

Building Information Pack

Spondon Library



Issue date 29/03/2023 v1



Derby City Council

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Background to the Expression of Interest (Eol) Process

If you are planning to submit an Expression of Interest, you need to read the following two documents:

- A Building Information Pack (the document you are reading now) for each site.
- The Application Pack containing information on the Eol process, including the time scale, and the application form.

If you require paper copies, including large print, then please phone 01332 640761 or email libraries@derby.gov.uk.

Introduction

The purpose of this Building Information Pack

This Building Information Pack is intended to provide background information about this site. It gives details of the building, its estimated current running costs, the resources, some examples of activities it currently provides and the use that is made of it.

To help you complete your application, the Council provides information about Derby and its population, please use the links below.

[Neighbourhood profiles - Derby City Council](#)
[Info4Derby – Welcome to Info4Derby](#)

This document should be read in conjunction with the Application Pack, which provides details of the Expression of Interest process, and includes forms to register an interest and to submit a full Application.

Introducing The Site

The site is fully accessible with stepped and ramp access and automatic opening doors. There are 2 disabled access parking spaces near to the front entrance; free parking is available in the car park shared with Spondon Village Hall. There is a 10-minute drop of zone as you enter the car park; this is currently used by library delivery vehicles.

The site is open plan with a children's area on the right. The building has wall and mobile shelving. There is a small staff rest room with seating and a kitchen area.

The office space is located to the rear of the counter with toilet off.

Plans are attached as follows:

- Appendix 1 – Location
- Appendix 2 – Proposed site
- Appendices 3 and 4 – Library floor plans and room data

Should the Council appoint an appropriate organisation to run the facility a draft Heads of Terms for a new lease are included in Appendix 5.

Arranging a viewing

To arrange a viewing of the whole building please email libraries@derby.gov.uk
We will invite you to an Open Day.

You are welcome to visit the library when its open to the public, but please don't expect to see backroom / staff areas or to be able to question volunteers or local staff about building matters.

1) CURRENT BUILDING OPERATIONS

The current operator has supplied the opening hours below:

Current Opening Hours

The opening pattern is as follows:

Monday	10am - 4.30pm
Tuesday	10am - 4.30pm
Wednesday	Closed
Thursday	10am - 4.30pm
Friday	10am - 1pm
Saturday	10am - 1pm

Current Books and Other Materials (estimates)

	On Shelf	On Loan (Estimates)	Total
Adult Fiction	4,008	405	4,413
Adult Non-Fiction	1,274	169	1,443
Children's Fiction	2,086	348	2,434
Children's Non-Fiction	1,111	70	1,181
Non book stock – This includes audiobooks and magazines	373	38	411

Current Performance Data

From April 2021 to the end of March 2022:

7,903 items were loaned
8,249 user visits were recorded

Current ICT Usage

During 2021/22, take-up of the public computers amounted to 300 sessions (30 minutes duration each). Currently the library has 4 computers for public internet access. There is currently 1 public printer.

Activities Run at Site

There is variation in what is offered at each site, but they tend to offer sessions that promote literacy for children and adults, digital literacy and access, and wellbeing.

Some examples of activities may include:

- Rhymetimes for children
- Adult literacy sessions
- Reading groups
- Knit and natter to encourage wellbeing
- Advice and help sessions from external agencies
- Internet taster sessions

External Groups using the Building

The Council would like to see these buildings being fully utilised so we assume your expression of interest will include partners who will operate from the building.

Staffing Resources

Please be aware that there are employees at these libraries and – if the legal criteria are met – it is possible that those employees could become your employees if the Transfer of Undertakings (Protection of Employment) Regulations apply to any transfer of the libraries to you. Derby City Council cannot advise you on this point; you would need to take your own, independent advice.

2) CURRENT RUNNING COSTS

National Non-Domestic Rates

The 2023 rateable value for this library is £7,400.

National non-domestic rates are calculated by multiplying the rateable value of a property by a national non-domestic rating multiplier which is set by the government. Below are the multipliers for the last 3 years.

<u>Year</u>	<u>Standard multiplier</u>	<u>Small business multiplier</u>
2022 to 2023	51.2p	49.9p
2021 to 2022	51.2p	49.9p
2020 to 2021	51.2p	49.9p

Rates payable 2023/24: £3,764

Further information is available at: [Business rates - Derby City Council](#)

Rate relief may be applicable depending on the specific circumstances of your community group.

Utilities & Other Charges

Charge	Estimated costs 23-24 (Excluding VAT)	Notes
Alarms – Repairs and Maintenance	£657	
Electricity	£1,906	
Gas	£1,031	
Water	£665	
Sanitary Bins	£19	
Trade Waste	£409	

The current operator is unable to provide a detailed breakdown of running costs site by site. The council has produced the estimates above based on the running costs of a statutory library site. We have, produced these figures to give you some idea what the charges may turn out to be but these should not be taken as accurate authoritative figures.

The figures reflect current corporate contracts and are therefore for guidance only. It will be the responsibility of the building operator to arrange contracts for the supply of these utilities and services.

