Saltash Town Council

Konsel An Dre Essa

The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

13 January 2023

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Guildhall on **Thursday 19th January 2023 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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows
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

Agenda

1. Health and Safety Announcements.

2. Apologies.

3. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

4. 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 Town Council must do so by 12 noon the day before the meeting.

5. To receive and approve the minutes of the Library Sub Committee held on 23rd November 2022 as a true and correct record. (Pages 4 - 8)

6. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Pages 9 - 10)

7. To consider Health and Safety reports as may be received.

8. To consider Risk Management reports as may be received.

9. To receive the Schedule of Condition, Heritage Impact Assessment and Listed Building Consent Application relating to the Library refurbishment and consider any actions and associated expenditure. (Pages 11 - 69)

10. To consider the operations of the Home Library Service and any associated expenditure. (Page 70)

11. To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure. (Page 71)

12. To receive an updated Wi-Fi report and consider any actions and associated expenditure. (Page 72)
    (Pursuant to Library SC held on 23.11.22 minute nr. 48/22/23)

13. To receive report on solar panels and consider any actions and associated expenditure. (Pages 73 - 76)

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 on Wednesday 23rd November 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), J Peggs, B Samuels, P Samuels and D Yates (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor: S Martin.

38/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

39/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

40/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

41/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 7TH SEPTEMBER 2022 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 Peggs, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on 7th September 2022 were confirmed as a true and correct record.

42/22/23 **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

43/22/23 **TO RECEIVE A VIREMENT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the virement of £650.00 from budget code 6972 LI EMF Library Equipment & Furniture to 6921 IT and Office Costs.

44/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

45/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

46/22/23 **TO RECEIVE A REPORT ON THE HOME LIBRARY SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of Cornwall Councils Home Library Service offer to Saltash Town Council.

Members discussed the implications, cost, logistics and timeframe, but due to limited information provided by Cornwall Council a decision was unable to be made at this time.

Members noted Cornwall Council are to terminate the Service as at 1st January 2023 and recognise the potential impact to some of our residents.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to defer the item until sufficient information is received from Cornwall Council to allow Saltash Town Council to make a formal decision at a future Full Town Council meeting.

47/22/23 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader (CHTL) provided an update on the report received.

The Town Clerk informed Members of future event and activity data analysis reports to be received at future Library Sub Committee meetings to allow Members to monitor the performance of the Library Service.

It was **RESOLVED** to note.

48/22/23 **TO RECEIVE A WI-FI REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer the item to a future Library Sub Committee meeting until further investigation work has been carried out to support Town Council staff operating from the Library.

49/22/23 **TO RECEIVE A REPORT ON THE LIBRARY REFURBISHMENT PROGRAMME AND TEMPORARY ACCOMMODATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Library refurbishment programme and temporary accommodation at the Guildhall.

It was **RESOLVED** to note.

50/22/23 **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.

51/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

52/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

53/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

54/22/23 **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: 7:27pm.

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget 2022-23
Saltash Town Council
For the 9 months ended 31 December 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income										
Library Income										
4517 LI Library - Fines	260	0	0	650	604	46	48	53	58	64
4518 LI Library - Photocopying Fees	372	0	0	800	583	217	600	661	727	801
4524 LI Library Book Sales	339	0	0	300	370	(70)	320	352	388	427
4526 LI Library Activity Income	0	0	0	250	0	250	250	275	303	334
4527 LI Library Vending Machines Income	0	0	0	750	0	750	50	55	61	67
4528 Library Merchandise Income	0	0	0	750	0	750	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	350	250	600	661	727	801
Total Library Income	**970**	**0**	**0**	**4,100**	**1,907**	**2,193**	**1,868**	**2,057**	**2,264**	**2,494**
Total Library Operating Income	**970**	**0**	**0**	**4,100**	**1,907**	**2,193**	**1,868**	**2,057**	**2,264**	**2,494**
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	17,400	19,157	21,092
6901 LI Water Rates - Library	0	0	0	331	0	331	364	401	442	486
6902 LI Gas - Library	2,053	0	0	2,249	551	1,698	5,623	6,190	6,816	7,504
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	5,505	6,061	6,673
6904 LI Fire & Security Alarm - Library	550	0	0	938	692	246	1,033	1,137	1,252	1,378
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	523	1,161	1,854	2,041	2,248	2,475
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	1,250	1,376	1,515
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	757	1,305	2,270	2,500	2,752	3,030
6911 LI TV License & PRS - Library	57	0	144	0	0	144	428	471	519	571
6913 LI Refreshment Costs - Library	0	0	242	258	0	500	284	313	344	379
6914 LI Equipment - Library	186	0	0	750	155	595	750	826	909	1,001
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	22,020	24,244	26,693
6920 LI Legionella Risk Assessment - Library	455	0	0	450	315	135	495	545	601	661
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	2,146	(646)	1,652	1,818	2,002	2,204
6922 LI Library Activities	1,667	0	(242)	3,000	2,044	714	2,370	2,609	2,873	3,163
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	12,420	10,580	23,000	23,000	23,000	23,000
Total Library Expenditure	**27,582**	**0**	**21,644**	**33,138**	**33,553**	**21,229**	**82,062**	**88,026**	**94,596**	**101,825**
Library Staffing Expenditure										
Library Staff Expenses	411	0	0	1,948	50	1,899	2,144	1,996	2,198	2,420
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	1,025	1,129	1,243
Library Staffing Costs	111,702	0	0	124,373	98,589	25,784	136,189	128,105	141,044	155,289
Total Library Staffing Expenditure	**112,705**	**0**	**0**	**127,321**	**98,639**	**28,682**	**139,434**	**131,126**	**144,371**	**158,952**
Total Operating Expenditure	**140,287**	**0**	**21,644**	**160,459**	**132,191**	**49,912**	**221,496**	**219,152**	**238,967**	**260,777**
Total Library Operating Expenditure	**140,287**	**0**	**21,644**	**160,459**	**132,191**	**49,912**	**221,496**	**219,152**	**238,967**	**260,777**
Total Library Operating Surplus/ Deficit	**(139,317)**	**0**	**(21,644)**	**(156,359)**	**(130,284)**	**(47,719)**	**(219,628)**	**(217,095)**	**(236,703)**	**(258,283)**
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	9,283	214,821	10,000	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	(144)	0	830	12,172	0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	0	0	1,800	0	1,240	560	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0	0	0	0
Total Library EMF Expenditure	**22,885**	**85,664**	**180,086**	**11,156**	**11,353**	**265,553**	**10,000**	**0**	**0**	**0**
Total Library Expenditure (Operational & EMF)	**163,172**	**85,664**	**201,730**	**171,615**	**143,545**	**315,464**	**231,496**	**219,152**	**238,967**	**260,777**
Total Library Budget Surplus/ (Deficit)	**(162,202)**	**(85,664)**	**(201,730)**	**(167,515)**	**(141,638)**	**(313,271)**	**(229,628)**	**(217,095)**	**(236,703)**	**(258,283)**

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 - Minute No 124/21/22
2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
3. £1,350 received from Tresorys Kernow Funding - Big Green Environment Show
4. £242 Vired from 6922 LI Library Activities to 6913 LI Refreshment Costs - Library Minute no. 29/22/23
5. £144 Vired from 6972 LI EMF Library Equipment & Furniture to 6911 LI TV License & PRS - Library - Minute no 30/22/23
6. £450 received from Saltash Scrapstore for EMF Library Funding (was EMF Tresorys Kernow Funding)

Schedule of Condition

Windows and Doors

at

Saltash Library

9th November 2022

Jon Ramage BSc(hons) MRICS
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ABC623

Atlantic Building Consultants Ltd
9 Penhale View
Cubert, Newquay
Cornwall, TR8 5FW

Contents

1.0 Introduction

We have been instructed by Saltash Town Council to prepare a schedule of condition of the windows and doors to the Grade II listed building Saltash Library, Callington Road, Saltash, PL12 6DX. Instructions were received on 6th October 2022. The schedule of condition will be used to support a planning and listed building consent application for the following works:

Replacement of existing curtain walling, windows and doors with new aluminium framed units, internal refurbishment to remove existing Reception and Office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an Accessible WC, associated works to replace finishes and renew internal decoration.

The designs and application will be prepared and submitted by Bailey Partnership. This document should therefore be read in conjunction with the associated details and plans submitted with the application.

Our inspection took place on Wednesday 9th November 2022. The weather at the time of inspection was overcast but dry and this was preceded by a period of wet weather. The building was occupied and in ongoing use as a public library.

The building faces approximately west and compass referencing is used within this report.

2.0 Use of this report

This report has been prepared as a Schedule of Condition in a written and tabulated format. The report focused on the windows and doors to the principal elevations, but excludes fenestration to the rear east extension, which is not relevant to the purposes of the instruction. Key elements of the building are described with an outline of their condition. We have included an additional column which gives recommended repair and maintenance works. Photographs taken during our inspection are also appended to this report.

3.0 General description

Saltash Library is known to have been constructed between 1961 and 1963 following designs prepared by Royston Summers of the county architects department. The building represents high-quality post-war architecture with a brutalist design, inspired by Le Corbusier.

The main roof is a principal feature of the building, being a cast concrete butterfly design. Main walls are rough cast rendered with full height glazed curtain screens set between cast concrete and slender steel columns. Windows are a mixture of aluminium framed casements to the glazed screens and steel crittall set within roughcast masonry walls.

There is an extension to the rear or east which is understood to have been added in 1992 by Cornwall Council. This is excluded from this inspection and report.

4.0 Special Note

This report does not purport to be a full structural survey but is a report executed following our limited inspection. We cannot confirm that any area that was not inspected is free from defect, rot or deleterious materials.

5.0 Third Parties

This report is prepared for the sole use of our Client's and their agents. No responsibility may be taken for any third party acting upon or relying upon this report. No part of the report maybe published without our prior consent.

6.0 Schedule of Condition

The schedule of condition has been prepared in a tabulated format and refers to illustrated elevations with number references, included within this section and within appendix 1. Elevation drawings have kindly been provided by Bailey Partnership. The tabulated schedules are included in appendix 2. The following sections summarise the key findings of our inspection.

