

# Neath Port Talbot Council



## Neath Old Library Feasibility Study

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**Andrew Evans**

**Andrea Nixon**

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## 1. Executive summary

Neath Old Library is a much loved building constructed in 1904 near Victoria Gardens to provide a public library service for the town of Neath. Following the successful move of the library to a new site nearby, there has been discussion about what a suitable use for the building might be, how it would complement and contribute to the Council's wider plans for developing the borough's creative economy, what the market might be for a creative hub in the town, and what a suitable operating model might look like that could be sustainable without ongoing revenue support from the local authority.

Counterculture worked with Neath Port Talbot Council over a three month period to develop a first stage feasibility study. The detail is explored in this report, including extensive research into comparators, wide consultation in the area, and economic modelling of operating options.

In summary:

- We have assessed that there is a market for using the Old Library as a creative hub, without being over prescriptive at this stage as to what that might look like architecturally. The demand for small scale office space in the borough with fast broadband and creative industry clusters is high and there is opportunity to further develop skills training with collaborators such as Creative Wales as part of development of the South Wales skills economy.
- We recommend looking at a 'clean hub' option (limited heavy equipment operation – although 3D digital printing and publishing offers would be widely used in the community if you could find a way of offering them) as it offers a much quicker and surer pay back. It is important that any initiative doesn't duplicate the provision of traditional art, craft and spoken word classes already offered by nearby Studio 40 and the Art Café.
- We recommend continuing conversations already initiated with several experienced potential operators who are all offering similar provision in Swansea. Any potential operator should to be involved before any architectural studies are further developed, although it is important that the building is made watertight immediately.
- We recommend further discussion with Swansea University who would be interested in helping develop business advice and support development and working with their graduate service.
- We recommend agreeing as far as possible at this early stage what the Council might be prepared to offer potential tenants and operators over the next five years (business rate savings, training provision) to enter conversations with a positive offer. There is also local interest in a public aspect to any creative hub, and agreeing what shape this might take would

be part of those discussions (e.g. regular teaching/training sessions or occasional open days/fairs as part of the wider Neath positioning).

We hope that our report offers a positive platform for next steps by Neath Port Talbot Council and a safe future for the Old Library.

*Andrea Nixon and Andrew Evans*

*February 2024*

## 2. The brief and our approach

Your requirement was for a feasibility study to undertake some initial business planning of the case for Neath Old Library becoming a creative hub/workspace, with particular reference to the likely costs and commercial viability of this use, which is designed to dovetail with the Council's wider strategies.

Our work builds on the initial design feasibility study undertaken by Hiraeth Architects in 2023 which explored three options for developing the site:

- **Option A** adds a glazed structure at the side of the Old Library (between the main building and the house which was formerly the Children's Library), moving the main entrance away from the historic part of the building. This option also includes a Mezzanine floor above the first floor of the large room at the rear of the building.
- **Option B** adds a glazed structure at the front of the Old Library, retaining the current main entrance but improving the disabled access.
- **Option C** adds the glazed structure at the side (as in Option A) but retains the current main entrance (though with improved disabled access) and does not include the Mezzanine.

Existing and proposed floor plans for the different Options are included as Appendix G.

Our approach has been to seek to establish demand for a range of creative and cultural industries facilities, understand the details of what might be required, which of the design options might work best, and the financial viability through:

- Sector consultation – discussions with artists, freelancers, creative businesses, university, and college staff.
- Review of current provision – web based and 'on the ground' search for similar spaces available in the area (including costs where available) supplemented by conversations with relevant professionals and responses from our sector consultation (above).
- Comparator case studies – we have looked at examples of similar workspaces elsewhere, both locally and further afield.

We have combined this data to provide the basis for a strategic case for the project which is set out in this report. Additionally, we have undertaken the following to understand the possible commercial viability of the project:

- Provided illustrative costs/income – five-year post project Income and Expenditure budget for three different scenarios to understand the rent levels, occupancy and other key factors required to break even.

- Recommendations on operating model - Council led or independent operator, with some guidance on next steps in finding an appropriate operator.

Our consultation approach has been a mixture of in-person and online individual/group consultations, including two overnight visits, which have included a site visit and visits to several other creative workspaces in the region.



## 3. Neath Old Library

### 3.1 Building History

The building is situated in the south side of Victoria Gardens towards the western end of the street of that name.



*Figure 1: Neath Library foundation stone.*

The building was constructed 1904-5 to provide a public library service for Neath. A library had existed at the Mechanics' Institute in the town since it was first built in 1847. Initially a subscription library, it later became a free library in 1899. The library stock at the Mechanics' Institute was damaged by fire in 1903 but, with the help of donations and an offer of land the town, was able to construct a new free library. Construction cost of £3,646 and it was officially opened on 7th November 1905.<sup>1</sup>

The design and original layout are typical of an Edwardian library, with a classically influenced public façade. 'Light' uses were allocated on the ground floor (the

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<sup>1</sup> Source: CADW.



magazine room, ladies' reading room, and news room) and more 'serious' spaces on the first floor (the lecture room and main lending and reference libraries).

The Library has been listed at Grade II: "for its special architectural interest as a significant civic building within the town of Neath. An accomplished and well detailed building, it is also important for its historic interest in displaying the provision of free lending facilities and the ambitious interest in civic improvement during the later Victorian period. The style and layout of the library both externally and internally clearly reflecting the principles behind library design in this period."<sup>2</sup>

The building was in use as a Library until shortly before the opening of Neath's new library in March 2023.

### 3.2 Ownership

The freehold of the building is owned by NPT Council and there are no current leases or licences.

### 3.3 Size

The building has been measured as part of Hiraeth's work on architectural/design options. The current total size is 501m<sup>2</sup> broken down as follows:

<b>Basement (total 54.7)</b>	
Basement Room	54.7
<b>Ground Floor (total 227.8)</b>	
Music Library	27.9
Store	4.6
Entry/store/lobby	52
Main library	143.2
<b>First Floor (total 218.8)</b>	
Landing and stair	31.4
Local studies	56.9
Computer suite	38.6
Reference library	91.9

For the purposes of calculating financial viability, we have taken the future sizes of the building as being those in Hiraeth's Option B. This option (an extract from the Ground Floor plan of which is shown below), involves removing the link bridge to the former Children's Library next door, and building a lightweight, glazed structure at the front of the Library to give a better welcome and lobby space and better disabled access.

<sup>2</sup> CADW: <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?id=87652>

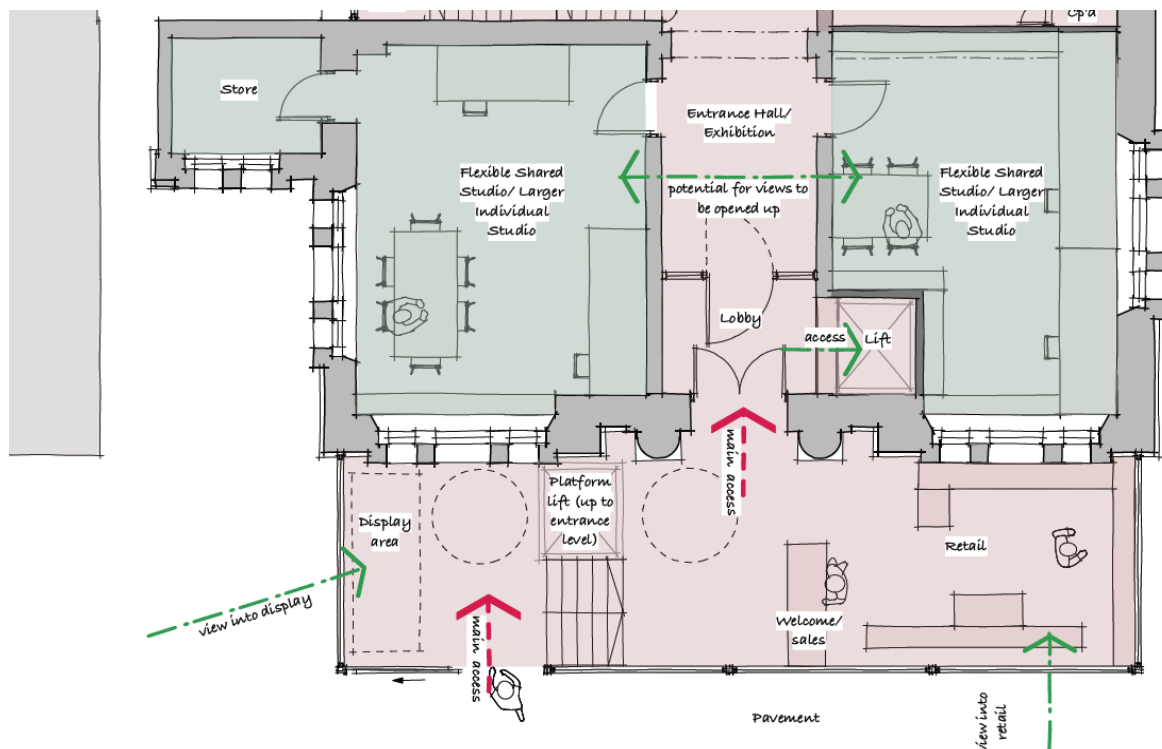


Figure 2: Hiraeth Architect Option B (part of Ground Floor) showing the proposed lightweight glazed front extension.

### 3.4 Condition

The last condition survey, undertaken in Spring 2019 (Appendix E), identified several issues with the building, with a site wide cost of £463,000 to address them.

Principally:

- Remedial works required to building fabric due to damp issues.
- Mechanical and electrical elements nearing the end of their lifespan.

An access survey was also undertaken (Appendix F). Most of the issues identified would be addressed by any of the proposed Hiraeth schemes.

When we visited the building in January 2024 it appeared largely watertight, with little staining of walls or ceilings, although there was evidence of damp (whether permeating the sandstone walls or from a failed piece of roofing was unclear) on the first floor front wall (Figure 3). More generally the building is in need decorative refurbishment, mechanical and electrical works, repaired or replaced windows, and external cleaning (Figures 4-6).

There is a link building at a mezzanine level to an adjacent house (previously the Children's Library, also owned by NPT Council), which is in adequate condition. It is

likely to be complicated to utilise both buildings and provide good quality access. We propose the Council sells the adjacent house and returns it to residential use (ideally with single-family occupancy) and utilises the capital receipt towards the refurbishment of the main building (Figure 7).

We recommend that steps are taken urgently to ensure that the Old Library building is fully waterproof, as this will prevent larger costs later, and such works would be agnostic as to future use.



*Figure 3: Photo showing areas of damp (left hand wall, particularly above the windows).*





*Figure 4: Main facade, showing need for external cleaning.*





*Figure 5: Ground floor stairwell, showing need for decorative and electrical works.*



*Figure 6: Ground floor main space, showing the light, airy floorplates and need for general refurbishment.*





*Figure 7: The former Children's Library, showing (far right) the link building at "mezzanine" level.*

## 4. Local demand and supply for creative workspaces

Neath Port Talbot borough has a quite limited supply of creative workspaces. Our research uncovered sixteen facilities within ten miles of the Old Library which we felt to be relevant to this study (detailed below and on a map available at: <https://www.google.com/maps/d/u/0/edit?mid=1vNnkezjAxkjFMEv13wCCRt7uwx5LroU&usp=sharing>).

They represent a mixture of types of facility some of which (e.g., Elysium and Urban Foundry) reflect quite closely the uses envisaged for the Old Library. Others are quite different, perhaps being focussed on one craft skill (e.g., The Glass Studio) or functioning as more traditional serviced offices (e.g., Swansea Business Centre) but are included because we felt that they attract similar tenants to those who might be interested in the offer at the Old Library or offer something specific that could be learned from.

<b>Creative Workspaces etc</b>	<b>Dist</b>	<b>Description/Notes</b>
Hybrid Arts Café	80m	A café with gallery space and strong creative emphasis
Queen Street Gallery and Studio 40	120m	Contemporary art gallery spaces and studios.
The Glass Studio	440m	Creative studio making and selling glass artworks.
Swansea Business Centre	7km	Substantial general business centre with a range of offices to let on flexible terms. No co-working space.
The Paint Pot	10km	Small community focussed pottery and craft studio.
The New Plaza	8km	Hot desking space available in this newly refurbished space at very reasonable prices (~£10/day).
Water Street Business Centre	8km	Small business focussed spaces with low cost individual offices available. No co-working spaces.
Twyn yr hydd House	15km	NPT owned building regularly let to film and TV production companies, who often also use the surrounding park for filming.

Sandfields Business Centre	7km	Start up and small business focussed workspace run by NPT Council.
Bay Studios Business Park	8km	Film studios complex. 44 acre site with over 600,000 sq ft of facilities, of which 350,000 sq ft are dedicated to the film industry. This is inclusive of four self-contained blocks with nearly 80,000 sq ft of office floor space.
The Hive	13km	General co-working space with emphasis on freelancers and creative industries.
Elysium	11km	Around 60 studios serving as an incubator for a thriving group of Swansea artists providing workspaces, community engagement opportunities, and professional development.
HQ Swansea	11km	Commercial co-working/flexible office space with meeting rooms.
Urban Foundry	11km	Creative Co-working space.
Indycube – Swansea Central	11km	Indycube operate coworking spaces across Wales. Freelancers and startups are a key sector for them, and many of these work in the creative industries.
Hyb y Gors	16km	Forthcoming community and creative hub in a former primary school with a strong green energy theme.

Having spoken to relevant stakeholders and looked at available facilities our conclusion is that there is a definite lack of supply of workspaces suitable for freelancers, start-ups, micro and small businesses in the Creative and Cultural Industries Sector in Neath Port Talbot. Whilst it is to be expected that Swansea, as a larger nearby city with two universities, would have a greater supply of such spaces, our conversations with education and workspace providers indicate that there are a significant number of individuals and businesses who would either prefer to be based in NPT, or be willing to relocate here.

Hard evidence of demand for CCI workspace in the Old Library would require detailed survey work of individual freelancers and CCI businesses, which is beyond the scope of this work, but the following evidence leads us to conclude that there is sufficient demand to justify making provision in the Old Library building:

- The most similar spaces in NPT (e.g., Sandfields Business Centre) are fully subscribed.
- The most similar spaces in Swansea (e.g., HQ, Elysium) are fully subscribed.



- 55% of Swansea University students are from the region.<sup>3</sup>
- Swansea University has a target of 85 students per year setting up a business on graduating (an increase of around 150% from their current numbers) and a significant proportion of these will be in the CCI.
- Neath already has a healthy creative scene and the artists' studios and other workspaces that are on offer are well used.

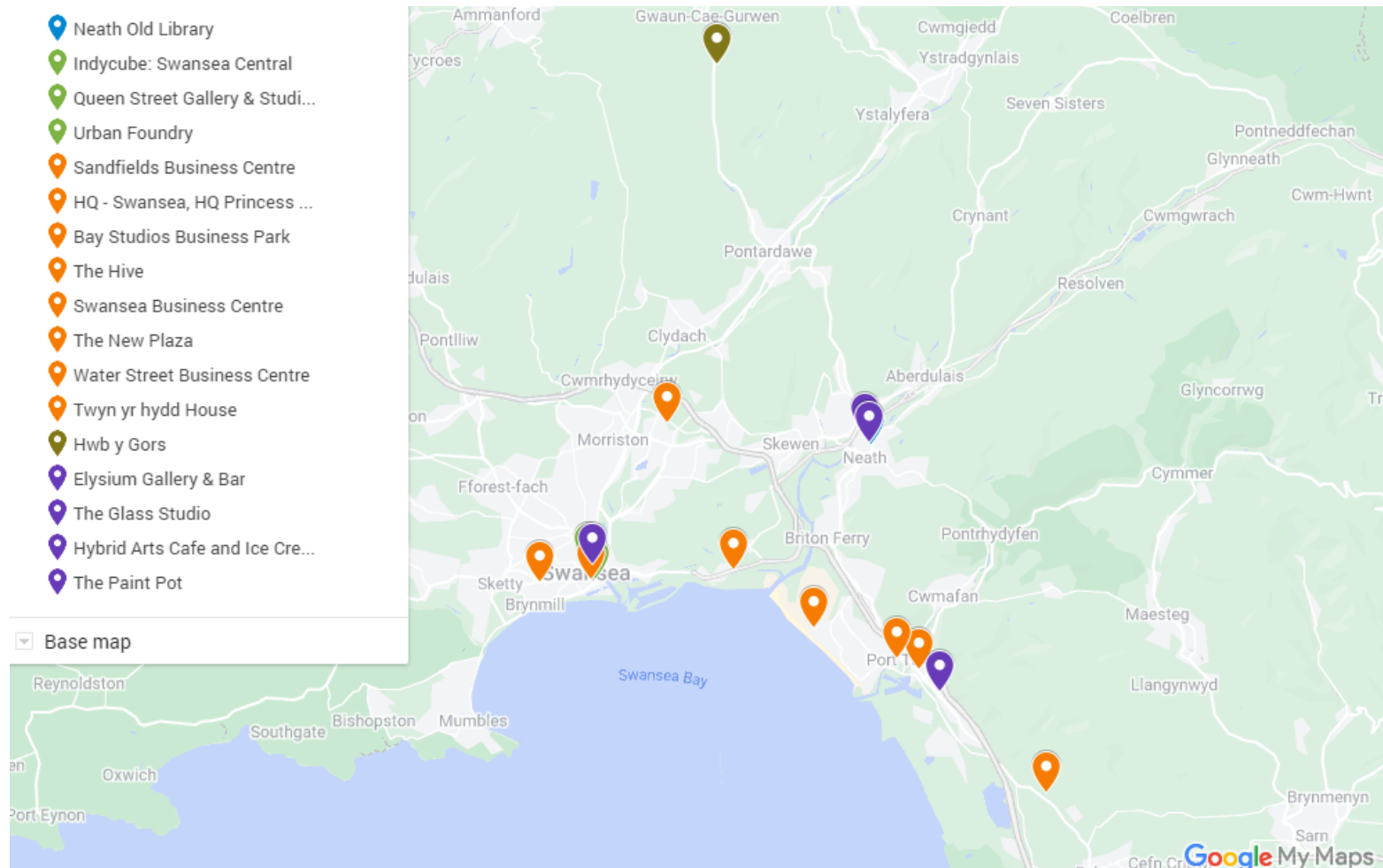


Figure 8: Map showing relevant facilities within 10 miles of Neath Old Library.

<sup>3</sup> Within 60 miles of the Swansea campus.



## 5. Consultation

We agreed a set of questions (Appendix A) with the Project Steering Group and interviewed over twenty key stakeholders for their views about what Neath needs in terms of creative industries, what is required to make such provision successful, and the kinds of place-based strategies they would see a creative hub supporting.

Appendix B lists the consultees, who included local councillors, Neath Port Talbot Council staff, film makers, artists, theatre managers and creative course providers.

Our universal findings were:

- There is great affection for the Old Library – many people have fond memories of it over the years.
- There is a strong desire for the building to continue to provide a genuinely ‘useful’ space for the future, publicly accessible, which builds on its history.
- It is felt strongly that the building should not be turned into private housing and should be able to play a part in revitalising Neath Town Centre.

Wider consultation in relation to comparators, particularly in Swansea, revealed admiration for the *Dramatic Heart of Wales* visitor economy campaign recently launched by the borough (it was felt to be professional, genuine, and inspiring) and a question about how a creative focus for Neath could add to the sense of place and interest for the borough.

### **What exists already?**

Studio 40, Stage 8, Art Café in Neath, The Plaza in Port Talbot all offer courses for amateur participants and in some cases the opportunity to buy art and craft. Studio 40 is particularly well connected, and stakeholders felt that the Old Library should present activity which complements rather than competes with its work.

Neath Port Talbot as a borough has a strong amateur tradition in performing arts and also in craft and making. There is significant demand for spaces (including studio space for dance). The point was made by several participants that while the area needs to keep pricing accessible, people do pay to participate. In terms of space for professional training in creative industries and associated space and equipment available, people are not aware that anything much exists.

Consultees felt that there was an opportunity for this initiative to link to a range of other strategies. These included:

- the place evaluation consultation currently in progress
- the Town Centre strategy promoting Neath as one of four distinctive towns in the borough
- being more connected to local businesses
- skills development

- thinking about creative industry opportunities relating also to the further development of the Freeport, the GCRE train track testing centre, Wild Fox leisure and other initiatives.

