

ITEM NO: A08

APPENDIX 1

CABINET REPORT ON THE ADOPTION OF THE CONSERVATION MANAGEMENT PLAN

SUMMARY OF THE CIVIC CENTRE CONSERVATION MANAGEMENT PLAN

1. Introduction and background

This Conservation Management Plan for Southampton Civic Centre has been devised in accordance with the parameters and guidance laid down in the Heritage Lottery Fund's Conservation Plans for Historic Places (1998), and their more recently issued Conservation Management Plans: Model Briefs and Checklists (September 2004). James Semple Kerr's The Conservation Plan: a guide to the preparation of Conservation Plans for places of European cultural significance (2000) and various English Heritage publications on Conservation Plans (especially K Clark (ed) 1999, Conservation Plans in Action) have also been used for guidance.

In 1948, Sir Sidney Kimber publicised the following aspirations for the future of the Civic Centre in his autobiographical book entitled Thirty-Eight Years of Public Life in Southampton: ...I hope that due care will be given by members of the Council to respect the principles that have been set up for procedure and administration, and for careful and economical allocation of departments, otherwise dissatisfaction will easily creep in and uneconomical management may prevail.

Planning Policy Guidance: Planning and the Historic Environment (PPG 15) states that:

The Secretaries of State ask Authorities to deal with their own buildings in ways which will provide examples of good practice to other owners. It is particularly important that every effort should be made to maintain historic buildings in good condition, and to find appropriate new uses for buildings in Authority ownership which are no longer in active use. (Part 1, Section 3.37).

Listing does not imply a static position where a building must be preserved in a perpetually unaltered state. This is rarely if ever possible because buildings have to adapt to the new personal, social and political needs and legitimate demands of each successive generation. Historic buildings, however, have a character of their own that deserves full consideration when change is contemplated. Its significance and character may well outweigh the perceived need for alterations at any given time. Inevitably this means that controls have to be put in place to ensure that the interests of the historic building are protected – this is what the listed building system is designed to achieve and this Plan is devised to manage those alterations.

2. Objectives of the strategies contained in the plan

The overall objectives for the implementation of the Conservation Management Plan derive from the primary policies which are as follows:

- That following its formal adoption, this document will form the policy basis for the conservation and future management and use of the Civic Centre and that reviews of the document are undertaken on a regular basis.
- That the Civic Centre will be conserved and managed by Southampton City Council in accordance with its outstanding significance as a place that retains and evokes powerful cultural meanings for the community of Southampton and beyond.
- That the cultural features and ambience of the Civic Centre will remain accessible to the local and broader community.
- That Southampton City Council, as manager, will focus on the conservation and public presentation of the Civic Centre, and ensure that the requisite skills for this task are available.

- That the Southampton City Council will ensure that the values expressed in the statement of cultural significance will be retained and that the historic fabric, the setting and meanings of the place, which are essential to the interpretation of its outstanding significance, will be conserved.
- That the heritage values of the Civic Centre, which are integrally related to the values of the city as a whole, will be seen in that context. Conservation and planning for the Civic Centre will be undertaken in conjunction with planning for the city as a whole.
- That on balance, the Civic Centre should reflect its form and appearance as it was in its final form in 1939.
- That more detailed supplementary conservation documents will be developed for areas of high heritage merit and the moveable objects such as furniture, paintings and commemorative items. All supplementary conservation documentation will be consistent with the significance assessment and policy directions within this conservation management plan.
- That all works on the Civic Centre will be fully documented and that a record is maintained as part of the history of the place. Documentation of physical intervention carried out as mentioned before, all intervention will be documented. For new buildings, as-built drawings are done because new buildings are not always built exactly as designed. Likewise, there is usually more change orders on an existing building than a new building because once the work commences, more deterioration may be found. The documentation will record not only what was done, but also where, how, how much, with what, and why.

