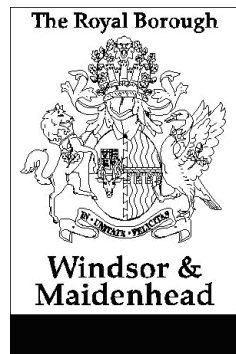


Report for: ACTION



Contains Confidential or Exempt Information	YES - The report is Part I except for Appendix F which is Part II and exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Title	Additional Library - Options Appraisal
Responsible Officer(s)	Simon Fletcher, Strategic Director of Operations and Customer Services
Contact officer, job title and phone number	Mark Taylor, Head of Libraries, Arts & Heritage 01628 796989
Member reporting	Cllr Stretton, Principal Member for Culture and Communities
For Consideration By	Cabinet
Date to be Considered	25 February 2016
Implementation Date if Not Called In	Immediately
Affected Wards	Bray, Furze Platt and Sunningdale

REPORT SUMMARY

1. This report provides an in-house options appraisal for the delivery of additional library services in the Royal Borough of Windsor and Maidenhead.
2. It recommends the addition of a budget to the capital programme of up to £35k to fund feasibility studies into at least two of the options working alongside suitable partner organisations.
3. Following the conclusion of the feasibility studies, a further report will be presented to Cabinet for decision in July 2016.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. An assessment of the feasibility of one or more potential options for additional access to library services in the Borough will ensure a viable option is selected and pursued to ensure value for money in the creation of the additional provision	28 July 2016

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i. Approves a capital budget of up to £35k to conduct at least two feasibility studies into two of the three options for the provision of a new library in the Royal Borough.
- ii. Delegates authority to the Principal Member for Culture and Communities and the Strategic Director of Operations and Customer Services to appoint an appropriate consultant to carry out the feasibility studies.
- iii. Requires a report on the feasibility studies to be made to its meeting in July 2016.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 1.1 The current administration of the Council has pledged to provide at least one new library for residents by May 2019. Doing so will increase access to the Borough's library service for residents and increase opportunities for it to support residents in their information, learning and leisure needs. The relevant Manifesto Commitments are 8.2 Open at least one new library and 12.7 Support a library for Sunningdale.
- 1.2 An internal review of current coverage of the Borough's libraries and levels of business has indicated that two of the five container library sites, Holyport and Sunningdale, would benefit from replacement with a static library.
- 1.3 The days freed by such a replacement would make the container library available longer at the other three sites it currently serves (Shifford Crescent in Maidenhead, Wraysbury & Woodlands Park). Alternatively an additional site could be developed elsewhere in the Borough. Appendix A lists container library sites and levels of business. Appendix B includes travel distance and numbers of households at both one and two mile intervals with estimated populations marked on plans of the Container library sites.
- 1.4 Similarly a replacement for the Shifford Crescent container library stop which is operational on Tuesdays could be delivered through providing a dual-use library as part of the development of the site to accommodate additional pupils at Furze Platt Senior School. This would deliver a community and school library akin to the successful models at Cox Green School and Cookham Rise Primary School.
- 1.5 The three community library site options all have pros and cons and these are listed in Table 1 below.

Site Option	Pros	Cons
Furze Platt	<ul style="list-style-type: none">• Co-located/dual-use opportunity• Supports community and school pupils and staff• Could be delivered alongside a project to increase the capacity of the school• One of the options frees	<ul style="list-style-type: none">• Would need to be big enough to satisfy school needs as well as community needs which may add to cost• Increased library size is not part of the expansion scheme requirements• Parking on site is potentially

Site Option	Pros	Cons
	<p>space internally in the school to provide some additional teaching space to help meet the expansion plans</p> <ul style="list-style-type: none"> • Senior School is supportive of the proposal 	<p>difficult and would need careful planning</p>
Holyport	<ul style="list-style-type: none"> • Provision adjacent to existing relatively densely populated area if the school site is utilised • The Primary School site is cramped but could possibly accommodate the additional building and community use space at the edge of the site • Provision at the school site would provide an alternative to the closure of the school when needed as a polling station • The school site provides access within walking distance for the majority of the village population • Other village amenities are located at both sites but the school site is perceived to be the village centre • The Memorial Hall site is spacious with several other facilities already on site • There is an aspiration to rebuild and improve the Memorial Hall that could accommodate a new Parish Office and a library bringing a number of community facilities together on that site • Parish Council is supportive • Primary School is supportive 	<ul style="list-style-type: none"> • Parking and traffic movements at the Primary School site are already causing problems for local residents, so objections may arise to any proposal to use the corner of the site nearest Stompitts Road This means any development on the school site will require very careful planning. • Current guidance on outdoor play indicates that there is only around half of the expected space for a school the size of the Primary School • The Memorial Hall site is further away from the majority of the population and the current site of the container library • There is more than one site within the Ward/Parish that could accommodate a static library which may result in a split public view on the most appropriate site.
Sunningdale	<ul style="list-style-type: none"> • Co-located opportunity with other facilities • Site(s) are large enough • Freeholders likely to be well 	<ul style="list-style-type: none"> • There may be more than one site within the Parish that could accommodate a static library which may result in a split public view on the most

