

## **CABINET MEMBER FOR REGENERATION AND DEVELOPMENT SERVICES**

**Venue: Training Room, 3rd Floor, Date: Monday, 2nd June, 2008**  
**Bailey House,**  
**Rawmarsh Road,**  
**Rotherham. S60 1TD**

**Time: 10.30 a.m.**

### **A G E N D A**

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of a meeting of the Town Centre Events Group held on 19th May, 2008 (copy herewith) (Pages 1 - 4)
4. Representatives on outside bodies/membership of Groups/Panels etc - 2008/2009 Municipal Year. (report attached) (Pages 5 - 10)
  - to consider representation on outside bodies/membership of Groups/Panels etc. for the 2008/2009 Municipal Year.
5. Ulley Reservoir - Pumping Support and other Miscellaneous Services. (report attached) (Pages 11 - 13)  
John Bufton, Schemes and Partnerships Manager, and Steve Hallsworth, Business Manager, Leisure and Green Spaces, to report.
  - to seek exemption from Standing Orders and continue existing arrangements.
6. Museums Galleries and Heritage Service Flood Recovery Project. (report attached) (Pages 14 - 36)  
Steve Blackburn, Principal Officer Museums, Galleries and Heritage to report.
  - to report the recovery project.
7. Flood Alleviation Scheme - Don Bridge/Old Grafton Bridge. (report attached) (Pages 37 - 41)  
Greg Lindley, Partnership Implementation Officer, and Steve Smith, Assistant Development Co-ordinator, to report.
  - to seek approval to undertake the development work for the potential removal of this bridge.
8. Rotherham Play Pathfinder. (report attached) (Pages 42 - 45)  
Nick Barnes, Principal Project Development Officer, to report.
  - seeking agreement to the prioritised list.

9. EXCLUSION OF THE PRESS AND PUBLIC

The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006)(financial/business affairs).

10. Budget Savings - Library and Information Services. (report attached) (Pages 46 - 48)

Sean Bury, Manager Delivery and Evaluation. Library and Information Service, to report.

- to report budget planning for 2008/2009.

**TOWN CENTRE EVENTS GROUP**  
**Monday, 19th May, 2008**

**Present:-**

Councillor Gerald Smith	Cabinet Member for Regeneration and Development Services
	(in the Chair)
Councillor Ann Russell	Mayor
Councillor Rose McNeely	Ward Councillor (Boston Ward)
Councillor S. Ali	Deputy Mayor
Councillor B. Dodson	Ward Councillor (Rotherham East)
Graham Leckey	South Yorkshire Police
Dawn Campbell	Events and Promotions Officer
Kate Moreman	Events Manager
Marie Hayes	Events and Promotions Manager

**Apologies for absence:-**

Sergeant B. Bell	South Yorkshire Police
Charles Hammersley	Project Officer, RiDO
Councillor P. Wootton	Ward Councillor (Boston Castle)
Councillor M. Hussain	Ward Councillor (Boston Castle)
Julie Roberts	Town Centre and Markets Manager
Joanne Edley	Tourism Manager
Bernadette Rushton	Assistant Town Centre Manager
Allan Lewis	Engineer, Streetpride

**1. MINUTES OF PREVIOUS MEETING HELD ON 16TH JANUARY, 2008**

**Agreed:-** That the minutes of the previous meeting held on 16<sup>th</sup> January, 2008 be received as a true record.

**2. MATTERS ARISING****(a) Christmas Illuminations Scrutiny Review**

With regard to a strategy or business plan for town centre events and Christmas illuminations (including the use of the Big Screen), Marie Hayes, Events and Promotions Manager, reported that comments from the previous meeting had been fed into the consultation process for the Draft Public Realm Strategy.

The marketing of town centre events and Big Screen had also been included in the Culture and Leisure Marketing Strategy Year 3 Action Plan.

**(b) Provision of District Trees**

With regard to the possibility of funding via the Area Assemblies, Parish Councils and/or community organisations, Marie Hayes, Events and Promotions Manager, reported that all Area Assembly Co-ordinating Officers had been provided with a copy of the information pack which dealt with costings and which offered a number of combinations for the installation of Christmas trees/lights either via the Council or through a private contractor.

If Area Assemblies chose not to pursue those suggestions, it was made clear to members present that the Events and Promotion Service would not be providing district trees.

In addition, the information pack had been sent to Dalton Parish Council who had contacted the Events and Promotion Service with regard to the siting of a Christmas tree on the Asda roundabout.

(c) Rotherham Gateway Sites

With regard to the inclusion of appropriate Christmas illuminations and/or decorated trees as part of the Rotherham Gateways initiative, Marie Hayes, Events and Promotions Manager, reported that a report on feasible sites had been submitted to the Regeneration Scrutiny Panel on 2<sup>nd</sup> April 2008. All sites identified are part of the Roundabout Sponsorship Scheme and the company administering the scheme have offered to approach existing sponsors to see if they would be willing to fund the cost of Christmas trees on their sponsored roundabout.

**3. PROPOSED TOWN CENTRE EVENTS 2008-2009**

Consideration was given to a report presented by Marie Hayes, Events and Promotions Manager, which set out details of the key benefits to the Town Centre and the wider communities through hosting events. In addition, the report set out the considerations made when planning this year's programme, together with proposed events to be held in 2008/09.

Various teams within Environment and Development Services continue to deliver a diverse range of events within Rotherham Town Centre; the 2008/09 event programme being no exception.

The report set out:-

- ❖ Background
- ❖ Events and Marketing Evaluation
- ❖ Proposed Events Programme 08/09
- ❖ Events organised by RMBC and Big Screen events in partnership with BBC
- ❖ Events organised by community groups

The cost of the proposed events, as outlined in Appendix 2 and 3, will be

met within existing budgets, which have been reduced for the new financial year 2008/09.

The addition of any further events in 2008/09 would be subject to securing additional funding. One way of doing this is to proactively work with internal and external partners to host events within the town centre at little or no cost to Events and Promotions Service other than staff resource.

The Events Group debated a number of issues relating to the proposed town centre events 2008/09.

A full report on Events and Marketing Evaluation was submitted to the Regeneration Scrutiny Panel on 2<sup>nd</sup> April, 2008.

During discussion the following issues were covered:-

- need to broaden out events throughout the town to benefit all businesses
- isolation of High Street
- other ideas for events, depending on funding
- staging of big music event in different parts of the town
- lighting outside the Town Hall
- need to promote the re-opening of Imperial Buildings
- Rotherham in Bloom – need to consider Gateway theme
- Annual Mayor's Parade – need to raise its profile and lengthen the Parade
- need to encourage more Organisations to support events
- risk assessment of routes used for civic events, and policing issues
- need to maintain traditions

**Agreed:-** That the contents of the report of the Proposed Town Centre Events 2008-09 be noted.

#### **4. CHRISTMAS LIGHTS EVALUATION OF TENDERS AND CHOICE OF SCHEME**

Marie Hayes, Events and Promotions Manager, gave a verbal update on the situation regarding Christmas Lights Evaluation of Tenders and Choice of Scheme.

Lighting schemes from the four Companies who had submitted a tender were circulated for selection of the most suitable scheme.

Two Companies had declined to submit a tender. One of the companies stated that this was due to the fact that they would not hang lighting on single catenary wire.

The meeting discussed:-

- progress in seeking permission from the owners of buildings to erect a second catenary wire
- erection of advertising banners
- siting of town centre Christmas trees
- branch wrapping

**Agreed:-** (a) That the verbal report be noted.

(b) That the preferred scheme submitted by Blachere Wonderland Illuminations UK Ltd., be explored further in terms of costings and the ability to mix and match schemes submitted.

(c) That funding be explored to enhance the current budget for Christmas lighting, possibly via Housing Market Renewal monies.

**5. DATE OF NEXT MEETING**

**Agreed:-** That the next meeting of the Rotherham Town Centre Events Group take place on Monday, 28<sup>th</sup> July, 2008 at 2.00 p.m. at the Town Hall, Rotherham.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET MEMBER**

1.	<b>Meeting:</b>	<b>CABINET MEMBER FOR REGENERATION AND DEVELOPMENT SERVICES</b>
2.	<b>Date:</b>	<b>2<sup>nd</sup> June, 2008</b>
3.	<b>Title:</b>	<b>NOMINATIONS TO OUTSIDE BODIES/MEMBERSHIP OF PANELS/SUB-GROUPS 2008/2009</b>
4.	<b>Programme Area:</b>	<b>CHIEF EXECUTIVE</b>

**5. Summary**

The Cabinet Member is requested to review the nominations to Outside Bodies and membership of Panels/Sub-groups for the 2008/2009 Municipal Year.

**6. Recommendation:-**

That the Cabinet Member considers nominations/appointments for 2008/2009.

## **7. Proposals and Details**

Lists of outside organisations, and the Council's Sub-groups/Panels etc are attached.

## **8. Finance**

Costs associated with attendance, travel and subsistence.

## **9. Risks and Uncertainties**

Continuation of Council business.  
Representation of Rotherham Council on outside bodies.

