



Saltash Town Council

Konsel An Dre Essa



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

7 June 2023

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Guildhall on **Tuesday 13th June 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
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
7. To consider Health and Safety reports as may be received.
8. To receive and approve the minutes of the Library Sub Committee held on Thursday 19th January 2023 as a true and correct record. (Page 4)
9. To consider Risk Management reports as may be received.
10. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 5)
11. To ratify the submission of the Neighbourhood Funding Application and consider any actions and associated expenditure. (Pages 6 - 7)
12. To receive quotes to undertake work to the main entrance doors and consider any actions and associated expenditure. (Pages 8 - 17)
13. To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure. (Pages 18 - 19)
14. To receive an update on the Library Planning Application and consider any actions and associated expenditure.
15. To receive the Library Tender Pack and consider any actions and associated expenditure. (Pages 20 - 41)
16. To receive a report on the Library move and reduced Service and consider any actions and associated expenditure. (Pages 42 - 43)

17. 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.
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
20. To consider urgent non-financial items at the discretion of the Chairman.
21. 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.

Agenda Item 8

Services Committee - Library Budget 2023-24

Saltash Town Council
For the year ended 30 April 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Fines	656	0	0	48	299	(251)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	124	476	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	95	225	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Sponsorship	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	518	1,350	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	518	1,350	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	33	331	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	(766)	6,389	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	(1,009)	6,009	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	231	802	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	117	2,153	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	70	425	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	118	1,534	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	245	2,375	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	23,000	23,000	23,000	23,000
Total Library Expenditure	42,216	0	250	82,062	24,683	57,629	88,026	94,596	101,825	109,789
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	0	1,101	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	22,139	114,925	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	22,155	118,154	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	1,125	221,496	46,838	175,783	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	1,125	221,496	46,838	175,783	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(1,125)	(219,628)	(46,321)	(174,432)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(250)	10,000	0	273,815	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	875	231,496	46,838	449,598	219,152	238,967	260,777	284,274
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(875)	(229,628)	(46,321)	(448,247)	(217,095)	(236,703)	(258,283)	(281,529)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23

Agenda Item 10

Services Committee - Library Budget 2023-24

Saltash Town Council

For the year ended 30 April 2023

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Neighbourhood Fund 2022 - Round 11

By South West Water

Applications close on: **26/02/2023**

Grants up to: **£2,000**

Application format: **Text & video**

Location: **Custom catchment area near EX27HR.**

Focus area: **Animal welfare - Education and employment**

Fund details & criteria Fund purpose at South West Water we believe in the value of togetherness. Never has it been more important to celebrate being a part of a South West community that comes together to do good for the environment, the places that we live and for each other. The Neighbourhood Fund is our way of contributing to the celebration, where we can not only help realise projects across our service areas but be a part of the journey. Through our fund we aim to be the best next door neighbours; listening to our communities stories, getting hands on with projects and playing our part in creating a South West community that we are proud to be a part of. The Neighbourhood Fund will give £10K in each round, and aims to have multiple rounds until the end of the year.

The types of projects we're looking to fund ...

1. Protect nature and the environment for the benefit of community health and well-being
2. Provide new opportunities for people to learn and develop
3. Assist local projects which bring communities together, virtually or physically – when safe to do so
4. Support the upkeep of local neighbourhood centres and facilities to keep communities strong To be eligible for funding, projects must be located within our Devon, Cornwall, Isles of Scilly or Bournemouth service area. If you have a project that meets this criteria, we would love to get on board. Applications are open and will be considered on a rolling basis, so don't delay submitting a project.

Proposal from Saltash Town Council Community Library Hub

In 2023 Saltash Community Library Hub is planning to have two Spring and Summer environment months in April and June. Our proposal is to have a series of events and activities to promote the care for our environment and wildlife.

This will range from giving out packets of bee/butterfly friendly seeds for urban gardens to having Plymouth junk band 'Weapons of Sound' workshops promoting re-cycling to children and families. We will also have specialist presentations from organisations such as RSPB, Cornwall Wildlife Trust, Schumacher college regen farming, Tamar Valley Foods and others to educate the future of local land management, food production and 'human footprint' responsibilities.

We liaise with local schools as well as our local community to offer a wide selection of educational events and activities specifically though these seasons. We have our own in-house cardboard re-cycle tree where we centre education on our local indigenous tree species (Partnered with Tree Saltash) as well as learning about our friends the 'bug' population.

Our aim is to reach out to all ages as well as promote the local landscapes and wildlife on our doorstep as well as educate with a 'soft' touch. It is also an education to promote potential areas of employment in land management, food production and many areas of wildlife protection etc.

To achieve these aims I would like to apply for £500 split between the two environment months. Therefore £250 per month to help us achieve our ambition.



CUSTOMER QUOTATION NO [REDACTED]

Saltash Town Council
The Guildhall, 12 Lower Fore Street
PL12 6JX

Quote No: [REDACTED]
Site: Saltash Library
Site Contact: Shaun Webber
Site Phone: [REDACTED]
Salesperson: [REDACTED]
Date: 06/05/2023

Description

Reference: Automatic Sliding Operator Replacement
Location: Main Entrance Outer Door

Following our recent site visit today to investigate the automatic main entrance sliding doors,

- To attend site and cordon off the immediate surrounding areas of the works;
- To isolate power;
- To remove all of the existing automation;
- To supply and install the following;
 - 1 in number Dorma ES200 operator including motor, processor, batteries, drive belt, new carriages, power supply and new canopy;
 - 2 in number IXIO DT-3 Dual sensors;
 - 2 in number IXIO ST Side screen sensors;
 - 1 in number 5 position Key Switch;
 - 1 in number morning entry key switch.
- To wire all in and test;
- To wire in the access control and break glass;
- Test operation of the doors;
- Clean and tidy area of works;
- Demonstrate works to the customer upon completion.

Please note this quotation doesn't include the costs of the original call out

Please Note

The area around the doors will have to be cordoned off on the day of the installation/repairs being carried out due to health and safety reasons.

This quotation is based on works being carried out between 8am- 4.30pm Monday to Friday.

Sub-Total ex VAT	£3328.04
Domestic Reverse Charge @ 20% (VAT on Income)	£0.00
Total inc VAT	£3328.04

Quotation [REDACTED]

Saltash Library and Information Service



Representative:



[REDACTED]
Company Reg: [REDACTED] VAT Reg No: [REDACTED]

[REDACTED]

[REDACTED]

QUOTATION

Invoice to: Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX rachel.ackland@saltash.gov.uk	Site Address: Saltash Library and Information Service Callington Road Saltash PL12 6DX	Quote Reference	[REDACTED]
		Job Reference	Entrance Door Repairs
		Order Number	
		Quotation Date	07/06/2023
		Quotation Expiry	07/07/2023 08:01

Please note the below process may have been shortened for quoting purposes only

Description of proposed works:

Following on from our visit to site to attend the entrance doors, after investigations it was found that the battery backup requires replacement, [REDACTED] have the pleasure in providing you with our quotation as below;

Engineers to attend site, sign in and complete any site inductions as required. Gain safe access to the entrance doors and create a safe working area. Engineers to remove the existing battery backup and place to one side ready for disposal. [REDACTED] to Supply and install one in number replacement battery back to existing wiring and power supply. As discussed on site, this is a process of elimination for the issues you have been experiencing, if any further parts are required after the battery backup has been changed a further quote may follow.

We also found that the internal door set has current finger entrapment issues, and is recommended that we install finger guards to help negate these issues. Please see the below costs for these works, engineers to install 2 in number new roller finger guards to the existing frame and door leaves.

Engineers whilst on site to carry out a service inspection on both sets of doors and to produce and condition and compliance report at the end of our visit. Upon completion of the above, engineers to carry out full operational tests and leave in working order.

Waste Removal: [REDACTED] will remove all waste

Warranty: 12 Months

Lead Time: -

Full Risk Assessments and Method Statements will be provided before any work commences on site.

[REDACTED] Ltd
Company Reg: [REDACTED]

VAT Reg No: [REDACTED]

Please specify if you require this product urgently. [REDACTED] would like to thank you for this opportunity in quoting for this works, we hope it meets your expectations and we look forward to your response in due course.

This work maybe subject to a deposit if so, the accounts team will be in touch upon order. Please feel free to get in touch regarding this matter.

Please feel free to offer us feedback for our services:
[REDACTED]

Qty	Description	Cost	VAT %	VAT	Gross amount
1	Labour And Parts External Sliding Door; - 1 No Replacement Battery Back Up	£544.77	20	£108.95	£653.72
2	Automatic Door Maintenance Carry out operational & compliance tests of Automatic Door to BS EN 16005 - clean and lubricate moving parts - test sensors where necessary - carry out minor adjustments if required - Leave in good working order.	£45.00	20	£18.00	£108.00
1	**Recommendation** Labour And Parts Internal Swing Door; - 2 No Roller Finger Protection Guards	£623.84	20	£124.77	£748.61

Total ex Vat	£1,258.61
Total Tax	£251.72
Total	£1,510.33

[REDACTED] - Terms and Conditions

DEFINITIONS

In these conditions of business, the following apply: -

"Company" means [REDACTED]

"Customer" means the company, partnership, firm or individual from whom the company receives an order for the supply of goods.

"Goods" means any products, materials, equipment, or services to be supplied by the company.

"Conduct" means any agreement, whether verbal, written or implied which exists between the company and the customer.

[REDACTED]
Company Reg [REDACTED] VAT Reg No: [REDACTED]

“Conditions” means the conditions of business.

The titles to the several clauses of these conditions of business are imported for convenience only and shall not be deemed to be part of them.

Failure by the company to enforce a term of contract shall not prevent the subsequent enforcement of the or any other term of the contract.

CONTRACTS

Contracts are made only upon and subject to the conditions. Nothing in these conditions shall affect the statutory right of the Customer. No variation of these conditions shall be valid or binding on the Company unless expressly agreed by the Company in writing. These conditions shall override any inconsistent terms or conditions referred to or contained in any order of correspondence of the Customer or elsewhere unless such variation is made and accepted in writing by the Company. No description, illustration or information contained in any catalogue, brochure or other document not prepared by the Company shall form and be incorporated in any term of contract between the Company and the Customer. Any such material is offered to the Customer for general guidance only and not so as constitute a description by reference to which the contract is made. The Company contracts on the basis that all consents, permissions and approvals necessary to enable the Company to perform the contract have been or will be obtained and the Company have no responsibility whatsoever to obtain the same. The Company shall not be liable for any consequential loss suffered by the customer as a result of non-performance by the Company of all or any part of the contract as a result of any event or non-event outside the reasonable control of the Company. All contracts made with the Company shall be governed and constructed according to the laws of England.

PRICES, QUOTATIONS AND ESTIMATES

Only written quotations and estimates for the supply of goods shall be valid. All prices are strictly net of VAT and any other tax or duty, which shall be added to the price payable by the Customer. The Company reserves the right, by giving notice to the Customer at any time before delivery, to increase the price of the goods to reflect any in the cost to the Company for, but not limited to, labour, materials or transport, or any increase caused by any other factor beyond its reasonable control. Any quotation made by the Company remains open for acceptance for 30-days from the date of quotation. The Company shall not be bound by any quotation accepted after this time and shall at its absolute discretion accept or reject any order placed by the Customer after this time. All quotation prices are based on normal working hours 8:00am - 5:00pm, Monday - Friday (excluding public holidays and Christmas shut down period) unless otherwise stated on the Customers quotations. All quotations are subject to a final site survey. The Company are not liable for any non-surveyed doors or products by the Company.

PASSING OF THE TITLE

The absolute legal and beneficial ownership of the goods shall remain with the Company and shall not pass to the customer until the Company has received full payment for the goods. When the price of the goods remains unpaid after the due date for payment, the Company shall have the right to enter the premises where the goods may be found for the purpose of recovering possession of the goods and the cost of recovering the goods shall be payable by the customer to the Company demand.

PASSING OF RISK

Company Reg: [REDACTED] VAT Reg No: [REDACTED]

The risk of goods shall pass to the Customer upon delivery. The Customer shall be liable for the safe custody of the Company's materials and equipment on site and protect the Company's work in progress.

CASH AND CREDIT ACCOUNT CUSTOMERS

1. All new Customers will be set on a cash account. Cash account customers will be required to pay 75% of call out invoices prior to our attendance with the remaining 25% being invoiced to our standard terms. All first orders for cash account customers will be required to pay 50% of accepted quoted works (orders) prior to materials being ordered / works being carried out. The remaining 50% will be due on completion of work.
2. Customers will be required to complete an account application form to gain a credit account. Credit accounts are subject to credit checks and references. Please refer to "Payments" for payment terms for credit account holders.
3. A business credit check will be made which will leave no footprint.

PAYMENT

Accounts are payable strictly 30 days from the date of the invoice date unless otherwise stated in the contract between the Company and the Customer. No claim by the Customer under warranty or otherwise shall entitle the Customer to any deduction, retention or withholding of any part or any sums due.

The Company accepts payment via BAC's only. The Company does not store Customer banking details. The Customer is required to provide the correct invoicing address, contact number and email to the Company. The Company will not be held responsible for any accounts (invoices, statements, credit notes etc) which are sent to the incorrect location (email and address), where the client has not enclosed the correct information. The Company retain the right to not order any parts for works until receipt of funds cleared in our account.

DEPOSITS

The Company reserve the right to request deposit payments on all orders exceeding **£4000 + VAT**.

LATE PAYMENT

Failure of full payment by the due date from the customer, unless formally agreed between the Company and the Customer, gives the Company the rights to withhold all services to the customer until full payment has be made to the Company. The Company will apply an 8.25% late payment charge on top of the invoice value if payment is 7 days overdue. The Company reserves the right to commence legal proceedings without further notice after the 8th overdue invoice day at which the Company reserves the right to seek recovery of legal costs and interest on the outstanding amount. Customers with history of late payments with the Company, will result in the Customer's account being closed after the second contact from the Company to the Customer in relation to the outstanding amount due to the Company. The terms "NEW & CLOSED ACCOUNT CUSTOMERS" applies to all closed account Customers.

CALL OUTS

Call outs will be charged at our standard rate depending on location. A minimum charge of 1 hour will be charged if we attend an aborted visit.

ASBESTOS

Company Reg: [REDACTED] VAT Reg No: [REDACTED]

Customers are required to inform the Company of any Asbestos within the Company's working area on the Customers site before works commence.

SERVICE CONTRACT, ORDERS AND CANCELLATION

Customers are required to provide a signed service agreement to commence with the quoted service contract provided by the Company. Terms for service contracts are strictly fixed for 12 months unless otherwise agreed. Unless cancelled by the customer, the service contract will roll until the contract expiry. The Company has the rights to raise the price of the service contract after the 12 fixed months due to inflation which notification will be provided in writing if this is to occur. The months of servicing will be confirmed via email / verbally between the Customer and the Company.

The Customer will be liable for the agreed price of the service during the agreed servicing months. The Customer will be liable for 50% of the servicing fee if the service is not able to be carried out due to Customer fault. Customers with a service contract may cancel or suspend their contract between the Company and the Customer, by giving one full calendar month's advance written notice on headed paper, effective from the 1st of the following month. The customer is liable for 50% of the amount payable for the service contract if the service is due within the cancellation / suspended period. Service contracts will still be in place until cancellation on letter headed paper has been received by the Company. Should the Customer have a change of ownership or change of name, the Customer must notify the Company in writing on letter headed paper with the details of changes of the customer, stating the existing and new changes. Any agreed quotation orders that are cancelled or placed on hold by the Customer within 10 working days of the works taking place will be subject to further costs including but not limited to; cost of the materials purchased, hire equipment charges, labour charge, travel charge, fuel costs. This will also be subject to an administration charge.

SERVICE CONTRACT, GENERAL CONDITIONS

Standard working hours are defined as 08:00 to 17.00 Monday to Friday, excluding public holidays.

The Company will require reasonable means of access to the equipment requiring maintenance. The Company shall be permitted to start and stop all equipment necessary to perform thus maintenance services.

The Company shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including but not restricted to acts of God, war, terrorism, civil commotion, acts of government, fire, theft, corrosion, floods, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, shortage of vehicles, fuel, labour or materials, or malicious mischief. In no event shall the Company be liable for business interruptions losses or consequential or speculative damages, but this sentence shall not relieve the Company of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of the Company in the performance of its obligation under this agreement.

The Company shall not be required to install new devices or make modifications to any equipment at the time of service or directives of insurance companies, governmental bodies, or for other reasons. Any such modifications or upgrades are subject to a quotation.

The Company shall not be required to make replacements or repairs to products under this agreement unless otherwise agreed and quoted for. During the inspection of the maintained equipment if the products reveal any defect/s, prior authorisation will be required before we carry out any works on the defective product.

Emergency services can be provided at your request.

Repairs are carried out exclusive of this agreement; any repairs that have been found upon inspection will be reported to you and you will be quoted accordingly.

All parts and labour repairs are non-inclusive.

The Company only are to maintain the product(s) mentioned in the service contract/agreement for the full term of the agreement, failure to comply with this agreement will void this contract and any compliance or product certification in place, the Company will not be liable for damages to products or persons in direct result of the failure of above-mentioned equipment.

MADE TO MEASURE ORDERS

Any cancellation of made to measure products will result in the product being charged in full plus an administration charge of £40 plus vat.

HOLDING OF STOCK

The Company reserve the right to make a charge for any holding of stock if orders are placed on hold by the customer. This will be calculated at a daily rate depending on the size of product stored.

