



# Melbourne Library Information Pack

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

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## Introduction

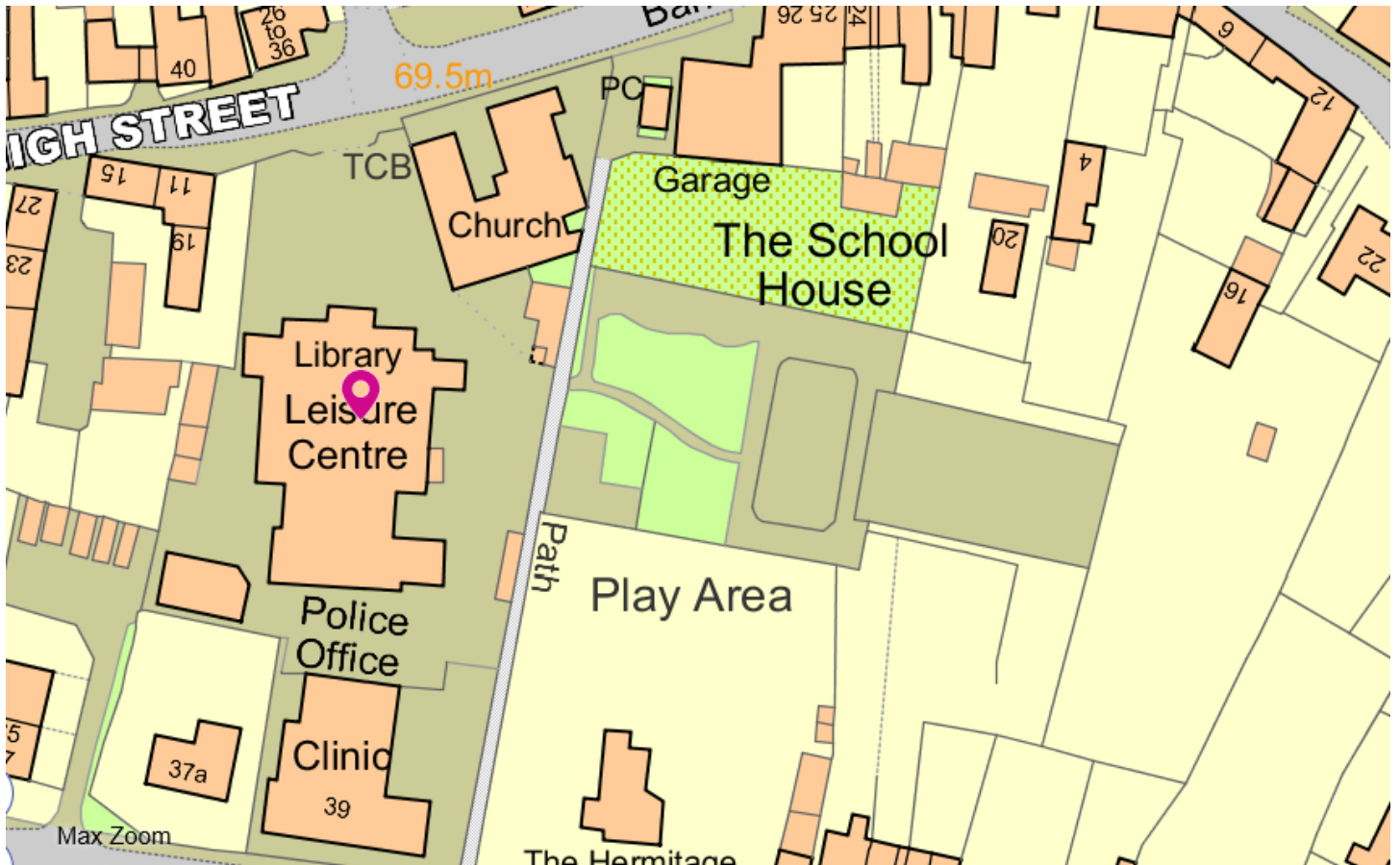
This *Library Information Pack* provides details about Melbourne library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

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.