## **10. Policy and Performance Agenda Implications**

## **11. Background Papers and Consultation**

Appendix A – list of nominations to Outside Bodies  
Appendix B – list of appointments to Sub-groups/Panels etc

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**REPRESENTATIVES TO OUTSIDE BODIES 2008/2009**

**Determined by the Cabinet Member for Regeneration and Development Services (Councillor G. Smith):-**

**ACADEMY OF CONSTRUCTION TRADES**

(Formerly Mr. R. Poundford, Head of RiDO)

To propose:- Mr. Paul Woodcock, Director of Planning and Regeneration

**BARNSELY CANALS CONSORTIUM**

Councillor R. S. Russell

**CHESTERFIELD CANAL PARTNERSHIP**

Councillor J. Whysall

**CYCLE ENGLAND – CYCLING CHAMPION**

Councillor Barron

**DEARNE AND DOVE INTERNAL DRAINAGE BOARD**

Councillor F. Hodgkiss

**HACKNEY CARRIAGE AND PRIVATE HIRE TRADES  
– CONSULTATION MEETINGS**

Cabinet Member and Senior Advisor from Regeneration and Development Services, plus the Chair and Vice-Chair of the Licensing Board (Councillors G. Smith, S. Walker, Wootton and F. Wright)

**KIVETON PARK MINERS' WELFARE GROUNDS MANAGEMENT  
COMMITTEE**

Councillor Whysall

**NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES**

Councillor G. Smith

**PLANNING AID COMMUNITY CHAMPION**

Vice-Chair, Planning Board - Councillor Dodson

**ROTHERHAM ARTS CHARITY/ROTHERHAM ARTS EXECUTIVE  
COMMITTEE (6 places available)**

Trustees:- currently Councillors Smith, Walker, (Cabinet Member and Senior Adviser); Councillor Swift (from Regeneration Scrutiny Panel) and together with Elenore Fisher, Cultural Services Manager and Lizzy Alageswaran, Principal Officer, Community Arts

There is one vacancy and Councillor St. John has expressed an interest, having previously been a Trustee and is currently the Charity's President.

**SOUTH YORKSHIRE FOREST - Members' Steering Committee:-**  
Councillors Sangster and Wyatt

**SOUTH YORKSHIRE FOREST ENVIRONMENT TRUST LTD.**  
Councillor Sangster

**SOUTH YORKSHIRE JOINT COMMITTEE ON ARCHAEOLOGY**  
Councillor Walker (noting that Councillor Boyes is nominated as the Corporate representative)

**SOUTH YORKSHIRE RURAL PARTNERSHIP**  
Councillor Smith

**SOUTH YORKSHIRE SPORTS PARTNERSHIP**  
Councillor Smith (and Steve Hallsworth, Business Manager- Leisure & Green Spaces, Culture & Leisure Services)

**SWINTON LOCK ACTIVITY CENTRE**  
Councillor Doyle

**TRANS-PENNINE TRAIL**  
Councillor Pickering, Chair, Planning Board  
(or Substitute: Councillor S. Walker)

**TREETON MINERS' WELFARE BOWLING GREEN MANAGEMENT COMMITTEE** (Ward 11 Rother Vale)  
Councillors Boyes, Nightingale and Swift

**TREETON COMMUNITY CENTRE, PLAYING FIELDS AND MEMORIAL SCHEME COMMITTEE**  
Councillors Littleboy and Swift

**YORKSHIRE LIBRARIES AND INFORMATION**  
Elenore Fisher, Cultural Services Manager and  
Bernard Murphy, Manager, Library & Information Service

**YORKSHIRE TOURISM COUNCIL**  
Councillor S. Walker and the Tourism Officer

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**APPENDIX B**

**Determined by the Cabinet Member for Regeneration and Development Services, Councillor Smith:-**

**MEMBERSHIP OF PANELS, SUB-GROUPS ETC 2008/2009**

**CLIFTON PARK RESTORTATION PROJECT BOARD**

Councillor Smith, Cabinet Member for Regeneration & Development Services

Councillor Walker, Senior Adviser, Regeneration & Development Services

Councillor Rushforth, Cabinet Member for Lifelong Learning

Councillor Falvey, Senior Adviser, Lifelong Learning

Councillor S. Wright, Cabinet Member for Children & Young People's Services

Councillor Hussain, Cabinet Member for Communities & Involvement (also Ward 2 Boston Castle)

Ward Members from Boston Castle and Rotherham East Wards:-

Councillors Ali, Dodson, Kirk, McNeely and Wootton

**HEALTH, WELFARE AND SAFETY PANEL:-**

Councillor Sharman, Deputy Leader

Councillor Smith, Cabinet Member for Regeneration and Development

Councillor S. Walker, Senior Adviser, Regeneration and Development

Councillor R. S. Russell, Cabinet Member for Streetpride

together with one Member (and a substitute) from each of the Scrutiny Panels (these will be confirmed in June 2008 by each Panel)

**PARISH LIAISON COMMITTEE:- (General & Ad Hoc Meetings):-**

Councillor Smith, Cabinet Member, Regeneration and Development

Councillor Pickering, Chair, Planning Board

Councillor Dodson, Vice-Chair, Planning Board

**ROTHER VALLEY COUNTRY PARK MEMBER' STEERING GROUP**

Councillor Smith, Cabinet Member for Regeneration & Development

Members from Wards Nos. 6 (Holderness), 11 (Rother Vale) and 18 (Wales)

**TOURISM FORUM:-**

Councillor Smith, Cabinet Member for Regeneration and Development

Councillor S. Walker, Senior Adviser, Regeneration and Development

Councillor Boyes, South Yorkshire Destination Management Partnership

**TOURISM PANEL:-**

Councillor Smith, Cabinet Member for Regeneration and Development

Councillor S. Walker, Senior Adviser, Regeneration and Development

Councillor

Councillor Austen

Councillor Boyes, South Yorkshire Destination Management Partnership

Councillor Littleboy, International Links

(6 Elected Members)

**APPENDIX B**

Matthew Beck, Chief Executive, Magna  
Natalie Haynes, Holiday Inn  
Bernard Jones, South Yorkshire Transport Museum  
Keith Ayling, Chesterfield Canal Partnership  
Julie Williamson, Dearne Valley College  
Tom Waldron-Lynch, Hellaby Hall Hotel  
(6 industry representatives)

**TOWN CENTRE EVENTS GROUP:-**

Councillor Smith, Cabinet member for Regeneration & Development  
The Mayor, Councillor G. A. Russell

**TRANSPORT LIAISON PANEL:-**

Councillor Stone - The Leader  
Councillor Sharman - Deputy Leader  
Councillor Smith, Cabinet Member for Regeneration and Development  
Services & SYPTA Representative - Chair  
Councillor R. S. Russell – SYPTA Representative

And One member from each Ward as follows:-

Ward 1 – Stonebridge	Ward 12 – Dodson
Ward 2 – McNeely	Ward 13 – Akhtar
Ward 3 –	Ward 14 – Stone
Ward 4 –	Ward 15 – Clarke
Ward 5 – Turner	Ward 16 – Doyle
Ward 6 – Austen	Ward 17 – Lakin or Pickering
Ward 7 – Hodgkiss	Ward 18 – Whysall
Ward 8 – Barron	Ward 19 – Atkin
Ward 9 –	Ward 20 – Billington
Ward 10 – Whelbourn	Ward 21 – Goulty
Ward 11 – Swift	

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Regeneration and Development Services</b>
<b>2.</b>	<b>Date:</b>	<b>2<sup>nd</sup> June 2008</b>
<b>3.</b>	<b>Title:</b>	<b>Ulley Reservoir – Pumping Support and Other Miscellaneous Services Ward 11 Rother Vale and Ward 15 Sitwell</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

## **5. Summary**

To report on services provided by J N Bentley at Ulley Reservoir and seek an exemption to Council's Standing Orders under the provisions of clause 38.2 such that these services can be retained until rehabilitation works are complete or until it is felt that other arrangements are more beneficial.

## **6. Recommendations**

**It is recommended that:**

- (i) An exemption to Standing Order 48 be granted and the Council continue the existing contractual arrangements with J N Bentley for the provision of the company's services in connection with the works to the dam embankment.**
- (ii) The Director of Streetpride review from time to time the need for the continuance of the arrangements and whether the company continue to provide value for money.**

## **7. Proposals and Details**

Cabinet Member may recall Council's decision on 10<sup>th</sup> October 2007 to rehabilitate Ulley Reservoir – minute number A35 refers. Cabinet Member may also be aware of the contribution made by J N Bentley Contractors (Bentleys) at the time of the emergency at Ulley, in the form of rapid mobilisation with respect to the filling operation and subsequent stabilisation works to the dam embankment. The reservoir now relies on pumps to safely discharge inflows to the reservoir and these were also originally supplied through Bentleys.

The services provided by Bentleys are now much reduced although they are an eclectic mix of operational and technical support, but it also includes an emergency call out facility and the backstop of a rapid mobilisation being available should the need arise. The services currently being supplied include the supply of generators and fuel tanks, delivery and supply of fuel, welfare facility servicing, pump operation checks and remedial action as required, miscellaneous minor construction works and weekly reports.

In order to evidence value for money, Bentleys have twice re-negotiated the generator and fuel tank hire rates, utilising Bentleys own discounts and the long term hire rates available. Similar discounts are being used for the supply of fuel. Staff and labour are being provided at the same rates as for the Bentley's term contract with Yorkshire Water and booked staff time is being kept to a minimum. They also are able to obtain preferential rates and attendance from Selwoods – the original pump suppliers – in the event of pump breakdown. (The pumps are now the property of the Council). Bentleys have also reduced their own 'overheads and profit fee' by half when compared to the original fee charged at the time of the emergency; this is considered to be appropriate for the ongoing level of activity.

