



Executive Member for Health, Leisure and Well-Being

Agenda and Reports

For consideration on

Wednesday, 1st August 2007

In the Director of Leisure and Cultural Services' office,
Town Hall, Chorley

At 4.00 pm



www.chorley.gov.uk

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Chief Executive's Office

Please ask for: Tony Uren
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Date: 27 July 2007

Chief Executive: Donna Hall

Chorley
Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Dear Councillor

EXECUTIVE MEMBER FOR HEALTH, LEISURE AND WELL-BEING - WEDNESDAY, 1ST AUGUST 2007

You are invited to attend a formal decision-making meeting to be held in the Director of Leisure and Cultural Services' office, Union Street Civic Offices, Chorley on Wednesday, 1st August 2007 commencing at 4.00 pm.

The purpose of the meeting will be to consider the following agenda items which contain recommendations to be determined by yourself under delegated power in your capacity as the Executive Member for Health, Leisure and Well-Being.

AGENDA

1. **Declarations of Any Interests**

The Member is reminded of his responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of membership of another public body or one to which the Member has been appointed by the Council then he only needs to declare it if he intends to speak.

If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and not seek to influence a decision on the matter.

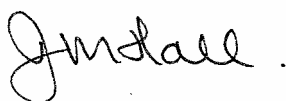
2. **Astley Hall Forward Plan/Acquisition and Disposal Policy (Pages 1 - 26)**

To consider the enclosed report of the Director of Leisure and Cultural Services, with accompanying draft Plan and policy document.

3. **Former St John's Amulance Hall, Adlington - Request to purchase and transfer to community ownership (Pages 27 - 30)**

To consider the enclosed report of the Director of Leisure and Cultural Services.

Yours sincerely



Chief Executive
Continued....

Distribution

1. Agenda and reports to Executive Member for Health, Leisure and Well-Being (Councillor Mark Perks) for attendance.
2. Agenda and reports to Jamie Carson (Director of Leisure and Cultural Services) and Tony Uren (Democratic Services Officer) for attendance.
3. Agenda and reports to Gary Hall (Section 151 Officer) and Andrew Docherty (Monitoring Officer) for attendance, if necessary.
4. Agenda and reports to Councillor Peter Goldsworthy (Executive Leader), Donna Hall (Chief Executive) and Steve Pearce (Assistant Head of Democratic Services) for information.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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Report of	Meeting	Date
Director of Leisure and Cultural Services	Executive Decision Meeting with the Executive Member for Health, Leisure and Well Being	01/08/07

ASTLEY HALL FORWARD PLAN/ACQUISITION AND DISPOSAL POLICY

PURPOSE OF REPORT

1. To approve the Astley Hall Forward Plan and Acquisition/Disposal Policy in order for the Museums Libraries and Archives Museum Accreditation Application to be submitted.

RECOMMENDATION(S)

2. That the Forward Plan and Acquisition/Disposal Policy be approved and submitted with the Astley Hall Museum Accreditation Application.

EXECUTIVE SUMMARY OF REPORT

3. A Forward Plan and Acquisition/Disposal Policy for Astley Hall is required as part of the Hall's accreditation application. The Plan outlines what will be achieved over the next five years. The plan contains more detail for the first year than the rest. However, it will be reviewed annually and updated. The Acquisition and Disposal Policy outlines the criteria for receiving items and releasing parts of the collection.

REASONS FOR RECOMMENDATION(S)

4. That the Astley Hall Forward Plan and Acquisition and Disposal Policy be approved in order to apply for Museum Accreditation Purposes.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. Not to produce a Forward Plan and Acquisition and Disposal Policy. This would present the following risks;
 - If Accreditation or Provisional Accreditation are not achieved Astley Hall will not be eligible for most streams of funding from HLF or from Museums, Libraries and Archives
 - The museum/art gallery will be unable to loan exhibitions or objects from other museums
 - The reputation of the Hall may also suffer as a result of not gaining this status, as it should demonstrate that we maintain basic standards within the Museum.

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Improved access to public services	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a good place to live	3
Involving People in their Communities	3	Ensure Chorley is a performing organisation	

BACKGROUND

7. People expect more of museums today. The new standard has been developed by MLA and the museum community to keep pace with these expectations. It now gives greater emphasis to the needs and interests of those who use museums - or who might be encouraged to do so in the future. Accredited museums must adhere to published minimum standards in how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users. The Scheme encourages innovation and improvement through the use of other materials and resources produced by MLA relating to the care of collections, access, learning, inclusion and diversity. These materials provide support and guidance in meeting and exceeding the current standards.

8. Accreditation recognises the importance of collections and effective collections management as the foundation for everything that museums strive to do. Without adequate collections care and documentation, the potential of museums to extend access to new audiences, encourage learning and inspire people's creativity would, eventually, be lost. Accreditation also addresses the needs of museum visitors. It requires that all museums provide:

- opportunities to use, enjoy and learn from the collections
- an assurance that the collections, including donated items, are held in trust for society
- information about the museum, its collections and its services
- a commitment to consultation with users, to ensure that future developments and changes take account of their needs and interests
- appropriate visitor facilities or details about facilities nearby.

