

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

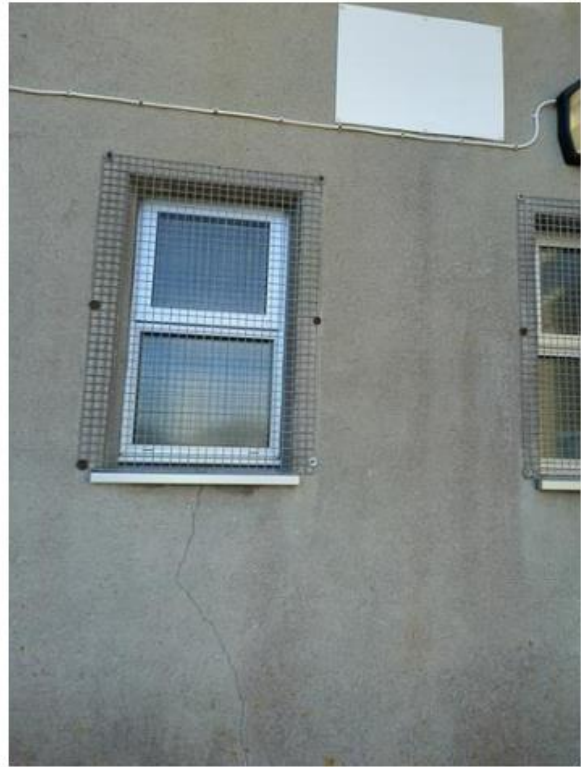
Left side actuator has blown externally adjacent to the fire door. This has been reported to the contractor to be picked up during snagging.



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