



# Holmewood Library Information Pack

For groups and organisations interested in  
running a community managed library in  
Derbyshire.

## **Table of Contents**

Introduction	<b>1</b>
Current Location of Holmewood Library	<b>2</b>
Holmewood Library Floorplan	<b>3</b>
Current Building Information	<b>4</b>
Alternative Premises	<b>4</b>
Equipment and Furniture	<b>5</b>
Current Library Operating Information	<b>7</b>
Use of Holmewood Library	<b>8</b>
Running Costs of Holmewood Library	<b>9</b>
Income at Holmewood Library	<b>9</b>
Grants for Holmewood Library	<b>10</b>
Information for Anyone Wishing to Submit an Application to Manage Holmewood Library	<b>10</b>
Appendix 1: Holmewood Library Building Condition report	

## Introduction

This *Library Information Pack* provides details about Holmewood library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

This pack should be read alongside the *Community Managed Libraries Information Pack* which has more details on what Derbyshire County Council are offering; and what a CML would be expected to provide, as well the *Expression of Interest Pack*.

All relevant documents are available on our dedicated webpages [www.derbyshire.gov.uk/librariesforderbyshire](http://www.derbyshire.gov.uk/librariesforderbyshire)

You can print this pack at your local library free of charge or you can request a printed copy to be sent to you, or if you require the documents in another format, by contacting us at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) or telephone on 01629 536166.

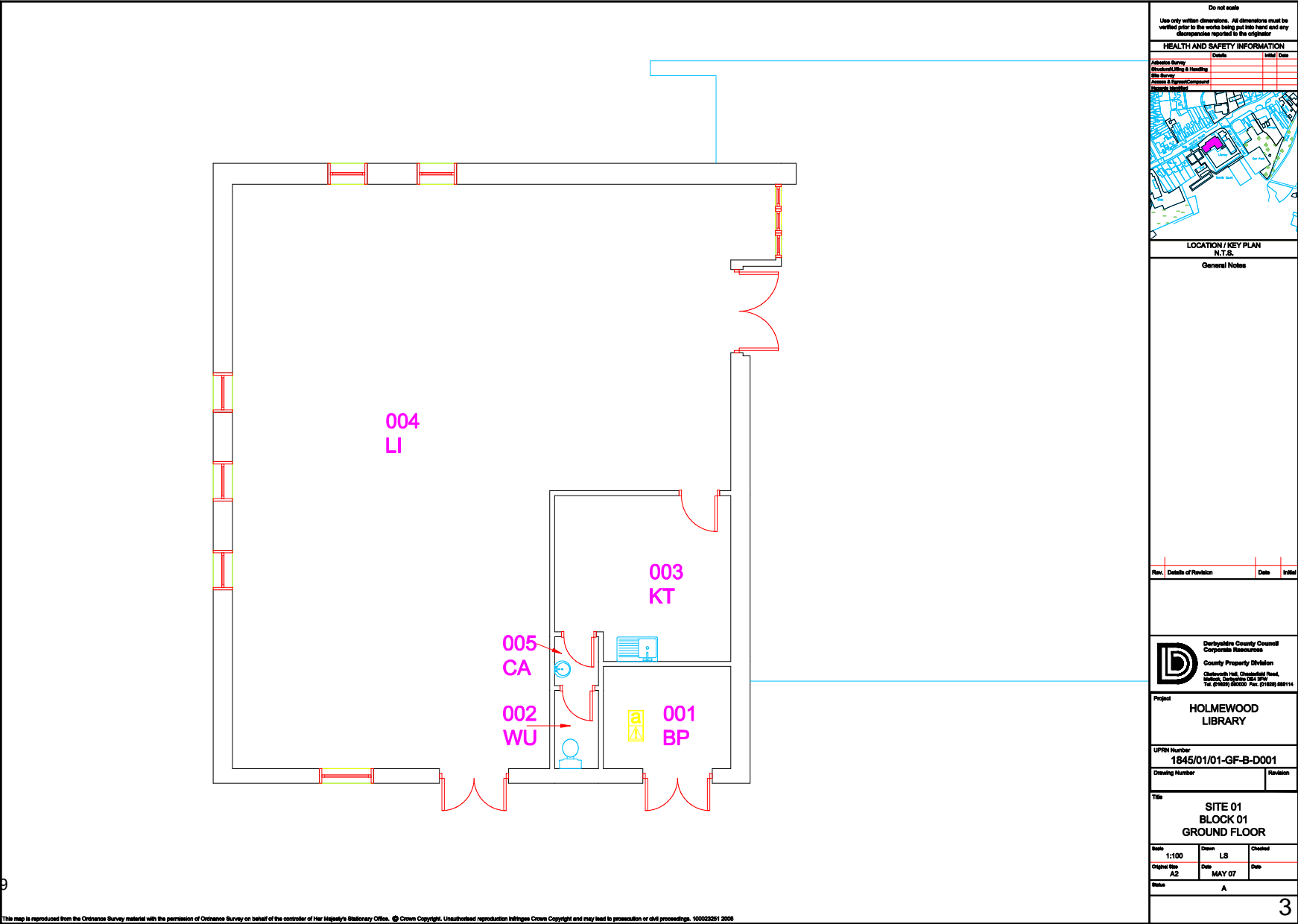
## Current Location of Holmewood Library



