



Edgumbe House Lostwithiel Pre-Feasibility Study

Also including Taprell House & The Guildhall
May 2018



Lostwithiel
Town Council



Le Page Architects



01. Executive Summary	2	Appendix A Plans of the Buildings as Existing	31
02. Introduction	3	Appendix B Listing Descriptions	35
03. Client Brief	4	Appendix C Outline Budget Costings In Full	38
04 .The Listed Buildings	5	Appendix D Film Profile & Potential	52
05. Sensitivity Analysis	9	Appendix E Museum Precedents	54
06. Summary of Condition	12	Appendix F Museum Questions and Answers	56
07. Consultation	13		
08. Pre-Application Advice From Historic England	15		
09. Final Pre-Feasibility Proposal	18		
10. Outline Budget Costing	21		
11. Business Case - Viability Planning Budget	22		
- Summary	24		
12. Governance Models	25		
13. Governance Structure	26		
14. Capital and Revenue Funding Matrix	27		
15. Conclusion	28		
16. Next Steps	30		

01. Executive Summary

This Pre-Feasibility Report has been prepared in response to Lostwithiel Town Council's brief which states that buildings in their ownership, comprising of Edgcumbe House, Taprell House (the Library) and the Guildhall cannot be financially sustained in the face of large repair costs and consequential underuse of the assets. The report is important, as the culmination of preparatory discussions by the Council and Edgcumbe House Working Party and the brief agreed to look at the future of these historic buildings as part of this process.

The report finds that some change to the buildings is possible, meaning that the buildings could be used more effectively. However, change is not possible to all areas meaning that upper floors to both Edgcumbe House and the Guildhall cannot be made accessible to all. The Museum whilst important in terms of its collection and the part it plays in the cultural offer and heritage education for Lostwithiel is not income generating. It is therefore necessary to look at other museum models to retain this asset but in a new and more innovative way.

The financial findings revealed substantial repair and alteration costs which are outside of the LTC's budget. It was always the intention of the LTC that these costs could be wrapped up in a major grant application or applications. However, this alone in all likelihood will not be enough to create a financially sustainable business model for the future; new forms of governance are suggested. There is a great deal to do in the next stage as set out in section 16, primarily around further testing business models and then looking at the complete proposal in more detail. The only alternative to this approach is disposal, which is a bleak prospect for a town like Lostwithiel when there is a good chance to seize an opportunity to benefit the community.

Whilst it has not been possible to wave a magic wand, the indications are that with a proactive and innovative mindset it would be possible to translate what is currently a drain on LTC's finances into a well used community asset, providing it has the right management. Changes in governance and greater levels of community ownership could not only unlock new and additional funding, but also provide for the right set of conditions and incentives that would vastly improve social value as well as financial performance.



02. Introduction

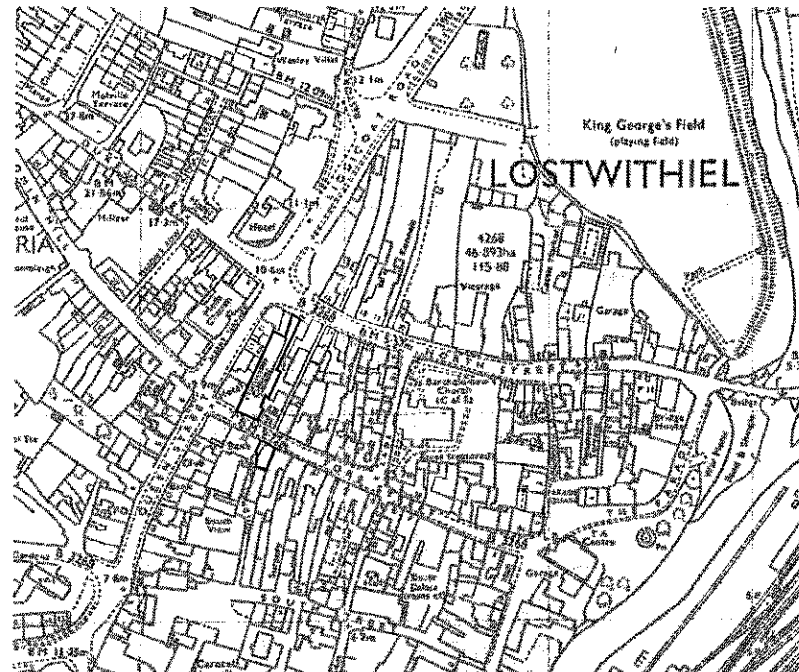
This report has been prepared by Le Page Architects Ltd (LPA) working with Real Ideas Organisation (RIO), supported by other sub-consultants forming part of the team as necessary.

The project concerns Edgcumbe House, Taprell House and Lostwithiel Guildhall; all three are prominent within the town, are owned by Lostwithiel Town Council (LTC) and are under used. LTC are keen that the buildings are properly conserved and bought back into proper use.

Edgcumbe House Working Group (EHWG) was formed to look at the future of Edgcumbe House as well as the other two buildings. Comprising of members from LTC, and the local community the aim was to look at how the buildings could be cared for, opportunities for funding, and ways in which the buildings might be run going forward. An emphasis on community involvement through consultation underpins the work of the group and the way in which this project was approached.

The Team (LPA&RIO) liaised with LTC/EHWG at various points during the project and is commented on further as part of section 8.

The museum and its collections are an independent charity; decisions about how the museum operates are made by the charity's trustees and in line with their charitable objects. Lostwithiel Museum recently won the Cornwall Heritage Awards honour for the museum that most deserved commendation.



Lostwithiel Location Plan

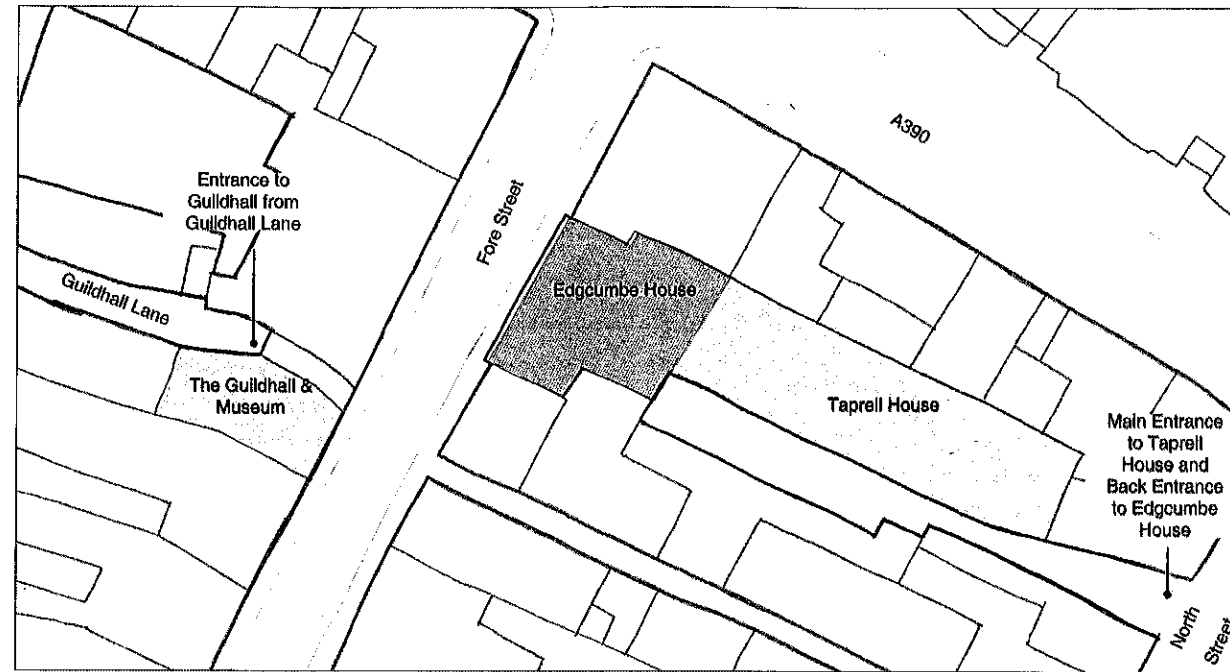
03. Client Brief

Whilst Edgcombe House forms the centrepiece of the study, Taprell House and the Guildhall which are also owned by LTC were included in the pre-feasibility as these are also of concern and form part of a distinct group.

In summary this consisted of the following tasks:

- » In collaboration with the Town Council, Edgcombe House Working Group and community, refine ideas to identify key options which are financially viable to take forward for a full feasibility study.
- » Plan and implement collaborative engagement of the community and stakeholders, the result of which will help inform the project options, as well as provide evidence of consultation for funding bids.
- » Identify potential sources towards securing initial funds for a full feasibility study.
- » Provide a report based on this brief, outlining the key proposals, business case and scope of the next stage feasibility study.
- » Provide an outline project plan which sets out the next steps.
- » Provide an outline project timeline in relation to the feasibility study stage.

The site plan opposite identifies the individual buildings.



Site Plan
(not to scale)

04 .The Listed Buildings

Edgumbe House Listed Grade II*

Edgumbe House incorporates the remains of the former mansion of the Taprell family, mayors of Lostwithiel in the later C17 and early C18. Their house formerly extended the whole length of the burgage plot between Fore Street and North Street. The Edgumbe house is of five bays, of small scale but fine quality, in ashlar granite with moulded plinth and cornice returned at both ends. The central double doors are probably mid -C19 but the interior has a sustained show of high-quality mid-C18 joinery and plasterwork. Double-depth plan. The r. hand room on the ground floor, now the mayor's parlour, is the showpiece, the panelling here enriched with egg-and-dart, the ceiling with a modillion cornice and foliage, doorcase with pulvinated frieze and a marble fireplace with shell cartouche above: a fine example of a provincial best chamber of the period. Elegant C18 open-well stair in rear stair-tower.

Beacham, P. and Pevener, N. (n.d.). Cornwall. pp.327-329.



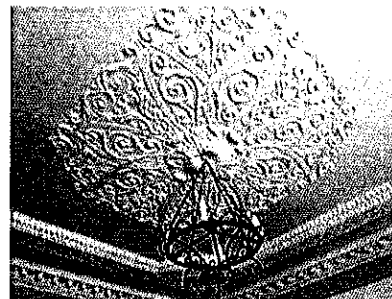
External view of Edgumbe House



Internal view of ground floor room



Mayors parlour



Mayors parlour ceiling



Staircase



View down onto Taprell House

Taprell House Listed Grade II*

Behind (and now accessed from North Street) the older block, Taprell House, is an impressive survival from the C16 and C17, including on the ground floor a full-width kitchen chimney and a curious large granite block below a window in the E wall with three funnel-like bowls or sinks; their function is unclear. On the first floor a substantial garderobe with window and stone seat. Sensitively repaired and converted by John Carter in 1993 to provide a public library and a small Methodist chapel.

Beacham, P. and Pevsner, N. (n.d.). Cornwall. pp.327-329.



