



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

10 May 2022

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the **Library** on **Monday 16th May 2022 at 6.30 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

S Burrows  
Acting Town Clerk

**To Councillors:**

R Bickford R Bullock J Dent (Chairman) S Martin J Peggs B Samuels P Samuels D Yates (Vice-Chairman)	All other Councillors for information
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## **Agenda**

1. Health and Safety Announcements.
2. To elect a Chairman.
3. To elect a Vice Chairman.
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

7. To receive and approve the minutes of the Library Sub Committee held on Wednesday 23rd February 2022 as a true and correct record. (Pages 4 - 8)
8. To consider Risk Management reports as may be received.
9. To receive the Services Library budget statement. (Page 9)
10. To receive and note an update to the Public Work Loan Board (PWLb) borrowing approval. (Pages 10 - 11)
11. To receive a Library report from the Community Hub Team Leader and consider any actions and associated expenditure. (Page 12)
12. To receive Bailey Partnership concept drawings for the refurbished works to Saltash Library and consider any associated actions and expenditure. (Pages 13 - 26)
13. To receive an update on the Heritage Matters only Pre-Application and consider any actions and associated expenditure.
14. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library Building on Wednesday 23rd February 2022 at 6.00 pm**

**PRESENT:** Councillors: J Dent (Chairman), S Martin, J Peggs, P Samuels and D Yates (Vice-Chairman).

**ALSO PRESENT:** Councillor S Miller, S Burrows (Acting Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bickford, R Bullock and B Samuels.

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#### **37/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **38/21/22      DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **39/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**40/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON THURSDAY 9TH DECEMBER 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 9<sup>th</sup> December 2021 were confirmed as a true and correct record.

**41/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**42/21/22      FINANCE AND BUDGET.**

The Acting Town Clerk informed Members the Town Council will not receive around £4,000 of expected income due to the loss of fees and charges and café rental.

The current total figures to date display an overall underspend of around £9,000 therefore the income not received is expected to be absorbed by this.

It was **RESOLVED** to note.

**43/21/22      TO RECEIVE AND NOTE A REPORT FROM THE LIBRARY HUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**44/21/22      TO RECEIVE A REPORT TO PURCHASE AN ADVERTISING TV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the purchase of an advertising TV and stand for the Library Hub.

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to delegate authority to the CHTL to further progress the procurement of a large TV and stand with Richer Sounds up to a value of £1,300 allocated to budget code 6972 Library Equipment and Furniture.

**45/21/22      TO RECEIVE AND CONSIDER APPROVING THE MOVABLE TIME LINE SIX WEEK PLAN TO HOLD A TEMPORARY LIBRARY SERVICE AT ISAMBARD HOUSE.**

Members received and considered the proposed six week plan to hold a temporary library service at Isambard House.

It was proposed by Councillor Dent seconded by Councillor Yates and **RESOLVED:**

1. To delegate the movable timeline six week plan to the CHTL to further progress, subject to liaising with the Receptionist/ Mayors Secretary and the Chairman of the Station Sub Committee to ensure existing bookings at Isambard House are not affected.
2. That the CHTL informs Members as the timeline is progressed for their input.

**46/21/22      TO RECEIVE AND CONSIDER APPROVING THE TEMPORARY LIBRARY LAYOUT AT ISAMBARD HOUSE.**

The CHTL updated members on the proposed temporary library layout.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED:**

1. To approve in principle to accommodate the library service within the main space at Isambard House, allowing the café and waiting room to continue in operation.
2. To give delegated authority to the CHTL to further progress the plan providing regular updates to Members for their input.
3. That Members be invited to view the setup prior to opening the library service to the public.

**47/21/22      TO RECEIVE A VERBAL REPORT FROM THE INITIAL MEETING WITH BAILEY PARTNERSHIP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman updated Members on the recent meeting held with Bailey Partnership and the potential project cost savings.

The Chairman further confirmed once all necessary surveyance works are complete a pre-application is to be submitted to Cornwall Council to further understand the listing requirements.

It was **RESOLVED** to note and that the CHTL will ascertain if Bailey Partnership require additional information liaising with the Chairman and Vice Chairman.

**48/21/22      TO RECEIVE A PRIORITY LIST OF LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of a potential priority list of works contained within the proposed refurbishment plan as a consequence of the increase in material cost due to the pandemic.

Members agreed to revisit the priority list of works upon the results of the tender process.

It was **RESOLVED** to note.

**49/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**50/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**51/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was resolved that the public and press be re-admitted to the meeting.

**52/21/22      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

For information only:

The Chairman requested Members to further consider the idea and suitable promotions following the refurbishment to assist in changing the perception of the library to a Hub for Community Activities and Information.

The Chairman expressed wishes to assist in changing the view of many generations that a library isn't just a place to access books and instead encourage the idea of an exciting Community Hub full of activity and inclusive of a library service contained within.

**53/21/22      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 6.52 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



Services Committee - Library Budget 2022-23  
Saltash Town Council  
As at 10th May 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Library Operating Income</b>											
<b>Library Income</b>											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	580	70		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	0	800		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	0	300		308	315	323	331
4526 LI Library Activity Income	0	0	0	250	0	250		256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	750	0	750		769	788	808	828
4528 Library Merchandise Income	0	0	0	750	0	750		769	788	808	828
4529 Library Activities Sponsorship	0	0	0	600	0	600		0	0	0	0
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>580</b>	<b>3,520</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>580</b>	<b>3,520</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Library Operating Expenditure</b>											
<b>Library Expenditure</b>											
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881		14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	331	0	331		339	348	357	365
6902 LI Gas - Library	1,864	0	0	2,249	(273)	2,522		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	2,055	0	0	2,000	(204)	2,204		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	550	0	0	938	271	667		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	49	1,635		1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	60	2,002		2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	57	0	0	0	0	0		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	0	258	0	258		265	271	271	278
6914 LI Equipment - Library	186	0	0	750	0	750		769	788	788	808
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	455	0	0	450	0	450		461	473	485	497
6921 LI IT & Office Costs - Library	5,207	0	0	1,500	28	1,472		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,601	0	0	3,000	67	2,933		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000		23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>27,408</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>13,591</b>	<b>41,047</b>		<b>55,430</b>	<b>56,240</b>	<b>57,046</b>	<b>57,895</b>
<b>Library Staffing Expenditure</b>											
Library Staff Expenses	411	0	0	1,947	0	1,947		1,996	2,046	2,097	2,149
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Library Staffing Costs	111,702	0	0	124,372	10,037	114,335		128,105	131,947	135,907	139,983
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>10,037</b>	<b>117,282</b>		<b>131,126</b>	<b>135,044</b>	<b>139,081</b>	<b>143,236</b>
<b>Total Operating Expenditure</b>	<b>140,112</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>23,628</b>	<b>158,329</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Expenditure</b>	<b>140,112</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>23,628</b>	<b>158,329</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,142)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(23,048)</b>	<b>(154,809)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>
<b>Library EMF Expenditure</b>											
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	0	224,104		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	0	13,146		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>178,430</b>	<b>11,156</b>	<b>0</b>	<b>275,250</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,997</b>	<b>85,664</b>	<b>199,930</b>	<b>171,613</b>	<b>23,628</b>	<b>433,579</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(162,027)</b>	<b>(85,664)</b>	<b>(199,930)</b>	<b>(167,513)</b>	<b>(23,048)</b>	<b>(430,059)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

To/From Reserves & Budget Virements 2022/23

1. £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment  
2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works



United Kingdom  
Debt Management  
Office

**PWLB lending facility**

OFFICIAL

# Agenda Item 10

T 020 7862 6610

E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)

[www.dmo.gov.uk](http://www.dmo.gov.uk)

**TO:** SALTASH TOWN COUNCIL (CORNWALL)  
**FROM:** PWLB Fixed Equal Instalments of Principal  
**DATE:** 25 March 2022  
**SUBJECT:** PWLB loan Conditional Confirmation

Following your authority's loan application, HM Treasury has conditionally authorised the loan specified, for which the fee indicated will be deducted from the amount advanced. HM Treasury may need to ask for further information about your application. Acceptance of the loan application remains conditional on any internal review by or on behalf of HM Treasury.

