

**CULTURAL AND COMMUNITY SERVICES CAPITAL PROJECTS**

*To:* **Communities and Partnership Committee**

*Meeting Date:* **8th August 2019**

*From:* **Adrian Chapman, Director of Communities and Safety**

*Electoral division(s):* **All**

*Forward Plan ref:* **N/A**                      *Key decision:* **No**

*Purpose:* **To provide the Committee with more detailed information about capital projects within the Cultural and Community Services department, as requested at the July meeting of the Committee**

*Recommendation:* **The Committee is requested to:**

**Note and comment on the information provided.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
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## 1. BACKGROUND

- 1.1 At the July 2019 meeting of this Committee it was reported, as part of the Finance & Performance Report for May 2019, that the transfer of Cultural and Community Services into the People and Communities Directorate includes the transfer of capital schemes totalling £5.2m in 2019/20. This consists of £3.1m expenditure as per the Business Plan, with £2.1m carried forward from 2018/19 due to slippage on the projects. Members agreed to recommend the approval of this roll forward to General Purposes Committee, and asked for further details of these projects to be brought to the next meeting of the Committee.
- 1.2 A breakdown of these schemes is given below:

Original 2019/20 Budget as per Business Plan (£000)	Scheme	Budget B/forward (£000)	Revised Budget for 2019/20 (£000)
957	Cambridgeshire Archives	397	1,354
0	New Community Hub / Library Provision Cambourne	190	190
0	New Community Hub / Library Provision Clay Farm	42	42
0	New Community Hub / Library Provision Darwin Green	0	0
0	Milton Road Library	431	431
0	Cambridge Central BIPC	51	51
0	Replace two existing Mobile Libraries	275	275
914	Community Hub - Sawston	689	1,603
567	Libraries - Open access & touchdown facilities (hub libraries)	0	567
74	Library Service - Card payments in Libraries	0	74
605	Libraries - Open access & touchdown facilities - further 22 Libraries	0	605
<b>3,117</b>	<b>Total C&amp;CS Capital</b>	<b>2,075</b>	<b>5,192</b>

## 2. MAIN ISSUES

### 2.1 Cambridgeshire Archives

- 2.1.1 This is a £5.3M project to provide new accommodation for Cambridgeshire Archives and statutory Registration records, at a re-purposed building in Angel Drove, Ely. The building will provide fit-for-purpose storage facilities for the Council's unique collection of archival records relating to Cambridgeshire, as well as the county's registration records of births, marriages and deaths.
- 2.1.2 This will meet a very longstanding need to replace current accommodation in the basement of Shire Hall, which has been judged unfit by The National Archives (who

inspect and approve public record offices), and bring together collections held separately at an out store in Cottenham, and at the registration offices in Cambridge and Huntingdon. In turn, this supports the Council's move from Shire Hall and the improved use of Lawrence Court by the Coroner Service.

- 2.1.3 The new building will also provide a larger public reading room (which will double up as a ceremony room for civil ceremonies, with the relocation of Ely Register Office into this building), as well as staff accommodation including cataloguing, digitisation and conservation facilities.
- 2.1.4 The reduced expenditure figure in 2018/19 was based on a revised cash flow from the contractor, however the scheme is still expected to spend to the allocated budget and the building project is on track to open by the end of the calendar year 2019.

## **2.2 Cambourne Library at Sackville House**

- 2.2.1 Sackville House in Cambourne is a Cambridgeshire County Council property. It was developed to provide a range of public services to people living in Cambourne. The building includes the Library, Child and Family Centre, Monkfield Medical Practice, office accommodation and meeting rooms, and Trading Standards storage.
- 2.2.2 Section 106 funding has been allocated to expand library, health and children service provision in Cambourne to serve the growing population from two developments: Cambourne 950 and Cambourne West. The current population is around 7,000 and expected to increase to 20,000. A total of £2,982,632 s106 contributions are available for the expansion / redevelopment of the building made up of £115,000 for the Child & Family Centre, £540,132 for the library, and £2,327,500 for Health. The Child & Family Centre and Library funding is available 'prior to occupation of 400th dwelling'; this is anticipated to be within 2-3 years.
- 2.2.3 Some initial work has been carried out by CCC officers to consider the expansion of Sackville House for CCC services, and given the partnership nature of the building and our desire to work in a more integrated way with partners through our Think Communities and Cambs 2020 approach, we are keen to discuss and develop plans together with Health colleagues. The Council's Capital Programme Board has agreed the allocation of a small percentage of the s106 funding to commission a consultant for RIBA Stage 1 preparation to determine stakeholder requirements, undertake feasibilities and develop options and phased plan for the building, aligned to budget.

