

Annex One – Detailed commentary on each CPL

1. The established CPLs

Library	Byfleet
Launch date	Sept 2012
Number of volunteers	50
Commentary: <ul style="list-style-type: none"> • First CPL to launch • Thriving Friends group of around 100 people and, whilst not a requirement, all the Volunteers are also part of this group. • Has well used Heritage room, which provides facility for community and income stream for the library • Partial refurbishment has created seating and coffee area • Extended opening hours, including Sundays • Linking in with local events, e.g. opening early on the day of the Ride Britain cycle race and serving tea and coffee to spectators. • Now offer Rhymetimes for two sessions per week instead of one. • Future plans include the further development of the heritage room and reading area as hireable spaces, and the introduction of junior reading groups and storytimes for 5-8 year olds. They are planning a special event for the Reading challenge closure • Byfleet management team would like more consultation before service wide decisions are implemented, e.g. removal of card sales. 	

Library	New Haw
Launch date	October 2012
Number of volunteers	71
Commentary: <ul style="list-style-type: none"> • NHCPL is a Limited Company with charitable status, after receiving initial legal advice from Runnymede Association of Voluntary Services (NSVS), they took external legal advice. • Undertook Community Needs Analysis and published the results in March. The key aims of this were to raise awareness for the CPL and to seek public views on the facilities and opening hours as an informed basis for future development. The findings suggested that the library is well regarded in the local community and meets local expectations well. Among the recommendations now under consideration are the potential for extending opening hours, further improvement and use of the hireable rooms and the production of an overall Business Plan. • Aim to make use of the skills that the volunteers bring, such as IT and business skills and experience 	

- Future plans include using the library as a community hub and hosting a variety of community events. Also planning to forge partnerships with local community organisations. Intend to create a quiet room with coffee facilities for quiet reading and computer use.
- Since opening as a CPL last year, the NHLCP have steadily increased the number of room hires at the Library. They have a range of local, regular, weekly business and social hirers, including Yoga, drama classes and also now hire to a registered charity. The Friends of the Library hold a wide range of regular events. The feedback from hirers is positive, and NHLCP intend to increase bookings.
- Raised the issue that they do not have enough advanced notice about the days the CPL Support Team will be on site. The library service is working on improving this.

Library	Tattenhams
Launch date	November 2012
Number of volunteers	65
Commentary:	
<ul style="list-style-type: none"> • First AGM being held in early September • Established as a Charitable Trust • The Volunteers are bonding with each other and the users of the library. They get very positive feedback from library users • Launch event included zumba session in the library, and there is an ongoing social programme. • Have support from local businesses, including ASDA, who have attended fun days, display library leaflets and have provided prizes. • Pupils from Beacon School designed the library's new logo • Some frustrations expressed at perceived delays in moving two public access terminals to a quieter part of the library. • Frustrations noted concerning advice given regarding business rates. • Future plans include more social events, building a programme of speakers, and considering an annual village fete. 	

Library	Warlingham
Launch date	January 2013
Number of volunteers	46
Commentary:	
<ul style="list-style-type: none"> • Operates under a slightly different model to the other CPLs – is run in partnership with the Parish Council, who funds two paid posts to support the volunteer workforce for the library's total opening hours. • Staff are provided via Oxted, which is Warlingham's designated link library. 	

- Additionally, the Parish Council fund a 6 hour per week Volunteer Coordinator.
- Uses parish newsletter to promote the library
- Have visited school assemblies to help raise the library's profile.
- Future plans include increasing the amount of out of hours use, although the building design limits the amount of space available to offer other community activities. Also intend to offer police surgeries, CAB outreach, and bereavement support from a local funeral director.
- Has had recent redecoration, including replacement windows.
- Some further signage still outstanding.
- Have raised concerns that not having access to the library database is limiting what they are able to offer, including ordering books for requests. Considers that the data protection issues surrounding this could be overcome with training and safeguarding.

