

Heritage Arts & Culture Committee 14th November 2019

Clara's Cottage and Interim Plans for phase 2

Report from Deputy Town Clerk

Clara's cottage

Members will be aware of aspirations for the museums ongoing refurbishment;

Phase 2 - main building

Phase 3- Clara's cottage

Following the meeting of the Museum & Heritage Sub Committee 25.07.19 consultation has commenced and funding streams explored. A key component of this consultation has involved preliminary talks with partners at the SWHT to discuss ideas and options for both phases.

It has become apparent from initial exploration and research of costs that the easier project will be Clara's cottage. There is opportunity to redevelop this in a sensitive way as a standalone project that is believed will be attractive to funders. There is an opportunity to develop the building to tell the story of Clara at a period in time to really tell the history of this much loved asset. It could provide a more accessible and interactive space that will provide learning and 'real' visitor experience.

Members will also be aware of the current obligation to use the £55,000 previously earmarked for any future phases to replace the Museum roof which is an essential repair. Whilst there is aspiration to replace this money it will need to be understood from the budget setting process how this will be replaced in forthcoming years.

For this reason, it would be prudent to take the opportunity to develop this smaller project first by actively pursuing the development of Clara's cottage ahead of the planned Phase 2 – the main building. If agreed by members a draft project plan will be produced for consideration at the next meeting to enable understanding of how this can be achieved. Phase 2 will continue the consultation works whilst we explore grant options but it will not be the priority, notwithstanding essential works to the roof currently being procured.

1. Members are requested to:

Approve in principle the development of Clara's cottage prior to phase 2 (Main Building)

Income Generation – Interim development of existing space.

There is an area (the Old Pottery Gallery on the first floor) that has opportunity to be redeveloped in the interim period. This room has one of the most iconic original features in the museum (the ornate arched window and original mews façade to one wall).

It was recognised within in café business review that functions and events are key to generating secondary income to support the museum. The space has remained unused since the reopening but could provide a key hireable space with relatively small investment. There is pressure to make the museum more sustainable and to decrease the current subsidy.

The ability to provide function and learning spaces for hire is nearing current capacity within current resources. In order to manage this effectively there is allocated set times for programming as it is difficult to do both events/hire and learning offers whilst the museum remains open with only the learning space being self-contained to the rest of the museum. With this in mind the only alternative is to increase evening events which is being promoted but has to be balanced to avoid increased cost and not put operational strain on staff resources needed in the daytime.

Another hireable space in the daytime would allow more income to be achieved with no extra staff costs.

A full report from the council's surveyor is attached.

It is felt that the potential for additional income is vast and that the cost of renovation could be met in the first year enabling more income in years after. The following comments have been received from the museums management team;

- On average the education space/meeting room is only free for 6 days per month. (However, if the current structure is taken into account where education is prioritised then the room is only available for meetings 2 days per month on average).
- The museum has had to turn down over £1500 worth of bookings due to lack of available space over the last year (Apr 2018 - Mar 2019). Please note that this is just the bookings I have email evidence for. Not included are the booking I have denied verbally or via phone.
- An untapped revenue stream that will be opened up by the new room is community artist studios. The window is north facing. It cannot be under estimated how important and rare an element this is. There is opportunity to sell art displayed on a commission basis also.
- The popularity for the museum to become a regular wedding venue grows nearly each month. We have not advertised the venue as such but word of mouth has spread. An extra room would allow us to undertake many more weddings in a far more professional manner. (On average we are making over £2000 per wedding). With the new potential wedding charges in place this will increase.
- At the moment we are putting on an average 14 events per month. An extra room would allow an increase to 20 per month minimum. This would see a minimum income increase of £5500

- At the moment exhibitions are a huge potential untapped resource. The lack of availability of a set aside room means we only had 4 last year despite us also using the courtyard where it is suitable / free.
- Events and functions continue to increase exponentially. We are at maximum capacity during holidays (our main opportunity to increase revenue). The ability to have two events or hire spaces running parallel during school holidays could increase revenue by thousands.
- The basic math is that room hire and event income has increased by over 200% in the last year. We are now at maximum capacity. The increase next year is restricted and could be 0% unless a remedy can be found.

2. Members are requested to

Consider a one off investment to open the old pottery gallery for hireable space and recommend inclusion in the budget for 2019/2020 based on cost estimates provided by the QS and councillors surveyor.



