

## SURREY COUNTY COUNCIL

## CABINET



<b>DATE:</b>	<b>27 JUNE 2023</b>
<b>REPORT OF CABINET MEMBER:</b>	<b>DENISE TURNER STEWART, DEPUTY LEADER AND CABINET MEMBER FOR COMMUNITIES AND COMMUNITY SAFETY</b>
<b>LEAD OFFICER:</b>	<b>MARIE SNELLING, EXECUTIVE DIRECTOR FOR CUSTOMER AND COMMUNITIES</b>
<b>SUBJECT:</b>	<b>MODERNISING OUR LIBRARY ESTATE, LIBRARIES TRANSFORMATION - PHASE 1</b>
<b>ORGANISATION STRATEGY PRIORITY AREA:</b>	<b>GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT /ENABLING A GREENER FUTURE/ EMPOWERING COMMUNITIES</b>

<b>Purpose of the Report:</b>
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This report sets out the next stage of the modernisation of the Library Estate as part of the Library and Cultural Services Transformation programme. It seeks Cabinet's approval to release funding from the capital pipeline for investment to support the major transformation of four priority libraries within Phase 1 of the programme: Epsom, Redhill, Staines and Woking. This investment will be delivered alongside other building works in libraries so that all libraries can deliver the Libraries and Cultural Services strategy, providing vibrant, accessible community spaces welcoming to all. This also fully supports Surrey County Council's (the Council) ambitions for its towns and villages.

<b>Recommendations:</b>
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It is recommended that Cabinet:

1. Notes that the first phase of projects is presented as one single business case comprising four library property projects, with detailed information about each individual project provided via annexes, rather than individual detailed business cases per library.
2. Approves capital funding for:
  - The refurbishment of Epsom Library
  - The refurbishment of Redhill library
  - The refurbishment of Woking library
  - The relocation and refurbishment of the proposed new Staines Hub

The capital funding required for these projects is commercially sensitive at this time and is set out in the Part 2 report.

3. Approves procurement of an appropriate construction contractor partner for the delivery of all associated services and an appropriate library design partner for the

design and delivery of furniture, fittings, and equipment, in accordance with the Council's Procurement and Contract Standing Orders and the Public Contracts Regulation 2015.

4. Agrees that, regarding the procurement of supply chain partners, the Executive Director for Resources and the Director of Land and Property are authorised to award such contracts, up to +5% of the budgetary tolerance level.

#### Reason for Recommendations:

- The Library and Cultural services transformation programme has delivered significant benefits to residents since its strategy was approved in November 2019. This has included enhanced customer service, technology (PCs, Wi-Fi, and self-service) and improvements to some buildings leading to an increased range of events and activities. The next phase includes plans to develop modern libraries that are bright, inviting, flexible spaces. In doing so, it focuses on transforming the county's libraries to ensure they are all vibrant hubs, providing warm, friendly spaces where everyone is welcome. Developing modern libraries as community hubs supports the Council's commitment to Empowered and Thriving Communities and No-one Left Behind. It also closely aligns with and supports the Council's ambitions around towns and villages.
- This report seeks approval for capital funding at four priority locations: Epsom, Redhill, Staines and Woking under Phase 1 of the programme. These four libraries account for 23% of the visits with a population reach of circa 300,000 residents. Based on national evidence, we are projecting that investment in these sites will deliver a 25% increase in use at these libraries. It will also enable them to support a wider range of community and Council services by creating flexible, modern spaces with increased capacity for events and activities. This will facilitate cultural, social, economic, and learning outcomes, deliver agile working spaces for Surrey County Council staff, and reduce long term maintenance costs to the Council.
- Investment in these four schemes also aligns with Surrey's Greener Futures and Net Zero ambitions as it includes works to decarbonise and increase energy efficiency of the buildings.

