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GUNNERSBURY PARK JOINT ADVISORY PANEL

A meeting of the Gunnersbury Park Joint Advisory Panel will be held in the Board Room, Ground Floor, Chiswick Town Hall on Friday, 15 July 2016 at 6:30 pm

MEMBERSHIP

Councillors Mel Collins, Joanna Dabrowska, Yvonne Johnson, Adrian Lee, Binda Rai and Myra Savin.

Cooptees James Wisdom

AGENDA

1  Election of Chair and Vice Chair
2  Apologies for absence, declarations of interest or any other communications from Members
3  Minutes of the meeting held on 15 April 2016 (Pages 1 - 6)
4  Matters Arising from the Minutes
5  Sports Hub Update (Page 7)
6  Park Security (Page 8)
7  Update on Park Events Licence Proposal (Page 9)
8  Update on the progress of works to the Museum (Pages 10 - 15)
9  Update on the progress of works to the Small Mansion (Page 16)
10 Update on other Park buildings (Page 17)
11 Dates of future meetings
12 Urgent Business

Any business which the Chair agrees to accept on grounds of urgency.

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DECLARING INTERESTS

Committee members are reminded that if they have a pecuniary interest in any matter being discussed at the meeting they must declare the interest and not take part in any discussion or vote on the matter.

Mary Harpley, Chief Executive
London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow  TW3 4DN

Published on 7 July 2016
At a meeting of the Gunnersbury Park Joint Advisory Panel held on Friday, 15 April 2016 at 6:30 pm at the Chiswick Town Hall, Heathfield Terrace, Turnham Green, Chiswick, W4 4JN.

Present:
Councillor Yvonne Johnson (Chair) (LBE)
Councillor Mel Collins (Vice-Chair) (LBH)
Councillors Joanna Dabrowska, Adrian Lee, Myra Savin and Patricia Walker (LBE)
Co-opted Member: James Wisdom

In Attendance:
Councillor Ed Mayne (LBH)

26. Apologies for absence, declarations of interest or any other communications from Members

There were no apologies for absence. Councillors Joanna Dabrowska, Adrian Lee, Myra Savin and Patricia Walker arrived late.

The Chair thanked Kay Duffy, Committee Services, Hounslow, for booking the Committee Room at Chiswick Town Hall for the meeting, as the Small Mansion at Gunnersbury Park was unavailable.

27. Minutes of the meeting held on 22 January 2016

The minutes of the meeting held on 22 January 2016 were agreed as a true and accurate record, and were signed by the Chair.

28. Sports Hub Update

Marilyn Boyle informed Members that there had not been much activity since the last meeting. The Planning Application was being processed. Funding should be confirmed by the end of May 2016. Although there was an embargo on releasing information, £2m+ had been agreed from two key funders.

A bid for £500K had been made to the London Marathon Community Sports Trust; a decision would be made on the London Marathon weekend (24 April 2016).

It was proposed to move the Tender process forward for June/July, and to send design options to Councillors and the Chair of the Planning Committee.

[Councillors Joanna Dabrowska and Patricia Walker arrived at 6.43pm]

29. Heritage Lottery Fund (HLF) Capital Project Progress Update

a) Update on works

Bridget Gregory advised Members that many additional discoveries were coming to light as the work progressed. Whilst these were exciting, they were also challenging.

One challenge had been the discovery of historic water pipes, which had to be re-routed under
the café.

Under the Parks for People project, excavations of the middle bridge had unearthed five arches, not three, which had affected the design work for the Horseshoe Lake. The water had been drained from the round pond, which showed that the walls were in poor condition.

A meeting would take place on 19 April 2016 with the HLF; there had also been many meetings with Historic England (HE), who had been very supportive. The Gothic scheme and rooms have been taken out of the bid with HLF, as this work, together with the terraces beside the small mansion, will be funded by HE (£470K, with the remaining £30K funded by the London Borough of Ealing).