Report

Weston Museum
Former Archivist Room Options

on behalf of

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-mare
BS23 2QJ

Prepared By:
SJ Surveyors
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Milton
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North Somerset
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1.0 Introduction

2.0 Summary of Proposed Works

3.0 Options & Budgets

4.0 Conclusion

Appendix A – Partial Floor Plans

Appendix B – Budget Costs

1.0 Introduction

This report has been prepared to assess the options to create a new function space within the former gallery adjacent to the Art Gallery, on the phase two plans this space is shown as having the floor removed to create a second atrium. Currently the space is used by the Archivists and for Museum storage.

2.0 Summary of Proposed Works

As this area is part of the works within phase two, no refurbishment works have been undertaken to this space. The back of house areas are covered by the fire alarm and detection system and the emergency lighting and fire compartmentation have been installed for the safety of building users. No other works have been undertaken.

The room is currently used for storage and as space for the Archivists if required, the carpet, wall finishes and ceiling are the same as when the gallery was in use before the refurbishment works and are discoloured and at the end of their service life.

The windows and doors in the old cottage wall, shared with the art gallery, have been boarded over with fire line board, this has not been plastered and the pink covering is visible.

The room currently has a mixture of boarded, exposed brick and exposed stone walls. The ceiling has exposed timber trusses with a plastic faced fibre insulation panel fixed to the underside of the roof joists. The floor is carpeted.

There is permission within the Listed Building Consent for the main scheme to take out the window and wall between this room and the landing at the entrance to the Art Gallery as shown on the drawing in Appendix A.

The proposed works include the removal of the existing insulation and the introduction of thicker insulation to bring the thermal performance of this section of the roof up to current standards. This roof is an Asbestos sheet roof and there may be some contamination of the existing insulation which will entail specialist disposal. Once insulated the ceiling will be boarded, plastered.

The exposed stone and brick walls will be cleaned and repaired where necessary, the boarded walls will have the damaged plasterboard removed, the walls boarded, plastered.

The carpet will be lifted, the floors levelled and new Karndean flooring laid to match the landing outside the Art gallery to provide continuity of surface.

The double fire doors onto the fire escape route through the former costume gallery and the single fire door to the hub are unpainted plain fire doors, these will be replaced with fire doors to match those in the other public areas of the building.

The electrical system will be extended into the room to provide power and lighting to the room, display lighting tracking will be installed to the perimeter of the room. This will be matched to the William Mable gallery to allow sharing of light fittings between spaces. The heating system will be extended into the room.

The room will be fully decorated upon completion.

3.0 Options & Budget

Mr Kelvin Herbert the Councils quantity surveyor has prepared budget costs for the works set out on the drawing as option 1 and option 2, these are attached in appendix B. The initial budgets have been prepared and based on the materials and standard of finish being used matching the refurbished area of the museum.

The drawing in Appendix A shows the existing room layout and two options, on the existing plan the wall we have permission to remove is indicated.

Option 1 –

This option is to create an access from the landing outside the art gallery into the room, the works will be set out in section 2.0 above. We have listed building consent for the demolition to access the room, we do not have consent for the construction of the double doors and partition wall. As these are in effect temporary and could be easily removed consent may not be required.

The budget costs for option 1 are £25,000 plus VAT

Option 2-

This option is to remove the wall on the landing outside the Art gallery and to construct the new walls and doors in line with the art gallery walls creating a longer landing, while this reduces the space in the Archivists room, it creates access to the old costume gallery for future use.

A new door is proposed from the landing straight to the fire escape which means the old costume gallery is no longer required as a fire escape route and could be converted easily at a later date.

We have listed building consent for the demolition to access the room, we do not have consent for the construction of the double doors and partition wall or the new single door to the fire escape. As the new double doors and wall are in effect temporary and could be easily removed consent may not be required. Consent will be required for the new single door as it involves changes to the historic fabric. The budget costs for option 2 are £28,000 plus VAT

As can be seen the additional costs to gain future use of the old costume gallery are not a significant increase over option 1.

A written request for confirmation of the planning requirements has been submitted to the North Somerset Conservation officer, a response is not yet available due to officer leave.

It is worth noting that the budget costs are based on the level of finishes and materials to match the previous refurbishment works. The works as well are based on stripping out the existing life expired finishes and components for renewal.

A more economic standard of work could be applied to the scheme, the existing roof insulation could be maintained and the ceiling boarded over, the existing stonework could be left uncleaned and the walls repaired and decorated rather than lined. The flooring could be an alternative to the Karndean that could offer savings. With the joinery, the existing doors are primed, plain fire doors, these could be painted and left in-situ.

