



Saltash Town Council

Konsel An Dre Essa



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

10 January 2025

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Library on **Thursday 16th January 2025 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

To Councillors:

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

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

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes of the Library Sub Committee held on 29 August 2024 as a true and correct record. (Pages 4 - 11)
6. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 12)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive and review the Library Sub Committee Business Plan Deliverables for quarter three and consider any actions and expenditure. (Pages 13 - 23)
10. To receive a report from the Community Hub Team Leader and consider any actions and associated expenditure. (Pages 24 - 27)
11. To receive a report on the improvements to Saltash Library Hub service and consider any actions and associated expenditure. (Pages 28 - 29)
(Pursuant to Library Sub Committee held on 29.08.24 minute nr. 13/24/25)
12. To receive a report on the curtain walling work and consider any actions and associated expenditure. (Pages 30 - 40)

13. To receive a report on the Library internal refurbishment work and consider any actions and associated expenditure. (Pages 41 - 47)
(Pursuant to the Library Sub Committee held on 2 October 2024 Minute Number 48/23/24)
14. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
17. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 29th August 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), D Orton (Community Hub Team Leader), D Joyce (Administration Officer) and L Mansfield (Mayor's Secretary/Receptionist).

APOLOGIES: D Yates.

1/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor P Samuels to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

2/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Peggs, seconded by Councillor Dent to nominate Councillor Bickford.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Bickford as Vice Chairman.

3/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Community Hub Team Leader (CHTL) informed those present of the actions required in the event of a fire or emergency.

4/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

5/24/25 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 2ND OCTOBER 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Library Sub Committee held on 2 October 2023 were confirmed as a true and correct record.

7/24/25 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

8/24/25 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

9/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

10/24/25 **TO RECEIVE THE TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to ratify the Town Clerk's delegated authority to spend of £3,450+vat allocated to budget code 6971 EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership as the Principal Designer.

11/24/25 **TO RECEIVE AN UPDATE ON THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The CHTL informed Members of a further delay to the curtain walling works with a proposed commencement date of 7 October 2024.

Members were advised of the additional Joint Named Insurance requiring to be obtained prior to the refurbishment of the curtain walling.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED:**

1. To note the report and the proposed date for the commencement of works of the 7 October 2024;
2. To provide delegated authority to the Town Clerk to obtain Joint Named Insurance to ensure the window refurbishment is sufficiently insured during the project works, working within budget, allocated to budget code 6971 EMF Saltash Library Property Refurbishment.

12/24/25

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The CHTL briefed Members on the report received and contained within the circulated reports pack and spoke of a successful year to date with Library Hub events and activities being well attended.

The CHTL reported that the Home Library service had not seen an uptake in users since being led by the Town Council, despite promotion.

Members discussed Cornwall Council's Mobile Library service and if it was possible for the mobile service to visit remote areas of the town and attend town events.

Members enquired about the possibility of reintroducing the pop-up library to further engage with the community. Members also requested the CHTL explore the option of extended opening hours.

The CHTL expressed confidence that Saturday operating hours could be extended.

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

3. To note the report and the CHTL to investigate Cornwall Council's mobile library availability to visit remote areas in the town and attend town events;
4. That the CHTL investigate reintroducing the pop-up library and extension of opening hours on Saturday afternoons;
5. That the CHTL is to report back to a future Library Sub Committee meeting on the outcome of points one and two above.

13/24/25

TO RECEIVE CORNWALL COUNCIL'S LIBRARY CUSTOMER SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The CHTL briefed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note the survey and delegate to the CHTL to work through the Saltash survey responses and ascertain any areas of improvements to the services provided reporting back at a future Library Sub Committee meeting.

14/24/25 **TO REVIEW A REPORT ON THE LIBRARY HUB FURNITURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to purchase the Nucleus Book Display shelving system at a cost of £1,227+vat allocated to budget code 6972 EMF Library Equipment and Furniture.

15/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee to review and develop their Strategic Priorities against their 'Actions'.

The Administration Officer provided an overview of the overarching Strategic Priorities set by the Town Council as the corporate body.

The Administration Officer reminded members of the agreed aims of the Library Sub Committee, drawing Members attention to the deliverables and actions presented for review at this evening's meeting.

Members reviewed each aim, deliverable, action and score.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to approve the Library Sub Committee Business Plan Deliverables, as attached with the following amendments;

- a. Strategic Priority 1 – Boosting Jobs and Economic Prosperity - to include a new 'Aim' - to continue to expand the opportunities to increase people's education, knowledge and associated IT skills.

'What does success look like' – offering more signposting services, expanding opening hours, continuing to work with other partners.

- b. Strategic Priority 2 - Health and Wellbeing – Members felt the score of 2 for quarter 1 was low and agreed to increase to 3 for the 'Aim' – To provide a local venue for a range of free events and activities and for the 'Aim' – To continue to sign post residents and users of the library to the relevant key stakeholders.

- c. Strategic Priority 4 – Travel and Transport to include the aim to continue to promote and support sustainable travel and transport.

'What does success look like' – transport leaflets to be available at the library.

- d. Strategic Priority 5 - Climate Change - to move the 'Action' - To ensure the library building is energy efficient - from the 'Aim' - To continue to focus on Climate Emergency and support free events at the library - to the 'Aim' - To ensure the Saltash Library building is well insulated when refurbished to reduce energy costs.

Members felt the score of 1 for quarter 1 was low and agreed to increase to 2 for the 'Aim' – To continue to focus on Climate Emergency and support free events at the Library.

'What does success look like' – provide a good level of books.

16/24/25 **TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.**

Members discussed the fees and charges set by Cornwall Council for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Library Sub Committee Fees and Charges for the year 2025/26, as attached.

17/24/25 **TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.**

The Town Clerk / Responsible Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED**;

Operational Income:

1. To delete budget code 4527 Library Vending Machines Income;
2. To delete budget code 4529 Library Activities Funding Income;

Operational Expenditure

3. To vire unspent funds from budget code 6914 Equipment – Library to 6972 EMF Library Equipment and Furniture, subject to there being an unspent balance available;
4. To vire unspent funds from budget code 6918 Professional Fees to budget code 6971EMF Saltash Library Property Refurbishment, subject to there being an unspent balance available;
5. To **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the budget statement for the year 2025/26, as attached.

