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Date: 19 August 2019

MEETING OF COMMUNITY & RESOURCES

On: Tuesday 27 August 2019 **At:** 10.00 am

Venue: Town Hall - Bridge Street, Bideford, EX39
2HS

NOTICE OF MEETING

To: Councillor R Hicks (Chair)
Councillor D McGeough (Vice-Chair)
Councillors: D Brenton, C Bright, D Bushby, P Christie, A Dart, J Hutchings,
K James, N Laws, R Lock and R Wiseman

Members are requested to turn off their mobile phones for the duration of the meeting

AGENDA **PART I - (OPEN SESSION)**

1.	Apologies for Absence To receive apologies for absence from the meeting.
2.	Minutes of the Community & Resources Committee meeting held on 15 July 2019 (Pages 3 - 7)
3.	Action List (Page 8)
4.	Public Contributions Public contributions in accordance with the current scheme
5.	Forward Plan (Page 9)

6.	Declarations of Interest Members with interests to declare should refer to the Agenda item and describe the nature of their interest when the item is being considered.
7.	Agreement of Agenda between Parts I and II
8.	Urgent Matters of information to be brought forward with the permission of the Chair and the Committee
9.	Recommendation from External Overview & Scrutiny Committee in relation to the closure of Torridge Bridge for events (Pages 10 - 11) To receive the report of the Planning and Economy Manager
10.	Update from Constitution Working Group To receive a verbal update
11.	Bideford Town Hall Work Hub (Pages 12 - 30) To receive the report of the Economic Development Officer
12.	Exclusion of the Public The Chair to move: That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information by virtue of paragraph 3 of Part I and paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.
13.	PART II (CLOSED SESSION)
14.	Temporary Accommodation and Strategic Asset Acquisition (Pages 31 - 38) To receive the report of the Strategic Manager (Resources)
	Meeting Organiser: Sandra Cawsey

TORRIDGE DISTRICT COUNCIL

COMMUNITY & RESOURCES MEETING

Town Hall - Bridge Street, Bideford, EX39 2HS

Monday, 15 July 2019 - 6.00 pm

PRESENT Councillor R Hicks (Chair)
 Councillors D McGeough, D Brenton, C Bright, D Bushby,
 P Christie, A Dart, J Hutchings, K James, N Laws, R Lock and
 R Wiseman

ALSO PRESENT J Wallace - Head of Paid Service
 S Hearse - Strategic Manager (Resources)
 S Dorey - Senior Solicitor
 S Cawsey - Democratic Services Officer

MEMBERS OF THE PUBLIC There were no members of the public

The Chair welcomed everyone to the meeting.

10. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

11. MINUTES OF THE COMMUNITY & RESOURCES COMMITTEE MEETING
HELD ON 10 JUNE 2019

It was proposed, seconded and -

Resolved: That the Minutes of the meeting held on 10 June 2019 be signed as a correct record.

(Vote: For - Unanimous)

Matters Arising

Councillor Brenton referred to the previous meeting when Councillor McGeough, Vice Chair, raised concerns about the passing of papers from the public to Members of the Committee. Councillor Brenton stated this action was incorrect and requested a verbal apology, which Councillor McGeough refused stating there was a lack of respect.

12. PUBLIC CONTRIBUTIONS

There were no public contributions.

13. FORWARD PLAN

The Head of Paid Service updated on the Forward Plan as follows:

- Changes to the Constitution – recommendations from the Working Group to be presented at a future meeting
- Call-In – Avon Lane – to be removed
- Proposed alteration to Covenant – Hotel site, Westward Ho! – it is uncertain if this item will proceed

Councillor Dart requested that the “Changes to the Constitution” be included on the Agenda for the next meeting. This would include the recommendations from the Working Group to date, and not the proposed changes to the entire document due to its size.

Following a suggestion by Councillor McGeough to include the Capital Programme on the Forward Plan, Councillor Dart explained why she was reluctant to bring this matter to Committee at this time. This is a matter that needed to be further addressed before being presented to Committee.

The Strategic Manager (Resources) outlined the annual process with regard to projects coming forward from both Members and Officers.

Councillor Dart addressed an enquiry raised in relation to Brunswick Wharf. She advised that a Property and Major Projects Working Group had been set up and would be meeting early August, when new Terms of Reference would be agreed. Brunswick Wharf, as a capital asset, will be discussed at that meeting. The Working Group will focus on the key capital assets where decisions had to be made. Those meetings to feed back to Community & Resources Committee.

The Forward Plan was noted.

14. DECLARATIONS OF INTEREST

Declarations of interest were made when the specific agenda items to which they related were under discussion.

15. AGREEMENT OF AGENDA BETWEEN PARTS I AND II

There were no Part II items.

16. URGENT MATTERS OF INFORMATION TO BE BROUGHT FORWARD WITH THE PERMISSION OF THE CHAIR AND THE COMMITTEE

There were no urgent matters brought forward.

17. ANY RECOMMENDATIONS FROM INTERNAL OVERVIEW & SCRUTINY COMMITTEE

There were no recommendations from Internal Overview & Scrutiny Committee, therefore this item was withdrawn.

18. DRAFT STATEMENT OF ACCOUNTS

The Strategic Manager (Resources) presented the report, the purpose of which was for Members to decide how to allocate the surplus generated during 2018-19 and to note the draft statement of accounts for 2018-19.

The following reserves, identified in the report, were presented and debated individually:

Planned Maintenance - £100k

An amendment to the report – to state “upgrade the lifts at Torrington Museum”.

Following an enquiry from Councillor Brenton regarding the Jubilee Fountain on Bideford Quay which had not been working for some considerable time, the Head of Paid Service reported there had been an issue with the filters and pumps which cannot be replaced like-for-like as the same issues would occur again. Members had voted against maintaining the fountain at the meeting to consider Project Initiation Documents last year.

This matter to be taken back to this year’s Capital Programme meeting for discussion, and a report to be prepared.

Contingency Reserves - £50k

The Strategic Manager (Resources) responded to an enquiry from Councillor Christie with regard to an email he had received in relation to the mooring posts for the houseboats at Bank End Bideford. The Property team had now received quotes for this work. Further information to be obtained by the Strategic Manager (Resources) who will update Councillor Christie.

Apprentices/Corporate Training - £48k

The Apprenticeship Scheme to continue.

Play Strategy - £11k and Bideford Work Hub - £35k

Grant funding rolling forward.

Councillor Christie reiterated his request that a list of all S106 monies still outstanding be circulated to all Members. The Head of Paid Service advised a list had been prepared and she would ensure that it only included those where the

trigger point had been reached. She confirmed that where the trigger point had not been reached those monies cannot be used or released.

Play Strategy – Concerns were raised with regard to Consultancy fees. Members acknowledged the need for a Play Strategy and the decision made by Members at a previous meeting to appoint outside Consultants due to there not being the expertise in house to proceed. Following concerns raised at that meeting with regard to costs, the Planning and Economy Manager had obtained grant funding of £11k.

