

**report regarding repairs, future uses and  
alterations**

**Saltash Library**

**Callington Road**

**Saltash**

**PL12 6DX**

**Undertaken for and on behalf of:**

**Saltash Town Council**

**Prepared by:**

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Library

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August 2019

Saltash Town Council  
The Guildhall  
Lower Fore Street  
Saltash  
PL12 6JX

Dear Town Clerk & Town Councillors

**RE: SALTASH LIBRARY**

**1.0 INSTRUCTIONS & SCOPE OF REPORT**

- 1.1 Following various site visits and other conversations I was asked to prepare a report, together with budget costs, for improvements, alterations and alternative uses of parts of the Library
- 1.2 The report is broken down into various aspects of proposed works –
- A. Background
  - B Repairs required to put the building into good and efficient repair
  - C Alterations to form additional offices to the mezzanine area
  - D Alterations to provide accessible toilet for the public as well as staff – going into the future
  - E Alterations to form 'cafe' area within the main library
  - F Adaption and improvement of external areas to form outside areas for customers
  - G. Budget costs

**A. Background**

The operation of the Library was taken over by STC from Cornwall Council earlier this year. There was a certain amount of money that CC gave to STC to carry out certain works & repair.

It is considered that the building is 'underused' and that more should be made of the facility such a building, close to the town centre, can provide.

**B Repairs required to put the building into good and efficient repair**

- .1 Roof – a survey dated March 2017 recommended that the roofs were recovered – this work was carried out June/July 2019
- .2 Heating – the report did suggest that various improvements could be made to the heating system. The boilers are relatively new and have been serviced on a regular basis by CC.

However, there are a number of improvements recommended to ensure that the system is working as efficiently as possible including some minor H & S points that the heating engineer has suggested such as a full clean and service of radiators and boilers.

- .3 Monitoring of cracks to walls particularly to west elevation
- .4 Replacement of aluminium double glazed curtain walling and windows – including the opening of the doorway in the west elevation.
- .5 Full internal and external re-decorations
- .6 Upgrade of AFD and intruder alarms
- .7 Upgrade of electrical system – a regular situation was the tripping of RCDs when the water boiler in the first floor kitchen area was in use
- .8 Provision of mechanical extract to toilets and kitchen area
- .9 Review and upgrade, if necessary, of FRA (legal responsibility to carry this out on an annual basis). Plus other compliance items.

**C Alterations to form additional offices to the mezzanine area**

There is a mezzanine floor, approximately 13.5 x 3.0, that is underused. The structure of the floor has been checked and a structural engineer's report suggests that the use of this area, without strengthening of the structure, is limited to office use.

Strengthening of the structure for alternative uses such as book storage or public loading – for instance a gallery – is impractical as the work required to strengthen the floor would entail the closure of the library for some time.

I have considered the use of the area as additional office space for STC staff. This can be done by the erection of acoustic partitions along the rear and side of the mezzanine, incorporating the windows to the rear of the mezzanine, and acoustic glass to the front and end wall to provide a naturally lit office space.

It is essential that the partitions forming the office are acoustically sound as there are times when the library is used for various activities that do generate noise that could be disruptive to the area being used as offices.

The existing storage cupboard accessed off the mezzanine can be converted to a staff toilet for both STC and Library staff.

This does, however, bring into play the possibility of a new member of staff being employed who cannot negotiate the stairs. The cost of a lift is liable to be prohibitive but it may be possible to provide a chair lift. Alternatively, space could be found on the ground floor for a single member of staff that cannot negotiate stairs in the general manner.

See plan.

**D Alterations to provide accessible toilet for the public as well as staff – going into the future**

There is no current toilet facility on site for wheelchair users or parents with babies. Similarly there is no accessible toilet facility for any staff that may require such a facility and whilst there are no members of current staff that may require such a facility it would clearly be unacceptable - and illegal – to refuse to employ someone because of the lack of such a facility.

I have suggested that the current WC and kitchenette area on the ground floor are altered to provide a fully accessible toilet facility and baby change unit.

The remaining area, which is an entrance lobby for staff, when the accessible toilet is formed could be made secure and furnished with lockers for staff members' personal belongings.

See plan.

**E Alterations to form 'cafe' area within the main library**

Originally the idea of a cafe being created was to fit out the area noted in D. This, however, is impractical as there would be cross over between library staff, STC staff, persons wishing to use the accessible toilet (and baby change) and persons running the cafe.

I understand that there has been an invitation extended to persons considering a franchise or similar for operation of the cafe. I do not know the outcome of these invitations.

However, assuming for the moment that has been little or no interest, it is possible to form a small cafe area in the NW corner of the Library and staffed by existing staff.

Construction will be minimal although there will be costs involved in purchasing good quality equipment. If hot drinks are to be served the quality of the equipment is paramount.

A downside to this is the lack of services in this part of the library. However, drainage can be dealt with by forming a sump in the proposed patio area and waste pumped to connect to drains on the south side of the building. Water, both hot and cold, can be provided with little disruption to the operation of the Library.

See plan.

**F Adaption and improvement of external areas to form outside areas for customers**

There is an existing paved patio to the front of the library together with a small area of overgrown planting that is in the process of being cleared. There is also a smaller area of garden to the south of this area.

In order to provide an area that has minimal maintenance - both daily and going into the future - is recommended to take up the existing paved area, thoroughly clear the adjacent overgrown area and lay a new base and paving for whole of the area. Install seating, umbrellas and possibly heating & lighting. Access to this area will be via the Library itself to ensure security of the area. It is also recommended that decorative metal railings be fitted on top of the existing dwarf walls to ensure security of the area when the Library is closed.

The remaining area of garden to the south can be cleared and planted with evergreen shrubs to give all year round interest.

Library

**G**    **Costs**

**£**

Roof            (work completed)	45 500.00
Heating	2 355.00
Monitoring cracks	500.00
Replacement of curtain walling and windows	122 000.00
Internal and external decorations (assuming at same time as curtain walling)	5 000.00
Upgrade AFD (as highlighted in FRA) and complete the work to intruder alarms	1 500.00
Upgrade electrical systems as required (subject to T & R)	3 000.00
Mechanical extract to kitchen and toilers	1 500.00
Review and upgrade of FRA and other compliance matters	750.00
Offices	34 950.00
Accessible toilets	8 000.00
Cafe area	12 000.00
Patio areas	18 000.00