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# NOTICE OF MEETING

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

**FRIDAY, 11 OCTOBER 2013 AT 1.00 PM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

Telephone enquiries to Vicki Plytas, Customer, Community and Democratic Services on 023 9283 4058

Email: [vicki.plytas@portsmouthcc.gov.uk](mailto:vicki.plytas@portsmouthcc.gov.uk)

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

Councillor Lee Hunt (Liberal Democrat)

## **Group Spokespersons**

Councillor David Horne, Labour

Councillor Lee Mason, Conservative

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

**1 Apologies for Absence**

**2 Members' interests**

**3 D Day 70 Interreg Project (Pages 1 - 4)**

Purpose: This report is to inform the Cabinet Member of the successful securing of funds from the Interreg IVA programme for a series of linked activities with our twin city of Caen in relation to the 70<sup>th</sup> Anniversary of the D Day landings.

**RECOMMENDED that the Cabinet Member**

- (1) notes the success of the application to the Interreg IVa fund and**
- (2) agrees that an update report be brought to a future Culture, Leisure & Sport meeting.**

**4 Portsmouth Cultural trust Annual Update Report (Pages 5 - 8)**

Purpose: This report is to inform the Cabinet Member on the work carried out by the Portsmouth Cultural Trust during their second year of operation from April 2012 - March 2013

**RECOMMENDED**

- (1) That this update report on the operation and delivery of services by Portsmouth Cultural Trust 2012/13 be noted including the delivery in excess of the key performance targets as outlined in the Partnership Agreement.**
- (2) That congratulations be given to Portsmouth Cultural Trust for achieving the year's successful delivery.**

**5 Cumberland House Update (Pages 9 - 14)**

Purpose: This report is to provide an update on the recent work that has taken place at Cumberland House.

**RECOMMENDED that:**

- (1) The improvements to Cumberland House are noted.**
- (2) The proposed development of the museum's events programme and the increased involvement of volunteers are noted.**
- (3) The Friends of Cumberland House are thanked for their work on the garden.**

**6 Portsmouth Museums Annual Update (Pages 15 - 22)**

Purpose: This report is to review the achievements of Portsmouth Museums & Archives in 2012/13 and present an action plan for the year ahead.  
Portsmouth Museums' operational 'plan on a page' is attached at Appendix A.

**RECOMMENDED that the recommendations set out in paragraph 2 of the report be agreed.**

**7 Portsmouth Libraries Stock Disposal Policy (Pages 23 - 28)**

Purpose: The report is to inform the Cabinet Member of the current process used to review library stock and to agree new recommendations for stock that is no longer required.

**RECOMMENDED that the recommendations set out in paragraph 2 of the report be agreed.**

**8 Collections Development Plan (Pages 29 - 58)**

Purpose: The report is to present the museums, archives and the libraries' special book collections draft Collections Development Plan 2013-2018 and to seek approval from the Cabinet that it is fit to be sent out for consultation to wider stakeholders.

**RECOMMENDED**

**(1) That the draft Collections Development Plan be approved.**

**(2) That the draft Collections Development Plan be sent out to wider stakeholders for consultation.**

**(3) That the Portsmouth Museums service re-presents the Collections Development Plan to the Cabinet after consultation has taken place**

**9 Proposed Use of Land and Buildings at Canoe Lake (Pages 59 - 72)**

**(Please note that appendices 2 and 3 are exempt so if the Committee wish to discuss these, the meeting will need to move into exempt session at that point - see Agenda item 13).**

Purpose: To inform the Cabinet Member of the outcome of a market evaluation exercise undertaken to help determine what opportunities are to be formally advertised at the sports areas and Lumps Fort building within the Canoe Lake site.

**RECOMMENDED that**

**(1) the Cabinet Member for Culture, Leisure and Sport notes the outcome of the market evaluation exercise.**

**(2) the Head of Transport and Environment be authorised to proceed**

**with the procurement of the recommended future tender opportunities for the identified areas, undertaking any necessary feasibility work required.**

**(3) the Head of Transport and Environment, in conjunction with the s151 officer and Head of Finance and the procurement gateway process, be authorised to accept the outcome of the most appropriate tendering exercise for each identified area, that will include a robust financial appraisal of all options.**

**The following items are for information only**

**10 Loan of Painting by George Vicat Cole (Pages 73 - 76)**

Information report requested by Cabinet Member for Culture Leisure and Sport

**Purpose: To note the loan of 'Near Epsom', a painting by George Vicat Cole to an exhibition in 2014**

**11 Southsea Library Development (Pages 77 - 82)**

Information report requested by Cabinet Member for Culture Leisure and Sport.

Purpose: To inform the Cabinet Member for Culture Leisure and Sport of the review and evaluation undertaken in Spring 2013 of services, layout and performance at Southsea Library. Also, to identify the subsequent changes implemented in response to the process.

**12 Monitoring of 2013/14 Cash Limits and Capital Programme for the Period to 30 June 2013 (Pages 83 - 100)**

Information report requested by Cabinet Member for Culture Leisure and Sport

Purpose: To inform the Cabinet Member and Group Spokespersons of  
(1) The forecast revenue expenditure for the year compared with the cash limited budget  
(2) The forecast capital expenditure against the capital programme for the Culture Leisure and Sport Portfolio

**13 Exclusion of Press and Public**

**That in view of the contents of the item on the agenda indicated below the Committee is RECOMMENDED to adopt the following motion:**

**“That, under the provisions of Section 100A of the Local Government**

**Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item(s) on the grounds that the report(s) contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.**

**The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.**

**(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Senior Local Democracy Officer at the conclusion of the meeting for shredding.)**

**Item**

**Exemption Para No.\***

**9. Proposed Use of Land and Buildings  
at Canoe Lake - Appendices 2 and 3 only  
Paragraph Exemption No:**

**3**

**3.Information relating to the financial or business affairs of any particular person (including the authority holding that information)**

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# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture Leisure & Sport Decision Meeting

**Subject:** D Day 70 Interreg Project

**Date of meeting:** 11 October 2013

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All wards

**Key Decision:** No

**Full Council Decision:** No

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## 1. Purpose

- 1.1 The purpose of this report is to inform the Cabinet Member of the successful securing of funds from the Interreg IVA programme for a series of linked activities with our twin city of Caen in relation to the 70<sup>th</sup> Anniversary of the D Day landings.

## 2. Recommendations

- 2.1 **That the Cabinet Member notes the success of the application to the Interreg IVA fund and that an update report be brought to a future Culture, Leisure & Sport meeting.**

## 3. Background

- 3.1 The commemoration of the 70<sup>th</sup> Anniversary of the Normandy Landings will be a major event on both sides of the Channel, and indeed much further afield. Through our awareness of the emerging programme of activities which were being devised for the Portsmouth commemorations it became apparent that there was a desire to view the activities as the first step towards the construction of the Europe we know today.
- 3.2 The 70<sup>th</sup> Anniversary will provide a platform not only to pay tribute to the veterans and their role and sacrifice but also to view the Normandy Landings as a stepping stone towards the future and the role this battle played in the construction of a new Europe. Within such a unique opportunity it was felt important to explore the potential for collaborative activities with the City of Caen which would benefit both cities in regard to developing visitor numbers, raising the cities profiles and supporting further economic development within the context of the broader D Day Anniversary programme.

- 3.3 We were notified by the Co-ordinating Authority, the Region Haute-Normandie in the summer of 2012 that there were sufficient funds remaining in the current tranche of Interreg IVA funding for another round of bids to be considered before the end of the programme.
- 3.4 From our previous working on the MONC project (Mysteries of Our Neighbour's Culture) which was funded also by Interreg IVA funds, we had a much clearer understanding of how schemes were assessed and the levels of support needed to support any bids which went forward. As a result of conversations with Caen City Council a programme of work was developed to form the basis of a bid for the last round of funding from this stream using the learning and developments from the MONC project.
- 3.5 Overall, there are four strands to the project which are as follows:
- Public art project & mentoring scheme
  - Small scale classical concerts, commission & musicians training programme
  - City debates
  - Museums joint collaboration programme

- 3.6 Strand A: Public Art project & mentoring scheme  
The Memorial museum in Caen are currently in the process of selecting an experienced artist who will be commissioned to cover their museum building with a large scale installation on a theme of the D Day landings & Battle of Normandy to be installed from May - September 2014. We wanted to offer a less experienced artist the opportunity to work alongside the Memorial's chosen artist and to then produce a new temporary artwork in Portsmouth. Additionally both artists would be asked to create a number of works which would 'wash away' in their respective cities which we will work on with the Portsmouth artist once they are selected.

The next stage of this strand for our actions will be to go through a procurement process to select an appropriate artist against a brief agreed by all parties.

- 3.7 Strand B: Small scale classical music concerts, commission & musicians training programme

One of the most successful elements of the MONC project was the music element which was co-ordinated in Portsmouth by the Bournemouth Symphony Orchestra (BSO). It became clear during the delivery of this project that the delivery of music education in both cities was extremely different. The Orchestre Regional de Basse-Normandie (ORBN) and the BSO have proposed a collaborative programme which will build on the strength of the BSO's education programme and their greater number of musicians.

The outcomes of this collaboration will be the commissioning of a small song cycle based on Veterans and residents memories of the D Day landings contained within the oral history collections of both the D Day and Memorial Museums. We will be seeking a school pairing who were involved in the MONC project so each can host a combined orchestras musician's residency. This will result in the performance of



the commissioned work in a suitable environment so the whole school can benefit and learn more about the D Day story. This element will also provide the musicians with a training session as both orchestras have an opportunity to learn about music provision in the different countries.

Finally the ORBN have invited the BSO to provide some additional musicians to support several performances of Karl Jenkins's work 'The Armed Man' in Normandy around the 5 - 9<sup>th</sup> June 2014. The BSO additionally have direct contact with the composer and are exploring if this is could bring added value to the project.

### 3.8 Strand C: City Debates

The Memorial Museum already has an active resident's debate programme where they facilitate a number of debates annually on key themes which are part of the Museums' offer. For the special anniversary year of 2014 the outline idea is to expand the programme of debates so two take place in Portsmouth, one of which is directly linked to a public event in Caen through satellite technology.

As Portsmouth currently does not have any such debate programme we are keen to see how this format can work in the city and to use the D Day commemorations to identify some themes such as the landings being the start of a New Europe and will be working to make these happen during June 2014.

### 3.9 Strand D: Museums Joint Collaboration Programme

The final strand of work is to establish more formal links between the D Day and the Memorial Museum and to look at the sharing of good practice especially around marketing to increase both museum's visibility on each side of the Channel. We are especially interested in exploring a wide offer which is of interest to the international visitors and offers a complete package in the footsteps of the D Day forces.

3.10 The project is still very much at an early stage of development since the announcement of the successful application in late June and the formal training programme on the scheme will take place in September 2013. At this point we will have a better understanding of the administrative processes and the levels of evidence needed to support the financial claims as well as an opportunity to apply the learning we gathered from the MONC project.

3.11 The overall total project bid was for 1,162,550€ which is split across the project partners according to their particular involvement. It is anticipated that there will be two financial claims in each financial year in order to support cash flow and we will be working closely with our financial team colleagues in order to effectively claim and provide the required level of evidence which we know will be high.

## 4. Equality impact assessment (EIA)

4.1 An Equality Impact Assessment is not required as this is not a change to policy or service delivery.

**5. Legal Implications**

5.1 Subject to compliance with appropriate procurement procedures in respect of the public art collaboration there do not appear to be any legal issues raised.

**6. Head of Finance's comments**

6.1 The total value of this project is 1,089,200€. Portsmouth's share of this is 327,210€. The project is 50% funded by the ERDF, so the potential cost of the project is 163,605€. Project costs are offset against the staff costs (which are already budgeted). It is anticipated that the project be cost neutral. Any variations will be reported as part of the quarterly revenue monitoring.

.....  
Signed by  
**Stephen Baily**  
**Head of City Development and Cultural Services**

**Appendices:** None

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

The recommendation(s) set out above were approved / approved as amended / deferred / rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

.....  
**Signed by: Cabinet Member for Culture, Leisure and Sport**

# Agenda Item 4



Portsmouth  
CITY COUNCIL

Agenda item:



**Title of meeting:** Culture Leisure & Sport Decision Meeting

**Subject:** Portsmouth Cultural Trust Annual Update Report

**Date of meeting:** 11 October 2013

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All wards

**Key Decision:** No

**Full Council Decision:** No

## 1. Purpose

- 1.1 The purpose of this report is to inform the Cabinet Member on the work carried out by the Portsmouth Cultural Trust during their second year of operation from April 2012 - March 2013.

## 2. Recommendations

- 2.1 **That this update report on the operation and delivery of services by Portsmouth Cultural Trust 2012/13 be noted including the delivery in excess of the key performance targets as outlined in the Partnership Agreement.**
- 2.2 **That congratulations be given to Portsmouth Cultural Trust for achieving the year's successful delivery.**

## 3. Background

- 3.1 A new not for profit distribution organisation was established to deliver the operation of Portsmouth Guildhall. The operation transferred in April 2011 and the service has been delivered since by Portsmouth Cultural Trust.
- 3.2 This report forms part of the annual reporting mechanism of the Partnership Agreement which was requested by the Cabinet Member in October 2012.

## 4. Full Year Report 2012/13

- 4.1 Having established the operation of the service through their first year of operation the next year 2012/13 presented the Trust with the opportunity to define their Strategic Priorities and direction of travel with more certainty. Their annual plan stated their intention as follows:

Portsmouth Cultural Trust (PCT) are creating a values based organisation which will allow the Trust to embrace its unique role within the city of Portsmouth. The Trust's priorities are:

- To focus on the delivery of high quality cultural services within its current operations.
- To create a charitable organisation which reflects our values and vision.
- To improve revenue and to increase efficiency.
- To manage change and to create an environment of inspirational leadership and effective communication.

#### 4.2 The Key Priorities for PCT 2012-13 were:

- To improve the programme, attracting quality artists and developing our music offer.
- To extend our reach to new audiences within Portsmouth and beyond.
- To improve the quality of our service to all users.
- To develop our people, unlocking their potential and developing our leaders.

A summary of the achievements of the Trust under each of the headings is considered below.

#### 4.3 To improve the programme, attracting quality artists and developing our music offer:

The Trust achieved much of what it set out to do with the re-engagement of a number of music promoters who had not visited the Guildhall for many years e.g. Kennedy Street and Marshall Arts. They visited the offices of many promoters to discuss the venue including Raymond Gubbay, Kilimanjaro and Avalon. They also had several meetings with the BSO and agreed some steps to develop classical audiences.

#### 4.4 To extend our reach to new audiences within Portsmouth and beyond:

The Trust's new website increased in hits and unique visitors throughout the year. The increase in average audience by 18% indicates improved market penetration through improved marketing. Monthly newsletters as well as a number of campaigns help raise the venues' profile to local and regional audiences.

#### 4.5 To improve the quality of our service to all users:

There was significant increase in the Trust's secondary spend throughout the year. The general presentation and demeanour of their people improved through training and consultation on the vision and organisational objectives. It was however felt that there was still room for improvement on the quality of the café and the food offer.

#### 4.6 To develop our people, unlocking their potential and developing our leaders:

The Trust implemented the Managing for Excellence training programme which was key to unlocking the potential within their managers and supervisors. They took a very inclusive approach to staff, making them aware of what they were doing and what part they could and would play in the development. The operational team created 'Team Guildhall', a new approach to team building and development. The team ethic continued to be underpinned with regular 'Colleague Briefing' throughout the year and 'Meet the Chief' sessions.

4.7 Internal restructuring has resulted in a new two layer management structure with Heads of Service and Heads of Department. The former form the core of the senior management team who run the business and along with the CEO deliver the key strategic and business development. The latter report to the Heads of Service and manage frontline services.

4.8 The result of the restructuring enabled the Trust to consider how to deliver greater efficiency, improve service delivery and achieve greater sustainability resulting in some key policy decisions:

- Moving the ticketing function from Blackbaud to Ticketmaster
- Introducing a management training programme 'Managing for Excellence' so providing the managers with the key skills to enable a cascade of training with a focus on customer service and improving revenue
- Change of IT support infrastructure (part of the longer term strategy agreed at the point of original transfer)
- Submission of application to become a charity

4.9 The restructure also enabled the expansion of the cultural offer within the building with the launch of a series of 'Live Lounge' cabaret evenings and the conversion of the Star Room into the Zodiac Gallery to host touring exhibitions. The overarching programme continued to attract a range of musical highlights including The Scissor Sisters, Mumford & Sons and the Stereophonics.

## 5. Statistical Reporting

5.1 As outlined in the report to CS&L in October 2012 the Trust has a number of targets for delivery as were outlined in the original Partnership & Funding Agreement. It is clear from the quarterly reporting that the number of users has continued to grow significantly even against the background of the reduced amount of activity available to book in the first quarters of 2012 with the Jubilee and Olympics national events.

	<b>Target</b>	<b>2011/12 actuals</b>	<b>2012/13 actuals</b>
Number of Users	180,000	163,328	219,240
Number of Events	220	388	301*

\* now excludes the activities in the 3<sup>rd</sup> floor meeting rooms as it was felt this skewed the statistics

**6. Equality Impact Assessment (EIA)**

6.1 An Equality Impact Assessment is not required as this is not a change to policy or service delivery.

**7. Legal Implications**

7.1 The only point of note to make with regard to the operation of the PCT as a charitable organisation is that the Government is carrying out a review of the regulation of charities. This has not been completed but will have to be taken into account in future governance decision.

**8. Head of Finance's comments**

8.1 The Partnering and Funding Agreement with the PCT was for a two year period from the 1st April, 2011 to the 31 March 2013. The revenue amount payable in each year was £607,000. A grant of £507,000 is payable in 2013/14.  
A sum of money has been set aside for capital expenditure and will be spent in accordance with Portsmouth City Council policies and procedures.  
A meeting is held every quarter to review the financial performance of the PCT and to provide advice and guidance in a supporting capacity as required

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Signed by  
**Stephen Baily**  
**Head of City Development and Cultural Services**

**Appendices: None**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

The recommendation(s) set out above were approved / approved as amended / deferred / rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

.....  
**Signed by: Cabinet Member for Culture, Leisure and Sport**

# Agenda Item 5



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture Leisure and Sport Decision Meeting

**Date of meeting:** 11 October 2013

**Subject:** Cumberland House Update

**Report by:** Head of City Development and Cultural Services

**Wards affected:** ALL

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 The purpose of the report is to provide an update on the recent work that has taken place at Cumberland House.

## 2. Recommendations

- 2.1 **The improvements to Cumberland House are noted.**
- 2.2 **The proposed development of the museum's events programme and the increased involvement of volunteers are noted.**
- 2.3 **The Friends of Cumberland House are thanked for their work on the garden.**

## 3. Background

### 3.1 Refurbishment

The past 9 months have seen a number of significant changes at Cumberland House. Capital funding has enabled extensive refurbishment of the ground floor, building on previous work undertaken in 2011 to improve access for people with disabilities (especially to the most popular part of the Museum - the Butterfly House). The refurbishment has entailed:

- Removal of the fish tanks and opening up of the main ground floor gallery to create an inviting an open space and reveal the original architectural features of the building
- Creation of a new reception which faces the main entrance
- Improvements to the museum shop
- Re-instating the original staircase
- Introduction of a natural history library (with full lending facilities)

In addition, as structural problems were identified affecting the floor in the gallery containing the Ice Age display (West Wing) this space also had to be stripped out, the issue with the main beams investigated and a solution found and the room refurbished.