Councillor Bushby referred to the transfer of stock to the Housing Association and sought clarity on whether this included maintaining and replacing play equipment. The Head of Paid Service to review the original Agreement.

Digitisation of Cemetery records - £40k

Councillor Christie declared an interest

Councillor Christie raised the following points:

- To approach the Devon Family History Society who undertake this work
- ND Record Office had purchased a camera and are looking for an index system
- To contact the ND Crematorium who have a system – this is a Joint Committee

The Strategic Manager (Resources) stated that as no commitments had yet been made, these points would be looked at.

IT Equipment

No comments made.

Councillor Bright mentioned the decision made by Members to be carbon neutral, but no resource had been set aside for this. The Strategic Manager (Resources) advised that no detailed work had been done yet, but moving forward provision could be included in the Capital Programme.

The following matters were raised and discussed:

Bideford Work Hub – details were given and a suggestion made that the presentation given by the Economic Development Officer at a previous Full Council meeting be presented again at Full Council for new Councillors.

Relocation of Bideford Library – a letter has been sent to Devon County Council, to date no response had been received.

It was proposed by Councillor James, seconded by Councillor Lock and –

Resolved:

That allocating the resources to the various reserves as identified in the report be approved.

(Vote: For – Unanimous)

The meeting commenced at 6pm and closed at 7.10pm

Chair:

Date:

ACTION LIST

COMMUNITY & RESOURCES COMMITTEE – 15 July 2019

Minute No.	Action	By Who	Date Contacted	Completed
18.	<u>Draft statement of Accounts – Planned Maintenance</u> Jubilee Fountain – to be taken to the Capital Programme for discussion and a report to be prepared	SH/AR	16.07.2019	
18.	<u>Contingency Reserves</u> Mooring Posts re houseboats – SH to obtain further information and forward to Cllr Christie	SH/AR	16.07.2019	Email sent to Cllr Christie – 16.07.19
18.	Play Strategy – transfer of stock to Housing Association - to review the original agreement re maintaining and replacing play equipment	Head of Paid Service	16.07.2019	

COMMUNITY AND RESOURCES COMMITTEE FORWARD PLAN – 2019/20

Leadership	21 May 2019 2pm	25 June 2019 2pm	30 July 2019 2pm	24 Sept 2019 2pm	12 Nov. 2019 2pm	7 January 2020 2pm	18 February 2020 2pm	7 April 2020 2pm
Community & Resources (Mondays)	10 June 2019 10am	15 July 2019 6pm	TUESDAY 27 August 2019 10am	14 October 2019 6pm	25 November 2019 10am	20 January 2020 6pm	16 March 2020 6pm	TUESDAY 27 April 2020 10am
Finance		Draft Outturn Report (DH)						
Performance				QBR Q1	QBR Q2 (Any recommendations from Internal Scrutiny)			QBR Q3 (Any recommendations from Internal Scrutiny)
Other	Petition Stirlings/Fireworks (SK) Policies - Muslim Burials (SH)	Any Recommendations from Internal Scrutiny	Changes to the Constitution – update from Working Group Any Recommendation from Internal Scrutiny: “Call In” – Fireworks/starlings” Town Hall Work Hub Acquisition of Homelessness Property (AR) (Pt II)	Leisure contract - options appraisal (JJ) Proposed alteration to Covenant - Hotel Site Westward Ho! (AW) Cattle market site (AR)			<u>3 February 2020 – 10am Budget Special</u>	

Agenda Item 9

REPORT OF **Planning and Economy Manager**

To: **Community & Resources Committee**

Subject: **Recommendation from External Overview & Scrutiny Committee in relation to the closure of Torridge Bridge for events**

Date: **27th August 2019**

Reference:

PURPOSE OF REPORT:

To present the recommendation of External Overview and Scrutiny Committee in relation to the call in of the Community and Resources Committee resolution of the 10th June 2019.

1. INTRODUCTION

On the 10th June 2019 Community and Resources committee debated a petition relating to the harm caused by firework displays to the starlings population of the town.

The matter was debated and resolved upon. The resolution was called in to External Overview and Scrutiny Committee and was debated on the 17th July 2019

2. REPORT

Following extensive debate of the petition, Community and Resources Committee, on the 10th June, resolved:

That Torridge District Council prohibit any further firework displays close to Bideford Long Bridge ie East-the-Water Wharves, and that Pollyfield Centre, a barge and the new Bridge be considered as alternatives.

This resolution was called in to External Overview and Scrutiny Committee. At the meeting on the 17th July 2019 the Chair explained that the grounds for his calling-in of the Community & Resources Decision were the consideration of the use of the new bridge (A39). He felt a social issue should not have priority over the need to protect members of the public and the responsibility to maintain direct access for emergency services. He emphasised that the call-in was on a very specific issue – the closure of the road and access for emergency vehicles.

3. IMPLICATIONS

Legal Implications

None

Financial Implications

None

Human Resources Implications

None

Sustainability/Biodiversity Implications

None



Equality/Diversity
None

Risk Management

The recommendation from O&S External is intended to minimise risk to the resident population West of the Torridge Bridge. Access for emergency services should be regarded as paramount in the view of that Committee.

Compliance with Policies and Strategies
N/A

Data Protection (GDPR) Implications
N/A

Climate Change
None

Ward Member and Lead Member Views

Date of Consultation – External Overview and Scrutiny Committee 17/07/19

4. CONCLUSIONS

Following debate External Overview and Scrutiny Committee resolved:

That Closure of the new bridge in facilitation of social events should not be supported.

(Vote: For 9, Abstentions 1)

5. RECOMMENDATIONS

That Members consider the resolution of External Overview and Scrutiny Committee and decide whether to uphold that position.

SUPPORTING INFORMATION

Consultations:	Date of Consultation – 16/08/19 Officers Consulted – Head of Paid Service, Strategic Manager (Resources), Senior Solicitor and Monitoring Officer
Contact Officer:	Planning and Economy Manager
Background Papers:	N/A



Agenda Item 11

REPORT OF **Economic Development Officer**

To: **Full Council**

Subject: **Bideford Town Hall Work Hub**

Date: **27th August, 2019**

Reference:

PURPOSE OF REPORT:

To change the recommendation for the proposed Bideford Town Hall work hub and to cease investigations for the site.

1. INTRODUCTION

In July 2018 the Torridge District Council (TDC) Economic Development team was approached by Devon County Council to apply for funding through the Devon Work Hubs programme in order to provide a hot-desking facility in Torridge. Co-ordination with the Property team lead to the abandoned reception rooms in Bideford Town Hall being proposed as an “easy win”, bringing renewed life back in to the neglected spaces and ensuring that TDC was able to increase its offer to the local business community without significantly increasing its own costs.

After a rigorous application process TDC was awarded £10,160 from the Devon Work Hubs fund as 50% match-funding for capital works on the hub. Follow-up discussion lead to this offer being increased to £17,867.50 in light of increased costs stemming from a need to improve ventilation to the rooms.

