

Agenda item 12

Background Information and Timeline:

Discussions around the refurbishment of the library building commenced in 2019.

The Library Sub Committee met on the 27th August 2019 when it agreed to recommend to the Services Committee to fund the refurbishment works by application for a Public Works Loan (PWL) of up to £200,000 repayable over 10 years.

The Services Committee recommended to Full Council and Full Council approved the recommendation on 3rd October 2019.

The library sub committee met on the 30th January 2020 and agreed to recommend to Full Council to approve the tender specification and drawings and to appoint the Town Council's Building Consultant to progress the planning application and tender. At that same meeting, it was also agreed to recommend to Full Council to appoint a company to carry out a public consultation.

Full Council approved the recommendations from the library sub meeting held on 30th January 2020.

The library sub committee met on the 10th March 2020 and resolved to relocate the information desk (currently located in the centre of the library building) when carrying out the refurbishment works and for the Building Consultant to submit the planning application for the works to take place. [**See attached appendix 1 – proposed draft floor plan off the back of the library refurb works.**](#)

The library sub committee met on 27th August 2020 and agreed to recommend to Full Council that:

1. Harrison Builders be appointed to carry out the refurbishment works as specified in the tender at a cost of £103,405.80 as represented best value for money subject to approval of funding from the PWLB.
2. The Building Consultant be appointed as the Project Manager and to carry out the CDM Regulations as required.
3. Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors as specified in the tender at a cost of £102,300 subject to approval of funding from the PWLB.
4. The Building Consultant be appointed as the Project Manager and to carry out the CDM Regulations as required.

Full Council held on 1st October 2020 approved the recommendations from the library sub meeting held 27th August 2020 as follows:

It was **RESOLVED** to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for the PWLB loan as detailed below:

1. Loan of £200,000 for the refurbishment works and replacement of windows to the library building.
2. Fixed interest rate of around 1.95% over a loan period of 10-years.
3. The annual loan repayment will come to around £21,156.50 and total repayment will come to around £222,143.25.

It was **RESOLVED** that:

1. The shortfall of £5,105.21 for the completion of the works be included in the Precept for the year 2021/2022.

Councillor Dent reminded Members of **funds to be received from Cornwall Council of £15,000 to contribute towards the replacement of the curtain walling** at the Library therefore a deduction of £15,000 from the above total of £220,105.21 leaving a final figure of £205,105.21.

The library sub committee met on 13th January 2021 receiving a report from the Building Surveyor confirming what the building and window contractors position are due to the refurbishment works not yet undertaken. The following points were noted:

1. The building contractor confirmed they are prepared to hold their prices (materials and labour) until the end of March 2021 for an agreed start and order. This assumes no additional tariffs being applied on imported goods if there is a 'no deal Brexit'.
2. On return from Christmas 2020 the window contractors confirmed if a official appointment is received to enable the contractor to carry out a detailed survey and place the full order by January 2021 then there is unlikely to be any increase of cost.
3. Brexit tariff implications – in theory there are no known increase in tariffs at this time, however, there may be delays on materials or increased charges due to the impact of the pandemic.

At that same meeting the Library Sub Committee considered the recommendation to Full council to proceed with the replacement of the window works. It was resolved to note that the proposed recommendation has been withdrawn.

Listed Building Details:

On the 28th January 2021 Saltash Town Council were informed that Historic England had received an application to add the above building to the List of Buildings of Special Architectural or Historic Interest ('The List').

Cornwall Council confirmed that it is down to the Town Council to determine if they wish to start the works during the assessment period but to note that should the building be Listed there could be further works and costings in order to comply with the Listed Building Consent.

On 16th February 2021 the Secretary of State for Digital, Culture, Media and Sport (DCMS) made the decision **to add the Saltash Library Building to the List of Buildings of Special Architectural or Historic Interest. The building is now listed Grade II. See attached appendix 2 – Listed Building requirement.**

Cornwall Council confirmed the alterations to the building in accordance with Grade II Listing affects the original section of the building only and the replacement of windows to aluminium not uPVC.

A discussion was held with Cornwall Council's Conservation Officer to understand how the listing may affect the Town Council proposals. Response as follows:

As the property has now been listed by Historic England, any works not completed at the date of listing will require listed building consent.

Should the Library Sub Committee decide to recommend to Full Council to continue with the refurbishment works, **the Town Council would need to submit a Listed Building Consent application to Cornwall Council to meet the requirements of aluminium windows rather than uPVC that was originally approved.** I do not believe there is a requirement to the previous planning approval as there is little external work to be carried out.

Public Consultation:

The public consultation took place from 10th August to 7th September 2020 in line with the PWLB requirements. Due to the pandemic the Town Council were unable to set up a display area at the library for members of the public to view the refurbishment works and talk to Officers and Members of the Town Council.