Site Option	Pros	Cons
	<p>disposed to community provision such as a library</p> <ul style="list-style-type: none"> • Provides extended access to the library service in an area of the Borough with few other Borough facilities • Parish Council is supportive of the development 	<p>appropriate site.</p>

Furze Platt

- 1.6 The current stop for the container library on Tuesdays is the rear parking area of the shop on the corner of Shifford Crescent in Maidenhead. It is the third busiest site of the five visited by the Container library on a weekly basis.
- 1.7 The initial feasibility for the Furze Platt option has been completed by the school's architectural team as part of their development plans to accommodate increased numbers of pupils. It proposes two options. One delivers an integrated library at the front of the main building. The other proposes a stand-alone building at the front edge of the site with access from the school on one side and for the public on the other. Elevations and plans of both options are given in Appendix E. Further details of the estimated costs are given in Appendix F which should be considered in Part II of the meeting as it is exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Holyport

- 1.8 The Holyport container library stop is adjacent to the Holyport Cof E (Aided) Primary School on Stroud Farm Road where it visits on Thursdays. It is the second busiest stop for the vehicle. A potential dual-use library could be developed on the school site, serving the community and school's needs, if it were not already quite congested. Under current guidance the outdoor play space is already well below recommended provision for the numbers on the roll at the School. Provision of a static dual use library might be achieved at one end of the site if existing provision were shifted to a replacement facility elsewhere on the site, which would; still impact on the level of outdoor play space. There are no other obvious areas of land in the Council's ownership that could accommodate a new building in a suitable location within the Ward/Parish. The Borough policy to date has been one of co-location or collaborative delivery for community libraries where possible. Without suitable identification of a partner location it may not be possible to deliver an additional static library within the Bray Parish. However, if additional days became available by freeing up one of the other container library sites by provision of a new static library, it may be possible to add further time to the Holyport stop, following negotiation with the freeholder of the site currently used.
- 1.9 As well as the Primary School there is the potential for a partnership approach that may be possible alongside the Bray Parish Council and the Holyport War Memorial Hall Trustees. The Hall's Committee have aspirations to re-provide the Hall which currently has significant repair/long term life concerns due to the style and age of the building. A newly built hall might accommodate a library as well as

an enhanced Parish Office. Provision for a ‘folding library’ within the new hall or a static space as part of any new build are two opportunities on that site.

Sunningdale

1.10 Sunningdale container library currently operates at Broomhall Recreation Ground on a Friday to Sunday and is the busiest of the stops. The site has a busy public open space, tennis courts and a play area managed by the Parish Council whose office is on the site. Also accessed from and next to the site is the WI Hall. Both organisations have been approached as potential partners in co-located delivery of a new library but we have not currently reached an agreement with either. The Parish Council Clerk helped to identify that the village has a number of potential sites for a static library building but on further investigation only two appear viable. The area of land adjacent to the WI Hall and behind the current Container library stop which houses an electricity ‘sub-station’; or a piece of open land adjacent to the public car park behind the high street. Both the land housing the sub-station and adjacent to the WI Hall and that beside the shoppers car park are owned by separate third parties both with a charitable purpose. It may be possible to secure a long term lease or purchase the land in either case. A plan indicating the two separate potential sites is given in Appendix D.

1.10.1 The ‘sub-station’ site has recently been cleared and the building replaced with a container significantly smaller in size. This land is held in trust. In addition the site is beside the current container library stop so is a familiar location for residents already using the Service. Alternatively the area of car park that the current container library operates from in Sunningdale, together with a small area of the garden beside it, could be used subject to the consent of the freeholder, the Parish Council.

1.10.2 The land adjacent to the Borough owned ‘shoppers’ Car Park, accessed from the A30, is designated for potential development within the adopted Neighbourhood Plan. If it were available it could easily accommodate a standalone library and service centre for the south of the Borough with access from the car park. However, it is currently designated Greenbelt and so would require specific consent for community use development. It is owned by St John’s College.