However, the complications of working within a Listed Building and the issue of construction industry price inflation has ensured that what was originally a simple project which could be funded from economic development reserves, and which would allow for a fast and uncomplicated turn around on the project, is no longer the case. Nonetheless, the strategic potential for the hub in terms of provision of employment space, providing access to currently “invisible” businesses, supporting the activity of North Devon Plus and potentially creating a revenue stream all ensure that the project remains an important source for investment.

Full Council voted unanimously to support the scheme with £45,000 on 8th April, 2019. This generated renewed investigations by both the Estates and Economic Development teams in terms of how to best deliver the project and create impact for the business community of Torridge.

2. REPORT

Rationale

Hot desking can alleviate potential isolation whilst building a community of entrepreneurs and innovators who can provide a mutually supportive business community. It can reduce commuting time and provide higher quality, more professional working spaces, including for meeting clients.

The Bideford Work Hub, proposed for within the Town Hall building in Bideford aims to provide flexible and affordable working space for local businesses. It would also create a vibrant hub for networking opportunities. The hub will be only the third in the northern Devon area and the first in Torridge, including far more hot-desking space than either of the other two available (Barnstaple and Braunton). These 2 both offer conventional office spaces, although are not part of larger networks which offer alternative office spaces, as TDC has at Caddisdown. As such, it will create a genuine option for home-workers (19.8% of working population at the last census in 2011), easing issues of isolation and stimulating dynamism through the sharing of ideas and the mutual exploration of possibilities.

The Bideford Work Hub will also offer an exciting prospect to school-leavers and graduates with an entrepreneurial spirit, providing the facilities they need rather than forcing them to leave the area. The hub will also provide a clear statement that the town, and area, are open to business. Furthermore it will provide an invaluable offer for holidaymakers in need of getting a few hours of work done as well as demonstrating to those visitors the potential working options available to them if they were contemplating relocating to Torridge.

The Bideford Work Hub also goes far beyond the physical provision of space, though. It will provide a central networking hub for the area. Conversations can take place at desks or at the coffee machine, breaking patterns of isolation and stimulating future business opportunities and growth. Furthermore, the Work Hub will be used to provide a range of wider community business networking events, such as breakfasts, high-quality speakers, drinks events and also charity events to bring together the hub users into a positive community. The space, and meeting room, will also allow training providers to run more events in Bideford. The LEP's Growth Hub is keen to run a programme from Bideford where it does not conflict with the offer of North Devon+. Currently many

of these events are inaccessible as they are held in venues over an hour away, including Exeter, Bridgewater and Ilminster.

The hot-desking spaces will also be available for use by TDC staff. This will, for example, allow the economic development team to interact more fluidly with local businesses or planning to utilise desks when there are none available within Riverside as they switch to increased hot-desking. The meeting room will also be bookable as a high-quality, private meeting room for TDC at no cost.

Business service offer

The Bideford Work Hub would provide a flexible working space for a wide range of workers.

Group	Why would a work hub be an attractive offer?
Start-up founders	For many start up founders, including recent graduates looking to take their first steps into developing a business idea, a Work Hub provides the perfect opportunity to keep costs to a minimum whilst also having access to like-minded hub users who can provide a sounding board for their plans.
Workers who currently work from home	Working from home can be an isolating experience. Many people lack the self-discipline and can struggle for motivation, no matter how exciting the potential project or task they are working on. The Bideford Work Hub will provide increased socialising opportunities as well as the potential to network with like-minded hub users. The conversations stimulated can provide invaluable opportunities in the moment and long-term to create a more vibrant business community in the town and district.
Workers looking for flexible working space to avoid a longer daily commute	Torridge is a net exporter of workers. In many cases those workers commute to Tiverton, Exeter, Plymouth on a daily basis. According to the <i>Powwownow Flexible working 2017 study</i> “70% of workers feel that offering flexible working makes a job more attractive to them” and that “30% of people would choose flexible working over a pay rise if they could choose only one”. The Bideford Work Hub would provide the perfect location for those workers wanting to avoid being in the office every day and thus saving themselves hours of unwanted commute.
Apprentices / workers at a small business	In many cases businesses lack desk space. Where they are taking on additional members of staff, including apprentices, who

	will need occasional access to a desk but where that is not a frequent or high priority element which would necessitate expansion into a bigger premise, a hot desk provides a perfect ad hoc solution.
Holiday makers	Deadlines and urgent messages do not disappear even when visiting the beautiful Torridge district on holiday. In 2016 247,500 visitor trips were made to Torridge, providing a huge potential market for the Work Hub. The hub will provide flexible plans to allow tourists to have easy access to a high-quality work space to get a few hours of work done away from family distractions.
Existing local businesses	The meeting room will provide high-quality, attractive and modern facilities in the heart of the town. If a small business needs to host more than one meeting at a time, or if a larger scale is needed than they can easily provide, this facility will be available to resolve the potential issue.

Management of the hub

The site will be run remotely in order to create a supportive yet hands-off atmosphere. Users will be able to register online through a specialist hub website (which will be linked to by the Torridge District Council website and also the North Devon+ website). Door locks on the outside Town Hall door and on the 2 doors into the hub space will be activated by smart phones. Users will tap their smart phone against a pad by the key code lock, and they will only be granted access if they have a booking at that time on the management company's app. Users will be able to book a desk via an online booking system, allowing flexibility of use and will be able to gain access between 7.00am and 7.00pm. Clear Terms and Conditions will also be used in order to support appropriate and considerate use in order to create a positive environment for all users.

The management of the hub has become a concern following conversations with other hubs, in particular the Barnstaple Work Hub, who visited our proposed site to provide advice.

Potential issues;

- No on-site presence to ensure a constantly harmonious working environment. For example, if music is played overly loudly (even through headphones) or, as has happened in

Barnstaple, a user snores or creates an anti-social environment through poor personal hygiene.

- Lack of on-site manager to act as an introducer for potential project opportunities and drive a positive, collaborative atmosphere.
- Genuine risks that the Economic Development team will end up losing a lot of productive time dealing with low-level issues rather than supporting business development.
- Ongoing concerns that without anyone on-site users will move freely around the rest of the Town Hall, potentially creating a nuisance for other users and risking damage being caused.

Market appraisal

The “Potential for the delivery of work hubs in six Devon market and coastal towns” report stated that the demographic banding anticipated to generate most work hub customers ranged from 16 – 44. Within the 15-44 band Torridge has a population of 19,100, 28% of the total population. Yet at the younger stages of this demographic there has traditionally been a huge issue in retaining the brightest and most dynamic school leavers and university graduates within the area. A lack of infrastructure to support them to develop their ideas and a lack of suitably dynamic opportunities has created an acceptance of the need to relocate to larger urban centres. This has, in turn, significantly affected the calibre of work force available to employers and limited the number of creative start-ups. 91% of pre-start up businesses suggested to the 2011 study that they would either definitely use a work hub or would be fairly likely to do so. As such, the Work Hub at the heart of Bideford could provide an incredible incentive to persuade this key demographic to stay within Torridge- a priority for both Torridge District Council and the skills development team at Devon County Council.