## **2.3 Clay Farm Centre**

- 2.3.1 Clay Farm Centre is a new five storey building on Hobson Square in Trumpington, at the heart of the Southern Fringe development in Cambridge. The building opened in April 2018, it includes a library, café, community and meeting spaces plus a medical centre that will soon move in on the second floor (Trumpington Medical Practice), and two floors of flats (the top floor of which is managed by BPHA housing association).
- 2.3.2 The community building is managed by Cambridge City Council in partnership with Cambridgeshire County Council. A service level agreement is in place for the City Council to run the library on behalf of the Library Service. CCC also has a touchdown office for

staff within the building. As well as the s106 capital funding, the Council is also receiving s106 revenue funding to support the service in the first 3 years of the new facility. The £42k carry forward from last financial year relates to an outstanding invoice from the City Council, which is being chased.

## **2.4 Darwin Green Library / Hub**

2.4.1 Darwin Green is a new development in North West Cambridge. Planning was approved in May 2016 for a number of community facilities around a local centre including a library. The new library will serve both Darwin Green and the University North West Cambridge development; s106 funding amounting to £151,680 for the library includes contributions from both developments. It is expected that the service offer will reflect the Council's strategy to develop libraries as community hubs and in line with learning from Civic's prototyping work in the pilot locations. The library is expected to be ready by the 1000<sup>th</sup> occupation in the new development, which is likely to be around 2023.

## **2.5 Milton Road Library**

2.5.1 A new and enhanced library has been built on the site of the former Milton Road Library on Ascham Road, Cambridge. It opened to the public on 24 June 2019 with a week of celebratory events organised by Friends and library staff, and has been very warmly received. The new library includes two community rooms and kitchen for community use (supported by s106 funding granted by Cambridge City Council) and a community garden area. The building is a mixed use scheme constructed by This Land, with seven apartments above the library. CCC section 106 funding has contributed to the library construction costs and capital funding to the fit out. The £431k brought forward from last financial year will cover final payments on this scheme which is now complete.

## **2.6 British Library Business and Intellectual Property Centre**

2.6.1 The Cambridgeshire & Peterborough Business and Intellectual Property Centre (BIPC) has been established at both Cambridge and Peterborough Central Libraries to provide a new service for entrepreneurs and business start-ups. The centres will act as the go to places for business research, intellectual property support, workshops, events and 1-2-1 advice. Cambridge Central Library is the flagship location in Cambridgeshire, with plans to make every library a touchpoint for this service. Section 106 funding supported the internal fit out at Central Library to provide a BIPC space and purchase of the online business databases. The BIPC was launched on 1 February 2019.

## **2.7 Replacement Mobile Libraries**

2.7.1 Capital funding of £275k was agreed in 2017/18 for the replacement of two mobile library vehicles which are at the end of life. This is in line with strong political support for the continuation of the mobile library service serving rural and more isolated areas of the county. It is many years since the Service has procured a new mobile library vehicle and, due to the unexpectedly long and complex procurement process, expenditure for these vehicles will now not take place until this financial year.

## **2.8 Sawston Community Hub**

2.8.1 Sawston Library Hub project was developed following the fire at Sawston Village College in September 2012, which saw the destruction of the previous library within the Morris Wing of the school. The £1.81M construction project has faced a series of delays due to protracted negotiations with the freeholder of the land where the hub is due to be built, which is adjacent to the Marven Centre at the edge of the school site.

2.8.2 These delays have stemmed from a change of freeholder during the life of the project, and the conversion of the school to an Academy, requiring the permission of the Education & Skills Funding Agency (ESFA) to the land deal (CCC is swapping a number of small assets within the SVC site for a consolidated asset consisting of a long lease on the Hub land). The scheme is now projected to commence in 2019-20 following the receipt of agreement from the ESFA. At the time of writing we are awaiting the freehold transfer of the land to the Academy Trust before our lease can be signed off and construction commences.

