

# Museums, libraries, archives, arts provisions and new development

Progress report on the adoption of standard  
charge approaches

June 2010

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### **Annex 1 Development of the public libraries standard charge**

## **1.0 Introduction**

### **1.1 The MLA and arts sectors and new development**

Museums, libraries, archives and arts provisions are important components of sustainable communities. When planning ahead for growth or redevelopment in an area, local authorities and others are aiming to deliver an exciting and attractive mix of venues and settings for cultural activity. In order to inform this outcome the Living Places Partnership has devised a 'Culture and Sport Planning Toolkit' giving advice and evidence of new working methods and best practice.

MLA and ACE have developed a number of benchmark/standard charge figures to guide discussion over cultural provision, and to assist in the preparation of Infrastructure Delivery Plans in conjunction with Local Development Frameworks, for local cultural strategies and for guiding negotiations with developers.

This progress report firstly gives an introduction to the proposed benchmarks/standard charges for:

- public libraries and archives, first published in 2008, and updated in 2010 [See MLA (2010) Public Libraries, Archives and New Development: A Standard Charge Approach]; and
- arts buildings and museums, first published in 2009 [See ACE and MLA (2009) Arts, Museums and New Development: A Standard Charge Approach].

These reports can be downloaded from the Living Places Partnership web site [[www.living-places.org.uk](http://www.living-places.org.uk)]

The report then gives details of the take up of the MLA standard charges for public libraries and archives at local authority level. The background to the introduction of the library and archives standard charges is given in Annex 1.

### **1.2 The benchmarks/standard charges**

The standard charges cover five areas.

#### **Public libraries**

Local authorities have a duty under the 1964 Public Libraries and Museums Act to provide a comprehensive and efficient library service to all who live, work or study in the area.

Modern public libraries are places of information, free and shared exploration and learning, using all forms of media. Modern library facilities should be;

- located in highly accessible locations, such as town and neighbourhood centres;
- located in close proximity to, or jointly with, other community facilities, retail centres and services such as health and education; and
- integrated with the design of an overall development, in mixed use schemes; providing an active frontage to public areas, and clearly defined and attractive entrances, accessible to all users including those with a disability.

***Following a national survey and opinions from library and planning professionals, the MLA recommend a benchmark provision figure of 30 sq m per 1,000 population at a construction and initial fit out cost of £3,514 per sq m. This is £105 per person in new housing.***

### **Archives**

Local authorities have duties to store and maintain archives, and to promote access to them, under the Local Government Act 1972 and the Freedom of Information Act 2000. Archive services are the duty of county and unitary authorities. In areas experiencing growth and regeneration existing archive buildings and services will need to be upgraded to cope with increased visits and use. Archives may be co-located with other cultural activities.

***National research on recent archive provisions suggest an appropriate benchmark of six sq m per 1,000 population of archive space at an initial construction and fit out cost of £3,600 per sq m us needed in association with new development. This is £21.60 per person in new housing.***

### **Museums**

Museums are vital community capital, inspiring people to interpret and understand the world around them. Museums are at the heart communities capturing local experience and history, fostering shared community identity and understanding. As with archives, they have a role in economic development through links to tourism and recreation day trips, providing unique experiences and insights for visitors and helping to generate income locally.

Museum provision now typically includes more flexible space used for community activities, education work with schools and for talks and workshops. Most requirements in planning terms will be for the refurbishment and extension of existing museum facilities to allow for improved accessibility and greater use.

*A national survey of a sample of local authorities has resulted in an MLA recommended benchmark for museums of 28sq m of provision per 1,000 population at a cost of £3,250 per sq m. This is £91 per person in new housing.*

### **Arts buildings**

Arts activities create opportunities for community interaction and build a sense of place; they inspire learning and personal development and improve health and well being. Spaces for the arts play a vital role in social and economic regeneration.

There is a growing trend towards shared or multi-use facilities. These include flexible multi-use arts venues and arts space within educational establishments, wider civic complexes or local community facilities. There has also been a growth of education, production and rehearsal spaces; these are focussed on artistic production, but provide public access and benefits through education programmes, exhibitions and public performances.