1.11 Current images of each of the sites at each of the location options are given in Appendix C and maps of the locations are given in Appendix D.

Option	Comments
1. To agree to undertake the detailed feasibility studies for Holyport and Sunningdale sites. This is the recommended option.	This will determine if a new library can be accommodated in both locations and help Cabinet decide at which of the three potential locations it wants to see a new library provided.
2. To require further review of opportunities for delivery of an additional library.	Further review of opportunities will delay the start and delivery of the project. This is not recommended.
3. To do nothing.	This will not progress the project to deliver the manifesto pledges. This is not recommended.

4. KEY IMPLICATIONS

To deliver at least one additional library it is necessary to undertake a feasibility study to ensure the preferred option(s) can be built, identify the potential cost and ensure it will provide the extra access to the Borough's library service and its support to residents learning and leisure requirements. A report of the feasibility study will need to be considered by Cabinet, preferably at its July meeting.

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Feasibility studies completed in time for report to relevant meeting of Cabinet	after 28 July 2016	28 July 2016	23 June 2016	26 May 2016	28 July 2016

4. FINANCIAL DETAILS

Financial impact on the budget

An additional capital budget will be required to fund the feasibility studies. This is estimated to be up to £35k. There will be no additional revenue implications at this time. Once Cabinet has decided if it wishes to pursue one or other of the three options for a new library, or explore any others, there will be a further requirement for capital funding and eventually revenue funding for the delivery of the Service. The sums will depend on the outcome of the feasibility studies and the eventual solution adopted.

	2015/16	2016/17	2017/18
	Capital £'000	Capital £'000	Capital £'000
Addition	£10	£25	£0
Reduction	£0	£0	£0

5. LEGAL IMPLICATIONS

- 5.1 The Council is a public library authority and has a statutory duty to provide a 'comprehensive and efficient' public library service for everyone who 'lives works or studies' in the Royal Borough and who 'desire to make use of the Service' under the Public Libraries and Museums Act, 1964.
- 5.2 Under section 111 of the Local Government Act, 1972, the Council is enabled to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The Council, therefore, has a general power of competence that allows it to undertake development of its facilities such as those considered in the Feasibility Study.
- 5.3 Any contracts for both the feasibility studies and delivery of the new library would be drawn up with the advice of the Council's Procurement Team and Shared

Legal Solutions using standard terms aimed at protecting the interests of the Council and the residents, who ultimately, will be funding the works.

6. VALUE FOR MONEY

The feasibility studies will be undertaken by a suitably qualified contractor that can be selected from the recently extended Framework Agreement for Term Consultancy Services for Building Surveyor and CDM Co-ordinator roles by the joint Building Services Team following advice from the Council's Procurement Team and with appropriate consideration of pricing to ensure the /Council is delivering value for money for residents within this activity. Alternatively the shared Building Services Team may utilise a different Framework Agreement or advertise the project via Construction Line, a specialist portal for buildings related tenders.

7. SUSTAINABILITY IMPACT APPRAISAL

The feasibility studies will be required to consider sustainability and outline environmental impacts of the new library as part of their assessments. However, the full detailed design phase for any selected option will explore those in greater depth.

8. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
The feasibility studies cost more than the approved budget	Medium	Careful monitoring of the budget and work output of the consultant	Low
The feasibility studies do not identify a viable option.	Medium	Ensure appointed contractor is reviewing all approved options throughout the length of their commission.	Low

9. LINKS TO STRATEGIC OBJECTIVES

The proposal for additional library services supports residents in accessing the means to respond to their learning, leisure, information and cultural needs. The opportunity to deliver additional Council services through the new library will also provide options for residents who choose not to access services online as well as maximising the value for money of the asset provision. Most of the potential options provide a means for working together with partners for the delivery of the services it will also allow us to equip the service for the future of collocated and collaborative delivery of services.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

As this is a report requesting permission to undertake an internal process no Equality Impact Assessment has been completed at this time. Should the feasibility study go ahead consideration of the equalities and human rights impacts of each option explored will be considered as part of the process.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

There are no immediate staffing, workforce or accommodation implications from this report. However, should a decision be made to provide a new library, staffing and accommodation implications will be an integral part of the report supporting that decision.

12. PROPERTY AND ASSETS

The potential sites will all require some negotiation with existing site users or freeholders and the Council's Property Services Team have been asked for appropriate assistance in preparation of the current report. They will be involved alongside Shared Legal Solutions colleagues in negotiation of access for any agreed location. The feasibility studies and any subsequent consequential work would be commissioned and supported by the Council's Building Services Team.