Energy Performance Certificate

Please see Appendix 6 for the energy performance certificate for this building, which was completed in 2017.

Current Security

The Council currently has a corporate key holding contract which will be implemented when the building is handed back and will be cancelled before the building is formally handed over to the successful operator. The cost for this is £255 +VAT per year; this cost is not reflected in the costs table shown above.

The building has an intruder alarm and fire alarm, both on 'Redcare' monitoring. Out of hours activations are attended by the key holding contractors. The successful applicant will be responsible for making its own arrangements to deal with out of hours activations.

Current Cleaning

Currently the building is cleaned by the Council's Facilities Management service. This operation will cease at handover, when the successful applicant will be responsible for making its own arrangement to clean the building, including window cleaning.

Current Insurance

The Council will continue to insure the fabric of the building. The organisation operating this site will be responsible for taking out its own public liability insurance and any other relevant insurance.

The council will consider any request from successful applicants to support in the arrangement of required insurance.

3) CURRENT BUILDING INFORMATION

Address & Location

Address: Spondon Library
 Sitwell Street
 Spondon
 Derby. DE21 7FG

Location Map: please see Appendix 1

The site is located within the centre of Spondon village, which lies approximately three miles to the east of Derby City Centre, with good access to the A52.

Spondon village centre is very compact with shops and amenities concentrated around Sitwell Street and Chapel Street. The retail units are mainly occupied by independent retailers, with good quality artisan trades.

Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

Construction

The building is of single-storey traditional brick cavity wall construction with a flat felt roof, and with single-glazed metal-framed windows.

Restrictions

Type of Restriction	Comments
Access	There is a ramped access to the main entrance which has an automatic door. Immediately outside the front entrance are two disabled car parking bays, with a further drop-off parking bay (limited to 10 minutes).
Listed Building/Conservation	It is not a listed building nor is it situated in a Conservation Area

<p>Planning</p> <p>Please note that any proposals to make any changes to the use of the building, or make alterations to the building itself, may require planning and/or building regulation approval. It is important that prior discussions should take place with Derby City Council's Development Control section.</p>	<p>Public libraries fall within Use Class (F1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).</p>
<p>Covenants</p>	<p>The building may not be used as a public theatre or cinema.</p> <p>There are no restrictive covenants on the Council's registered title that will affect this proposal.</p> <p>No alcohol may be sold, stored or consumed on these premises.</p>
<p>Other Legal Restrictions</p>	<p>None – other than contained within the proposed lease terms</p>

Accessibility Aids

The building has:

- Ramped access
- Automatic doors
- Wheelchair friendly counter
- Large print books and audio books
- Counter induction loop