6.1 West Elevation Glazed Curtain Walling (columns 1-9 & 12-13)

The west elevation windows are split into three principal bays with a large glazed section to the north side, the entrance area with concrete piers stepped forward and a further smaller full height glazed bay to the south of the entrance area. The glazing is described from north to south with numbered columns as indicated on the elevation drawing figure 1.

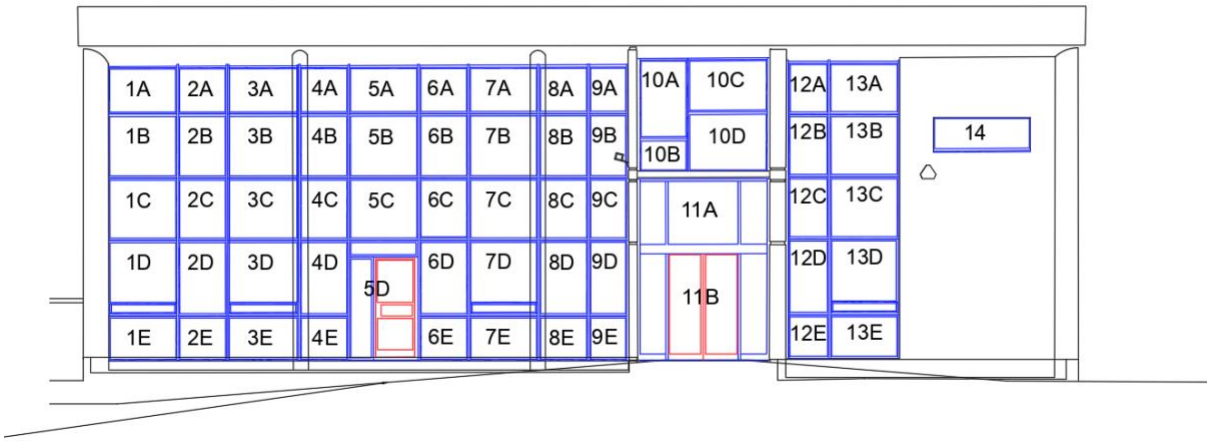


Figure 1: West elevation

The glazed curtain walling to the principal elevation is formed with slender aluminium frames inserted between vertical steel columns. Set forward from the glazing are 2 shuttered concrete elliptical piers. Column 1 to the north side abuts the projecting roughcast rendered masonry wall externally, and a rough plastered internal wall. The external reveal shows signs of disturbance to the render, where presumably repairs have been made in the past. There is a bullnosed hardwood timber lining forming the external reveal, butted directly against the fenestration. This showed signs of minor rot at its base but was otherwise intact. The lining is painted in white, and the paint is heavily peeling throughout. The lining has been formed in three principal sections with diagonal scarf joints, and would be easy to repair in situ. The southern reveal against column 9 is formed with a similar painted hardwood lining set against the shuttered concrete wall. The timber linings could be retained but will require low level scarf repair and redecoration.

The columns of glazing are divided with box sectional steel columns running the full height from the concrete slab base up to the cast concrete roof structure. The steel appears to insert into the concrete top and bottom and performs an important structural role in supporting the curtain walling. The steel columns show signs of corrosion through white paint, although were

generally considered serviceable. These will require removal of loose paint and redecoration in an appropriate galvanising paint.

The glazed screens are primarily double glazed, although the original installation would have been single glazed. Slim line double glazed panels have been inserted to the majority of the original windows, presumably by Cornwall Council in the latter part of the 20th century. This has been achieved by removing the L section aluminium beading and either cutting down or replacing with lower profile beading. The reduced beading then accommodates the slightly thicker, slim line double-glazed units, which are held in place with a mixture of putties, mastics, resins and mechanical fixings. The fixtures are all heavily degraded and prone to draughts, with many of the double-glazed units misted over.

The frames are also prone to flex in high winds and do not sit square between the columns in some cases. This will lead to draughts and water ingress, both of which have been reported by the caretakers of the building. The structural integrity of the framing is considered to have been comprised by the replacement glazing, which uses more slender beads. Furthermore the external surfaces of the aluminium frames are beginning to corrode. Progressive corrosion to the casements can be expected over the coming years, which will eventually lead to complete failure of the window systems.

There are several opening windows including centre pivot casements at high level on the west elevation controlled by a cable winding system. There are also low level top hung casements to the west screen. The hinges, catches and winding systems are all largely defective.

There is an entrance door to the centre of the west glazed screening. This is considered to be an original fixture, although again the original single glazing has been replaced with slim line double glazed units, by altering the depth of the beading in the same way as described above. The hinges to the door have broken in the past and been crudely replaced with a new set of surface mounted hinges. The door could not be opened at the time of inspection and the location of the key is not known. The door shows the same level of corrosion as the surrounding window casements. The glazed curtain wall is considered to have reached the end of its useful life.

6.2 Full Height Entrance Bay (columns 10-11)

The entrance bay is set between two cast concrete piers rising full height and separated with a horizontal cast concrete slab.

The construction and condition of the original windows in column 10 is equivalent to the flanking curtain walls, with aluminium casements retrofitted with double glazing. The upper screen is split into staggered glazed screens in an asymmetric design with hardwood reveals, to match the principal curtain walling. The upper screen is set back from the principal entrance and is in line with the adjacent curtain walls which flank the entrance bay. There is degradation to glazing, putties and frames, and the screen is considered to have reached the end of its useful life.

The entrance lobby is formed with a double set of doors being a sliding modern aluminium entrance door and automatic opening inner door. The doors and frames are modern, although internal glazed screens either side and above the inner door appear contemporary with the main windows in the principal northern bay. These are all fitted with single glazing, with deeper section aluminium casements to the replacement fixtures. The replacement doors and windows to column 11 were generally serviceable.

Figure 2: South elevation

6.3 Steel Crittall (windows 14-16 & 18-20)

Steel crittall windows are installed within deep external reveals to the office, WC and store areas at the southwest and north west corners of the building (see figures 1, 2 & 3). These are painted white and have asymmetrically configured mullions and single glazing. The steel crittall windows appear to have retained their original appearance and painted colour, although have become somewhat degraded with age. Window 18 has also been heavily modified within insertion of a steel louvre grill, to facilitate ventilation into the boiler room. In many cases the openers and catches have seized or are difficult to operate and the frames are showing signs in initial corrosion. Decorative finishes are also severely degrading. The single glazed steel crittall windows will be prone to condensation and heat loss. Consideration should be given to replacing the windows to reduce future maintenance and energy loss.

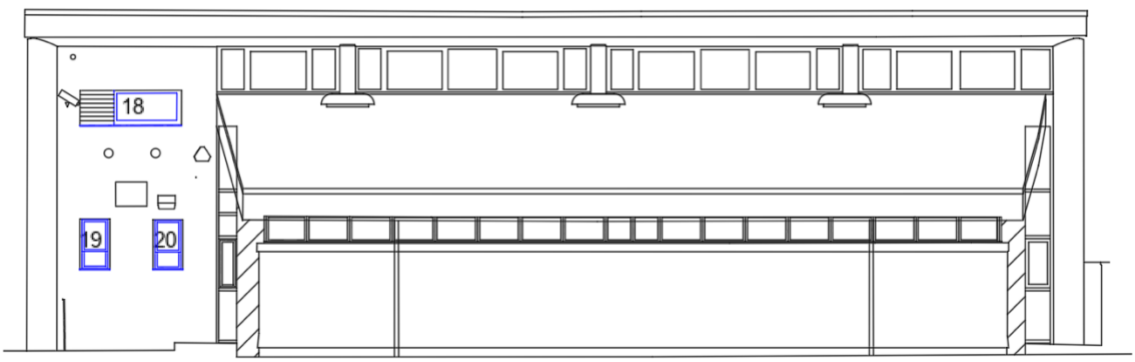


Figure 3: East elevation

6.4 Projecting Bays (columns 17 & 21)

The projecting bays to the north and south walls are set between the roughcast rendered walls with hardwood timber linings (see figures 2 & 4). The glazed casements are divided with steel box sectional columns, which are fixed to the concrete upper roof structures, although do not penetrate the lower level concrete slabs. These are painted white with flaking paint over galvanised steel, matching those to the principal curtain walling. Improvements to the columns are recommended to include brushing back loose paint and corrosion and decorating with galvanising paint.

The glazing to the bays is also formed in the same configuration as the principal curtain walling, with a mixture of original single and replacement double glazing. Again the glazing beads have been replaced with reduced section beads to double glazed replacements.

It is noted that the south bay comprises mainly the original single glazing, with only some areas replaced with double glazing. There is an entrance door at ground floor level to the south bay, which matches the description of the principal elevation door, and was operational.

The north bay is intersected by higher ground levels at the north end of the building, where the external ground rises above internal floors with a retaining wall built into the structure.

It is noted that all casements within the outward faces of the bays are beaded externally with glazing set back into the frames in a reverse configuration when compared to other windows throughout the building. This has presumably occurred due to difficulties in inserting the glazing internally within the bay window during construction. The external beading presents a security risk, where glazing could potentially be removed externally without significant damage or noise.

The glazed bays display similar levels of degradation to the principal curtain walling, with corrosion to casements, seized openers, degrading putties and beads and misted double glazing. Again these are considered to have reached the end of their useful lifespans.

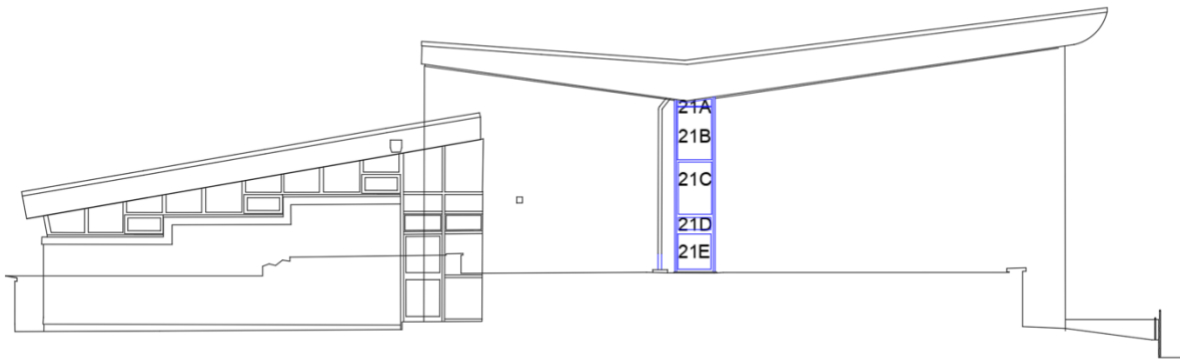


Figure 4: North elevation

6.5 Conclusion

The principal glazed curtain walling and bays to Saltash Library are in excess of 60 years old and are showing signs of severe degradation. These have also been adapted and modified in the past, which has further compromised the integrity of these fixtures. The aluminium casements are now considered to be beyond repair and have passed the end of their useful lifespans. It is recommended that they are replaced as part of cyclical maintenance to the building. The steel columns which divide the glazed screens could potentially be retained, subject to appropriate refurbishment and ongoing maintenance.