The arts facility typology developed by Arts Council England reflects building, spatial and functional cost concerns. Each area studied will have its own mix of arts spaces, and precise needs will depend on the outcome of local assessments and audits.

ACE suggest a benchmark for provision of 45 sq m per 1,000 population made up of some or all of the following elements:

- Galleries
- Multi use arts venues and theatres; and
- Production, rehearsal and education space for arts.

National survey evidence suggests the average build cost across the three types of provision is £3,125 per sq m, or £141 per person in new housing.

### **1.3. Structure of entries in sections 2 and 3**

Sections 2 and 3 give information for public libraries and archives in 17 local authorities, classified as follows:

- Those using the MLA standard charge; and
- Those using other standard charges.



Each entry consists of the following:

- The name of the local authority, and the library authority if this is different;
- The title of the relevant document(s);
- The web address for consultation or downloading purposes; and
- An outline of the particular local scheme in terms of contribution sums sought, eligible development types and similar matters.

A number of authorities also seek contributions for libraries in association with commercial and employment-related development, sheltered housing, and student accommodation. These arrangements are also referred to in the summaries given below. Where contributions to archive facilities are referred to, these are also covered in the text.

## 2.0. Authorities using the MLA standard charge for libraries and archives

### 2.1. Bath and North East Somerset Council

*Source*

*Planning Obligations, Adopted Supplementary Planning Document, July 2009*

[www.bathnes.gov.uk](http://www.bathnes.gov.uk)

#### Outline of the scheme

Under the heading of 'lifelong learning', this SPD seeks a minimum contribution of £90 per person in new housing for libraries. The type of provision sought will range from;

- 216 additional books per 1,000 population;
- six or more work stations per 10,000 population;
- 100 per cent of households within two miles of a static library, or 88% within one mile;
- annual aggregate opening hours of 128 per 1,000 population.

Assumed occupancy levels are two persons for one and two bedroom dwellings, three persons for three and four bedroom dwellings, and four persons for dwellings of five or more bedrooms.

The standard charge will be sought from;

- all new housing sites of one unit upwards;
- sites for affordable and local needs housing, the residents of who also use public libraries; and
- small developments, allowing pooling of contributions to secure meaningful library enhancements in the appropriate catchment.

The charges will be annually up-dated to reflect inflation.

## 2.2 Bracknell Forest Borough Council

Source

*Limiting the Impact of Development, Approved Supplementary Planning Document*, Bracknell, Bracknell Forest Borough Council, July 2007

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

### Outline of the scheme

This scheme covers new housing and business development, and uses the 2007 MLA recommended figure of £92.13 per person in new housing as its charging unit. The cut-off point is schemes of one unit or more, and for business development a net increase of 2,500 sq m of floorspace or more.

The contribution sought is £220 per dwelling, and £53 per additional net floorspace of 100 sq m. for business development. Where residential sites are of 650 dwellings or more, land for a new library facility may also be sought.

Contributions are sought in those parts of the Borough where there is a shortfall of provision according to the 30 sq m per 1,000 population standard.

Development type	Proposal	Contribution
Residential development including: -new build -redevelopment -mixed use -changes of use -conversions	Net increase of one or more dwellings	£220/net additional dwelling  Towards the cost of providing, expanding or improving local, library (or mobile) facilities

Development type	Proposal	Contribution
-affordable housing -communal housing for the elderly Excluding: -residential institutions		
As above	650 or more dwellings	New library facility  Land and provision for the construction of library facilities and their fitting out, including ICT equipment and initial book stock
Business B1 development, including redevelopment, changes of use and mixed use schemes	Net increase of more than 2,500 sq m floorspace	£53/100 sq m of net additional business floorspace  Towards the cost of providing, expanding or improving local library facilities

### 2.3 Buckinghamshire County Council [Wycombe District Council]

Source

*Developer Contributions: A Supplementary Planning Document*, adopted April 2007; and

*Developer Contributions: A Guide for Prospective Developers*, January 2009, and *Development Contributions Calculator*, January 2009.

