

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">8 APRIL 2013</p>
<p>HAMMERSMITH LIBRARY REFURBISHMENT AND OPTION FOR ARCHIVES SERVICE</p>	
<p>Report of the Deputy Leader (+ Residents Services) : Councillor Greg Smith</p>	
<p>Open Report</p>	
<p>Classification - For Decision Key Decision: Yes</p>	
<p>Wards Affected: Hammersmith Broadway, Avonmore and Brook Green</p>	
<p>Accountable Executive Director: Lyn Carpenter, Environment Leisure & Residents Services</p>	
<p>Report Author: Tony Rice, Tri-borough Libraries Operations Manager</p>	<p>Contact Details: Tel: 020 641 8970 trice@westminster.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. The refurbishment of Hammersmith Library is a key corporate priority for the coming year. The project aims to extend the “More than a Library Brand” already implemented at other LBHF libraries and to incorporate all opportunities to improve the customer offer and experience and to repair and upgrade the fabric of the building.
- 1.2. The refurbishment of Hammersmith Library requires the authorisation of the draw down of section 106 funding already received by LBHF and for the Council to temporarily fund other section 106 receipts expected in the future; this is to enable the project to be completed in one tranche and deliver all the project aspirations in a cost effective manner. Any temporary funding will be reimbursed once outstanding S106 monies are received. The Council would bear the risk in the event that, for whatever reason, the outstanding S106 monies were not received.
- 1.3. The Archives and Local Studies collections are currently housed in the Lilla Huset, for which the lease expires in 2016. A secondary proposal for the project is to relocate these services within Hammersmith Library and provide a long term solution for the sustainability of the collections. £700k of section 106 money is being sought from the Kings Mall Car Park scheme. Again, this money has yet to be received; however the

application was approved (subject to the referral to the Mayor and signing the S106 Agreement) by the Planning Applications Committee on 12 March 2013 and planners are now in the process of drafting the S106 Agreement and negotiating the finer details with the developers; accordingly, the Council would, again, need to commit forward funding to be reimbursed if and when S106 monies are received and bear the risk of the monies not being received. Agreement for this scheme is being sought at this stage to enable the project to be completed as part of the Hammersmith Library Refurbishment Project thereby allowing the project aspirations to be achieved in a cost effective manner.

- 1.4. The long-term revenue implications of this project are expected to be neutral. If at any time it transpires that the long-term revenue implications are not neutral, there will need to be a further report in accordance with the Council's Key Decision and medium term financial strategy (MTFS) process.

2. RECOMMENDATIONS

- 2.1. That approval be given to:

1. The scheme to refurbish Hammersmith Library at a cost of £1.99m which is fully funded from section 106 (£1.65m) and the existing planned maintenance budget (£0.34m).
2. The draw-down of £925k section 106 funding that has already been received by LBHF from the Hammersmith Car Park Construction scheme.
3. Temporarily forward funding and bearing the risk of the balance of section 106 funding associated with the Hammersmith Car Park Construction scheme (£725k) that is currently outstanding but expected to be available in April 2014, and to the draw down of that sum to spend or reimburse as required, the temporary finance being sourced from the corporate capital reserve and only used in the event that the outstanding S106 financing is not received prior to a requirement to fund expenditure as per the accounting cycle.
4. The proposal to relocate the Archives Service to Hammersmith Library and to undertake additional works to the library on the proviso that £700k S106 funding is secured as set out in paragraph 5.8 onwards of the report (of which £510k, including fees, will relate to the creation of the new Archives location, £50k to move the service to the new location, a £50k allowance made for alternative service provision during the closure period, and the remainder used to purchase new stock).
5. Temporarily forward funding and bearing the risk of £700k of additional section 106 funding associated with the Kings Mall Car Park

development and to the draw-down of that sum on the proviso that planning permission is granted on the site with the associated section 106 agreement included in the Head of Terms, the temporary finance being sourced from the corporate capital reserve and only used in the event that the outstanding S106 financing is not received prior to a requirement to fund expenditure as per the accounting cycle.