It must be borne in mind that, for the safe operation of the reservoir, the pumping provision and all that it relies on, must be maintained at all times.

Rather than seek a tender for this wide range of non specific and unpredictable range of works, and also risk a possible break in the pumping provision, it is proposed to exempt the continued provision of these services from the Council's Standing Orders under the provisions of clause 38.2. The services are currently being supplied through a purchase order issued immediately subsequent to the flooding emergency at the end of June last year. It is therefore proposed to continue to employ J N Bentley and the current terms and conditions effectively being applied will be formalised accordingly. These arrangements would continue until such time as the reservoir rehabilitation is complete or until it is felt that other arrangements are more beneficial. Such a time may be when construction works begin, as there may be a need to review the pumping arrangements in the light of the working space required for the works or other similar scenarios. It is likely that these arrangements will continue for at least 9 months.

## **8. Finance**

These services currently cost around £7,000 a month, (£84,000 annually and therefore Standing Order 48 would normally apply) and are being funded through The EDS

Revenue budget until funding for the rehabilitation works is confirmed. The majority of the charge relates to generator and fuel tank hire, and fuel.

## **9. Risks and Uncertainties**

The risks in respect of demonstrating value for money are low due to the competitive nature of the rates and prices that are being proposed by J N Bentleys. Their continued employment ensures minimal risk to continuity of service, and provision by a supplier that has now achieved extensive knowledge of the site and the problems likely to be encountered, and who have already been able to demonstrate their competence in this field.

## **10. Policy and Performance Agenda Implications**

The services ensure the continued safety of the dam and reservoir and associated re-opened country park and therefore contribute to the 'Rotherham Alive' agenda.

## **11. Background Papers and Consultation**

Consultation has taken place with the Director of Legal and Democratic Services and with the Strategic Director of Finance on the proposed exemption and both support this report.

**Contact Names:** David Phillips, Principal Highway Engineer, Streetpride, Tel. ext. 2950, [david.phillips@rotherham.gov.uk](mailto:david.phillips@rotherham.gov.uk)

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Members and Advisors Delegated Powers</b>
<b>2.</b>	<b>Date:</b>	<b>02 June 2008</b>
<b>3.</b>	<b>Title:</b>	<b>Museums, Galleries and Heritage Service: Flood Recovery Project</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Service</b>

## 5. Summary

The main storage facility operated by the Museums, Galleries and Heritage Service was flooded by contaminated mains drainage water on Monday 25<sup>th</sup> June, 2007.

Photographs of the damage incurred are attached at Appendix 1.

The rented store contained the school loans and handling collections and social, industrial and natural history artefacts. Most of these belong to RMBC, but some are on loan. 49,877 artefacts were damaged by or have had to be destroyed (78% of artefacts in the store). Specialist equipment and materials were also written-off.

This has proved a significant problem for the Service.

The Service has a two-fold responsibility for its Accredited Museums – acquisition and preservation of collections representing the history of the Rotherham Borough, and interpretation of these collections through exhibitions, events and formal and informal learning activities. Holding representative collections and ensuring that these are cared for appropriately is the precursor to any interpretation. This means that there has also been a subsequent decline in delivery performance and capacity, reflected in BVPI 170 a-c measures for visits, usage and school services.

This briefing outlines the Service's Flood Recovery Project, which will run over the next two financial years (2008-09 and 2009-10), the aims of which are to:

- Redefine some provision (e.g. school services) to improve delivery capacity.

The briefing also outlines how the Service will tackle interim delivery.

## 6. Recommendations

**Members are asked to receive the report and approve:**

- **Flood Recovery Project programme and budget;**
- **Interim service delivery measures.**



## **7. Proposals and Details**

There are three parts to the Flood Recovery Project:

- 7.1 Preservation of surviving collections;
- 7.2 Acquisition of artefacts to fill gaps in the collections;
- 7.3 Resurrection of school services, including loans and handling collections.

The budget breakdown is attached at Appendix 2.

This section also includes:

- 7.4 Interim measures for service delivery.

### **7.1 Preservation of surviving collections**

This ensures that surviving collections are appropriately preserved, can continue to be interpreted, and contribute to the Service's delivery performance.

The collections will be stored appropriately, with damaged artefacts that are retained receiving specialist conservation beforehand.

The large number of artefacts involved means that the work requires considerable investment of professional staff time, including appointment of project-specific staff, and replacement of and improvements to related equipment and materials.

The main constituent elements are:

- Time allocation from existing Collections and Technical Teams;
- Appointment of two additional conservators for two years;
- Additional freelance external conservation support for key artefacts;
- Replacement and upgrading of specialist equipment and materials.

The work will be carried out over the full two-year duration of the project, returning all artefacts to their pre-flood condition, and in some cases, improving their condition.

### **7.2 Acquisition of artefacts to fill gaps in the collections**

This ensures that surviving collections are appropriately developed, improving their interpretation potential, and contribute to the Service's delivery performance.

The Service has estimated that, by the end of the project, 25% of the damaged artefacts will have had to be destroyed. This will leave gaps in terms of the ways in which the collections represent the history of the Rotherham Borough.

As some artefacts were unique, the Service can only replace a proportion on a like-for-like basis. The acquisitions part of the project therefore provides an opportunity to also collect other iconic Rotherham artefacts with potential for a wide variety of uses.

The main constituent elements are:

- Time allocation from existing Principal Officer and Collections Team;
- Proactive approach to acquisitions (e.g. liaising with auction houses).

Some of the acquisitions will be made during the two-year project, but consideration needs to be given to creating an acquisitions trust for purchases over a longer period because it is cannot be determined when relevant artefacts will become available.

### **7.3 Resurrection of school services, including loans and handling collections**

This ensures that the Service restores its ability to provide school services, enabling the participation of a key audience which reflects directly on delivery performance.

The school loans and handling collections are the 'backbone' of the school services, with artefacts and replicas either used in schools and/or in school sessions offered at Service venues. Due to their tactile nature, most of the contaminated artefacts have had to be destroyed, and it is not possible to offer school sessions without them. This is acutely damaging the Service's performance and there is no 'quick fix' solution.

The Service's Community History and Learning Team has proactively dealt with this issue, carrying out research and consultation to determine what is needed from the 'new' schools service and how it should be delivered. The loss of the original service has been treated as an opportunity to realign service provision to suit the changing requirements of the audience, rather than simply re-creating what was there before.

The approach to this part of the project has also generated wider discussion within Cultural Services, and it is being considered as a pilot for the future development of a Cultural Services Offer to Schools.

The Community History and Learning Team have produced a Redevelopment Plan for the work, attached at Appendix 3.

The main constituent elements are:

- Time allocation from and realignment of responsibilities within the existing Community History and Learning Team;
- Appointment of additional technician for one year;
- Additional freelance external education support for new school sessions;
- Archives and Local Studies involvement to create archival loan packages;
- Itemised replacement of handling artefacts, replicas and packaging;
- Collections photography for interpretation and marketing;
- Interpretative materials including idea and information sheets, and CD-ROMs;
- Marketing, including loans database, on-line bookings, website and leaflet.

The bulk of the work will be carried out in the first year of the project, with an official re-launch of the school services planned for the final quarter of 2008-09.

### **7.4 Interim measures for service delivery**

The extent of the flood damage and the recovery processes mean that the Service has limited capacity to simultaneously deliver the quantity of exhibitions, events and formal/informal learning activities required to meet BVPI 170 a-c targets.

The Service's declining performance in the last three quarters of 2007-08 is a result of suspension or scaling-back on some delivery methods so that resources could be

diverted to management of preliminary flood recovery work, including preparation of the plans for full recovery outlined in this briefing.

To guarantee long-term sustainability and performance, the flood recovery project needs to continue to be the Service's main priority until the third quarter of 2008-09. Re-launching the schools service in the final quarter of 2008-09 will then mark the transition between the project's capacity building work and its actual outcomes, with the Service's full delivery capacity restored in a phased approach over 2009-10.

Interim delivery measures have been considered, running as far as the re-launch of the schools service, which aim to halt and if possible reverse the short-term decline in delivery performance. The following work is programmed:

- **Temporary Exhibitions**

Clifton Park Museum – number of planned community exhibitions increased; Rotherham Art Gallery – 2008 programme confirmed, including improved level of marketing for key exhibitions and Renaissance Partnership funding secured to develop one major exhibition using the Service's fine art collection;

- **Events**

Clifton Park Museum – basic programme confirmed (e.g. Friends events and Archaeology Finds Days), and further events being developed aimed at key audiences and with an emphasis on being self-guided or using freelancers; Rotherham Art Gallery – more activities planned which link to key exhibitions, and additional history-based events booked (e.g. Local Heritage Fair);

- **Other**

Clifton Park Museum – café reopened in January 2008, and piloting of school sessions planned in preparation for re-launch of full schools service.

## **8. Finance**

The total project budget is **£358,373**. This is comprised of the agreed insurance settlement of **£338,123** plus appropriate projected revenue expenditure of **£21,250** over the two-year duration of the project.

The budget breakdown for the flood recovery project is attached at Appendix 2.