Library	Virginia Water
Launch date	January 2013
Number of volunteers	53
Commentary:	
<ul style="list-style-type: none"> • Work is starting on incorporating additional space within the building into the library's public area. Work is expected to conclude in time for a Christmas opening. The new area will include a coffee area, new community room and two toilets, one for public use. • Volunteers are aged from 15-16, to over 90 years old. • Volunteer sub-committee manages the volunteers on a day to day basis. • Have been working to raise the library's profile – attending local fete, articles in the Parish magazine, providing a venue for contact with the local press, and local police surgeries. Also, visits to local schools and enhanced children's activities, and a visit from the local MP. • Produces regular newsletter for their volunteers. • Intend to extend opening hours by offering a Wednesday evening. • Library Service's Information Team ready to train volunteers on resources available to businesses to support people looking to set up businesses. 	

Library	Stoneleigh
Launch date	February 2013
Number of volunteers	57
Commentary:	
<ul style="list-style-type: none"> • The library has been run with volunteers from February 2013, but has not yet been fully launched as a CPL as the Memorandum of Understanding and licence has not been signed due to an ongoing property-related issue relating to an offshore landlord. As a result, the county council retains a responsibility 	

for maintaining a staff presence.

- The library has had a refit and reconfiguration of key areas, such as the children's area. This refit has also provided more flexible space that can be used for income generating activities.
- There remain 2 outstanding property-related issues to be resolved.
- Have established a dedicated 'Young Volunteer Coordinator' and targeted approach to recruiting young volunteers.
- Future plans include enabling young people to have a greater say over stock and facilities for their age group.
- Well-used community room
- Producing a stock wish list with the library service, to make use of the £1,500 that the service is making available to each CPL for local stock selection.

2. The remaining 4 designated CPLs

Library	Bagshot
Commentary	
<p>Surrey County Council has been involved for some time in discussions on all aspects of community partnered libraries with the Friends of Bagshot library who had formed a new organisation, having expressed an interest in running the library.</p> <p>In recent weeks the Friends have expressed concerns about their capacity to undertake this task. Windlesham Parish Council have stepped forward and offered to take the project forward and Surrey County Council are now in discussion with their steering group around how to open Bagshot library as a community partnered library in November this year.</p>	

Library	Bramley
Commentary	
<p>Bramley Parish Council has raised concerns about the future of Bramley library as a CPL and how much autonomy they would have to run the library. The council has sought to address these concerns within its legal obligations as a public body.</p> <p>While final agreement on the Lease and Memorandum of Understanding has not yet been reached, property and library officers have been working with members of Bramley Parish Council on building repairs and setting up training. Surrey County Council is endeavouring to achieve an opening before March 2014.</p>	

Library	Ewell Court
Commentary	
<p>The Ewell Court Group have been very keen to start training for some time and have raised concerns about their ability to hold the interest of their volunteers until they can get started.</p> <p>Two property-related issues, the lease and improvements to the listed building have halted progress, and as yet there is no projected start date</p>	

Library	Lingfield
Commentary	
<p>The library occupies space within the Lingfield Guest House which was left in trust to the Council by the previous owner. Although there was local concern regarding this 'special status' the terms of the Trust do not include the delivery/management arrangements for the library....and do not preclude a CPL. The Guest House has, as identified in Arthur Hayward's will, to be used for specific purposes which include use as a Public Library or Museum and in general for antiquities which may have local or County interest. Nevertheless, in response to resolving other issues regarding the</p>	

building, and after receiving advice from the Charity Commission, Leader of Surrey County Council has decided (at a Leader's decision making meeting on - Monday 15 October 2012) that the County Council no longer continues to be the sole trustee and that instead it would appoint as trustees individuals nominated by each of the relevant local Councils, and by the Surrey Historic Buildings Trust, together with local independent trustees.

The County Council is currently putting these new management arrangements in place and there is now an imperative to progress the arrangements for the implementation of the Cabinet decision for Lingfield Library to be a Community Partnered Library. Although there has not been any direct contact with the library service regarding the development of CPL arrangements the local member has advised that there is interest in the local community.

Trustees of the new arrangements for the Guest House will continue to be responsible for looking after the Guest House building - and the Will provides that any income arising from the Trust estate should be applied in or towards the maintenance and repair of the Guest House, the gardens and contents. However, the running of the library itself is not something included in the scope of the responsibilities of the Trustees as set out in the Will....and service delivery has been financed by the library service. Therefore there will need to be two distinct organisational structures for the two different responsibilities - and a group or organisation representative of the whole community will need to be developed that is able to run the library under SCC community partnered library arrangements. The county library service will now set up public meetings to start gathering the interest and support of the local community for the CPL.