

BAWG DISPOSAL CASE

Registration Number (where available)	
LM - 011	BA-OTH-LG-C03-001 (disposal)
Executive Summary	
Rationalisation: In consideration of the disposal of two of three air filtration plants. The oldest, most complete and most contextually relevant example has remained in situ for research and exhibition purposes. Historic interpretive significance and research/interpretation value is thus being retained. The remaining two having been removed offsite to accommodate planned MEP works of the project. Whilst falling under LBC Condition 5a, they are not part of the original Waterhouse design scheme, entry date circa 1940, not required for the future design scheme nor in keeping with restoration principles. In disuse since the 1940's. No hazardous materials are evidenced. Expert advice has been sought including conservation, architectural, planning and curatorial matters. No adverse implications are foreseen in their disposal. Recommendation for the disposal of the plant was made by the Building and Asset Working Group. Disposal by Gift Attempts: Six attempts to re-home the defunct examples to accredited institutions or those with relevant collections development programmes have been unsuccessful. Priority being given to Local Authority, Greater Manchester and then regional bodies. Eleven have been approached directly, at least one hundred and forty-four via specialist subject networks and an unquantifiable number through the Museum Association Find An Object website. NB: It should be noted that both the Museum Association website and the direct contact callout for expression of interest garnered positive comments on the process from their audiences, proving the reach of both modes of communication. Disinterest in acquisition has been noted as mainly due to their irrelevance to the collecting mandates of the heritage institutions approached. Additionally, extant examples within multiple historic building and museum collections negating the need for duplication. Eight in situ and one extrinsic example were found in a contextual search. Finally, size and infrastructural/storage needs for the plant are factors. Disposal by Repurpose/Reuse: Attempts were made to rehome for re-purpose/reuse by HOME, however this proved unsuccessful due to significant problems to find an "appropriate redistribution/re-use after the exhibition that respects its original source".	

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Recommendation			
As multiple offers of disposal by gift to relevant third parties have been unsuccessful, it is proposed that two of the assets (as described above) are disposed of via repurpose through charity, sale or environmentally sustainable disposal, with an asset remaining in situ for research and exhibition purposes. Removal of name plates and retention of extrinsic assets into the Building Record Collection is recommended, as further retention of research material.			
Disposal Date			
Disposal Reason	Curatorial and infrastructural rationalisation and removal of duplicate items.		
Disposal Method by order of preference	☐	Gift to other institution	Unsuccessful
	☐	Reuse/Reclamation	Touchwood
	☐	Sale/Salvage	Kenny Waste Mgmt
	☐	Environmental Disposal	Kenny Waste Mgmt
Notes/Provisos			
Follow Up			
Deaccession/Removal Date			
Disposal Recipient and Address			
New Object # if relevant			
Disposal Price and Notes			

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OTH Historical Building Assets Retention and Disposal

Please complete all boxes as necessary on the form. Please refer to the full policy wording for each category when making an assessment.

Form Reference	Original Location of item (if known)	Item Reference (where available)
LM - 011	LG-C03 LG-029	BA-OTH-LG-C03-001 (disposal) BA-OTH-LG-C03-002 (remain in situ)
Object Details (please give a brief description of the item or group of items)		Image
3 x Air Filtration units used within the Air raid precaution centre in the Lower Ground floor Refer to the following reports for further details of the Air raid precaution centre (ARPC) proposals which include the retention and disposal of elements of the Air raid filtration system. 1) AIR RAID PRECAUTION CENTRE: Further clarification and justification August 2020 OTH-PUR-XX-XX-RPT-A-0133 2) AIR RAID PRECAUTION CENTRE: Heritage Impact Assessment June 2020 OTH-PUR-XX-XX-RPT-A-0120 The Town Hall was the control centre for the city centre ARP service and a large section of the basement was adapted for the purpose, including the addition of air filtration units and a large venting system. As part of the refurbishment works 2 of the 3 air filtration units have had to be removed and one has remained in situ. The proposal is to accommodate the installation of necessary plant and functional facilities, leaving a control room and elements of the gas extraction plant as a representative example of this layer of history.		See Appendix A for images
Q1) Is the asset original to the building?	Yes ☐ No ☒ If No, move to Q2	
Q2) Is there a Planning Condition attached to the specific item?	Yes ☒ No ☐ Ref: LBC Condition 5a (vi) basement bomb shelter infrastructure including air filtration and supply equipment; LBC Condition 5a (vii) - associated fixtures and fittings and all other items of defined heritage value that are temporarily or permanently removed from their location; If Yes – make recommendation and consult with LPA If No – make recommendation and discuss with LPA if of particular interest	
Q3) Does the asset have other historical significance?	Yes ☒ No ☐ as relates to Air Raid Precaution Centre Filtration If Yes – make recommendation and discuss with LPA if of particular interest	
Object Assessment		
CATEGORY A1 Is the Asset suitable for re-use as part of the design (to serve the same purpose)? Yes ☐ No ☒ If No, move to Category A2		<i>If Yes, please provide precise location for re-use and provide details of the works required to the asset or identify if just re-instatement. If No, state reason.</i> Gas air filtration system not required in the building – this was originally part of the air raid shelter utilised during the World War 2 and is no longer in use.