6. Provision of £55k one off revenue contingency funding from April 2013 to allow the continued delivery of an Archives and Local Studies service and to prepare and rationalise the collections prior to transfer to their new location.
7. Delegation of the authorisation of the future spend of the drawn down S106 monies to the Deputy Leader and Cabinet Member for Residents Services, in consultation with the Executive Director for Environment, Leisure and Residents Services and the Executive Director of Finance and Corporate Governance.

3. REASONS FOR DECISION

- 3.1. To enable the completion of the refurbishment of Hammersmith Library, which is a key corporate priority for 2013/14, in a cost effective and timely manner so as to minimise closure time for users.
- 3.2. To enable the implementation of a cost effective long term solution for the future provision of the Archives and Local Studies collection.
- 3.3. To provide a short term solution for the continued delivery of a public Archives and Local Studies service during 2013/14.

4. INTRODUCTION AND BACKGROUND

- 4.1. The refurbishment of Hammersmith Library is a key corporate priority for the coming year. The initial scope of the project was an extension of the “More than a Library Brand” already implemented at other LBHF libraries. It aims to incorporate all opportunities to improve the customer offer, to repair and upgrade the fabric of the building as well as to ensure the refurbished facility is as cost effective as possible.
- 4.2. In addition, the viability of relocating the Archives Service and Local Studies collection to Hammersmith Library and thus providing a long term solution for the collections has been explored. These collections are currently housed in the Lilla Huset, for which the lease expires in 2016. This is a secondary proposal and can only be delivered as part of this project if section 106 funding currently being sought from the King’s Mall Car Park scheme is secured. This is explored from paragraph 5.5 onwards. One off revenue contingency funding of £55k is also sought for the continuation of the Archives service in the short term during 2013/14

and to fund the rationalisation of the Archives collection in advance of any move. This has been considered in paragraph 5.12 onwards.

Funding Sources

- 4.3. Section 106 funding of £1.65m has been secured as the result of the Hammersmith Car Park Construction scheme. £925k of this money has been received by LBHF and a further £725k will be received when the second phase of the construction commences. The developers expect this to happen in April 2014. There is a small degree of risk that the second tranche of S106 payment will not be received but it is not felt to be significant and should not prevent the refurbishment of the Library in one stage.
- 4.4. Following a discussion with the Building and Property department, it has been agreed, in principle, to bring forward planned maintenance funds to coincide with the works. This will provide £339,500, giving an “assured sum” of £1,989,500 with which to complete the refurbishment of Hammersmith Library.
- 4.5. A further £700k section 106 funding is being sought from the King’s Mall Car Park scheme. The Director of Planning has confirmed that the developers, SGWL, have agreed this sum in principle for the Hammersmith Library project as part of the mitigation for their development. The application went to the Planning Applications Committee on 12 March 2013 and has been approved (subject to the referral to the Mayor and signing the S106 Agreement) so the Heads of Terms have been agreed in principle. Planning will now begin drafting the S106 and negotiating the finer details with the developers. If negotiations of the S106 agreement, including triggers for when payments will become due, are satisfactorily concluded then there is a relatively low risk, compared to other development schemes, of the section 106 funds not coming to fruition because feedback from planning officers, based on past experience, suggests that SGWL will build if they get consent.
- 4.6. This paper outlines a proposed implementation strategy for the “assured” budget of £1,989,500 and indicates what the additional £700k S106 funding will be used for if obtained. It also requests contingency funding for the continuation of the delivery of the Archives service in the short term during 2013/14.

5. CONSIDERATIONS

Hammersmith Library required works and service improvements

- 5.1. Hammersmith Library has not benefitted from any significant investment for a number of years. EC Harris carried out a condition survey to advise the Council on necessary remedial works that were required to the external fabric of the building, and works that were required within the

building to allow for improved services. This survey did not cover the creation of an Archives facility. It was found that while generally structurally sound, the infrastructure of the building is in need of considerable upgrading in order to maintain and enhance the future value of the asset and to deliver a modern public library service.