13. ANY OTHER IMPLICATIONS

If Cabinet agrees to the feasibility works it will need to consider in the future the implications of providing an additional access point to library services.

14. CONSULTATION

- 14.1 This report was considered by the Culture & Communities Overview & Scrutiny Panel by email as due to delayed feedback from potential partners it was not ready for consideration at their meeting on 25 January.
- 14.2 Consultation was undertaken with the Chairman & Clerk of Sunningdale Parish Council who supported the concept of a static library for the village but indicated that the Parish was not in a position to assist in its provision. However, they were helpful in identifying a number of potential sites within the Parish. Two of which, adjacent to the current container library stop, would be collocated with other services which already attract footfall from the village and one which is within the control of the Parish Council. The third option is on greenbelt land adjacent to the shoppers car park accessed from the A30. Three other potential sites were not deemed appropriate due to location, current land use or probable cost of lease.
- 14.3 Consultative discussions were held with the Head Teacher and Deputy Head of Furze Platt Senior Academy. The school was very supportive of the proposal of a dual use school and community library and were happy to work together on either option in the feasibility study outlined in Appendices E & F.
- 14.4 The Chairman and Clerk of Bray Parish Council expressed support for the provision of a static library in the Parish. They were able to consider a number of potential sites and expressed a preference for a joint activity with the Memorial Hall Committee and the Parish for library provision on the Moneyrow Green site. However, they also supported an opportunity for a dual use facility at the Holyport Primary School as a second option.

- 14.5 The Business Manager for the Holyport CofE (Aided) Primary School and Foundation Unit expressed support for the concept of a dual use public and school library on the site. Two options were identified as potential sites on the edge of the School's grounds.
- 14.6 The Chairman of the Holyport Memorial Hall Committee in Moneyrow Green was asked for his & the Committee's view of the proposal for a joint development. He indicated that the Hall Committee were faced with the need to replace the Hall, had significant funds to allow them to move to doing so and welcomed the opportunity to explore the potential for a joint development of a new hall, parish office and library on the current site of the Hall in Moneyrow Green.
- 14.7 Ward Members for all three affected Wards were invited to comment on the proposals in their Ward.
- 14.8 The consultation was via emails, phone calls and on site meetings.
- 14.9 Alongside the feasibility study there will be an opportunity for consultation with residents who use the container library at each of the three sites and those who live within the catchment areas of the potential sites for a new library to feed into the report of the feasibility study.

15. TIMETABLE FOR IMPLEMENTATION

Date	Details
14 March 2016	Appointment of consultants
16 May 2016	Feasibility Report first Draft
31 May 2016	Final Report
28 July 2016	Report to Cabinet

16. APPENDICES

- Appendix A Container Library levels of business.
- Appendix B Container Library sites households within catchment areas.
- Appendix C Current images of potential locations & sites
- Appendix D Maps of Potential Sites
- Appendix E Images of Furze Platt site feasibility options
- Appendix F Part II - Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

17. BACKGROUND INFORMATION

None

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Burbage	Leader of the Council	27/01/16	29/1/16	
Cllr Stretton	Principal Member for Culture and Communities	05/01/16, 24/01/16 & 26/01/16	25/01/16 & 27/01/16	
Simon Fletcher	Strategic Director of Operations and Customer Services	26/01/16		
Mark Lampard	Finance Partner – Operations	24/01/16	25/01/16	
SLS	Contracts Team – Elaine Browne	24/01/16	26/01/16	
Martin Strawson	Procurement Manager	24/01/16	25/01/16	
Mark Shephard	Property & Development Manager	24/01/16	26/01/16	
Rodney Hing	Interim Shared Building Services Manager	24/01/16	26/01/16	
Michael Llewelyn	Cabinet Policy Assistant	05/01/16, 24/01/16 & 26/01/16	06/01/16 & 27/01/16	Throughout

REPORT HISTORY

Decision type:	Urgency item?
Non-key decision	No

Full name of report author	Job title	Full contact no:
Mark Taylor	Head of Libraries, Arts & Heritage	01628 796989