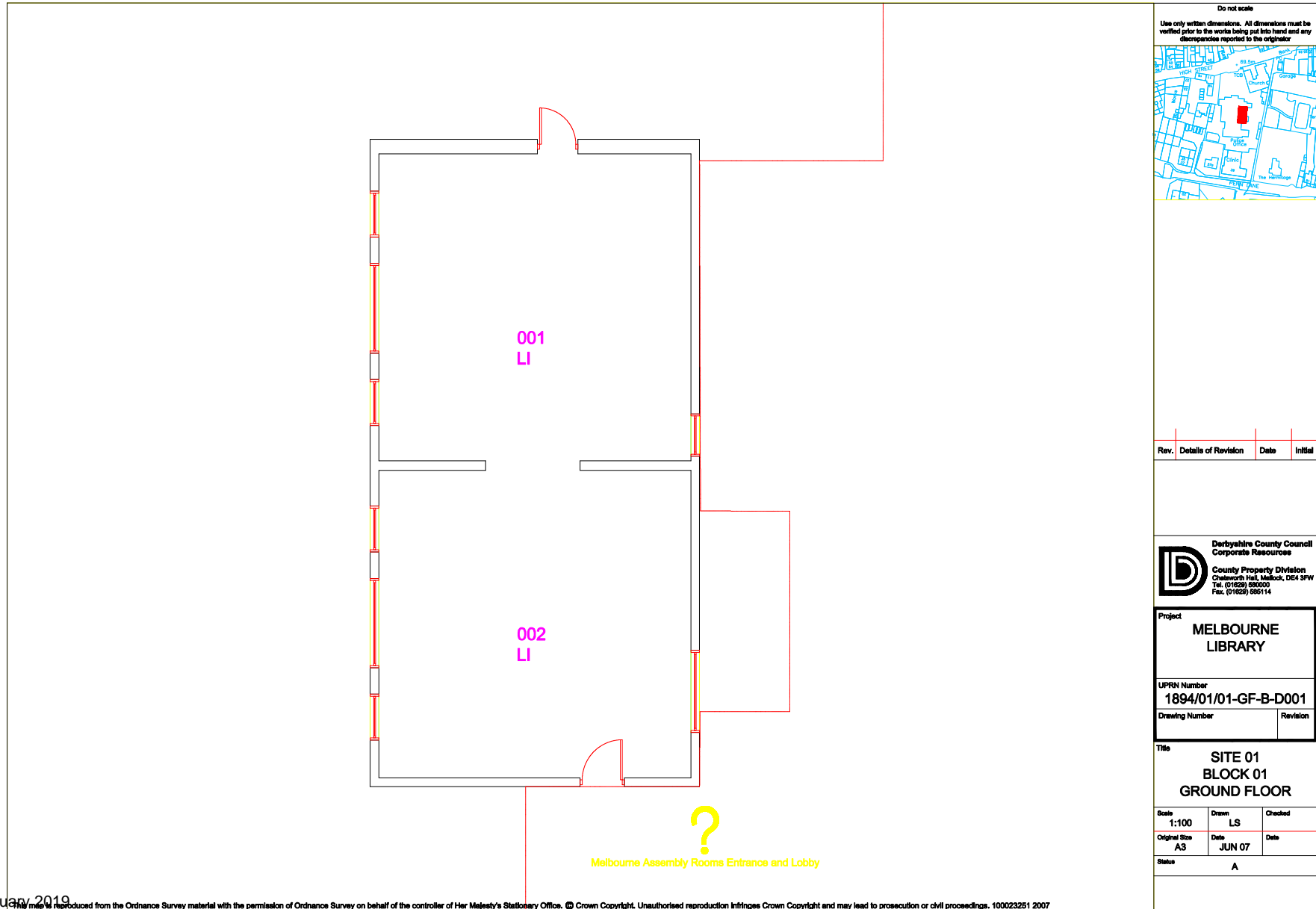
## Current Location of Melbourne Library



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Melbourne Library  
Melbourne Assembly Rooms  
High Street  
Melbourne  
Derbyshire  
DE73 8GF

# Melbourne Library Floorplan



February 2019

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## Current Building Information

Melbourne library is part of the Melbourne Assembly Rooms, with access via the main entrance to the assembly rooms. The library is located in two rooms with level access throughout, the first room has the counter area and adult stock with the second room housing a dedicated children's area, computer area, study area and seating area. Toilets and other facilities are available elsewhere in the building. Continued use of these facilities would be subject to discussion and agreement with the landlord.