### **3.2 Re-opening**

Cumberland House re-opened on 2<sup>nd</sup> July 2013 with Flights of Fancy a stunning exhibition of children's artwork. Children in Years 3 & 4 at Beacon View Primary Academy in Paulsgrove and Craneswater Junior School in Southsea were inspired by specimens of birds and butterflies from Portsmouth Museums' School Loans Collection. Three classes from Beacon View and one class from Craneswater spent a day each working with a visual artist Eileen White. They looked carefully at the birds and butterflies and interpreted them in drawings, paintings, collages and sculptures. Each class also spent an hour and a half with author Denyse King. They explored the idea of 'flight' and wrote short stories to take the bird specimens on imaginary journeys. The children's artwork and stories plus a selection of bird specimens are currently on show.

### **3.3 New post**

The other major development has seen the appointment of a Development Officer for the Museum. This was one of the recommendations of the Feasibility Study completed in 2012 exploring the pros and cons of transferring the museum to the 3<sup>rd</sup> sector.

The post is initially for 12 months only (until June 2014) with an emphasis on (1) increasing the involvement of volunteers at Cumberland House and (2) programming and the development of the museum offer (CLS Cabinet Member Report 14 December 2012).

### **3.4**

During the first 3 months the priority of the Development Officer has been the day to day operation of the museum at its busiest time of year. In addition to this , a new programme of family drop-in activities has been introduced , in the 'new' room in the West Wing including bird finger puppet making (to tie in with Flights of Fancy), dinosaur and butterfly colouring (which has made great bunting for decorating the room), display case of mystery natural history objects to identify and new floor puzzles.

Visitors have been asked for their ideas about how we use this space in the future. The Development Officer has also met with staff working in natural history in the city including the Hampshire and Isle of Wight (HIOW) Wildlife Trust, the council's countryside staff and attended a Friends of Cumberland House committee meeting and recruited and trained an initial four new volunteers to support the work of the museum.



### 3.5 Visitor Feedback

Cumberland House has received over 24,000 visitors since re-opening in early July (ie over two months and 17% up on last year for the same period).

Staff report an overwhelmingly positive response to the changes and the children's work displayed in *Flights of Fancy*. Shop sales are up by 37% compared to the same period last year.

Some concerns have been expressed at the loss of the fish and Ice Age display; however, most visitors seem willing to accept that the museum is a work in progress and are keen to see what happens next! The majority of responses received for the West Wing gallery suggest it is used for natural history displays or activities (ie 50:50).

### 3.6 Gardening Group

The volunteer gardening group established by the Friends of Cumberland House and Garden meets once a week in the museum garden. The initial group of six has grown to a group of thirty within 18 months. The group includes trainees from "The Beneficial Foundation" who link their time in the garden to an NVQ module and clients from "The You Trust".

The Friends group aims to continue to work collaboratively and invite people and organisations to take the gardening group forward; Southsea Greenhouse, Girl Guiding and Portsmouth Bee Keepers Association are all part of proposed projects for 2014. Projects include the installation of a bee hive in the museum, celebration of the Brownie Centenary and working with Southsea Greenhouse to hold a joint fundraising day and continuation of 'Dig Tuesday'.

### 3.7 Next Steps

The matrix below provides an outline plan for programming at the museum over the next 9 months - reflecting the priorities identified for the Development Officer and the need to make an impact (to enable officers to make the case for making the post permanent).

The activity programme below will utilise the first floor gallery in the West Wing:

<b>Activity</b>	<b>When</b>	<b>Audience</b>	<b>Comment</b>
Use of social media to promote museums	ASAP	All	Await okay from Corporate Communications team
Museum Tours	October	Adult	Contribution to Over 60s Festival
Themed drop-in activities	From Halloween onwards	Families	Emphasis on school holidays
Story Time pilot with Library Service	From October onwards, weekdays	Aimed at children aged 4-5	Themed to reflect what's happening at the museum, with Hungry Caterpillar for June 2014 Insect Week (see below)
Xmas evening opening	Xmas Holiday	Families	Opportunity to explore the museum at night + promote the museum shop
Recruitment drive for volunteers	January 2014	Adults, students etc	Volunteers trained and in place for Easter and Summer Hols
National Science Week	March 14-23	Schools	Considering wildlife on your doorstep theme (link with University?)
Marine themed activities	Easter (April 7-21)	Families	In partnership with HIOW Wildlife Trust 'Making Waves' project (link with Blue Reef)
National Insect Week	June 23-29	Families	Possible time to launch Friends of CH Beehive project?

The remaining element of the original refurbishment and redisplay of the main ground floor gallery, is the creation of the new exhibition - An A-Z of Natural History. An initial selection of objects was made by the Collections Manager and this has been refined by the Development Officer who has also considered a rationale for inclusion (eg introduces an animal group under-represented in the current displays or fit with national curriculum). The final programme for the design and installation of the exhibition will be finalised over the coming months'.

#### **4. Reasons for recommendations**

- 4.1** The completed and planned activities described above reflect the approach agreed with the Cabinet Member for Culture, Leisure and Sport at previous meetings. It was felt that this was an opportune moment to review progress to date and provide outline details of what is proposed during the next 9 months.

**5. Equality impact assessment (EIA)**

**5.1** An equality impact assessment will be required with respect to the delivery of the museum's activity programme to ensure that events are widely accessible (ie and do not just take place in the West Wing Gallery which is on the first floor and not accessible to all).

**6. Legal Implications**

**6.1** There are no legal implications in this report

**7. Head of Finance's comments**

**7.1** The improvement works for Cumberland House have been funded by Asset Management capital budgets and from within the Museums and Records revenue budgets as follows:-

<b>2012/13 &amp; 2013/14 Description of expenditure</b>	<b>Amount</b>	<b>Funding</b>
Refurbishment works to open up ground floor display/shop and new reception. Re-display of gallery and exhibits	53,078	Museum revenue budgets
West Wing first floor strengthening and associated works	31,000	Asset Management Capital Scheme
<b>Total</b>	<b>84,078</b>	

In addition to these works, £87,000 expenditure on the replacement of sections of the roof took place in 2009/2010. These works were funded from within landlord maintenance budgets.

Asset Management capital works on Internal and External Disability access Improvements took place in 2011/12 costing £80,000.

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**Signed by:**  
**Stephen Baily**  
**Head of City Development & Cultural Services**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
None	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

.....  
**Signed by: Cabinet Member for Culture Leisure and Sport**



Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 11 October 2013

**Subject:** Portsmouth Museums Annual Update

**Report by:** Head of City Development and Cultural Services

**Wards affected:** ALL

**Key decision:** No

**Full Council decision:** No

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**1. Purpose of report**

**1.1** The purpose of the report is to review the achievements of Portsmouth Museums & Archives in 2012/13 and present an action plan for the year ahead. Portsmouth Museums' operational 'plan on a page' is attached at Appendix A.

**2. Recommendations**

**2.1** The achievements of Portsmouth Museums and Archives in 2012/13 are noted.

**2.2.** The D-Day related projects, D-Day+Youth and D-Day 70 '*Launching the Invasion*' are delivered in accordance with the successful funding bids submitted to ACE (Arts Council England) and the Heritage Lottery Fund (HLF) respectively.

**2.3** The Development Phase of D-Day 75, the council's major project to transform the D-Day Museum offer, is implemented subject to a positive outcome of our funding bid to the HLF.

**2.4** A bid is submitted to ACE for Renaissance Strategic Support Funding for 2014/15 to support developing the sub-regional D-Day offer in partnership with the area's Regimental Museums and similar organisations.

**2.5** The work to Cumberland House is completed with the opening of an A-Z of Natural History in the main ground floor gallery.

**2.6** Volunteers are recruited in Cumberland House and trained to assist in the delivery of events and activities at the museum in accordance with 'Invest in Volunteers' standards.

- 2.7** The service prepares for Accreditation and completes the review of the council's collection development plan incorporating museum, archive and library collections.
- 2.8** The service completes the work started with the Museum of English Rural Life, with ACE funding, with the aim of achieving the Investors in Volunteers standard.
- 2.9** A review of the current school led offer is undertaken and a review of the school loans / handling collection is started.
- 2.10** Partnership projects with the QA Hospital (improving environments for people with dementia) and the University of Portsmouth (Doctoral Collaborative Award for Conan Doyle) are implemented.
- 2.11** The Portsmouth City Museums exhibition programme Secret Egypt and Tricorn is delivered as planned and publicised.
- 2.12** Plans for the WW1 centenary exhibition and community engagement – *Lest We Forget* – are developed and implemented.
- 3. Background**
- 3.1** Review of 2012/13
- 3.2** The highlight of 2012/13 was *A Tale of One City* (the Dickens Community Archive project funded by the HLF) which formed a key element of Portsmouth's celebration of the bicentenary of Dickens' birth. In terms of our aspirations for community participation and the benefits to the individuals who took part evaluation shows this project has been a resounding success (see impact briefing).
- 3.3** In addition, we delivered two ACE funded projects: *Get Involved!* a project to increase the number and diversity of volunteers supporting the service (in partnership with the Museum of English Rural Life, University of Reading) and *Make! Believe! Make!* a project to display the work of local makers with objects from Portsmouth's collections (in partnership with Aspex). We also submitted an unsuccessful bid to the Heritage Lottery Fund for £4 million to transform the D-Day Museum but did secure £90K from ACE to work with Pompey in the Community Respect Programme to engage young people in the D-Day story, museum and collections.
- 3.4** The Feasibility Study on the transfer of Cumberland House to the 3rd sector was completed. As an interim measure it was agreed that a Development Officer would be appointed to enhance programming and that we would increase the number of volunteers supporting the museum. Work to refurbish and redisplay the ground floor of the museum began.

- 3.5** 2012/13 was the first full year of operation of the Visitor Information Service at the D-Day Museum. The final phase of the co-location of the two services saw work completed to the entrance, including new doors and signage, to encourage visitors to approach and enter the Museum and Visitor Information Centre. Work continues to merge the Visitor Services and Museum frontline staff into a single team.

Visitor numbers remained robust across the service as a whole at 276,000, with Southsea Castle achieving 100,000 visits.

**Please note** that the developments and projects described above occur in the context of ongoing activities including the day to day operation of our sites, the delivery of our schools and events programmes, supervision of over 100 volunteers, responding to enquiries and ongoing work to improve standards of collection stewardship.

#### **4. Reasons for recommendations**

- 4.1** The activities and projects recommended reflect City Development and Culture (CDC) outcomes and priorities.

The overwhelming priority **is to transform the D-Day Museum** (Recommendations 2 to 4) into a significant attraction and an inspiring living memorial relevant to the 21<sup>st</sup> century. We have yet to secure the major tranche of funding required to do this, but current funding from both ACE and HLF enables us to engage with audiences in a way that we regard as essential to the future success of the service (notably D-Day+Youth) and re-position the D-Day Museum in a way which will enhance its resilience and benefit the city (*D-Day 70 Launching the invasion*).

The partnership with the area's Regimental Museums will contribute to this also. Our aspirations for the D-Day Museum directly contribute to CDC Outcome 4: *A city with a distinctive culture established as a national and international destination*. (The D-Day project is formally identified as a priority under this Outcome). Our commitment to involving the people we want to use the museum in its development delivers to the Outcome 1 priority to: *Enhance and broaden participation in cultural opportunities and the cultural offer of the city*.

- 4.2** The work to **Cumberland House** (Recommendation 5) is part of the ongoing action plan for the museum and response to the recent Feasibility Study. A Development Officer has been recruited and the museum re-opened in June 2013 following extensive refurbishment of the ground floor (and some unplanned work to one of the upper galleries following the identification of a potential problem with the beams supporting the floor). The focus of the Development Officer during the summer months is the day to day operation of the site. However, in the autumn, visitors can expect to see a full programme of events and the involvement of volunteers. In addition we need to complete the final element of the refurbishment; that is the production and installation of the new exhibition – *An A-Z of Natural History*.

The proposals for Cumberland House directly contribute to the CDC Outcome 2: To be a city where all residents have access to high quality formal and informal learning and opportunities to develop skills to improve their quality of life.

- 4.3 Accreditation** (Recommendation 7) is the national benchmark for museums in England, setting the standard for collection care and access. It is administered by ACE. We will be invited to apply in **October 2014** and it is essential that some of the preparatory work is done now. The Collections Development Plan is long overdue for review. However, to make the document more meaningful and to demonstrate the way the council's collections fit together to tell the story of the city, it will encompass, for the first time, museum, archive and library collections.
- 4.4** Other documents will need to be updated (Documentation Manual for example) and drafted (Collection Management Plan for example). Ensuring that collections are well organised and cared for (and therefore available for use) underpins the work of Portsmouth Museums and our contribution to a range of CDC Outcomes including Outcome 1: *A city where all residents and visitors have opportunities to enhance their health and wellbeing, to be involved in building healthy and happy local communities* and specifically the priority: *To continue to make our collections, archives and services more accessible.*
- 4.5 Achieving the Investors in Volunteers standard** (Recommendation 5) builds on the *Get Involved* project funded by ACE (Renaissance Strategic Support Fund) and demonstrates our commitment to involving volunteers and supporting them effectively. Involving volunteers is a priority for the CDC under Outcome 1: *Maintain and develop opportunities for volunteers across all services.*
- 4.6** The **review of the current School offer** (Recommendation 10) will help to ensure that our learning offer remains relevant and valued and to prepare for forthcoming changes in the National Curriculum (CDC Outcome2)
- 4.7** The partnership projects with the **QA Hospital** (improving environments for people with dementia) and the **University of Portsmouth** (Doctoral Collaborative Award for Conan Doyle) (Recommendation 11) in different ways will both provide access to the city's collections. The project with the Hospital will locate objects on hospital wards. The project with the University will ensure that the research on the Conan Doyle collection undertaken by the PhD student funded by the award is shared with local communities and wider audiences as it occurs. Both projects contribute to CDC Outcome 1.
- 4.8 The Secret Egypt and Tricorn exhibitions** (Recommendation 12) are the two temporary exhibitions programmed for the City Museum in 2013/14. The former is hired (from the Herbert Museum, Coventry) the latter has been developed in-house in partnership with local historian and author Celia Clark. They contribute to the Learning and International Destination Outcomes (CDC Outcomes 2 and 4).
- 4.9** Our plans for the **WW1 Centenary** (Recommendation 13) will present items from the city's WW1 collections which illustrate the contribution made by individuals from the city and will tell the story of the 3 Portsmouth Pals Battalions.



Subject to the successful outcome of a bid to the Heritage Lottery Fund, an outreach project will also enable community involvement. This project is very much about community engagement and participation and will enhance wellbeing as well as delivering learning and skills (CDC Outcomes 1 and 2).

**4.10** Please note that although Museum staff will play a significant role in the **relocation of Archives** (including paper-based Museum Collections such as the D-Day Collection) to Southsea and Central Libraries, a recommendation is not sought here as the work has already been approved in the 19<sup>th</sup> July 2013 report.

**5. Equality impact assessment (EIA)**

**5.1** An equality impact assessment is not required as the update and action plan do not entail changes in policy.

**6. Legal Implications**

**6.1** The recommendations made do not seek to incur any additional risk for the Council from a legal point of view. If a contribution is to be made to the support of the Conan Doyle scholar then appropriate safeguard should be sought from the post holder and the University that the fruits of the research will be available to the City without additional cost.

**7. Head of Finance's comments**

**7.1** Any actions contained within this report have or will be implemented within the approved financial resources for the Museums and Records Service with the exception of the following grant funded projects:

<b>Project</b>	<b>Funding Source</b>	<b>Amount</b>	<b>Period</b>
D-Day+Youth Project. Engage the city's young people in the D-Day story, museums and collections. Delivered in partnership with Pompey in the Community.	Arts Council of England	£90,000	2013/14
D-Day Launching the Invasion. Provide a range of events focussing on the 70th Anniversary of the D-Day landings including a conference and community projects.	Heritage Lottery Fund	£91,500	July 2013 Sept 2014
Get Involved! Museum of English Rural Life, Reading University project. Aims to develop and deepen participation through volunteering	Arts Council of England	£50,000	Oct 2012 - April 2013
Make Believe Make. Exhibition of works inspired by Museum Collections and in partnership with Aspex Gallery.	Arts Council of England	£10,000	2012/13
Dickens Community Archive Project.	Heritage Lottery Fund	£265,800	2010/11 – 2013/14
<b>Total:</b>		<b>£507,300</b>	

**7.2** The improvement works for Cumberland House have been funded by Asset Management capital budgets and from within the Museums and Records revenue budgets as follows:-

<b>2012/13 &amp; 2013/14 Description of expenditure</b>	<b>Amount</b>	<b>Funding</b>
Refurbishment works to open up ground floor display/shop and new reception. Re-display of gallery and exhibits	53,078	Museum revenue budgets
West Wing first floor strengthening and associated works	31,000	Asset Management Capital Scheme
<b>Total</b>	<b>84,078</b>	

.....  
**Signed by:**  
**Stephen Baily, Head of City Development & Cultural Services**

**Appendices:**

Appendix A: Portsmouth Museums Operational Plan (on a page)

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
A Tale of One City Impact Briefing	Copy with Museums and Visitor Services Manager, Jane Mee (and hardcopy distributed to all Members)

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture Leisure and Sport on 11 October 2013.

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**Signed by:**  
**Cabinet Member for Culture, Leisure and Sport**



Appendix A

Portsmouth Museums Operational Plan (on a page)

Activity	CD&C objective	Lead	Timescale	Funded by
1. Deliver an excellent welcome and service at all museum sites				
<ul style="list-style-type: none"> <li>Continue to develop and merge PMVS frontline teams into one</li> </ul>	4, 1 & 6	JS	Ongoing	Museum budgets
<ul style="list-style-type: none"> <li>Improve promotion of museums</li> </ul>		LG	Tbc	
<ul style="list-style-type: none"> <li>Redevelop the museums' websites</li> </ul>				
2. Deliver D-Day 75 – a project to transform the D-Day Museum offer in partnership with users and stakeholders				
<ul style="list-style-type: none"> <li>Submit bid to HLF</li> </ul>	4, 1, 2 & 6	JM	June 13	Museum
<ul style="list-style-type: none"> <li>Deliver D-Day+ Youth project</li> </ul>		AW	April 14	ACE
<ul style="list-style-type: none"> <li>Deliver D-Day 2014 project</li> </ul>		AW	August 14	HLF
<ul style="list-style-type: none"> <li>Submit bid to ACE to work with Military Museums</li> </ul>		JM		ACE
3. Continue to raise standards of collection care and documentation to enhance all forms of access (including digital) and achieve Accreditation – the national standard for museums in England – in 2015				
<ul style="list-style-type: none"> <li>Review Collection Development Policy (all city's MAL collections)</li> </ul>	1, 2, & 6	RH	Sept 13	NA
<ul style="list-style-type: none"> <li>Draft Collection Management Plan (museum)</li> </ul>		RH	March 14	NA
<ul style="list-style-type: none"> <li>Revise Documentation Manual (museum)</li> </ul>		KB	May 14	NA
<ul style="list-style-type: none"> <li>Complete inventory work and eliminate recent backlog</li> </ul>		KB	April 14	NA
<ul style="list-style-type: none"> <li>Undertake remedial conservation work on tanks and guns</li> </ul>		TG	Nov 13	Museums & Records Soc
<ul style="list-style-type: none"> <li>Update HER</li> </ul>		JMa	Ongoing	????
<ul style="list-style-type: none"> <li>Deliver Doyle AHRC/PhD with the Uni of Portsmouth</li> </ul>		JM	2017	AHRC award (£ to Uni)
4. Develop, deliver and market the exhibition and events programme for 2013/14				
<ul style="list-style-type: none"> <li>Teddy Bear Story and Secret Egypt</li> </ul>	2, 1, 4 & 6	DR	March / Oct 13	Museum
<ul style="list-style-type: none"> <li>Tricorn</li> </ul>		DR JOS	Feb 14	Museum
<ul style="list-style-type: none"> <li>Complementary events</li> </ul>		JS et al	Ongoing	Museum
<ul style="list-style-type: none"> <li>Promote programme with input from Corporate Coms Team</li> </ul>		JS	Ongoing	Museum



4. Relocate the Archives (and other works on paper) to Central & Southsea Libraries				
• Development of new store and preparation of archives for removal	1 & 6	MG	tbc	Library
5. Transform the Cumberland House offer - redisplay and refurbishment of				
• Refurbish and redisplay reception, shop and main gallery	2, 1, 5 & 6	NT	June 13	Museum
• Complete Flights of Fancy schools project & install display		TT	June 13	Museum
• Develop events and activity programme with the support of volunteers		GW	Ongoing	Museum
• Develop, design, install A-Z exhibn		JM et al	tbc	Museum
6. Volunteer development – continue the initiative started with Museum of English Rural Life and ACE Strategic Funding and achieve Investors in Volunteers standard				
• New frontline volunteers in place	1, 2 & 6	JOS	July 13	ACE
• Implement action plan to improve practice and achieve Investors In Volunteers standard			Jan 14	
7. Increase income generation – through venue hire, civil ceremonies and retail				
• Support range of operators and concessions delivering services at our historic sites	6, 4 & 5	JS [with RL]	Ongoing	NA
• Introduce civil ceremonies		JS	July 13	CDC
• Refresh shops + more proactive retailing				
8. Develop school offer – evaluate, review and update with Business Support team				
• Review led offer and update	2 & 6	TT	Nov 2013	NA
• Review & rationalise school loans			Mar 2014	Museum
9. Seek and take opportunities to increase community engagement and participation				
• Develop and deliver community project & exhibition for anniversary of WW1. Submit bid	1,2 & 6	JM	July 2014	Museum HLF
• Deliver 'wellbeing' / dementia project with QA Hospital + related training		Tbc	March 2014	Dept of Health (award to QA)

# Agenda Item 7



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 11 October 2013

**Subject:** Portsmouth Libraries Stock Disposal Policy

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## **1. Purpose of report**

- 1.1** The purpose of this report is to inform the Cabinet Member of the current process used to review library stock and to agree new recommendations for stock that is no longer required.