## **9. Risks and Uncertainties**

The Service will not be able to recover from this problem unless it implements the flood recovery project.

Doing nothing is not an option, but doing 'something' carries with it the following risks and uncertainties:

## **Project Programme and Timescale**

The Service's recovery will not be immediate because:

- It is based on rebuilding collections, and this cannot be rushed or overlooked;
- Even with the additional resources provided by the insurance settlement, the Service will still only have limited capacity to simultaneously address recovery processes and continue to run 'normal' delivery programmes;
- The Service has to factor in the need to ring-fence some delivery capacity for current externally-funded projects (e.g. Book of Delights Project) and for other likely concurrent capital projects (e.g. Cultural Centre).

## **Financial**

It should be noted that:

- The insurance settlement was received by RMBC in March 2008;
- The projected revenue expenditure assumes a stand-still revenue budget for 2008-09 and 2009-10;
- It is recommended that an Acquisitions Trust is created, which safeguards both the acquisitions funding identified as part of the project (£75,000) and the Service's existing acquisitions budget.

## **External Factors**

The project programme and timescale depends on procurement of a permanent replacement for the existing store, but Facilities Management has not yet been able to find a suitable unit.

The insurance settlement and associated revenue expenditure barely covers the required recovery work. The nature of the insurance settlement also means that project funding cannot cover expenditure which the insurers deem not to be their responsibility, but the Service is already incurring costs falling into this category.

- Immediate flood recovery costs;
- Building rental costs as a result of the Service's inability to use the store for the purpose it was originally procured for, which the store lease allows RMBC to reclaim from the store owners (Victory Assets). This covers both the store itself and any additional temporary stores required;
- Procurement and conversion costs for a new permanent replacement store.

## **10. Policy and Performance Agenda Implications**

The damage to collections and service delivery caused by the flood and the need to implement the flood recovery project to address these issues directly impacts on the Service's ability to perform against BVPI 170 a-c criteria and the new National Indicator 10.

The ability of the Service to implement the flood recovery project also impacts on its ability to retain its national Museum Accreditation for its three museums.

## **11. Background Papers and Consultation**

**Appendix 1** – Photographs of the flood damage

**Appendix 2** – Budget breakdown for the Flood Recovery Project

**Appendix 3** – Redevelopment Plan for the School Services

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Appendix F: Project timetable

Timescale	Staff issues	Collection management	Finances	Marketing/ promotion	Interpretation	Technical	Operations
1 <sup>st</sup> quarter – Yr 1  Sep – Dec 2007	Agree staff requirements to deliver project - RR  Agree management structure and possible staff upgrades - RR  Prep JD for School Loans Devt Assistant - RR  Prep JD for temp technician - Tech  Prep workplans and related timetables for all staff involved in project - RR	All items damaged to be listed and disposed of - LB  Disposal of damaged items - LB  Surviving collection moved to Thornhill or CPM and location records created - LB  Collection to be actively worked on to be shelved in the Education Office - LB	Replacement value calculated for all losses - LB  Project budget to be outlined and agreed - RR	Agree marketing strategy - RR	Suppliers of replacement items identified – LB  Photographing damaged items for reference for model makers etc  Analyse level of usage and categorise collection into:  1. High priority: replace & improve 2. Med priority: re-issue & improve 3. Low priority: deaccession  Consultation day with key stakeholders/ education professionals to agree range, nature and format of resource materials needed to interpret the school loans collection – Holistic Package (a large menu of activities and experiences) for the 10 key School Loans topics agreed.  Create library of all existing interpretative resources that relate to the top 10 topics		Re-organisation of Education Office to accommodate school loans collection and staff – purchase new furniture/ tech team to erect shelving – LB/RR
2 <sup>nd</sup> quarter  Jan – Mar 2008	Restructure Lifelong Learning Team - SB  Appoint freelance or temp staff as required. Briefs & contracts - RR  Appoint Clifton EAZ to set up teacher feedback sessions - RR  Draw up and submit project brief for a Leicester placement – LB/ RR  Support, guidance, management of freelancers – LB  Appoint staff to assist with schools delivery from Sep		Draw up spreadsheet to keep accounts - RR  Maintain financial records for all orders/ purchases made – LB	Arrange for online material to go on RGfL – LB  Identify web designers & appoint	Agree model for holistic package – Jan 08  Teacher feedback sessions to be set up and organised by Clifton EAZ. LB to support – Feb/ Mar 2008  Sourcing objects for boxes <ul style="list-style-type: none"> <li>• Purchase</li> <li>• Commissioning artist</li> <li>• Acquiring from other museums</li> </ul> Photographing loan items in-house – LB  List for props/ costumes for historical characters drawn up and items bought/ made – LB		
3 <sup>rd</sup> quarter  April – June 2008	Appoint operational staff i.e. permanent School Loans Assistant– SB/ LB  Host Leicester placement - LB	Updating collections database	Maintain financial records for all orders/ purchases made – LB	Plan new online catalogue & web-site – LB  Analysis of which school have not been using our service (MLAY database) – LB  Discuss marketing plan with Commercial and Promotional services - LB	Preparation of background information sheets on history topics – LB  Host feedback sessions at CPM to gather ideas for literacy, numeracy and cross-curricular ideas sheets - LB– April 2008  Clifton EAZ staff to compile ideas sheets – June 2008	Prep of technical briefs for boxes to be re-made - LB  For surviving boxes, prep condition reports for cleaning/ repair for re-issue - LB	Page 22
4 <sup>th</sup> quarter  July – Aug 2008	Induction and training for operational staff – LB  Induction and training for assistant schools learning post	Updating collections database	Maintain financial records for all orders/ purchases made – LB	E-mail contact list of all art, history and science co-ordinators to be drawn up - Vol	Research background information on characters for each history topic & character notes created – LB  Costume list drawn up for dressing up clothes for pupils and items bought/ made – LB  Brief pool of freelance actors to go into schools to do living history - LB  Actors develop characters  Promotional material giving details of related taught sessions/ self-guided visits to the Museum to be prepared – LB  Ideas for family learning activities drawn up – freelancer  Photograph all loan items – LB  Photograph of objects in the collection – proff photographer/ Museum staff to support  Research and make copies of Viewfinder photos of Rotherham in the past – archive staff??  Research and make scanned archival resources e.g. census returns, letters, diaries – archive staff??  Any audio clips – music, sounds, oral testimony – that relate to topics to be compiled – LB  Research and draw up list of related films, fiction and non-fiction books/ websites that relate to the topic – vol  Research and preparation of information sheets for natural sciences items - Freelancer	Buy materials for making boxes and packaging - Tech  New boxes made/ boxes revamped - Tech	
1 <sup>st</sup> quarter – Yr 2  Sep – Dec 2008		Updating collections database  Relocating collection to new store, organising and labelling shelves and boxes – LB/ Asst  Prepare all monitoring procedures and paperwork for future maintenance of the collection – LB  Items identified for deaccessioning to be re-located to new store or disposed of - LB	Maintain financial records for all orders/ purchases made – LB  Outline budget for annual running costs for school loans collection	Prep of promotional literature (online or otherwise) to be distributed in autumn term – LB  Design and prep of new online catalogue and booking system – LB  Compile all material for web-site and pass to designers - LB  Prep of presentation to deliver at Zone meetings - LB	Photographing loan items in-house - LB  Creation of CD-Roms – Clifton EAZ  Pilot some of the new boxes/ resources and evaluate their success		Review booking procedure and set up new systems - LB  Set up condition monitoring procedures and maintenance plan.  Prep new delivery schedules and routes - LB



## Museums, Galleries and Heritage: Flood Recovery Project – Budget

**TABLE 1 – Breakdown of Insurance Settlement and Project Budget**

Item	Requested Amounts	Actual Settlements	Revenue (yr 1)	Revenue (yr 2)
Permanent Collection Items (1a on Insurance Schedule)	£388,043	£300,000		
Temporary Loan Items (1c on Insurance Schedule)	£5,447	£4,887		
Equipment: Roller Racking	£30,000	£22,500		
Equipment: Display Boards	£287	£287		
Equipment: Partner Desks	£740	£740		
Miscellaneous Expenditure	£15,000 *	£9,709 *		
Care of Collections (L14208)			£13,000	
Learning (L14103)			£3,250	
Collections (L14104)			£1,250	£1,250
Service – General (L14901)			£2,500	
<b>SUB TOTALS (Insurance)</b>	<b>£438,777</b>	<b>£338,123</b>	<b>£20,000</b>	<b>£1,250</b>
<b>TOTAL PROJECT BUDGET (Insurance + Additional)</b>	<b>£358,373</b>			
RMBC Capital Bid (Stuart Carr)			£11,900+ **	

- \* Claims for expenditure on existing store rental and alternative storage facilities were ineligible – the Loss Adjustor considered that under the terms of the contract with Victory Assets regarding the Northfield Store lease, Victory Assets are responsible for compensation on both counts and that RMBC should reclaim these costs accordingly;
- \*\* A minimum of an additional 6 months store rental is required both on the Northfield Store and the temporary Thornhill Store, which will also overlap with procurement of a new permanent replacement for the Northfield Store. The Service’s revenue budget for storage (L14105) assumes that only one store is required and the budget is based on the Northfield Store costs. Additional storage costs, including increased rents and conversion costs, cannot be covered from the existing revenue budget and cannot be paid for from the insurance settlement.

