

CABINET

16 January 2013

COMMISSION FOR A JUBILEE EVENT SPACE

REPORT OF ASSISTANT DIRECTOR (ECONOMIC PROSPERITY)

Contact Officer: Eloise Appleby Tel No: 01962 848 181, Email: eappleby@winchester.gov.uk

RECENT REFERENCES:

Council Question to the Portfolio Holder for Communities, Culture and Sport (from Councillor Henry) at the Council Meeting on 7 November 2012

PHD455 –Jubilee Event Space (draft Portfolio Holder Decision Notice published for consultation on 4 December 2012)

EXECUTIVE SUMMARY:

The public enthusiasm for outdoor community events, which was demonstrated once again during Winchester's summer of celebrations in 2012, has prompted proposals for a new informal event space. This would be a tailor-made design, suitable for use across our towns and villages. It would also be portable, enabling it to be used by communities across the District. The space would provide a lasting commemoration of the Diamond Jubilee of Her Majesty Queen Elizabeth II, and a unique performance space for the people of the Winchester District.

This report sets out more information about the proposed space, including the funding identified from within existing budgets. It seeks Member approval to proceed with the commissioning process for the design and construction of the new space.

### RECOMMENDATIONS:

1. That the commissioning of the design and construction of a Jubilee Event Space for the Winchester District in accordance with the process set out in Section 2 of the Report be approved, and a Direction under Contracts Procedure Rule 2.4a) be made authorising such commissioning.
2. That the Assistant Director (Economic Prosperity) (in consultation with the Portfolio Holder for the Communities, Culture and Sport, be authorised to:-
  - a. determine the eligibility criteria for expressions of interest and composition of the evaluation panel;
  - b. determine the evaluation criteria for the final award; and
  - c. select the design in consultation with the evaluation panel
3. That the expenditure of up to £25,000 funded by virements from existing budgets - and consequential changes to the Capital Programme and General Fund Revenue Budget (as set out in the Resources section below) - be approved to support the commission.

## CABINET

16 January 2013

### JUBILEE EVENT SPACE

#### REPORT OF ASSISTANT DIRECTOR (ECONOMIC PROSPERITY)

##### DETAIL:

##### 1 Introduction

- 1.1 2012 was a year of celebration across the UK, fuelled by the Queen's Diamond Jubilee and the London Olympic and Paralympic Games.
- 1.2 In the Winchester District, the Council supported community events ranging from street parties in villages to the Olympic Torch relay which drew crowds of around 30,000 people.
- 1.3 The Council played an active role throughout the celebrations, from awarding small grants to dealing with road closures; by providing a free service from a commissioned Parish Celebrations Advisor; by marketing and sharing information, and by organising a number of its own high profile events.
- 1.4 What became clear during the course of the year is that the District lacks covered, informal event spaces which can be used on special occasions or indeed throughout the year. This could have been well used in the City for the *Jubilate* celebrations, the Torch Relay, the Bandstand Marathon and in the run-up to Christmas. Around the District, there was a wide range of fetes, street parties and social events at which such a space could have played a useful purpose.
- 1.5 There has often been discussion of the fact that Winchester itself, unlike many other English towns, does not have a bandstand. Whilst informal feedback suggests that a traditional bandstand is not what is needed, officers have met with encouragement from a range of stakeholders and Members when setting out the idea of a 'portable event space' for the District.
- 1.6 It is therefore proposed that the Council commissions the design and construction of an event space which can be moved from site to site, in the Town area and across the wider District, to provide such a venue.
- 1.7 This project would, as Members have heard at Full Council in recent months, be the City Council's Jubilee Legacy Commission. Members are therefore asked to approve the commission, including the expenditure of £25,000 from existing budgets as set out in the Resources section below.

