

For publication

Chesterfield Museum Store – Unit 1 Somerset Yard (T230)

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| Meeting: | Council |
| Date: | 27 July 2016 |
| Cabinet portfolio: | Town Centre and Visitor Economy |
| Report by: | Economic Growth Manager |

For publication

1.0 Purpose of report

- 1.1 To seek approval to undertake the works to bring Unit 1 Somerset Yard back into use as the offsite store for the Chesterfield Museum's collections

2.0 Recommendations

- 2.1 That approval be given to renovate Unit 1 Somerset Yard and convert it to the offsite store for Chesterfield Museum at an estimated cost of £189,790.
- 2.2 That authorisation be given to fund the works using £61,100 from the Property Repair Fund with the balance of £128,690 from short-term Prudential Borrowing.

3.0 Report details

Background

- 3.1 Chesterfield Museum's collections are currently stored over two sites. The small, high value items are stored onsite on the second floor of Stephenson's Memorial Hall. This store is just over 2,000 square feet in size and houses approximately 20,000 objects.

Larger items are stored offsite at 6 Ashgate Road in the main building, house and the garages. There are eight individual store rooms covering an area of around 3,000 square feet and housing approximately 10,000 objects.

- 3.2 In the museum's accreditation application in 2012, it was noted that the offsite store on Ashgate Road was not fit for purpose and that a significant amount of work would need to be carried out to bring it up to accreditation standard.
- 3.3 Subsequent to this, as part of the council's asset management plan, 6 Ashgate Road and the adjoining car park were identified for sale. To facilitate this sale, the collections stored there would have to be moved to a new store providing an opportunity to acquire a store room that will meet the accreditation standard.
- 3.4 In preparation for the move, the museum curatorial staff carried out a complete review and rationalisation of the permanent collection stored at 6 Ashgate Road. In accordance with the council's rationalisation and disposal policy and following the Museum Association's disposal toolkit and code of ethics, the permanent collection has been assessed and around 60% has been identified for rationalisation.
- 3.5 Chesterfield Borough Council, as the governing body for the museum, has a responsibility, as a guardian of museum collections in the public domain, and is accountable to the public for its actions. Once an object has been selected for disposal, the council is required to follow a set process and must do so openly and with transparency.
- 3.6 In the first instance, the item can be offered to another accredited museum (if not originally a donation). Alternatively, it can be offered to an organisation which will keep the item in the public domain. Consideration can also be given to sale of the item, but any money raised should be applied solely and directly for the benefit of the collections. For a minimum of 3 months, the item must be displayed on the Museum Associations website as available for relocation. If a new position cannot be found for the item, it may be possible to recycle it through sale as scrap, or it can be donated as a gift to charity.

- 3.7 The sale of 6 Ashgate Road has now been agreed with an anticipated completion date of November 2016. There is now, therefore, an urgent need to find alternative storage space for the Museum's collections.
- 3.8 When the General Fund Capital Programme was approved by the Council in February, there were insufficient resources available to approve all the growth requests. It was agreed that the Museum Store project would be the first priority when additional resources (ie capital receipts) became available.

Unit 1 Somerset Yard

- 3.9 This two storey building is located alongside the Winding Wheel and is currently in a dilapidated state. It has been empty for the last 14 years. The council is currently paying non-domestic rates on the building of £4,800 per annum.
- 3.10 Kier Asset Management Services have investigated the use of Unit 1 Somerset Yard as a potential offsite store for the museum collections. Kier has stated that the building can be brought back into a usable condition at a total cost of £189,790. Of this, £61,100 could be paid from the property fund leaving £128,690 to be funded. A breakdown of these costs is attached at Appendix A.
- 3.11 In order for the building to be used as a store for the museum, there are a number of structural alterations which are required to meet building regulations, including an additional fire escape from the first floor. A report from Building Services is attached at Appendix B.
- 3.12 Since these reports were completed, work has taken place to assess the load bearing of the first floor and take core samples. The cost of this work came to £12,500 (£8,000 for the load testing and £4,500 for the core sampling), which was met from the Property Repair Fund and included in the quotations given in paragraph 4.2.
- 3.13 The work was contracted out to Topbond who took core samples which were negative for high alumina cement content. The initial load testing failed after 5 hours due to an equipment malfunction so a second visit took place. This showed that the upper floor

would not take the loadings necessary for the museum store as the floor failed to return to its original state after load testing.

