

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 7th FEBRUARY 2012  
title: PLATFORM GALLERY - RECEPTION REMODELLING SCHEME  
submitted by: JOHN C HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: CHRIS HUGHES, TIM LYNAS

## 1.0 PURPOSE

1.1 To provide a summary of the review that the Council have embarked upon, as part of the wider restructure and in particular to highlight the proposals for the incorporation of the Tourist Information Centre (TIC) into the Platform Gallery.

1.2 To seek approval for the release of the capital budget of £49,211.00 for the remodelling scheme.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To be a well-managed Council providing efficient services based on identified customer needs.

- Corporate Priorities:

With respect to PEOPLE:

- To encourage tourists and visitors to enjoy the area and to support the arts and local businesses.

With respect to PLACES:

- Improve the access to tourist information by having the TIC in a more prominent and visible location, particularly for those arriving by train.

With respect to PROSPERITY:

- Improve the access to and support from tourism services and the arts.
- Other Considerations – Financial – The capital investment in improved reception provision will lead to a more efficient arrangement, reducing the long term costs, and improving the sustainability of both services.

## 2.0 BACKGROUND

2.1 The relocation of the Tourist Information Centre to the Platform Galley is one of a range of measures to help achieve the Council's efficiency measures for 2012/13.

2.2 TIC is on B floor reception of the Council Offices after being re-located from the high street when Lancashire County Council withdrew from a joint information provision.

## 3.0 ISSUES

3.1 While the existing layout has been suitable for the gallery to date, the addition of the TIC will present some space planning challenges. In particular, the existing combined reception and office area is of an insufficient size and where it is positioned creates a 'bottleneck' for visitors between the shop and the gallery area. There will also be pressures on staff accommodation and storage.

3.2 It is therefore proposed to make a range of physical changes to the building in order to fulfil its new role as gallery and information centre. –

- The number of visitors to the gallery will double as a result of the move and so the building will have to be more flexible to deal with increased numbers and range of enquiries (from 30,000 to 60,000)
- The current reception desk at the gallery can accommodate 1-2 people at the most. It is envisaged that the new facility will need a minimum of two people at any one time, increasing to 3 during busy periods. A new reception counter is therefore needed.
- The number of staff in the building at any one time could double, depending on rotas. The only office space at the gallery is located within the current 'reception pod' which offers little privacy and, at best, can only accommodate one person. A separate back office is therefore required if the combined service is to operate efficiently.
- Storage space at the gallery is an ongoing problem and will be exacerbated with the relocation of the TIC. Although it is intended to reduce stock levels and keep some storage space in the Council Offices there is still the need to have better storage facilities on-site. This will be achieved by re-configuring certain areas.
- As the scheme is closely linked to proposals for level B reception it has been assumed that the counter, currently occupied by TIC, will remain as part of the new contact centre although we intend to re-cycle as much of the display/shop fittings from level B to the Gallery as possible.
- Income generation is an important factor within the gallery's revenue budget and, although to a lesser extent, is a feature of the TIC budget. It is therefore important that the refurbishment of the gallery presents an opportunity to at least maintain combined income levels and possibly increase them.

3.3 In order to minimise disruption between exhibitions, it is proposed that during the works, the gallery building is closed in order to allow the contractor to complete the scheme in the shortest possible timescales.

3.4 It is also important to note that it would make sense to package this work with that to level B reception as this will give better value for money over the two projects. In terms of programming the gallery works will have to be done first in order for TIC to vacate level B. If this is to be achieved within agreed timescales then tenders for the overall scheme will need to go out towards the end of February with an expected start on the gallery in late March.

3.5 Members should also be aware that there may be the need for minor works to level C reception, once the final range of functions have been determined for level B. In order to take advantage of such alterations within the procurement process it is suggested that an allowance for such works be included in the overall capital scheme for level B and TIC.

3.6 The estimated cost of the scheme is £49,211.00. However it should be noted that the actual cost of the scheme will be dependent on the following factors:

- The extent of the works and the final specification.
- The cost of any variations to the brief or design.
- Any other unforeseen matters arising.