[www.wycombe.gov.uk/planning](http://www.wycombe.gov.uk/planning) and buildings/wycombe development framework/supplementary planning documents

#### Outline of the scheme

This seeks contributions for residential schemes of four dwellings/flats or more. Based on the MLA tariff, the calculation is as follows;

- 30 sq m per 1,000 population; and
- construction and fit out cost of £3,308 per sq m.

The standard charge [£99.24] varies for dwellings of different sizes as shown in the table, and is only applied to areas where there is a deficiency in provision according to the standards adopted.

Size of dwelling	One bed	Two bed flat	Two bed house	Three bed house	Four/four + house
Standard charge	£139	£174	£174	£258	£299

For large employment sites, Wycombe Council seeks contributions of between £4.22 per sq m and £20.70 per 100 sq m., depending on the use class involved. Some 3.7 per cent of library users in Wycombe are from outside the Borough. Therefore the charge is £3.80 per employee.

Use class	Standard charge per 100 sq m (£)
Offices (B1a)	18.08
R and D, High Tech (B1b)	12.15
Industry (B1c/B2)	8.66
Warehousing (B 8)	4.22
Retail (A1)	20.70
Financial and Prof Services (A2)	16.61

## 2.4 London Borough of Barnet

*Source*

*Contributions to Libraries, Supplementary Planning Document, June 2008, Whetstone, L B Barnet*

[www.barnet.gov.uk](http://www.barnet.gov.uk)

### Outline of scheme

Housing

The Barnet scheme uses the MLA standard charge and seeks the following contributions for residential development:

	Private house	Private flat	Affordable house	Affordable flat
contribution	£244	£138	£310	£174

The cost per person in new housing uses the MLA standard charge, with a regional adjustor of 1.08. This gives £3,040 per sq metre at second quarter 2006 prices. Adjusting for inflation to the second quarter of 2008, the estimated figure is £3,228 per sq metre. This gives a standard charge of £97 per person in new housing.

The standard charge applies to all housing sites of one unit or more, and all residential homes and sheltered housing schemes. For student halls of residence the figure is reduced by 50% to reflect the presence of college or other dedicated library facilities.

Schemes made up entirely of affordable housing are exempt from the charge.

For large housing sites of 1,000 dwellings or more, the Borough may seek the provision of a land parcel for a library by the developer.

If mobile provision is considered by the Borough Council to be the best solution for large new sites, the developer will be required to:

- provide an area of land (of sufficient size to fit the turning circle of a long vehicle) that is suitable for the hard-standing of a mobile library, with access to a power supply and telecommunications network; and
- provide a proportionate financial contribution towards the costs of the mobile library.

#### Employment

The contribution sought here is £43 per employee from all commercial developments. This is based on the proportion of people working in Barnet who live outside the Borough [44% from 2001 Census]. The contribution is related to the net internal floorspace of the proposal and is based on the occupancy levels for the occupation of commercial space as given below. The scheme includes hotels and leisure centres, cinemas, and sports centres.

Type or development	Use class	Floorspace ratio [sq m per employee]
Retail and shops; food superstores	A1	20
Retail warehousing	A1	90
Finance and professional services	A2	20
Restaurants, cafes, drinking establishments	A3-A5	20
Offices other than class A2	B1	22
General industry	B2	20
Storage and distribution	B8	80
Leisure facilities, cinemas, sports centres	D2	90
Hotels	C1	1 employee per 2 bedrooms

## 2.5 Medway Council

*Source*

*Guide to Developer Contributions, Supplementary Planning Document, May 2008, Medway Council*

*Update of contacts, June 2009*

*Protocol for Section 106 Agreements, October 2008*

[www.medway.gov.uk/S106](http://www.medway.gov.uk/S106)

### Outline of the scheme

The *Medway Guide*, which was approved in April 2008, seeks contributions for libraries and archives for schemes of 10 dwelling units or more. Within an overall tariff of £10,377 per dwelling, Medway seek:

- a library contribution of £92.13 per person in new dwellings [made up of a standard of 30 sq m per 1,000 population, and a building and initial equipment cost of £3,071 per sq m]; and
- an archives contribution of £12.48 per person in new dwellings.

