
**Please find attached the report in respect of Item 12 on
the agenda for the above meeting**

12.	Trimontium Trust Funding (Pages 1 - 8) Consider report by Depute Chief Executive People. (Copy attached.)	10 mins
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TRIMONTIUM MUSEUM

Report by Depute Chief Executive, People

SCOTTISH BORDERS COUNCIL

23 FEBRUARY 2017

1 PURPOSE AND SUMMARY

1.1 This report provides Members with an update on proposals developed by the Trimontium Trust to refurbish and extend their existing museum in the Ormiston Institute, Melrose and seeks approval for a £60,000 capital grant from the Emergency and Unplanned Fund and for circa £63,000 of in kind support.

1.2 The Trimontium Trust has approached Scottish Borders Council for assistance to deliver a c£1.9m project to expand and improve the offer which their Trimontium Museum located in the Ormiston Institute, Melrose currently provides. The main capital project has been costed at approximately £1.2m with the balance in display and interpretation and an ambitious activity plan.

1.3 The Trimontium Trust previously submitted a Heritage Lottery Fund (HLF) bid in autumn 2016 but this was unsuccessful. HLF subsequently met with the Trust and provided feedback on the initial submission. HLF indicated that for a project of this scale, and one involving a Council administered building, they would have expected a Council contribution. HLF have also encouraged the Trust to resubmit a revised bid.

1.4 The Trust is working to address the advice received from HLF and now intend to submit a new Stage 1 HLF application in early March 2017. The Trust is working with many partners, specifically Live Borders and SBC Education to develop their submission as part of a wider scheme to develop its community outreach and grow the museum's influence beyond that achieved to date in its 25 year history.

1.5 The Trust is looking for SBC to provide support in the region of 10% of the capital cost of £1.2m. It is proposed that SBC offer £63,000 of benefit in kind, in the form of officer time, and provide a £60,000 capital contribution from the Emergency and Unplanned Fund. The benefit in kind comprises approximately £56,000 of architectural services and £7,000 of Clerk of Works services which it is planned would be delivered internally by SBC. The total contribution therefore would be £123,000.

2 STATUS OF REPORT

- 2.1 This report is urgent because it is only in the last few days that the Trimontium Trust have completed their revision of their business plan and redrafted their HLF application in line with advice received from HLF. This has allowed them to clarify the sums they require from the Council. Council officers met with members of the Trust on 15 February 2017 to review progress and to quantify the initial level of support SBC could consider.

3 RECOMMENDATIONS

3.1 I recommend that the Council:-

- (a) Notes the proposals that have been developed by the Trimontium Trust to expand and improve the offer which their Trimontium Museum in the Ormiston Institute, Melrose currently provides;**
- (b) Agrees to provide the project with a £60,000 capital contribution from the Emergency and Unplanned Fund and provide £63,000 of in kind support; and**
- (c) On the assumption that the stage 1 HLF application is successful, instructs the Depute Chief Executive People to bring a progress report back to the Executive before the Trimontium Trust submits a Stage 2 HLF application.**

4 BACKGROUND – TRIMONTIUM TRUST AND TRIMONTIUM MUSEUM

- 4.1 The Trimontium Trust was established in the late 1980s and for over 25 years has been successfully running the Trimontium Museum from a room in the Category B Listed Ormiston Institute in Melrose. The Museum interprets and celebrates the history of the internationally significant Roman site of Trimontium near Melrose and is the only museum in Scotland dedicated solely to Roman history.
- 4.2 The Museum currently has on display over 400 artefacts, some owned by the Trust, others on loan from Live Borders (but still owned by Scottish Borders Council) Museum Service and the National Museums of Scotland. Since 2005 the Trust has had an arrangement with the National Museums of Scotland to bring additional 'star object' loans of Trimontium material for display in Melrose.
- 4.3 The Trimontium Museum has achieved Full Accreditation status in the Museum Accreditation Scheme. (The Scheme, which is voluntary, sets nationally agreed standards for museums in the UK. Accredited museums can access specialist funding and support from Museums Galleries Scotland. To achieve Accreditation, museums must meet set requirements in:
- governance and management
 - collections care and documentation
 - information and services offered to visitors.
- The Trust have worked closely with their Accreditation mentor, Fiona Colton, Senior Curator with Live Borders Museums Service to both attain and retain these nationally recognised standards.
- 4.4 There is a strong and successful working relationship with Live Borders Museum Service, often working on joint initiatives, such as the shared purchase, ownership, conservation and display of a hoard of Roman silver denarii found on Synton Hill near Ashkirk in 2011. Working with the Museum Service, the Trust has been a partner in two joint-hosted Museums Galleries Scotland funded intern posts, in 2011-12 and 2014-15.
- 4.5 The Ormiston Institute is administered by Scottish Borders Council on behalf of the Ormiston Institute Trust who own the building. The Ormiston Institute Trust has been consulted with regard to these proposals and is fully supportive. The Ormiston Institute Trust deed and approved purposes have been checked and there is no conflict with what is being proposed.
- 4.6 In addition to the space currently occupied by the Trimontium Trust, the Ormiston Institute has rooms and spaces occupied and/or managed by both Scottish Borders Council (Registrars) and Live Borders (Halls). The building also provides a reading room for community use and this facility is being retained.
- 4.7 The Trimontium Trust is a well-established organisation that has been successfully operating for almost 30 years. Its trustees and volunteers come from a variety of backgrounds and bring a range of professional and practical experiences to the running of the Trust and Museum. As part of the HLF recommendations, the Trust has been reviewing its governance and succession planning to ensure its continued sustainability.