#### Executive Summary:

##### Background

1. The [Library & Cultural Services Strategy](#) sets out the Council's commitment to retaining 52 libraries, within their existing localities. The ambition is to deliver modern and progressive libraries that are bright, welcoming, flexible spaces creating vibrant hubs for each local community.
2. All of Surrey's transformed libraries will provide excellent book collections and resources for learning, a social space for cultural activities and events, business support and a gateway to Council and community services all of which is to ensure that no one is left behind. Our modern libraries will deliver improved digital platforms, effective IT and Wi-Fi infrastructure, extended opening hours using Open Access technology, refreshments, and a vibrant and exciting activity programme delivered in partnership with our residents.
3. The Surrey Library Service offer will be enhanced through improvements to technology with the provision of digital screens, refreshment facilities including,

kitchenettes in meeting rooms and where space allows movable coffee carts adjacent to comfortable seating areas. This will draw even more residents into our libraries and will appeal to all by providing an accessible, inclusive, and welcoming service at the heart of our local communities.

4. With the development of the Towns and Villages ambition, the Council's vision for hubs and provision of flexible community spaces accessible to all, the libraries transformation is of vital importance. As the face of Surrey County Council in local communities, libraries are a critical part of the community infrastructure and investing in them means we can deliver dynamic spaces supporting the Council to ensure No One is Left Behind.
5. The [Libraries Transformation Update and the Next Phase, Modernising Our Library Estate](#) (agreed by Cabinet in November 2021), outlined how the transformation of the library estate would be achieved through a phased programme of works. This prioritised changes to libraries based on community need, condition of existing buildings and opportunities to deliver positive change with local partners. It followed a baseline review of the library estate which recognised that, while there are a small number of newer refurbished buildings, the library estate is a largely deteriorating portfolio of properties with a substantial maintenance backlog and performance shortfall due to their age and condition.

## Funding Strategy

6. In November 2021, Cabinet agreed capital funding from as part of the Medium-Term Financial Strategy (MTFS) for Phase 1 of transforming the library estate. Since the capital allocation was agreed work has been underway to determine the requirements for each library and a timeline to complete works. This included the development of business cases for priority projects alongside the completion of minor works including the introduction of flexible shelving to transform spaces in some smaller libraries for their local communities. A proportion of these works are already finished, and the transformation of 12 libraries has been completed.
7. Alongside the capital pipeline allocation, opportunities and plans in different locations will also seek funding from alternative sources to support the business case for individual schemes. In March 2023, The Surrey Library Service was awarded £75,000 from the [Arts Council's Library Improvement fund](#) to help deliver flexible shelving into eight more libraries. There will also be applications for Community Infrastructure Levy (CIL) funds in districts and boroughs where available for redevelopment or relocation is linked to economic growth opportunities and wider local place shaping infrastructure schemes.

## Business case for investment in Four Priority Libraries

8. This report and associated recommendations seek approval for the funding (made of three capital funding streams; Libraries, Greener Futures and 'Hubs') to proceed with the design and major transformation of the Phase 1 Library property schemes at four priority locations:
  - The refurbishment of Epsom Library
  - The refurbishment of Redhill Library
  - The refurbishment of Woking Library

- The relocation and fit out of the Staines Library to the former Decathlon Unit in the Elmsleigh Centre, Staines.

9. The detailed business case for these libraries is commercially sensitive at this time and is set out in the Part 2 report. The business case is based on costings from RIBA Stage 2 reports for each of the four libraries. In addition to the capital allocation outlined above, funding for Redhill Library is also supported by £500,000 of CIL funding successfully secured from Reigate & Banstead Borough Council.
10. The four libraries are in some of the largest towns in Surrey, in buildings within key town centre locations. With 664,857 visits per year between them, they account for 23% of all library visits and 34% of PC usage. The population reach of these four libraries is circa 300,000 people.
11. National evidence suggests that investment in enhanced library facilities leads to more library use with the positive impact of refurbishments generating a 25% increase in metrics such as visitors, book borrowing, and new library members. This in turn delivers improved quantifiable outcomes for residents as profiled into the business case whilst also increasing the use of Council assets.
12. To be able to deliver improved cultural, learning, social and economic outcomes successfully, libraries need to be flexible spaces which allow for more diverse and inclusive library programmes of events and activities to take place. These projects will provide multi-purpose spaces enabling use for an increased variety of purposes delivering flexible meeting rooms and events spaces which can be used by the Council, other organisations, and community groups. This will provide enhanced social value by bringing people together, giving them access to the services and support they need to improve their quality of life within their community.
13. These schemes are libraries where [Open Access technology](#)<sup>1</sup> will also be installed allowing for a more efficient and flexible use of Council buildings by extending opening hours. This in turn provides more opportunities for community use, as well as increased income through room hire.