- 3.14 Because the upper floor failed the load testing, internal steel supports will be required on the ground floor. A contingency sum of £10,000 is included in the costing estimates for this.
- 3.15 Once completed, the building will have total floor space of 4,070 square feet (2,160 square feet on the ground floor and 1,910 square feet on the first floor). This is larger than the current storage space at 6 Ashgate Road. However, this would also allow objects to be transferred from the onsite store which would free up space in the museum to allow the council to explore options to develop the existing museum building.
- 3.16 Work must begin on the building for it to be ready in time to meet the completion date of 6 Ashgate Road in November.
- 3.17 The design of the building will enable it to be used for other purposes if it is no longer required for storing the Museum's collections at some point in the future.

Other options considered

3.18 Use of an industrial unit

Several industrial units were viewed by the curatorial staff at the museum, including units 26 and 27 Foxwood Road and several units at Calow Lane.

The council is currently receiving rent for their industrial units that amounts to £19,000 per annum. If the museum was to take industrial units as a store, this would represent a loss in income to the council.

3.19 Storage available at other museums

Several other museums have been contacted regarding space that they may have available in their stores that Chesterfield Museum could rent. These include:

- Sheffield Museum Service

- Rotherham Museum
- Buxton Museum
- Derbyshire County Council Library Service

None of the above museums had a significant amount of space available that could be rented by Chesterfield Museum.

3.20 **Commercial storage**

Enquiries have been made to Chesterfield Space and Storage. The company stores items in steel containers, which would provide ideal environmental conditions. However, the largest container is 150 square foot and the Museum needs 4,000 square foot of storage space, which would be 27 containers

It should be noted, however, that not all the space in the container could be utilised as a walkway would be needed in each container to allow access to all the items stored. It would also be difficult to use the full height of the container as some items would not reach the roof of the container leaving dead storage space above them. Consequently, the number of containers which would need to be rented would be closer to 40 – 50.

Chesterfield Space and Storage give free and unlimited access to items stored, but only during their normal business hours of Monday to Friday, from 10am to 3.30pm.

The restrictions noted above make this option unsuitable for the storage of Chesterfield Museums’.

Other considerations

- 3.21 In order to care for the collection, certain environmental and security standards need to be met. These include humidifiers/dehumidifiers, fire alarm, intruder alarm and environmental monitoring. In addition, objects must be protected from natural light and windows or skylights have to be blocked or fitted with blinds.
- 3.22 Although some of the existing racking and equipment from 6 Ashgate Road can be utilised in the new store, extra units may be required and there will be the cost of transporting the collection. A

rough estimate of the transportation costs would be £5,000-£7,000 and shelving costs would be £2,000-£4,000 depending on the amount of shelving that can be reused. These costs will be met from the contingency or other budgets (to be defined).

3.23 This report and its recommendations were considered by Cabinet at its meeting on 12 July, 2016, where it resolved that the recommendations be supported and referred to full Council for approval.

4.0 **Human resources/people management implications**

4.1 There are no human resources or people management implications.

5.0 **Financial implications**

5.1 Estimated costs for the renovation of Unit 1 Somerset Yard and its conversion to a museum store have been provided by Kier and are attached in full at Appendix A.

5.2 An outline of these costs is as follows:

| | Total | From PRF | From Capital |
|---|--------------|-----------------|---------------------|
| | £ | £ | £ |
| External work | 88,500 | 41,500 | 47,000 |
| Internal work | 42,600 | 19,600 | 23,000 |
| Electrical | 31,130 | – | 31,130 |
| Additional items | 1,640 | – | 1,640 |
| Contingency | 16,387 | – | 16,387 |
| Fees | 9,533 | – | 9,533 |
| | 189,790 | *61,100 | 128,690 |
| * £12,500 already spent on load testing and core sampling | | | |

5.3 The capital receipt from the sale of 6 Ashgate Road, has already been committed to fund other schemes within the General Fund Capital Programme so is not available to finance the Museum Store project. The Capital Programme approved in February showed that surplus resources would not become available until 2017/18 and that was dependent on completing a number of high value asset sales in 2017/18 (£7.3 million).