For libraries the standard charge per dwelling, with an occupancy of 2.45 persons, is £225.72, and for archives the figure is £30.58. This applies to residential and 'town centre' uses.

The credit crunch

The *Protocol* published in October 2008, makes temporary arrangements for dealing with the impacts of the credit crunch.

Where developers are experiencing difficulties in meeting their obligations at the appropriate time they may agree a new delayed programme of payments with the Authority. Developers will however need to provide detailed financial justification for their proposals. The payment plan may cover a period of up to 24 months. Any contributions will be index linked for the intervening period.

## 2.6 Plymouth City Council

### Source

*Planning Obligations and Affordable Housing Supplementary Planning Document, First Review, Consultation Draft, Plymouth City Council, December 2009.*

*Planning Obligations and Affordable Housing Supplementary Planning Document, Market Recovery Scheme, 2010-11, as approved by City Council's Cabinet on 15 December 2009.*

<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy.htm>

### Outline of the scheme

Plymouth City Council operates a 'Plymouth Development Tariff' in conjunction with new development. This has standard charge elements, and negotiated elements. Libraries are within the standard charges element and community and cultural facilities are within the negotiated element. The tariff relates to all schemes of one unit or more, but does not include affordable housing.

The City Council uses the MLA standard figures for calculating library needs in association with new development. The benchmark of £90 per person in new housing is reduced to £84 per person to reflect regional building costs of 95% of the national average. The figures used by dwelling size in new open market housing are therefore:

Size	Predicted occupancy	Standard charge
1 bed	1.33	£112
2 bed flat	1.86	£156
2 bed house	2.45	£206

Size	Predicted occupancy	Standard charge
3 bed house	2.62	£220
4 bed house	2.85	£239
5 bed house	3.13	£263

Museums, theatres and other community facilities are covered under the heading of community needs. The SPD states that contributions may be sought from developments of 15 housing units or over, or from those of 2,500 sq m of commercial space or more for, *inter alia*;

- museum, gallery and archive facilities;
- community meeting space and learning facilities;
- cultural initiatives;
- youth facilities; and
- local theatres.

Contributions will be sought towards the capital costs of service improvements and will be appropriate to the scale and nature of the development. Applications will be assessed individually to determine if they will place strain on existing or create a demand for new facilities and therefore require a contribution.

#### Impact of the credit crunch

In order to encourage the early delivery of schemes, the Council has introduced a number of 'market recovery' measures covering applications made during the period 1 January 2010 to 31 March 2011.

These include reductions in tariff payments as follows:

- Up to 100% discount on tariffs for B1 and B2 business uses;
- Up to 50% reduction for brown field site residential developments; and
- Up to 25% reduction for green field sites.

These reductions will only be permitted following an ‘open book’ appraisal of site viability accepted by the Council. Flexible phasing of stage payments on large sites may also be allowed.

In order to encourage smaller sites to come forward, no tariff is to be charged on sites of less than five houses. Requests for inclusion in the market recovery scheme should be made during initial discussions with the Council.

## **2.7 Surrey County Council [Reigate and Banstead Borough Council, Waverley Borough Council, Elmbridge Borough Council]**

*Source*

*Planning Obligations and Infrastructure, Supplementary Planning Document, April 2008, Redhill, Reigate and Banstead Borough Council.*

*Horley Master Plan, Infrastructure Contributions, July 2008.*

[www.reigate-banstead.gov.uk](http://www.reigate-banstead.gov.uk)

*Supplementary Planning Document, Planning Infrastructure Contributions, April 2008, Godalming, Waverley Borough Council*

[www.waverley.gov.uk/downloads/planninginfrastructure\\_spd.pdf](http://www.waverley.gov.uk/downloads/planninginfrastructure_spd.pdf)

*Planning Obligations and Infrastructure Provision Supplementary Planning Document, Elmbridge Borough Council, April 2008, Esher, Elmbridge Borough Council*

<http://www.elmbridge.gov.uk/planning/policy/spd.htm>

### **Outline of the scheme**

This scheme is based on a collaborative approach across the Surrey Districts, with involvement of the County Council, to devise a set of standard charges for infrastructure. Each District is bringing out its supplementary planning guidance at the current time.

