

**Castle and Museum Specification V6 20th May 2016**

**Introduction**

Guildford is the county town of Surrey and is an established regional centre within the south east with a resident population of approximately 73,779 (just over half of the total population in the borough).

Guildford town centre is the largest retail, service, administrative and commercial centre in Surrey (measured by the amount of floor space).

The town centre is focused around two linear features, the River Wey and the High Street that rises up the valley side from Town Bridge. The centre has striking topography, relating to its origins and historic growth in the River Wey valley and along its eastern valley sides. Open countryside is only a short walk to the south and south east of the centre. It is renowned for its picturesque historic High Street and lanes off it, known as “gates”, and the attractive views out to the surrounding countryside. Guildford Castle, Museum and grounds situated adjacent to the High Street enhance the attraction of Guildford as a destination. These natural and historic features are a vital part of the special character of the town and make it unique in the South East.

**The Project**

The project is to establish Guildford Castle, its grounds and Guildford Museum as a united site and attraction in the centre of the town. To achieve this we are looking to reconfigure the Museum, with the addition of a new building, to open into and utilise the adjoining Castle Gardens and Castle ruins. This will reunite the most important historic site in Guildford, containing the remains of a royal castle linked with medieval kings, including Stephen and Henry III, for over 300 years. The site was later associated with Lewis Carroll, who rented a house on the footprint of the historic castle for his sisters and who died in the house in 1898.

Reconfiguring the site and adding appropriate new build will enhance the historic environment, extend museum display space and improve public facilities, incorporating a new museum entrance and exhibition space into the castle grounds and linking new areas to galleries in the existing museum. Refurbished displays will provide improved conditions for collections, use different formats and approaches to engage a range of audiences in the story of the town and borough and provide new learning spaces with the potential to expand programmes of activities and opportunities.

The project will unite places with a related history, increasing access to, and understanding of, heritage assets including the castle, historic collections, castle grounds and the story of the town and borough that grew around it, producing a refreshed and enlivened museum and the major heritage hub and attraction for the borough’s community and its visitors.

The creation of versatile exhibition space that enhances the visit, provides the latest in visitor experience technology and creates the demand for repeat visits, plus a new Café is essential. The design will add something extra to this historic quarter.

Background Information

The Council has identified that the Museum and Castle grounds are in need of development and refurbishment to enhance the historic visitor attraction to the town. The Castle achieves c 15,000 visits per anum, the Museum c13,000 visits and the Castle Grounds over 500.000 per annum; a great disparity. There are a number of reasons for this:-

* The Museum entrance is in Quarry Street hidden away from the Castle and Grounds
* The Castle is more visible and is signposted from the High Street
* The Museum is not very user friendly with poor physical access and facilities
* The displays are tired and need updating to tell new stories displaying exhibits using modern display methodologies
* The central exhibition area used for temporary exhibitions is small and constrained and not able to provide the quality of exhibit to create significant public interest.

The Castle and Grounds are of significant heritage value as summarised below and in appendix A.

Museum site

• Castle Arch Gateway, Grade I, SAM.

• Castle Arch House, Grade II\*

• 48 Quarry Street, Grade II.

• Garden of Guildford Museum and 48 form part of Scheduled Ancient Monument, SM no. 12787

• Within the Town Centre Conservation area

• Area of High Archaeological Importance

Castle site

• Castle Keep, Grade I

• Motte, area around and Castle Cliffe Gardens: SM 12787

• In Guildford Borough Council’s Gazetteer of Historic Parks and Gardens

• Area of High Archaeological Importance

Details of listings of individual elements is available at:-

<https://www.historicengland.org.uk/listing/the-list/list-entry/1012340>

Former Private Apartments at Guildford Castle - <https://www.historicengland.org.uk/listing/the-list/list-entry/1029306>

Remains of Shell keep at Guildford Castle - <https://www.historicengland.org.uk/listing/the-list/list-entry/1177988>

Castle Arch

<https://www.historicengland.org.uk/listing/the-list/list-entry/1189846>

Castle Keep

<https://www.historicengland.org.uk/listing/the-list/list-entry/1377881>

The current floor plan of the Museum is set out in appendix B.

Two reports on the future of the museum have been presented to the Executive Committee of the Council, it is recommended that these reports are reviewed:-

Report to 24 November 2015 Executive Committee

<http://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=132&MId=169&Ver=4>

Report to 19 April 2016 Executive Committee

<http://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=132&MId=174&Ver=4>

A conservation management plan was prepared for the site by the Paul Drury Partnership (now the Drury McPherson Partnership) and will be made available to the successful tenderer.

