

6 Architecture

6.3 Civic Centre

6.3.2 Lobby Signage

Civic Centre Lobby Signage

LBH is considering using signage inside the main glazing and within the landscape (e.g. flags and banners), subject to future application. The design and type of signage are to be agreed upon with the client. Below are some initial thoughts.



Precedents, Plumstead Library, Hawkins Brown



New light signage for the Civic Centre lobby



Possible signage location

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Building User Groups

Three categories of building user groups have been identified as described right. These different groups will have access to different areas of the building and at different times of the day / week as described on the following pages.



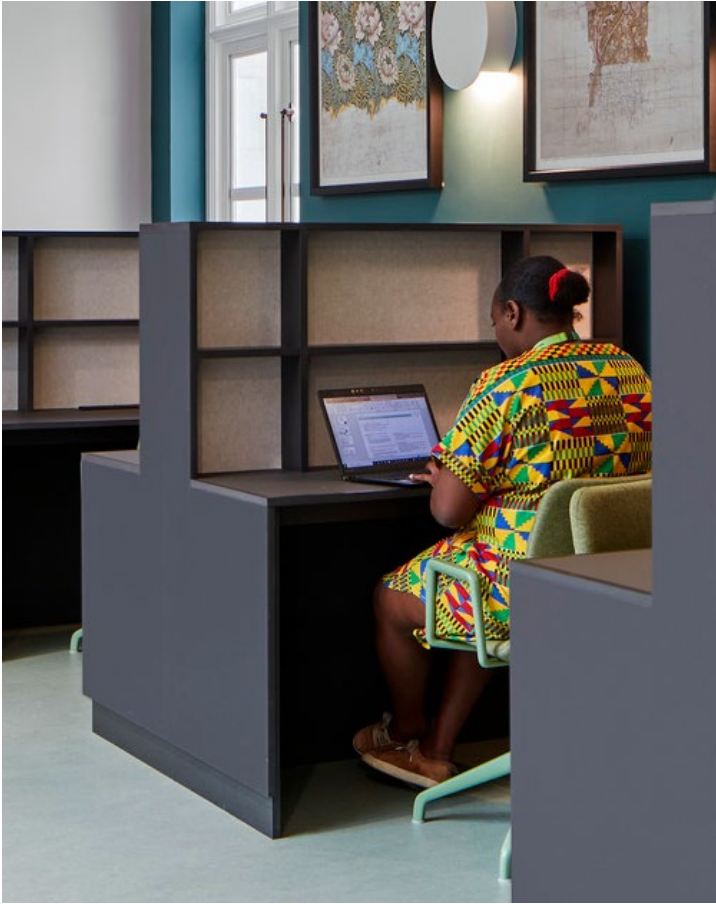
General Public / Community

- Members of the public attending council meetings or visiting to perform other civic functions (e.g. Elections)
- Community groups using specific spaces within the Civic Centre for organised activities and events.



Visitors (Corporate users)

- Visitors meeting council staff on official business for meetings



Council staff

- Administrative Council workers and their respective directorates
- Democratic users: Elected members of the public who come to the building to perform civic functions, mostly out-of-hours (councillors, mayor, leader and opposition leaders)
- Partner organisations that work alongside the council staff.

7

Interior Design

7.1

Introduction

7.1.2

Entrances and zoning

Entrances and zoning

The existing Civic Centre entrance and lobby will continue to provide the main point of access to both the existing building and the extension.

