

**To receive a report on library refurbishment project and consider any actions
and associated expenditure – relocation of services**

Report to: Library Sub Committee

Date of Report: 23.01.2026

Officer Writing the Report: Community Hub Team Leader

Purpose of the report: To provide the Library Sub-Committee with information on suitable local venues for the temporary relocation of the library during refurbishment works, ensuring the service can continue without disruption, should the Library Sub Committee agree to proceed with the works.

Officers Recommendations:

It is considered important to present this report to Members in advance of any decision to proceed with the internal refurbishment works. This will ensure that Members have a full understanding of the implications of the project and the associated costs.

Members are asked to:

- Review the information provided on potential venues within Saltash and consider a suitable location for the temporary relocation of the library, taking into account factors such as cost, accessibility, available services, welfare facilities, opening hours, and overall suitability of location.
- Note the provisional request to the Wesley Church Committee for the hire of two rooms at Wesley Church for the duration of the refurbishment, subject to the Library Sub Committee proceeding with the work.
- Propose any alternative venues that they wish the CHTL to review and report back.

Report Summary:

The Community Hub Team Leader has undergone research and site visits to several venues in Saltash to gather information to ascertain where would best suit the needs of the library while refurbishment works are carried out in the library building. The associated costs are detailed in the venue information where there is availability at the venue.

Venues visited:

The Wesley Church	Private Rentals in Fore Street
Our Lady of the Angels Catholic Church	Oaklands Community Centre
Saltash Social Club	The Core
Saltash United Football Club	
St Barnabas Hospital	

The Wesley Church:

The Wesley Church has many positive attributes to consider and is, upon comparison with the other prospective venues, the best choice for the temporary relocation of the library.

The Wesley is a hive of activity, with a huge number of existing clubs and organisations using the space every day. Several varying sized rooms are used for a wide range of activities.

- The room that would be available to Saltash Town Council is the lounge situated at the rear of the building. The lounge has its own access door leading out to the car park. This would enable library users to enter without having to walk through the main building and come straight to the temporary library.
- The lounge is small; however, activities and groups could be held in other rooms at the Wesley Church ensuring services are still on offer. Bob Austin and Anita have confirmed that they would be able to accommodate our groups and activities after reviewing our schedule and understanding our needs. During the last refurbishment, the library was relocated to the Guildhall, where groups and activities could not run. Many library users stopped using the service because of this and we lost valued borrowers. Operating outside of the Guildhall would also allow the normal library operating hours to continue (Mon, Tues, Thurs, Fri, Sat).
- Café customers and established groups at Wesley Church could increase borrower numbers as footfall is large. Eg U3A meetings of over 100 members, choirs, sports clubs and the church congregation.

- The location of the Wesley Church is also a benefit, being close to the main high street and good transport links continues to make it accessible to the residents of Saltash.
- Sufficient welfare facilities for staff.

Estimated cost would be - Lounge £250/week plus various rooms for activities £180/week Total £430/week. These rates are highly competitive and would allow for the delivery of all library services.

CAD drawings are included in the **Appendix A** to visualise what the space would look like with library shelves and desks in situ. This is solely for the library book service and not for the groups as these would take place in another room.

The Wesley Church have plans to refurbish the Lounge room, however they do not have a set timeline for this. They plan to do the work this year.

The next Church Committee meeting is to be held on 12th February, they meet every quarter - requests for room hire must be submitted to the Committee for them to review and accept or reject. This date falls before the Library Sub Committee meeting.

The Church Committee have now met, and their feedback is that they approve the hire in principle, with the caveat that it must end by 1 September 2026 to align with their programme. In addition, on 2 May they may require access to the lounge in the evening for approximately 10 participants taking part in the church concert that night.

Our Lady of the Angels Catholic Church:

Our Lady of the Angels Church has excellent facilities; however, the church is not available for continual use. There is one room for hire, which is already booked for a couple of days a week, with the groups requiring a large amount of room. There also needs to be a key holder available to open the premises, it is not open throughout the day.