### Scope of Works

14. The Council has produced a design guide which will be used for all library schemes and is based on the guiding principles of the Libraries and Cultural Services strategy; bringing new thinking to the design and use of spaces while futureproofing spaces to meet the long-term needs of the organisation and our communities. The design guide also considers the service requirements for a modern flexible space whilst ensuring the key components and requirements of a statutory library service are provided for.
15. The internal fit out of each library will be finalised through a process of co-design and engagement with residents and key community groups. Further engagement is planned with key users on specific sections of the design of each library e.g., children, parents and carers will be able to co-design the children's library space.
16. Where appropriate, these schemes have been designed to align with the Greener Futures programme and Surrey's Net Zero targets. These incorporate works that will

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<sup>1</sup> Installation of Open Access and its requisite funding was agreed by Cabinet in June 2022.

reduce carbon emissions and achieve increased energy efficiency through decarbonisation. This will lead to reduced running costs while minimising the disruptive impact of multiple programmes of improvement work. The benefits to undertaking the Greener Futures work is outlined further in paragraphs 47 - 52.

17. In addition, when measured against comparative neighbouring authorities (via the Chartered Institute of Public Finance and Accountancy (CIPFA), the Libraries Estate is expensive to run due to high operating costs and rents. Investment in these schemes presents an opportunity to undertake planned maintenance and where possible reduce long-term running costs. As some of the largest buildings within the property portfolio, installation and maintenance works will make the buildings more efficient and fit for the future. Investment in these schemes will also present opportunities to increase income by creating new and improved spaces for hire or longer-term income through co-location with tenants.

### **Overview of Proposed Changes for the Four Priority Libraries**

18. In Staines there is a planned relocation to a retail unit with the creation of a state-of-the-art flagship modern Library and community hub. The new hub will operate as a gateway to the town and a central point for information for support and advice. The hub looks to include integration with partners such as Citizens Advice, Voluntary Action, Spelthorne Museum, Youth Hub, and other lettable space. Work to integrate the museum into the layout of the library to create an enhanced resident experience is also planned. It will also feature refreshment facilities including, kitchenettes in meeting rooms and movable coffee cart, adjacent to comfortable seating areas.
19. Redhill Library will see the creation of a state-of-the-art flagship facility located in Redhill town centre, opposite Harlequin theatre. The investment will enable the library to meet significant local need for health advice and services in an accessible community setting, along with vital workspace and an integrated cultural offer planned jointly with other nearby organisations, creating a cultural and wellbeing centre for the town. This will be created through internal remodelling with public toilets, two flexible meeting rooms with kitchenette, refreshment facilities, including moveable coffee cart adjacent to comfortable seating areas, partitions/walls, space for partners, storage, new furniture and fully flexible library layout throughout with space for performances, exhibitions, and hosted Groups.
20. In Epsom, the investment will enable the library, located in the Ebbisham Centre, to respond to the significant local demand for a community hub, providing opportunities for all ages to meet, engage in social and cultural activity, and access information, advice, and support. This will be achieved through internal remodelling to create two flexible meeting rooms with kitchenette, comfortable seating areas, agile workspace, meeting pods, exhibition space, new furniture and fully flexible library layout throughout with space for performances, exhibitions, and hosted partners.
21. In Woking investment in the library located in the Peacocks Centre will maintain its status as one of our flagship locations. Investment will deliver a central hub for families and people of all ages to access community-based support, advice, and information, with a focus on health and employment, linked to business support and partnerships with local employers. This will be achieved through internal remodelling to create flexible meeting rooms with kitchenette, refreshment facilities, including

moveable coffee cart adjacent to comfortable seating area, agile workspace, meeting pods, exhibition space, new furniture and fully flexible library layout throughout with space for performances, exhibitions, and hosted partners.