© Derbyshire Mapping Portal

Holmewood Library  
Heath Road  
Holmewood  
Derbyshire  
S42 5RB

Holmewood Library Floorplan



February 2019

## Current Building Information

Holmewood library is all on one level, and is fully accessible. It has ramped access at the front of the building with automatic opening door. The library is in a shared building. There is a shared entrance lobby and the library is on the right. It is an open space with a dedicated junior area and a computer area. The main counter is situated close to the entrance with a small staff area off this including a kitchen sink and a staff toilet.

- Holmewood library comprises 121m<sup>2</sup> of a shared single storey brick built property with a flat roof.
- Holmewood library is not a listed building nor is it situated in a Conservation area.
- Any proposals to change the use of the library or alter the building may require planning approval and/or building regulation approval. Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
- Derbyshire County Council owns this building, and would lease it to an organisation for a peppercorn rent.
- There are three staff parking spaces for the shared building to the rear of the library as part of a large public car park. There is one accessible parking space.
- In terms of accessibility, the building has:
  - A flat walkway from the car park at the rear of the building to the entrance at the front.
  - A ramp leading into a level- access building
  - Automatic doors
  - A hearing loop at the counter
- This building does not require a Display Energy Certificate as it is less than 250m<sup>2</sup>
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to an organisation.
- See also the full building condition report attached as **Appendix 1**

## Alternative Premises

If you are interested in running Holmewood library from different premises, this may be possible. Please talk to library officers at the open day or contact us at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) for a discussion.

## Equipment and furniture

Derbyshire County Council will transfer equipment and furniture in the library on the day of handover to the CML as follows:

- Fixtures and fittings will become the property of the CML for the duration of the agreement. The CML will take on the responsibility for their maintenance and repair or replacement and disposal.
- Furniture will also become the property of the CML for the duration of the agreement. The CML will take on the responsibility for its maintenance and repair or replacement and disposal. As at December 2018 this comprises:
  - 1 fixed library counter
  - 12 bays of wall mounted shelving with book stops
  - 25 bays of fixed shelving (various sizes) with book stops
  - 3 paperback 'spinners'
  - 3 wooden display units (various sizes)
  - 1 two-sided metal display unit
  - 1 wooden 'kinder box'
  - 1 wooden shelving trolley
  - 23 chairs (various styles)
  - 3 tables (various sizes/styles)
  - 1 folding table
  - 1 children's table with 4 children's chairs
  - 4 children's pouffes
  - 1 red box
- ICT equipment connected to the Derbyshire County Council network will be provided to the CML on handover. As at December 2018 this comprises:
  - 2 computers for volunteer use with accessories and software to enable volunteers to use the Library Management System.
  - 6 public access computers with accessories and desks
  - 1 printer
  - 1 flatbed scanner
  - A people counter
  - 1 VOIP telephone<sup>1</sup>
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their maintenance and repair or replacement and disposal. As at December 2018 this comprises:
  - 1 analogue telephone and phone line
  - 1 fridge

---

<sup>1</sup> VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

- 1 microwave
  - 1 small oven
  - 1 till
  - 1 small safe
  - 1 kick stool
  - 1 seven rung stepladder
  - 1 floor standing fan
  - 1 convector heater
  - 1 set of display boards
  - 1 paper trimmer
  - 1 laminator
  - 1 shredder
  - 1 radio/CD player
  - 3 wall mounted canvasses depicting local historical scenes
  - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
- There is a defibrillator mounted on the outside wall of the library, which is owned by Derbyshire County Council. The CML will be required to check that this is working once a month.
  - Derbyshire County Council branded stationery items and forms which will be needed to run the library, such as date labels, will be provided to the CML.
  - Generic publicity material for countywide services will also be provided subject to capacity, but the CML will be expected to create and provide their own library specific promotional materials.
  - Cleaning equipment and materials on site will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
  - A supply of winter maintenance materials is shared between all occupants of the building, and continued shared use will need to be negotiated for the CML.