CONTAINER LIBRARY VISITOR & ISSUES STATISTICS

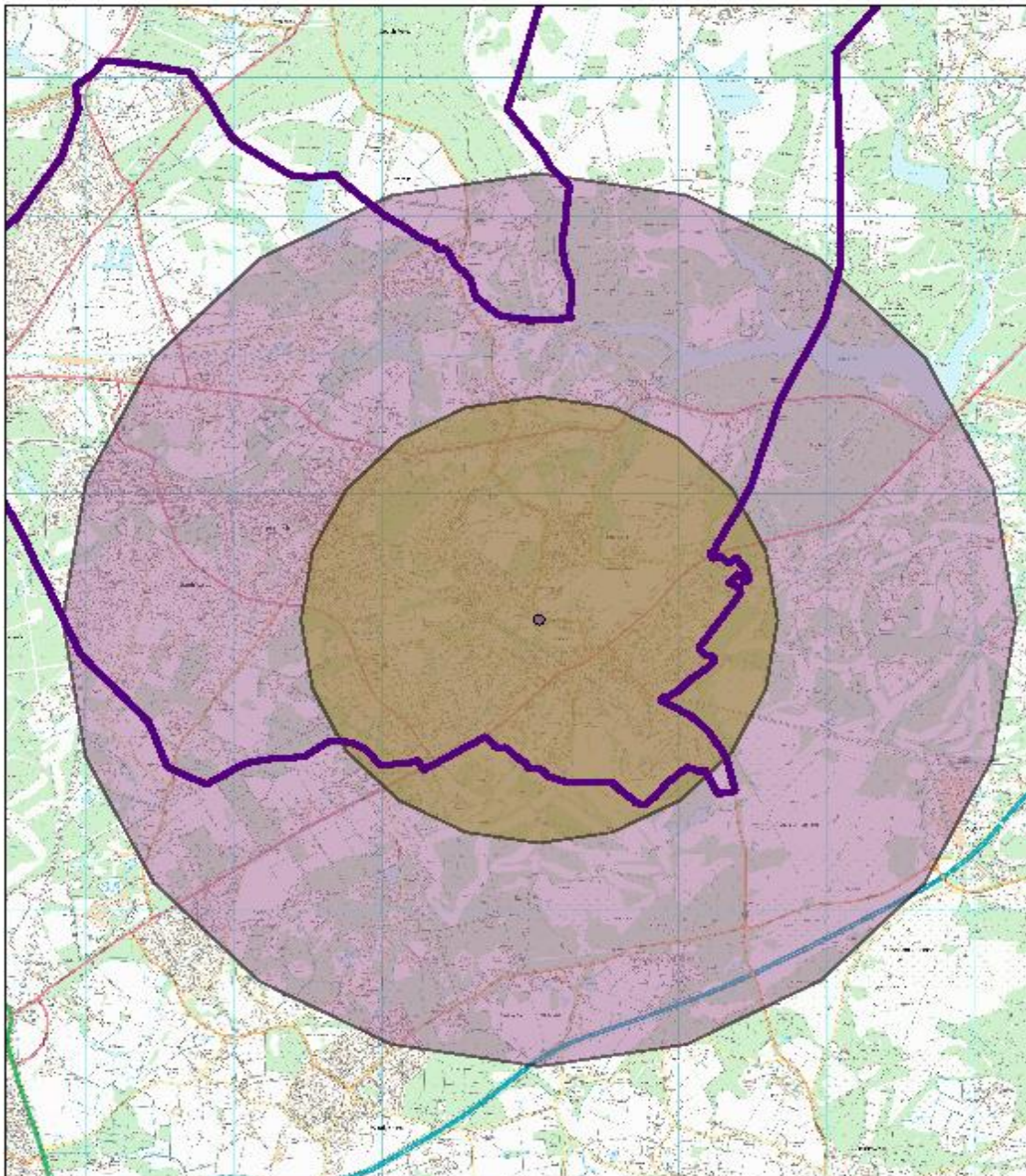
VISITORS	1/4/14 – 31/3/15	1/4/15 – 31/12/15
Woodlands Park	1,004	731
Shifford Crescent	3,245	2,417
Wraysbury	2,548	1,958
Holyport	4,384	3,648
Sunningdale	6,780	4,726
Overall Total	17,961	13,480

ISSUES	1/4/14 – 31/3/15	1/4/15 – 31/12/15
Woodlands Park	1,806	1,103
Shifford Crescent	4,555	3,414
Wraysbury	3,878	3,174
Holyport	5,994	5,559
Sunningdale	10,795	7,734
Overall Total	27,028	20,984