### **What's not there and what do people think is needed?**

The gaps currently identified by consultees were a lack of a sense of a “community of makers” in the borough, a strategic artist/maker development plan for the region, and wider lack of confidence and vision for Neath’s town centre. The desire for music studios (for rehearsing and recording, especially for young people) came up as a specific need, as did opportunities for 3D printing, large-format printing, and use of more powerful computers for data and rendering (including for teachers).

People think there is an opportunity to think about what happens to the Old Library linking to the borough’s wider ambition in skills terms (e.g., the adult carpentry courses happening in Addison Road workshops in Port Talbot, funded by Skills Wales), as well as Creative Wales ambition around digital skills in the region.

To establish small businesses successfully, consultees would welcome pump priming commitment to business rates support from the Local Authority, as they have done already for community benefit businesses such as Stage8.

The lack of a BID in Neath and a sense of the Town Council and the Borough Council not being completely aligned in terms of town centre development is also a gap.

In terms of physical development of a Grade II listed building, people felt it must be fully accessible, as low carbon in design impact as possible and have excellent Wi-Fi.

### **Questions to consider:**

- Will it be a space for all creative forms? For example, yoga studio needs are very different from ceramics. Or will you have a focus on a particular area?
- Is there an obvious partner/anchor tenant who could co-develop it with you? Does anyone else in the Council need/want to move (e.g. Library Education Learning Resource Service and its printing needs? Business Support services?) How might it link with the freelance network Cartref Creative recently established by 4TheRegion West Wales business group<sup>4</sup> as a creative network for freelancers will have a digital home and run a series of events in the region?
- Is there established need and demand around specific craft/making skills and facilities? What about more digital facilities? Neath also needs to be aware of what hasn’t worked e.g. Llanelli Arts Centre tried to connect a deserted chapel to their building and charge for eight office spaces (including tenants offering 20 hrs labour a month free for community arts activity support) but

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<sup>4</sup> <https://www.4theregion.org.uk/about-us/impact-areas/creative-economy/>

the model didn't work. If used as artist studios the facilities will also need to include extraction and basic heating.

- Can you get a Community Steering Group in place? This will be important if you are proposing public access to spaces and the kinds of public classes individual creatives can run.
- Can the strategy be jointly developed with Council assets, especially Gwyn Hall and the Libraries?
- Can you take a specific focus, like Welsh language, to help drive tenants/Government support?
- What non-cash support can Neath Port Talbot Council offer – e.g. rent free periods, business rates waivers. The Bay Technology centre in Port Talbot has offered start-ups a range of initial packages, can parking permits for tenants in the multistorey be subsidised as part of the package? Could there be Business Team support for core equipment purchases? What other links might be developed with Skills Wales? Is there a link to the Regional Learning Partnership and wider course focus for colleges (e.g., Gower College have developed a Creative Industry Board specifically to develop this area...)

Although these are finally decisions for the Council, we have given some initial thought to them and set out our recommendations in [Section 7](#) below.

## 6. Comparators

We have worked with several different comparator cultural hub institutions to look at different operating models for creative hubs in Wales and in England (see Appendix C for full details). We have used the recent British Council definition of a creative hub as being ‘a physical or virtual space that brings enterprising people together who work in the creative and cultural industries.’<sup>5</sup> Creative Hubs are ‘communities of support for professionals, as well as platforms that contribute to a sustainable and inclusive creative economy’.

We undertook interviews with:

- Elysium Studios Gallery, Swansea
- Hotwalls, Portsmouth
- Hwb y Gros, Cwmgors, Pontardawe
- Indycube, Swansea
- Trinity Works, Colchester
- Ty Celf, Llanelli
- Urban HQ, Swansea

We also made in-person visits were undertaken to all the Welsh venues (and have included some relevant photographs in Appendix D).

There are a variety of approaches in the hubs we looked at, operating in buildings ranging from Grade I listed medieval buildings (Hotwalls) to a mid-20<sup>th</sup> century Iceland supermarket (Orchard Studios for Elysium), and various sizes of space, some larger and some smaller than the Old Library.

Operating models range from large to small scale membership, with facilities offered ranging from a basic desk to access to bigger communal equipment (such as kilns and looms), as well as marketing support and the opportunity to sell directly to the public through both regular classes and fairs and promotional events. In general, the most successful and sustainable comparators seem to share some common features:

- An experienced operator, who can provide the management and technical support necessary as well as knowledge of the local creative network and their needs.
- A strong anchor tenant (who may be the operator for the wider creative/public access part of the business) who will attract others and help co-create.
- A lively regular events programme for both hub members and the public

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<sup>5</sup> Máté Miklós Fodor, Marlen Komoroswki and Sara Pepper: [Mapping Creative Hubs in Wales](#), British Council October 2022

- Cross subsidy through other activity – this can be a café/bar in the building and its events programme, or income from other ventures run elsewhere by the operator charity (see windfarm income for the Arman Amel Tawe charity who run Hwb Y Gros). If reliant solely on rental, most hubs admit they would struggle, as part of their model is to keep market rents reasonable, to support new creative ventures.
- Keeping membership fresh, to serve a social purpose (supporting new creatives to business success) and also (for more public facing craft institutions) to give a range of makers to draw visitors on a regular basis. Some, such as Hotwalls in Portsmouth and Cockpit Studios in Deptford, deliberately limit tenancies – Hotwalls acts as a business developer and has a sliding rental scale for five years, after which tenants must move on (though mentoring and consulting support is provided to help them do so, if needed).
- Those who rely solely on grant and tenant income are usually reliant on extremely dedicated and passionate volunteers to keep them going and do not have enough certainty to plan their business very far out. Buildings are often owned by the local authority, but we only found one which was directly council managed (Hotwalls in Portsmouth; this project was developed with Coastal Communities funding and Council management is directly related to the complex nature of the Grade 1 listed building and constant relationships required with Historic England).
- Successful hubs have also benefited from targeted Local Authority support (especially in the form of reduced business rates) and links to key wider regional funding instruments. Further discussion with Creative Wales would be helpful, particularly in relation to skills plans around film, audio, animation, and other relevant areas.

The British Council research noted that Brexit had had a significant impact on creative hubs in terms of international collaborations and markets but reported that ‘there is still room for new ambition in the creative hub landscape in Wales which can play...an even more significant role in innovation, inequality, sustainability, and internationalisation in the local creative industries’. It is important to think about how a creative hub in Neath would support wider access to national and international areas of focus, including partnership with universities.



## 7. Options and Recommendations

### 1. Options

Following our conversations with stakeholders we considered three main options for the future use of the Old Library:

- Option 1: A Creative Hub consisting primarily of 'clean' workspaces and offices with an emphasis on creative and cultural industries such as digital, writing, illustration, photography, podcasting, events, consultancy and associated professional services.
- Option 2: A Creative Hub consisting primarily of 'messy' workspaces with an emphasis on painting, sculpture, mixed media, photography, and textiles.
- Option 3: A free to enter museum for Neath with a café and retail space.

### 2. Recommendations/Actions

*Our core recommendation is that only Option 1 appears to offer a financially viable future for the Old Library without extensive ongoing subsidy.*

*There appears to be sufficient demand and enthusiasm from the Creative and Cultural Industries (CCI) sector to develop Neath Old Library as a 'clean space' Creative Hub, and our initial financial calculations indicate that this could be achieved without long-term core revenue subsidy from NPT Council.*

Related to this, our site visit, desk research, consultation and engagement work yields the following more detailed recommendations:

#### 1. Make the building watertight

We recommend (item 5 below) that you work to appoint a future operator before carrying out most of the refurbishment work to the building to reduce the risk that the building as designed does not meet the market need.

However, the urgent works to reduce water ingress (whether from the roof or through the stonework or windows), clean the stonework, and to replace or repair windows are likely to be the same whatever end use is finally adopted. Lack of action on this front will significantly increase the future cost of making the building fit for use so we recommend that these works are undertaken as a matter of urgency.

## **2. Further Develop Design Option B**

Option B as developed by Hiraeth architects (adding a glass structure to the front of the building, opening a new space to also act as a 'window' for promoting activity within) is our preferred design option. As well as mirroring the architectural intervention at Gwyn Hall this option very provides good disabled access, and creates the possibility of a small, public facing, retail space. Although our recommendations do not involve the whole building being open to the public "full-time" there is clear interest locally in continued access, and this option appears to provide it in a way sympathetic to its principal use.

## **3. Develop a principally 'clean' creative hub**

Strategically, the Old Library needs to offer a creative hub which complements that already available through Studio 40 (art classes and studio spaces) and Art Café (spoken word and crafting).

Financially, the provision of 'messy' space (such as artist studios for painting, fabric work, or mixed media) would to be cheaper in terms of capital investment because the standard of fitting can be basic, as illustrated by Elysium Swansea below (Figure 8). However, the provision of capital funding for this project is, we understand, less challenging than ongoing revenue costs, and 'messy' space yields significantly lower rental yields per m<sup>2</sup> (see the calculations for 'clean' and 'messy' spaces below, [Section 8](#)).

A museum, although we understand its desirability to some residents, would require an ongoing financial investment of at least £150,000 annually and produce significantly less economic return (e.g., new jobs) than either of the other two options considered.

Our work shows that a 'clean' space focussed on areas of the CCI such as writing, illustration, digital, photography, podcasting, gaming, and consultancy and related professional services will be a much more financially sustainable model.



Figure 9: Elysium Swansea, showing basic nature of fit out.

#### 4. Retain some public access

Although there has been some local demand for the Old Library to be a museum, we did not find a high level of demand for the whole building to be available for public access – though obviously this was to some extent determined by the scope of our consultation and the choice of consultees.<sup>6</sup>

However, we believe that some public access would be beneficial. This could take the form of a small retail area in the front extension (or possibly a small ‘coffee kiosk’ offer in this space, perhaps in partnership with a local business such as [Rosa’s Bakery](#)), or in retaining the current Music Library on the Ground Floor as a space for exhibitions and displays (this might dovetail well with a pop-up approach to a new Neath Museum and engage with that element of the public demand without the costs associated with a stand-alone museum building).

#### 5. Find an operator and/or anchor tenant

Many of the most successful example of Creative Hubs we have seen have started with an anchor tenant, who, in some cases, has helped co-design the space. At Hyb y Gors, for example, this has happened with the Weavers Guild. This anchor tenant could be internal (for example stakeholders suggested that one or more members of the NPT Business Support team or the Library Education Learning Resource Service might be good tenants) or it might be a CCI

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<sup>6</sup> We have undertaken a high level costing for the provision of a museum in the space ([Section 8](#)) to illustrate the challenge of funding such a space.

business that is prepared to take on the operation the whole building as well as basing itself there.

Our recommended next steps are further discussion with established operators Union HQ, Elysium and Indycube, and consideration as to how the space could link with the freelance network Cartref Creative recently established by 4TheRegion West Wales.<sup>7</sup> Although waterproofing works to the Old Library should take place as soon as possible, it is desirable to appoint a future operator before proceeding with further capital works after that, as this will minimise the risk of designing something that does not meet the market need.

## **6. Develop a business support package**

As illustrated in [Section 8](#) we believe that the proposed Creative Hub can run without financial support for its core functions. However, if it is to be a truly effective incubator, catalyst, and home for creative businesses we think it will need some support to ensure that it adds value, beyond merely creating a semi-commercial co-working space. This could include things such as:

- Subsidised rent for new businesses or specific target groups (e.g., primarily Welsh language businesses, businesses run by under 25s, businesses in particular subsectors). One model we have seen provides decreasing reductions from a market rent for the first few years (e.g., 75%, 50%, 25% and 10% subsidies) to help businesses get established.
- Targeted advice and mentoring – helping people with relevant aspects of their business through expert advisors in areas such as finance, funding, recruitment, VAT registration, and other issues that affect new and scale-up businesses.
- Internships and placements – young businesses can benefit hugely from student placements from universities but are often the least likely to apply for such opportunities. Work could be done with local universities to ensure that businesses located in the Old Library make the most of these opportunities.
- Shared resources – the provision of some key facilities within the Old Library for use by both tenants and other local businesses could help businesses to thrive and generate a pipeline of businesses familiar with the building who could move in in future.
- Even prior to the Old Library refurbishment being done we believe that a business support package targeted at the CCI would help develop a set of

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<sup>7</sup> <https://www.4theregion.org.uk/about-us/impact-areas/creative-economy/>.

freelancers and businesses who are ready to take on the space in the Old Library when it is ready.

Next steps in this area should be:

- Discuss internally with Business Support colleagues how existing offers could be targeted at CCI businesses and what additional support might be developed (possibly linked to the packages being developed to help people made redundant from the Tata steel works).
- Discuss with NPT College and Trinity St David's University what support they might be able to offer – either for their students/alumni or more generally.
- Further discussions with Swansea University about placements, their start-up business targets, and support they can offer.

## **7. Clarify what NPT Council can offer**

Our financial projections assume that the operator of the space does not pay business rates<sup>8</sup> and pays a peppercorn rent for the first five years but takes on repairing and insuring obligations for the building. You should confirm whether this is agreeable to Council colleagues and explore whether any further support might be available initially (e.g., buildings insurance) to improve the financial position in the difficult first couple of years.

## **8. Engage the local community**

We recommend that there is early opportunity for community input to the space's design and that an operator works with you to develop this, along with the detail of the business support packages to be in place when the building opens.

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<sup>8</sup> The current rateable value of the building (presumably including the former Children's Library which would be disposed of) is £24,750 and the annual rates charge £13,241. At this rateable value a charitable operator would pay £2,648.



## 8. Cost and income estimates

We have developed income and cost estimates for three scenarios (Appendix H):

1. Our proposed use as 'clean' CCI space with a small retail or coffee kiosk space.
2. An alternative use as a 'messy' CCI space consisting principally of artist studios.
3. Use as a museum, which we are aware is a preference of some local groups.

Shared assumptions across these three scenarios are:

- Capital costs met by NPT Council income or external grants and not repayable.
- Minor building repairs costs in first five years of £5k/year assuming full refurbishment has taken place.
- Insurance at £5kp/a
- Five year post-opening period free of rent and business rates.
- Energy costs at £25/m<sup>2</sup>/year (2023/4 prices). If the capital works include fitting heat pumps and significant insulation/energy saving measures this could be considerably reduced.
- Water costs at £3/m<sup>2</sup>/year (2023/4 prices).
- Lock and leave security solution with monitored alarm at £100pcm 2023/24 prices.
- 12 hours a week of cleaning is required.
- Prices for studios, co-working and offices have been derived from looking at a wide range of comparators (Appendix J). Prices have been set below the average, but not far below, in recognition that the space will be in a quality town centre location and newly refurbished. To some extent the price is related to the facilities included (free meeting rooms, tea, coffee etc) and the details can be determined by a future operator.

### 1. Scenario 1: 'Clean' studios

In this scenario:

- Most of the space (238m<sup>2</sup>) is allocated to small offices rented on an all-inclusive basis and to a large co-working studio space.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no rent is received on this space.
- Co-working passes cost £150pcm per person.
- Small offices cost £200/m<sup>2</sup> annually.
- The former Music Library becomes a gallery and event space with a daily hire rate of £200 for commercial use and £100 for community use and is rented on no more than one day a week.

- There is a small 'messy' studio space in the basement bringing in an income of around £100pcm.
- The retail or coffee kiosk space creates a net income to the operators of around £200pcm.
- Spaces are 70% occupied compared to potential in Y1, rising to 90% by Year 5.
- There is a full time role as Centre Manager and Business Support at £27k p/a with £10k p/a income from grants towards the business support element of provision.
- There is a 0.4 FTE administrator for the building looking after billing etc.

This scenario generates an operating surplus from Year 3 onwards and a break even position over the five year calculation period:

<b>INCOME - TOTAL</b>	£ -	£ 74,923	£ 80,952	£ 87,196	£ 93,661	£ 100,354
<b>EXPENDITURE - TOTAL</b>	£ -	£ 85,068	£ 84,670	£ 86,363	£ 88,090	£ 89,852
<b>PROFIT (LOSS)</b>	£ -	-£ 10,145	-£ 3,718	£ 833	£ 5,571	£ 10,502
Opening balance	0	0	(10,145)	(13,863)	(13,030)	(7,460)
<b>Surplus (deficit)</b>	<b>0</b>	<b>(10,145)</b>	<b>(3,718)</b>	<b>833</b>	<b>5,571</b>	<b>10,502</b>
Closing balance	0	(10,145)	(13,863)	(13,030)	(7,460)	3,042

## 2. Scenario 2: 'Messy' studios

In this scenario:

- Most of the space (323m<sup>2</sup>) is allocated to 'messy' studio spaces which are rented out at £150pcm for a typical 12m<sup>2</sup> space – and *pro rata* for larger or smaller spaces.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no rent is received on this space.
- As in Scenario 1m the former Music Library becomes a gallery and event space with a daily hire rate of £200 for commercial use and £100 for community use and is rented on no more than one day a week.
- The retail or coffee kiosk space creates a net income to the operators of around £200pcm.
- Spaces are 70% occupied compared to potential in Y1, rising to 90% by Year 5.
- There is a full time role as centre manager and business support at £27k p/a with £10k p/a income from grants towards the business support element of provision.
- There is a 0.4 FTE administrator for the building looking after billing etc.

This scenario generates an operating loss each year and a cumulative loss of £160k over the five year calculation period:

<b>INCOME - TOTAL</b>	£	-	£	49,327	£	52,136	£	54,945	£	57,754	£	60,563
<b>EXPENDITURE - TOTAL</b>	£	-	£	85,068	£	84,670	£	86,363	£	88,090	£	89,852
<b>PROFIT (LOSS)</b>	£	-	-£	35,742	-£	32,534	-£	31,418	-£	30,336	-£	29,289
Opening balance		0		0		(35,742)		(68,275)		(99,694)		(130,030)
<b>Surplus (deficit)</b>		0		(35,742)		(32,534)		(31,418)		(30,336)		(29,289)
Closing balance		0		(35,742)		(68,275)		(99,694)		(130,030)		(159,319)

### 3. Scenario 3: Museum

In this scenario:

- Most of the space (280m<sup>2</sup>) is allocated to a free to enter museum with up to 20,000 visitors a year making an average donation of 50p per visit.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no income is received on this space.
- The former Music Library becomes a café with an average of 11 customers per hour during opening hours (10am-pm Wednesday to Sunday) and an average transaction value of £6. 75% of turnover is expended on goods and café staff and 25% is allocated to the building's income.
- Visitor numbers and café use starts at 100% of projected maximum in Y1, falls to 90% in Y2 and then recovers to 100% in Y5.
- There is a full time role as museum manager/curator and two f/t front of house/museum admin roles.

This scenario generates an operating loss each year and a cumulative loss of £763k over the five year calculation period:

<b>INCOME - TOTAL</b>	£	-	£	40,030	£	36,027	£	38,029	£	38,829	£	40,030
<b>EXPENDITURE - TOTAL</b>	£	-	£	185,475	£	187,085	£	190,827	£	194,643	£	198,536
<b>PROFIT (LOSS)</b>	£	-	-£	145,445	-£	151,058	-£	152,798	-£	155,814	-£	158,506
Opening balance		0		0		(145,445)		(296,503)		(449,301)		(605,115)
<b>Surplus (deficit)</b>		<b>0</b>		<b>(145,445)</b>		<b>(151,058)</b>		<b>(152,798)</b>		<b>(155,814)</b>		<b>(158,506)</b>
Closing balance		0		(145,445)		(296,503)		(449,301)		(605,115)		(763,621)

## 9. Operating models

Having studied other successful creative hubs we believe that NPT Council is probably not the best placed organisation to operate the proposed space. Successful creative hubs are mostly operated by for-profit or (more commonly) not-for-profit companies with expertise in this area and a deep understanding of the CCI sector.

Local examples include [Elysium Studios](#) and Union [HQ](#) in Swansea, and Cardiff based (but operating across Wales) [Indycube](#). National charity [ACAVA](#) operates workspaces across England.