These savings for Option 1 & 2 are estimated to be in the region of £7,500. With Option 2 if the new door to the stairwell was omitted there would be an estimated saving in the region of £2,000.

Both budgets include contractors' preliminaries and overhead & profit, while it is not possible to estimate savings in this area, generally, with a competitive quotation process this is one area where the contractor will offer savings to make their submission more competitive.

4.0 Conclusion

This report has been prepared to aid the decision making process of the Council in relation to the options available. With the two options available, option 2 offers advantages of opening up future use of an additional area of the building for very little extra cost, although there is an impact on useable floor area within the former archivist's room.

With option 2, the new door onto the fire escape would not be needed initially, the fire escape from the upper floor can remain through the old costume gallery to save cost and work.

The budget estimates are intended to aid the decision making process only and some savings may come to light when firm costs are obtained as part of a competitive procurement process.

The specification is currently based on the works undertaken during the refurbishment of the museum, there are some savings to be made by amending the specification of works to use more economic products.

Appendix A

Partial Floor Plans

Appendix B

Budget Costs



Report

Weston Museum Roof
Former Archivist Room Options

on behalf of

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-mare
BS23 2QJ

Prepared By:
SJ Surveyors
12 Woodstock Road
Milton
Weston-super-Mare
North Somerset
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Photo: 1 View of room looking North

The room is currently used for storage and as space for the Archivists if required, the carpet, wall finishes and ceiling are the same as when the gallery was in use before the refurbishment works and are discoloured and at the end of their service life.

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Photo: 2 View of room looking South

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Appendix A

Partial Floor Plans

Appendix B

Budget Costs

BUDGET COST ESTIMATE

FOR

**ALTERATIONS TO FORMER ARCHIVIST ROOM
(OPTION 1 Rev A)**

AT

**MUSEUM, BURLINGTON STREET,
WESTON-SUPER-MARE, NORTH SOMERSET**

FOR

WESTON-SUPER-MARE TOWN COUNCIL

KELVIN HERBERT QS

DATE: NOVEMBER 2019

REFERENCE: K007

BUDGET COST ESTIMATE

£ p

OPTION 1 (Rev A)

Alterations

Remove existing floor finish, dispose off site	m ²	70	5.00	350.00	
Lay 12mm thick plywood to level floor	m ²	70	15.00	1,050.00	
Lay Kamdean flooring	m ²	70	40.00	2,800.00	
Floor edge strips	Nr	3	10.00	30.00	
Cleaning stone/brick to walls	Item	1	250.00	250.00	
Plasterboard and skim drying lining to walls	m ²	30	16.00	480.00	
Emulsion decoration to walls	m ²	30	6.00	180.00	
Timber skirtings, decoration	m	16	10.00	160.00	
Remove ceiling finish, denailing timbers	m ²	90	12.00	1,080.00	
Provisional sum for removal of asbestos contamination	Item	1	1,000.00	1,000.00	
50 Celotex between rafters	m ²	88	8.00	704.00	
100 Celotex under rafters with supports	m ²	90	14.00	1,260.00	
Plasterboard and skim to ceilings, supports	m ²	90	20.00	1,800.00	
Emulsion decoration to ceilings	m ²	90	7.00	630.00	
Decorate existing timber exposed trusses	Nr	3	75.00	225.00	
Remove window and cladding	Item	1	50.00	50.00	
Extend opening to floor level	Item	1	250.00	250.00	
Making good quoins with reclaimed bricks	Item	1	500.00	500.00	
Fire rated partition	m	3	200.00	600.00	
Forming double door opening	Nr	1	50.00	50.00	
Emulsion decoration to walls	m ²	8	6.00	48.00	
Timber skirtings, decoration	m	3	10.00	30.00	
FD30 double glazed doors and frame to match existing; decoration	Nr	1	1,200.00	1,200.00	
Remove existing double doors, dispose off site	Nr	1	40.00	40.00	
FD30 double doors and frame to match existing; decoration	Nr	1	900.00	900.00	
Skim and decorate where former openings infilled	Nr	3	50.00	150.00	
Add two radiators connected to existing pipework	Item	1	750.00	750.00	
Extended and power and lighting circuits	Item	1	1,000.00	1,000.00	
Fixing lighting tracks (re-use existing lights)	Item	1	500.00	500.00	
					£ 18,067.00
					<hr/>
7 PRELIMINARIES					£ 18,067.00
Contractors Preliminaries			15.0%	£	2,710.05
					<hr/>
8 OVERHEADS AND PROFIT					£ 20,777.05
Contractors OH&P			15.0%	£	3,116.56
					<hr/>
9 CONTINGENCY					£ 23,893.61
Contingency and design risk				£	1,000.00
					<hr/>
TOTAL OF CONSTRUCTION WORK			Carried forward	£	24,893.61