## **2. Recommendations**

- 2.1** That a continuous programme of stock work is carried out in all libraries to cope with new stock arrivals rather than at intervals of every few months.
- 2.2** That the Central Library store stock is reviewed as a whole once a year.
- 2.3** That permanent book sale displays of withdrawn library stock are removed from all libraries except Central Library.
- 2.4** To replace permanent books sales a temporary book sale site is established to run for 1 week in duration in branches.
- 2.5** That a permanent, well displayed second hand bookshop is set up at Central Library.
- 2.6** The pricing of withdrawn stock should reflect the quality of the stock and higher prices being asked in charity shops and online booksellers.
- 2.7** That Amazon Marketplace, a fixed price site, is used as a mechanism for selling some of our more specialist stock.

### **3. Background**

- 3.1** Portsmouth Libraries are proud of their range of up to date, relevant book stock. All staff contribute to making sure the stock is relevant, attractive and well displayed and that it meets community need. This work is led by the Information and Stock Team who are instrumental in ensuring that what goes on the shelves is appropriate, that a programme of stock work is carried out and that appropriate decisions are made about the disposal of withdrawn stock.
- 3.2** The Library service regard stock as citywide stock and not belonging solely to a particular library- this is reflected in the ability to reserve and transfer stock between branches and the rotation plans, which ensure that a portion of new stock is rotated every six months to a different branch. This keeps stock fresh and accessible.

### **4. Reasons for recommendations**

- 4.1** The Library Service purchases on average 2888 books a month with a commitment to saving some stock in the store. A rigorous programme of stock work is required to release space on the shelves to house the new stock.

The vast majority of the stock work is managed by the Library Assistants with training and advice from the Information and Stock Team, the Learning and Engagement Manager, Children's Librarian and Library Managers.

A large percentage of the stock is selected by suppliers, who follow a specification for each library set by the Information and Stock team and reviewed by the stock team at least yearly. The supplier selection is supported by a smaller budget for stock revision which enables the library team to buy stock where they see there might be gaps, to buy one off promotions, reading group sets and to respond to customer requests and demands. It is very important this flexibility is maintained to make sure stock meets local need.

The Library Service also receives a high number of donations from a generous public. They take on for stock anything which is deemed will issue well, is in very good condition and is up to date. Not all donations are suitable for stock and some may be sold or sent to Betterworld Books.

Stock is removed from shelves for the following reasons:

- It is out of date- this is particularly important with non-fiction as older stock could give misleading information.
  - If the book has not been issued for over 1 year
  - It is in poor condition e.g. it has yellowing pages or the spine is falling apart
  - Changing fashions and books that fall out of popularity
- 4.2** There are a number of options for dealing with stock that has been taken off the shelves:

- If it is in bad condition it should be removed and pulped as it is not suitable for sale. If it is a title that is still in demand despite its condition, staff should recommend to the Stock Librarian that a new copy is purchased.
- Can it be transferred to another library? It might not issue in one branch but may be popular in another. Similarly should it be transferred to the store if it is of historical interest or by an author who may come back into fashion? The Stock Librarian will make a final decision on store items.
- If it is fiction that is in reasonable condition but is not issuing well or out of fashion, it can be kept for book sale in libraries. The Library Service makes £4600.84p from withdrawn items sold.
- For non-fiction it can be sent to Betterworld Books or sold on Amazon Marketplace. Marketplace will allow the stock to reach a broader audience when selling more specialist stock and also to ask for a price that better reflects its desirability. This offer was selected as a fixed price site which meets all financial policies.

**4.3** As well as nine library branches there is also a working store based in the basement of Portsmouth Central Library. The store holds 78,750 books and items and is the repository for stock that might be by authors who have gone out of fashion but may still be requested, books that form a series or for non-fiction that might be very specialised or may be dated but still valuable. The aim is to make sure the store is a working store and staff consider when transferring stock to it 'will people still want to borrow this stock in ten years' time?'

Some last copies of stock go into the store so that there is always at least one copy available of a classic book. The store also has a very important purpose as the holding location for a large percentage of the local and naval history collections. It is vitally important that copies are kept of all materials relating to Portsmouth for future research use and so a large portion of the store has to be reserved for this purpose.

**4.4** Library research by *Opening the Book* suggests that the average length of visit to a library in the UK is 5 minutes. Therefore, the way book stock is displayed is crucial in helping customers find something to read in a short space of time.

To this end, any front facing display shelving is used to promote attractive, new stock, particularly by authors that might not be so well known. In 2005 a popular Quick Choice section in the Central Library foyer was set up to promote books by new or International authors on front facing display and ensure the library is attractive on entrance. Display furniture is hugely expensive however so the Library Service is often limited to using what shelving is already in libraries. It is crucial that shelf space is not wasted with displays of unattractive withdrawn stock that will not contribute to usage statistics.

Libraries are multi use buildings where customers access computers, take part in activities, want study table areas and might have a drink or snack. Opportunities for extending book shelf provision is limited so the most needs to be made of furniture already available.

- 4.5** Scheduling book sales with plenty of notice gives a chance to publicise them adequately and draw in larger numbers of potential buyers. A bigger one off book sale also presents a more attractive offer to the buyer as there will be more variety of stock to choose from. Similar book sales have already been hosted in Central Library in the past and more recently at North End Library.
- 4.6** Central Library is the one library that can afford space to present a permanent booksale and the ground floor area is an ideal space for a shop as it can be well lit, spacious and visible to staff. However, this booksale should be set up as second hand book shop, enabling an appropriate outlet for better quality withdrawn stock and to sell it at a more suitable price.
- 4.7** It is important when selling books that are no longer required, that if they are in reasonable condition, to sell them at a price that does not devalue them. Recent research by the Stock Team has discovered that charity shops are charging infinitely more for second hand books. The potential value of second hand books is illustrated on *Amazon Marketplace* and other online book sellers where some specialised non-fiction can be sold for up to £100. The vast majority of library stock does not fall into this category but we should certainly be charging more for standard books. The suggested new charges are below :
- Adult fiction paperbacks: 50p-£1
  - Adult fiction hardback: £1-£3
  - Adult non-fiction paperback: £2-£5
  - Adult non-fiction hardback: £3-£10
  - Specialist/desirable stock should be priced using guidance from online booksellers.
- 4.8** Amazon Marketplace is an internationally known online second hand bookselling mechanism. It is not an auction site and books are sold at a fixed price. Selling stock on Marketplace will reach audiences further afield. It will also allow the Library Service to charge a price that reflects the value of the book.

## **5. Equality impact assessment (EIA)**

- 5.1** A preliminary EIA has been completed and there was found to be no negative impacts on service users .

## **6. Legal Implications**

- 6.1** There would seem to be a low level of legal risk in selling off book stock that is no longer required. However it should be borne in mind that if any donations of books, which will probably be of the rarer type, come with any conditions, that these are properly recorded and checked before disposal takes place.



**7. Finance Comments**

**7.1** The provision of new books and other materials for the Library Service is managed within the allocated library bookfund budget of £333,820. Income earned from the sales of withdrawn stock is included in existing budget targets. Anticipated income from the sale of stock via Amazon Marketplace is unknown and not predicted to be significant enough to warrant an increase in income targets.

.....  
Signed by:  
**Stephen Baily**  
**Head of City Development and Cultural Services**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
The Reader Centred Library	<a href="http://www.openingthebook.com/reader-centred-library">http://www.openingthebook.com/reader-centred-library</a>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

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Signed by:  
**Cabinet Member for Culture, Leisure and Sport**

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# Agenda Item 8



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 11 October 2013

**Subject:** Collections Development Plan

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 To present the museums, archives and the libraries' special book collections draft Collections Development Plan 2013-2018 and to seek approval from the Cabinet that it is fit to be sent out for consultation to wider stakeholders.

## 2. Recommendations

- 2.1 That the draft Collections Development Plan be approved.**
- 2.2 That the draft Collections Development Plan be sent out to wider stakeholders for consultation.**
- 2.3 That the Portsmouth Museums service re-presents the Collections Development Plan to the Cabinet after consultation has taken place.**

## 3. Background

- 3.1 A Collections Development Plan is an essential tool as part of an effective management plan for all of the collections held by the council's museums, libraries and archives services. It states the extent, range and nature of existing collections and governs future acquisition and disposal of collections items. The Plan has been developed to include all the council's collections, reflecting the synergy between their collections.
- 3.2 The Plan guides staff and decisions. It encourages public confidence in the museum as a suitable repository for collections items.
- 3.3 The Collections Development Plan is one of the key documents museums are required to submit to ACE as part of the Accreditation return. The plan incorporates wording required by ACE for the Accreditation Standard as at April 2013 which supersedes the previous accreditation and registration schemes.

- 3.4 The aims of the Accreditation scheme, as laid down by ACE are: to encourage all museums and galleries in the UK to achieve agreed standards in how they are run, how they manage their collections and the experience of users.
- 3.5 Museums are required to reapply every four or so years. It is a continuous process, the Accreditation standards are evolving requirements. They are designed to drive improvement and development within the museum sector so each round demands more of the applicant organisations. The service achieved full Accreditation for all its sites in previous applications, most recently in 2007. Our next application is due in April 2015.
- 3.6 A similar Accreditation scheme is being introduced for archives and will be rolled out over the next three years.
- 3.7 Consultation - In the early stages of formulating this plan, a small-scale consultation exercise was held to involve members of the public in the drafting process. Members of the Museums and Records Society, Archive Interest Group, Alderman Lacey Library Reminiscence Group and volunteers working for the service were asked to consider the draft document and to comment.

All comments were favourable, supporting the Collections Development Plan, most participants stated their appreciation in being included in the process. A very few comments were relevant to the document: more collecting of material from the WW11 period; material relating to the people of Portsmouth and to collect natural science specimens from the Portsmouth area. All these points were already incorporated into the Plan to some extent, which helped to validate part of the direction for future collecting.

Staff from different areas of museums, archives and libraries have been closely involved with drafting the Plan, making contributions and taking an active part in the consultation process.

- 3.8 Further consultation will involve other members of the public and all museums and organisations listed in section 12 of the Plan.

#### **4. Reasons for recommendations**

- 4.1 A Collections Development Plan is a vital tool in a collections management framework. It provides staff with guidance, ensures that council resources are not wasted in undirected collecting, endorsing the principles of 'value for money' and the appropriate management of public funds.
- 4.2 A Collections Development Plan is one of the required documents to support an application for Accreditation for the museum service. If such a document is not submitted, then our Accreditation application will fail. It will also inform the later Accreditation application by archives.

- 4.3 It also is a 'passport' to many services and funding streams from external bodies. Grants from several external organisations demand Accreditation status as a condition for grant-aid. . It also encourages joint working within and between organisations such as when borrowing items from other institutions.
- 4.4 It provides proof that the museum meets a professionally recognised quality standard that serves as an authoritative benchmark for assessing performance and that the museum operates ethically and professionally, promoting public confidence in the service.

**5. Equality impact assessment (EIA)**

- 5.1 A preliminary EIA has been completed.

**6. Legal Implications**

- 6.1 There are no further legal comments other than the comments in the Collections Policy

**7. Finance Comments**

- 7.1 Any costs resulting from the Collections Development Plan will be managed from within existing revenue budgets.
- 7.2 The Museum Service is regulated by the Arts Council England, previously the Museum, Libraries and Archive Council (MLAC). This requires that any income derived from the disposal of items is re-invested for the benefit of the collections.

Failure to adhere to this policy is likely to result in the loss of accreditation for the Museum Service. Accreditation is a 'passport' national standard, without it some funding streams would become inaccessible and the application process for others would be very difficult.

.....  
Signed by:  
**Stephen Baily**  
**Head of City Development & Cultural Services**

**Appendices:**

Appendix A: Collections Development Plan 2013-2018

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Arts Council England Accreditation Standard	Electronic download, Collections Manager's folder on 'w' drive
Smarter Loans, Museums Association	Electronic download, Collections Manager's folder on 'w' drive
Resilient Collections: Hampshire-Solent Alliance Contemporary Collecting Strategy	Electronic download, Collections Manager's folder on 'w' drive
Museums service Acquisitions and Disposal Policy	Electronic download, Collections Manager's folder on 'w' drive
Cultural Services Business Plan	Electronic download, Collections Manager's folder on 'w' drive

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 11 October 2013.

.....  
 Signed by:  
**Cabinet Member for Culture Leisure and Sport**



## **City Development and Cultural Services**

### **Collections Development Plan**

**2013 - 2018**

### **Consultation draft**

Portsmouth Museums, Archives and Libraries Special Book Collections  
Governing body Portsmouth City Council

Draft approved on:  
Post-consultation Plan approved on: XXXX  
Review date: September 2018

# Collections Development Plan 2013 - 2018

## 1. Background

- 1.1 Portsmouth's combined collections in museums, archives and special library holdings are magnificent resources that we hold for the people of Portsmouth and for visitors to our city. They contribute to current city council policies and strategies and will continue to make major contributions to the cultural life of the city.
- 1.2 A Collections Development Plan (CDP) informs the acquisition, rationalisation and disposal of items from the museums, archives and libraries special book collections in the care of the city council. It is a required element for the Accreditation Scheme for museums. A similar scheme for archives is to be introduced in a three-year roll-out period starting in 2013.
- 1.3 For the first time museums, archives and the special book collections in the library service are included in a single document to draw together related areas of council collecting.
- 1.4 The CDP ensures that material is accepted according to a recognised strategy with due regard to constraints upon the service, and it serves as a reference document to guide decision making.
- 1.5 It establishes relationships with other museum and archive bodies in the area with regard to acquisition of material for the collection and transfer of objects. It also encourages public confidence that the individual services are suitable repositories for collections items.
- 1.6 This document outlines how Portsmouth City Council intends to develop its collections over the next five years, in its role as guardian of the city's heritage.

## 2. Strategic Context

- 2.1 This section of the plan briefly describes how the collections are and will be used to deliver corporate objectives.

City Development and Cultural Services (CDCS), of which Museums, Archives and Libraries are part, has the following vision:

*For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for visitors and investors.*

The CDCS Business Plan 2013-16 identifies 6 Strategic Outcomes (O):

- Enhance health and wellbeing (O1)
- Opportunities to learn and gain new skills (O2)
- Generate Investment and business growth (O3)
- A city with a distinctive culture and an international destination (O4)



- High quality urban environment (O5)
- Quality, sustainable services that meet the needs of residents and visitors (O6)

**2.2** The Museums, Archives and Libraries contribute to health and wellbeing (O1) through the inclusive, shared public spaces they provide and opportunities for enjoyment, social interaction and learning. However, projects such as Dickens Community Archive (delivered as part of the city's Dickens 2012 celebrations) demonstrate the potential of engagement with collections - in this case Archives - to deliver a range of benefits for individual participants including: increased confidence, higher self-esteem, stronger social skills and new friendships, gaining research skills, greater personal and community pride.

Other current and planned projects underpinned by engagement with collections will also deliver against this outcome: D-Day+Youth focusing on the D-Day story and collections and the experiences of Veterans (current, Arts Council England - ACE funded), Sharing Sherlock which uses the Conan-Doyle collection as its starting point (current, Heritage Lottery Fund - HLF funded), Lest We Forget which will present the city's WW1 collections (planned, 2014) and the partnership project with the Queen Alexandra Hospital which will take museum and archive collections onto wards to help enhance the hospital environment for people with dementia (current, Department of Health funded).

**2.3** Collections contribute to learning and skills (O2) through: our permanent and temporary exhibitions, the research facilities provided at the Portsmouth History Centre, complementary programmes of workshops, hands-on activities, events - including those for schools - and so on as well as through special projects as described above. Learning opportunities for schools are enhanced by the Museums' school loans collection which enables collections to be taken into the classroom and in some cases handled. A recent example of the inspirational use of this collection in the classroom was Flights of Fancy. This project used bird specimens from the natural history collection to inspire children's artwork which was then shown to great effect at Cumberland House Natural History Museum. Review, rationalisation and re-presentation of this collection to increase use is identified as a priority in the Collection Development Plan.

**2.4** Although to generate Investment and business growth (O3) is perhaps not one of the main outcomes to which Museums, Archives and Libraries contribute, collections are a source of inspiration for the creative industries: artists, makers and students as well as other practitioners. This was demonstrated most recently by Make! Believe! Make! a project in which new work was created by makers in response to the city's museum collections (delivered in partnership with Aspex with ACE funding).

**2.5** The CDCS Distinctive Culture - International Destination Outcome (O4) identifies two specific priorities directly underpinned by the city's collections that is: (1) the development of a strategic and operational plan for the Arthur Conan Doyle Collection and (2) to transform the D-Day Museum into a significant attraction and an inspiring living memorial relevant to the 21st Century. Our vision for the latter recognises the significant role of Portsmouth in D-Day and the importance of the D-Day collections that the council has acquired since the D-Day Museum opened

some 30 years ago. Both collections have the potential to create attractions of national / international standing complementing the new Mary Rose Museum.

- 2.6** The collections do not directly contribute to the high quality urban environment (O5) - although the museums and their gardens clearly do. However, the collections do potentially influence planning activity. This is particularly true of the Historic Environmental Record (HER) which documents / plots the city's archaeological sites, finds and archives. Planning applications and new developments are legally required to take into consideration the archaeology of the site.
- 2.7** Implementation of the Collection Development Plan will have a direct effect on the services' ability to deliver quality, sustainable services that meet the needs of residents and visitors (O6). The priorities identified for future collecting and rationalisation and disposal reflect our commitment to ensuring that the city's collections are inclusive and representative of the communities we serve. They also challenge staff to ensure that the collections in their care remain relevant, can be adequately cared for and reflect changing corporate priorities.

### **3. Portsmouth Museums statement of purpose**

- 3.1** Our purpose is to contribute to the vision for Portsmouth as the great waterfront city. We aim to do this by using the collections as a resource or tool to deliver the wider corporate agenda to the benefit of individuals, communities and the city itself. We believe that the inspirational, yet relevant, nature of our collections means that Museums and Archives are particularly well placed to deliver outcomes relating to learning, skills and wellbeing and high quality attractions offering excellent customer care. We understand that to achieve this the city's collections must be well cared for, organised and documented and that we have to ensure that we retain for this and future generations the artefacts and records that matter most. We acknowledge that making such decisions is not easy.