As part of the next phase of work we recommend entering into discussions with providers and/or developing a tender opportunity to identify a preferred partner. Union HQ have already expressed an interest in being part of any next stage, and we would also recommend that whatever governance model is adopted that there should be a community representative(s) involved and a connection to the proposed Culture Partnership group.

## Appendix A: Consultation questionnaire

This is a copy of the questionnaire which was used as the basis of our conversations with stakeholders and comparator organisations.

1. Please give an overview of your <b>current role(s)</b> and any other <b>knowledge, skills, experience</b> which are relevant to this project.
2. What need/demand do you see in relation to creative industries in Neath and the wider region?
3. What kind of user/tenant support would be required to support future use of the Old Library as a creative industries hub?
4. What other provision is available within the borough (including easy term office access)?
5. What other strategies might this project support (e.g. skills, town centre development, education, investment, other)?
6. What are the opportunities and challenges for you looking ahead – and how might these be addressed? How can the Old Library project help?
7. Are there any <b>relevant data, reports, or past consultations</b> (local or national) that we should consider as part of our view of the evidence base?
8. Is there <b>anyone else</b> we should speak to within our work?



## Appendix B: List of stakeholders consulted

<b>Organisation</b>	<b>Consultee</b>
Celtic Leisure	Steve Jones
Hiraeth Architects	Rob Thomas
	Mike Plageman
NPT Council Members	Cllr Jeremy Hurley
	Cllr Andy Lodwig
	Cllr Alan Lockyer
NPT Council Officers	Andrew Collins
	Angeline Spooner-Cleverly
	Chris Saunders
	Claire Davies
	Delyth Lewis
	Debra John
	Elinor Wellington
	Laura Webley
	Rhiannon Collins
	Sarah Fowler
Roger Williams films	Roger Williams
Stage 8 Theatre School	Jay Smith
Studio 40	Bethan Ash
Swansea University	Chris Marshall
	Sian Rees
	Louise-Huxtable-Thomas

# Appendix C: Comparator Data

## 1. Elysium Gallery and Studios

<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	<p>Work across five buildings, including old nightclub (originally Red Bull Inn) on the High Street with ground floor gallery, project space, teaching space and bar, and Orchard Street studios in old Iceland building (shared with Volcano Theatre) which has two floors of studios, about 22 000 sq feet in total. Size of individual units varies; gallery is generous. Look after about 100 visual artists/writers and also programme music and spoken word in the bar and run a variety of community classes.</p> <p>Now planning to put the gallery, studios, and teaching space all together in £3.5m project for the old J T Morgans department store near the art school and the Glynn Vivian gallery – have raised £1.5m for this to date.</p>
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	<p>Started in 2007 by three directors as a pop up and moved into buildings as built trust with landlords (leases still only c 5 years though). Moved into current High Street site in 2018 and have been part of driving forward artistic impact in this area of the town. Lots of studio renters come from the art school but also rent space to writers and charities.</p>
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Work a lot with community groups in terms of responding to social need (many offers are free) and have developed new space for neuro divergent people in consultation with their users. Rents are cheap and bar makes the money – opens Weds to Sat and has live programmes over the weekend.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	<p>Turnover for studio rental c.£100k p.a. – rents range from £60 to £150 per month depending on size and space. For first 10 years the directors didn't pay themselves!</p>
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	<p>Company limited by guarantee but looking at charity options. In terms of directors, Jonathan curates exhibitions and manages studios and funding; Dan is leading the new project and Anna leads community groups. They also employ people freelance to run the building and the bar. Core objective is to support emerging artists, including through the project space and regular crits.</p>
<b>Contact Details</b>	<p><a href="mailto:info@elysiumgallery.com">info@elysiumgallery.com</a> <a href="https://www.elysiumgallery.com/">https://www.elysiumgallery.com/</a></p>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	<p>Would recommend setting up as a CIC – but let the community inform what you are going to be from the get-go in order that you get it right. Will need a building manager. Don't take on too much!</p>

## 2. Hotwalls Studios

<b>Location</b> (district/town/city)	Portsmouth
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	13 studios, including one shared studio (aim) plus café.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Hotwalls originally came out of Coastal Communities Fund, converting the spaces literally under the harbour walls, used for a long time by the military. (Claire's remit is very broad across cultural and economic regeneration including landscape management (e.g., seafront). Hotwalls is still within the council. Originally had anticipated a CIC/CIO operator when they put the Coastal Communities bid in for funding. The challenge has become the historic nature of the building – Grade 1/Historic Monument status across the site. Able to use the Council's leverage to ensure that conversations are positive with Historic England.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Studios vary in size from 12-18sqm. Café subsidises the rental for artists. Purpose was always about startup businesses – those that have outgrown the garage but need some space. Tenancies are for a maximum of 5 years (3+2) with significant business support, particularly in the last 2 years. Looking for a mix of craft/activities – don't want just jewellery or textiles or whatever. The call is open, but they have to provide quite a lot of detail – both to show they are not just a hobbyist but also that they will work with proposed art form.</p> <p>No shared equipment or storage space. Not an issue – want the artist/studio needs to develop their business. Priority is given to people in certain postcode areas. They must also be able to meet the 30-hour-a-week occupancy commitments, plus regular Open Days and markets. Selections on the artists are made by a panel – including external organisations. Link up with economic development team in terms of the business support that the artists get. Link them into the LEP and other support.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	Two members of staff – Development Manager who oversees the site and an events and marketing assistant – 30 hours a week each. They are funded through income from the café, markets, studio rentals but are Council employees. Café was involved from the design stage and is successful. 10 year lease. They already run other spaces in the city.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Council take an annual report to their culture cabinet. Arts Council haven't put any funding into this at any point – so they were slightly annoyed when they started talking about how wonderful it was.

<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>Claire Looney at Portsmouth City Council  <a href="mailto:Claire.Looney@portsmouthcc.gov.uk">Claire.Looney@portsmouthcc.gov.uk</a>  <a href="https://hotwallsstudios.co.uk/">https://hotwallsstudios.co.uk/</a></p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>Doesn't quite wash its face – largely because they subsidise the studio spaces and occasional things like Wi-Fi upgrades. Turnover of artists encourages visitors to come back for repeat visits as there will always be new things. From the perspective of the council, it is a contributing factor to the tourism offer.</p>

### 3. Hyb Y Gors

<b>Name of Venue</b>	Hwb Y Gors
<b>Location</b> (district/town/city)	Cwmgors near Pontardawe
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	1902 primary school including playground of 0.5ha. Ground floor 533m <sup>2</sup> , two first floor spaces of 31m <sup>2</sup> and a basement of 19m <sup>2</sup> . On main road in village. Being repurposed into a range of co-working spaces, a gallery, and a large safe community space for a variety of uses. It will also house the charity.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	This has been a long term project for the Awel Aman Tawe charity, which has developed two renewable energy assets (including a wind farm). In 2019 they began their long-term hunt for a community hub in which they can be physically based (20 staff) and also run an education, community, and arts base. The primary school they are converting was leased rather than owned by NPT Council, so they had to buy the freehold and then raise the funds (£2m) for conversion. Funders included Big Lottery, Welsh Government Community Facilities programme, Clothworkers Foundation, and a loan from Welsh Council for Voluntary Action, as well as SPF funding from NPT Council. They have used their renewable energy income as match.  Hope to open later this year.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	The hub has a combination of uses, including offices, hot desks, 2 rooms for the NPT regional branch of the Guild of Spinners, Weavers & Dyers (who have 50 members and several communal looms), a Repair Cafe and an ordinary café. Outside it has a separate building for 3 studios and outdoor space in what was the playground. They also have a gallery, a pottery studio, and a teaching space, with equipment including a kiln and laser cutter. The space is usable for a variety of community activities and will have secure entry so can be accessed 24 hrs. Staff include a Centre manager, a café manager, a technician, and a creative director (have applied to Big Lottery for salaries for first 3 years of operation until rental built up). Carbon neutral as a selling point plus fast broadband and electric car charging.  They have done a lot of community arts projects as part of their action research for the project and are including a community tapestry in the café and 65 stained glass windows in the school. They are using these long-term relationships to build studio renters and develop class programmes. They have also worked with Crytal Tombs @ NPT Council and Ben Reynolds at Urban Foundry in Swansea to build their business case.
<b>Finance</b> (I&E, source of initial capital, funders)	Still working on the business model. After £2m fit out, hope running costs are low because of green energy usage but need Big Lottery funding for first 3 years salaries.

<p><b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)</p>	<p>Owned, run, and staffed via the Awel Aman Tawe charity.</p>
<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>Dan McCallum, Prif Swyddog Awel Aman Tawe 76-78 Heol Gwilym Cwmllynfell Abertawe/Swansea SA92GN</p> <p>01639 830870 <a href="mailto:dan@awel.coop">dan@awel.coop</a> <a href="https://aat.cymru/hwb-y-gors/">https://aat.cymru/hwb-y-gors/</a> <a href="https://www.avivacommunityfund.co.uk/p/hwb-y-gors-1">https://www.avivacommunityfund.co.uk/p/hwb-y-gors-1</a></p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>They are an active member of Pontardawe Arts Centre (ex-manager is a volunteer for them) who have helped to create classes and access communities. They ran a lot of surveys and group consultations with them – should we do similar via the new Neath Library? Environmentally friendly arts provision has been a long part of their plan and think there is capacity to expand that thinking to Neath.</p>



## 4. Indycube

<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	2 rooms, one hosting c 10 desks, one with professional podcast studios, within central Swansea modern complex which includes the BID. Other tenants are design, third sector and eco design.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Set up in 2010 in Cardiff as a co-working enterprise without public sector input – not designed to support growth businesses but long-term development for local need. Now run range of facilities across the country. Opened in Swansea in 2012.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Basic desk and chair provided, free tea and coffee – all other equip and costs tenants own. Full time desk in Swansea is £199 a month. Other spaces offer members flexible hours and additional spaces such as meeting rooms.
<b>Finance</b> (I&E, source of initial capital, funders)	They get rates benefit from Swansea council as a community enterprise. Wouldn't share turnover figs...
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Indycube is a Community Benefits Society (run as a co-op); each individual space uses its income to run their space and Indycube Swansea is set up as a separate CIC. Mike also runs Room To Grow (Green street initiative) and Brand Swansea.
<b>Contact Details</b> (name, address, phone, email, web, socials)	Mike Scott <a href="mailto:mike.scott@indycube.community">mike.scott@indycube.community</a>  <a href="https://www.indycube.community/zoo-zoo/item/swansea-central">https://www.indycube.community/zoo-zoo/item/swansea-central</a>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	They have several arts projects, 3D modelling etc as tenants and aim to support people to be profitable in a collaborative environment. They'd seen and admired the Dark Heart of Wales work and think there's lots to build on for Brand Neath. Would aim to do a lot of community consultation to ensure facilities meet need. See also Narberth in Pembrokeshire as a successful Indy town e.g., <a href="https://www.visitpembrokeshire.com/explore-pembrokeshire/towns-and-villages/narberth">https://www.visitpembrokeshire.com/explore-pembrokeshire/towns-and-villages/narberth</a>

## 5. Trinity Works

<b>Location</b> (district/town/city)	Colchester
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	<p>Trinity Works describes itself as ‘an independent creative hub in the centre of Colchester, home to HAT Projects, Colchester Makerspace and Café Patch’.</p> <p>It is 3,500 sq feet of 1970s space and was converted and developed by the architecture practice HAT Projects to be their offices and a maker space and café. The Maker space is rented by Colchester Makerspace as a tenant; they have 200 members who use the space for 24/7 access, as well as running classes and courses. There are a couple of small individual studios within the Maker space but most of it is open plan. Size ranges from small conversions to 15,000 sq feet.</p>
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	<p>HAT bought the building (a 1970s church) in 2017 and because of their business converted it very cheaply (cost £100,000 – think this would be nearer £500,000 in today’s prices if you were paying a developer). This means they are not carrying debt on the project and able to co-consult with Colchester Makerspace before the project developed about exactly what they needed for their members.</p> <p>Trinity Works is right in the centre of Colchester and easy to access by public transport. The ethos for HAT is to engage with their community and Colchester Makerspace run programmes for public as well as providing space for artists. The focus is on letterpress and ceramics in terms of facilities rather than trying to do everything and there is an active events programme, also run by Colchester Makerspace.</p>
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Colchester Makerspace offer 2 types of Membership for 8 hrs (£16 a month) or 16 hrs use (£32 a month) a week (plus student rates) to access shared space, facilities and classes and events. Studio rental separate. 24/7 secure access and access to kiln, press and larger equipment that they own and manage (They ran a crowdfunder to buy them originally). Colchester Makerspace curate the artists and works they present on their website.</p> <p>Café run as a tenant and work with Makerspace on events.</p> <p>HAT act as landlord to the other two.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	<p>No public subsidy: also HAT have no development debt to service. Diff model for each tenant: the running costs are c. £26,250 a month (£7.50 per sq foot) which they pass on as a service charge to café and Makerspace (HAT pay their own costs for their practice office space). Makerspace then charge studio tenants between £11 and £14 per sq foot per month for their spaces, plus run the Membership scheme and events programmes at break even.</p>

<p><b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)</p>	<p>HAT act as landlord. Recommends that each building different and you need a model that suits the building and then seek the tenants to fit it – especially important to co-develop the project with a lead anchor tenant, together. They find that the makerspace model, separately run, fits with the architecture offices well and both benefit from the events and café. HAT also acted ‘sensibly’ during difficult periods for tenants in COVID. Ensuring that your ethos matches that of partners is vital.</p> <p>They have a practice manager who does the practical landlord management with a day to day lead at both the Makerspace and the café.</p>
<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>24 Trinity Street Colchester  <a href="https://www.makercampus.co.uk/">https://www.makercampus.co.uk/</a>  Trinity-works.co.uk  <u>01206 766585</u>  Hana Loftus, Project Lead, HAT Projects  hana@hatprojects.com</p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>HAT’s view is that such spaces best run independently from LAs as need to handover control – but benefit from a creative approach and strategy by the LA (Colchester has this for town centre development). Need a set of organisations with a vision and ability to achieve it, plus considered route to risk management. Operating partner with a track record involved early enough important – may need to also consider mentoring from other organisations who are doing it well (e.g., ones in Swansea)</p>

## 6. Ty Celf

<b>Location</b> (district/town/city)	Llanelli
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	Shop in centre of town showing 12 artist members (get 5 feet each of space), plus small gallery space and communal teaching space (for 8 to 10) upstairs. Also, a workshop/studio for hire at £350 a month.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Founded in 2016 as a way of 'making art at the heart of the community'. Grew via Zoom and grant funding in covid. Open to public Weds to Sat 10 to 4 and run classes at other times.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Members pay £75 a month and must steward the shop 1 day a fortnight or half a day a week. Also have a guest table which they take commission on, in addition to commission on any artist sales. Work to show local colleges work and run Monday classes (x 3) with MIND and other local groups, funded by ACW Health and Wellbeing grants. Members can also run their own private workshops. They have 680 subscribers.
<b>Finance</b> (I&E, source of initial capital, funders)	Members and studio fees (plus Associate members at £12 a month), commission on sales (40% on member, 20% on guests), plus private workshops (charge artists £10 an hour for their use) plus grant funding....pretty hand to mouth on latter. Premises owned by Council; they pay £8k p.a. rent.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Charity.
<b>Contact Details</b> (name, address, phone, email, web, socials)	Karen Thomas <a href="https://www.ytycelf-thearthouse.com/">https://www.ytycelf-thearthouse.com/</a>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	Active website promotes their members. 50% of these make a living from their art – a challenge is to keep what they're showing fresh and ensure younger members can join. Their focus is contributing to Llanelli as a place and providing community benefit. They use grants to fund trained session support staff for their Monday work and are also developing a volunteer base for cleaning and other help.

## 7. Urban HQ

<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	Old police and fire station built as part of Council complex opposite Glynn Vivian gallery and next to the art school. Have brought inner courtyard and large café back to use as event space and separate Engine Room building (housed fire engine) as 12 desks and a meeting room that takes 8. This is full and will be bringing further first floor offices above it from April, mostly as small 2/3 room pods.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Ben has a PhD in cultural regeneration and set up as a 3 <sup>rd</sup> sector social entrepreneur in the music industry 20 years ago with a co-op funding by Objective One money. Created Urban Foundry as a business in 2004 – it runs 3 pop up venues across Swansea and Bridgend and also runs consultancy (did the business plan for Hwb y Gors). Now has 20 staff (including the café) and runs the business from offices on the premises – as well as HQ also manage a community street market – Swansea Council has not enforced its indoor market covenant to enable them to do this and he wonders if Neath could do something similar. Driving vision of making better places, including pop up and meanwhile (his wife was part of the original Elysium team).
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Have used SPF money to create Pop Up Wales <a href="https://popupwales.com/about/">https://popupwales.com/about/</a> to develop range of affordable spaces with partners. Urban HQ was their first. University was their landlord and were running the café plus teaching spaces above – HQ took over the café in 2022, and it is doing well but needs the income from the consultancy side of the business longer term. 80% of pop ups move into being community lets.
<b>Finance</b> (I&E, source of initial capital, funders)	As well as SPF money, also has a three year rent free lease for café from Uni. They have just sold the lease to a community housing association on a 10 year basis who will also run it for community benefit.  Bulk of their income is hires for events for 20-30 people – café by day but not a public bar in the evening. Some term time benefit from being by the art school but cost of living is impacting on their core audience and energy costs are big.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Urban Foundry is a for profit company and the café and street market arms are run as separate social enterprises. Leases are developed on 3 to 6 year basis
<b>Contact Details</b> (name, address, phone, email, web, socials)	Dr Ben Reynolds, Director <a href="mailto:ben@urbanfoundry.co.uk">ben@urbanfoundry.co.uk</a> > <a href="https://www.urbanfoundry.co.uk/">https://www.urbanfoundry.co.uk/</a>



<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>Their focus is on project development to give 3<sup>rd</sup> sector support and visibility, with green infrastructure (they are bidding to NPT for training support in this area for Swansea, to help people be able to maintain green infrastructure) and impact evaluation built in. Everything they do has community consultation, creative planning, and economic sustainability in its plan.</p> <p>Advice is to have a solid private sector anchor tenant and not to exclude residential options for one floor with separate access. Residential market has remained solid (as opposed to office market which is still hard to read post Covid). Sees a strong SME sector in terms of little design/web/game cos locally (see Blue Wafer in NPT) and area is trying to attract fin tech cos as wealth generators. Look at Tramshed Tech in Swansea with a London membership/events/training focus.</p> <p>Can Council remove rent for an initial period to a service charge – or give a 999 year lease on peppercorn terms to a non-profit developer (which could revert back to LA if went bust)? He would be interested in talking further!</p>
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## Appendix D: Photographs of comparator projects



*Figure 10: Swansea University Bay Campus business school.*



*Figure 11: Swansea University - lockers essential to co-working spaces.*



Figure 12: Swansea University shared workspace.



Figure 13: Ty Celf, Llanelli. Shope and studio space - run on a co-operative, volunteer led basis.