Household Catchments for Container Library Sites

BroomHall Recreation Ground, Sunningdale

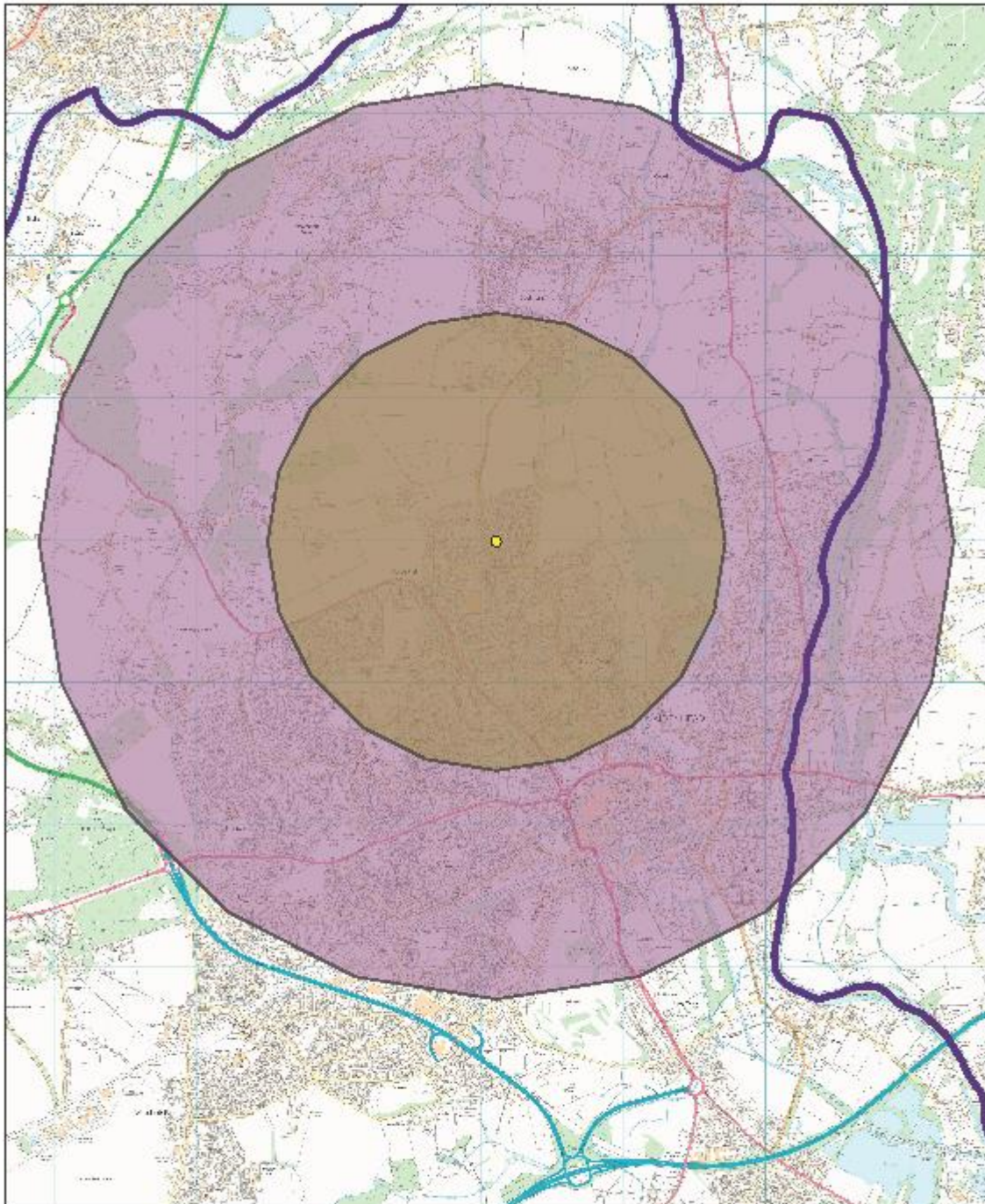
Residential Dwellings 1mile	Estimated Population 1mile	Residential Dwellings 2mile	Estimated Population 2mile
3,149	8,758	6,035	13,877



Broomhall Recreation Ground Car Park 1 & 2 Miles Buffers		Legend Locations <ul style="list-style-type: none"> Broomhall Recreation Ground One Mile Buffer Two Mile Buffer rtwm_borough 	Drawn by: Date: 23/11/2015
Site: Broomhall Ref: Scale: 1:35,000 Projection: OSUB1936 National Grid			© Crown copyright and database right 2015. Ordnance Survey 100019817

Shifford Crescent, Furze Platt

Residential Dwellings 1mile	Estimated Population 1mile	Residential Dwellings 2mile	Estimated Population 2mile
6,656	20,487	22,817	48,536



