

Cabinet Member for Fire & Rescue and Communities	Ref No: FCR03 (19/20)
January 2020	Key Decision: No
Temporary Closure of Henfield Library	Part I
Report by Executive Director of Place Services and Acting Director of Communities	Electoral Division: Henfield
<p>Summary</p> <p>Improvement works have been planned at Henfield Library using around £30,000 of Section 106 Developer Contributions which expire at the end of the 2019/20 financial year.</p> <p>The work includes the relocation of books to allow removal of old fixed shelving, new flexible shelving being fitted some internal rearrangement, including some electrical work and redecoration. These works will improve the customer experience for residents and allow more effective use of space.</p> <p>It would not be possible to do this level of work safely whilst open to the public therefore the proposal is to close from Monday 27th January 2020 to Wednesday 5th February 2020 inclusive.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>Several aspects of this work support the broad thrust of the West Sussex Plan. The children’s area will be repositioned, enlarged and enhanced, improving the potential to give children “the best start in life”. The creation of flexible space is an enabler for a large range of additional activities, for instance those supporting the “prosperous place” agenda. The improved facilities and layout will allow staff to build on the already significant community role of the library, which contributes in particular to the “strong safe sustainable place” and “independent in later life” strands of the Plan.</p>	
<p>Financial Impact</p> <p>If works are not undertaken before the Section 106 expiry date at the end of the March 2020 there will not be alternative funds available to make the improvements, and this money will be lost.</p>	
<p>Recommendation</p> <p>That Henfield library is closed from Monday 27 January 2020 to Wednesday 05 February 2020 inclusive to enable renovation works to fit new flexible shelving, undertaken some internal rearrangement, electrical work and redecoration.</p>	

Proposal

1. Background and Context

- 1.1 Improvement works have been planned at Henfield Library using around £30,000 of Section 106 Developer Contributions which expire at the end of the 2019/20 financial year.
- 1.2 The work includes the relocation of books to allow removal of old fixed shelving, new flexible shelving being fitted some internal rearrangement, including some electrical work and redecoration. These works will improve the customer experience for residents and allow more effective use of space.
- 1.3 Plans had been proceeding on the assumption that works could be completed within the 6 days closure that the Director/Head of Service can agree through delegation, however recent advice to allow completion by multiple contactors, shelving suppliers/fitters, electricians and decorators is that 9 closure days are needed.

2. Proposal Details

- 2.1 It would not be possible to do this level of work safely whilst open to the public therefore the proposal is to close from Monday 27th January 2020 to Wednesday 5th February 2020 inclusive.
- 2.2 Should work be completed ahead of the planned closure period the Library will open to residents as soon as it is safe to do so.

Factors taken into account

3. Consultation

- 3.1 This window of opportunity coincides with a seasonally quiet time for libraries. Publicity will be put in place for residents, including suspending fines during the closure, letting people know where their nearest alternative library is located. This will be undertaken within the three week loan period leading up to Monday 27th January 2020.

4. Financial (revenue and capital) and Resource Implications

4.1 Capital consequences

There are no Capital requirements, as the project is funded entirely from three S106 Developer contributions of £30,637, £2,440 and £242 collected for the reconfiguration of space at Henfield library all due to expire at the end of this financial year. There are additional S106 contributions available which will ensure no WSCC funding is required.

- 4.2 There are no revenue consequences to this proposal.

4.3 The effect of the proposal

The improvements will impact all residents who use the library, creating a more modern, attractive, accessible and flexible community space for customers of all ages. As well as the immediate impact, the proposal delivers huge potential for a much broader use of the building as a community asset for the Council.

- 4.3 *Future transformation, savings/efficiencies being delivered*

The creation of a flexible space is a transformation in itself, but also creates a space fit for whatever future developments may be appropriate to the library service and the County Council as a whole. Maximising the use of this space by and with colleagues and partners offers potential for savings and efficiencies.

4.4 *Human Resources, IT and Assets Impact*

There are no impacts beyond the work required by staff during the works, which will be absorbed by the Library Service and by Facilities Management, or – in the case of IT changes – be funded by S106 Developer contributions.

5. **Legal Implications**

5.1 None.

6. **Risk Implications and Mitigations**

Risk	Mitigating Action (in place or planned)
The loss of £33,000 of S106 contributions	Accelerating the timeline for completion of the work using the Urgent Action governance procedure

7. **Other Options Considered (and reasons for not proposing)**

7.1 There is some land around the building which would make it possible to build an extension. However, this would require significant additional investment from Capital funds.

7.2 The County Council could decide not to proceed with the refurbishment and hand the S106 contributions back to the Developers.

8. **Equality and Human Rights Assessment**

8.1 These improvements contribute to the provision of attractive and accessible spaces within local communities.

9. **Social Value and Sustainability Assessment**

9.1 Libraries have social value beyond the provision of books and information creating welcoming spaces for residents to meet and engage in their local community. This work, using Developer contributions, will contribute to the sustainability of a growing community in and around Henfield.

10. **Crime and Disorder Reduction Assessment**

10.1 There are no Crime and Disorder impacts from the temporary closure period.

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Background papers - None