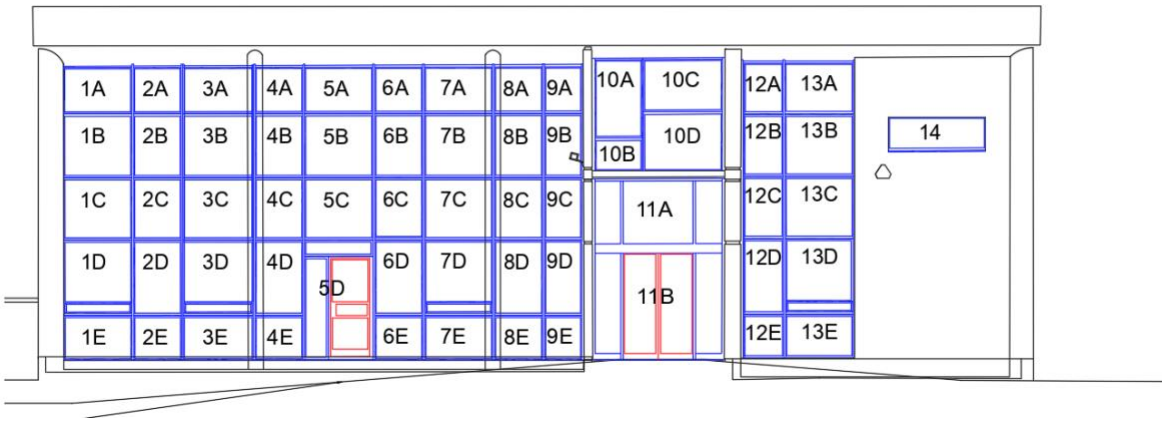
Replacement of the glazed curtain walling and bays provides an opportunity to upgrade the buildings thermal efficiency and overall performance. Equivalent aluminium glazed units would not be available off the shelf, and bespoke manufacture would lead to excessive costs and compromised structural integrity. It is recommended that modern aluminium double glazed units are installed to match the existing fenestration layouts. These would have slightly deeper sections to the frames, which would improve the overall durability and performance. This will allow for appropriate maintenance of the building and upgrade of thermal efficiency whilst maintaining the buildings architectural integrity.

Steel crittall windows to southern end of the building are also beginning to degrade and require urgent maintenance. Whilst immediate replacement is not considered necessary, these will likely reach the end of their useful lives in the coming decade. Replacement of steel crittall windows could potentially be undertaken using modern replicas by the same suppliers, to retain the architectural integrity of the building.

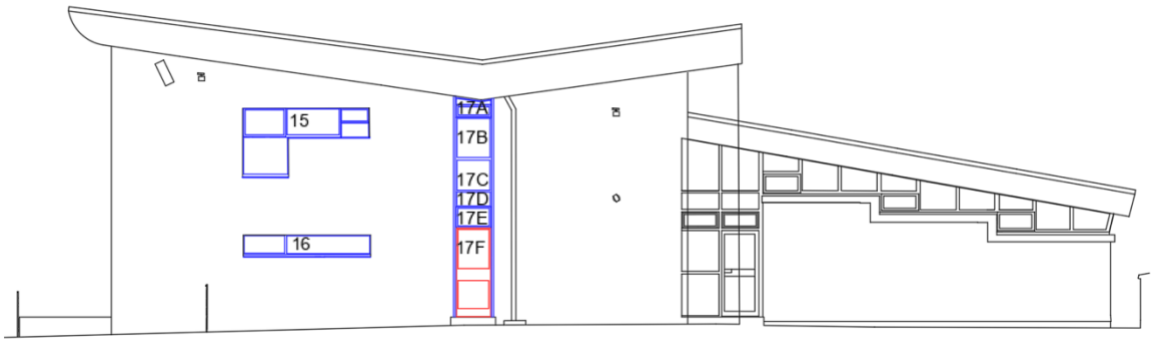
The existing main entrance door has been replaced relatively recently and is considered suitable for retention, subject to ongoing routine maintenance.

Jon Ramage BSc(Hons)MRICS
Chartered Building Surveyor
ABC623

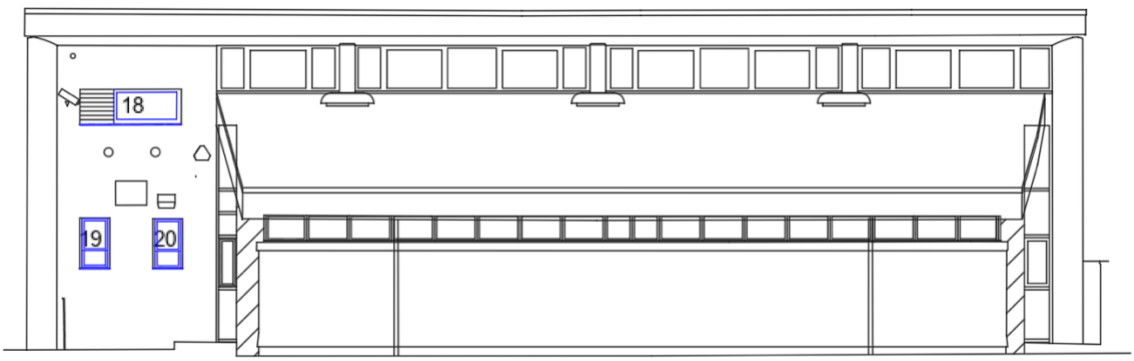
7.0 Appendix 1 – Labelled Elevations



West elevation



South elevation



East elevation

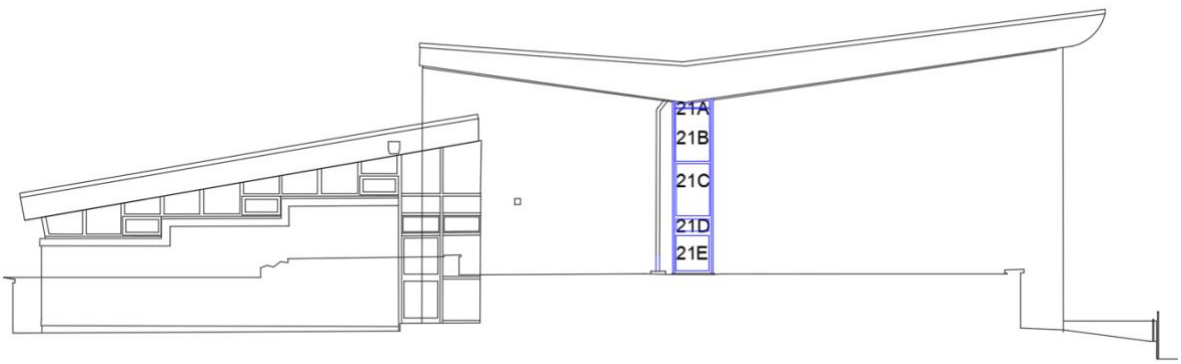


Figure 4: North elevation

8.0 Appendix 2 – Tabulated Schedules of Condition

8.1 West Elevation

Ref	Description	Condition	Recommended Repairs
1A	Aluminium framed casement with centre pivot opener controlled with cable wound mechanism to south reveal. Slim line double glazing inserted and sealed with putty.	Opening casement seized shut. Corrosion to external surfaces of frame. Double glazing misted.	Replace casement, glazing and opening mechanism.
1B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Double glazing misted.	Replace casement and glazing.
1C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
1D	Aluminium framed split casement with a transom at low level and top hinged opener to base. Slim line double glazing inserted and sealed with silicone mastic.	Corrosion to external surfaces of frame. Hinges and catch to opener stiff but operational. Both panes of glazing misted over.	Replace casement and glazing.
1E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
2A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame.	Replace casement and glazing.
2B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Double glazing misted.	Replace casement and glazing.
2C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
2D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with silicone mastic.	Corrosion to external surfaces of frame.	Replace casement and glazing.

2E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
3A	Aluminium framed casement with centre pivot opener controlled with cable wound mechanism to south reveal. Slim line double glazing inserted and sealed with putty.	Opening casement seized shut. Corrosion to external surfaces of frame.	Replace casement, glazing and opening mechanism.
3B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Double glazing misted.	Replace casement and glazing.
3C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Double glazing misted.	Replace casement and glazing.
3D	Aluminium framed split casement with a transom at low level and top hinged opener to base. Slim line double glazing inserted and sealed with silicone mastic to fixed pane and putty to opener.	Corrosion to external surfaces of frame. Hinges and catch to opener stiff but operational. Hinges crudely replaced with surface mounted fittings. Both panes of glazing misted over.	Replace casement and glazing.
3E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
4A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
4B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
4C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
4D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.

4E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
5A	Aluminium framed casement with centre pivot opener controlled with cable wound mechanism to south reveal. Slim line double glazing inserted and sealed with putty.	Opening casement seized shut. Corrosion to external surfaces of frame.	Replace casement, glazing and opening mechanism.
5B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
5C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
5D	Glazed door with hinge to southern side contemporary with glazed screen and set within aluminium frames with fan light at top and side panel and two panel glazed door with central aluminium transom section. Glazing formed with single glazed panels set in putty to door and side panel with aluminium battens. Double glazing to fan light. Banafix film to door and side panel.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing to fanlight misted. Door locked with no key available at the time of inspection. Door hinges have been replaced with new hinges crudely screwed to frame adjacent to original hinge.	Replace casements, door and glazing.
6A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
6B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
6C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
6D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.