Market demand has been assessed in a variety of ways:

- Through a review of the socio-economic characteristics of the area which has revealed a high number of very small businesses in the area, high levels of homeworking and of commuting outside of the area for work, which are all target markets for the Work Hub.
- By engaging with local business organisations and key stakeholders. The local Chamber of Commerce, Federation of Small Businesses and also the Women in Biz Bideford network who have all responded enthusiastically to the offer of increased support for local businesses and at the concept of a central location which could unite the business community, as well as being able to provide a networking hub.
- Through discussions with commercial property agents and business advisers, who confirmed that one of the main issues facing start-ups and entrepreneurs in the area who

approach them is the lack of flexible and low-cost work space provision which can allow them to keep costs low and be responsive, rather than being tied down to a longer-term commitment.

- Through an online survey shared across a range of platforms, including on the Torridge District Council website consultation page.

Key quotes from the survey:

“There needs to be more 'stepping stone' opportunities, for people to support and innovate new ideas for supporting themselves, and to be able to think for themselves, there seem to be many gaps in the system at present, so it would be a great help to set up hubs where people can get access to real help, which moves them forward.” Sophie, self-employed.

“Fully support the concept of work hubs and implementation whenever possible. One point - start ups by their nature are cash flow poor so they would need to have access to resources at a reasonable cost.” David Scott, Chair of Bideford Bay FSB.

“I have recently come back from London after working there for three years after my graduation and I really want to bring back more young adults to Devon who are young professionals. At the moment it seems like Bideford does not have the facilities to support people of my age to become successful business owners in places where they grew up to help our community thrive.” Harry, web designer.

“Currently drive to Barnstaple from Hartland for hot desk space in school vacations this would cut my journey considerably.” Anonymous, self-employed.

“I love this idea for Bideford. The town desperately needs communal Hub for the community to gather, network and learn together. I was really shocked when I moved here that there is no public communal space to rent for public meetings - running workshops - communal social events. Having come from a town where this was a normal provision and built amazing collaborations and community bonding I know how beneficial such spaces can be from real experience. I really hope that the council will back such a space as Bideford would greatly benefit from it for sure.” Daisy, self-employed and founder of Women in Biz Bideford network.

“A work hub is something that's really needed for businesses in the southwest. The biggest problem being that it is very hard to meet with other entrepreneurs due to the lack of networking events available/closed loop business networks. A work hub would be able to facilitate this and allow a small group of individuals to work closely together and talk (which is really important). At the

moment it feels that young businessmen have no peers to bounce off each other in Bideford which I believe is why we have a lack of young entrepreneurs.” Imaginary Space (2-4 employees).

Follow-up from Full Council awarding funding;

- Very positive community reaction to the proposal, with one Facebook post about the hub reaching 1608 readers and receiving 141 engagements and another achieving a reach of 1749 with 467 engagements.
- However, only 2 potential users came forward to attend an input session at the hub to receive feedback on how they would want the hub to function.

Hot desks

The concept of hot-desk working is unfamiliar in Torridge and so building awareness of the opportunity will form a significant part of our initial efforts, working with local media sources and by launching an extensive marketing campaign to build awareness of how it can benefit both workers and businesses.

However, a crucial aspect of the delivery of the work hub is ensuring quality. Genuine concerns have developed about how high quality the rooms which have been assigned to the project can be made.

- Little natural movement flow within the space risks people feeling like they are tripping over each other / in a claustrophobic environment.
- Ventilation costs have continued to rise. There are also concerns over a potential noise impact of this ventilation which would create a nuisance and less productive working environment.
- Lack of communal break-out room will limit the attractiveness of the site and ensure that conversation can only take place in the main working space. Although this can be beneficial, creating links between businesses, if there is not a space for those links to be developed within the hub then it can create a potentially disruptive environment if it extends over a longer period of time.

Proposed works

The initial proposals at the time of seeking the grant were very much focused on refreshing the spaces in a quick and easy turnaround. Closer inspection by the Property and maintenance team identified long-term gains which could be achieved for the building through increasing ventilation

into the room (which will also improving working conditions for users), upgrading electrics and lighting and dealing with some of the outdated ducting which clutters the hallway in the Town Hall.

- Appendix A- illustrates the physical works which are proposed, including removal of partition walls and an overview of ventilation works.
- Appendix B- detailed ventilation designs provided for Building Regs.
- Appendix C- Building Regs related matters
- Appendix D- overview of Town Hall floor plan, including Work Hub area shaded

However, additional investigations have also raised the following concerns;

- The state of the electrical infrastructure is in potentially worse condition than previously expected by the Property team, which would require significant overhaul, and could come with additional, unforeseen, issues. This would add to the need for an overhaul of all light switches and even to create a light switch in one of the rooms (which is currently controlled from a different room).
- Ventilation solutions are not guaranteed to be fully effective and there are worries that the rooms might still feel stuffy and overly-warm.
- There is a risk of the ventilation system providing a negative noise impact.
- Both the Barnstaple Work Hub managers and TDC's own Digital Creative apprentice raised concerns over the proposed lighting for the hub. Both parties suggested significant upgrades of the lighting provision, which would come with an additional benefit but also cost.
- The Property team have concerns over the quality of provision from the preferred lock installers. Part of the rationale for the project was that it would need to be delivered without an on-site manager due to a lack of potential financial returns. However, that would necessitate an access system with locks which integrated with an online booking system. Poor customer service from the business who will provide the locks has created a concern about how potential issues might be addressed.

Increased costs

Aspect	Original estimated cost (1.2.19)	Updated estimated cost (1.8.19)	Increase
Tender for works	£44,618.94	£49,157.06	£4538.12
Locking system	£3,359.31	£4,077.91	£718.64

			£5256.76
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However, in light of the Electrical Installation Condition Report conducted by Ashton's Electricals on 18.6.19 it is possible that additional electrical costs may well be generated when works begin due to the poor state of the wiring.

Given continually increasing costs with no additional benefits there are genuine concerns that this space will no longer be the right location to invest in as a work hub and that an alternative site should be sought.

Opportunities raised by the Employment Space Analysis for Torrington

- "...the very smallest office spaces available for circa 2 desks are popular in the local market" (page 1).
- Indications are that where quality office space is supplied there is a positive uptake.
- "In our opinion, this analysis has underestimated the demand for office space based on the anecdotal market evidence. This is in part explained by some larger office suites available which aren't relevant to the demand." (page 21)
- Where there is small office provision in town centres within Torridge it is of low-quality.
- Bideford remains the main hub for small office demand.

Conclusion:

- Ideally any work hub development should include a handful of small, 2 person offices in order to provide the financial returns needed to support an on-site manager. This would compliment the offer from Caddsdow Business Support Centre.

SWOT analysis for the Bideford Town Hall work hub site- August, 2019

Ongoing investigations and market research have raised a series of concerns over the potential for the work hub within the Town Hall.

- How future-proofed will this small space be?
- Are there reputational risks to TDC of delivering a work hub if costs continue to rise and the site is not delivered to the highest possible quality?
- Are there issues given the lack of on-site manager?
- How will ongoing management of the hub space and users be achieved without reducing the productivity of the Economic Development team?
- Could the work hub proposal be better suited to other sites which could solve larger issues and address more significant problems?