18/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

19/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

20/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

21/24/25

TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media releases:

1. Future Library Hub Events and Activities;
2. Home Library Service;
3. Click and Collect Service.

DATE OF NEXT MEETING

Date: TBC

Rising at: 8.00 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget 2024-25

Saltash Town Council

For the 8 months ended 30 November 2024

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Library Operating Income					
4517 LI Library - Replacement Membership Cards	320	50	7	43	50
4518 LI Library - Photocopying Fees	964	600	564	36	600
4524 LI Library Book Sales	261	300	103	197	300
4526 LI Library Activity Income	180	0	0	0	180
4529 LI Library Activities Funding Income	0	600	0	600	0
Total Library Operating Income	1,725	1,550	673	877	1,130
Library Operating Expenditure					
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492
6901 LI Water Rates - Library	312	391	215	176	403
6902 LI Gas - Library	5,196	6,034	1,035	4,999	6,216
6903 LI Electricity - Library	3,946	5,365	638	4,727	4,946
6904 LI Fire & Security Alarm - Library	1,016	1,109	1,031	78	1,143
6908 LI Cleaning Materials & Equipment - Library	483	1,990	377	1,613	983
6909 LI Boiler Service & Maintenance - Library	405	1,218	80	1,138	905
6910 LI General Repairs & Maintenance - Library	4,324	2,436	1,766	670	2,510
6911 LI TV License & PRS - Library	132	460	333	127	474
6913 LI Refreshment Costs - Library	187	305	26	279	315
6914 LI Equipment - Library	383	805	497	308	830
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105
6920 LI Legionella Risk Assessment - Library	210	532	0	532	0
6921 LI IT & Office Costs - Library	1,778	1,773	930	843	1,827
6922 LI Library Activities	2,597	2,544	1,989	555	3,000
6975 LI Home Library Service	304	550	20	530	550
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	23,993	686	23,509
6680 ST LI Staff Clothing (Library)	16	1,301	0	1,301	250
6681 ST LI Staff Travelling Expenses (Library)	8	1,000	53	947	250
Total Operating Expenditure	65,775	90,910	46,082	44,828	74,708
Total Library Operating Surplus/ Deficit	(64,049)	(89,360)	(45,408)	(43,952)	(73,578)
Library EMF Expenditure					
6971 LI EMF Saltash Library Property Refurbishment	74,859	184,504	61,759	122,745	5,100
6972 LI EMF Library Equipment & Furniture	893	8,554	3,050	5,504	0
6974 LI EMF Library Funding	0	930	0	930	0
Total Library EMF Expenditure	75,752	193,988	64,809	129,179	5,100
Total Library Expenditure (Operational & EMF)	141,527	284,898	110,891	174,007	79,808
Total Library Budget Surplus/ (Deficit)	(139,801)	(283,348)	(110,217)	(173,131)	(78,678)

To/From Reserves & Budget Virements 2024/25


1. Virement of Staff Salary budget £169,277, Staff Training budget £1,182 & Staff Contingency £5,000 to Personnel budget - P&F 178/23/24

Key

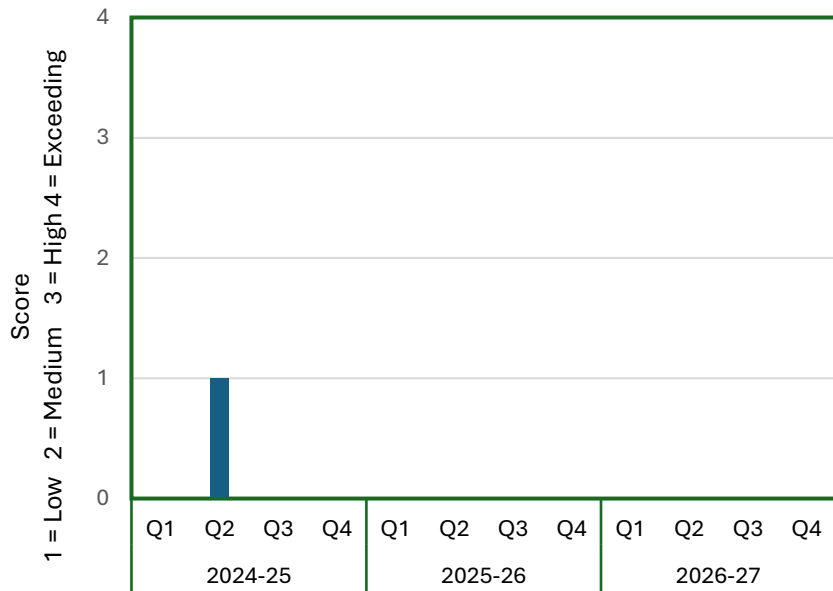
Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to expand the opportunities to increase people's education, knowledge and associated IT skills	Offering more signposting services Expanding opening hours Continuing to work in partnership with key stakeholders	Partnership working with Adult Education to offer training courses to assist with employment needs and building people's confidence Additional opening hours to reach the needs of the community	1	N/A	1		

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Library Sub Committee



■ To continue to expand the opportunities to increase people's education, knowledge and associated IT skills

Strategic Priority 2 - Health and Wellbeing

Page 15



To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

Aims of the Library Sub Committee

To provide a local venue for a range of free events and activities;

To continue to sign post residents and users of the Library to the relevant key stakeholders;

To continue to provide a safe and warm space to residents and users of the Library.

What does success look like?