- 5.2. The EC Harris condition survey did not include a number of essential and important “non-building” related items. The cost of these additional items amounts to £450k. The costs are included in the total for the Hammersmith Library refurbishment and are shown in the appendix. A break-down is shown in the Appendix. The additional costs cover:

- New shelving, furniture and stock
- Self service equipment and systems
- A notional sum for a temporary library during the works

Providing a refurbished library within the “assured budget”, not including Archives

- 5.3. The library service has worked with EC Harris to prioritise the building works into priority 1, 2 and 3 elements in order to bring the scheme within the current assured budget. Work has concluded that for the assured sum of **£1,989,500** there is funding to substantially refurbish the library, allow for customer service improvements (such as self service), and provide DDA lift access to parts (but not all) of the upper floors. It should also be noted that the indicative costs assume that the works are done in one tranche. If the scheme were to be done in two tranches and aligned with expected future section 106 payments, it would add considerable cost, extend the build period and reduce the positive impact of the refurbishment programme.

Proposed additional works assuming the availability of £700k section 106 funding from The King’s Mall Car Park Scheme

- 5.4. Discussions with planning officers identified the opportunity to secure additional S106 funding from a new development relating to the Kings Mall Car Park. If £700k is secured from this scheme, then the project can enhance the range and quality of furniture, fittings and stock and incorporate the works required to create a bespoke Archives facility on the site and also consider the provision of an alternative library for the duration of the works.

Relocating the Archives Service

- 5.5. A separate report has been commissioned from EC Harris which has provided high level indicative costs to provide an Archives facility in the basement of area of Hammersmith Library. This is space that is currently not in use and which for reasons of cost would still not be accessible to the public or for commercial use in the scheme described in para. 5.3 onwards. Therefore it potentially provides a real opportunity to create a bespoke but cost effective solution to the secure storage of parts of the

borough's Archives. Indicative costs, assuming that this work is done as part of the overall scheme, are estimated to be in the region of £510k (inc. fees) and a further £50k to move the service to the new location, which makes a grand total of £560k. The cost would increase if the works were completed as a separate project due to economies of scale. EC Harris has made it clear that the estimate for the Archives provision is a preliminary estimate undertaken without full investigation. Costs for the move of Archives and Local Studies stock and the existing racking and other storage facilities to Hammersmith Library have also not been included. An allowance for this has been made in the table in the Appendix. It is planned to relocate the public facing local studies material to the first floor of the refurbished Hammersmith Library to increase public access (this is only available one day a week at present). It is proposed that the full £700k S106 identified for this part of the proposal is retained for the building work on the Archives and associated costs, acknowledging that the final actual cost may well exceed £560k.

- 5.6. It is beneficial to keep the Archives and Local Studies collection together. There is a natural synergy between archives and local studies material – both cover the people, places and heritage of the borough, and providing them together in a library environment meets the needs of service users and allows them access to expert staff and online resources for enquiries and research. The library setting also opens up the material to a wider audience, and allows access to the material for much longer opening hours. It drives value through sharing of premises costs for energy, NNDR, cleaning and maintenance, as well as maximising the utilisation of areas of the library for storage which would otherwise remain inaccessible and unused.
- 5.7. In order to deliver the Archives facility and additional refurbishment works this report is requesting that the Council bears the risk of £700k section 106 funding that is currently being sought as a consequence of the Kings Mall Car Park Scheme. It is recognised that planning approval is still subject to referral to the Mayor and the signing of the S106 agreement and the request is on the proviso that permission is gained and that the section 106 payment is included in the agreed Heads of Terms.

Alternative Library Provision During Closure

- 5.8. Within the (see below) s106 funding, it should be possible to enhance the range of stock in the refurbished library as well as considering a level of alternative library provision for the duration of the works.
- 5.9. If additional funding is made available, it is recommended that temporary library provision is provided during the closure period. It is not intended to replicate current service levels, but a temporary library would provide access to children's materials and children's activities, contain a small collection of books for adults and also provide access to PCs and will serve to mitigate the negative impact the temporary closure of Hammersmith Library would have, particularly on the less mobile and

young people, who perhaps will not be able to use other LBHF or RBKC libraries.

- 5.10. 181 King Street has only recently been identified as a suitable location and it would need to be shared with Connexions, who are currently located there. An initial inspection has been made by library officers to assess the suitability of the premises. A space planning and costing exercise is now in progress, and although indicative costings are not currently available officers are confident that the temporary service can be provided within the notional £50k identified for this element within the estimates for the project as a whole.
- 5.11. In addition, customers will be encouraged to use other libraries during the closure period. Both Shepherd's Bush Library (0.8 miles away) and Kensington Central Library (1.8 miles) are within 15 minutes travel time from the centre of Hammersmith by several bus routes or via the Tube. Both have good DDA access.