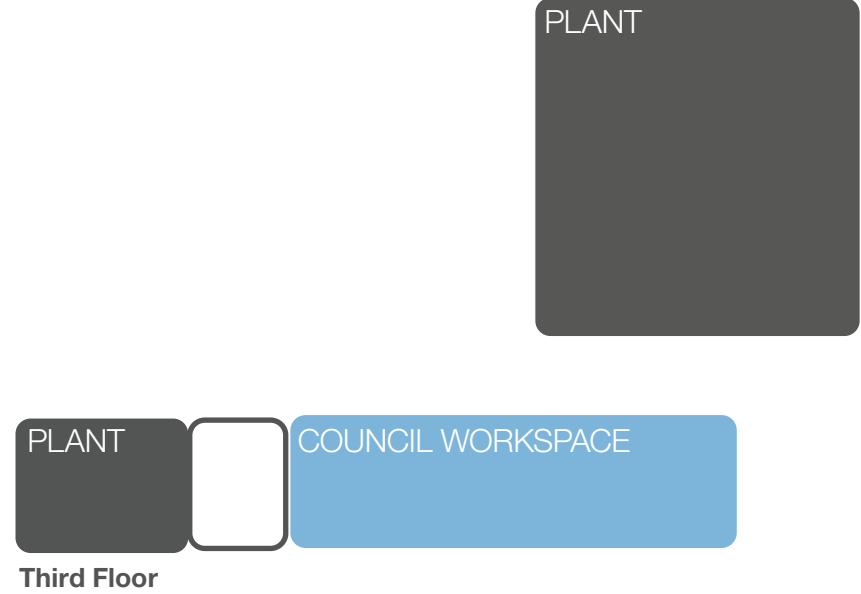
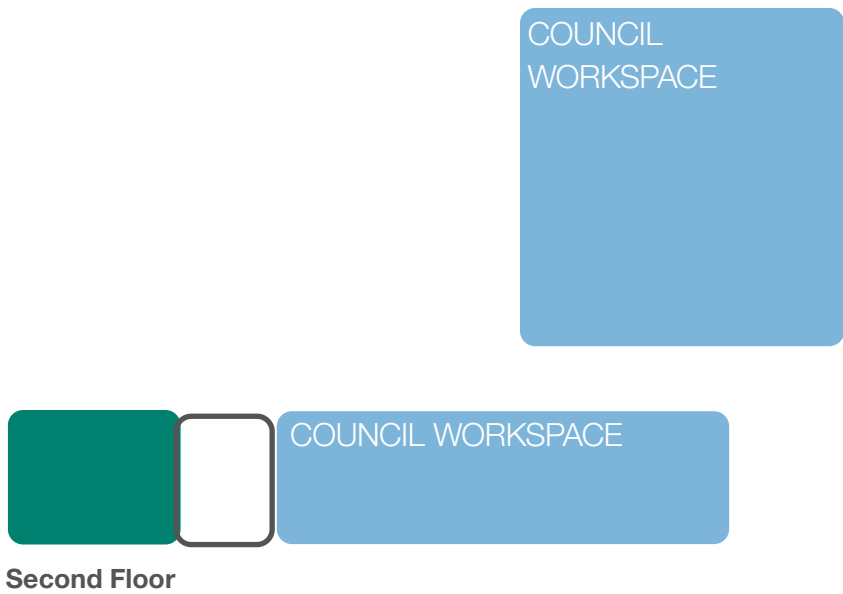
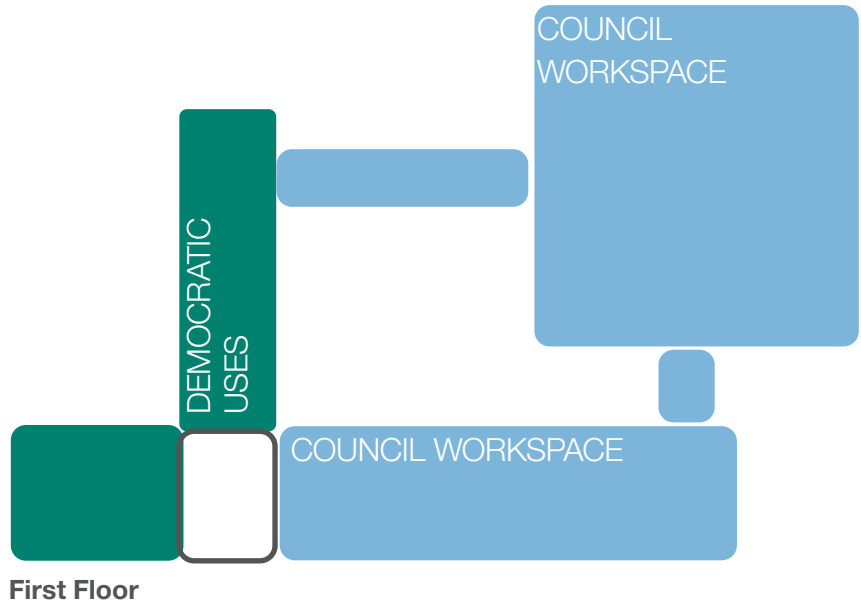
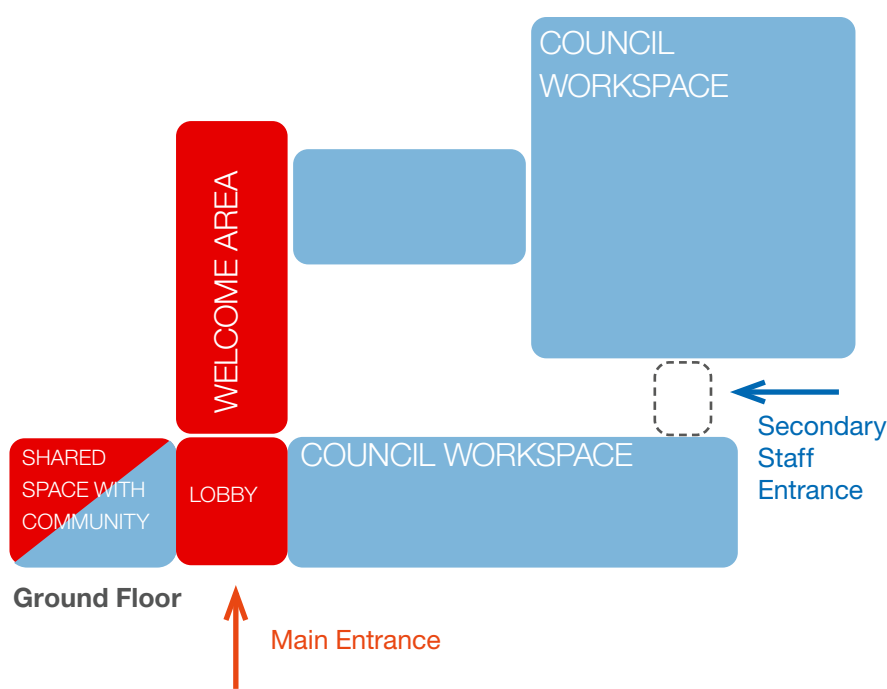
Behind the lobby, in the converted west wing undercroft is the welcome area - a place for staff to meet and greet visitors

To the left of the lobby, in the old Registrar, a number of meeting rooms are available for staff, members or for use by the community.

The existing council chamber is located on the first and second floors of the existing civic centre. The existing committee rooms are located on the first floor of the west wing.

The remainder of the building houses council workspace and ancillary space serving the workspace

There will be an additional secondary staff entrance to the Trinity Building from Trinity Rd.



- Administrative uses:**
Council staff, partners workspace and amenities
- Public - Democratic uses:**
Council chamber, committee rooms and members' areas
- Public - Welcome area / Potential Community**
Reception and greeting spaces. Flexible spaces available to the community

