

Colinsburgh Town Hall and Library Improvement Strategy – Key Project Outputs as at 22/02/2024

The table below lists possible high-level projects and their outputs that will need to be carried out to deliver the key themes in the Colinsburgh Town Hall Vision Statement. * - priorities assessed via MoSCoW technique: Must Do (M), Should Do (S), Could Do (C), Won't Do (W)

No.	Vision Theme	Project Output(s)	Estimated Duration	Estimated Cost (£)	Notes on delivery	Dependent on...	Priority *	Current Status (22/02/2024)
1	Funding	All possible grant providers identified, categorised, and documented	2 weeks	£0	Suggest collaborative web searching by number of individuals and compilation and categorisation of results		M	Preliminary list shared with CCT committee members. Put list on CCT Private Page on website.
2	Essential Maintenance Work	Current window provider disengaged	1 months	-£2.5K	Disengage from current provider and seek delay damages		M	Termination meeting conducted, letter seeking agreed recompense sent to contractor.

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3	Essential Maintenance Work	Large Window replaced	3-6 months	£10K-£15K	Need to identify new provider from FA suggestions and commission delivery	2	M	Quotes received; best quote accepted. Scaffolding reqt. tbd and revised quote and spec. awaited. Draft contract provided by solicitor. Need to write and provide H&S documentation.
4	Essential Maintenance Work	Lobby foyer tiling renovated/replaced	3 months	£5K	Heritage tiling assumed		S	Happy to leave for now as low priority.
5	Essential Maintenance Work	Portico sandstone erosion evaluated for safety and fixed if required	2 months	£5K			M	Will ask Sweeny to review and give opinion on need for any work.
6	Essential Maintenance Work	Kitchen flooring cleaned	3 months	£0	Tired looking but serviceable. Does not need replacing		C	Happy to leave for now as low priority.
7	Essential Maintenance Work	All internal walls replastered, and extra insulation added, new wooden cladding added	3-9 months	£20K	As per Brownriggs	7, 10	M	Wait for recommendations in BES survey and then seek quotes. LES may pay for insulation materials.

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8	Essential Maintenance Work	Repointing Hall external stone wall	3-6 months	£25k	As per Brownriggs, but needs to be evaluated first confirm priority		C	Asked Sandy to evaluate if work needed. Sandy has inspected and said he will sort out deficits
9	Essential Maintenance Work	Roof renovation requirements understood	3 months	£500	Need final decision on roof longevity to understand need for renovation and when needed		M	Leave for now and review once BES audit opinion on solar PV solution received.
10	Essential Maintenance Work	Roof renovated	3 months	£20K	As per Brownriggs	8	C	Leave for now and review once BES audit opinion on solar PV solution received.
11	Essential Maintenance Work	Wooden floor renovated	3 months	£5K	Renovation not replacement	6, 21	M	This may be superseded if floor needs to be removed for insulation work.
12	Essential Maintenance Work	New wiring for new technology installed	1 month	£10K	To accommodate new energy solution	Based on Brownriggs	M	Need BES audit opinion on Solar PV solution.
13	Essential Maintenance Work	Gutters and down-pipes replaced	1 month	£10K	As per Brownriggs	7	H	Completed.

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14	Essential Maintenance Work	Hall redecorated	1 month	£7.5K	As per Brownriggs		M	To be done after insulation work.
15	Essential Maintenance Work	Cellars damp-proofed	3 months	£20K	Via tanking or similar		C	Ask Davey Dewar to review and give opinion on need.
16	Essential Maintenance Work	Broken and fallen pillars on East exit repaired/removed, also remove West exit pillars?	1 month	£1500	Also add mirror to improve visibility		M	Sweeny asked to quote – reinstatement of both £1500 – no date yet.
17	Essential Maintenance Work	Displaced keystone above large window reviewed to see if remedial work required	1 month	£1K			M	Sweeny to review and advise.
18	Essential Maintenance Work	Fix displaced coping stones on Hall boundary wall	1 month	£1K			M	Sweeny to do.
19	Essential Maintenance Work	Foyer ceiling leak fixed.	1 month	£1K		23	M	Donaldson Glazing at St Andrew's reviewed and fixed. The leak is still present – need to redo.

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20	Additional storage space	LH anteroom improved storage solution in place	3 months	£2K	Add shelving, cupboards, containers etc, tidy room and cleaning room		M	Completed
21	Additional storage space	Converted storage container on East side installed	6-9 months	£5K-£10K	For example... Will need planning permission (assume 6 months), however 15a negates need		C	
22	Additional storage space	Bike lockers / storage installed	1 month	£5K			C	Dependent on land acquisition in W field.
23	Additional space	Extension on West Side built for additional accommodation	12+ months	£50K	As per previous design and grant application, but interior to be used for functional space – will need planning permission		C	
24	Library activities	All activities re-accommodated in Town Hall or other	2 months	£0	Agree solutions with leads		M	May not be required if Library lease renewed.

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25	Balcarres Estate Engagement	Balcarres Estate on-going engagement within CCT in place	1 month		To ensure BE are fully aware and supportive of this strategy		M	Lord Crawford attending January meeting. Community & advised opportunities. Engagement event planning underway.
26	Car Parking	Car parking in field to East created	6+ months	£30K	3-way negotiation with Balcarres, Farmer Bell and CCT	18a	M	Bell lease of field to E ended, so chance estate may be able to sell/donate portion of land to E of Hall. Approach Kirkwood to see if co-development option? Land will be made available by Estate as part of 25.
27	Car Parking	EV charging points installed	3 months	£20K	As per Brownriggs. Solar PV will reduce cost, preferential rates for village residents	10, 19, 21	M	Made contact with Sustainable Transport Scotland who may be able to help with funding.

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28	Energy & Heating Solution	Solar PV solution agreed with Planning	3 months	£500	Current permission is for PV tiles , need to see if integrated or standard PV panels acceptable		M	Need to have informal chat with Chris, our local planner.
29	Energy & Heating Solution	Optimum solution design provided	2 months	£5K	Renewable energy consultancy to provide expert opinion For example.		M, in progress	BES audit consultant visit completed to Town Hall and Library. Report provided 22/02/24.
30	Energy & Heating Solution	Optimum solution installed	6 months	£30K		3, 6, 8, 10, 21	M	
31	Maintenance schedule	Schedule of Condition created by Shepherds reviewed and updated as required	3 months	£2K			M	
32	Fixtures and fittings	Kitchen urn repaired/replaced	1 month	£500			M	Completed, Old urn to be taken to tip.
33	Fixtures and fittings	Wi-Fi installed	3 months	£60/month	Via BT and Fife Council		S	Completed.

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34	Essential Maintenance Work	Mould/damp around light fitting in lady's toilet investigated and cause fixed	1 month	£200			M	Wishart Plumbing contacted and will investigate the cause and fix.
35	Essential Maintenance Work	Damp around Library kitchen door fixed	1 month	£200			M	Flat upstairs not cause, suspect it is pointing on E wall. Need a builder to investigate.
36	Fixtures and fittings	Reinstate shelving in Library	1 month	£100	Need to see if can reuse some existing shelves	38	C	
37	Fixtures and fittings	New IR heaters for Library	3 months	£6500			M	JH Electrical contracted. Quote accepted, SPN have upgraded fuse. Work scheduled in late February.
38	Essential Maintenance Work	Decorate library walls and fix architrave etc.	3 months	£250	Do ourselves?	35,	S	