Increased free events and activities throughout the year
 Accessible and inclusive activities and events
 Increased community engagement and footfall

Continue to build partnerships
 Identify and promote easy access services
 Promote awareness of services available

Continued availability and accessibility for any user to a safe and warm space
 Internal and external refurbishment to be complete offering an improved comfortable space

Actions

Support and promote local organisations, businesses and groups / clubs relevant to the Library Hub and for the benefit of the community
 Refer to the Town Council Policy - Hire of Town Council Premises and Events
Autumn Biowatch September 2024 - partnered activities to promote nature
Summer Reading Challenge July to Aug
Meet the author, book club and writers forum (October), Fake of Fortune, games

Utilise the library's website and social media platforms to provide links and information about key stakeholders
 Welcome desk with staff trained to assist in signposting to digital services available
 Display posters and notices in prominent areas of the library with information signposting where to find assistance
 Host informational workshops or events at the library
Tamar Valley Consultation - available at the Library

Provide a safe and warm space for all users of the library hub
 Provide refreshments supported by key stakeholders (where possible)
Partnership working during the warm space period to ensure best cover is provided across various sites

Live Score
 (1 = Low 2 = Medium 3 = High 4 = Exceeding)

2

2

2

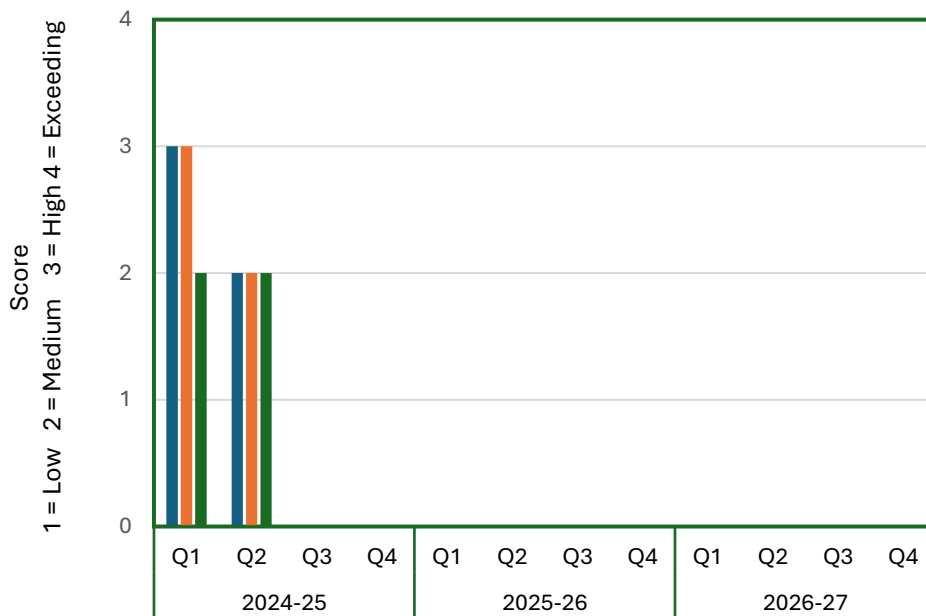
2024-25

Q1	Q2	Q3	Q4
3	2		


Q1	Q2	Q3	Q4
3	2		


Q1	Q2	Q3	Q4
2	2		

Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Library Sub Committee

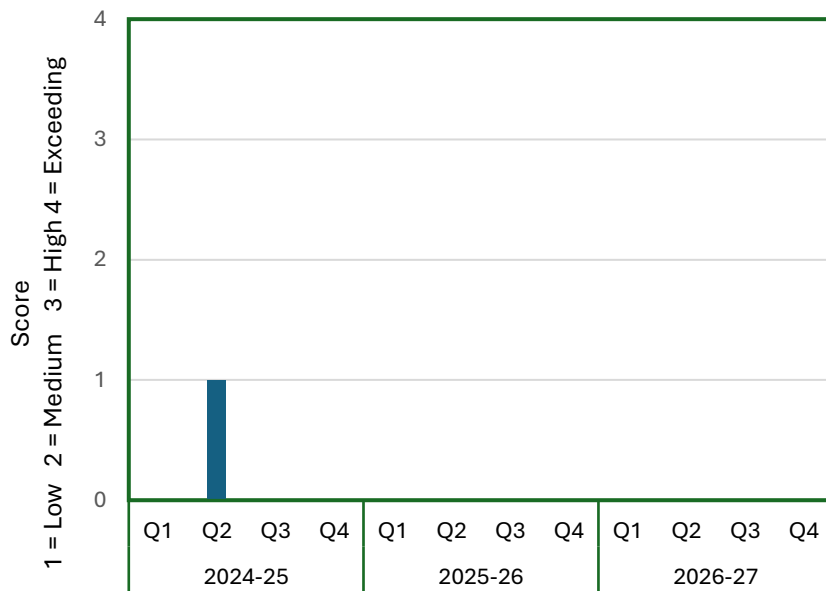


- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Strategic Priority 3 - Housing		Aims of the Library Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Library Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	To continue to promote and support sustainable travel and transport	Transport leaflets to be available at the library	Providing copies of the bus times - tranport for Cornwall which covers six operators	1	N/A	1		