## Options Considered

22. Refer to the Part 2 report for the full options appraisal for each site undertaken in line with the principles and categories outlined in the [November 21 cabinet paper](#).

Outline description
<p><b>OPTION A: Do nothing</b></p> <p><b>PROS:</b></p> <ul style="list-style-type: none"> <li>• No expenditure.</li> <li>• No disruption to library services whilst work is undertaken.</li> </ul> <p><b>CONS:</b></p> <ul style="list-style-type: none"> <li>• Unable to meet Library Service strategic aims.</li> <li>• Missed opportunities for joint service delivery, agile working, and colocation of services.</li> <li>• Without investment at this time, library buildings will deteriorate at a faster rate exposing the Council to additional capital costs, increased revenue costs through e.g., higher energy costs, disruption to service delivery and potential reputational damage. i.e., future proof sites.</li> <li>• Greener futures work would still be required at a later date, causing disruption to service delivery.</li> <li>• Unable to meet national Department for Culture, Media and Sport (DCMS) space standards guidance for statutory library service provision as a result of evolving populations, new developments and regeneration of local infrastructure impacting county-wide and local needs.</li> <li>• Does not consider residents comments received in the 2022 CIPFA survey made in relation to the accessibility, poor interior, and exterior condition of the buildings. Further details can be found in Annex 1.</li> </ul>
<p><b>Option B: Refurbishment of four libraries (Epsom, Redhill, and Woking) and relocation of Staines into multi-use building in Elmsleigh Centre.</b></p> <p><i>The full options appraisal for each location is commercially sensitive and is set out in the Part 2 report.</i></p> <p><b>PROS:</b></p> <ul style="list-style-type: none"> <li>• Meets Library Service strategic aims.</li> <li>• Enables opportunities for joint service delivery, agile working, and colocation of services to better meet the needs of residents.</li> <li>• Reduces long term maintenance costs.</li> <li>• Potential increased generation of income through creation of more hireable and co-located space.</li> <li>• Aligns more closely with national DCMS guidance and enables delivery of statutory provision.</li> <li>• Refurbishment retains existing library sites in three locations which are well-established and meets the needs of residents.</li> <li>• Meets Greener Futures Programme target on long leasehold buildings which will reduce maintenance costs.</li> <li>• Relocation of Staines Library to a newer building, in a better location, provides new opportunities for co-location with partners, and benefits to residents freeing up old site for local redevelopment plans.</li> <li>• Shows positive response to customer needs and comments, as highlighted in the 2022 CIPFA survey (Annex 1).</li> </ul>



**Outline description****CONS:**

- Borrowing cost repayments; borrowing costs will partly be offset by lettings income as detailed in Table 2.3 but still represent an additional revenue cost to the Council.
- Requirement for temporary relocation of libraries, the cost of which has been factored into the financial modelling.

**Option C: Relocation of all libraries****PROS:**

- Minimises disruption to library services whilst work is undertaken.

**CONS:**

- Lose benefit of peppercorn rents and existing long leaseholds, creating significant increase in revenue costs.
- Remaining duration of leases (ranging from 40 to 97 years) would be difficult and expense to extricate from.
- Scarcity of appropriate alternative properties in suitable locations would mean these schemes would take longer to deliver with maintenance on existing buildings still required in the interim period.
- Capital costs of new site fit outs likely to exceed refurbishment costs.
- Changes to staffing arrangements (e.g., travel) bring increased revenue costs through workplace relocation grants and challenge from unions.
- Relocation on this scale as part of the county wide library service would require further public consultation.