Strengths <ul style="list-style-type: none">• Much-needed provision of small-business support• Opportunity to bring micro businesses out from their home-working environments• Demonstrates TDC's desire to engage• Deliverable in the reasonably near future• Strengthening ties with Devon County Council	Weaknesses <ul style="list-style-type: none">• Poky / no natural movement or air flow within the spaces• Limited number of desks so limited opportunity for impact / community development• Ongoing ventilation concerns- both in terms of air quality and unknown noise levels from the system.• No communal space creating less opportunities for interaction and networking within the hub space• No one on the ground to manage the space so loss of driving force for the hub / atmosphere
Opportunities <ul style="list-style-type: none">• Investment in fabric of Town Hall• Facilitates networking opportunities and would aid Bideford Bay Chamber of Commerce's desired mentoring programme	Threats <ul style="list-style-type: none">• Risk of lack of uptake from future users.• Risks of inappropriate use spilling over to Town Hall, creating physical and reputational damage.• Potential time drain for CF / MF dealing with niggling concerns (an issue repeatedly faced by the work hub in Barnstaple)• No way of easily "managing" users, especially in case of inappropriate usage given the lack of returns to justify an on-site manager• Potential cost increase as works develop (leading to loss of income)• Reputational damage of poor end offer (to TDC + Economic Development team)

3. IMPLICATIONS

Legal Implications

GDPR regulations will apply in terms of the holding of users' contact details and ensuring that they have agreed for their e-mail addresses to be used for the purpose of sharing information about events and opportunities.

Financial Implications

The hub will require initial investment from Torridge District Council in order to renovate the Town Hall rooms and create a space which is fit for purpose. The initial stages of opening will have limited uptake as the user community grows, and so there is a likelihood that there will be a need for initial revenue input to cover expenses such as cleaning costs and tea / coffee provision.

Ultimately the goal should be for the hub to cover its own costs and allow reinvestment in the facility and the community within. However, that will only be the case if a significant number of users are enticed in to the hub. That will depend on the delivery of a high-quality hub space and also the development of an active network of events and mentoring around the physical offer.

The hub will be operated through an external booking system which will also process payment. This will reduce officer time within both the Economic Development and Finance teams but will lead to the loss of a small amount of income. This hands-off management could cause issues in the long-run if there are instances of inappropriate use, causing both reputational damage and time drains for the Economic Development team.

Human Resources Implications

The hub will require significant initial input from the Economic Development Officer and Economic Development Project Officer, as well as from the Property team to oversee works. The economic development team will need to be involved in the ongoing management of the hub and in the development of an events calendar, although this should also be supported by users and by business organisations such as the Bideford Bay Chamber of Commerce and Federation of Small Businesses.

The finance team will also be required for the processing of the hub's financial affairs, although payments will be directed through a management site which will reduce the impact on Torridge District Council staff.

Sustainability/Biodiversity Implications

N/A

Equality/Diversity

The Work Hub will be available to all to use. As part of the works improvements will be made to both Town Hall access and to these rooms.

Risk Management

All businesses and investments come with risk. However, the immediate gain is that Devon County Council will invest in the wellbeing of the Town Hall, ensuring that degradation of the spaces is reversed and does not worsen. Opening the hub will have a positive impact on the appearance of TDC and its level of support and provision to the community. However, this perspective will be reversed if the space does not provide value for money or a high quality provision. It was this risk of not being able to maximise the impact of TDC's investment that was the final factor which influenced seeking additional funds from the Communities and Resources committee in order to do the best possible job in creating the space. There are also reputational risks to TDC if the hub is mis-used.

A full risk assessment was submitted as part of the funding application.

Compliance with Policies and Strategies

Locally, this project makes strong strategic sense:

- It meets the goals within Priority 1 (Place) of the *Northern Devon Economic Strategy, 2014 – 2020* to provide strategic employment sites, to provide skills support infrastructure and bring investment into town centres.

- It furthers Priority 2 (People) of the *Northern Devon Economic Strategy, 2014 – 2020* by promoting a spirit of enterprise, supporting entrepreneurs and providing information and links to additional opportunities, including to recruiting apprentices.
- It enhances accessibility for business support provision to our invisible business community and supports growth, key threads of Priority 3 (Business & Enterprise) of the *Northern Devon Economic Strategy, 2014 – 2020*.
- It benefits the *Bideford Coastal Communities Team's Economic Plan 2018 – 2025* by addressing 3 of the 4 key objectives- supporting the development of Marketing and Events (which includes the development of “more business opportunity and employment”), Public Realm (“enhanced facilities... for visitors, businesses and residents within the town centre”) and Town Management (“Discernible momentum created within the regeneration of the town through strong leadership, drive and communication”).
- It supports the *Heart of the South West Strategic Economic Plan 2014-2030* (HOTSW LEP) by helping to create the conditions for growth through new enterprise infrastructure and by making it easier to start-up and grow a business.
- It supports the *Heart of the South West Productivity Strategy 2018, Stepping Up to the Challenge*, by creating new high quality environment and infrastructure to enable businesses to start up and grow, and by increasing access to start-up business advice.
- It supports the Devon County Council *Strategy for Growth 2013-2020* and the *Northern Devon Economic Strategy 2014-2020* by creating flexible infrastructure for businesses and increasing access to the Rural Work Hub Network.
- It responds to the *SW Rural Productivity Commission – Key findings and recommendations 2017* by investing in a Work Hub with improved digital connectivity with opportunities for creating ‘*agglomeration effects and economies of scale*’ to help rebalance the economy.
- It supports significant growth projections for new homes and employment within the *North Devon & Torridge Local Plan 2011-2031 Publication Draft June 2014* by supporting new business start-ups in the area.
- It complements and does not duplicate current workspace provision in the area, particularly at Caddsdwn in Bideford, addressing a gap in support and infrastructure for pre-start and home-working micro-businesses. By linking to the workspace proposition at Caddsdwn, the Work Hub will be able to offer future grow-on space as well as pre-start and start-up facilities.

Data Protection (GDPR) Implications

Permission will need to be sought from all applicants for their business and contact details to be stored for 2 years in order to facilitate monitoring and ongoing contact, as well as to use their details to raise awareness of networking and training events.

Lead Member Views

“Torridge is a district with small business at its heart and that must never be forgotten. We must also encourage the creation of new businesses and support them to grow, through premises, advice and providing the best possible environment for them to develop. The Bideford Work Hub is an essential step to connect more to many of our invisible businesses, connect them to each other and provide additional opportunities and employment”. Councillor Bob Hicks, Lead Member for the Economy.

Date of Consultation- 26.3.19

4. CONCLUSIONS

The Bideford Work Hub has the potential to be beneficial to the micro business scene within Torridge through the provision of cheap, flexible working space. Yet beyond those micro businesses who will look to utilise the space itself on a day to day basis, the hub can provide an in-town venue for events, networking and to dynamise the local business community. It also provides a clear indication of Torridge District Council’s desire to support businesses, providing a significant psychological statement of intent.