Taprell House looking towards Edgcombe House



Taprell House internal details



Existing staircase within Taprell House



Existing stone features in Taprell House



Existing stone features in Taprell House



Existing window features in Taprell House



Taprell House existing mezzanine floor

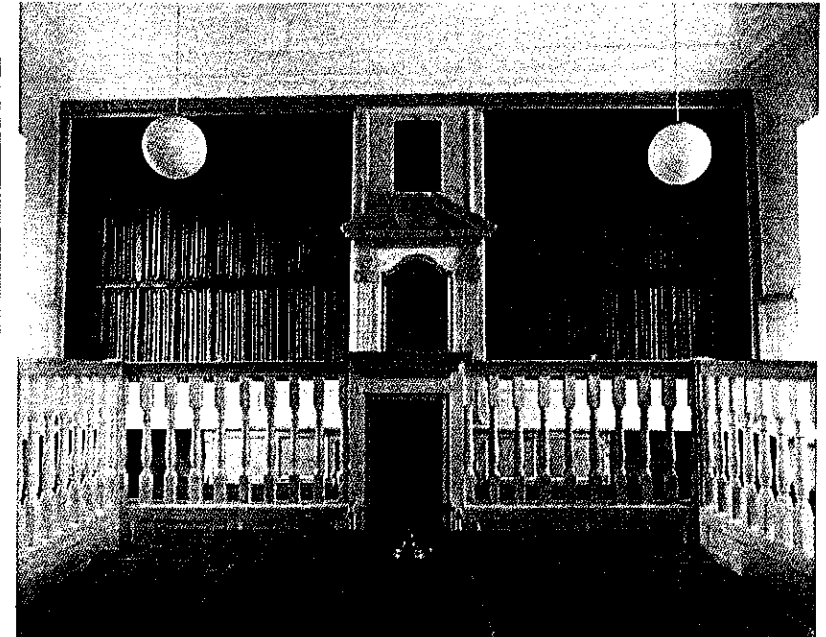
Guildhall and Cornmarket, Fore Street Currently Listed Grade II – being reviewed by Historic England and could be relisted as Grade II*

Erected, as the datestone on the front records, by Richard Edgcumbe in 1740, remarkably early for Cornwall. The Guildhall was placed over the (formerly open) arcade of the ground-floor Cornmarket; the latter was converted into the town museum in 1971. The former town prison is at the rear. The Guildhall is splendidly fitted out with fielded dado panelling and reused linenfold with a deep, coved plaster cornice. At the W end is the central mayoral seat with flanking benches on a raised dais, enriched with mid-C18 pilasters and broken pediment with dentils and egg-and-dart mouldings.

Beacham, P. and Pevsner, N. (n.d.). Cornwall. pp.327-329.



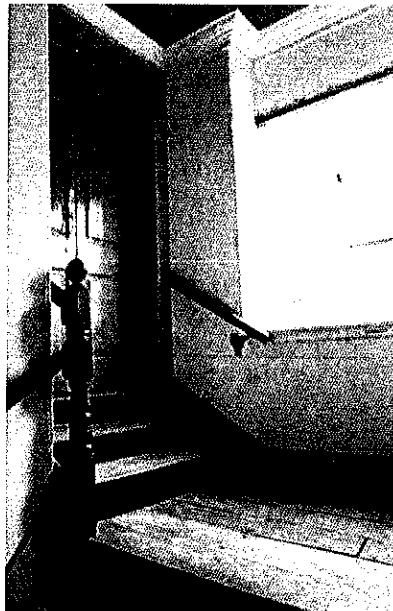
The Guildhall and Museum front facade



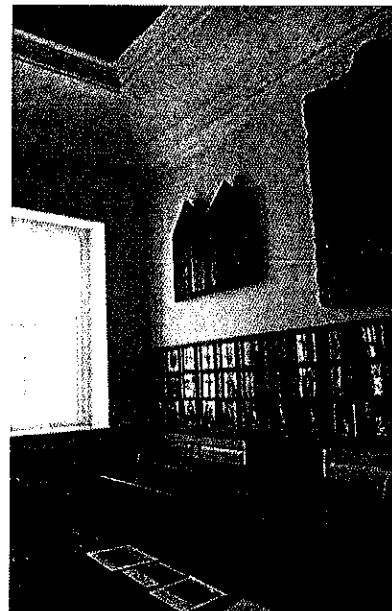
Guildhall historic timber panelling



Guildhall detail of Mayors seat



Internal photo of entrance from staircase to the Guildhall

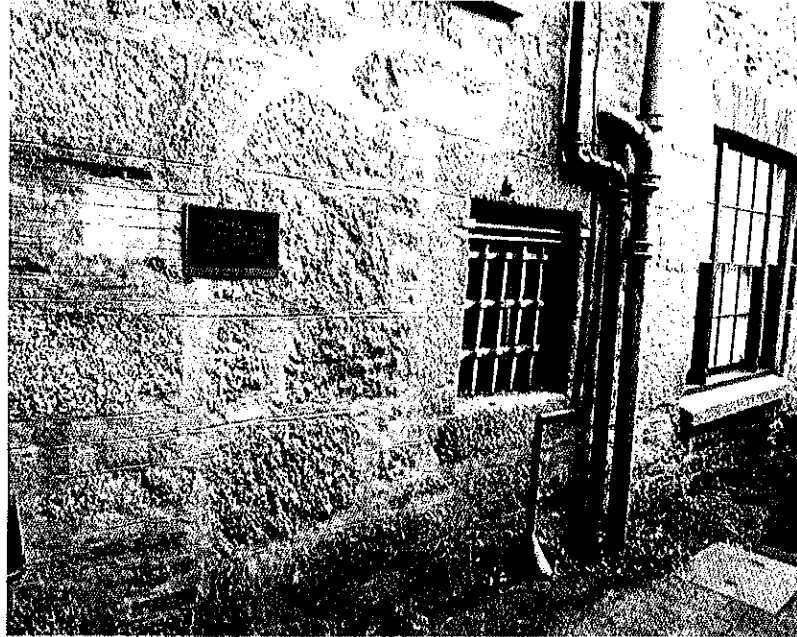


Rear wall of Guildhall



Museum archive

The Guldhall - Ground Floor



External photo of museum on Guldhall Lane



Museum Collection beneath Guldhall



Museum collection



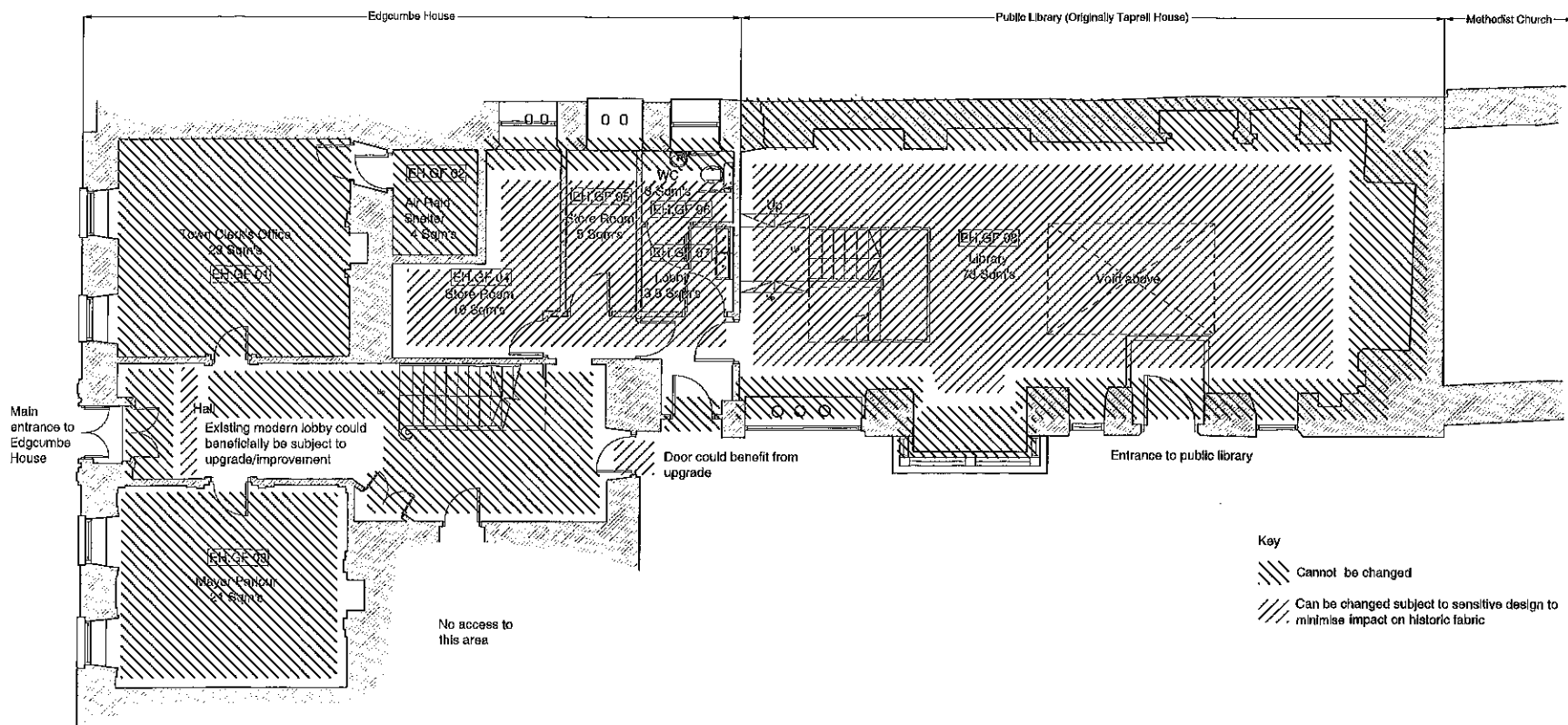
Guldhall timber detailing

Guldhall back wall

05. Sensitivity Analysis

The buildings were examined at an early stage to gain a good understanding of the historic fabric and quality of individual parts. The reason for this exercise was to establish which areas of the building could or could not be altered in a future proposal. The plan was to test these assumptions as part of the consultation with Historic England in order to ensure that ideas put forward as part of this pre-feasibility report would be grounded in sound analysis of the fabric.

The following floor plans of the existing building, summarise the findings on site, these were further tested and verified during discussions with Historic England on site.



Key

- Cannot be changed
- Can be changed subject to sensitive design to minimise impact on historic fabric

01 Existing Ground Floor
Scale 1:50

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	CHK
A	28/04/17	Unweighted and notes	CD	-
B	11/05/17	Updated drawing	IK	-
C	28/05/18	Room numbers and size included	IK	ALP
D	02/07/18	Revised room numbers	IK	ALP

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 362
Saltash
Cornwall
PL12 9AH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgumbe House, Lostwithiel

Drawing

Existing Ground Floor Plan - Sensitivity Analysis
Edgumbe House and Taprell House

Scale 1:50 @ A1

Drawn by IK Date 18/04/17

Checked by ALP Date 18/04/17

Project No. Drawing No. Revision

J17. 011 AS.01 D

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED, BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	CHK
A	28.06.17	Line weights and notes	CKB	-
B	29.07.18	Room numbers and sizes	IK	ALP
C	09.03.18	Revised room numbers	IK	ALP

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 352
Saltash
Cornwall
PL12 6AH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Loathwithiel Town Council