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If Yes, please specify which package the works to/re-instatement of the asset will be funded from. If there is no existing budget for the works/re-instatement then a change request should be raised.	Workpackage: Change reference No:
If Yes, please specify where the item is to be stored in the interim period	Storage:
CATEGORY A2 Is the asset suitable for retention as spare for future repair? Yes ☐ No ☒ If No, move to Category A3	<i>If Yes, please specify where the item is to be stored in the interim period and long term store. If No state reason.</i> No – non functioning example being retained with no spares required.
CATEGORY A3 Is the Asset part of the listed status of the building and is required to be retained for Archaeological record? Or is the asset suitable to be retained as part of the Town Hall Collection? Yes ☒ No ☐ If No, move to Category B	<i>If Yes, please state reason why it must be retained. If No, state reason.</i> Asset is part of the listed status of the building. An example is to be retained in situ in the Lower Ground Floor in room LG-029-D01 and be interpreted as part of the wider visitor experience.
If multiple examples are available, a representative sample to be retained only and balance to be considered under Category B or C.	Please state number of representative samples to be retained and add asset reference is known: One filtration unit to remain in situ in LG-029-D01 – please see Appendix A for images of the unit to be retained.
	State reason why the sample assets were selected. The unit within room LG-029-D01 has been selected as the best intact example of the filtration system and within a room which also houses associated signage. The other two units have had to be removed to accommodate the installation of necessary plant and functional facilities. The unit in room LG-029-D01 is also the earliest example, dating from 1939.
Items to be transferred to Collections storage or secure storage and catalogued.	Please state storage location and catalogue number. Item to remain in situ.
CATEGORY B Can the asset be repurposed for a use different to that of its original intent? Yes ☐ No ☒ If No, move to Category C	If Yes, Please detail the revised use of the asset and final position: No alternative usage identified for remaining two units
If Yes, please provide details of the works required to the asset or identify if just re-instatement	Works required:
If Yes, please specify which package the works to/re-instatement of the asset will be funded from. If there is no existing budget for the works/re-instatement then a change request should be raised.	Workpackage:
	Change reference No:
If Yes, please specify where the item is to be stored in the interim period	
CATEGORY C	