3. Reasons for the Plan

- Foundation of an agreement between English Heritage and Southampton City Council
- Help to improve understanding of the significance of the Civic Centre by all that have an interest in it, and thus foster the concept of stewardship that is essential to ensure the long-term conservation of the building
- A more proactive approach to managing changes in the Civic Centre through the use of the Plan, its policies and guidelines.
- To provide greater certainty about the constraints imposed by the listed status of the Civic Centre, thus hopefully reducing the risk, removing misconceptions, and reducing bureaucracy.
- Opportunity to discuss the Civic Centre in a collaborative rather than a confrontational environment, without the pressure of a particular application.
- Greater assurance that the building's quality and character will not be eroded through incremental change
- A saving of English Heritage and SCC staff time in dealing with successive proposals for minor change
- A greater degree of consistency in decision making, not affected by English Heritage or SCC staff changes
- Provide a template for the future management of the complex of buildings that recognises the age of the structures

4. Contents of the Plan

Volume 1	The Control Document
1.0	Executive Summary
2.0	Introduction
3.0	Understanding The Place

- 4.0 Assessment of Significance
- 5.0 Issues and Policies
- 6.0 Conservation Policies
- 7.0 Strategy for Policy Implementation

Appendices

- A. SELECTION OF ORIGINAL REPORTS BY E. BERRY WEBBER
- B. ARCHITECTURAL APPRECIATION
- C. WORK CLASSIFICATIONS
 - C.1 Building works that will be subject to a Heritage Management Agreement, and therefore not require Listed Building Consent
 - C.2 Building works that are likely to have an impact on the Civic Centre's
- D. BIBLIOGRAPHY, ARCHIVE AND SOURCES

Area Data Sheets

- Volume 2 Law Courts Block
- Volume 3 Guildhall Block
- Volume 4 Arts Block
- Volume 5 Municipal Block
- Volume 6 Outside Areas

5. Levels of heritage merit on a block by block basis

Each area and room has been graded as **high**, **medium** or **low**. Graphically this translates into a 'traffic light' style of colour coding, using red for areas of high significance, amber for medium significance, and green for low significance. Broadly speaking the three significance categories tend to correspond quite naturally to the functional zoning of the buildings, that is the way in which rooms and spaces were designed to be seen and used more or less publicly and openly.

High

Areas of high significance are usually the places in the building that the public uses and sees; are the most architecturally detailed spaces in the building, carefully proportioned, and finished with costly materials. Areas likely to be of high heritage merit are foyers, assembly and major reception (or equivalent) rooms, stairwells, and parlours. Linking corridors may also have high significance, although extensive alterations have often compromised these areas (often severely). Areas of high heritage merit are always important to the character of the building and should be preserved and as such full Listed Building Consent will need to be applied for.

Medium

Areas of medium significance are spaces that tend to be of some importance to the building because of former uses, surviving original details or close association with areas of high heritage merit. These spaces have usually been altered to some extent and may, with caution, accept some further change in the course of work without compromising the building's historic character as such local agreement may only be required however some level of consent may still be required but at a much lower level of bureaucracy, time and effort.

Low

Areas of low significance are spaces that are more utilitarian in appearance and size than areas of high and medium heritage merit. They may include the offices themselves and rooms that service the building, such as toilets, storerooms and kitchens. Spaces of low heritage merit tend to be of minimal importance to the building and may accept greater change in the course of work without compromising the building's historic character as such most, if not all will not require any form of formal consent other than to follow the policies and guidelines within the plan.

Plans

Plans showing the relative levels of heritage significance have been prepared on the basis of the findings of the area-by-area assessments. These use the colour coding defined above.

The plans are presented block by block and floor by floor on the following pages. The information is also included in the following tables.

A full set of floor plans are located in the members room to view.