## **2.9 Open Access and Touchdown Facilities**

2.9.1 Two tranches of capital funding were agreed in the Council's 2018 Business Plan to introduce open access and touchdown facilities into the 9 largest libraries and a further 22 libraries across the county. There are 33 libraries across the county, but St Ives Library already has open access facilities which were introduced as a pilot, and it is expected that open access may not be introduced at Central Library and / or the Clay Farm Centre due to the already long opening hours availability at these libraries.

2.9.2 Open access is a system whereby registered library users can use their library card as a swipe card to gain access to the library outside of staffed hours, and use the self-service systems to issue and return items, use public PCs etc. The use of open access in libraries is growing across the country with very few issues or concerns raised in relation to security.

2.9.3 Open access is being introduced in Cambridgeshire libraries as part of the Cambs2020 programme, enabling Council staff, partners and community groups to make better use of these buildings, which are currently open for very limited hours, to touch down and hold meetings. The project is expected to take 2 years to fully roll out across the county.

## **2.10 Card Payments in Libraries**

2.10.1 Capital funding of £128k was approved in 2018 to install a card (Chip and PIN) payment system option for library payments on the 54 self-service machines (RFID) across 33 locations. A card payment system in all libraries will speed up the process of financial transactions, provide unhindered self-service, and boost the efficiency of small transactions, such as reservation charges. It will reduce, and over time negate, the need for cash handling and will also make it easier for customers to pay library charges, avoiding customers accruing debt and creating a barrier to continual library use. The card payment facility will support our future open access libraries. The installation is expected to be completed by the end of this financial year.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 A good quality of life for everyone**

Libraries are recognised locally and nationally as making a significant contribution to the quality of life for local residents, helping them to fulfil their lives through lifelong learning, access to resources and opportunities, and connecting them with others. This contributes to their economic success, health and wellbeing. They provide essential access to resources and information, especially for those who can least afford this for themselves or least able to navigate the world of information and technology.

#### **3.2 Thriving places for people to live**

Libraries are natural hubs of their communities - safe, trusted, neutral and open to all – with a wealth of information, resources, opportunities and events on offer. They are second only to GPs as the most trusted in society. Having a library in a community is known to attract new residents to an area and significantly contributes to a sense of identity and wellbeing in a community. Increasingly libraries are being used as community meeting spaces and cultural hubs where local people are encouraged to meet and join in activities. They are also hubs for volunteering and other community initiatives.

#### **3.3 The best start for Cambridgeshire's children**

Libraries also make a significant contribution to giving children the best start in life by enabling and encouraging early literacy skills and a love of reading; this is known to have a huge impact on an individual's future life chances. From book gifting for babies and baby rhyme times to regular story times and participation in the annual Summer Reading Challenge, participation at no cost by children and their families across libraries really impacts on children's reading and skills, those of their families, and helps sustain these during the long summer holidays.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The report above sets out details of resource implications in paragraph 1.2.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

The Council's procurement rules and procedures are being followed in relation to all these capital projects.

#### **4.3 Statutory, Legal and Risk Implications**

The larger capital projects listed above carry a range of risks including financial and reputational, and in particular are liable to stretch the capacity and resources of internal teams (within the Library Service, IT, Property, and LGSS) to manage. This is being mitigated through effective oversight of IT and Property projects across the service as well as individual project steering groups with appropriate management of risk, and external contractors will be used to manage the large new library projects.

#### 4.4 Equality and Diversity Implications

These projects are set to increase access to library services across the county in response to population growth, as well as increasing the hours in which library services can be accessed, thereby providing greater equality and diversity of access.

#### 4.5 Engagement and Communications Implications

All these projects have or will engage stakeholders in their development. For example, the Milton Road Library project engaged extensively with local residents, schools, the library Friends groups and the local community, and the Archives project has engaged a stakeholder group, the County Advisory Group on Archives & Local Studies (CAGALS). Each major project has its own communications plan which is managed in liaison with the Council's Communications Team.

#### 4.6 Localism and Local Member Involvement

Local members are routinely included in stakeholder engagement meetings and individual meetings on request, and there is member representation on CAGALS.

#### 4.7 Public Health Implications

Library use is known to have a positive impact on physical and mental health and wellbeing as it helps individuals to keep people active, feel connected, inspired and fulfilled. Libraries increasingly work with health partners to provide health information and collections such as Mood Boosting Books.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Sarah Heywood
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Gus de Silva
<b>Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Eleanor Bell

<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Tess Campbell

**SOURCE DOCUMENTS GUIDANCE**

<b>Source Documents:</b>  None	<b>Location:</b>  N/A
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