- Melbourne library covers an area of 112m<sup>2</sup> of Melbourne Assembly Rooms, which is a brick built former school building.
- Melbourne Assembly Rooms is a Grade II listed building. See <https://britishlistedbuildings.co.uk/101204725-leisure-centre-and-library-melbourne#.XDxIsjD7SUK> for more information.
- Melbourne Assembly Rooms is situated in a Conservation area. See <https://www.south-derbys.gov.uk/our-services/planning-and-building-control/planning/conservation-listed-buildings-and-heritage/conservation-areas> for more information.
- 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 does not own this building, but leases it from a landlord. Derbyshire County Council will require the landlord's consent for any sub-letting of the building, and the terms of the sub-lease will reflect those in the head lease. This is subject to agreement by all parties.
- There is a shared car park for Assembly Rooms staff and users which includes accessible spaces.
- In terms of accessibility, the building is:
  - Level-access
  - With a hearing loop at the counter
- The library does not require a Display Energy Certificate as it is less than 250m<sup>2</sup>, however a certificate is available for the overall Assembly Rooms Building
- See also the full building condition report attached as **Appendix 1**
- An Energy Performance Certificate is attached for information as **Appendix 2**

## **Alternative Premises**

If you are interested in running Melbourne 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
  - 10 bays of movable shelving with book stops
  - 2 wooden paperback 'spinners'
  - 6 wooden 'dump bins' (various sizes)
  - 3 metal trolleys (various sizes/styles)
  - 28 chairs (various sizes/styles), and 1 draughtsman chair
  - 5 tables (various sizes/styles)
  - 2 quadrant stools
  - 1 set of a children's table and 3 chairs
  - 6 other children's chairs
  - 3 lockable wardrobe cupboards (various sizes)
  - 1 metal wardrobe cupboard
  - 1 lockable 2 drawer cabinet
  - 1 Red box
  - A set of 3 lockable lockers
  - 1 metal cube cabinet
  - 1 small wooden cupboard
  - 2 small wooden leaflet racks
  - 1 wall mounted magazine rack
  - 2 free standing room dividers
  - 1 metal filing cabinet and contents belonging to Melbourne Historical Research Group
    - Discussion may be needed moving forwards
  - 1 storytime mat
  - 1 film reader

- 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 self-service machine
  - 1 scanner
  - A people counter
  - 1 VOIP<sup>1</sup> telephone
- 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 kettle
  - 1 till
  - 1 guillotine
  - 1 shredder
  - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
  - A “shoe chandelier” donated by Melbourne Festival, which can remain on display or be returned by the CML
- 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.

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<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



## Current Library Operating Information

### Current opening hours

<b>Monday</b>	14.00 – 17.00		
<b>Wednesday</b>	14.00 – 17.30		
<b>Friday</b>	09.00 – 13.00	and	14.00 – 19.00
<b>Total 15.5 hours per week</b>			

This library must continue to open for 15.5 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm. Opening for at least 3 hours at weekends would be encouraged, but is not obligatory.

### Current staffing

There are currently 0.59 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Melbourne library is transferred to community management.

### Current volunteers

There are currently 4 volunteers at Melbourne library, who are all Home Library Service volunteers.

### Current materials (as at December 2018)

Melbourne library currently houses approximately 6,600 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 Melbourne 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.

Melbourne 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
  - Fridays
  - Weekly
- IT help sessions
  - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Melbourne 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 4 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Melbourne library.

### **Winter Maintenance**

Winter maintenance is currently undertaken by the Assembly Rooms. Provision after handover will need to be negotiated with the landlord.