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Library Sub Committee

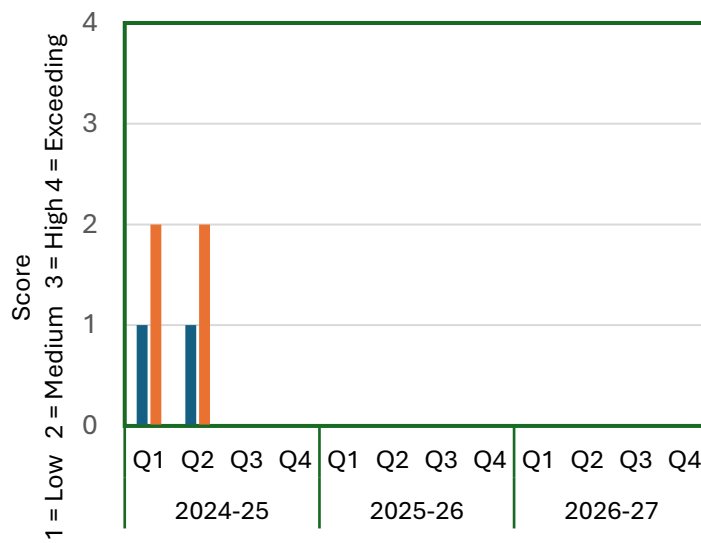


■ To continue to promote and support sustainable travel and transport



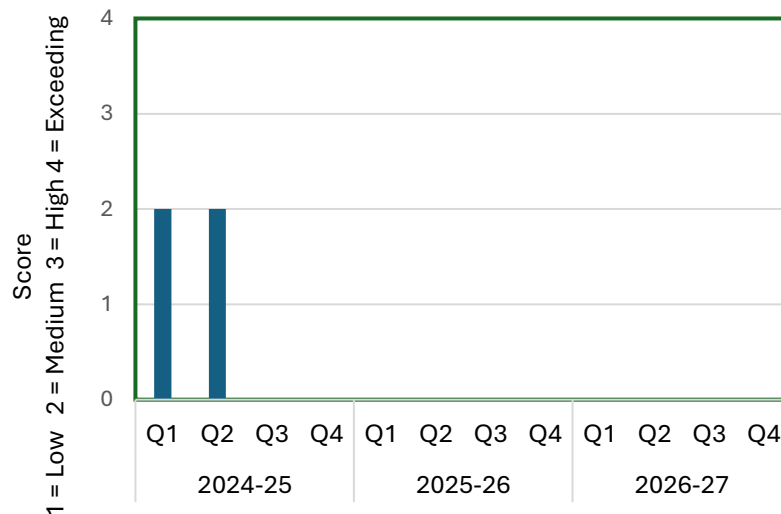
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;</p>	<p>Refurbishment complete</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Windows to be replaced and interior refurbished</p> <p>Ensure the library building is energy efficient</p>	1	1				
	<p>To continue to focus on Climate Emergency and support free events at the Library.</p>	<p>Regular climate focused free events</p> <p>Promote sustainable practices at the Library</p> <p>Display educational materials</p>	<p>Partner with local schools, organisations, and businesses to host events and activities on climate change</p> <p>Reduce waste and provide community recycling programmes</p> <p>Display educational materials on the affects of climate change and preventative measures</p> <p>Provide a good level of books</p>	2	2				

Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Library Sub Committee



- " To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;"
- To continue to focus on Climate Emergency and support free events at the Library.

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Library Sub Committee



- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.

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

Report to: Library Sub Committee

Date of Report: 10 January 2025

Officer Writing the Report: Community Hub Team Leader (CHTL)

Part Pursuant to: Library Sub Committee 29 August 2024, minute number 12/24/25

Officers Recommendations:

Members to ask questions of the Saltash Library Hub service contained within the report, with the opportunity to set a further resolution if felt appropriate to do so.

Members to consider the response to minute 12/24/25, with the opportunity to set a further resolution if felt appropriate to do so.

Where the Library Sub Committee wish to extend the library operational hours a recommendation to the Personnel Committee will need to be made.

Report Summary:

The window refurbishment has played a significant role in the reduction of community and library services. The decision to relocate an interim library service to the Guildhall for a short-term period became necessary after discussion with Horizon Windows working procedures and health and safety requirements over the scheduled 4/5 week refurbishment period. The interim library service has been able to continue the click and collect library service, but the location of the Guildhall has proved problematic for many people to access by either location or parking facilities. Community groups have found alternative accommodation, and we have had to postpone or cancel nearly all events and activities.

Footfall has dropped to approximately 10/15% of our usual numbers and book loans have dropped significantly. October down 35% and November 32.7% against this time last year.

Messaging and marketing our opening plans were difficult due to the continual changes in completion dates for the curtain walling. The side windows and door are scheduled to be installed during this first week of March which has allowed for a January opening and a full January of events and activities. Towards the end of February, the library will need to close (period to be confirmed) to allow time to relocate to the Guildhall on a temporary basis.

As stated, planning events and activities on shifting sands has been difficult. However, Autumn Biowatch has been successful in building on the Summer Biowatch inclusive of the citizen science database campaign. We continue to work with Plymouth University on this continuing environmental project. Events and activities have been scheduled post February window refurbishment. The community and schools will all continue to work with the Community Hub.

February we 'kick off' the South West Reading Challenge for all ages and abilities, this runs through to June and has steadily built up over the past two years. We are now able to programme in some 'Wellness' activities for February due to the delay in the side window refurbishment. Due to these delays dropping from February to March, UK Science week has now been moved to May. The theme for this year is 'Change and Adapt' and our three sub-themes are:

1. Environment 2. Technology 3. Space.

We have Spaceport Cornwall, Space Detectives and Plymouth University Robotics and A.I. and Biology departments lined up to help.

This means that we can launch Spring Biowatch with appropriate events and activities for the latter half of March when we return to the Library Hub from the Guildhall.

For April we have our new re-arranged longer two week LIT-FEST scheduled in (as opposed to previous Octobers). This will feature author visits, forums and creative workshops as well as a writing competition (Short story, Poem and Haiku) while May will continue to be our Community History Month.

Currently working with our Development and Engagement Manager I have applied for a number of small grants to help with our event budgeting.

During the refurbishment period we have been able to engage and outreach more to pre-schools, junior schools and the Community College. Interest is higher than ever and can be attributed to newer teachers with ideas to partner with the Library and Community Hub and ongoing school budget restrictions.

Optimistically in 2025, the internal refurbishment works, when completed, will allow the Town Council the opportunity to extend events into the evening and allow for a potential income stream. Hiring of an improved community hub facility will also be a possibility. As just about 70% of the town's population are either working or in school during conventional Library Hub opening hours, the evening opening opportunities could enable us to appeal to a bigger and wider demographic.

At the last Library Sub Committee meeting, Members resolved:

12/24/25 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The CHTL briefed Members on the report received and contained within the circulated reports pack and spoke of a successful year to date with Library Hub events and activities being well attended.

The CHTL reported that the Home Library service had not seen an uptake in users since being led by the Town Council, despite promotion.

Members discussed Cornwall Council's Mobile Library service and if it was possible for the mobile service to visit remote areas of the town and attend town events.

Members enquired about the possibility of reintroducing the pop-up library to further engage with the community. Members also requested the CHTL explore the option of extended opening hours.

The CHTL expressed confidence that Saturday operating hours could be extended.