Project Name

Edgumbe House, Loathwithiel

Drawing

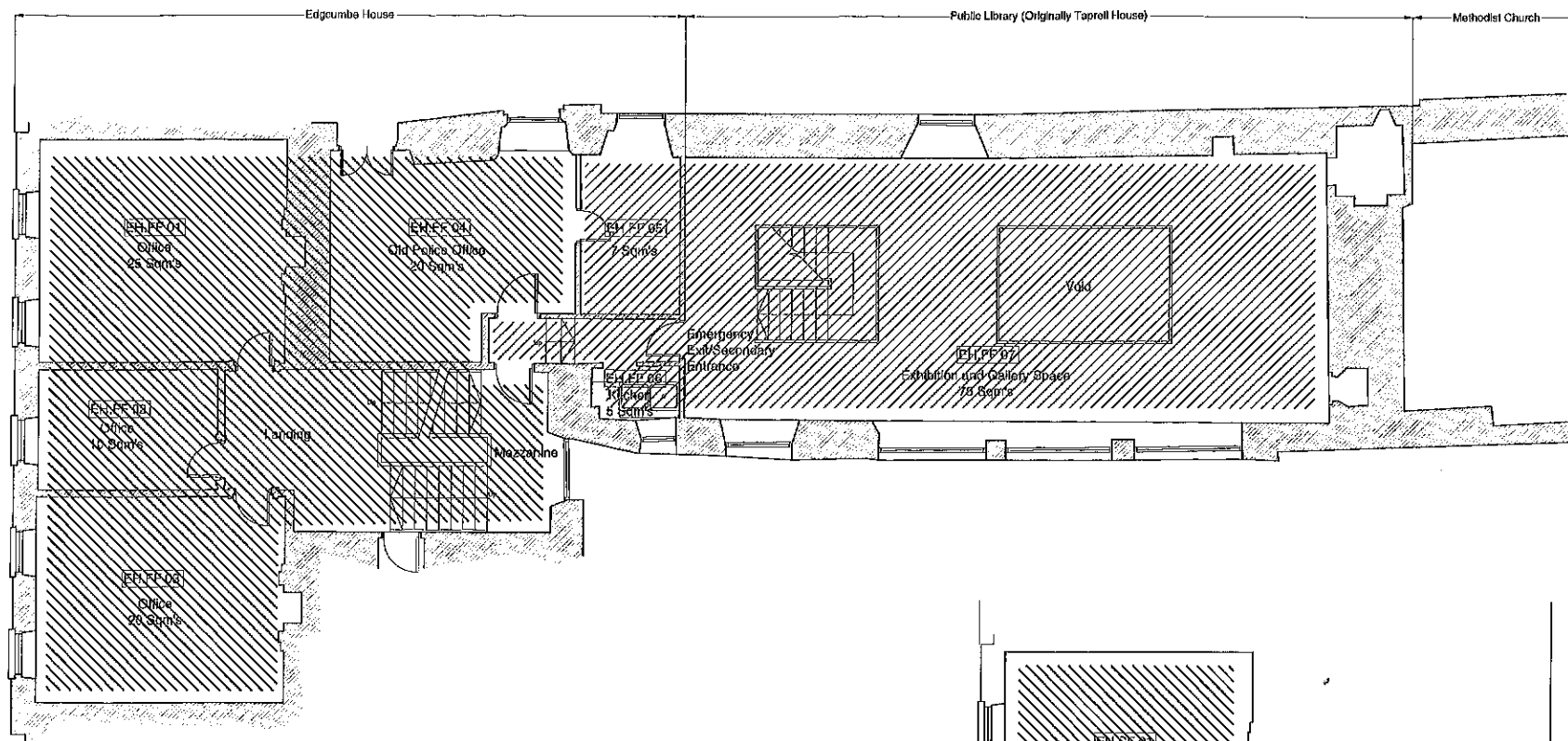
Existing Mez and First Floor Plan - Sensitivity Analysis
Taprell House Public Library

Scale 1:50@ A1

Drawn by IK Date 18/04/17
Checked by ALP Date 18/04/17

Project No. Drawing No. Revision

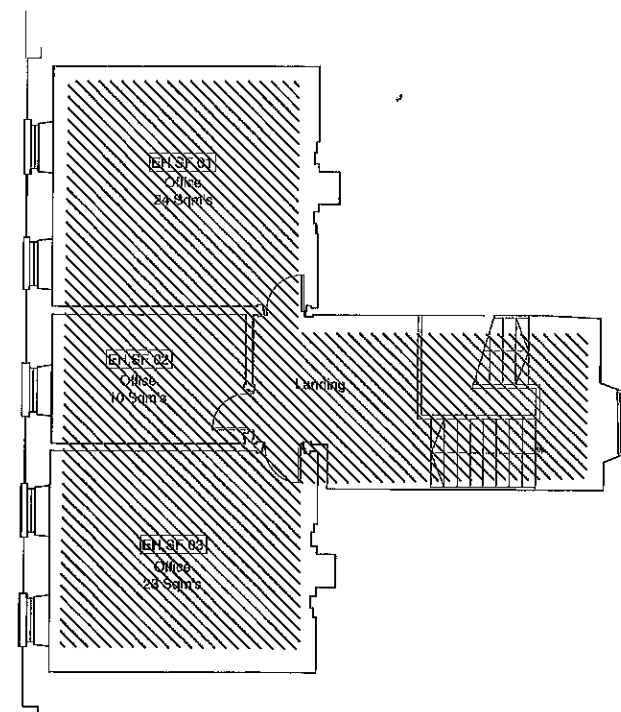
J17. 011 AS.02 B



01 Existing Mezzanine and First Floor
Scale 1:50

Key

- Can not be changed
- Cannot
- Can be changed subject to sensitive design to minimize impact on historic fabric



02 Existing Second Floor
Scale 1:50

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	Chk
A	28.08.17	Lineweights and notes	CDG	-
B	02/09/18	Revised room numbers	IK	-

Notes

Tied

Le Page Architects

Le Page Architects Limited
PO Box 352
Salisbury
Wiltshire
SP1 2BAH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgcombe House, Lostwithiel

Drawing

Existing Ground Floor and First Floor Plans

Sensitivity Analysis - Museum and Guildhall

Scale

1:50 @ A1

Drawn by

IK

Checked by

ALP

Project No.

18/04/17

Drawing No

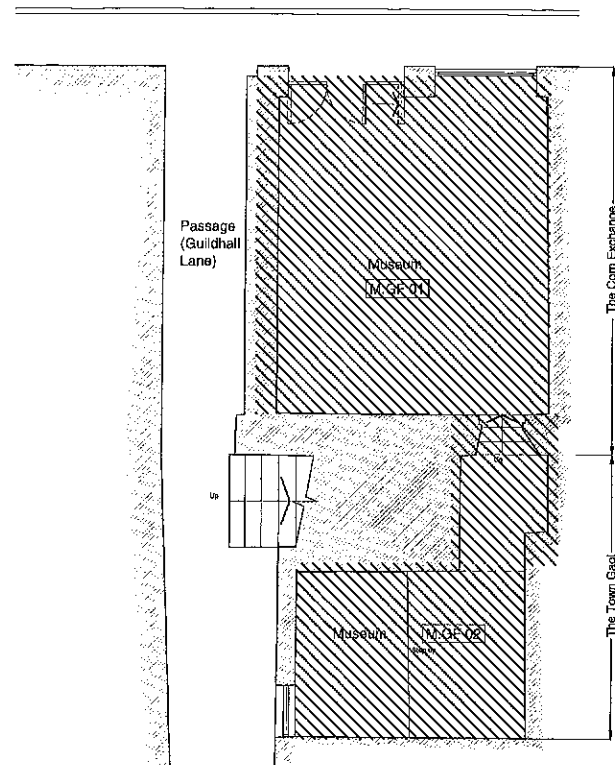
18/04/17

Revision

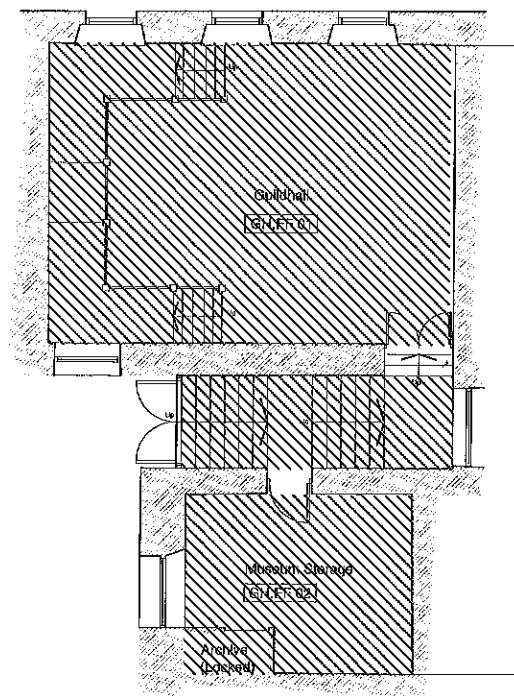
18/04/17

J17. 011 AS.03

B



01 Lostwithiel Museum - Ground Floor
Scale 1:50



02 The Guildhall - First Floor
Scale 1:50

06. Summary of Condition

The client brief did not request a detailed condition survey, this work already having been undertaken by Scott & Co during 2015. Their findings were not provided except where summarised as part of the brief. However, as part of setting the scene for this report the following comments arising from site observations assist:

Edgcumbe House

This building is currently closed to the public; the fine C18 staircase is unsafe and is currently propped, allowing access to the upper floors only with care. There is a question over whether the poor state of the staircase along with other problems, warrants the inclusion of this building on the national Heritage at Risk Register. This is currently under review by Historic England. Should the review lead to the building being added to the register, one of the consequences will be access to apply to specific funding targeted at such buildings.

There have been problems with the roof, most urgent immediate work having been attended to as part of the work by Scott & Co, but more is needed. The building does not comply with current fire regulations, and is generally looking tired and in need of re-decoration to a higher standard, throughout. It is assumed that both electrical and heating installations are in need of replacement to modern standards. The inner lobby from the street takes the form of a clumsy partition which does nothing to enhance the entrance to this fine building and could be improved to create a more fitting and welcoming point of arrival. This will be especially relevant if the building is used more and more directly linked for pedestrians to gain access from Fore Street to Taprell House/ library.

Ground floor spaces between Edgcumbe House and Taprell House, have been poorly partitioned and the route between the buildings could be improved. The modern door at the rear of Edgcumbe House could beneficially, be improved to something which would be more fitting to the building.

Taprell House

This building is in a better condition than Edgcumbe House, but is also now looking tired. Internal partitions that form lobbies at both entrances could be improved. The voids inserted into the floors in the late C20, whilst introducing light, are wasteful in terms of space on the first floor and create barriers for that upper floor. The staircase likewise is positioned in a way that takes more space away from the first floor than is desirable.

The building needs modernisation as part of a future scheme, to include upgraded heating/ lighting and other measures as necessary. The lavatory facilities are poor and there is no accessible provision.

The Guildhall

This fine building is in poor condition as with the others in the group. Urgent works to address water ingress have been attended to recently, but other important repairs identified remain outstanding. As with the other buildings, the building needs upgrading generally, to include the electrical installation as well as heating. We are unsure of the exact proposals as regards fire engineering, but assume that these are on the same lines as others proposed on Edgcumbe House.

07. Consultation

A programme of consultations with local stakeholders was undertaken by RIO and Le Page. This was with the view to further understand the aspirations of local people towards the buildings; gaining further ideas and intelligences as to future uses which could better serve the town; the particular needs of current building users; and to generate a sense of momentum around the project, creating wider buy-in and possibly even identifying future partners.

The process was broadly three-fold: a wider surveying and public consultation event, followed by a more in-depth focus group session and finally a set of more detailed set of conversations around the key aspect of the museum.

The summary of the outcomes is as follows.

Survey & Public Consultation Event

While responses to the survey were positive and people often expressed a willingness to participate further in the process, most responses were beyond the scope of the projects interests. The public consultation event was more forthcoming with 35 local people attending and contributing. It did build on this general positive feeling towards the scheme and contributed a range of ideas and some useful specifics, such as consideration from the neighbours. The clear theme was that local people did not want the buildings to be sold privately and that some form of publicly accessible facility incorporating many of the town services that have been considered at risk was preferred.

Seeking to add creative solutions to what is a set of complex buildings, drawn from the public event and local residents, a focus group session was undertaken.

Focus Group

Adding to the above - that the buildings should remain in public ownership to better support the town - and working on the assumption that both Edgcombe, Taprell House and the Guildhall should be considered as one entity allowing for the best possible financial performance, a variety of ideas were considered.