The Council commissioned Allies & Morrison assisted by GVA Bilfinger and ARUP to prepare a Draft Town Centre Masterplan (TCMP)that sets the scene for the development of Guildford over the coming years. The Draft plan is being used as an evidence base for the next version of the Local Plan that is being published this summer. The plan retains the historic heritage of the town and builds on the tourist attraction that the Castle and grounds provide.

It is recommended that the Draft Town Centre masterplan is reviewed and is available at :-

<http://www.guildford.gov.uk/tcmp>

Project Aims

Guildford Borough Council want to create an exemplar 21st century facility that stimulates the learning experience, utilising the mix of the historic with the new and modern to provide a sustainable visitor attraction and venue for events that the leading County of Guildford should have.

The aim is to create a flexible space that seamlessly links the Castle, its grounds and the Museum as a focal point for heritage, modern interactive displays and leisure space with enhanced facilities making full use of the Castle and grounds for the local community, businesses and tourists.

Project objectives

The principal objectives of the project are:

* To raise the contribution of Guildford’s history and heritage to the town’s life, vibrancy and sense of place by integrating and promoting its many heritage attractions within a heritage quarter and modern day displays and interaction
* To design a scheme for imaginative new build linking the existing museum with the Castle Grounds to deliver on the key aims and objectives of the project
* To transform the heritage value and appeal of Guildford’s Castle, its grounds and Museum as the town’s heritage hub: a focal point for the heritage quarter and a key community venue and primary visitor attraction with a high quality design.
* To conserve and enhance the remains of the historic castle site within the development scheme as set out in the attached plan Appendix A
* To provide imaginative, functional, flexible and attractive spaces for the display of the borough’s collections and stories which provide suitable, controlled environments and appropriate security to house a range of collections and external loans safely and complies with the requirements of the Government Indemnity Scheme.
* To provide display methodology and exhibition design that will enable spaces to be used flexibly and interpretation to be refreshed for easy updating and refinement
* To prepare plans for modern display methodologies for both static and interactive displays.
* To allow more and a wider range of people to access and experience the heritage assets and modern interactive displays that will engage the viewers and provide an enhanced visitor experience and promotes repeat visits
* To maximise the use of the Castle grounds and museum sites, buildings and collections as a source of formal and informal learning and inspiration and events for all ages
* To create opportunities to maximise income and future sustainability of the site, providing a museum shop, refreshment area, lettings and education spaces to blend with and enhance the surroundings.
* To prepare plans that detail a circular one way movement through the proposed new and existing museum that commences and finishes at the museum shop/entrance/ catering facilities.
* To advise on enhancements required to promote the existing Museum to being a 21st century exemplar for display and visitor interaction including high quality visitor facilities.
* To maximise the space available for exhibits both permanent and temporary,
* To prepare a timetable for building the new facilities and refurbishment of the existing Museum

**Project requirements**

To prepare innovative plans for the required new build to achieve the stated objectives, the historic context needs to be addressed and proposals should conserve and enhance the existing heritage assets.

To prepare innovative plans for the enhancement of the existing Museum linking the new to the existing, demonstrating a well- defined circular route though the exhibits and taking into account the character and significance of the historic building.

To provide plans that detail modern display methods for static display and interactive displays.

To demonstrate how the proposed new building will link the museum with the castle and grounds and how the new structure will provide an event venue and enhanced visitor attraction

To prepare indicative costings to carry out the works along with specification of materials appropriate for this important historic environment.

To prepare plans for development of the Castle grounds linking the Castle to the new Museum entrance, events area and landscaping. Please note this needs to be complementary with the Guildford Town Centre Streetscape Design Guide, which is being prepared separately but must also fulfil heritage requirements of statutory bodies, including Heritage England.

To provide a timescale for completing the works, noting the approvals that will be required from external bodies.

**Services Required**

The Council wishes to appoint a consultant to provide all necessary professional services (including architectural, engineering, landscape architecture, QS / cost consultancy, surveying, exhibition design, income generation and all related ancillary services) in the development and delivery of the project objectives. Specified services can be provided by other consultants subject to the full disclosure of information as required for the lead consultant.

The successful candidate will be required to work with the Council to develop the design. The scope of services will include:

* Design to RIBA Stage 2 Concept Design
* Design to RIBA Stage 3 Developed Design subject to approval of Stage 2 Concept Design by the Client
* If required design to RIBA Stage 4 Technical Design
* If required preparation of all tender documentation
* If required support during RIBA stages 5