## Current Library Operating Information

### Current opening hours

<b>Monday</b>	14.00 – 17.00		
<b>Thursday</b>	10.00 – 13.00	and	14.00 – 19.00
<b>Friday</b>	10.00 – 13.00		
<b>Saturday</b>	9.30 – 13.00		
<b>Total 17.5 hours per week</b>			

This library must continue to open for 17.5 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm and 3 hours at weekends.

### Current staffing

There are currently 0.79 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Holmewood library is transferred to community management.

### Current volunteers

There are currently no volunteers at Holmewood library

### Current materials (as at December 2018)

Holmewood library currently houses approximately 5,700 items. Books and audiobooks in stock or on loan will remain the property of Derbyshire County Council, but they will be retained in the CML for use by their users.

After Holmewood library is transferred to community management, Derbyshire County Council will continue to provide some new stock. Stock circulation between branches on a regular basis will ensure that it continues to work well and remain fresh in all libraries.

Holmewood library currently offers a local newspaper. If a CML wishes to provide newspapers after the library is transferred, they will be responsible for supplying and paying for these.

### Regular library activities

- Storytime for under 5s
  - Thursdays
  - Weekly
- Book Group
  - Thursdays
  - Monthly
- IT help sessions
  - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Holmewood Library is transferred to community management. Training will be offered if volunteers wish to continue with any of these activities.

### **Security and alarms**

There are 3 fire extinguishers. The building has a fire alarm system, and an intruder alarm covered by First County monitoring. Out of hours activations are currently attended by nominated key holders. The CML will be responsible for making its own arrangements to deal with out of hours activations.

There is a fixed panic alarm on the library counter. Details will be discussed with the organisation prior to handover.

### **Cleaning**

Currently the library is cleaned for 3 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Holmewood library.

### **Insurance**

Derbyshire County Council currently pays all the insurance necessary to run Holmewood library. Arrangements for insurance after handover can be found in the *Community Managed Libraries Information Pack*.

## **Use of Holmewood Library**

According to figures from 2015, the draft catchment area of Holmewood library (determined using the postcodes of active borrowers) has a population of 4,108 Derbyshire residents, which is 0.5% of Derbyshire's estimated population. 19.8% of this population are aged 0-17, and 25.2% are aged over 60. The area has an Indices of Multiple Deprivation score of 2 (with 1 being the most deprived and 10 being the least deprived).

At Holmewood library in 2016-2017 there were:

- 8,189 visits
- 12,027 issues
- 769 Computer reservations

There were 700 active members of Holmewood library in March 2017, which represents approximately 17% of the estimated Derbyshire residents living in the catchment area of Holmewood Library.

There are currently no external groups who use Holmewood library on a regular basis.

## Running Costs at Holmewood Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£254
Gas	£635
Electricity	£696
National Non-Domestic Rates*	£3,146
Cleaning/Caretaking	£177
ICT Costs**	£2,609
<b>Total</b>	<b>£7,518</b>

**\*A note on National Non-Domestic Rates**

For more information on rates in North East Derbyshire, see <http://www.ne-derbyshire.gov.uk/index.php/business/business-rates>. The CML will take on the responsibility for rates. Depending on the nature of the organisation taking over, it may be possible to apply for Business Rate Relief, reducing the amount payable. This would need to be discussed with the relevant District Council.

**\*\*A note on ICT costs**

ICT costs include PC support & replacement, lease of printers, replacement toner and TV licence.