**TABLE 2 – Project Headings**

Heading	Items	Insurance Expenditure	Revenue Expenditure	Comments
<p><b>Collections</b></p> <p><i>£139,350 (41%) of settlement</i></p> <p><i>£157,350 (44%) of total budget</i></p>	2x Conservation Assistants (Band D equivalent for 2yrs)	£82,000		<ul style="list-style-type: none"> <li>• JD/PS completed and evaluated</li> <li>• Jobs to be advertised ASAP</li> </ul>
	Advertising costs for above (includes “Learning” element also)		£2,500 (L14901, yr1)	<ul style="list-style-type: none"> <li>• Also includes costs for Learning Staff</li> </ul>
	External conservation budget (includes staff training)	£23,000		<ul style="list-style-type: none"> <li>• Enables Conservation Assistants to improve their skills and external specialists to work on key items (approx 30 objects)</li> <li>• The original estimate for external specialists was £100,800, but this had to be scaled back as the result of the lower settlement agreed</li> </ul>
	Upgrade existing Conservator or a Collections Officer to manage the Conservation Assistants and external work (from Band F to Band G for 2yrs)		£1,250 (L14104, yr1) £1,250 (L14104, yr2)	<ul style="list-style-type: none"> <li>• Enables the Senior Officer (Collections) to remain strategic and concentrate on other concurrent projects</li> </ul>
	Replacement Racking and installation	£30,000	£5,000 (L14208, yr1)	<ul style="list-style-type: none"> <li>• Specific item in settlement</li> <li>• Provisional ideas discussed with Stortech (previous supplier)</li> <li>• Specific requirements and quotes depend on procuring our new store</li> </ul>

	Fume cupboard and extraction repair and maintenance		£5,000 (L14208, yr1)	<ul style="list-style-type: none"> <li>Infrastructure upgrade to our conservation facilities</li> </ul>
	Materials (£7350 total): Clothing (move) £2,000 Clothing (conservation) £1,000 Chemical Disposal £1,000 Skip Hire & Incineration £1,000 Conservation Tools £500 Re-packing Materials £500 Conservation Materials £400 General Lab Materials £250 Chemicals £250 Adhesives £250 Books/Reference £200	£4,350	£3,000 (L14208, yr1)	<ul style="list-style-type: none"> <li>Revenue budgets to subsidise costs because some requirements are also infrastructure upgrades to our conservation facilities</li> </ul>
	6mths+ Extra Store Rental: Thornhill Store £5,900+ Northfield Store £6,000+		(£11,900+) RMBC Capital Bid	<ul style="list-style-type: none"> <li>Part of capital bid developed by Stuart Carr. The bid also includes additional conversion costs for a new store which are outside the scope of this project</li> </ul>
<b>Acquisitions</b> <i>£73,337 (22%) of settlement</i> <i>£73,337 (21%) of total budget</i>	Boost Acquisitions Budget, allowing MGH Service to purchase replacement and/or iconic Rotherham items, when available from individuals or auctions	£73,337		<ul style="list-style-type: none"> <li>Budget is 22% of the settlement for Permanent Collections items, and is based on estimated destruction of 25% of flood damaged items</li> <li>Separate from existing Museum Acquisitions budget (L14207)</li> <li>Consideration should be given to creating a trust for acquisitions (c.£90k between the two budgets)</li> </ul>
<b>Learning</b> <i>£125,436 (37%) of settlement</i> <i>£128,686 (35%)</i>	1x Technician (Band C equivalent for 1yr)	£19,800		<ul style="list-style-type: none"> <li>Rachel Reynolds to complete JD/PS, duties are almost identical to existing establishment post</li> <li>Job to be advertised ASAP</li> </ul>

<i>of total budget</i>				
	Upgrade Louise Bowmar as Project Officer for the Learning work, managing the School Loans Assistant & Technician (from Band F to Band G for 1yr)		£3,250 (L14103, yr1)	<ul style="list-style-type: none"> <li>Enables post of Senior Officer (Community History and Learning) to remain strategic and concentrate on other concurrent projects</li> </ul>
	Replacement Handling Items and Packaging for Loan Items	£50,000		<ul style="list-style-type: none"> <li>Based on list provided by Rachel Reynolds, September 2007</li> </ul>
	Living History Freelance Staff and Related Resources	£10,000		<ul style="list-style-type: none"> <li>Freelancers required, £250 per day, plus costumes and filming</li> </ul>
	Ideas Sheets – Literacy, Visual Literacy, Numeracy, Science	£2,750		<ul style="list-style-type: none"> <li>Freelancers required, £250 per day</li> </ul>
	Ideas Sheets for Family Learning Activities	£2,500		<ul style="list-style-type: none"> <li>Freelancers required, £250 per day</li> </ul>
	School Loans and Collections Photography	£1,000		<ul style="list-style-type: none"> <li>Based on our current Book of Delights Project quotes</li> </ul>
	Information Sheets on History Topics and Natural Sciences and Archival Resources	£9,000		<ul style="list-style-type: none"> <li>Freelancers required, £250 per day</li> </ul>
	Compiling relevant Archives and Local Studies Resources	£4,386		<ul style="list-style-type: none"> <li>Ring-fenced funding for Archives and Local Studies Staff to develop educational resources to combine with our loans service</li> <li>There is also a separate funding pot for Archives and Local Studies educational resources in the HLF-funded Book of Delights Project</li> </ul>
	Compiling resource materials onto CD-ROM	£10,000		<ul style="list-style-type: none"> <li>Based on our previous WW2 Scrapbook Project quotes</li> </ul>
	Schools Museum Service Leaflet and Website	£6,000		<ul style="list-style-type: none"> <li>May need to employ/be developed in partnership with RBT</li> </ul>

	Redesign Loans Database and create On-line Booking System	£10,000		<ul style="list-style-type: none"> <li>• May need to employ/be developed in partnership with RBT</li> </ul>
<b>SUB TOTALS</b>		<b>£338,123</b>	<b>£21,250</b>	

## **Rotherham Museums Galleries and Heritage School Loans Service**

### **2007/2008 Redevelopment Plan**

#### **1.0 Background information**

Rotherham Museums Galleries and Heritage (hereafter RMGH) Service has an extensive collection of history and natural sciences objects and models that it has been loaning out to schools since 1974. There are around 700 items in total. The RMGH School Loans Service contributes to raising aspirations and attainment in schools by offering pupils the unique opportunity of learning from object handling and first-hand experience of the past and the natural sciences. The resource includes boxes of historical artefacts and replicas, models of historical buildings, costumed historical figures, stuffed specimens, skeletons and anatomical models. It is predominantly used by primary schools who on average borrow 49 items a week throughout the school year.

In June 2006, as a result of flooding in the Museum's off-site store, a significant part of the School Loans Collection was damaged or contaminated beyond repair and has had to be disposed of. About 40% of the collection was lost but in terms of usage this represents about 70% of the most popular elements of the Service as these items were stored on lower shelves for ease of access; the shelves that were submerged in the flood water.

From September 2007 we suspended the delivery of the School Loans Service, initially for one year. To allow staff to redevelop and relaunch the Service, we have also suspended the delivery of schools sessions at Clifton Park Museum for the 07/08 academic year.

Using money received from the insurance claim for flood damage, we will recreate the most successful elements of the School Loans Service and will greatly improve the provision as we do so.

#### **2.0 Developing and improving the School Loans Collection**

The flood in many ways has provided us with an opportunity to take some valuable time out from service delivery in order to address a number of key issues that we have wanted to address in recent years with regard to its effectiveness. These issues are outlined below.

##### **2.1 Analysis of usage**

We have been keeping records of the rate of use of the items in the School Loans Collection for several since 1999. These statistics have shown that some rationalisation of the collection on offer was required. In some cases, whether the items were damaged or not, they were due to be taken out of circulation as schools have not requested them for years. These items can now be disposed of following standard museum procedures.

After analysing data on the rate of use of School Loan Items for the last five years, we have been able to determine which items were most regularly in use. We have

been able to cluster these items into ten top topics<sup>1</sup> and it is these that we will focus on redeveloping within the time and resources that we have available to us.

A large number of damaged items are replica and can be bought from specialist catalogues. Genuine artefacts can be sourced in antique shops, markets and auctions. In some cases, we will need to commission artists, craftspeople and taxidermists to make and supply new models (21 damaged), costumed figures (36 damaged) and natural history specimens (55 damaged).

Details of all losses and the replacement costs are given in Appendix A. For a full breakdown of usage of the School Loans Collection over the last five years see Appendix B. From this we identified the popular items from the School Loan collection over the last five years – see Appendix C. We have been able to cluster them into ten top topics.

Some items have survived that do not fall into the top ten topics but will nevertheless be offered on loan again from September 2008. Although we will not be able to provide additional interpretative resources for these boxes as we will for top ten topic items, their physical condition will be improved.

## **2.2 Improving the physical condition of the Collection**

The Collection in general has for some years been falling into disrepair. In particular, there have been issues with the security and robustness of the packaging for the Collection. The staff time and money that can currently be devoted to working on the collection will improve its overall condition and the suitability of the display furniture that accompanies the objects.

We plan to re-make carrying cases, bespoke packaging and display furniture for the loan items in-house.