If your loan application is not approved on the terms listed below, the DMO will send your authority a PWLB loan cancellation letter by 12 noon on the fourth business day following the date given above. HM Treasury (or a delegated authority) will contact your authority in accordance with the terms of the Operational Circular(s) mentioned below regarding (i) any clarification or additional information required as part of its internal review, (ii) any changes to the terms listed below necessitated by that review and/or (iii) the refusal of your loan application.

If the DMO has not sent your authority a PWLB cancellation letter relating to the approval of the loan application in accordance with the paragraph above by 12noon on the fourth business day following the date given above, this will constitute unconditional acceptance of the loan application and your authority may accordingly treat it as such.

The loan will automatically be secured by statute on all the revenues of your authority and is made on the basis of the terms and conditions of the Operational Circular(s) mentioned below. Subject to the Operational Circular(s) mentioned below, the loan will carry interest at the annual rate stated below. The rate of interest will remain unchanged throughout the period of the loan.

If you have any questions about this loan application, please contact: [PWLB certaintyrate@communities.gov.uk](mailto:PWLB certaintyrate@communities.gov.uk)

**We conditionally confirm the details of the following transaction:**

Our Reference:	Deal No: 500271
Our Dealer:	Raqeeb Karim
Your Dealer:	Sinead Burrows
Loan Principal:	GBP 200,000.00
Fee Paid:	GBP 70.00
Agreed Terms of Loan:	Made under the terms and conditions of the Operational Circular(s) No. 163
Formula Timing:	YIELD PERIODIC
Deal Date:	25-Mar-2022
Settlement Date:	01-Apr-2022
Maturity Date:	01-Apr-2032
Term:	10 years                      0 months
Standard Interest Rate:	2.420%
Annual Interest Rate:	2.420%
Interest Amount:	GBP 25,410.00

## Cash Flow Schedule:

Date	Ccy	Amount		Comments	Your Bank Account		
01-Apr-2022	GBP	199,930.00	We Pay	PRINCIPAL	BARCLAYS	205040	80318477
03-Oct-2022	GBP	2,420.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
03-Oct-2022	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
03-Apr-2023	GBP	2,299.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
03-Apr-2023	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
02-Oct-2023	GBP	2,178.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
02-Oct-2023	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
02-Apr-2024	GBP	2,057.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
02-Apr-2024	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2024	GBP	1,936.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2024	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2025	GBP	1,815.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2025	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2025	GBP	1,694.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2025	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2026	GBP	1,573.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2026	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2026	GBP	1,452.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2026	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2027	GBP	1,331.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2027	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2027	GBP	1,210.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2027	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
03-Apr-2028	GBP	1,089.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
03-Apr-2028	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
02-Oct-2028	GBP	968.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
02-Oct-2028	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
03-Apr-2029	GBP	847.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
03-Apr-2029	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2029	GBP	726.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2029	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2030	GBP	605.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2030	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2030	GBP	484.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2030	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2031	GBP	363.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2031	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Oct-2031	GBP	242.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Oct-2031	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288
01-Apr-2032	GBP	121.00	We Receive	INTEREST	THE ROYAL BANK OF	S607080	10013288
01-Apr-2032	GBP	10,000.00	We Receive	REPAY PRINCIPAL	THE ROYAL BANK OF	S607080	10013288

**To receive a Library report from the Community Hub Team Leader and consider any actions and associated expenditure.**

The library continues to build on a steady monthly increase of cardholders and Library Hub users (50-60 per month average). Our groups continue to use the Hub, from Knit and Natter to Children's Music Man, Lego club to the Colouring Group and the Writers Group.

We are currently building relationships with U3A and social prescribers to use the Library pre and post refurb. Schools are enjoying using the space by classes coming in to use our children's reading space or by participating in Library Hub events and activities.

Online activity continues to be busy and productive and will be an important part of the Library Hubs future and development. A video page has been set up on the Library Hub section of the website to include future activities and information videos.

April was the Libraries first 'Environment' month - (Spring). 60 packets of pollinizing bee and butterfly seeds were distributed to cardholders while Forest for Cornwall presented to school - children in the Library Hub and on school site. Churchtown Farm and SEA/Tree Saltash also had month long displays ending with an in-house Heritage Tree Talk from Forest for Cornwall and a Tree Walk starting and ending at the Library Hub with the Saltash Tree Wardens.

For May, in partnership with Saltash Heritage Museum, we have a small photographic exhibition, 'The Way We Were': supporting Community History Month. Other events are also planned such as 'Meet the Author' and 'The Spring Craft Morning' promoting Coombe Woods and re-cycling.

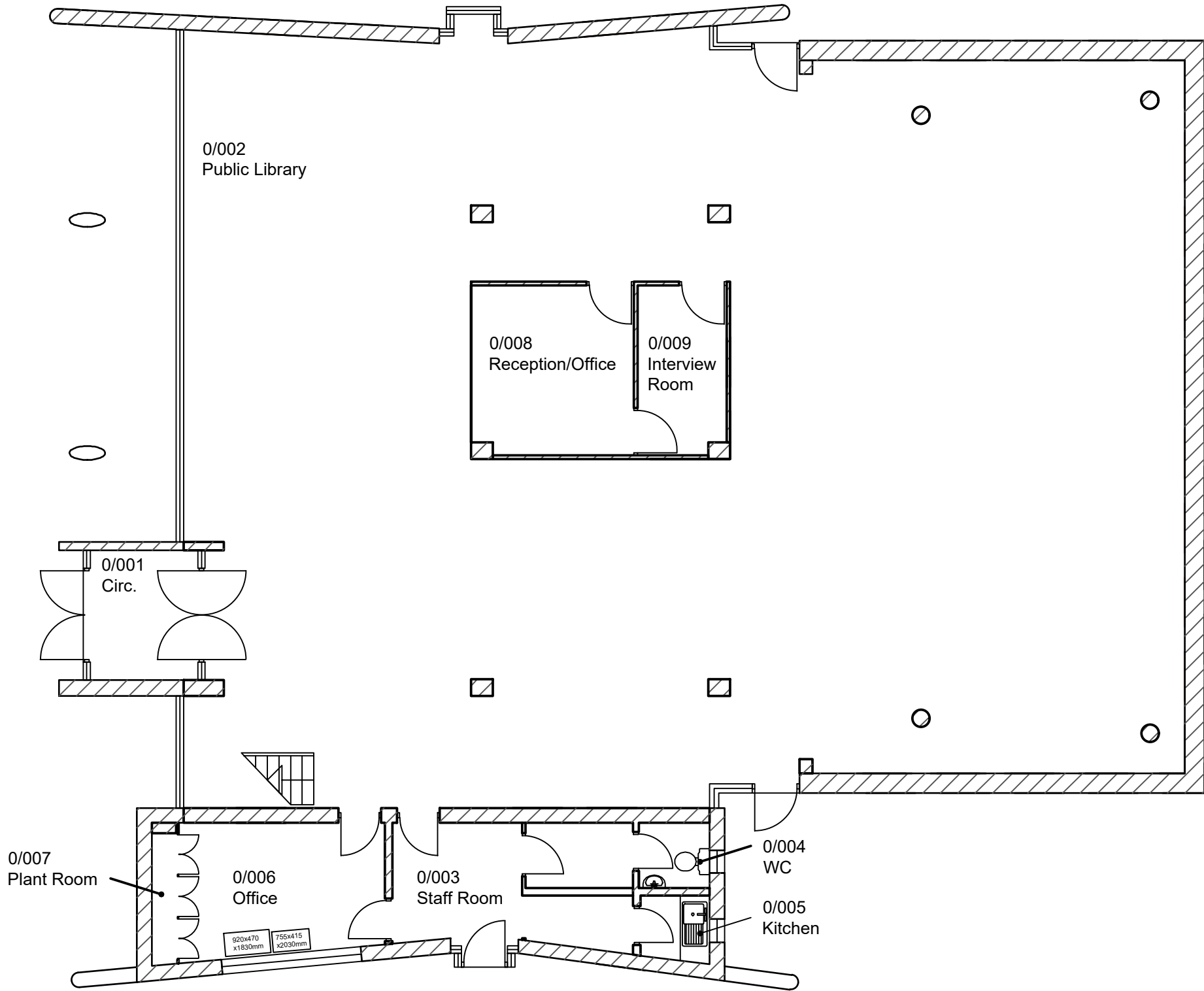
June promises to be a hectic month. Our Jubilee participation consists of the on-line virtual Saltash tour to Jubilee and Royal reading promotions and 'The Big Green Environment Show' (Summer). The month long series of events and activities includes art and music installations, storytelling, readings, workshops, talks plus a 'Keep Plastic Free' poster competition. All promoting our environment and the part we can play in helping. Partly funded by Tresors Kernow some of the 'talk and walk' events are though STC Library Hub.