6E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
7A	Aluminium framed casement with centre pivot opener controlled with cable wound mechanism to south reveal. Slim line double glazing inserted and sealed with putty.	Opening casement seized shut. Corrosion to external surfaces of frame.	Replace casement, glazing and opening mechanism.
7B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
7C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
7D	Aluminium framed split casement with a transom at low level and top hinged opener to base. Slim line double glazing inserted and sealed with silicone mastic to fixed pane and putty to opener.	Corrosion to external surfaces of frame. Hinges and catch to opener stiff but operational. Both panes of glazing misted over.	Replace casement and glazing.
7E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
8A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
8B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
8C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
8D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.

8E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
9A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
9B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
9C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
9D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
9E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty. Banafix window safety film fitted externally.	Corrosion to external surfaces of frame. Double glazing misted. Glazing putty degrading. Window film bubbled.	Replace casement and glazing.
10A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
10B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
10C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
10D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
11A	Modern powder coated aluminium symmetrical frames with central and margin lights. Fitted with single glazed panels in rubber seals. Cornwall Council logo etched to central light.	Intact and serviceable.	Clean and renew seals within 5 years.

11B	Modern powder coated aluminium symmetrical frames with central automatic opening sliding door. Fitted with single glazed panels in rubber seals.	Intact and serviceable.	Clean and renew seals within 5 years. Ensure opening mechanisms and runners are regularly lubricated and serviced.
12A	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
12B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
12C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement and glazing.
12D	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
12E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
13A	Aluminium framed casement with centre pivot opener controlled with cable wound mechanism to south reveal. Slim line double glazing inserted and sealed with putty.	Opening casement seized shut. Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casement, glazing and opening mechanism.
13B	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
13C	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.
13D	Aluminium framed split casement with a transom at low level and top hinged opener to base. Slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Hinges and catch to opener seized shut. Both panes of glazing misted over.	Replace casement and glazing.
13E	Aluminium framed fixed casement with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casement and glazing.

14	High level horizontally orientated fixed steel Crittall window with single glazing. Painted white and set in deep reveals.	Window intact but paintwork degrading.	Ensure decorations are renewed on a 3-4 year cycle. Consider double glazing for improved thermal efficiency.

8.2 South Elevation

Ref	Description	Condition	Recommended Repairs
15	High level asymmetric horizontal L-shaped steel Crittall window with single glazing and an asymmetric layout. Painted white and set in deep reveals. Two top hung openers giving ventilation to the first floor office.	Window intact but paintwork degrading. Hinges and catches to openers very stiff.	Ensure decorations are renewed on a 3-4 year cycle. Ease and lubricate hinges and catches. Consider double glazing for improved thermal efficiency.
16	Ground floor asymmetric horizontally orientated steel Crittall window with single glazing. Painted white and set in deep reveals. Single top hung opener. Security bar system to the internal reveals. Rendered reveals to the steel Crittall windows were generally intact at the time of inspection indicating that these windows are original.	Window intact but paintwork degrading. Hinges and catches to seized and inoperable.	Ensure decorations are renewed on a 3-4 year cycle. Ease and lubricate hinges and catches. Consider double glazing for improved thermal efficiency.
17A	Row of 5 windows forming a projecting bay with side cheeks and margin lights. Aluminium framed casements with single glazing fixed with putty. The central flat front to the bay is split with a transom where the upper section is shaped to the v of the butterfly roof. The lower section is a top hung opener.	Corrosion to external surfaces of frame. Glazing putty degrading. Opener serviceable but stiff to operate.	Replace casements and glazing.
17B	Row of 5 aluminium framed casements with single glazing sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casements and glazing.
17C	Row of 5 aluminium framed casements with single glazing sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casements and glazing.
17D	Row of 5 aluminium framed casements with single glazing sealed with putty. Glass obscured due to first floor level.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casements and glazing.

17E	Row of 5 aluminium framed casements with a mixture of single glazing and slim line double glazing inserted and sealed with putty. Transoms to side panels drop lower past door beneath.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casements and glazing.
17F	Door to centre set within aluminium frames with low level lights to each side. Glazed door with central aluminium transom section. Glazing formed with single glazed panels set in putty to door and side panels with aluminium battens. Banafix film to door and side panel.	Corrosion to external surfaces of frame. Glazing putty degrading. Door serviceable but lock and catch are stiff.	Replace casements, door and glazing.

8.3 East Elevation

Ref	Description	Condition	Recommended Repairs
18	First floor asymmetric horizontally orientated steel Crittall window with single glazing. The southern light has been replaced with a steel louvre to provide continuous ventilation to the boiler room internally. The adjacent light to the north is a centrally hinged hopper with catch. Painted white and set in deep reveals.	Window intact but paintwork degrading. Hinges and catches to stiff but serviceable. Louvres basic but serviceable.	Ensure decorations are renewed on a 3-4 year cycle. Ease and lubricate hinges and catches.
19	Steel Crittall window with obscure single glazing lighting the WC on the ground floor. Top hung opener with a modern lock internally. External galvanised steel security grill secured to the external wall.	Window intact but paintwork degrading. Hinges and catches to stiff but serviceable.	Ensure decorations are renewed on a 3-4 year cycle. Ease and lubricate hinges and catches.
20	Steel Crittall window with obscure single glazing lighting the WC on the ground floor. Top hung opener with a modern lock internally. External galvanised steel security grill secured to the external wall.	Window intact but paintwork degrading. Hinges and catches to stiff but serviceable.	Ensure decorations are renewed on a 3-4 year cycle. Ease and lubricate hinges and catches.

8.4 North Elevation

Ref	Description	Condition	Recommended Repairs
21A	Row of 5 windows forming a projecting bay with side margin lights. Aluminium framed casements with slim line double glazing inserted and sealed with putty. The central flat front to the bay is split with a transom where the upper section is shaped to the v of the butterfly roof.	Corrosion to external surfaces of frame. Glazing putty degrading. Double glazing misted.	Replace casements and glazing.
21B	Row of 5 aluminium framed casements with slim line double glazing inserted and sealed with putty.	Corrosion to external surfaces of frame. Glazing putty degrading.	Replace casements and glazing.
21C	Row of 5 aluminium framed casements with slim line double glazing inserted and sealed with putty. The central flat front to the bay is split with a transom where the upper section is a top hung opener.	Corrosion to external surfaces of frame. Glazing putty and battens degrading. Double glazing misted. Opening window seized and inoperable.	Replace casements and glazing.