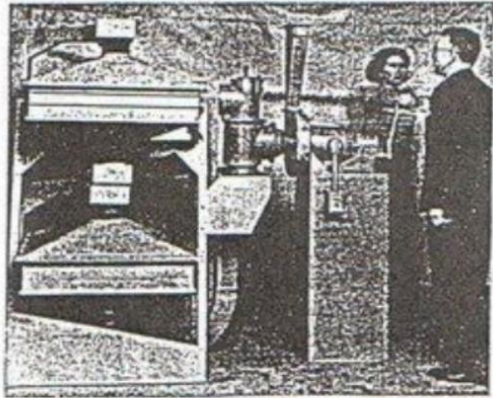
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If the asset is not considered under categories A and B above, then the most appropriate route under Category C should be considered.	
Category C1 Is the asset of historical interest and potentially of interest to a third-party organisation? Yes ☒ No ☐	<i>If Yes for C1 or C2, please specify the organisation and why it is considered to be suitable. If No, state reason.</i> 1) The items were offered to the Museum of Science and Industry (Katherine Belshaw) in the first instance (20/11/2020) who advised they were not interested in the items – part of this decision was due to one of the air filtration units being kept in situ in the Town Hall therefore the history was already being preserved in the most suitable site. If they had taken the items, they would have been duplicating the work that was already being done by another public body. 2) The items were then offered to the Science Museum in London who also declined (30/03/2021) 3) Advertised via Museum Association Find An Object website for decommissioned items from 01 – 16 April 2021. 4) Approach made by HOME (see below) which was later withdrawn 5) Offer made to Stockport Museums for the Air Raid Shelter Museum which was unsuccessful (see below) 6) A template schedule for Expression of Interest was drafted and shared to seven specialist institutions (Imperial War Museum, MOSI, People's History Museum, Stockport Museum, Royal Air Force Museum, National Army Museum and Royal Engineers Museum) and three subject specialist networks (War and Conflict, Social History Curator' Group and Army Museums Ogilby Trust). The latter confirmed a reach of 144 organisations alone. A 21-business day waiting period was honoured to 21st July 2021. No interest was expressed, however IWM did positively comment via email on the structure and information shared in the schedule and asked to be kept in mind for future callouts. <i>Offer to be made by who: Meg McHugh – Curatorial Manager</i> <i>Offer deadline: various – 6 attempts have been made to various third-party organisations which have been unsuccessful (See above).</i>
Category C2 Does the asset hold salvage value and suitable for sale to third party (making public aware of opportunity)? Yes ☐ No ☒	<i>Response from offer:</i> Bren O'Callaghan, Curator at HOME contacted Meg McHugh upon seeing the advert on the Museum Association website. They have asked whether the Town Hall have any suitable items for an outdoor installation titled 'Homeground', a giant new pop-up outdoor event space including an outdoor theatre, with food and drink, meeting space and a schedule of events from partners across Manchester including a 'Cabinet of Curiosities' design. 'Inspired by scrapyards, the neon graveyard of Las Vegas and 'Wunderkammer' collections of weird and wonderful objects, the ordinary will become extraordinary for 3 months across the Summer, with thousands of visitors from across the city region and further afield. One ambition is to create an art trail of discarded items throughout the site of a dozen or so more significant objects, so that we can expand upon their story as part of a playful approach to city placemaking. ' The installation would be for a 12-week period from late May to early August. HOME would arrange and meet costs for transportation and return, or sustainable disposable thereafter. The items would sit outside amongst a busy site, so it would need to be items that are decommissioned, already weathered, unused, and at the end of any working life. <i>It was the recommendation of the BAWG that HOME be offered the two units identified for disposal for use as part of the 'Homeground' outdoor</i>

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	<i>installation. HOME were to select the items which they would like to use from those which have been removed from the Town Hall. Following the completion of the event, HOME to dispose of the assets which they have utilised via their disposal policy (See Appendix B for details of this). For any parts which are not utilised by HOME then they should follow C3 Environmentally Sustainable disposal via Lendlease.</i> <i>Update: HOME advised 14/05 that unfortunately they would now have to pass on the opportunity as they would struggle to find an appropriate redistribution/re-use after the exhibition that respects its original source.</i> Stockport Museums were contacted by MM on 13/05 in regards to the Air Raid Shelter museum they run. They advised that they had seen the advert on the Museums Associations website, however they have a 20 year backlog + of donations and therefore anything they take on has to have a very strong link to Stockport and be in excellent condition, address underrepresentation and has potential to go on display in the very near future and they need to have the resources to store properly and process it within 30 days of it coming in and therefore declined the offer. Asset Release form signed: (date)
Category C3 The asset is not suitable to re-use, re-purpose or interest to a third party and is suitable for Environmentally Sustainable Disposal Yes ☒ No ☐	Item to be managed by Lendlease waste management plan. Date Asset transferred to Lendlease: <i>As all 6 offers to relevant third parties have been unsuccessful, it is proposed that two of the assets (as described above) are disposed of via sale or environmentally sustainable disposal, with the remaining asset remaining in situ for research and exhibition purposes.</i>
Ethical considerations (please consider any ethical concerns associated with the disposal of this material)	
Is the disposal primarily financially motivated?	Yes ☐ No ☒ Further comments:
Does the disposal require expert advice? (e.g. internal stakeholders, external valuation)	Yes ☐ No ☒ Further comments: LPA
Could the disposal adversely affect the reputation of the Council?	Yes ☐ No ☒ If YES, please give details of how this risk will be mitigated:
Does the disposal risk damaging the long-term public interest?	Yes ☐ No ☒ If YES, please give details of how this risk will be mitigated:
Recommendation Approved by	
Date of Building Asset Working Group where asset recommendation made: Discussed at BAWG mtg 11/05, 10/06, 22/07	Asset Working Group Attendees approving recommendation: Meg McHugh (Curatorial Manager) ☒ Paul Mason (Conservation Officer) ☒ Steve Hannon (Building and Logistics) ☒ Sarah Brown (Project Manager) ☒ Nerys Rudder (Collections Officer) ☒ Other (please specify).....Jaime Coath