The scheme adopts the MLA South East Tariff of £92 as a standard charge per person in new housing. Taking into account household occupancy the figures for the County, the figures are as below:

Size of dwelling	One bed	Two bed	Three bed	Four bed	Five or more bed
occupancy	1.31	1.76	2.51	2.86	3.73
standard charge	£121	£162	£231	£263	£343

The standard charge applies to houses, flats, nursing homes and similar institutions. Schemes exclusively for affordable housing are excluded from the scheme, as are sites developed by Registered Social Landlords in specified circumstances. For commercial uses a number of Districts seek £92 per person estimated to be occupying such uses.

For large sites, the County reserves the right to negotiate one-off packages of community benefits, which may have a greater proportion of on-site provisions.

## **2.8 West Berkshire Council**

*Source*

*Delivering Investment from Sustainable Development (Developer Contributions) SPG; Topic Paper 4: Public Libraries; Adopted September 2004; Document Updated Effective from 1<sup>st</sup> April 2009.*

At [www.westberks.gov.uk/media/doc/5/7/TP4-Libraries](http://www.westberks.gov.uk/media/doc/5/7/TP4-Libraries)

### Outline of the scheme

The West Berkshire scheme adopts the MLA 2007 tariff figure, further updated for inflation to the third quarter of 2008. This is £3,337 per sq m or £100.11 per person in new housing. The scheme also seeks contributions from commercial development.

In the year to September 2007, developers were asked for a contribution of £234 per dwelling, based on the average occupancy level in the local authority area of 2.54 persons. The threshold point for contributions is one new residential unit.

However, following an appeal ruling which considered an average figure per household to be unfair for smaller dwellings, the figure is now broken down by size of dwelling, as follows:

Size of dwelling	One bed unit	Two bed flats	Two bed houses	Three bed houses	Four bed units	Five and + bed units
Occupancy rate	1.3	1.8	1.9	2.6	3.2	4.0
Standard charge per unit	£130	£180	£190	£260	£320	£400

Contributions in relation to commercial development reflect:

- the percentage of employees from outside West Berkshire working in the area [32 per cent in this case]; and
- the floor space to employee ratio in different types of commercial development.
- the contribution per person in employment space is therefore 32% x £100.11 £32.04.

The *Core Guidance* gives figures for occupancy from a recent local survey. The aim is to seek contributions from schemes with approximately ten or more employees. The figures are:

Use and use class	Floor space per employee (sq m)	Threshold for contributions (sq m)
Office B1a	20	200
Light industry B1c	25	250
Industrial B2	33	330
Distribution B8	48	480
Retail	27	270
Retail warehouse	90	900

## 2.9 Wokingham Borough Council

*Source*

*Planning Advice Note: Infrastructure Impact Mitigation – Contributions from New Residential Development (Revised 24 July 2008)*

At [www.wokingham.gov.uk/planning](http://www.wokingham.gov.uk/planning)



### **Outline of the scheme**

The Council has adopted the MLA South East rationale and 2007 tariff for contributions and seeks £229.27 per dwelling for public libraries, assuming an occupancy level of 2.55 persons. The cut off point is one new dwelling.

The *Advice Note* makes clear that the Council's existing library facilities and resources are utilised to full capacity. Therefore all changes or additions to the housing stock will require the establishment, relocation, upgrading or enhancement of one or more existing library facilities.

### 3.0 Other authorities using standard charge approaches

A growing number of local authorities use some form of standard charge for library infrastructure. The examples given below are a sample of current practice.

#### 3.1 Bristol City Council

*Source*

*SPD 04: Achieving positive planning through the use of planning obligations, October 2005*

[www.bristol.gov.uk/Environment-Planning/Planning](http://www.bristol.gov.uk/Environment-Planning/Planning)

##### Outline of the scheme

The standard charge is based on a requirement of 35 sq m of space per 1,000 population at a cost of provision of £3,000 per sq m. The cost of provision is therefore £105 per person in new housing. The occupancy of dwellings is taken as the average for each City ward as from the 2001 Census. The scheme applies to sites of 40 units or more only, as the Local Plan policy on which the SPD is based only refers to 'large sites'. The contributions are subject to index linking.