9.0 Appendix 2 – Photographs

West elevation

Southwest corner

South elevation

South elevation

North elevation

North elevation

West elevation

North elevation

Window columns 1, 2 & 3

Window/door columns 4, 5 & 6

Window 1E

Window 1D

Window 1D

Window 2E

Window columns 2, 3 & 4

Window 3D

Window columns 8 & 9

Window 4D

Window columns 7, 8 & 9

Window columns 8 & 9

Door 5D

Window 7D

Window 7E

Window column 9

Window 9E

Window 9E

Window 11A

Window column 10

Window columns 10 & 11

Window columns 12 & 13

Door 11B

Door 11B

Window 12D

Window 13D

Window 12E

Window 13E

Window columns 12 &13

Window 14

Window 15

Window 16

Window 16

Window 16

Bay window 17

Bay window 17

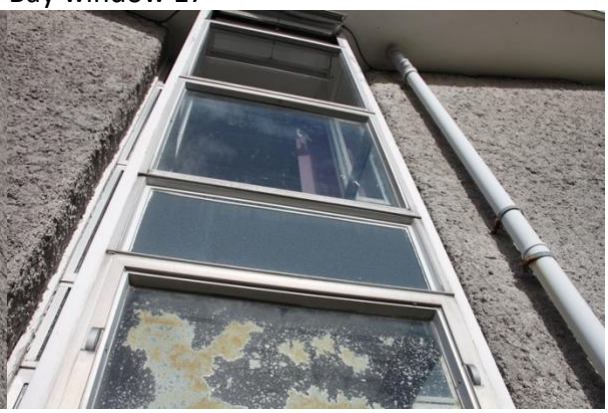
Door 17F

Bay window 17

Window 17F

Bay window 17

Window 17E



Window 17D

Window 17F

Window 17C

Window 18

Windows 19 & 20

Window 19

Window 20

Bay window 21

Bay window 21

Bay window 21

Bay window 21


Window 21D


Window 21B


Window 21D


Window 21B


Window 21E


Window 21D


Window columns 1 – 9


Window 1D

Window columns 1 & 2

Window 3D

Windows 1C, 2C & 3C

Window 4D

Door 5D

Window 3D

Door 5D

Window 3D

Door 5D

Window 6D

Window 7D

Window 7D

Window 3B

Window 8B

Winding mechanism

Door 11B

Door 11B

Window 11A

Window 11A

Window 11A


Window 11A


Window 12D


Window 13D


Window 13C


Window 13B


Winding mechanism


Window 12B


Window column 10


Window 14

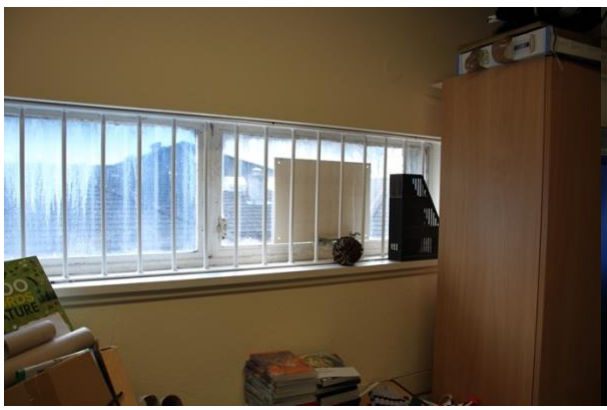

Window 14


Window 15


Window 15


Window 15


Window 16


Window 16


Window 16

Window 17B

Window 17C

Windows 17A, 17B & 17C

Door 17F

Door 17F

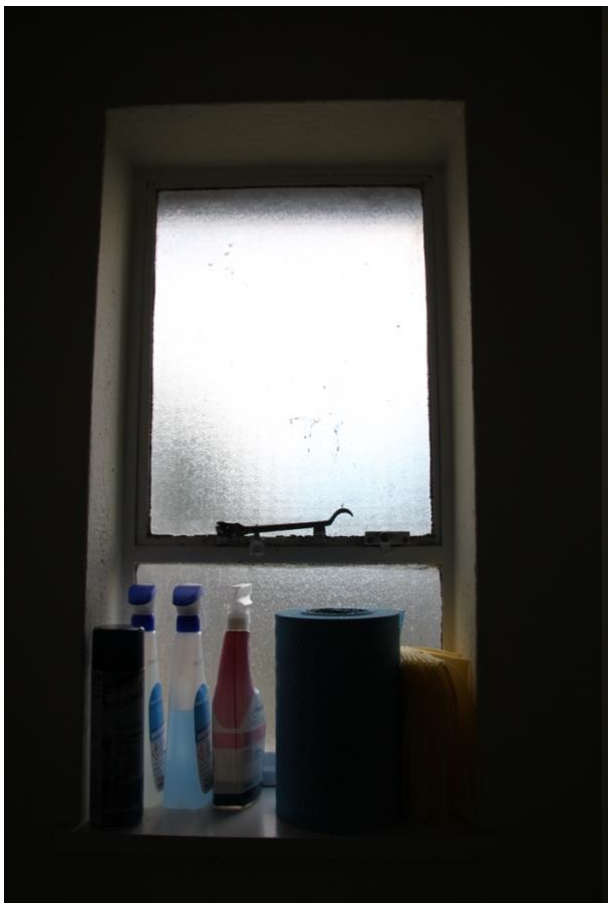
Window 17E

Window 17C

Window 17F

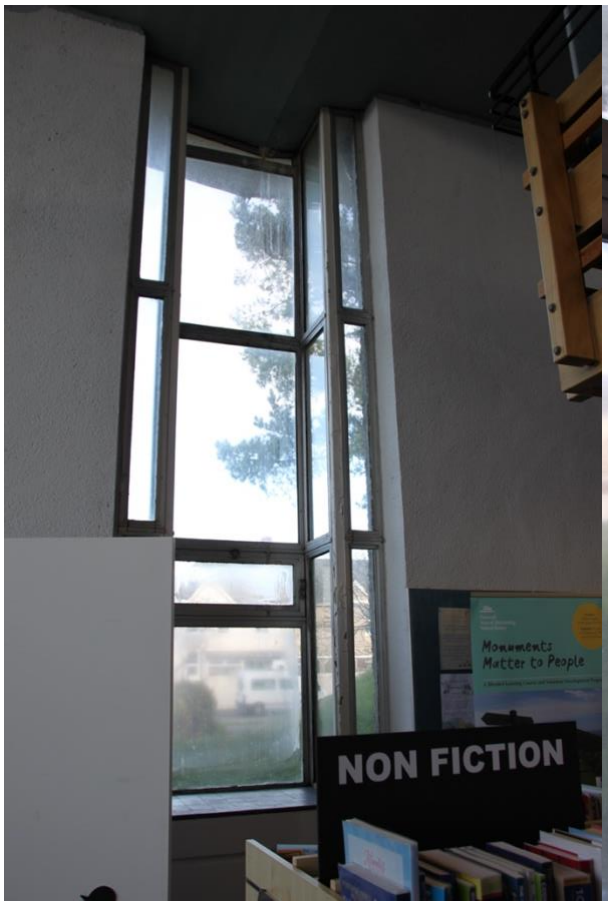
Window 18

Window 18



Window 19

Window 20



Bay window 21


Window 21E


Window 21E


Window 21C


Window 21B


Window 21C

Window 21C

Window 21C

Heritage Impact Assessment

Saltash Library

5th December 2022

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Contents

1.0 Introduction

1.1 Background

Atlantic building consultants have been engaged by Saltash Town Council, owners and caretakers of Saltash Library. Instructions have been received to prepare a heritage impact assessment which will be used to accompany a planning and listed building consent application. The application relates to the grade II listed Saltash Library and the following works are proposed:

Replacement of existing curtain walling, windows and doors with new aluminium framed units, internal refurbishment to remove existing Reception and Office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an Accessible WC, associated works to replace finishes and renew internal decoration.

The designs and application will be prepared and submitted by Bailey Partnership. This document should therefore be read in conjunction with the associated details and plans submitted with the application.

1.2 Aims & Objectives

The report has been prepared in accordance with *2021 National Planning Policy Framework (NPPF)*. More specifically, section 16 has been closely referenced, which relates to conserving and enhancing the historic environment. Reference has also been made to the document *Historic England: Managing Significance in Decision-Taking in the Historic Environment*, July 2015.

The aim of this document is to bring together guidance from various sources to deliver a concise and impartial assessment on the potential impact the proposed development has on the heritage asset at Saltash Library. In order to achieve this, the report aims to:

- Investigate and outline the historical and cultural significance of the building and its wider physical context.
- Investigate and outline the physical status of the building and site.
- Outline and describe the proposed development works.
- Assess the impact of the proposed development works on the significance of the heritage asset and seek to justify where necessary.

1.3 Extent

The extent of the report is limited to the extent of the proposed works. This includes replacement of existing curtain walling, windows and doors with new aluminium framed units, internal refurbishment to remove existing Reception and Office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an Accessible WC, associated works to replace finishes and renew internal decoration. The proposals are outlined in more detail within section 4.0.

2.0 Significance

2.1 Grade II Listed

Saltash Library is a grade II listed building and the listing is dated 17th February 2021. The list entry notes the following details:

Summary of Building

Public library, 1961-1963, Royston Summers of Cornwall County Council Architect's Department under FK Hicklin.

Reasons for Designation

Saltash Library, designed in 1961 by Royston Summers of the County Architect's Department under FK Hicklin, and opened in 1963, is listed at Grade II for the following principal reasons:

*Architectural interest: * as a striking and well-articulated example of post-war library design; * it is an accomplished early-career design by Royston Summers; * as a significant example within the public buildings designed by the County Architect's Department under FK Hicklin from 1959-1966; * for its place within the architectural styles of the time, particularly its reference to Le Corbusier's Palace of Justice at Chandigarh; * for its use of different-textured concrete, possibly produced using china-clay waste from around St Austell, designed to harmonise with the Cornish landscape.*

*Historic interest: * as one of a group of five new libraries planned by the local authority to enhance public services in the county.*

History

The first library in Saltash under the County Council's free branch library scheme was formed in 1926 and was housed in the YMCA, moving to North Road School in 1931 and then the school room at the Church of St Nicholas and St Faith. In 1949 the library moved to Church House, and had an annual issue of around 5,000 books (significantly less than at Torpoint which had both a smaller library and smaller population). However, aligned with the opening of the Tamar road bridge in October 1961, and with the Saltash population rising as a consequence, local residents began calling out for a new library, stating that not only did the children's library need updating but that the service should offer value for money, reflecting a recent rise in rates.

In 1963 a new Civic Centre scheme for the Longstone area of Saltash was announced, and a new branch of the Cornwall County Library was the first part of the scheme to be progressed. Alongside the library, the scheme was to comprise a new guildhall, police station, county health clinic, council offices and council chamber. The library was to house up to 15,000 books (including 1,000 for children, and a 750-volume student library) and apart from staff rooms and toilets, was designed as one open space with a double-height reading room. An outdoor reading area was also to be provided. The design of the library and the guildhall was intended

to produce buildings of monumental, civic scale and dominate the scheme, forming its principal unifying axis. Access across the scheme was carefully planned, with a 'family feel' around the library, and pedestrian access across a bridge over a pool at the front. The library was eventually the only part of the Civic Centre scheme to be constructed.

The colours and materials used on the exterior of the library were designed to harmonise with the Cornish landscape: pale-grey concrete and white, rough rendering. Inside it was warm and inviting, including richly coloured fabrics for the chairs and Nigerian walnut for shelves, tables and balustrades. The 'butterfly' design of the roof was also a noted feature. Saltash Library was one of a series of five new branch libraries to be built by the council in the 1960s (the others were at St Austell, Newquay, Torpoint, and Helston) all designed by the County Architect's Department under FK Hicklin, who recruited newly-qualified architects as job architects – at Saltash he was joined by Royston Summers. The new library was opened on 10 December 1963 by the Chairman of Cornwall County Council, Alderman KG Foster. It was built by S Carthew & Sons of Downderry and on opening had cost £20,000.

A single-storey extension was built on the rear in 1992 (excluded from the listing). Ownership was passed from the County Council to Saltash Town Council in 2019; the library remains in use.

<u>Details</u>

Public library, 1961-1963, Royston Summers of Cornwall County Council Architect's Department under FK Hicklin.

MATERIALS: reinforced-concrete frame construction with shuttered, rendered and rough-cast finishes. Slim-profile aluminium framed windows. Internally some original Nigerian walnut joinery survives.

PLAN: the library is rectangular in plan and orientated facing west, with the north and south elevations slightly cranked inwards. Service rooms lie to the south and there is a mezzanine gallery to the east.

EXTERIOR: the library is designed in a Brutalist style, based on the proportions of the human figure of Le Corbusier's modular system. It references Le Corbusier's Palace of Justice at Chandigarh (completed in 1956). The butterfly (or Y-shaped) roof has deep convex eaves which rise higher at the front. The principal double-height elevation faces west, and has aluminium framed, full-height glazing set back from the building line. The glazing is visually divided by slender shuttered-concrete piers, dividing the elevation into five irregular bays, with fin-like protruding end walls north and south finished with rough-cast concrete. The two piers to the north are oval in section and stand like columns separate from the front elevation. The entrance bay lies off-centre, flanked by flat-section concrete piers and a canopy. To the right again is the staircase bay and the southernmost bay has a high-level horizontal window; the wall here is rendered. The vertical elements rise to the upward-sweeping canopy of the roof, which has a white painted finish underneath. The window glazing system on the front elevation is a regular, alternating pattern of vertical rows of squares and rectangles; the

entrance door and its surround appear to be replacements and a further door has been inserted five bays from the left.

The north and south elevations are cranked inwards and meet slightly off-centre and below the roof valley; a full height canted window marks this meeting point on each elevation – that to the south contains a doorway. On the south elevation there is also an L-shaped window to the first floor and a horizontal window on the ground floor. The rear elevation (east) has a canopy formed by the roof and the end walls again protrude to north and south. The full-height glazing here is largely obscured by a single-storey extension (excluded from the listing), although the gallery glazing survives.