## Income at Holmewood Library

(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£161
Request charges	£180
Printing/ photocopying charges	£79
Audiobook Hire	£48
Room Hire	£0
Book Sales	£143
Other general charges	£16
<b>Total</b>	<b>£627</b>

### Service standards for income

There are legal requirements outlined in the *Public Libraries and Museums Act* (1964) which require local authority libraries to “lend books and other printed material free of charge for those who live, work or study in the area”. This is reiterated in *The Library Charges (England and Wales) Regulations* (1991). This means that CMLs, as part of our statutory libraries network in Derbyshire, cannot charge people to be a member of the library or borrow books.

Derbyshire County Council do not charge library users for access to our public computers or Wi-Fi, and CMLs would have to commit to this policy.

CMLs must adhere to Derbyshire County Council's Libraries Charging Scale, including any future changes.

For full information, see the *Community Managed Libraries Information Pack*.

### **Grants for Holmewood Library**

Derbyshire County Council will provide the organisation managing Holmewood library with grants or equivalent services up to a total of:

<b>Year 1</b>	<b>£8,300</b>
<b>Year 2</b>	<b>£6,100</b>
<b>Year 3</b>	<b>£4,600</b>
<b>Year 4</b>	<b>£3,100</b>
<b>Year 5</b>	<b>£2,300</b>

Equivalent services might mean that, for example, an organisation would prefer Derbyshire County Council to continue paying utility bills on their behalf rather than receive the equivalent amount of grant for a the first year or two. This will be negotiated on a case by case basis.

### **Information for Anyone Wishing to Submit an Application to Manage Holmewood Library**

#### **Obtaining further information or support**

It is suggested that you take time to consider all of the information available on the dedicated webpages [www.derbyshire.gov.uk/librariesforderbyshire](http://www.derbyshire.gov.uk/librariesforderbyshire), which will be kept up to date, and will be used to share important information and dates. Please read the *Community Managed Libraries Information Pack* carefully.

If you would like to get in touch with someone at Derbyshire Libraries with questions or queries about CMLs, email is recommended on [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk). Alternatively, you can telephone our call back number on 01629 536166. Staff who answer this number will not be able to answer any questions, but can take your details and arrange for someone to call you back.

An open day has been arranged at each of the 20 libraries proposed to move to community management. At the open days, there will be council staff available to answer any questions you may have and show you around. The open day at Holmewood library will be on 2<sup>nd</sup> April 2019.

You are welcome to visit the library during opening hours to have a look at the public areas and to get a feel of the library. However, please be sensitive to the library staff and be aware that they will not be able to answer questions about this process, or show you around. If you cannot make the open day and you would like to ask any questions or have a look around the whole building, you can contact us at the email or phone number above.

### **Applying to run Holmewood library**

If you are interested in applying to run Holmewood Library, please complete the form in the *Expression of Interest Pack* which contains the EOI form alongside guidance on the completion and scoring of the form. Successful organisations will be invited to submit a *Business Case*.

The EOI form also gives organisations an opportunity to identify any support they would need, for example with becoming a constituted group or advice around writing a business case. This will enable Derbyshire County Council to signpost your organisation to relevant support or information where possible.

<b>Key Dates for Holmewood Library</b>	
Open Day	2 April 2019
Expressions of Interest submission deadline	30 April 2019

Thank you very much for your interest.