### **Insurance**

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

## **Use of Melbourne Library**

According to figures from 2015, the draft catchment area of Melbourne library (determined using the postcodes of active borrowers) has a population of 8,793 Derbyshire residents, which is 1.1% of Derbyshire's estimated population. 21.8% of this population are aged 0-17, and 27.1% are aged over 60. The area has an Indices of Multiple Deprivation score of 8 (with 1 being the most deprived and 10 being the least deprived).

At Melbourne library in 2016-2017 there were:

- 12,775 visits
- 23,216 issues
- 663 Computer reservations

There were 882 active members of Melbourne library in March 2017, which represents approximately 10% of the estimated Derbyshire residents living in the catchment area of Melbourne library.

External groups who regularly use Melbourne library:

- DIGIT
  - On an ad hoc basis
- U3A
  - Use the library fortnightly on Wednesdays for Ancestry sessions
- Melbourne Historical Research Group
  - Keep their archive at the library

### **Running Costs of Melbourne Library**

*(1 April 2016 – 31 March 2017)*

Security - Alarms & Maintenance	£385
Gas	£1,618
Rents (including National Non-Domestic Rates*) – South Derbyshire District Council	£4,500
Cleaning/Caretaking	£10
ICT Costs**	£3,084
<b>Total</b>	<b>£9,597</b>

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

For more information on rates in South Derbyshire, see <https://www.south-derbys.gov.uk/our-services/business-and-investment/business-rates-and-relief>

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, Self Service machine maintenance, lease of printers, replacement toner and TV licence.

### Income at Melbourne Library (1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£354
Request charges	£494
Printing/ photocopying charges	£61
Audiobook Hire	£86
Room Hire	£0
Book Sales	£41
Other general charges	£52
<b>Total</b>	<b>£1,088</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 Melbourne Library

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

<b>Year 1</b>	<b>£10,600</b>
<b>Year 2</b>	<b>£7,700</b>
<b>Year 3</b>	<b>£5,800</b>
<b>Year 4</b>	<b>£3,900</b>
<b>Year 5</b>	<b>£2,900</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 Melbourne 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 Melbourne library will be on 14<sup>th</sup> March 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 Melbourne library**

If you are interested in applying to run Melbourne 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 Melbourne Library</b>	
Open Day	14 March 2019
Expressions of Interest submission deadline	11 April 2019

Thank you very much for your interest.