Contributions will be spent on:

- the provision of new library books; and
- improvement works to the nearest public library to the development.

#### 3.2 East Sussex County Council

*Source*

*Supplementary Planning Guidance – A New Approach to Development Contributions, Lewes, 2005 and Updated Information on Stress Areas and Contribution Costs –March 2009*

[www.eastsussex.gov.uk/developer-contributions](http://www.eastsussex.gov.uk/developer-contributions)

### Outline of the scheme

This relates to residential development, and a space standard of 32 square metres per 1,000 population. The cost for 2009, is £3,547 per sq m and the standard charge per dwelling is £248.

The calculation is based on the costs of the replacement Lewes Library at £3,456 per sq m in 2005/6. This was made up of £2,156 building cost [including an allowance for external works], and £1,300 initial fit out cost, including books. BCIS index linking of this sum to the second quarter of 2009 gives the new figure of £3,547

The new information for 2009 gives a listing of public library needs by area in the County. In spatial terms, where there is a need this is termed a 'stress area'.

### 3.3. Northamptonshire County Council

*Source*

*Creating Sustainable Communities: Planning Obligations: Framework and*

*Guidance; Second Consultation Draft, March 2008*

[www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

### Outline of the scheme

Northamptonshire County Council proposes the use of the MLA national tariff, adjusted for Northamptonshire construction costs. Therefore the £90 per person national 'benchmark' figure is reduced to £88 for local purposes. Contributions sought per dwelling are adjusted for occupancy, and are:

	One bed	Two bed	Three bed	Four bed	Five bed
Contribution per dwelling	£116	£155	£229	£290	£326

The Consultation Draft also states: ‘...Where a new library is required on a new development, it is the preference of NCC to have them co-located with other services. These could be any number of services including, but not limited to, schools, community halls or PCT facilities. The site should be located close to or part of the local centre. Where a new library is required, the developer will be expected to provide a fully serviced site free of charge, the building costs, and the full costs of library equipment’.

### **3.4 Oxfordshire County Council [Oxford City Council]**

*Source*

*Planning Obligations Supplementary Planning Document, April 2007, and SPD Background Papers, April 2007, Oxford, Oxford City Council.*

<http://www.oxford.gov.uk/planning/policy-documents.cfm>

#### **Outline of the scheme**

The Oxford scheme seeks contributions of £84 per person in new housing; and £63 per student place in student halls of residence. The scheme applies to residential proposals of 10 units or more.

The residential contribution is made up as follows;

- 27.5 sq m per 1,000 population [23 sq m per 1,000 net + 19.6 per cent circulation/backroom space]; and
- £2,345 per sq m [the average cost of recent extension schemes for libraries in the County].

This (27.5 x £2,345 divided by 1,000) gives a total of £64, to which is added the cost of two book etc items at £10 each, to give a total of £84.

The contributions sought by size of household are:

Size of dwelling	One bed	Two bed	Three bed	Four+ bed
Standard charge	£118	£159	£226	£373

Occupancy for student accommodation is assumed as one person per room. A 25 per cent reduction is allowed for student accommodation, reflecting the students' period of residence in Oxford during the year. This gives a figure of £63 per person.

### 3.5 Kent County Council

*Source*

*KCC Guide to Development Contributions and the Provision of Community Infrastructure*; September 2008 [March 2007 incorporating Sept 2008 figures]

At [www.kent.gov.uk/community/regeneration/development-investment](http://www.kent.gov.uk/community/regeneration/development-investment)

#### Outline of the scheme

The scheme currently seeks £227 per dwelling (flat or house) in the County. This rate is revised annually.

The £227 figure is arrived at as follows;

- Basic 23 sq m per 1,000 population provision, plus circulation and no-public areas;
- Allowance for cost of parking spaces;
- Allowance for fitting out costs, based on the costs of recent library developments in the County; and
- Allowance for new book stock at 216 per 1,000 population (library standards figure).