*Figure 14: HQ Swansea, collaborative CCI led workspace.*



*Figure 15: HQ Swansea*



*Figure 16: Elysium Gallery and Bar, Swansea*



*Figure 17: New Podcast studio, Indycube, Swansea*



## Appendix E: 2019 Old Library condition report

See following pages

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

**UPRN:** 275391197310

**NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH**

**Assessment Date:** 21 MAY 2019

**Assessment Id** 738

**Surveys By:** PROPERTY & REGENERATION

**Public Access:** YES

**Fire Precautions** B

**Asbestos:** ASBESTOS PRESENT TO VINYL FLOOR TILES ONLY - LOW RISK.

		<b>Condition Grade</b>	<b>Condition Cost</b>	<b>Access Grade</b>	<b>Access Cost</b>
<b>Unit 0</b>	<b>EXTERNAL AREAS</b>		<b>21,000.00</b>		<b>3,000.00</b>
<b>Unit 1</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 1</b>	<b>C-</b>	<b>351,250.00</b>	<b>C</b>	<b>46,750.00</b>
<b>Unit 2</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 2</b>	<b>C-</b>	<b>90,750.00</b>	<b>B</b>	<b>3,750.00</b>
	<b>OVERALL SITE</b>	<b>C-</b>	<b>463,000.00</b>	<b>C</b>	<b>53,500.00</b>

**Site Comments:** OVERALL, THE BUILDING HAS RECEIVED LITTLE INVESTMENT OVER RECENT YEARS.  
FURTHER REMEDIAL WORKS REQUIRED TO BUILDING FABRIC, DUE TO DAMP ISSUES.  
MECHANICAL AND ELECTRICAL ELEMENTS ARE NEARING THE END OF THEIR LIFESPAN.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 0

NEATH CENTRAL LIBRARY

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

### Condition Grade

GEA 861 m2

GIA 737 m2

	Year 1	Year 2-3	Within 5 Years	Within 10 Years
CONDITION COSTS	10,750.00	8,500.00	1,750.00	

OVERALL 21,000.00

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL AREAS AND GROUNDS - WALLS AND FENCES	B	2		1,750			IN FAIR CONDITION. MISSING MORTAR JOINTS TO LOW-LEVEL STONEMWORK. PROVISION FOR REPOINTING AND MINOR REPAIRS.
EXTERNAL AREAS AND GROUNDS - GATES	D	1	750				IN POOR CONDITION. OLD, RUSTED GATE LEADING TO AREA CONTAINING GAS METER HOUSE. ALLOW FOR RENEWING.
EXTERNAL AREAS AND GROUNDS - ROADS	D	N/A					ROAD ACCESS TO REAR CAR PARK IS IN POOR CONDITION (ADOPTED HIGHWAY).
EXTERNAL AREAS AND GROUNDS - CAR PARKING	D	1	6,000				BITUMEN MACADAM CAR PARK SURFACING IN POOR CONDITION. ISOLATED DAMAGE; CRAZED / WORN SURFACES; UNEVEN. PROVISION FOR RESURFACING.
EXTERNAL AREAS AND GROUNDS - PATHS/WALKWAYS	B	1	4,000	4,000			IN FAIR CONDITION. FRONT ACCESS ROUTE TO BUILDING IS RELATIVELY SOUND. NO SIGNIFICANT WORKS FORESEEN. SIDE AND REAR PATHWAYS HAVE LOOSE / WORN SURFACING; VEGETATION GROWTH. PROVISION FOR REMEDIAL WORKS AND RESURFACING. BOILER HOUSE STEPS AND RETAINING WALL IN POOR TO FAIR CONDITION. DAMAGED; UNEVEN; LOSS OF POINTING. PROVISION FOR REMEDIAL WORKS WITHIN 2-3-YEARS.
EXTERNAL AREAS AND GROUNDS - DRAINAGE	C	2		2,000			IN POOR TO FAIR CONDITION. BROKEN GULLIES AND BLOCKED DRAINAGE RUNS. ALLOW FOR REMEDIAL WORKS AND CLEARING RUNS.
EXTERNAL AREAS AND GROUNDS - HARD AND SOFT LANDSCAPING	A	N/A					
EXTERNAL AREAS AND GROUNDS - EXTERNAL LIGHTING	B	2		750			IN FAIR TO GOOD CONDITION. THE MAJORITY OF FITTINGS ARE SOUND. OLD LIGHT FITTINGS MOUNTED TO REAR OF BUILDING HAVE REACHED THE END OF THEIR PRACTICAL LIFESPAN. PROVISION FOR RENEWING.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL AREAS AND GROUNDS - OUTBUILDINGS	C	3			1,750		IN FAIR CONDITION, GAS METER ROOM GENERALLY SOUND. ALLOW FOR REFURBISHMENT INCLUDING THE RENEWAL OF FLAT ROOF AND REDECORATION OF DOORS WITHIN 3-5 YEARS.



## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 1

NEATH CENTRAL LIBRARY LIBRARY  
BLOCK 1

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

Condition Grade C-

GEA 602 m2

GIA 520 m2

	Year 1	Year 2-3	Within 5 Years	Within 10 Years
CONDITION COSTS	116,500.00	165,000.00	69,750.00	

OVERALL 351,250.00

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL ROOF - ROOF COVERING AND FASCIAS	C	2	12,500	17,500			ROOF VIEWED FROM GROUND LEVEL AND FROM DRONE FOOTAGE DATED JAN 2019. OVERALL IN FAIR CONDITION. SLATE COVERING TO MAIN ROOF APPEARS GENERALLY SOUND. EVIDENCE OF SIGNIFICANT WATER INGRESS ADJACENT TO PARAPET TO ENTRANCE ELEVATION; SLATES LOCATED TO GROUND. PROVISION FOR IMPROVEMENTS TO PARAPET LEADWORK AND AD-HOC REPAIRS. FLAT AND PITCHED ROOFS TO SINGLE STOREY STRUCTURES ARE ALLOWING WATER INGRESS AT SEVERAL LOCATIONS; DAMAGED / WORN COVERINGS, PARTICULARLY ADJACENT TO WALL JUNCTION; IT IS DEEMED THAT THEY HAVE REACHED THE END OF THEIR LIFE SPAN. PROVISION FOR NEW COVERINGS AND IMPROVEMENTS TO LEAD FLASHINGS TO WALL JUNCTIONS.
EXTERNAL ROOF - RAINWATER DISPOSAL	C	2		8,500			OVERALL, IN FAIR CONDITION. RAINWATER GOODS TO REAR WERE RENEWED DURING PREVIOUS REFURBISHMENT. LEAKS TO GUTTER JOINTS, LOSS OF PAINT FINISH. ALLOW FOR REPAIRS. REMAINING GUTTERS AND DOWNPIPES ARE IN POOR CONDITION. LEAKING; BLOCKED; PAINT COVERING FLAKING. PROVISION FOR RENEWING.
EXTERNAL ROOF - ROOF LIGHTS ETC	N/A	N/A					
EXTERNAL WALLS, WINDOWS AND DOORS - WALLS/CLADDING	C	2		60,000			IN FAIR CONDITION. REAR ELEVATIONS HAVE BEEN RECENTLY REFURBISHED, HOWEVER, MINOR CRACKING TO RENDER. SIDE AND FRONT ELEVATIONS COMPRISE COURSED AND ORNAMENTAL STONEMWORK. SCALED STONEMWORK SURFACES; WEATHERED SECTIONS; HIGH LEVEL WATER INGRESS TO ENTRANCE ELEVATION ADJACENT TO PARAPET, POSSIBLY DUE TO INADEQUATE DRAINAGE. PROVISION FOR HACKING OFF LOOSE STONEMWORK AND REFURBISHING.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL WALLS, WINDOWS AND DOORS - WINDOWS	C	2		45,000			IN POOR TO FAIR CONDITION. SEVERAL WINDOWS HAVE BEEN RENEWED WITH UPVC DOUBLE GLAZED UNITS AND ARE IN SOUND CONDITION, EXCEPT FOR FAILED DOUBLE GLAZED SEALS. ALLOW FOR RENEWING FAILED GLAZED GLAZING. REMAINING TIMBER SASH SINGLE GLAZED UNITS ARE WORN; PAINT FLAKING OFF SURFACES; DECAY TO TIMBERWORK. ALLOW FOR RENEWING TIMBER SASH WINDOWS.
EXTERNAL WALLS, WINDOWS AND DOORS - DOORS	B	3			1,250		IN FAIR CONDITION. REAR ALUMINIUM FIRE ESCAPE DOOR IS IN GOOD SOUND CONDITION. LARGE TIMBER ENTRANCE DOORS APPEAR WORN. PROVISION FOR OVERHAUL. LOUVRED BOILER HOUSE DOOR IS BEGINNING TO FAIL. ALLOW FOR RENEWING.
EXTERNAL WALLS, WINDOWS AND DOORS - CHIMNEYS/FLUES	A	N/A					
INTERNALS - FLOORS	B	2		6,000	3,500		IN FAIR CONDITION. FLOOR COVERINGS GENERALLY SOUND, MINOR STAINS. PROVISION FOR DEEP CLEAN AND ISOLATED RENEWAL ONLY. CARPET TILE COVERING TO FIRST FLOOR LOCAL STUDIES ROOM WORN / STAINED. PROVISION FOR RENEWING.
INTERNALS - WALLS	D	1	24,000				IN POOR TO FAIR CONDITION. WATER INGRESS AND CRACKING HAS DAMAGED PLASTERWORK AT VARIOUS LOCATIONS; FIRST FLOOR AREA PREVIOUSLY REPLASTERED IS STILL DISPLAYING SIGNIFICANT WATER INGRESS; WORN RENDERED SURFACES IN BOILER ROOM. PROVISION FOR HACKING OFF DAMAGED PLASTER, ALLOW TO ADEQUATELY DRY OUT AND REPLASTER.
INTERNALS - CEILINGS	C	2		7,000			IN FAIR CONDITION. SEVERAL AREAS HAVE BEEN REPAIRED / REPLASTERED, HOWEVER REMAINING AREAS HAVE ISOLATED WATER INGRESS; CRACKING THROUGH CEILING SURFACES AND DECORATIVE CORNICE. PROVISION FOR RENEWING CEILING AND CORNICE UPON COMPLETION OF EXTERNAL REMEDIAL WORKS

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
INTERNALS - DOORS	B	3			3,000		OVERALL, DOORS ARE IN GOOD CONDITION. FIRE RATED DOORS ALONG CIRCULATION ROUTES HAVE BEEN RECENTLY FITTED. OLDER ENTRANCE LOBBY, CUPBOARD, AND BASEMENT DOORS REQUIRE RENEWING WITHIN 5-YEARS.
INTERNALS - FITTED FURNITURE	B	2		2,500	2,500		IN FAIR TO GOOD CONDITION. OLDER STORE SHELVING REQUIRES RENEWING.
INTERNALS - INTERNAL DECORATION	C	2		15,000			IN FAIR CONDITION. WORN PLASTERWORK AND PAINTED SURFACES. PROVISION FOR REDECORATION UPON COMPLETION OF INTERNAL REMEDIAL WORKS.
INTERNALS - STAIRCASES INCLUDING GUARDING AND HANDRAILS	C	2		3,500			IN FAIR CONDITION. NO COVERING TO TREADS; WORN SURFACES. PROVISION FOR OVERHAUL.
INTERNALS - ROOF STRUCTURE AND VOIDS	N/I	N/A					
SANITARY SERVICES - SANITARY APPLIANCES AND DRAINAGE	N/A	N/A					NO TOILET FACILITIES.
SANITARY SERVICES - COLD WATER STORAGE TANKS, CISTERNS AND PIPEWORK	N/A	N/A					
MECHANICAL SERVICES - HEATING BOILERS AND SYSTEM	C	1	30,000				IN POOR TO FAIR CONDITION. THE BOILER WAS INSTALLED IN 1989 AND HAS REACHED THE END OF ITS PRACTICAL AND RECOMMENDED LIFESPAN. PROVISION FOR RENEWING BOILER SYSTEM AND CONTROLS.
MECHANICAL SERVICES - FIXED HEATING APPLIANCES	D	1	50,000				IN POOR CONDITION. OLD CAST IRON RADIATORS AND PIPEWORK HAVE EXCEEDED THEIR LIFESPAN. PROVISION FOR RENEWING.
MECHANICAL SERVICES - HOT WATER	N/A	N/A					
ELECTRICAL SERVICES - SWITCHGEAR AND METERS	C	3			6,000		IN FAIR CONDITION. ELECTRICAL SWITCHGEAR REWIRED CIRCA 30-YEARS AGO. OLDER COMPONENTS / BOARDS WILL REQUIRE RENEWING WITHIN 5-YEARS.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
ELECTRICAL SERVICES - ELECTRICAL SUB-CIRCUITS AND DEVICES	C	3			8,500		IN FAIR CONDITION. SMALL POWER PROVISION PARTIALLY REWIRED CIRCA 30-YEARS AGO AND MORE RECENT PROVISIONS FOR COMPUTER WORKSTATIONS. PROVISION FOR REWIRING REMAINING AREAS WITHIN 5-YEARS.
ELECTRICAL SERVICES - LIGHTING	C	3			35,000		IN POOR TO FAIR CONDITION. LIGHTING REWIRED CIRCA 30-YEARS AGO. THE LIGHT FITTINGS AND ASSOCIATED WIRING / SWITCHES ARE NEARING THE END OF THEIR RECOMMENDED LIFESPAN. PROVISION FOR RENEWAL.
ELECTRICAL SERVICES - FIRE PROTECTION SYSTEMS	C	3			10,000		IN POOR TO FAIR CONDITION. FIRE DETECTION SYSTEM RENEWED CIRCA 30- YEARS AGO. NEARING THE END OF ITS RECOMMENDED LIFE EXPECTANCY. PROVISION FOR RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - MISCELLANEOUS ITEMS E.G. LIFTS	N/A	N/A					

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 2

NEATH CENTRAL LIBRARY LIBRARY  
BLOCK 2

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

Condition Grade C-

GEA 259 m2

GIA 217 m2

	Year 1	Year 2-3	Within 5 Years	Within 10 Years
CONDITION COSTS	11,500.00	45,750.00	32,250.00	1,250.00

OVERALL 90,750.00



## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL ROOF - ROOF COVERING AND FASCIAS	C	2		15,000			IN POOR CONDITION. SEVERAL SLIPPED / DISPLACED SLATES , PARTICULARLY TO REAR. ISOLATED WATER INGRESS TO ADJACENT AREA. FURTHER ISSUES EXPECTED DUE TO AGE OF BUILDING. ALLOW FOR REFURBISHING.
EXTERNAL ROOF - RAINWATER DISPOSAL	C	2		1,500			IN FAIR CONDITION. WORN PAINTWORK; UNFIXED / DAMAGED DOWNPIPES. PROVISION FOR OVERHAUL AND SELECTED RENEWAL.
EXTERNAL ROOF - ROOF LIGHTS ETC	N/A	N/A					
EXTERNAL WALLS, WINDOWS AND DOORS - WALLS/CLADDING	C	3		7,500			IN FAIR CONDITION. RENDERED SURFACES HAVE BEEN PARTIALLY RENEWED, HOWEVER, CRAZING AND CRACKING ARE REOCCURRING TO SURFACES. REMAINING RENDER HEAVILY STAINED WITH CRAZING TO SURFACES. ALLOW FOR FURTHER RE-RENDERING WITHIN 5-YEARS STONWORK GENERALLY SOUND. DECORATIVE STONWORK AROUND BAY WINDOWS AND PARAPET SHOULD BE HAMMER TESTED FOR LOOSE STONE; PAINTED SURFACES TO STONWORK IS WORN. ALLOW FOR REMEDIAL WORKS AND REDECORATION.
EXTERNAL WALLS, WINDOWS AND DOORS - WINDOWS	B	3			8,000		GROUND FLOOR AND REAR WINDOWS ARE UPVC DOUBLE GLAZED UNITS IN GOOD CONDITION. NO WORKS FORESEEN. TIMBER SASH UNITS TO FIRST AND SECOND FLOORS ARE IN POOR TO FAIR CONDITION AND SHOULD BE RENEWED TO MATCH.
EXTERNAL WALLS, WINDOWS AND DOORS - DOORS	B	2		1,250			IN FAIR CONDITION. TIMBER ENTRANCE DOOR DATED / WORN. PROVISION FOR RENEWING. REAR EXIT DOOR SOUND.
EXTERNAL WALLS, WINDOWS AND DOORS - CHIMNEYS/FLUES	B	N/A					

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
INTERNALS - FLOORS	C	1	4,000	4,000			IN FAIR CONDITION. SIGNIFICANT LOADINGS TO FLOOR WITHIN MIDDLE OFFICE (ARCHIVE STORAGE). THE ROOM WAS NOT DESIGNED TO HOLD SUCH EXCESSIVE WEIGHT. ALLOW TO RELOCATE STORAGE AND REPAIR OVERLOADED FLOOR AS REQUIRED. WORN / MISSING COVERINGS TO UPPER FLOORS; WORN VINYL FLOORING. PROVISION FOR NEW COVERINGS.
INTERNALS - WALLS	C	1	7,500	2,500			IN FAIR CONDITION. PLASTERWORK DAMAGED AT ISOLATED LOCATIONS DUE TO CRACKING / WATER INGRESS. PROVISION FOR REMEDIAL REPAIRS. SIGNIFICANT LOADINGS TO FLOOR WITHIN MIDDLE OFFICE (ARCHIVE STORAGE). THE ROOM WAS NOT DESIGNED TO HOLD SUCH EXCESSIVE WEIGHT AND CRACKING IS APPARENT TO ADJACENT AREAS. ALLOW TO RELOCATE STORAGE AND REPAIR OVERLOADED WALLS AS REQUIRED.
INTERNALS - CEILINGS	C	2		2,500			IN FAIR CONDITION. CRACKING / WATER INGRESS THROUGH CEILING SURFACES; UNFINISHED CEILING FINISH. PROVISION FOR REMEDIAL WORKS.
INTERNALS - DOORS	C	2		4,500			IN FAIR CONDITION. OLDER TIMBER DOORS TO UPPER FLOORS WORN. PROVISION FOR RENEWING.
INTERNALS - FITTED FURNITURE	B	N/A					IN FAIR TO GOOD CONDITION. NO SIGNIFICANT WORKS FORESEEN.
INTERNALS - INTERNAL DECORATION	C	2		5,000			IN POOR TO FAIR CONDITION. PROVISION FOR REDECORATION OF REPLASTERED AREAS TO UPPER FLOORS UPON COMPLETION OF REMEDIAL WORKS.
INTERNALS - STAIRCASES INCLUDING GUARDING AND HANDRAILS	C	2		1,250			IN FAIR CONDITION. WORN / DATED APPEARANCE PROVISION FOR OVERHAUL.
INTERNALS - ROOF STRUCTURE AND VOIDS	N/I	N/A					
SANITARY SERVICES - SANITARY APPLIANCES AND DRAINAGE	B	4				1,250	IN FAIR CONDITION. DATED CUBICLES AND SANITARYWARE. PROVISION FOR REFURBISHING.
SANITARY SERVICES - COLD WATER STORAGE TANKS, CISTERNS AND PIPEWORK	N/I	N/A					

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
MECHANICAL SERVICES - HEATING BOILERS AND SYSTEM	A	N/A					IN GOOD CONDITION. THE BOILER HAS BEEN RECENTLY RENEWED. NO WORKS FORESEEN.
MECHANICAL SERVICES - FIXED HEATING APPLIANCES	B	2		750			DISTRIBUTION SYSTEM APPEARS GENERALLY SOUND. PROVISION FOR MINOR REPAIRS ONLY.
MECHANICAL SERVICES - HOT WATER	C	3			1,000		IN FAIR CONDITION. OLDER HOT WATER HEATERS WILL REQUIRE RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - SWITCHGEAR AND METERS	C	3			1,250		IN FAIR CONDITION. ELECTRICAL SWITCHGEAR REWIRED CIRCA 30-YEARS AGO. OLDER COMPONENTS / BOARDS WILL REQUIRE RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - ELECTRICAL SUB-CIRCUITS AND DEVICES	C	3			7,500		IN FAIR CONDITION. SMALL POWER PROVISION PARTIALLY REWIRED CIRCA 30-YEARS AGO. PROVISION FOR REWIRING REMAINING AREAS WITHIN 5-YEARS.
ELECTRICAL SERVICES - LIGHTING	C	3			12,000		IN FAIR CONDITION. LIGHTING REWIRED CIRCA 30-YEARS AGO. THE LIGHT FITTINGS AND ASSOCIATED WIRING / SWITCHES ARE NEARING THE END OF THEIR RECOMMENDED LIFESPAN. PROVISION FOR RENEWAL.
ELECTRICAL SERVICES - FIRE PROTECTION SYSTEMS	C	3			2,500		IN POOR TO FAIR CONDITION. FIRE DETECTION SYSTEM RENEWED CIRCA 30-YEARS AGO. NEARING THE END OF ITS RECOMMENDED LIFE EXPECTANCY. PROVISION FOR RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - MISCELLANEOUS ITEMS E.G. LIFTS	N/A	N/A					