We aim to ensure that the city's collections are available onsite, offsite and online.

### **4. History of the Collections**

#### **4.1 Museums**

The museum service was established by order of the council in 1892, opening in the former Guildhall in 1895. The building portfolio of the service has varied over the years. In 2013 the council has six museums open to the public: Portsmouth Museum, Charles Dickens' Birthplace, Southsea Castle, D-Day Museum, Cumberland House Natural History Museum, and Eastney Beam Engine House.

Collections of various kinds were amassed from the start of the service but the majority were destroyed during the blitz together with the then Town Museum building in 1941. Only 700 or so items were able to be retrieved and these formed the basis of a new museum service in 1945.

The main directions of collecting from 1945 were to be the acquisition of material relating to the history of Portsmouth and the natural history of the area. In addition, after consultation with directors of national museums a further aspect for future collecting in the area of art was decided upon. It was established at that time that Portsmouth would concentrate on acquiring decorative art and modern British art, particularly prints so as not to be in competition with the fine art collection of Southampton. The theme was 'The History of British Taste'. A national public appeal was launched to re-build a museum collection in Portsmouth and a number of items entered the collection as a result.

Other specific and targeted collecting initiatives have been pursued at different times in addition to the above.

- From 1903 material was acquired to interpret the Charles Dickens' Birthplace Museum and, from 1968 books relating to Dickens in the special book collections of the library service.
- In the 1970s and 1980s transport and industrial material was acquired with the intention of developing a specialist museum at the Eastney site.
- In 1973 -78 the acquisition of the natural science collections from the defunct Bognor Museum gave impetus to developing Cumberland House as a dedicated natural history museum.
- In 1983-84, creation of the D-Day Museum led to accelerated collecting of military history, especially items relating to D-Day and the events surrounding that action.
- In the 1980s, after consultation with the Crafts Council there was a drive supported by grant aid to acquire contemporary crafts.
- From 2001, aided by grants from the Heritage Lottery Fund (HLF) an accelerated oral history recording programme was undertaken.

## **4.2 Archives**

The archives service was established in 1960 with a public Record Office opened in 1974. The archives service operated independently of the museum service until they amalgamated in 1994. Archives transferred to the library service on 1 August 2013. Public access to the archives collection is through the Portsmouth History Centre at the Central Library.

The collection's starting point was records from Portsmouth City Council and predecessor bodies. It is formally nominated as a Diocesan Record Office for Church of England records. In this capacity, it acquires records of Church of England parishes in the deaneries of the Diocese of Portsmouth, Gosport, Havant and Fareham. Records of local businesses, individuals and organisations have been acquired in addition to official records.

In 1997 the gift of the substantial Richard Lancelyn Green Bequest established Portsmouth as the major repository of objects, archives and books relating to Arthur Conan Doyle.

### **4.3 Special Book Collections**

The library service was established in the 1880s. The first public reading room opened in 1883, followed by a lending library in 1884. The service now operates the main Central Library and several branch libraries across the city.

Reference works about Portsmouth were collected from the beginning and these formed the core of the local history collection. The specialist naval history collection forms a distinct section within the local history reference collection. It contains the McCarthy collection deposited in the 1980s and given in 2007. The Charles Dickens collection started with the transfer of books from the Charles Dickens' Birthplace Museum in 1968.

## **5. An overview of current collections**

### **5.1 Definitions**

- 'Collections' and 'collection' are used throughout this document to refer to groups of items held by archives and museums as well as books in the special library holdings.
- 'Item' is used throughout this document to include material in the museum, archives and special book collections in the libraries. 'Items' may be of two or three dimensional material, natural science specimens, images in all media including digital, books and sound recordings.
- 'Archives' and 'Records' are used fairly interchangeably. Technically, a 'record' is anything that records information whatever the format, for example: parchment, paper, photograph, digital file. An 'archive' is a record, which may consist of multiple items which have been selected for long-term preservation.
- 'Special book collections' is used for discrete groups of books covering the subjects of local, literary and military history held by the library service. These are reference books and access to them is supervised and controlled.
- 'Local' has been used to define different collecting areas over the course of time. Prior to 1997, 'local' was regarded as the whole of Hampshire, post-1997 the Portsmouth area for collecting purposes was defined as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council.

### **5.2 Collections**

The collections are located within museums, archives and the special book collections of the library service. The existing permanent collections held within museums, archives and libraries cover the subjects of archaeology, art, literary history, local history including archives, military history and natural science. Archives are included in the overall heading of local history due to their overwhelming significance for this subject area.

For man-made items the date range of the collections is from pre-history up to, and including, the present day. For natural sciences the date range includes material of all geological periods.

Material relating to and from Portsmouth's twin or linked cities is also included in the collection (Sydney in Australia, Caen and Toulon in France, Duisburg in Germany, Haifa in Israel and Maizuru in Japan.)

### **5.3 Archaeology**

The archaeological collections have primarily been collected from sites within a fifteen mile radius of Portsmouth Guildhall, including some items recovered from the seabed. Prior to the formation of the unitary authority, the collecting policy for archaeology included material from south Hampshire and the current holdings therefore reflect this. Portsmouth Museums and Hampshire Museums Service are aware of this overlap and work cooperatively to ensure full public access to collections that fall within it.

The date range is from the Lower Palaeolithic to the Post Medieval periods. There is also a small collection of Cypriot pottery from the Cypriot Bronze Age to the Classical Hellenic period given by a local collector.

Important collections are those from the Bronze Age, Iron Age and Anglo-Saxon burial sites on Portsdown Hill and the extensive finds from the Oyster Street excavation in Old Portsmouth. Excavations on Portsdown Hill have produced a significant number of human remains and these form an important archive within the collections. They have been extensively researched and have been used in disease related research projects. The recently recovered Saxon period log boat from Langstone Harbour is the earliest known vessel from the Solent area.

The archaeology collections also include archives composed of paper records, photographs, digital media and three dimensional finds from watching briefs and excavations from development sites within the city.

The museum service and planning are jointly responsible for maintaining the Historic Environment Record for the city. The HER draws on the archaeological archive to ensure it is up to date and provides a complete picture of the historic environment to help inform the planning process.

Approximately 240,000 objects\*

\*Some individual accession numbers may encompass groups of items.

### **5.4 Art**

The art collections cover fine and decorative art – paintings, prints, sculpture, ceramics, glass, metal work, furniture and furnishing textiles. The earliest items are from c.1500 and collecting in all fields extends to recently made contemporary works.

From the start of the service, the art collection has had a wider geographical range than other aspects of the collections. Work by European artists was collected as well as a preponderance of work by British artists. From 1968 material by British and non-British artists was collected as examples of work that had a significant impact upon the direction of national art and design. More recently, the emphasis has been on collecting work by artists with a strong link with southern England and in particular Portsmouth.

The art collection has a significant holding of works by artists associated with the twentieth century St Ives School, both fine art and ceramic practitioners.

An important gift from the Sickert Trust in the 1950s enriched the collection with works by Walter Sickert and members of his circle such as Therese Lessore and Sylvia Gosse. In addition, the same body gave a large collection of artist prints, including 'Old Master' examples which reveal Sickert's own collecting practice.

The furniture collection is unusual in British collections as it covers the period from c.1500 up to the present day. Notable pieces of national importance are: the Wardour table of 1716, the Pugin table of c.1850, the painted gramophone of c.1928 by Dora Carrington and the screen of 1928 and cupboard of 1924 both by Duncan Grant.

A collection of furnishing fabrics dating from the 1960s-70s, bought from local shops provides evidence of national taste retailing at a local level. Due to their rarity value, examples have been borrowed by leading museums for national exhibition.

Portsmouth's long association with the creative industries is represented in the art collections by strong groups of material by artists and makers who have lived or worked in the city.

Fine and decorative art collections built up by local people have brought variety and demonstrate local collecting taste. Bequests from the Kiln, McAlister, Spyers/Dumas and Harris estates form note-worthy groups within the larger museum collections.

Museum art collections approximately 8,000 items

## **5.5 Literary History**

**5.5.1** Collections connected to the literary history of Portsmouth are housed within the museums, archives and library services according to the nature of the material. Most items relate to the writers Charles Dickens and Arthur Conan Doyle although there are small collections relating to other authors with a local connection such as Olivia Manning and Neville Shute Norway.

### **5.5.2 Dickens**

The museum service operates the Charles Dickens' Birthplace Museum. The building and some of the Dickens collections are of international significance.

The museum collections contain items specially obtained to furnish the Charles Dickens' Birthplace Museum as a lower middle-class home of the Regency period. It also has a small collection of personalia and items relating to Dickens' later life and career and the history of the building itself. A group of exceptionally important items were given to the Birthplace in the first year it opened by Dickens' sister-in-law Georgina Hogarth. These include his inkwell, paper weight and paper knife which were on his desk at the time of his death and the couch on which he died at his house in Kent, Gad's Hill in 1870.

The Charles Dickens reference collection in the Central Library contains works by Dickens including first editions, biographies, criticisms, dictionaries, encyclopaedias, books about his illustrators, and books about places associated with him. It is a major library resource for Dickens-related research.

An important series of the first periodical publications (which pre-date volume publication) of Dickens' works is held in the library collections. Some still retain their original paper wrappers. There are also a number of first volume editions.

### **5.5.3 Conan Doyle**

The Arthur Conan Doyle collection is of international significance and the largest in the world. The Richard Lancelyn Green bequest brought the greatest amount of material, adding to the smaller existing collections of this author. Subsequent additions have extended the collection still further.

The archive collections include correspondence between Arthur Conan Doyle, his wives and children, family photograph albums, records of the administration of the estate after Conan Doyle died; photographs of psychic phenomena and mediums in trance; scripts, photographs and publicity material relating to some 400 stage, screen and radio adaptations of the stories; records of Sherlockian groups around the world; and evidence of the worldwide Sherlock Holmes phenomenon.

The library contains several thousand books by, and relating to Doyle. There are several first editions, rare imprints and foreign language editions. Several editions contain illustrations, some of which are linked to original drawings in the museum holdings.

The Doyle items housed in museums include unique objects such as his boxing gloves, waistcoat, and spectacles. There is a large group of posters advertising performances, films and similar productions of works by Doyle, by their very nature these rarely survive, making this an important group of material.

Doyle Archive collections approximately	40,000 items
Doyle Library special books collections approximately	13,000 items
Museum collections (Dickens, Doyle & others) approximately	3,200 items
Dickens Library special books collections approximately	1,800 items

## **5.6 Local History**

**5.6.1** The local history collections held within archives, libraries and museums chart the history of Portsmouth, the place and the people, from 1313 to the present day.

**5.6.2** The archives consist of the records of Portsmouth City Council and predecessor bodies; records of local churches (Anglican, Roman Catholic, and Non-Conformist); public records held locally under the provisions of the Public Records Act; and records of local businesses, organisations, families and individuals. The material exists in several forms: hand-written evidence, printed records, maps, plans, photographs and digital/tape media.

The geographical range for archives covers the city of Portsmouth. In addition, the service is designated by the Bishop of Portsmouth as the Diocesan Records Office for the Church of England for church records from parishes in the deaneries of Portsmouth, Havant, Fareham and Gosport.

The archives collection contains a number of important and rare groups of documents. There is a rare series of town and city charters, covering the period from 1313 up to the present day. This is an unusually comprehensive set of civic documents.

The Quarter Sessions papers (including plaintiff and witness statements), 1670 – 1781, is very unusual for its completeness and in its relevance for researchers and historians. This is a nationally important group of material.

The records of Treadgolds, iron founders and ironmongers of Portsea, 1704 – 1988, constitute a rare record of the development and activity of a local firm throughout its existence.

The records of Portsmouth men applying for exemption from military service in the First World War are understood to be almost unique.

The museum and archives services have undertaken oral history recording programmes to capture personal accounts of the recent history of Portsmouth. These make up a fascinating and important resource. Most were recorded as part of the 'Portsmouth's Voices' projects, while others were obtained as a result of exhibition projects.

**5.6.3** The museum collections consist of material that focuses on the local and social history of Portsmouth from 1650 to the present day through a range of material including paintings, prints, costume and textiles, domestic items, printed ephemera and vehicles, particularly public service vehicles

The museum collections contain a several important groups of material. There is a nationally important group of items from Hoad and Sons, coach builders and wheel wrights. It is an extremely rare survival of near-complete workshop contents, recognised as such in a recent collections review by an external specialist. (David Viner, *Hoad and Sons Assessment and Review*, 2010). Other significant holdings include five objects that were the possessions of John the Painter who attempted to burn down the dockyard in 1775-6.

A regionally important collection of corsetry references Portsmouth's contribution to this industry. Important groups of locally made naval uniforms and



accompanying photographs, ephemera and personalia are a valuable collection relating to a local trade which had an international reach.

Within the local paintings collection is a significant group of material relating to the early dives made on the wreck of the Mary Rose and other vessels sunk in the Solent by the Deane brothers. The museum also holds a significant number of drawings and wash drawings by Thomas Rowlandson of the local area. The nationally known marine artist William Wyllie is well represented by a collection of prints, watercolours and one oil painting.

- 5.6.4** The library service has a major reference collection of books and other printed material relating to Portsmouth and the surrounding area held within the special book collections section. It consists of books, newspapers, magazines, maps, photographs, postcards, posters and microforms.

The earliest items in the library collection date back to the English Civil war and newly published titles are regularly added to stock. While the majority of the stock relates to Portsmouth and the immediate surrounding area the area a large number of items relate to Hampshire as a whole, particularly where they cover such subjects as architecture and railway history. Important files of the local newspapers, The Hampshire Telegraph (1799-1976) and the Portsmouth News (1878- to date) are kept both in original form and on microfilm along with smaller files of other papers such as the Portsmouth Times.

Archive collections	approximately	2,500*	items
Museum collections	approximately	40,000	items
Oral history	approximately	1,818	items
Library local history special book collections	approximately	23,500	items

\*Collections may consist of large groups of material, with several items making up the collection but not counted separately.

## **5.7 Military History**

- 5.7.1** Portsmouth had a significant military presence for much of its history, principally to protect the dockyard in the event of an attack. The museums' military history collections contain material from the military heritage of Portsmouth particularly reflecting its role as a heavily fortified garrison town from the 1600s. The material in the collection includes: portraits of the military governors, uniforms, photographs and relics such as the locks from the city gates and their associated keys. Material relating to D-Day and the Battle of Normandy in 1944 forms a major part of the military history collections, reflecting the vital role that Portsmouth played in these campaigns. There is also a significant group of material relating to the service in the armed forces of Portsmouth people, particularly but not exclusively during the two world wars.

The geographical range of military history covers the local area and extends to include the areas of the D-Day landings in France and Battle for Normandy, and related material from elsewhere in the world, particularly Europe.

The D-Day material is of international significance. It consists of a wide range of documents, artefacts, oral history, memoirs and published books, the majority of which have been donated by Normandy veterans and their families, as well as by other wartime eye-witnesses. Larger objects include an LCV (Landing Craft, Vehicle and Personnel), and a Sherman BARV (Beach Armoured Recovery Vehicle), both of which are rare survivors from the wartime period, as well as other less unusual yet still significant vehicles and artillery (including a DUKW amphibious truck, a Sherman Grizzly tank, a Churchill Crocodile tank and a 3.7 inch anti-aircraft gun).

The subjects covered by the D-Day collection include the planning and preparations for D-Day (stretching back several years before 1944), the wartime experiences (such as enlistment and military training) of people who took part in D-Day, the fighting in Normandy on 6 June 1944 and after, and the aftermath of the battle (including the campaign in North West Europe until the end of the Second World War). In addition to British views and experiences, the collection includes the perspectives of the many other nationalities involved in the campaign, on both sides as well as the French civilian population.

The military history collections contain a valuable series of oral history interviews, principally of D-Day and Normandy veterans but also other service personnel and non-combatants from the Portsmouth area. Civilian accounts are also represented, evidence of the 'Home Front'.

Significant loan. The Overlord Embroidery at the D-Day Museum is held by our service on a 99-year lease from the Overlord Embroidery Trust (loan signed on 31 October 1983).

#### **5.7.2** The library service has a separate reference collection devoted to naval history.

The topics covered are: warships, shore establishments and dockyards, naval biographies, battles and campaigns, social history including naval life and medicine, naval strategy and policy. The bulk of the material relates to the Royal Navy with some items on foreign navies and campaigns.

A collection of 750 books, mostly devoted to Admiral Lord Nelson, was donated in the 1980s by American collector Lily Lambert McCarthy. The ownership of the collection was transferred to the City after her death.

The majority of the items in the libraries' special book collection were obtained through purchase but there have been significant donations from local naval establishments on their closure. Hampshire County Library has also donated a large number of titles when they have been withdrawn from their lending libraries.

Museum collections	approximately	18,000 items
Oral history	approximately	623 items
Library naval special books collection	approximately	12,122 items

## 5.8 Natural Science

The geographical range of the natural science collections is predominantly from southern England. Items from outside this region have entered the collection through the collecting activities of local/regional collectors, including exotic non-European specimens. The collecting area is now taken as the Hampshire basin and coastal plain.

The natural science collections consist of zoological, botanical and geological material representative of the flora and fauna (living and extinct) found in and around Portsmouth and South East Hampshire and adjoining areas. Small amounts of exotic material such as birds from New Zealand, herbaria from South Africa and lepidoptera from South America and south-east Asia are included, mostly from local collectors. The material includes taxidermied, pinned, wet-preserved and dried specimens. There is a large collection of watercolours, mostly depicting British plants and invertebrates.

The collection contains two, possibly three type specimens (a plant, a bird and possibly an insect)

The herbarium contains many rarities which due to changes in the law concerning the gathering of wild plants can no longer be collected, making this an important research collection. The herbarium collection of marine algae is unusual and is a valuable record of south coast finds.

The Guermonprez collection is held on trust (Charity number 306342). It contains natural science material mostly collected from south-eastern England.

Museum natural science                      approximately 114,000 items

## 6. Themes and priorities for future collecting

The three areas of Museums, Archives and Libraries will collect items under the subject headings which follow. Please note that, as elsewhere, Archives are included under Local History.

- Archaeology
- Local History
- Art
- Literary history
- Military history
- Natural science
- Naval history books

## 7. Criteria for future collecting

- 7.1 The Museums, Archives and Library Services recognise their responsibility to only acquire items for the council's collections that they have the resources to adequately care for and will take into account factors as staffing, storage and

conservation requirements before accepting items. Items will be considered for acquisition where they:

- Originate from the Portsmouth area: produced, collected, or used by persons or organisations having a substantial connection to Portsmouth.
- Represent, document or illustrate the lives, cultural activity and aspirations of the people of Portsmouth and immediate region.
- Depict Portsmouth and the local area.
- Relate to Portsmouth's role in national/international events.
- Originate from elsewhere, but which have a relevance to the Portsmouth area, including objects relating to city twinning and sister-city links.
- Relate to Operation Overlord and the Battle of Normandy.
- In the case of natural science specimens, are from documented find sites in Portsmouth.
- In the case of human artefacts, illustrate the materials, techniques and evolution of similar items held in the collections, or, in the case of natural science items, which illustrate the structure or development of examples held in the collections.
- Items that provide evidence of creative endeavour in Britain, particularly in the Portsmouth area.
- Items which supplement and extend existing significant groups of objects already in the collection
- Items will not be acquired when another museum or kindred institution has a better claim.

**7.2** Date range for future collecting: from pre-history up to and including the present day, contemporary as well as historic, in order to best interpret the policy statement. For natural sciences: material of all geological periods.

**7.3** Geographical range for future collecting: the Portsmouth area shall generally be defined for this purpose as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council. For natural sciences it is taken as the Hampshire basin and coastal plain.