Museum Consultation

Seen as an asset for the town, if the museum was to move from the Guildhall, it was felt that any wider scheme should seek to add value to the museum, in terms of scale of offer, footfall, financial return and impact. Given this desire, and the wider complex challenges that the buildings present, further focussed consultations were undertaken with Cornwall Museum Partnership and museum staff.

Outcomes of consultations in more detail

Beginning with Edgcombe House, the largest, most visible and potentially most financially productive of the assets, some of the wider suggestions that had come out of the earlier feedback included:

- » office space, including possibly "hot-desk" options
- » luxury holiday let
- » museum
- » library
- » café/restaurant
- » town council meeting space
- » town clerk offices
- » property to be sold to a developer
- » post office
- » visitor information centre
- » artist/maker studio spaces

Many of these aspects were considered viable in a future development. The exceptions being the creation of a luxury flat and outright sale of the building. The possibility of including a post office in the plan was ruled out since there is one currently operating.

It was acknowledged that as it is currently a council owned building, facilities to accommodate the council and its employees should be included. It was also felt that a model might exist that could create space for this at little or no cost to the council, whilst still allowing for the space to generate revenue.

As there are multiple potential uses for the building, we discussed the possibility that there might be a design that could result in these being incorporated. It was agreed that this could be done and would go a long way to enabling the building to generate revenue whilst enhancing the local facilities. It was also discussed that the access to Taprell House was a key feature of the building that should be enhanced if possible.

It was suggested that the entrance hall to Edgcombe House as accessed from Fore Street, be made more open to provide a direct link through to Taprell House and ideas around creating a better physical and thematic connection between the two buildings began to further emerge.

Building on this, and considering that while the ground floor of Edgcombe offered street access, but not a great shop front, it could accommodate museum space added offers around tourist information and retail, and create a potentially compelling offer, where there was a flow through

of museum artefacts into Taprell House drawing visitors into the wider buildings – heritage offers in their own right. It was important for this access to be made more substantial as Taprell House offers further commercial possibilities.

The suggestions are consistent with acknowledging three key factors. First, by providing a space for civic activities and meetings to take place. Second, by providing income-generating office space which is presently lacking in town. And finally, by supporting and showcasing the cultural heritage of Lostwithiel in an engaging and accessible way.

It is envisaged that Edgcombe House would become a cultural or community enterprise hub for Lostwithiel, with any future development planned for the community centre to become a similar hub. More focussed towards health and wellbeing.

Currently the home of the library and the town clerk, it was felt that by improving the access from Fore Street will greatly increase awareness and use of Taprell House. It was hoped that a small, single storey lift could operate between the ground floor and first floor in the area adjacent to the door leading to the courtyard outside. Public feeling was very much in favour of maintaining library services in this space. It might also be possible to make this a good location for a future post office even if a temporary/visiting offer as at present. By connecting the spaces and by capitalising on the large courtyard outside, it was suggested that a commercial food offering, such as a café would be an important additional reason for people to visit. The model proposed as part of this pre-feasibility assumes in-house provision of this facility. This is necessary to manage the operation as a whole. As above, any café staff would need to fulfil additional functions, which they should have time capacity for given the expected level for performance. This necessitates a more joined-up single entity/operation. Consideration of replacing the idea of the café was considered later in the pre-feasibility process, however, a number of key points were relevant in the model finally adopted. Co-working is more intensive, and the co-working spaces that work well, often do so as they create something tangible but hard to quantify – a sense of community. Any manager would be significantly involved in creating this softer, but significant outcome/value. They would also have development duties i.e. marketing, future opportunities, and external liaison. Therefore, there is a need for more customer facing service support staff.

So even if the broader café offer were reduced, other staff would still be needed. Though as stated this is worthy of further investigation, though our inclination based on experience, would be initially to look at how the café offer could be distinctive and different within the town, and look to grow the wider offer as opposed to reducing something which is already stripped back.

By making the area open access, the public can explore all areas of the ground floor, fully integrating the space.

The first floor, with lift access, could be an extension of the library and/or potentially a gallery space for local artists to showcase their work. This may or may not generate revenue on a regular basis, but it could be a place that is able to be hired for larger events where it is used in conjunction with the whole ground floor.

The courtyard could provide an extension to any café space, possibly with a limited covered area to protect against weather. Care needs to be taken with screening any use of the courtyard because of a window into this space at ground level from the Dower House. As the courtyard space can potentially be accessed without going indoors, it was suggested that it could also be an area used during local events even if the other facilities are closed. Examples included an evening performance or private hire.

The view was that the Guildhall, former Corn Exchange at ground level, offered the best shop front of all the buildings. The space behind this potentially affords several options. One would be to create a rentable workspace with the capacity to offer space to work independently with printing facilities and other business centre assets. It could be run on a membership basis with an online booking service. It was also suggested that from 3:30 p.m. the space could become a local homework hub for the local children. Again, using a membership model, with the added feature of a potential contribution from local schools and colleges towards the upkeep. The lack of wc facilities within the space is currently a barrier to future use.

Within a complex set of buildings, the Guildhall first floor provides the greatest challenge, in terms of a socially enterprising financial viability, though conversely the quality of the museum's collection could add to the wider offer in terms of footfall and dwell time, enhancing quality and distinctiveness.

Acting as a gateway to Lostwithiel's wider story the idea of relocating the Museum to the ground floor of Edgcombe House was further explored,

with the idea that artefacts could flow through into the wider public spaces of Taprell House, enhancing to the quality of these offers and ultimately improving the impact of the Museum. The placing of the Fire Engine will need to be explored further as this is such an important exhibit.

While advantages could be seen here, this was not without reservation and a number of key challenges to overcome. Some challenges that would need managing and further consideration would include:

- » Certain objects within the collection would lend themselves to wall/display case display throughout the buildings, some would not. Security and conservation would need significant consideration.
 - » There would be a need to have space to work on aspects of the collection, possibly over sustained periods of time, in a secure way.
 - » There was a need to increase the number of volunteers.
 - » There was a desire to have access to additional space to support wider educational or artistic activities.
 - » The moving of the collection, and additional appropriate display capacity would require investment and should not be underestimated.
 - » Any change should enhance and not lose any current levels of activity.
 - » This would represent a significant level of change for the museum and the new operating model would require further investigation and planning.
 - » Storage would need to be included within the scheme.
 - » May require further staff and ongoing cost.
- Though this idea was not without challenge, a number of advantages and opportunities were also apparent:
- » The new space could allow for additional Tourist Information and retail facilities, enhancing footfall and financial return.
 - » The museum could access shared spaces within the wider buildings to support a range of additional activities around education, art work and other such social activities i.e. memory café.
 - » The wider change and a new innovative approach could attract new visitors, volunteers, as well as providing a compelling story for funders and wider marketing

opportunities.

- » Cornwall Museum Partnership would be able to offer some support for the moving process.
- » There would be new opportunities to explore the use of technology.
- » The co-location with the museum would add to the quality and distinctiveness of the wider offer across the building, creating a combined synergy up-lift effect.
- » The 'flow-through' idea of the museum core being located within the ground floor of Edgcombe House, with additional display running into the Taprell House, would provide for wider heritage learning and participating with regard to the buildings themselves. This could also flow into the wider town, support a broader heritage offer around trails and guided walks.
- » All upper rooms of Edgcombe House are designated for much needed rental income, but the museum could consider the use of room F4 (Old Police Office) as possible archive/store on a rented basis.
- » See Appendix E for an example of public library combined museum albeit in a new and larger building.

Over the course of the ongoing feasibility work, less formal consultation was undertaken with the Eden Project Community Development Team. With a responsibility for a national project such as the Big Lunch and more local community development, linked for community business funder 'Power to Change', they have expressed interest in engaging in further conversation with regard to the scheme.

Juliet Rose, Eden's community Development Programme Management, a Lostwithiel resident, expressed considerable enthusiasm for the scheme, suggesting wider support from other local social entrepreneurs and citing the towns high proportion of high skills self-employed/longer work that would be attracted to a co-working offer.

Given the above it can be suggested that the vision of a combined "cultural community enterprise centre" for Lostwithiel would attract considerable local support and meet a range of unmet market gaps within the town.

Satisfying community aspirations and both architecturally sympathetic and achievable, these concepts need further financial examination in terms of business case.

08. Pre-Application Advice From Historic England

Pre-Application Advice & Responses

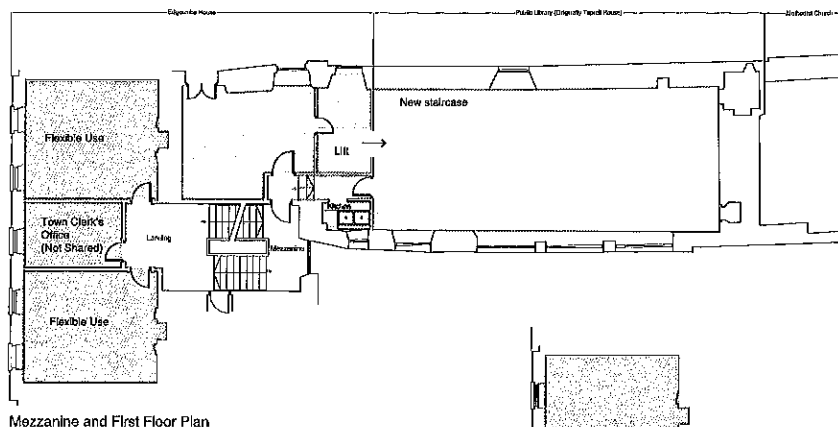
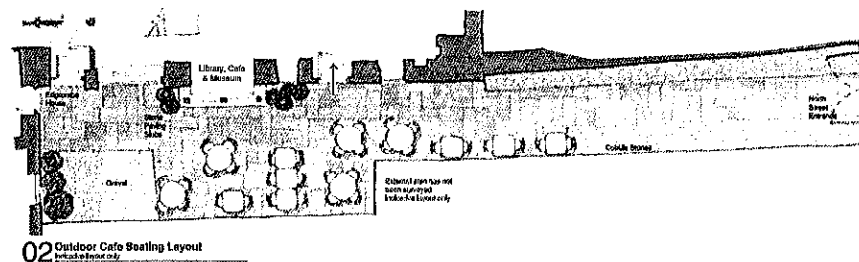
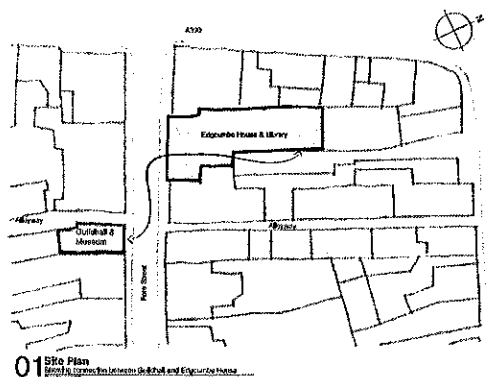
As part of the pre-feasibility study, a pre-application was submitted to Historic England. A site visit took place on 11th January, attended by Rhiannon Rhys and Eve Van der Steen of Historic England, and Caroline Yates Edgcombe House (Working Group).

The letter is a response to the scheme shown opposite which include the idea of exploring whether a wc could be inserted under the stairs up to the Guildhall (using the void). It should be noted that Historic England are considering whether Edgcombe House should be added to the (National) Heritage at Risk Register. They are also considering whether the Guildhalls' listing status should be upgraded to a Listed II* designation.