Brought forward £ 24,893.61

10 INFLATION

Budget based at 1Q2020 - no allowance for inflation

£ -

11 LOOSE FITTINGS & EQUIPMENT

Fittings & equipment - none by Client

£ -

12 ABNORMAL/OTHER COSTS

Abnormal/Other costs - none known

£ -

TOTAL CONSTRUCTION COSTS
(Excluding VAT, fees and charges)

£ 24,893.61

say £ 25,000.00

Assumptions

- 1 Cost based as at 1st quarter 2020.
- 2 All quantities included are approximate.
- 3 Rates for similar projects used.
- 4 All work carried out in normal working hours.
- 5 The whole of the room and adjacent area will be granted as vacant possession.
- 6 The budget costs are based upon the following information:
CA drawings: A3 plan 11/135-507

Exclusions

- A Removal of contaminants on site (provisional amount included for asbestos removals).
- B Costs for any decontamination of the site.
- C Blinds/curtains to windows.
- D Loose fittings and furniture.
- E Professional fees
- F Local Authority charges.
- G Value Added Tax.

BUDGET COST ESTIMATE

FOR

**ALTERATIONS TO FORMER ARCHIVIST ROOM
(OPTION 2 Rev A)**

AT

**MUSEUM, BURLINGTON STREET,
WESTON-SUPER-MARE, NORTH SOMERSET**

FOR

WESTON-SUPER-MARE TOWN COUNCIL

KELVIN HERBERT QS

DATE: NOVEMBER 2019

REFERENCE: K007

BUDGET COST ESTIMATE

£ p

OPTION 2 (Rev A)

Alterations

Remove existing floor finish, dispose off site	m ²	71	5.00	355.00	
Lay 12mm thick plywood to level floor	m ²	71	15.00	1,065.00	
Lay Karndean flooring	m ²	71	40.00	2,840.00	
Floor edge strips	Nr	4	10.00	40.00	
Cleaning stone/brick to walls	Item	1	250.00	250.00	
Plasterboard and skim drying lining to walls	m ²	30	16.00	480.00	
Emulsion decoration to walls	m ²	30	6.00	180.00	
Timber skirtings, decoration	m	16	10.00	160.00	
Remove ceiling finish, denailing timbers	m ²	90	12.00	1,080.00	
Provisional sum for removal of asbestos contamination	Item	1	1,000.00	1,000.00	
50 Celotex between rafters	m ²	88	8.00	704.00	
100 Celotex under rafters with supports	m ²	90	14.00	1,260.00	
Plasterboard and skim to ceilings, supports	m ²	90	20.00	1,800.00	
Emulsion decoration to ceilings	m ²	90	7.00	630.00	
Decorate existing timber exposed trusses	Nr	3	75.00	225.00	
Remove window and cladding	Item	1	50.00	50.00	
Extend opening to floor level	Item	1	250.00	250.00	
Making good quoins with reclaimed bricks	Item	1	500.00	500.00	
Fire rated partition to underside of roof	m	5	350.00	1,750.00	
Sealing to roof slope	m	3	15.00	45.00	
Forming double door opening	Nr	1	50.00	50.00	
Emulsion decoration to walls	m ²	11	6.00	66.00	
Timber skirtings, decoration	m	6	10.00	60.00	
FD30 double glazed doors and frame to match existing; decoration	Nr	1	1,200.00	1,200.00	
Remove existing double doors, dispose off site	Nr	1	40.00	40.00	
FD30 double doors and frame to match existing; decoration	Nr	1	900.00	900.00	
Skim and decorate where former openings infilled	Nr	3	50.00	150.00	
Forming new door opening in existing walls	Nr	1	400.00	400.00	
FD30 door and frame to match existing; decoration	Nr	1	500.00	500.00	
Add two radiators connected to existing pipework	Nr	1	750.00	750.00	
Extended and power and lighting circuits	Item	1	1,000.00	1,000.00	
Fixing lighting tracks (re-use existing lights)	Item	1	500.00	500.00	
					£ 20,280.00
					<hr/>
					£ 20,280.00
7 PRELIMINARIES					
Contractors Preliminaries			15.0%	£	3,042.00
					<hr/>
					£ 23,322.00
8 OVERHEADS AND PROFIT					
Contractors OH&P			15.0%	£	3,498.30
					<hr/>
					£ 26,820.30
9 CONTINGENCY					
Contingency and design risk				£	1,000.00
					<hr/>
TOTAL OF CONSTRUCTION WORK			Carried forward	£	27,820.30