**7.4** Geographical range for archives in addition to the Portsmouth area as defined in records from Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham.

**7.5** Environment: items will be collected from both the natural and man-made environments, past and present.

## **7.6 Handling collections**

**7.6.1** Museum handling collections are divided into three main groups: the separate school loans collection which has a formal booking procedure; curatorial collections such as prints and historic tools for use in informal educational activities such as master classes; and industrial or transport material, for use as spares or consumable working parts.

These items are recorded separately outside the main accession record and are not treated as part of the permanent collection since their intended use implies that preservation cannot be guaranteed. These collections are regularly reviewed and items may be transferred to the main collections and be duly accessioned.

**7.6.2** Handling collection material is not subject to the same disposal regulations which govern disposal of accessioned objects. However, if disposal of such an item is considered, first refusal is given to the permanent collections of the Museums, Archives and Library Services.

**7.6.3** The library service may add material that falls within the collecting areas of their special collections to lending stock.

**7.6.4** Copies of archive material and photographs may be acquired where an owner does not wish to part with original material. Similarly, copies of material relating to Portsmouth and held by other organisations may be acquired to support the collections and to benefit local research.

## **8. Loans**

### **8.1 Loans In**

**8.1.1** The council will not normally accept material on loan for the museum collections unless for the purpose of temporary exhibition or copying, or where the item is of exceptional interest. Loans are only accepted for a specified fixed term only, usually annual, renewable in writing.

**8.1.2** Long-term loans, particularly but not exclusively, of archaeological material will not be accepted unless the owner takes financial responsibility for their care and curation.

**8.1.3** Archives take some items under terms of indefinite loan or deposit. In return for care and public access, these agreements now state that for such material, the collections should remain with the service for at least 20 years or a charge may be made to cover part of the costs incurred.

### **8.2 Loans Out**

**8.2.1** In accordance with the principles of the Museums Association's *Smarter Loans'* policy (2012), the council may make loans of accessioned museum items to external venues enabling Portsmouth's collections to reach wider audiences. Each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Sport. Loans will only be made if standard conditions of loan are met and in most cases will require the satisfactory completion of facilities reports.

## **9. Priorities for future collecting**

**9.1** The parameters and constraints on acquisition are described above. This section describes how the collections will be proactively developed in order to deliver

corporate priorities and objectives. We will also take into account the interests of relevant national and regional agencies and local stakeholders, including users to inform collecting.

## **9.2** Priority areas:

### **9.2.1** Archaeology

It is important to acquire items recovered by archaeological excavations or watching briefs conducted as part of Portsmouth's planning and development control process or from find sites within the city boundary.

Significant bodies of archaeological material from the local area have not been deposited with the museum service as required. The museums service plans to actively pursue these archaeological archives from archaeological units and other bodies, for example: the Hampshire & Isle of Wight Trust for Maritime Archaeology and the Universities of Portsmouth and Southampton. This will ensure easy access to Portsmouth archaeological material for researchers, long term preservation and that the HER is as complete as possible. It is a priority to follow this material up.

### **9.2.2** Local History

The Archives Service will continue to collect records of Portsmouth City Council and its predecessors to ensure that as full as record as possible is maintained. Records of other local authorities and statutory bodies pertaining to Portsmouth will also be acquired as will local public records offered under the terms of the Public Record Act.

Records which fall within the function of Diocesan Records Office, for Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham, will continue to be added to join the existing archive for these parishes.

Museums and Archives will seek to acquire material which documents under-represented (or missing) histories of local communities and minority groups. Oral history projects such as Portsmouth's Voices have captured the experiences of some under-represented groups but there remain significant gaps. Research is needed to establish the gaps and to draw up collecting programmes to address these; ideally in up in partnership with the community groups concerned.

Contemporary collecting - defined as material produced in the last twenty years - is another area requiring attention. Work undertaken as part of the Resilient Collections initiative, in partnership with Hampshire and Southampton Museums and the National Motor Museum at Beaulieu, identified a set of actions for all partners to ensure contemporary collecting is focused, valuable and regionally strategic.

Themes for contemporary collecting across the partnership area were suggested: changing work practices; maritime; leisure and tourism; sense of place; and journeys - both metaphorical (through life) and real.

Sport was identified through consultation as an area requiring further collecting development including material relating to Portsmouth Football Club and the Great South Run for example.

Collecting evidence of Portsmouth's contribution to production of advanced technologies such as the space industry and telecommunication has also been identified as an important area to develop. The Library will collect books and printed material relating to the local history of the area.

### **9.2.3 Art**

The priority is to bring the collection of fine and decorative art made by artists with a strong connection to Portsmouth up to date and to bridge the gap in the collections from around 1990 to date.

### **9.2.4 Literary History**

We will seek to acquire material relating to the life, activities and works of Sir Arthur Conan Doyle including: manuscripts and printed editions of works, derivative fiction relating to characters created by Doyle, especially Sherlock Holmes, and material relating to Doylian and Sherlockian groups and societies. Material relating to the adaptations of Doyle works for stage, screen, television, film, radio and other media will be collected, subject to the availability of resources to store and care for it adequately.

Items relating to the Charles Dickens and the Portsmouth years of the Dickens family are rare but will be acquired, when possible to add valuable material to the interpretation of the Charles Dickens' Birthplace and the literary heritage of the city.

The Library Service will acquire works to supplement and extend its holding reflecting the past and continuing literary heritage of the city.

Initiatives such as developing a Literary Centre and the proposed Sherlock Holmes attraction will need directed collecting to supplement and extend existing collections across Museums, Archives and Library Services.

### **9.2.5 Military History**

During the next five years the council plans to redevelop the D-Day Museum in partnership with key stakeholders including Veterans. It is likely that this will entail active collecting of oral history recordings and videos of Veterans and witnesses to the event.

The special books section in the library service will add to their collections relating to naval history.

## **10. Themes and priorities for rationalisation and disposal**

**10.1** All rationalisation and disposal of items will be in accordance with the Disposal Procedures in sections 18-20 of this Plan. Disposal might include for example: rehousing by transfer to another museum or appropriate organisation or by transfer to the handling collections.

**10.2** Items will not be acquired and will be considered for disposal under these general criteria:

- Where they do not meet the criteria of the Collections Development Plan
- Where they cannot be conserved, documented, stored, displayed or insured to an acceptable standard and transfer to another museum or organisation would be beneficial to their preservation
- Where, although meeting the criteria of the Collections Development Plan, there is excessive duplication of items
- Where they are in poor condition and beyond repair
- Where they pose threats to other parts of the collection or to health and safety

**10.3** Specific areas identified for rationalisation and potential disposal

### **10.3.1 Large Objects.**

A review of large objects and bulk collections was undertaken as part of the 2010-2011 project with Southampton City Council Arts and Heritage (funded by MLA). This included an internal assessment against a set of criteria and the use of external verifiers. As a result a number of items were identified and formally agreed for disposal. This work needs to be completed and extended to items that were not included in the original project. Large objects acquired for initiatives that have not come to fruition (see 4.1) that are less relevant to priorities of the service and/or that we cannot care for will be assessed and considered for disposal as follows:

- Archaeology: large ceramic objects such as architectural elements and also bulk archaeologically recovered flint should be subject to further review after their origin and significance has been thoroughly assessed.
- Art: non-British furniture, large items of furniture in poor condition, duplicate items of furniture and items of furniture that have specific non-local provenance e.g. the Evesham cabinet.
- Local History (museum): vehicles in poor condition or ones that we do not have storage for; vehicles with little or no connection to Portsmouth; duplicate items (particularly of furniture).  
Military History: ordnance with little connection to Portsmouth and / or that we cannot adequately care for, including ordnance already on long term loan to institutions outside Portsmouth.

The nationally significant Hoad and Sons Wheelwright collection was included in the original large objects review. It was recommended that the collection was fully catalogued before any decision on future use or rationalisation occurred. External funding will be required to implement this.



- 10.3.2** Archaeology: disposal of environmental samples which have not been properly packed or processed and are no longer viable; items with no provenance or that have become disassociated from site archives to be considered for handling collection or disposal. Issues regarding material held on loan need to be resolved.
- 10.3.3** Archives: disposal of duplicate items, and of items assessed not to be worthy of permanent preservation identified initially as the collection is prepared for relocation.
- 10.3.4** Literary History: disposal of duplicate advertising material in the Conan Doyle Collection, duplicate secondary material in the Dickens museum collection, Dickens Festival Programmes for example.
- 10.3.5** Local History (Library): disposal of duplicate material from the special collection that falls outside the core collecting geographical area. This material will be offered in the first instance to Hampshire County Library Service, West Sussex Library Service or Isle of Wight Library Service.
- 10.3.6** Museum library: disposal of duplicates and books, including items that may have previously been accessioned that are not relevant to the subjects covered by the museums service or that will not be required to answer enquiries from the public.
- 10.3.7** Handling collections: a review of the schools loan collection including material that may have previously been accessioned is to be undertaken to ensure continued relevance and accessibility of the items, followed by disposal of non-relevant items.

## **11. Limitations on collecting**

- 11.1** The council recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collections arrangements.

## **12. Collecting policies and plans of other museums and archives services**

- 12.1** The council will take account of the collecting policies of other museums, repositories and other organisations collecting in the same or related areas of subject fields. It will consult with these organisations where conflicts of interest may arise, where there is a common interest or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following organisations:

- Chichester District Council Museums
- Pallant House , Chichester
- Dickens House Museum, London

- Hampshire Archives and Local History, Winchester
- Hampshire County Council Arts and Museums Services
- Isle of Wight Heritage Service
- Isle of Wight Records Office
- National Museum of the Royal Navy, Portsmouth
- Southampton City Council Arts and Heritage
- The National Archives
- West Sussex Records Office
- Winchester Museums Service

### **13. Acquisitions not covered by the policy**

- 13.1** Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the council or responsible officer, having regard to the interests of other museums.

### **14. Acquisition procedures**

- a. The council will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item or specimen unless the council or responsible officer is satisfied that the council can acquire a valid title to the item in question.
- b. In particular, the council will not acquire any item or specimen unless it is satisfied that the item or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*, which the UK ratified with effect from November 1 2002, and the *Dealing in Cultural Objects (Offences) Act 2003*, the council will reject any items that have been illicitly traded. The council will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the council will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. The council will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible

treasure as defined by the *Treasure Act* 1996 (in England, Northern Ireland and Wales). In Scotland, under the laws on bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to a specific museum by the Crown.

- f. Any exceptions to the above clauses 14a, 14b, 14c or 14e will only be because the service is either:
- acting as an externally approved repository of last resort for material of local (UK) origin; or
  - acquiring an item of minor importance that lacks secure ownership history but in the best judgement or experts in the field concerned has not been illicitly traded; or
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
  - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the council will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. As the council holds or intends to acquire human remains from any period, it will follow the procedures in the *Guidance for the care of human remains in museums* issued by DCMS in 2005. In addition, the service will follow the procedures in its own *Human Remains Policy* (2009).
- h. The acquisition of much archive material is governed by a number of pieces of legislation and legal agreement, and two national standards. Acquisition of material for the archives collection is carried out in accordance with a statutory framework which includes the following:
- *Local Government (Records) Act* 1962
  - *Local Government Act* 1972 (section 224)
  - *Public Records Acts* 1958 and 1967: the service is recognised as a 'Place of Deposit' under these Acts and has acquired Public Records under the authority of the Acts
  - *Manorial Document Rules* 1959 and *Tithe (Copies of Apportionment) Rules* 1960: the service is a designated place of deposit for manorial and tithe records and is a Historical Manuscripts Commission Approved Repository
  - *Parochial Registers and Records Measure* 1978 ( amended 1992): the service is designated by the Bishop of Portsmouth as the official place of deposit for records of parishes located in the deaneries of Portsmouth, Gosport, Havant and Fareham
  - *The National Archives Standards for Record Repositories* (2004) the service has adopted the policies set out in this Standard
  - *PD5454: 2012 Recommendations for the Storage and Exhibition of Archival Documents*

## **15. Spoilation**

- 15.1** The council will use the statement of principles *Spoilation of Works of Art during the Nazi, Holocaust and World War II period*, issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **16. The Repatriation and Restitution of objects and human remains**

- 16.1** The council, acting on the advice of the museums professional staff, may take a decision to return human remains (unless covered by the *Guidance for the care of human remains in museums* issued by the DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 18a-18d, 18g and 18o/s below will be followed but the remaining procedures are not appropriate.
- 16.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the *Guidance for the care of human remains in museums*. In addition, the council will follow the procedures in its own *Human Remains Policy* (2009).

## **17. Management of museum archives**

- 17.1** As the museum, distinct from the records collection holds and intends to acquire archives including photographs, documents and printed ephemera, it's governing body will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (third edition, 2002).

## **18. Disposal procedures (Museum collections)**

### **18.1 *Disposal preliminaries***

- a. The council will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the council has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the service's collection.
- c. The council will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. The Guermonprez collection (Charity number 306342) is subject to charitable trust and charitable law and is legally trust property held on trust by Portsmouth City Council. Any considerations of disposal must be referred to the Charity Commissioners.
- e. When disposal of a museum item is being considered, the council will establish if it was acquired with the aid of an external funding organisation. In such

cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and proportion of the proceeds if the item is disposed of by sale.

- f. All disposals will be made in accordance with relevant legislation, accords and accepted procedures for the restitution of cultural property and the CITES legislation.

### ***Motivation for disposal and method of disposal***

- g. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 18g-18s will be followed and the method of disposal may be by gift, sale or exchange.
- h. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 18g-18m and 18o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
  - The disposal will significantly improve the long-term public benefit derived from the remaining collection
  - The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
  - The disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

### ***The disposal decision-making process***

- i. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum and archive collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museums, Archives and Visitor Service will also be sought.

### ***Responsibility for disposal decision-making***

- j. A decision to dispose of a specimen or an item, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the council acting on the advice of professional curatorial staff, and not of the curator of the collection acting alone.

### ***Use of proceeds of sale***

- k. Any monies received by the council from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- l. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

### ***Disposal by gift or sale***

- m. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- n. If the material is not acquired by any Accredited Museums to which it has been offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Journal and/or advertised on the Museums Association 'Find an Object' website and in other specialist publications where appropriate.
- o. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

### ***Disposal by exchange***

- p. The nature of disposal by exchange means that the council will not necessarily be in a position to exchange the material with another Accredited museum. The council will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- q. In cases where the council wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 18a-18d and 18g-18h will be followed as will the procedures in paragraphs 18p-19s.

- r. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- s. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the service will make an announcement in the *Museums Journal* and in other specialist journals where appropriate.
- t. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

### ***Documenting disposal***

- u. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

## **19. Disposal (Archive collections)**

- 19.1** The disposal of much archive material – particularly public archives and Anglican church records – is governed by a number of pieces of legislation and legal agreements, and two national standards.
- 19.2.** Disposal from archive material is handled either at the point of receipt, or later on (using sampling or other appropriate techniques) sanctioned by power of disposal that is obtained when the material is deposited.
- 19.3** *The National Archive Standards for Record Repositories* (1<sup>st</sup> edition 2004) requires the archivist to seek the authority of the depositor at the time of deposit (or subsequently for older deposits) for any destruction or transfer of material.
- 19.4** Documents held on indefinite loan will be returned to their depositor if disposal is agreed.

## **20. Disposal (Library special collections)**

- a. The Library Service may not dispose of reference works in the Local History, and Naval collections.
- b. Books transferred in 1968 - 70 from the Charles Dickens Birthplace Museum may not be disposed of without formal prior agreement from the museum as these items were part of the original Birthplace Museum collection.

## **21. Review**

- 21.1** The Collections Development Plan will be published and reviewed from time to time, at least once every five years. The date when the plan is next due for review is noted below.
- 21.2** Archives will be subject to a separate Accreditation application. This is to be rolled out over the next three years, as yet no due date for submission has been announced for Portsmouth.
- 21.3** Arts Council England will be notified of any changes to the Collections and Development Plan, and the implications of any such changes for the future of existing collections.
- 21.4** The previous document (then titled 'Acquisitions and Disposal Policy) was last reviewed and approved under Culture and Leisure Executive Committee minute 27/05, 22 December 2005, amendments approved under MIS28/13 July 2007.
- 21.5** This plan was drafted July - September 2013
- 21.6** This plan was approved by the governing body on XXXX
- 21.7** The plan be due for review in September 2018

Ref: RH - Museums/Docs/Accreditation 2013



# Agenda Item 9



Portsmouth  
CITY COUNCIL

Agenda item:

**Decision maker :** Culture, Leisure and Sport Decision

**Date of meeting:** 11 October 2013

**Subject:** Proposed Use of Land and Buildings at Canoe Lake

**Report by:** Head of Transport and Environment

**Wards affected:** Eastney + Craneswater

**Key decision:** No

**Full Council decision:** No

## **1 Purpose of report**

- 1.1 To inform the Cabinet Member of the outcome of a market evaluation exercise undertaken to help determine what opportunities are to be formally advertised at the sports areas and Lumps Fort building within the Canoe Lake site.

## **2 Recommendations**

- 2.1 That the Cabinet Member for Culture, Leisure and Sport notes the outcome of the market evaluation exercise.
- 2.2 That the Head of Transport and Environment be authorised to proceed with the procurement of the recommended future tender opportunities for the identified areas, undertaking any necessary feasibility work required.
- 2.3 That the Head of Transport and Environment, in conjunction with the s151 officer and Head of Finance and the procurement gateway process, be authorised to accept the outcome of the most appropriate tendering exercise for each identified area, that will include a robust financial appraisal of all options.

## **3 Background**

### **3.1 The identified buildings and open space at Canoe Lake**

- 3.1.1 The city council agreed as part of the budget savings in February 2011 that the maintenance costs of bowling greens and pavilions would be transferred to the Bowls Clubs / Associations when the leases expired on March 2013 (with the exception of Milton Park which has a longer lease). The clubs based at Canoe Lake opted not to take on these responsibilities and this site ceased being used as a bowling green on 1 April 2013.

3.1.2 Officers have identified the grass tennis courts as a potential budget saving, should a suitable alternative operator or use be found.

3.1.3 Council officers were asked to consider suitable alternative use for the vacant land, whilst also considering the other surrounding facilities, research and strategic work that has been undertaken in recent years. The decision to look at this wider area is endorsed by the city council's Seafront Strategy 2010-26 Action Plan and Seafront Masterplan (Supplementary Planning Document (SPD)) which promote a strategic approach to change and development at the seafront.

3.1.4 The areas considered within this piece of work and shown on the site plan in Appendix 1 are:

Area A Former ladies pavilion and open space, west of bowling greens. Vacant following transfer of bowls maintenance responsibilities, with no allocated Parks revenue budget for ongoing maintenance.

Area B Former mens pavilion and two bowling greens. Vacant following transfer of bowls maintenance responsibilities, with no allocated Parks revenue budget for ongoing maintenance.

Area C Grass tennis courts and associated pavilion. These 12 courts are maintained by the city council at an annual cost of £31k and currently operated under an annual agreement with Southsea Tennis Club. Officers advise that there is adequate court provision locally, with all-weather courts available at Clarence Esplanade and Milton Park. These facilities offer year-round use and are not subject to annual variation subject to fine weather. However, it is recognised that these are the only publicly accessible grass courts within the city (available to play from April to September).

Area D Tarmac tennis courts and ball games area. Located south of the grass tennis courts and on the eastern boundary of the site, the two tennis courts offer a hard court alternative to the grass and are operated under the same agreement with Southsea Tennis Club. The ball games area uses the footprint of two former tennis courts and currently has two basketball goals that are free to use. The maintenance of the surface and fencing is funded through the allocated revenue maintenance budget.