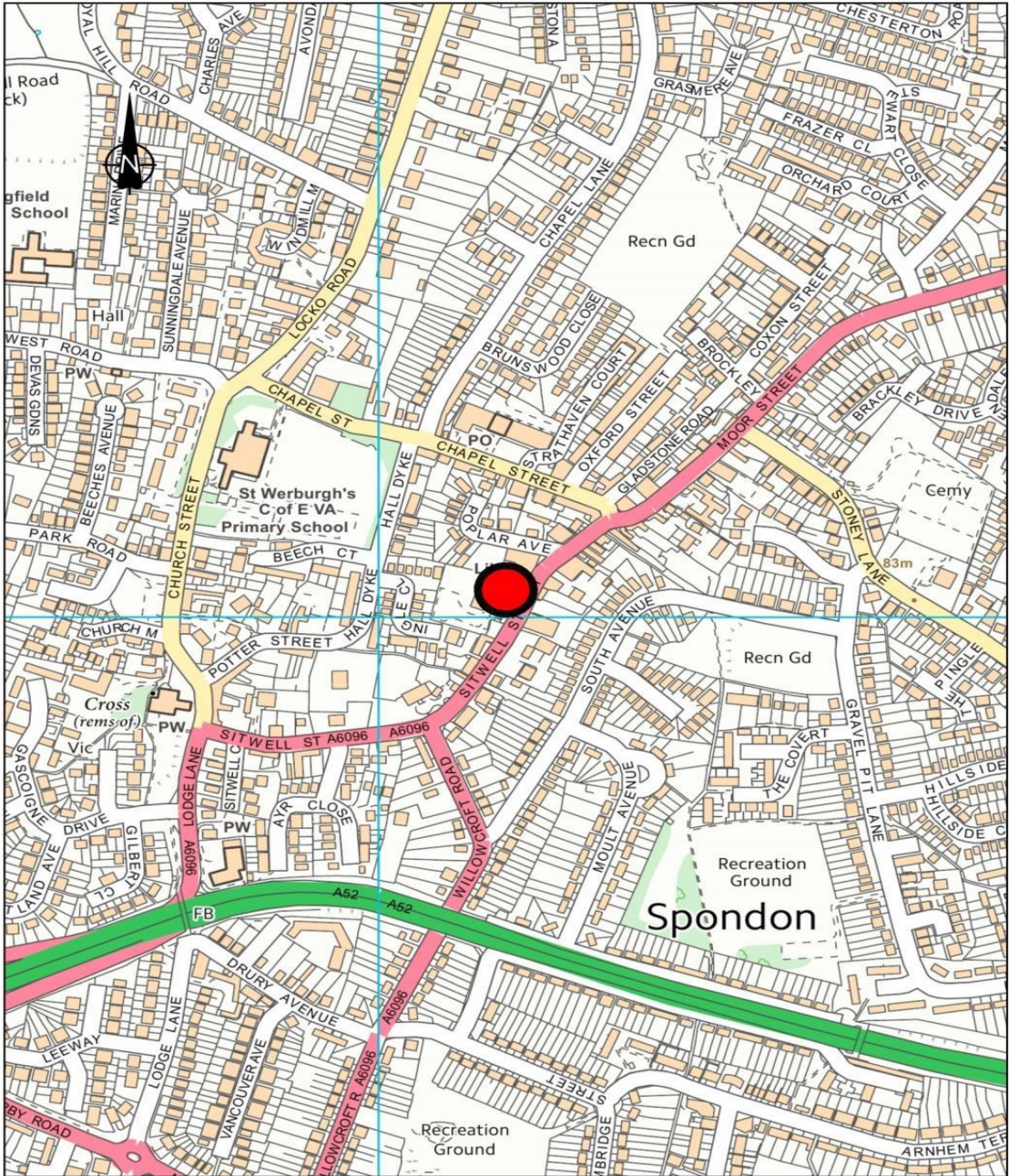
Current Sub Lets/Tenants/Occupiers

There are no sub-tenants or occupiers.

4) EQUIPMENT & FURNITURE

Item	Notes
Books and audio books	<p>Some applicants are intending to run these sites as libraries. Currently the Council's intention is to transfer stock held at the site to the successful applicant. It will be the organisation's responsibility to purchase new book stocks.</p> <p>The Council remains open however to negotiation around access to the Library Management System and stock circulation, where appropriate. If no agreement is met, the stock circulation from Derby City Council libraries will cease.</p> <p>If you intend to use the building for other purposes, the Council will arrange for the stock to be removed.</p>
Fixtures, fittings, and furnishings, including but not limited to shelving, blinds, tables, chairs, counters, cupboards and filing cabinets	<p>There will need to be a conversation with the successful applicant about fixtures and fittings. Any fittings and furniture that are attached to the building will not be removed and ownership transferred to the site operator. Any free-standing furniture can be left or removed subject to negotiation. The maintenance, repair, replacement, and disposal of the items left in the building will be the responsibility of the successful applicant at their own cost.</p>
IT.	<p>There will need to be a discussion between the Council and successful operator around site connectivity, hardware and software, dependant on expressions received and the requirements.</p> <p>All current CML sites are configured with DCC connectivity, hardware and software which, as part of service transition to the new incumbent, may see the network decommissioned and equipment removed.</p> <p>An exception would be some form of connectivity to enable buildings to be maintained/supported e.g., alarm systems.</p> <p>The Council may be willing to negotiate depending on the proposal received.</p>

Safe	There is a safe on the premises. On handover day, ownership of the safe will be transferred to the successful applicant. The maintenance, repair, replacement, and disposal of the safe will be the responsibility of the successful applicant.
CCTV	There is no CCTV at this site.
Telephony	A phone line will be maintained by the Council to support the intruder alarm system. The lines into the building are currently analogue lines and are in the process of being replaced. Currently the Council intends to remove its phone lines/equipment and the new operator will need to install its own telephony, which may mean new telephone numbers. This cost is not included in the Utilities and Charges table in section 2. The Council may be prepared to negotiate on telephony depending on the nature of the Expression of Interest.
Grounds maintenance equipment and materials	The Council will not provide grounds maintenance equipment and materials.