July will again feature 'The Summer Reading Challenge' alongside other events such as Legos 'Build a World of Play', activity workshops and a Waitrose Food & Nutrition day.

August and September are well planned for including our Autumn environment month.

Building towards the refurbishment the Library Hub space continues to cater for a wide age range. The teenage years are on the radar to build up post refurbishment although we have had A level students using the space.

End of report  
Community Hub Team Leader



Ground Floor Level



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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

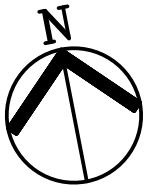
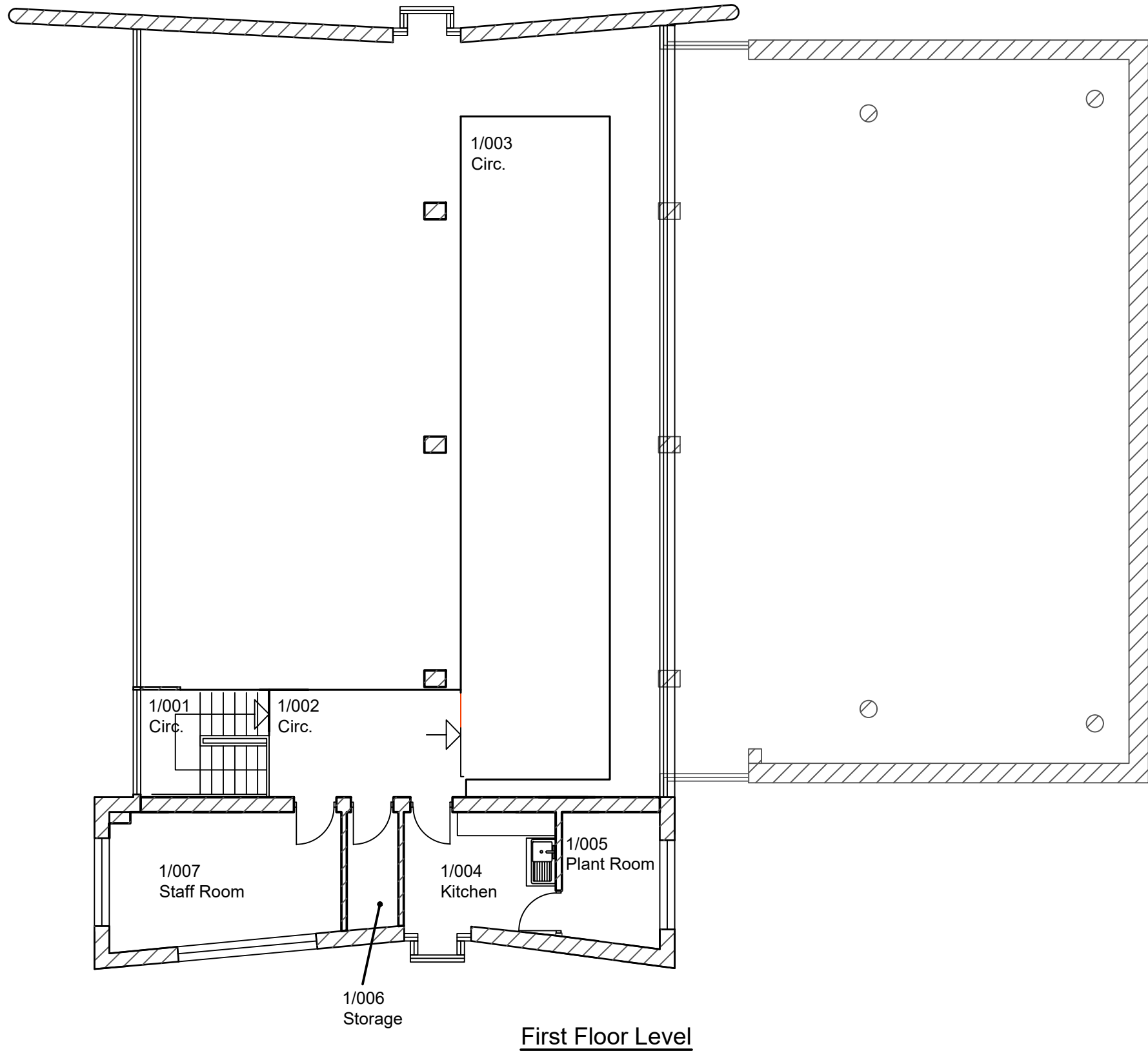
Saltash Library Refurbishment

Drawing Title

Existing Ground Floor Plan

Purpose of Issue <b>PRELIMINARY</b>		Status <b>S2</b>	
Project No. <b>33358</b>	Scale @ A3 <b>1:100</b>	Date <b>29.04.2022</b>	
Revision <b>00</b>	Drawn By <b>HC</b>	Check By <b>TB</b>	Approved By <b>TB</b>

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	00	DR	B	021	001



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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing First Floor Plan

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier							BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number	
SAL	BPC	XX	00	DR	B		021 002	

Externally

- Remove all existing aluminium framed curtain walling to all elevations.
- Remove all existing aluminium framed doors to all elevations.
- Remove all existing aluminium framed windows to all elevations.



0/008 Reception/Office

- Retain 1nr concrete pier.
- Remove all partitions, doors and finishes within this area.
- Remove redundant services.
- Allow for relocating retained services (see BSE drawings).

0/009 Interview Room

- Retain 1nr concrete pier.
- Remove all partitions, doors and finishes within this area.
- Remove redundant services.

0/007 Plant Room

- See BSE drawings for strip out works to existing services.