Area E Lumps Fort building and store. These disused fortifications were constructed circa 1860's as one of the Palmerston Forts forming the line of Portsmouth's coastal defences. While it is not on the Statutory List, it is on the council's Local List of buildings and structures of architectural and historic importance. The building is currently used as a store and workshop by the city council's Seafront Services team and as a grounds maintenance equipment and material store by a grounds maintenance contractor. The adjoining building is an addition of no historic

significance and is used by the same contractor as a mess room. The buildings are maintained by the Landlord Maintenance team.

### **3.2 Context within the Seafront Masterplan**

3.2.1 The Seafront Masterplan was adopted as a Supplementary Planning Document (SPD) on 10 April 2013 to guide future development to the seafront area of the city.

3.2.2 The sports areas at Canoe Lake were not specifically identified as key opportunities within the SPD, as the future of these areas had not been determined at the time of its development, but it does acknowledge this project with reference to *'a separate piece of work is underway to look at the future of the bowling greens and grass tennis courts at Canoe Lake. This will include exploring alternative uses that might broaden the area's appeal'*.

3.2.3 Lumps Fort and the Rose Garden were identified as key opportunities in the SPD. It was suggested that *'the existing Fort building to the north of the Garden, which is currently used for storage, could be re-used as a venue for special events / community hire and / or a cafe / tea rooms. The Garden itself could offer an intimate setting for a limited programme of acoustic performances (such as a string quartet), but the overall peaceful ambience and existing layout of the Garden should remain intact'*.

### **3.3 Canoe Lake Catering Strategy**

3.3.1 In 2012, a report was produced by Mary Nightingale Associates, proposing a catering strategy for Canoe Lake to support the city council's desire to improve and invest in the seafront and adjacent facilities. The intention was to identify a strategy for investment in new facilities and the development and improvement of existing outlets, whilst ensuring that commercial, revenue generating opportunities are exploited and that facilities reflect the broad demographic profile of the park's users.

3.3.2 Conclusions drawn from a survey that formed part of the report were:

- no catering was available in the park until 10am despite a reasonable level of park footfall
- large numbers of park users were not using the catering facilities at all, with an estimated uptake of only 10%
- there is scope to raise this uptake to 30-40% if the offer is appropriate and meets the different user groups' needs

3.3.3 The strategy outlined a number of options that could be considered for the future development of catering in the park, ranging from minimal intervention to investment in a number of new outlets.

The research suggested that there is scope and a sufficient level of unsatisfied demand to create a number of new outlets in the park. The two bowls pavilions

have become potential sites for re-use since the strategy was undertaken and were not commented upon. The report identified that Tea Rooms in the Lumps Fort building would be a strong draw that would *'appeal to the higher spending sector, those looking for a superior level of service and comfort, a treat spend or just a cup of tea in a lovely setting'*.

### **3.4 Market engagement exercise**

3.4.1 Meetings were held between officers representing front line services, property maintenance, communications and procurement to determine a co-ordinated approach to marketing the potential recreational and commercial opportunities that were presented by the five identified areas.

3.4.2 Officers were already aware of third party interest in some of the identified areas with a range of outline business proposals having been informally discussed or submitted. However, it was recognised that there was no clear indication from the wider market as to which assets represented the greatest opportunity and could attract a rental income to the city council or reduce operating costs.

3.4.3 Market engagement is a recognised process to undertake soft-market testing of such wider market interest, without any commitment to the city council or third party implied through a formal tender process.

3.4.4 A market engagement exercise was undertaken between 22 July and 23 August and interested parties were notified of the opportunity through:

- emails sent out via In-Tend (the council's e-procurement software) to companies already registered to a business category associated with leisure, facilities management and catering
- Prior Information Notice (PIN) published in the Official Journal of the European Union (OJEU)
- adverts and separate press release to The News
- advert with Caterer and Hotelkeeper, specialist trade journal and website
- large format banners erected on site
- city council website

Emails were also sent any party who had previously registered an interest, existing leaseholders within the Canoe Lake site, local volunteer groups and ward councillors.

3.4.5 The information available to interested parties who registered with In-Tend consisted:

- Seafront Strategy 2010-26
- Seafront Masterplan 2013
- key findings of the Canoe Lake catering strategy (Mary Nightingale Associates)
- site overview and particulars for each of the five identified areas
- pro-forma for submitting details of interest

The site particulars identified the key objectives of the exercise, to enable the city council provide a balance of:

- recreational activities and retention of open space
- enhancement of the site's catering offer
- investment into facilities which are accessible to the community
- reducing costs and / or generating an income for the city council

### **3.5 Summary outcome of the market engagement exercise**

3.5.1 The five week market engagement exercise resulted in the following interest:

- 60 individuals / companies accessing the documentation available on In-Tend
- 39 enquiries, with advice or clarification provided
- 15 arranged meetings on site to view buildings
- 19 submissions of interest

3.5.2 A summary appraisal of the 19 submissions is shown in Appendix 2. The submission pro-forma had allowed for an indication of all aspects of a proposal to be made clear, but the level of detail received for each proposal varied greatly. This can be expected with a market engagement exercise due to the overall aim of engaging with the market for ideas rather than providing the quality and financial evaluation criteria that would accompany a formal process. There was also some hesitance from interested parties to fully detail their proposal prior to a formal process for reasons of confidentiality and concerns around ideas being circulated wider.

3.5.3 It is apparent that the wider advertising directed to a catering audience has not been reflected in the submissions received. Of the 14 proposals that included a catering provision (across the five sites), only three originated from outside of the PO postcode area. This may be due to the timing of the exercise (peak season) or as a consequence of the fact that this is not the start of a formal process. A number of catering companies did, however, access the documentation and the formal exercise may attract greater interest from this sector.

3.5.4 Meetings were held between officers to review the submissions and agree the type of provision that may best serve the Canoe Lake site and strategic aims of the Seafront Masterplan. The main considerations were:

- which areas had attracted the most catering interest and the type of catering
- limiting the number of catering opportunities available, to improve the overall site offer, but not exceed demand
- which areas better lend themselves to continued recreational / open space use and the potential for reducing operational costs
- proposals for a use of buildings / open space that had not previously been considered prior to the market engagement exercise
- using the variable detail submitted, the degree of confidence in the feasibility of proposals, in order to shape the future opportunities for each identified area

## **4.0 Future Opportunities at Canoe Lake**

### **4.1 Recommendations for Identified Areas**

4.1.1 Undertaking a market engagement exercise has enabled the city council to receive all submissions of interest at one time, from the wider market, so a more considered view can be made as to the future formal tender opportunities that may be offered for each area. The plan in Appendix 3 shows the recommendation for each area, with an estimate of the likely term to be offered and rental income. The defined areas are now referred to as 'Lots'.

4.1.2 The considerations behind each Lot and the proposed future procurement exercise are detailed within Sections 4.2 - 4.8 of this report.

### **4.2 Lot 1 - Primary Offer: Catering**

4.2.1 The confidence to further explore converting Lumps Fort to high quality tea rooms has meant careful consideration of the additional catering offer that could be accommodated in the immediate area without exceeding demand and compromising existing outlets.

4.2.2 The location of the small former ladies pavilion is central to high footfall within Canoe Lake, particularly families using the play area and splash-pad. There is good opportunity to increase accessibility from this 'central hub' into the pavilion and adjacent open space and by making better use of the frontage.

4.2.3 Market engagement has determined interest in this site for a catering provision. The pavilion is in relatively good condition and will require some external investment to convert it to a catering standard and maximise its potential for internal and external use.

4.2.4 When considering potential impacts on local residents, the pavilion is no closer to properties in Eastern Parade / St Helen's Parade than the existing Canoe Lake café (or stores building currently under conversion).

4.2.5 The catering strategy identified the need to widen the type of catering across Canoe Lake and evaluation criteria will be targeted at meeting recognised gaps in the offer, with the provision of good quality, healthy food and drinks for a wide range of ages.

4.2.6 The recommended opportunity is likely to attract rental income and reduce the city council's building and grounds maintenance costs.

### **4.3 Lot 2 - Primary Offer: Early Years Provision**

4.3.1 Two submissions made reference to the use of the former men's pavilion as a nursery / early years provision. Whilst this use was not envisaged at the start of the process, one submission had been sufficiently detailed to warrant further consideration.

- 4.3.2 The city council's Early Support Team within Education have confirmed there is an identified gap in early years childcare in the Eastney and Craneswater ward (Childcare Sufficiency Assessment 2011) and would fully support this proposal.
- 4.3.3 The former bowling greens, which are currently not accessible to the wider public, are protected as 'open space' by the Portsmouth Plan. A change of use from bowling greens to an early years provision (nursery) would be acceptable provided that there is no reduction in the amount of open space on the site.
- 4.3.4 The proposed use for childcare makes use of a vacant building to fulfil a strategic need.
- 4.3.5 It is acknowledged there are likely to be specific issues related to an early years provision that bidders will be required to identify and address as part of any detailed proposal. Parking issues will need to be carefully assessed in relation to how the dropping off and collection of children is managed, the catchment of the provision and alternative forms of travel. Any noise that may be associated with children's play will also be a consideration, but the high concentration of children at the splash-pad and play area are only a short distance away and this type of 'noise' is already a characteristic associated with the Canoe Lake area.
- 4.3.6 Market engagement has determined interest in this site for an early years provision. The pavilion is in relatively good condition and will require some external investment to convert it to the standards required by the regulatory body (Ofsted) and to convert the bowling green to suitable open space.
- 4.3.7 The recommended opportunity is likely to attract rental income and reduce the city council's building and grounds maintenance costs.

#### **4.4 Lot 3 - Primary Offer: Recreational Activities**

- 4.4.1 Market engagement has determined interest in this site for continued provision of recreational activities, with the two submissions relating to this area both proposing tennis provision.
- 4.4.2 One proposal that included Area C (App 1) also included Areas A, B and D, but it was considered this would have restricted the variety of offer at Canoe Lake and the city councils potential to maximise income generation.
- 4.4.3 No individual proposals relating to Area D were received. However, there is clear potential for this to be an extension to Lot 3 and this will be available as an option during any formal tender process, but it will not form a separate Lot.
- 4.4.4 Council officers have determined that there is adequate hard court provision locally, with all-weather courts available at Clarence Esplanade and Milton Park, and this view is endorsed by the Lawn Tennis Association (LTA). Whilst not wishing to compromise the viability of future bids to Lot 3, the retention of this area for the provision of grass sports only will be encouraged. The nearby tarmac area (Area D) can be included to serve additional hard court provision.

- 4.4.5 The pavilion will require external investment to retain use as changing rooms or for alternative use. It is recognised that the ability to provide light refreshments may be important to support any proposal to this Lot, whilst not adversely affecting the viability of the catering offer elsewhere at Canoe Lake.
- 4.4.6 The recommended opportunity may attract a low rental income, or retain provision of recreational activities at no cost to the city council (currently £31k per annum). It will also reduce the city council's building maintenance costs.
- 4.4.7 If a formal tender process does not result in a compliant offer offsetting existing city council operational costs, approval will be sought to incorporate the area with land to the south as a larger area of publicly accessible grassed open space. This may, or may not, include the tarmac ball games area to the east of the site (Area D). The cost of conversion would be met using the existing allocated Parks revenue budget, with future grounds maintenance costs IRO £5.4k per annum.

#### **4.5 Lot 4 - Primary Offer: Open Offer**

- 4.5.1 A number of submissions incorporated the southern bowling green as part of the proposal. Having considered and proposed the primary offer for Lots 1 and 2, it was considered that the inclusion of this area was not essential to their viability and this area afforded further opportunity.
- 4.5.2 The Lot will form a standalone open offer but with the following considerations:
- if connected to an offer for Lots 1, 2 or 3, the decision to award Lot 4 must not affect the viability for the proposal relating to Lots 1, 2 or 3
  - if unconnected to any offer to Lots 1, 2 or 3, the type of proposal must not conflict with the primary offer associated to Lots 1, 2 or 3 and compromise their viability. For example, an additional catering proposal will not be considered.
- 4.5.3 The recommended opportunity may attract an additional rental income, and/or other added value if related to Lots 1, 2 or 3.
- 4.5.4 If a formal tender process does not result in an acceptable offer, that approval be given to use the area for short-term concessions that increase, but not conflict, with the range of activities at Canoe Lake (ie. summer play activities), or that a further concession / lease opportunity be advertised as and when additional need is identified. Until responsibility for this area is discharged, this area would continue to be maintained by the city council at a cost IRO £2.2k per annum.

#### **4.6 Lot 5 - Primary Offer: High Quality Tea Rooms**

- 4.6.1 The Seafront Masterplan identified Lumps Fort as a key opportunity to be used as a café / tea rooms and for the entrance into the Rose Garden to be enhanced. Market engagement has determined there is strong interest in further exploring this proposal.
- 4.6.2 The building is currently used as a workshop and store by front line services and a contractor, with the adjoining store used as a mess room. There will need to be a



rationalisation of the space currently occupied by the Seafront Service to enable the proposed leased area to be made available. There is no contractual commitment to offer the contractor use of this store and the staff and equipment will need to be accommodated at other compounds within the contract area.

- 4.6.3 The submissions received identified a small external area immediately south of the building (under the pergola) as highly desirable to enable a small outdoor seating area to maximise appeal during fine weather.
- 4.6.4 It is known that the peace and tranquillity offered by the Rose Garden setting is highly valued by local residents and visitors and the proposal to convert the building to tea rooms will need to be sensitively managed to ensure this ambience is complemented by an appropriate and high quality addition.
- 4.6.5 The Lumps Fort building is not a Statutory Listed structure, but is locally listed due to its character and historic interest. Liaison with Planning and Conservation officers will be essential to ensure proposed works and materials are considered appropriate.
- 4.6.6 Any structural works and the proposal to convert use of this building will require liaison with Building Control to ensure works are carried out in accordance with Building Regulations and other relevant legislation.
- 4.6.7 Significant initial investment will be required to convert the two buildings to a catering standard of appropriate aesthetic appearance to reflect high quality tea rooms. There are two options by which to address the financial considerations of a future tender opportunity:
- that submissions demonstrate how these works will be privately funded and the financial benefits to the city council
  - that submissions demonstrate how these works will be privately funded, but differentiate the financial benefits to the city council if capital funding were made available (through a Capital Bid by officers)
- 4.6.8 Officers propose to undertake initial feasibility work to determine the estimated cost of conversion and comparison of estimated rental income dependant on funding those conversion works. If it is determined financially advantageous that the long-term returns outweigh the initial capital outlay, that a Capital Bid be submitted. The future tender opportunity will allow for submissions to make financial offer reflecting both external and city council investment.
- 4.6.9 The recommended opportunity may attract a rental income, reduce the city council's building maintenance costs and achieve other 'added value' such as publically accessible toilets in this area of Canoe Lake.

## **4.7 Procurement**

- 4.7.1 Officers will outline the parameters of acceptability for each Lot shown within Appendix 3. Thereafter, bidders will be able to put forward their proposal for the site with the required supporting information, as detailed within the tender documentation. Bids will be evaluated on a mix of quality and financial elements.
- 4.7.2 Lots 1, 2, 3 and 4 will be procured concurrently so that Lot 4 may be awarded to the highest evaluated submission, whether that be stand-alone or linked to Lots 1, 2 or 3.
- 4.7.3 Lot 5 can be procured separately if the further feasibility work will unnecessarily delay the exercise to Lots 1-4.

## **4.8 Planning considerations**

- 4.8.1 Planning issues specific to individual areas or highlighted within the Seafront Masterplan have been documented elsewhere in this report.
- 4.8.2 The proposals and future use of all identified areas at Canoe Lake are likely to be subject to planning permission, such as change of use or changes to the appearance of the buildings. Whilst officers will attempt to address some of these issues prior to a formal procurement exercise, it is likely that planning permission will be required by the successful bidder(s). This process is outside the control of the procurement exercise but future planning implications will be a consideration when creating the evaluation criteria and bidders will be encouraged to engage with the Local Planning Authority at an early stage to address the acceptability of any proposal.
- 4.8.3 Significant consultation has been undertaken in formulating the Seafront Strategy and Seafront Masterplan. It is not proposed to undertake separate public consultation prior to a formal tender exercise for the Lots identified within Appendix 3 (however, the outcome of the market evaluation exercise and the proposals will be presented to East Southsea Neighbourhood Forum). Since planning permission will be required for any material changes of use or development on the sites, the successful bidder(s) may be encouraged to undertake public consultation as part of any pre-planning application process prior to the submission of their planning application(s). Any application(s) will also be subject to the statutory 21 day period of public consultation during the planning application process.

## **5 Equality impact assessment (EIA)**

- 5.1 A preliminary equality impact assessment has been undertaken.

## **6 Head of Legal comments**

- 6.1 The comments of legal services are contained within the body of this report.

## **7 Head of Finance comments**

- 7.1 Detailed financial appraisals of each of the options would need to be prepared and considered as part of the tender process. These will consider the long term financial implications of options presented.
- 7.2 The outcome of the market engagement exercise has indicated that there is potential to attract rental income and / or reduce the City Council's ongoing building and grounds maintenance costs at the sites.
- 7.3 With regards to the opportunity at Lumps Fort, significant investment will be required to enable the site to be utilised as high quality tea rooms. A feasibility study will need to be undertaken to determine the cost of conversion and potential rental income achievable. Funding options available for this redevelopment will be considered at this point. Funding of this feasibility study will need to be met from within the existing service budgets.

