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| 1. Town Clerk's Office | 2. Open Plan RTC Office | 3. Staff Toilets (Unisex) |
| 4. Combined Storage Area | 5. Book Store / Volunteer Work Space | 6. Craft Workshop / Staff Lunch area |
| 7. Access Corridor | 8. Meeting Space | 9. Meeting Space |
| 10. Childrens' Area with public access computer x 1 | 11. Public Access Computers x 6 | 12. CC access telephone point |

Revised Proposed Layout (Option 2A.3.1) updated 29 Jul 2019

Legend:

Black Walls – Existing Walls within former Post Office
Grey Walls – Existing Walls within additional area built over Market Way
Blue Doors – Access points included in building listing
Green Doors – Interior Doors both existing and proposed
Yellow Windows – Existing windows included in building listing
Red Door – Large Shutter door to Main Library
Purple Line – Existing “Horseshoe” Reception Desk relocated and extended to surround existing door
Magenta Line – Floor to Ceiling shelving creating false wall
Slate Blue Line – Desk extension / relocation

Cream Walls – Proposed walls / sections of wall scheduled for removal
White Doors – Existing doors requiring replacement or new access points

Orange Walls – Proposed additional interior walls
Turquoise Walls – Folding / temporary walls for flexible area division

Option 2 – Current Preferred Option

Relocation of existing toilet facilities between Staff Room and Work Room to current Rare Books room.

Merging of Work Room, current toilets and Staff Room to create Town Council Office (desk space for 6 personnel) with small kitchen area.

Controlled Public Access Area – Installation of “U” shaped stud-wall with access door to create Combined Storage area. Retention of some shelving to maintain boundaries of existing work space. Installation of access doors to both sections of Meeting space.

Conversion of Audio / Visual Room to Book Store and Volunteer workspace.

Conversion of Photographic Room to craft workshop / staff room.

Retention of existing “shelving wall” to create Combined Storage Area (Room Designation 4)

Extension of existing main reception desk to incorporate existing doorway to allow staff access / egress.

Relocation of redundant “c shaped” modular desk and acquisition of additional modular units to create an information area, with IT connectivity, in main foyer.

Upgrade to existing CCTV network

Design to include additional natural light provision for all interior office spaces where required via the installation of flat glass roof-lights in replacement flat roof