

**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?**

#### 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.

## **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