.....  
**Signed by:**  
**Simon Moon**  
**Head of Transport and Environment Service**

**Appendices:**

**CONFIDENTIAL: Appendix 2 and 3 not for publication - Local Government Act 1972, Schedule 12A (as amended) paragraph 3.**

**Appendix 1:** Plan showing designated lease opportunities at Canoe Lake

**Appendix 2:** Summary appraisal of market engagement submissions

**Appendix 3:** Plan showing recommended future tender opportunities at Canoe Lake

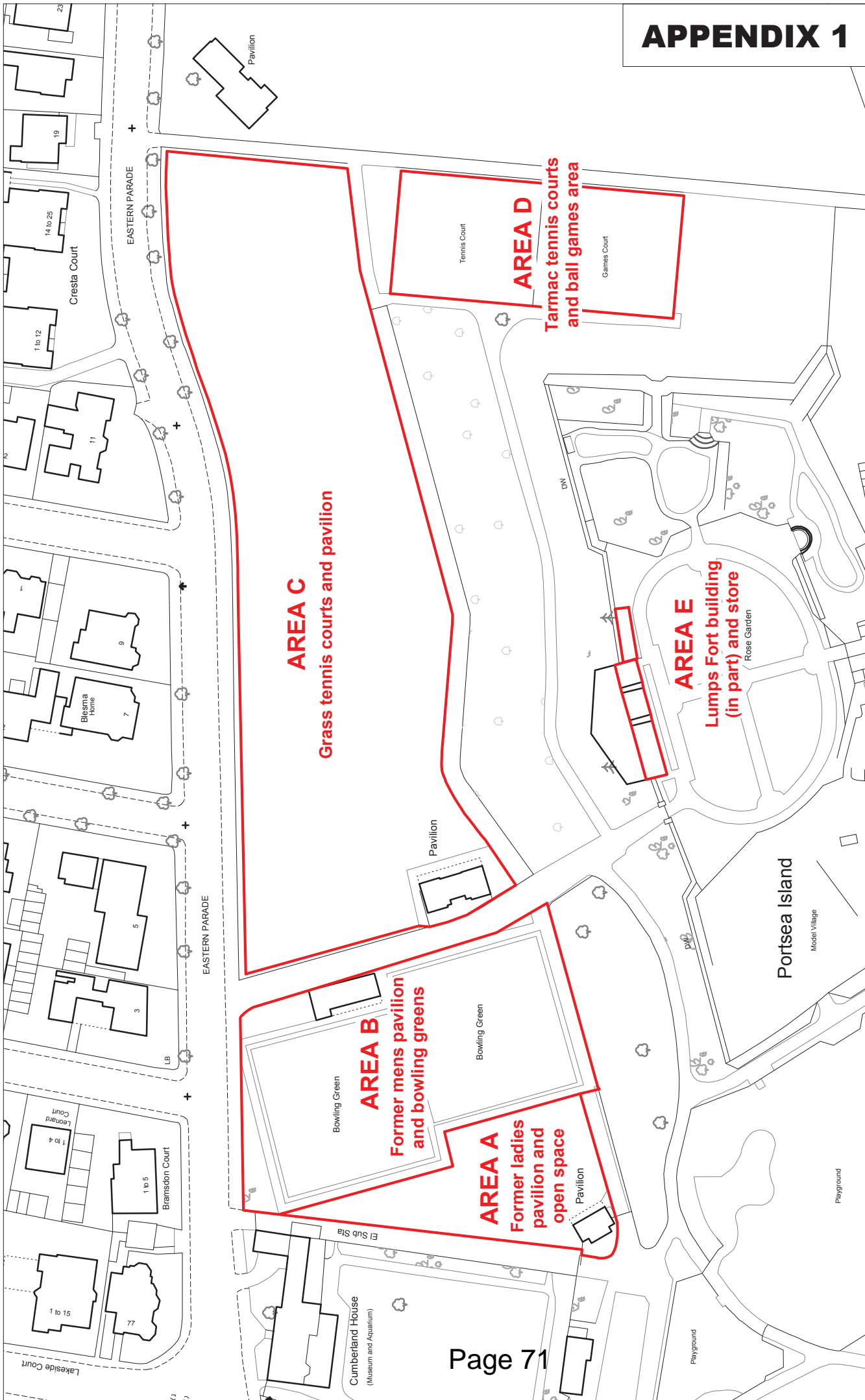
**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Seafront Strategy 2010-26	
Seafront Masterplan 2013	
Canoe Lake Catering Strategy (Mary Nightingale Associates)	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure & Sport on the 11<sup>th</sup> October 2013

# APPENDIX 1



## CANOE LAKE, PORTSMOUTH Designated areas for lease opportunity

Parks Service, Transport and Environment, Portsmouth City Council, Civic Offices, Portsmouth, PO1 2NE. Tel: (023) 9283 4180 Email: parks@portsmouthcc.gov.uk



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Revised :

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Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Subject:** Loan of painting by George Vicat Cole

**Date of meeting:** 11 October 2013

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All

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**1. Requested by:**

Cabinet Member for Culture, Leisure and Sport

**2. Purpose**

**2.1** To note the loan of 'Near Epsom', a painting by George Vicat Cole to an exhibition in 2014.

**3. Information Requested**

**3.1 Background to the exhibition**

In 2014 Hampshire County Council and its partners Southampton City Council and Winchester City Council are staging an exhibition programme which will concentrate on different experiences of war to mark the commemoration of the outbreak of the First World War. One exhibition will be a fine art exhibition looking at the history of the Artists Rifles.

**3.2 Exhibition venue**

The exhibition will be held at Southampton Art Gallery from 4 April to 21 June 2014 and will then tour to two other venues, finally closing on 13 December 2014. The other venues have not been selected, not all of the works exhibited in Southampton will tour to the other venues.

**3.3 Request**

The council have been asked to lend the painting 'Near Epsom', painted in the 1870s by George Vicat Cole, initially to Southampton Art Gallery, possibly to two other venues in Hampshire.

### **3.4 Rationale**

George Vicat Cole was born in Portsmouth in 1833. He and his father, the artist George Cole left Portsmouth for London in 1852. George Vicat Cole joined the Artists Rifles in 1861, shortly after its formation in response to scares about the possibility of French invasions. He was one of the first artists to join up in the initial years of the organisation.

His work has been requested as it is of particular interest since he was a Hampshire artist who became one of the most popular landscape painters of the later nineteenth century as well as being an early recruit to the Artists Rifles.

None of the partners in the exhibition have any paintings by George Vicat Cole, so if this early member of the Artists Rifles is to be represented in the exhibition, our painting is a key work.

### **3.5 Requirements from borrowers**

The loan will only go ahead subject to satisfactory Facilities Reports being received from the recipient venues. The loan will only be to Accredited museums or galleries.

All costs, including insurance, transport and preparation of the work for exhibition will be borne by the borrowers.

### **3.6 Benefits**

Lending to Southampton Art Gallery raises the profile of Portsmouth's art collection. Southampton Art Gallery has a national reputation for staging high quality exhibitions. The display of our painting there will demonstrate that Portsmouth has works that are of sufficient merit and status to be shown at this prestigious venue.

By being shown in this exhibition, the painting will reach a wider audience. This will help to spread the word about the riches of Portsmouth's art collection. If our work is included in the tour then even more people will be able to see it.

The exhibition will deliver educational benefits by helping more people learn about members of the Artists Rifles including the Portsmouth-born George Vicat Cole.

It is a standard condition of loan that the lender is acknowledged on any exhibition print produced by the borrower.

## **4. Head of Finance's comments**

All costs associated with the loan of this painting to the Southampton Art Gallery and any subsequent loans will be met by the organisers. No costs will be incurred by PCC.



.....  
**Signed by:**  
**Stephen Baily, Head of City Development and Cultural Services**

**Appendices: None**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Letter 18-7-2013 Dr Janet Owen to Dr Jane Mee	Loans file, City Museum

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**Agenda item:**

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Subject:** Southsea Library Development

**Date of meeting:** 11 October 2013

**Report by:** Head of City Development and Cultural Services

**Wards affected:** All

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**1. Requested by:**

The Cabinet Member for Culture Leisure and Sport

**2. Purpose**

- 2.1** To inform the Cabinet Member for Culture Leisure and Sport of the review and evaluation undertaken in Spring 2013 of services, layout and performance at Southsea Library. Also, to identify the subsequent changes implemented in response to the process.

**3. Background**

- 3.1** Southsea Library opened to the public on 29 July 2011 offering enhanced library facilities and additional services not available at Elm Grove Library which it replaced. The book stock was larger than at Elm Grove, with more depth and breadth of content. There was more space for all services, an increased IT offer for public use, a separate IT Learning zone, a meeting space, customer service centre delivering Council information, a café, toilet facilities and a buggy park. The services, space and layout were developed following consultation with the public, including members of disability groups and professionals from the various service areas.

From the outset the building was extremely popular in terms of visits, issues, new membership and attendance at activities. The initial surge of new memberships which saw over 6,000 individuals join in the first part year from July 2011 to March 2012 has now settled but visitor numbers and issues have continued to increase. Visits have increased from 13,000 per month in 2011/12 to 18,000 per month in 2012/13. Issues have always been high at Southsea and from the first month it became the branch issuing the largest number of fiction books in the city. In 2012/13 it has improved on this position and outstripped Central as the library issuing the highest percentage of fiction books in the City. Southsea issues 20% of the city total, with Central delivering 17% and the next largest branch, North End delivering 14%. This highlights the changing use of libraries which is seeing

recreational and family use move to larger branch libraries, particularly those in popular areas of high footfall, associated with retail offers. The role of Central is moving towards information provision, with increasing emphasis on specialist sources including the History Centre, local and archive collections, patents and business information, local authors and the services to support health and wellbeing.

### 3.2 Review Process

Review and feedback from customers and members of staff have been on-going and it is inevitable that with such a busy library some pressures and concerns have been identified and addressed. The key areas of immediate concern had been a perception that Southsea had been provided with very little book stock and concerns regarding the upkeep and maintenance of the toilets. Considerable funding was put into additional stock in the months following the opening of the library, but the high use of the service continued to create shortages in the short term. This has been addressed following several adjustments to stock proportions and an acceptable balance has now been reached. There were also concerns regarding maintenance of the toilets and overall cleaning issues. These have been addressed by an adjustment in the cleaning budget and the scheduling of half yearly deep cleans which include the carpets.

Fifteen months after opening a formal review process was undertaken to reassess the fundamental decisions taken when the building was designed and populated with library stock and equipment. The review considered the layout of the building, patterns of flow through the building by customers, equipment and service priorities.

This was an opportune time to reassess these issues as the Customer Service team had decided to withdraw their service to concentrate their offer at the Civic Offices. A free use PC and phone was installed at the front of the building by the staff desk for residents who do wish to contact the team or access information independently. Customer Help Desk (CHD) withdrawal left space and two PC's in the front aspect of the building which could be used differently.

The Review team was led by the Library Service Manager and included all members of the Library Management team, the Southsea Branch manager and all staff working in the building including the café and customer service staff. The process also sought formal and informal input from service users, partner organisations that engage with the building and local retailers. The process began in January 2013 and concluded in April 2013, agreeing a list of findings and actions to improve the service and layout.

### 3.3 Findings of the Review

The key concerns identified were:

- An overall perception that the front half of the building was very quiet and underused, while the back section was frequently very noisy and busy, with conflicting areas of activity.

- Insufficient space to shelve existing adult fiction stock and no opportunity for further expansion
- Crowds gathering at the self-service kiosk at the front of the building waiting to use the service and causing blockages
- Children's activity and the physical presence of active young children causing concern for adults using the café and public access PC's
- Requirement for children's space which could be used without the constraint of unrelated adult activity close at hand
- Need to supply two children's PC's away from the adults area
- Requirement to display DVD offer front facing to improve access.
- Install a heat curtain over the door at the front of the building. This wasn't included in the original specification and has been the subject of many concerns from customers and staff.
- On-going feedback about the need to deep clean the carpets on a regular basis

### 3.4 Actions Implemented

In order to respond to the findings identified at 3.3, the Library closed to the public from Sunday 2 to Tuesday 4 June. A staff team worked on the building and additional contractors were brought in to deal with electrical and cleaning matters. The following actions were taken:

- Move the lending stock so that the adult fiction area and multimedia occupied all the shelving in the back section. This proved a better fit with the adult PC's as the customers borrowing and browsing were less distracting to the customers using the computers. This also provided more space for the growing fiction section and has permitted a much requested expansion of the crime fiction section.
- Move the Children's Library to the front section of the building. This has slightly increased the overall footprint of the children's area, moving them away from the adult PC's and the café. The move has balanced out the quiet and noisy areas and enabled the children's library to take advantage of the two PC's, vacated by Customer Services.
- Move the adult non-fiction to the front of the building. This is a better fit for the space available and allowed more of the more popular titles to be showcased and displayed.
- Purchase a front facing display stand for the DVD collection in line with customer feedback. This was purchased using the existing library budget.
- Purchase and install a second self service kiosk at the front of the building. This was purchased from remaining capital from the RFID spend to save funding.
- The electrical work was achieved to support the installation of the heat curtain, supported from AMS budgets. However the parts were unavailable at the time of the closure and this work is still required
- The carpets were cleaned and a deep clean undertaken during the closure.

### 3.5 Response to the changes

The public response to the changes has been extremely positive, particularly to the greater availability of space around the café and fiction areas. There is less crowding and queuing around the kiosk at the front of the building and the staff report better flows through the building and less dispute and irritation around the public access PC's and café area.

A concern that some parents wishing to use the café facilities would be out of sight of their children, has been addressed by placing a table and chairs in the children's area. More adult fiction stock has been added and the children's stock has also increased to facilitate the delivery of the summer reading challenge for July to September 2013. Approximately 620 children have taken part this year.

One resident has become very concerned about the excessive height of the new DVD display stand, although there have been a number of compliments. The stand is slightly taller than the paperback stand which previously held the collection. Staff have been made aware of this issue, so they are alert to the needs of any customers who may have trouble reaching or viewing the stock.

The cleaning has received a very positive response and it has been identified that carpets will require at least twice yearly cleaning in the future.

### 3.6 Future Development

Feedback and consultation with staff and customers will be on-going at Southsea and all other Libraries in the city. It is likely that further change will be required. The library satisfaction survey carried out in June/July 2013 has already started to capture responses going forward. However the changes made this summer represent very significant adjustments that had become apparent when the public began using the space and it was possible to observe the flows around the building.

The work around the heat curtain is still on-going and there is still some work to be resolved regarding the staff and external doors at the back of the building. This is currently in the hands of contractors.

Work is also underway to develop the first floor space as an archive store with space for volunteers to work on the collections. When complete this will create an integrated building, maximising use of staff and space in a very popular location in the heart of Southsea. The changes implemented in summer 2013 have added to the popularity of Southsea Library and its ability to deliver successful, flexible services, in the future.

.....  
Signed by:  
**Stephen Baily**  
Head of City Development & Cultural Services

**Appendices:** None

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Library feedback forms	U:Drive
Minutes of the review process meetings	U:Drive

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# FOR INFORMATION ONLY

# Agenda Item 12

Agenda item:

**Title of meeting:** Decision Meeting for Culture, Leisure and Sport Portfolio

**Subject:** Monitoring of 2013/14 Cash Limits and Capital Programme for the Period to 30 June 2013

**Date of meeting:** 11 October 2013

**Report by:** Strategic Director and S151 Officer

**Wards affected:** All

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**1. Requested by**

Executive Member for Culture, Leisure and Sport Portfolio

**2. Purpose of report**

The purpose of this report is to inform the Cabinet Member and Group Spokespersons of;

- 2.1 The forecast revenue expenditure for the year compared with the cash limited budget
- 2.2 The forecast capital expenditure against the capital programme for the Culture Leisure and Sport Portfolio.

## FOR INFORMATION ONLY

### 3. Information requested

#### Cash Limit 2013/14

	£'000	
<b>Revised Cash Limit at 30<sup>th</sup> June 2013</b>	<b>12,454</b>	
Less		
Capital Charges	3,355	
Insurance Costs	183	
Direct Employee Expenditure (FRS17)	155	
Employee Benefit Accrual	115	
<b>Controllable Cash Limit 2013/14</b>	<b>8,646</b>	
<b>Outturn 2013/14</b>		<b>%of Budget</b>
Controllable Cash Limit 2013/14	8,646	100
Forecast net expenditure to 31 March 2014	8,635	99.9
<b>Forecast (Under)/Overspending</b>	<b>(11)</b>	<b>0.1</b>

An analysis of the Portfolio's actual variations from budget is attached at Appendix A.

An analysis of the Portfolio's capital expenditure to 30<sup>th</sup> June 2013 is attached at Appendix B.

### 4. Manager's Comments

(Please read in conjunction with the attached Appendix A)

The revenue outturn for the Portfolio compared to the cash limit indicates that the Portfolio will be £10,600 underspent at the year end.

There are compensating underspend and overspend variances between services, a detailed breakdown of these is outlined below.

(Please read in conjunction with the attached Appendix B)

#### 1. Parks and Recreation - Underspend (£55,300)

The service has been able to charge external businesses for contributions for bedding plants. In addition a small amount of funding has been received from the Football foundation towards park equipment and selling bowling green equipment surplus to requirements have resulted in an additional £8,000 of income.

## FOR INFORMATION ONLY

A repayment totalling £18,300 is also expected from English Landscapes following the identification of a miscalculation in the indexation applied to the contractual payment.

Furthermore, £29,000 of the premises/maintenance budget has been identified as not being required this financial year.

The forecast underspend within Parks and Recreation is expected to offset the shortfall in golf income, currently anticipated to be £33,900.

### **2. Seafront Management – Underspend (£33,000)**

Expenditure on the Seafront budget is being held back in order to offset the projected overspend on the Events budget.

### **3. Golf Courses - Overspend £33,900**

Golf income earned is lower than was budgeted. Poor weather conditions experienced in the first three months of the year and a general downturn in the number of people playing golf has had an adverse impact on the number of customers using the golf course over this period. Season ticket sales remain consistent with expectations but income that has been received from green fees is lower than anticipated.

### **7. Sports Development - Overspend £5,800**

Savings approved in City Council Budget Meeting February 2012 included a 2 year incremental saving that was to reduce the number of posts within Sports Development by one further post with effect from April 2013. This reduction was delayed whilst awaiting the outcome of a subsequent staffing restructure taking place as a result of Head of Service responsibility changes. As a result of this delay budgeted savings have not been met. However, this is partially offset by the expenditure on leisure card supplies and services projected to be less than budget.

### **8. Departmental Establishment - Overspend £40,000**

The Windows 7 savings of £50,000 are still to be allocated across Cultural Services, this is partially offset by a £10,000 reduction in administration supplies and services costs.

### **9. Libraries – Overspend £34,000**

Increased employee costs are being incurred as a result of more casual staff being required to operate the service than originally anticipated. This, along with a failure to achieve the full February 2013 savings target, increased cleaning costs for Central and Southsea Libraries as well as a reduction in the amount of income being received has created considerable budget pressure for the service. Expenditure is being held back on the book fund to mitigate the overspending.

## FOR INFORMATION ONLY

### **10. Museum Services- Underspend (£68,000)**

Staff vacancies and a delay in filling a vacant post have resulted in a projected underspend. This will be used to offset the variances above.

### **12. Community Centres - Underspend (£6,000)**

The full budget for Portsdown Hill Community Centre is not required this year as the centre is not due to open until October 2013. This will be used to offset variances above.

### **13. Events – Overspend £38,000**

It was agreed at the beginning of the year that the existing programme of events would continue into 2013/14. In order to achieve this, budget provision has been made by reducing expenditure in other areas of Cultural Services.

## **CAPITAL**

The revised 2013/14 capital estimates for this Portfolio are summarised at Appendix B. A brief description and status of each scheme is included below.

### **1. Mountbatten Centre Redevelopment (Total Scheme Budget £20,140,900 - complete)**

#### **Overview of scheme**

The provision of a 50-metre swimming pool and refurbishment of the existing centre, the athletics and the cycle tracks.

#### **Progress**

Scheme is complete; facility is fully open for public use. There are retention payments yet to be paid. The scheme will be completed within budget.

#### **Completion date**

The final account is programmed for March 2014.

### **2. Southsea Seafront Improvements (Total Scheme Budget £147,087)**

#### **Overview of scheme**

Various works to the seafront.

#### **Progress**

Cleaning of Southsea Castle walls has been completed and works to the railings are continuing. Quotations for lighting from Blue Reef Aquarium to Clarence Pier are being sought. Cost approximately £66,000.

## FOR INFORMATION ONLY

### **Completion date**

The above works are likely to be completed in 2013/14. Future works will require further approval and will be completed within the timescale agreed at that time.

### **3. Bransbury Park New Changing Facilities (Total Scheme Budget £165,000- £3,595 underspend at completion)**

#### **Overview of scheme**

To provide changing facilities for the hard court area and health consulting room.

#### **Progress**

Scheme is now complete.

#### **Completion date**

Retention payment has now been released.

### **4. Milton Village Hall - Phase 2 Front Extension (Total Scheme Budget £103,100 – complete)**

#### **Overview of scheme**

Milton Village Hall is a two room community centre leased to a charitable association and situated on Milton Park. The recent extension of the second hall has made the centre more viable.

The Association were approached by Langstone Church and agreed the proposal to develop a community cafe at the hall. The church was able to bring a £20,000 capital sum to support the project. In addition external funding of £55,000 was received from Veolia, as part of this agreement a payment of £5,612 was made to the landfill operator.

#### **Progress**

Phase 2 of the project has now been completed and the café is now open. The grant from Veolia has been received.

#### **Completion date**

Scheme is now complete

## FOR INFORMATION ONLY

### **5. Play Pathfinder**

**(Total Scheme Budget £2,678,509 - complete)**

#### **Overview of scheme**

Grant funding from DCSF to work with children, young people and their communities to develop innovative play sites (including a new staffed adventure playground) with challenging equipment and natural landscapes, which will give all children the opportunity to play actively outdoors. The play sites will also be accessible for disabled children.

#### **Progress**

Major works are complete and the defect periods on the various works have now passed.

#### **Completion date**

Scheme is now complete.

### **6. Re-provision of Hillside Centre**

**(Total Scheme Budget £1,495,000 – on target)**

#### **Overview of scheme**

Re-provision of Wymering Community Centre following destruction of original building by fire, primarily funded by insurance receipts.