0/006 Office

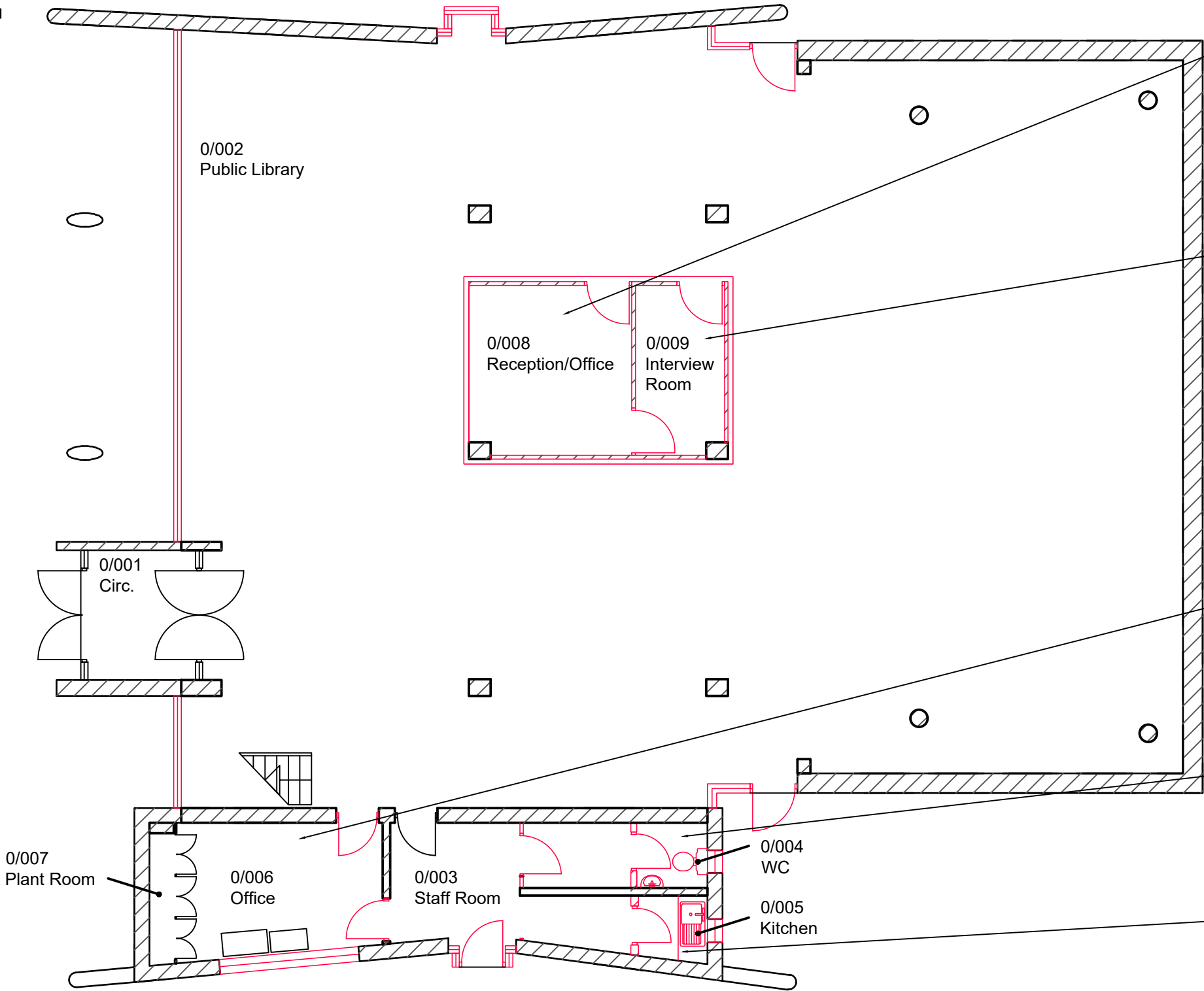
- Remove doorsets to 0/002 & 0/003 openings.
- Remove floor finishes.
- Retain 2nr cupboards.

0/004 WC

- Remove internal partition and doorset.
- Remove all sanitaryware and associated components.

0/005 Kitchen

- Remove internal partition and doorset.
- Remove all kitchenette furniture and associated components.



Ground Floor Level

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Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Demolition Ground Floor Plan

Purpose of Issue PRELIMINARY		Status S2	
Project No. 33358	Scale @ A3 1:100	Date 29.04.2022	
Revision 00	Drawn By HC	Check By TB	Approved By TB

A3 Drawing Identifier	BS1192:2007 / Avanti Compliant		
Project	Origin	Zone	Level
SAL	BPC	XX	00
DR	B	040	001

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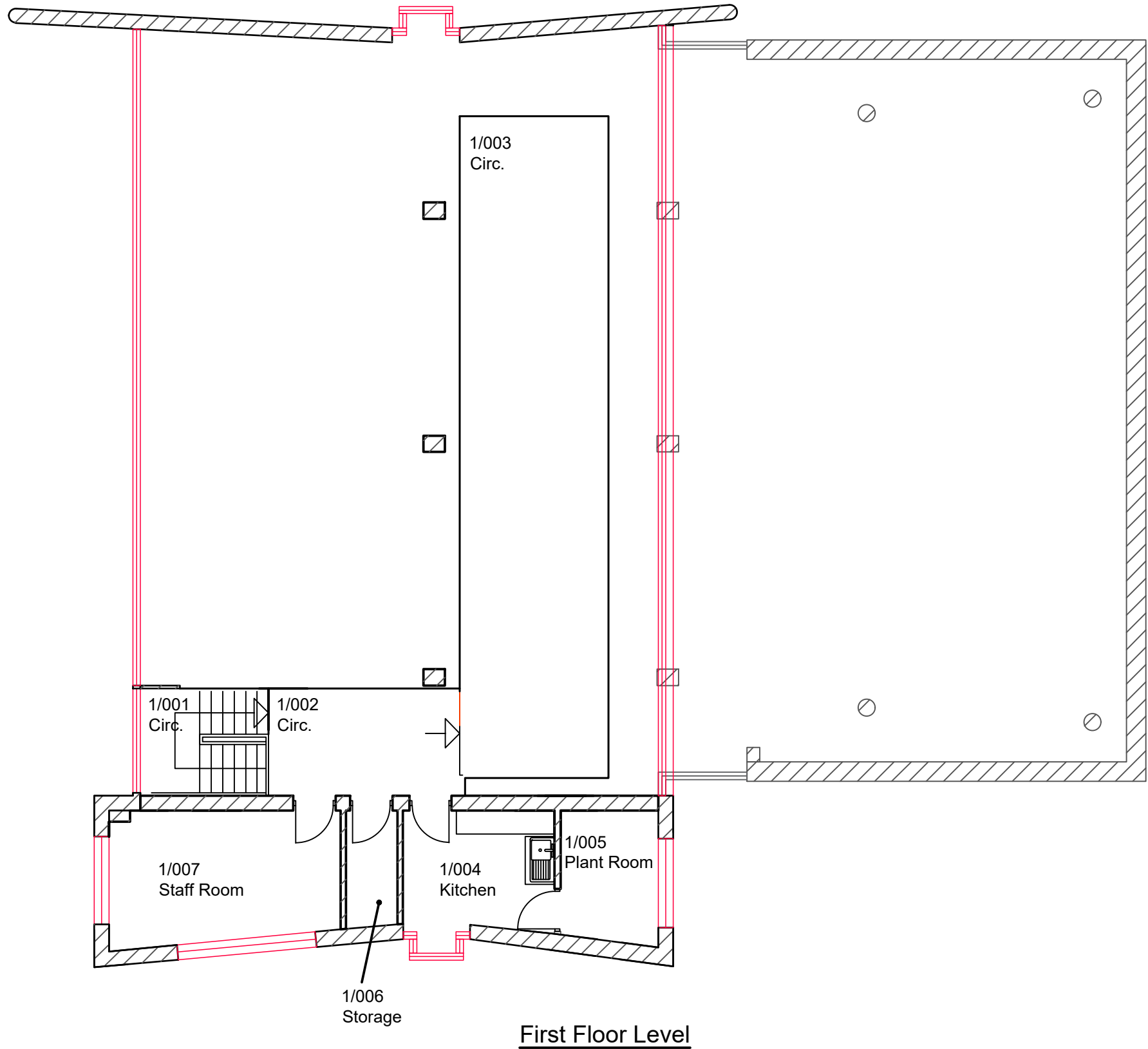


Externally

- Remove all existing aluminium framed curtain walling to all elevations.
- Remove all existing aluminium framed doors to all elevations.
- Remove all existing aluminium framed windows to all elevations.

Internally

- No demolition works required.



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Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Demolition First Floor Plan

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	00	DR	B	040	002

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0/002 Public Library

- Making good to ceiling finishes where 0/007 & 0/009 have been removed.
- New carpet tiles where 0/007 & 0/009 have been removed.
- New pinboard surrounds to 6nr piers.
- New Reception area along North wall.

