

Policy & Resources Committee

Date:	16 February 2016
Title:	Thame Museum Building Improvement Project
Contact Officer:	Janine Howells, Asset Manager

Purpose of this Report

1. To provide a written update on the progress of the building improvement project at Thame Museum and to consider a further funding request.

Update

2. At the 13 October 2015 meeting of the Policy and Resources Committee it was recommended to Full Council, that the request from Thame Museum Trust for funding as detailed in the report (approx. £5,000) be agreed, to permit the necessary pre planning advice and design work to be undertaken to enable a planning application to be submitted.
3. At the 27 October 2015 meeting of the Full Council it was resolved that the request from Thame Museum Trust for funding as detailed in the report to the 13 October 2015 meeting of the Policy and Resources Committee be approved.
4. Following approval of funding, Thame Museum Trust appointed an architect.
5. The architect commissioned an aerial survey of the building and grounds.
6. Delays were encountered with the aerial survey being undertaken with the original date of 4 December being postponed until 25 January. The aerial survey was successfully completed on 25 January. This information is being processed to enable the architect to develop plans accordingly.
7. The following orders have been issued by the Council in relation to the project:
 - 20 November: Kelvin Sampson – to undertake architectural services.
 - 24 November: Creative Skies - to carry out an aerial survey.
8. The Council has to date fully committed the agreed funds of approx. £5,000 towards the project.
9. A progress meeting was held on the 4 February with the Thame Museum Trust, the Architect and Asset Manager. Additional professional fees up to £5,000 need to be expended by the Architect to enable a planning application to be submitted. These additional costs include reports for a historic buildings consultancy, building services consultancy, structural engineering consultancy, town planning consultancy and planning application fees.

The fees are detailed as follows:

	Description	Fee
Architectural services	Preparation of full planning application	£5,000 – committed funds from 27.10.15
Aerial Building Survey	Video, photographs & 3D model.	£450 – funded from existing maintenance budget.
Historic building consultant	Preparation of heritage statement to accompany planning application.	£400
Building Services consultancy	Concept design report.	£1,856.40 + VAT
Structural Engineering consultancy	Concept design report.	£300
Town Planning Consultancy Services	If needed (budget estimate)	£750 + VAT
Planning Pre-application consultation fee		£250
Planning application fee		£385
Consultant expenses	(Budget estimate)	£358

Legal Powers

Local Government Act 1972 s144

Recommendation:

- i) ***To consider the request from Thame Museum Trust for additional funding up to £5,000 for professional fees as detailed in the report.***
- ii) ***Recommend to Full Council, if supported, that £5,000 be released from the Capital Rolling Fund.***