Purpose of the Forward Plan

9. A Forward Plan is required for Accreditation, including a statement of purpose, key aims, specific objectives and spending plan. This plan has been written with specific objectives for the next year, after this period the objectives aren't as specific in order to take into account the Park and Coach House as there will be a degree of flexibility required.

The plan sets out what the aims of the Hall are and how we are to develop over the next year in terms of standards and involvement and engaging with our local communities. The key tasks in the Plan feature in the Directorate's Business Improvement Plan.

Purpose of the Acquisition and Disposal Policy

- 10. For Accreditation purposes Museums must have in place a suitable policy which deals with all Acquisitions and Disposals to the collections. This policy states what the museum aims to actively collect and accept via gifts and bequests and those items which will not be accepted due to strains on resources or storage. Each year members of the public offer objects which are either replicated within the collection or that can not be stored or indeed displayed on a permanent basis. As the Hall only has a finite amount of storage space it is essential that only those objects that are significant historically are accepted into the collections.
- 11. The policy also states what is already in the collection at present to give an overview of what we have in storage and on display. It is essential that we have this policy in place so that the collection is expanded in a rational manner and in order to rationalise any collections we currently house that may in the future be disposed of according to the relevant guidelines.

IMPLICATIONS OF REPORT

- 12. This report has implications in the following areas and the relevant Director’s comments are included:

Finance	3	Customer Services	
Human Resources		Equality and Diversity	
Legal			

- If Accreditation or Provisional Accreditation are not achieved Astley Hall will not be eligible for most streams of funding from HLF or from Museums, Libraries and Archives.
- The museum/art gallery will be unable to loan exhibitions or objects from other museums
- The reputation of the Hall may also suffer as a result of not gaining this status, as it should demonstrate that we maintain basic standards within the Museum.

COMMENTS OF THE DIRECTOR OF FINANCE

- 13. The Director of Leisure and Cultural Services has assured me that the actions in the Plan will be delivered within the existing budget. The only exception to this is repairs and maintenance works to the Hall itself. These works will be costed and then prioritised along with the rest of the Council’s buildings. Any variations to this will be reported to Members.

JAMIE CARSON
 DIRECTOR OF LEISURE AND CULTURAL SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise McCall	5929	23 July 2007	

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Chorley Council

ASTLEY HALL MUSEUM AND ART GALLERY FORWARD PLAN 2007 - 2011



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- 1. Introduction**
- 2. Statement of Purpose**
- 3. Background**
- 4. Key aims**
- 5. Key projects**
- 6. Projects 2007-2011**

INTRODUCTION

- This is a working document, intended to provide an overview of the management and development of Astley Hall Museum and Art Gallery over a five year period 2007-2011.
- The document contains a Statement of Purpose, which defines the underlying aims and intentions of Astley Hall. This statement seeks to sum up precisely what we strive towards in terms of preserving the Hall and its collections and serving our local communities.
- The Key Aims of Astley Hall are our overriding objectives, which are reviewed on an annual basis against our Specific Objectives in order to assess whether these are being met. The aims also link into other Corporate Plans such as the Corporate Strategy and also Directorate Documents such as the Directorate Improvement Plan and Cultural Strategy. In addition, professional Museum Standards will be addressed in the Key Aims and implemented accordingly.
- Specific Objectives- these lead on from the Key Aims and will be assessed on an annual basis through staff Performance Reviews and Consultation with our users, both internally and externally.

MISSION STATEMENT

- “To make Astley Hall and its collections accessible for the inspiration, learning and enjoyment of all”.
- This mission statement underpins everything we do at Astley Hall and lies at the centre of all future key aims and objectives. All events, activities, preservation, restoration, educational activities and exhibitions seek to either inspire, teach or entertain our visitors.
- Our essential aim is to serve the communities within Chorley, but as a significant historical building, Astley Hall also attracts many visitors from all over Britain.

BACKGROUND

- Astley Hall was given to Chorley and its people by Reginald Arthur Tatton in 1922, with the remit to preserve the Hall and its collections for the people of the town. This remit is still very much at the centre of everything we do at Astley Hall, in addition to fitting into strategic policies within the council and also Leisure and Cultural Services.