## Appendix F: 2019 Old Library access appraisal

See following pages

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**UPRN: 275391197310**

**Unit: 0**

**Sub Unit: 0**

**NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH**

**Audit ID: 664**

**Audit Date: 17 MAY 2019**

**Surveys By: PROPERTY & REGENERATION**

**Access Cost £: 53,500.00**

**Access Grade: C LARGELY INACCESSIBLE BUILDING. NON-COMPLIANT WITH ACCESSIBILITY LEGISLATION BUT COULD BE MADE SO SUBJECT TO EXTENSIVE WORKS**

---

**UNIT / BLOCK**

**COSTING**

**GRADE**

<b>0</b>	<b>EXTERNAL AREAS</b>	<b>3,000.00</b>	
<b>1</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 1</b>	<b>46,750.00</b>	<b>C</b>
<b>2</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 2</b>	<b>3,750.00</b>	<b>B</b>

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** EXTERNAL AREAS

**Accessibility Grade**

**Question:** 1 APPROACH, ROUTES AND STREET FURNITURE

**Access Cost £:** 0.00

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
1.1	ACCESS ROUTE LENGTH AND SEATING	Y
1.2	PATHWAYS - KERBS, WIDTH, SURFACING, FREE FROM OBSTRUCTION	Y
1.3	SUFFICIENT LANDMARKS AND SIGNAGE TO AID ORIENTATION	Y
1.4	ADEQUATELY LIT	Y

**Question:** 2 CAR PARKING

**Access Cost £:**

**Access Comments:** NO ACCESSIBLE PARKING.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
2.1	DISABLED PARKING BAYS CLEARLY SIGNPOSTED FROM CAR PARK ENTRANCE	N/A
2.2	DISABLED PARKING IDENTIFIABLE TO THE CORRECT DIMENSIONS AND ADEQUATELY LIT	N/A
2.3	IS PARKING CLOSE TO BUILDING AND ACCESS ROUTE TO ENTRANCE ACCEPTABLE	N/A
2.4	DOES PARKING BAY ALLOW ENOUGH SPACE FOR TRANSFER TO WHEELCHAIR	N/A

**Question:** 3 EXTERNAL RAMPS

**Access Cost £:** 3,000.00

**Access Comments:** PROVISION FOR STEPS ADJACENT TO RAMP; HANDRAIL TO ONESIDE ONLY.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
3.1	RAMP ACCOMPANIED BY STEPS FOR AMBULANT DISABLED PEOPLE	N
3.2	RAMP WIDE ENOUGH, SUITABLY GRADED, CORRECT HANDRAILS, NON-SLIP SURFACE AND PROTECTED EDGES	N
3.3	IF NO PERMANENT RAMP, IS A PORTABLE RAMP, PLATFORM LIFT PRESENT	N/A



## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :**        **EXTERNAL AREAS**

**Question:**         **4**        **EXTERNAL STEPS**

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
4.1	VISUAL AND TACTILE WARNINGS AT TOP AND BOTTOM OF STEPS	N/A
4.2	LIGHTING ADEQUATE AND WELL POSITIONED	N/A
4.3	CORRECT TREAD LENGTH, RISER HEIGHTS AND IDENTIFIABLE NOSINGS	N/A
4.4	LANDING LARGE ENOUGH & PROVIDED AT INTERMEDIATE LEVEL IN A LONG FLIGHT. SUITABLE HANDRAILS EACH SIDE	N/A

**Total Cost £ :**        **3,000.00**

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Accessibility Grade** C

**Question:** 5 ENTRANCES

**Access Cost £:** 1,000.00

**Access Comments:** LOBBY DOOR INADEQUATE FOR ACCESSIBILITY.  
NO LOWER VISION PANEL.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
5.1	MAIN ENTRANCE CLEARLY DISTINGUISHABLE AND EASY TO LOCATE	Y
5.2	DOOR OPENING / LOBBY WIDE ENOUGH AND ADEQUATE OPENING SPACE	Y
5.3	LEVEL / FLUSH THRESHOLD	Y
5.4	SUFFICIENT VISION PANELS. SAFETY MARKINGS TO GLAZING	N
5.5	SUITABLE HEIGHT AND TYPE OF DOOR ACCESS SYSTEM AND IRONMONGERY	N/A

**Question:** 6 RECEPTION AREAS AND LOBBIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
6.1	CLEARLY MARKED AND SUFFICIENT QUANTITY OF SIGNAGE	Y
6.2	RECEPTION DESK SUITABLE HEIGHT	Y
6.3	SURFACES SUITABLE	Y

**Question:** 7 CORRIDORS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
7.1	WIDE ENOUGH AND FREE FROM OBSTRUCTIONS	Y
7.2	NATURAL AND ARTIFICIAL LIGHTING AVOIDING GLARE AND SILHOUETTES	Y
7.3	SUITABLE FLOOR SURFACING	Y
7.4	DIRECTIONAL, INFORMATION AND TACTILE SIGNAGE PROVIDED AND CLEARLY VISIBLE	Y

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 8 INTERNAL DOORS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
8.1	GLASS DOORS - CLEARLY VISIBLE WHEN CLOSED	N/A
8.2	SUFFICIENT VISION PANELS TO VIEW OPPOSITE SIDE OF DOOR	Y
8.3	CLEAR OPENING WIDTH AND ADEQUATE OPENING SPACE	Y
8.4	EASILY GRIPPED AND OPERATED. LIGHT AND EASY TO OPEN. APPROPRIATE DOOR CLOSER	Y

**Question:** 9 INTERNAL RAMPS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
9.1	IS THERE A RAMP AT ANY INTERNAL LEVEL CHANGE	N/A
9.2	WIDE ENOUGH AND SUITABLY GRADED WITH NON-SLIP COVERING	N/A
9.3	EXPOSED EDGES PROTECTED TO PREVENT ACCIDENTS AND SUITABLE HANDRAILS	N/A

**Question:** 10 INTERNAL STAIRS

**Access Cost £:** 750.00

**Access Comments:** NOSINGS NOT IDENTIFIABLE.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
10.1	TREADS LONG ENOUGH / RISERS SHALLOW ENOUGH / NOSINGS READILY IDENTIFIABLE	N
10.2	SUITABLE HANDRAIL EACH SIDE	Y
10.3	LANDINGS BIG ENOUGH AND PROVIDED AT INTERMEDIATE LEVELS IN LONG FLIGHT	Y
10.4	CLEARLY IDENTIFICABLE SIGNAGE (VISUAL AND TACTILE)	N/A
10.5	ADEQUATE AND WELL POSITIONED LIGHTING	Y

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 11 LIFTS

**Access Cost £:** 45,000.00

**Access Comments:** NO ACCESS TO FIRST FLOOR FOR WHEELCHAIR USERS. THERE IS CURRENTLY ONLY A STAIRLIFT FOR AMBULANT USERS.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
11.1	CAR DIMENSION AND OPENINGS SUFFICIENT	N/A
11.2	SUPPORT RAILS IN CAR APPROPRIATELY DESIGNED AND POSITIONED	N/A
11.3	ADEQUATE CONTROLS, INCLUDING EMERGENCY CALL	N/A
11.4	VOICE INDICATION OF FLOOR REACHED	N/A
11.5	FLOOR INDICATOR CLEAR AND CALL CONTROL WITHIN EASY REACH OF ALL USERS	N/A
11.6	LIFT LOCATION CLEARLY DEFINED BY VISUAL AND TACTILE INFORMATION	N/A
11.7	SUFFICIENT UNOBSTRUCTED SPACE FOR WAITING AND MANOEUVRING	N/A
11.8	ALTERNATIVE, SUITABLE STAIRS	N/A

**Question:** 12 PLATFORM LIFTS AND STAIRLIFTS

**Access Cost £:**

**Access Comments:** INADEQUATE STAIRLIFT FOR ACCESSIBLE ACCESS. RECOMMEND LIFT ACCESS FOR 1ST FLOOR.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
12.1	CAN PLATFORM LIFT / STAIRLIFT BE CONVENIENTLY AND SAFELY ACCESSED	N
12.2	EASILY IDENTIFIABLE / REACHABLE CONTROLS FOR STANDING AND SEATED USERS. ADEQUATE PLATFORM SIZE	N

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 13 WC'S - GENERAL PROVISION

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
13.1	LOBBY DOOR LIGHT ENOUGH TO OPEN. LOBBY SUFFICIENT SIZE	N/A
13.2	SLIP RESISTANT FLOOR THROUGHOUT	N/A
13.3	FITTINGS ALL EASILY DISTINGUISHABLE FROM BACKING	N/A
13.4	COMPARTMENT DOOR CONTROLS ALL EASILY GRIPPED AND OPERATED	N/A
13.5	SUFFICIENT SPACE FOR AMBULANT DISABLED PEOPLE TO MANOEUVRE	N/A
13.6	SUFFICIENT SANITARYWARE AND DISABLED IRONMONGERY	N/A
13.7	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A

**Question:** 14 WC'S - WHEELCHAIR USERS

**Access Cost £:**

**Access Comments:** NO ACCESSIBLE TOILET FACILITIES (NO PUBLIC TOILETS).

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
14.1	LARGE ENOUGH TO ALLOW MANOEUVRING INTO POSITION. UNOBSTRUCTED	N/A
14.2	HAND WASHING AND DRYING WITHIN EASY REACH OF SEATED USERS	N/A
14.3	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A
14.4	ADEQUATE DOOR IRONMONGERY, LIGHTSWITCHES, SANITARY WARE, TAPS, GRABRAILS	N/A

**Question:** 15 INTERNAL SURFACES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
15.1	FLOOR SURFACES SUITABLE FOR WHEELCHAIR PASSAGE AND UNOBSTRUCTED	Y
15.2	DISTINGUISHABLE FITTINGS/FIXTURES	Y
15.3	TEXTURED SURFACES TO AID ORIENTATION IN PEOPLE WITH IMPAIRED SIGHT	Y

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 16 FACILITIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
16.1	SUFFICIENT / CORRECT SEATING PROVIDED. ADJACENT AREAS FOR WHEELCHAIR USERS	Y
16.2	SERVICE DESKS / COUNTERS: SPACE ON BOTH SIDES FOR WHEELCHAIR USERS	Y
16.3	TELEPHONES: FIXED AT A HEIGHT THAT ALLOWS EASY USE BY WHEELCHAIR USERS. IS THERE A TEXTPHONE	N/A

**Question:** 17 WAYFINDING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
17.1	OVERALL LAYOUT OF BUILDING REASONABLY CLEAR AND LOGICAL	Y
17.2	SIGNS IN LOGICAL POSITION, READABLE AND IDENTIFIABLE. AVAILABLE IN TACTILE FORM	N/A

**Question:** 18 LIGHTING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
18.1	LIGHTING DESIGNED AND SUFFICIENT TO MEET A WIDE RANGE OF USERS NEEDS	N/A
18.2	WORKSPACES: IS LIGHTING CONTROLLABLE AND ADJUSTABLE	N/A



## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 19 ACOUSTICS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
19.1	ACOUSTIC ENVIRONMENT FOR INTENDED USE	Y
19.2	QUIET AND NOISY AREAS SEPARATED BY BUFFER ZONE	N/A
19.3	ENVIORNMENT FREE OF UNNECESSARILY OBTRUSTIVE NOISE (E.G. HEATING UNITS)	Y

**Question:** 20 MEANS OF ESCAPE

**Access Cost £:**

**Access Comments:** STEP TO FIRE EXIT, HOWEVER, MAIN ENTRANCE SERVES AS MEANS OF ESCAPE EXIT.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
20.1	GROUND FLOOR EXIT ROUTES AS ACCESSIBLE TO ALL	Y
20.2	IF PEOPLE WITH DISABILITIES CANNOT COMPLETELY EVACUATE CAN THEY REACH PLACES OF SAFETY OR REFUGES	N/A

**Total Cost £ :** 46,750.00

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Accessibility Grade B**

**Question:** 5 ENTRANCES

**Access Cost £:** 1,250.00

**Access Comments:** MAIN ENTRANCE DOOR LEFT OPEN DURING OPENING HOURS; STEP TO THRESHOLD.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
5.1	MAIN ENTRANCE CLEARLY DISTINGUISHABLE AND EASY TO LOCATE	Y
5.2	DOOR OPENING / LOBBY WIDE ENOUGH AND ADEQUATE OPENING SPACE	Y
5.3	LEVEL / FLUSH THRESHOLD	N
5.4	SUFFICIENT VISION PANELS. SAFETY MARKINGS TO GLAZING	Y
5.5	SUITABLE HEIGHT AND TYPE OF DOOR ACCESS SYSTEM AND IRONMONGERY	N/A

**Question:** 6 RECEPTION AREAS AND LOBBIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
6.1	CLEARLY MARKED AND SUFFICIENT QUANTITY OF SIGNAGE	Y
6.2	RECEPTION DESK SUITABLE HEIGHT	Y
6.3	SURFACES SUITABLE	Y

**Question:** 7 CORRIDORS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
7.1	WIDE ENOUGH AND FREE FROM OBSTRUCTIONS	Y
7.2	NATURAL AND ARTIFICIAL LIGHTING AVOIDING GLARE AND SILHOUETTES	Y
7.3	SUITABLE FLOOR SURFACING	Y
7.4	DIRECTIONAL, INFORMATION AND TACTILE SIGNAGE PROVIDED AND CLEARLY VISIBLE	N/A

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 8 INTERNAL DOORS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
8.1	GLASS DOORS - CLEARLY VISIBLE WHEN CLOSED	N/A
8.2	SUFFICIENT VISION PANELS TO VIEW OPPOSITE SIDE OF DOOR	Y
8.3	CLEAR OPENING WIDTH AND ADEQUATE OPENING SPACE	Y
8.4	EASILY GRIPPED AND OPERATED. LIGHT AND EASY TO OPEN. APPROPRIATE DOOR CLOSER	Y

**Question:** 9 INTERNAL RAMPS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
9.1	IS THERE A RAMP AT ANY INTERNAL LEVEL CHANGE	N/A
9.2	WIDE ENOUGH AND SUITABLY GRADED WITH NON-SLIP COVERING	N/A
9.3	EXPOSED EDGES PROTECTED TO PREVENT ACCIDENTS AND SUITABLE HANDRAILS	N/A

**Question:** 10 INTERNAL STAIRS

**Access Cost £:**

**Access Comments:** STEPS USED FOR STAFF ACCESS ONLY.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
10.1	TREADS LONG ENOUGH / RISERS SHALLOW ENOUGH / NOSINGS READILY IDENTIFIABLE	N/A
10.2	SUITABLE HANDRAIL EACH SIDE	N/A
10.3	LANDINGS BIG ENOUGH AND PROVIDED AT INTERMEDIATE LEVELS IN LONG FLIGHT	N/A
10.4	CLEARLY IDENTIFICABLE SIGNAGE (VISUAL AND TACTILE)	N/A
10.5	ADEQUATE AND WELL POSITIONED LIGHTING	N/A

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 11 LIFTS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
11.1	CAR DIMENSION AND OPENINGS SUFFICIENT	N/A
11.2	SUPPORT RAILS IN CAR APPROPRIATELY DESIGNED AND POSITIONED	N/A
11.3	ADEQUATE CONTROLS, INCLUDING EMERGENCY CALL	N/A
11.4	VOICE INDICATION OF FLOOR REACHED	N/A
11.5	FLOOR INDICATOR CLEAR AND CALL CONTROL WITHIN EASY REACH OF ALL USERS	N/A
11.6	LIFT LOCATION CLEARLY DEFINED BY VISUAL AND TACTILE INFORMATION	N/A
11.7	SUFFICIENT UNOBSTRUCTED SPACE FOR WAITING AND MANOEUVRING	N/A
11.8	ALTERNATIVE, SUITABLE STAIRS	N/A

**Question:** 12 PLATFORM LIFTS AND STAIRLIFTS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
12.1	CAN PLATFORM LIFT / STAIRLIFT BE CONVENIENTLY AND SAFELY ACCESSED	N/A
12.2	EASILY IDENTIFIABLE / REACHABLE CONTROLS FOR STANDING AND SEATED USERS. ADEQUATE PLATFORM SIZE	N/A

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 13 WC'S - GENERAL PROVISION

**Access Cost £:**

**Access Comments:** STAFF TOILET USE ONLY.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
13.1	LOBBY DOOR LIGHT ENOUGH TO OPEN. LOBBY SUFFICIENT SIZE	Y
13.2	SLIP RESISTANT FLOOR THROUGHOUT	Y
13.3	FITTINGS ALL EASILY DISTINGUISHABLE FROM BACKING	Y
13.4	COMPARTMENT DOOR CONTROLS ALL EASILY GRIPPED AND OPERATED	Y
13.5	SUFFICIENT SPACE FOR AMBULANT DISABLED PEOPLE TO MANOEUVRE	Y
13.6	SUFFICIENT SANITARYWARE AND DISABLED IRONMONGERY	N
13.7	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A

**Question:** 14 WC'S - WHEELCHAIR USERS

**Access Cost £:**

**Access Comments:** NO TOILET FACILITIES.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
14.1	LARGE ENOUGH TO ALLOW MANOEUVRING INTO POSITION. UNOBSTRUCTED	N/A
14.2	HAND WASHING AND DRYING WITHIN EASY REACH OF SEATED USERS	N/A
14.3	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A
14.4	ADEQUATE DOOR IRONMONGERY, LIGHTSWITCHES, SANITARY WARE, TAPS, GRABRAILS	N/A

**Question:** 15 INTERNAL SURFACES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
15.1	FLOOR SURFACES SUITABLE FOR WHEELCHAIR PASSAGE AND UNOBSTRUCTED	Y
15.2	DISTINGUISHABLE FITTINGS/FIXTURES	Y
15.3	TEXTURED SURFACES TO AID ORIENTATION IN PEOPLE WITH IMPAIRED SIGHT	Y

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 16 FACILITIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
16.1	SUFFICIENT / CORRECT SEATING PROVIDED. ADJACENT AREAS FOR WHEELCHAIR USERS	Y
16.2	SERVICE DESKS / COUNTERS: SPACE ON BOTH SIDES FOR WHEELCHAIR USERS	Y
16.3	TELEPHONES: FIXED AT A HEIGHT THAT ALLOWS EASY USE BY WHEELCHAIR USERS. IS THERE A TEXTPHONE	N/A

**Question:** 17 WAYFINDING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
17.1	OVERALL LAYOUT OF BUILDING REASONABLY CLEAR AND LOGICAL	Y
17.2	SIGNS IN LOGICAL POSITION, READABLE AND IDENTIFIABLE. AVAILABLE IN TACTILE FORM	N/A

**Question:** 18 LIGHTING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
18.1	LIGHTING DESIGNED AND SUFFICIENT TO MEET A WIDE RANGE OF USERS NEEDS	N/A
18.2	WORKSPACES: IS LIGHTING CONTROLLABLE AND ADJUSTABLE	N/A

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 19 ACOUSTICS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
19.1	ACOUSTIC ENVIRONMENT FOR INTENDED USE	Y
19.2	QUIET AND NOISY AREAS SEPARATED BY BUFFER ZONE	N/A
19.3	ENVIORNMENT FREE OF UNNECESSARILY OBTRUSTIVE NOISE (E.G. HEATING UNITS)	Y