5 TRIMONTIUM MUSEUM - DEVELOPMENT PROPOSALS

- 5.1 The Trimontium Trust has prepared an ambitious project to significantly improve and physically extend the museum so they can better present existing and new collections, including never-before-seen artefacts in store from the 1989- 98 excavations of Newstead carried out by Bradford University. The development will significantly improve the visitor facilities by increasing display space, creating a purpose-built education space (which will also be available for use by other community groups), new retail spaces and new toilets. In addition to the capital works, the project will also deliver new activities and wider community engagement. The Trust plans to build on their extensive learning and outreach work by running a community archaeology programme, including field-walking, a Young Archaeologists Club, new learning resources for schools, traineeships, school placements and a wide range of volunteering opportunities.
- 5.2 Working to a brief prepared by the Trimontium Trust, the Council's Architect Service prepared an exciting and innovative design solution to extend the Museum. The proposal looks to utilise the external drying green to the rear of the property and the existing reading room. This presents an opportunity to give the museum its own dedicated high street entrance. Upon entering the upgraded museum, the visitors will find themselves within a welcoming reception area and dedicated retail space. From here there will be a series of permanent and temporary exhibitions connected through carefully considered transition spaces. The first of these will be a glazed atrium connecting the existing building to the new extension. The extension will contain a large double-height space giving views to an open mezzanine level above. A mix of carefully considered natural and artificial light will illuminate these areas including an element of 'wrap-around' feature glazing. Stairs and a glazed lift provide access to the mezzanine level which is filled with natural light from a large gable end window with views out to the old railway station and North Eildon Hill beyond. Further accommodation includes secure storage located within the existing body of the building, as well as a room where staff/volunteers can store personal belongings and ticket sales money can be secured safely at the end of the day. The existing WC provision including the Accessible WC has been rationalised and new access has been provided via a new corridor. Access to a new Reading Room is also accessible from the new corridor.
- 5.3 The project will deliver a range of benefits including:
- Significant investment in a community owned listed building, increasing its use and sustainability
 - The creation of a high quality tourism destination to add to the tourism offer of Melrose and the wider area
 - Engaging in and supporting tourism initiatives emerging from the Borders Railway Tourism strategy.
 - The new facility will act as a signpost for similar heritage across the Scottish Borders encouraging visitors to explore and visit other locations.
 - An additional 100m² of visitor/display accommodation creating a total area of 224m² providing a 120% increase in display space, improved displays and new interpretive methods.

- New and improved security and display standard including better environmental and security conditions for display and storage, crucially to national accreditation standards.
- The finds from the 1989-99 excavations will be conserved and displayed for the first time.
- An upgraded web site to provide another layer of interpretation
- Community Archaeology projects and other community and research projects to increase engagement, understanding and widen access to the heritage.
- Increased schools engagement, including work with secondary schools.
- The opportunity for individuals of all ages to develop new skills through a range of learning activities
- Volunteer training programmes and volunteering opportunities
- Opportunities for interns and trainees
- Young People can develop skills and gain accredited qualifications
- An increased understanding and awareness of the Romans in Scotland
- Increased footfall and economic benefit. Estimated increase in visitors is from 3,000 to 12,000 per annum, this includes educational and outreach projects.