6. General Policies Contained within the Document

A	The Plan should be reviewed on a regular basis, ideally at no more than five-year intervals. It may be appropriate to tie this review system in to the cycle of five-yearly condition surveys
A1	Southampton City Council will use the adopted Conservation Management Plan to assist them in looking after the historic environment of their Civic Centre. It will also be of use for the City Council's consultees and partners in decision making, such as English Heritage. Management decisions will be taken in accordance with the principles and policies set out in the Plan, which will be subject to periodic review in the future at intervals of approximately five years. It may be desirable to carry out the first review at a slightly earlier date, depending on the success and phasing of the proposed development of the Law Courts Block.
B	Southampton Civic Centre is owned and managed by Southampton City Council, although management of the Guildhall is leased out to a private company. This relationship has been in place since the construction of the building and indeed before then. There is no need or desire for any change for as long as the city retains its status as an independent unitary authority.
B1	It is likely that Southampton City Council will continue to own and manage the Civic Centre. The separate Guildhall management arrangements are likely to remain in place but may be reviewed periodically by the City Council.
	The Civic Centre is a large and complex historic building in public/civic ownership. A number of baseline sub-policies or aims for the continuing use of the Civic Centre have therefore been identified.
B1.1	Acceptable working conditions: in accordance with health and safety regulations Southampton City Council aims to provide its staff with appropriate working conditions. Where conditions are found to be unacceptable there is a potential for alterations to be made to the building, subject to Listed Building (and if relevant Planning) Consent.
B1.2	Staff security: Southampton City Council aims to provide a safe and secure work environment for its staff. To achieve this Council has implemented various types of security measures, some of which require alterations to the Civic Centre's original building fabric. Where deemed necessary, the introduction of such measures should have a minimal visual and physical impact on the place.
B1.3	Community expectations: community attitudes and expectations regarding the Civic Centre can evolve from individuals, professional organisations, local historical and other special interest societies, and the Council itself. The local community's support for the conservation of heritage assets is important, not least as groups or individuals often become directly involved in heritage issues related to a specific asset, such as the Civic Centre. Southampton City Council values the views of its community on conservation issues and will continue to encourage community participation in the management of the Civic Centre.
B1.4	Southampton City Council as heritage custodian: the Civic Centre is an integral part of the Southampton community and its environment. The building is tangible evidence of the city's cultural origins and its progress, and the historical foundation on which many decisions concerning the community's future are built. Development of the Civic Centre was paid for by previous generations of taxpayers and service consumers. Southampton City Council is responsible for holding the resource in trust by the current generation for future generations of citizens. The council will therefore continue to direct resources towards the maintenance of the asset.

B1.5	Flexible usage: the history of the Civic Centre has demonstrated the flexibility of its spaces to accommodate a variety of different departments, each with a different internal layout. Some departments have relocated within the building several times. This degree of flexibility is an important aspect of ensuring that the building remains in use.
B2	Southampton City Council will continue to pursue an alternative use scheme for the Law Courts Block, and will continue the requisite consultation and application processes to this end. A design scheme that is sympathetic to, but not necessarily a precise continuation of Berry Webber's style will be needed. A design that respects and maintains the symmetry of the extant building will be required. The scheme will also need to defer to the Clock Tower and the grand central entrance.
	All heritage assets are exposed to losses from disasters such as fire and flood, but historic buildings and their contents are particularly vulnerable to such damage. Good fire safety management and protection should be recognised as being good conservation - there should be no conflict between the two strategies. Staff training, operation of a practical disaster plan and close co-ordination and co-operation with the Fire Brigade are essential prerequisites of successful disaster prevention.
B3	The Civic Centre management will ensure the protection of the building, and the interior fixtures and fittings integral to the design and function of the building, from fire, lightning, and other safety and security hazards. They will continue to undertake and commission specialist safety audits and risk assessments to best current practice, and ensure that all staff and contractors receive appropriate and adequate induction and on-going training.
B3.1	Redundant fire hose reels will be retained wherever possible for their historic value and character, and as a strong visible reminder of the need for fire safety.
B4	Southampton City Council will monitor, maintain and when necessary improve its physical and personnel fire detection and safety systems, consulting relevant professional bodies such as the county/regional fire service as appropriate.
B5	To maintain and disseminate as relevant emergency evacuation and disaster plans for the people, the building and collections.
B6	To maintain good working relationships with all local emergency services, including undertaking regular liaison and joint planning/training exercises as necessary.
B7	Southampton City Council will continue to develop and maintain a comprehensive database (in hard copy and digital formats with appropriate storage locations and environments) of accurate architectural records for the interior and exterior of the Civic Centre and the area surrounding it.
	The following policies detail the action that should be adopted to achieve the maximum or reasonable conservation of the Civic Centre. The policies state all those actions necessary to maintain or recover significance. Likewise all actions detrimental to the integrity and significance of the Civic Centre are spelt out.
C1	Universal conservation ethics have been adopted for formulation of the following fundamental policies.
C1.1	Minimal intervention and compatibility of repairs will be the aim, involving the replacement of only deteriorated or damaged materials.
C1.2	Repair or replacement of existing fabric will use materials that are visually and physically compatible with old materials in composition, design, colour, texture, and craftsmanship.
C1.3	Introduction of compatible substitute materials will only be acceptable when the original materials are not available or where a firm scientific basis exists supported by a body of evidence.
C1.4	New materials will be identified using marks and dates on the back to document that they are replacement pieces.