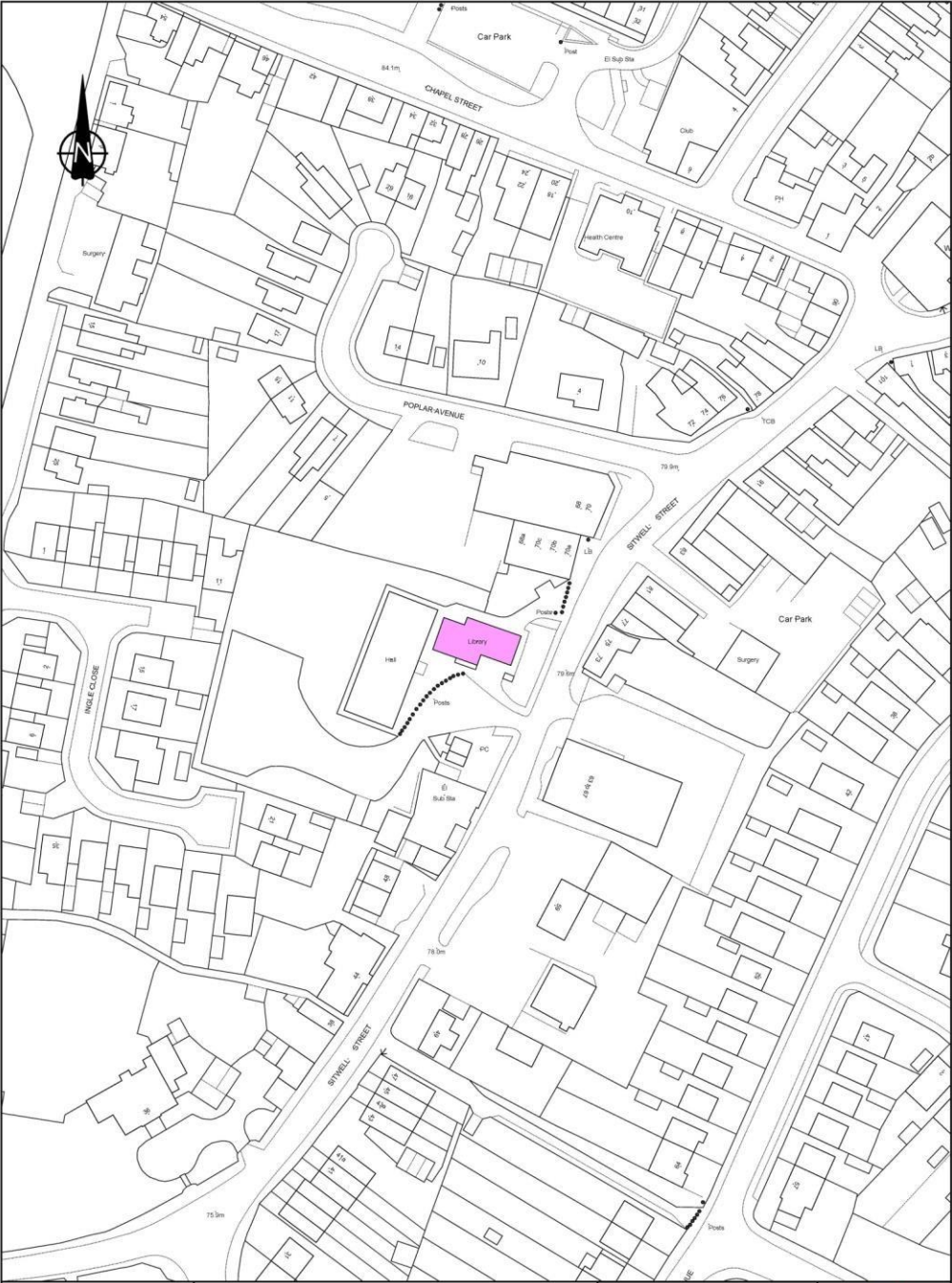


Spondon Library

Drawing No: CE1452/1
 Date: 11/11/2016
 Map Scale: 1:5000
 Contact: J Rees
 Department:
 Estates
 Telephone Number: (01332) 293111



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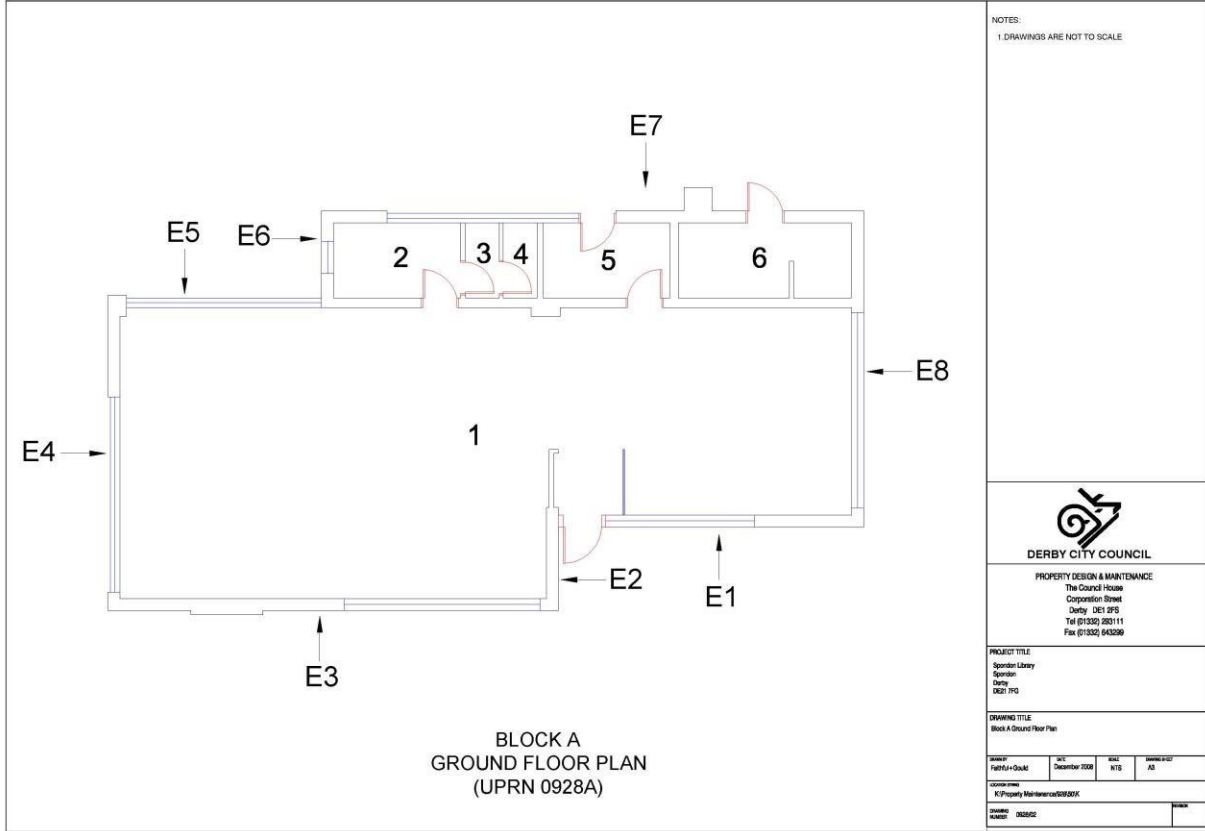
**Spondon Library
shared parking**