**The preferred option is Option B: Refurbishment of four libraries (Epsom, Redhill, and Woking) and relocation of Staines into a multi-use building in Elmsleigh Centre.**

23. Delivering Option B supports the library strategy, makes long-term maintenance improvements, and delivers the councils net carbon zero ambitions in these buildings whilst making most of the opportunity to partner with Spelthorne to develop a new community hub asset in Staines.

**Next Steps**

24. Other minor refurbishment works under the cabinet procurement threshold are planned for 2024 and 2025. Business cases for other larger projects will continue to come forward to future cabinet meetings as required either as part of the libraries transformation or as projects within the Council's wider hubs programme.

**Consultation:**

25. The Library and Cultural Services (L&CS) Programme has undertaken multiple consultations during the consultation process for the November 2021 report plus engagement specific to this report including with the public (Annex 1).
26. The County Council has been discussing with district and borough councils key local opportunities and the proposed way forward for a modernised library service. These discussions have explored opportunities to align library service provision with need, accessibility, and local ambitions to improve facilities and services appropriate to the local community. Officers will continue to engage with district and borough partners as the programme moves forward to ensure that opportunities continue to match up with wider opportunities in localities.

27. The Libraries Transformation programme reported to [The Children, Families, Lifelong Learning and Culture Select Committee](#) in March 2021 and Leader's Transformation Board on the programme's progress to date. In November 21 Cabinet received an update on the programme and its progress. This was within the paper that requested agreement to the approach to transforming the Library Properties, which was approved along with an allocation from the Capital Pipeline for Phase 1 of that plan. Cabinet have been kept regularly updated since that point. The programme also reports regularly via the corporate transformation and property routes, to the Members Transformation Assurance Board (MTAB) and Asset Strategy Board (ASB). These meetings have all helped to shape thinking and inform this paper.
28. This plan and its principles have been devised jointly between the Council's Libraries and Land and Property services.
29. As Phase 1 is brought forward, staff and organisational representatives have been consulted on individual schemes, as appropriate, and have input into designs and layouts at key stages during each project's development.
30. We have been engaging with districts and boroughs and talking to a range of local partners and services such as Registration and Adult Learning about future opportunities and making the best use of potential space in any new schemes.
31. A co-design methodology has been developed and is underway across libraries enabling residents to shape the offer. This methodology will be applied to resident engagement to gain input into the work as individual schemes progress.

#### **Risk Management and Implications:**

32. There are risks associated with the project and a project risk register has been compiled and is regularly updated. The significant risks associated with this project are set out below.
33. There is a risk that planning permission may be refused for one or more schemes. This will be mitigated by the design team taking into account any issues as part of pre-application discussions, engaging with the local community to listen to concerns and shape plans, and considering the proximity of neighbouring buildings in designing these schemes.
34. There is a risk that development costs might escalate. This will be mitigated through detailed cost estimates undertaken with a professional team to forecast the costs of each of the schemes. This appraisal includes, professional fees, surveys and investigations, fixed furniture and equipment, temporary/decant facilities, Council resource capitalisation costs and a total of 15% contingency for unforeseen issues (consisting of 5% each of project, design development and client held contingency); Consideration will also be given to building contract procurement methods which allow for early involvement of the building contractor and/or specialist suppliers. This will include input pre-construction where project cost, programme and design quality can be reviewed to provide a higher level of cost and programme predictability.
35. There is a possibility that by co-designing proposals for local provision or pursuing individual placed based opportunities, the overarching statutory duty to provide a comprehensive and efficient library services for the whole county may be reduced,



and any consultation process may not recognise the county-wide implications. To mitigate this, while the co-design and place shaping process will take place at a local level, the high-level cumulative impact will be assessed, and where appropriate, action taken to ensure any emerging proposals do not put at risk compliance with the Council's statutory duty.

