

## **COLLECTIONS RESOURCE CENTRE FOR SOUTH WILTSHIRE**

### **1. UNIT 7, HURRICANE CLOSE**

Salisbury Museum purchased a potential archaeological storage facility at Unit 7 Hurricane Close in February 2018. The museum has been urgently looking for a facility to house archaeological archives generated by developer funded excavations – in particular those produced by Wessex Archaeology. Salisbury Museum also needs to store a significant amount of archaeological material off site to enable the museum to move forward with major redevelopment plans to enhance the tourism potential of the museum.

Unit 7 is 179.30 sq m in size. The building could house over 600 linear metres of shelving on roller and static racking which could accommodate over 4,000 standard boxes of archaeological finds. The building could take all of the backlog material stored by Wessex Archaeology (somewhere in the region of 2,000 boxes of finds for south Wiltshire alone) as well as potential archives from future excavations in the Stonehenge landscape. The building is located next to Wessex Archaeology at Old Sarum and was in fact used by Wessex Archaeology as a store. There is the potential for expansion on site as other units may become available to purchase in future.

### **2. STRATEGIC BACKGROUND**

The issue of archaeological storage has been identified in the Wiltshire Council Core Strategy and the Stonehenge and Avebury World Heritage Site Management Plan. The Infrastructure Delivery Plan of the Core Strategy sets out the requirement for museum storage and this and Section 106 agreements offer potential mechanisms that would support the purchase and operation of a store.

### **3. PURCHASE**

The building cost £125,000 (freehold). Salisbury Museum has currently contributed £75,000 towards the purchase and an additional £50,000 in grant aid has been provided by the Garfield Weston Foundation. Salisbury Museum is seeking the £75,000 from Wiltshire Council as a contribution towards the purchase.

Salisbury Museum agrees that any grants paid to acquire the facility will be returned to the contributing bodies if the building is ever sold. This would be in the same proportion to the original contribution (i.e. Wiltshire Council would get £90,000 if the property is sold for £150,000 in the future). This could be secured with a legal charge on the building.

#### **Purchase expenditure**

<b>Task</b>	<b>Cost</b>	<b>Total</b>
Purchase Unit 7 Hurricane Close	£125,000	£125,000

Legal costs	Trethowan's legal costs (£2,905.43); Misc other fees (£459)	£3,364.43
Stamp duty	Not required	0
Survey fees	Undertaken by Stephen Linnard for £750	£750
<b>TOTAL</b>		<b>£129,114.43</b>

#### Income

<b>Organisation</b>	<b>Total</b>
Wiltshire Council	£75,000
Salisbury Museum	£4,114.43
Garfield Weston Foundation	£50,000
<b>TOTAL</b>	<b>£129,114.43</b>

#### 4. FIT OUT COSTS

Salisbury Museum will make a charge for all finds that are deposited at the store. For the Wessex Archaeology backlog we will charge £20 per box which will generate income of **£40,000** that can be put towards the fitting out of the store.

The costs for fitting out the store are estimated to be:

<b>Task</b>	<b>Cost</b>	<b>Total</b>
Racking and shelving	£21,422 (quote from rackline)	£21,422
Removal and creation of new mezzanine floor	£9,340 (quote from HMF)	£9,340
Fire and security alarm	£1,425 (fire alarm – Wessex Fire and Security); £793.49 (intruder – Wessex Fire and Security)	£2,218.49
Phone line installation	£99 (focus)	£99
Remedial electrical work	R & J Electricals (£514.25)	£514.25
<b>TOTAL</b>		<b>£33,593.74</b>

#### 4. OPERATING COSTS

Salisbury Museum will need to set out a formal agreement with Wiltshire Council and the main museums collecting archaeology the county that the store is *the* repository

for archaeological archives in south Wiltshire. This would follow on from work undertaken by the county museum's service to harmonise collecting areas and box fees.

Initially there will be a focus on the storage of bulk material until environmental controls are introduced for the deposition of more sensitive material. Salisbury Museum could temporarily accommodate more sensitive materials at the King's House if the museum's bulk material is shifted to the resource centre.

All archaeological archives will have an associated charge for deposition that will help to offset the running costs (see regular income). This charge will come from the developer funding for the archaeological project. This one off fee will need to be agreed with main archaeological contractors and Wiltshire Council and can only be estimated at present based on fees charged elsewhere. This fee is currently set at £20 per box but is likely to increase to £75 per box.

All archives deposited will need to follow detailed deposition guidelines to ensure the objects are suitable for long term storage. Salisbury Museum's guidelines need to be updated – see Salisbury Museum's here <http://www.salisburymuseum.org.uk/documents/policies-guidelines/guidelines-and-conditions-preparation-and-deposition-archaeological> . The museum will work with the Council's conservation and museums advisory service to develop consistent new guidelines.

It will be impossible to manage this facility without some additional staffing capacity. Salisbury Museum is currently recruiting a collections manager via the Wessex Museums Partnership who will be responsible for managing the building and the archives – tasks will include managing new acquisitions; loan/deposit agreements; maintaining standards; liaising with researchers and archaeological units over access; managing the collections database; managing volunteers working on finds processing/cataloguing; ensuring site cleanliness and security and environmental monitoring.

Grants could be secured to offset running costs – for example HLF bids by the museum could involve enhancements to facilities that will factor in staff time – this has not been included in the budget. In addition the Museums will apply for grants for research projects from the Arts Council's Designation Development Fund – for example digitisation projects relating to the archaeological collections. This could also factor in staff time. Again this is not in the budget at present.