## 2 The Commissioning Process

- 2.1 Officers propose to follow the commissioning process which has successfully been adopted for a wide range of other goods and services since its introduction in 2011/12. This would see the advertising of a formal specification on the Council's procurement portal, as well as to local networks and in the local media.
- 2.2 An evaluation panel would oversee this two-stage process, which builds on the lessons learnt from the commissioning of the popular Kite Flyer sculpture on Parchment Street.
- 2.3 The first stage would involve setting eligibility criteria for prospective bidders, the evaluation criteria for final selection, and advertising the commission on the procurement portal, seeking expressions of interest from a range of prospective bidders. These could be artists, commercial suppliers or any other organisation which feels it meets the eligibility criteria. The panel would consist of two Council officers, the Portfolio Holder, representatives of Town Forum and at least one Parish Council, the Winchester Business Improvement District and Winchester Cathedral.
- 2.4 A shortlist of three suitable potential bidders who meet the specified eligibility criteria would then be invited by the panel to produce costed draft designs, and they would be encouraged to discuss ideas with local performance groups and professional advisers (eg the Historic Environment Team) in the process.
- 2.5 An exhibition of the three final proposed designs would then be mounted – potentially at City Space, as part of a themed exhibition celebrating 100 years of the Theatre Royal – in the late spring. This would form part of a programme of community consultation, which would also involve residents from the District's market towns.
- 2.6 The evaluation panel would select the winning design based on a combination of public feedback, and technical, logistical, financial and aesthetic considerations.

## 3 Operational Considerations

- 3.1 Officers have been in discussions with Winchester Cathedral about providing a regular home for the space, as the Dean is keen to see the Close used increasingly for social gatherings. It is possible that the structure will therefore require planning permission, although it will not be fixed into the ground.
- 3.2 It is hoped that the new space might be available from summer 2013, depending on the availability of the selected artist/designer; the nature of the design; the need for planning permission and other variables.

- 3.3 The structure would be covered by the Council's insurance policies, but groups using the Jubilee Event Space would be required to hold their own cover for accidental damage and public liability.
- 3.4 A booking diary would be held by the Economy and Arts Team, with a set of criteria for use developed (and approved through the Portfolio Holder Decision Notice next spring) to ensure fair and appropriate use of the Space.
- 3.5 It is not envisaged that Council staff would be involved in the day to day operation of the Space, other than to manage bookings, check insurance and supervise transport arrangements. The Economy and Arts Team feels able to oversee this work, as the Licensing Team oversees the use of St Maurice's Covert.
- 3.6 There would be no paid-for marketing of the space, but regular communications promoting its availability would be issued to Parish Clerks, voluntary organisations, arts organisations, via Ward Members, on the Council's website and Twitter feed and so on.

#### 4 Alternatives Considered

- 4.1 During the year, a number of Members have enquired about plans to provide a lasting commemoration for the Queen's Diamond Jubilee year. Suggestions have included a plaque, a clock, a piece of artwork in St Maurice's Covert and a water feature. The Portfolio Holder has considered these but feels that a tailor-made event space would both provide a piece of attractive public art and at the same time fulfil a practical function. This function – supporting community celebrations - is in keeping with the three strands being developed to form the 2012 Legacy Plan previously shared at Council.
- 4.2 Another alternative would have been to buy a small marquee of similar, which could be stored by the Council in between events. This idea has been rejected because of the wish to provide a more durable and unique feature to mark the Diamond Jubilee.

#### 5 Consultation on the proposal

- 5.1 Consultation had thus far been informal. It has included Leading Members, the Winchester Business Improvement District (BID), Winchester Cathedral, The Theatre Royal and officers. All have indicated warm support for the commission. Indeed, the BID has offered a financial contribution.
- 5.2 However, the publication of PHD455 prompted a number of comments from other Members as set out – with officer responses – at Appendix 1.
- 5.3 The proposal for a similar commission for West of Waterlooville (using Section 106 contributions for public art) received widespread support from the local community. Due to the nature of S106 agreements, the 'WoWPod' – as it is being called – will not be able to be used away from the West of Waterlooville

area. This commission is already in train and the Pod is being built by artist Steve Geliot from Brighton: see [www.wowpod.org.uk](http://www.wowpod.org.uk)

- 5.4 As has been indicated in section 2 above, there would be open and well-publicised public consultation on the three shortlisted design concepts.