#### **Financial and Value for Money Implications:**

36. In addition to the value and benefits described in the main body of the business case, the investment in these four assets will improve and increase the functionality of these buildings, allowing for increased and alternative use by both internal and external partners. This also supports the Council in achieving its 2030 vision and investing in local, community facilities with local social value benefits as outlined in Annex 2.
37. As some of the largest buildings within the Council's property portfolio, installation and maintenance works will make the buildings more efficient to run and fit for the future, reducing the cost of the library estate overall. The financial modelling is commercially sensitive and is set out in the Part 2 report. Where schemes provide enhanced social benefits as in the case of Staines, this option has been recommended.
38. Investment in these schemes will also present opportunities to increase income by creating new and improved rooms for hire generating revenue hire and co-location with tenants. Income generated from these meeting rooms will go against the libraries' income targets ensuring financial sustainability for the future. In addition, providing confidential meeting space from within Surrey County Council's existing portfolio enables use by other Council departments such as, Family Outreach, Children's protection, Targeted Youth Support/Youth Justice Support and Domestic Abuse Support Counselling and Check Ins. Therefore, limiting hire of external venues at cost to the Council whilst benefitting from the services unique selling point of being neutral, trusted spaces in the heart of communities.
39. Alignment with the Greener Futures programme and Surrey's Net Zero targets allows for both increased energy efficiency through decarbonisation works, leading to reduced running costs and minimises the disruptive impact of multiple programmes of improvement work.
40. The total cost of the schemes is set out in the Part 2 report. The majority of the expenditure is funded by borrowing, as assumed in the current MTFs. The annual cost of borrowing is partly offset by additional income and facilities management savings. The Greener Futures costs are expected to be repaid through energy savings, although the payback period will be influenced by a number of factors including the size and cost of the array, and future energy values.

#### **Section 151 Officer Commentary:**

41. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a

continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

42. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
43. The recommendation to transfer from capital pipeline to budget is provided for in the current MTFS. The cost of installing solar panels, insulation and heating systems at these sites was not fully reflected in the original Greener Futures capital pipeline, which will now need to be reviewed to include these costs. The residual borrowing costs are factored into the MTFS. As such, the Section 151 Officer supports the recommendations of this report.

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#### **Legal Implications – Monitoring Officer:**

44. Each existing library has now been assigned to one of three phases and will be subject to a detailed review to enable the production of a detailed business case for its future. Any proposals for change which constitute a significant departure from the way in which the existing library service is delivered will need to be the subject of equality impact assessments and public consultation after which the proposals will be returned to Cabinet for final decisions to be taken.
45. The Public Libraries and Museum Act 1964 requires the Council “to provide a comprehensive and efficient library service for all persons” who want to make use of it. The Cabinet will need to be assured that what is proposed will enable the Council to continue to do that.
46. The Council has extensive powers under legislation to enable the proposals to refurbish and relocate library sites. Section 2(1) of the Local Authorities (Land) Act 1963 provides that a local authority may, for the benefit or improvement of its area, erect, extend, alter or re-erect any building and construct or carry out works on land. In undertaking such works, the Council should ensure that legal advice is sought at the appropriate stages to ensure that any required legal obligations are met.
47. At this stage there is no legal implications concerning the procurement of a contractor to undertake the works, however any intended contractual arrangements will be subjected to the Public Contract Regulations 2015, and/ or any other applicable legislation at the time of procurement. Legal will provide the necessary support at the point of procurement to ensure compliance.
48. Cabinet is under fiduciary duties to residents in relation to spending of public monies. Accordingly, Cabinet Members will want to satisfy themselves that the proposals represent an appropriate use of the Council’s resources.

#### **Equalities and Diversity:**

49. An EIA has been undertaken for the Libraries and Cultural Services Programme and this has been signed off by the Portfolio holder. This is published here: [Libraries and](#)

**Other Implications:**

50. The potential implications for the following Council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

**Area assessed:**

**COMPLIANCE AGAINST NET-ZERO EMISSIONS TARGET AND FUTURE CLIMATE COMPATIBILITY/RESILIENCE**

51. Emissions from Surrey County Council’s corporate estate contribute 10,302 tonnes of carbon equivalent which is 55% of the baseline emissions to be reduced to NetZero by 2030. Libraries contribute 12% of the baseline emissions if not addressed by 2030 and will cost the Council about £122,000 to offset, hence measures to refurbish the larger libraries are urgently needed to support the 2030 NetZero emissions reduction ambition.

