

**To receive an update on the curtain walling works and consider any actions and associated expenditure**

I am pleased to confirm that the window refurbishment has been scheduled to start on Monday 16<sup>th</sup> September. The Library Hub will remain open during the works. Horizon will cordon off the front part of the building from staff and customers to ensure safe working practices.

Windows and frames are currently under construction.

Building Regulations have confirmed that we don't need to add trickle vents to front elevation as Grade 2 listing approval was passed without the need for them.

TDH Asbestos Surveying report shows there is asbestos behind the external window and door trims, see below:

**Main Building > External > > Damp proof course beyond timber trim to windows/ doors**



Material	Bitumen	Extent	265lm
Strategy / Sample Id	Sample / 18	Fibre Type	Chrysotile
Recommendation	Remove if planned works may disturb		
General Comments	Unable to inspect beyond positive item.		

Material Assessment

Product Type (or Debris from Product)	1	Extent of Damage / Deterioration	1
Surface Type / Treatment	0	Asbestos Type	1
Material Score	3 / Very Low		

The Town Clerk sought advice from the Town Council Building Surveyor who confirmed:

*The report does state that the material is to be removed if disturbed by the work. It would seem very likely to me that the removal of the old windows will disturb this material. As a 'Chrysotile' fibre, is it not a licenced material so shouldn't be overly difficult to work with.*

*I think you should ask Bailey Partnership to advise you how the identified asbestos impacts on the removal and replacement of the windows, and assuming the asbestos needs to be removed, for a method statement on how this is to be done. If it is a damp proof course sitting behind the timber trim to the windows, it might be possible to remove the asbestos before the windows are removed meaning no real impact on the inside of the building.*

The process for the asbestos removal is currently under discussion between Bailey Partnership and Horizon windows and we await the Sub Contractors Method Statement, qualifying certificates and insurance certs. This will be fed into the Town Council Risk Assessment when received.

The Town Council Risk Assessment will be shared with staff and volunteers and any concerns raised will be taken into consideration. Upon completion of the Risk Assessment staff and volunteers will need to sign to confirm they will adhere to the safety measures. HR Support are also on board to ensure staff welfare is maintained.

Bailey Partnership has issued the contract of works to be signed by the relevant parties which, on signing, will be sent to Zurich to quote for Joint Names Insurance (JNI). As advised by Bailey Partnership, Joint Names Insurance will be needed as normal building insurance is replaced by JNI during installation/work of this type.

Members are asked to consider approving delegated authority to the Town Clerk to obtain the necessary insurance cover for the project, working within budget EMF 6971 Saltash Library Property Refurbishment.

A three-day non-public use of the side path to Brunel school has been agreed with the school for side window/door installation. Dates will be confirmed with them when we receive a Schedule of Works.

A wheelchair ramp and handrail have been installed at the public path fire escape to allow access/egress when the front doors need to be closed off for window refurbishment above and around the main front elevation entrance. This also complies with the latest annual H&S audit requirement.

Where we have been advised that the whole works should take three weeks while allowing the Library Hub to remain open for Library use. We have allowed a further buffer of three weeks before considering use of the front of the Library Hub for events and activities.

Recently we experienced water ingress due to the poor state of the windows. The Services department assessed and made temporary repairs to the leaks coming through the west elevation wall under the vertical windows that are to be replaced in the refurbishment. Regular checks are carried out during bad weather to reduce further water ingress.

**End of Report**  
**Community Hub Team Leader**