**Question:** 20 MEANS OF ESCAPE

**Access Cost £:** 2,500.00

**Access Comments:** STEP TO REAR FIRE EXIT. IMPROVEMENTS REQUIRED

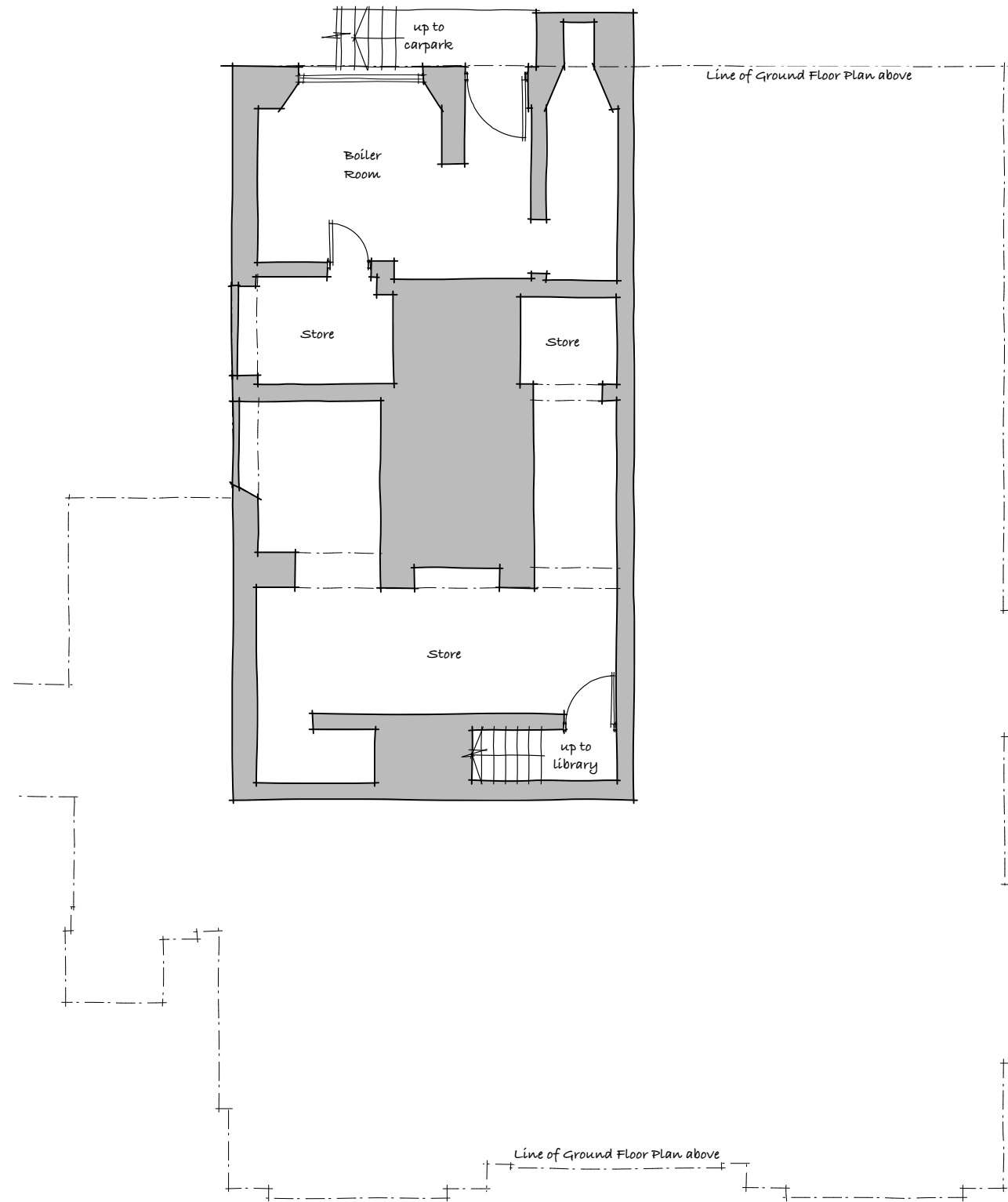
<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
20.1	GROUND FLOOR EXIT ROUTES AS ACCESSIBLE TO ALL	Y
20.2	IF PEOPLE WITH DISABILITIES CANNOT COMPLETELY EVACUATE CAN THEY REACH PLACES OF SAFETY OR REFUGES	N/A

**Total Cost £ :** 3,750.00



## Appendix G: Existing and proposed floor plans

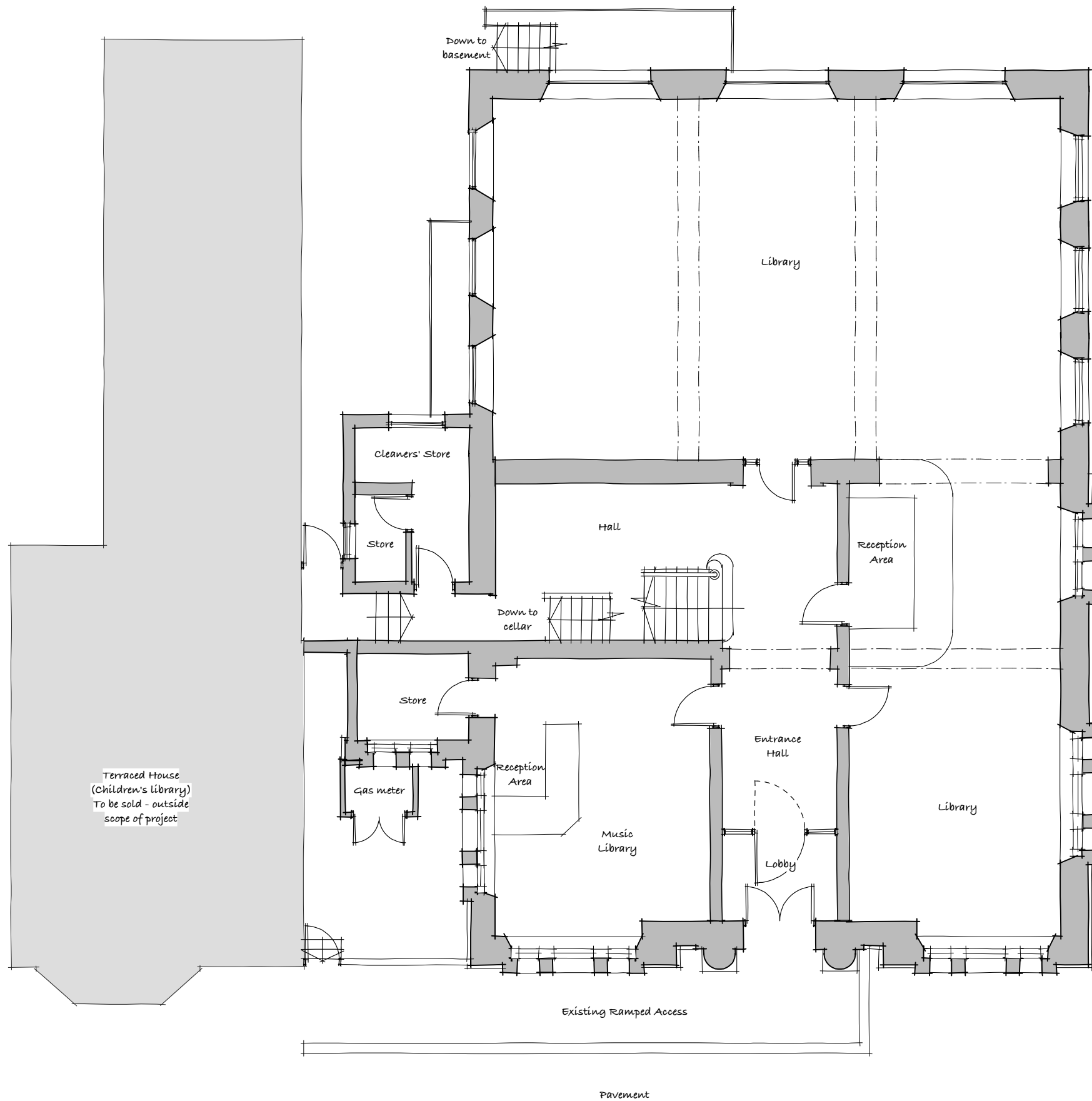
See following pages



EX 005 BASEMENT PLAN  
1:100 @ A3

PRELIMINARY

**Hiraeth.** 2225 EX 005 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 EXISTING  
**Basement Plan**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

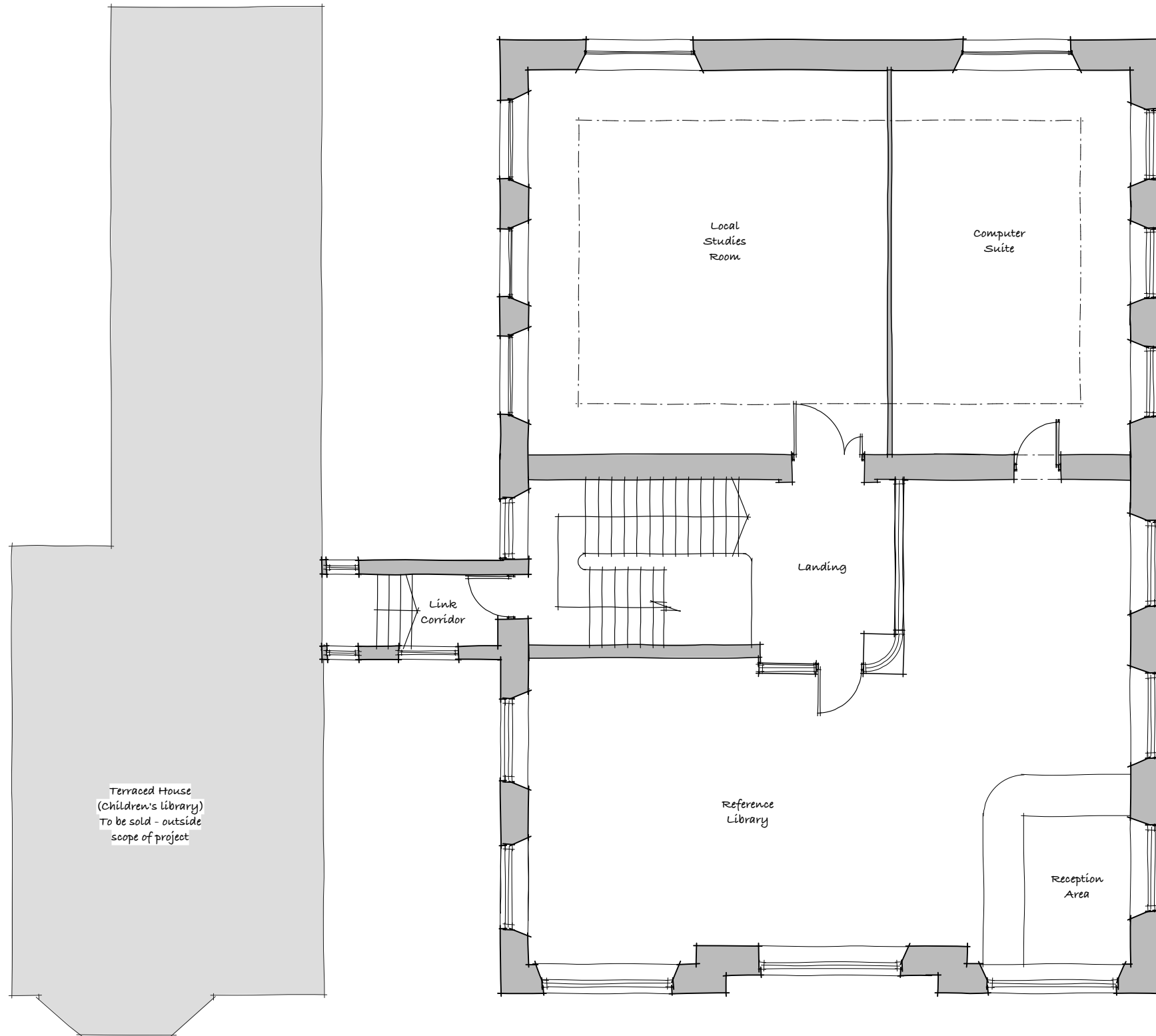


EX 006 GROUND FLOOR PLAN  
1:100 @ A3

PRELIMINARY

**Hiraeth.** 2225 EX 006 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 EXISTING  
**Ground Floor Plan**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

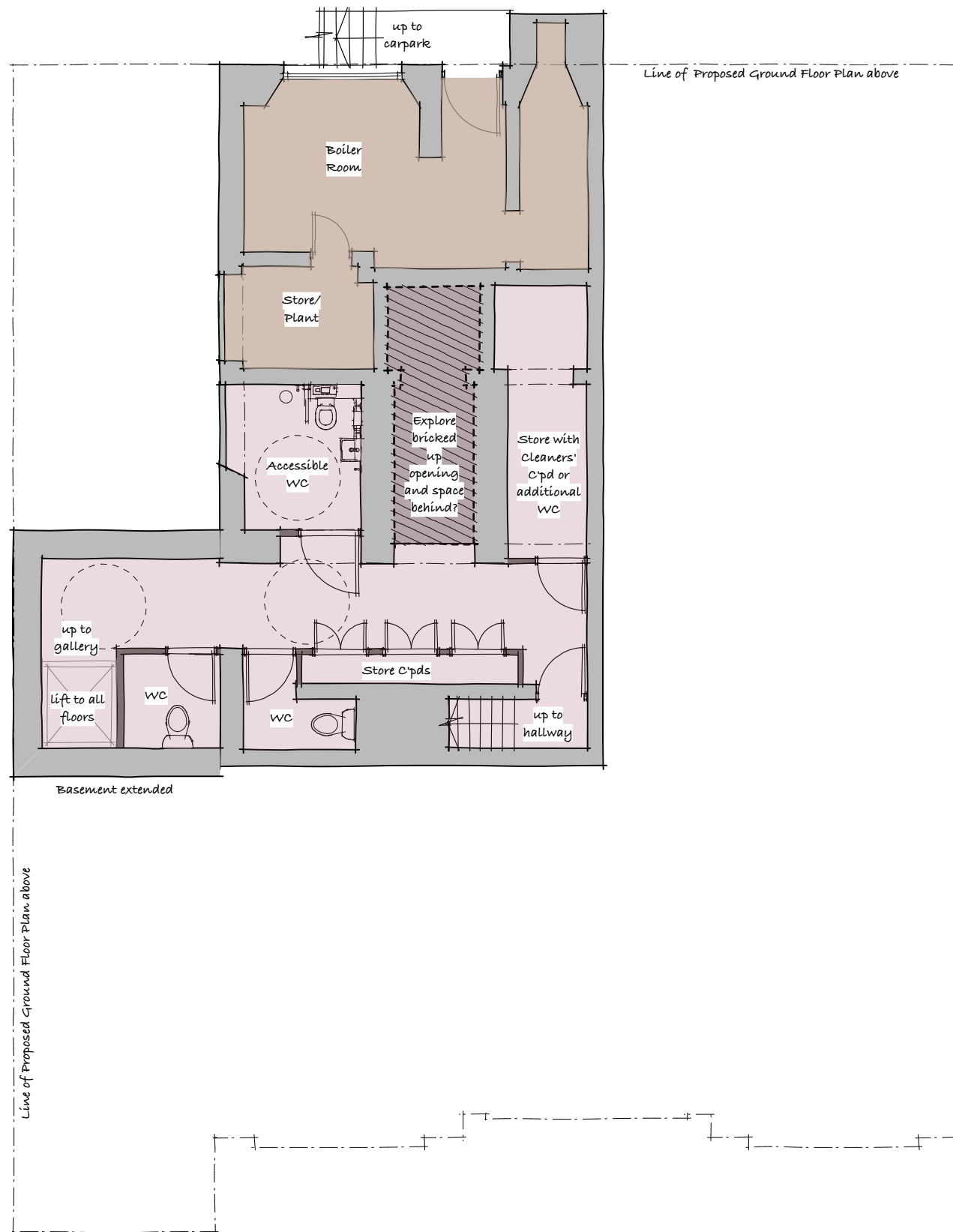
do not scale from this drawing | all dimensions to be verified on site | copyright Hiraeth Architecture



EX 007 FIRST FLOOR PLAN  
1:100 @ A3

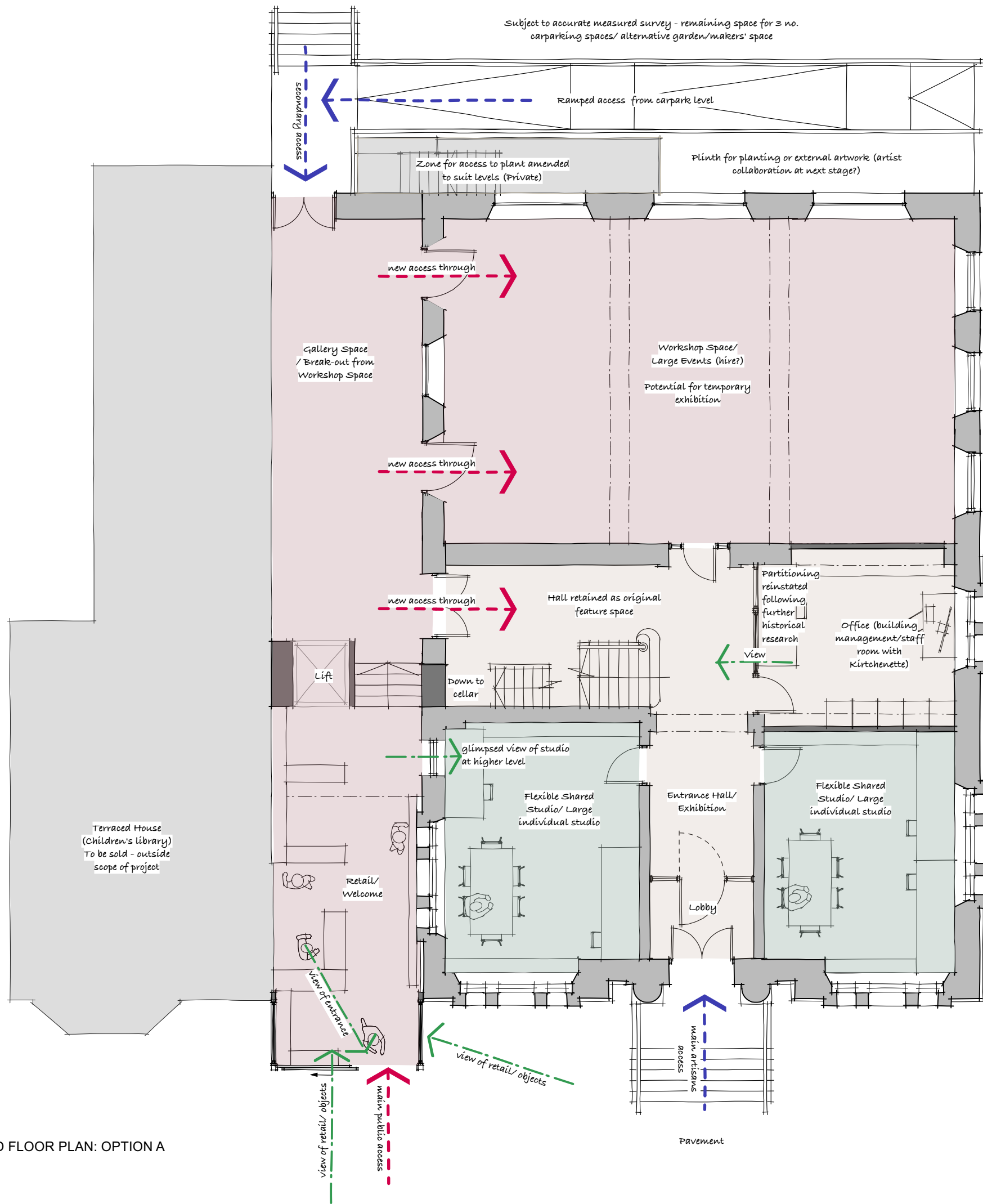
PRELIMINARY

**Hiraeth.** 2225 EX 007 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 EXISTING  
**First Floor Plan**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA



PRELIMINARY

**Hiraeth.** 2225 SK 010 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**Basement Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