## Condition Survey Report

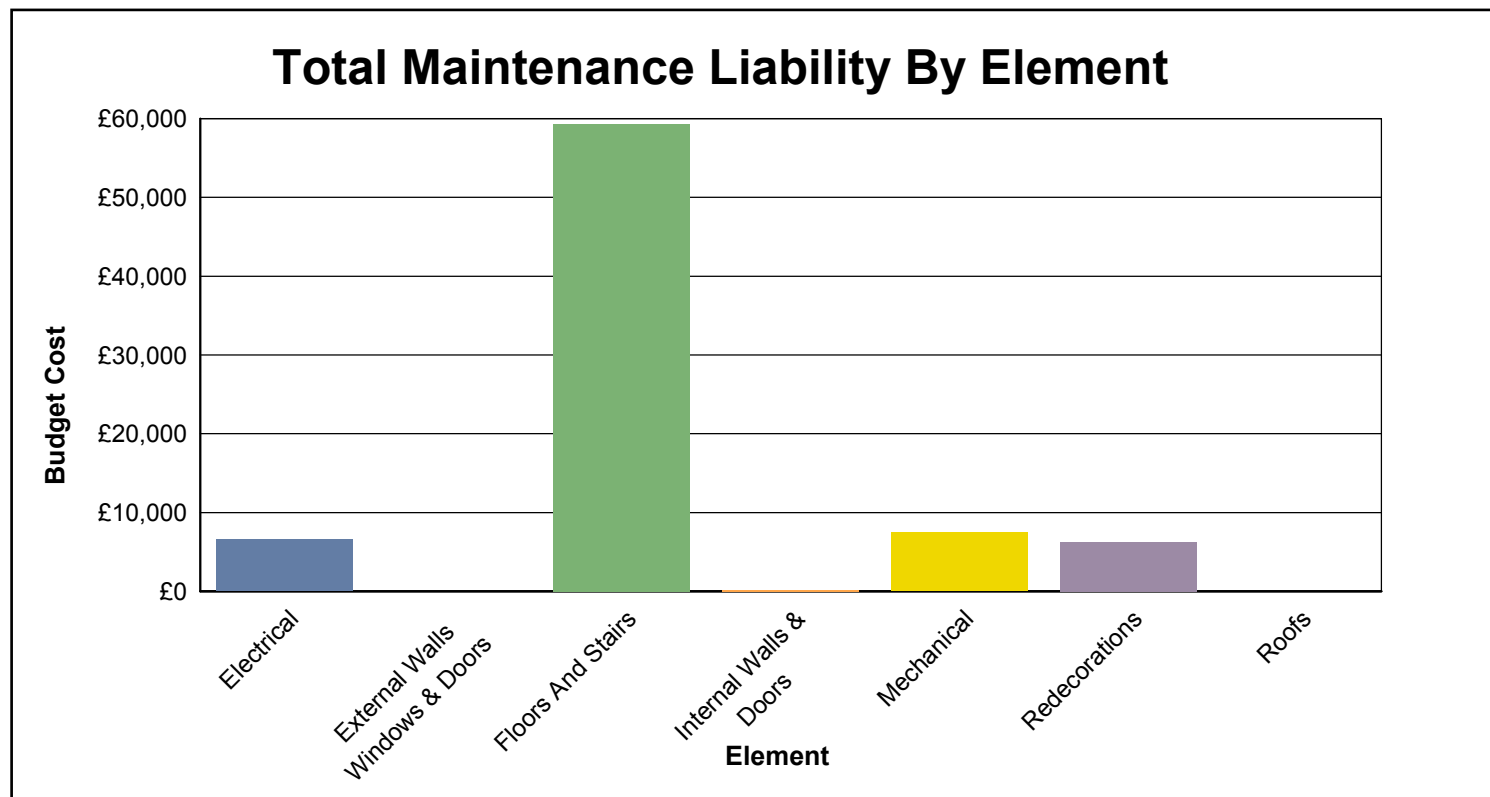
**1894-01**

### Melbourne Library

Building Survey Date: 22-May-2018

Mechanical Survey Date: 04-June-2018

Electrical Survey Date: 05-June-2018



## 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

**1894-01 Melbourne Library**

Building Survey Date: 22-May-2018 Mechanical Survey Date: 04-June-2018 Electrical Survey Date: 05-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Electrical	Alarms	Intruder					There is an intruder alarm system fitted to this building, this should remain serviceable within the scope of this survey period (installed by ASI)
01			Electrical	Communication Systems	Telecommunications	R 3 B	2018	0.00	£250	Secure all loose and remove all redundant telecommunication / data cables as required to external elevations.
01			Electrical	Control Gear	Distribution Boards					There is an MCB distribution board fitted with 30mA RCD protection (Schenider KQ LoadCentre board)
01			Electrical	Fire System	Alarm Panel	F 2 B	2018	0.00	£900	There is a fire alarm system fitted to this building, managed by SDDC, one zone is for the Library (Minerva V4 4 zone panel) It is recommended that automatic detection is fitted.
01			Electrical	Fire System	Emergency Lights	F 2 D	2018	0.00	£1,200	None fitted. Provide emergency lighting and test switching throughout this building to fully comply with BS5266.
01			Electrical	Lighting	External Lighting					External lighting is via wall mounted LED fittings that should remain serviceable within the scope of this survey period,
01			Electrical	Lighting	Fittings	L 3 C	2018	0.00	£3,800	Lighting is via older T8 linear fluorescent luminaires, several diffusers are damaged, replace in the longer term also replace dated light switches as required.
01			Electrical	Wiring	Power	H 2 C	2018	0.00	£450	surface fixed 6242y cables run at waist height, provide mechanical protection. Remove redundant fused connection unit near desk
01			External Walls Windows & Doors	Glazing & Ironmongery	Glazing & Ironmongery Project					Renew cracked glazed pane to timber framed window along room 001, H2C, estimated cost £200. DCC lease rooms from South Derbyshire District Council, DCC responsible for maintenance of internals ONLY.
01			External Walls Windows & Doors	Wall Structure	Brickwork					External brick wall stepped outward at DPC level along library's elevation, external ground surface finish breaching DPC, no fracturing to brickwork or damp damage internally but recommend monitoring defect for further developments. DCC lease rooms from South Derbyshire District Council, DCC responsible for maintenance of internals ONLY.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project					Hack out spalled weathered brickwork and damaged bricks to window cills, renew to match existing, poor condition, price increase for scaffolding, G2C, estimated cost £1000. DCC lease rooms from South Derbyshire District Council, DCC responsible for maintenance of internals ONLY.
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 3 B	2018	114.00	£4,332	Renew wearing/deteriorating carpet tiled floor covering within rooms 001 & 002, sub floor woodblock pattern showing through carpet.