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

1. To note the report and the CHTL to investigate Cornwall Council's mobile library availability to visit remote areas in the town and attend town events;
2. That the CHTL investigate reintroducing the pop-up library and extension of opening hours on Saturday afternoons;
3. That the CHTL is to report back to a future Library Sub Committee meeting on the outcome of points one and two above.

Point 1 above - on investigation the mobile library has only minimum availability with dates. We have used the service before and would recommend investigating using its services again at outdoor events such as Regatta. Other than that, we want people to come through the Library Hub doors and not being diverted elsewhere.

Point 2 above - pop-up library marketing - these could be at May Fair, Regatta and the new Fore Street market area, to schools and commercial companies e.g. Waitrose. Successful recruitment is required prior to any outreach library work.

Point 2 above – extension of opening hours on Saturday afternoon's - The opportunity to extend opening hours will be dependent on successful recruitment.

The idea of extending it to an evening and creating a weekly 'club' (Possibly Bingo) evening in association with the library opening seems a positive way forward. Other libraries have extended opening hours this way. As suggested in the CHTL report we would be able to extend hours as well for evening 'special paid events' when upgraded internal facilities are completed.

We have experienced two members of staff leave the Library Hub creating a 47-hour loss to the rota. When the situation is resolved, we will endeavour to look at the possibility of extending opening hours to either an evening or Saturday afternoon – Please note; extension of operational hours will require consideration of the Personnel Committee and staff consultations.

Signature of Officer:

Community Hub Team Leader

To receive a report on the improvements to Saltash Library Hub services and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 10 January 2025

Officer Writing the Report: Community Hub Team Leader

Pursuant to: Library SC held on 29.08.24 minute nr 13/24/25

13/24/25 **TO RECEIVE CORNWALL COUNCIL'S LIBRARY CUSTOMER SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The CHTL briefed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note the survey and delegate to the CHTL to work through the Saltash survey responses and ascertain any areas of improvements to the services provided reporting back at a future Library Sub Committee meeting.

Officers Recommendations

Member are asked to review Cornwall Council's Saltash library customer survey (as attached) against this report to ensure the Library sub committee are content with the response to the feedback to improve areas of the Saltash library services.

Report Summary

1. Better facilities including clear windows

As we are aware this is being rectified with external and internal facility improvements through 2024 – 2025

Toilet facilities are the main topic of survey response, and this is at the top of the list for our impending internal improvements.

2. More books (books never change)

We are at the maximum for book numbers (10,500). To achieve Community Hub internal improvements, we will be looking to reduce book totals by 10% This will not impact customers through the door as the online Click and Collect service has proven to be more than an adequate replacement of service (As proven at Liskeard – This is also supported by CC Libraries). This reduction can be achieved by removing books that have been sitting on our shelves for more than 12 months and the moving of shelves when we move the reception desk. Books are changing and being replaced and rotated more than ever as a 'Click and Collect' by-product. Up to 70% of books sitting on our shelves are from other libraries as these are all in the 'Click and Collect' Cornwall County rotation of books as they are ordered and read by customers around the county. (This is why we have Tuesday and Thursday book deliveries).

This reduction will also help maximise space for wider community use.

3. Extension of opening hours

We are investigating the extension of hours moving forward against available staff hours and the Town Council organisation structure.

4. Café facilities

We are investigating the possibility of having vending as a viable way forward to offer a beverage/eating opportunity as another way of extending services and attraction custom. However, this is not part of the Library Sub Committee priority list (minute 48/23/24).

Signature of Officer:

Community Hub Team Leader

To receive a report on the curtain walling work and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 10 January 2025

Officer Writing the Report: Community Hub Team Leader

Officers Recommendations

During the works the Town Clerk / RFO reported to the Chairman of the Library Sub Committee regular updates together with Bailey Partnership Inspection Report. Members are asked to note receipt of the Inspection Reports.

Members are asked to review and ask questions about the curtain walling work to the front of the library building and the planned work to the side elevations included in this report.

Report Summary

Saltash Town Council appointed Horizon Windows to undertake the replacement of curtain walling and side elevations of the library building.

Saltash Town Council appointed Bailey Partnership to Project Manager the work and the Principal Designer.

A contract was drawn up and agreed by both parties, Saltash Town Council and Horizon Windows.

Saltash Town Council purchased Joint Named Insurance to ensure the window refurbishment is sufficiently insured during the project works.

Horizon Windows provided Risk Assessments and Method Statements for the project.

Part of the library service was relocated on a temporary basis to The Guildhall.

The appointed contractor, Horizon Windows, commenced work on 7 October for what was agreed a four-week period for the curtain walling and side elevations to be complete. However, due to incorrect size of materials the contractor reported a significant delay moving the end date to 13 December 2024.

At this report date, works completed is, the front elevation curtain walling, to include new glass over the main entrance, stairwell windows and frames, and windows and frames over the higher part above the main entrance.

Also installed and complete are the ground floor kitchen and toilet windows, a new air-vent fitted to the upstairs boiler room and new window actuators have been installed.

A new blind system has also been installed to the front of the building.

Various snagging meetings have taken place during the project work, led by Bailey Partnership. Snags have been completed throughout the project period. The final snagging is to be complete at the beginning of March 2025 and signed off by Bailey Partnership. Refer to report images for latest snagging items.

The two vertical side window elevations, frames and door are to be fitted over two weeks commencing 3 March 2025.

The Library Hub will re-locate a much smaller Library service this time (including click and collect) to the Guildhall for the shorter period of time (two weeks).

Lessons learnt from the first install; the contractor will check the materials for the side elevations against the measurements prior to entering site. This is to avoid any potential delays against the library service.

An indicative estimate for carpet cleaning has been obtained, however, it is recommended that cleaning of carpets takes place following all building works.

To clean the main library area, staff room, stairs, landing, mezzanine, kitchen and office £560.

Report Images

Left side actuator has blown externally adjacent to the fire door. This has been reported to the contractor to be picked up during snagging.



A section of render has blown externally adjacent to the fire door. This has been reported to the contractor to be picked up during snagging.



The following pictures show the windows complete.











How Does This Meet the Business Plan?