#### **Progress**

The contractors are on site and the programme is on target, the Centre is due to open in October 2013.

#### **Completion date**

Financial completion is anticipated in 2014/15.

### **7. Indoor Tennis Centre**

**(Total Scheme Budget £1,167,387 – on target)**

#### **Overview of scheme**

Re-provision of tennis centre at the Mountbatten Centre.

#### **Progress**

Tender process has been undertaken. Planning application has been submitted.

#### **Completion date**

Project is due for completion in 2013-14, with financial completion in 2014/15.

## FOR INFORMATION ONLY

### **8. Stamshaw and Tipner Leisure Centre (Total Scheme Budget £189,006 – £3,136 underspend on completion)**

#### **Overview of scheme**

Demolition of part of the centre as it was in very poor condition, construction of new office and entrance and some internal refurbishment.

#### **Progress**

Works are complete.

#### **Completion date**

Scheme is now complete

### **9. Southsea Library and Access Point (Total Scheme Budget £1,449,151 – £37,649 underspend on completion)**

#### **Overview of scheme**

Southsea Library involved the relocation of the Elm Grove library to the 'old' Woolworths site in Palmerston Road. The new site includes an information centre and IT facilities with the potential to develop the upstairs floors in the future.

#### **Progress**

Works are now complete. The Southsea Library and Customer Service Centre officially opened on the 29<sup>th</sup> July 2011.

#### **Completion date**

Works are complete.

### **10. Green Flag (Total Scheme Budget £10,000)**

#### **Overview of scheme**

A Section 106 funded (developer contribution) project. The project is to make improvements to Parks to achieve the Green Flag quality standard.

#### **Progress**

Green Flag application to be prepared and improvement works to be identified to support the application.

#### **Completion date**

Work is in progress.

## FOR INFORMATION ONLY

### **11. Hilsea Splash Pool (Total Scheme Budget £400,000-on target)**

#### **Overview of scheme**

Re-provision of splashpool at Hilsea.

#### **Progress**

Project completed and opened on the 1 June 2012. Retention monies are to be released within 12 months.

#### **Completion date**

Scheme is practically complete, financial close will be in 2013/14.

### **12. Hot Walls Lighting (Total Scheme Budget £100,000-on target)**

#### **Overview of scheme**

The replacement of the non-operational spot lighting at Hot Walls on both the seaward and landside

#### **Progress**

LED lighting on seaward side of the Hot Walls has been installed.

#### **Completion Date**

The remaining works will be completed as part of the Arches project in 2014/15.

### **13. Zetland Field-Floodlighting (Total Scheme Budget £14,000-on target)**

#### **Overview of scheme**

Section 106 funded project. Provision of user operated floodlights to existing ball court.

#### **Progress**

Works to install floodlights commenced January 2013.

#### **Completion date**

All works and associated reinstatement due to complete in 2013/14.

### **14. Seafront HLF Bid (Total Scheme Budget £1,000,000)**

**Overview of scheme** – see project 21 Canoe Lake HLF Bid



## FOR INFORMATION ONLY

**Progress** – as Canoe Lake HLF

### **15. Canoe Lake HLF Bid (Total Scheme Budget £400,000)**

#### **Overview of scheme**

This project runs concurrently with project 5.18 Seafront HLF Bid. The Bid is for a 9 to 1 ratio of matched funding to improve existing heritage features and infrastructure. PCC funding of £140k, the total project cost including the grant funding would be £1.8M.

#### **Progress**

The application was not successful.

### **16. Southsea Seafront Beach Huts (Total Scheme Budget £300,000)**

#### **Overview of scheme**

Scheme is being reviewed following public consultation.

#### **Progress**

The planning application has been withdrawn. A consultation took place. Further work is required on the number type and location of proposed huts.

#### **Completion date**

Unknown at this time

### **17. Hilsea Splashpool Toilets (Total Scheme Budget £65,195-complete)**

#### **Overview of scheme**

Initially this scheme was part of the Hilsea Splashpool development but due to the urgency of the toilet provision this part of the project was extracted from the larger scheme.

The original proposal was for the refurbishment of the existing toilets already on the site, however, after some work had been carried out it was considered that the siting of a pre-fabricated toilet would be a more cost effective solution. Additional costs of £9,196 were incurred for which a revenue contribution to capital has been approved.

#### **Progress**

Completed and opened on 1<sup>st</sup> of June 2012.

#### **Completion date**

Complete

## FOR INFORMATION ONLY

### **18. ARTches Point Battery Kiosk (Hotwalls Café) (Total Scheme Budget £45,000-complete)**

#### **Overview of scheme**

Provision of a small catering kiosk in one of the arches at Point Battery

#### **Progress**

Scheme complete, kiosk opened for business on the 20 August, 2012

#### **Completion date**

Complete

### **19. ARTches Coastal Communities Grant Bid (Total Scheme Budget £1,751,000)**

#### **Overview of scheme**

A bid is being prepared to seek funding for the development of the Artches area of Old Portsmouth creating a sustainable artist space.

#### **Progress**

Stage 1 bid has been approved, work is continuing to bring project to RIBA D for the Stage 2 bid submission. Decision due January 2014.

#### **Completion date**

2014/15

### **20. Milton Tennis Court Re-surfacing (Total Scheme Budget £75,000-on target)**

#### **Overview of scheme**

The re-surfacing of tennis courts at Milton Park.

#### **Progress**

Works are in progress

#### **Completion date**

2013/14

### **21. Drayton Park Tennis Court Re-surfacing (Total Scheme Budget £135,000)**

#### **Overview of scheme**

The re-surfacing of tennis courts at Drayton Park.

## FOR INFORMATION ONLY

### **Progress**

Negotiations are taking place to amend the scheme to provide a Multi Use Games Area (MUGA).

### **Completion date**

2014/15

### **22. Lighting for the Square Tower and the Round Tower (Total Scheme Budget £50,000)**

#### **Overview of scheme**

Provide new lighting to the Square and Round Towers

### **Progress**

Works are in development stage.

### **Completion date**

2014/15

### **23. Rock Gardens – replacement of CCTV (Total Scheme Budget £20,000)**

#### **Overview of scheme**

Replace CCTV in the Rock Gardens

### **Progress**

Electricity supply requires investigation prior to commencement of works.

### **Completion date**

2014/15

### **24. New Library - Drayton (Total Scheme Budget £100,000)**

#### **Overview of scheme**

Provision of new library at Drayton.

### **Progress**

The purchase of a new vehicle to provide mobile library service is to be investigated.

### **Completion date**

2014/15

### **25. Southsea Seafront Investment (Total Scheme Budget £250,000)**

## FOR INFORMATION ONLY

### **Overview of scheme**

A major project to transform the D-Day Museum - match funding for "D-Day 75" Heritage Lottery Fund bid.

### **Progress**

Preliminary briefing document submitted June 2013, Round 1 decision due September 2013.

### **Completion date**

2015/16

### **26. Relocation of Archive Store to Southsea Library (Total Scheme Budget £600,000)**

#### **Overview of scheme**

Relocation of Archive Store to Southsea Library

#### **Progress**

Development work is in progress

#### **Completion date**

2015/16

### **27. Kings Theatre – Capital Grant (Total Scheme Budget £200,000)**

#### **Overview of scheme**

Support to Kings Theatre to reach RIBA B, the minimum level required for their proposed HLF bid.

#### **Progress**

Work is in progress

#### **Completion date**

2013/14

# FOR INFORMATION ONLY

.....  
Signed by (Head of Service):

## Appendices:

- Appendix A - Revenue Budget
- Appendix B - Capital Expenditure

## Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Portfolio Net Requirement	

The recommendation set out above were approved/approved as amended/deferred/rejected by the Cabinet member for Culture, Leisure & Sport on the 11 October 2013

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## CULTURE AND LEISURE PORTFOLIO

## APPENDIX A

### REVENUE MONITORING TO 30 JUNE 2013

	Budget 2013/14 £	Budgeted Expenditure to 30/06/2013 £	Actual Expenditure to 30/06/2013 £	Forecast 2013/14 £	Variance (Fav)/Adv £	Variance (Fav)/Adv %
1 PARKS, GARDENS & OPEN SPACES	2,518,945	668,084	566,032	2,463,645	(55,300)	(2.2)
2 SEAFRONT MANAGEMENT	124,308	37,468	(11,060)	91,308	(33,000)	(26.5)
3 GOLF COURSES	(255,269)	(171,029)	(142,360)	(221,369)	33,900	(13.3)
4 PYRAMIDS	701,000	175,179	205,902	701,000	0	0.0
5 MOUNTBATTEN & GYMNAS TIC CENTRES	270,508	67,599	43,728	270,508	0	0.0
6 OTHER SPORTS & LEISURE FACILITIES	330,817	40,615	40,781	330,817	0	0.0
7 SPORTS DEVELOPMENT	326,067	100,658	104,587	331,867	5,800	1.8
8 DEPARTMENTAL ESTABLISHMENT (LEISURE)	347,313	25,960	113,695	387,313	40,000	11.5
9 LIBRARIES	2,177,891	745,718	713,263	2,211,891	34,000	1.6
10 MUSEUM SERVICES	1,018,189	366,330	277,575	950,189	(68,000)	(6.7)
11 ARTS SERVICE	424,375	106,760	2,269	424,375	0	0.0
12 COMMUNITY CENTRES	451,071	118,636	65,829	445,071	(6,000)	(1.3)
13 EVENTS	210,868	35,511	82,997	248,868	38,000	18.0
Net Expenditure - Cash Limit	<b>8,646,083</b>	<b>2,317,489</b>	<b>2,063,238</b>	<b>8,635,483</b>	<b>(10,600)</b>	<b>(0.1)</b>

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## CULTURE LEISURE AND SPORT PORTFOLIO

## CAPITAL PROGRAMME ACCRUED EXPENDITURE MONITORING FORM 2013/14

Item No.	Description of Scheme	Identified Source of Finance	CO Form Sub Heading	Accrued Expenditure to the 31st March 2013	Total Project Budget	Expenditure on Fixed Assets to the 30th June 2013	Forecast Total Capital Expenditure	Forecast Total Commuted Sum	Forecast Total Expenditure	Variance Actual Expenditure compared to Total Budget	Variance Forecast Total Expenditure compared to Total Budget
1	Mountbatten Centre redevelopment	CorpRsv	17 - Recreation & Sport	3,478,891	3,812,750	5,395	3,818,132		3,818,132		
		UB	17 - Recreation & Sport	10,795,382	10,795,382	-	10,790,000		10,790,000		
		OG	17 - Recreation & Sport	5,490,000	5,490,000	-	5,490,000		5,490,000		
		S106(OS)	17 - Recreation & Sport	42,768	42,768	-	42,768		42,768		
	Sub Total			<b>19,807,041</b>	<b>20,140,900</b>	<b>5,395</b>	<b>20,140,900</b>	-	<b>20,140,900</b>	<b>328,464</b>	<b>2%</b>
2	Seafront Improvements	CorpRsv	17 - Recreation & Sport	60,321	147,087	-	147,087		147,087		
				<b>60,321</b>	<b>147,087</b>	-	<b>147,087</b>	-	<b>147,087</b>	<b>86,766</b>	<b>144%</b>
3	Bransbury Park - new changing facilities	OG	17 - Recreation & Sport	50,000	50,000	-	50,000		50,000		
		CorpRsv	17 - Recreation & Sport	16,330	16,330	-	16,330		16,330		
		S106(OS)	17 - Recreation & Sport	45,790	49,385	-	45,790		45,790		
		OG	17 - Recreation & Sport	49,285	49,285	-	49,285		49,285		
	Sub Total			<b>161,405</b>	<b>165,000</b>	-	<b>161,405</b>	-	<b>161,405</b>	<b>3,595</b>	<b>2%</b>
4	Milton Village Hall - (Phase 2) Front Extension Milton Village Hall - (Phase 2) Front Extension Milton Village Hall - (Phase 2) Front Extension	OC	17 - Recreation & Sport	75,000	75,000	-	75,000		75,000		
		CorpRsv	17 - Recreation & Sport	28,136	28,100	1,910	22,236		22,236		
		CorpRsv	RCCO 12/13		-		5,900		5,900		
				<b>103,136</b>	<b>103,100</b>	-	<b>1,910</b>	<b>103,136</b>	-	<b>103,136</b>	<b>1,874</b>
5	Play Pathfinder	GGR(DCSF)FPF	17 - Recreation & Sport	2,205,900	2,205,900	-	2,205,900		2,205,900		
		CorpRsv	17 - Recreation & Sport	233,978	235,087	-	233,978		233,978		
		S106(OS)	17 - Recreation & Sport	209,400	209,400	-	209,400		209,400		
		OC	17 - Recreation & Sport	28,122	28,122	-	28,122		28,122		
	Sub Total			<b>2,677,400</b>	<b>2,678,509</b>	-	<b>2,677,400</b>	-	<b>2,677,400</b>	<b>1,109</b>	<b>0%</b>
6	Re-provision of Hillside Centre	CorpRsv	16 - Culture & Heritage	56,554	435,000	-	435,000		435,000		
		OC	16 - Culture & Heritage	431,285	1,000,000	280,340	1,000,000		1,000,000		
		RCCO	16 - Culture & Heritage		-	-	-		-		
		OR	16 - Culture & Heritage		60,000	-	60,000		60,000		
	Sub Total			<b>487,839</b>	<b>1,495,000</b>	<b>280,340</b>	<b>1,495,000</b>	-	<b>1,495,000</b>	<b>726,821</b>	<b>149%</b>
7	Indoor Tennis Centre	CorpRsv	17 - Recreation & Sport	42,355	295,000	-	295,000		295,000		
		OC	17 - Recreation & Sport	85,978	834,387	4,216	834,387		834,387		
		RCCO	17 - Recreation & Sport		38,000	-	38,000		38,000		
				<b>128,333</b>	<b>1,167,387</b>	<b>4,216</b>	<b>1,167,387</b>	-	<b>1,167,387</b>	<b>1,034,838</b>	<b>806%</b>
8	Stamshaw & Tipner Leisure Centre	CorpRsv	17 - Recreation & Sport	37,903	38,139	-	37,903		37,903		
		UB	17 - Recreation & Sport	147,967	147,967	-	147,967		147,967		
		RCCO	RCCO 12/13		2,900	-	-		-		
	Sub Total			<b>185,870</b>	<b>189,006</b>	-	<b>185,870</b>	-	<b>185,870</b>	<b>3,136</b>	<b>2%</b>
9	Southsea Library & Access Point	CorpRsv	20 - Library Services	250,000	250,000	-	250,000		250,000		
		MTRS	20 - Library Services	1,161,619	1,199,151	117	1,161,502		1,161,502		
	Sub Total			<b>1,411,619</b>	<b>1,449,151</b>	<b>117</b>	<b>1,411,502</b>	-	<b>1,411,502</b>	<b>37,649</b>	<b>3%</b>
10	Green Flag Bids	S106(OS)	17 - Recreation & Sport	-	10,000	-	10,000		10,000		
				-	<b>10,000</b>	-	<b>10,000</b>	-	<b>10,000</b>	<b>10,000</b>	-
11	Hilsea Splashpool	CorpRsv	17 - Recreation & Sport	74,200	74,200	-	74,200		74,200		
		S106(OS)	17 - Recreation & Sport	256,639	325,800	519	325,800		325,800		
	Sub Total			<b>330,839</b>	<b>400,000</b>	<b>519</b>	<b>400,000</b>	-	<b>400,000</b>	<b>68,642</b>	<b>21%</b>
12	Light at the Seaward Side of the Hot Walls	CorpRsv	18 - Open Space	65,266	100,000	1,244	100,000		100,000		
				<b>65,266</b>	<b>100,000</b>	<b>1,244</b>	<b>100,000</b>	-	<b>100,000</b>	<b>33,490</b>	<b>51%</b>
13	Zetland Field - Floodlights to Ball Court	S106(OS)	17 - Recreation & Sport	170	14,000	13,257	14,000		14,000		

Item No.	Description of Scheme	Identified Source of Finance	CO Form Sub Heading	Accrued Expenditure to the 31st March 2013	Total Project Budget	Expenditure on Fixed Assets to the 30th June 2013	Forecast Total Capital Expenditure	Forecast Total Commuted Sum	Forecast Total Expenditure	Variance Actual Expenditure compared to Total Budget	Variance Forecast Total Expenditure compared to Total Budget
	Sub Total			170	14,000	13,257	14,000	-	14,000	573	337%
14	Seafront HLF Bid	S106(OS) CorpRsv OC	17 - Recreation & Sport 17 - Recreation & Sport 17 - Recreation & Sport	12,130 880	86,646 13,354	-	86,646 13,354		86,646 13,354		
	Sub Total			13,010	1,000,000	-	1,000,000	-	1,000,000	986,990	7,586%
15	Canoe Lake	S106(OS) LOT	17 - Recreation & Sport 17 - Recreation & Sport	-	40,000 360,000	-	40,000 360,000		40,000 360,000		
	Sub Total			-	400,000	-	400,000	-	400,000	400,000	-
16	Southsea Seafront Beachuts	UB	17 - Recreation & Sport	300	300,000	-	300,000		300,000		
	Sub Total			300	300,000	-	300,000	-	300,000	299,700	99,900%
17	Hilsea Splashpool Toilets	RCCO	17 - Recreation & Sport	65,196	65,195	-	65,195		65,195		
	Sub Total			65,196	65,195	-	65,195	-	65,195	1	(0%)
18	ARTches Point Battery Kiosk	RCCO	16 - Culture & Heritage	44,852	45,000	-	45,000		45,000		
	Sub Total			44,852	45,000	-	45,000	-	45,000	148	0%
19	Coastal Communities Bid (ARTches)	OG CorpRsv OC	16 - Culture & Heritage 16 - Culture & Heritage 16 - Culture & Heritage	7,460	86,000 100,000 1,565,000	40,341	86,000 100,000 1,565,000		86,000 100,000 1,565,000		
	Sub Total			7,460	1,751,000	40,341	1,751,000	-	1,751,000	1,703,199	22,831%
20	Milton Park Tennis Court Resurfacing	OC	17 - Recreation & Sport	29,812	75,000	22,135	63,700		63,700		
	Sub Total			29,812	75,000	22,135	63,700	-	63,700	23,053	77%
21	Drayton Park - Refurbishment of Tennis Courts	S106(OS)	17 - Recreation & Sport		135,000	-	135,000		135,000		
	Sub Total			0	135,000	-	135,000	-	135,000	135,000	-
22	Lighting for Square Tower and Round Tower	S106(OS)	16 - Culture & Heritage		50,000	-	50,000		50,000		
	Sub Total			0	50,000	-	50,000	-	50,000	50,000	-
23	Rock Gardens - Replacement of CCTV	S106(OS)	16 - Culture & Heritage		20,000	-	20,000		20,000		
	Sub Total			0	20,000	-	20,000	-	20,000	20,000	-
24	New Library - Drayton	CorpRsv	20 - Library Services		100,000	-	100,000		100,000		
	Sub Total			0	100,000	-	100,000	-	100,000	100,000	-
25	Southsea Seafront Investment (excl. Pyramids)	CorpRsv	16 - Culture & Heritage		250,000	-	250,000		250,000		
	Sub Total			0	250,000	-	250,000	-	250,000	250,000	-
26	Relocation of Archive Store to Southsea Library	CorpRsv	20 - Library Services		600,000	-	600,000		600,000		
	Sub Total			0	600,000	-	600,000	-	600,000	600,000	-
27	Kings Theatre - Capital Grant	CRGG	16 - Culture & Heritage		200,000	-	200,000		200,000		
	Sub Total			0	200,000	-	200,000	-	200,000	200,000	-
<b>Grand Total</b>				<b>25,579,869</b>	<b>33,050,335</b>	<b>365,419</b>	<b>32,993,582</b>	<b>-</b>	<b>32,993,582</b>	<b>7,105,047</b>	<b>28%</b>