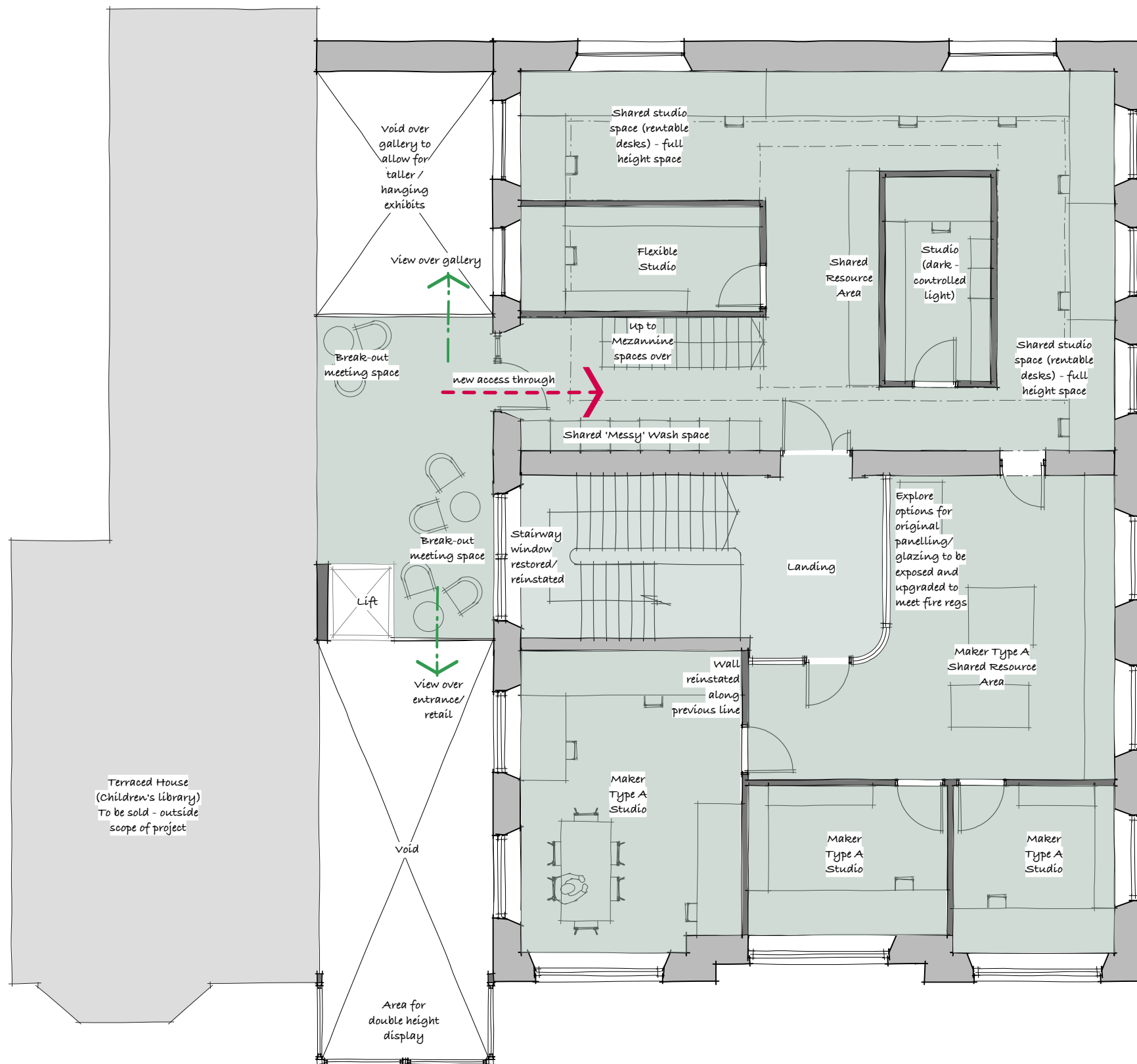


SK 011 GROUND FLOOR PLAN: OPTION A  
1:100 @ A3

PRELIMINARY

**Hiraeth.** 2225 SK 011 Rev.  
 Neath Port Talbot CBC  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

do not scale from this drawing | all dimensions to be verified on site | copyright Hiraeth Architecture



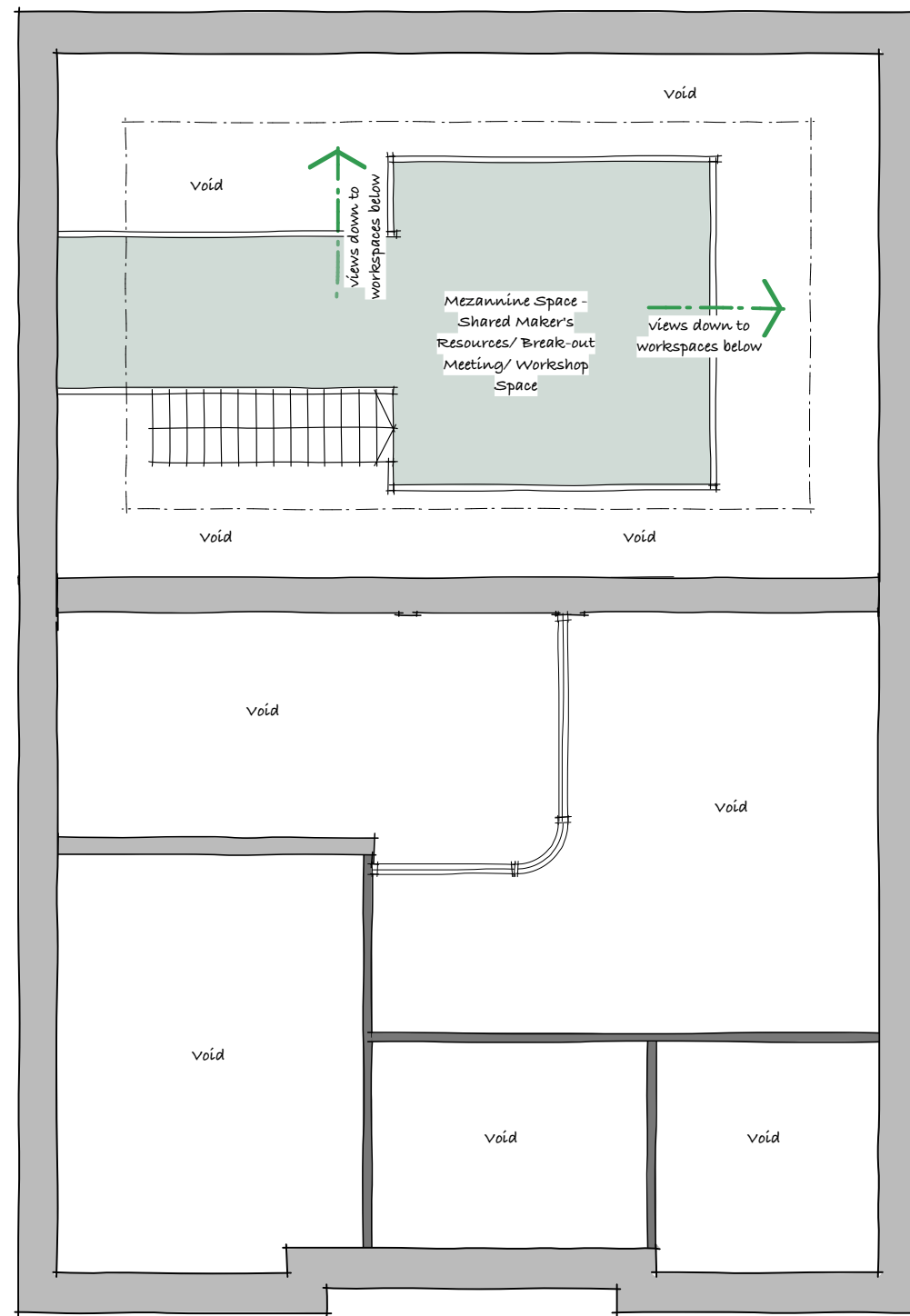
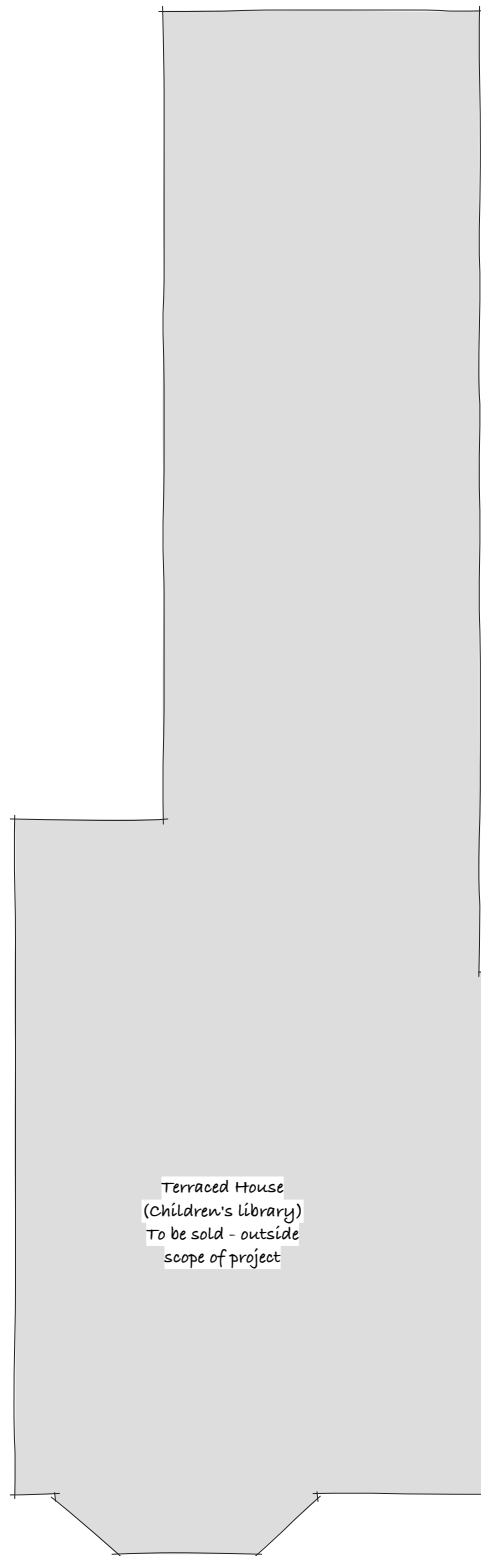
SK 012 FIRST FLOOR PLAN: OPTION A  
1:100@ A3

PRELIMINARY

**Hiraeth.** 2225 SK 012 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

do not scale from this drawing | all dimensions to be verified on site | copyright Hiraeth Architecture



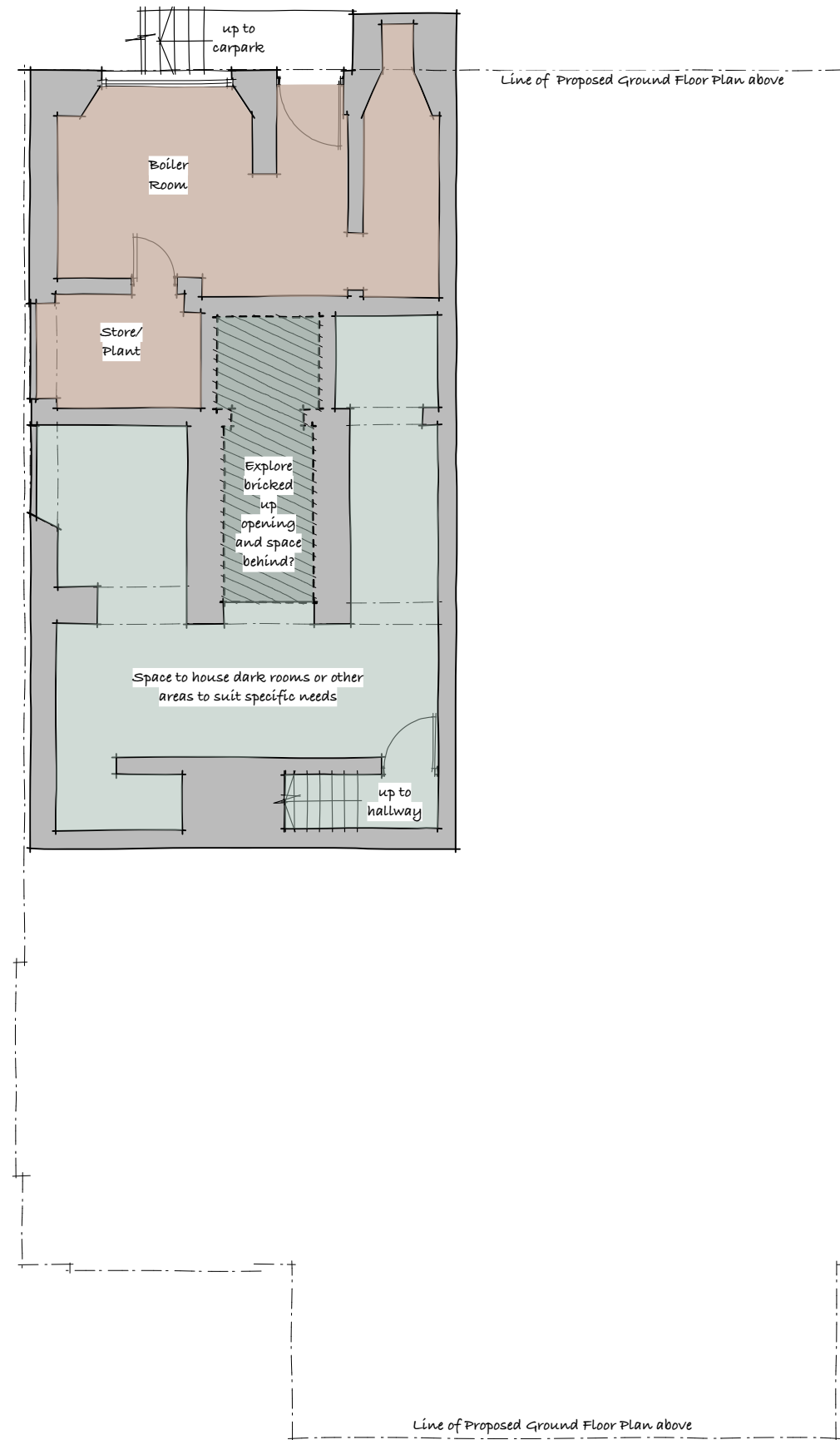


Mezzanine level offset  
from walls with  
balustrade round to  
ensure space at first  
floor is read as one  
large room  
(referencing historic  
plan use as Lecture  
Room)

No Lift Access:  
Potential alternative  
location of lift to be  
explored if mezzanine  
option preferred

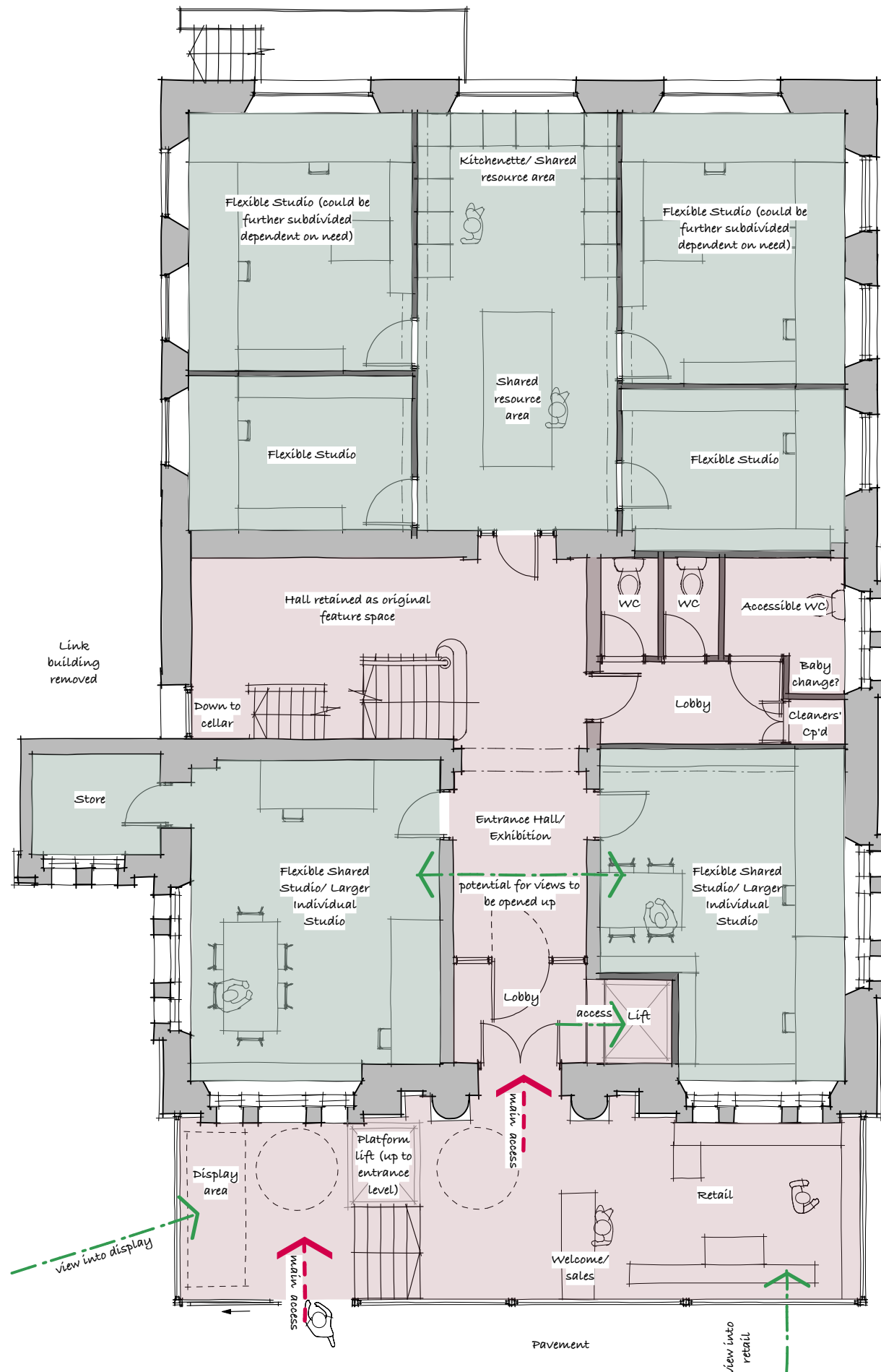
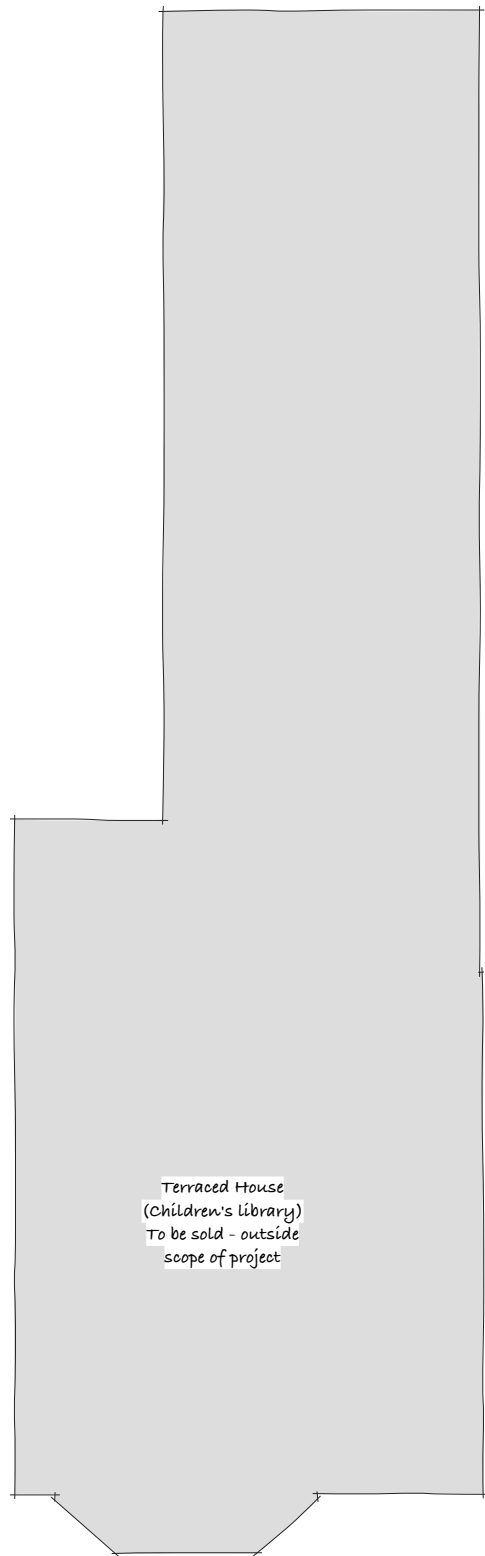
PRELIMINARY

**Hiraeth.** 2225 SK 013 Rev.  
Neath Port Talbot CBC  
NEATH LIBRARY  
SKETCH  
**Mezzanine Floor Plan -  
Option A**  
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PRELIMINARY