CHANGE OF OWNERSHIP

In an event of the Customer changing ownership and / or name, the existing customer, of whom agreed to the service contract, will be liable for the amount payable. In the case of the Customer changing ownership, the new customer will be sent a new quotation with amended customer details. In the case of the Customer changing name, the customers will be sent an amended quotation with updated customer details.

WARRANTY

The Company will provide a 24-month warranty on all new fully installed products including but not limited to; Industrial Doors, Traffic Barriers, Access Control, Automatic Gates, Loading Bay equipment and Automatic Doors with a valid maintenance contract for this asset with the Company. A 12-month warranty as standard will be offered without a valid maintenance agreement in place for this asset with the Company.

The Company will offer a 12-month warranty for all new component parts installed and a 3-month warranty for all mechanical repairs. This is exclusive of batteries in wireless equipment. All repair defects must be reported within 30 days, this includes any repairs at fault of the manufacture or fault by the Company. Warranty will become invalid if new product and/or parts provided by the

Company Reg: [REDACTED] VAT Reg No: [REDACTED]

Company are tampered with by any other business/ persons other than direct employees of the Company. [REDACTED] reserve the right to terminate the warranty if the equipment or product/s have not been maintained by [REDACTED] within the specified 24 Month period for new products. We recommend this to be carried out every 6 months. A quotation will be provided to you on completion of works for a maintenance agreement.

The Company work diligently to ensure your project is constructed with our time proven installation methods. We are confident in our workmanship but if you feel that your finished product fails to perform properly then you must inform us within 48 hours of the installation or repair date. The Company will complete the necessary repairs to correct any problems resulting from an error in our workmanship, we will not cover any damage as a result of; Acts of God (weather conditions) vandalism, abuse, equipment left to operate unattended, vehicle damage or general wear and tear. Due to the properties of certain materials, the Company cannot be held responsible to any changes to appearance, shape or dimension due to normal ageing and exposure to the elements.

Warranty issues and defects are decided by the Company. Any visit attended and not deemed as warranty will be charged accordingly.

CHANGE OF TERMS AND CONDITIONS

The Company reserves the right to change these terms and conditions at any time without prior notice. The customer can ask for a copy from the company at any given time although these are available on our website.

Subject: FW: Saltash Library Auto-Door Fault - [REDACTED]

From: [REDACTED]
Sent: 12 June 2023 16:34
To: Shaun Webber <Shaun.Webber@saltash.gov.uk>
Cc: [REDACTED]
Subject: Saltash Library Auto-Door Fault - [REDACTED]

Dear Shaun,

Following our reactive visit to the above location earlier today we have pleasure in offering for consideration our cost of £395.00 ex VAT to replace the unit's inbuilt battery & facilitate the reset up of the unit.

We conclude the requirement for this is due to the existing unit is not holding the correct voltage & to that end a reset cannot be carried out as the self-learn function is being inhibited.

We have to respectfully highlight that our quotation covers just the replacement of the battery & if possible, the reset.
If when the battery is replaced & during the reset further defects are uncovered, further quotation will be provided.

The cells are bespoke & made to order & have a lead-time of upto four weeks, which, if possible, we shall obviously try to reduce.

We hope & trust that your able to instruct & look forward to your reply, in the meantime, please don't hesitate to contact.

Regards,

[REDACTED]
[REDACTED] (voice only, no text)
T (not 24hr)

[REDACTED]
[REDACTED]

*All costs quoted are exclusive of VAT & subject to [REDACTED] terms & conditions.
We respectfully highlight that we cannot be held responsible for interruptions of services or equipment that may be resultant of our works. Lead times are detailed for indication only & not liable to damages or contra charges.
Any repair works do not imply warranty to associated, affiliated or system other than the parts fitted.
Service of equipment does not provide warranty for that equipment or system.*

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

1. A successful 'Spring' April environment month contained a series of successful presentations, workshops and activities for all ages noisily finished off with junk re-cycle band 'Weapons of Sound' for our end of month Saturday 'bash-a-long'. This was charged against a Scrapstore grant from last year that originally was postponed due to the Queens passing. A great spectacle to message re-cycling in a positive creative way.

Part of the SWW grant was invested in a series of children's workshops with Seadream Education. Promoting water quality and ways to protect the seas and the deep seas! The second part of the grant funding will be invested in Junes 'Summer' Environment Month. We also had very well received and supported presentations by RSPB (return of the Cornish Chough), Tamar grow Local (Beekeeping) and Dr Rebecca Pearce on Grenfell Allotments 'Growing for sustainability' ideas.

2. May was 'Community and Local History Month' where two key events dominated everyday activities. For Dementia Week we were delighted to host a morning visit from the Dementia choir. Many tears were shed during the morning. The Library is now stocked with an array of appropriate dementia books for customers.

On Thursday 25th we hosted and supported the 'Saltash at War' presentation, ranging from 'Roman Saltash' through to 'Cold War Saltash'. Produced by the local 'War History Group' this was supported by a small in-house history exhibition in the Library for visitors and schools to look at and try the 'Bunker', Morrison Shelter' and our history 'Did you know? quiz' scattered around the Library Hub. There was even an air raid siren to keep the noise levels up.

In partnership with Cornwall Libraries we also had a visit by the Theatre Group 'The Cornish Caretakers' titled 'A History of Cornwall' for schoolchildren.

3. June is our 'Summer' Environment Month (Listings below) and we welcome back Songs and Shanties for a children's sing-a-long on 23rd June..

8th June – Beach Guardian workshops for schools

10th June – Cornwall beekeepers association

10-18th June – Big Green Week

19th June – Tamar Grow Local

24th June – Animal Encounters 'Habitats of the World' and green craft morning.

We also have a range of other activities and events scheduled across June ranging from Adult Crafting, Writers Group, Fake or Fortune and Yoga.

4. In July our Library Book Club will be launched and supported by a visit from best-selling fiction author Teressa Driscoll.
Plans for July also incorporate the launch of this years 'Summer Reading Challenge' – 'Ready, Set, Read'. This sporting/health related theme has enabled us to partner with The Leisure Centre and The Core to supply additional prize incentives for families using their facilities. We will also look to include children's Yoga classes in the Library as well.

At the end of the month we host the John Passmore Edwards 'exhibition' from Cornwall Council Libraries before we look forward to preparing for our 'move' to the Guildhall in August.

Because of the planning involved for the move to the Guildhall we have made the decision not to have a presence at the Regatta, however we have requested that the Cornwall Council Summer Reading mobile truck makes an appearance on one of the weekend days to help promote the challenge to the Regatta audience.

5. Marketing feedback update.

Numbers based from a returned number of 121 activity and event feedback forms over the last three months across a range of events and activities.

1. Location of marketing information received by customer.

a. Word of mouth	28%
b. Facebook	23.6%
c. Observer local paper	3.4%
d. Posters (Library & Town)	24.7%
e. Leaflets	5.6%
f. Already attending Library	14.7%

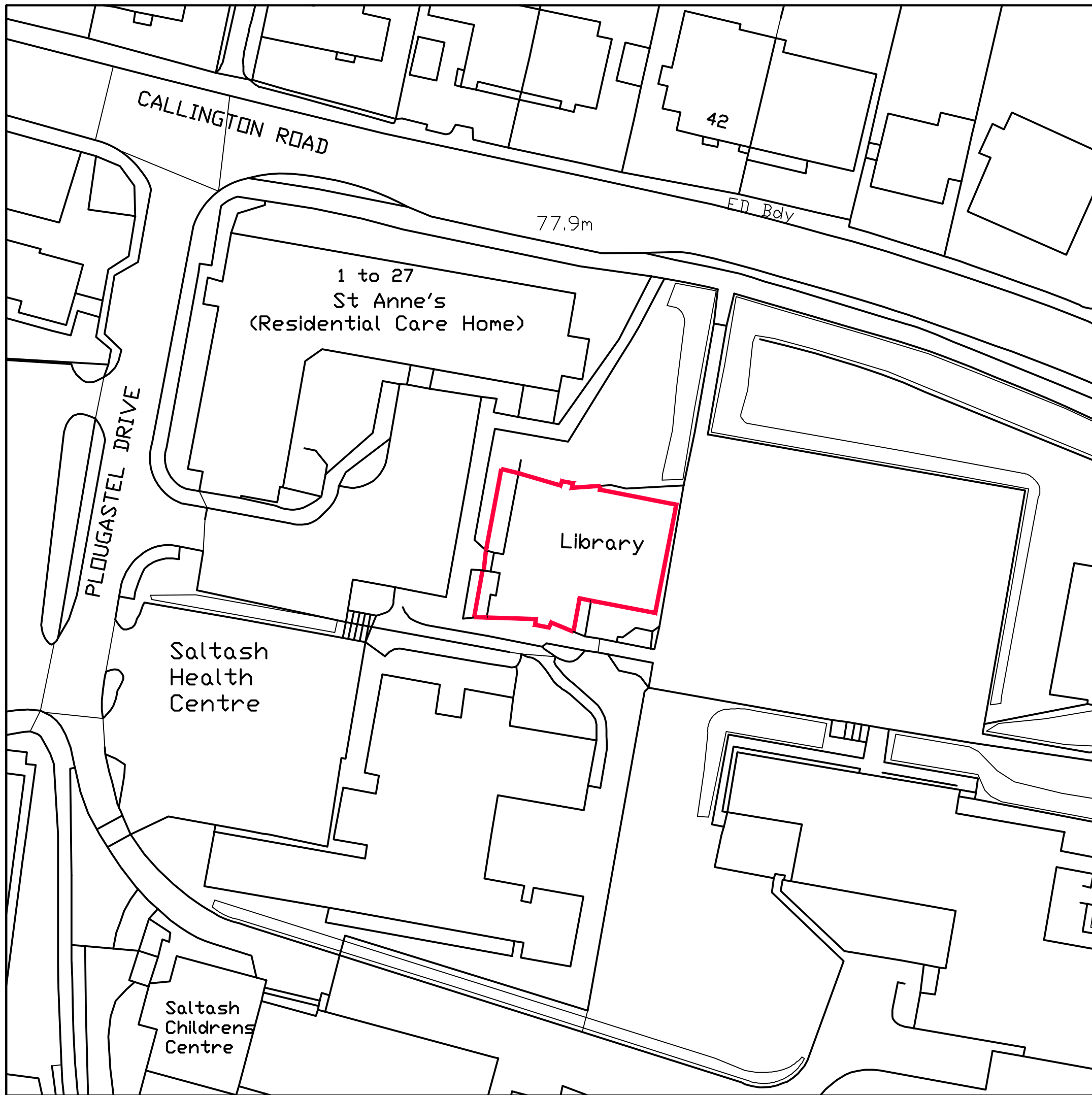
2. Quality Assessment

a. 5/5	73%
b. 4/5	20.3%
c. 3/5	6.7%
d. 2/5	-
e. 1/5	-

3. More events and activities

Yes	99.8%
No	.2%

End of report



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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

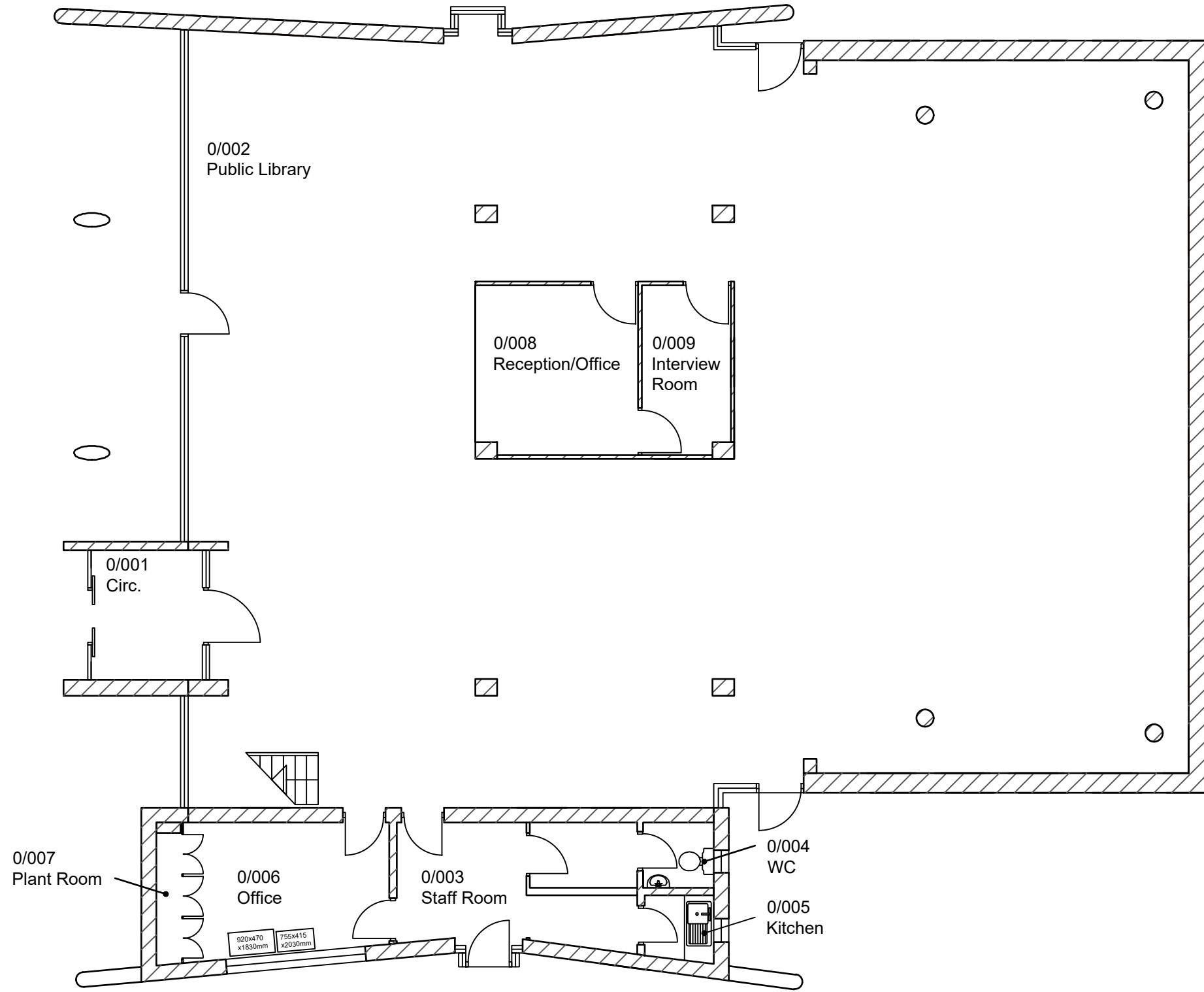
Drawing Title

Location & Site Plan

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:500	29.04.2022	
Revision	Drawn By	Check By	Approved By
00	HC	TB	TB

A3 Drawing Identifier				BS1192:2007 / Avanti Compliant			
Project	Origin	Zone	Level	Type	Role	Class Number	
SAL	BPC	XX	XX	DR	B	910 001	

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Ground Floor Level



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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing Ground Floor Plan

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

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

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Externally

- Remove existing aluminium framed curtain walling, windows and doors as indicated on elevations.
- Remove all old window fixings and inspect for damage. Carry out repairs to damaged/ spalled concrete soffit and building structure using a proprietary concrete repair system.
- Install vertical and horizontal DPC's and prepare openings generally to receive replacement aluminium systems.

Notes - Building Demolitions & Enabling Works



General
 - Extent of existing walls, steps, doors, windows and fittings to be removed/demolished indicated thus.
 - For the purposes of the tender it will be assumed that the tendering contractors will have visited site and assessed for themselves the full extent of demolition, enabling, builders work and making good required.

To be read in conjunction with Building Services Engineers design information and specialist reports.

Existing Building Survey/Setting-Out:

Based on partial measured floor plan survey information with approximately positioned asset management plan data for context. Asset management plan data is illustrative of general layout, and its accuracy, nor extent of building features, should not be relied upon. Existing and proposed building floor plan outlines drawn and overlaid as 'best fit'. Contractor to carry out visual site walkover surveys and carry out any necessary check dimensions/levels on site and report any discrepancies prior to construction.

Asbestos:

A full Asbestos Demolition & Refurbishment Survey to HS(G)264 should be carried out by the contractor to all demolition areas, construction working areas and service routes within buildings to identify the presence and location of any Asbestos Containing Materials. Should ACM's be found within these buildings and require removal, then the method of removal will need to be detailed separately in-line with The Control of Asbestos Regulations 2012.

Method of Demolition:

All demolitions and alterations to existing buildings must be in accordance with contractors specific methods or sequencing of demolitions including temporary shoring or supports as required. The timing of demolition works and provisions including the selection of appropriate plant and equipment to minimise the structural vibration, dust and disturbance to the library and surrounding areas should be considered, in order to comply with all regulatory requirements including: *The Clean Air Act 1956, Control of Pollution Act 1974, Noise at Work Regulations 2005, BS5228 Noise Control on Construction and Open Sites.*

Surface/Combined/Foul Drainage - Disconnections/Capping/Diversion/Adaption/Extension:
 Contractor to allow for capping any redundant below ground drainage of any below ground runs to be disconnected and removed beneath or adjacent to buildings. Extend and adapt existing drainage systems to suit new revised toilet layout.