It should also be noted that some of the works included in the scheme would have become necessary in the near future, regardless of the move. This includes replacement of the laminate flooring and refurbishment of the wooden floor, which are both showing the effect of large numbers of visitors over a prolonged period.

#### 4.0 RISK ASSESSMENT

4.1 The approval of this report will have the following implications:

- Resources –

A breakdown of the likely cost of the scheme is set out in Appendix 4. This total of £49,211 could be met from the £80,000 of PRG monies originally intended for the relocation of the TIC to Castle Gate, or from existing capital reserves.

It is proposed that this work be added to that previously agreed for level B with a small allocation for alterations to level C, making a total capital scheme of £100,000.

- Technical, Environmental and Legal –

It is proposed that the design, project management, and CDM (Construction Design and Management Regulations) will be undertaken / managed in house. However some minor external consultant advice may be sought, specifically from an asbestos consultant, a structural engineer and a quantity surveyor.

- Political – There are no specific political issues arising out of this report.
- Reputation – The platform gallery is a cornerstone on the creative community in the Ribble Valley area. The tourist information centre signposts visitors to local attractions and businesses.

## 5.0 **RECOMMENDED THAT COMMITTEE**

### 5.1

- a) Approve the proposed layout outlined in Appendix 2 to this report, and instruct the project team to develop and tender the scheme based on this layout.
- b) Approve the project programme as outlined in Appendix 3, and instruct the project team to manage the scheme based on this programme.
- c) Approve the estimated costs as outlined in Appendix 4, and instruct the project team to proceed with the scheme based on these costs, combined with those for levels B and C receptions.