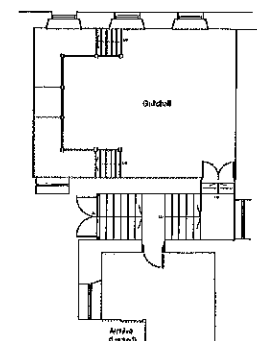
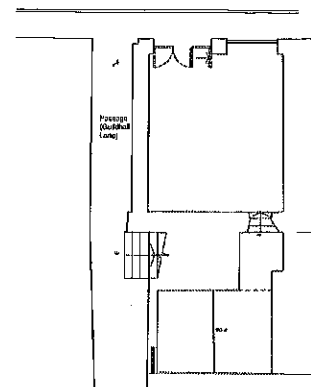
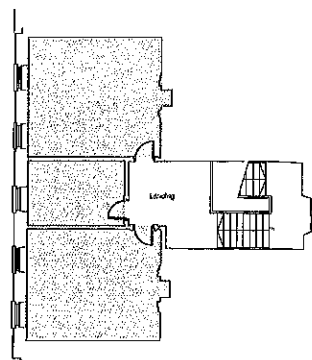
Following completion of the draft report, there have been questions from LTC about whether the Guildhall could be carefully remodelled to allow for council meetings to take place there as before and in the past. The suggestion is that to make this space more accessible, that a hearing loop be included and IT facilities be installed to allow for webcasting council meetings such that councillors unable to access the building would still be able to participate.

This question has been looked at once again and whilst the suggestions would technically be possible they would not embrace true accessibility which is regrettable. Historic England would not support the insertion of a lift or any major intervention to the structure, so LTC would need to take a careful view over using the Guildhall for meeting in preference to the first floor of Taprell House where lift access can be accommodated and this is already endorsed by Historic England. It may be that the Guildhall in that instance could be used for more ceremonial occasions such as swearing in new mayors etc; the loop/extra technology could still be a valued addition.

The plans opposite summarise part of what was submitted to HE for pre application advice



- Ancillary (Undeveloped: WC/Kitchen/Storage/Staff)
- Office
- Private Offices (Rented)
- Event and Hireable space & use for Lostwithal Town Council Meetings



- Ancillary (Undeveloped: WC/Kitchen/Storage/Staff)
- Flexible meeting space / Hireable space / Homework space / Open to visitors at set times as part of a Heritage Tour



Historic England

SOUTH WEST OFFICE

Ms Amanda Le Page
Le Page Architects Limited
Studio 2, Plumer House
Tallyour Road
Plymouth
Devon
PL6 5DH

Direct Dial: 0117 975 0725

Our ref: PA00615925

15 March 2018

Dear Ms Le Page

Pre-application Advice

EDGCUMBE HOUSE, TAPRELL HOUSE AND THE GUILDHALL, LOSTWITHIEL, CORNWALL

The pre-application relates to three buildings currently owned by the Lostwithiel Town Council along Fore Street in the historic centre of the town. These include the grade II* listed Edgcombe House with its earlier rear range and the grade II listed Guildhall, which now houses the museum on the ground floor. The aim of the current work is to look at the buildings in the council's ownership holistically and identify way to make them more sustainable to provide them with a medium to long term future.

We understand that the proposals are at an early stage and options are still under consideration. The application relates to some modest works that have been identified that would address certain issues with the building in terms of facilities and access.

The Guildhall

The Guildhall is grade II listed and therefore, Historic England has a limited statutory remit in the planning process and any proposals that do come forward would need to be discussed with the conservation officer.

The two floors within the Guildhall are independently accessed. The lower level is now a museum but was formerly the corn exchange with a single jail cell located to the rear. The first floor forms the Guildhall, which has a largely intact interior, with a grand staircase leading up to the formal chamber. The chamber has retained an almost complete interior including the raised dais, the formal seating including the mayoral seat indicated with a pediment and extensive linen fold panelling. This appears to be contemporary with the construction of the building, approximately c1740s in date. It was listed in 1949 but the level of survival does suggest that the building may be worthy of further investigation to see if the building should be upgraded.



29 QUEEN SQUARE BRISTOL BS1 4ND
Telephone 0117 975 1308
HistoricEngland.org.uk



Historic England is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). All information held by the organisation will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

Historic England will use the information provided by you to evaluate any applications you make for statutory or quasi-statutory consent, or for grant or other funding. Information provided by you and any information obtained from other sources will be retained in all cases in hard copy form and/or on computer for administration purposes and future consideration where applicable.



Historic England

SOUTH WEST OFFICE

The proposals to the upper level of the building are light touch with no significant interventions proposed. The main alteration was identified after HE's visit and is to incorporate a small toilet into the museum on the ground floor. The space identified is under the stair void and would require an opening in the fabric to allow access in. This will require further investigation to understand the potential impact of the proposal not only on fabric but also the spatial qualities of the room. The jail cell is a particularly significant feature with its enclosed character and single access. The introduction of a new opening could significantly alter that experience and therefore, understanding the significance of the space will be important in assessing the potential impact of the proposal.

Edgcombe House.

Edgcombe House is grade II* listed and is formed of two distinct structures. The rear section that runs down the length of the former burbage plot is said to date from the early C16 and retains its external character with large stone 4 pointed arched doorways and mullion windows. It has lost some of its internal layout but an impressive set of surviving features including fireplaces, moulded lintels and an odd feature taking the form of a wide cill with 3 circular holes punched through it, possibly a creaming shelf. The building is a single void but with a modern floor inserted with cut outs to provide glimpses of the roof above, although largely a replacement. It is not clear of the building had an inserted floor during its development and clarification should be provided as to the phasing and development of the building.

The front range dates from the mid C18. It has a formal double fronted façade with the formal entrance set under a small projection supported on consoles and filled with a set of narrow double doors. The windows are sash and the façade is finished with granite ashlar. The principle rooms to the front of the property are high quality with fine finishes in terms of the numerous fireplaces, decorative plaster work ceilings and raised and fielded panelling with some alcove details still retained in situ. The stair is also a significant feature but is currently failing structurally and is being propped.

The rear section of the C18 building, the floor plan becomes more confused with the rear right hand (west) room being in the ownership of its neighbour, while to the left (east), the space has been subdivided and institutionalised to create facilities for the public spaces. This has eroded the spatial quality of the rooms as well as resulted in the loss of internal features.

The proposals for the principle rooms for the C18 section of the building are again light touch and will be left as they are with some modest upgrading and repair undertaken. Due to the condition of the stair the building may be a candidate for inclusion on our Heritage at Risk register. Additional information should be provided in the form of



29 QUEEN SQUARE BRISTOL BS1 4ND
Telephone 0117 975 1308
HistoricEngland.org.uk



Historic England is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). All information held by the organisation will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

Historic England will use the information provided by you to evaluate any applications you make for statutory or quasi-statutory consent, or for grant or other funding. Information provided by you and any information obtained from other sources will be retained in all cases in hard copy form and/or on computer for administration purposes and future consideration where applicable.



Historic England

SOUTH WEST OFFICE

photos as well as brief assessment as to the condition of the building and the issues it is currently suffering from.

The main works proposed focus on rationalising the internal space of the rear wing and improving access to the upper floor. This is in the form of a proposed lift, located in the rear range of the building, in the area currently occupied by the toilets and more utilitarian rooms. The general principle is considered acceptable as the spaces within the location have already been significantly compromised from previous interventions. The dividing wall is a modern partition, and although we are not averse to the potential for an opening, we would question whether access could be provided through the existing corridor, thus rationalising the number of openings within the partition.

If the opening is provided through the partition, the resulting consequence would be that the stairs would need to be moved. The current stair is a significant structure and occupied a large amount of floor space. The proposal is to run a straight flight up the eastern wall. This would cut across one of the internal features, a substantial fireplace and although the stair could be made permeable, we would have reservation about the visual obstruction it would cause. Consequently, we would advise that alternative locations and configurations of the staircase are investigated to minimise the impact on the surviving historic features.

One further point to raise is the infilling of the current voids in the modern first floor structure. It is not clear if these originally had a design intent which allowed for the volume of the space to be appreciated, especially if the room had been open to the roof and was only floored over in more recent times. Clarification on this point would be appreciated.

Next Steps

The light touch approach is welcomed. We have identified a few areas where further investigation as well as consideration of alternative options will need to be explored and we would be happy to comment on the proposals further once additional information has been provided.

We would encourage you to address the comments in our letter and also to consult the local planning authority on the works to ensure they are supportive of the proposals.

Yours sincerely

Rhiannon Rhys



29 QUEEN SQUARE BRISTOL BS1 4ND

Telephone 0117 975 1308
HistoricEngland.org.uk



Historic England is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). All information held by the organisation will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

Historic England will use the information provided by you to evaluate any applications you make for statutory or quasi-statutory consent, or for grant or other funding. Information provided by you and any information obtained from other sources will be retained in all cases in hard copy form and/or on computer for administration purposes and future consideration where applicable.



Historic England

SOUTH WEST OFFICE

Inspector of Historic Buildings and Areas
E-mail: Rhiannon.Rhys@HistoricEngland.org.uk

cc:

EDGCUMBE HOUSE, TAPRELL HOUSE AND THE GUILDHALL, LOSTWITHIEL, CORNWALL
Pre-application Advice

Information Provided
Freetext



29 QUEEN SQUARE BRISTOL BS1 4ND

Telephone 0117 975 1308
HistoricEngland.org.uk

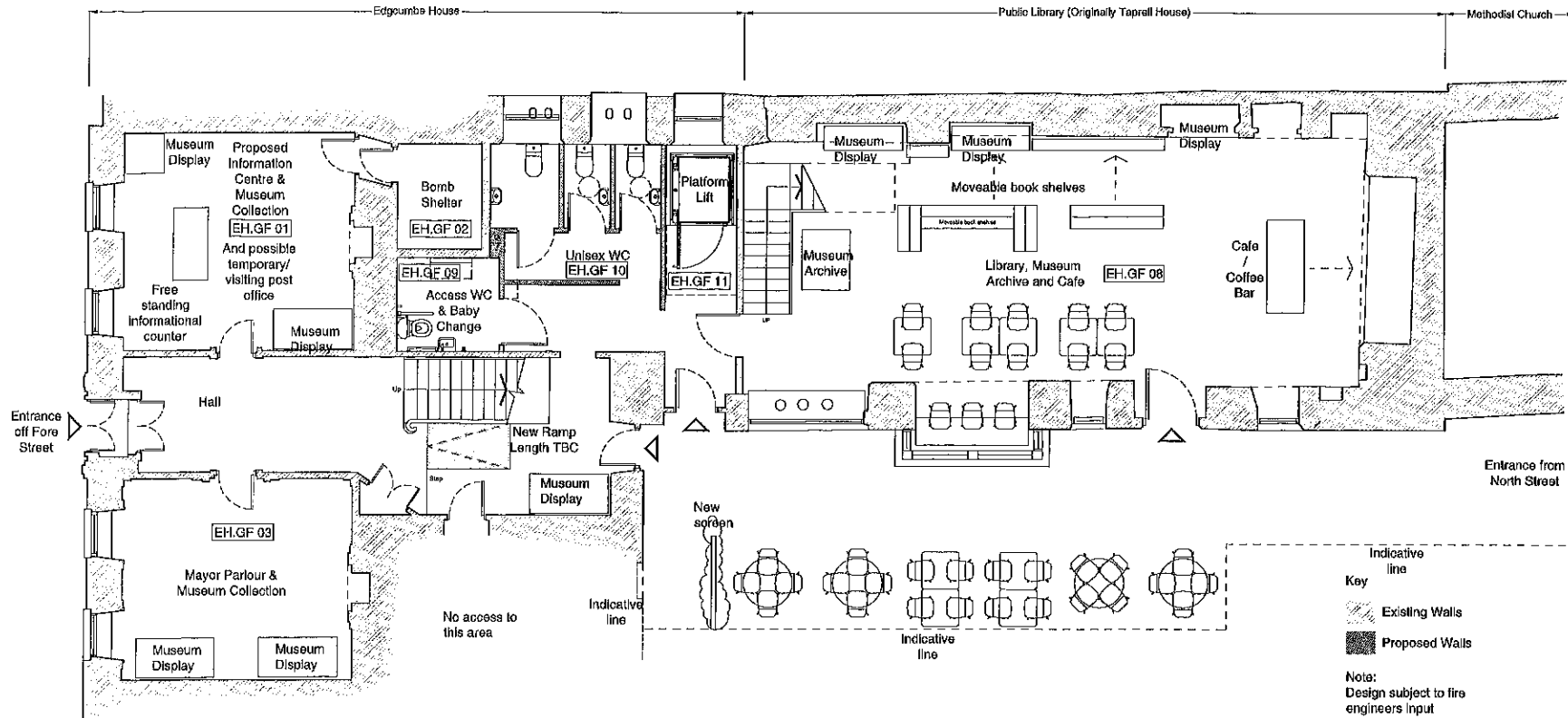


Historic England is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). All information held by the organisation will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

Historic England will use the information provided by you to evaluate any applications you make for statutory or quasi-statutory consent, or for grant or other funding. Information provided by you and any information obtained from other sources will be retained in all cases in hard copy form and/or on computer for administration purposes and future consideration where applicable.