Site	Current emissions from fuel use (tCO2e)	% of total estate emissions	Annual carbon cost from 2030
Libraries emissions	1,286	12%	£122,170

52. In undertaking the proposed refurbishments, the Council has sought to maximise the potential of reducing energy consumption and carbon emissions at each site in line with Council’s net zero by 2030 delivery plan. Carbon reduction measures have been evaluated on a case-by-case basis to provide best value now, and to enable any further decarbonisation works to be done with minimal disruption to the library service. Overheating has also been evaluated at each site to understand and mitigate the effect of future higher summer temperatures.

53. Epsom Library will include upgrades to the building insulation, lighting, ventilation, and heating distribution systems. The boilers at Epsom are new, so will not be replaced by heat pumps in this project. Heat pumps will be installed at a later date, with minimal disruption to the library, as the preparatory works will have been done. Staines library already has low carbon electric heating but will have improved thermal insulation to further save energy and carbon emissions. Redhill Library will have upgrades to the building insulation lighting and ventilation. The current heating will be replaced with a low carbon VRF (Variable Refrigerant Flow) system which will provide heating and cooling. All three sites will have solar PVs installed to as much of the roof area as practical to generate electricity and offset the running costs.

54. At Woking library, the interventions are to a limited area only and the main library is not undertaking significant building works. Decarbonisation works are therefore not proposed in this project as they would be out of proportion with the scale of the project.

55. The potential energy savings and carbon savings from implementing the carbon reduction measures funded by Greener Futures have been evaluated as below.

Library	Total fuel annual saving kWh	Total fuel cost saving		Total carbon emissions annual saving tCO <sub>2</sub> e
		Annual saving	20-year saving	
Epsom	164,859	£35,303	£706,000	25
Staines	67,810	£22,423	£448,460	9
Redhill	72,779	£11,254	£225,080	13

56. The total annual carbon emission saving is estimated to be £47tCO<sub>2</sub>e. This is equivalent to an annual saving of £4,400 in carbon offset cost.

### What Happens Next:

57. The next steps are:

- a. Designs on the four priority libraries will be completed and co-designed with partners and residents.
- b. Work will continue to prepare and undertake procurement to complete the works at the four priority libraries.
- c. Construction and fit out at the four priority libraries will take place.
- d. Minor works and improvements to libraries will continue to take place.
- e. Decisions and timelines will be communicated to residents and stakeholders.

**Report Author:** Marie Snelling, Executive Director Customer and Communities, 07971 664631

### Consulted:

Council Cabinet members and portfolio holders

Children, Families, Lifelong Learning and Culture Select Committee members

Corporate Leadership Team

Surrey County Council Finance, Legal, and Land and Property teams.

### Annexes

Annex 1: Benefits and Outcomes (including comments received by customers in 2022 CIPFA survey)

Part 2 report

### Sources/background papers:

[Libraries transformation update and the next phase, modernising our library estate](#) Cabinet report November 2021

[Increasing access to Library buildings](#) Cabinet Report June 2022

[The Children, Families, Lifelong Learning and Culture Select Committee](#) update on Libraries Transformation report. March 2021

[The Children, Families, Lifelong Learning and Culture Select Committee](#) update on Cultural Services

[LIBRARIES AND CULTURAL SERVICES: OUR NEXT PHASE, Cabinet Report 2019](#)

[Libraries and Cultural Services Strategy 2020-2025. November 2019.](#)

[Strategic planning of library services: longer-term, evidence-based sustainable planning toolkit - GOV.UK \(www.gov.uk\)](#)

[Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021 - GOV.UK \(www.gov.uk\)](#)

[Shining a light The future of public libraries across the UK and Ireland](#)

[Surrey County Council Asset and Place strategy 2019-2030](#)

[Surrey Covid-19 Community Impact Assessment](#)

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