Existing Site Services Disconnections:

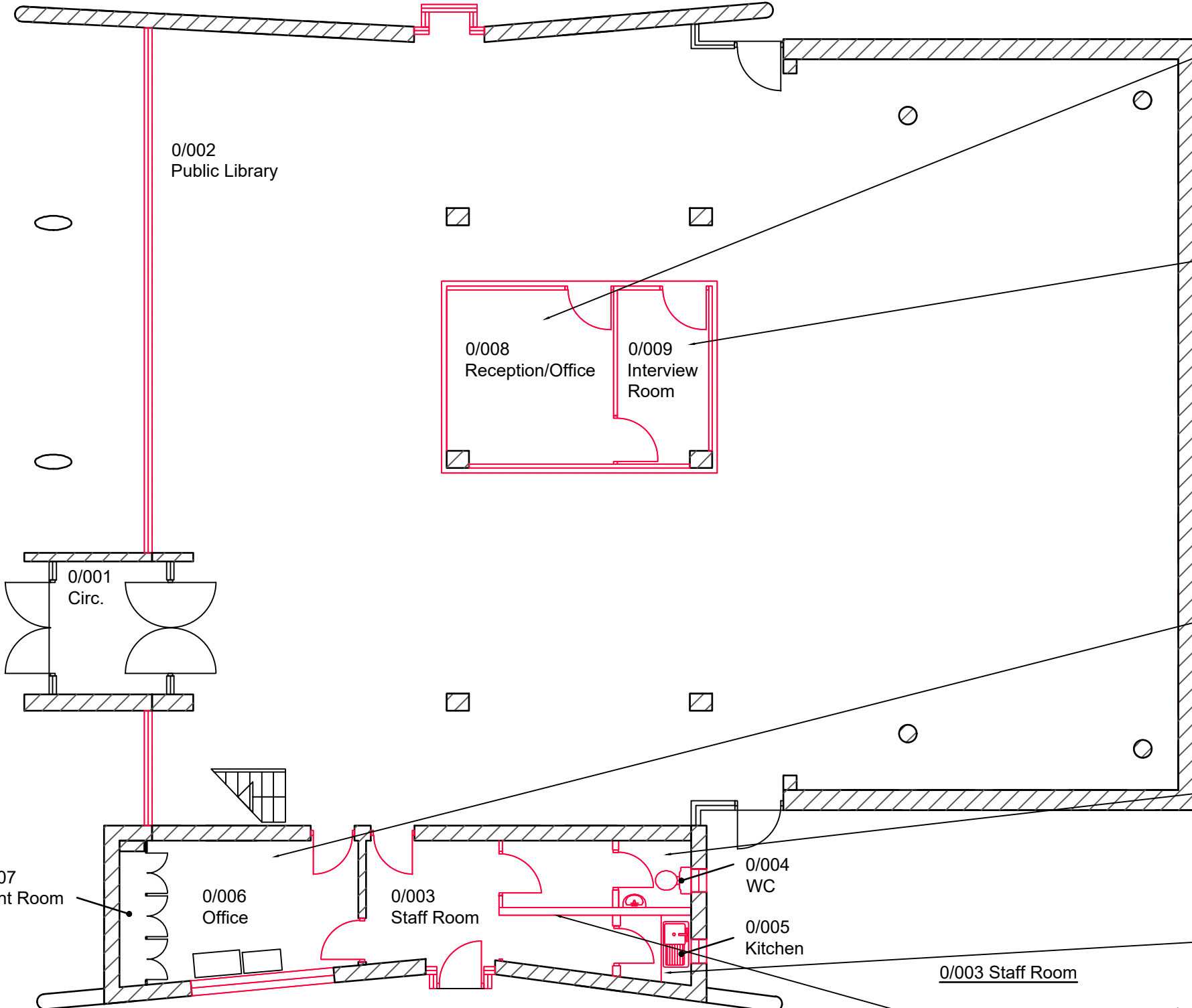
Identify, isolate and remove redundant supplies, cables, pipes equipment, controls, switches, fittings and ancillary items in accordance with Building Services Engineers details.

Builders Work:

In connection with isolated demolitions and removal of services, the contractor is to take account of any subsequent making good including maintaining damp proofing, fire stopping, acoustic separation, thermal insulation and air leakage barriers.

Bats/protected species:

Ecology Consultant to inspect prior to carrying out works and report any issues or findings to client and contract administrator.



Ground Floor Level

0/008 Reception/Office

- Remove all partitions, doors and finishes within this area.
- Retain and make good existing concrete piers/columns.
- Remove redundant services.
- Allow for relocating retained services (see BSE drawings).

0/009 Interview Room

- Remove all partitions, doors and finishes within this area.
- Retain and make good existing concrete piers/columns.
- Remove redundant services.

0/007 Plant Room

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

0/006 Office

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

0/004 WC

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

0/005 Kitchen

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

0/003 Staff Room

- Remove internal partition/wall and doorset.
- Remove door and frame between staff room and main library.

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



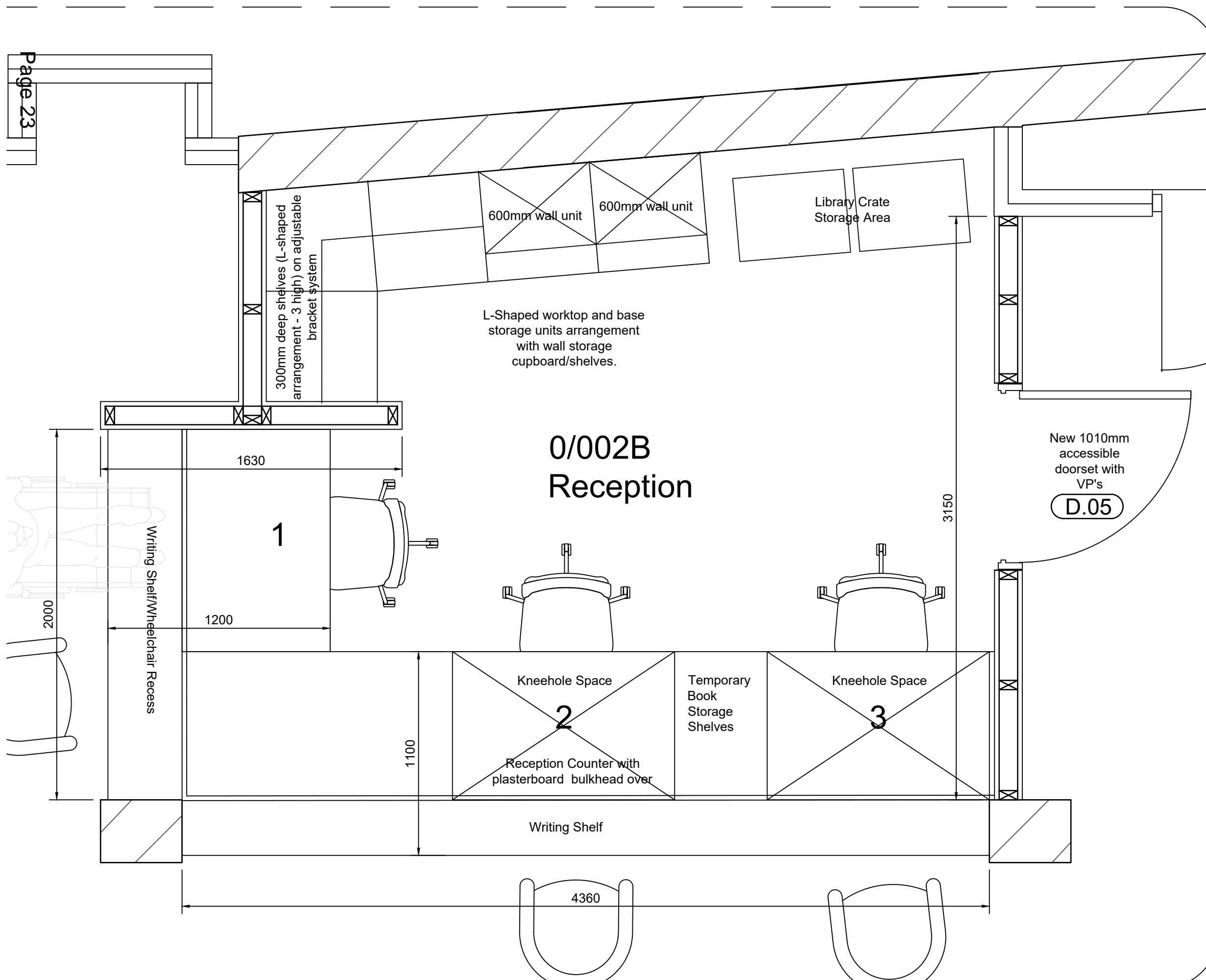
Client
 Saltash Town Council

Project
 Saltash Library Refurbishment

Drawing Title
 Demolition Ground Floor Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:100	Date 29.04.2022	
Revision T01	Drawn By HC	Check By TB	Approved By TB

A3 Drawing Identifier
 Project Origin Zone Level Type Role Class Number
 SAL BPC XX 00 DR B 040 001



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T01 Draft Tender Issue (for review) IJN/ 13.06.2023
 Rev Description By / Chk'd / App'd Date



Client
 Saltash Town Council

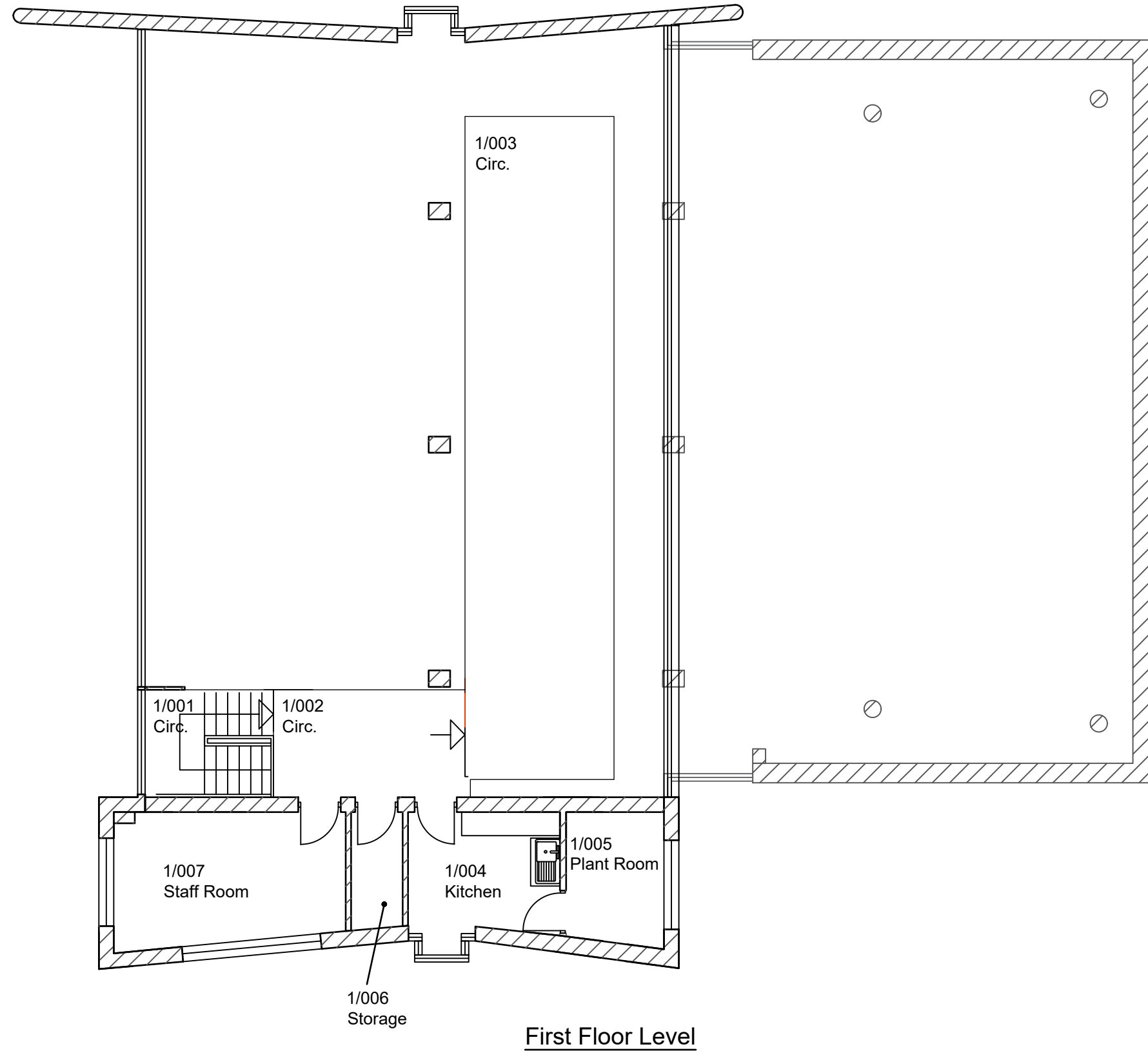
Project
 Saltash Library Refurbishment

Drawing Title
 New Reception Office
 - Detailed Floor Layout Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:20	Date 29.04.2022	
Revision T01	Drawn By IJN	Check By TB	Approved By IJN

A3 Drawing Identifier
 Project Origin Zone Level Type Role Class Number
 SAL BPC XX 00 DR B 015 001

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First Floor Level



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Rev	Description	By / Chk'd / App'd	Date
T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022



Client
Saltash Town Council

Project
Saltash Library Refurbishment

Drawing Title
Existing First Floor Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:100	Date 29.04.2022	
Revision T01	Drawn By HC	Check By TB	Approved By TB

A3 Drawing Identifier
Project Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR B 021 002

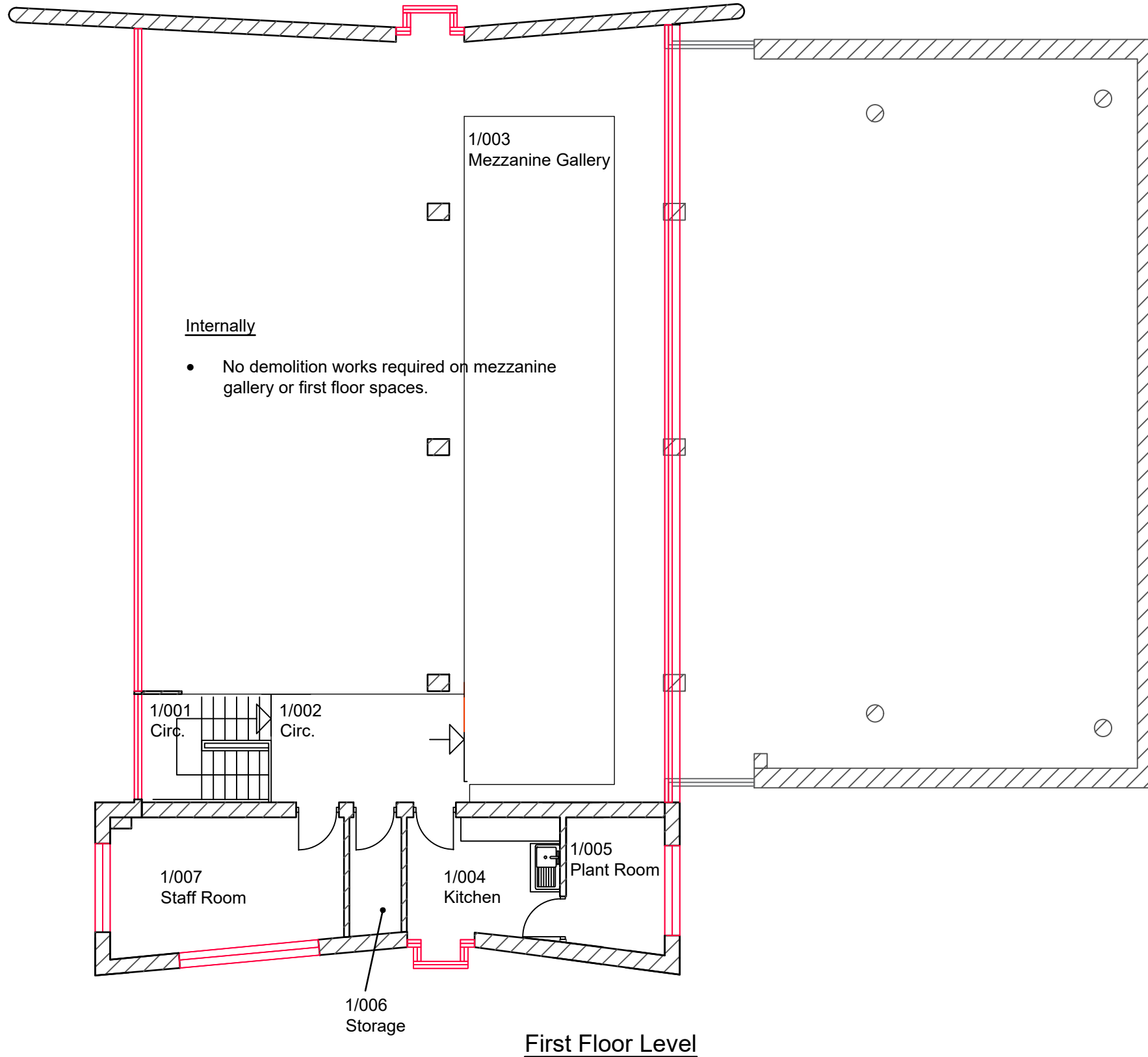
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Externally

- Remove existing aluminium framed curtain walling, windows and doors as indicated on elevations.
- Remove all old window fixings and inspect for damage. Carry out repairs to damaged/ spalled concrete soffit and building structure using a proprietary concrete repair system.
- Install vertical and horizontal DPC's and prepare openings generally to receive replacement aluminium systems.