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Specialist Advice	
Please identify whether any special advice has been sought by the Working Group in making the decision (include, name, role and summary of advice given).	
Jamie Coath – Lead Architect from Purcell who concurred with the recommendation made – present at BAWG meeting 11/05/2021 and 10/06	
LPA Consultation	
Please refer to the full policy for details on when the LPA needs to be consulted or when quarterly updates can be given.	Name of who consulted:
	Date:
	Comments:
Additional Comments	
Please note: Both the filtration systems removed, and the filtration system remaining in situ have had asbestos rope seals removed by Bradley demolition as part of the asbestos removal carried out on the wider building. This removal was managed by Lendlease, and all the relevant documentation can be found on Aconex Purcell have reviewed the two systems (one removed and one in situ) and confirmed 14/05 that the unit in situ looks to be complete. MM also confirmed that the two units appear to be the same spec however the one left in situ is older.	
Historical Background	
In 1938, the Air Raid Precautions Act made local authorities responsible for preparing ARP schemes. During the Second World War, ARP control centres were often established in the basements of town halls and other civic buildings. Control centres were key hubs in the civil defence network, coordinating information on bombing raids and deploying teams for rescue and repair. Control centres frequently included air conditioning or gas extraction plants. The examples that have been removed from the basement of Manchester Town Hall were made by Keith Blackman Ltd of London, a company that was established in 1883 and specialised in ventilation equipment. During the war, Keith Blackman became a 'Controlled Undertaking', supplying the armed forces as well as producing civil defence equipment. This image is taken from the company history which is available online at http://www.hevac-heritage.org/electronic_books/keith-blackman/2-KEITH-BLACKMANstory.pdf	
 One of our war-time productions was the combined ventilating fan and anti-gas filtration unit pictured above. Plants of this type were supplied to counter the humid, unhealthy atmosphere in air raid shelters, and were either electric powered or manually operated.	
Rarity: As noted in the 'Air Raid Precaution Centre: Heritage Impact Assessment' (OTH-PUR-XX-XX-RPT-A-0120) it is very difficult to assess the rarity and survival rate of this type of system: 'Establishing the rarity and survival of this specific installation within a building is difficult as it is highly likely that most municipal buildings had ARP installations such as this and many are likely to remain unrecorded in basements.'	

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At the outbreak of the Second World War, most civil defence structures were established within existing buildings, so this type of system would have been extremely widespread. They would have been widespread in civic buildings, schools, railway stations and factories. However, these installations are rarely mentioned in the building descriptions or Historic England listings as the building they exist in – like Manchester Town Hall – are more notable for other reasons.