Generally

- Renew decoration throughout building.

Externally

- New aluminium framed curtain walling to all elevations.
- New aluminium framed doors to all elevations.
- New aluminium framed windows to all elevations.



0/007 Plant Room

- Existing arrangement to remain.

0/006 Office

- New doorset to 0/002.
- Relocate switches electrics to suit opening of door.
- 2nr cupboards retained.
- New carpet.

0/006A Staff WC

- New suspended ceiling grid.
- New internal partition system.
- New doorset to 0/003.
- New half height wall tiling, with decoration above.
- New vinyl floor finishes.
- New concealed cistern WC, cistern casing and wash hand basin.
- New window extract.
- New infill panel witin high level window reveal at end of partition.
- Connect into existing below ground drainage.

0/004 WC

- New suspended ceiling grid.
- New internal partition system.
- New internal door.
- New half height wall tiling, with decoration above.
- New vinyl floor finishes.
- New concealed cistern WC, cistern casing and wash hand basin.
- New window extract.

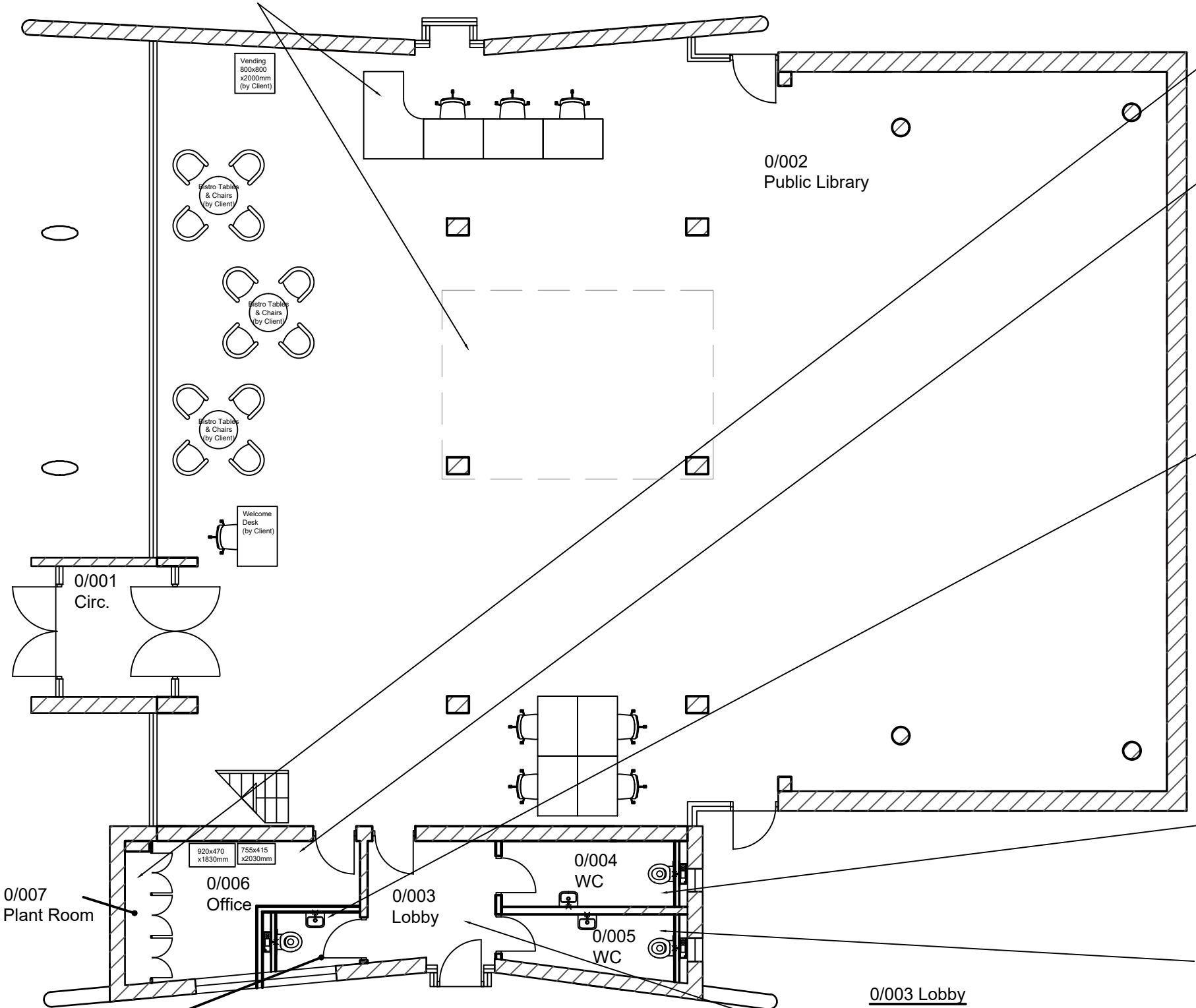
0/005 WC

- New suspended ceiling grid.
- New internal partition system.
- New internal door.
- New half height wall tiling, with decoration above.
- New vinyl floor finishes.
- New concealed cistern WC, cistern casing and wash hand basin.
- New window extract.

0/003 Lobby

- New suspended ceiling grid.
- New entrance matting.
- Decoration
- Alteration required to fire exit door ironmongery.

Ground Floor Level



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Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed Ground Floor Plan

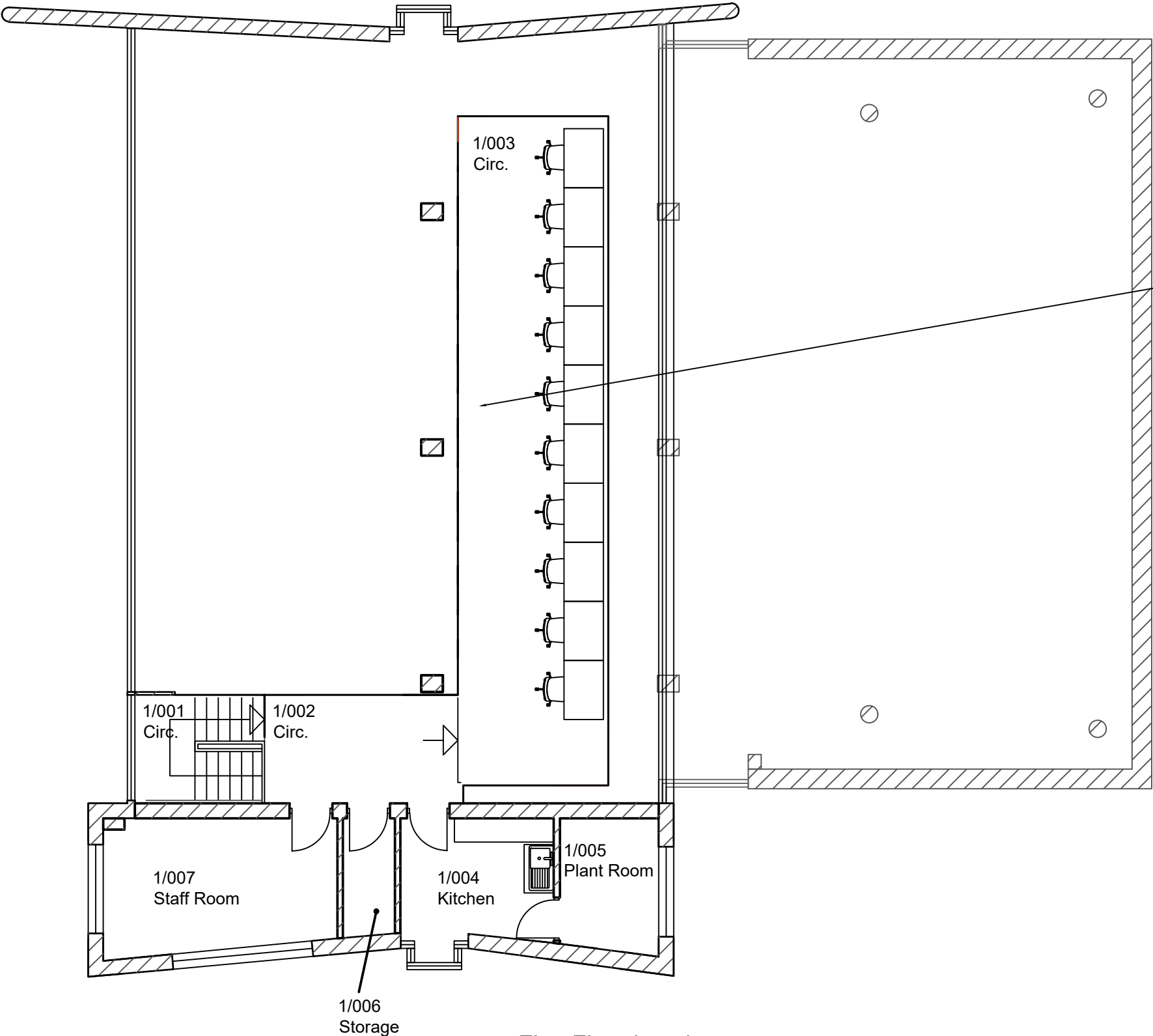
Purpose of Issue <b>PRELIMINARY</b>		Status <b>S2</b>	
Project No. <b>33358</b>	Scale @ A3 <b>1:100</b>	Date <b>29.04.2022</b>	
Revision <b>00</b>	Drawn By <b>HC</b>	Check By <b>TB</b>	Approved By <b>TB</b>