Boosting jobs and economic prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

Climate Emergency

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

Recreation and Leisure

To continue to provide, improve, and support Saltash, play parks, open green spaces, library services, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

Budget Overview - Committed Spend

Item Description	Total Net Cost
Curtain walling, side window elevations and blinds – remaining 10% balance	£14,971.80
Bailey Partnership – Principal Designer	£3,450
Bailey Partnership – Project Management	£8,050
Cornwall Council – Building Regs	£500.00
Total	£26,971.18

Budgets

Budget Availability: £137,745, less committed spend (budget amount for 2025/26 is £5,100)

Budget Codes: 6971 EMF Saltash Library Property Refurbishment

Committed Spend: £18,921.18

Budget Availability: £21,460, less committed spend for the year 2024/25 and £13,105 for the year 2025/26

Budget Codes: 6918 LI Professional Fees

Committed Spend: £8,050

Refer to the attached budget sheet for a breakdown of funds allocated to the project.

Signature of Officer:

Community Hub Team Leader

Saltash Town Council
Saltash Library Refurbishment Works

6971 LI EMF Saltash Library Property Refurbishment

Income

Date	Description	Amount
	EMF Balance (includes £200k Library Loan - Public Works Loan Board)	£233,752.00
01/04/2023	Precept Budget 2023/24	£10,000.00
01/04/2023	Precept Budget 2024/25	£15,000.00
12/08/2023	Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - 30/23/24	£21,000.00
09/12/2024	Funding from Cornwall Council	£15,000.00

TOTAL INCOME £294,752.00

Expenses

Date	Supplier	Invoice No.	PO No.	PL No.	Description	Actual Expenses	Expenditure Analysis		
							Professional Fees	Contractor	Other
01/05/2020	Cornwall Council	-	-	-	Cornwall council- Planning Application for library building works – PA20/03062	£231.00			£231.00
31/07/2020	Hand Drawn Home				Additional Work - Leaflets x 15,000	£466.50			£466.50
09/10/2020	Geoff Peggs	20/01/2	-	748	Professional Fees – Library Refurb and Curtain Walling Replacement Works – Building Consultant – first interim payment for Library Project (based on tender figure of (£205 705.80) FTC meeting - Minute number 152/20/21	£4,114.12	£4,114.12		
20/10/2020	Print Minor	2228		784	Printing and folding of 11,000 leaflets for Library	£375.00			£375.00
07/01/2021	Royal Mail Group	9062220671	-	785-B	leaflets for Library	£96.00			£96.00
20/01/2021	Western Webb	22212	-	829	Banner for Library Public Consultation Page	£15.00			£15.00
03/02/2021	Tony Smith	3022021	4229	1144	Producing 2 x V/Os for Library zoom presentation videos	£236.00			£236.00
31/01/2022	Geoff Peggs	20/01/3	4938	2385	Professional fees: second interim payment for library Project	£4,114.12	£4,114.12		
29/04/2022	Bailey Partnership	SD107559	5182	2778	In accordance with our fee proposal dated 1st December 2021, we set out below our interim fee account. Estimated value of works: £200,000.00. Agreed Professional fees: 11.5%. Progress to date: Production of initial proposals (15%). Fee now due: £200,000.00 x	£3,450.00	£3,450.00		
22/06/2022	Cornwall Council	22062022	5180	2874	Pre-Application for Library Refurbishment Works	£473.33			£473.33
27/06/2022	Bailey Partnership	SD107810	5218	2892	Progress to date 25% - proposals and pre app submission for refurbishment works. This invoice 10%	£2,300.00	£2,300.00		
14/07/2022	TDH Asbestos Surveying	584	5237	2931	Asbestos Refurbishment Survey - Library Refurbishment	£395.00			£395.00
29/07/2022	Drain Care (South West) Ltd	DC871	5281	2950	CCTV survey of drainage system	£365.00			£365.00
29/07/2022	Bailey Partnership	SD108097	5292	2993	Progress to date 35%. Interim Fee account Job No 33358 - Library Refurb. This invoice 10%	£2,300.00	£2,300.00		
14/12/2022	Atlantic Building Consultants	1670	5515	3447	Heritage Impact Assessment and Condition Survey (Refurbishment)	£1,200.00	£1,200.00		
21/03/2023	Cornwall Council	11832677v1ZCZ	5733	3764	Planning Application for Library Refurbishment Works - Saltash Library, Callington Road, Saltash, PL12 6DX	£257.83			£257.83
23/10/2023	Horizon Home Improvements	209317	6128	4410	Deposit 20% - Supply and install a Reynaers CW50-SL curtain walled system to the front elevation along with CS77 stacked system to the sides with SL68 windows to the rear to Saltash Library	£29,943.60		£29,943.60	
01/11/2023	Horizon Home Improvements	209553	6128	4410-B	Progress Claim No 2 30% - Supply and install curtain walled system	£44,915.40		£44,915.40	
03/04/2024	Cornwall Council	PPND-RSX2-RDTD	6747	5361	Building Control - Full Plans and Building Notice application	437.50			£437.50
28/05/2024	Horizon Home Improvements	211215 (4410-C) C	6128	4410-C	Progress Claim No 3 50% - Supply and install curtain walled system	£59,887.20		£59,887.20	
05/10/2024	Zurich Minicial Insurance	537849764	n/a	5794	Policy YLL-2720862183 10/10/2024-09/10/2025	£1,434.43			£1,434.43
11/11/2024	Cornwall Council	TBC	5967	TBC	Building Control - Inspections Fee	£500.00			£500.00

Total ACTUAL Expenses £157,507.03

Committed Expenses

Date	Supplier	Invoice No.	PO No.	PL No.	Description	Amount	
	Horizon Home Improvements		6128		Quote £149,718 less invoiced - see above	£14,971.80	£14,971.80
29/11/2023	Bailey Partnership		6273		For the appointment of principle designer for building regs approval for Library Hub Windows refurbishment	£3,450.00	£3,450.00