As part of the investigative work, a problem had been discovered in relation to the strength of some floors. This had necessitated the redesign of the Museum, moving some galleries to the top floor, and the archive room and volunteer space to the first floor. To have strengthened the floors above the state rooms was too high a risk and too costly to achieve; hence, the reorganisation had been made.

b) Staffing
The following posts had been agreed:
➢ Head Gardener – a five year funded post – Chris Ellis
➢ Community Officer
➢ Public Programme Officer – Sharon Walters (this post will concentrate on outreach work)
➢ Curator – Julia Tubman
➢ Museum and Learning Programme Manager – Susie Batchelor (a CIC Appointment, funded by HLF for 1 year)

c) Site visit
Members noted that, at the meeting held on 22 January 2016, Jonathan Kirby (London Borough of Ealing) had proposed arranging a site visit, which had not yet happened.

Members requested that this should be arranged as soon as possible.

Mr Wisdom explained that it was difficult to organise a visit, as the architects were only on site between 9am and 5pm, Monday to Friday. He suggested that he should liaise with the architects and agree a date and time with them, to which Panel Members would be invited. It was agreed that this course of action should be followed.

d) Guided Park Walk – Friday 29 April 2016
Mr Wisdom reminded Members that a guided walk had been arranged by the Friends of Gunnersbury Park and Museum, to take place at 10am on 29 April 2016. It was hoped that the new Head Gardener would join participants. Members were welcome to attend, if they were available.

30. CIC & Development Trust Update

Members had received an update report, attached to item 5 of the Agenda Pack.

a) Bridget Gregory also advised Members of the following:

i) Appointment process for Director
An advert had been placed in the Guardian (and other media) for the post of Director. GatenbySanderson Ltd had been engaged to assist in this recruitment. Members believed that it was important to have someone with expert knowledge on managing large estates on
Resolved that:
Bridget Gregory (London Borough of Ealing) would ask the CIC Board if there would be an expert on managing large estates on the Appointments Panel for the post of Director.

**ii) Appointment of Legal Team**
Bridget Gregory confirmed that Winckworth Sherwood LLP had been appointed to provide legal advice and support.

**b) Update report from the Gunnersbury Museum and Park Development Trust – item (4)**

**Fundraising Activities**

Members noted that the Friends of Gunnersbury Park and Museum had applied to both the JB Allen Trust and the Foyle Foundation (not the Christina Foyle Foundation) on behalf of the Development Trust. Grants received until the Development Trust achieved Charity status would be paid to the Friends of Gunnersbury Park and Museum. Mr Wisdom was disappointed that this had not been recorded in the Update Report.

**c) Visit of the Chief Executive of the Foyle Foundation**
Ms Val Bott informed Members that the Chief Executive of the Foyle Foundation had visited the Museum in connection with the bid for funding made to the Foundation. Following his visit, he spent a further 25 minutes giving advice on other charitable foundations that might be open to bids for funding for the Museum. A decision on the bid for funding would be made at the end of April 2016. It was looking positive that the bid would be successful; Members noted that, if this was the case, other funders could be minded to make grants as well.

**d) Grant from the City Bridge Trust**
Members noted that a bid will be made to the City Bridge Trust for £100K to fund a lift in the Museum.

31. **Dates of future meetings**

The date of the next meeting was agreed as Friday 15 July 2016, at 6.30pm.

*Afterminute: the venue has been confirmed as the Board Room, Ground Floor, Chiswick Town Hall.*

32. **Urgent Business**

**a) Outstanding Heritage Lottery Fund grant**
Mr Wisdom reported that the Heritage Lottery Fund grant that had been applied for approximately two years ago had still not been received, even though he had completed the appropriate form for the money to be released.

Resolved that:
Bridget Gregory would request Jonathan Kirby to pursue this.

**b) Painting acquisition – Gunnersbury Park by Maxwell Armfield**
Mr Wisdom informed Members that a painting of Gunnersbury Park in the 1930s had recently come up for auction. As there are very few paintings depicting the Park in this era, it was agreed to try and purchase the painting. Hounslow and Ealing Councils made some funds available: the Friends of Gunnersbury Park and Museum feared that this would not be sufficient to achieve a purchase, and approved the use of their own funding to hopefully secure the painting. In the auction, the purchase price was much lower than had been anticipated, so funds from the Friends will be used to pay for conservation and a new frame. A copy of the painting is included at the end of these minutes.