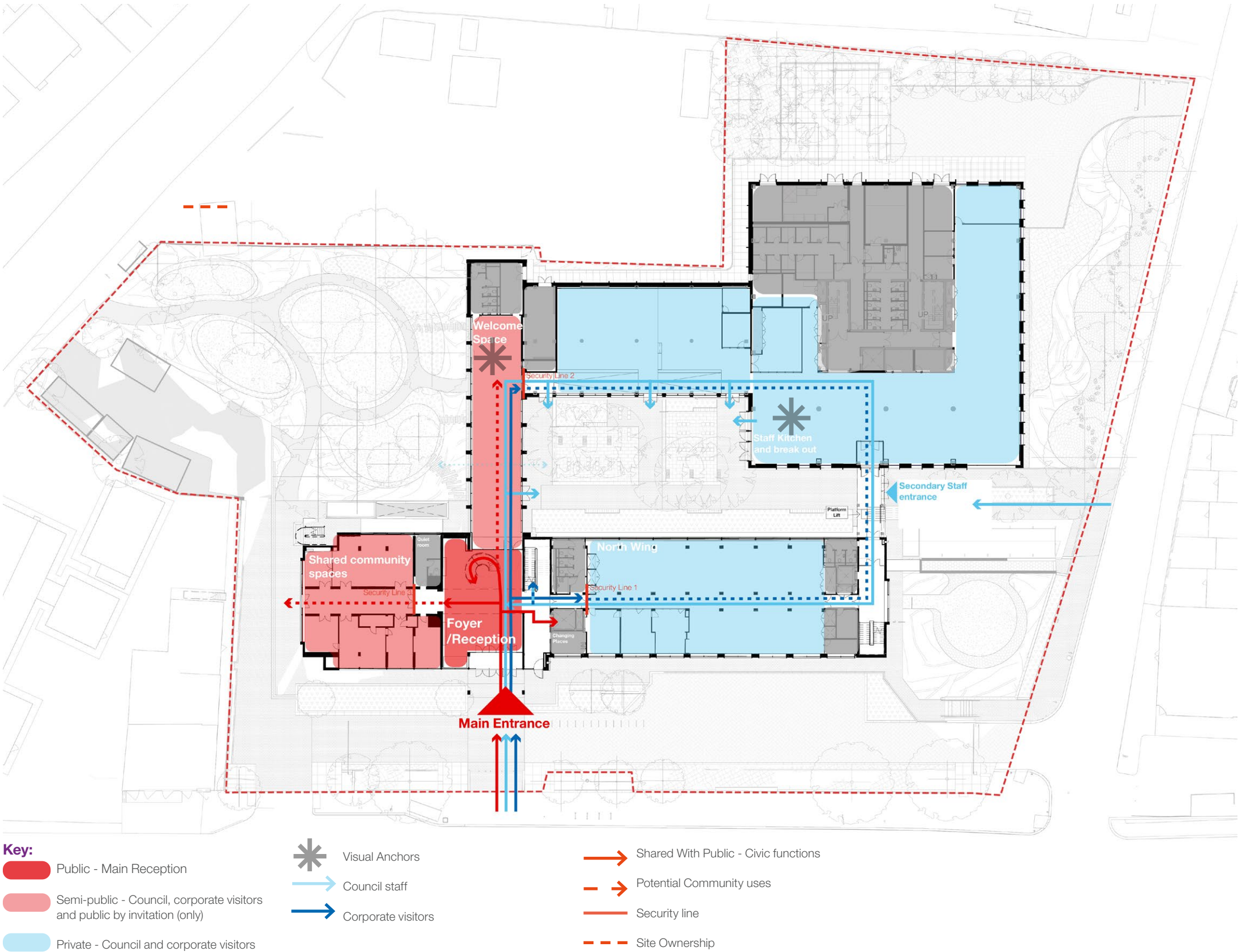
Access and Security

All visitors to the building will enter the existing main entrance lobby from the High Rd where they will be greeted by reception staff at a new reception desk. Having checked in, the general public, community groups and corporate visitors will be given access to the welcome area (created within the under-croft of the west wing), the council chamber, committee rooms and shared community space.

Access to the private staff areas will be by means of card access type security on doors leading to the areas identified in blue on the plan right.

Staff will also have a secondary entrance from Trinity Rd. Cyclists have an additional potential entrance leading direct to the shower areas from the western bike storage area.

Refer to section 17 for further detail on security and section 8 for further details on bike parking



7 Interior Design

7.1 Introduction

7.1.4 Public Realm

Public realm

The general public will have access to the grounds of the civic centre. The secure line for the property is at the building - i.e. the public will be able to access nearly all the external space within the red line boundary illustrated to the right.

Access to the central courtyard will be restricted to council staff and invited visitors.

Refer to Section 9 for further detail on the landscape.

Servicing Strategy:

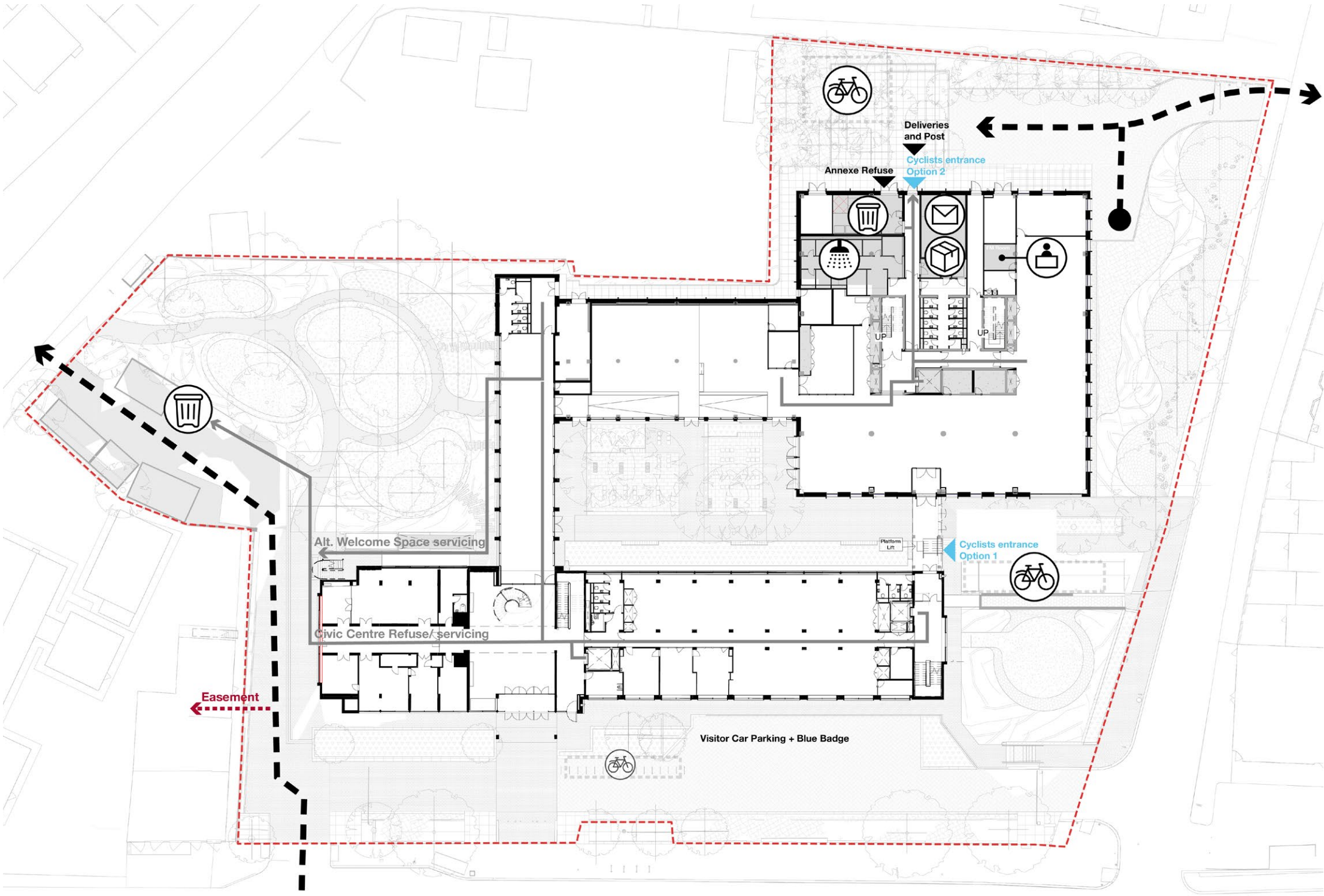
The servicing strategy is structured across two service yards:

- Trinity Road service yard :
 - Trinity Building refuse
 - Site-wide post and deliveries
 - Long-stay cycle parking
 - Fire and emergency vehicles
- Bounds Green service yard:
 - Welcome area and Civic Centre refuse
 - Catering deliveries
 - Fire and emergency vehicles

Please refer to Buro Happold's information for further information on Transport and Waste respectively.

Key:

-  Refuse Location
-  Post Room/Deliveries
-  Cycle Storage (long and short stay)
-  Showers
-  FM office
-  Vehicular movement
-  Potential Service route
-  Site Ownership



Space Key:

Net-usable areas

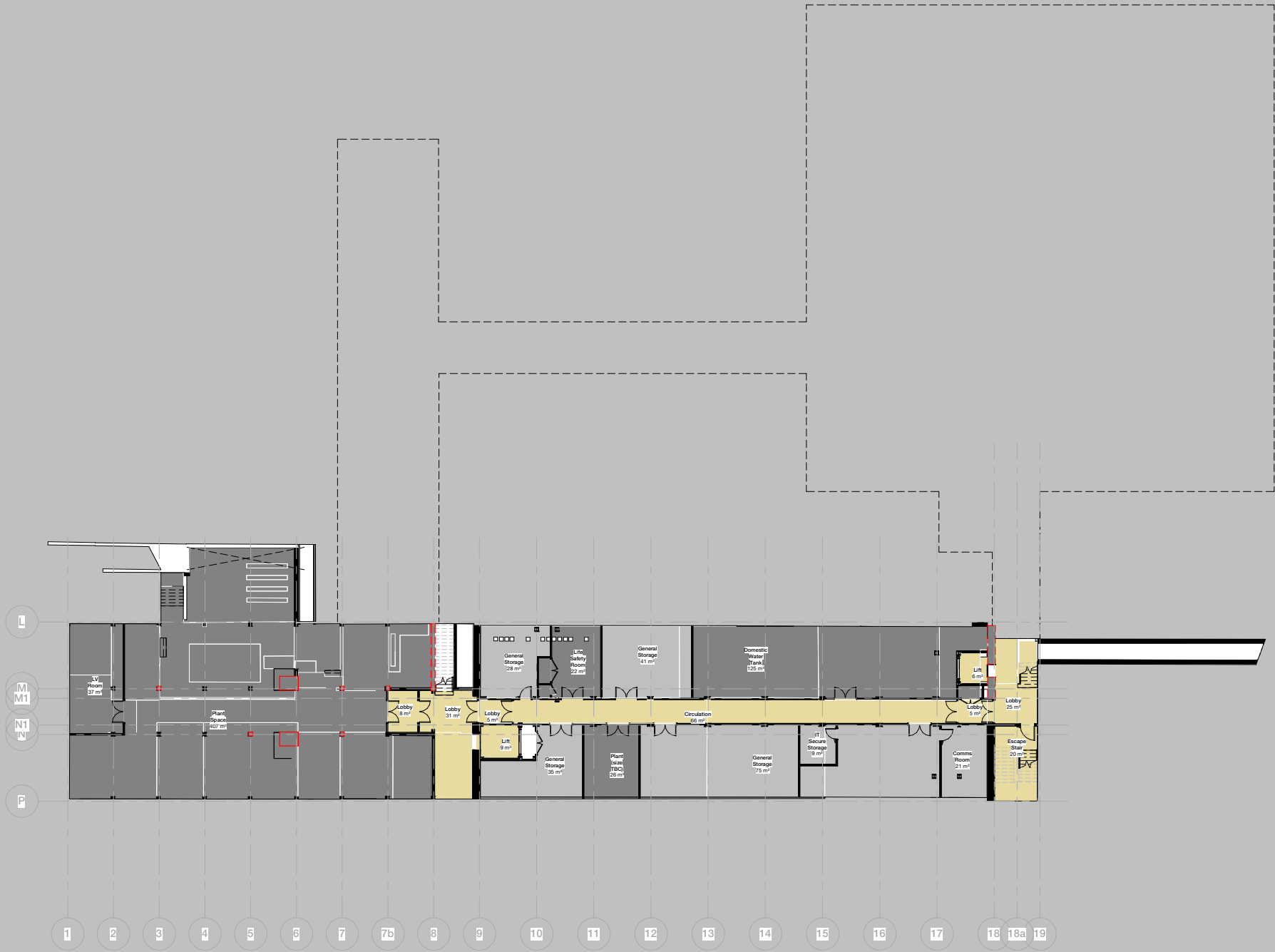
- Workspace
- Collaboration Spaces
- Social spaces (e.g. Kitchens)
- Focused Spaces
- Meeting Rooms
- Welcome Area
- Civic Spaces
- Well-being Spaces
- Secure rooms