A3 Drawing Identifier	BS1192:2007 / Avanti Compliant
Project Origin Zone Level Type Role Class Number	
<b>SAL BPC XX 00 DR B 061 001</b>	

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Generally

- Renew decoration throughout building.



First Floor Level

1/001 Circulation

- Retain as existing.

1/002 Circulation

- Retain as existing.

1/003 Circulation

- New desks for breakout space.
- Note: Loading/capacity of mezzanine to be confirmed by Structural Engineer.

1/004 Kitchen

- Retain as existing.

1/005 Plant Room

- Retain as existing.

1/006 Storage

- Retain as existing.

1/007 Staff Room

- Retain as existing.

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Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

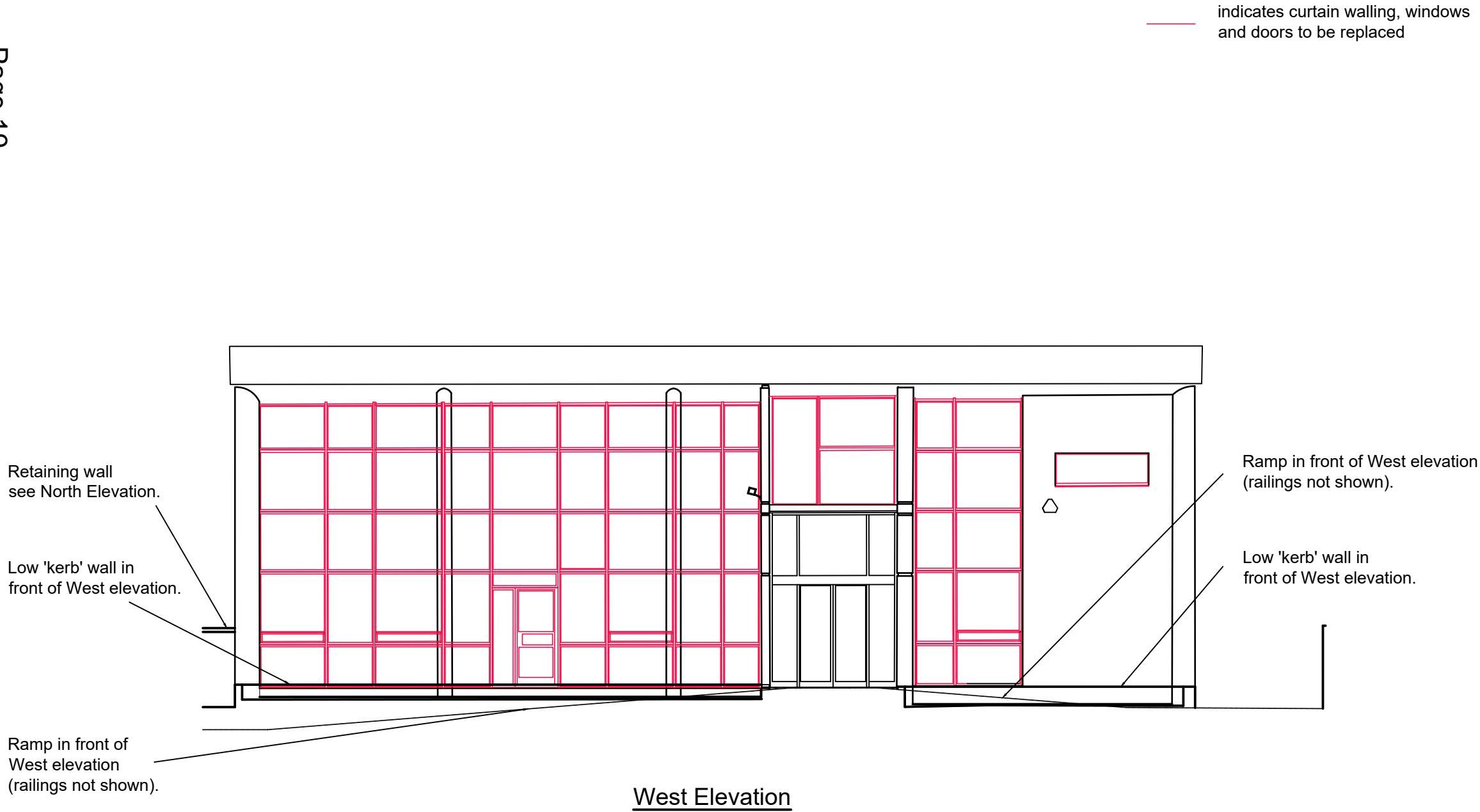
Proposed First Floor Plan

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	00	DR	B		061 002

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Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

