

Position at Project Start

Summary and Progress to date

The Permission to Start Form was returned signed from Heritage Lottery Fund on Thursday 27 November 2008 and the formal start of the project was marked on Monday 1 December 2008 with a meeting of the Resource Centre Project Team followed by a site visit.

The immediate priority was to comply with planning consent by the deadline of 15 December and this was achieved with the assistance of Hibbs & Walsh Associates (architects) and J F Knight (contractors) who undertook the necessary clearance and installation of kerbing. With the award a grant of £50,000 from the Garfield Weston Foundation and a number of small local donations, the original fund-raising target has been met, but we await the results of a thorough review of construction costs with the architects and quantity surveyor in March.

The Resource Centre Project Team met on 19 January to interview and appoint an architect take over from the late David Demery, our original project architect who sadly passed away in October 2008. The Heritage Lottery Fund have permitted use of contingency funding to cover the additional architects' costs which will inevitably be incurred. Cowper Griffith Architects were duly appointed and have been very energetic in getting to grips with the project and moving it forward to a tight timetable. They are currently working hard with Museum and UDC officers and consultants appointed on the detailed specifications, budgets and timetable for the project. A Quantity Surveyor and Structural Engineer have been appointed (details below) and some necessary preliminaries (site survey, test pits) have been undertaken. Work is in hand on services, energy efficiency measures and racking to revise plans and define specifications. Arrangements for vehicular access to the site have been clarified.

Confirmation of key personnel and roles:

Resource Centre Project Team

Councillors R P Chambers, **K Eden**, R M Lemon, D J Morson, S V Schneider,
David Haylock, David Laing, Tony Watson, Paul Salvidge – Saffron Walden Museum Society
Richard Auty, Toby Cowper – Uttlesford District Council
Carolyn Wingfield, Maureen Evans, Sarah Kenyon – Museum

Museum and UDC Officers

Project Co-ordinator / Manager – Carolyn Wingfield, Curator
Accountant – Tony Cowper
Legal matters, UDC - Catherine Nicholson

Museum staff:

Tony Carter, Security Officer
Susan Collier, Documentation & Exhibitions Officer
Maureen Evans, Visitor Services Officer
Aleks Jones, Learning Officer
Sarah Kenyon, Natural Sciences Officer
Lynn Morrison, Conservation Officer

Invoices and drawdown of funding will be authorised by Adrian Webb, Director of Central Services and Stephen Joyce, Chief Finance Officer

Heritage Quest Centre – compliance with planning consent

Hibbs & Walsh Associates – architects

Clearance and kerbing in compliance with planning consent – J F Knight

Heritage Quest Centre - construction

Architect : Cowper Griffith Architects (CGA), 15 High Street, Whittlesford, Cambridge CB22 4LT

Quantity Surveyor : Henry Riley

Structural Engineer : Andrew Firebrace Partnership

CDM Co-ordinator - Phil Hunt, UDC

Landscaping advice - Ben Smeeden, UDC

Energy efficiency - Jake Roos, UDC

Project BudgetIncome

Total income for the project secured so far, including help-in-kind, is shown below as £1,721,436 against a current estimated expenditure of £1,707,982.

INCOME	Revised Feb 2009	
UDC: added value of site donated for HQC	£	195,000.00
UDC: capital programme (spread over 2 years)	£	100,000.00
UDC: architect fees from existing budget	£	11,000.00
Saffron Walden Museum Society Ltd	£	32,500.00
Gift Aid and Interest to 31 March 2007	£	3,176.00
Museum fund-raising events	£	6,618.00
Volunteer labour, cash equivalent 340 days	£	17,000.00
BAA (Stansted Airport)	£	32,000.00
Help-in-kind, landscaping (P Clayden)	£	6,500.00
Grants & Donations: Uttlesford Inc. 3 landfill tax grants @ £50k each	£	198,114.00
Grants & Donations: rest of Essex	£	16,711.00
Grants & Donations: non-local Inc. Garfield Weston, BFSS, Charles Hayward	£	126,317.00
Grant from HLF	£	976,500.00
TOTAL PROJECT INCOME		£1,721,436.00

Expenditure

Expenditure estimates currently at £1,707,982 are £8,936 above the original 2007 estimate of £1,699,046 but covered by income and with 10% contingency in addition. Construction and racking costs have yet to be revised, so any apparent surplus of income over expenditure at this stage may well be required. Staff costs have risen very slightly (by a total of nearly £8,000 on the 2007 estimates) due to the delay in starting the project, but there is 10% contingency in the budget and this rise represents only 3.4%. Also, advertising costs could be reduced with a block advert and the allowance in the budget for a 3% pay award year-on-year may be turn out to be over-generous in the current financial climate.