6 TRIMONTIUM MUSEUM – HERITAGE LOTTERY FUND INVOLVEMENT

- 6.1 The project as proposed is dependent on receiving a Heritage Lottery Fund (HLF) award.
- 6.2 The Trimontium Trust applied to HLF in autumn 2016 for a stage 1 development grant but was unsuccessful. However, HLF took the unusual step to invite the Trust to revise their application and resubmit. HLF officers met with the Trust and offered advice as to how the application could be improved. The following were suggested:
- Strengthen partnership agreements
 - Strengthen internal governance arrangements
 - Review the staff/volunteer resource
 - Develop more explicit alignments with tourism and heritage strategies
- 6.3 Trimontium Trust have taken advantage of the guidance offered by HLF and revised both their Business Plan and application in line with this advice and are planning to resubmit a Stage 1 development application on 4 March 2017. HLF is being asked to support the project with a grant of £1.23m or 64% of the total cost.
- 6.4 **Partnership Agreements – Live Borders**
In their feedback HLF asked the Trust to provide more evidence of the partnership with Live Borders in terms of Museums and Halls. This has been addressed and Live Borders staff have been involved in developing proposals for a range of additional activities. Live Borders are also working to fully quantify the value of the considerable in-kind support that the Trust receives from both Museums and Halls. Live Borders Senior Museums Curator will be a member of the project team.
- 6.5 **Partnership Agreements – Scottish Borders Council**
HLF indicated that they expected to see a more demonstrable commitment, including a financial contribution, from Scottish Borders Council, particularly

as the project's capital investment benefits a building on the Council's asset register Council. Over the past three months the following actions have been agreed or are being recommended:

- A new 25 year lease for the existing and proposed accommodation has been agreed between all parties. This is absolutely necessary for HLF support
- The continued involvement of the Council's Architect Service in terms of professional and clerk of work services during both the development and delivery phases of the project on a pro bono basis. The benefit in kind comprises approximately £56,000 of architectural services and £7,000 of Clerk of Works services which it is planned would be delivered internally by SBC. This is estimated to be worth £63k of in-kind value.
- The Council is being recommended to award a capital grant of £60k from the Emergency and Unplanned Capital Fund.
- If approved the Council's capital and in kind contribution would amount to just over 10% of the overall capital costs.
- Discussions have been held with representatives from Schools, Community Learning, Community Justice and Joint Health Team regarding possible joint projects.
- The Headteacher of Melrose Primary School will be a member of the project team.

7 IMPLICATIONS

7.1 Financial

(a) The overall cost of this project, including development and delivery is estimated at £1.83m net of VAT. This can be broken down as:

- Development £163.4k
- Capital Delivery £1.22m
- Delivery Activity £273k
- Delivery others £177.2k

(b) The project income is estimated as follows:

- HLF £1.229m (64% of the total project cost)
- SBC £123k (£60k capital grant and £63k in-kind)
- Live Borders - In-kind to be quantified
- Value of volunteer time £132k
- The balance £450,000 is to come from a fundraising campaign led by Trimontium Trust - including private donations, online campaign, Leader +, Museums Galleries Scotland, Esmee Fairbairn, Pilgrim Trust, Robertson Trust, Fallago Environmental Fund. The Trust is confident it can raise the balance.

7.2 Risk and Mitigations

- (a) The risks with this project lie with the Trimontium Trust. The proposed project is reliant on the Trust receiving HLF support and if this is not forthcoming then neither the Council's capital grant nor its in kind support will be required.
- (b) The Trust was given advice from HLF on how to improve their application and they have taken account of this advice in their revised submission.

- (c) Included in the advice from HLF was an expectation that Scottish Borders Council, would be visible in their support of the project and make a significant contribution. If the Council does not support the recommendation to provide capital and in-kind support there is a very significant risk that the HLF application will fail.
- (d) If the HLF stage 1 application is successful the Council will have another opportunity to review the project's progress before the HLF stage 2 application is submitted and the £60k of capital grant fully committed. Approximately 35% or £19.6k of the in-kind fee will be expended developing the design to the stage 2.

7.3 Equalities

An Equalities Impact Assessment has been carried out on this proposal and it is anticipated that there are no adverse equality implications. The design solution proposes improvements to physical access and new activities programme will also increase accessibility to the heritage and increase opportunities for participation.

7.4 Acting Sustainably

This project supports the Council's need to act sustainably by:

- (a) Building/regeneration developments, along with links to other tourism destinations, will seek to provide solutions, which minimise the impact on the environment.
- (b) Building materials will be locally sourced, where appropriate, thereby ensuring the most sustainable procurement methodology.
- (c) Investing in the sustainability and future of a B listed town centre.
- (d) Supporting community capacity building.

7.5 Carbon Management

The design solution will seek to minimise any negative impact on the Council's carbon emissions through appropriate consideration during the design process including consideration of the delivery of service provision and revenue costs associated with future energy demands.

7.6 Rural Proofing

There are no adverse impacts to rural areas as a result of these proposals.

7.7 Changes to Scheme of Administration or Scheme of Delegation

No changes will be required to the Scheme of Administration or the Scheme of Delegation.

8 CONSULTATION

- 8.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and any comments received have been incorporated within the final report.

Jeanette McDiarmid

Depute Chief Executive, People

Signature.....

Author(s)

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Background Papers:

Previous Minute Reference: none

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Ian Brown can also give information on other language translations as well as providing additional copies.

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