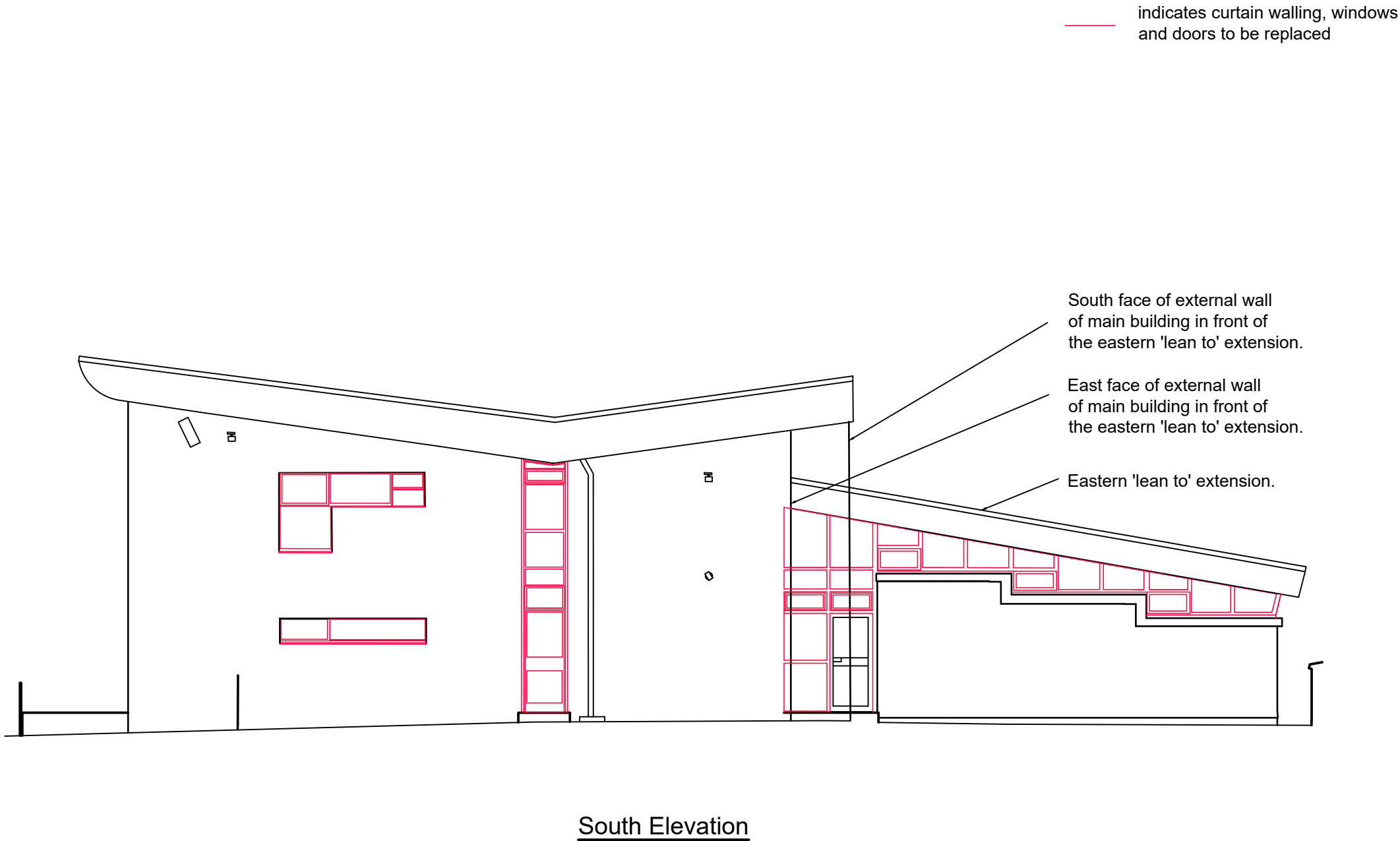
Existing West Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier							BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number	
SAL	BPC	XX	XX	DR	B		022	001

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See also Eastern elevation.



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Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

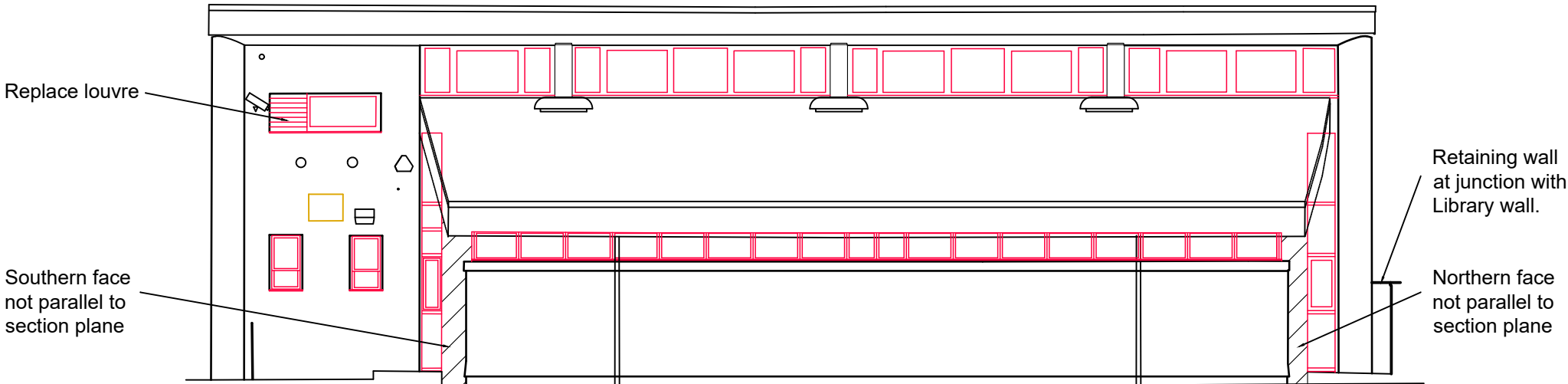
Existing South Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier							BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number	
SAL	BPC	XX	XX	DR	B		022	002

NOTE: Do not measure from this drawing.  
Northern and Southern faces are not on section planes.

indicates curtain walling, windows  
and doors to be replaced



East Elevation

**Notes**

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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

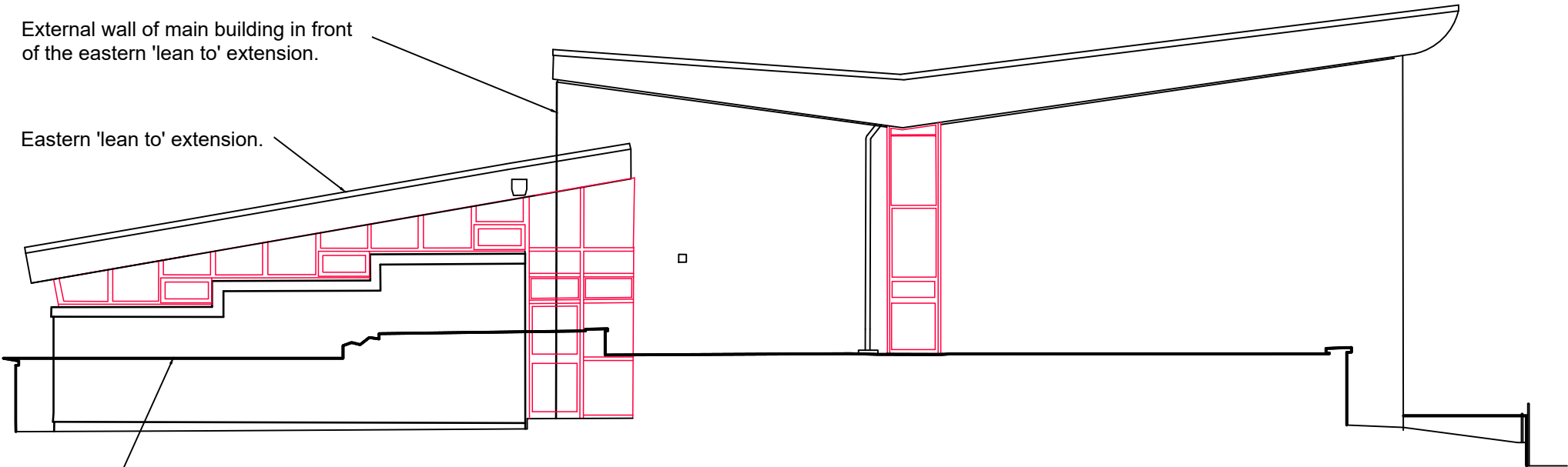
Existing East Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	XX	DR	B	022	003



NOTE: Do not measure from this drawing.  
All Northern faces are not parallel to the section plane.  
See also Eastern elevation.



North Elevation

Eastern 'lean to' extension.

indicates curtain walling, windows and doors to be replaced

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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing North Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	XX	DR	B	022	004

**NOTE:** Do not measure from this drawing.  
Northern and Southern faces are not on section planes.

Page 23  
Externally

- New aluminium framed curtain walling to all elevations.
- New aluminium framed doors to all elevations.
- New aluminium framed windows to all elevations.
- Retain automatic doors and associated curtain walling.