Total COMMITTED Expenses £18,421.80

Budget Balance 6971 LI EMF Saltash Library Property Refurbishment £118,823.17

								Expenditure Analysis		
								Professional Fees	Contractor	Other
6918 LI Professional Fees (Private Contractors)										
Income										
Date	Description						Amount			
01/04/2023	Precept Budget 2023/24						£6,900.00			
01/04/2024	Precept Budget 2024/25						£21,460.00			
						TOTAL INCOME	£28,360.00			
Expenses										
17/10/2023	Bailey Partnership	SD110448	6544	5009	Progress to date: (65%). This invoice 30%		£6,900.00	£6,900.00		
						Total ACTUAL Expenses	£6,900.00			
Committed Expenses										
Date	Supplier	Invoice No.	PO No.	PL No.	Description		Amount			
	Bailey Partnership				Quote 11.5% of £200k = £23,000 less invoiced - see above		£8,050.00	£8,050.00		
						Total COMMITTED Expenses	£8,050.00			
								£35,878.24	£149,718.00	£5,282.59
								TOTAL	£190,878.83	
						Budget Balance 6918 LI Professional Fees (Private Contractors)	£13,410.00			

To receive a report on the Library internal refurbishment work and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 10 January 2025

Officer Writing the Report: Community Hub Team Leader (CHTL)

Pursuant to: Library Sub Committee meeting 2 October 2023, minute number 48/23/24:

48/23/24 TO RECEIVE AN UPDATE FROM BAILEY PARTNERSHIP ON THE REMAINING REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Ian of Bailey Partnership summarised the detailed report and estimated robust costings provided and contained within the circulated reports pack.

Bailey Partnership spoke of the costs relating to the curtain walling requiring removal from the report as discussed and agreed under minute number 47/23/24.

Bailey Partnership propose the internal works detailed within the tender specification are indicative of a total amount of approx. £300,000 to £350,000.

Members discussed the shortfall and debated the priorities of works detailed within the tender specification.

Members agreed without individual costings for the reception, staff toilet, and fully accessible toilet they were unable to ascertain cost to be budgeted for the year 2024/2025.

Bailey Partnership advised Members to be mindful when appointing contractors independently due to the recent amendment to the Building Safety Act.

It was proposed by Councillor Dent, seconded by Councillor Peggs and
RESOLVED:

1. To appoint Bailey Partnership to carry out an individual cost exercise for the internal works at no additional cost to the Town Council;
2. For Members to further consider the individual cost by way of email reporting at the next Services Committee and if appropriate to budget accordingly.

Members noted that the priority list for internal works are:

1. Staff Toilet;
2. Fully Accessible Toilet;
3. Reception Area.

Officers Recommendations

To note minute 48/23/24.

To review and ask questions based on the information received in the report.

To appoint the Town Council Building Surveyor to undertake the role of Project Management and Principal Designer for all internal refurbishment works as well as, undertake design and specification services, producing tender documents including drawings, written specification and preliminaries, trade preambles, pricing documents and contract between Saltash Town Council and the appointed contractor, providing a complete service from start to finish, working with other trades as required.

Library Sub Committee to instruct the next stage of the project (internal works) considering the information contained in the report.

Report Summary

For some time now, Saltash Town Council have been engaged in the proposed development and investment consultation for Saltash library. The Town Council view this as a great opportunity for the town's community since Cornwall Council's devolution programme allowed the future management and running of the library to be transferred locally.

This fits in well with the Town Council's strategic priorities within the business plan.

The building itself, being 60+ years old, needs restoration to make it fit for purpose, and to make the library hub a much more complete community asset and multi-use facility.

Saltash Town Council's ambition is still to create a thriving, busy and adaptable multi use space for library and community use. However, unfortunately, lockdown and what came from that (material increases, contractor demands etc), and the building being listed, created long term delays to the full restoration of the building.

The first stage of the restoration work is now almost complete – installation of Reynaers curtain walled system.

The second stage of the restoration work is now for consideration referring to the above minute number 48/24/25.

Report Images

The images below show the existing status with an overview of the Library Sub Committee's priority list for the second stage of the restoration work.

Existing staff toilet. There is no official public toilet.



The area in the image below would be the entire space for a fully accessible toilet. The staff toilet would move to what is currently the cleaning cupboard located on the first floor next to the staff room.



Plans are to demolish the existing reception area shown in the image below.



Designing a new reception area against the side wall, leaving a large space in the middle to accommodate more events and activities.



In the past, a discussion has been held around the possibility to enable ability to supply beverages through vending, however, funds were not available then and the project concentrated on the replacement of curtain walling. With the windows almost complete, would the Library Sub Committee like to investigate the cost of a vending service? Please bear in mind the proposed 2023 costings against the available budget.

How Does This Meet the Business Plan?

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Climate Emergency

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

Recreation and Leisure

To continue to provide, improve, and support Saltash, play parks, open green spaces, library services, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

Quotes Provided

Bailey Partnership in 2023 proposed the internal works detailed at the time within the tender specification are indicative of a total amount of approx. £300,000 to £350,000.

Barron Surveying fee structure is individual to each instruction but from production information work on projects, they would be working at a percentage fee for the whole project for which they would usually require around 45% stage fee up to tender information stage.

Barron Surveying act on project management instructions at a percentage fee based on the project cost. The percentage fee varies depending on size and complexity.

Further information regarding their cost is to be provided upon direction of the Library Sub Committee.

Financial Regulations/ Procurement Threshold

It is expected that this project will meet the procurement threshold and will need to go through the tender process.