Internally

- No demolition works required on mezzanine gallery or first floor spaces.



Notes - Building Demolitions & Enabling Works

General

- Extent of existing walls, steps, doors, windows and fittings to be removed/demolished indicated thus.
- For the purposes of the tender it will be assumed that the tendering contractors will have visited site and assessed for themselves the full extent of demolition, enabling, builders work and making good required.

To be read in conjunction with Building Services Engineers design information and specialist reports.

Existing Building Survey/Setting-Out:
Based on partial measured floor plan survey information with approximately positioned asset management plan data for context. Asset management plan data is illustrative of general layout, and its accuracy, nor extent of building features, should not be relied upon. Existing and proposed building floor plan outlines drawn and overlaid as 'best fit'. Contractor to carry out visual site walkover surveys and carry out any necessary check dimensions/levels on site and report any discrepancies prior to construction.

Asbestos:
A full Asbestos Demolition & Refurbishment Survey to HS(G)264 should be carried out by the contractor to all demolition areas, construction working areas and service routes within buildings to identify the presence and location of any Asbestos Containing Materials. Should ACM's be found within these buildings and require removal, then the method of removal will need to be detailed separately in-line with The Control of Asbestos Regulations 2012.

Method of Demolition:
All demolitions and alterations to existing buildings must be in accordance with contractors specific methods or sequencing of demolitions including temporary shoring or supports as required. The timing of demolition works and provisions including the selection of appropriate plant and equipment to minimise the structural vibration, dust and disturbance to the library and surrounding areas should be considered, in order to comply with all regulatory requirements including: *The Clean Air Act 1956, Control of Pollution Act 1974, Noise at Work Regulations 2005, BS5228 Noise Control on Construction and Open Sites.*

Surface/Combined/Foul Drainage - Disconnections/Capping/Diversion/Adaption/Extension:
Contractor to allow for capping any redundant below ground drainage of any below ground runs to be disconnected and removed beneath or adjacent to buildings. Extend and adapt existing drainage systems to suit new revised toilet layout.

Existing Site Services Disconnections:
Identify, isolate and remove redundant supplies, cables, pipes equipment, controls, switches, fittings and ancillary items in accordance with Building Services Engineers details.

Builders Work:
In connection with isolated demolitions and removal of services, the contractor is to take account of any subsequent making good including maintaining damp proofing, fire stopping, acoustic separation, thermal insulation and air leakage barriers.

Bats/protected species:
Ecology Consultant to inspect prior to carrying out works and report any issues or findings to client and contract administrator.



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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



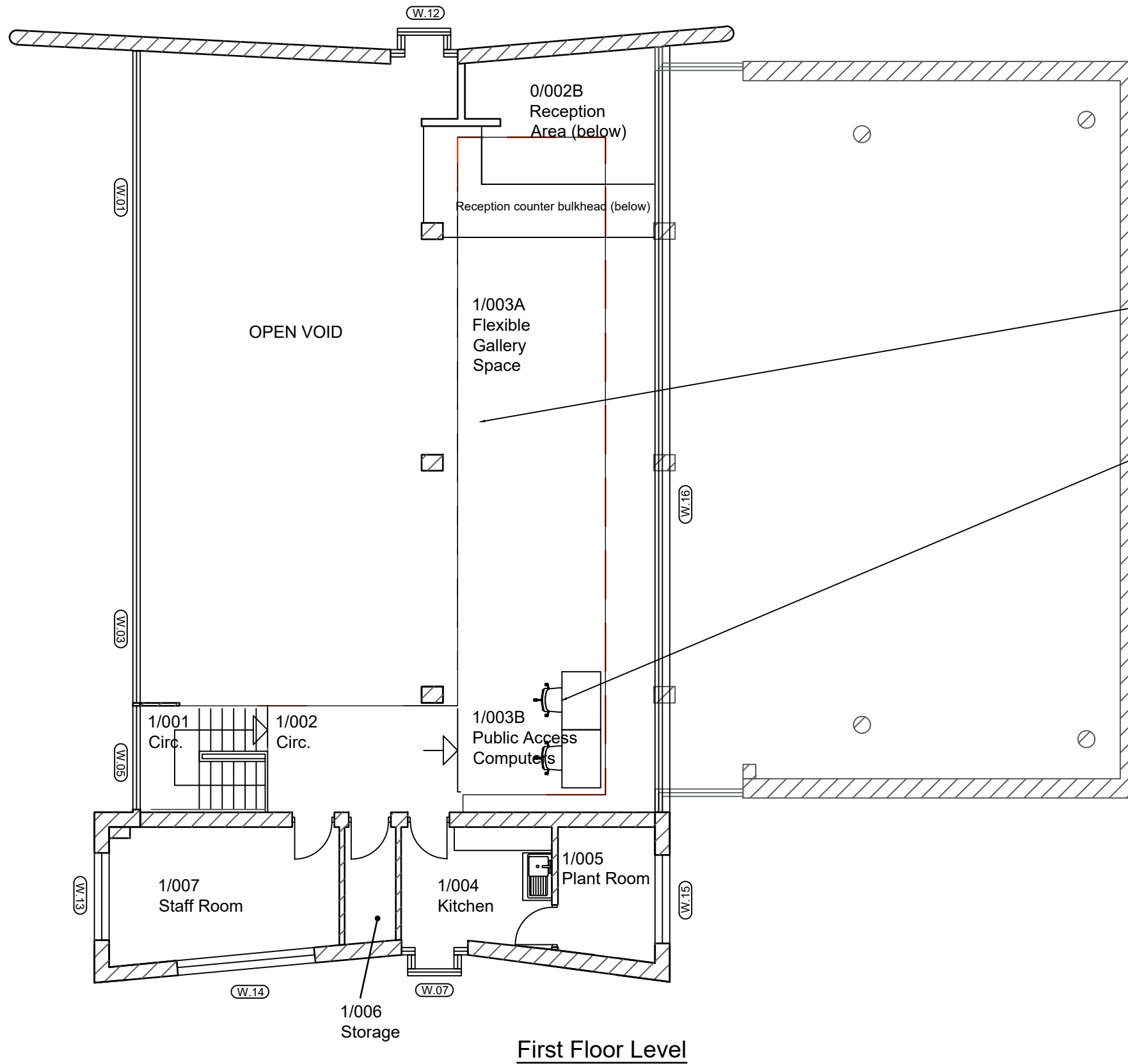
Client
Saltash Town Council

Project
Saltash Library Refurbishment

Drawing Title
Demolition First Floor Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:100	Date 29.04.2022	
Revision T01	Drawn By HC	Check By TB	Approved By TB

A3 Drawing Identifier
Project Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR B 040 002



First Floor Level

Generally

- Renew decoration throughout building (TBC)

1/001 Stairs/Circulation

- Retain as existing.

1/002 Circulation/Landing

- Retain as existing.

1/003A Mezzanine Gallery Space

- Existing space retained for flexible uses.
- **Note:** Loading/capacity of mezzanine to be confirmed by Structural Engineer.

1/003B Public Access Computers

- Relocate existing desks from Ground Floor.
- Existing power floor boxes to be utilised.
- Install new data point socket on wall above data cabinets.

1/004 Kitchen

- Retain as existing.

1/005 Plant Room

- Retain as existing.

1/006 Storage

- Retain as existing.

1/007 Staff Room

- Retain as existing.

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T01	Draft Tender Issue (for review)	IJN/	22.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



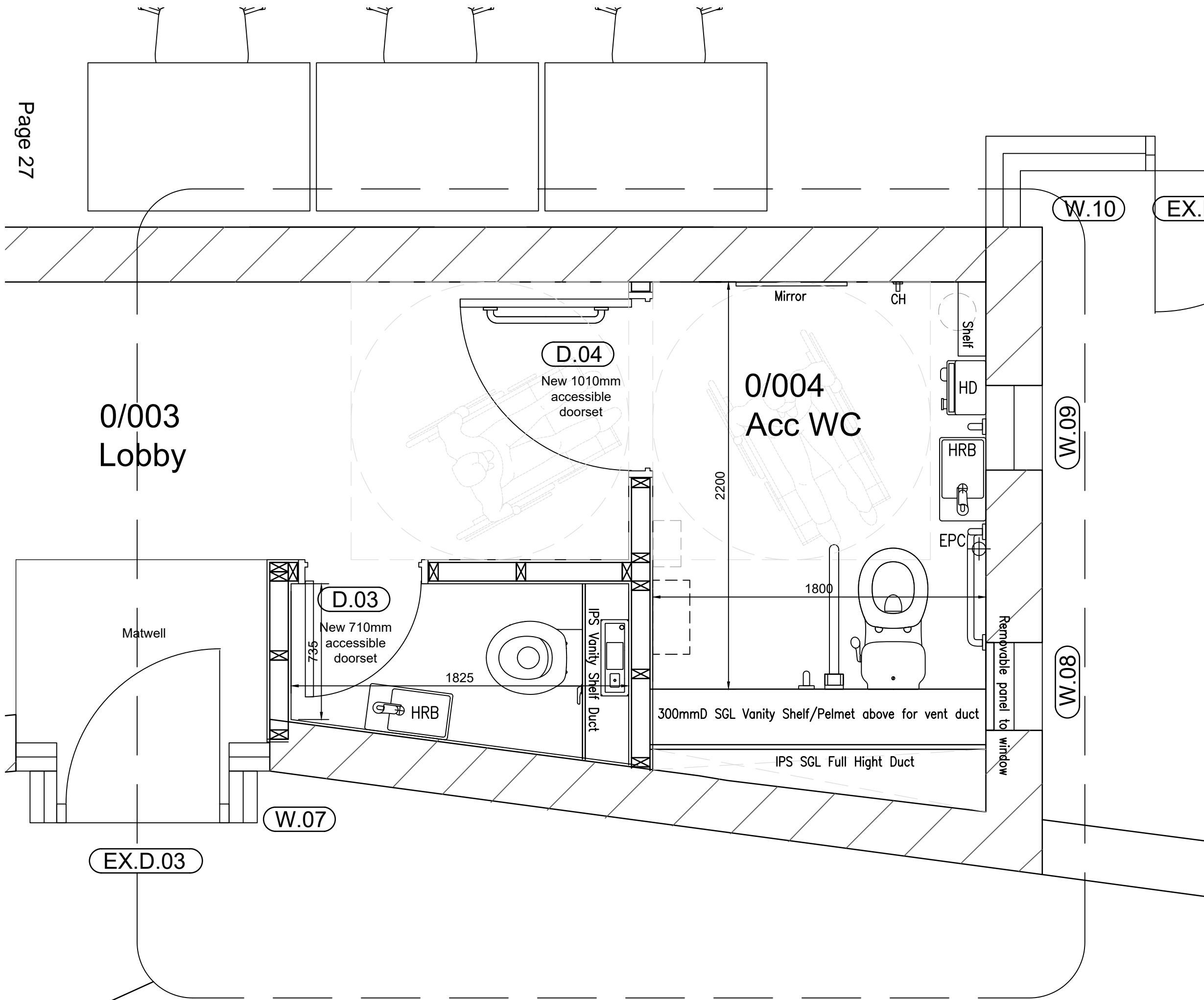
Client
Saltash Town Council

Project
Saltash Library Refurbishment

Drawing Title
Proposed First Floor Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:100	Date 29.04.2022	
Revision T01	Drawn By HC	Check By TB	Approved By TB

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



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T01 Draft Tender Issue (for review) IJN/ 13.06.2023
 Rev Description By / Chk'd / App'd Date



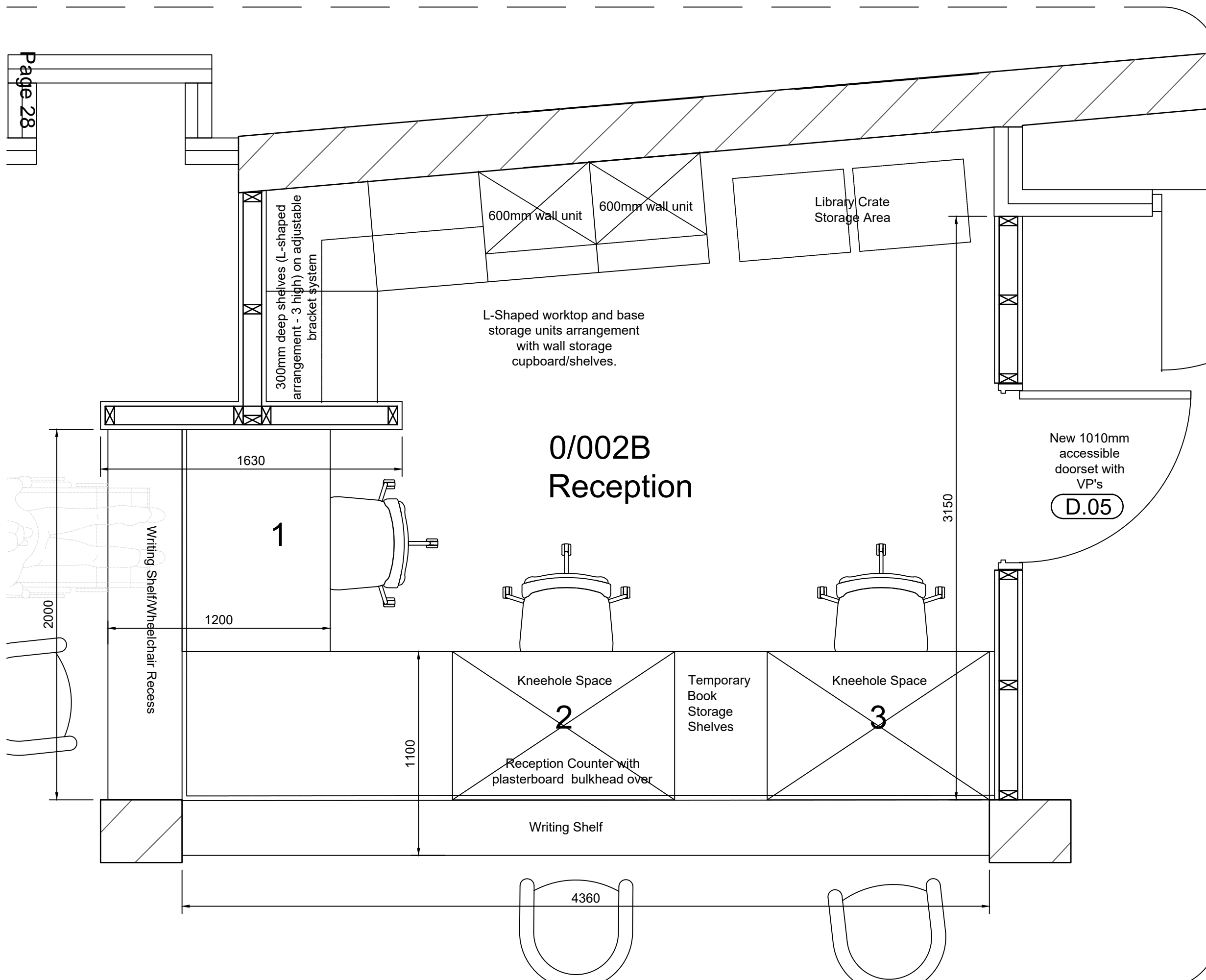
Client
 Saltash Town Council

Project
 Saltash Library Refurbishment

Drawing Title
 Proposed Toilet Areas
 - Detailed Floor Layout Plan

Purpose of Issue TENDER		Status S2	
Project No. 33358	Scale @ A3 1:20	Date 29.04.2022	
Revision T01	Drawn By IJN	Check By TB	Approved By IJN

A3 Drawing Identifier
 Project Origin Zone Level Type Role Class Number
 SAL BPC XX 00 DR B 015 001
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T01 Draft Tender Issue (for review) IJN/ 22.06.2023
 Rev Description By / Chk'd / App'd Date



Client
 Saltash Town Council

Project
 Saltash Library Refurbishment

Drawing Title
 New Reception Office
 - Detailed Floor Layout Plan

Purpose of Issue TENDER		Status S2
Project No. 33358	Scale @ A3 1:20	Date 29.04.2022
Revision T01	Drawn By IJN	Check By TB
		Approved By IJN

A3 Drawing Identifier
 Project Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR B 015 001

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

indicates curtain walling, windows and doors to be carefully removed as part of demolition/enabling works. Refer to proposed elevations for details of replacement aluminium systems.