**1894-01 Melbourne Library**

Building Survey Date: 22-May-2018 Mechanical Survey Date: 04-June-2018 Electrical Survey Date: 05-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Floors And Stairs	Floor Structure	Floor Structure Project	H 2 D	2018	1.00	£55,000	Building's existing woodblock floor finish failing underneath carpet tiled floor covering, floor is raised and uneven in both rooms, recommend revealing subfloor and investigating further, poor condition, price for replacing wood block floor on a like for like basis to comply with buildings listed status
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project	H 2 C	2018	1.00	£200	Renew missing transition strip to library access door threshold, posing as trip hazard, poor condition
01			Mechanical	Cold Water	Storage and Distribution					1no 15mm cold water supply to the combi boiler
01			Mechanical	Gas Distribution	Gas Valves and Pipework	H 2 D	2017	0.00	£200	not a gas fitting behind the librarian s desk
01			Mechanical	Gas Distribution	Gas Valves and Pipework	F 2 C	2017	0.00	£1,500	the gas is in steel and copper pipework has an isolation valve at the boiler but the gas meter should be a inline meter. there is no gas line diagram or any signage if there is the smell of gas with emergency number.
01			Mechanical	Heating Controls	Panel and Sensors	L 3 D	2018	0.00	£3,000	1no coster CMD913 controller programmer optimiser obsolete now also has a plant control with auto/extend /hols,summer
01			Mechanical	Heating Controls	Panel and Sensors					one coster internal sensor one external coster sensor
01			Mechanical	Heating Distribution	Heat Emitters and TRVs	H 2 D	2017	0.00	£2,100	2no SPC heaters both in good condition 3no Compact radiators K2 two need replacing for LST
01			Mechanical	Heating Plant	Boiler					1no 30CDI heat only with a concentric flue to outside with a magna clean on the return pipework
01			Mechanical	Insulation	Pipework Insulation	H 2 C	2017	0.00	£700	all pipework is lagged in armad flexi lagging no boxing
01			Redecorations	External	External Project					Rub down, repair and redecorate external timber door and timber framed windows, price includes for scaffolding, G2C, estimated cost £2500. DCC lease rooms from South Derbyshire District Council, DCC responsible for maintenance of internals ONLY.
01			Redecorations	Internal	Internal Project	E 3 B	2018	114.00	£6,270	Carry out full internal redecoration to both rooms, price increase for accessing high ceilings and minor plaster repairs prior to undertaking decorations
01			Roofs	Pitched Coverings & Insulation	Pitched Coverings & Insulation Project					No internal water ingress evident within rooms however repairs are required to pitched roof and chimney. Recommend renewing loose/missing/damaged clay roof tiles, repointing spalling pitched roof verges, taking up and rebedding clay ridge tiles and repointing repairs spalling brick work to chimney stack, poor condition, price include for independent scaffolding, G2C, estimated cost £8000. DCC lease rooms from South Derbyshire District Council, DCC responsible for maintenance of internals ONLY.