[Councillors Myra Savin and Adrian Lee arrived at 7.10pm]

c) Lack of Written Reports to the Panel prior to meetings
Councillor Adrian Lee complained that too many reports to the Panel were made verbally, and believed that there should at least be outline skeleton reports provided prior to the meeting. Members noted his complaint.

d) Fishing
Councillor Mel Collins had written to Jonathan Kirby in the last week with a query on fishing on the Potomack Pond and security of the park. As this was casework, he asked for an interim response to be sent to him, so that he could advise his constituent accordingly.

Marianne Boyle reported that Heritage and Parks had met to discuss the anti-social behaviour in the Park. She confirmed that there was a “No Fishing” bye-law in place, and that no permits had been issued. As fishing also required a Rod Fishing Licence, the Environment Agency could become involved. In the short term, more prominent signage would be installed and the locks would be changed.

Resolved that:
Jonathan Kirby should respond to Councillor Collins as soon as possible.

e) New vehicular gates on Lionel Road
Councillor Myra Savin reported that a new set of gates had appeared on Lionel Road, which were clearly not heritage design. In addition, one of the gates opposite Lionel Primary School was in need of repair.

Resolved that:
Marianne Boyle would investigate this and take appropriate action.

f) Security
Members were disappointed that no update had been received from the police following their presentation at the last Panel meeting, and asked that they be given regular updates on park security. Although contact details for the police had been given to Panel Members at the last meeting, Councillor Dabrowska had made contact, with no response – despite following up on numerous occasions.

Resolved that:
PC Dinesh Pillay be asked to give regular updates on park security to the Panel.

g) Abandoned Vehicles
Members were advised that Gunnersbury Park staff had to identify vehicles that appeared to be abandoned, following which a period of two weeks had to elapse before the “abandoned” status could be confirmed. Options were currently being investigated to improve security in the long term. Ms Boyle would report back to the Panel.
h) Changes to the layout and content of the Museum
Councillor Lee asked if there would be any difference in these aspects. Bridget Gregory confirmed that there would be huge changes, with themed galleries. Mr Wisdom informed Councillor Lee that it had transpired that some floors had been strengthened with cast iron during the 1830s, which had led to some re-design of galleries above the State Room.

Councillor Lee asked what themes were being planned, as he felt that there had always been a hotchpotch in the past, with no distinct theme throughout the Museum. Ms Gregory confirmed that the routes through the Museum and the exhibits had been carefully thought out; they would explain the history of the local area, including the Rothschilds. Some carriages would move into a carriage display area by the café.

i) “The Curve”, Chiswick Roundabout
Mr Wisdom explained that the Friends of Gunnersbury Park and Museum had lodged an objection to the planning application for “The Curve”. He reminded Members that future visitors to the upper floors of the Museum would be standing close to where Sir John Maynard (owner in 1656) had stood, when the building overlooked all of London. Members noted that, at that time, Gunnersbury was visible from across London.

Marianne Boyle advised Members that an internal objection had been made on the grounds of heritage impact.

j) Clerk to the Panel
The Chair advised Members that the permanent Clerk to the Panel, Carol Stiles, had been unwell, and recorded Members’ good wishes for her swift recovery.

k) Councillor Patricia Walker (LBE)
Councillor Walker advised Members that this would be her last meeting as a Member of the Panel, as she would be taking on the role of Mayor of Ealing for the coming year. She stated that she had greatly enjoyed working on this Panel, and had become exceedingly fond of Gunnersbury Park. Members wished her well in her Mayoral year.

l) Thanks to the Chair
The Vice Chair, Councillor Collins, thanked the Chair, Councillor Yvonne Johnson, for her work as Chair of the Committee for the past year. Members noted that the July 2016 meeting would be the AGM, and the Chair would pass to a Councillor from the London Borough of Hounslow.
Gunnersbury Park, West London
Maxwell Ashby Armfield (1881-1972)
Painted approximately 1933
Oil on canvas

The meeting finished at 7:35 pm.