09. Final Pre-Feasibility Proposal

The following plans bring together the pre feasibility study finding and pre application advice from historic engalnd.



01 Proposed Ground Floor
Scale 1:125

© Le Page Architects 2018

A1

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTOR AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	C
A	28.06.17	Unweights and notes	CSO	
B	11.07.17	Updated drawing	IK	
C	05.08.18	Revised drawing	IK	
D	05.08.18	Revised room numbers	IK	

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 352
Salisbury
Wiltshire
SP12 8AH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: http://www.lepagearchitects.com

Client

Lostwithiel Town Council

Project Name

Edgcombe House, Lostwithiel

Drawing

Proposed Ground Floor Plan
Edgcombe House and Public Library

Scale 1:60 @ A1

Drawn by Date

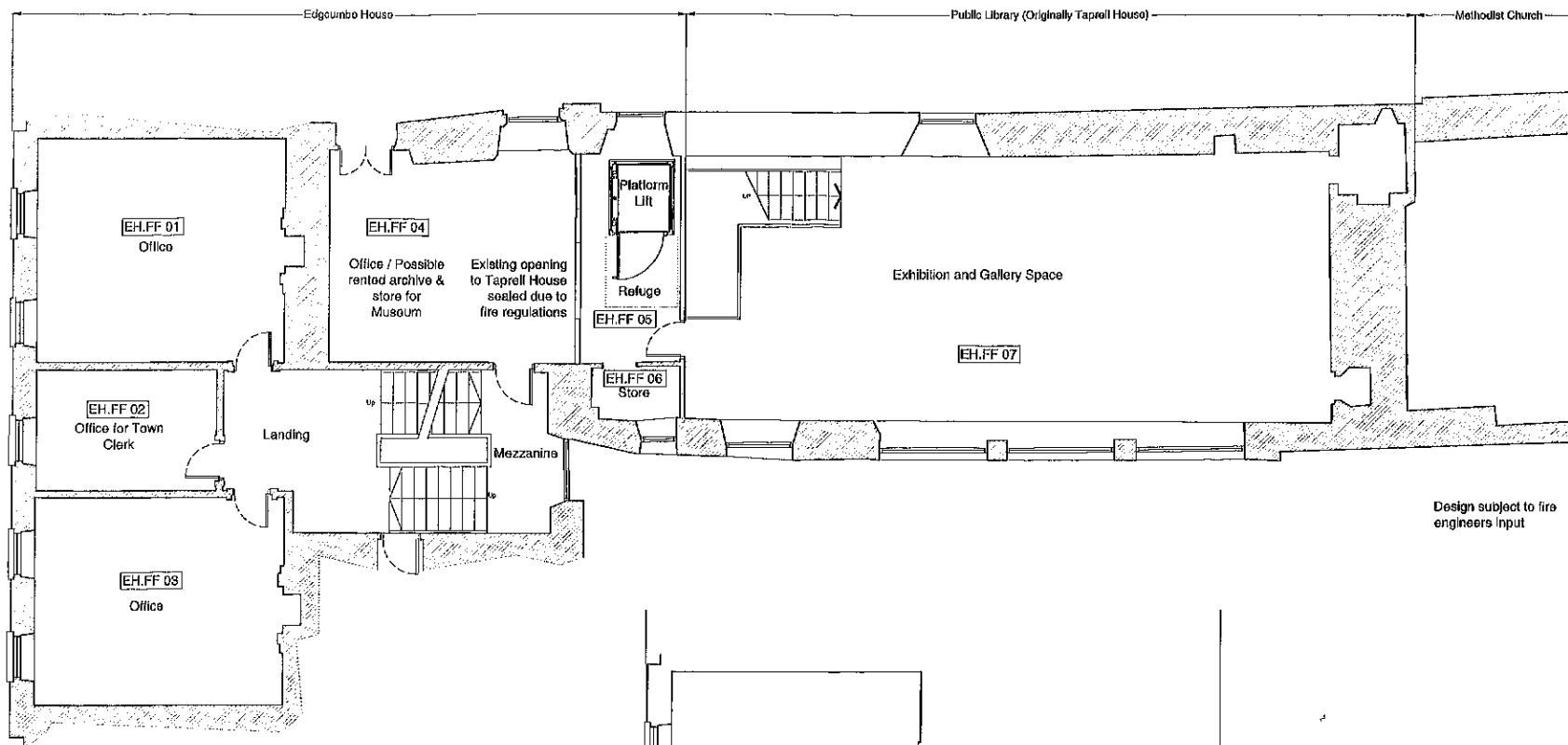
IK 22/01/18

Checked by Date

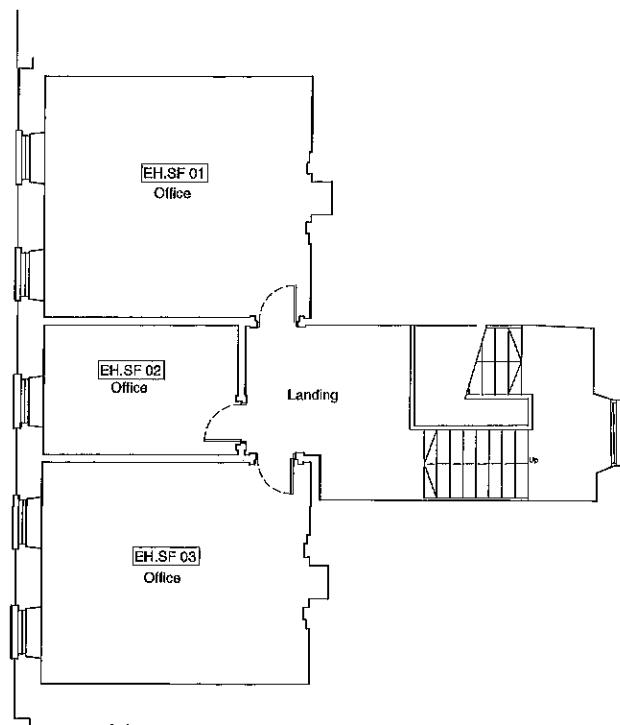
ALP 22/01/18

Project No. Drawing No. Revision

J17. 011 AB01 D



01 Proposed Mezzanine and First Floor
Scale 1:50



02 Proposed Second Floor
Scale 1:50

02 Proposed Second Floor
Scale 1:50

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED, BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	Chk
A	28.05.17	Line weights and notes	CBe	-
B	01.03.18	Revised Drawing	IK	-
C	02.03.18	Revised room numbers	IK	-

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 362
Bathurst
Cornwall
PL12 9AH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgumbe House, Lostwithiel

Drawing

Proposed Mezzanine and First Floor Plan

Edgumbe House and Public Library

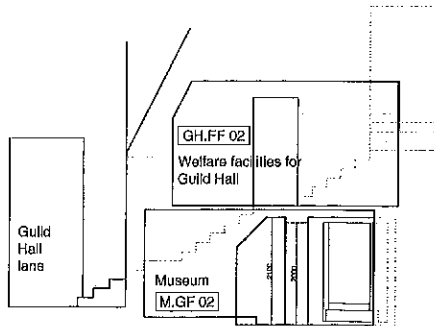
Scale 1:50 @ A1

Drawn by IK Date 22/01/18

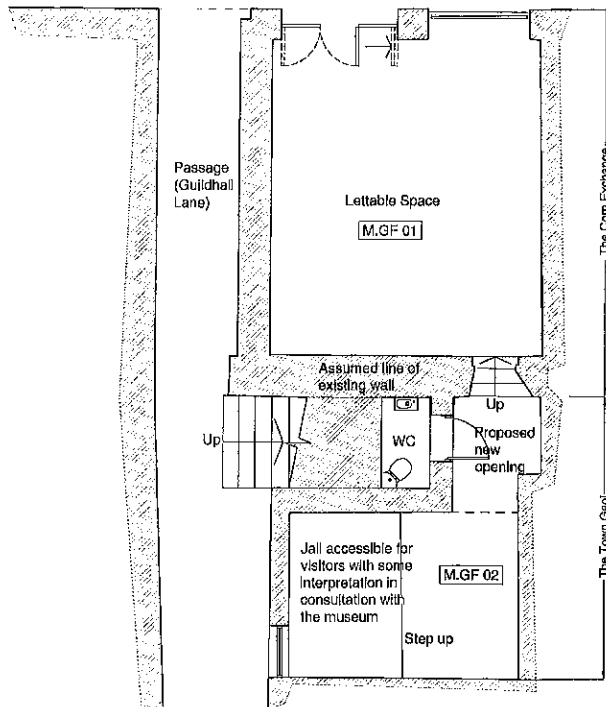
Checked by ALP Date 22/01/18

Project No. Drawing No. Revision

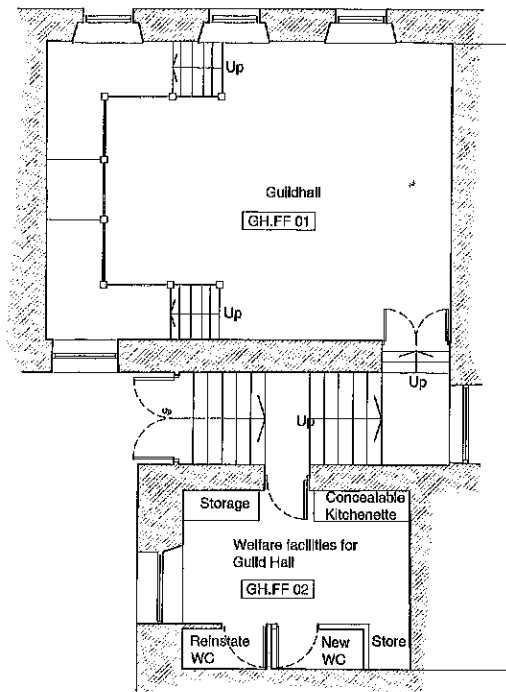
J17. 011 AB.02 C



03 The Guildhall - Sketch Section
Scale 1:50



01 Lostwithiel Museum - Ground Floor
Scale 1:50



02 The Guildhall - First Floor
Scale 1:50

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	CHK
A	28/03/17	Line weights and notes	GB	
B	30/03/18	Room numbers included	IK	
C	07/03/18	Proposed space saving WC installed below existing staircase	IK ALP	
D	30/04/18	Museum area's re-tabled	GB ALP	

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 352
Saltash
Cornwall
PL12 9AJ

Tel: +44 (0)1752 949 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgumbe House, Lostwithiel

Drawing

Proposed Ground Floor and First Floor Plans
Museum and Guildhall

Scale

1:50 @ A1

Drawn by

Date

IK

22/01/18

Checked by

Date

ALP

22/01/18

Project No.