However, it has become apparent that the Town Hall rooms are not the correct, long-term site for the Work Hub. The provision will be adequate but not necessarily of the highest quality. There are a number of points which create significant concerns of reputational damage and that the finances would not be well spent.

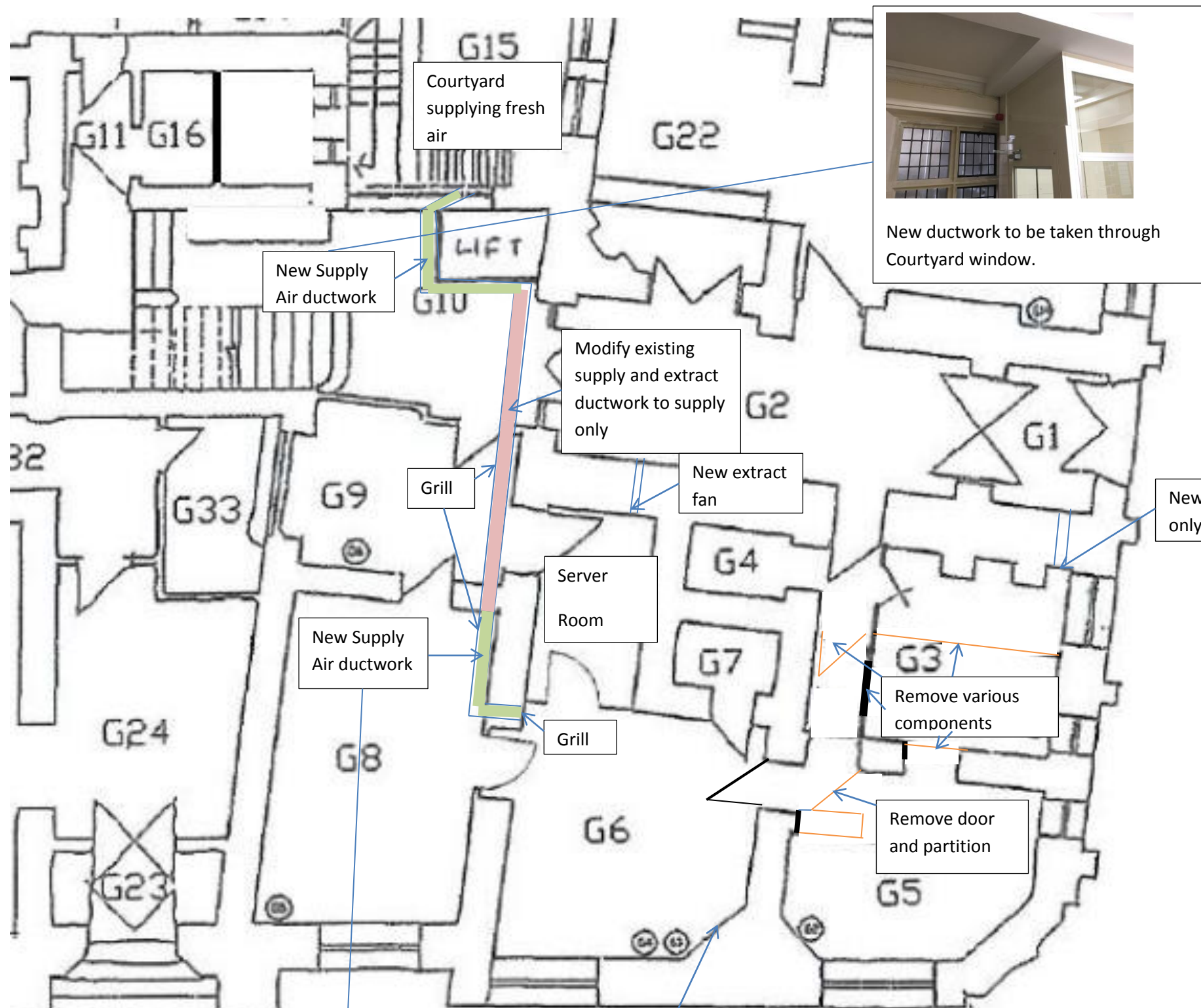
The concept of a work hub in Bideford is still one with significant potential benefits to the business community of Torridge. Additional investigations should be conducted to find a site which has the potential to generate sufficient returns to warrant an on-site manager who would be able to effectively deal with issues and also inter-connect businesses in order to increase the impact of the hub.

5. RECOMMENDATIONS

- That the Work Hub in Bideford Town Hall is not delivered.
- Additional investigations be conducted to identify an alternative site with the potential for an on-site manager.

SUPPORTING INFORMATION

Consultations:	Date of Consultation – 27.3.19 Officers Consulted – Head of Paid Service, Strategic Manager (Resources), Legal Services Manager, Planning and Economy Manager
Contact Officer:	Economic Development Officer



New ductwork to be taken through Courtyard window.



Existing Extract only fan to be replaced with new supply mode fan.

BUILDING ALTERATION WORKS NOTES (All studwork walls)

ROOM G3

Room G3 opened up with the removal of existing counter and screen.

Shelves between G3 and G5 removed to link rooms together.

Door and partition in corridor outside G3 to be removed. 2ND door from G3 to corridor to be removed and gap filled with studwork.

ROOM G5

Remove entrance door and partition wall including ceiling.

ROOM G6

Take ductwork serving G8 through the wall at high level terminating with a grill next to the door.

Replace the existing manual wall vent at low level in the opposite corner of the room with larger manual vent.

ROOMS G8 & G9

Modify existing extract and supply ductwork and provide new ductwork for supply only air to these rooms. New grills to be positioned as shown.

Install new Centrifugal Supply fan and associated controls within corridor position outside G9/Server Room .Also include a heater to warm the air where required from the Courtyard. Design equipment and ductwork for 3 A/Cs per hour .

SERVER ROOM

New wall mounted axial fan – 9” version to reduce noise and extract at the rate of 70 litres/sec.



New ductwork and grill required.