INTERIOR: the library is entered on its west side into the double-height reception area. Opposite the entrance is the mezzanine, which is supported on shuttered-concrete H-frames and cantilevered at the ends. Below the mezzanine is the main reception desk, the children's library and the original main stack area, which has an acoustic-tile ceiling. The mezzanine is accessed to the adjacent to the entrance, via a wide, dog-leg staircase with heavy Nigerian walnut balustrades. On all sides, the mezzanine has railed balustrades of the same timber; slim steel rails have been inserted and a steel railing added on top for further protection. At the far south of the building are the service rooms. All other fixtures and finishes appear to be later-C20 or C21.

Pursuant to s1 (5A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Act') it is declared that the extension added to the east of Saltash Library in 1992 is not of special architectural or historic interest and is excluded from the listing.

2.2 Historic Maps

The historic footprint of the buildings and site at Saltash Library can be partially determined by viewing historic maps, using map regression in order to assess the historic developmental phases of the site.

Fig 1: 1841 Tithe Map

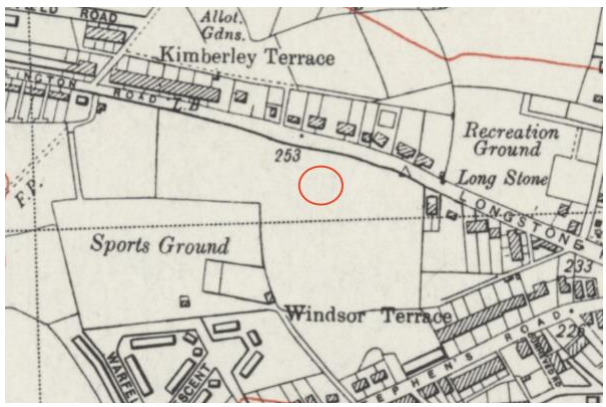

Fig 2: 1938 Ordnance Survey Map

Fig 3: 1953 Ordnance Survey Map

Fig 4: Modern Satellite Image

The 1841 tithe map in figure 1 shows the site as an agricultural field. The associated apportionment describes a landowner Thomas Edwards and occupier William Francis Bennett. Various late C19 and early C20 developments followed to the north and south of the site, which are shown in the 1938 ordnance survey map (figure 2). This includes the sports ground to the southwest, which still remains today.

The 1953 ordnance survey map (figure 3) shows the commencement of post war institutional development around the site, with the school building constructed to the south. Saltash Library is known to have followed in 1963, with further buildings having been added during the latter part of the 20th century and all shown in the modern satellite image (figure 4).

2.3 Photographs

Viewing historic photographs also allows an interpretation of the building's history and development. The 1960s photographs in figures 6, 7 and 8 show the principal elevations of the building with the original window configurations. Figure 7 shows the original entrance doors to the west elevation with an asymmetric glazed screen over the principal entrance. The glazed panelling over the majority of the elevation has retained its original configuration, although it appears that the glass has been replaced with double glazing since original construction as discussed in section 3.1. The panelling over the principal entrance has been replaced with a symmetrical glazed screen including a Cornwall Council etched logo. The principal entrance door has also been replaced with a modern glazed fitting within a powder coated aluminium frame. Elsewhere at the southwest corner, steel Crittall windows appear to the office and store areas which are still in place. The full height canted bays dividing the north and south elevations can be seen in their existing configurations, presumably with original single glazing throughout.

Internal photographs in figures 9 and 10 show primarily an open plan arrangement to the library ground floor, with shuttered concrete columns and the staircase leading to the mezzanine gallery. The interview room inserted to the centre of the floor does not appear. The hardwood balustrading also remains in place and again the glazed screens and windows are viewed internally and show matching configurations to those existing. Figure 11 shows the rear extension during construction.

Fig 6: 1960s photograph

Fig 7: 1960s photograph

Fig 8: 1960s photograph

Fig 9: 1960s internal photograph

Fig 10: 1960s internal photograph

Fig 11: 1990 photograph during construction

2.4 Planning History

A previous planning application was approved 15 June 2020 with the following description:

PA20/03062 - Carry out minor alterations and change of use to form coffee / tea bar on ground floor and replace aluminium glazing with uPVC double glazed units

This was submitted and approved prior to the buildings listing and could potentially be considered as an extant planning consent. However, the scheme for inserting a coffee / tea bar has since been reconsidered and the use of uPVC windows is also now considered inappropriate.

Preapplication advice from Cornwall Council has also been received for this proposal following a submission with the following description:

PA22/01121/PREAPP Pre-application advice for replacement of existing curtain walling, windows and doors with new aluminium framed units, Internal refurbishment to remove existing Reception and Office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an Accessible WC, associated works to replace finishes and renew internal decoration.

The advice received generally focussed on the impact of the proposed works on the listed building and has been referenced closely during preparation of this document. The following excerpt includes the specific advice received from the historic environment officer:

Advice

It is proposed to replace all the current curtain walling, windows and doors with new aluminium units along with internal refurbishment to remove existing Reception and interview room space to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an Accessible WC, associated works to replace finishes and renew internal decoration.

Replacement curtain walling, windows and doors

As with all listed buildings both older and more modern the original fenestration is often important to the character of the building. In this instance the architecture and design of the building is the most important factor in the listing, and the reasons the building was placed on the list in 2021. This fenestration is specifically mentioned in the listing, and therefore any changes could have a detrimental impact on the building.

Having visited the site and met with the agent and members of the library committee it is understood that there is a desire to increase energy efficiency and reduce heat loss. In any Listed Building Consent application where replacement of original fenestration is proposed, we would expect to see a full condition survey of the current units carried out by an appropriate specialist or Conservation surveyor, detailing the condition of each section (ideally with photographs) with an explanation as to why the windows cannot be repaired and need

to be fully replaced. If this information can be provided and full justification is given that the units are beyond economic repair, then HEP would expect any new units to be detailed on a like for like basis in order to replicate the original characteristics. This would include frame and glazing pattern, thickness of the frames, any door or window openings or locks replicated, and the colour of the frames should be the same (which is believed to be the original grey aluminium colour). HEP would also expect that any new units proposed be single glazed. The only exception to this would be the potential use of double glazed aluminium units for the extension area only. Whilst there is a desire for greater energy efficiency, it should be noted that energy efficiency is not currently a valid justification for replacement within designated assets.

If repair and sympathetic upgrading can be investigated for example; draught- proofing and secondary glazing, and a whole building approach to energy efficiency of the building should be explored - there are likely to be less visually damaging ways of improving the thermal efficiency of the building. Guidance on such measures is provided via the following links;

Cornwall Council guidance on Energy Conservation in Historic Buildings;
https://www.cornwall.gov.uk/planning-and-building-control/conservation-and-planning/technical-conservation-advice-and-guidance/#energy

Historic England guidance on Traditional windows: their care, repair and upgrading
https://www.historicengland.org.uk/images-books/publications/traditional-windows- care-repair-upgrading/

Draft-proofing windows and doors;
http://historicengland.org.uk/images-books/publications/eehb-draught-proofing- windows-doors/

Secondary glazing
http://historicengland.org.uk/images-books/publications/eehb-secondary-glazing-windows/

This assessment would also need to discuss the impact of the proposed changes on the character and significance of this building.

Internal alterations

The internal area of the library is also included within the listing, and specific features are mentioned. Having visited the library, it does need a bit of light refurbishment internally. It goes without saying that all the original elements, fixtures and fittings should be retained, unless there is clear and convincing justification for their removal.

Having reviewed the proposals, it appears unlikely that any internal alterations would have an adverse impact on the remaining original features of the building such as the staircase and mezzanine. The removal of the modern central reception area and interview room would be welcomed as it would return the library to its original open plan proportions.

The proposal to create a new public toilet area in existing staff toilet and kitchen area is unlikely to harm the building as original openings are to be retained and used for the access to the new toilets. There appears to be some original cupboards within this area and these should be retained.

It is likely to be necessary to update services and it is advised that existing runs of cabling/pipework are utilised. Details of this work should be included in any forthcoming application.

3.0 Pre-Development Description & Analysis

The library is known to have been constructed between 1961 and 1963 following designs prepared by Royston Summers of the county architects department. A detailed description of the architecture and significance are provided within the list entry description in section 2.1. This is considered to provide a thorough and useful assessment of the buildings' existing status. It is therefore not considered necessary to provide an additional general description of the building within this section, although further specific details are provided.

3.1 Full Height Glazed Curtain Walling

The glazed curtain walling to the principal elevations is formed with slender aluminium frames inserted between vertical steel columns and shuttered concrete piers. The glazed screens are primarily double glazed, and it appears that slim line double glazed panels have been inserted to most of the original windows, presumably in the latter part of the 20th century. This has been achieved by removing the L section aluminium beading and either cutting down or replacing with lower profile beading. The reduced beading then accommodates the slightly thicker, slim line double-glazed units, which are held in place with a mixture of putties, mastics, resins and mechanical fixings. The fixtures are heavily degraded and prone to draughts, with many of the double-glazed units misted over.

There are several opening windows including centre pivot casements at high level on the west elevation controlled by a cable winding system. There are also low level top hung casements to the west screen and a single centre hinged casement to the north bay. The hinges, catches and winding systems are all largely defective.

It is noted that the glazed canted bays to the north and south have external beading whereas the principal fenestration to the west has internal beading. This has presumably occurred due to difficulties in inserting the glazing internally within the bay window during construction.

A further description of specific windows and doors is provided in the schedule of condition included with this application.

3.2 Doors

The principal entrance door and screen over were presumably replaced by Cornwall Council during construction of the rear east extension, when the full height glazed fenestration to the entire east elevation was also removed. These are formed in powder coated aluminium with single glazing.

There are further entrance doors to the centre of the west glazed screening and to the south canted bay. These are believed to be original fixtures, although again the original glazing has been replaced with slim line double glazed units, by altering the depth of the beading in the same way as described in section 3.1.

3.3 Steel Crittall

Steel crittall windows are installed within deep external reveals to the office and store areas at the southwest and north west corners of the building. These are painted white and have asymmetrically configured mullions and single glazing. The steel crittall windows appear to have retained their original appearance and painted colour when viewing the 1960s photographs in section 2.3, although sadly have become somewhat degraded with age.

Again, further details are provided in the associated sections of the schedule of condition

3.4 Interior

Internally the surfaces are a mixture of painted shuttered concrete and plastered masonry. A mezzanine floor is supported by the shuttered concrete frame and includes Nigerian oak balustrading providing edge protection. The height of the balustrading has been extended with a horizontal rail placed on top and infills with modern softwood planks to improve safety standards for edge protection.