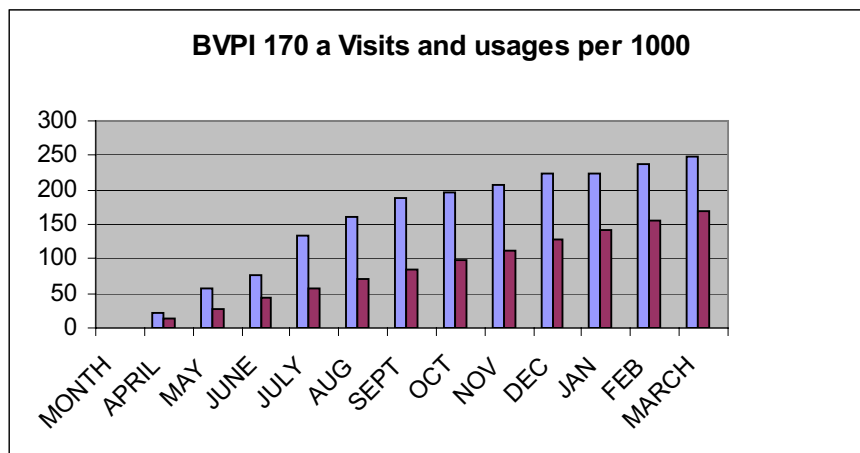


Astley Village Action Funded Film Project

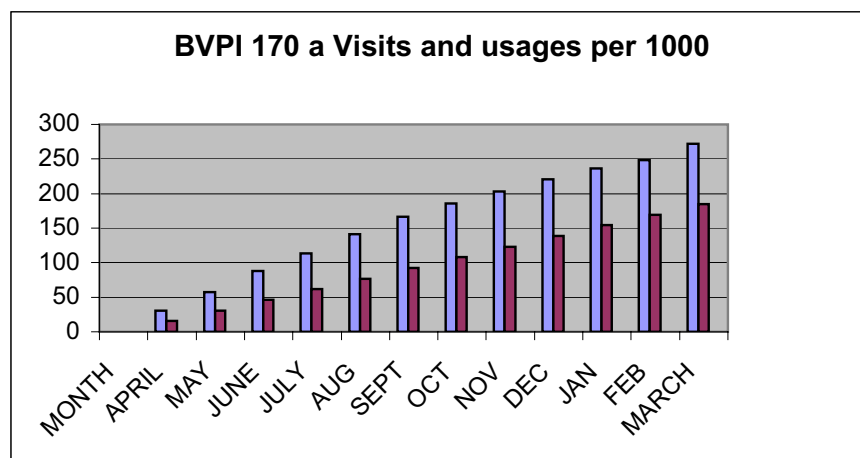
- All of the aims within this plan are centred around preserving the Hall and its collections and making them as accessible as possible to all of Chorley's communities. This is done through providing inspiration, learning and enjoyment for all ages and all sections of the community.
- Astley Hall lies at the heart of Astley Village and receives many visitors by its residents of all ages each year. It is this immediate community that we will be seeking to foster closer relationships over the next five years as part of this plan. We will also be seeking to foster closer relationships with various communities within Chorley, but the Astley Village connections will be developed first.
- Reference is made throughout this plan to the Friends of Astley Hall. Since the Hall opened "The Astley Hall Society" as they were then known, have been instrumental in providing financial and voluntary support, which continues to this day. It is intended that the Friends will continue with this support and more concrete and formal links will be made between ourselves and the group.
- We currently work with young people on a regular basis during school holidays. Astley Village Action have funded two projects so far, including a high profile Silent Film project in 2006 where local young people worked with professional film makers in producing a silent film. The group researched the Hall's history, wrote the scripts, made the props and filmed the project themselves, they then attended a glitzy premier at the Hall, complete with limousines, red carpet and the paparazzi. This partnership is set to continue in 2007 and onwards with arts and history projects.
- Educational work features highly on the Hall's list of key projects and priorities. We work with local schools in addition to providing visits for key stage 1 and 2 children from all over the North West. We also work with secondary schools, currently acting as the partner school for Southlands High School's Pilot Vocational History G.C.S.E. The school are currently working on projects such as marketing the Hall through it's rich historical characters and role playing activities which will be sold to their feeder primary schools. During 2007 we undertook a pilot outreach project, visiting 12 primary schools within the Borough to offer free Victorian and Tudor sessions.

- During 2004/05 over £250,000 was spent on improving the fabric of the building, funded by Chorley Council. This work included repairs to essential guttering, roofs and re-pointing. The work has improved the condition of many parts of the building and removed damp problems throughout.
- We have seen a year on year increase in usage figures for the last 3 consecutive years. The figure includes visits to the website, which has been improved and has also increased visits through the door. Targets are seen as an improvement tool and are monitored consistently throughout the year. The rise has also been attributed to increased marketing of the Hall within the Council and a greater presence on the internet.
- Key partnerships- The Chorley Branch of the Lancashire Family History and Heraldry Society now have a base within the Hall, providing a valuable resource centre for people interested in Genealogy. This partnership has been running successfully since 2005. We have also worked with Chorley and South Ribble Mind/Lancashire County Council Mental Health Services in a Social Firm within the Hall, working with adults with mental health programmes return to work.