### Annual Expenditure

Item	Estimated Costs	Total
Staffing costs – these are additional costs that should be covered by the income generated by running the store.	0.8 Collections Manager: Salary c. £25,000 per annum with 20% on costs: £20,000 (pro rata).	£20,000

Business rates	£3105.90 – but museum has 80% reduction as a charity	£621.18
Utilities (telephone and electricity)	Phone – £10.99 per month line rental (131.88 per annum). Electricity £200 per annum? Total £331.88 – round up to £400 per annum	£400
Buildings and contents insurance	Rebuild value (<£125,000) and historic material stored of low value– get cover under existing insurance with Hiscox.	£364.98
Alarm systems – maintenance and monitoring	Wessex Fire and Security. Fire – maintenance and monitoring (£250), Intruder – maintenance and monitoring (£470)	£720
Service charge (includes water use)	Charge for 01/03/18 to 31/08/18 is £95.57 – a year = £191.14	£191.14
<b>TOTAL</b>		<b>£22,297.30</b>

### Annual Income

<b>ITEM</b>	<b>Income</b>	<b>Total</b>
Wessex Museums Partnership – Arts Council Funding	£20,000 per annum guaranteed until 2022 for Collections Manager	£20,000
One off box 'fee' leved on deposition of future archives.	Increase from c. £20 to £75 per box (as per Cambridge County Council level). This would need to be agreed in discussion with other museums, Wessex Archaeology and Wiltshire Council. Estimated growth of around 30 boxes per year.	£2,250
Research fees – for access to material in the archive	Fees charged at £20 per hour. Could easily be 10 enquiries per annum of at least one hour	£200
<b>TOTAL</b>		<b>£22,450</b>

## **5. THE FUTURE**

The purchase of an off-site facility will enable the Salisbury Museum to relocate bulk storage items and thus release capacity within its town centre footprint for significant capital redevelopment. The museum has major plans to extend and update its galleries which will enable it to deliver higher impact permanent exhibitions and improve the temporary exhibition spaces to deliver more ambitious blockbuster exhibitions and attract greater numbers of tourists into the county.

The development of the storage facility into a Collections Resource Centre will enable the museum to collaborate with the Higher Education sector and develop a learning facility. Universities at Bournemouth, Southampton and Winchester have strong archaeology departments with students who undertake research on the collections at Salisbury Museum. The building has capacity for research area and welfare facilities which would enable students to access the materials on site.

Volunteers will be able to work at the centre. The museum has a strong track record of working with volunteers on cataloguing, digitisation and managing collections. There are over 200 regular volunteers supporting Salisbury Museum, the development of the site into a Resource Centre would enable practical training courses in collections management to be delivered to add value to the whole sector in the county.

The development of an off-site storage facility / Collection Resource Centre will enhance the museum's offer. The facility will enable Salisbury Museum to review the collections, assess the condition and exhibition value of materials that have rarely, if ever, been seen by the public, and to arrange for the loaning of materials between institutions. The sharing of resources will enable smaller museums to deliver higher impact exhibitions and generate additional visits at multiple sites simultaneously.

## APPENDIX 1

### THE CURRENT PROBLEM

- **There is a major storage crisis in Wiltshire relating to archaeological archives**
- Salisbury Museum stores all of its collections on site at the King's House. As highlighted in the museum's Conservation Management Plan produced in May 2011 this situation is unsustainable, the archaeological elements of the collection are at risk of lasting damage and something urgently needs to be done. The archaeology collections are stored in over fifteen different locations across the building, hence making management and access to them extremely difficult and unsuitable for those who wish to study them alongside the professional staff who care for them.
- Salisbury Museum is a grade 1 listed medieval building and is not suitable for the storage of many object types. It is made of permeable materials, is often damp and is very close to the water table – indeed during the poor weather conditions in 2013/14 the main storage areas for the Designated archaeology collection on the ground floor were at risk of flooding.
- Salisbury Museum does not have adequate research facilities. The collections have to be carried to where the researcher is based (often a room for meetings). This is time consuming and puts the collections at risk.
- It is currently not possible for large groups to view or gain access these collections. Ideally Salisbury Museum would like to provide access for the general public as well as special interest groups who are visiting the new Wessex gallery and local schools who would like to go on behind the scenes tours of the museum. There would be capacity to organise tours of the stores for school and adult groups which could equate to an additional 3,000 users/visitors per year.
- The archaeology storage facilities across Wiltshire are full to capacity. Salisbury Museum and Wiltshire Museum are concerned about the future growth of the collections and the impact this will have on its ability to acquire further objects and care for future collections.
- There is a huge backlog of material at Wessex Archaeology and other organisations generated by developer funded excavations awaiting deposition – an estimated 2,000 boxes of finds for south Wiltshire are with Wessex Archaeology alone. This situation in itself is not sustainable as the cost of storing the material has to be currently met by Wessex Archaeology. It is an ever growing problem as further archaeological archives will be generated by future large scale housing developments planned in the county – as well as infrastructure projects such as the tunnelling of the A303.
- Research projects such as the Stonehenge Riverside project have generated huge archaeological archives – these have happened outside of the

developer funded planning framework. There is a risk these archives (which in the case of the Riverside Project are nationally important) will go elsewhere if a local solution is not found.

- If Salisbury Museum is to unlock the future stages of its master plan it is essential for it to secure new storage facilities – the museum can only go ahead with the rest of its gallery improvement plans if it creates a dedicated Collections Resource Centre, off-site. At present, the museum is faced with moving objects into any available rooms, often having to move them more than once. This is unsuitable for the objects, the care and management of them, and of course, the public and scholars have no access to them during these phases of redevelopment. Offsite storage means continued access.