The following list includes examples of similar systems that are known to survive in situ or in museum collections:

Known examples in situ:

ARP Centre, Hackney: Grade II listed, 1235876

Contains Sutcliffe and Speakman air filtration system

<https://historicengland.org.uk/listing/the-list/list-entry/1235876>

Hare Hill House, Littleborough

Contains Sutcliffe Speakman air filtration system

<http://www.lancashireatwar.co.uk/hare-hill-house/4590525673>

Belsize Park Deep Shelter

A large ventilation system is in place, including a control room – unidentified maker

<https://www.subbrit.org.uk/sites/belsize-park-deep-shelter/>

Brooklands Vickers Factory Workers Shelter

Two ventilation fans are in place at Brooklands – unidentified maker

<https://www.subbrit.org.uk/sites/brooklands-vickers-factory-workers-shelter/>

Clapton WW2 ARP Control

Contains Sutcliffe Speakman air filtration system

<https://www.subbrit.org.uk/sites/clapton-ww2-arp-control/>

Hackney WW2 ARP Control and Post War Borough Control

Contains Sutcliffe Speakman air filtration system

<https://www.subbrit.org.uk/sites/hackney-ww2-arp-control-and-post-war-borough-control/>

King William Street Station

A large ventilation system is in place – unidentified maker

<https://www.subbrit.org.uk/sites/king-william-street-station/>

South Kentish Town Station

A large ventilation system is in place – unidentified maker

<https://www.subbrit.org.uk/sites/south-kentish-town-station/>

Known examples in collections:

Imperial War Museum has a Sutcliffe Speakman air filtration system

<https://www.iwm.org.uk/collections/item/object/30110630>

Useful resources:

<https://engineersatwar.ww2.imeche.org/education-and-social/air-raid-shelters/>

<https://heritagecalling.com/2019/09/03/hidden-in-plain-sight/>

<https://historicengland.org.uk/images-books/publications/iha-civil-defence/>

<https://www.subbrit.org.uk/categories/civil-defence/>

Researched conducted by Meg McHugh: Curatorial Manager

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Appendices

Appendix A – Images of the Air filtration system removed units proposed for disposal and those left in situ

Removed units proposed for disposal



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Unit which remains in Situ in Room LG-029-D01



Appendix B – HOME Disposal Policy

From: Bren O'Callaghan <bren@homemcr.org>

Sent: 04 May 2021 16:27

To: Meg McHugh <meg.mchugh@manchester.gov.uk>

Cc: Steven Hannon <steven.hannon@manchester.gov.uk>; Sarah Brown

<sarah.brown@manchester.gov.uk>; Paul Mason <paul.mason@manchester.gov.uk>; Emma Birds

<emma.birds@manchester.gov.uk>; Jamie Coath <Jamie.Coath@purcelluk.com>; Florin Liuta

<florin.liuta@manchester.gov.uk>

Subject: Re: Enquiry from HOME - Homeground - hunt for unusual outdoor items

Hi Meg, all

Thanks for reaching out again to clarify our disposal policy, which I entirely understand you need to ensure matches your own requirements.

We have a zero to landfill policy generally but, for theatre set disposal or art installations - with Homeground being a mixture of the two - we'd also first consider the following –

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Keeping items in our Production stores for use on future productions

- Offering to other Theatre Productions via Set-Exchange.com
- Dispersal via carefully vetted groups, such as gifting hardwood items to On The Brink woodworking studio, Stockport (specialising in upcycling and repurposed materials), porcelain or brick to Groundworks (identifying items for use as planters in community garden and allotment projects), or via artist studio groups for creative re-use (Paradise Works, Salford; Rogue Artist Studios, Gorton; Islington Mill, Salford)
- Through consultation and regular participation with MAST - Manchester Arts Sustainability Team, a network of around 50 arts and cultural organisations across Greater Manchester working together to act on the climate and ecological crisis.
- Use by our Homeground partners, Engine No.4 and Decordia Events, to be put to repeat use within temporary event settings and stored between outings
- Use on the roof garden at HOME
- Offer items to staff and contacts for upcycling at home where appropriate

We also work with Kenny Waste Management to ensure anything we dispose of is recyclable and should never go to landfill - we closely monitor our waste with them via our web portal.

We're using Homeground as an [example](#) of how sustainable processes can be considered at the outset of creative placemaking - especially projects of a temporary duration - so it's also our wish to make this more explicit for the purpose of raising awareness, with which partners, and openly discuss the journey leading to the final realisation (where protocols and preference allows).

For example, by selecting key pieces of salvage to draw out their story, such as using the former seats from the Library Theatre from the renovation of Central Library - again, subject to relevant permissions.

We're currently scheduling collections beginning Tue 18 May - Tue 25 May, in order to ensure safe placement and installation on site, with the soft launch opening scheduled for Fri 28 May.