Continued Delivery of the Archives Service

- 5.12. Since June 2011, the management and provision of an archives service has been outsourced to leading London organisations in the field, London Metropolitan Archives (LMA) for 12 months, and City of Westminster Archive Centre (COWAC) from June 2012 to March 2013. In both cases, the commissioning cost was £50K pa. For this, the LMA opened the service twice monthly, while COWAC is able to offer a weekly opening. Use has been consistently at capacity, with all available timeslots quickly filled. COWAC indicate that they will be able to restructure their management arrangements, prioritising the continuation of the weekly opening in order to deliver the public service from Lilla Huset for £40k pa.
- 5.13. The Archives Service currently:
- Provides a public search room service for research and enquiries on one day a week.
 - Answers written and telephone enquiries relating to the archives and their contents within corporate response times.
 - Provides a professional archivist to manage the search room and collections, enabling retrieval of material from the strong rooms and ensuring the security of the collection.
 - Supervises and supports the work of the volunteers.
 - Manages the web content relating the LBHF Archives.
- 5.14. There is not an existing budget to fund this from 1 April 2013 so one off contingency funding of £40k is being requested to ensure the continued delivery of the service for 2013/14.
- 5.15. Additionally, the holdings at Lilla Huset have not been reviewed for many years and have grown to fill the space available, including unnecessary or duplicated papers, books, images and objects. The strong room contains 355 linear metres of shelved material and 25 filing cabinets, occupying a

total of 408sq metres. A conservative estimate indicates this could be reduced by 20%. The search room contains the most heavily used items, so is unlikely to sustain a reduction of more than 5%. Rationalising the collection to reduce its size is essential preparation for any move, and is in any case good professional practice, and well overdue at H&F Archives. This will be time-consuming, possibly taking up to six months to complete. It will have an additional cost of c. £15,000 above the commissioned management charge for expertise and implementation. There is not an existing budget to fund this work so contingency funding of £15k is being requested.

6. FINANCIAL IMPLICATIONS

Capital Expenditure and Financing Implications

- 6.1. This report requests approval to refurbish the Hammersmith Library. The report includes a number of options which have been built around available funding; however ultimately approval is being sought for the 'full scheme' as follows (overleaf):

6.2.

Option	Total cost (Est.)	Funding Analysis		Comments
		Funding Source	Amount	
Provide a refurbished library within the "assured budget" excluding archives.	£1.99m	Hammersmith Car Park S106 (Received)	£0.925m	Monies received, of which £0.2m have already been approved to be committed to this project.
		Corporate Planned Maintenance (Reserved Funds)	£0.340m	As included in the CPM programme and approved for use in respect of Hammersmith Library.
		Hammersmith Car Park S106 (Provisional)	£0.725m	Funds subject to the second phase of construction; receipt is anticipated in April 2014 but neither the receipt or the timing can be guaranteed at this stage.
Provision of an Archives Facility and additions to refurbishment works assuming availability of further section 106 funding.	£0.7m	King's Mall Car Park S106 (Provisional)	£0.7m	The scheme to which the S106 monies has been approved by the Planning Applications Committee but is subject to the Referral to the Mayor and the signing of the Section 106 agreement, accordingly neither the receipt or the timing of these monies can be guaranteed at this stage. Works have been priced at £0.56m but approval is being sought for £0.7m, effectively for the purposes of contingency.
Total	£2.69m		£2.69m	

6.3. As at quarter three 2012/13, only £925k has been earmarked through the capital programme for the refurbishment of Hammersmith Library to reflect actual monies received. Of this, £200k has been approved to be drawn-down to engage in preparatory work. In January 2013, Cabinet further agreed to bring forward £340k planned maintenance funds to coincide with the envisioned works at the library. Additional S106 monies (in total £1.425m) are provisional at this stage.