## Condition Survey Report

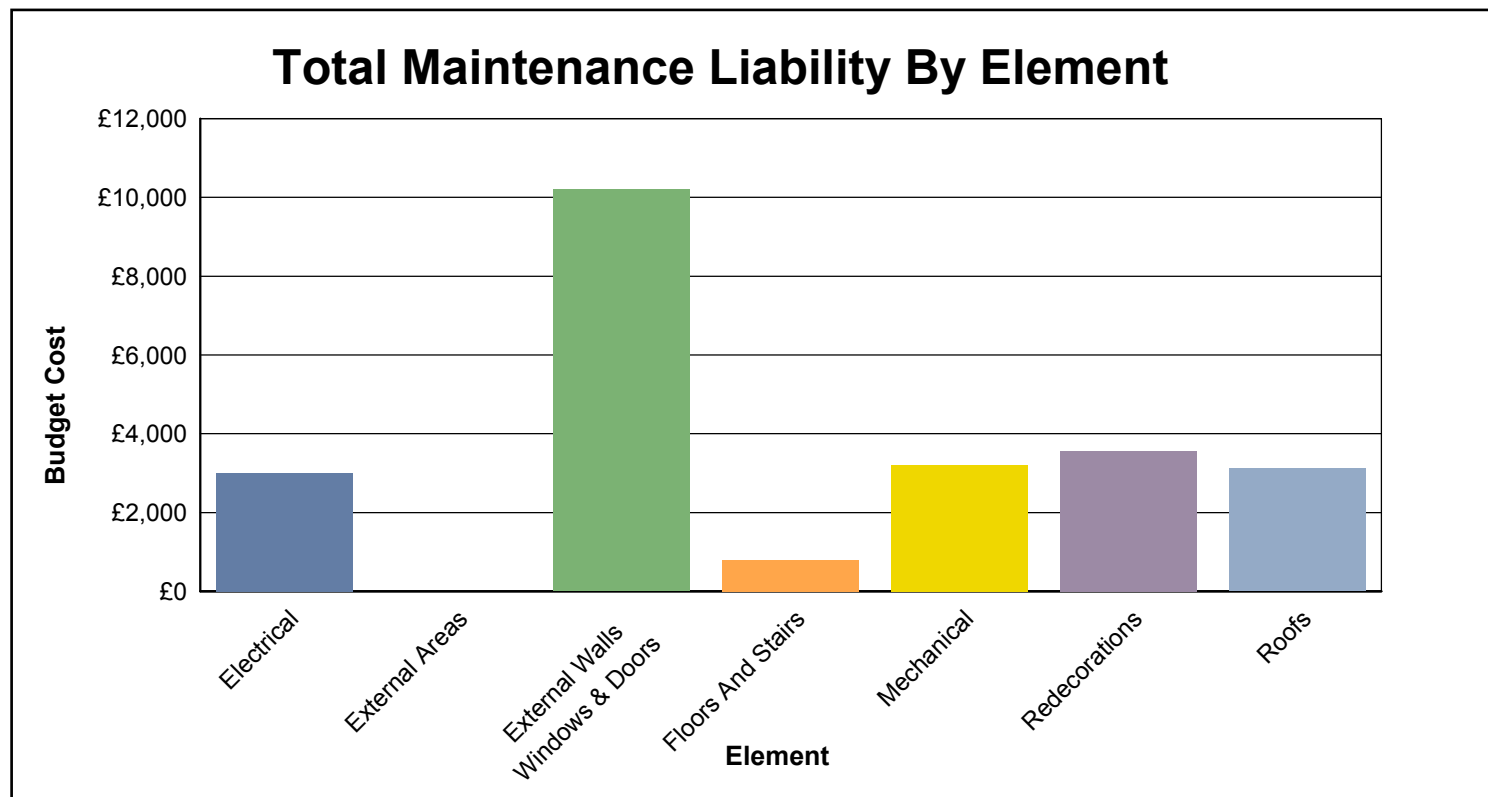
**1845-01**

### Holmewood Library

Building Survey Date: 31-May-2018

Mechanical Survey Date: 03-April-2018

Electrical Survey Date: 06-July-2017



## Condition Survey General Guidance Notes

### 1) Scope of Survey

- a) The condition surveys have comprised of a visual assessment of the condition of all exposed and accessible building, electrical and heating elements within each building, and all external works (excluding soft landscaped areas), to identify significant defects and items of disrepair.

### 2) Unique Property Reference Number (UPRN)

- a) Every establishment, site, building, and room has been allocated a UPRN, in the following format:

1234-01-01-001

- b) The first four digits are the establishment reference, the fifth and sixth digits are the site, the seventh and eighth are the building or block, and the last three are the room number, the first of which indicates the floor level.

- c) Within the survey data floor levels are referenced in the following way:

- 1 Basement or lower ground floor level
- 0 Ground floor, or the level where the main entrance is located
- 1 First floor
- 2 Second floor

Note: Mezzanine levels are indicated with a '+' for example +1

### 3) Site Plan

- a) The site plan shows the land and buildings **occupied**, this is not necessarily the same as the legal ownership.

### 4) Priorities

- a) All building elements surveyed have generally been given three ratings:
  - i) Type
  - ii) Priority
  - iii) Condition
- b) There are three exceptions to the above, where only a single priority rating is entered:
  - i) Recommendations (Rating R)
  - ii) Further investigations (Rating I)
  - iii) Energy improvements (Rating Q)
- c) Examples and further details of the priorities can be found in Appendix A.