## **2.3 Improving the catalogue/ ordering process and marketing**

Usage has been largely based on established links with individual teachers. This usage has been dropping in recent years as the loyal base of teachers using the Service has declined as they retire or move on. A new catalogue, booking system

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<sup>1</sup> ten top topics:

Topic	Curriculum Unit
<b>History</b>	
Romans	Invaders and settlers
Vikings	Invaders and settlers
Mediaeval	Local History/ Homes Long Ago
Victorians	Homes Long Ago/ Victorian Children/ Local History
World War II	Evacuees/ Britain since 1948
Ancient Egypt	Ancient Egypt
Toys	Victorian Children/ Differences with today's toys
<b>Natural Sciences</b>	
British mammals	Habitats and Adaptation
British garden birds	Habitats and Adaptation
Seaside birds	Habitats and Adaptation

and marketing campaign was already on the cards to generate a new market. With the need to relaunch the Service in 2008, we will now go ahead with these plans.

At the moment, the catalogue is in the form of a printed booklet. We have encountered a number of difficulties in actually getting this to teachers with any certainty. It is expensive to update and reprint this every few years and does not contain any images. One of the requests we get most frequently from teachers is to see what they will be borrowing. An illustrated online catalogue is the ideal.

Currently teachers make bookings by letter, fax, e-mail or over the phone. Now that all teachers have internet access it would far more efficient for us if a single online booking system could be established.

#### **2.4 Improving the supporting information that accompanies the Collection**

Six years ago, with the help of a DfEE grant, the history items were categorised according to curriculum areas with a number of boxes given the title of specific units<sup>2</sup>. Background information on the items that could be borrowed and images of these items were also prepared at this time and made available on the RMBC intranet site. However, this has proved to be largely inaccessible to schools and since then the Rotherham Grid for Learning has been set up which has become the main online resource used by local schools.

We are well aware of the potential of the School Loans Collection in terms of the skills that can be developed and the range of activities and projects that the Collection can support due to the work done to support our in-house schools sessions. Some schools choose to combine the borrowing of a box with a visit to Clifton Park Museum to take part in a sessions led by Museum staff but the connections between the School Loans Service have not been formalised. The schools session at the Museum are again related to curriculum units and cover the areas of history that our collection can support – toys, Victorians, Romans and World War II. Currently, we do not offer any natural science or art sessions.

We have experience of devising activities with support materials such as kits of equipment and activity sheets; we provide pages of background historical information sometimes using visual and data resources from Rotherham Archives and Local Studies to tie themes into the local context. In 2006, with the help of a grant from MLA Yorkshire, we produced a World War II CD-ROM in partnership with Clifton EAZ. It features archive material and images of items from the York & Lancs Regimental Museum and includes templates that pupils can use for ICT project work in the classroom. The World War II CD ROM has been the most popular resource we have developed - not just used by primary schools, secondary schools have added it to their library.

So, we are aware of the many ways in which we could provide interpretation for our School Loans Collection and of the tools that we could give teachers in order for them to fully exploit this potential. We know from feedback that teachers give us that many of them are already using our loan items in exciting and innovative ways in the

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<sup>2</sup> KS1: Toys

Homes Long Ago  
Seaside Holidays

KS2: Romans

Tudors  
Greeks  
Egyptians  
World War II

KS3: Mediaeval Realms



classroom but that would greatly appreciate additional support from us in order to do more and this would bring many more teachers on board. It is this situation which we would now like to rectify.

### **3.0 Consultation Session, December 3<sup>rd</sup> 2007**

Above all, the key issue that we will now be able to address is the need to supply accessible resource materials to accompany the loan items. There is currently a shift away from working within the parameters of the QCA curriculum units to doing more cross-curricular topic based and creativity based school work that focuses on the development of core skills – in particular literacy and numeracy. We need to show how by using the School Loans Service we can meet this need.

In order to start to formulate ideas for how to interpret and present the School Loans Collection in the future, we invited a number education professions to a consultation session at the Museum on December 3<sup>rd</sup> to primarily advise us on the type, range and nature of resource materials that they felt we should create to accompany our loan items and to advise on the most effective format for these resource materials.

The people present are listed below. Their comments are outlined below and will form the basis of the work done over the next year to create new resource materials

Name	Organisation	Job title	Telephone	E-mail
Rachel Reynolds	Clifton Park Museum	Senior Officer (Community History and Learning)	01709 336633	rachel.reynolds@rotherham.gov.uk
Louise Bowmar	Clifton Park Museum	Heritage Assistant (Access)	01709 336633	louise.bowmar@rotherham.gov.uk
Barry Gow	Clifton Partnership EiCAZ	Project Director	07968 514039	barrygow@clifton-partnership.org.uk
Mark Denton	Clifton Partnership EiCAZ			markdenton@clifton-partnership.org.uk
Andy Rhodes	St Ann's Junior and Infant School			sajiarhodes@rgfl.org
R Gawthorpe	East Dene Junior and Infant School			edji@rgfl.org
Lesley Hawkins	Rawmarsh Thorogate Junior and Infant School			rtjilhawkins@rgfl.org
Mary Sinclair	Redscope Primary School			@rgfl.org
Tom Porter	Blackburn Primary School			blptporter@rgfl.org
Justine Reilly	Museums Libraries Archives (MLA) Yorkshire			
Mick Connell	RMBC – School Improvement Service			Mick.connell@rotherham.gov.uk

### **3.1 Type, range and nature of resource materials required**

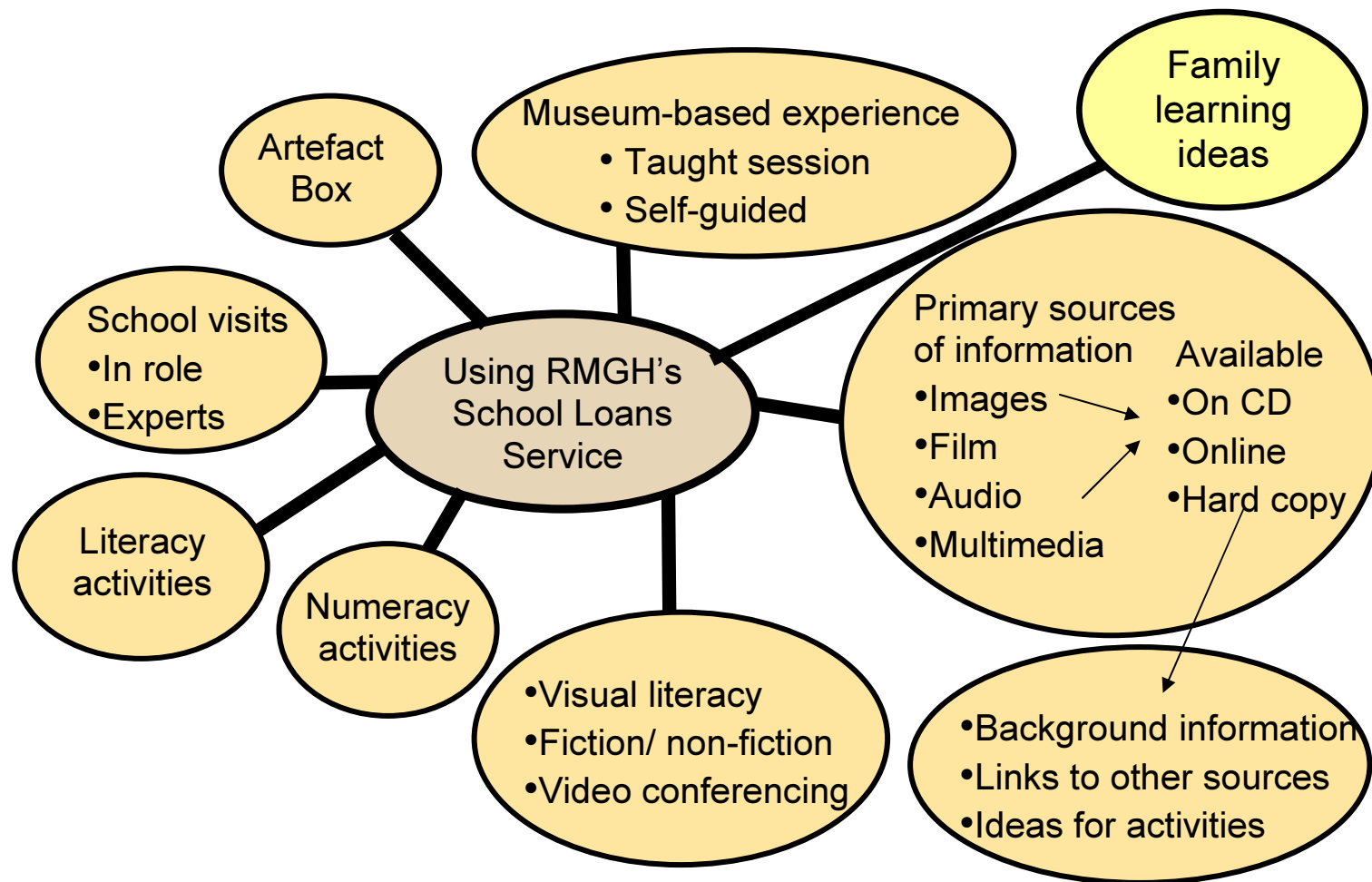
The feedback was that there simply isn't a one size fits all solution. As a result, we need to offer a wide range of different resources, and suggestions for how they may be used, so that teachers have the flexibility to take a topic-based approach and/ or a creativity-based approach to teaching the curriculum, core skills and their particular programmes of study. People felt some examples of activity sheets could be provided but most teachers would prefer to create their own from 'raw materials' (e.g. jpegs, copies of original letters etc) and these 'raw materials' could then also be used by pupils to create own ICT packages in the classroom. Some teachers may continue to use the School Loans Collection to deliver QCA curriculum units but it was felt that we should not specifically tailor our provision to suit this approach as it would be too restrictive for others.