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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing West Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

A3 Drawing Identifier
Project Origin Zone Level Type Role Class Number
SAL BPC XX XX DR B 022 001

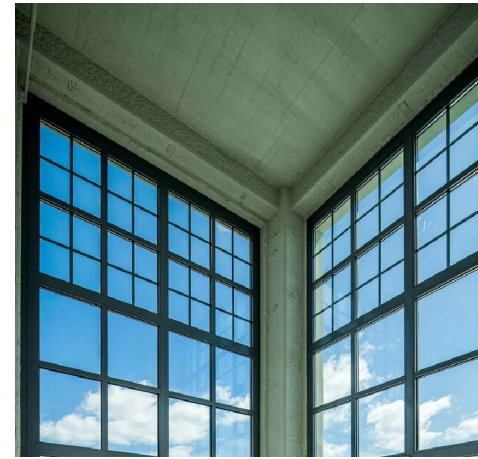
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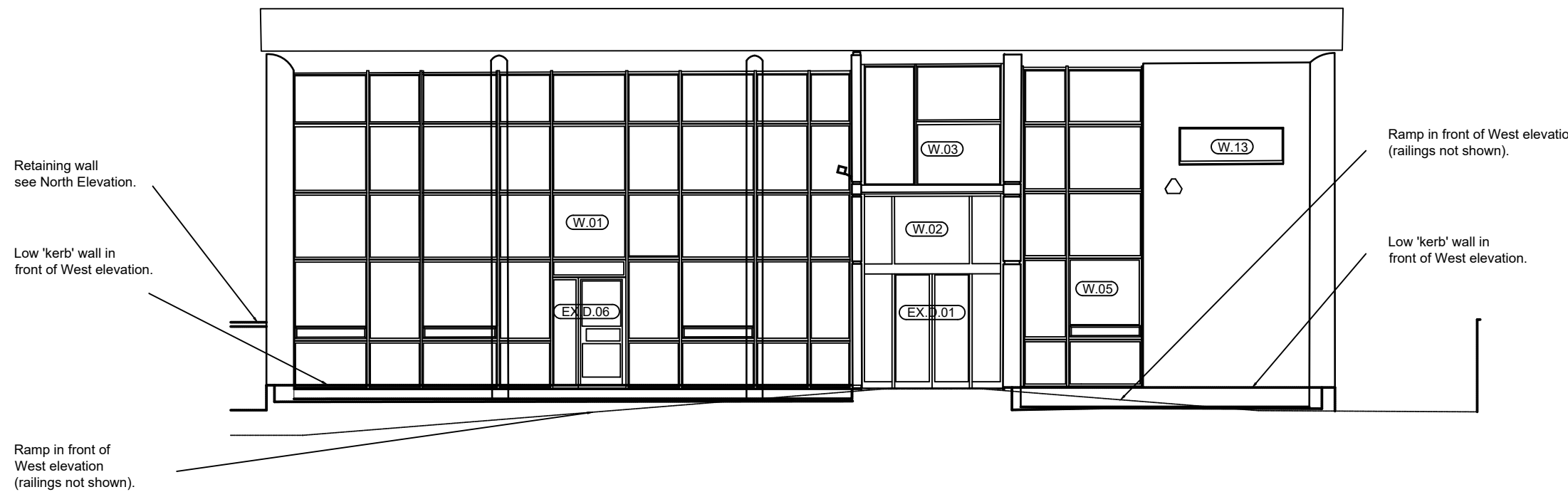
Externally

- W01, 02, 03, 05, 07, 12 & 16: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed curtain wall window system. This product has been developed to mimic the slender look of steel windows, and the Cubic variant sports a stepped surface. Powder coated finish to match existing colour.
- EX.D.03 & 06: Reynaers Aluminium SlimLine 38 double glazed door systems. Powder coated finish to match existing colour. Ironmongery, security detection and access control TBC. Opening direction of EX.D.06 to be confirmed.
- W06, 08 & 09: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed opening casement window system. Powder coated finish to match existing colour. Ironmongery, security detection and access control TBC.
- W10, 11, 13, 14, 15 & 17 (windows within 0/002 Library Space is not included within this tender).

- All glazing to windows and doors to be suitable for high exposure category for wind driven rain and Building Regulations A.D's L, F, K & Q (PAS24) compliant. Specialist installer/manufacturer to provide fabrication and installation details and provide full U-value calculations and specification to prove compliance with the Building Control Officer.
- All windows arrangements and fenestration to match existing.
- Factory fitted apertures to be formed in windows W08 & 09 for connection of mechanical extract fans and ducts to toilets. Refer to M&E details.
- Retain existing main entrance automatic sliding doors and associated curtain walling. Remove individual glass panel containing Cornwall Council Crest and replace with new glazed panel for application of Saltash Town Crest/graphics by client.



Example photograph for context



West Elevation

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



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed West Elevation

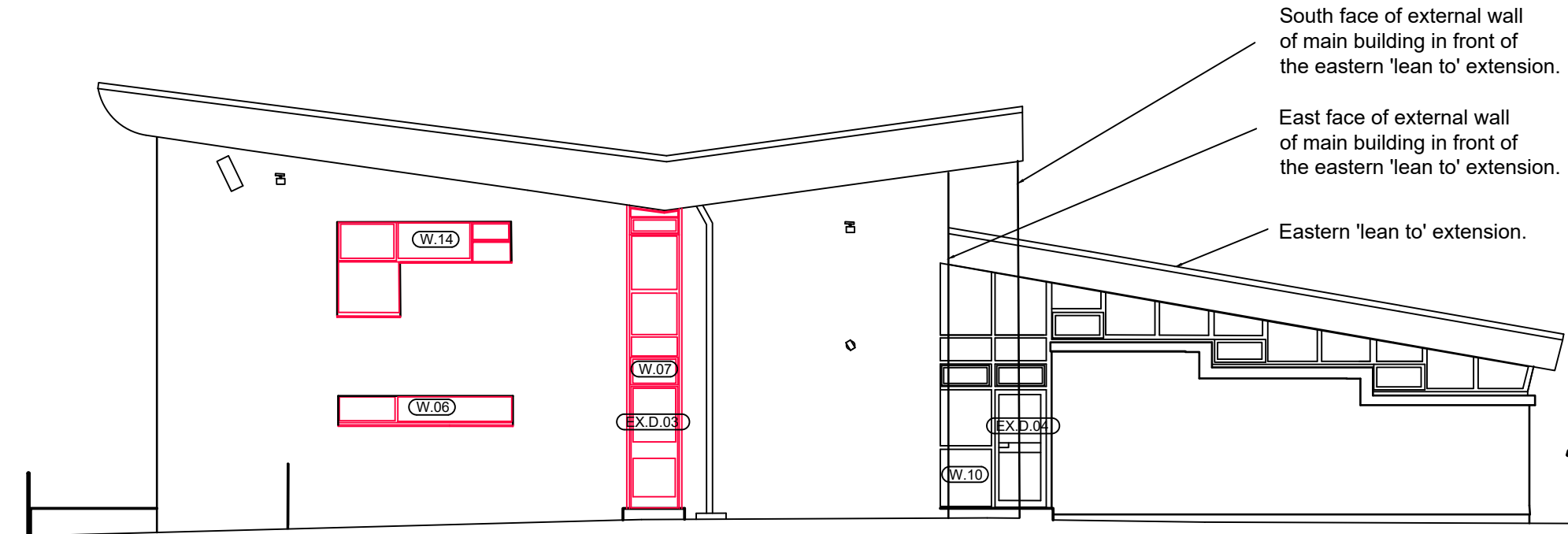
Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

A3 Drawing Identifier Project Origin Zone Level Type Role Class Number
SAL BPC XX XX DR B 062 001

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 See also Eastern elevation.

indicates curtain walling, windows and doors to be carefully removed as part of demolition/enabling works. Refer to proposed elevations for details of replacement aluminium systems.



South Elevation

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



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing South Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

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

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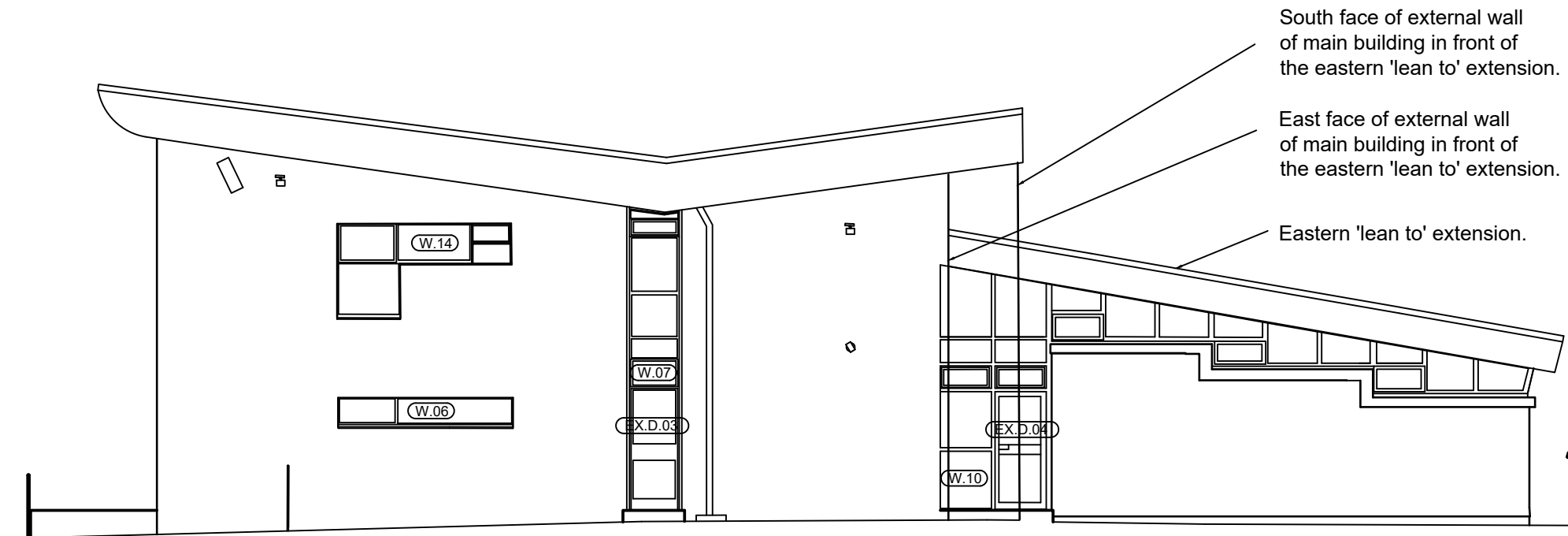
NOTE: Do not measure from this drawing.
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Externally

Page 32

- W01, 02, 03, 05, 07, 12 & 16: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed curtain wall window system. This product has been developed to mimic the slender look of steel windows, and the Cubic variant sports a stepped surface. Powder coated finish to match existing colour.
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- W06, 08 & 09: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed opening casement window system. Powder coated finish to match existing colour. Ironmongery, security detection and access control TBC.
- W10, 11, 13, 14, 15 & 17 (windows within 0/002 Library Space is not included within this tender).

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- All windows arrangements and fenestration to match existing.
- Factory fitted apertures to be formed in windows W08 & 09 for connection of mechanical extract fans and ducts to toilets. Refer to M&E details.
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South Elevation

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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed South Elevation

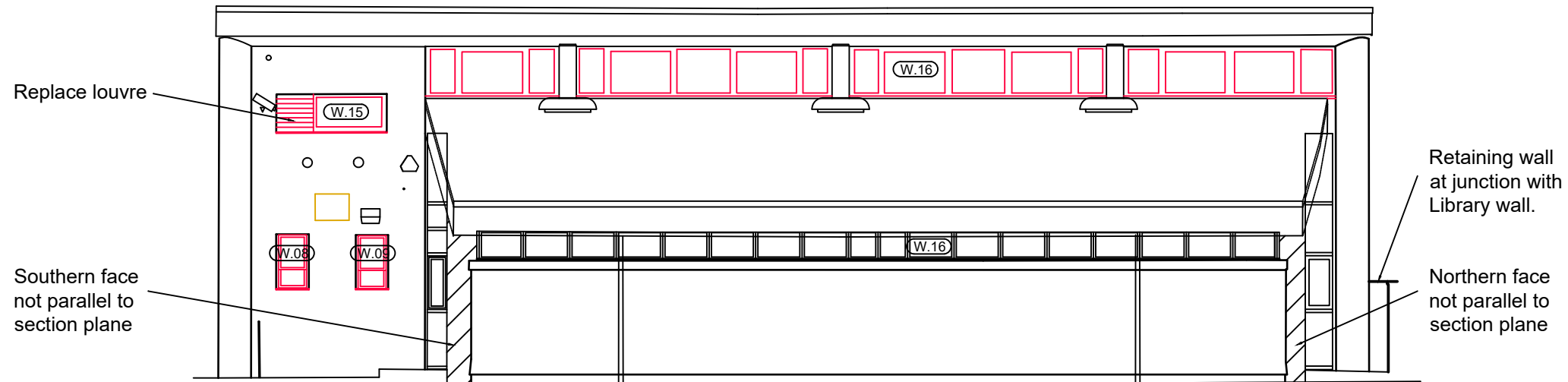
Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

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

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indicates curtain walling, windows and doors to be carefully removed as part of demolition/enabling works. Refer to proposed elevations for details of replacement aluminium systems.



East Elevation

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T01	Draft Tender Issue (for review)	IJN/	13.06.2023
00	Preliminary Issue	HC/TB/TB	29.04.2022
Rev	Description	By / Chk'd / App'd	Date



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Existing East Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

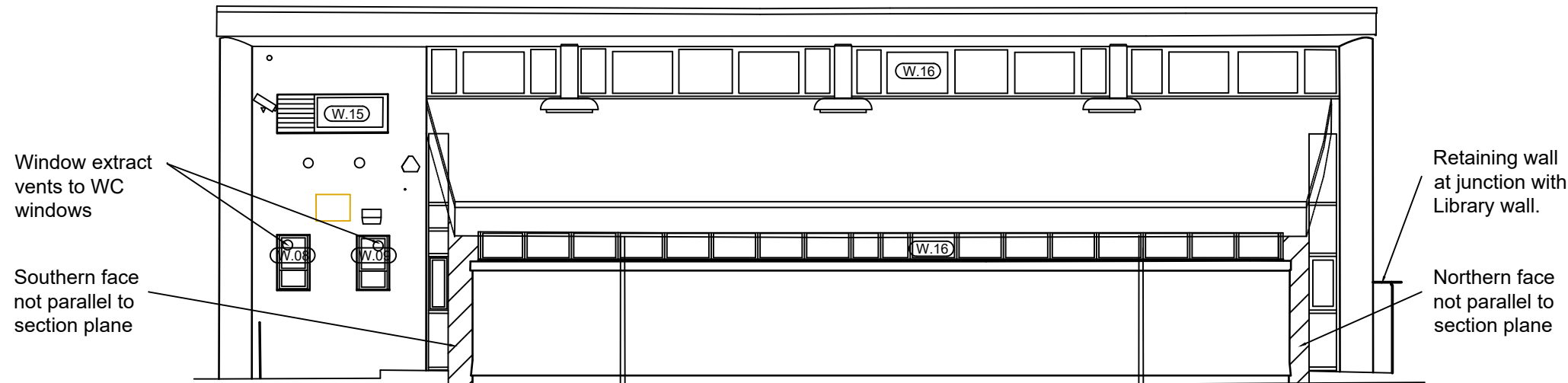
A3 Drawing Identifier
Project Origin Zone Level Type Role Class Number
SAL BPC XX XX DR B 022 003

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

Externally

- W01, 02, 03, 05, 07, 12 & 16: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed curtain wall window system. This product has been developed to mimic the slender look of steel windows, and the Cubic variant sports a stepped surface. Powder coated finish to match existing colour.
- EX.D.03 & 06: Reynaers Aluminium SlimLine 38 double glazed door systems. Powder coated finish to match existing colour. Ironmongery, security detection and access control TBC. Opening direction of EX.D.06 to be confirmed.
- W06, 08 & 09: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed opening casement window system. Powder coated finish to match existing colour. Ironmongery, security detection and access control TBC.
- W10, 11, 13, 14, 15 & 17 (windows within 0/002 Library Space is not included within this tender).
- All glazing to windows and doors to be suitable for high exposure category for wind driven rain and Building Regulations A.D's L, F, K & Q (PAS24) compliant. Specialist installer/manufacturer to provide fabrication and installation details and provide full U-value calculations and specification to prove compliance with the Building Control Officer.
- All windows arrangements and fenestration to match existing.
- Factory fitted apertures to be formed in windows W08 & 09 for connection of mechanical extract fans and ducts to toilets. Refer to M&E details.
- Retain existing main entrance automatic sliding doors and associated curtain walling. Remove individual glass panel containing Cornwall Council Crest and replace with new glazed panel for application of Saltash Town Crest/graphics by client.



East Elevation

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00	Preliminary Issue	HC/TB/TB	29.04.2022
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Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed East Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

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

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

— indicates curtain walling, windows and doors to be carefully removed as part of demolition/enabling works. Refer to proposed elevations for details of replacement aluminium systems.

