

Accommodation Working Group

21.01.15

Present: A Shearman & J Norris

Apologies: S Storey; R Neave

Essential	Desirable
Disabled access – public and staff	Town centre
Near by parking (esp disabled)	On site Parking
Storage – equipment & documents – safe	Bus route
Office space measure existing - able to seat 6 people Separate public area for looking at plans Reception area / enquiries - disability welcoming, Refreshment area / kitchenette Toilet(s)	Meeting room seat 20 around table + 20-30 public - permanently installed loop & mike system; Way of displaying plans /documents Projection equipment Flexible & multi functional furniture
Office space preferably on 1 floor – ground level	Stair lift
Privacy room / small 1-2-1 meeting room with phone & computer access	Community space – possible to hire out
Disabled friendly furniture	Storage christmas lights
Fire reg s& H & S & first aid (could be with privacy room – dual purpose)	Contingency store

Willing to consider buy or lease?