Brought forward £ 27,820.30

10 INFLATION

Budget based at 1Q2020 - no allowance for inflation

£ -

11 LOOSE FITTINGS & EQUIPMENT

Fittings & equipment - none by Client

£ -

12 ABNORMAL/OTHER COSTS

Abnormal/Other costs - none known

£ -

**TOTAL CONSTRUCTION COSTS
(Excluding VAT, fees and charges)**

£ 27,820.30

say £ 28,000.00

Assumptions

- 1 Cost based as at 1st quarter 2020.
- 2 All quantities included are approximate.
- 3 Rates for similar projects used.
- 4 All work carried out in normal working hours.
- 5 The whole of the room and adjacent area will be granted as vacant possession.
- 6 The budget costs are based upon the following information:
CA drawings: A3 plan 11/135-507

Exclusions

- A Removal of contaminants on site (provisional amount included for asbestos removals).
- B Costs for any decontamination of the site.
- C Blinds/curtains to windows.
- D Loose fittings and furniture.
- E Professional fees
- F Local Authority charges.
- G Value Added Tax.

1 Great Weston Heritage Action Zone- update report November 2019

Over five years (Sept 2017- August 2022), the Great Weston Heritage Action Zone (HAZ) aims to boost economic growth and keep Weston-super-Mare on the map as a great place to live and work in.

2 Awareness raising / engagement programme update

We have developed a funded programme of work for 2019/20. (previously circulated)

Evaluations of the work to date are available on request. (Heritage Open Days, Gnomus, Festival of archaeology)

Ongoing work 2019/20 includes

- **Hans Price trail-** to be developed for launch Feb 2020
- **Chamber of Commerce awards:** Judging in December- awards 7th Feb 2020.
- **Museum 'Built Heritage' exhibition** engagement programme: 8th Feb- 10 May 2020.
- **Three Retail Seminars.** The final seminar is on 19 November. <https://www.n-somerset.gov.uk/news/free-retail-seminars-launch-in-weston-super-mare/>

In February 2020 I shall make an application to Historic England for further funding for 2020/21.

Heritage Open Days 2020: My capacity to co-ordinate the festival is very limited. I welcome suggestions from the committee.

3 Shopfront Design Guide

- The shopfront design guide has completed public consultation and was adopted as a Supplementary Planning Document on 24th September
- The shop front design guide will act as a tool to support excellent development as part of the shop enhancement scheme.
- The guide will play a key role as guidance for shop front enhancement grants in Weston and will also be a resource for the whole of North Somerset.
- The guide also covers guidance on conversion from shops to residential.

