

To receive a report on the condition of office windows at
Saltash Library Hub and consider any actions and
associated expenditure

Report to: Library Sub Committee

Date of Report: 02.10.26

Officer Writing the Report: Town Clerk

Purpose of Report

To inform Members that the windows in the Library top office have deteriorated significantly and require replacement.

Officer Recommendation

Members are asked to delegate authority to the Town Clerk to appoint Bailey Partnership to oversee the listed building consent process and manage the replacement of the two windows in the Library top office, with expenditure to be met from budget codes:

- 6918 LI EMF Legal & Professional Fees (Private Contractors); and
- 6971 EMF Saltash Library Property Refurbishment.

Report Summary

The two windows located in the Library top office are in poor condition and have deteriorated considerably over time. The existing windows provide inadequate thermal insulation during the winter months and insufficient ventilation during the summer, due to their limited opening capacity.

It is believed that the windows are original to the building, comprising metal frames with single-glazed panes. Whilst blinds have recently been installed to reduce glare and screen reflection, this has not addressed the underlying issues relating to the condition, energy efficiency and functionality of the windows.

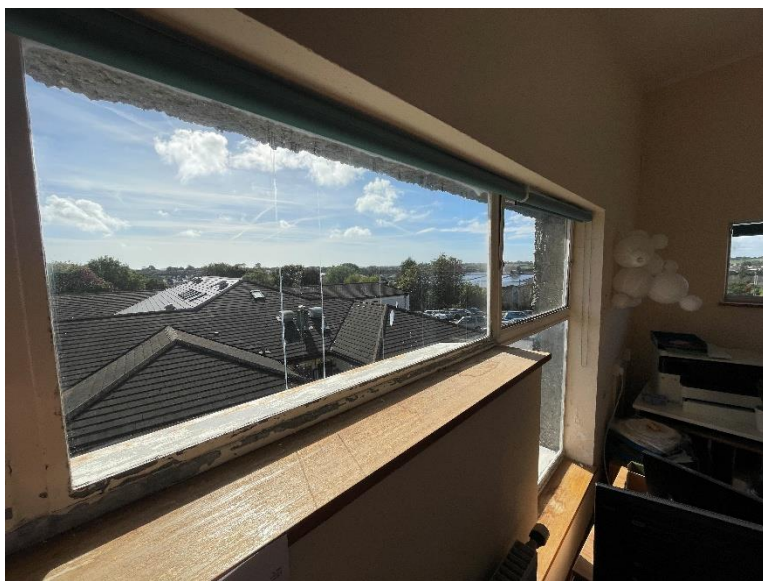
At this stage, the overall cost of replacement is unknown. However, it is anticipated that the works will fall below the Council's £30,000 procurement threshold. In accordance with the Council's procurement requirements, at least three quotations should therefore be sought where practicable.

As the building is listed, listed building consent will also be required before any replacement works can proceed. Appointing Bailey Partnership at an early stage will ensure the necessary statutory and heritage requirements are managed appropriately and that suitable replacement options are identified and procured.

Report Images

Two windows, one small opening.







Budgets

Budget Availability: £35,808

Budget Codes: 6971 EMF Saltash Library Property Refurbishment

Committed Spend: £0.00

Budget Availability: £12,441

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

Committed Spend: £2,415

Signature of Officer:

Town Clerk