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



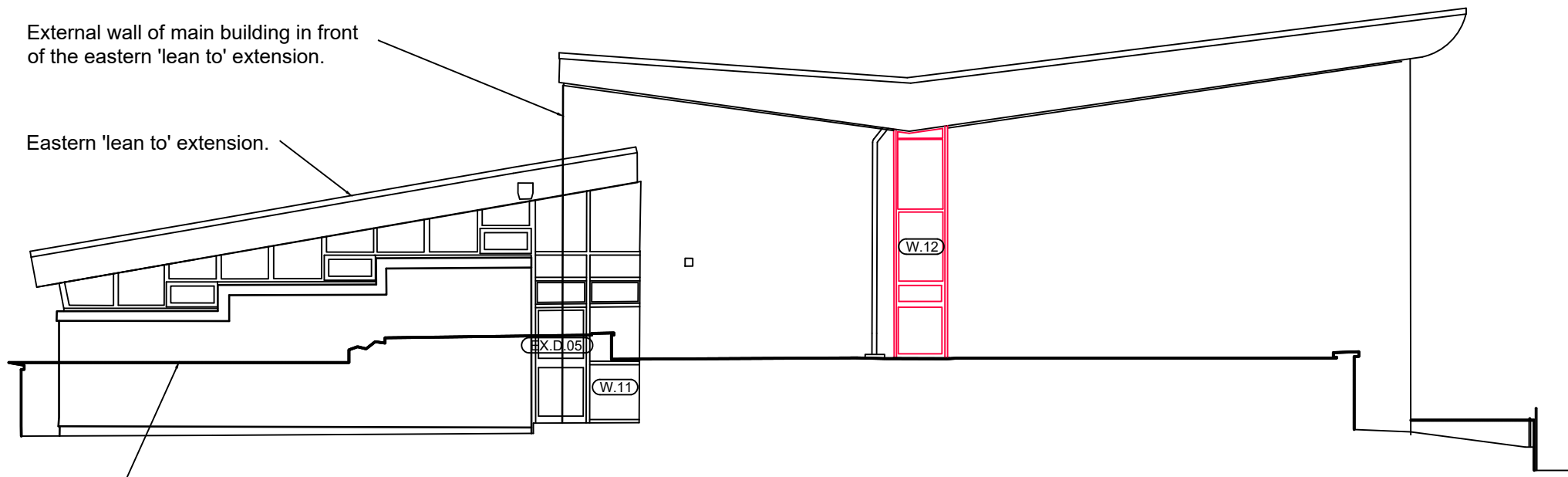
Client
 Saltash Town Council

Project
 Saltash Library Refurbishment

Drawing Title
 Existing North Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

A3 Drawing Identifier
 Project Origin Zone Level Type Role Class Number
 SAL BPC XX XX DR B 022 004
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North Elevation

Eastern 'lean to' extension.

NOTE: Do not measure from this drawing.
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Externally

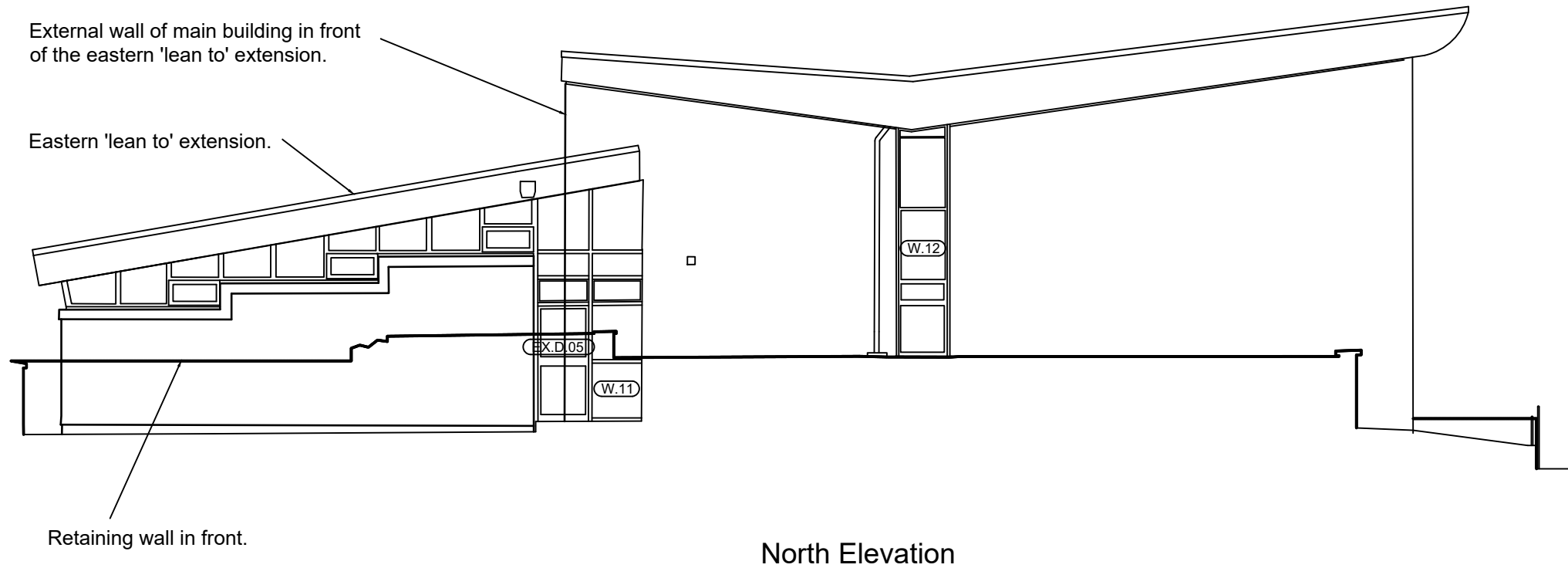
• Page 36

W01, 02, 03, 05, 07, 12 & 16: Reynaers Aluminium SlimLine 38 Cubic high-insulation double glazed curtain wall window system. This product has been developed to mimic the slender look of steel windows, and the Cubic variant sports a stepped surface. Powder coated finish to match existing colour.

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- All glazing to windows and doors to be suitable for high exposure category for wind driven rain and Building Regulations A.D's L, F, K & Q (PAS24) compliant. Specialist installer/manufacturer to provide fabrication and installation details and provide full U-value calculations and specification to prove compliance with the Building Control Officer.
- All windows arrangements and fenestration to match existing.
- Factory fitted apertures to be formed in windows W08 & 09 for connection of mechanical extract fans and ducts to toilets. Refer to M&E details.
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North Elevation

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



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed North Elevation

Purpose of Issue		Status	
TENDER		S2	
Project No.	Scale @ A3	Date	
33358	1:100	29.04.2022	
Revision	Drawn By	Check By	Approved By
T01	HC	TB	TB

A3 Drawing Identifier
Project Origin Zone Level Type Role Class Number
SAL BPC XX XX DR B 062 004

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SMALL POWER & DATA NOTES

Unless where stated otherwise, the existing small power installation is to be removed in it's entirety, including the wiring back to the sub distribution board. The resultant spare circuits are to be used to feed the new installation indicated on the drawing.

The complete Electrical installation shall comply with all relevant and current statutory standards and regulations and approved best practices current at the time of placing the order including but not limited to the following:

- International Standards (ISO)
- European Standards (IEC/EN)
- British Standards (BS)
- British Standard Codes of Practice
- British Standard Specifications
- Local Authority Bye Laws and Building Regulations
- The Health and Safety at Work Act
- Control of Substances Hazardous to Health (COSHH) Regulations
- Control of Asbestos at Work Regulations
- Electricity at Work Regulations
- Construction (Design and Management) Regulations
- CIBSE Energy Codes
- CIBSE Commissioning Codes
- CIBSE Technical Memoranda
- Institution of Engineers and Technology BS 7671 Requirements for Electrical Installation (18th Edition) and Associated Guidance Notes
- Electricity Supply Regulations and Electrical (Factories Act) Special Regulations.
- British Approval Service for Electrical Cables
- Electricity Board Requirements and Recommendations
- Any Other Statutory Requirement

The following design standards shall apply:

- Recommendations of the Chartered Institution of Building Services Engineers (CIBSE) as stated in: Current Guides, Energy Codes, Application Manuals, Commissioning Codes, Guidance Notes, Technical Memoranda, Sundry Papers
- International Standards (ISO), European Standards (IEC/EN), British Standards (BS)
- Local Environmental Health offices, Fire Offices and Building Control Officer
- IET Regulations (BS 7671:2018)
- All Requirements of Local Utility Companies

1. The Contractor is to comply with all Health, Safety and Welfare Legislation relating to Health & Safety at Work Act and current Construction (Design & Management) Regulations.
2. The materials and completed installation shall comply with all relevant British statutory requirements, regulations, codes of practice, and in particular with: BS 7671:2018 + Amendments - Requirements for Electrical Installations
3. The Contractor shall install a complete and fully operational electrical system to include, but not limited to; the supply, installation, testing, commissioning and certification of the low voltage distribution systems relevant to the project.
4. Note that all cable supports throughout the project are to be metal. This includes the use of conduit, cable containment, etc. where the saddles, wall plugs, etc. shall all be metal.
5. The Contractor shall provide all electrical notices as required by BS 7671 and H&S regulations.
6. All low voltage electrical accessory points shall be labelled, (black lettering on white background - typeface size 8mm) depicting the distribution board reference, phase L1, L2, L3 (NOT brown/black/grey) and board way number. This will be applicable for all socket outlets, lighting switches, plug-in ceiling roses, connection units, fixed equipment isolators/connection points, etc.
7. All circuits shall be segregated as the circuit categories defined within BS 7671.
8. Cabling shall be distributed via trunking, cable tray and conduits.
9. When routing through ceiling voids, the Contractor shall dress and clip cables onto cable tray/basket neatly taking into consideration other services and access routes.
10. All cabling shall be supported on 1-hour fire rated supports; this will also include fixings (plastic rawl plugs are not permitted) to comply with BS 7671.
11. Cable trunking shall be hot dipped galvanised steel c/w speed lock lids.
12. All cable tray shall be hot dipped galvanised steel.
13. The Contractor shall supply and install conduit (heavy duty rigid or flexible steel as necessary) to create continuous wire-ways throughout.
14. Steel conduit shall be used throughout the installation. Plastic conduit shall not be used. All conduit shall be flush in walls. All conduit and associated fittings shall be heavy duty galvanised metallic to BS EN 61386-1.
15. All cables shall comply with the Construction Products Regulations (CPR), as a minimum be CE marked. All cables used on the project shall also be BASEC approved.
16. The Contractor shall supply and install new LSZH cabling throughout.
17. Final circuits shall generally be wired in XLPE LSZH (6242B) cabling 2.5mm² or as sized to the equipment.
18. The Electrical Contractor shall include for the design, supply, installation, testing and commissioning of new small power systems as indicated on the drawing.
19. Mounting heights shall be in accordance with BS 7671:2018 and Part M of the Building Regulations. The final positioning of electrical services shall be installed with consideration to ease of access for future maintenance. All switch plates and socket outlets shall be colour contrasting with the background in accordance with Part M of the Building Regulations.
20. All new data cabling shall be Cat6, terminated in RJ45 outlets and connected to the existing data cabinets. It is assumed that this will be a direct strip out and replacement of the existing central office area.
21. The Contractor shall install an assistance alarm with remote indication as indicated on the drawings.

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Project Notes

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The Contractor shall be responsible for any temporary access or lifting equipment required to carry out the works.

xx	Revision Cloud Reference (A1)		
P02	Revised Layout & Tender Issue	DP/CH/BV	12/06/23
P01	Preliminary Issue	DP/CH/BV	14/06/22
Rev	Description	By / Chk'd	App'd Date



Client
Saltash Town Council

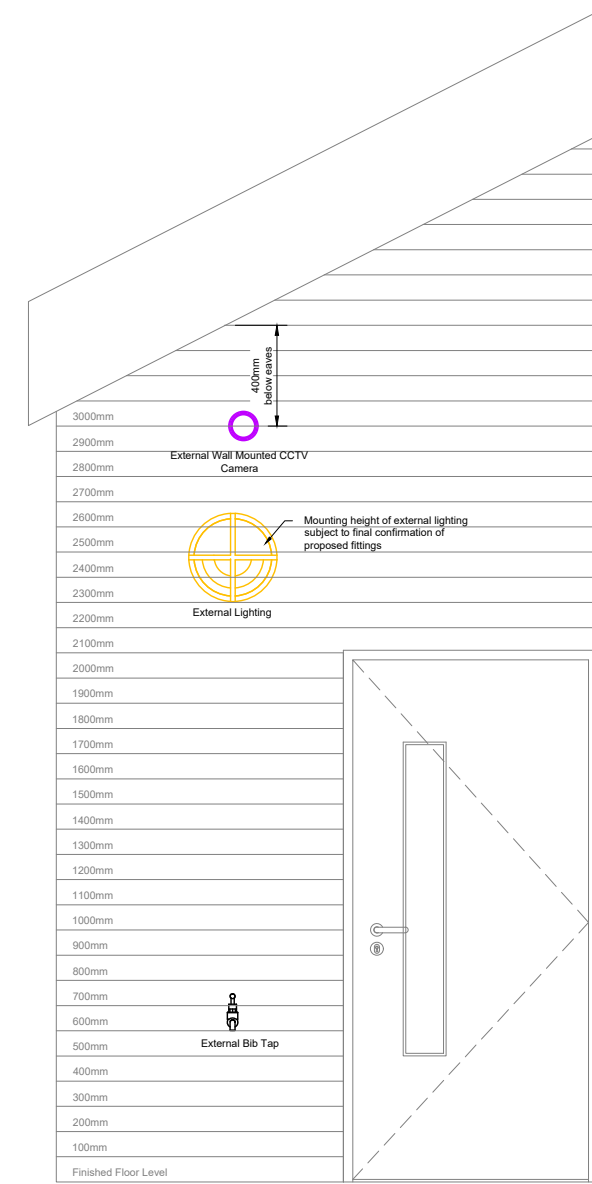
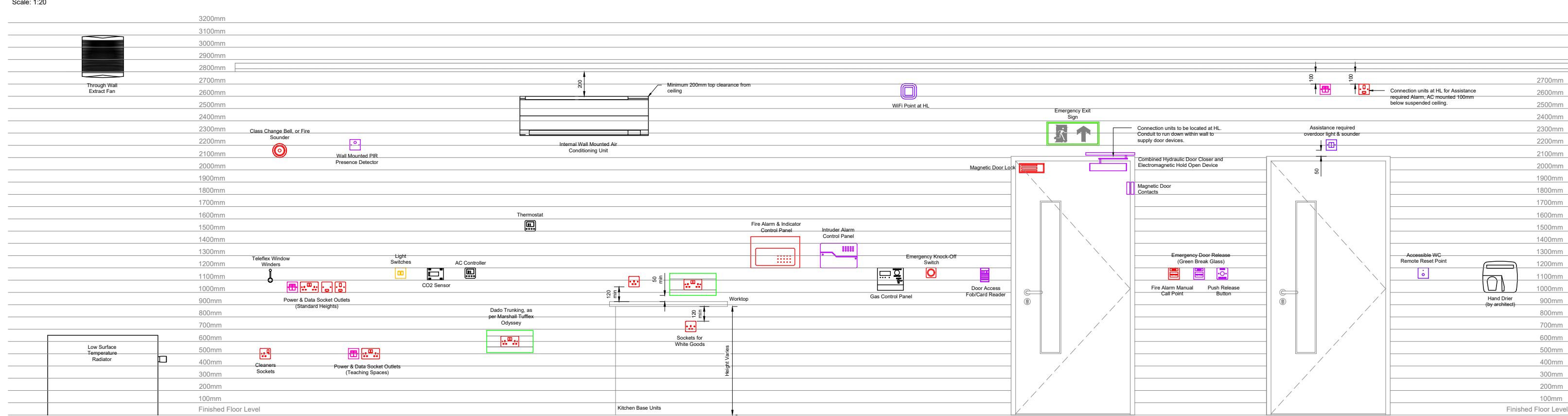
Project
Saltash Library Referbishment

Drawing Title
Electrical Combined Services Strip Out Ground Floor

Purpose of Issue	Status		
Tender Issue	S4		
Project No.	Scale @ A1	Date	
33358	1:50	June '22	
Revision	Drawn By	Check By	Approved By
P02	DP	CH	BV

All Drawing Identifiers
Project: Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR E 60 01
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Typical Heights for Electrical Component Mountings



Typical External Component Mounting Heights
Scale: 1:20

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Fire Alarm & Detection Legend		
Symbol	Notation	Description
	MCP	Manual Call Point
	-	Fire Alarm Interface Unit (As Detailed)
	COD	Detector
	COBS	Detector with Sounder & Beacon
	FASB	Sounder & Beacon (Fire Alarm)

Small Power & Data Legend		
Symbol	Notation	Description
	DB	Consumer Unit with Integral Isolator
	SUSO	Single Unswitched 13A Socket Outlet (BS1363)
	DSSO	Double Switched Socket Outlet
	SFCU	Switched Fused Connection Unit
	HD	Hand Dryer
	MET	Electricity Meter
	TRJ45	Twin RJ45 Data Outlet
	DCAB	Data Cabinet/ Server Rack

Lighting Legend		
Symbol	Notation	Description
	SMBL	Surface Mounted Batten Luminaire (Existing)
	SMBL	Surface Mounted Batten Luminaire (1200mm LED 4000k 36W)
	-	Surface Mounted Batten Luminaire - Emergency (1200mm LED 4000k 36W)
	SMCL	Surface Mounted Circular Luminaire (Existing)
	-	Recessed Circular Luminaire (76mm Dia LED 4000k 7W)
	-	Recessed Circular Luminaire - Emergency (76mm Dia LED 4000k 7W)
	-	Wall Mounted Luminaire - Emergency (Reference as Denoted)
	LSL	LED Strip Lighting
	EESD	Emergency Exit Sign - Down
	1WSG	10A 1 Way Switch (Number of Gangs Denoted)
	KOS	Key Operated Switch
	CMD	Ceiling Mounted 360° Presence Detector (Microwave/PIR as indicated)

Security Legend		
Symbol	Notation	Description
	NCL	Assistance Required Dome Light and Audible Alarm
	CPR	Emergency Call Push With Reassurance
	CPCR	Emergency Call Pull Cord With Reassurance
	NRST	Reset Unit
	CR	Card Reader
	DRL	Door Release Button
	GDR	Green Emergency Door Release
	DCTV	New Dome CCTV Camera Installation (Static, PTZ, or Infra-red as Indicated)
	MS	CCTV Monitoring Station
	TVCU	CCTV Control Equipment
	PACP	Personal Attack and Call Push
	LTG	Over Door Lamp/Tone Generator
	-	Security Control/ Intruder Alarm Panel
	-	Access Control Panel
	-	Induction Hearing Loop