Drawing No: CE1452
Date: 11/11/2016
Map Scale: 1:1250
Contact: J Rees
Department:
Estates
Telephone Number: (01332) 293111




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Appendix 3



NOTES:
1. DRAWINGS ARE NOT TO SCALE



DERBY CITY COUNCIL

PROPERTY DESIGN & MAINTENANCE
The Council House
Carnegie Street
Derby, DE1 2PS
Tel: 01332 285111
Fax: 01332 643299

PROJECT TITLE:
Spartan Library
Sponsor:
Name:
DE21 PJC

DRAWING TITLE:
Block A Ground Floor Plan

DATE:	DATE:	DATE:	DATE:
14/11/2008	14/11/2008	14/11/2008	14/11/2008
Author:	Check:	Drawn:	Scale:
Author:	Check:	Drawn:	Scale:

Floor Plan Key

Room	Type	Width	Length	Area	Perimeter	F/Clg
1	Library			116.42	51.45	3.05
2	Staff Room	3.17	1.87	5.93	10.08	2.58
3	Staff Toilet	0.84	1.87	1.57	5.42	2.58
4	Staff Toilet	0.85	1.87	1.59	5.44	2.58
5	Office	3.17	1.87	5.93	10.08	2.58
6	Boiler Room			8.01	14.26	2.97

Net Internal Floor

Area = 139.45 m²Gross Internal Area = 144.08 m²Gross External Area = 160.79 m²

Draft Heads of Terms & maintenance liability table

Estates and Property Review



Derby City Council

Asset Address:

Heads of Terms for a new lease

Spondon Library
Sitwell Street
Spondon
Derby
DE21 7FG

Subject to Contract

Date: 12 March 2023

Asset Number	00928
Premises address	Spondon Library Sitwell Street Spondon Derby DE21 7FG
Landlord	Derby City Council The Council House Corporation Street Derby DE1 2FS
Tenant	TBA
Rent	TBA - The rent is subject to negotiation, with the council being able to let the facilities at a peppercorn, which means zero rent, if sufficient community benefit can be demonstrated and sustained.
The Plan	'The Plan' means Drawing No CE1452/2 annexed hereto.
The Premises	

	'The Premises means the land and buildings known as Spondon Library situate at Sitwell Street, Spondon, Derby DE21 7FG shown coloured pink on the Plan.
Type of agreement	Lease.
Term	TBA
Lease commencement date	TBA
Lease expiry	TBA
1954 Act protection	The lease will exclude the protection provided under section 24 – 28 of the Landlord & Tenant Act 1954.
Break clause	Mutual on six months prior written notice.
Rights reserved to Landlord	For access to the premises for the purposes of inspection.
Permitted Use	Means the use of the Premises for community use which may or may not include the provision of Library Services.
Landlord Use	To make the premises available for use by the Landlord as a polling station and during hours when not in use by the Tenant, subject to the Landlord giving the Tenant suitable written notice of its requirements.
Assignment and Subletting	The Tenant will not assign or sublet whole or part of the Premises without the prior written consent of the Landlord.
Payment of outgoings	The Tenant shall pay all present and future Rates and Taxes and other impositions (save those of a capital nature) payable in respect of the occupation.
Alterations	Not to erect any structures or make any structural alterations or any external alterations or additions whatsoever to the Premises without first obtaining the prior formal written approval of the Landlord.

	<p>Not to make any internal non-structural alterations to the Premises without first obtaining the prior formal written approval of the Landlord.</p> <p>The Tenant shall act as the Client for all maintenance and construction work that falls under the provisions of the Construction Design and Management Regulations 2015 and for which they are responsible under the terms of the Lease (Please see the Maintenance Responsibilities schedule attached to these Heads of Terms). They will ensure all applicable Building Regulations, Permissions and other statutory provisions are complied with.</p>
Maintenance	Maintain, repair, renew, cleanse, decorate and keep the Premises in a good state of repair condition and any other item listed on the Maintenance Responsibility schedule attached hereto <i>(to be annexed to the lease)</i>
Insurance	<p>The Tenant shall hold the following levels of cover in respect of:</p> <p>a. Public Liability - £5 million (five million pounds)</p> <p>b. Employers Liability - £5 million (five million pounds)</p>
Management Agreement	The Tenant will comply with the provisions of the Management Agreement.
Landlords option to determine	If the Management Agreement is ended or determined the Landlord shall be entitled to give the Tenant 30 days' notice to determine the lease.
Authorised Opening Times	07.00 hrs to 22.00 hrs Monday to Sunday inclusive.