Non-net areas

- Circulation
- Balance (toilets, comms rooms, changing places)
- Plant spaces (plant, risers, etc)

Walls

- Existing
- Proposed
- Site Ownership



7 Interior Design

7.1 Introduction

7.1.5 GA Plans

Space Key:

Net-usable areas

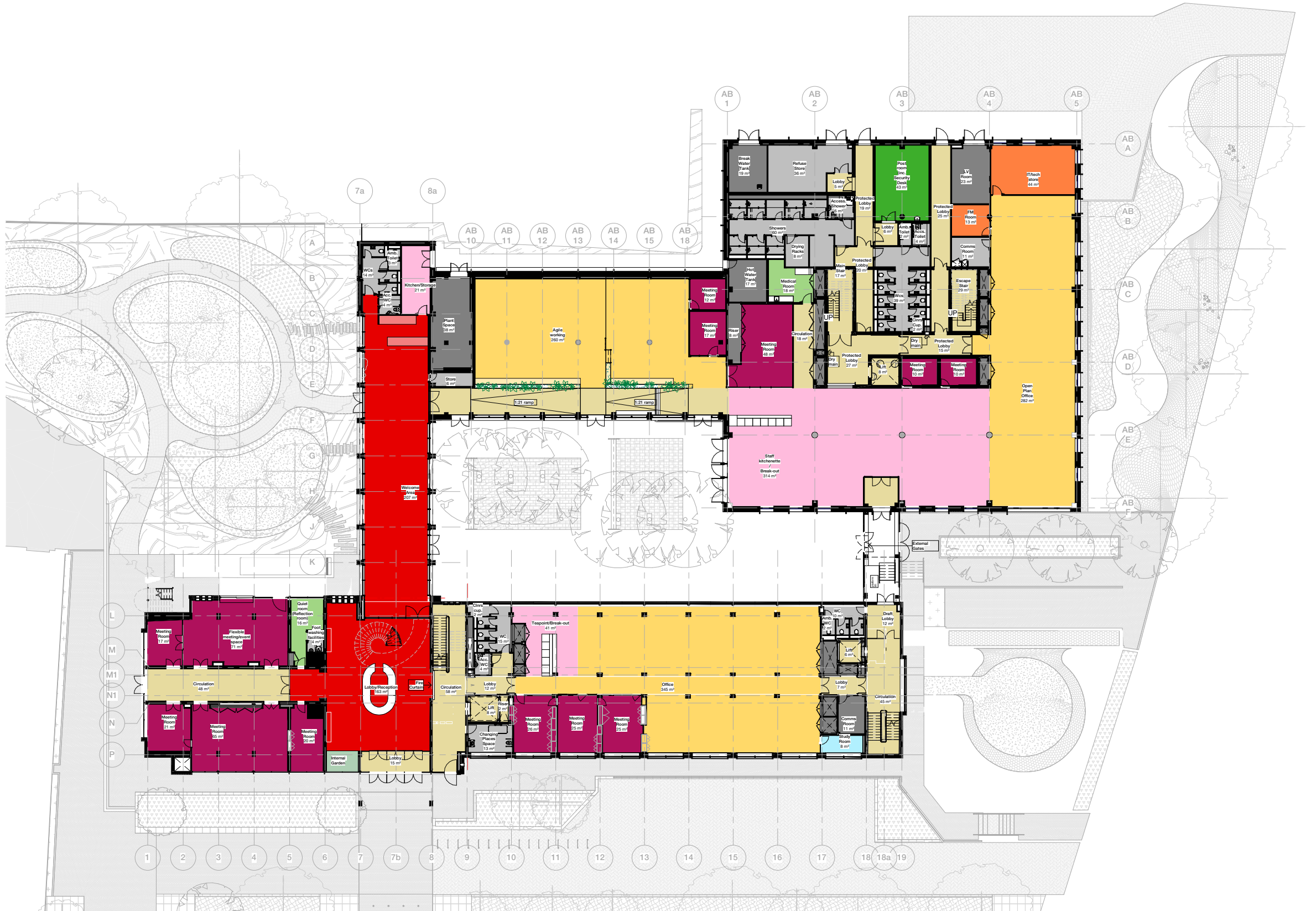
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Non-net areas

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Walls

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First Floor

Space Key:

Net-usable areas

- Workspace
- Collaboration Spaces
- Social spaces (e.g. Kitchens)
- Focused Spaces
- Meeting Rooms
- Welcome Area
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- Secure rooms

Non-net areas

- Circulation
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- Plant spaces (plant, risers, etc)

Walls

- Existing
- Proposed
- Site Ownership



Second Floor

Space Key:

Net-usable areas

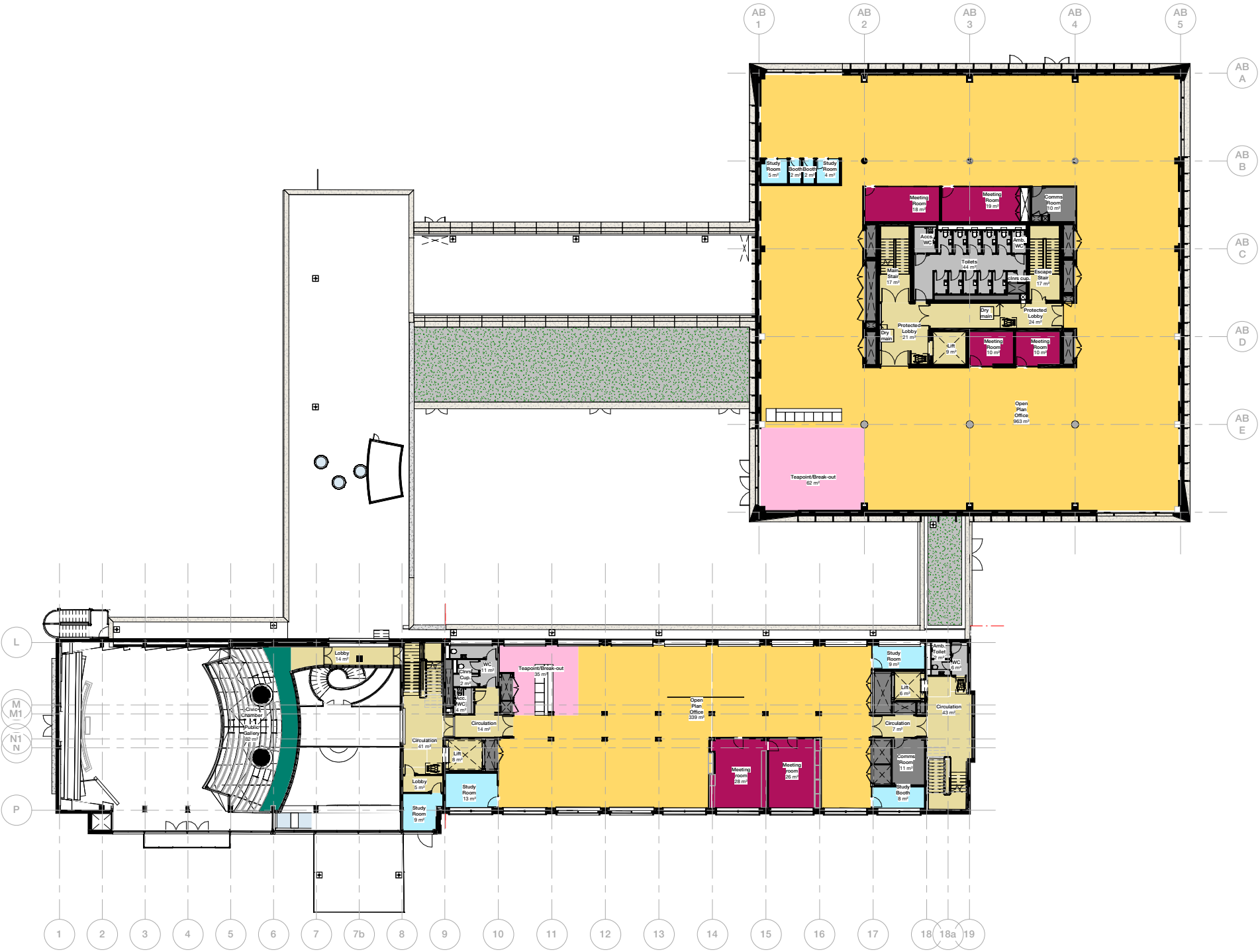
- Workspace
- Collaboration Spaces
- Social spaces (e.g. Kitchens)
- Focused Spaces
- Meeting Rooms
- Welcome Area
- Civic Spaces
- Well-being Spaces
- Secure rooms

Non-net areas

- Circulation
- Balance (toilets, comms rooms, changing places)
- Plant spaces (plant, risers, etc)