The minute taker at this meeting was Irene Bowles
Item 5.

Sports Hub Update, July 2016

Update (J Kirby, LBE)

- Park Life Grant Application submitted for £4m
- LTA grant application in process for £500k
- LMCT grant application for £500k decision pending
- International School of London – looking to contribute £500k to the scheme, subject to agreement
- Brentford Sports Trust - £500k confirmed
- Discussions, as part of the soft market testing for an operator for the Gym facility, which would be delivered should the Park Life Grant be secured, have been progressing well and have indicated a favourable business model and rate of return for the Football Foundation (Park Life) and other partners
- Detailed design progressing and OJEU procurement will be starting in the coming weeks.
- Meeting took place with Utility Consultant, representing the Brentford Stadium development, with regards to a buried HV cable route, potentially using the park. A contribution towards the Sports project is expected should this be agreed.
Item 6.

Park Security Update, July 2016

Some small progress has been achieved on Park security but there are still problems.

**Abandoned Vehicles** - cars have been monitored by Parks staff and then stickered with notification stickers by LBH enforcement team after due period, which caused owners to withdraw some of them and the remainder were towed away. New No Overnight Parking signs are being designed.

**Fishing** – the locks on the gated area around Potomac Lake were upgraded and No Fishing signs put up; this has deterred some but not all of the fishing violations.

**Anti-social behaviour** – some incidents with drunks and rough sleepers; the Police report no major problems that they have been alerted to; a ‘wild swimmer’ was spoken to and has desisted.

There is continuing occurrence of anti-social behaviour, reports of dangerous dogs and criminal activities, including vandalism earlier this year. Accordingly a Park Guard patrol is being considered by both Boroughs to call into Gunnersbury to deter and reassure Parks users. This is a bespoke local service who are currently operating in Ealing.

( D Stockdale, LBH)
New Park licence Proposal Update, July 2016

The specialist Events company, Event Umbrella, have been commissioned to prepare and consult on a new events licence for Gunnersbury Park which will fulfil the educational and commercial needs of the new Community Interest Company from 2017.

The vision for the new licence is to cover capacity for a whole season’s events programme so that events do not require individual licenses for each event but will still have to have approval on a per item basis from the licencing authority to take place.

As a first stage in the public consultation there will be a meeting with Ward Councillors in the next month.

When an acceptable licence is approved this will be in the name of London Borough of Hounslow until it is transferred to the CIC as part of the management transfer agreements for Gunnersbury.

*Update by D Stockdale/ S Kamboj (LBH)*
Joint Advisory Panel Item 8

Works to Museum & Landscape Update

Bridget Gregory, LBE
Project Manager
06 July 2016

1.0 Programme
The project is 9 weeks behind programme due to discoveries when opening up and the necessary planning consents required. A revised programme is being prepared for issue by QLL at the end of July.

2.0 Cost Plan and Procurement
At the end of the month procurement by the main contractor will be completed and costs finalised. We are currently on budget however challenges remain on the PfP due to the Round Pond and Orangery which require more repairs than originally anticipated. A solution is being discussed to ensure we can keep in budget and recommendations will be made to HLF and the Board later this month.

Catering Operator - Benugo has been awarded the catering contract for both cafes (museum and sports) and events.

3.0 PfP Update

3.1 Restore the historic parkland setting of the two mansions including planting and heritage tree work, and works to the Museum frontage and drive
- Capel Manor College student designs for south lawns long border under development - final workshop on August 10th. Planting plans for rest of park having minor adjustments to incorporate further suggestions from heritage landscape consultants. Seed mixes for meadows to be adjusted based on recent soil test results for silt and café piling arisings.
- Specialist Picus testing of key heritage trees thought to be at risk was completed at the end June – results are pending. This included the Temple area cedars, heritage limes and oaks. Phase 2 tree works on pitch and putt area to be scheduled for winter 2016 following closure of the course.

3.2 Relocate the pitch and putt course to open up the historic parkland and present a nature trail
- Scheduled for Autumn 2016.