**Hiraeth.** 2225 SK 014 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**Basement Plan - Option B**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
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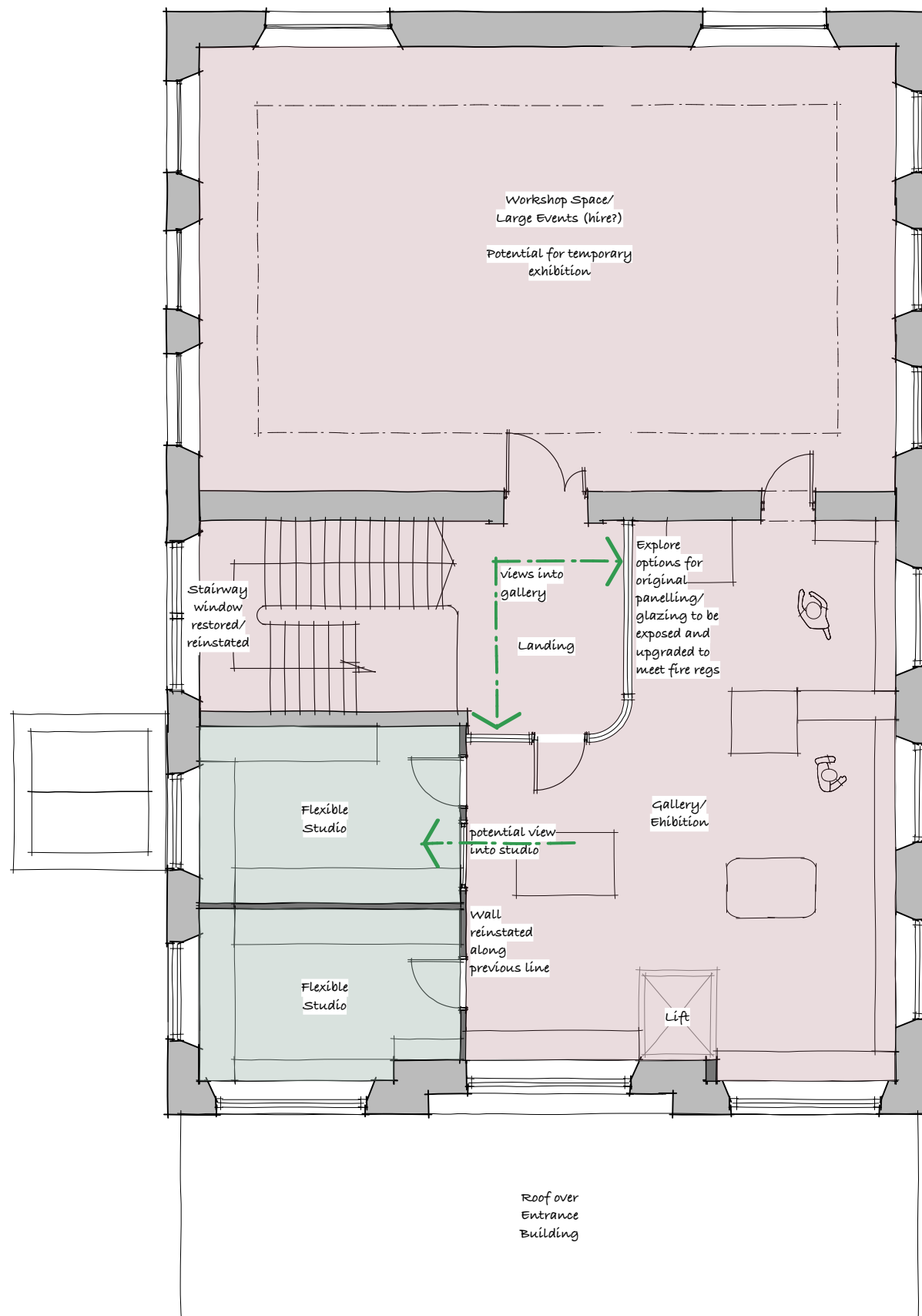
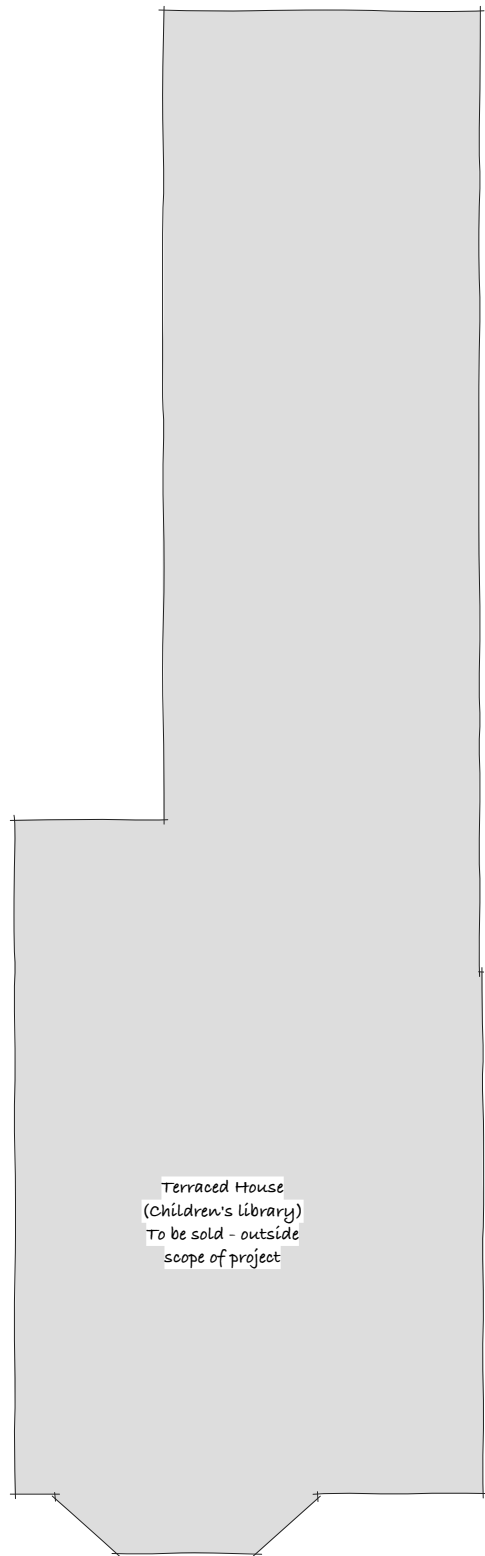


SK 015 GROUND FLOOR PLAN: OPTION B  
1:100 @ A3

PRELIMINARY

**Hiraeth.** 2225 SK 015 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option B**  
 Scale 1:100 @ A3 Date 01/23  
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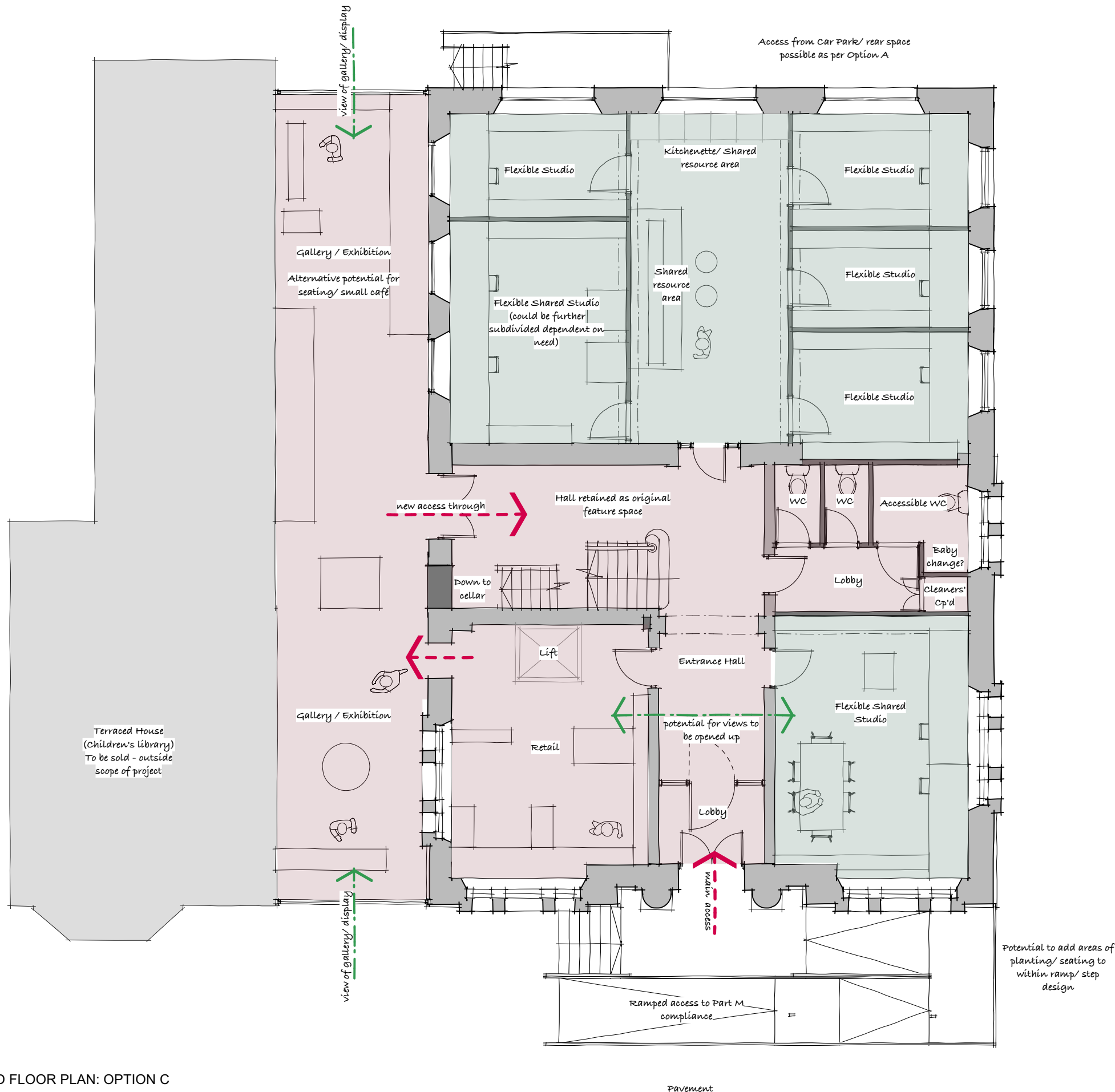


PRELIMINARY

SK 016 FIRST FLOOR PLAN: OPTION B  
1:100 @ A3

**Hiraeth.** 2225 SK 016 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option B**

Scale 1:100 @ A3 Date 01/23  
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SK 017 GROUND FLOOR PLAN: OPTION C  
1:100 @ A3

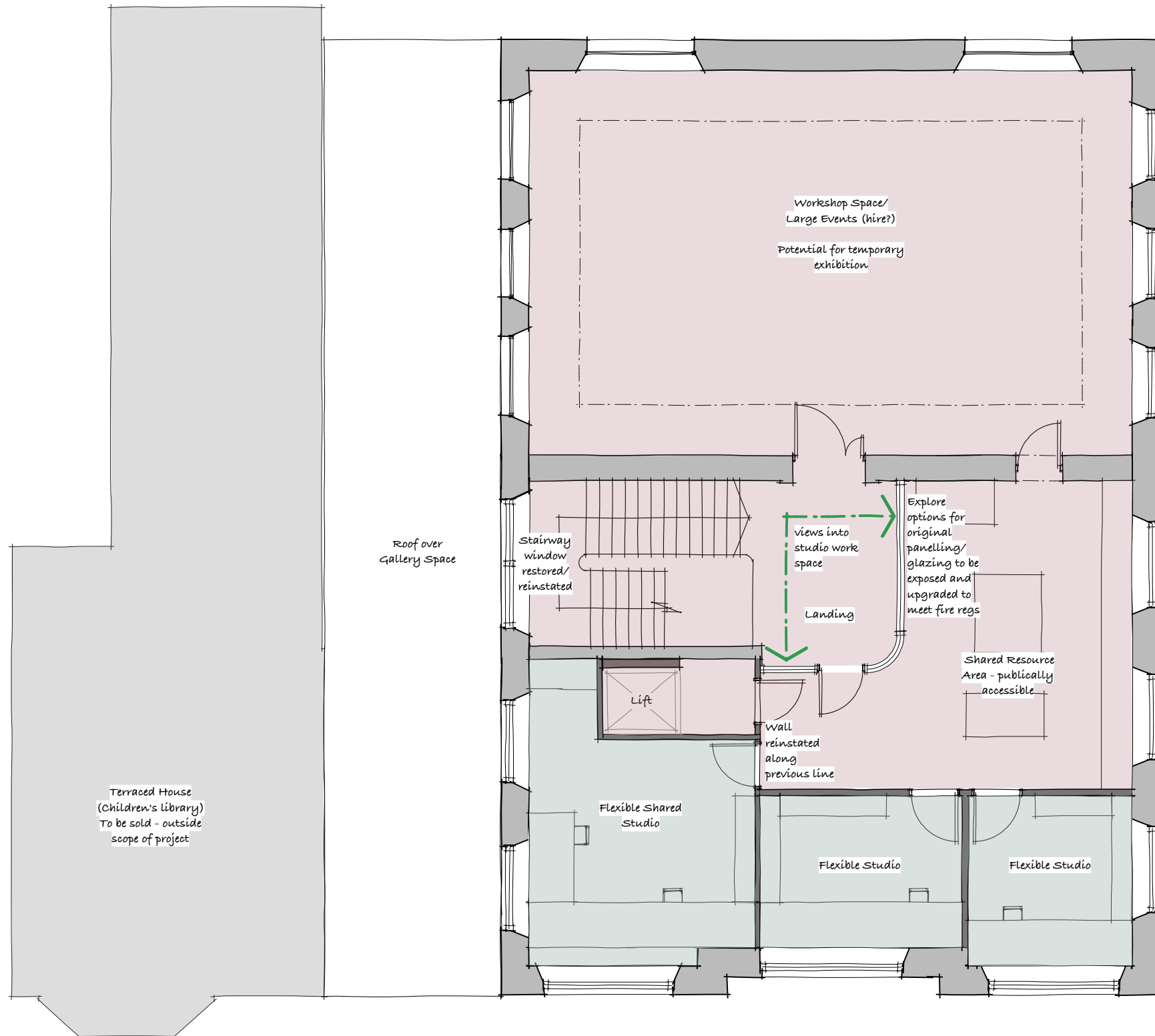
PRELIMINARY

**Hiraeth.** 2225 SK 017 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option C**

Scale 1:100 @ A3 Date 01/23

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PRELIMINARY

SK 018 FIRST FLOOR PLAN: OPTION C  
1:100 @ A3

**Hiraeth.** 2225 SK 018 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option C**  
 Scale 1:100 @ A3 Date 01/23  
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## Appendix H: Five-year income and expenditure budgets

See next page.



## Annual Income and Expenditure Projections

### Scenario 1: 'Clean' CCI workspace

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 64,923	£ 70,952	£ 77,196	£ 83,661	£ 90,354	See Tab 1b: Scenario 1 Spaces - Income
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ 10,000	£ 10,000	£ 10,000	£ 10,000	£ 10,000	Funding to enable manager to provide support
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 74,923</b>	<b>£ 80,952</b>	<b>£ 87,196</b>	<b>£ 93,661</b>	<b>£ 100,354</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 35,319	£ 36,026	£ 36,746	£ 37,481	£ 38,231	One f/t centre/community manager
Staff travel, training etc	£ -	£ 600	£ 612	£ 624	£ 637	£ 649	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	Tenant management software and basic website
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 85,068</b>	<b>£ 84,670</b>	<b>£ 86,363</b>	<b>£ 88,090</b>	<b>£ 89,852</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 10,145</b>	<b>-£ 3,718</b>	<b>£ 833</b>	<b>£ 5,571</b>	<b>£ 10,502</b>	
Opening balance	0	0	(10,145)	(13,863)	(13,030)	(7,460)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(10,145)</b>	<b>(3,718)</b>	<b>833</b>	<b>5,571</b>	<b>10,502</b>	
Closing balance	0	(10,145)	(13,863)	(13,030)	(7,460)	3,042	

**Annual Income and Expenditure Projections**  
**Scenario 2: 'Messy' Studios**

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 39,327	£ 42,136	£ 44,945	£ 47,754	£ 50,563	See Tab 2b: Scenario 2 Spaces - Income.
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ 10,000	£ 10,000	£ 10,000	£ 10,000	£ 10,000	Funding to enable manager to provide support
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 49,327</b>	<b>£ 52,136</b>	<b>£ 54,945</b>	<b>£ 57,754</b>	<b>£ 60,563</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 35,319	£ 36,026	£ 36,746	£ 37,481	£ 38,231	One f/t centre/community manager
Staff travel, training etc	£ -	£ 600	£ 612	£ 624	£ 637	£ 649	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	Tenant management software and basic website
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 85,068</b>	<b>£ 84,670</b>	<b>£ 86,363</b>	<b>£ 88,090</b>	<b>£ 89,852</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 35,742</b>	<b>-£ 32,534</b>	<b>-£ 31,418</b>	<b>-£ 30,336</b>	<b>-£ 29,289</b>	
Opening balance	0	0	(35,742)	(68,275)	(99,694)	(130,030)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(35,742)</b>	<b>(32,534)</b>	<b>(31,418)</b>	<b>(30,336)</b>	<b>(29,289)</b>	
Closing balance	0	(35,742)	(68,275)	(99,694)	(130,030)	(159,319)	

**Annual Income and Expenditure Projections**  
**Scenario 3 - Museum**

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 40,030	£ 36,027	£ 38,029	£ 38,829	£ 40,030	See Tab 2b: Scenario 2 Spaces - Income. Prices rise with inflation.
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ -	£ -	£ -	£ -	£ -	
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 40,030</b>	<b>£ 36,027</b>	<b>£ 38,029</b>	<b>£ 38,829</b>	<b>£ 40,030</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 131,926	£ 134,565	£ 137,256	£ 140,001	£ 142,801	One Museum Manager/Curator and two f/t Front of house roles
Staff travel, training etc	£ -	£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables inc exhibitions		£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 600	£ 612	£ 624	£ 637	£ 649	Basic software costs excl collections management costs
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 185,475</b>	<b>£ 187,085</b>	<b>£ 190,827</b>	<b>£ 194,643</b>	<b>£ 198,536</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 145,445</b>	<b>-£ 151,058</b>	<b>-£ 152,798</b>	<b>-£ 155,814</b>	<b>-£ 158,506</b>	
Opening balance	0	0	(145,445)	(296,503)	(449,301)	(605,115)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(145,445)</b>	<b>(151,058)</b>	<b>(152,798)</b>	<b>(155,814)</b>	<b>(158,506)</b>	
Closing balance	0	(145,445)	(296,503)	(449,301)	(605,115)	(763,621)	

## Appendix J: Comparator Pricing

Name of Venue	Studio	Own desk in shared office	Private office	Hot desk coworking	Notes
Regus (Swansea)	n/a	£ 160.00	£ 300.00	£ 305.00	Covers all Regus sites for 10 days/month
We Work (across UK)	n/a	n/a	£ 480.00	£ 238.80	One site. All sites add £120
Dragon Coworking, Chatham	n/a	£ 192.00	n/a	n/a	
Indycube	n/a	£ 240.00	TBC	£ 150.00	£10/desk day
Elysium Swansea	£ 180.00				
Hotwalls	£ 390.00				for approx. 10m <sup>2</sup>
Trinity Works (Colchester)	£ 168.00				for approx. 10m <sup>2</sup>
Sandfields Business Centre			£ 200.00		Approx. £120pcm plus services
The Hive Swansea				£173	Based on 3/days/week
Industry, Chester		£ 264.00		£ 168.00	
Tramshed (multiple)			£ 600.00	£ 300.00	Private office ~20m <sup>2</sup>
The Brew (cross UK, opening Cardiff)			£ 464.40	£ 376.80	
Royal Standard (Liverpool)	£ 156.00				Range £80-£180
Robert Owen (Newtown)				£ 60.00	
<b>Average</b>	<b>£ 223.50</b>	<b>£ 214.00</b>	<b>£ 408.88</b>	<b>£ 221.43</b>	
Prices include VAT					

 **counterculture**