Contribution requests also depend on consideration of;

- the library service strategy;
- consultation with local people;
- user patterns; and
- prevailing local circumstances.

The County Council favour multi use design in schemes proposed.

The *Kent Guide* states that the County have noted the MLA South East proposals for a library tariff. The County Council is evaluating the approach adopted, and will consider adapting its current methodology to reflect that of MLA South East in future Guides.

### **3.6 Milton Keynes Council and Milton Keynes Partnership Committee**

*Source*

*Social Infrastructure Planning Obligations SPD, September 2005*

*Types and levels of contribution likely to be sought by Milton Keynes Council that are identified in Supplementary Planning Guidance/Documents and forthcoming Supplementary Planning Documents for large residential developments, 2008*

[www.milton-keynes.gov.uk/planning-policy/documents/](http://www.milton-keynes.gov.uk/planning-policy/documents/)

#### **Outline of the scheme**

The scheme adopted through the SPD uses the following parameters:

- Space standard of 30.66 sq m per 1,000 population (gross figure made up of 23 sq m net figure, plus 25 per cent non public areas); and
- Construction and equipment cost of £3,236 per sq metre.

This gives a standard charge of £99 per person in new housing.

Given the occupancy levels in new housing in Milton Keynes the following figures are arrived at;

Size/type of dwelling	Studio	One bed	Two bed	Three bed	Four bed
Occupancy persons	1.22	1.36	2.08	2.85	3.38
Standard charge	£121	£136	£206	£282	£335

These figures have also been adopted for the Milton Keynes Infrastructure Tariff, which has been introduced by the Milton Keynes Partnership. The partnership has published a document explaining how the tariff works (see below).

*The Milton Keynes Tariff: An overview of the infrastructure tariff and how it works, 2007*

At [www.miltonkeynespartnership.info/dfiles/Document library/MKP Tariff Brochure.pdf](http://www.miltonkeynespartnership.info/dfiles/Document%20library/MKP%20Tariff%20Brochure.pdf)

### 3.7 Royal Borough of Windsor and Maidenhead

*Source*

*SPD Planning Obligations and Developer Contributions - Part 1 – Developers Guide- Adopted Dec 2005*

*SPD Planning Obligations and Developer Contributions – Part 2 – Infrastructure and Amenity Requirements and Approved Programme of Schemes 2005-2010 [Updated September 2009]*

[www.rbwm.gov.uk/pp\\_planning\\_policy\\_index.htm](http://www.rbwm.gov.uk/pp_planning_policy_index.htm)

### Outline of scheme

The contribution sought per dwelling is £570 (average cost per person of £387). This is calculated from the mean cost of a new library and fit out for 1,500 persons of £579,283. This equates to £966 per dwelling. This is then reduced by 41 per cent to allow for the fact that some proportion of new residents will not join a public library [ $£966 \times 59 \text{ per cent} = £595$ ]. These figures are updated to April 2009 [Issue 113 of the BCIS figures]

Contributions will be used for:

- a container stop, or extension to existing facilities;
- a mobile library or expansion of existing mobile facilities;
- provision of land and building costs for a permanent library or extensions/improvements to existing static facilities.

For non-residential developments of 100 sq m or more the standard charge is £35 per employee for library facilities within easy walking distance of 800 m of the proposal. It is based on an analysis of membership records showing that 9.17 per cent of Windsor and Maidenhead library members reside outside the Borough. The calculation is [ $9.17 \times £387 = £35$ ].

The floor space occupancy figures used are:

Use class	Floor space per employee (sq m)	Contributions per 100 sq m (£)
Office (B1a/b)	19	184
Light industrial (B1c)	25	140

Use class	Floor space per employee (sq m)	Contributions per 100 sq m (£)
Retail (A1)	27	129
Industrial (B2)	33	106
Storage and Distribution (B 8)	48	72

### Archives

Contributions are sought from all residential development towards the cost of additional storage space at the Berkshire Record Office.

The planning justification is that new residents, employees, visitors and others generated as a result of new development will increase the demand for a broad range of heritage infrastructure. This includes archive services. It is necessary to ensure that the archive service delivered through the Berkshire Record office has the capacity to meet the growing demand. Support is sought for an extension to the Records Office of 155 sq m allowing for 10-15 years growth in capacity. This scheme would cost £600,000.