6.4. The rationale for seeking approval for the full scheme at this stage is that this will represent best value through economies of scale. The report

stresses that to agree the scheme in an incremental manner, as funding is either received or assured, is likely to add significant cost to the project as plans would need to be re-worked. It would also extend the build period and reduce the positive impact of the refurbishment programme. As such, this option is not recommended, however finance do recommend that officers should continue to seek flexibility to dovetail expenditure with finance as it becomes available where this results in no detriment to the overall project.

- 6.5. The best value rationale should nonetheless be viewed in the context of the risk that a significant element of the funding (£1.425m) has yet to be received or fully negotiated. These risks, which vary according to the funds in question, have been addressed by the Director for Planning (in section 10).
- 6.6. In agreeing to fund the full scheme at this stage, the Council would need to identify a source of 'bridging funds' until the outstanding S106 monies are received. This is necessary as capital accounting rules prohibit using 'aspirational' funds or creditors as a basis for funding. This bridge-funding could then be reimbursed when S106 monies are received. In the interim, the Council would effectively be underwriting any S106 monies where there is a risk that they may not be received.
- 6.7. On the basis that the full scheme is agreed, it is recommended that the general capital reserve is used for the purpose of bridging finance (this is one of the rationales for this reserve). In order to provide assurance to the scheme, Members would be required to agree funding from this reserve up to an envelope of the S106 monies which are presently outstanding or still being negotiated (£1.425m). This bridging funding should only be used as and when it is required - the project should first employ the assured S106 and BPM funds and if the provisional S106 funds become available prior to the need to fund expenditure then these should be used and the envelope of bridging funds reduced accordingly.
- 6.8. The general capital reserve sits outside of the debt reduction strategy and therefore this approach would not impact on debt reduction. The available resources in this reserve are however relatively small and this project would earmark substantially all of it.
- 6.9. Alternatively, the Council could leave the spend unfunded, but this would give rise to internal borrowing which would temporarily increase the Council's Capital Finance Requirement (CFR) - the indicator by which the Council measures its debt.
- 6.10. It should be noted that the section 106 monies are required to fund both capital and revenue expenditure. The split will need to be quantified so that this can be reflected in the capital programme.

Revenue Implications

- 6.11. The long-term revenue implications of this project are expected to be neutral. If at any time it transpires that the long-term revenue implications are not neutral, there will need to be a further report in accordance with the Council's Key Decision and medium term financial strategy (MTFS) process.
- 6.12. Suspending the Archives and Local Studies service was offered as an efficiency saving in earlier years, a decision that was later reversed although the budget reduction remained. As such, no on-going revenue budget exists for this service. It is recommended that a one off revenue budget of £55k is approved to continue the service in 2013/14, after which the service is expected to be delivered from within the refurbished Hammersmith Library at no additional on-going cost.

VAT Implications

- 6.13. At present, there is not identifiable exempt income generated at Hammersmith Library; as such the expenditure incurred in refurbishing the library ought not to impact on the Council's partial exemption calculation. However, if the income streams generated by the library are intended to change as a result of this refurbishment, then there could be an impact in future and corporate finance will need to be notified.

Finance implications provided by Christopher Harris, Head of Corporate Accountancy & Capital, Telephone number 020 8753 6440, on 5th February 2013.

7. TIMETABLE FOR IMPLEMENTATION

- 7.1. EC Harris have produced an indicative 70 week schedule to complete the scheme, assuming that all the elements are completed in one tranche. This would be the same if the provision of the Archives Service is included in the scheme. If the scheme is approved in April then the key milestones within that indicative schedule are:

April 2013	Cabinet approval
April 2013	Pre-Planning application
May 2013	Public consultation
July 2013	Planning approval
July 2013	Listed Building Consent
Sept 2013	Design, specification and procurement
Sept 2013	Cabinet member approval to award contract
Dec 2013	Close library
Dec 2013	Building work commences
May 2014	Build works end
June 2014	Re-open refurbished library

8. EQUALITY IMPLICATIONS

- 8.1. This proposal has been subjected to an initial sweep for equalities and the greatly improved physical access and improved signage will have a particularly positive impact for the disabled and the less mobile elderly. EIA considerations will inform the thinking when developing detailed internal layout plans and future service delivery. As a result of this screening, it has been decided that a full equality impact assessment is not required.
- 8.2. If alternative library provision is not provided during the closure period there will be some degree of negative impact on the less mobile for a limited amount of time. However, alternative provision is being considered subject to budget and availability of suitable location and this can also be substantially mitigated by publicising alternative libraries close by in LBHF and RBKC which, as highlighted in paragraph 5.11, have good transport links and superior disabled access to the current library.