**1894-01 Melbourne Library**

Building Survey Date: 22-May-2018    Mechanical Survey Date: 04-June-2018    Electrical Survey Date: 05-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
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**Total Condition Liability for Block 01 = £79,902**

**Total Condition Liability for Site 1894-01 = £79,902**



# Energy Performance Certificate

## Non-Domestic Building


**MELBOURNE LEISURE CENTRE AND LIBRARY**
**Melbourne Leisure Centre**
**High Street**
**Melbourne**
**DERBY**
**DE73 8GF**
**Certificate Reference Number:**
**0050-9944-0352-0411-9044**

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

### Energy Performance Asset Rating

**More energy efficient**
**A+**

 ..... Net zero CO<sub>2</sub> emissions

**A** 0-25

**B** 26-50

**C** 51-75

**D** 76-100

**E** 101-125

**F** 126-150

**G** Over 150

**Less energy efficient**
**87**

This is how energy efficient the building is.

### Technical Information

<b>Main heating fuel:</b>	Natural Gas
<b>Building environment:</b>	Heating and Natural Ventilation
<b>Total useful floor area (m<sup>2</sup>):</b>	858
<b>Assessment Level:</b>	3
<b>Building emission rate (kgCO<sub>2</sub>/m<sup>2</sup> per year):</b>	157.68
<b>Primary energy use (kWh/m<sup>2</sup> per year):</b>	Not available

### Benchmarks

Buildings similar to this one could have ratings as follows:

**28**

If newly built

**75**

If typical of the existing stock

## Administrative Information

This is an Energy Performance Certificate as defined in the Energy Performance of Buildings Regulations 2012 as amended.

<b>Assessment Software:</b>	DesignBuilder SBEM v3.0.0 using calculation engine SBEM v4.1.d.0
<b>Property Reference:</b>	945449100001
<b>Assessor Name:</b>	Glenn Shewan
<b>Assessor Number:</b>	NHER003574
<b>Accreditation Scheme:</b>	National Energy Services
<b>Employer/Trading Name:</b>	Ashby Energy Assessors
<b>Employer/Trading Address:</b>	2nd Floor, 81 Market Street, Ashby de la Zouch, Leicestershire LE65 1AH
<b>Issue Date:</b>	24 May 2012
<b>Valid Until:</b>	23 May 2022 (unless superseded by a later certificate)
<b>Related Party Disclosure:</b>	Not related to the owner.

Recommendations for improving the energy performance of the building are contained in the associated Recommendation Report - 9904-4015-0425-0901-4405.

## About this document and the data in it

This document has been produced following an energy assessment undertaken by a qualified Energy Assessor, accredited by National Energy Services. You can obtain contact details of the Accreditation Scheme at [www.nesltd.co.uk](http://www.nesltd.co.uk).

A copy of this certificate has been lodged on a national register as a requirement under the Energy Performance of Buildings Regulations 2012 as amended. It will be made available via the online search function at [www.ndepcregister.com](http://www.ndepcregister.com). The certificate (including the building address) and other data about the building collected during the energy assessment but not shown on the certificate, for instance heating system data, will be made publicly available at [www.opendatacommunities.org](http://www.opendatacommunities.org).

This certificate and other data about the building may be shared with other bodies (including government departments and enforcement agencies) for research, statistical and enforcement purposes. Any personal data it contains will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. For further information about this and how data about the property are used, please visit [www.ndepcregister.com](http://www.ndepcregister.com). To opt out of having information about your building made publicly available, please visit [www.ndepcregister.com/optout](http://www.ndepcregister.com/optout).

There is more information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government website at: [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates). It explains the content and use of this document, advises on how to identify the authenticity of a certificate and how to make a complaint.

## Opportunity to benefit from a Green Deal on this property

The Green Deal can help you cut your energy bills by making energy efficiency improvements at no upfront costs. Use the Green Deal to find trusted advisors who will come to your property, recommend measures that are right for you and help you access a range of accredited installers. Responsibility for repayments stays with the property – whoever pays the energy bills benefits so they are responsible for the payments.

To find out how you could use Green Deal finance to improve your property please call 0300 123 1234.