5.4 Given the urgent need to vacate the Ashgate Road site and secure the capital receipt, the only options available to finance new schemes are:

- Prudential Borrowing – the borrowing should be seen as a short term solution, with a commitment to repay it from future capital receipts as soon as they become available.
- From Reserves, eg the Service Improvement Reserve. The problems with this option are that the uncommitted balance is only £490,000, reserves can only be used once and future capital receipts cannot be used to top-up revenue reserves.

5.5 Short-term Prudential Borrowing with a commitment to repay it from future capital receipts as soon as they become available is, therefore, the recommended option

6.0 Legal and data protection implications

6.1 There are no legal and data protection implications.

7.0 Risk management

| Description of Risk | Likelihood | Impact | Mitigating Action | Resultant Likelihood | Resultant Impact |
|---|------------|--------|---|----------------------|------------------|
| No store provided for Chesterfield Museum's Collections | L | H | Consider alternative options and seek funding to support preferred option | L | M |
| Risk to sale of 6 Ashgate Road if museum collections are not rehoused if funding is | M | H | Manage renovations and fit out to coincide with timescales for sale of 6 Ashgate Road | L | H |

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|--|---|---|--|---|---|
| not secured | | | | | |
| Loss of accredited status, loss of museum and damage to council's reputation | M | H | Ensure priority given to managing collection through resourcing preferred option and managing transition to new premises | L | L |

8.0 **Equalities Impact Assessment (EIA)**

8.1 A preliminary EIA has been carried out on the proposed new store for Chesterfield Museum and because there are no negative impacts for any of the equality groups, a full EIA is not necessary.

9.0 **Alternative options and reasons for rejection**

9.1 If the council decides not to renovate Unit 1 Somerset Yard, Kier has recommended that, at some time in the future, the building will become unsafe and have to be demolished. It is estimated that demolishing the building would cost £90,000 and, in the interim period, the council would still have to pay rates of £4,800 per annum

10.0 **Recommendations**

10.1 That approval be given to renovate Unit 1 Somerset Yard and convert it to the offsite store for Chesterfield Museum.

10.2 That authorisation be given to fund the works using £61,100 from the Property Repair Fund with the balance of £128,690 from short-term Prudential Borrowing (see paragraph 7.5).

11.0 **Reasons for recommendations**

11.1 Chesterfield Borough Council, as the governing body for the museum, is a guardian of Chesterfield Museum's collections. It is

accountable to the public for its actions and has a moral obligation to preserve the collections for future generations. In order to conserve the objects in Chesterfield Museum's collections, a suitable store needs to be provided.

- 11.2 In order to retain accredited status, Chesterfield Museum needs to have approved storage for its collections. Failure to provide this would result in the removal of its accredited status which would make the museum ineligible to apply for grant funding from the Arts Council England and the Heritage Lottery Fund, as well as funding from other museum organisations such as Museums Development East Midlands

Decision information

| | |
|---|---|
| Key decision number | 646 |
| Wards affected | All |
| Links to Council Plan priorities | To make Chesterfield a thriving borough To develop our great town centre Extend the town centre offer for our residents and visitors and increase satisfaction levels with the council's cultural venues Increase the value of the visitor economy by at least 5%, bringing in an additional £7m per annum |

Document information

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|---|--|
| Report author | Contact number/email |
| Alyson Barnes | 01246 345775 |
| <i>This must be made available to the public for up to 4 years.</i> | |
| Appendices to the report | |
| Appendix A | Unit 1 Somerset Yard budget costs |
| Appendix B | Notes of a site visit to review the structural condition of Unit 1 Somerset Yard |

