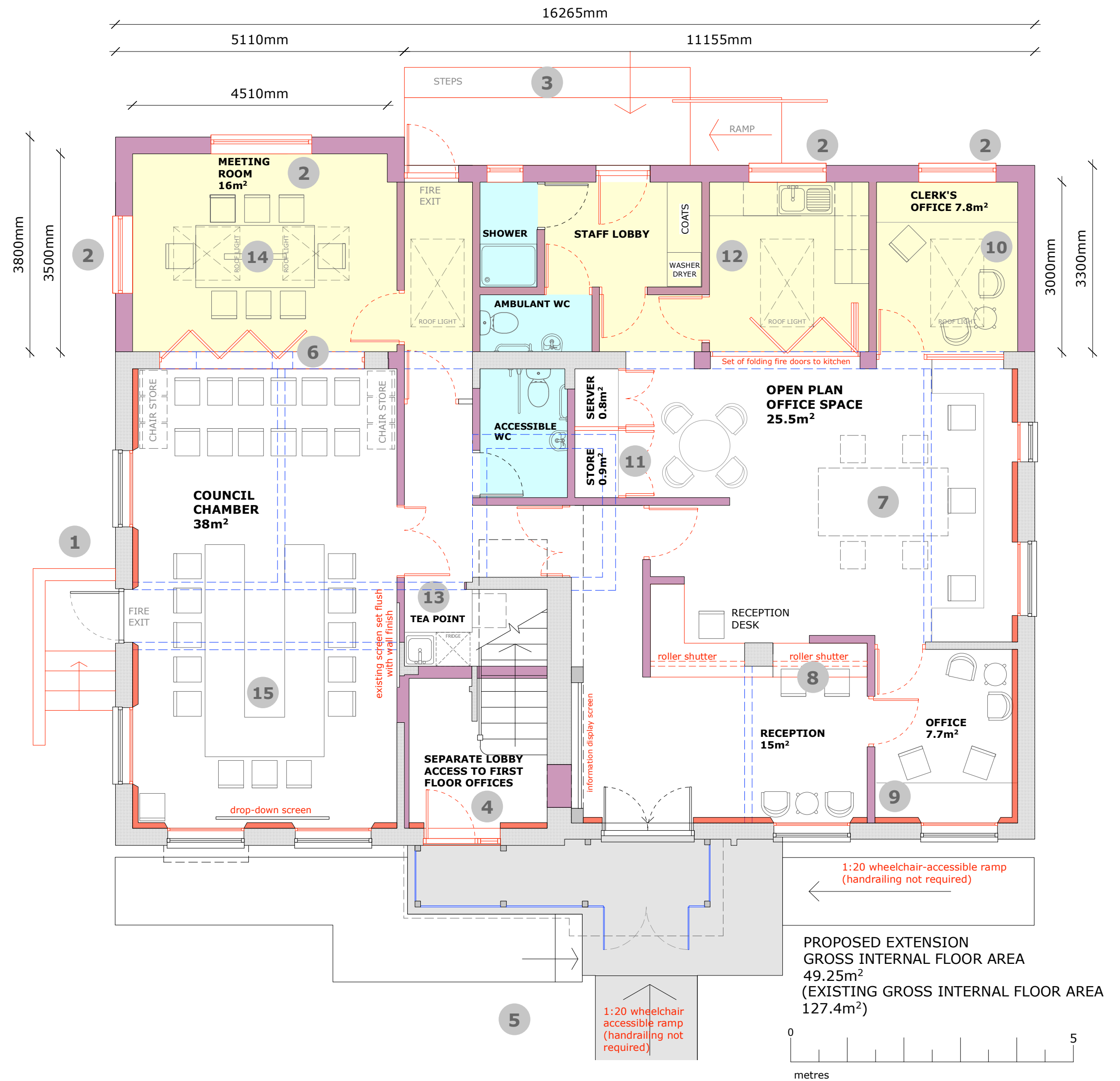
5. THE PROPOSAL - GROUND FLOOR PLAN

Existing studwork walling to be partly removed, and a new extension to be constructed at the rear to create new accommodation for Wivenhoe Town Council comprising:

new offices that are fully accessible to wheelchair users, people with baby buggies etc; flexible working spaces including open-plan office; more private break-out rooms; small private office for discussion about (for instance) funeral arrangements; meeting room for up to ten people that can be opened into the new Council Chamber to allow more people to attend public meetings.

- 1 Existing fire exit steps altered to bring into compliance with Building Regulations
- 2 Existing window relocated within new extension
- 3 New external steps & ramp to new staff rear entrance and fire exit doors
- 4 New entrance door fitted into existing window aperture: serving completely independent first floor office space
- 5 Entrance steps & ramp modified for new patent glazing entrance lobby with power-assisted doors
- 6 Acoustic folding doors between Council Chamber and small meeting room allow the space to be used as one function room for public events.
- 7 Open plan office area to include floor boxes (with power and data) for additional desk expansion - denoted by dotted lines.
- 8 Public access desktop computer - limited to specific services eg CBC and ECC online services.
- 9 Office with 2 no. work stations and private customer meetings area. Desk to include lockable storage.
- 10 Office with desk, safe, lockable storage and informal meeting area.
- 11 Storage - fire resistant for burial and allotment papers. To also include staff lockers.
- 12 Kitchen to include fridge, microwave, sink (with filtered water tap) and storage.
- 13 Tea/coffee facilities with sink and under-counter fridge.
- 14 Demountable table in extension area. Floor boxes available for power and data management when in situ.
- 15 Council chamber to include hearing loop and recording equipment. Within table - USB, power, data and connections for laptops and screen.

KEY	
Existing construction to be retained	
New construction	
Existing construction to be removed	
New doors, windows & external works in red	
New secondary glazing	
New internal thermal insulation	



WIVENHOE
TOWN
COUNCIL

REMODELLING OF WIVENHOE
TOWN COUNCIL OFFICES



DUNCAN CLARK & BECKETT LTD

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