A meeting room has been added within the principal floor area of the library using stud and plasterboard with modern glazed screens and timber doors. This is understood to have been added in the latter part of the C20 and has simply been inserted within concrete columns and beams without significant disturbance to the original structure.

3.5 Extension

The extension to the rear or east is understood to have been added in 1992 by Cornwall Council and has a mono pitched deep section roof covered in a modern felt. Windows are formed in powder coated aluminium with double glazing and include clerestory lights around the perimeter of the extension with roughcast rendered masonry walls providing a reasonable match to the existing building. Construction of the extension has included replacement of the eastern fenestration at high level powder coated aluminium frames and double-glazed units to match the new windows to the extension. The extension is specifically excluded from the grade II listing.

4.0 Proposed Works Description and Impact Assessment

4.1 Replace existing curtain walling with new aluminium framed units

The remaining original aluminium window frames and doors have been described in detail within the attached schedule of condition. The majority of the these have been altered at some point in the latter part of the 20th century, to allow insertion of slim line double glazing.

Opening windows have largely seized which makes ventilation of the building difficult, particularly problematic during hotter summer months. Furthermore, the windows are draughty and many of the double-glazed units have misted over due to breaking down of the edge seals. This would be expected due to the light-weight nature of the original aluminium framing leading to flex in the glass, which in turn will accelerate degradation of the double-glazing seals.

It has been proposed that the windows and doors will be replaced with modern powder coated aluminium double-glazed units to match those to the rear extension. These would be inserted between the existing vertical steel columns which are set into the shuttered concrete structure. The replacement units will provide greater rigidity than the existing fittings and will therefore tolerate wind loading imposed to the building. The proposed double glazing is therefore less likely to prematurely mist, as has been the case with the existing fittings.

It is considered essential that the replacement fenestration exactly matches the existing layouts, with all transoms, mullions and opening units replaced in the same locations. It is also proposed that a winding mechanism to high level windows will be provided to replicate the existing system. This has been achieved to the high-level east gallery windows when the extension was constructed and a similar mechanism would be considered appropriate.

It is suggested that the glazed screen over the principal entrance should be replaced with an off-centre asymmetric mullion to match the original configuration, which was lost when the Cornwall Council screen was added in the 1990s.

Replacement of the original windows could potentially impact on the heritage of the listed building. Pre-application advice has been received which indicates that any replacement windows would need to be single glazed. This is considered contrary to the existing configuration where the majority of the windows have been replaced with double glazed units during the latter part of the 20th century. Replacement with double glazing is considered to be part of the buildings historical development and was presumably undertaken to improve thermal performance and reduce heating bills. To remove existing double glazing and replace with single glazing is considered to go against the grain of the NPPF (National Planning Policy Framework) and policy 1 of the *Cornwall Local Plan Strategic Policies 2010 – 2030*, which call for a presumption in favour of sustainable development.

The *Cornwall Local Plan Strategic Policies 2010 – 2030*, Policy 24, paragraphs 2.171 also indicated that decisions should be informed by *the positive contribution both conservation and well-informed new design can make to* ***sustainability*** *and local character and distinctiveness.*

Whilst it is considered important that replacement fenestration matches the existing as close as practical, it must be remembered that the aim of historic building conservation is not necessarily to restore original fabric which has been lost during the buildings' lifecycle.

The original windows have become damaged and past alterations have rendered them unsuitable for retention, making replacement an essential part of the buildings' cyclical maintenance. Like for like materials are not available and bespoke reproduction would be far beyond be economically viable.

The proposed curtain wall replacement is considered to be an intervention which upgrades the fabric in a way which respects the heritage and allows for enjoyment by future generations. Furthermore, double glazed units were in place at the time when the building was listed in 2021 and therefore should be considered to form part of the listed buildings historic integrity.

Various documents have been referenced in the preapplication advice, although these generally relate to domestic settings and traditional historic timber sash windows. The situation here is considered somewhat unique relating to a post war building, and conventional conservation philosophy does not necessarily apply.

Alterations to fenestration undertaken by Cornwall Council in the 1990s where the principal entrance door and screen above were replaced are considered to negatively impact on the integrity of the heritage asset. It is therefore proposed that the asymmetric vertical mullion arrangement over the principal entrance is restored, and the modern screen replaced as part of the overall project. This is considered to provide a desirable upgrade and will protect the integrity of the original architecture.

4.2 Replace steel crittall windows

Steel Crittall windows to the southwest corner of the building are also beginning to degrade and in many cases are seized shut. Again, it is considered essential that these are replaced as part of cyclical maintenance to the building.

Proposals have been discussed to replace with powder coated aluminium to match the curtain walling specification. However, this is considered inappropriate in this context. Aluminium windows would differ in appearance and finish to the original steel crittall windows and would potentially impact negatively on the heritage asset.

Modern steel crittall windows are still available from the original manufacturer and can be made with modern glazing but retaining the original slender framed appearance. It is recommended that the steel crittall windows at Saltash Library are replaced with modern crittall windows specified with double glazing and in a configuration to match existing.

It should be noted that conventional conservation philosophy would look to protect historic glass, with imperfections in the historic glazing leading to a less uniform reflectance and thus contributing to the significance of historic windows. In this case the single glazing is formed

with modern float glass, which would give a uniform reflectance. The impact of changing from single to double glazed crittall windows is therefore considered minimal in this case.

The existing steel crittall windows are painted white, which appears to match the situation in the 1960s photographs discussed in section 2.3. Pre-application advice has asked that replacement windows are coloured grey to match the main fenestration. However, it is assumed that this would not apply to the steel crittall windows, and white paint would be specified for replacements.

It is noted that the windows are set deep within the reveals and this configuration will be followed in the replacement windows to ensure that the shadows and deep-set appearance is retained. The fenestration layouts and arrangements will also be replicated.

The replacement of existing steel Crittall windows with modern Crittall windows is considered an appropriate maintenance intervention and will have minimal impact of the heritage asset.

4.3 Remove internal partitions

It is proposed that the existing reception and officer area in the centre of the library will be removed. This has become a redundant space and a preference towards the original open plan layout has been put forward by the buildings' caretakers.

Removal of the partitioning is considered straightforward as this has simply been inserted against the original cast concrete structural beams and columns. Taking away these facilities will return the building to its original intended layout and is generally considered to improve the overall integrity of the heritage asset. The impact is therefore considered positive with no further justification necessary.

4.4 Install Accessible WC

It is also proposed that a disabled WC will be added at ground floor level within an existing storeroom. This is considered essential to provide accessible services to all building users as part of the buildings ongoing evolution and development.

Insertion of the WC will have potential to impact the heritage, particularly the external window on the south elevation where an additional mullion will be required. However given the recommendations to replace the window in section 4.2, this is considered achievable. Placement of the mullion could be lined up with that to the window above to give a deliberate legibility to this intervention on the side elevation. An extractor fan will presumably be necessary, and the location of any outlet will require careful consideration.

Internal alterations are generally invited within the pre-application advice and are considered appropriate interventions on the heritage asset.

5.0 Conclusion

This heritage impact assessment has been developed to aid the design process with the aim that minimal intervention is made on the grade II listed building at Saltash Library, whilst upgrading the building to ensure a viable and sustainable ongoing use for the heritage asset. Recommendations have been made within the heritage consultation process, which has included a preapplication enquiry. The purpose of the consultation is to ensure that the listed building is afforded an appropriate degree of protection. Some level of compromise has however been found essential to deliver a viable outcome.

The building at Saltash Library represents high-quality post-war architecture with a brutalist design, inspired by Le Corbusier. The principal features of the design are the iconic concrete butterfly roof and overall layout and design of the fenestration in relation to the rough cast rendered and shuttered concrete walls and columns.

The aluminium and steel Crittall windows made use of materials available at the time. In many cases these aluminium windows have been crudely upgraded during the latter part of the 20th century, to take into account evolution of building materials and improvements in thermal performance. The attempt to thermally upgrade the building in the latter part of the 20th century has damaged the existing fenestration and weakened the frames leaving double glazed units vulnerable to premature misting over.

As part of cyclical maintenance to the building, it is considered essential that the window fittings are renewed. This provides an opportunity to further improve the buildings overall performance. With careful design this is considered possible with minimal disturbance to the integrity of the heritage asset.

Replacement or curtain walling with aluminium framed single glazing has been suggested within preapplication conservation advice. At this stage, this proposal would be considered a downgrade and poorly advised with the current need to reduce carbon emissions and generally upgrade energy efficiency. The provision of double-glazed units within powder coated aluminium frames is therefore considered an appropriate upgrade to ensure the buildings ongoing viability. The use of aluminium is considered a matching material, and a grey colour is recommended to closely match the existing appearance. It is however extremely important that the original fenestration is followed, including all opening configurations and a return to the original asymmetric window layout over the principal entrance.

Replacement of the steel Crittall windows with modern double-glazed crittall windows has also been recommended, and is considered the most appropriate means to cyclically maintain the building, whilst facilitating and upgrade in performance.

An extant planning consent remains for replacement of all windows with uPVC. This would be a highly economically efficient alternative to the proposed powder coated aluminium, and at the same time extremely damaging to the building's heritage. Fortunately, there is currently no intention to proceed with this scheme, which was approved prior to the building becoming a designated heritage asset.

Further internal proposals are generally considered to impact positively on the heritage asset, with removal of clutter and return to an original open plan layout. The addition of accessible facilities will also open the building to a wider range of users.

The proposed schemes are generally considered to provide a desirable improvement on the building as a whole and will ensure the viability and protection of the heritage asset moving forward. Above all these proposals are considered to accord with paragraph 7 of the NPPF. The designs will meet the needs of the present without compromising the ability of future generations to meet their own needs.

Jon Ramage BSc(Hons)MRICS
Chartered Building Surveyor and Historic Building Consultant

To consider the operations of the Home Library Service and any associated expenditure

Following approval from Full Council to continue with the Home Library Service, the Library Team will continue the service as previously provided by Cornwall Council to the end of this financial year 2022-23 to establish the management process in-house and continuity of service.

This will include a new STC policy document establishing Saltash Town Council management process and expected outline requirements for volunteers.

The Library Team will revisit the Service between now and the beginning of the next financial year to work up ideas of growing the service for the community under STC framework and staff capacity reporting back to a future Library Sub Committee meeting.