2005/06 BVPI for Visits/Usages



2006/07 BVPI's for Usages



WHAT OUR VISITORS SAY

Excerpts from our Visitors Books:

- *Lovely to have engaging activities for children who were made very welcome.*
- *Absolutely beautifully preserved and a credit to the town of Chorley.*
- *A very interesting visit. A credit to the town of Chorley for preserving such an important piece of local history. Much better value than a National Trust Property. I couldn't believe there was no charge for the visit.*
- *Wonderful experience, and no charge! This is a gift for ordinary people thank you, and thank you for your hard work in accomplishing this for us.*
- *Fun, enjoyable quiz and interesting rooms, made a wicked hat.*
- *Excellent experience, Grandchildren really impressed.*
- *I had a really good time finding monsters and other stuff.*



AIMS

- To preserve Astley Hall and its Collections for the people of Chorley.
- To inspire local communities within Chorley to use the Hall and to encourage their involvement in the preservation and interpretation of the Hall and its collections.
- To provide an educational offer which adheres to the National Curriculum for Primary and Secondary pupils and links with the MLA Inspiring Learning for All Framework.
- To work with the local communities within Chorley in a variety of projects each year.
- To provide scholarly information on the history of the Hall and the architectural significance of the Hall to academics and study groups.
- To work with the Astley Park Project once this is up and running to develop the facilities and events within the Hall, Walled Garden, Coach House and Park.



Part of the Restored Timber Work from the 2004/05 Project

KEY PROJECT OVERVIEW

- The objectives will form the main body of the work carried out at Astley Hall and will be included within staff Performance Reviews and the annual management planning for the Hall.
- The objectives are subject to change as this is intended to be a working document. This may occur as the Astley Park Project develops and new management and staffing structures are implemented.
- All changes will be documented and agreed by the Curator and the Director of Leisure and Cultural Services and the Executive Cabinet Member.
- The objectives will be reviewed on an annual basis in order to measure progress in addition to specific tasks being reviewed within staff performance reviews.
- Programmes of work will be set for staff, being fed from these objectives and the Performance Review Process.
- Several of the objectives are included within the Leisure and Cultural Services Directorate Improvement Plan, these are considered to be a priority.
- Specific objectives will be set for 2007 and more general objectives for future years. These will be focussed on and made more specific during each annual planning cycle.

KEY PROJECTS 2007/08

PROJECT DESCRIPTION	LEAD OFFICER	START/FINISH DATES	OUTCOMES
<p>MLA Museum Accreditation - Application submitted with associated documents and follow up work to be completed if full accreditation not achieved.</p>	<p>Astley Hall Curator</p>	<p>Submit application by August 1st 2007.</p>	<p>If successful the Hall will achieve full Accreditation status, meaning we achieve all standards set within the scheme.</p>
<p>Management and Maintenance Plan - for all capital works in the Hall. Additional funding to be sourced for Capital works.</p>	<p>Curator, Liberata, CBC Conservation Officer</p>	<p>Start October 07 - end date dependant upon works to be identified and partnership with Liberata.</p>	<p>There will be a concise document setting out the maintenance procedures for the building and a schedule of all capital works to be completed.</p>
<p>Meet BVPI targets BVPI170A, BVPI170B AND BVPI170C for visits and usages of the Hall and educational visits .Address any shortfall in figures.</p>	<p>Curator/Visitor Services Officer to support</p>	<p>Ongoing throughout 2007/08.</p>	<p>All targets should be met and increased usage from the previous year.</p>
<p>Friends of Astley Hall Development.</p>	<p>Curator</p>	<p>Written plan to be completed by October 2007 and event programme completed by end of November 2007.</p>	<p>More formal working relationship to be established and clear work programmes to be completed. Event workload will be spread between partners with clear roles and responsibilities defined.</p>

PROJECT DESCRIPTION	LEAD OFFICER	START/FINISH DATES	OUTCOMES
<p>“Hidden Histories” project funded by MLANW. Complete Priest Hole Project with key partners including the Friends, Astley Village Action and Southlands High School.</p>	<p>Curator</p>	<p>Project to be completed by March 2008.</p>	<p>Key partnerships to be developed with partners in order to improve interpretation surrounding the Priest Hole and the importance of the history of the Hall.</p>
<p>Great Hall Panelling Restoration Project</p>	<p>Curator</p>	<p>First stage funded by Friends to begin September 2007, further funding to be sought to complete restoration by April 2008.</p>	<p>The historically significant panelling in the Great Hall will be restored and interpretation/education will be developed.</p>
<p>Event programme for 2007/08.</p>	<p>Curator/Visitor Services Officer</p>	<p>Printing/distribution to be complete by February 2008.</p>	<p>To provide information for all events and exhibitions at the Hall for the whole year.</p>
<p>Wedding Brochure to be developed.</p>	<p>Visitor Services Officer/ Curator</p>	<p>To be in production by March 2008.</p>	<p>To provide a high quality brochure for Weddings at the Hall.</p>
<p>Visitor Survey to be developed and put into practice.</p>	<p>Curator/ Visitor Services Officer</p>	<p>New survey to be in place for Winter events and results collated.</p>	<p>To monitor visitor experiences and collate user information. Will be used as quality and audience development tool.</p>
<p>Education provision to be developed – Astley park to be developed</p>	<p>Curator/Freelance educators</p>	<p>New pack to be launched in September. Monitoring to be developed through 2007.</p>	<p>New links with schools developed and BVPI targets reached. Quality of education provision to be examined and work with teachers developed.</p>