9. LEGAL IMPLICATIONS

- 9.1. The legal powers and implications are set out in the body of the report.

Legal implications provided Alex Russell Environmental Services Lawyer, Telephone number 020 8753 2771 on 5th February 2013.

10. COMMENTS OF THE DIRECTOR FOR PLANNING

Use of funds from the Former Hammersmith NCP Site

- 10.1. The Legal Agreement for the former Hammersmith NCP Car Park site makes specific provision for two contributions to the Council to be used towards the refurbishment of Hammersmith Library.
- 10.2. The first of these payments, of £925,000, has been paid to the Council and is available for this project. The construction work is proceeding on the site for phase 1 of the development.
- 10.3. The second contribution does not become due until phase 2 of the development commences. Whilst it is understood that the developer intends to proceed with this in April 2014, there is no obligation on them and no guarantee that the funds will be received within this time frame, if at all. Notwithstanding, currently there is every potential that the development will continue at its current pace and that these funds will be paid within the anticipated timescale.

Use of Funds from the Kings Mall Development

- 10.4. The Section 106 agreement for the Kings Mall development is still under negotiation. At present the developers have agreed in principle that the inclusion of a payment of £700,000 towards the Hammersmith Library

Project is acceptable to them as part of the negotiation of the terms of this agreement. However, to date the triggers for the payment(s) of this contribution have not been agreed with the developer and are still subject to further negotiations. It is anticipated that this provision will remain. There will be a time period between the decision on the application being made, and the developer being willing to make any significant financial commitment to enable the Judicial Review Period to elapse. This will delay any commencement on site.

- 10.5 It must be recognised that there are a number of risks in relying on these funds coming forward - firstly until the development has planning permission, and the agreement is signed, there is no certainty as to the amount of the contribution that might become due and the trigger dates for payments. Another risk is that the developer may, for economic or other reasons, choose not to proceed with the development. The planning officers' experience of working with the current applicant is that they choose to proceed speedily with developments that they gain planning permission for; however it must be recognised that there is a risk that they may choose not to.

Planning implications provided by Peter Kemp, Planning Change Manager, Telephone number 020 8753 6970 on 1st February 2013.

11. RISK MANAGEMENT

Hammersmith Library is a listed building; as such there are Heritage constraints, and these will be managed and logged as part of the programme delivery. The appropriate heritage groups will be consulted as part of any planning application process. All mandatory regulatory requirements will be complied with in consultation with the Council's Heritage Officer.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. There are no direct procurement implications for the proposals in this report.
- 12.2. Once funding has been secured and the scope of the project is known, Corporate Procurement will provide further advice prior to the commencement of the procurement process. Any procurement exercise required under this project, including the provision of an archived service, will need to comply with legislative requirements and the Council's Contract Standing Orders.
- 12.3. In terms of the approval process, the Council's Contract Standing Orders (CSOs) set out a method of awarding contracts for pre-published schemes that have previously been approved as estimates by the Cabinet as a Key Decision.

Procurement implications completed by Joanna Angelides, Procurement Consultant, Telephone number 0208 753 2586 on 5th February 2013.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Feasibility Report for the Upgrade of Hammersmith Library Shepherds Bush Road (EC Harris)	Tony Rice	Tri-borough Libraries
2	Customer Survey	Tony Rice	Tri-borough Libraries
3	Feedback from Young Advisors Focus Group	Tony Rice	Tri-borough Libraries
4	EC Harris Archives Feasibility Report	Tony Rice	Tri-borough Libraries

