

Report of Head of Corporate Property Management

Report to Director of City Development

Date: 28th April 2014

Subject: Design & Cost Report for Lotherton Estate Hall Installation of Passenger lift, Refurbishment of the Costume Gallery Project and other backlog maintenance

Capital Scheme Number: 14268 LPL / 000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Harewood	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there implications for equality and diversity and cohesion and integration?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the decision eligible for Call-In?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Summary of main issues

1. Lift Installation is required here as there has never been any provision at Lotherton Hall for access to the first floor of the house except by traditional stairs. This has been the cause of legal action in the past and has been identified within the recent Condition Survey dated January 2014.
2. Part of the ground floor is only accessible by a chair lift.
3. Refurbishment of the Costume Gallery is required due to the fact that the existing galleries are very dated and require bring up to modern day standards.
4. The old fixed cases do not meet current industry standards required for displaying historical costume from LMG collection or loan in items from other organisations.
5. Inappropriate lighting presents a danger to the collections and is not energy efficient.
6. These display cases are also very restrictive in what can be displayed and how.
7. Outstanding backlog maintenance as identified in the recent condition survey carried out in January 2014.

Recommendations

8. The Chief Asset Management and Regeneration Officer is recommended to give Authority to Spend £602,605 to carry out the installation of the lift and refurbishment of the costume gallery at Lotherton Hall (£260,000) as well as other backlog maintenance items (£250,000). This figure includes NPS's fee proposal for the 2 sites listed above and a proportion of the funding being the direct order costs to be placed by the client for auxiliary works, i.e. asbestos surveys, planning fees, bat surveys, etc (£92,605).

1 Purpose of this report

- 1.1 The purpose of this report is to seek Authority to Spend £602,605 in respect of the new lift installation and the costume gallery refurbishment.
- 1.2 The lift Installation is required as there has never been any provision at Lotherton Hall for access to the first floor of the house except by traditional stairs. This has been the cause of legal action in the past.
- 1.3 Refurbishment of the Costume Gallery is required due to the fact that the existing galleries are very dated and require bring up to modern day standards.
- 1.4 To complete the outstanding backlog maintenance as identified within the current condition survey.

2 Background information

- 2.1 Lotherton Hall was the Yorkshire home of the Gascoigne family until it was given to Leeds City Council in 1968. It opened as a museum and art gallery in 1969. A suite of guest bedrooms, on the first floor, were converted into a costume gallery in the 1970s.
- 2.2 External funding has been secured to install a passenger lift and refurbish the costume gallery at Lotherton Hall on condition that this work is completed between April 2014 and March 2015. This work has now been combined with refurbishment instigated by the Condition Report issues by NPS in February 2013 to make a larger project.

3 Main issues

- 3.1 **Design Proposals and Full Scheme Description.** This site has been identified as to requiring the installation of a passenger lift and refurbishment works to the costume gallery. NPS are to arrange the works and manage the site and programme of works.
- 3.2 The recommendations that Lotherton Hall would benefit from the installation of the passenger lift to the upper floors so that all visitors have full access around the whole house.
- 3.3 It is considered that the proposed new refurbished costume gallery will encourage site attendance as well as improve the display methods.

3.4 Outstanding backlog maintenance as identified in the recent condition survey carried out in January 2014.

3.5 **Programme** – Tender Out date: NPS to advise of date
Tender In date: NPS to advise of date
Start on Site date: NPS to advise of date
Completion date: NPS to advise of date

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Norfolk Property Services (NPS) are to procure and project manage this project but will be requested to utilise the Internal Service Provider wherever possible, i.e. LCC Property Maintenance Section, Asbestos Unit, etc.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality.

4.3 Council policies and City Priorities

4.3.1 This work will be carried out in accordance with the requirements of the Council's range of policies, plans and strategies.

4.4 Resources and value for money

NPS have been appointed to project manage this scheme and will oversee and manage the full tender process in accordance with LCC's procurement rules and regulations.

4.4.1 Full scheme estimate

The estimated cost of the work is £602,605 including all costs associated with fees, construction, furniture & equipment, ICT, consultants and other external costs such as Planning & Building Regulations etc.

4.4.2 Capital Funding and Cash Flow.

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH	FORECAST				
	£000's	2014 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL	TO MARCH	FORECAST				
	£000's	2014 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	510.0		510.0				
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	92.6		92.6				
TOTALS	602.6	0.0	602.6	0.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH	FORECAST				
	£000's	2014 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LCC Funded	602.6		602.6				
Total Funding	602.6	0.0	602.6	0.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number : 14268 LPL

Title : Corporate Property Management

Revenue Effects

There will be no additional revenue consequences following the implementation of this proposal

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 These are public buildings and as such this work is vital to ensure that both public health and public safety are not compromised.
- 4.5.2 This decision is a key decision and is therefore is subject to Call In.
- 4.5.3 The Director of City Development has the authority to make this decision under powers granted under Part 3 of the Councils Constitution

4.6 Risk Management

- 4.6.1 It is considered that these essential works are necessary and required to improve the facilities and extend the use of the property.
- 4.6.2 **Risk Assessments** – All to LCC policy requirements.
- 4.6.3 **Design Issues** – All agreed with staff, contractor and Corporate Property Management.
- 4.6.4 **Financial Issues** – Frequent monitoring to ensure project keeps within its budget.
- 4.6.5 **Service Delivery Issues** – All issues to be discussed and implemented by management and contractor to ensure continual safe delivery of services during all construction works.
- 4.6.6 **Programme Issues** – To be fully monitored to ensure start on site and completion dates are on time.
- 4.6.7 **Other** - All work will be risk assessed and carried out using approved methods of working, and will be programmed as far as possible to minimise Health & Safety risks.

5 Conclusions

- 5.1 The works recommended within the Condition Surveys dated January 2014 are required within these buildings and is deemed the most economical way forward in order to extend the use and life of the properties for operational and public use.

6 Recommendations

- 6.1 The Chief Asset Management and Regeneration Officer is recommended to give Authority to Spend £602,605 to carry out the installation of the lift and refurbishment of the costume gallery at Lotherton Hall (£260,000) as well as other backlog maintenance items (£250,000). This figure includes NPS's fee proposal for the 2 sites listed above and a proportion of the funding being the direct order costs to be placed by the client for auxiliary works, i.e. asbestos surveys, planning fees, bat surveys, etc (£92,605).

7 Background documents¹

7.1 None.

¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.