External Areas	Keep any external areas including footpaths and slabs of the Premises in clean and tidy condition and free from rubbish to the reasonable satisfaction of the Landlord and not to display goods outside the Premises.
Dilapidations	The tenant is to return the premises to the Council at the end of the lease, in good repair and condition, commensurate with the repairing covenants in the lease fair wear and tear excepted.
Auctions trades and immoral purposes	Not to use the Premises or any part for any auction sale or dangerous, noxious, noisy, or offensive trade, business or manufacture or occupation or any illegal or immoral act or purpose.
Health and Safety	<p>The Tenant shall comply with the requirements of the Health and Safety at Work Act 1974 and any other acts, orders, regulations, and codes of practice relating to health and safety.</p> <p>The Tenant shall ensure that its health and safety policy statement is made available to the Landlord on request</p>
Risk Assessments	The Tenant is to ensure risk assessments have been undertaken and any necessary remedial action carried out.
Health & Safety	The Tenant to ensure that all appropriate health & safety regulations are complied with.
Water Hygiene	The Tenant is responsible for ensuring water hygiene legislation is complied with.
Portable Appliance Testing	The Tenant is to ensure that Portable Appliance Testing is carried out within 3 months of the Commencement Date and annually thereafter.

Fire Risk Assessment	The Tenant is to ensure a Fire Risk Assessment is carried out by a competent contractor.
Gas and Electrical Testing	The Tenant is to ensure periodic maintenance and testing of the gas (if any) and the electrical installations are carried out.
Rates and Utilities	Payable by the Tenant direct to the supplier.
Legal Costs	Each party to be responsible for their own legal costs.
Conditions	Subject to Contract and Formal Council approval.
Terms	All other terms to be as normally included by the Council in a Lease of this nature.
Landlord's Solicitors	The Council's Legal Services section.
Tenant's Solicitors	TBA
Expected date of completion	TBA

I agree to the above terms and conditions

Signed:

Dated:

Repairing Responsibilities Schedule – Spondon Library

External Fabric and Structural

Item	Council	Tenant	Comments
<i>Foundations</i>	Yes	No	
<i>Floor slab</i>	Yes	No	
<i>External walls</i>	Yes	No	
<i>Internal load bearing walls inc skirting boards</i>	Yes	No	
<i>Internal non load bearing partition walls including skirting boards</i>	Yes	No	
<i>Floorboards</i>	No	Yes	
<i>Floor Coverings</i>	No	Yes	
<i>Roof Structure</i>	Yes	No	
<i>Roof covering</i>	Yes	No	
<i>Service Yard</i>	Yes	No	
<i>Footpaths</i>	Yes	No	
<i>Litter immediately in front of Library</i>	No	Yes	
<i>Grounds Maintenance including trees</i>	Yes	No	
<i>Access Roads</i>	Yes	No	
<i>Boundary walls and fences</i>	Yes	No	
<i>Guttering – repair and replacement</i>	Yes	No	
<i>Guttering -periodic clearing</i>	Yes	No	

Services

Item	Council	Tenant	Comments
<i>Electrical supply and wiring including sockets, light fixtures, external lights, and fittings</i>	Yes	No	
<i>Lamp and bulb replacement</i>	Yes	No	
<i>Light switches, fittings, and sockets</i>	Yes	No	

Item	Council	Tenant	Comments
<i>Hot water heaters</i>	Yes	No	
<i>Radiators – if any</i>	Yes	No	
<i>Boiler plant and associated equipment</i>	Yes	No	
<i>Electrical testing periodic</i>	Yes	No	
<i>Water supply including hot and cold systems up to the sanitary fittings and soil and waste systems</i>	Yes	No	
<i>Below ground drainage pipework (excluding blockages)</i>	Yes	No	
<i>Storage and water heaters</i>	Yes	No	
<i>Internal water pipes</i>	Yes	No	
<i>Blocked drains</i>	No	Yes	
<i>Water Storage tanks</i>	Yes	No	
<i>Taps</i>	Yes	No	
<i>Sanitary fittings inc WC's sinks, showers etc – Repairs</i>	Yes	No	
<i>Sanitary fittings inc WC's sinks, showers etc – Replacement</i>	Yes	No	
<i>Ventilation fans/systems - if fitted</i>	No	Yes	
<i>Dry and wet risers (where applicable)</i>	Yes	No	
<i>Smoke detectors – if fitted</i>	Yes	No	
<i>Fire Alarm and detection system</i>	Yes	No	
<i>Sprinkler system</i>	Yes	No	
<i>Fire safety signs</i>	Yes	No	
<i>Fire evacuation equipment i.e., EVAC chairs</i>	Yes	No	
<i>Emergency lighting</i>	Yes	No	
<i>Fire fighting equipment including door guards, fire extinguishers and fire blankets</i>	Yes	No	
<i>Window Frames</i>	Yes	No	
<i>Window locks and fittings</i>	Yes	No	