KEY PROJECTS 2008/11

PROJECT DESCRIPTION	LEAD OFFICER	START/FINISH DATES	OUTCOMES
Maintain Accreditation Status.	Curator	Ongoing annually.	The Hall maintains Accreditation status by maintaining standards and ensuring that Museum guidelines and best practise are adhered to.
Transfer of Hall Acquisition Register to MODES for Windows.	Curator	2008-2009.	The Acquisition Register will be easily accessible to all who need to use it and will ensure best practise and standards are adhered to.
Implementation of Management and Maintenance Plan subject to resources being identified.	Curator, Liberata. CBC Conservation Officer	2008 - continuous monitoring.	The plan will ensure that a rolling programme of maintenance will be carried out in order to maintain the integrity of the building.
Development of Interpretation of period rooms for access. Funding to be identified.	Curator/Visitor Services Officer	2008-2011.	Rooms that are currently used as storage will be opened to the public, improving access to collections. Currently rooms are not storing any items of the collection. New interpretation will ensure that the Hall is accessible to all.
Rationalise and re-fit stores.	Curator	2008-2010.	To rationalise stores and implement better environmental control. Will mean that the collections are easier to access in order to allow the public more access into the stores.
Rationalise collections and complete research on those collections that have not been researched previously.	Curator	2008-2011.	To ensure that the collections fit the Acquisition and Disposal policy. Various items were accepted into the collection previously without consulting this policy . The intention is to complete a full collection audit to ensure that we are collecting effectively.

PROJECT DESCRIPTION	LEAD OFFICER	START/FINISH DATES	OUTCOMES
<p>Develop an integrated events programme with Astley Park/Coach House/Walled Garden.</p>	<p>Astley Park Team</p>	<p>2008 onwards.</p>	<p>An events programme which ensures target groups are reached and a lively and educational programme of events and exhibitions are achieved.</p>
<p>Programme of events with key partners on an annual basis.</p>	<p>Curator/Visitor Services Officer/Key Partners</p>		

Acquisition and Disposal Policy

2007 - 2012

Astley Hall Museum and Art Gallery
Governing Body: Chorley Council
Date approved by Governing Body: 1 August 2007
Date at which policy is due for renewal: July 2008

Preamble

1. The purpose of this policy is to comply with the requirements of the MLA Accreditation scheme in so far as it relates to the collections and disposal of material and to encourage public confidence in the Museum as a suitable long-term repository for material.

The policy will serve as a guide to curatorial decisions and will ensure that the material is only accepted as part of a carefully thought out strategy.

Existing collections and subjects/themes for collecting**2.0 Existing collections****Fine Art**

- 2.1 The Fine Art Collection consists of over 330 items, which can be broken down into the following categories. The majority of this collection forms part of the original bequest from Reginald Tatton in 1922.
- 2.2 Family portraits - these relate to the Charnock, Brooke, Townley Parker and Tatton families, who all have connections with Astley Hall. The majority of these pictures are on display in the period rooms of the Hall.
- 2.3 Astley Hall Museum and Art Gallery has a small collection (13 pictures) of war art from World War II, including work by Nash and Sutherland.
- 2.4 The main bulk of the fine art collection (over 100 pictures) covers a wide variety of artists and subject matters, mainly from the 19th and 20th centuries. Few, if any, of these have any connection with Chorley.
- 2.5 Astley Hall Museum and Art Gallery has 2 collections of engravings. The first group (70 items) is of "famous people" of the 16th and 17th centuries. The second is a collection of over 40 landscapes, mainly by J M W Turner.
- 2.6 Astley Hall also has 87 prints of Lancashire Hall and views.

Decorative Art**Ceramics**

- 2.7.1 Astley Hall has a very fine collection of creamware, totalling over 250 pieces. The collection was bequeathed to the Chorley Corporation for exhibition in Astley Hall by Robert Grey Tatton in 1934. In addition the museum has a small collection of commemorative ware.

Glass

- 2.8 There are two main collections of glass. The first is mainly 17th and 18th century glassware, purchased at auction by the Chorley Corporation in 1947, consisting of approximately 80 pieces. The second collection, over 50 pieces of 18th and 19th century glass, was donated in 1958.

Textiles

- 2.9 There are four late 17th century Flemish tapestry panels in the drawing room.
- 2.10 Astley Hall has a small collection of clothing, mainly late 19th and early 20th century female clothing, numbering about forty items. The collection includes five Mayoral robes and four brass band uniforms.

Furniture

- 2.11 Astley Hall possesses a large and very fine collection of furniture, dating from the 17th, 18th and 19th centuries, totalling eighty pieces. A large proportion is part of the original bequest of R A Tatton of the house and contents, including the Cromwell bed, and the Shovel Board Table.

Miscellaneous

- 2.12 The museum has a small amount of other types of decorative art, comprising twenty pieces of silver ware, fifteen small ivory objects and twelve pewter mugs.