Budgets

Budget Availability: £137,745, less committed spend (budget amount for 2025/26 is £5,100)

Budget Codes: 6971 EMF Saltash Library Property Refurbishment

Committed Spend: £18,921.18

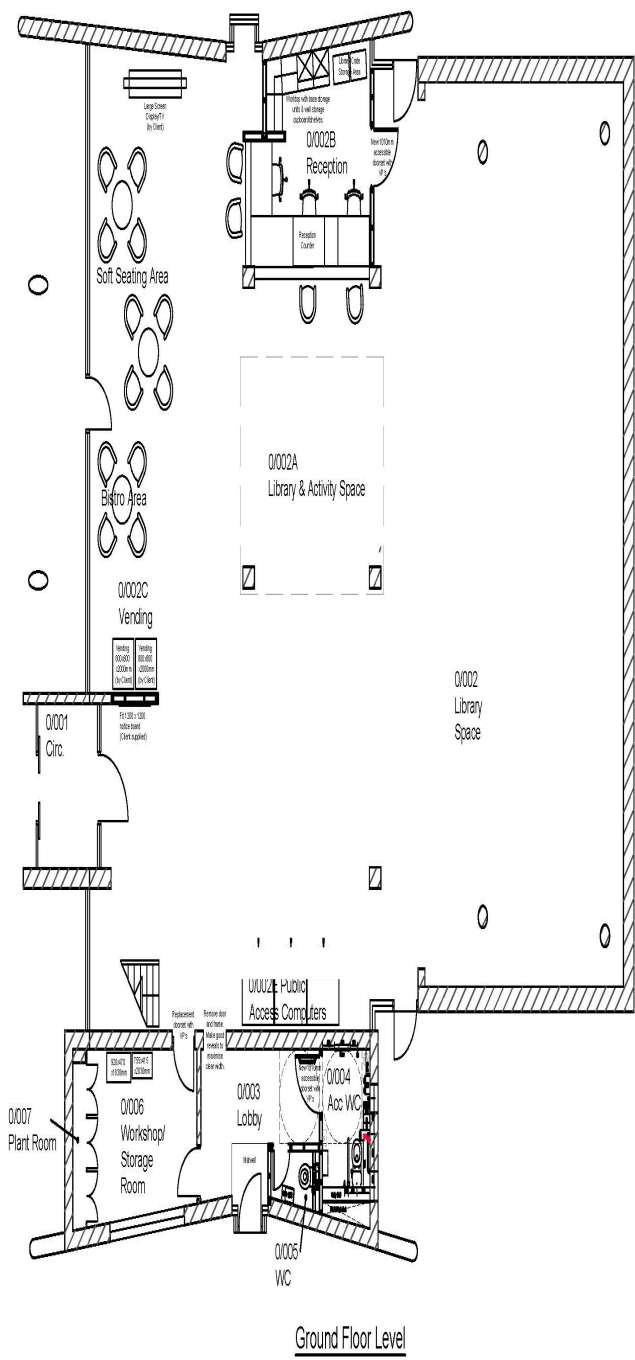
Budget Availability: £21,460, less committed spend for the year 2024/25 and £13,105 for the year 2025/26

Budget Codes: 6918 LI Professional Fees

Committed Spend: £8,050

Signature of Officer:

Community Hub Team Leader



01002 Library & Activity Space

- Making good existing ceiling finishes and install new 'carcass' effect non-slip vinyl floor where existing UC New 1000 Drop ceiling is to be removed (to be done by contractor)
- New printed surrounds to dry joints

01002 Reception

- Form new partition walls and staff pass door
- Fit new 1.5m deep workshop with storage base units and mixture of wall cabinets and shelving above
- Install new power and data to M/E details
- New recessed suspended ceiling, bulkhead and LED lighting
- Install new reception counter
- Library cycle storage area

01002 Vending

- Install new partial height partition wall to contain services distribution for installation of 2no client supplied vending machines
- MV will be fit to client dispenser and will require a dedicated power supply
- MV will dispense sanitised drinks and packaged snacks and will require a dust car
- Install new frames (plastic) (based on entrance lobby site client supplied)

01002 Access Point

- Replace existing window detail and is to be re-located to 'soft-seat' adjacent library units
- Reconfigure power and data

01002 Public Access Computers

- Relocate to no desks and PC equipment to first floor
- Relocation 2no desks and PC equipment to face into lobby wall
- Equipped with existing power/data sockets within existing ducting

01002 Units

- Remove external door and frame to library space and make good/reveal (to increase access with wheelchair access)
- New internal partition system incl shelving
- New suspended ceiling/gpt
- New entrance lighting and contact carpet
- Decoration generally
- LED lighting
- Illuminated fire escape signage
- Adapt fire and door escape terminology
- Install fire escape door glass panel gpt

01002 Customer Accessible WC to 01004

- New suspended ceiling/gpt
- New internal partition system
- New wheelchair accessible internal doorset with grab rail
- New wall tiling to window sill level with pattern plaster above
- New coat rack from timber
- New 2000mm compliant sanitary ware and fixtures, SS, P/S and gipsy
- Connect into adapted existing ground drainage
- New window ventilation extract and
- P/S LED lighting
- New emergency alarm and pull cord (connected to warning light and alarm while Reception)

01002 Staff WC

- New suspended ceiling/gpt
- New internal partition system
- New internal doorset
- New wall tiling to 1.8m high with pattern plaster above
- New vinyl floor finishes
- New concealed cistern WC, SS, P/S system ceiling and wash hand basin
- Connect into adapted existing ground drainage
- Mechanical ventilation
- LED lighting

01002 Hand Wash Station Room

- New doorset to 01002
- Replace existing electrics to suit opening of door
- Redecorate generally
- New carpet

01007 Plant Room

- Existing arrangements to remain (Client to review and update 2020 Fire Risk Assessment)

Notes

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

Refer to the relevant Construction (Design and Management) documentation where applicable.

It is assumed that all works on this drawing will be carried out by a competent contractor, working where appropriate to an approved method statement.

P02	WP Issue - Updated Client comments	UNV	03/05/2023
P01	WP Issue - Revised Internal Layout	UNV	02/05/2023
00	Preliminary Issue	HC/TB/TB	28/04/2022
Rev	Description	By/CHK/APP/CD/Date	



Client

Saltash Town Council

Project

Saltash Library Refurbishment

Drawing Title

Proposed Ground Floor Plan (alternative layout) - Outline Scope of Works

Purpose of Issue		Status	
PRELIMINARY		S2	
Project No.	Scale @ A3	Date	
33358	1:100	28/04/2022	
Revision	Drawn By	Checked By	Approved By
P02	HC	TB	TB

AS Drawing Number: 051/02/2007/A-Rev01/Compliant
 Project: Origin: Date: Level: Type: File: Class Number:
 SAL_BPC_XX_00_DR_B_081/001

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