Walls

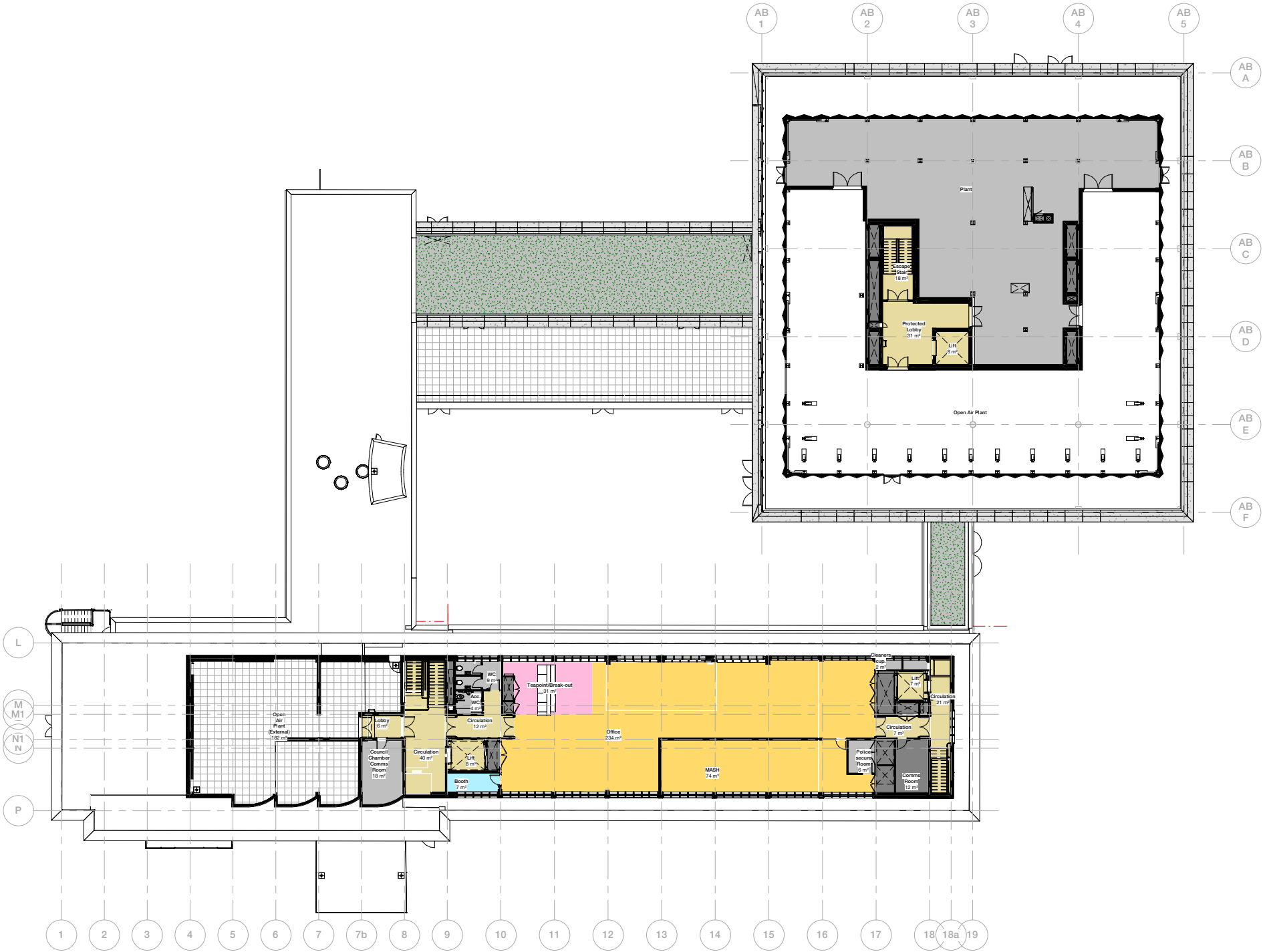
- Existing
- Proposed
- Site Ownership



Third Floor

Space Key:

- Net-usable areas
- Workspace
 - Collaboration Spaces
 - Social spaces (e.g. Kitchens)
 - Focused Spaces
 - Meeting Rooms
 - Welcome Area
 - Civic Spaces
 - Well-being Spaces
 - Secure rooms
- Non-net areas
- Circulation
 - Balance (toilets, comms rooms, changing places)
 - Plant spaces (plant, risers, etc)
- Walls
- Existing
 - Proposed
 - Site Ownership



Space Key:

Net-usable areas

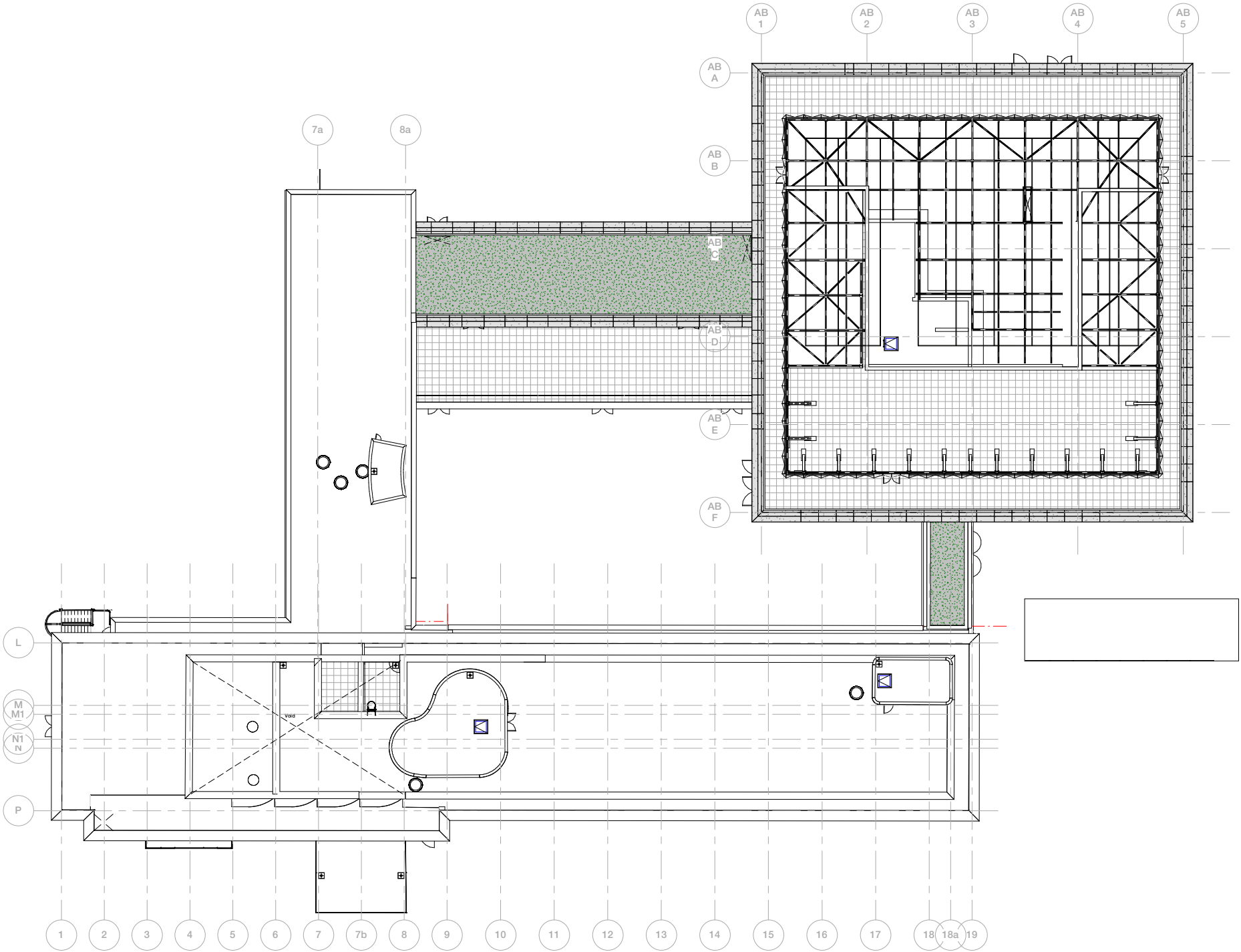
- Workspace
- Collaboration Spaces
- Social spaces (e.g. Kitchens)
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- Meeting Rooms
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Walls

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- Proposed
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7

Interior Design

7.2

Civic / Community Functions

7.2.1

Lobby & Welcome Space

Heritage Significance

The existing reception is a generous and impressive space, assessed as ‘high significance’ in the Montagu Evans Heritage Statement

Lobby Space Proposal

The lobby lacks suitable waiting / informal meeting space. The proposed welcome area in the west wing under-croft will extend the reception functions, complementing the original design.