Social History

- 2.13 The social history collections of Astley Hall are quite small, consisting of an assortment of items collected passively over the years. These cover a wide range of subjects and are approximately three hundred in total. Within the broad spectrum of social history items the following form coherent collections:
- 2.14 Horse brasses - the museum has in the collection over one hundred and fifty.
- 2.15 A collection of thirty five printing plates, mostly of Chorley and District.
- 2.16 A small amount of architectural material has been salvaged from buildings in and around Chorley and deposited at the Hall.

Military History

- 2.17 The collection consists of a collection of cap badges, military medals and the Books of Remembrance. Most of this material relates to the 1914-1918 war and is on display in the Memorial Room. The Museum also has several WWI uniforms and an MP's helmet.

Archaeology

- 2.18 Astley Hall has a small amount of archaeological material, mainly dating from the Bronze Age. Items include urns, lithics and pottery shards and total forty items. The major part of this collection was excavated from a Bronze Age burial site close to the present site of Astley Hall car park.

Natural History

- 2.19 Astley Hall has a collection of twenty butterflies, mounted in a single frame, three boxes of pressed plants containing approximately one hundred and thirty five specimens, six stuffed animals and one stag's head (kept in storage).

Geology

- 2.20 This collection consists of a fossilised tree.

Archives

- 2.21 Astley Hall holds a small number of documents and photographs from the Chorley Trustee Savings Bank, together with a collection of documents found in a safe in the Hall, in addition to other material relating to Chorley Rural District Council. There are approximately two hundred items in this collection.
- 2.22 Other archival material relates to a Community programme undertaken in the 1980s on the local history of the Chorley area. This material includes photographs, assorted notes, documents and oral history recordings. This material is held in approximately four hundred A4 folders.
- 2.23 The Museum has approximately seventy books on display in the library and fifty in the store.

3. Collecting themes

- 3.1 Astley Hall Museum and Art Gallery seeks to collect only items of material culture with a provenance relating to the Borough of Chorley in general and Astley Hall in particular, with the exception of those items discussed below. The Chorley area can be defined as that within the boundaries of Chorley Council as established in 1974.

3.2 Fine Art

- 3.2.1 Astley Hall has a fine collection of portraits of families connected with the Hall and will seek to add to this collection when the opportunity arises.
- 3.2.2 Astley Hall will seek to develop its collection of relevant material to its fine art collection. Items must be connected to the Hall or Chorley in some way. Contemporary items will be collected in addition to historical pieces. Work by artists with a Chorley connection will also be collected or if the subject matter is of particular historical or topographical interest to Chorley. Potential donors of fine art objects which do not fit into this policy will be deferred to other local institutions who have similar and relevant collections.

3.3 Decorative Art

- 3.3.1 Astley Hall does not seek to add to its decorative art collections (including furniture) except upon the rare occasion where an item can be used to fill a particular gap in the interpretation of the period rooms.

- 3.3.2 The collection of creamware, although distinctive and of excellent quality, does not relate to Astley Hall in relation to its function as an historic house or to promote the heritage of the Chorley area. We do not seek to add to this collection, and potential donors will be referred to the Harris Museum in Preston, to add to their existing creamware collection.
- 3.3.3 Astley Hall does not seek to add to its collection of glassware but will refer potential donors to the Harris Museum to add to their existing collection of historic English glassware.
- 3.3.4 Astley Hall does not seek to add to its textile collection, but will refer potential donors to local museums such as the Harris Museum or the Museum of Lancashire.

3.4 Social History

- 3.4.1 Astley Hall recognises that it has a responsibility to collect material which illustrates the history of Chorley and its inhabitants up to the present day as an archival resource for research, display and educational purposes.
- 3.4.2 Given the limited storage space at Astley Hall, passive collecting will only be considered where the object in question has a very strong Chorley provenance, relating to its construction or use in Chorley. General items, relating to Chorley residents, will normally be referred to the Museum of Lancashire or the Harris Museum to fill gaps in their collections.
- 3.4.3 Astley Hall will seek to add to its social history collections through carefully targeted active collecting, specific to a particular theme, which may be undertaken from time to time, in relation to a temporary exhibition. These projects will incorporate oral testimony and photographic and video material.
- 3.4.4 Astley Hall does not have the resources to collect industrial and archaeological material and emphasis will be placed on recording such items through other material and offering specimens to institutions with the suitable storage conditions.
- 3.4.5 Astley Hall does not have the facilities to store architectural fragments and does not seek to collect such items.
- 3.4.6 Astley Hall does not seek to add to its collection of horse brasses or printing plates.

3.5 Military History

- 3.5.1 Although Astley Hall was given to the Borough as a war memorial and contains material from World War I, there are two other museums in the area which collect items from the same period: the Museum of Lancashire and the Queen's Lancashire Regimental Museum (both situated in Preston). Any item offered to Astley Hall will be discussed with both museums to find the most suitable repository. Donors of items, other than cap badges and medals, will be referred to the above museums, unless the item is of particular significance to Chorley.