Shifford Crescent Shopping Centre 1 & 2 Miles Buffers

Site: Shifford Crescent
Ref:
Scale: 1:35,000
Projection: OSGB1996 National Grid



Legend

- Locations
- Shifford Crescent Shops
 - One Mile Buffer
 - Two Mile Buffer
 - rtown_borough

Drawn by:

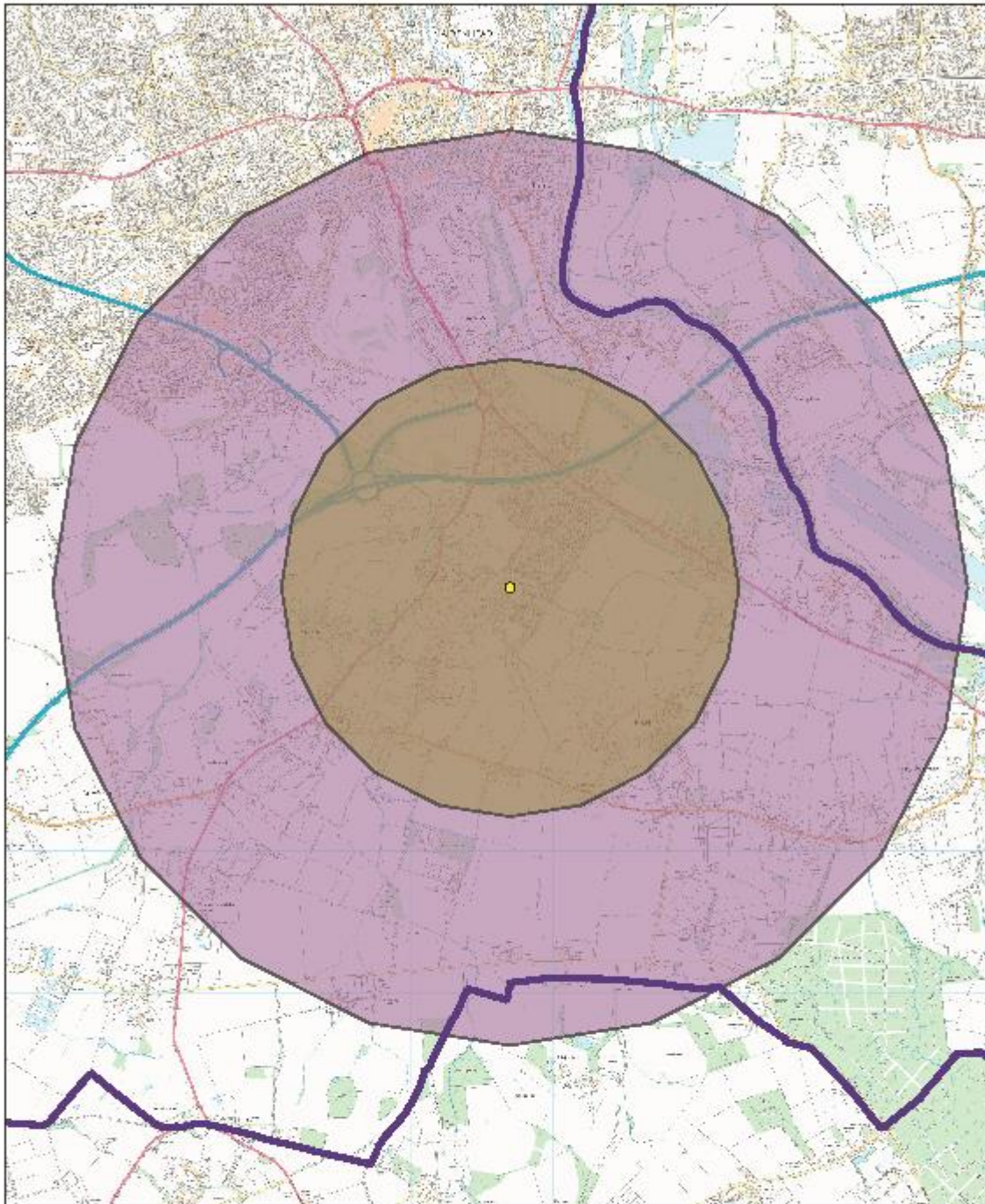
Date: 23/11/2015

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Stroud Farm Road, Holyport

Residential Dwellings 1mile	Estimated Population 1mile	Residential Dwellings 2mile	Estimated Population 2mile
2,345	6,766	7,186	18,673