3.3 Restore the Orangery for public access and use as an events venue, and reinstate the Horseshoe lake
- Horseshoe Lake – construction of new walls progressing well with 75% of blockwork complete. Details for Middle Bridge reconstruction confirmed.
- Orangery - Discussions are on-going with a specialist glazing company to develop the details of the new aluminium glazing system proposed for the Orangery roof. A site review was held with the LBoH Conservation Advisor, Historic England and the HLF Mentor, regarding this intervention and all are in agreement that such an arrangement would be of benefit to the building.

- Opening up of the masonry cornice is on-going with the stonework being inspected and the scope of repair / replacement being determined as works proceed. The final cost of stone repair works will be determined following this opening up process.

- A review of the rear, west elevation has been undertaken with the LBoH Conservation Advisor and Historic England and a decision has been reached that this elevation should be photographically recorded and then rendered in a matching cement render, for reasons of both weather protection and uniformity of appearance.

### 3.4 Repair the Round Pond inc. hydrology works and bring back public boating activities

- Hydrology pipeworks linking the Round Pond, Horseshoe pond and Cattle pond scrape are now complete. The contractors M&E design package for the auto top-up, horseshoe pond aerators and water level balancing systems is to be issued shortly.

- Round Pond – further topographical survey and ground works testing and boreholes were carried out in early June. Initial results suggest that the pond will need new walls with foundations, and may need a liner in the long term as the underlying strata consist of a mixture of river terrace gravels and clays and London clay and it is located on a natural spring line. Full test results and recommendations will go to Board end of July.

### 3.5 Re-build the cafe and improve landscaping in vicinity creating stronger links and restoring heritage views

- New Café & Carriage Display: Works are in hand to form the new piled foundation and ground beams, pending erection of the steel structure and installation of the ground floor slab.

- Café construction is ongoing with pilings and ground reduction works complete. Steels and floor slabs being installed in early July. Due to the confined working area it has been agreed to delay the start of the play area works until later this summer. Two community artists are working with an early years families group and with Acton High school pupils this summer to create six play sculptures themed on the museum collection, and ten log seats for the nature trail all using felled timber from around the park.

### 3.6 Restore the park’s listed structures to a standard that will remove them from the Risk Register

**NORTH ENTRANCE GATEWAY** - Works to the North Entrance Gateway are programmed to commence in July 2016.

**TEMPLE** - Further inspection of the Temple has been undertaken with the joinery contractor and the scope of external joinery repairs has been refined.
TERRACE: WEST VIEWPOINT AND STEPS - Dismantling and Investigation of the steps has been undertaken, exposing a concealed vaulted structure beneath, supporting the viewpoint and steps. Localised repairs to this structure are to be undertaken prior to reinstating the existing stone treads.

TERRACE: SOUTH WEST ARCHWAY - Repair works are on-going to this structure.

SOUTH TERRACE - Final repair works to this structure now await the removal of the Large Mansion scaffolding.

TERRACE: SOUTH EAST ARCHWAY - Repair works are on-going to this structure. Details of the new pitched, slated roof have been issued to the contractor.

INNER BOUNDARY WALL AND EAST ARCH - Repointing and final piecing in repairs to the brickwork are on-going and the works are nearing practical completion.

SOUTH LAWN, HALF BRIDGE - Render finishes are being applied and the repair works to this structure are nearing completion.

SOUTH LAWN, MIDDLE BRIDGE - Final structural details of the bridge and its interface with the Horseshoe pond have been prepared and issued to the contractor for commencement of works to reconstruct the Middle Bridge.

KITCHEN GARDEN WALLS - Initial snagging of the works has been undertaken and final remedial works are in hand prior to the contractor’s handover of the structure.

POTOMAC TOWER (Gothic Boathouse) - Urgent repair works to replace the failed rainwater down pipe and to rebuild an area of fallen brickwork are to be undertaken.

3.7 Create a community kitchen garden with learning and volunteering opportunities

The community garden was completed and handed over to the head gardener and the Gunnersbury garden volunteers in April. They are working hard to cultivate the four large kitchen garden beds and have planted heritage vegetables and fruit. Works to the surrounding Gothic Walls are ongoing to access to the public is not available yet but an open garden event is being planned for early autumn once the scaffolding has been removed. Design of the education beds including the WW2 ‘dig for victory’ garden is ongoing and has included a visit to a local allotment site to see a recently reconstructed air-raid shelter.