West Elevation

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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed West Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

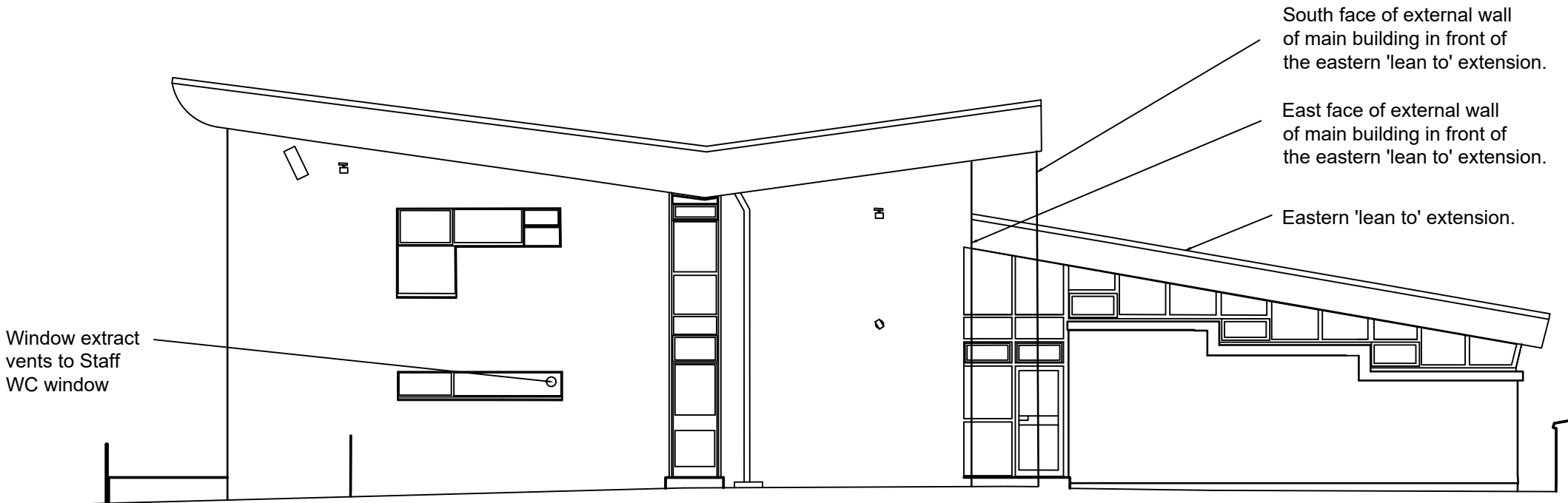
A3 Drawing Identifier						BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	XX	DR	B		062 001

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NOTE: Do not measure from this drawing.  
All Southern faces are not parallel to the section plane.  
See also Eastern elevation.

Externally

- New aluminium framed curtain walling to all elevations.
- New aluminium framed doors to all elevations.
- New aluminium framed windows to all elevations.



South Elevation

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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed South Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier							BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number	
SAL	BPC	XX	XX	DR	B		062	002

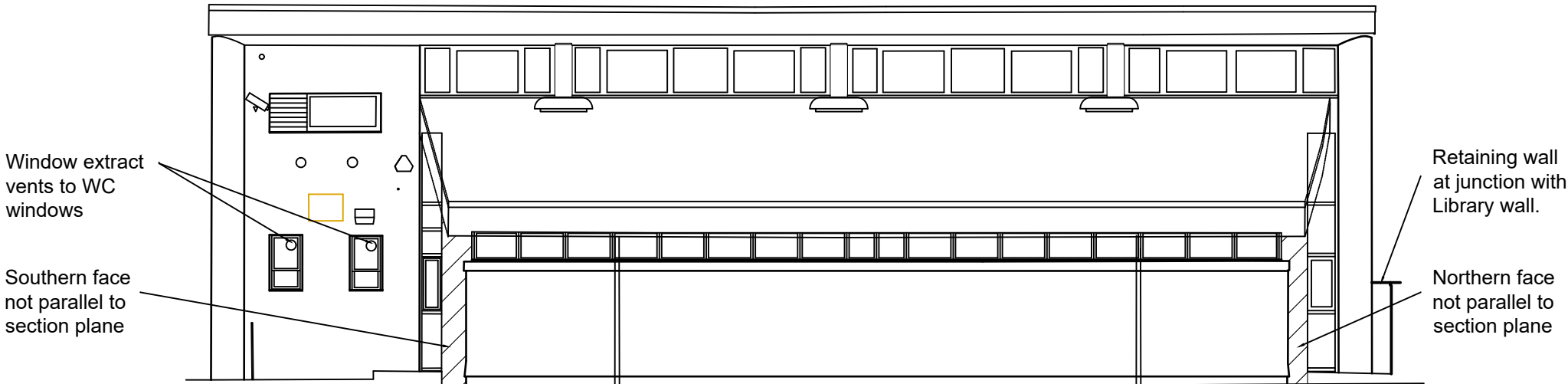
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**NOTE:** Do not measure from this drawing.  
Northern and Southern faces are not on section planes.

Externally

- New aluminium framed curtain walling to all elevations.
- New aluminium framed doors to all elevations.
- New aluminium framed windows to all elevations.



East Elevation

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00	Preliminary Issue	HC/TB/TB	29.04.2022
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Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed East Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
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33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

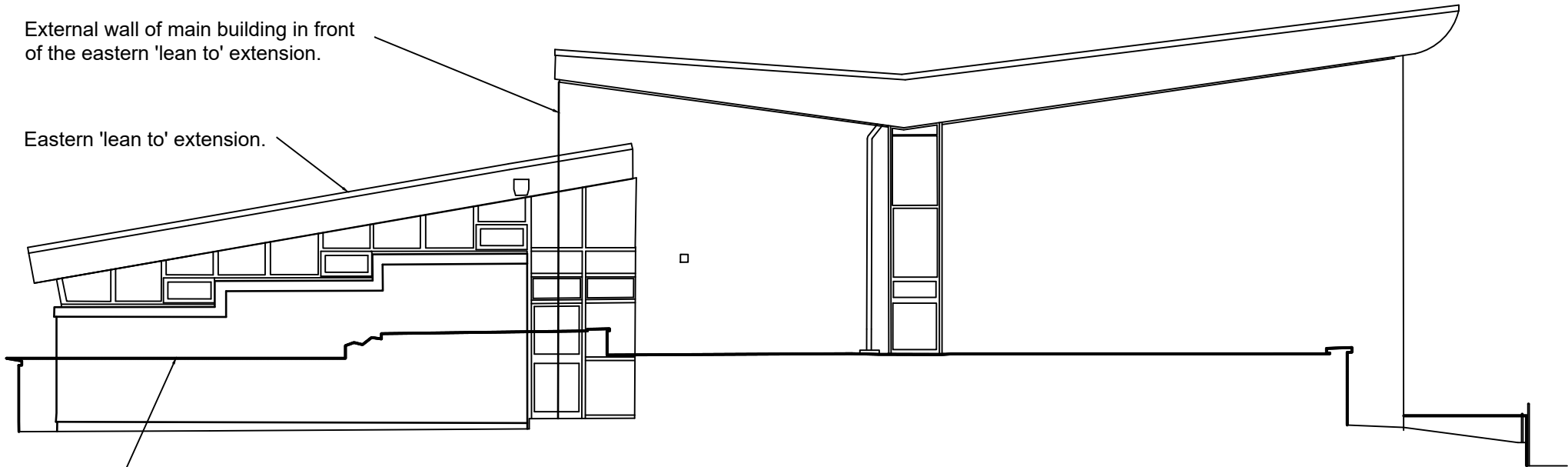
A3 Drawing Identifier						BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number
SAL	BPC	XX	XX	DR	B	062	003

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**NOTE:** Do not measure from this drawing.  
All Northern faces are not parallel to the section plane.  
See also Eastern elevation.

Externally

- New aluminium framed curtain walling to all elevations.
- New aluminium framed doors to all elevations.
- New aluminium framed windows to all elevations.



North Elevation

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00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed North Elevation

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier							BS1192:2007 / Avanti Compliant	
Project	Origin	Zone	Level	Type	Role	Class	Number	
SAL	BPC	XX	XX	DR	B		062 004	

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