Drawing No

Revision

J17. 011 AB.03 D

10. Outline Budget Costing

Detailed costings were undertaken by Martin Jury of Mildred Howells & Co, Saltash. This is included in full in Appendix C.

The costings are based on the final pre-feasibility proposal layouts which can be seen before in section 09.

Costs are broken down into broad categories to cover:

- » Alterations including partitions, works to windows and doors, flooring and redecorations in connection
- » Redecoration generally
- » Sanitary installation/plumbing work in connection – lavatories, kitchen/tea point etc
- » New electrical installation throughout including new lighting
- » Installation of new lift (between Edgcumbe and Taprell House but shown under the figures for Edgcumbe House)
- » All other drainage work
- » Repairs to existing fabric as identified by Scott & Co.
- » Fire upgrading works as identified by Scott & Co.

Figures include for contractor's preliminary costs and contingency (15% allowed) but **exclude** VAT, fees and expenses and other specified items*.

Summary Costs

Edgcumbe House, outline budget costings	£431,496.97
Taprell House, outline budget costings	£81,991.55**
The Guildhall, outline budget costings	£111,361.47
Total Outline Budget Costs for complete project	<u>£624,849.99</u>

*Please note: Appendix X lists various exclusions to these costs and the assumptions made by the Quantity Surveyor

**Repairs to this building as set out in the report were provided by LTC as a single figure covering both Edgcumbe and Taprell House. The costs are included under Edgcumbe House as provided to us.

11. Business Case - Viability Planning Budget

Any summary here will have to recognise that this scheme is financially speaking not without challenges, that is not to say that a desired "better than break even" financial picture is not achievable, but this would probably require an innovative view on the project as a whole – considering design, governance and ownership, commercial performance and social value to the community.

The challenges are both common and specific. While heritage buildings create their own, additional but less measurable values (attractive space to work and be), they are inevitably costlier to operate. More specifically, the schemes included a number of social, cultural and community outputs (i.e. museum and library), that while providing valued local services, do not create direct commercial income, creating additional challenges for the overall financial picture.

While this is a complex set of buildings, where any commercial business case would rarely be particularly strong, there are a number of more positive financial opportunities. There is a clear sense of both popular support for the scheme locally and higher proportion of highly skilled self-employed people based locally, all of which point to a marked need where a business could be effectively developed.

The viability business case has focussed around principles of mixed use and shared space, with the view to minimise under use and maximising opportunities for synergy, cross selling and footfall, ensuring that every bit of floor space work as hard as it can – seeking optimum community value and commercial return.

Within the vision a cultural and community enterprise, there are three key areas of income – or business engines – these are office, co-working and commercial lettings; café/bar; and hireable space. A tried and tested mix commonly found within mixed use community hubs.

Office, co-working and commercial lettings

Edgumbe House, first and second floors, and the ground floor of the Guildhall lend themselves well to office and commercial letting. Given that consultation suggests that there is a local market gap here, for more serviced office and a high quality, more co-working operation, with good management this could perform well.

Based on comparison of the local market a figure of around £14/15sf pa could be achievable on a set of assumptions which include, an office space for a manager (non-charged), a space for the Town Clerk (charged) and the Edgumbe House being a fully serviced combination of co-working and private office and the Guildhall being let as private non-serviced commercial or retail, at full occupancy and annual return of around £27,000pa could be achievable.

A service charge of around 100% has been applied here for Edgumbe House.

Office Spaces & Use	sf	£/sfpa	Income pa	Srvc. Chrg X 2
FF01 - Co-Working	269	15	4035	
FF02 - Staff/Reception	107	0	0	
FF03 - Co-Working	215	15	3225	
FF04 - Co-Working	215	15	3225	
SF01 - Private Office	258	14	3612	
SF02 - Town Clerk	107	14	1498	
SF03 - Private Office	247	14	3458	
Total	1418		£19,053	£19,053

Office Spaces & Use	sf	£/sfpa	Income pa	Srvc. Chrg X 2
GF Guildhall	550	15	8250	
Total	550		£8,250	NA

Subtotal pa	100% Occ.	£27,303
	75% Occ.	£20,477
	50% Occ.	£13,652

Café Bar

Harder to predict and compare, and often trickier model, any incomes here are necessarily based on a high level of assumption. Based in the ground floor of Taprell House, co-located with the library and assuming a limited, but quality licensed offer, the following prediction are suggested.

Assuming an annual total (not unique) footfall of £30,000 VAY and a 25% transaction rate with the average transaction of £4.00, based on a 9.00-5.00 weekday and 10.00-2.00 Saturday openings a small profit of £1800 pa could be realistic, after cost of sales, including staffing.

There are three additional points of note here, first there are two flexible staff included, which will also support wider operations and the library functions. Second staff costs are fixed, and any improvement in transition rate would improve the picture disproportionately, conversely any drop would compound losses. Finally, no allowance has been made for evening event bar sales profit/loss, in addition to be very hard to predict, given the nature of events this is not likely to add very significant

Footfalls	trns. Rate %	trns.	avg. spend £	Income £
30,000	25	7500	4	30,000
Variations				
30,000	35	105,000	4	42,000
30,000	15	4,500	4	18,000

Assuming catering industry standard split of 3rd: profit, staff & product costs			
Profit 25% =			£10,000
Profit 35% =			£14,000
Profit 15% =			£6,000

Staffing calculation: assuming minimum wage of £7.83 and given opening hours of 9:00-17:00, plus Sat 10:00-14:00 giving (8x253)+(6x50)=2324hrs pa			
Fixed cost staging of café	hrs pa	rate £	cost pa
Café staff 2x P/T	2324	7.83	£18,197

Profit/loss	on £30,000 pa taking	Income	30,000
		Cost of sales	
		Products	10,000
		Fixed Staff	18,197
		Profit	£1,803

profits.

Hireable Space

The third key income line would be around short-term event and activity hire of space, for professional, cultural and private activities.

There are two principal hireable spaces, the first floor of Taprell House and the first floor of the Guildhall. Hiring out spaces often offers a good profit margin, with limited cost of sales, there are also good opportunities for further on sales via catering and refreshments.

Considering only hire income, based on local comparisons and given a conservative number of booking of only two days total hire per month for Taprell, and one and a half days for the Guildhall, a total annual income of £8,745 could be achieved.

It's recognised that hire of Guildhall space is difficult with a range of fixed features, this has

been considered as a niche offer and income adjusted accordingly.

In response to a question which arose during consultation regarding possible film location income a report is included in Appendix D. In summary, there is certainly potential, but

any income is likely to be a very occasional windfall and cannot be included in the financial calculations.

Core cost and operational considerations

While a complex business model, this is not a hugely complex operation. Therefore, at this scale allowances have been made for one General Manager at £25,000 pa and two part-time services staff on minimum wage covering café and library functions, as well as supporting with events, hires and enquiries.

Wider core cost covering everything from utilities to licences and from services contract to marketing have been derived from comparison and standard formulas based on square footage. These suggest an annual running cost of approximately £36,000pa.

No account has been made for rental back to the council or rates, and the model also

assumes no rental from either the museum or library – considering them as community services and drivers of wider footfall.

Profit and Loss

Based on the model described above, a profit is not envisaged. While this may be achievable over time, with the right team and governance, considering the higher level of non-commercial activities, currently this model suggested an annual loss of around £7000 pa.

First floor Taprell House dry hire income approx. 75m2 (807sf)

Comparison: Devonport Guildhall Mayor's Parlour 75m2 - half day £154, full day £275, hourly £38.50

Assumptions: 2 days total hires per month composed of 1 fday, 1 hday and 3.5 hrs, 50% bar serviced (total 14hrs om)

Income pa	Units	Unit cost	Income £	Rates
Full day	12	275	3300	Full day 275
Half day	12	154	1848	Half day 154
Hourly	42	38.5	1617	Hourly 38.5
Sub total			6765	

Guildhall FF hire dry hire income Epprox. 30m2 (46m2)

Assuming income rates of full day £120, half day £60, hourly £15

Assumptions: 1.5 days total hires per month composed of 1 fday, 1 hday, and 3.5hrs

Income pa	Units	Unit Cost	Income £	Rates £
Full day	6	120	720	Full day 120
Half day	6	60	360	Half day 60
Hourly	42	15	630	Hourly 15
Sub total			1710	

Total dry hire incomes £8475 pa

11. Business Case - Summary

The final estimate is based on 100% occupancy. While it is always prudent to be more conservative, and any follow-up, more detailed development planning process would examine this more closely, there is an argument to say, at this viability stage, that there are reasons to be a bit more optimistic.

There are two factors here. The suggested model is based on local consultation and wider trends, where there is a strong sense of there being a higher level of local skilled, services based, micro-business and freelancer worker -- many of whom would value and seek a co-working office offer. We can therefore assume, that done well, this would be popular. In addition to this, the financial model, at this stage is just priced around a traditional, single occupancy serviced office offer -- the more detailed financial modelling of a co-working membership offer being beyond the scope of this study. However, there is a reasonably safe assumption that can be made. Within a co-working offer you are essentially double/triple selling each desk space, on the basis that people aren't there all the time and share desks. This model, if successful therefore can create greater return than just single occupancy and gives a more even income/occupancy with significantly more customers.

It is because of this, given that there is a sense of good market demand, that a co-working offer would work well and out-perform a single occupancy model, that it could be argued that the £27,303 (equivalent 100% single occupancy) figure may well be more reflective of reality, than the 70% figure. It has therefore been used within this context.

The following table shows a summary of all income and expenditure with the 70% occupancy variation.

Income	Notes	70% occ.	
		Income pa £	Income pa £
Office rental	100% occ. / Co-working	27303	20477
Service charges	Contribution to core	19053	19053
Café bar income	Profit after product costs	30000	30000
Dry hire spaces		8475	8475
Total costs		84831	78005
Costs			
Staff (Gen Manager)		28000	28000
Service Staff x 2 PT	Café, library & general duties	18197	18197
Café product costs		10000	10000
Core costs	Exc. Staff & Café product	35906	35906
Total costs		92103	92103
Profit and loss		-£7,272.00	-£14,098.00

The key point to note here, is that to get the best level of financial performance, within the 'social enterprise' context, we need to work towards efficiency in design and operation. Therefore, the two PT staff should be considered services staff, not exclusively café staff. They would fulfil a number of roles around front of house i.e. library and café services as well as prepping for events, and wider support for the general manager, etc.

12. Governance Models

If a vision of "a new cultural community enterprise" for Lostwithiel is to be pursued, to maximise the right balance of social impact and financial return, there is a need to develop fit for purpose governance and structural model.

From the public sector, through the third and into the private sectors, corporate governance in the UK offers an almost infinite variation of governance structures and business models to suit the task in hand – all with different advantages and disadvantages. The critical factor here is to have a shared, viable vision and to build the governance model from there, allowing for form to follow function.

Currently there are two existing corporate structures within the partnership: Lostwithiel Town Council and Lostwithiel Museum – a registered charity. Both of these can contribute considerable advantages to any partnership, forming key pillars of a mixed-use partnership scheme.