Revision	Description	By / Chk'd / App'd Date
xx	Revision Cloud Reference (A1)	- / - / -
P02	Revised Layout & Tender Issue	DP/CH/BV 12/06/23
P01	Preliminary Issue	DP/CH/BV 14/06/22



Client
Saltash Town Council

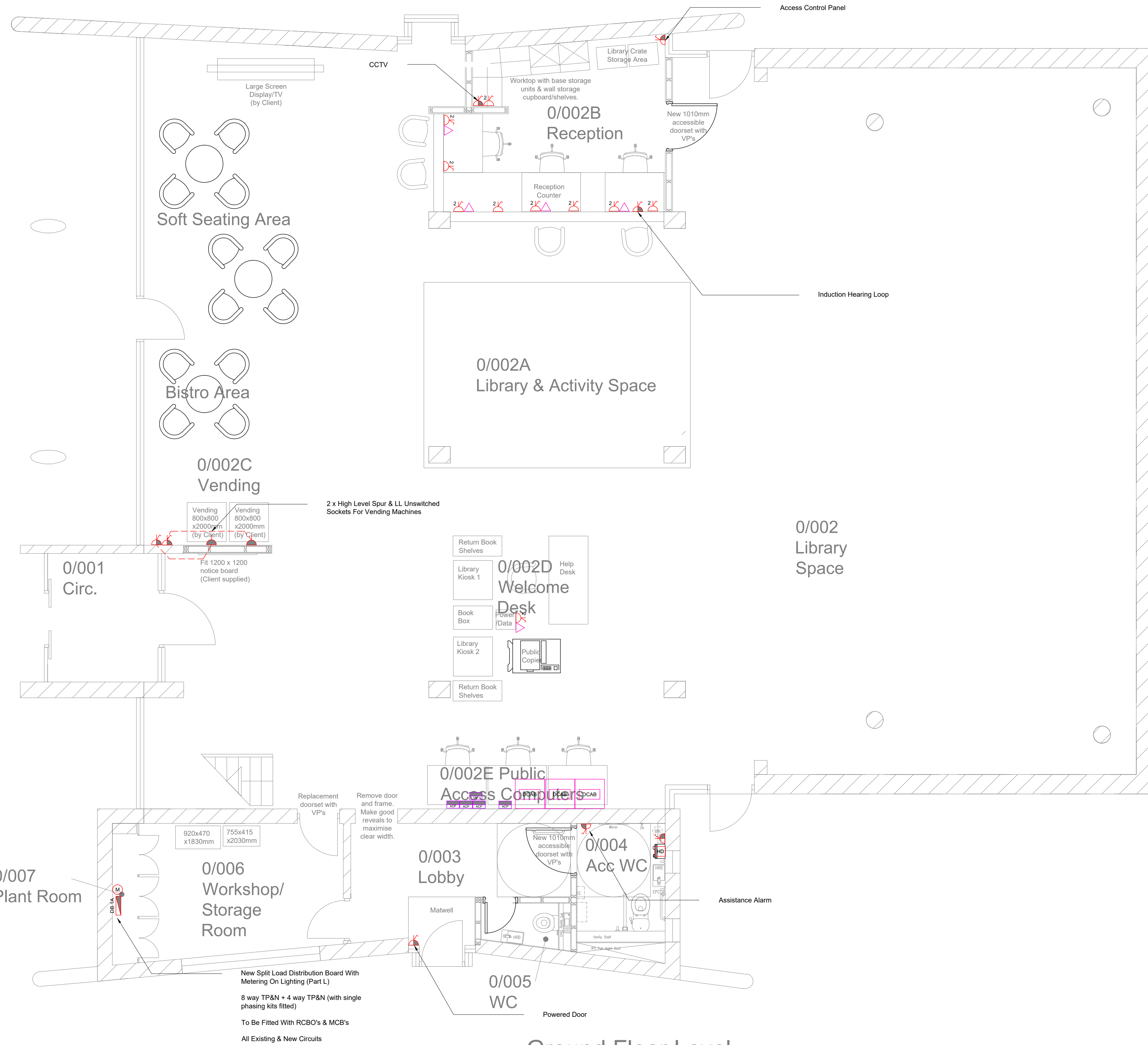
Project
Saltash Library Referbishment

Drawing Title
Electrical Combined Services
Strip Out
Ground Floor

Purpose of Issue		Status	
Tender Issue		S4	
Project No.	Scale @ A1	Date	
33358	1:50	June '22	
Revision	Drawn By	Check By	Approved By
P02	DP	CH	BV

All Drawing Identifiers
 Project: Origin Zone Level Type Role Class Number
 SAL BPC XX XX DR E 60 01

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Ground Floor Level

SMALL POWER & DATA NOTES

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- Local Authority Bye Laws and Building Regulations
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- Control of Substances Hazardous to Health (COSHH) Regulations
- Control of Asbestos at Work Regulations
- Electricity at Work Regulations
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- CIBSE Commissioning Codes
- CIBSE Technical Memoranda
- Institution of Engineers and Technology BS 7671 Requirements for Electrical Installation (18th Edition) and Associated Guidance Notes
- Electricity Supply Regulations and Electrical (Factories Act) Special Regulations.
- British Approval Service for Electrical Cables
- Electricity Board Requirements and Recommendations
- Any Other Statutory Requirement

The following design standards shall apply:

- Recommendations of the Chartered Institution of Building Services Engineers (CIBSE) as stated in: Current Guides, Energy Codes, Application Manuals, Commissioning Codes, Guidance Notes, Technical Memoranda, Sundry Papers
- International Standards (ISO), European Standards (IEC/EN), British Standards (BS)
- Local Environmental Health Offices, Fire Offices and Building Control Officer
- IET Regulations (BS 7671:2018)
- All Requirements of Local Utility Companies

1. The Contractor is to comply with all Health, Safety and Welfare Legislation relating to Health & Safety at Work Act and current Construction (Design & Management) Regulations.
2. The materials and completed installation shall comply with all relevant British statutory requirements, regulations, codes of practice, and in particular with: BS 7671:2018 + Amendments - Requirements for Electrical Installations
3. The Contractor shall install a complete and fully operational electrical system to include, but not limited to: the supply, installation, testing, commissioning and certification of the low voltage distribution systems relevant to the project.
4. Note that all cable supports throughout the project are to be metal. This includes the use of conduit, cable containment, etc. where the saddles, wall plugs, etc. shall all be metal.
5. The Contractor shall provide all electrical notices as required by BS 7671 and H&S regulations.
6. All low voltage electrical accessory points shall be labelled, (black lettering on white background - typeface size 8mm) depicting the distribution board reference, phase (L1, L2, L3 (NOT brown/black/grey) and board way number. This will be applicable for all socket outlets, lighting switches, plug-in ceiling roses, connection units, fixed equipment isolators/connection points, etc.
7. All circuits shall be segregated as the circuit categories defined within BS 7671.
8. Cabling shall be distributed via trunking, cable tray and conduits.
9. When routing through ceiling voids, the Contractor shall dress and clip cables onto cable tray/basket neatly taking into consideration other services and access routes.
10. All cabling shall be supported on 1-hour fire rated supports; this will also include fixings (plastic wall plugs are not permitted) to comply with BS 7671.
11. Cable trunking shall be hot dipped galvanised steel c/w speed lock lids.
12. All cable tray shall be hot dipped galvanised steel.
13. The Contractor shall supply and install conduit (heavy duty rigid or flexible steel as necessary) to create continuous wire-ways throughout.
14. Steel conduit shall be used throughout the installation. Plastic conduit shall not be used. All conduit shall be flush in walls. All conduit and associated fittings shall be heavy duty galvanised metallic to BS EN 61386-1.
15. All cables shall comply with the Construction Products Regulations (CPR), as a minimum be CE marked. All cables used on the project shall also be BASEC approved.
16. The Contractor shall supply and install new LSZH cabling throughout.
17. Final circuits shall generally be wired in XLPE LSZH (6242B) cabling 2.5mm² or as sized to the equipment.
18. The Electrical Contractor shall include for the design, supply, installation, testing and commissioning of new small power systems as indicated on the drawing.
19. Mounting heights shall be in accordance with BS 7671:2018 and Part M of the Building Regulations. The final positioning of electrical services shall be installed with consideration to ease of access for future maintenance. All switch plates and socket outlets shall be colour contrasting with the background in accordance with Part M of the Building Regulations.
20. All new data cabling shall be Cat6, terminated in RJ45 outlets and connected to the existing data cabinets. It is assumed that this will be a direct strip out and replacement of the existing central office area.
21. The Contractor shall install an assistance alarm with remote indication as indicated on the drawings.

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

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The Contractor shall allow for all required changes in height and direction not identified on the drawing and the final setting out of all plant, equipment and services shall be agreed on site with the Engineer.

The Contractor shall be responsible for any temporary access or lifting equipment required to carry out the works

△ xx Revision Cloud Reference (A1)

P02	Revised Layout & Tender Issue	DP/CH/BV	12/06/23
P01	Preliminary Issue	DP/CH/BV	14/06/22
Rev	Description	By / Chk'd	App'd Date



Client
Saltash Town Council

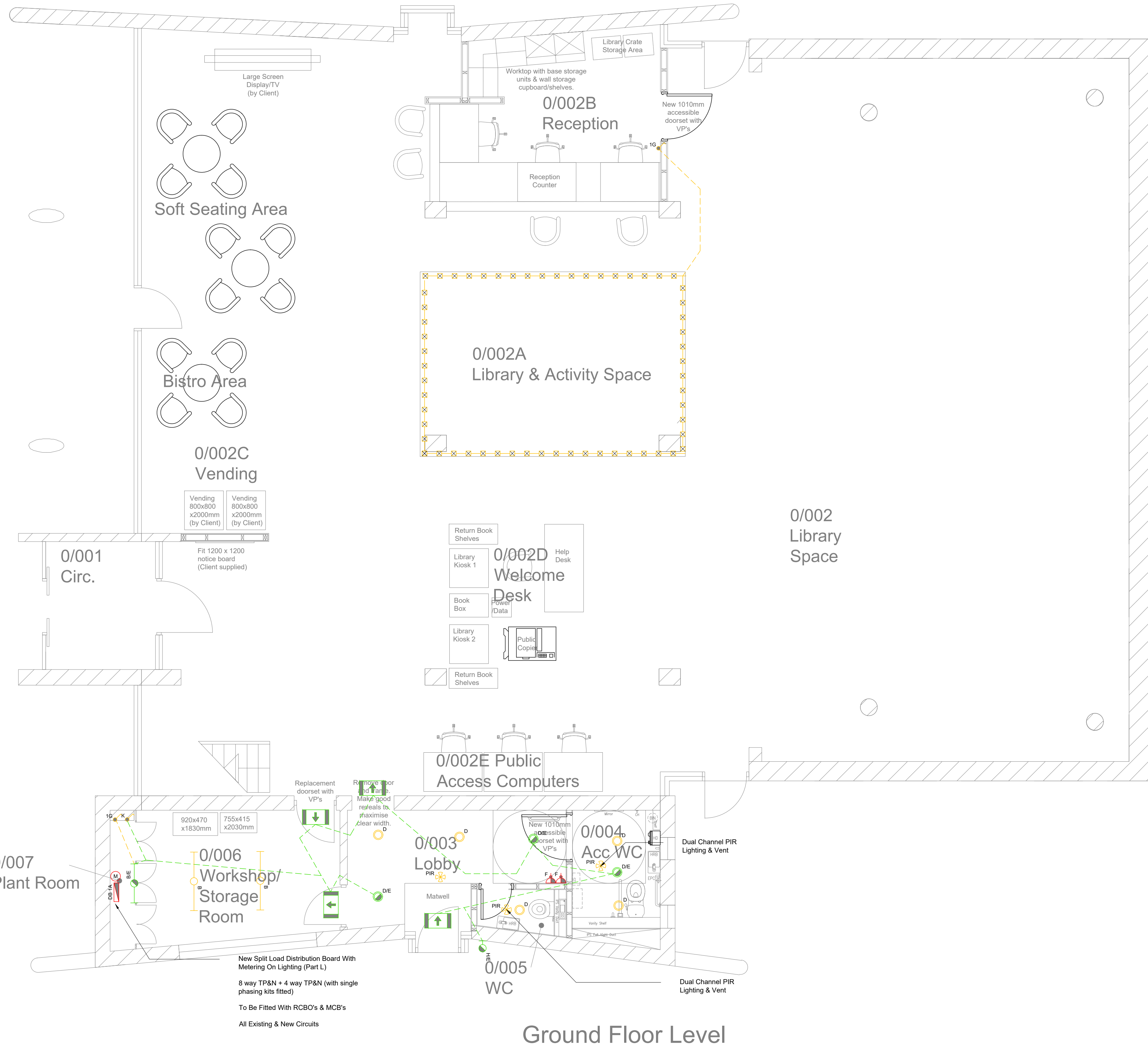
Project
Saltash Library Referbishment

Drawing Title
Proposed Small Power & Data Ground Floor

Purpose of Issue		Status	
Tender Issue		S4	
Project No.	Scale @ A1	Date	
33358	1:50	June '22	
Revision	Drawn By	Check By	Approved By
P02	DP	CH	BV

All Drawing Identifiers
Project - Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR E 62 01

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Ground Floor Level

63 - Emergency Lighting			
A	B	C	D
X	0,1,2	A,G	180

A - Type of system.

- X self-contained
- Z Central supply

B - Mode of operation

- 0 Non-maintained
- 1 Maintained
- 2 Combined non-maintained
- 3 Combined maintained
- 4 Compound non-maintained
- 5 Compound maintained
- 6 Satellite

C - Facilities

- A including test device
- B including remote test mode
- C including inhibiting mode
- D high risk task area luminaire
- E with non-replaceable lamp(s) and/or battery
- F automatic test gear conforming to BS EN 61347-2-7 denoted EL-T
- G internally illuminated safety sign.

D - Duration

- 10 to indicate 10 min duration
- 60 to indicate 1 hour duration
- 120 to indicate 2 hour duration
- 180 to indicate 3 hour duration

LIGHTING NOTES

- The existing lighting installation is to be removed in its entirety, including the wiring back to the sub distribution board. The resultant spare circuits are to be used to feed the new installation indicated on the drawing.
- The complete Electrical installation shall comply with all relevant and current statutory standards and regulations and approved best practices current at the time of placing the order including but not limited to the following:
 - International Standards (ISO)
 - European Standards (IEC/EN)
 - British Standards (BS)
 - British Standard Codes of Practice
 - British Standard Specifications
 - Local Authority Bye Laws and Building Regulations
 - The Health and Safety at Work Act
 - Control of Substances Hazardous to Health (COSHH) Regulations
 - Control of Asbestos at Work Regulations
 - Electricity at Work Regulations
 - Construction (Design and Management) Regulations
 - CIBSE Energy Codes
 - CIBSE Commissioning Codes
 - CIBSE Technical Memoranda
 - Institution of Engineers and Technology BS 7671 Requirements for Electrical Installation (18th Edition) and Associated Guidance Notes
 - Electricity Supply Regulations and Electrical (Factories Act) Special Regulations.
 - British Approval Service for Electrical Cables
 - Electricity Board Requirements and Recommendations
 - Any Other Statutory Requirement
- The following design standards shall apply:
 - Recommendations of the Chartered Institution of Building Services Engineers (CIBSE) as stated in: Current Guides, Energy Codes, Application Manuals, Commissioning Codes, Guidance Notes, Technical Memoranda, Sundry Papers
 - International Standards (ISO), European Standards (IEC/EN), British Standards (BS)
 - Local Environmental Health Offices, Fire Offices and Building Control Officer
 - IET Regulations (BS 7671:2018)
 - All Requirements of Local Utility Companies
- The Contractor is to comply with all Health, Safety and Welfare Legislation relating to Health & Safety at Work Act and current Construction (Design & Management) Regulations.
- The Contractor shall familiarise himself with the Site Asbestos Log prior to commencing works on site.
- The materials and completed installation shall comply with all relevant British statutory requirements, regulations, codes of practice, and in particular with:
 - BS 7671:2018 Requirements for Electrical Installations
- The Contractor shall install a complete and fully operational electrical system to include, but not limited to; the supply, installation, testing, commissioning and certification of the low voltage distribution systems relevant to the project.
- Note that all cable supports throughout the project are to be metal. This includes the use of conduit, cable containment, etc. where the saddles, wall plugs, etc. shall all be metal.
- The Contractor shall provide all electrical notices as required by BS 7671 and H&S regulations.
- All low voltage electrical accessory points shall be labelled. (black lettering on white background - typeface size 8mm) depicting the distribution board reference, phase (L1, L2, L3 (NOT brown/black/grey) and board way number. This will be applicable for all socket outlets, lighting switches, plug-in ceiling roses, connection units, fixed equipment isolators/connection points, etc.
- All circuits shall be segregated as the circuit categories defined within BS 7671.
- Cabling shall be distributed via trunking, cable tray and galvanised conduits.
- When routing through ceiling voids, the Contractor shall dress and clip cables onto cable tray/basket neatly taking into consideration other services and access routes.
- All cabling shall be supported on 1-hour fire rated supports; this will also include fixings (plastic rawl plugs are not permitted) to comply with BS 7671.
- Cable trunking shall be hot dipped galvanised steel c/w speed lock lids.
- All cable tray shall be hot dipped galvanised steel.
- The Contractor shall supply and install conduit (heavy duty rigid or flexible steel as necessary) to create continuous wire-ways throughout.
- Steel conduit shall be used throughout the installation. Plastic conduit shall not be used. All conduit shall be surface unless otherwise stated. All conduit and associated fittings shall be heavy duty galvanised metallic to BS EN 61386-1.
- All cables shall comply with the Construction Products Regulations (CPR), as a minimum be CE marked. All cables used on the project shall also be BASEC approved.
- The Contractor shall supply and install new LSZH cabling throughout.
- Final circuits shall generally be wired in XLPE LSZH (6242B) cabling 1.5mm²
- The Electrical Contractor shall include for the design, supply, installation, testing and commissioning of the new lighting installation as is indicated on the drawing.
- The Contractor shall design, supply, off load, install, test and commission a fully functioning lighting and controls system to suit the employer's requirements set out within this document and as on associated drawings.
- Refer to the luminaire schedule for details including additional information.
- The new low energy LED luminaires shall be supplied complete with all fixings and attachments for a complete installation. All internal lamps shall have a 4000K colour index except for specific feature lighting as specified.
- Different phases shall not be ganged in one backbox unless each phase is segregated in a separate compartment, which is covered by an internal label giving a clear 400V warning.
- The Contractor shall provide bank switching as indicated on the drawings
- All switches / accessories shall be of the same manufacturer MK logic plus range or Brushed SS range, and be high colour contrast in compliance with Part M of the Building Regulations. Mounting heights of accessories are to be in accordance with Part M Building Regulations. Generally, unless otherwise stated at 1100mm AFFL to centres.