3.6 Archaeology

- 3.6.1 Given the limited storage space, Astley Hall does not seek to collect archaeological material, even from the Chorley area. These items will be offered to relevant local institutions as named above. The only exception to this will be material relating to the Bronze Age Site located nearby.

3.7 Natural History and Geology

- 3.7.1 Astley Hall will not collect items in these fields but will refer such items to the museums mentioned above.

3.8 Archives

- 3.8.1 Astley Hall will not seek to collect archive material, including items concerning the families who lived at the Hall. The only exceptions will be: materials such as letters/ photographs or documentation of regional or national significance with a Chorley link, which can be utilised for educational purposes, or oral material collected as part of Astley Hall's role in recording the contemporary landscape of Chorley. Other items will be referred to the County Record Office.

4. Limitations on collecting

- 4.1 The act of acquisition implies the acceptance of responsibility for the duration and physical accommodation of the collections, as defined in the Policy, in perpetuity. Acceptance of any item into the collections therefore, is a major decision with long-term implications. This policy will provide guidance on such acquisitions.
- 4.2 Astley Hall Museum and Art Gallery may refuse material which may be best cared for elsewhere, or which it may have inadequate resources to care for. Any decision to accept material must be made with due regard to the resource implications of the decision. The museum may also refuse items in serious need of conservation where there can be no realistic expectations that conservation can be completed.
- 4.3 It should be made clear to donors of material that Astley Hall Museum and Art Gallery cannot make any commitments to place an object on display.

This Acquisition and Disposal Policy will be published in July 2007 and reviewed in 2008. Acquisitions outside the current stated policy should only be made in very exceptional circumstances and then only after proper consideration by Chorley Council, having due regard to the interests of other museums. MLA should be notified of any changes to the acquisition policy and the implications for the existing collections of any changes to the policy will be stated.

5. Acquisition Procedures

- 5.1 Astley Hall Museum and Art Gallery will not acquire by purchase, gift, bequest or exchange any object or specimen unless the Curator is satisfied that the museum can acquire valid title to the item in question and that in particular it has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (for the purpose of this paragraph country of origin includes the United Kingdom).
- 5.2 So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the expressed consent of an appropriate outside authority (eg a British court in the case of a specimen seized from a third party under the Protection of Birds Act).
- 5.3 So far as British or foreign archaeological antiquities (including excavated ceramics) are concerned, in addition to the safeguards in sub-paragraph above, Astley Hall Museum and Art Gallery will not acquire objects in the case where the governing body or responsible officer has reasonable cause to believe that the circumstances of the recovery involved the recent unscientific or international destruction or damage of ancient monuments or other known archaeological sites, or involved a failure to disclose the finds to the owner or occupier of the land, or to the proper authorities in the case of a possible Treasure Trove (England, Wales and Northern Ireland) or Bona Vacantia (Scotland).

6. Disposal procedures

- 6.1 By definition, a museum has a long-term purpose and must possess (or intend to acquire) permanent collections in relation to its stated objectives. Chorley Council accepts the principle that there is a strong presumption against the disposal of items in the Museum's collection except as set out below.
- 6.2 Bequeathed or donated material should not be disposed of in contravention of the guidelines laid out in the County of Lancashire Act 1984. In those cases where the Museum is legally free to dispose of an item (if this is in doubt, legal advice will be sought) it is agreed that no decision to sell or otherwise dispose of material from the collections will be taken without due consideration by the Curator and Executive Cabinet of Chorley Council. Decisions to dispose of items will not be made with the principle aim of generating funds. Once a decision to dispose of an item has been taken, priority will be given to retaining the item within the public domain and with this in view it will be offered first, by exchange, gift or sale to Accredited Museums before the disposal to other interested individuals or organisations is considered.

- 6.3 In cases in which an arrangement for the exchange, gift or sale of material is not being made with an individual Accredited Museum, the museum community at large will be advised of the intention to dispose of material. This will normally be through an announcement in the Museum's Association Museums Journal and other professional journals if appropriate. The announcement will indicate the number and nature of the specimens or objects involved and the basis on which the material will be transferred to another institution. A period of at least 2 months will be allowed for an interest in acquiring the material to be expressed.
- 6.4 A decision to dispose of a specimen or object, whether by exchange, gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purpose of the collections) will be the responsibility of the Director of Leisure and Cultural Services of Chorley Council, acting on the advice of the Curator, and not by the Curator of the collection acting alone.
- 6.5 Where a museum object has been acquired with the aid of an external funding organisation, permission from that organisation will be sought before the object is deaccessioned or transferred to another museum.
- 6.6 No person involved in any way with Astley Hall Museum and Art Gallery or Chorley Council should be involved, in any way, with the receipt of objects which may have been disposed of.
- 6.7 Any moneys received by the Museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases may be sought from Re:Source/NWMLAC. Additionally any moneys received by Chorley Council as a result of an insurance claim following the theft of items from the collections shall similarly be applied for the benefit of the collections.
- 6.8 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records, where practicable, in accordance with the SPECTRUM Procedure and deaccession and disposal.

