

# **Brunswick Park Co-Location Project**

## **Consolidated Briefs & Overview of Shared Space**

### **1. Background/Vision**

This project will create a multi-agency community hub in the Brunswick Park neighbourhood in the east of the London Borough of Barnet. The proposal is to develop a new “village” for Brunswick Park where the Community Hub represents the centre, the surrounding Park provides the village green and the existing surrounding properties are the residential web.

The Brunswick Park site currently features a number of local services but these are separate and few links exist, both physically and in terms of integrated working. The Health Centre, Osidge Library and Community Hall are all in poor condition. The site is shielded from the main road by residential properties and has no community frontage. The nearby Children’s Centre in Hampden Way is in poor condition and would benefit from being co-located with other services.

This site provides the opportunity to create an exciting mixed use public hub, building on existing demand, combining both internal and external facilities easily accessible by the local community. The potential for sharing spaces between services would allow for all age groups to use the new hub throughout the week and create a new focus for the area. There would be a particular focus on family and early years services through the Children’s Centre and the school already on site, with the library also providing specialist facilities for children and young people. There is also the opportunity to provide first line access to a number of council services through the library via the council’s CRM system and customer access programme. The Primary Care Centre would include pharmacy provision, therapy services, support for long term conditions and a lifestyle clinic.

### **2. Consolidated Briefs**

The following brings together the shared elements and potential for shared space from the individual briefs submitted by the Children’s Service (Nursery, Children’s Centre and Acorn Assessment Centre) and Library Services. Discussions have been had with the PCT around the vision for the co-located facilities and opportunities for sharing space and it seems to be aligned with the LBB Services. However, their perspective has not been incorporated into this document as a brief has not yet been received.

#### **2.1. Shared Elements**

The individual Briefs all describe a similar vision, environment and setting as bulleted below:

- Utilisation of shared space where functions are consistent and appropriate
- Safe, secure, and fully accessible accommodation
- Spaces that are well proportioned, efficient, fit for purpose and meet the needs of the core services being provided
- Circulation that is well organised, and sufficiently generous, and in particular a main entrance that can be clearly “read” as such, with good arrival space
- Good environmental conditions throughout, including appropriate levels of natural light and ventilation
- Attractive external spaces with a good relationship to internal spaces and offering appropriate security and a variety of different settings
- A layout that encourages community access and use out of hours, where appropriate

## **2.2. Shared Space**

The individual briefs make reference to areas where shared space is viable, subsequent group meetings have showed additional willingness to share as much space as is possible and appropriate. The following outlines the opportunities and vision for shared space.

### **2.2.1. Reception**

The Library, Children's Centre, Acorn Assessment Centre and possibly the Health Centre are eager to investigate ways to share a large open entrance and reception area. It's proposed that a reception desk will provide the first point of contact using a triage like system. This system is successfully used at Burnt Oak Library where reception staff are knowledgeable about a wide range of council services and are able to provide advice on services like housing benefit and council tax or redirect to a specialist section or professional as necessary. The entrance area could also accommodate self service kiosks used by the library service and self service machines for people waiting to pay bills.

Appropriate signage should be available to enable new visitors to understand the layout and feel confident upon entering the building that they understand the system and/or know where to go. Suitable visitor waiting areas should be provided for people visiting GP's and generally public waiting areas should be away from child care circulation areas. It should provide enough space for disabled users, including those in wheelchairs, and parents with pushchairs and prams to be welcomed and to move comfortably and freely at peak times.

### **2.2.2. Supplementary Areas**

#### Group/Meeting Rooms

The space can be open but with the flexibility to partition off into smaller areas. The Children's Centre requires a large community/training room with a linked crèche. The room could be used to provide a parent and baby class or separated for a parent's information session and crèche. Parent and community rooms may double to provide support rooms for the delivery of educational, technical and confidential advice, including that provided by outside agencies, for example at Burnt Oak [library](#) the Citizen's Advice Bureau hold weekly surgeries.

Meeting rooms, including access to a confidential space for private consultations, is a requirement of the Children's and Acorn Assessment Centres and may be useful depending on the other types of general advice being sought, i.e. Burnt Oak have access to a small private meeting office.

#### Kitchen Facility

All of the co-located services require some form of a kitchen facility ranging from facilities for customers and staff to a full kitchen able to provide 20 hot meals at any point throughout the day. Where possible these facilities can be shared by staff with easy access to the staff rest/work rooms. Ideally the facility could be flexible enough to simultaneously offer some type of service to the public, at minimum hot drink making facility, snack and seating area.

#### Other Requirements

The Nursery and Children's Centre and the Acorn Assessment Centre both require laundry facilities which could be shared.

ICT and Reprographics rooms to be shared as much as possible

### 2.2.3. Non-Teaching Spaces / Staff and Administrative Areas

Co-location of non-teaching spaces, administration and office functions should be considered to give easy access to staff and make the best use space.

Staff, require social resting space and suitable work areas for preparation, meetings with colleagues and management activities. Again, a larger room with the ability to partition off for smaller meetings, e.g. team meetings. Staff work areas will require access to ICT and facilities should be able to accommodate a number of visiting professional perhaps with a hot-desking area.

In addition to group staff areas, some members of staff will require their own office space. The briefs request 4 separate offices including the Nursery & Children's Centre requirement for an administrative office for two staff and office for the head and deputy head while the Acorn Assessment Centre have requested general office space. The extent to which these areas can be shared is unknown although given the overall space constraints at the site it seems that sharing wherever possible is the sensible options.

### 2.2.4. Accessible Toilets and Changing Room

The total area of toilets and personal care facilities need to accommodate the specialist requirements of the Nursery Children's and Acorn Assessment Centre's as well as Staff and Public use requirements.

The Nursery and Children's Centre will need pupil toilets including showers which are easily accessible from the nursery playrooms and changing areas in the toilets serving the crèche and community room. Accessible toilets are also required but can be shared. The Acorn Assessment Centre requires disabled toilets (with hoist) and hygiene facilities en suite for each classroom.

Comment [LBoB1]: Really?

There should be separate male/female regulation compliant toilets for staff and visiting professionals. Staff also require access to a shower and changing area. Again, accessible toilets can be shared.

Comment [LBoB2]: Is this an absolute requirement?

Public toilets should have disabled access, offer separate male/female facilities and include baby changing facilities.

### 2.2.5. Storage

The current facilities do not meet the services storage needs and it is hoped that the new facility will be able to accommodate their storage requirements and use the best, most efficient use of space. There are a wide range of storage requirements including:

- Pupil personal belongings
- Staff personal belongings\*
- General office and stationary storage\*
- Cleaning and maintenance materials\*
- Nursery toys storage (walk in cupboard preferred)
- Toy Library (linked to the community room in the Children's Centre)
- Multitude of walking and sitting-up aids and play equipment (in the Acorn rooms)
- Libraries storage\*
- External and internal nursery equipment\*
- Covered secure storage from buggies\*

\* Potential for shared storage