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

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Rev	Description	By / Chk'd	App'd Date
P02	Revised Layout & Tender Issue	DP/CH/BV	12/06/23
P01	Preliminary Issue	DP/CH/BV	14/06/22



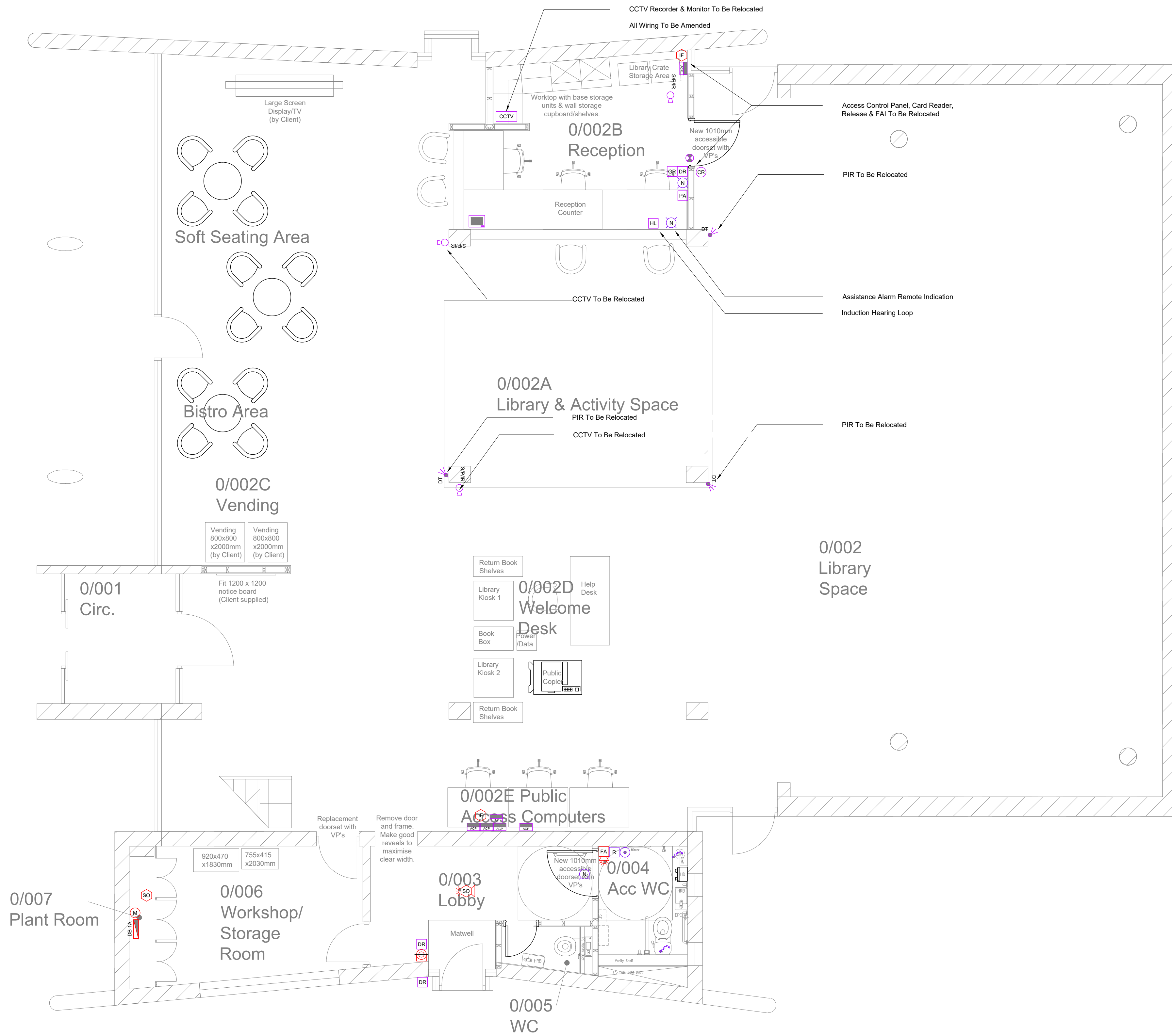
Client
Saltash Town Council

Project
Saltash Library Referbishment

Drawing Title
Proposed Lighting Ground Floor

Purpose of Issue		Status	
Tender Issue		S4	
Project No.	Scale @ A1	Date	
33358	1:50	June '22	
Revision	Drawn By	Check By	Approved By
P02	DP	CH	BV

All Drawing Identifiers
Project Origin Zone Level Type Role Class Number
SAL BPC XX 00 DR E 63 01
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Ground Floor Level

67 - Fire Alarm System Details

Symbol	Notation	Notes
	L1	Existing detail unknown
System Category	Addressable	
System Type	Sections Applicable	Part 1
BS 5829	Reason for Variation:	Detailed Description:
01	Physical Constraint	Detection in mains cupboard within 500mm of wall
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Deviations

Clause	Details of Deviation
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

FIRE ALARM SYSTEM & SECURITY SYSTEMS NOTES

- The existing fire alarm system shall be modified to reflect the layout as is indicated on this drawing installed as per the standard specified below.
- The materials and completed installation shall comply with all relevant British statutory requirements, regulations, codes of practice, and in particular with:
 - BS 7671:2018 Requirements for Electrical Installations
 - BS 5839-1:2017 Fire Detection and Alarm Systems for Buildings
 - BS EN 54 Fire Detection and Fire Alarm Systems
 - The Electricity at Work Regulations 1989
 - Health and Safety at Work Act 1974
 - Approved Document Part B
 The Contractor shall employ a BAFE SP203-1 registered (under all four modules) fire alarm specialist to design, supply, install, test, commission and certificate the complete fire alarm system to cover the area indicated.
- The Contractor shall provide all necessary cabling, cable supports and accessories to complete a fully functioning fire alarm system in accordance with BS 5839-1. New cabling shall be as per Prysmian FP200 Gold Enhanced coloured red. Cabling shall generally be routed on steel containment with short runs in heavy duty galvanised steel conduit or clipped to the building fabric by 1-hour (minimum) fire rated fixings; coloured red. Cabling supports shall be provided at intervals not exceeding: 300mm on horizontal installations and 400mm on vertical installations. Where conduit is used to route fire cables, metal saddles shall be provided at intervals to match the distances above. All fire alarm cabling is to be concealed within voids. Surface mounting in occupied areas will not be permitted.
- Point detection shall generally be provided using heat detectors complying with BS EN 54-5 (Fire detection and fire alarm systems - Part 5: Heat detectors), smoke detectors complying with BS EN 54-7 (Fire detection and fire alarm systems - Part 7: Smoke detectors) or multi-sensors complying BS EN 54-29 (Fire detection and fire alarm systems - Part 29: Multi-sensor fire detectors). The positioning of detectors on drawings shall be subject to development on site to coordinate with existing services (lighting, ventilation, etc.).
- The Contractor shall be responsible for the final spacing of sounders to comply with BS 5839-1:2017 section 16. An indicative allowance has been illustrated on drawings to assist pricing, note that this remains demonstrative of requirement and not exact quantities or positions necessary to achieve compliance. Sounders shall comply with the requirements of BS EN 54-3 (Fire detection and fire alarm systems - Part 3: Fire alarm devices - Sounders) Sounders shall be coloured red and be of uniform tone. The site will have a common, uniform sound on alarm to warn of a fire.
- Visual alarm devices shall comply with the requirements BS EN 54-23 (Fire detection and fire alarm systems - Part 23: Fire alarm devices - Visual alarm devices).
- All service penetrations shall be fire stopped by the Contractor to BS EN 1366 and BS 476. The Contractor shall bring to the attention of the CA any existing inadequately fire stopped service penetrations identified during the works.
- The new system shall be tested and commissioned in accordance with BS 5839-1:2017. The Contractor shall provide certification of the works completed including demonstration to the client and provision of all necessary engineering codes etc.
- On completion, the Contractor shall provide a full set of handover documents in accordance with BS 5839-1:2017 to reflect the extension of the existing fire alarm system.
-
- The Contractor shall allow to relocate CCTV cameras and recording equipment as indicated following removal of the central office area. This shall include where required the rewiring of all interconnecting cables and the provision of suitable containment (routes to be confirmed on site).
- The Contractor shall allow to relocate Intruder Detection equipment as indicated following removal of the central office area. This shall include where required the rewiring of all interconnecting cables and the provision of suitable containment (routes to be confirmed on site).
- The Contractor shall allow to relocate the existing hearing loop equipment as indicated following removal of the central office area. This shall include where required the rewiring of all interconnecting cables and the provision of suitable containment (routes to be confirmed on site).
- The Contractor shall allow to remove as indicated and relocate access control equipment as indicated following removal of the central office area and the door to the lobby area. This shall include where required the rewiring of all interconnecting cables and the provision of suitable containment (routes to be confirmed on site).

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Revision	Description	By / Chk'd	App'd Date
P02	Revised Layout & Tender Issue	DP/CH/BV	12/06/23
P01	Preliminary Issue	DP/CH/BV	14/06/22



Client
 Saltash Town Council

Project
 Saltash Library Referbishment

Drawing Title
 Proposed Fire & Security Ground Floor

Purpose of Issue	Status		
Tender Issue	S4		
Project No.	Date		
33358	June '22		
Revision	Drawn By	Check By	Approved By
P02	DP	CH	BV

All Drawing Identifiers
 Project - Origin Zone Level Type Role Class Number
 SAL BPC XX 00 DR E 67 01
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Agenda Item 16

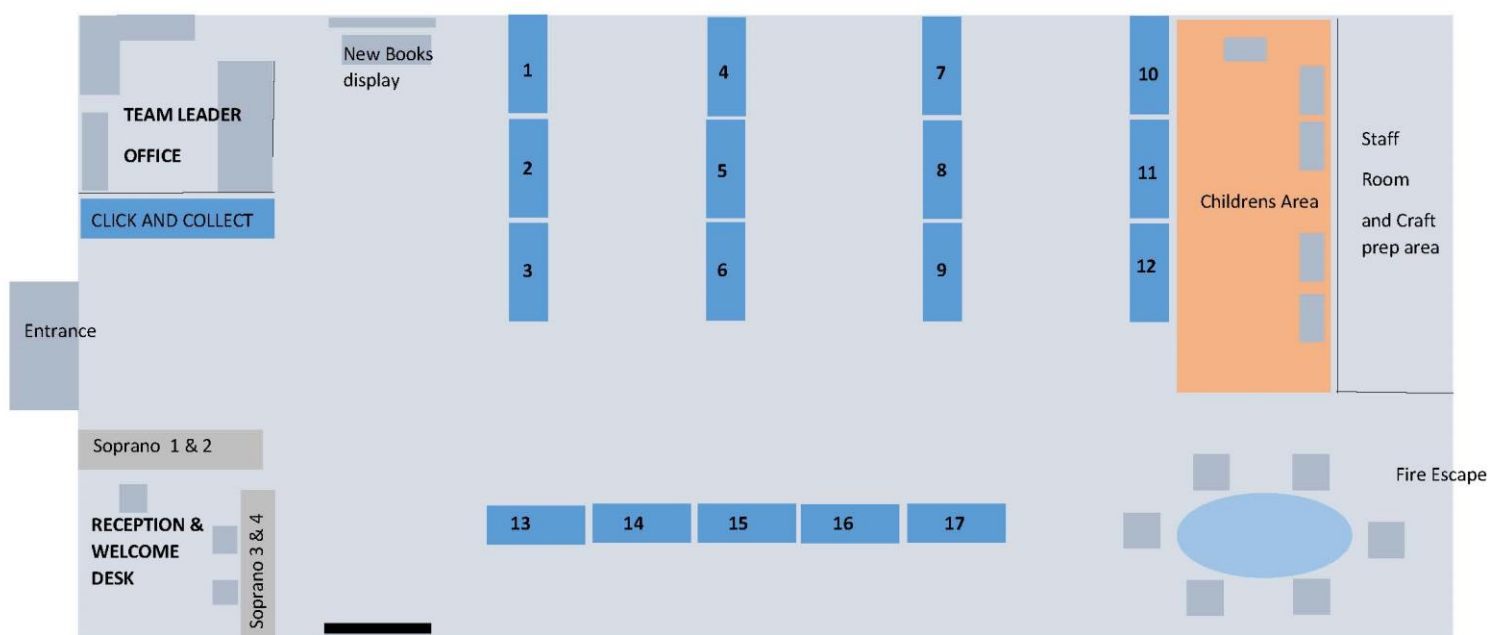
To receive a report on the Library move and reduced Service and consider any actions and associated expenditure

Report based from the instigation of planning permission from CC listed planning, tender approval and agreement of achievable goals against available budget by STC.

1. Approved moving schedule in place to implement from the moment of agreed dates.
2. Wifi in the Guildhall has been successfully tested by CHTL and C.C. Sarah Marsh for laptop computer/software use through Google Chrome. The Wifi signal does not need a boost for the interim Library period.
3. The Guildhall Library layout.

SALTASH GUILDHALL TEMPORARY LIBRARY LAYOUT

(SOPRANO IS THE INTERIM LIBRARY SOFTWARE ON TABLETS VIA WI-FI - GOOGLE)



Gondola average amount of books – 26 per shelf x 8 = 208 books

17 Gondolas x 208 = 3,536 books approx.

Library has 26 Gondolas so we leave 9 behind under wraps.

The new interim layout will contain between 3,200 and 3,536 (max) books with breathing space to absorb additions on our Tuesdays and Thursdays deliveries from Cornwall Council. These will be delivered to the front of the Guildhall and brought up in crates to the Long Room Library via the lift where staff will process them via new software.

There will be a reduced sized children's area for Music man and craft activities alongside the table and chairs for our regular activity groups such as 'Knit & Natter', 'Writers Group' and 'Colouring Group'.

We have already been in discussion with CEPL12 about the bus bringing customers down to the Guildhall and back again from a stop near the Library Hub.

4. Staff Utilisation.

Staff will still be expected to run the Library service exactly the same way it currently runs although the new proprietary software is substantially slower in its operational processing. This software is currently being used by Cornwall Council Mobile Libraries. It will eventually replace the 'Talis' software we currently use which will be phased out over the next 18 months by CC. This gives our staff the chance to train on the new software while functionally being used in the interim Library space.

The Library will also have to serve all Cornwall Council Library click and collect requests for the Tuesday and Thursday deliveries as well as customers 'through the door'.

Staff will also manage a reduced scheduled set of activities which will bring more people through the Guildhall doors. Staff will continue to maintain and programme the important Facebook presence.

The timings of the interim library move will also be an opportunity for staff to utilize annual leave for holidays. These have already begun to be scheduled on Bright HR.

The CHTL will be planning the return to the refurbished Library Hub as well as scheduling new-year/2024 events and activities. The CHTL will also document the Library Hub refurbishment for STC records and marketing purposes.

The CHTL will also be ordering the new furniture requirement (list below) to be taken from budget line 6972 with an available budget of £12,172 for the new refurbished Library Hub layout.

.....

1. 8 x multi-purpose mobile computer tables for both downstairs and mezzanine public computers
2. 2 x Tubz Cannes sofas and 2 x white side tables for back of Library chill zone
3. 4 x Bistro chairs and table for bistro/vending area
4. 2 x mobile activity tables for ground floor (ability to easily move aside for events).
5. 4 x reception desk cupboards for new reception area
6. 1 x entrance notice board for reverse of vending machines.
7. 1 x new cash register for reception
8. 2 x front facing children's book shelves to replace old broken furniture
9. 3 x children's bean bags
10. 1 x magnetic notice board for children's area
11. 8 x stackable children's activity chairs
12. 1 x children's table for craft activities
13. 2 x display merchandise cabinets
14. Budget for Services to upgrade old building columns
15. Graffiti Wall budget for mezzanine landing 'teen' area
16. 8 x modern chairs for 'teen' area on mezzanine landing
17. 2 x small round tables for 'teen' area

Approximate spend for above £7,925 ex VAT