Appendix A

Unit 1 Somerset Yard Museum Store Budget Costs

| | Element | Budget Costs |
|------------|---|---------------------|
| 1.0 | Works to be paid for from the Property Fund | |
| | External Works | |
| 1.1 | Removal of existing and replacement of timber fascia boards, gutters and downpipes (Asbestos Gutters) | £4,000.00 |
| 1.2 | Repairs to concrete coping stones on west elevation (rear) | £3,000.00 |
| 1.3 | Brickwork repairs (cracking) and repointing of brickwork | £15,000.00 |
| 1.4 | Making good holes in brickwork from flues etc | £1,000.00 |
| 1.5 | Window repairs (replacement of broken glass panes, steelwork repairs and redecoration) | £11,000.00 |
| 1.6 | Replace roller shutter on East Elevation | £1,500.00 |
| 1.7 | Removal of concrete canopy above roller shutter doors | £2,000.00 |
| 1.8 | Replacement of damaged/ cracked lintels | £4,000.00 |
| | Internal Works | |
| 1.9 | Load testing to check the load capacity of the first floor | £8,000.00 |
| 1.10 | Core sampling of the first floor concrete planks to check the condition of the concrete | £4,500.00 |
| 1.11 | Repairs to brickwork staircase wall | £2,500.00 |
| 1.12 | Making good of holes in ground floor concrete floor | £1,000.00 |
| 1.13 | Check if internal walls are sitting on a foundation | £600.00 |
| 1.14 | RAD Survey (Asbestos) | £1,000.00 |
| 1.15 | Provisional sum for Asbestos removal | £2,000.00 |
| | Total from Property Fund | £61,100 |

| Item | Element | Budget Costs |
|-------------|---|---------------------|
| 2.0 | Works Requiring Funding | |
| | External Works | |
| 2.1 | Scaffolding | £12,000.00 |
| 2.2 | Possible roof repairs / replacement | £20,000.00 |
| 2.3 | Installation of new security entrance door | £1,000.00 |
| 2.4 | Removal of 1no. Roller shutter on front of building and installation of new double door | £2,500.00 |
| 2.5 | New ramp and steps into unit on West Elevation | £3,000.00 |
| 2.6 | Creation of new fire escape from first floor (External steel staircase) | £8,500.00 |
| | Internal Works | |
| 2.7 | <i>Contingency for Steel supports (if required)</i> | £10,000.00 |
| 2.8 | Removal of existing plasterboard partition walls to first floor | £500.00 |
| 2.9 | Installation of plasterboard dry lining to ground and first floor walls | £9,500.00 |
| 2.10 | Blinds to windows | £3,000.00 |
| | Electrical Installation | |
| 2.11 | New electricity supply to building - <i>(May be able to reduce if a connection is bought in from the Winding Wheel)</i> | £7,000.00 |
| 2.12 | Wiring and power to feed humidifiers, Dehumidifiers, office and general power | £8,000.00 |
| 2.13 | Lighting (internal and external) & Emergency Lighting | £2,630.00 |
| 2.14 | Fire alarm | £7,000.00 |
| 2.15 | Intruder alarm | £5,000.00 |
| 2.16 | Data <i>(No provision for Data connection to building)</i> | £1,500.00 |
| | Additional Items | |
| 2.17 | Reconnection of water supply | £1,000.00 |
| 2.18 | Building Control Application | £500.00 |
| 2.19 | Planning Application | £140.00 |
| | Contingency @ 10% (of total building works) | £16,387.00 |
| | Fees @ 8% (only on works not included in property fund) | £9,532.56 |
| | Total requiring funding | £128,689.56 |

Notes of a site visit to review the structural condition of Unit 1 Somerset Yard

These notes relate to a brief visual survey undertaken on 6th July 2015.

General Comments

The building is a two storey structure, sited in the courtyard to the rear of the Council premises known as 'The Winding Wheel'.

In plan, the building has a rectangular footprint of approximately 26m x 8m, with the main length being on an approximate north-west to south-east axis. On a sloping site, external ground levels fall approximately 0.5m across the width of the building.

Constructed with external walls in brickwork and a flat roof, the overall appearance tends to date the property to circa 1930's - 1940's.

It is apparent that a number of single storey buildings were attached to the north-east facing elevation and the remnants of what may have been the boiler house / coal store still exist towards the southern end of the property along with an external chimney stack. A redundant garage style fuel pump is also evident in the yard, centrally on this elevation (underground fuel tanks – position? / de-commissioned?).

Generally, the outer walls appear to be 1½ brick thick solid masonry (approx. 330mm) from ground to first floor level, with 1 brick thick solid walls (approx. 225mm) from first floor to roof level. Above first floor level brick piers have been constructed internally to stiffen the wall at ¼ points on the long elevations.

A 'blue brick' dpc is evident around the perimeter of the wall adjacent ground floor level.

The NW, NE and SE elevations all contain high level window openings serving ground and first floor levels. Two roller shutter 'goods' doors are located at the southern end of the building on the SW and NE elevations, with a personnel entry adjacent on the SW elevation.

