

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Recreation and Heritage
Date:	3 September 2018
Title:	Andover Library Internal Refurbishment
Report From:	Director of Culture, Communities and Business Services

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1. Recommendations

- 1.1. That the Executive Member for Recreation and Heritage gives approval to the project proposals for the internal refurbishment at Andover Library, at an estimated total cost of £276,000.
- 1.2. That the Executive Member for Recreation and Heritage gives approval to spend and enter into the necessary contractual arrangements to implement the project.
- 1.3. That the Executive Member for Recreation and Heritage gives approval to add the internal refurbishment at Andover Library scheme to the Policy and Resources capital programme at a value of £276,000.

2. Executive Summary

- 2.1 This report seeks approval to the project proposals for the internal refurbishment and alterations of Andover library in Andover, at an estimated total cost of £276,000.
- 2.2 The purpose of this report is to seek approval to spend and enter into the necessary contractual arrangements to implement the project.
- 2.3 Approval is also sought to add the internal refurbishment at Andover Library scheme to the Policy and Resources capital programme at a value of £276,000.

3. Scope of Work

- 3.1 It is proposed to internally refurbish Andover library, located in the Chantry Centre, Andover. The alterations will include the provision of a new accessible toilet, a new community room and the creation of a new office which could enable the Andover Register Office to relocate into the library.

4. Contextual Information

- 4.1. The project forms part of the Library Service Transformation Strategy to 2020. The Strategy outlines a transformation programme to provide a comprehensive, high quality, modern and affordable Library Service which is sustainable for the 21st Century. This will be achieved by investment in the buildings and IT infrastructure.
- 4.2. The funding strategy for the overall Library investment programme was approved at the Executive Member for Culture, Recreation and Countryside Decision Day on 18 April 2016 and this report outlines the available budget from within which the project must be designed and delivered.

5. Finance

5.1. Capital Expenditure:

The following tables outline the proposed breakdown of capital expenditure across the project:

Capital Expenditure	Current Estimate	Capital Programme
	£'000	£'000
Buildings	233,000	233,000
Fees	36,000	36,000
Lease and licence fees	7000	7000

5.2. Sources of Funding:

Financial Provision for Total Scheme	Buildings	Fees	Total Cost
	£'000	£'000	£'000
1. From Own Resources			
a) CCBS Library Revenue Budget	204,000	30,375	234,375
b) Access Improvement Funding (P&R revenue budget)	15,000	2,475	17,475
2. From Other Resources	--	--	--
c) Salix Loan Fund	21,000	3,150	24,150
Total	240,000	36,000	276,000

d) *Building Cost:*

Net Cost = £240,000

e) *Furniture & Equipment:*

The loose furniture, fittings and IT equipment allocation will be provided outside this project and will be funded separately. No allocation for general furniture and equipment has been made within this building project funding with the exception of the bespoke reception desk. The additional furniture and equipment will be funded directly by the Library Service.

f) *Library funding:*

£500,000 from the Book Fund has been set aside per year for a three year period to fund the library transformation. The Library Service has confirmed that sufficient funding is available for the 18/19 programme from the current year's allocation.

g) The Salix Loan Fund is a Government programme to provide up front funding for energy efficiency improvement to be repaid from savings achieved

Details of site and existing Infrastructure

5.3. Andover library is located within the Chantry Shopping Centre off 53 Chantry St, Andover

5.4. The main entrance to the library is from the internal shopping street at ground floor level and the library space is predominantly located at first floor level with good stair and lift access. The space occupied by the library is leased from the Chantry Centre and a licence with the landlord is in place for the proposed works.

5.5. The existing mains services and drainage infrastructure at the site will be sufficient to accommodate the project proposals with some localised upgrades to the electrical distribution within the space.

6. Scope of the Project

6.1. The internal refurbishment to Andover library will include:

- Reconfiguration to the customer entrance and reception areas
- Full finishes replacement throughout
- Addition of an accessible toilet
- Alterations to form a community room and possible space for a separate Register Office
- Fire precaution upgrades
- LED lighting replacements to improve lighting levels and energy efficiency

7.2. Further details of proposals are illustrated on the attached plan.

- 7.3 It is proposed that the works be procured through the construction Minor Works Framework
- 7.4 It is anticipated that works will commence on site during Autumn 2018 and complete during Winter 2018.

7. The Proposed Building Works

- 7.1. The proposed works will be undertaken in two phases and contained within the existing space occupied by the Library Service.
- 7.2. It is proposed that the contractor will access the library site by the service yard, serving the rear of all the shop units in the shopping centre. The contractor's compound will be located adjacent to the external access steps to the library which has been agreed within the licence with the landlord.
- 7.3. Deliveries or movements of vehicles in the service yard will be managed locally by the contractor and the shopping centre management. Due to the high usage for shop unit stock deliveries, a traffic management plan will be developed in collaboration with the shopping centre management plan.
- 7.4. The shopping centre will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact to all users.
- 7.5. A small Library facility, primarily for book and resource issues and returns, will remain operational for the majority of the term of the works.

8. External Works

- 9.1 There is no external work involved in this project.

9. Planning

- 9.1. No planning application or approval is required for this project.

10. Building Management

- 10.1. The existing building management arrangements will remain in place.

11. Professional Resources

Building Surveying	- Culture, Communities & Business Services
Mechanical & Electrical	- Culture, Communities & Business Services
Structural Engineering	- Culture, Communities & Business Services
Principal Designer	- Culture, Communities & Business Services

12. Consultations

- 12.1. The following have been consulted during the development of this project.

Executive Member for Recreation and Heritage
Cllr M Boiles (local County Councillor)
Fire Officer
Access Officer

Workshop held with Library Staff and Users

13. Risk & Impact Issues

13.1. Please see Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	Yes
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u> Library Investment Programme approval. An Executive Member, Culture Recreation and Countryside Decision Day 18 April 2016 Library Services Transformation Project	<u>Reference</u>	<u>Date</u>
Direct links to specific legislation or Government Directives		
<u>Title</u> Section 7 of the Public Libraries and Museums Act 1964		<u>Date</u> 1964

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

RISK & COMBINED IMPACT ASSESSMENT:

1. Equality Duty

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equality Impact Assessment:

Equalities Impact Assessments have been published for the impact of the Library Strategy to 2020. They have been reviewed and updated as a result of the extensive public consultation and used to inform the recommendations to the Executive Member for Culture, Recreation and Countryside

<http://www3.hants.gov.uk/rh-equalities>

2. Crime Prevention Issues:

2.1 The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime and disorder in the County. The proposals in this report have no impact on the prevention of crime.

3. Fire Risk Assessment

- 3.1 Sprinkler systems are already present within the shopping centre as part of the overall centre fire management plan.
- 3.2 With respect to fire safety and property protection, the proposals have been risk assessed in line with the agreed Property Services procedures.
- 3.3 The proposals will meet the requirements of the Building Regulations and will be consistent with current fire safety legislation, the partnership arrangement with Hampshire Fire and Rescue Services, and are in line with the County Council's policy to manage corporate risk.
- 3.4 The project proposals include the following fire safety and enhanced features:
Localised alterations to the existing fire alarm system to suit the internal alterations and the provision of additional fire rated lobby to the public entrance and reception area.

4. Health and Safety

- 4.1 Design risk assessments, pre-construction health & safety information and a Health & Safety File will be produced and initiated in accordance with the Construction Design and Management Regulations for the proposed scheme.

5. Climate Change:

- 5.1 The project will incorporate the following sustainability features:
Energy efficient LED lighting