The estimated contribution is £22.25 per dwelling based on an occupancy level of 2.5 persons. The calculations are:

- Total estimated cost £600,000
- Total developer contribution [based on 15% take up of services] £90,00
- Contribution per head [ie. divided by Berkshire population] £8.90
- Contribution per dwelling £22.25.

### 3.8 West Sussex County Council

*Source*

*Planning Obligations and Explaining Contribution Calculations on the West Sussex County Council web site*

[www.westsussex.gov.uk/planning-in-west-sussex/planning-obligations](http://www.westsussex.gov.uk/planning-in-west-sussex/planning-obligations)

#### **Outline of the scheme**

The County has adopted a standard of provision of 32 sq m per 1,000 population, depending on catchment size.

For new development in communities of up to 4,000 population, the County seeks contributions towards mobile libraries. For catchments over 4,000 population, contributions will be sought for new or improved permanent buildings. These may be neighbourhood, community, major or principal libraries, depending on catchment size.

The County estimate that the cost of relatively small additions to the floorspace of existing library buildings is £3,810 per sq m at 2008-9 prices. The cost per person for library contributions in Horsham [30 sq m per 1,000 population] is therefore £114 per person based on these figures.

A map identifying parish and urban area needs was produced in August 2009, together with a listing of library service projects for 2007-8. Contributions in respect of housing units provided by registered social landlords will be reduced below the normal standard charge.

There are two methodologies for calculating contributions:

- For Chichester, Arun, Worthing, Adur and Mid Sussex the sq m demand for library floor space varies between 30 and 35 sq m per 1,000 population depending on location, and the cost multiplier for small extensions is £3,810 per sq m., as given by the WSCC's Quantity Surveyor;
- For Worthing and Horsham the space need is multiplied by a locally determined cost multiplier.

## **Annex 1: Development of the libraries standard charge**

In June 2008, the Museums, Libraries and Archives Council published its advice on a standard charge for developer contributions towards library services in association with new development. This was updated in June 2010. *Public Libraries, Archives and New Development: A Standard Charge Approach*, suggests a benchmark for use by local authorities and other delivery agencies, of £105 per person in new housing [MLA, 2010].

The components of the standard charge for public libraries are as follows;

- a standard of 30 sq m of library space per 1,000 population; and
- a library build and initial fit out/equipment cost of £3,514 per sq m.

The building costs for these calculations are taken from the Building Costs Information Service of the Royal Institution of Chartered Surveyors, where separate figures for the cost of public library construction can be obtained.

The tariff was seen as a *minimum* calculation on which local authorities could build to reflect local circumstances. Use of the tariff would need to be supported by local estimates of need and demand. The examples below show that this has taken place, with local information being used to add to the justification for contributions.

To be fully effective developer contribution systems need to be in approved Supplementary Planning Documents [SPD], which form part of the Local Development Framework for the area. They are subject to a process of public consultation, and this can lead to changes from draft to final proposals.

### **Background research and pilot studies**

The library standard charge has been extensively piloted by MLA in the south east, and has been adopted by a number of local authorities in the region and beyond.

The original study of developer contribution systems for public libraries, which informed this work, was carried out in 2005. *Museum, Library and Archive Provision and New Development in the South East* showed that nine of the 19 library authorities in the region were collecting some form of contributions. In many cases, however, the existing schemes only related to large sites. In some authorities the contribution schemes were dated, having not been revised since their inception [SEMLAC, 2005].

The first MLA public library tariff advice was published in 2006, and was subsequently updated to reflect cost inflation and experience with implementation in 2007 [MLA South East, 2007].

The national advice, published in 2008, is also based on information from a nationwide survey of library and planning authorities, and analysis of the developer contribution systems currently being used across the country. It was updated in 2010.

#### References

SEMLAC (2005) Museum, Library and Archive Provision in the South East. Winchester, SEMLAC

MLA South East (2006 and 2007) The South East Public Library Tariff, First and Second Editions, Winchester, MLA

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