This idea of a large menu of resources and experiences for each School Loans topic was referred to by participant on the day as a 'Holistic Package'. The length of loan for the school loans materials will be reviewed and may possibly be lengthened but if schools are offered as chance to choose from a range of options within the 'Holistic Package' (see Diagram 1 below) then it is possible that schools will be interested in making use of the School Loans Service over at least half a term.

When suggesting the range of ways that the Collection could be used the participants felt we should map usage onto PLOTS. Clifton Partnership EiCAZ have produced a Learning Skills Curriculum which they have offered to share with us. Further research will be done into these.

3.2 So what would this Resource Package cover?

# HOLISTIC PACKAGE



### **3.3 Most effective format for resource materials**

Most felt that resources should be made available digitally, ideally as downloadable resources for a web-site but possibly also on CD-ROM. It was felt that there should definitely be a page for the School Loans Service on the Rotherham Grid for Learning (<http://www.rgfl.org/>). The use of online resources within the curriculum is integral to both the National Primary and Key Stage 3 Strategies and underpins the priority given to ICT in schools and the commitment to fundamentally transform traditional patterns of teaching and learning through e-learning. 'Blended learning' will feature more and more prominently in the classrooms of the future.

ICT is becoming an increasingly important mechanism for connecting schools with the museum, library and archive sector. MLA Yorkshire's research about what would encourage schools to make more use of museums, libraries and archives showed a clear demand for online resources to reinforce pre and post visit learning. The My Learning website [www.mylearning.org](http://www.mylearning.org) has had over 278,000 visitors looking at 205 'learning journey' resources created by 79 museums, libraries or archives since its launch in June 2006.

Paper based resources are cheaper to set up but more costly to maintain; they get tatty and need replacing regularly. It is also not easy to include images with them as these don't copy well. CD ROM or online resources however allow a greater range of resources to be provided, such as numerous text files, high quality images, sound files and activity sheets as PDFs. This would give teachers the freedom to use the raw materials to compile their own resource sheets and learning materials that are specifically geared towards their students.

### **4.0 Development of resources**

Effectively, at the end of the consultation session we had a shopping list of resources that need to be created to accompany the loan items in the shape of the Holistic Package model.

#### **4.1 Drawing up shopping lists of resources for all ten topics**

Staff at the Clifton EiCAZ Partnership will initially be commissioned to plan and prepare teacher feedback sessions at CPM to gather specific ideas for literacy, numeracy and cross-curricular activities for all of the top ten topics. The sessions will be organised to coincide with Zone meetings for the three EiCAZs in the Rotherham area and will be hosted at Clifton Park Museum. Three or four twilight sessions in total will be held at the Museum, each focusing on three or four topics. The teachers involved will be offered free copies of the resultant CD-ROMs once they are produced.

Specific examples of literacy, numeracy and cross-curricular activities were given by participants on December 3<sup>rd</sup> as a starting point. These are outlined in Appendix D.

#### **4.2 Preparation of Interpretative material**

No one individual would have the range of experience and expertise required to be able to prepare the Holistic Package for each of the top ten topics. As a result, the interpretative material for the School Loans Collection will be compiled by involving a range of different people on a freelance basis. Louise Bowmar will co-ordinate the work of all freelance staff and will prepare work briefs, offering support and guidance as appropriate. Louise will also draw upon her own experience and expertise to compile a lot of the material herself. The creation of the interpretative resources breaks down into the following discreet pieces of work:

Project	Who by
Prep of character info and roles for each history topic	<ul style="list-style-type: none"> <li>• Museum education staff to do background research, compile character notes, compile prop and costume list.</li> <li>• Museum education staff to source/ buy props</li> <li>• Dressmaker to make costumes – for actors &amp; for pupils</li> <li>• Actors to prepare characterisations</li> </ul>
Dressing up clothes for pupils	<ul style="list-style-type: none"> <li>• Museum education staff to source/ buy props</li> </ul>
Prep of ideas sheets (literacy, numeracy, visual literacy, cross-curricular working)	Commission EAZ staff
Ideas sheet for family learning activities	Commission family learning staff
Photography (loan items, collection items)	Photographer – would need support from Museum education staff/ collections team
Compile archival resources (viewfinder pics/ scanning of other resources)	Support from archive staff
Details of related taught sessions/ self-guided visits to the Museum	Promotional material to be prepared by museum staff
Lists of related films, fiction and non-fiction books/ websites that relate to the topic (NB access to audio clips – music, sounds, oral testimony).	Research and list by Museum education staff/ volunteers. Ideas to be gathered at Teacher Feedback Sessions.

#### **4.3 Operational set up and technical support**

The permanent School Loans Assistant, who will ultimately be responsible for delivering and maintaining the collection, and all related admin, will be appointed six months in advance of the relaunch of the Service to assist Louise with the operational set up. A temporary technician will be appointed in early 2008 to make all of the boxes in-house.

#### **5.0 Publicity and promotion**

It was felt that leaflets and brochures were not a particularly effective way of disseminating information about the School Loans Service as there are no guarantees that it will reach all the necessary teachers. It was suggested that all information should be disseminated via an e-mail list of all History Co-ordinators in the primary schools and a core set of advocates for the Service such as School Improvement Advisors and EiCAZ project officers.

Short presentations about the Service at Zone meetings were also advised.

Having pages on the Rotherham Grid for Learning, would also provide good publicity as all schools access this regularly. Apart from the downloadable resources previously discussed, this site would contain an online catalogue and would ideally show availability of items and allow teachers to book online. At the very least there could be a downloadable booking form. Doncaster Museums Service already

provides an online catalogue. We could also provide information about school session available at the Museum, forthcoming exhibitions and heritage sites.

**6.0 Costs**

The budget for the School Loans Redevelopment project is outlined in Appendix E.

**7.0 Timetable**

The timetable for the School Loans Redevelopment project is outlined in Appendix F

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Development Services</b>
<b>2.</b>	<b>Date:</b>	<b>2 June 2008</b>
<b>3.</b>	<b>Title:</b>	<b>Flood Alleviation Scheme - Don Bridge/Old Grafton Bridge</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

**5. Summary**

This report seeks approval to undertake the development work for the potential removal of this bridge that acts as a major obstruction to river flow.

**6. Recommendations**

- (1) That development work is undertaken in respect of the possible removal of the Don Bridge/Old Grafton Bridge including:**
- (i) Process for Listed Building consent for demolition**
  - (ii) Highways procedures**
  - (iii) Planning application**
  - (iv) Budget and Timetable**
  - (v) Continued consultation**
  - (vi) Assessment of transportation impacts**
- (2) Report back to Cabinet Member on final budget costs and proposal details.**

## 7. Proposals and Details

### Proposal for the removal of Don/Old Grafton Bridge

The Templeborough to Rotherham Flood Alleviation Scheme forms an important component of Rotherham's Urban Renaissance. The scheme in its entirety stretches from Magna to Don/Old Grafton Bridge at the top end of Rawmarsh Road an extent of around 3.5 kilometres and is regarded by the Environment Agency as a community-wide scheme that they support. This scheme will significantly reduce flood risk to a 1 in 100 year standard for existing businesses and infrastructure, unlock brownfield development sites alongside the river and open up the accessibility of the river for Rotherham people in accordance with the Urban Renaissance principle of focussing on the river. Presently Phase 1 of the scheme, between Magna and Centenary Way viaduct, is being delivered with completion envisaged in Summer 2008.

Phase 2 of the scheme is in design, but implementation is subject to funding applications being submitted. At present detailed design is underway by consultants (Jacobs.) The technical analysis has shown that the determination of levels of flood defence are significantly influenced by the presence or otherwise of Don Bridge. In this respect the bridge is a significant obstruction to flood flows as a result of:-

- the low level of the bridge soffit (ie underside of the iron girders that span the river) relative to flood levels
- the presence of a central pier within the channel
- the protrusion of the stone abutments into the watercourse.

These features cause a 'backwater' effect, whereby water levels upstream of the bridge are increased to a higher level than if the bridge was not present.

The detailed hydraulic modelling has demonstrated that the removal of the bridge would reduce the flood defence levels required up to a distance of 3.5km upstream of the bridge. The range of the reduction is between 670mm immediately upstream, 440mm at Chantry bridge and 250mm at Main Street bridge falling to 40mm at the upstream extent of Phase 1 of the scheme.

The bridge itself is in poor condition and was closed to vehicular traffic in 1998 but remains open to pedestrians and cyclists. The Transportation Unit is currently re-examining the proposed A633 Rotherham Road Improvement Scheme, which is currently included in the UDP, with a view to developing a replacement to include in the LDF.

The bridge is included as a Grade 2 listed building on the List of Buildings of Architectural or Historic Interest. It was built in 1876. It has suffered significant repair with modern materials to the superstructure as a result of corrosion with little of the current appearance being original - the central panels for instance with the coat of arms are modern copy replacements in GRP.