Item	Council	Tenant	Comments
<i>Glazing</i>	Yes	No	
<i>Vandalism damage to glazing</i>	Yes	No	
<i>Door frames – External</i>	Yes	No	
<i>Doors - External</i>	Yes	No	
<i>Door frames - internal</i>	Yes	No	
<i>Doors – internal</i>	Yes	No	
<i>Door furniture</i>	Yes	No	
<i>Security shutters and mechanisms to doors and windows</i>	Yes	No	
<i>Security entrance barriers</i>	Yes	No	
<i>Door access systems, locks, and intercoms</i>	Yes	No	
<i>Kitchen units - repairs</i>	Yes	No	
<i>Kitchen units - replacement</i>	Yes	No	
<i>Kitchen appliances</i>	Yes	No	
<i>Air and cooling comfort systems</i>	Yes	No	
<i>Extraction fans</i>	Yes	No	
<i>Internal decoration</i>	No	Yes	
<i>External decoration</i>	Yes	No	
<i>Intruder alarm – if fitted</i>	Yes	No	
<i>Induction loops</i>	Yes	No	
<i>Bookshelves – if retained</i>	No	Yes	
<i>Racking – if retained</i>	No	Yes	
<i>Stair lifts – if applicable</i>	Yes	No	
<i>Hoists and lifting equipment including pallet trucks etc</i>	No	Yes	
<i>Passenger or service lifts – if applicable</i>	Yes	No	
<i>Lightning conductor</i>	Yes	No	
<i>Baby change</i>	Yes	No	
<i>Internal wayfinding signage</i>	No	Yes	
<i>External wayfinding signage</i>	No	Yes	

Compliance Liability

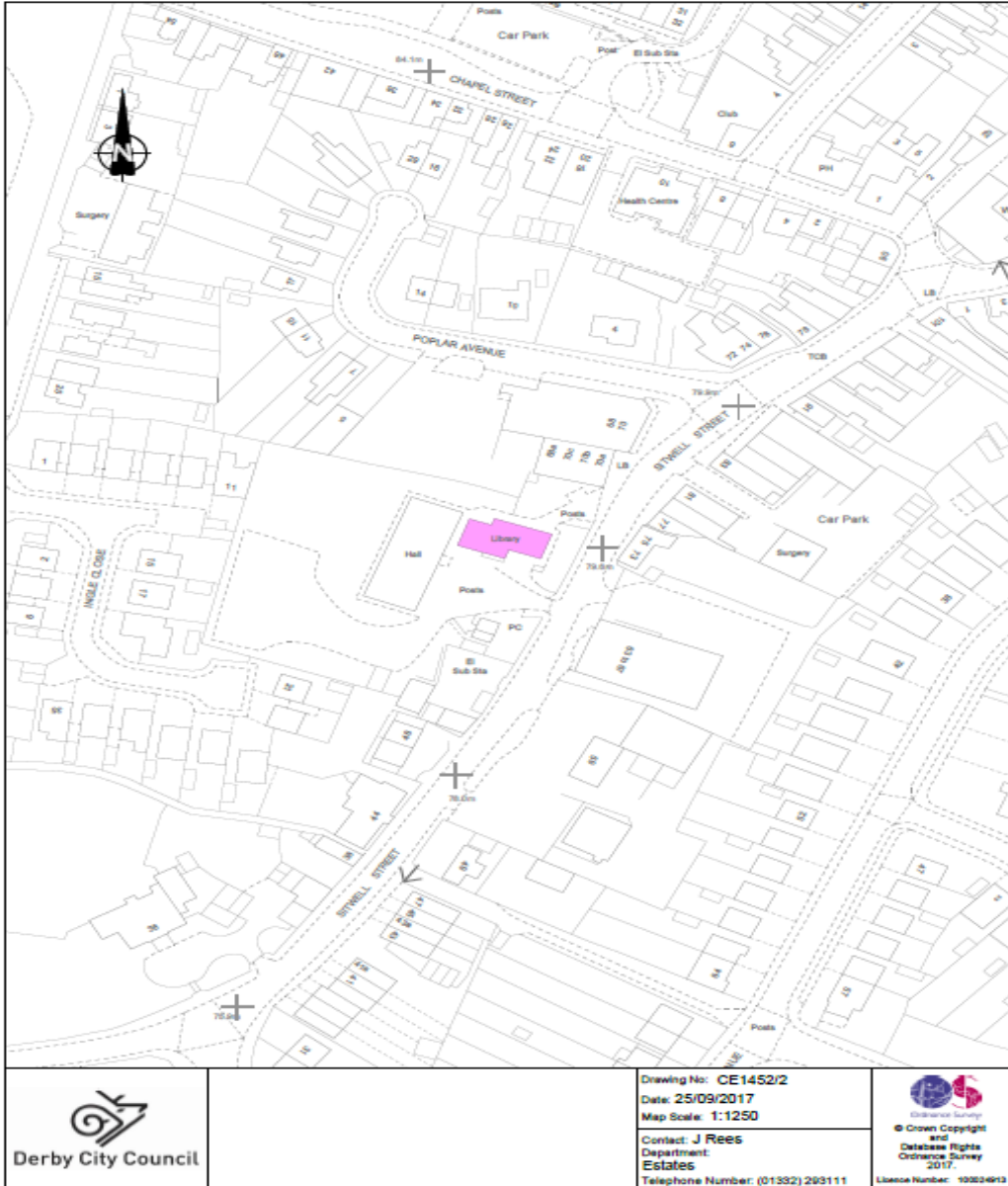
Item	Council	Tenant	Comments
<i>Fire risk assessment</i>	No	Yes	Fire risk assessments are to be arranged and funded by the Tenant using an approved consultant. All work identified by the risk assessment to be funded by Tenant to ensure compliance of the Regulatory Reform (Fire Safety) Order 2005
<i>Fire risk assessment (Management actions)</i>	No	Yes	
<i>Fire evacuation plan</i>	No	Yes	
<i>Testing electrical portable appliances</i>	No	Yes	
<i>Fire safety equipment – Daily and weekly inspections and testing (including Fire Alarm and Emergency Lighting)</i>	No	Yes	
<i>Water system/hygiene Risk assessment</i>	Yes	No	Water system risk assessment are to be arranged and funded by the Tenant using an approved consultant. All work identified by the risk assessment are to be funded by the Tenant to ensure compliance with the Control of Substances Hazardous to Health Regulations (2002)
<i>Weekly and monthly water hygiene housekeeping</i>	No	Yes	
<i>Red box (DCC (Derby City Council) to ensure information is stored within during monthly checks)</i>	Yes	No	
<i>COSHH storage and risk assessments and policies</i>	No	Yes	
<i>Ladders including risk assessment and training</i>	No	Yes	
<i>Gas safety checks</i>	Yes	No	
<i>Gas pipework's/fittings/valves/etc</i>	Yes	No	
<i>Condition Surveys</i>	Yes	No	
<i>Display energy certificates (EPC (Energy Performance Certificate))</i>	Yes	No	
<i>Snow and grit risk assessment and procedures</i>	No	Yes	