#### OTHER CONSIDERATIONS:

#### 6 SUSTAINABLE COMMUNITY STRATEGY AND CHANGE PLANS (RELEVANCE TO):

- 6.1 The commission directly supports the Winchester District Community Strategy outcome of Active Communities, by providing a space which will make a positive contribution to community events and celebrations.

#### 7 RESOURCE IMPLICATIONS:

- 7.1 It is estimated that a budget of £25,000 will be required for the project. This would include:

£20,000 design and construction fee

£3,000 fees for three shortlisted artists/designers to produce design concepts

£2,000 for a small public exhibition of the shortlisted designs, leaflets to promote the availability of the space, initial transport costs and other project expenses,

- 7.2 It is proposed that this is taken from the following existing budgets:

**£12,000** from the High Street Enhancement budget, originally intended to retrofit public art features following the refurbishment. (This is the remainder of a £30,000 allocation, the rest of which was used to pay for the refurbishment and extension of the painted bollards in The Square over the past year.)

**£8,000** from the Active Communities commissioning budget, in view of the fact that the initiative directly supports community events.

**£2,000** from the arts development budget.

- 7.3 In addition, **£3,000** has been offered by the Winchester Business Improvement District.

This would have the following impact on existing budgets:

	<u>2012/13</u>	<u>2013/14</u>	<u>Total</u>
<b><u>PROPOSED EXPENDITURE</u></b>			
<b><u>Revenue - (one-off)</u></b>			
fees for three design concepts	£3,000		£3,000
for a small public exhibition etc		£2,000	£2,000

<b>Net Revenue Cost</b>	<b>£3,000</b>	<b>£2,000</b>	<b>£5,000</b>
<b><u>Capital</u></b>			
design and construction fee		<b>£20,000</b>	<b>£20,000</b>
<b>Total</b>	<b>£3,000</b>	<b>£22,000</b>	<b>£25,000</b>
<b><u>EXISTING BUDGETS</u></b>			
<b><u>Revenue</u></b>			
Active Communities			
Commissioning	£8,000		£8,000
Arts Development	£2,000		£2,000
<b>Net Revenue Cost</b>	<b>£10,000</b>	<b>£0</b>	<b>£10,000</b>
<b><u>Capital</u></b>			
Winchester High Street	<b>£12,000</b>		<b>£12,000</b>
<b><u>Reserves</u></b>			
MIR release	<b>-£12,000</b>		<b>-£12,000</b>
<b><u>REVISED BUDGETS AFTER VIREMENTS</u></b>			
<b><u>Revenue</u></b>			
Active Communities			
commissioning	£3,000	£2,000	£5,000
BID contribution to project (Income)	-£3,000		-£3,000
<b>Net Revenue Cost</b>	<b>£0</b>	<b>£2,000</b>	<b>£2,000</b>
<b><u>Capital</u></b>			
Jubilee Event Space		<b>£20,000</b>	<b>£20,000*</b>
<b><u>Reserves</u></b>			
MIR release		-£12,000	-£12,000
Revenue Contribution to Capital		-£8,000	-£8,000
	<b>£0</b>	<b>-£20,000</b>	<b>-£20,000</b>
*Depreciation charges would be £4,000 pa over a 5 year life			

- 7.4 It is likely that some additional costs (eg for minor repairs) will be required during the life of the structure. The ambition will be to commission a structure that can withstand the strain of transportation, as far as possible. Based on discussions with the artist working on the WoWPod, these are likely to be negligible over the first five years, although some more significant refurbishment may be needed to make it fit for the following five years.
- 7.5 Obviously, such costs are unknown, but will be found as far as possible from existing revenue budgets. This is common practice for other works of art such as the Kite Flyer, Luminous Motion and the Horse and Rider statue.

