

To receive a report and timeline for the relocating of the library to an alternative site and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 26.02.2026

Officer Writing the Report: Community Hub Team Leader

Pursuant to: Library Sub Committee, 16th February 2026, minute number 58/25/26 (b)

Purpose of the report: To update the Library Sub Committee of the relocation options for the library service during the refurbishment works. To outline any associated costs with proposed venue hire.

Officers Recommendations

Members are invited to consider the recommendation of CHTL to approve the Wesley Church hire request for the temporary relocation of the library service while refurbishment works are conducted at the library, upon appointment of a contractor.

Members are asked to:

- Review the information provided and ask any questions that may arise.
- Consider time constraints around the commencement of refurbishment works and approval of hire for a temporary venue.
- Review the proposed timeline **please refer to appendix A** for the relocation of the library and the inherent closure and reopening of the library service.
- Consider the operational logistics of the move, with the recommendation that the venue hire starts 1st April allowing construction work to commence at the library on Tuesday 7th April.

Report Summary

Temporary relocation of the library during the refurbishment work is necessary to continue to deliver the service. Following the last Library Sub Committee meeting held on 16th February, members discussed the possibility of exploring alternative venues for the temporary relocation.

Research into the proposed alternative venue, Fire Power on Fore Street, has shown that this site is not suitable due to the inaccessibility of the property for wheelchair users. It is important to consider the needs of everyone and continue to offer an inclusive and accessible space for all where possible. The lack of accessibility in many sites available for rent in Saltash highlights the importance of the Wesley Church as the most suitable venue option.

Upon further consideration, it remains that the most viable option for the relocation site for the library service is the Wesley Church for the reasons as follows;

- Accessible.
- Good Location.
- Wi-Fi internet connection (vital for the library software to run off).
- Parking.
- Good footfall.
- Opening hours would facilitate the existing opening hours of the library, ensuring service delivery is not impacted.
- Good transport links.
- Welfare facilities for staff including WC's, space suitable for breaks, kitchen facilities and drinking water.
- Multiple rooms that can be hired to hold established library groups and activities (subject to availability). The Wesley have confirmed that they will be able to accommodate these, however, many groups are already using the rooms so will need to have some notice to schedule in the activities.
- Most competitive price for facilities offered.

It is recognised that the Wesley Church will not provide everything that the library service requires but presents as the better solution compared to the alternatives in the area.

Please refer to **Appendix A** for a proposed timeline for the relocation of the library service.

The Wesley Church can accommodate the library's move to coincide with the refurbishment works, provisionally starting in the second week of April. Appendix A provides a proposed timeline that factors in contractor appointment, public holidays, operational constraints, time needed to sort, pack and move stock and furniture, and the availability of the Wesley Church. It should be noted that existing library events, external bookings, and staff leave restrict the possibility of advancing the timeline outlined in Appendix A to an earlier date.

Closure of the library to the public is essential for the move to be completed in a safe and efficient way. Following the proposed timeline would mean that the library would be vacated by staff by Tuesday 7th April, whereby construction could commence. There would be no access by staff from that date onwards.

Moving the library service is a mammoth task, requiring collaboration with Cornwall Libraries, Service Delivery and the potential venue site. The provision of adequate planning time is essential to accommodate any unforeseen delays or emerging challenges. The opportunity that the Wesley presents fits around the proposed timeline and would enable staff to work through the stock and for Service Delivery to transport the books and furniture to the site.

Pending approval of the Library Sub Committee, the hire of the Wesley Church from Wednesday 1st April – Wednesday 24th June would be a twelve-week period allowing time for any construction delays based on the recommendation of 10-12 weeks for completion by James Barron at Bailey Partnership. This period of hire would also meet the requirement set by the Wesley Church of vacating the premises by 1st September 2026, as stated by the Church Committee following the last Church Committee meeting. The hire has been approved in principle by the Wesley Church Committee.

Summary

Venue hire will be dependent on the available budget that is left once the contractor has been appointed and contract accepted. Planning and execution of the library relocation is also dependent upon the contractor being appointed to gain a clear timeline for the works to be completed at the library. Due to the nature of the works, the closing of the library building to staff and public is required, venue hire should commence in line with this to ensure that stock can be relocated and organised in a systematic and practical way.

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

Venue	Price Per Week	Total Cost 8 Week Hire	Total Cost 9 Week Hire	Total Cost 10 Week Hire	Total Cost 11 Week Hire	Total Cost 12 Week Hire
Wesley Church (Lounge hire plus additional room for groups)	£430	£3,440	£3,870	£4,300	£4,730	£5,160

Please note, these prices are estimated costs and will need to be confirmed by the Wesley Church pending next steps as decided by the Library Sub Committee.

Budgets

Budget Availability: £131,433

Budget Codes: 6971 LI EMF Saltash Library Property Refurbishment

Committed Spend: Unknown at this time until tender has been accepted.

Signature of Officer:

Community Hub Team Leader