3.8 Develop existing and new habitats to increase the wildlife value of the park

The head gardener and community outreach officer are working with young people from the ‘Challenge’ to develop a mini beast area including a bug hotel and stag-beetle loggery using logs and arisings from last winter’s tree works. A community wildlife day is being planned for late summer at the Potomac Lake, including bat and bird walks with local experts, community fishing activities and pond dipping activities.

3.9 Improve the parks entrance areas, signage and interpretation

- Wayfinding and welcome signs - Sample Ealing Parks signs have been installed and monitored at a nearby park – these are the same style as are proposed for
Gunnersbury. Final graphics and map designs for the Gunnersbury signs are expected to be approved in late summer / early autumn 2016.

- Interpretation hubs and label-bollards – text and graphics are nearing completion. Samples of materials have been provided and a full sized mock-up of a hub is being produced in ply so the scale, designs and locations can all be checked insitu ahead of production. A sample of the label-bollard will be available for the July HLF progress meeting.

- Construction news – information about the ongoing works is displayed in the park including the 6 project information boards relocated from the café area. Temporary displays on Heras enclosures explain specific areas of work such as the Horseshoe pond recreation and the Round Pond desilting. Information is also regularly updated on the Gunnersbury website and in press releases and by Twitter.

4.0 HG Large Mansion Update and proposed changes – capital works

4.1 Works to fabric of building – roof, chimneys, walls, windows and doors

4.1.1 LARGE MANSION: EXTERNAL FABRIC

- **Roof Areas - Roof Structure & Finishes:** Works are on-going about the roof areas, including structural repairs to the roof frame, informed by the timber decay survey; carpentry works to form gutters and roof decks; and commencement of lead working to gutter sumps. An issue arising with the manufacture of the proposed stainless steel finish to the parapet gutters has impacted on the sequencing of works, but this has now been addressed through the specification of an alternative stainless steel, of matching finish. The specification of the ‘lead alternative’ flashing material, specified for areas that are vulnerable to theft, has been presented to the LBoH Conservation Advisor for agreement.

- **Chimneys:** Works to clean and smoke test the existing chimney flues are due to commence shortly and a CCTV survey of the flue serving the existing boilers has been undertaken. This particular flue was found to be unlined and the majority of original parging to the brick flue was absent, and so relining with a new stainless steel liner is to be undertaken. All other flues, which will be redundant, are not to be relined, but will be finished with a ventilated lead or similar weathering to the top of the chimney.

- **Walls & Masonry - Render Finishes:** All render finishes have previously been analysed and samples agreed with the LBoH Conservation Advisor. Works are proceeding with the new render finishes and the areas inspected to date have exhibited an excellent level of workmanship.

- **Walls & Masonry - Proposed Paint Finishes:** Colour samples of Keim paint finishes for the external render finishes have been reviewed with Historic England, the LBoH Conservation Advisor and the HLF mentor, and a colour selected. A larger area of this colour has been applied to the north elevation for inspection at the next review meeting. It was agreed that this ‘off-white’ colour should also be used for the Park Structures.

- **Windows:** Further samples of joinery repair have been reviewed on site and an arrangement for installation of new oak cills has been agreed, which will avoid the
necessity to remove the whole of the window frame and shutters, whilst maintaining a robust, timber-to-timber repair. Discussion with the LBoH Conservation Advisor concluded that resin repairs should only be used for small areas of decay and not for forming connections between adjacent sections of joinery.

4.2 Renewal of mechanical and electrical services throughout

- **M&E Services**: Works have been undertaken on site to remove all existing, redundant services, although historic and significant fittings and fixtures are to be retained.

- **Specialist Lighting**: A review of the specialist lighting design proposals is to be undertaken to determine what element of this provisional design can be accommodated within the M&E package.

- **Utility Services**: The design and costing of a replacement water main to serve the site is on-going.