End of report
Community Hub Team Leader

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

2023 promises to be a major milestone in the development of the Library Hub in Saltash.

Keeping a flexible timetable of events and activities is at the forefront of the library scheduling this year.

Planning at the moment takes us to the end of April with May targeted as a possible moving month to the Guildhall for a June residency. As we go through the planning process we can develop monthly activities and events should the schedule drop in the calendar.

January and February we have a series of Well-being events and activities for all ages. March we welcome the 10 day Science Fair and Shakespeare Week while April, once again, becomes the Spring environment month.

We are currently working with Cornwall Council on the interim Library software (Soprano), training and technical requirements such as laptops and Wi-Fi for use at the Guildhall (refurb period). We are also working with Cornwall Council IT, through Sarah Marsh, on the re-positioning of the network computers pre to post refurbishment.

Warm Space, as suspected, is working as a quiet 'burner'. People are using the space as a quiet reading area to date. It has also been used for group meetings such as the new Library 'writers' group. The donations from the Co-op and individuals are lasting and we have not needed to purchase any refreshments from our budget line.

Film Fridays, as part of the warm bank offer, is proving popular. Audiences per week range from ten to twenty. Films for the 'All day Christmas Party' contributed to bring in families leading up to Christmas. This will run as an activity through to the end of March.

The £250 that was vired from the activities budget code 6922 to refreshment budget code 6913 - can I suggest to vire the money back to the activities budget which can be used for the March Science Fair? (Spaceport Cornwall have confirmed attendance).

This will still leave £250 in the refreshments budget line should we need to access funds.

We have confirmed participation in the 2023 South West Reading Challenge (for all ages), this runs from February to June. Last year was the first year of the competition and proved popular. The Summer Reading Challenge will still be able to run from the Guildhall when the schools 'break-up'.

The Plougastel Forum has had a resounding positive response and the first meeting will be on Thursday 9th February at the Library Hub. Confirmations to date are:- Leisure Centre, St Annes, Brunel School, Neighbourhood Police, Saltash Health Centre, Fire Service and CE PL12. Others have been invited.

End of Report

Community Hub Team Leader

To receive an updated wi-fi report and consider any actions and associated expenditure

On behalf of Saltash Town Council, IT consultants, SOS Consultancy enquired as to whether Saltash Town Council could gain access to the current Cornwall Council Library Wi-Fi service for Town Council usage.

It would appear this is not possible (email reply below from the CC IT helpdesk), other options would need to be investigated.

……

Unfortunately we are unable to approve this request. The nature of the configuration change allowing port 3388 access on the guest wifi would lead to a lowering of our security posture and widen the attack vectors our network would be vulnerable to. Therefore it is not an acceptable risk and alternative solutions should be sought.

James Bishop | Service Desk Analyst
Cornwall Council | Information Services | People, Change & Digital

End of Report
Community Hub Team Leader

To receive report on solar panels and consider any actions and associated expenditure

Barron Surveying – Saltash Town Council Building Surveyors have confirmed they would be pleased to assist with this proposal.

Barron would need to receive from Saltash Town Council plan and elevation drawings for the library building. I am sure the documents can be obtained from Bailey Partnership.

Barron has viewed a lot of the drawn information on the library under pre-app reference PA22/01121 which can be seen on the Cornwall Council planning website.

Barron would hold a meeting with an M&E Engineer to see what type of panels and what size array might be relevant to the building and the best orientation.

Barron would then prepare a statement, and drawings sufficient for a pre-application enquiry to the local Listed Building Authority.

The application will need a Heritage Statement and Location Plan.

Barron would submit the application for Saltash Town Council and there will usually be a modest fee to pay to the local authority which Barron would nominate STC to pay.

Barron's fees:

To manage this project - £100 + VAT (£120) – it is difficult to be precise at this early stage, but they would advice STC to allow up to 10 hours for this instruction £1,000 + VAT.

Budget code:

6918 – Professional Fees

Available budget **2022-23**: £1,031.

Available budget **2023-24**: £20,000

End of Report
Town Clerk

Conditions

I.3 Development is permitted by Class I subject to the following conditions—

(a) the blades of the stand-alone wind turbine is made of non-reflective materials;

(b) the stand-alone wind turbine is, so far as practicable, sited so as to minimise its effect on the amenity of the area; and

(c) the stand-alone wind turbine is removed as soon as reasonably practicable when no longer needed.

Class J – installation or alteration etc of solar equipment on non-domestic premises

Permitted development

J. The installation, alteration or replacement of—

(a) microgeneration solar thermal equipment on a building;

(b) microgeneration solar PV equipment on a building; or

(c) other solar PV equipment on the roof of a building,

other than a dwellinghouse or a block of flats.

Development not permitted

J.1 Development is not permitted by Class J if—

(a) the solar PV equipment or solar thermal equipment would be installed on a pitched roof and would protrude more than 0.2 metres beyond the plane of the roof slope when measured from the perpendicular with the external surface of the roof slope;

(b) the solar PV equipment or solar thermal equipment would be installed on a flat roof, where the highest part of the solar PV equipment would be higher than 1 metre above the highest part of the roof (excluding any chimney);

(c) the solar PV equipment or solar thermal equipment would be installed on a roof and within 1 metre of the external edge of that roof;

(d) in the case of a building on article 2(3) land, the solar PV equipment or solar thermal equipment would be installed on a roof slope which fronts a highway;

(e) the solar PV equipment or solar thermal equipment would be installed on a site designated as a scheduled monument; or

(f) the solar PV equipment or solar thermal equipment would be installed on a listed building or on a building within the curtilage of a listed building.

J.2 Development is not permitted by Class J(a) or (b) if—

(a) the solar PV equipment or solar thermal equipment would be installed on a wall and would protrude more than 0.2 metres beyond the plane of the wall when measured from the perpendicular with the external surface of the wall;

(b) the solar PV equipment or solar thermal equipment would be installed on a wall and within 1

Commented [S389]: Note: This paragraph appears to contain an error, as the first part of this paragraph refers to "solar thermal equipment" whereas the second part of this paragraph doesn't refer to "solar thermal equipment".

Commented [S390]: Inserted by 2017 No. 391

metre of a junction of that wall with another wall or with the roof of the building; or

(c) in the case of a building on article 2(3) land, the solar PV equipment or solar thermal equipment would be installed on a wall which fronts a highway.

J.3 Development is not permitted by Class J(c) if the capacity of the solar PV equipment installed (together with any solar PV equipment installed under Class J(b)) to generate electricity exceeds 1 megawatt.

Conditions

J.4— (1) Class J development is permitted subject to the following conditions—

(a) the solar PV equipment or solar thermal equipment must, so far as practicable, be sited so as to minimise its effect on the external appearance of the building and the amenity of the area; and

(b) the solar PV equipment or solar thermal equipment is removed as soon as reasonably practicable when no longer needed.

(2) Class J(c) development is permitted subject to the condition that before beginning the development the developer must apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers of neighbouring land, and the following sub-paragraphs apply in relation to that application.

(3) The application must be accompanied by—

(a) a written description of the proposed development;

(b) a plan indicating the site and showing the proposed development;

(c) the developer's contact address; and

(d) the developer's email address if the developer is content to receive communications electronically;

together with any fee required to be paid.

(4) The local planning authority may refuse an application where, in the opinion of the authority—

(a) the proposed development does not comply with, or

(b) the developer has provided insufficient information to enable the authority to establish whether the proposed development complies with,

any conditions, limitations or restrictions specified in Class J applicable to the development in question.

(5) Sub-paragraphs (6) and (8) do not apply where a local planning authority refuses an application under sub-paragraph (4) and for the purposes of section 78 (appeals) of the Act such a refusal is to be treated as a refusal of an application for approval.

(6) The local planning authority must give notice of the proposed development—

(a) by site display in at least one place on or near the land to which the application relates for not less than 21 days of a notice which—

(i) describes the proposed development;

(ii) provides the address of the proposed development;

(iii) specifies the date by which representations are to be received by the local planning authority; or

(b) by serving a notice in that form on any adjoining owner or occupier.

(7) The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application.

(8) The local planning authority must, when determining an application—

(a) take into account any representations made to them as a result of any notice given under sub-paragraph (6); and

~~(b) have regard to the National Planning Policy Framework issued by the Department for Communities and Local Government in March 2012[139], so far as relevant to the subject matter of the prior approval, as if the application were a planning application.~~

(b) have regard to the National Planning Policy Framework issued by the Ministry of Housing, Communities and Local Government in ~~February 2019~~ July 2021[140], so far as relevant to the subject matter of the prior approval, as if the application were a planning application.

Commented [S391]: The words "February 2019" were replaced with "July 2021" by 2021 No. 1464

Commented [S392]: Paragraph (b) was replaced by 2019 No. 907

(9) The development must not begin before the occurrence of one of the following—

(a) the receipt by the applicant from the local planning authority of a written notice of their determination that such prior approval is not required;

(b) the receipt by the applicant from the local planning authority of a written notice giving their prior approval; or

(c) the expiry of 56 days following the date on which the application under sub-paragraph (3) was received by the local planning authority without the authority notifying the applicant as to whether prior approval is given or refused.

(10) The development must be carried out—

(a) where prior approval is required, in accordance with the details approved by the local planning authority;

(b) where prior approval is not required, or where sub-paragraph (9)(c) applies, in accordance with the details provided in the application referred to in sub-paragraph (3),

unless the local planning authority and the developer agree otherwise in writing.

(11) The local planning authority may grant prior approval unconditionally or subject to conditions reasonably related to the subject matter of the prior approval.

(12) When computing the number of days in paragraph (6)(a), any day which is a public holiday must be disregarded.

Commented [S393]: Inserted by 2018 No. 119

Class K – installation or alteration etc of stand-alone solar equipment on non-domestic premises

Permitted development

K. The installation, alteration or replacement of stand-alone solar for microgeneration within the curtilage of a building other than a dwellinghouse or a block of flats.

[139] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf A copy of which may be inspected at the Planning Directorate, the Department for Communities and Local Government, 2 Marsham Street, London, SW1P 4DF.

[140] https://www.gov.uk/government/publications/national-planning-policy-framework--2 a copy of which may be inspected at the Planning Directorate, the Ministry of Housing, Communities and Local Government, 2 Marsham Street, London, SW1P 4DF.