**5) Element Breakdown**

a) All building elements are categorised into three main groups:

- i) Element – e.g. Roofing
- ii) Sub Element – e.g. Flat roofs
- iii) Attribute – e.g. Felt

**6) Year**

- a) This is the year a defect is identified, priority altered, or cost adjusted.
- b) A year entry of 51 identifies that the item is in a satisfactory condition and will not require any maintenance or replacement within the survey period.

**7) Costs**

- a) Costs are budget prices at the time of the survey and include for preliminaries and contingencies.



## Appendix A

### Summary Table of Condition Ratings

Rating 1 (Type)		Rating 2 (Priority)		Rating 3 (Condition)	
<b>E</b>	<b>Environment Improvement</b>	<b>1</b>	Urgent work to prevent closure of premises Or Serious risk	<b>A</b>	Good Condition Performing as intended and operating efficiently
<b>F</b>	<b>Fire Precaution</b>				
<b>G</b>	<b>Consequential Damage Risk</b>				
<b>H</b>	<b>Health &amp; Safety or Hygiene Issue</b>	<b>2</b>	Essential work required within 2 years	<b>B</b>	Satisfactory Condition Performing as intended but minor repairs required
<b>I</b>	<b>Investigation</b>				
<b>L</b>	<b>Loss of Service</b>	<b>3</b>	Desirable work required within 3 –5 years	<b>C</b>	Poor Condition Exhibits major defects
<b>R</b>	<b>Recommendation</b>				
<b>S</b>	<b>Security</b>	<b>4</b>	Long term work outside the 5-year period	<b>D</b>	Life Expired Serious risk or imminent failure
<b>Q</b>	<b>Energy Improvement</b>				

## Appendix A

### 1) Type Rating

- a) **E** - Environment Improvement
  - i) Example - internal decoration
- b) **F** - Fire Precautions
  - i) Example - repairs to fire doors
- c) **G** - Consequential Damage Risk
  - i) Example - failing roof coverings
- d) **H** - Health & Safety and / or Health & Hygiene
  - i) Example - poor decorations in a kitchen
- e) **I** - Further Investigation Recommended
  - i) Example - cracking to brickwork
- f) **L** - Loss of Service
  - i) Example - possible boiler failure
- g) **R** - Recommendation
  - i) Example - upgrading and improvements beyond maintenance
- h) **S** - Security Implication
  - i) Example - boundary fencing
- i) **Q** - Energy Improvement
  - i) Example - installation of double glazing

## 2) Priority Rating

### a) Priority 1 (Urgent work) - Examples

- i) Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- ii) Ground problems, such as wells, major ground faults, and mine shafts. Condemned temporary premises already out of use or likely to be soon out of use.
- iii) Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- iv) Presence of friable asbestos.

### b) Priority 2 (Essential work) - Examples

- i) Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
- ii) Urgent problems with mechanical and electrical services, e.g.: lead drinking water pipe-work, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less).
- iii) Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

### c) Priority 3 (Desirable work) - Examples

- i) Defective mechanical and electrical services, e.g.: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- ii) Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

## 3) Condition rating

- i) **A** - Good. Performing as intended and operating efficiently
- ii) **B** - Satisfactory. Performing as intended but exhibiting minor deterioration
- iii) **C** - Poor. Exhibiting major defects and/or not operating as intended
- iv) **D** - Life Expired and/or serious risk of imminent failure

#### 4) Rating Combinations

- a) An element with a Condition D rating will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples.

Element	Condition	Priority	Comment
External walls, windows and doors	D	4	External cladding of mobile building badly decayed and beyond economic repair. The building however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal walls, windows and doors	B	1	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority
Electrical services	A	1	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

**1845-01 Holmewood Library**

Building Survey Date: 31-May-2018 Mechanical Survey Date: 03-April-2018 Electrical Survey Date: 06-July-2017