Item	Council	Tenant	Comments
<i>Spiked fence risk assessment</i>	No	Yes	
<i>Boundary Wall (lay survey only)</i>	No	Yes	
<i>Passenger entrapment (lifts) policy</i>	Yes	No	
<i>Competent person inspections, lift, and pressure vessels</i>	Yes	No	
<i>Emergency call system - if fitted</i>	No	Yes	
<i>Testing electrical portable appliances</i>	No	Yes	
<i>Kitchen appliance audit</i>	Yes	No	

Miscellaneous


Item	Council	Tenant	Comments
CCTV including any licences and risk assessments	No	Yes	
TV Licence, PRS Licence	No	Yes	
Keys including Key holding service	No	Yes	
TV and Radio equipment	No	Yes	
Furniture (Tenant to advise if damaged and a replacement policy to be adhered to).	No	Yes	
Providing grit and grit storage	No	Yes	
Daily sundries and sanitary including disposal	No	Yes	
Trade Waste including providing bins	No	Yes	
Cleaning equipment and supplies belonging to Tenant	No	Yes	
Cleaning equipment and supplies belonging to DCC	Yes	No	

The Plan – CE1452/2



Energy Performance Certificate

Energy Performance Certificate
Non-Domestic Building



Derby City Council
 Spondon Library, Sitwell Street
 Spondon
 DERBY
 DE21 7FG

Certificate Reference Number:
 0910-8967-0373-8240-2080

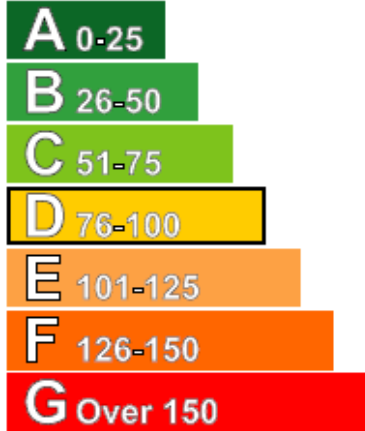
This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for 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.

Energy Performance Asset Rating

More energy efficient



Net zero CO₂ emissions



◀ **80** This is how energy efficient the building is.

Less energy efficient

Technical Information

Main heating fuel:	Natural Gas
Building environment:	Heating and Natural Ventilation
Total useful floor area (m ²):	127
Building complexity (NOS level):	3
Building emission rate (kgCO ₂ /m ² per year):	137.14
Primary energy use (kWh/m ² per year):	786.93

Benchmarks

Buildings similar to this one could have ratings as follows:

- 27** If newly built
- 79** If typical of the existing stock