4 shopfront enhancement grants scheme for Weston

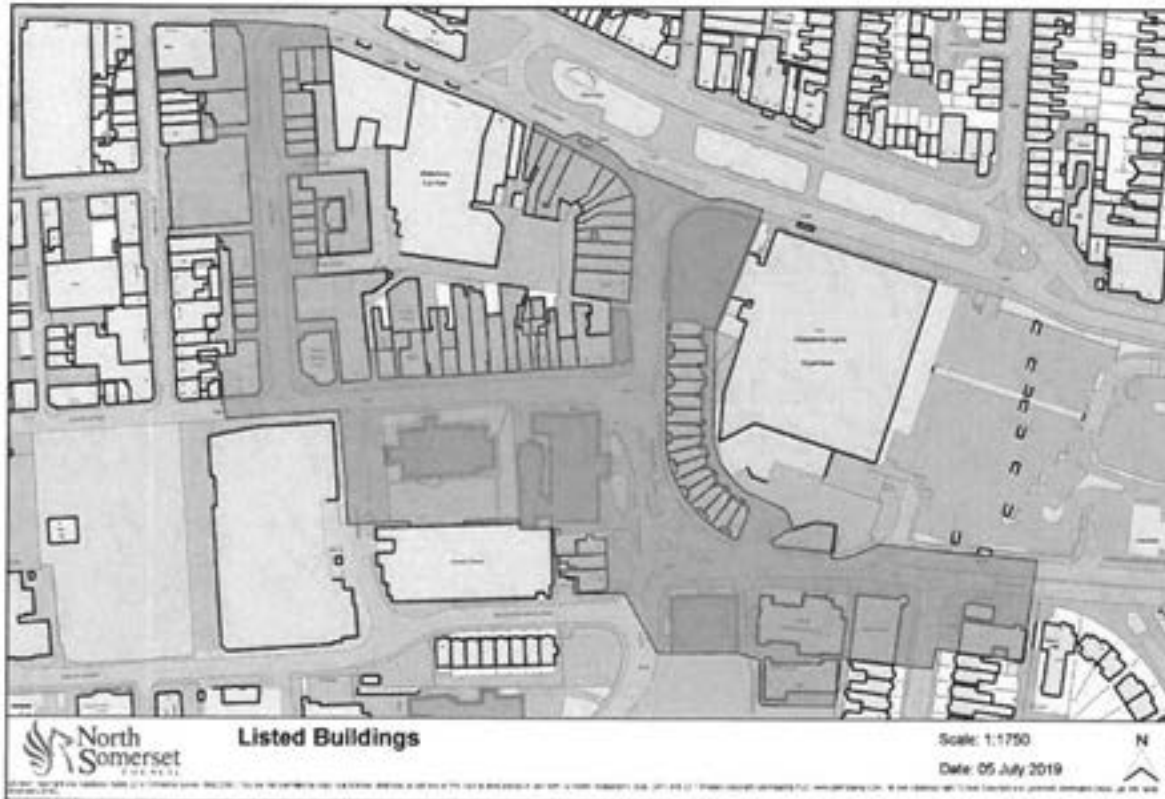
- The shopfront enhancement scheme for Weston was launched October 2019. We have a target of trying to get 5 properties to sign up for the scheme this year. To date Walker & Ling (High Street) and 8, 8a, 10 and 12 South Parade have confirmed an interest and we are currently developing outline designs and costings.
- If all goes well then enhancement work will commence on these properties in the new year.

5. High Street Heritage Action Zone funding application

We have been successful in our Expression of Interest for £1,201,000 to gain High Street Heritage Action Zone status.

Work to develop a full project delivery plan is in progress. (deadline for submission 20th December 2019). The scheme will launch April 2020.

Below is a map of the High Street HAZ area with listed buildings highlighted.



6. Wider picture update

- Government has published a national design Guide: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835212/National_Design_Guide.pdf
- In addition a scheme to engage Town and Parish councils with heritage and listings work has been launched: [Communities Secretary launches 'most ambitious heritage preservation campaign for 40 years'](#)
- North Somerset Council is about to embark on a consultation exercise to develop a 'Placemaking strategy' for Weston. Information on this work should be available shortly.

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Extract from the 2015 – 2019 Town Council Strategy

1. HERITAGE, ARTS AND CULTURE

11.1. The Town Council will seek to protect the heritage assets of the town including the Museum and the Winter Gardens together with Victorian, Art Deco and other heritage buildings.

11.2. The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.

11.3. The Town Council will aim to build on the legacy of the Banksy exhibition to develop Weston-super-Mare as a cultural and artistic destination for residents and visitors.

11.4. The Blakehay Theatre

11.5. The Blakehay Theatre is owned by the Town Council and has been refurbished to provide modern facilities for the performing and visual arts and community activities within the town.

11.6. The Town Council aims to further invest in the theatre and in particular to investigate the potential to further improve the bar facilities.

11.7. The Town Council will develop and further promote the management and marketing of the Blakehay Theatre so that it becomes a recognised venue for regular drama, comedy, musical and other productions of performing arts.

11.8. Weston-super-Mare Museum

11.9. The Town Council has been awarded a Heritage Lottery Fund grant to refurbish and improve the Museum buildings and displays.

11.10. Weston Museum celebrates the human history and natural environment of Weston-super-Mare and its surrounding areas using the distinctive historic building that houses the museum and the

diverse museum collection of North Somerset Council. Through inspiration, learning and enjoyment, we will help the local community and its visitors to understand the past and ask questions about the present and the future. The Town Council will also develop the museum as an arts and cultural facility and maintain it as a tourist attraction for the benefit of the local community and visitors to the Town.