The Town Council consulted members of the public on the following works:

- 1. To provide a library service to an excellent standard of modernisation that will provide a multiuse facility to serve its community now and in the future.**
- 2. Inside and outside area to enjoy a drink and a bite to eat.**
- 3. Part of the vision is to utilise the mezzanine floor as office space relocating staff from rented accommodation reducing overhead costs and streamlining services.**

Public Works Loan Board (PWLB)

On the 14th May 2021 the Ministry of Housing, Communities and Local Government notified the Town Council that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, to provide the community of Saltash a modernised multiuse hub facility and library service, is approved by him as a purpose for which **Saltash Town Council “the Council”, may borrow an amount not exceeding £200,000 over a 10-year period.**

The approval is valid for one year from the date given above. Any borrowing by the Town Council after the end of the period of the approval will not be authorised by this approval.

If the Town Council decides it does not intend to undertake any borrowing, in reliance on this approval, the Town Council is requested to notify MHCLG as soon as is reasonably practicable.

Under the delegated authority in April 2021 the Library Sub Committee Members agreed to opt for the loan repayment method to be Equal Instalments of Principal (EIP) over the life of the loan, and the interest associated with the loan reduces as the principal outstanding reduces.

The yearly estimated repayment cost as at 1st November 2021 on a loan of £200,000 over 10 years is £22,767.62 with an interest rate of 1.86%.

The repayments will reduce each year in line with the EIP repayment method.

Building Surveyor Details

Update from the Building Surveyor back in **March 2021**:

Because of the time period between tender approval (subject to finances being in place) and 19th March 2021, **there has already been a general increase in costs of the window replacement tender. The original was priced at £102 300.00 and an increase of 10% has been applied making a new total cost of £112 530.00.**

As a result of the ‘listing’ of the building, the Town Council not being in a position to begin the work prior to the ‘listing’ further applications **will be required to obtain ‘listed building consent’ (LBC) and also approval of an amendment to the original planning approval for a ‘material change’.**

There will be consultant’s fee involved to make the new applications. This fee will be dependent on the appointed Building Surveyor.

There may also be a fee to the LPA for the amendment (Building Surveyor to advise) regarding this as the change has come about through no fault of the Town Council. There is no additional fee to the LPA for the LBC application.

There is also an uplift in the cost of aluminum as opposed to uPVC. This has been quoted at a new total cost of £116 743.00 i.e. a further increase of £4 213.00.

There will, of course, be further delays that may have further impacts on final prices. **The LPA have circulated a general email to agents that applications will take at least 2 weeks to validate from receipt of the application by the LPA. This makes the planning process up to at least 10 weeks in all. This may then have a further knock on effect to the current tender figures.**

I suspect there is likely to be an increase from the building contractor of around 5% to date, subject to further price increases and availability of materials, **making the building works tender figure subject to an increase of £5,170.29 (£108 576.09 overall).**

The Grade II listing, an increase in cost for aluminum and building materials due to the pandemic, has had an impact on the cost of the overall project creating a shortfall of - **£20,574.**

See attached appendix 3 – current tender specification.

Finance:

Description (income)	Budget Statement	Actuals
Loan (PWLB)	£200,000	£0.00
Precepted Amount (FTC 01.10.20)	£5,105	£5,105
Already allocated from EMF (PA cost)	£231	£231
CC contribution towards replacement of windows	£15,000	£0.00
TOTAL	<u>£220,336</u>	<u>£5,336</u>
Windows (External Works)		
Devon & Cornwall Windows	£102,300	£0.00
10% increase on materials as at March 2021	£10,230	£0.00
Change of Materials - Due to Grade II listing	£4,213	£0.00
Project Consultancy Fee to be determined by appointment	£7,161	£4,114
Original Planning Application	£231	£231
Additional 'listed building consent' Application	£960	£0.00
TOTAL	<u>£125,095</u>	<u>£4,345</u>
Internal Refurbishment Works		
Harrison Builders	£103,406	£0.00
5% increase on materials as at March 2021	£5,170	£0.00
Project Consultancy Fee to be determined by appointment	£7,238	£0.00
TOTAL	<u>£115,814</u>	<u>£0.00</u>
TOTAL EXPENDITURE	<u>£240,909</u>	<u>£4,345</u>
BALANCE	<u>-£20,573</u>	<u>£991</u>

General Reserves available balance: **£138,171**

Summary:

As the unlocking releases public spaces and facilities during 2021, the need for a Library Hub is greater than ever.

The Library Hub will continue to be a centre for community groups to come together and meet family and friends, assist children with their reading skills and studies and to enjoy their designated spaces and facilities, and an open support portal to Cornwall Council services.

The Library Hub continues to help peoples well-being as well as providing an excellent library service with free computer facilities.

Options:

1. To recommend to Full Council to go back out to tender for the internal refurbishment works and replacement of curtain walling as per the existing tender specification.
2. To recommend to Full Council to go back out to tender for the internal refurbishment works and replacement of curtain walling reducing the construction and sound proofing of the mezzanine floor and external patio area to stay within what is expected to be an effectively reduced budget due to the impact of the pandemic and Grade II listing.
3. To recommend to Full Council to withdraw from carrying out the internal refurbishment works and replacement of curtain walling.
4. To recommend to Full Council to continue with maintenance works only.

Appendix

1. Proposed draft floor plan
2. Listed building guidance (pre-app / fees and charges)
3. Historic England glazing, thermal efficiency and draught proofing documents
4. Existing tender specification.

END OF REPORT