C1.5	The locations of replacement pieces will be documented on drawings and/or in photographs.
C1.6	Conservation treatments for historic materials should be reversible.
C2	Southampton City Council will continue to commission general and subject or material-specific Condition Surveys, and will use them in planning its annual and longer-term cycles of conservation, repair and maintenance.
C3	Southampton City Council will continue to maintain the open spaces around the Civic Centre, and will improve surfaces using appropriate materials for the site.
C3.1	Southampton City Council will seek to re-locate parking and vehicular use of the Municipal Block and Guildhall forecourts so that the hard landscaping of these areas can be improved. This enhancement should include relocation of kiosks, recycling banks and as much signage as possible.
C3.2	Southampton City Council will seek to extend the Guildhall courtyard, uniting it with Guildhall Square to establish the grand forecourt from Above Bar Street envisaged by Berry Webber.
D1	Southampton City Council will maintain the current protection of archaeological deposits under the Civic Centre, and mitigation of impacts on them, through the development control process.
E1	Southampton City Council will continue the process of improving the attractiveness of the Civic Centre, its facilities, and the spaces around it.
E2	Southampton City Council will enhance interpretation and explanation of the site's historic development with displays and signage in and around the Civic Centre. Current plans for the new heritage centre in the Law Courts Block represent an attractive way of achieving this.
E.3	Southampton City Council encourages use of its website, for instance through the provision of online access to historic maps of the city, and will examine the potential for enhancing information about the history of the Civic Centre there. This could involve a virtual tour.
E.4	Southampton City Council will explore the potential for staging an exhibition on the architecture of E Berry Webber at the Civic Centre with potential partners such as English Heritage and the Royal Institute of British Architects.
E.5	Southampton City Council will also explore the potential for mounting an exhibition on Sidney Kimber's municipal service, either as a separate entity or perhaps as a section of a larger exhibition centring on Berry Webber's work if that is achieved.
F1	Southampton City Council will continue to take full account of access issues, the Building Regulations (Part M) and relevant legislation in the management and use of the Civic Centre, and will continue to do everything possible to make the Civic Centre accessible to all on a socially inclusive basis, commensurate with the historic nature of the building and the need to protect and conserve it.
F2	Southampton City Council will address the above access issues, and others that may arise, through its annual programme of planned maintenance. Listed Building Consent will be applied for where necessary.
G1	Southampton City Council supports the Grade II* listed status of Southampton Civic Centre and will continue to encourage early discussion on any proposed changes between its appropriate professional and managerial staff. It will also continue to inform and consult English Heritage at a preliminary stage on proposals and will comply fully with the statutory consent systems covering the building's listed status, and with reference to its location in a Conservation Area.
G2	Southampton City Council will continue to operate fully within the Listed Building Consent process in its management and use of the Civic Centre, until such time as a heritage management agreement is place between the Council and English Heritage.
G3	Southampton City Council will make application(s) to English Heritage for rolling Listed Building (in future Heritage Asset) Consents to cover routine work on features

	such as doors and Crittall windows so that such works do not require specific and repetitive consent applications.
H1	Southampton City Council will carry out a bat survey to determine whether bats are present on the site, and will then and devise appropriate policies if they are. This may require the introduction of specific working regimes and timetables in areas where bats are present, as their protection extends to regulation of work during certain parts of their annual lifecycle.
H2	Southampton City Council will continue to actively discourage vermin such as rats through control and prevention measures. Peregrine falcons in the Clock Tower will continue to provide some natural predation of the pigeon population. This may be enhanced by direct control of the pigeons if necessary.

7. Conservation Policies

Each part and element of the building, its structure and make up has its own conservation policy a direct example being:

Walls

The external walls of the Civic Centre are not only the main part of its structural fabric, but are the most dominant characteristics of the building's overall appearance. Alterations or repairs to the external elevations will respect the existing fabric and match it in materials, texture, quality and colour.

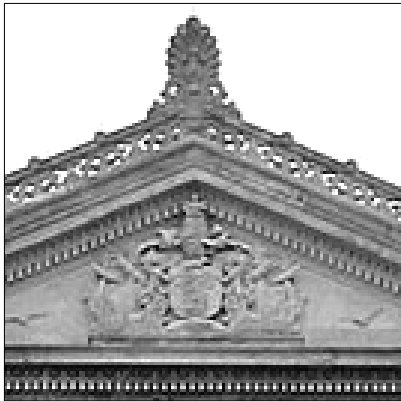
Policy No. EXT 001

All works to the external stonework of the Civic Centre should be carried out using materials to match the original and traditional methods unless current good practice dictates otherwise.