- 7.6 Costs arising from acts of vandalism would be covered by the Council's insurance policies.
- 7.7 Costs arising from transportation around the Town and District would be currently unknown and will be factored into the decision about the winning bid. However, these could be shared between a number of events/organisations in any one area planning to use the Space. Again, ease of transport will be taken into consideration as part of the commissioning process.
- 7.8 No costs have been factored in for storage, as year-round use is envisaged. However, storage potential will be considered as part of the design considerations for particularly inclement weather or quiet periods. A fall-back storage option would be the Chesil Tunnel.
- 7.9 It is envisaged that event organisers would be able to 'erect' the Space as required, so no costs are factored in for this. There is a similar arrangement for the West of Waterlooville pod.

## 8 RISK MANAGEMENT ISSUES

- 8.1 The Council's Risk and Insurance Officer has been consulted about the proposal, and has advised on appropriate procedures to minimise risk to both the Council and to users of the Space. Terms of hire would be developed similar to those in use by Guildhall Winchester or City Space exhibition gallery.
- 8.2 A risk assessment of each design Space will be drawn up as part of the evaluation of the shortlisted bids to ensure that it is safe to use and straightforward to operate (eg in terms of transportation and setting up).
- 8.3 Operating instructions will be issued to users of the Space, and they will be required to show evidence of appropriate liability cover.
- 8.4 The biggest single operational risk is likely to be vandalism. This will be taken into account in determining the winning design – as has been the case at West of Waterlooville. A degree of protection would also be provided by positioning the Space in consultation with the CCTV control centre or in other overlooked locations elsewhere.

## BACKGROUND DOCUMENTS:

Draft Specification for the Jubilee Event Space Commission

## APPENDICES:

Appendix 1: Member Feedback



### **Appendix 1: Member Feedback**

	<u>Member Comment</u>	<u>Response</u>
1	This expenditure by the Council may seem unnecessary or misguided given the economic climate	Members were similarly cautious about committing monies to 2012 events, but the wave of positive feedback from the public has demonstrated that community celebrations/gatherings are perhaps even more important when times are hard for local residents.
		Access to a space of this kind – for use across the District – would potentially save money for local voluntary organisations and community groups who would otherwise have to hire in marquees etc to accommodate their performances. Allowing for a hire charge of around £500 a time for a modest marquee, this commission would pay back its costs after 50 usages.
		The funding is only available as a ‘one off’ sum and would not support other ongoing services which require year on year commitment from the Council’s revenue budget.
		The Winchester District has a tradition of commissioning and celebrating public art, and reaction to the two most recent commissions (Kite Flyer and Luminous Motion) has been almost universally positive.
2	No business case has been presented for this commission	<p>This paper – and Portfolio Holder Decision Notice (PHD455) before it – sets out the rationale for the Jubilee Event Space. It is not a business proposition, but a means to both mark a successful year of Jubilee celebrations across the District and provide for future events and celebrations that help to build strong communities and pride of place.</p> <p>However, this report includes reference to implications for staff, marketing and transport not covered by the original PHD.</p>

3	No evidence has been provided to support this expenditure	<p>The evidence to which Members have been referred has been the large numbers of residents participating in community events during 2012 (it is estimated that over 80,000 people participated in Council-led initiatives alone): this has led to regular requests to Council officers about the availability of gazebos, marquees or other event covers.</p> <p>Evidence has been provided through the consultation process for West of Waterlooville of public support for such a structure. This has been reported to the West of Waterlooville Forum.</p> <p>Traditional commemorative commissions (eg clocks, plaques, fountains) are rarely a product of local 'need'. This proposal is unusual in combining a unique commemorative gesture with genuine usefulness.</p>
4	A 'temporary bandstand' will not provide a lasting legacy for the Jubilee	This is a personal observation. Others have expressed support for an idea, including the Winchester BID, local performance groups and Festivals. It is not known at this point how long the structure will last, but with good design it could be for a decade or more. Given its usefulness, the proposal is that this would be an extremely fitting legacy to a year which has been characterised by community events.
5	More consideration is needed of maintenance and running costs	This comment has been addressed as far as possible in the body of the report. It would be possible for Members to consider making a modest charge in future years to cover maintenance or transport, but this is not recommended at the outset.
6	More consideration is required about whether the proposed virements are appropriate	Members have the opportunity to debate this at Cabinet.