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			Electrical	Lighting	External Lighting					6m posts with LED lamp in cone fittings, one fitting missing at time of visit. Posts/fittings suffer damage and vandalism. Controlled through time clock and photocell
			External Areas	Paths & Pedestian Paved Areas	Paths & Pedestian Paved Areas Project	E 3 B	2017	1.00	£1	Building only - All land allocated to Day Centre next door
			Mechanical	External Services	External Water Services					Meter in pavement...
			Mechanical	Gas Distribution	Gas Valves and Pipework					Red iso by Exit, pwk painted yellow
			Mechanical	Heating Controls	Panel and Sensors					Satchwell frost stat in LI
<b>Total Condition Liability for Block = £1</b>										
01			Electrical	Control Gear	Distribution Boards					Incoming supply is shared feed with the Day Centre 3 phase service head BS 1361 IIb 100A PME earthing system. Only one phase (metered) used for library 16mm tails into isolator located in Day Centre. DB is located in staff room being Merlin Gerin Isobar 4 single phase 23 way with socket circuits being RCBO protected.
01			Electrical	Fire System	Alarm Panel					Clymac ZP3 panel installed in entrance lobby shared system with the day centre. Addressable system incorporating automatic detection and manual call points
01			Electrical	Fire System	Emergency Lights	H 2 D	2017	0.00	£1,000	All public areas covered with emergency lighting with combined fittings and exit routes having stand alone illuminated exit signs, local test key switches installed. Staff area not having emergency lighting and it is the location of DB
01			Electrical	Lighting	External Lighting	H 2 D	2017	0.00	£2,000	2D bulkhead installed to the perimeter of the library switched via time clock and photocell, no emergency coverage on exit routes
01			Electrical	Wiring	Lighting					PL lamp recessed modular fittings through building with 2D bulkhead fittings in WC
01			Electrical	Wiring	Power					Satisfactory condition being RCBO protected
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	E 3 B	2018	1.00	£4,600	Renew timber louvered doors to boiler room in PPC alloy to match windows.
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	E 3 B	2018	7.00	£5,600	Single glazed PPC alloy windows. Upgrade to D/G
01			Floors And Stairs	Floor Screed & Finish	Quarry Tile Flooring	E 3 B	2018	3.00	£795	Upgrade quarry tiles to non slip sheet vinyl flooring to toilet.
01			Mechanical	Gas Distribution	Gas Valves and Pipework					G4 Gas Meter In Steel Box 3/4inch Inlet With ISO Valve, 22mmCu Outlet Bonded Passes Through Wall Into Building .
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					LST radiators and fan heaters throughout.
01			Redecorations	External	External Project	G 2 C	2018	12.00	£228	Paint timber fascia boards

**1845-01 Holmewood Library**

Building Survey Date: 31-May-2018 Mechanical Survey Date: 03-April-2018 Electrical Survey Date: 06-July-2017

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Redecorations	External	External Project	G 2 C	2018	5.00	£140	Rub down and repaint louvered timber boiler room doors and fan light above
01			Redecorations	Internal	Internal Project	E 3 B	2018	123.00	£3,198	Redecorate to all areas
01			Roofs	Pitched Coverings & Insulation	Pitched Coverings & Insulation Project	G 2 C	2018	30.00	£3,120	Concrete tiled pitched roof. In fair condition but suffers from kids on the roof. Costs allowed for 30no cracked tiles to be renewed. Cost inc scaffolding access.
01			Roofs	Roof Void	Roof Void Project	E 3 B	2018	1.00	£1	Unable to inspect roof void. No access through suspended ceiling
01	0	001	Mechanical	Heating Controls	Panel and Sensors					,1X RTE 955 OPTIMISER/COMPENSATOR,Coster Flow Sensor.
01	0	001	Mechanical	Heating Distribution	Heating Pumps					1X Grundfos UPS 25-55 Single Pump,Valved.
01	0	001	Mechanical	Heating Plant	Boiler	L 1 D	2018	0.00	£2,500	Glowworm 24 HXI heat only. Change for combi boiler and remove flat back water heater.
01	0	001	Mechanical	Heating Plant	Fill System					15mmcu MCW With Pressue Reducing Valve,2X Teddington Press Switches ,22mmCu To System 22mmCu To Boss Expansion Vessel
01	0	001	Mechanical	Hot Water	Hot Water Generator					1X Ferroli FB Water Heater Asset No.2350
01	0	001	Mechanical	Hot Water	Hot Water Generator	L 1 D	2018	0.00	£700	Remove with boiler replacement.
01	0	001	Mechanical	Ventilation	Mechanical Ventilation					2X Timber Fully Metal Louvred Doors.
01	0	003	Mechanical	Ventilation	Mechanical Ventilation					Ceiling Mounted Extract No Access

**Total Condition Liability for Block 01 = £23,882****Total Condition Liability for Site 1845-01 = £23,883**