6.1.2 **Decorative details**

Carved and other sculptural details such as defining central entrance arches and the various relief panels are important parts of the design and architectural character of Civic Centre. Decorative grilles and louvers also form part of the articulation of the elevations and should therefore also be conserved.

Decorated pediment, Municipal Block



Policy No. EXT 002

All carved and sculptural details that form part of the original articulation of the Civic Centre's elevations should be conserved as essential elements of the building's external character.

Policy No. EXT 003

The introduction of any protective measures (such as bird netting) must not visually obscure the decorative details, and must be installed in a manner that is entirely reversible should the protection no longer be required or more effective means of protection devised.

8. Agreed Building Works subjected to Listed building Consent

Appendices C1 and C2 to the Plan further detail each element that will and/or will not require full Listed Consent. These therefore form the basis for the Heritage Partnership Agreement, a direct example from each appendix being:

C.1 BUILDING WORKS THAT DO NOT REQUIRE LISTED BUILDING CONSENT

The following types of building works would not affect the character of the Southampton Civic Centre as a building of special architectural or historic interest, and therefore do not require listed building consent.

C.1.1 External elevations

Walls

- *Minor repairs to stonework or other masonry units of the place where this involves minor reconstruction or replacing missing or deteriorated fabric to match the existing fabric in all respects provided that repairs are carefully specified and carried out by tradespeople with experience in the conservation of heritage fabric*
- *Major repairs to stonework or other masonry units of the place where this involves large expanses of reconstruction or introduction of inconspicuous remedial alterations provided that repairs are carefully specified and carried out by tradespeople with experience in the conservation of heritage fabric*

Carved details

- *Cleaning and protection of carved details provided the gentlest possible methods of cleaning are employed, and protection is provided in a form that has no visual or physical impact on the original building fabric*

Inscriptions

- *Cleaning and protection of inscriptions provided the gentlest possible methods of cleaning are employed, and protection is achieved through the introduction of materials that have no visual or physical impact on the original building fabric*

C.2 BUILDING WORKS THAT ARE LIKELY TO HAVE AN IMPACT ON THE CIVIC CENTRE'S CHARACTER AND REQUIRE PRIOR CONSULTATION WITH ENGLISH HERITAGE

The following types of building works have the potential to have a dramatic effect on the character of the Southampton Civic Centre as a building of special architectural or historic interest, and therefore require listed building consent.

C.2.1 External elevations

Walls

- *Repairs to stonework or other masonry units of the place where this involves replacing missing or deteriorated fabric with material that does not match the original either visually or in composition*

Carved details

- *Cleaning and protection of carved details using techniques that either permanently alter the surface of the building fabric or the introduction of materials that have a perceptible visual or physical impact on the original building fabric*
- *Protection of carved details through the introduction of materials that have a limited visual or physical impact on the original building fabric. Details of materials and method statements would need to be agreed.*

Inscriptions

- *Cleaning and protection of inscriptions using techniques that either permanently alters the surface of the building fabric or the introduction of materials that have a perceptible visual or physical impact on the original building fabric.*

- *Alteration or removal of existing inscriptions or introduction of any new inscriptions.*
- *Cleaning and protection of inscriptions provided the gentlest possible methods of cleaning are employed, and protection is provided in a form that has limited visual or physical impact on the original building fabric. Details of materials and method statements would need to be agreed.*

9. Data sheets

Each part, room, corridor and outside area of the Civic has its own conservation data sheet. These are contained in 5 volumes; one each for each element of the civic including the outside areas:

- Police Block
- Municipal Block
- North Block
- Guildhall
- Outside Areas

These data sheets give in detail, the location, its level of merit, a floor plan, policy implications and a full listed description. The data sheets can be copied and used as and when works or projects are carried out in that particular area. After which the data sheet can be updated. These sheets are therefore live working, and up to date documents.