- Location is in a housing estate, with no public transport access. There is a large private car park, with disabled parking.
- The hireable hall is large, with enough room for a good selection of books. Space for groups and activities dependent on numbers.
- There is a lovely outside area which can be used for activities in the warmer period.
- Nice kitchen area which could be utilised for events.

The challenges with accessing the building for staff and unavailability of the venue for continual hire make this space unsuitable for the relocation of the library. However, it would be a potential site for holding activities and groups, should we need a site for this purpose. Footfall would be reduced due to the location; pedestrians would struggle to walk to the church as it is up a steep and winding hill.

Saltash Social Club:

Not available due to rooms already being hired out.

Saltash United Football Club:

The Football Club has two rooms, the function room being the main room for hire. The adjoining bar is used in the evenings by patrons of the Football Club.

The function room is accessed through the bar and up two steps. This makes it unsuitable for wheelchair users and prams/buggies. The function room is a reasonable size, however, would not give a comfortable amount of room for the library stock and the delivery of workshops and groups.

The Football Club has toilets and baby changing facilities at the entrance. There is no obvious mains heating in the function room, and several small electric radiators were in use during the site visit.

The location is good, with ample free parking and close to the Library however access into the building is not suitable for all library users due to the steps going in and out of the function room. Refer to **Appendix B** for images of the available space.

Gavin, from Saltash United FC has provided the fees for hire of the function room at SUFC.

Day rate: £150

Community block booking (5 days): £650 per week

Community licence for exclusive weekday use: £2,500 per calendar month, plus utilities

St Barnabas Hospital:

Unfortunately the rooms at St Barnabas are booked out for clinics.

Private Rentals in Fore Street:

Several properties in Saltash are on the market for rent. This is an ever changing landscape and will be monitored carefully. At present, the two smaller properties available are significantly too small for our needs.

One commercial property to let is at the bottom of Fore Street at a competitive price of £1,333 per month. This property would suit the needs of the library as it consists of a main shop area, a back room which would be suitable for groups, activities and storage and an upstairs which could be used as office space for staff. The advertisement of this property is shown in the appendix.

Unfortunately, these premises are already under agreement but after speaking with the estate agent it seems the third party is not moving forward with the completion

quickly. CHTL has requested to stay informed of the progress of this application as it may not be completed, giving STC the opportunity to view and consider the premises as a viable option for the library.

Refer to **Appendix C** for further details.

The other property is the old Factory Stores; rent is over £3,000 per month which is too expensive to be considered as a viable option.

Oaklands Community Centre:

Oaklands is a thriving community Centre, however due to the current activities and groups, availability is not suitable for continual hire. The location would also require visitors to drive if not within walking distance, reducing footfall numbers.

The Core:

The Core do not have the availability for venue hire due to existing clubs.

Summary:

There are only a couple of viable options for the temporary relocation of the library, dependent on available budget. Budget for the venue hire will depend upon the tender that is accepted and the remaining budget after the cost of the refurbishment works. The Wesley Church is the most affordable and service-appropriate option for an eight-week hire. Procurement considerations, budget requirements, and next steps are noted for the library sub committee decision-making.

How Does This Meet the Business Plan?

The hire of a venue with the capacity to deliver the library service and established group meets the strategic priority of Health and Wellbeing by continuing to offer valued activities that support emotional wellbeing and combat social isolation. A local business will be financially supported with the income from the venue hire should it go ahead and the library users will continue to receive the library service, supporting recreation and leisure.

Budget Overview

[Please provide a detailed breakdown of the items and associated costs, and enter the total cost for the project at the bottom of the table]

Venue	Room Hire Duration	Price per week	Total Cost (based on 8 week hire)
Wesley Church	8 weeks	£430	£3,440
Saltash United Football Club	8 weeks	£650 plus utilities	£5,200 plus utilities

Budgets

Budget Availability: £135,683

Budget Codes: 6971 LI EMF Saltash Library Property Refurbishment

Committed Spend: Unknown at this stage until Tender has been accepted

Budget Availability: £5,055

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

Committed Spend: Unknown at this stage until Tender has been accepted

Signature of Officer:

Community Hub Team Leader