Holyport CE Primary School 1 & 2 Miles Buffers		Legend Locations Holyport CE Primary School One Mile Buffer Two Mile Buffer rtown_borough	Drawn by: Date: 23/11/2015
Site: Holyport Ref: Scale: 1:35,000 Projection: OSGB3600 National Grid			© Crown copyright and database right 2015. Ordnance Survey 100019817

CURRENT IMAGES OF SITE OPTIONS AT EACH LOCATION

BroomHall Recreation Ground, Sunningdale



Land Adjacent to Shoppers Car Park, Sunningdale



Holyport Memorial Hall, Moneyrow Green



Holyport Current Container Stop & Primary School, Stroud Farm Road



Furze Platt Secondary School

Option 1 Site for integrated new build & refurbishment of existing school library



Option 2 Site for standalone new build.

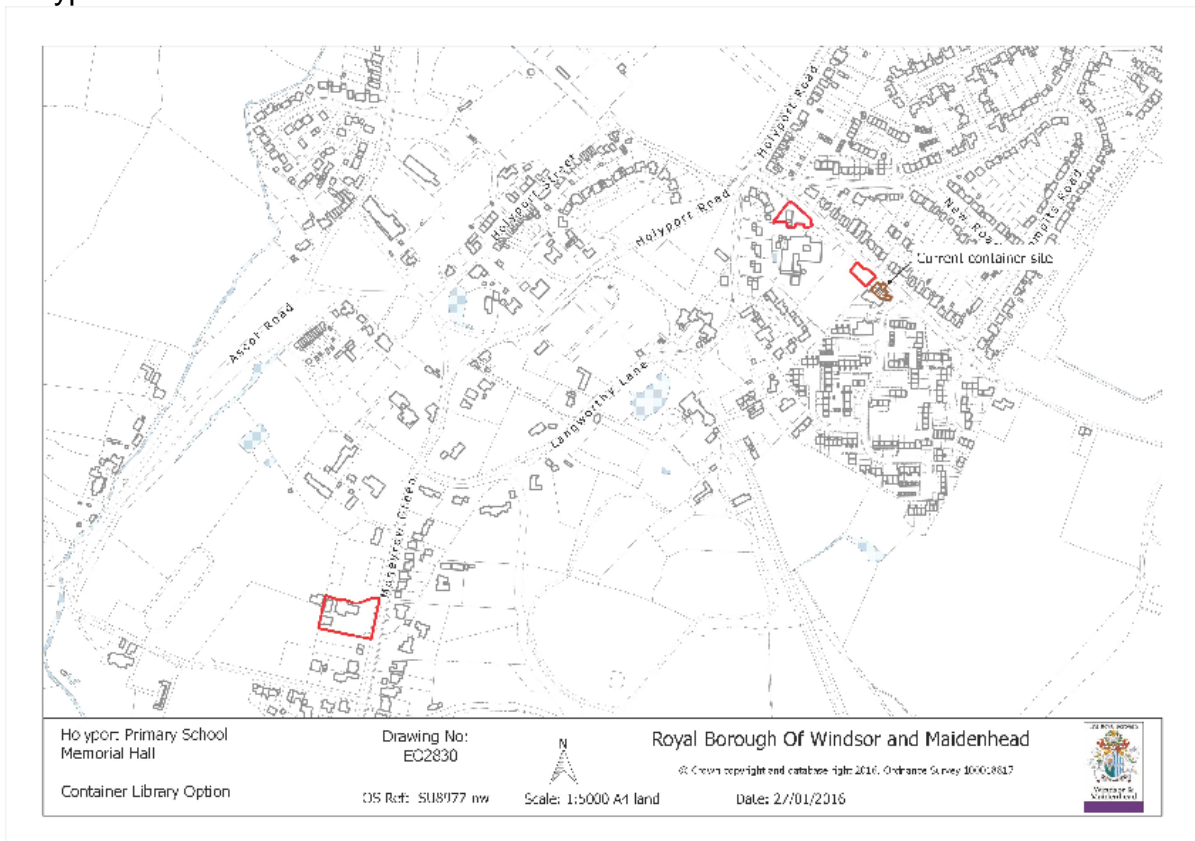


MAPS OF POTENTIAL SITE LOCATIONS

Sunningdale



Holyport



Furze Platt



Shifford Crescent
Furze Platt Senior

Container Library Option

Drawing No:
EC2829

OS Ref: 518782 m: Scale: 1:3500 A4 land



Royal Borough Of Windsor and Maidenhead

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Date: 2/7/2016



