

To receive Bailey Partnership internal refurbishment designs and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 02.10.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: Library held on 8.07.25 minute nr. 15/25/26

Officers Recommendations

Members are requested to:

1. Review the attached *Library Internal Refurbishment Schedule of Works* prepared by Bailey Partnership.
2. Note the following ongoing actions by Bailey Partnership:
 - Sourcing a cabinet maker for the bespoke desking;
 - Engaging a radon specialist to address elevated radon levels identified in the store room;
 - Liaising with Cornwall Council regarding the relocation of IT infrastructure;
 - Compilation of project preliminaries suitable for tendering purposes.
3. Note the professional advice from Bailey Partnership indicating that the existing desks are unsuitable for reuse.
4. Consider whether the Schedule of Works, including associated drawings, description of works, and the project timeline, aligns with the expectations of the Library Sub-Committee for successful project delivery.
5. Recommend to Full Council the approval of the final design and concept for the internal library refurbishment, and delegate authority to the Assistant to the Town Clerk to collaborate with the Library Sub-Committee to ensure the works are delivered within budget.

6. Subject to Full Council approval, delegate authority to the Assistant to the Town Clerk to work with Bailey Partnership to initiate a tender process, in accordance with Financial Regulations, to obtain detailed costings for the project. A report on the outcomes of the tender process will be presented at a future Library Sub-Committee meeting.

Report Summary

At the Library Sub-Committee meeting held on 7 August 2025, Members reaffirmed three key priorities for the internal refurbishment works:

- a. Create a fully accessible toilet for public use together with a separate staff toilet;
- b. Demolish the reception area and make good creating a new reception space;
- c. Advise on water supplies to accommodate a vending machine.

Following this, a site visit was conducted with the Office Manager / Assistant to the Town Clerk and representatives from Bailey Partnership. The purpose of the visit was to support the development of a detailed design, reimagine the current layout, and explore opportunities for a more efficient and user-friendly space. This process also included the preparation of an indicative pre-tender estimate.

Bailey Partnership has provided a programme timeline outlining the stages up to contractor appointment for Members' information (see **Appendix A**).

A proposed draft design pack and a draft Schedule of Works for the internal refurbishment have also been submitted for Members' consideration (see **Appendix B**).

To finalise the draft design pack, Bailey Partnership has advised that the following actions remain outstanding:

- Compilation of project preliminaries suitable for tendering purposes;
- Consideration of radon mitigation measures in the store room;
- Refinement of the reception desk design, currently based on the previous layout, through engagement with a specialist shopfitter.

The following questions have been raised with Bailey Partnership for clarification and further input:

a. Additional Recommendations

Can Bailey Partnership confirm whether they have any further recommendations or considerations that should be incorporated into the project at this stage?

b. Reception Desking – Reuse and Sustainability

In relation to the reception desking, would it be feasible for the appointed cabinet maker to explore the reuse or recycling of components from the existing reception area? Members are keen to understand whether any elements could be repurposed to support sustainability objectives and enhance cost-efficiency.

c. Indicative Project Costs

Do Bailey Partnership have any indicative costings for the full scope of the project at this stage, or will these be provided following the completion of the tender process and receipt of submissions?

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes:

Subject to approval by the Library Sub Committee and subsequent endorsement by Full Council on 6 November, Bailey Partnership will issue the tender on behalf of Saltash Town Council.

Budgets

Budget Availability: £139,683.17

Budget Codes: 6971 LI EMF Saltash Library Property Refurbishment

Committed Spend: £0

Budget Availability: £13,105

Budget Codes: 6918 LI EMF Legal & Professional Fees (Private Contractors)

Committed Spend: £0

Signature of Officer:

Office Manager / Assistant to the Town Clerk