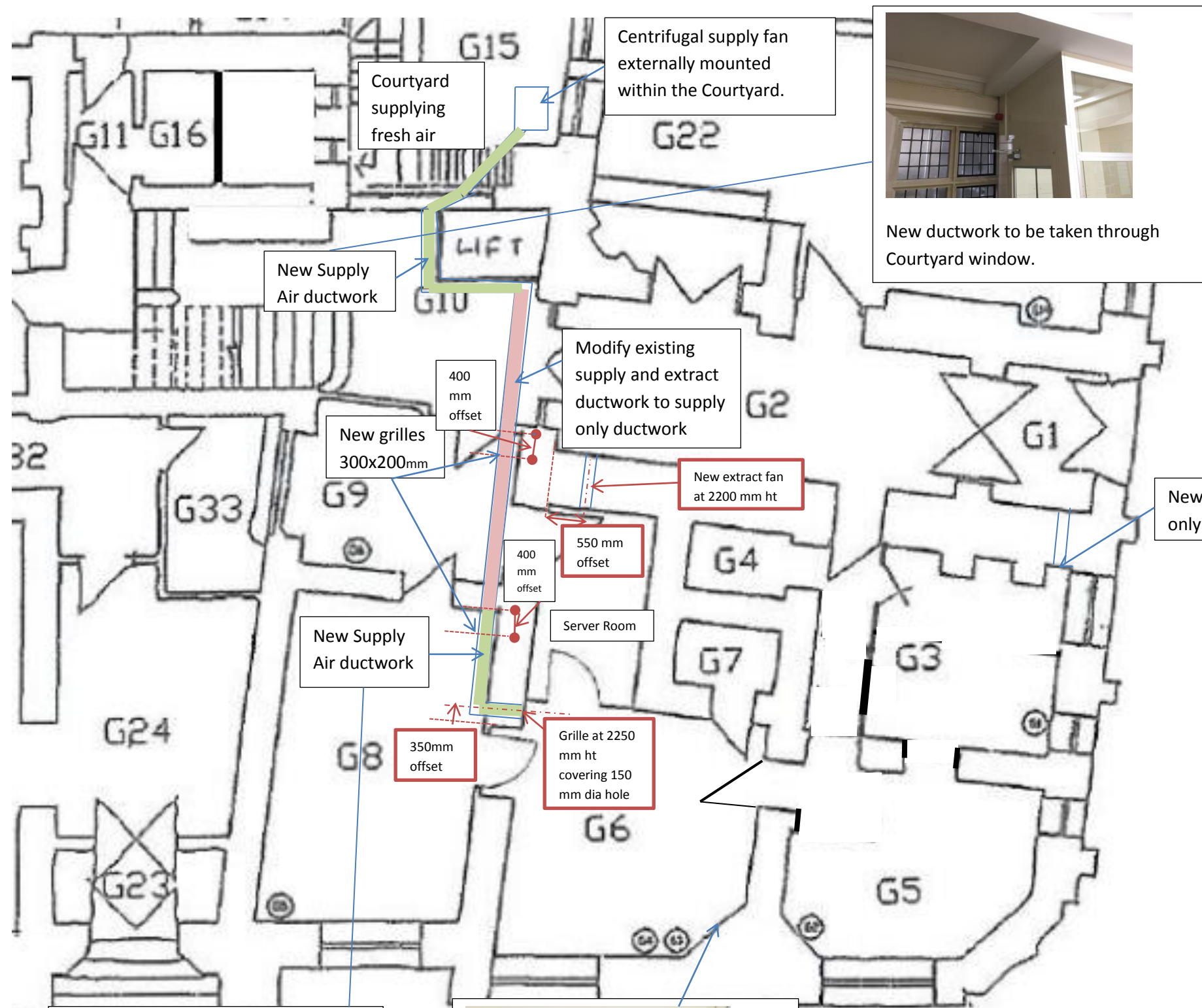


Replace existing vent with larger version.

Bideford Town Hall – New Business Hub

Building Alteration Works

Drawing No. BIDBUSHUB-1004 Drawn MRB
Dated Nov 2018



New ductwork to be taken through Courtyard window.



Existing Extract only fan to be replaced with new supply mode fan.

VENTILATION IMPROVEMENT WORKS - NOTES

ROOMS G3 & G5

Room G3 opened up with the removal of existing counter and screen.

Shelves between G3 and G5 removed to link rooms together.

Existing 6" extract fan replaced with quieter 9" wall mounted axial fan set to supply air only mode.

New supply only fan

ROOM G6

Take ductwork serving G8 through the wall at high level terminating with a grille next to the door.

Replace the existing manual wall vent at low level in the opposite corner of the room with a 288mm x 269mm plastic adjustable hit and miss cover 560mm above ffl.

ROOMS G8 & G9

Modify existing extract and supply ductwork and provide new ductwork for supply only air to these rooms. New grilles to be positioned as shown.

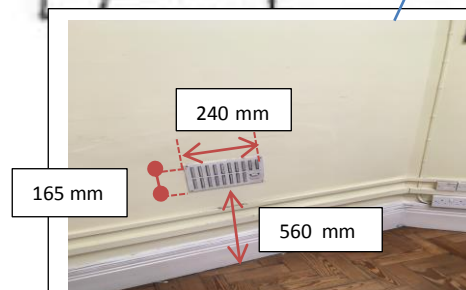
Install new Centrifugal Supply fan and associated controls within external courtyard area G15. Include a heater to temper the air where required. Design equipment and ductwork for 3 A/Cs per hour.

SERVER ROOM

New wall mounted axial fan – 9" version to reduce noise and extract at the rate of 70 litres/sec.



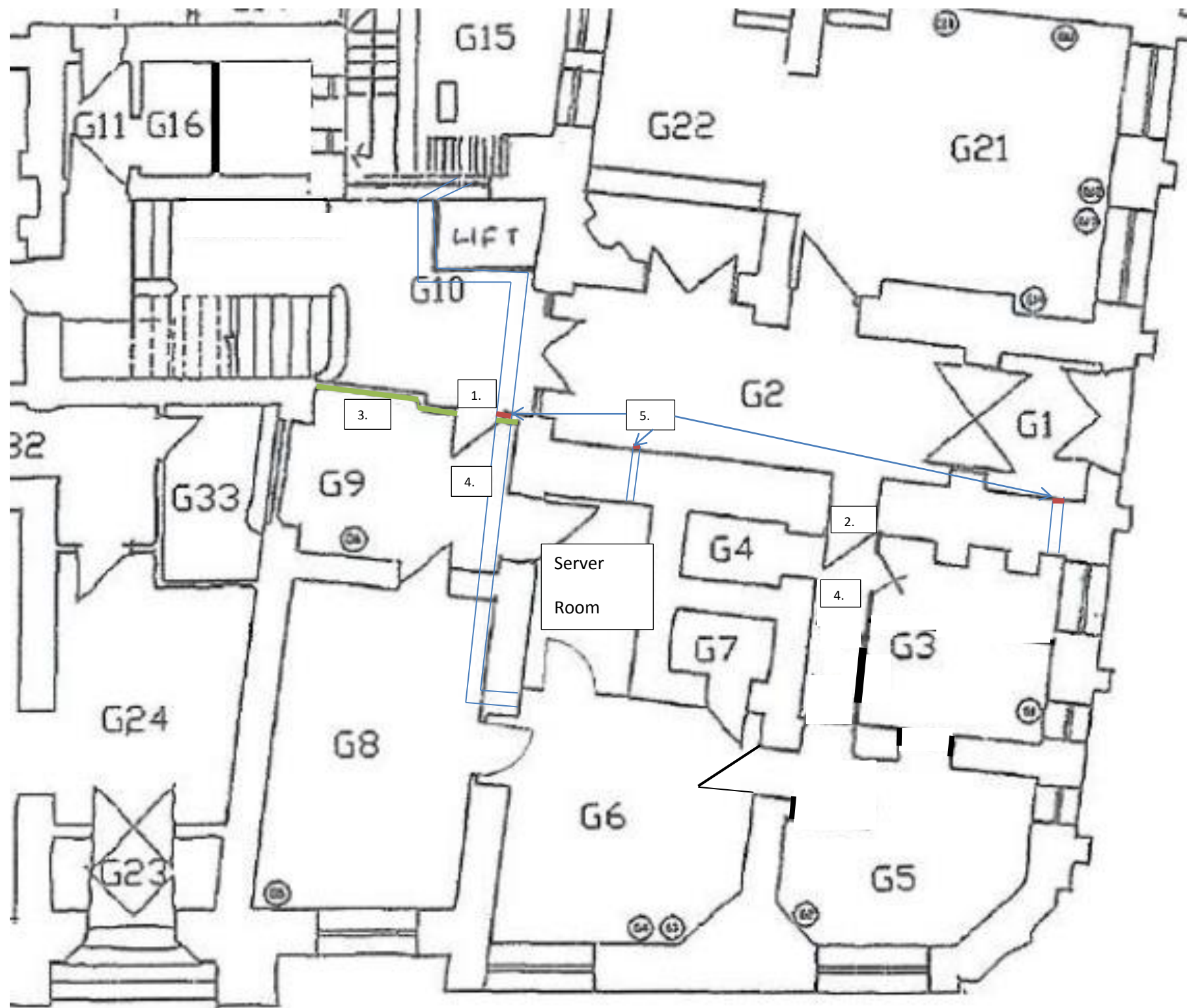
New ductwork and grill required.