7.0 Loaned material

- 7.1 Astley Hall has nine mace tops, which have been on loan since 1979.

8.0 Items on loan

- 8.0 Twelve paintings of Astley Hall are on loan to other civic buildings in Chorley.

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Report of	Meeting	Date
Director of Leisure and Cultural Services	Executive Decision Meeting with the Executive Member for Health, Leisure and Well Being	01/08/07

FORMER ST JOHN'S AMBULANCE HALL, ADLINGTON

PURPOSE OF REPORT

1. To consider a request for the Council to purchase the former St John's Ambulance Hall in Adlington, with a view to then transferring the facility into community ownership.

RECOMMENDATION(S)

2. It is recommended that the Executive Member for Health, Leisure and Well Being:
 - a) Does not instruct officers to work the request up to a bid to be considered in the next round of bids for capital projects.
 - b) Instructs the Director of Leisure and Cultural Services to write to those who have made representations informing them of the Council's grants to village halls and community centres and suggest that they consider making an application under this project.

EXECUTIVE SUMMARY OF REPORT

3. The Council has received requests to purchase a building previously occupied by St John's Ambulance with a view to transferring the facility to a community group for them to run on a voluntary basis. The Hall is being advertised for offers in excess of £250,000.
4. The report considers the Council's wider capital programme and priorities for capital expenditure. It also looks at the number of community centres the Council currently owns and their distribution across the whole of the Borough.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. The recommendations ensure officer time is used effectively and provide the possibility of assistance should a local group wish to purchase the Hall.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. An option would have been for the Executive Member to ask officers to do further work in preparing a business case in order to seek approval for the capital resources to purchase the Hall. This was rejected due to higher capital project priorities and Adlington being served by one of the Council's existing five community centres.



CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Improved access to public services	
Improving equality of opportunity and life chance	3	Develop the character and feel of Chorley as a good place to live	
Involving People in their Communities	3	Ensure Chorley is a performing Organisation	

BACKGROUND

- 8. The former St John’s Ambulance Hall is located on Granville Street, Adlington. The Hall has been the base for St John’s Ambulance for a considerable period of time. As well as being the base for St John’s Ambulance, it has also been the base for a number of organisations.
- 9. St John’s Ambulance have declared the Hall surplus to their requirements and it has been placed on the open market.
- 10. The Hall is 227.4 sq metres. The building is of a cavity brick construction under a pitched slate roof. There is a large main Hall with wood panel flooring and suspended tile ceiling, together with kitchen, office, toilets and ancillary storage areas. The Hall is on the market and offers are invited in excess of £250,000.

REQUESTS

- 11. The Council has received a number of requests asking for the Council to purchase the Hall with a view to transferring its operation into community management. Community management is in operation at Fairview Youth and Community Centre in Adlington and will also be in operation at Tatton Community Centre in September 2007.

ITEMS FOR CONSIDERATION

- 12. In order to progress this project further a decision is required from the Executive Member for Health, Leisure and Well Being in order to decide whether further officer time is spent on this project.
- 13. As mentioned previously, the Hall is on the market at offers in excess of £250,000. Whilst the actual price could vary from this figure, the figure of £250,000 seems a prudent figure on which to base any decision whether to proceed or not.
- 14. The Council’s capital programme is fully committed at this stage and members have recently received a report highlighting potential risks with the capital programme that could result in the agreed programme being revised. This project would need to be considered against the existing projects and other projects that the Executive Member for Health, Leisure and Well Being may wish to see pursued.
- 15. At the present moment, the Council owns five community centres. These are Tatton, Eaves Green, Astley Village, Clayton Brook and Fairview, Adlington. Other facilities are planned for the Chorley Moor and Buckshaw areas (at this point in time, it is thought that the Buckshaw facility will not transfer to the Council’s ownership). The existing centres do not serve the whole of the Borough and the Executive Member would need to be mindful

that to approve such a request would actually provide two Council-owned facilities in Adlington whilst other areas have no such Council facility.

3. The learning from Fairview and Tatton is that supporting the community to take on assets is very time consuming. If this project were to proceed, it would have implications for the plans to put other centres into community management.
4. If a local group were willing to purchase the Hall, they could apply for a Village Hall/Community Centre grant from the Council. This could provide match funding for a larger bid. However, the timescales involved in such a process would present considerable risks to the group.

IMPLICATIONS OF REPORT

5. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	3	Customer Services	
Human Resources		Equality and Diversity	
Legal			

COMMENTS OF THE DIRECTOR OF FINANCE

6. As the Director of Leisure and Cultural Services has said, the Capital programme is committed and there are risks that have been reported to Executive Cabinet that could put pressure on the programme. If the Executive Member was minded to support this project a Business Case would need to be prepared by the Director of Leisure and Cultural Services.

JAMIE CARSON
DIRECTOR OF LEISURE AND CULTURAL SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	26 July 2007	

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