Some of the costs in the Capital programme (construction of HQC) have been revised. Revised costs are highlighted in bold. Monitoring and revision will continue to keep the budget on track.

EXPENDITURE	Original Estimate	Revised Feb 09	
CAPITAL - Construction of HQC			
Architect original budget (DD)	£ 11,000.00	£ 11,000.00	
Architect - securing planning consent (H&WA)	-	£ 1,060.00	
Architect - additional costs (CGA)*	£ 25,000.00	£ 19,000.00	
Contractors works for planning consent		£ 885.00	
Cost Consultant (QS)	£ 15,000.00	£ 12,000.00	
Building Control	£ 6,000.00	£ 3,690.00	
Structural Engineer	£ 3,000.00	£ 5,690.00	
Site Preliminaries - survey & test pits	-	£ 815.00	
Service preliminaries - wind turbine study	-	£ 425.00	
Site for HQC (added value of land)	£ 195,000.00	£ 195,000.00	
Construction costs (incl 6% inflation to contract)	£ 927,500.00	£ 927,500.00	
Racking	£ 109,000.00	£ 109,000.00	
Storage Consultant revision & tenders	-	£ 500.00	
Furniture & Equipment	£ 10,790.00	£ 10,790.00	
Sub-total: capital	£ 1,302,290.00		£1,297,355.00
REVENUE - Outreach			
Staff - Outreach Officer	£ 85,125.00	£ 87,623.00	
Volunteer labour, cash equivalent 340 days	£ 11,000.00	£ 11,000.00	
HQC Public launch	£ 750.00	£ 750.00	
Outreach programme	£ 9,950.00	£ 9,950.00	
Sub-total: Outreach programme	£ 106,825.00		£ 109,323.00
REVENUE - Collections			
Staff - Collections Officer (3 years)	£ 85,125.00	£ 87,623.00	
Staff - Documentation Assistant (3 Years)	£ 60,460.00	£ 63,335.00	
Volunteer labour, cash equivalent	£ 6,000.00	£ 6,000.00	
Collections / documentation equipment	£ 2,120.00	£ 2,120.00	
Collections / packing & labelling	£ 1,680.00	£ 1,680.00	
Collections / removal contractors	£ 12,030.00	£ 12,030.00	
Collections / preventative conservation	£ 8,060.00	£ 8,060.00	
Collections / moving & lifting equipment for HQC	£ 1,830.00	£ 1,830.00	
Collections / rationalisation, specialist advice	£ 2,000.00	£ 2,000.00	
Sub-total: Collections programme	£ 179,305.00		£ 184,678.00
REVENUE - HQC / general cleaning	£ 440.00		£ 440.00
Total estimated project costs (1)	£ 1,588,860.00		1,591,796.00
Plus 10% contingency less extra architect costs	£ 110,186.00		116,186.00
TOTAL PROJECT COSTS incl contingency	£ 1,699,046.00		1,707,982.00

* Estimated cost of employing architects was £35,000, actual quotation accepted was £30,000 so this represents an additional £19,000 to the budget (£35,000 - £11,000 already in hand) rather than the additional £25,000 max. originally anticipated.

Timetable

At this stage, the provisional timetable for the Preliminary Phase of the project is as follows:

March	<ul style="list-style-type: none"> • Review budget for construction of HQC with QS, architects and other consultants; revise and issue project budget to take account of this • Continue working on detailed specifications for HQC, services and racking • Advertise for project staff (3 posts) • Purchase laptops for Documentation & Exhibitions Officer to install Modes XML • First grant draw-down from HLF by end of March
April	<ul style="list-style-type: none"> • Prepare tender documents and issue tender for Design & Build contract • Prepare tender documents and issue tender for racking contract
May	<ul style="list-style-type: none"> • Interview and appoint project staff
June	<ul style="list-style-type: none"> • Evaluate tenders and appoint Design & Build contractor
July	<ul style="list-style-type: none"> • Evaluate tenders and appoint racking contractor • Earliest date for project staff in post – induction • Late July – earliest possible date for contractor to start on site
August	<ul style="list-style-type: none"> • Contractor starting on site (if not be end of July) • Project staff – take up posts and induction continued from July if necessary