The lintels above the windows and personnel door appeared to be insitu concrete construction with the roller shutter doors being part sheltered by insitu concrete canopies.

Ground floor construction appears to be 'ground-bearing' concrete slabs reinforced with a steel mesh fabric in the bottom face (a previously excavated internal trial pit remains open to view). The material below the floor slab appeared to be backfill, with the finished floor level being raised above external ground levels.

First floor and roof construction appears to be pre-cast concrete 'units'. The floor units are part supported by an internal brick wall at ground floor level and full span in all other areas.

The roof construction appears to sit into a parapet wall which extends above roof level on three elevations, but projects out on the NE facing elevation to allow rainwater to discharge into a gutter (asbestos cement) along this exposed edge.

An internal inspection chamber, presumably for foul drainage, was noted within the ground floor construction. There appeared to be damp staining around the cover that might be indicative of past blockages within the drainage system.

At ground floor level an open timber stud construction has been constructed centrally over a significant length of the floor space. It is not known whether this was to divide work areas or if this was constructed as a temporary prop to the first floor.

Access to the first floor is made via a small flight of steps that leads to a long concrete ramp up to first floor level. The ramp and steps are supported off an internal brick loadbearing wall that also supports the concrete first floor units.

Observed Structural Defects

Externally, the brickwork appeared in reasonable condition with all elevations relatively plumb. However, cracking was noted on the NW, NE, and SE elevations with damage generally located around window jambs typically at lintel level (ground and first floor).

Cracks were also observed in many of the insitu concrete lintels that span the openings, with vertical cracks noted in the SE end elevation (GF), and many other areas where horizontal cracks were noted around the lintel soffit, where this may be indicative of corrosion of the steel reinforcement.

Evidence of reinforcement corrosion was also noted in the concrete canopies above the roller shutter doors.

Internally, the pattern of external cracking to masonry around window jambs was also noted on the inner face of the brickwork.

Where vertical cracks were apparent in the lintels, these were also evident internally.

Evidence of cracking was also noted within the first floor and roof construction where a number of the pc concrete units appeared to be separating at their joints. In places these cracks appeared to line up with the cracks noted within the masonry walls.

It was evident that many of the cracks within the walls, lintels and pc concrete floor/ roof units had been fitted with small slips of glass, fixed by adhesive, which act as movement detectors for the appraisal of structural defects. A number of these were noted to have broken. As the slips were not dated, it is not known whether these were fitted as a previous investigations into the stability of the property.

General Comments

Having reviewed the condition of the building on site and read the background information to the potential use of this property for museum storage, I would concur that significant work will be required to make the building viable for the intended use.

Although I am not qualified to comment on the stated budget costs, in my opinion, the scope of the work would be extensive even if the building was only to be restored to basic storage accommodation suitable for rent. For the intended specialised use, costs are likely to be more significant due to the higher levels of environmental performance, security provision and potential service requirements for the unit.

Although the anticipated storage requirements are not stated, the load capacity of both floor areas appears fundamental to any consideration of this building as a long term solution.

Unless the structural history of this building can be reviewed through original documentation, detailed investigations would be required to assess the load capacity of the building for the intended use. This is particularly relevant to a building that has an obvious history of structural movement within the construction.

Investigations would need to assess the condition and capacity of the existing pre-cast concrete roof / floor units and consider the suitability of the external wall construction, including lintel requirements and existing foundations.

If physical tests or structural assessment indicates that any components are deficient for the intended use, strengthening or replacing defective elements would be a necessity. The extent of this work cannot be accurately assessed by visual inspection alone.

In addition to the structural items, please note the following:

With the current layout and limited access to this building, there may also be issues relating to 'means of escape' in the event of an emergency. The first floor is only accessed from the single stair/ ramp and currently does not have an alternative escape route. Consultations with Building Control and the local Fire Officer would be required to review proposed room layouts to ensure that adequate escape provision is included.

Investigations will also be required to check the risks associated with the old fuel pump to the rear of the property. If the pump delivered fuel from an underground tank, this may require removal or consideration to some form of de-commissioning.

As noted, asbestos based products are still evident on the building. A full appraisal and consideration for their removal should be given as part of any refurbishment.

H.Sorsby
Structural Engineer

BCN Consultancy (Building Control)
07/07/15