Proposed refurbishment works to the Lobby

- Removal of existing platform lift + reception desk (not original) - completed as part of the enabling works
- Removal of non-original glazed doors from the lobby area to the adjacent stair core
- Removal of opaque film applied to the glazed screen separating the lobby and council chamber at first floor
- New free standing reception desk
- Restore the original interior garden.
- Refurbishment / repair / cleaning of existing finishes (stone and timber)
- Refurbishment of helical stair and bridge structure
- Refurbishment of draft lobby enclosure
- Storage provision (for small deliveries) to the rear of the lobby space

Welcome Space Proposal

The external under-croft space under the first floor west wing is to be enclosed with glazed screens (see also overleaf) to provide a light and airy welcome space opening out to the woodland garden area and central courtyard (refer to landscape section for more detail). A small catering facility is located at the far west of the space to support both everyday activities and special events. The facility will serve hot beverages and warmed food to invited visitors and staff but is not intended as a public cafe.

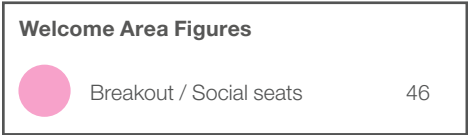
Welcome Space Functions

- Waiting / greeting area for visitors
- Breakout area for staff
- Touchdown space for short stay-work
- Art integration
- Access route to the west link block and Trinity Building
- Flexible event space with access to a kitchen for catering (special occasions)

Furniture

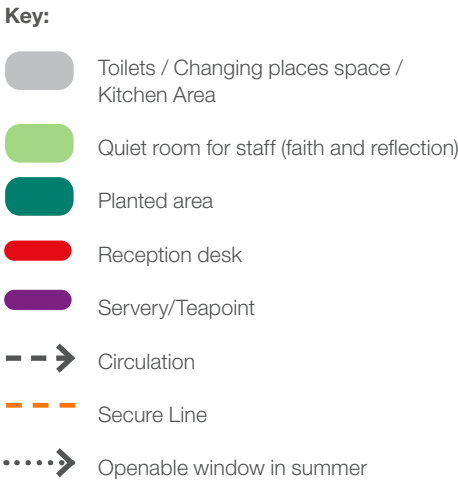
Soft furniture and cafe style seating is positioned to the perimeter of the proposed welcome space to maintain a clear route through to the link block and trinity Building.

Flexibility is achieved using loose furniture to allow a variety of activities and events. An indication of the potential daytime occupancy is shown below:

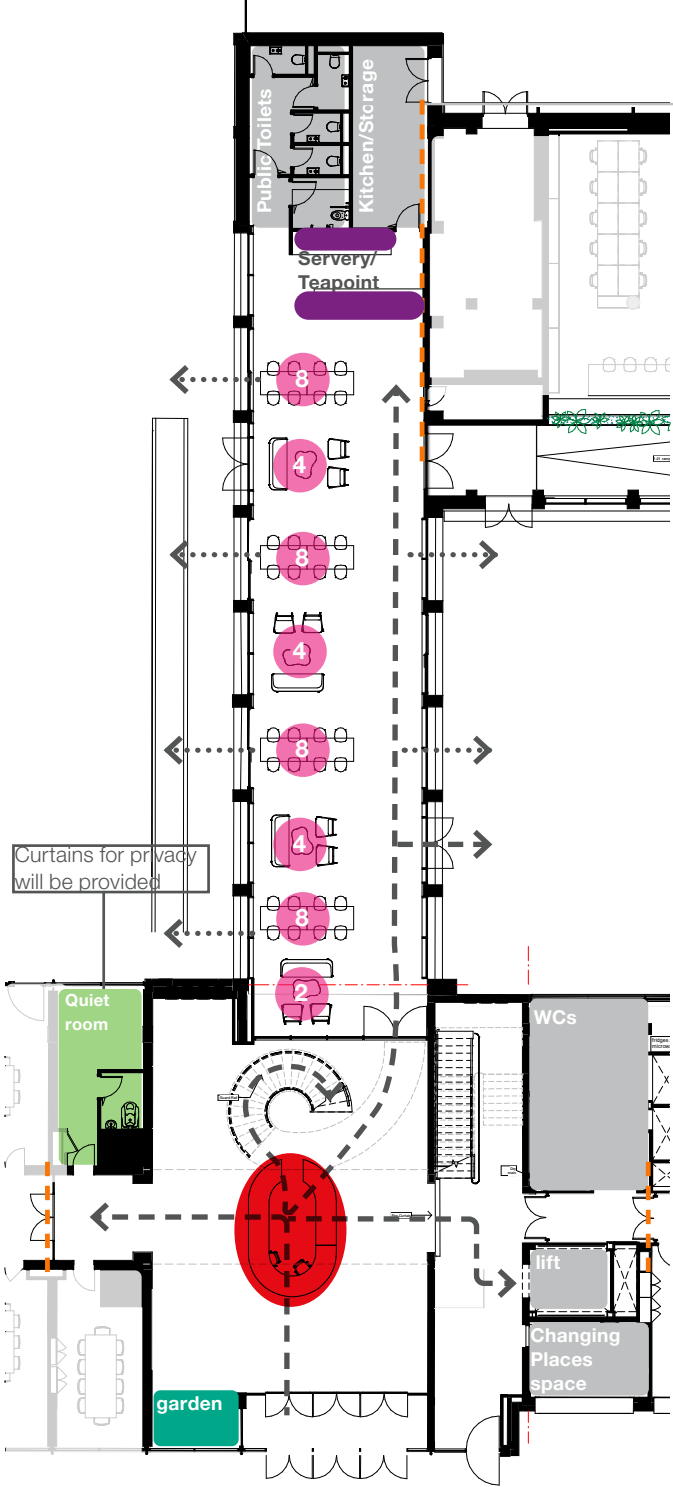


Further Information

Refer to document HCC-HBA-CC-XX-SH-A-400001 for a detailed scope of refurbishment works
Refer to section 7.5 for additional detail on interior design



Plan View



Existing Photos



Lobby (top) and under-croft (bottom)

Architectural Precedent



Waltham Forest Town hall
Reception area and multifunction welcome area