## DIRECTOR OF COMMUNITY SERVICES

For further information please contact Chris Hughes or Tim Lynas

### Appendices:

#### Appendix 1 and 2

Existing Layout - PFG/RR/001

Proposed Layout - PFG/RR/002

#### Appendix 3

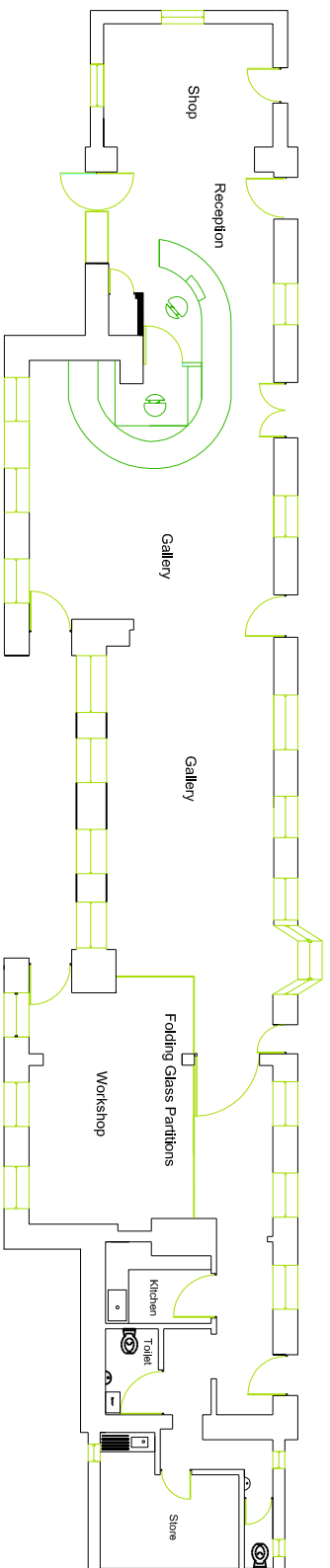
Project Programme

#### Appendix 4

Estimated Cost Summary

# Appendix 1

## Existing Layout - PFG/RR/001



Ground Floor

DRAWING

EXISTING PLAN

PROJECT  
PLATFORM GALLERY  
STATION ROAD  
CLITHEROE  
LANCASHIRE

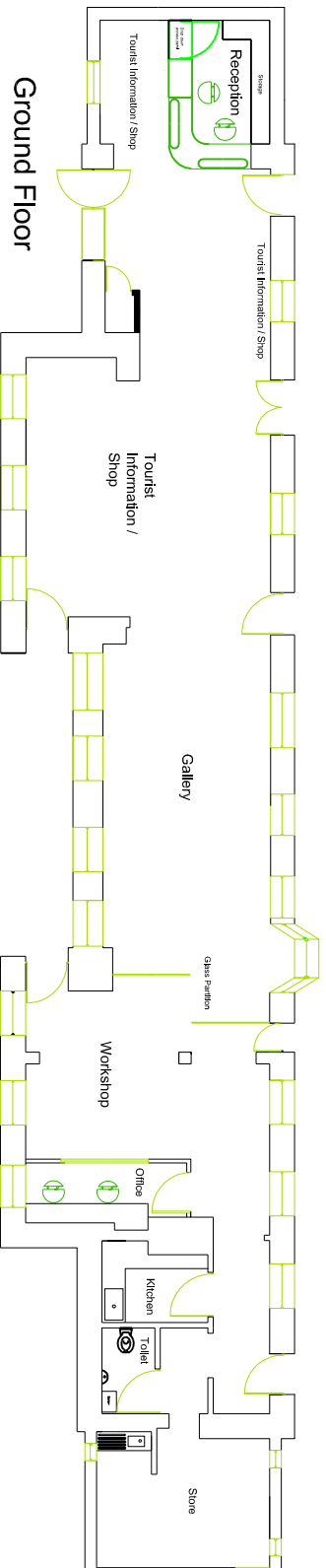
SCALE	Dwg No.	REVISION
NTS	PFG/RR/001	
DATE	DRAWN BY	CHECKED BY
01/12	T.L.	



RIBBLES VALLEY BOROUGH COUNCIL

# Appendix 2

## Proposed Layout - PFG/RR/002



DRAWING

PROPOSED PLAN

PROJECT

PLATFORM GALLERY  
STATION ROAD  
CLITHEROE  
LANCASHIRE

SCALE

NTS

Draw. No.  
PFG/RR/003

REVISION

DATE

01/12

Drawn by  
T.L.

CHECKED BY



Platform Gallery Reception Remodelling Scheme		2012																											
		February				March				April				May				June				July				August			
Estimated Programme		6	13	20	27	5	12	19	26	2	9	16	23	7	14	21	28	4	11	18	25	2	9	16	23	6	13	20	27
Specification and Drawings		█																											
Tender						█																							
Contractor Mobilization										█																			
Site Set Up										○																			
Strip Out										█																			
Fit Out Works														█															
Practical Completion														○															
		<b>NOTES:</b>																											
		Programme is estimated and may be subject to change.																											
		The proposed opening date for the Platform Gallery exhibition is the 4th May																											
		Contractors will be asked to confirm actual programme at tender stage.																											

**PLATFORM GALLERY REMODELLING SCHEME - ESIMATED COSTS****STRIP-OUT/ALTERATIONS**

Strip out, remove and demolition	Total	6,542
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**JOINERY**

Joinery, walls, receptions.	Total	19,300
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**FINISHINGS**

Ceilings, Floors, Signage	Total	7,238
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**DECORATIONS**

Make Good Allowance only	Total	1,500
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**MECHANICAL & ELECTRICAL**

CCTV, lighting, Power, Heating, Comms, Venitilation	Total	5,400
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**PRELIMINARIES**

4 Weeks	450	1,800	41,780
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**CONTRACTORS OVERHEADS AND PROFIT**

8%			3,342
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**CONTINGENCIES**

5.0%			2,089
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**OFFICERS TIME / CONSULTANTS FEES**

			2,000
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**NOTES:**

Costs exclude VAT

Costs assume closure of Gallery during works

	<b>TOTAL COST</b>	<b>£49,211</b>
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