We're collecting items that Emma has identified for us from the city council Wythenshawe store on Tue 18 May at 11am, using a flat-bed truck, should there be any possibility for a mid-afternoon collection that same day, or perhaps Wed 19 May - Fri 21 May, as the more time we have to install any materials, the better.

If it shouldn't prove possible on this occasion due to governance, we still very much appreciate your taking the time to explore the feasibility!

Please don't hesitate to reach out if you have any further questions....

Very best,

Bren

Bren O'Callaghan

Curator

HOME

t: 0161 212 3449 | |pronoun: he/his

e: bren@homemcr.org | w: homemcr.org

a: 2 Tony Wilson Place, First Street, Manchester, M15 4FN



Did you know that HOME is a charity?

We need your support to bring the best film, theatre and art

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to Manchester and inspire the next generation.
Get involved at homemcr.org/support

At HOME sustainability is fully embedded into the heart of our organisation, its operations, policies and programming. Our efforts today strengthen a creative green future for tomorrow. homemcr.org/green

At Home we take your privacy seriously. For further information on how your data is used and stored [click here](#).

This email and any attachments are confidential and are intended for the above named recipient only. If this has come to you in error, please notify the sender immediately. As a registered charity (Charity No: 514719), HOME may be required to disclose this email [or any response to it] under the Freedom of Information Act 2000. HOME is a trading name of Greater Manchester Arts Centre Ltd. Registered in England and Wales No: 1681278.

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Appendix C – Disposal Expression of Interest Call Out



Schedule of Material Considered for Disposal

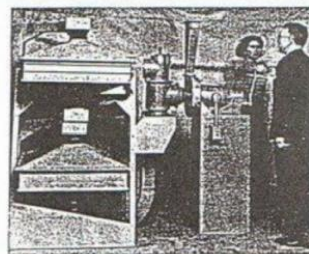
Reference No.	LM-011/BA-OTH-G03-001		Multiples	Multiple parts	Sched #	1 of 1
Title	World War 2 Air Raid Precaution Air Filtration Plant for Command Centre					
Object Type	Industrial Equipment: Air Filtration System with Venting Ducting					
Material(s)	Various including steel/iron/alloys.					
Techniques	Various including cast, welded, riveted					
Maker(s)	Kerth Blackman Ltd London. (Ventilating, lighting and heating engineers. Specialities: fans for ventilating, induced draught, dust removal, drying etc.; Smith's hearths; blowers, radiators, hot water supply apparatus, hydraulic rams, anti-incrust safety valves, high pressure gas lighting.)					
Date Range	1942	Disposal Method			Gift	
Dimensions cm	Height	Width	Depth			Circumference/Irregular
Storage/Display Considerations	2 x Main units taking up 166 x 80 x 210 each. Various ductwork taking up 215 x 65 x 420 of shelving					
Description	Two units and complete ducting. Identification plates and original instructive paper labels still attached.					
Condition Grade	Good	X	Fair	Poor	Unacceptable	
	Object in the collection is in good conservation condition and is stable.					
	Y	N	Notes			
Stable	X		Not working but structurally sound			
Damage		X				
Completeness	X					
Travel Safe	X					
Display Safe	X		Minor cleaning need, no conservation work estimated			
Cleaning / Conservation	X		Surface dirt and grime. Localised areas of surface corrosion but structurally sound			
Research Use Only		X				
Notes/Provenance	Historical Background: In 1938, the Air Raid Precautions Act made local authorities responsible for preparing ARP schemes. During the Second World War, ARP control centres were often established in the basements of town halls and other civic buildings. Control centres were key hubs in the civil defence network, coordinating information on bombing raids and deploying teams for rescue and repair. Control centres frequently included air conditioning or gas extraction plants. The Town Hall was the control centre for the city centre ARP service and a large section of the basement was adapted for the purpose, including the addition of air filtration units and a large venting system.					

Our Town Hall Project, puttownhall@manchester.gov.uk, Modular site office, Albert Square, Manchester, M60 2LA



The examples that have been removed from the basement of Manchester Town Hall were made by Keith Blackman Ltd of London, a company that was established in 1883 and specialised in ventilation equipment. During the war, Keith Blackman became a 'Controlled Undertaking', supplying the armed forces as well as producing civil defence equipment.