Appendix: Hammersmith Refurbishment - Indicative Costs

FABRIC WORKS	Priority	Original Cost Estimates	Reductions - within current available budget	Full Project inc Archives	Notes
Repairs to the pitched roof	1	15,000	15,000	15,000	
Repairs to the flat roof	1	17,500	17,500	17,500	
Repairs to the rainwater goods and waste drainage	1	5,000	5,000	5,000	
Repairs to external masonry	1	75,000	75,000	75,000	
Internal plaster and repairs	1	27,500	27,500	27,500	
Remedial works in respect of dampness (provisional sum)	1	11,000	11,000	11,000	
Redecoration of interior library	1	55,000	55,000	55,000	
Renewal of floor coverings	1	112,500	112,500	112,500	
Renewal of doors	1	50,000	50,000	50,000	
Structural repairs	1	9,000	9,000	9,000	
Supply and installation of reception counter	1	20,000	10,000	10,000	Can get counter for less than 10K
Priority 1 Fabric works		£397,500	£387,500	£387,500	
Repairs and redecoration to windows and external doors	2	17,000	17,000	17,000	
Supply and installation of secondary glazing	2	26,500	26,500	26,500	
Alterations to main entrance	2	5,000	5,000	5,000	
Re-instate brick arches and opening up the children's library	2	15,550	0	0	Omit - Mainly aesthetic
Creation of open plan office on the first floor	2	30,000	0	0	Omit - Open plan office not required staffing levels in building have dropped
Creation of new staff facilities on the second floor	2	12,500	12,500	12,500	
Refurbishment of WC facilities	2	25,000	25,000	25,000	
Repair hardstand area	2	5,000	5,000	5,000	
Priority 2 Fabric works		£136,550	£91,000	£91,000	

MECHANICAL & ELECTRICAL WORKS	Priority	Original Cost Estimates	Reductions - within current available budget	Full Project inc Archives	Notes
Renewal of boiler	1	100,000	100,000	100,000	
Upgrade heating system	1	20,000	20,000	20,000	
Installation of two passenger lifts	1	250,000	150,000	150,000	
Renewal of wireless fire alarm system	1	32,000	32,000	32,000	
RFID Self Service and WiFi ICT works	1	35,000	35,000	35,000	
Works to the electrical intake cupboard	1	2,000	2,000	2,000	
Priority 1 M & E works		<u>£439,000</u>	<u>£339,000</u>	<u>£339,000</u>	
The upgrading of the lighting	2	80,000	80,000	80,000	
Priority 2 M & E works		<u>£80,000</u>	<u>£80,000</u>	<u>£80,000</u>	
Total EC Harris works		<u>£1,053,050</u>	<u>£897,500</u>	<u>£897,500</u>	
Scaffolding	1	150,000	150,000	150,000	
Fees Prelims @ 12.5%		150,381	130,938	130,938	
Statutory Fees		15,000	15,000	15,000	
Sub Total less Statutory Fees		<u>£1,353,431</u>	<u>£1,178,438</u>	<u>£1,178,438</u>	
Professional Fees @ 15%		203,015	176,766	176,766	
Contingency @ 20%		314,289	274,041	274,041	
Total EC Harris works		<u>£1,885,735</u>	<u>£1,644,244</u>	<u>£1,644,245</u>	
Library Works			Reductions - within current available budget	Full Project inc Archives	Notes
Stock	1	100,000	35,000	100,000	
Space Planning	1	10,000	10,000	10,000	
Shelving	1	185,000	150,000	185,000	
Self Service Kiosks/Pads/Tags	1	40,000	40,000	40,000	
Furniture/Display	1	95,000	95,000	95,000	
Temporary Library (Notional)	1	50,000	0	50,000	
Feasibility/Archive Report	1	15,500	15,500	15,500	
Library Total		<u>£495,500</u>	<u>£345,500</u>	<u>£495,500</u>	

	Priority	Original Cost Estimates <u>£2,381,235</u>	Reductions - within current available budget <u>£1,989,744</u>	Full Project inc Archives <u>£2,139,745</u>	Notes
Grand Total (without Archives)					
Target Cost			£1,989,500		
Variance			£244		
CREATION OF ARCHIVES				400,000	
Fees Prelims @ 12.5%				50,000	
Professional Fees @ 15%				60,000	
Archives move and other associated costs allowance (notional)				50,000	
Archives Total				<u>560,000</u>	
Grand Total (with Archives)				£2,699,745	
Target Cost				£2,700,000	
Variance				£255	