The recommendations of Jacobs is that the bridge is removed on the grounds that it will result in community wide benefits in terms of:-

- lowering the required flood defence levels upstream of the bridge by up to 670mm



- lowering the visual impact of defences needed upstream
- lowering the required defence heights and reduce the extent of defences adjacent to the Scheduled Ancient Monument near Chantry Bridge
- reduced costs of the flood defence scheme ( by £400-£450k )
- reduced risk of debris blockage which would create additional flood risk.

The processes to enable the bridge removal are: a listed building consent for the demolition; a planning decision for the riverside reinstatement structures; and a highway approval to remove the adopted section. It is hoped that these could all be carried out in 2008 to allow bridge removal in early 2009. The Environment Agency are fully supportive of this approach to flood risk management and reduction at this point of the River Don catchment.

Actions now to be undertaken are:

- Engineers review, including RMBC's Strategic Partner Ringways to assess structure, removal options, delivery and costing
- Listed Building consent for removal – including commissioning an Architectural Heritage Structural report ( in accordance with suggestions from English Heritage), and continued contact with Civic Society and English Heritage.
- Planning application for replacement river bank walls and superstructure
- Highways consent to remove the adopted highway classification and consideration of the safety aspects of re-routing pedestrians and cyclists
- User Survey
- Further wider consultation

### **8. Finance**

Jacobs have estimated the cost of removal in their feasibility report as £150-£200,000.

This outline cost needs to be verified with our Engineers and external strategic partner, Ringways.

There may be further costs that are not yet included in the cost estimate and a final budget cost will be prepared before reporting back. It is clear that some match budget will be required either from RMBC or from external sources such as YF's Urban Renaissance budget and these will be investigated.

If a replacement temporary footbridge is needed then this cost will have to be allowed for and is being investigated.

The EA Regional Flood Defence Committee have recognised the importance of this restriction to flow and have allocated Rotherham £150,000 in the current financial year to enable its removal. This is on the proviso that it is done this year and that RMBC cover the necessary match funding.

## **9. Risks and Uncertainties**

Technically there are no great risks in the work to remove the bridge or the reinstatement of banks and walls needed to be put in at either end of the bridge position.

The main issues are around the processes needed to gain the necessary Listed Building consent, planning approval and Highways permissions and the time that these will take.

The bridge is a Council liability and any future maintenance will be funded from the highway structures maintenance budget.

## **10. Policy and Performance Agenda Implications**

The Flood Alleviation Scheme project and the Flood Risk research supports the aims of:

- Rotherham Community Strategy
- the vision for Rotherham Town Centre (as contained in the Charter and the Strategic Development Framework)
- the objectives of PPS25 – Development and Flood Risk
- the delivery of the objectives of the South Yorkshire Housing Market Renewal Pathfinder.

## **11. Background Papers and Consultation**

Jacobs Viability report Don Bridge removal July 2007 (available)

Members reports on the Flood Alleviation Scheme.

Consultation with the community undertaken September 2007, shows positive support for the integrated scheme solution. Increasing awareness of the solution and concern over the timing of implementation is being discussed with partners. Consultation with existing businesses affected and with outside partners including Rotherham Chamber will progress to develop support for the scheme, including further contact with John Healey MP.

This supports wider project work on the Urban Renaissance Flood scheme that continues to be developed through direct consultation with scheme partners and wider consultation with stakeholders, statutory bodies and those landowners who are directly affected.

Reports to members will continue as the delivery of the various elements of the work progress.

Initial contact has already been made with:

- Conservation Officer
- Disability Coordinator
- Rotherham Access Audit Group
- SY Police
- Civic Trust
- English Heritage
- RMBC Engineers
- Transportation Unit.

So far there have no overriding objections but clearly it is early days in the process.

Initial Transportation Unit advice is that the route is part of the emerging One Destination Project that is being developed with SYPTTE to better link the town centre with Parkgate Retail World. There is concern over the loss of the pedestrian/cycle route and potential argument that a temporary bridge may be needed for pedestrian/cycle use until certainty to the A633 future route changes are known. These will be investigated further before reporting back.

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Development and Advisors</b>
<b>2.</b>	<b>Date:</b>	<b>2<sup>nd</sup> June 2008</b>
<b>3.</b>	<b>Title:</b>	<b>Rotherham Play Pathfinder</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

### **5. Summary**

Following the proposed selection process which identified the 28 play areas of the lowest quality in the Borough (Appendix 1), Cabinet Member agreement to this priority list is sought. Also requested is approval to publicise which sites have been selected and where necessary the initial financial allocations against specific play areas.

In a limited number of cases, the play areas identified are not suitable and so alternatives in the vicinity of the original area are being considered to ensure coverage in the same target area.

Approval is also sought to exempt the contract for the play area works in relation to Clifton Park from the provisions of Standing Order 48.1 (requirement to invite three to six tenders for contracts with an estimated value of £50,000 or more This is in respect of the revised master planning required within Clifton Park to ensure that the play activity area is appropriately planned within the context of the larger programme of heritage works. The cost of these works is within a ceiling figure of £7500.00 exclusive of expenses, VAT etc.

The Council is mid way through an exercise to procure contractors to implement the Clifton Park Restoration project. The estimated value of the contract that is being supported by Heritage Lottery Funds is £5.5 million (“HLF”), and the procurement process started with a notice in OJEU at the start of 2008. Pre-qualification questionnaires have been evaluated and interviews held to shortlist 5 of the original 23 interested firms invited to tender. Tender documents have been issued.

The £2.5 million awarded to the Council through the Play Pathfinder programme requires the installation amongst other things, of an innovative “Adventure Play Park” in Clifton Park. The total budget for this is £900,000 (including fees). Play provision is outside the scope of the HLF funded project, and it was originally intended to develop and deliver this as a separate scheme. However, the Council now has the

opportunity to deliver a much larger play scheme within a much tighter programme, but must take care to minimise the potential for conflict between this scheme and the HLF-funded works, particularly as the latter involves a lot of intervention in the area immediately adjacent to the location of the play park.

With this in mind, arrangements are in hand to extend the Clifton Park Restoration project design consultant's commission to include the planning of the play park area to ensure a good fit with the existing proposals. We would suggest that the works in connection with the play park be included within the package of works to be undertaken by the main contractor whose appointment will follow the completion of the procurement process for the HLF funded works. This would mean that one firm would be responsible for contract operations across the whole site, and avoid the possibility of two firms on separate contracts working in close proximity to each other with the risks that would bring of complications, delays and claims.

If the Play Pathfinder programme funding had been available when decisions were made to procure a contractor to do the HLF funded works, these works would have been commissioned under the one contract. It is therefore proposed to invite tenders for this additional work (to be funded from the Play Pathfinder programme) from the contractors invited to tender for the HLF funded works. Although this does not strictly comply with Standing order 48.1, in that a separate procurement would normally have been undertaken, it ensures the work will have been won competitively and discharges the Council's fiduciary duty to act in the best interests of council taxpayers and the community.

## **6. Recommendations**

- 1 That the priority list of play areas is approved and that work now commences to deliver these areas as soon as possible.
- 2 That the contract for the construction of the Clifton Park Adventure Play Park be exempted from the provisions of Standing Order 48.1 (requirement to invite three to six tenders for contracts with an estimated value of £50,000 or more) and be awarded to the contractor appointed to deliver the Clifton Park Restoration project.

## **7. Proposals and Details**

Previously Cabinet and then all members received a copy of the proposed play area distribution map. Comments were received from Cllrs Johnston and Aktar and the Chief Executive also notified us of a message from the Leader. There were also comments from a number of members of the public requesting further advice on possible locations. These issues have been addressed and there is nothing outstanding.

Work is now underway to identify the way forward to deliver this programme.

### **Principles**

In order to deliver the overall programme, a set of principles is suggested which will help to ensure effective delivery of maximum play value to the locations identified. These include

**Natural play** – natural play opportunities are built into each play area (except where finances and scale do not allow). These will complement traditional formal play opportunities.

**Safety surfacing** - surfacing solutions are carefully considered to ensure that whilst the level of safety is ensured, the approach creates lower cost and in some cases, natural solutions (Envirochip / sand). The reason for this is the high cost of industry standards which can cost almost the same as the equipment itself and which does not ensure long term low maintenance solutions.

**Design** – options for seconding a landscape designer from the Streetpride team appear to offer the best solution to ensuring value for money. Alternatives include tendering work which will inevitably increase costs.

**Consultation** – a requirement of this programme is that full consultation is carried out with children and parents / carers. Options are currently under consideration.

**Fencing and other peripherals** – the budget for each of the 28 play areas demands that funds are almost exclusively targeted towards play focussed activity.

## **8. Finance**

£2.5 million has been awarded to deliver the programme over the next two to three years. Value for money delivery options are currently being considered.

## **9. Risks and Uncertainties**

Locations selected are subject to consultation outcomes and may need to be modified. Where this occurs, then in principle we will work to provide facilities in the same general catchment areas.

**10. Policy and Performance Agenda Implications**

None

**11. Background Papers and Consultation**

The Assistant Chief Executive (Legal and Democratic Services) agrees with the recommendations in this report for the reasons outlined in the report.

The Service Accountant for Environment and Development Services in Financial Services fully supports the argument used in respect of justification for suspension of Standing Orders.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
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