

Report Title:	<b>Old Windsor Library Extension</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Cllr S Rayner – Lead Member for Culture and Communities (including Resident and Business Services)
Meeting and Date:	Cabinet - 26 July 2018
Responsible Officer(s):	Andy Jeffs, Executive Director Jacqui Hurd, Head of Library and Resident Services
Wards affected:	Old Windsor

## REPORT SUMMARY

1. The council is committed to providing library facilities across the whole of the Royal Borough. We have three main service hubs in Maidenhead, Windsor and Ascot, with a further nine community Libraries. In addition we operate a mobile library and a container library. An additional new container library is currently on order and will be operational later this financial year.
2. Planning permission has been sought and agreed to make improvements to Old Windsor Library. The refurbishment work includes the provision of a new toilet, kitchen, and improved facilities for residents and children.
3. After carrying out these works the library will have a more attractive, welcoming and modern atmosphere, with the flexibility to meet the needs of our customers, and the basic amenity needs of people who work there.
4. Detailed works required to submit the planning application have identified a total budget requirement of £146,850. £12,000 in S106 contributions are available towards this.
5. This report requests that Cabinet approves £134,850 in capital in order that the improvement works can be carried out to upgrade this important community library.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

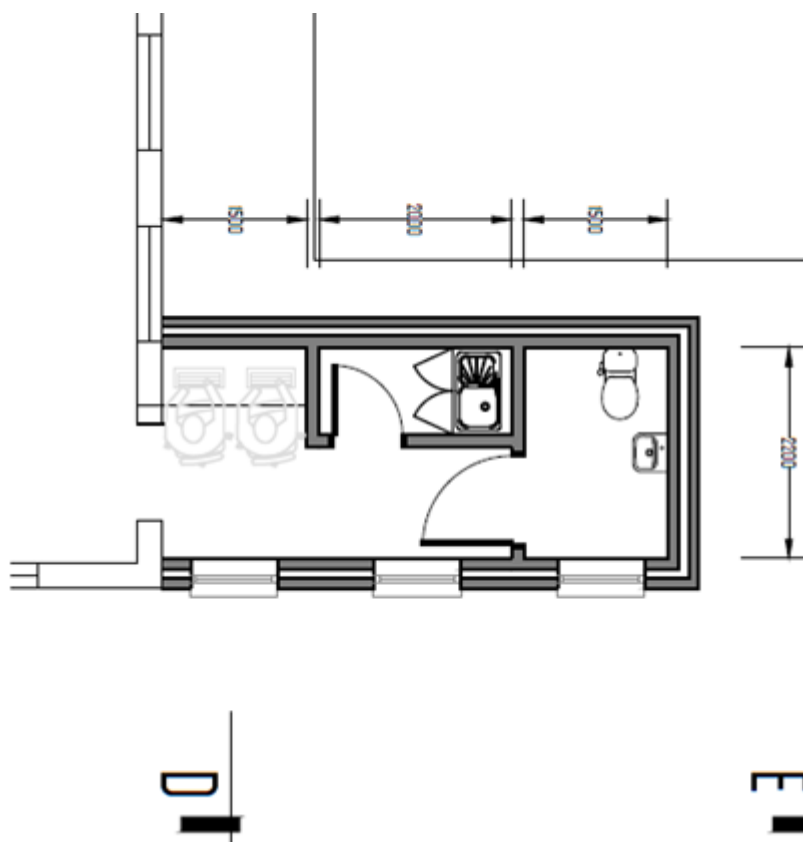
- i) Approves capital funding of £134,850 to enable the extension works to Old Windsor Library to proceed.

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The council is committed to providing library facilities across the whole of the Royal Borough. We have three main service hubs in Maidenhead, Windsor and Ascot, with a further nine community Libraries. In addition we operate a mobile Library and a container library. An additional new container library is currently on order and will be operational later this financial year.

- 2.2 Old Windsor Library is a community library of 63m<sup>2</sup>, located alongside the Old Windsor Village Hall. The library has never had running water, toilets or kitchen facilities. The people running the library use the toilet facilities at the public house across the road, or the adjacent village hall, which there is an informal ad-hoc agreement to allow use at times when other groups using the facility do not mind. In addition the day centre allow the use of their facilities when open.
- 2.3 Diagram 1 details an extension and refurbishment that will expand the floor area by over 11m<sup>2</sup> by building a small extension at the rear of the building, adjacent to the children's library. Access will be through a wall in the children's library. This will provide a discreet IT facility for children providing enhanced safeguarding as well as providing the needed amenities, and replace the current 1960s fittings and furniture throughout the existing building.

**Diagram 1: Extension to Old Windsor Library**



- 2.4 After carrying out these works the library will have a more attractive, welcoming and modern atmosphere with the flexibility to meet the needs of customers, and the basic amenity needs of staff and volunteers who deliver services from the library.
- 2.5 Planning permission has been sought and agreed, which was necessary to allow exact costs to be established. The work will allow light into library, kitchen & toilet and provide security for a small staff only area. The interior will undergo redecoration to include painting and repairing cracks in walls & ceilings.
- 2.6 Works on site will be managed to ensure that there is minimal disruption to public access to the library during normal opening hours. Works will be consistent with existing architecture and with the consent of the landlord.

- 2.7 There will be no reduction in library stock capacity and there will be an increase in display space to more effectively promote Library stock.
- 2.8 Self-service will be introduced, as in other Libraries, in order to free up staff and volunteers to assist residents who need help with digital services and reading development advice.

### 3 KEY IMPLICATIONS

- 3.1 Table 1 contains the key implications.

**Table 1: Key implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Library facilities extended and upgraded	30/04/19	31/03/19	31/01/19	31/12/18	31/03/19

### 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Total costs for the build and refurbishment are £146,850, and £12,000 S106 contribution is available. Therefore, to allow the works to proceed an amount of an amount of £134,850 in capital is required.
- 4.2 The detailed breakdown of the total costs are £118,850 build, Internal refurbishment of £16,000 and include a self-service kiosk, staff meet and greet pod, improved shelving and display furniture and much improved children's library facilities, internal decorating costs of £6,000, and carpet replacement will be a further £6,000.

	2018/19	2019/20	2020/21
	Capital £'000	Capital £'000	Capital £'000
Addition	£134,850	£0	£0
Reduction	£0	£0	£0

### 5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

### 6 RISK MANAGEMENT

None.

### 7 POTENTIAL IMPACTS

None.

### 8 CONSULTATION

None.

## 9 TIMETABLE FOR IMPLEMENTATION

9.1 The stages and deadlines for implementing the recommendations are in Table 2.

**Table 2: Implementation timetable**

Date	Details
13/06/18	CLT approval of additional capital
10/07/18	For information paper to Cabinet
31/03/19	Works completed

## 10 APPENDICES

None.

## 11 BACKGROUND DOCUMENTS

None.

## 12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr S Rayner	Lead Member for Culture and Communities (including Resident and Business Services)	27/06/18	28/06/18
Alison Alexander	Managing Director	27/06/18	27/06/18
Russell O'Keefe	Executive Director	27/06/18	
Rob Stubbs	Section 151 Officer	27/06/18	
Nikki Craig	Head of HR and Corporate Projects	27/06/18	27/06/18
Louisa Dean	Communications and Marketing Manager	27/06/18	

## REPORT HISTORY

<b>Decision type:</b> For information	<b>Urgency item?</b> No	<b>To Follow item?</b> No
Report Author: Andy Jeffs, Executive Director, 01628 79 6527		