This image is taken from the company history which is available online at http://www.hevac-heritage.org/electronic_books/keith-blackman/2-KEITH-BLACKMANstory.pdf



One of our war-time productions was the combined ventilating fan and anti-gas filtration unit pictured above. Plants of this type were supplied to counter the humid, unhealthy atmosphere in air raid shelters, and were either electric powered or manually operated.

Similar equipment was supplied by another company, Sutcliffe Speakman of Leigh, Lancashire. An example of their ARP air filtration system forms part of the Imperial War Museum collection: <https://www.iwm.org.uk/collections/item/object/30110630>

An example of a Sutcliffe Speakman unit is also still in situ at Hare Hill House, Littleborough: <http://www.lancashireatwar.co.uk/hare-hill-house/4590525673>

Legal Ownership Manchester City Council

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Image(s)



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Conditions of Offer

Legal Requirements

The Council affirms that they currently retain proper legal ownership of the material listed in the attached schedule, the right to offer them for disposal and transfer of legal title. Further, that appropriate procedures for disposal have been followed and signed off by the officer in charge. Transfer of legal title must be agreed upon in writing by both parties.

The Council may offer the material listed to a number of institutions simultaneously, as well as list the material on the Museums Association 'Find An Object' website, amongst other social media outlets. As such nothing in this invitation shall bind the Council to accept the earliest or any expression of interest. Institutions are requested to note this position when expressing interest. The Council reserves the right not to offer any content as a result of this process and will not be liable for any costs incurred by candidates.

The method of transfer will be by gift; however, the Council bears no responsibility for transport and delivery, conservation work, packing or insurance costs regarding the physical transfer of such. Scheduling and other arrangements will be agreed in writing by both parties.

The Council will provide a copy of all non-confidential information held regarding the object(s) and will endeavor to provide relevant original documents relating to the object's history.

Site visit

We would like to offer interested parties the opportunity to view the objects on the disposal schedule which are currently in store within Greater Manchester. Anyone interested in carrying out a visit must pre-book a timeslot by telephoning Nerys Rudder, Collections Officer, on 07717 660 090 or emailing nerys.rudder@manchester.gov.uk within 21 days from the date of this letter. Strict Covid guidelines will be followed during the visit and therefore individual timeslots will need to be given.

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Introduction to Our Town Hall (OTH) Project

The Town Hall Complex is one of Manchester's greatest cultural and civic assets, which makes a significant contribution not only to the heritage but also to the identity of the City. Manchester Town Hall and Albert Square are the most significant of the buildings and public realm within the complex. The Town Hall itself, which cost £1m to build and opened in 1877, is an internationally significant landmark. The building is Grade I-listed, considered to be a masterpiece of Victorian architecture and is cherished by the people of the city, who view it as the civic heart of Manchester.

The Town Hall is now 143 years old. While it has been maintained and remains structurally sound, it is now seriously showing its age with many elements reaching the end of their natural lifespan. It was clearly never designed for modern day use. The transformation of both Central Library and the Town Hall Extension (reopened in 2013) have already shown how 21st Century services can be delivered from historic buildings, making better use of space whilst protecting their distinctive characters. It was always envisaged that the Town Hall **would be next to ensure that Manchester's Town Hall Complex can continue to be an asset** for the city and its people for generations to come.

The OTH Project addresses the ever increasing need to take action in order to retain and enhance Our Town Hall and Albert Square as functioning and efficient spaces as well as to restore and celebrate these significant heritage assets.

The Our Town Hall Project is guided by the following eight objectives:

- To secure the long-term future of the Manchester Town Hall, its Civic role and its external setting.
- To retain and enhance as a functioning and efficient Town Hall.
- To restore and celebrate this significant heritage asset for Manchester.
- To enhance the use of the building as a visitor destination and increase access to Mancunians.
- To transform users' and visitors' experiences.
- To reduce carbon footprint and energy costs.
- To maximise commercial opportunities and offset costs to the public purse.
- To deliver economic and social value for Manchester.

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Our Town Hall Project, gurtownhall@manchester.gov.uk, Modular site office, Albert Square, Manchester, M60 2LA