An example of a data sheet is given below:

Location:

FIRST FLOOR LEVEL

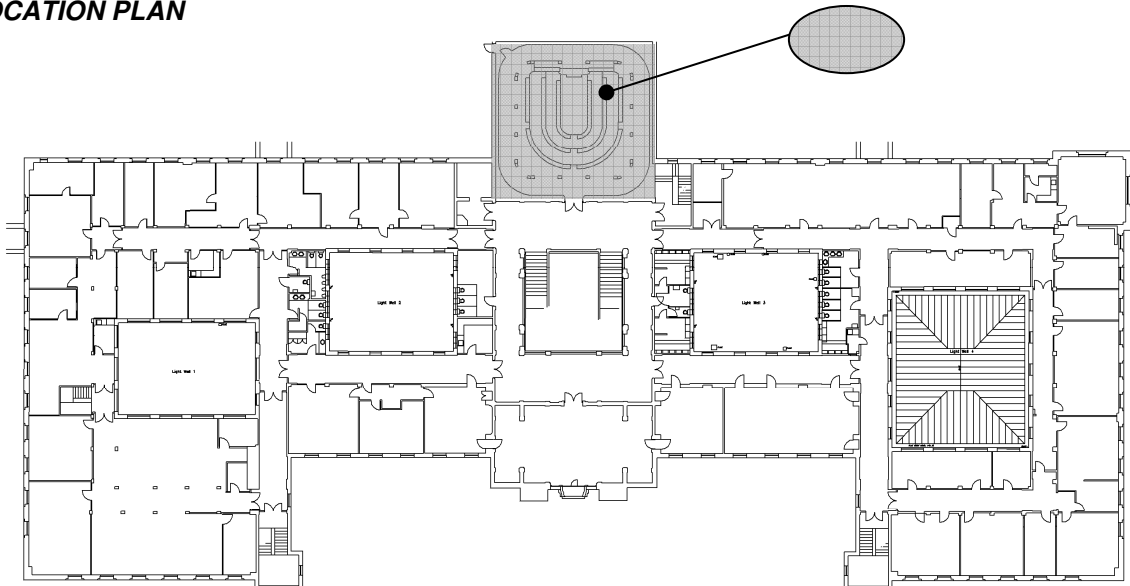
Area description:

COUNCIL CHAMBER

Area Number:

MF 018

LOCATION PLAN



HISTORY: *This area was originally: - **COUNCIL CHAMBER***

- **Changes:**

The room was originally fitted with an extensive amount of both built in and freestanding walnut timber furniture. The three carved walnut chairs for the Mayor, Deputy Mayor, and Sheriff were designed by Berry Webber. There were originally seventy-five walnut tub chairs, upholstered in blue Morocco and stamped with a gold coat-of-arms. The gallery was fitted with forty-eight tip-up walnut seats upholstered in antique hide. Curtain fitted behind the timber balustrade rail of the gallery

LEVEL OF HERITAGE MERIT: HIGH

This is an area of high merit because it is one of the Council's principal rooms demonstrating characteristics of the highest quality design and finish

POLICY IMPLICATIONS:

• **Fabric to be retained:**

Intact wall and ceiling finishes

Intact original door opening, door, and associated hardware: Door nos. T8AM, T8BM, T8CM

Original built-in and loose furniture

• **Opportunities for change:**

Highly desirable: Removal/consolidation of variously affixed signs and stickers on original walls and doors

Highly desirable: Chasing in of all surface mounted computer and electrical trunking

Removal/replacement of smoke detectors, alarms, and other items associated with the fire system

Replacement of all existing non-original window-locking mechanisms with fittings that are the same size or smaller

Introduction, replacement or removal of secondary glazing units that match the size of the original window frames and are

installed in a manner that does not involve damage to any original building fabric

Repainting in a different colour scheme, provided it is based on the results of a professional investigation of earlier schemes

Removal/replacement of sympathetically designed window coverings

Removal replacement of 'modesty' curtain attached to balcony balustrading

Removal/consolidation of audio and visual aid equipment and associated wiring

Replacement of existing floor coverings with any new form of flexible floor covering

Location:

Area description:

Area Number:

FIRST FLOOR LEVEL

COUNCIL CHAMBER

MF 018

BUILDING DESCRIPTION

Date inspected: 21/01/03

FLOOR:	<i>Original marble paving</i>		
	<i>Original granolithic finish</i>		
	<i>Original timber flooring</i>		
	<i>Carpet (not original)</i>	✓	Replacing original carpet to tiered platforms.
	<i>Vinyl sheeting (not original)</i>		
	<i>Other:</i>		
CEILING:	<i>Original plain plaster with integrated coved cornicing</i>		
	<i>Original decorated plasterwork</i>	✓	
	<i>Acoustical panel infills (not original)</i>		
	<i>Suspended ceiling (not original)</i>		
	<i>Other:</i>		
WALLS:	<i>Original dressed stone facings</i>	✓	Upper walls only. Decorative keystone carvings over each central window incorporating the four points of the compass
	<i>Original solid plaster finish</i>		
	<i>Frame with plasterboard or similar lining (not original)</i>		
	<i>Lightweight office partitioning (not original)</i>		
	<i>Other: Timber panelling</i>	✓	Polished, lower sections of walls only

OPENINGS:	<i>Original steel framed casement window</i>	✓	Semi-circular clerestory type frames with copper margins, fitted with original 'artic' pattern obscure glass
	Replacement double-glazed steel frame window		
	Secondary glazing (not original)		
	Other type of window:		
	Original copper light timber frame doors		
	Original timber veneered door with glazed insert		
	Original timber veneered doors	✓	Door no. T8BM: single, polished to match adjacent panelling
	Original timber panelled doors	✓	Door no. T8AM: Pair, polished on outside, leather lined with decorative stud patterning on inside Door no. T8CM: single, basic three panels
	Modern timber doors		
	Other type of door:		
	Original bronze door hardware		
	Original chrome door hardware	✓	Polygonal knob: Door nos. T8AM Polygonal escutcheon: Door nos. T8AM, 22C Knob: Door nos. T8BM, T8CM
	Modern door hardware		
	Original numbering/signage		
Digital keypad/swipe card			
Other:			
JOINERY:	<i>Original moulded picture rail</i>		
	Original plaster skirting moulding		
	Original coved timber skirtings		
	Modern skirtings		
	<i>Original timber door architraves</i>		
	<i>Modern architraves</i>		
	Other:		
SERVICES:	<i>Original ventilation system</i>	✓	Incorporated into wall panelling
	Original heating	✓	Column radiators located behind grilles incorporated into wall panelling
	Electrical trunking	✓	Concealed
	Computer trunking		
	Plumbing		
	Other:		
FITTINGS AND FIXTURES:	Original furniture (built-in): Desks and drawers	✓	Constructed of walnut, and in positioned in two continuous tiers around the centre.
	Original furniture (loose)	✓	Extensive number of chairs and tables (not catalogued)
	Non original items: Lighting		

10. Short, Medium and Long term planning for the Civic in Line with the Plan.

Immediate (one year) program.

1. Adopt this Conservation Management Plan as the policy basis for the conservation and management of the Civic Centre.
2. Integrate the policies set out in this Conservation Management Plan in the City of Southampton's overall Corporate Property Strategy.
3. Ensure that the policies set out in this document are fully accounted for in the forthcoming Civic Centre Refurbishment Project.

4. Use the list of works identified in Appendix C.1 of this document as the basis for preparing a Heritage Management Agreement.
5. Endeavour to ensure that adequate funds are allocated annually to cover the maintenance and conservation of the Civic Centre as a Grade II* listed building.
6. Implement a program to address urgent building works as identified in the most current condition survey.
7. Assess the implications of the DDA.
8. Carry out a Building Fire Risk Assessment.
9. Implement a system of periodic condition surveys with interim updates and regular monitoring.
10. Investigate potential sources for external funding for repairs to the Civic Centre.
11. Start to compile a photographic record of the Civic Centre and implement a system for maintaining records of future alterations.

Medium term (two to five year) program

1. Identify costs and funding for, and prepare and implement a Moveable Objects Heritage Plan.
2. Review of this Conservation Management Plan.
3. Implement a program to identify works additional to those required as part of the Civic Centre Refurbishment Programme to address water ingress and damage to the interior; subject to attracting additional funding.
4. Implement a program to address works identified as highly desirable for areas of High Heritage Merit; subject to attracting additional funding (refer 7.3.11).
5. Preparation of supplementary conservation documents.
6. Preparation of infrastructure control plan.

Long term (five to twenty year) program

1. Review of this Conservation Management Plan.
2. Reapply for continuation of the Heritage Management Agreement on a timetable (perhaps five yearly) to be agreed with English Heritage for a list of works previously identified in Appendix C.1 of this Conservation Management Plan or as subsequently modified by its review.
3. Implement a program to address works identified as highly desirable for areas of Medium and Low Heritage Merit; subject to attracting additional funding.