4.3 Internal works to fabric to prepare for museum fit out

- **Floors - Strengthening Works**: Works have commenced to strengthen the existing floors and the design of the installations is being monitored and adjusted as necessary to suit site conditions, as works proceed. Testing of the proposed carbon fibre strengthening of the cantilevered stone Skylight Gallery has been undertaken on site, with successful results being reported, enabling the final designs to be developed. Investigations are to be undertaken to determine whether the same system can be used to strengthen the cantilevered stone staircase within Fox’s Hall.

- **Stage 2 (Internal Fabric)**: A review of the design information for the various Stage 2 works has been undertaken with the contractor, to ensure a common understanding of repair technique and quality of finish.

- A further review of overall programme and critical path for the Stage 2 internal works and the Interpretation packages is to be now undertaken with the contractor.

4.4 Re-instatement of heritage spaces to three main rooms plus garden landscapes

- **Historic Decorations**: The outline proposals for these works are currently being costed by the contractor

- **Decorative Plasterwork**: Proposals for the inspection and repair of the decorative plasterwork, to be undertaken by a specialist conservator, are currently being reviewed by the contractor.
• **Fireplaces:** Proposals for the inspection and repair of the principal fire surrounds, to be undertaken by a specialist conservator, are currently being reviewed by the contractor.

4.5 **Museum Fit out**

Procurement of the Fit-out Contractor is progressing to programme. 3no. tender returns for the Museum Fit-out have been received and interviews will take place in the near future.

Tender information for the AV production is complete and will be issued for tender shortly.

5.0 **Museum Development**

The interim store in the Small Mansion is now complete. Objects required for future display will be transferred in batches from the Oxfordshire store in the coming months (starting end of July). This will enable any preparation work to be carried out e.g. conservation assessments, photography, measurement etc.

5.1 **Museum interpretation update**

Scriptwriting for the graphic panels is progressing well and near completion, being at proofreading stage to enable client sign-off. Identification of images for the graphics is well underway and assessment of related photographic/reproduction or illustration requirements also near to completion.

Object selection from GPM collections and sourcing loan material is on-going/continues to be refined in relation to the exhibition designer’s development of detailed case layouts. Object conservation needs are being assessed alongside.

Key next steps are to progress the development of briefing information and collation of any content material for the AVs and interactives in readiness for concept development stage in liaison with appointed contractors.
Item 9.

Progress on Works to Small Mansion Update, July 2016

(D Stockdale, LBH)

Prior to its future development, the Small Mansion is being used as the delivery centre for activities, learning and museum staff while the Museum (Large Mansion) is being refurbished.

Current works being undertaken at the Small Mansion are a programme of statutory repairs, to keep the building safe and sound for occupation.

Latest works include upgrades to internal fire doors and fire retardant cladding in the boiler area.
Small Mansion & Stables

A report has been produced by Turner & Townsend (T&T) to provide a cost overview for the works contained in the schedule of recommendations produced by Rodney Melville & Partners (RMP) for the Gunnersbury Park Small Mansion. The recommended works are based on a survey conducted with limited access and therefore assumptions have been included in both RMP and T&T documents.

The RMP team have identified 9 priorities of repair for the Small Mansion and they have been priced accordingly by T&T. The lowest level of intervention is priority 1 where the budget amounts to £192,456. Budgets have been allocated to each priority, resulting in a cumulative total of £1,407,673 for priorities 1-9.

To assist the client in understanding the wider costs surrounding the Small Mansion project, T&T have utilised their knowledge from the sister project of the Large Mansion to draw cost comparisons. In applying these principles, without design information, for guidance they would recommend a total restoration budget for the Small Mansion of £5m.

Next stage

Development of the Small Mansion and Stables is part of Phase 2 of the Gunnersbury Regeneration Project. Formal expressions of interest for leasing the Small Mansion and the Stables will now be invited.

The emphasis is on seeking a partner who is capable of fulfilling the HLF Heritage Enterprise Grant criteria in order to fund this scale of restoration costs. HLF would prefer a partner from the cultural sector (e.g. another museum or gallery) as they are seeking to fund this type of organisation in London under the Enterprise Grant scheme.