Replace existing vent with larger version – approx. 288mm x 269mm to be positioned over enlarged hole.

Bideford Town Hall – New Business Hub Ventilation Improvement Works- Updated

Drawing No. BIDBUSHUB-1003a Drawn MRB
Dated Dec 2018



BUILDING REGS RELATED MEASURES

Items 1 and 2

Replace existing doorsets with single leaf solid core FD30s doorsets with glazed apertures conforming to Part M.

Item 3

Add 12.5mm gyproc wallboard to the full height and width of the inside face of the corridor wall.

Item 4

Escape Lighting. Install new single bulkhead fittings in these locations to illuminate the exit routes adjacent to the Fire Exit doors. **New Escape Lighting to conform to BS 5499 – 1:2002.**

Item 5

Fire Dampers – Fire Dampers providing 1 hr protection to be installed within ductwork breaching walls to maintain integrity of the fire protection.

Item 6

Fire Exit Signage – Ensure every escape route is conspicuously marked by emergency signs conforming to BS 5499 – 1:2002.

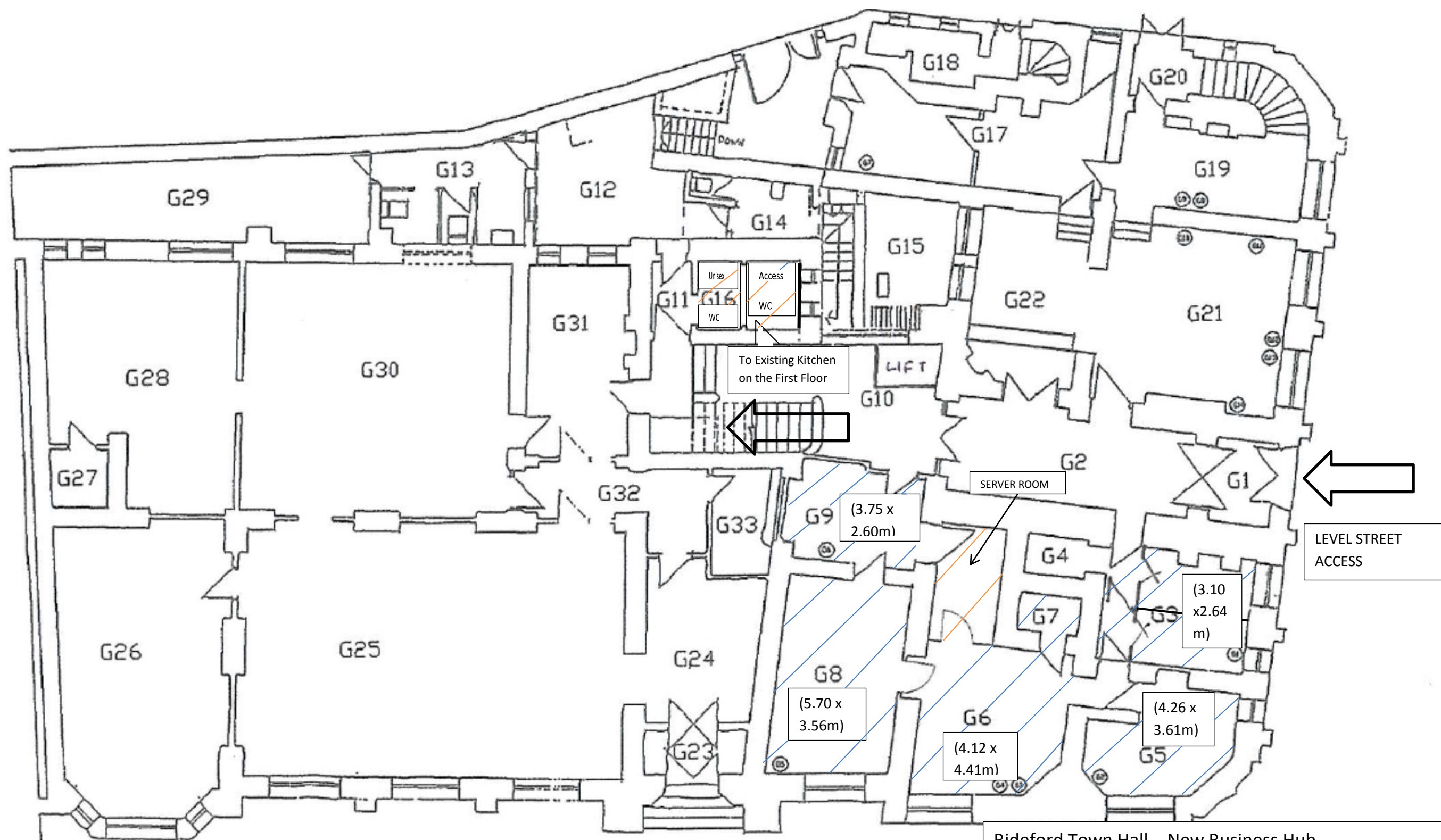
Bideford Town Hall – New Business Hub

Building Regs Related Measures - Updated

Drawing No. BIDBUSHUB-1002 a

Drawn MRB

Dated Jan 2019



GROUND FLOOR PLAN

NOTES:

Height of Rooms and
Corridors 2.94m

Bideford Town Hall – New Business Hub

Ground Floor Plan – Existing Layout

Proposed Hub incorporating Rooms G3, G5, G6,
G7,G8, G9,G16, Access WC and Server Room.

Drawing No. BIDBUSHUB-1001 Drawn MRB Dated Nov 2018

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of the Local Government Act 1972.

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