Where the council has an overall responsibility to provide some services, is democratically accountable, has a regulatory/planning role, can undertake works and raise fund and manage the council tax precept, it is also the ultimate freeholder of the buildings. As a public body, there are limited amount of public funds and grants they can access.

Lostwithiel Museum, as a charity also therefore enjoys a number of distinct advantages, generally around maximum access to a range of grant funding bodies, including trust and foundations. Charities also enjoy a certain level of trust and recognition within the public eye and enjoy greater benefit with regard to tax and rate relief.

While the inclusion of both these structures within the partnership brings distinct advantages, that will add to this scheme, there is something missing. While certainly possible, councils and charities are generally not considered the best stand-alone structures for running a more commercial operation - albeit a social enterprise one.

The addition of a third more social enterprise structure – a special purpose vehicle (SPV) is therefore recommended for further consideration. This would create a number of additional district advantages.

» Funding & Investment – There would be additional opportunities for both capital and revenue grant funding here. While the council is eligible for many types of grants, and the charity is eligible for still further, these will be restricted by theme as well as structure i.e. while many organisations will fund a charity, the museum would largely only be able to access funds focussed on culture and heritage. An operation such as this, combining both culture, community and enterprise activities, should also consider accessing more community and community business funding via organisations such as Power to Change and the Big Lottery.

In addition to providing for greater access to both capital and revenue funding, as well as future project and development funding the possibility of community shares and crowdfunding could also be considered.

» Business agility & Incentives – The success of any venture will be as much down to how it is well managed as how well it is planned. Good, more commercially focussed operations are lean and nimble. They are able to respond quickly and efficiently to both challenges and opportunities, ensuring quality and high level customer focussed service. The introduction of a more agile social enterprise SPV would have a level of independence able to meet the needs of office and café/library customers, furthermore this would also allow for greater incentivisation of any general manager/director, as the success of growth would stick more to them and conversely, the buck would stop with them also. There would be a great sense of incentive and ownership.

There would also be possible advantages around the management of funds, staff and wider contractual business operations.

» Growth & development – Given that there are, and will be, future further opportunities within the town for community business or social enterprise solutions i.e. question over the community centre, a new SPV could

provide the structure for future schemes and opportunities.

» Community Engagement – Depending on the detail of the SPV structure, it could allow for new degrees of community engagement or even ownership, either through the offer of a membership model or even through the issuing of community shares.

There are a set of social (community service) and financial outcomes that could probably only be achieved through the introduction of a third additional community enterprise SPV structure. While this is certainly viable and achievable, there would be considerably more detail to be worked through here. While beyond the scope of this exercise, some of this is given further consideration below.

A community enterprise model

Going forward there are a number of areas that will require further, more detailed, consideration. Particularly around the area of who is responsible for what and what are the relationships between the three organisations.

The starting point here would be a shared vision between partners, something around the conservation of the buildings; the provision of greater cultural and social services; and the optimum level of income generation; all with the view to supporting the prosperity and well-being of the town.

While on one hand this will be a partnership and a synergy, three organisations working together towards one goal – If one does well, the others benefit, conversely if one struggles they will all to a degree suffer. On the other hand, there is also a business relationship between all three, so both a partnership and a set of transactions. This will require the right governance model and structuring to help underpin openness, partnership and the right set of incentives.

To achieve the desired set of social/cultural outcomes, at the best possible financial performance, a starting point could be to see the council as the ultimate freeholder of the buildings, where it would long term lease the assets to the SPV, where the museum would be a tenant of the SPV – albeit it at peppercorn rates, possibly with the view of scaling up in the future inline with any growth.

13. Governance Structure

While on the surface this is quite a simple model, the complexity comes in the detail, resulting from the need to get the partnership right for all partners, to achieve the shared vision, in what is a commercial challenging project.

Further points of consideration should include:

- » This is a commercially challenging project, therefore achieving full commercial lease income from the SPV, and in-turn from the museum, will be difficult. However, just accepting this would put out the wrong message and fail to make the right set of challenges and incentive. This is a picture that can always be improved upon. Therefore, a set of achievable, stretch targets should be agreed, within a wider shared vision, and supported by an "open book" transparency process. Provision should also be made to support this within all leases and tenancy agreements. Additional MoUs, partnership agreement and policy and contacts could be created as seen fit.
- » While this is underpinned by tenancy agreements, it needs to operate and feel like a partnership with a culture, operations, regular meetings and branding to reflect this.
- » This joined-up working approach could be further underpinned ensuring a board presence on the two third sector organisation – for example the council could have board presence on the SPV and consecutively the SPV a board presence on the museum.
- » All partners will be able to access different funding at different times in different ways. This initiative mixed-use solution will be compelling and exciting for many funders and wider stakeholder. The partnership should maximise this strength and collaborative potential.
- » While substantial capital funding can be sought by the council, in most cases if the SPV is to seek capital funds for buildings work there would be an expectation of a long-lease. Given the sum of the potential of risks, break clauses could be considered.
- » Cross charging often become complex within these operations – who, how and

how much do tenants pay for the hire of shared spaces i.e. commercial tenants and the museum? There is not a set answer, more often than not this is a process of trial and error and ongoing review. Again, incentives need to be carefully considered. For instance, in cases, it may be difficult for the museum to pay full rate for the use of shared spaces. On the other-hand if there is no incentive to minimise use, this could have a negative knock on to commercial performance, with rooms not being so available for external hire.

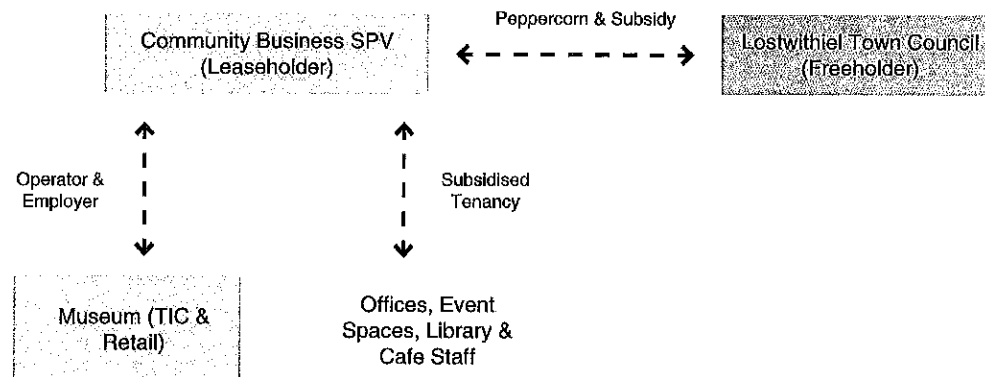
The SPV Social Enterprise

The word social enterprise is not legal definition in itself, more a broad term to describe a type of business that seeks to create social and/or environmental outcomes as well as a financial profit or surplus.

There are a number of legal structures commonly employed by social enterprises, these range from Ltd Companies with social clauses, Community Benefit Societies to trading Charities, though by in far the most common form is the Community Interest Companies (CIC).

As the operation already contains a charity, Ltd Companies with social clauses have mostly been superseded by CIC, and CBS are more focussed towards raising community shares, a CIC route seems the most obvious and appropriate structure to explore initially.

A CIC would offer the right level and balance of corporate regulation, liability and accountability verse the need to enable an agile business structure.



14. Capital and Revenue Funding Matrix

Lostwithiel Capital & Revenue Funding Matrix

The below matrix is designed to stimulate a conversation and thinking around options and feasibility. As part of this process it is important to begin to consider what can and cannot be funded, the funds available and their broad criteria and eligibilities. It is no way a comprehensive list and only provides quick overview to help inform the direction of the next stage of the options and feasibility process.

Fund	Key Features	Pros	Cons	Notes
HLF Grant	<ul style="list-style-type: none"> • Grants of over £100k • Will fund a broad range of activities capital and revenue • Will fund public bodies and third sector organisations • Focussed on heritage, people and communities • £1.4m per quarter in south west • Requires 5-10% contribution and normally expect 30% match funding 	<ul style="list-style-type: none"> • Very flexible and can cover a range of costs • Well aligned with this scheme with focus on communities and can cover initial operational costs for a number of years. • A good funder to work with, very flexible, supportive and open to innovation. • Emphasis on Grade I & II* & buildings at risk 	<ul style="list-style-type: none"> • Long process and 2/3 stage process normally taking 18months to 2 years. • Tend to focus on predominantly heritage projects i.e. that don't incorporate significant other non-heritage activities • Emphasis on Grade I & II* & buildings at risk • Increasingly competitive 	<p>These funds are a very good fit with the evolving scheme.</p> <p>HLF will be attracted by an innovative mix of museum, heritage buildings, wider activities and an income generating business model.</p> <p>Should be seen as a priority and main funder with significant match funding. However, HLF Enterprise must also be considered. *</p>
*HLF Enterprise	<ul style="list-style-type: none"> • As above, however focussed on heritage buildings, which do not have a predominantly heritage usage. • Funding request will depend on a calculated heritage deficit. 	<ul style="list-style-type: none"> • As above, but generally less room for activity costs. • Focus on non-predominantly heritage buildings 	<ul style="list-style-type: none"> • As above, but focus on non-predominantly heritage buildings • Increasingly competitive 	<p>As above, whether HLF Grant Scheme or Enterprise Scheme is pursued will depend on the ultimate mix of activities in the building. HLF will be able to provide clear advice here.</p>
HLF Sharing Heritage & Our Heritage	<ul style="list-style-type: none"> • Both of these grants schemes are revenue based. • Up to £10k and £10-100k • Focus on People & People and Heritage • Will fund public bodies and third sector organisations 	<ul style="list-style-type: none"> • Shorter turnaround times • Good to do development work to lead up to larger HLF grants • No match required • A good funder to work with, very flexible, supportive and open to innovation. • Very flexible and can cover a range of costs 	<ul style="list-style-type: none"> • Would slow down process • Not capital focussed. 	<p>May well be useful to help the development of the scheme and stepping stone into a bigger grant programme. Our Heritage may be particular useful if further work is need around the museum.</p> <p>Please see Architectural Heritage Fund**</p>
Resilient Heritage	<ul style="list-style-type: none"> • £3-25k • Focussed more on developing established heritage organisations but given the involvement of the museum this could qualify • Will fund public bodies and third sector organisations • Covers wider range of activities • Match required for grant over £100k • Online diagnosis process 	<ul style="list-style-type: none"> • Medium turn around period • A good funder to work with, very flexible, supportive and open to innovation. • Very flexible and can cover a range of costs 	<ul style="list-style-type: none"> • Not capital focussed though equipment can be included • Would mainly only support activities around the museum 	<p>Could be consider elsewhere in the process or at a later date?</p>
Cornwall European Funds Community Led Local Development Fund (CLLD) *and other EU related funds	<ul style="list-style-type: none"> • Focussed principally on economic outcomes – workspace, training etc. • Next call due to open immediately (has been delayed) • Open to public, private, third sector applications • Probably will cover capital and rev. 	<ul style="list-style-type: none"> • Significant funds available for the near future • Very focussed on business space, could contribute to office, commercial and shared spaces 	<ul style="list-style-type: none"> • Very little is known at this stage • Probably a high level of demand 	<p>Could work well as part of a portfolio to cover workspace (office and meeting rooms) element</p> <p>NB – while expected immediately there is considerable lack of clarity over EU related funds</p>

Power to Change	<ul style="list-style-type: none"> • Focussed on support the development of 'community business' i.e. locally based social enterprises. • Open to Community Businesses only • £50-300k • Elements of additional loan financing also available • Community Shares support available • Capital and revenue available 	<ul style="list-style-type: none"> • Probably unsubscribed locally • Would work well for much of the developing scheme • Allows for innovations such as community shares and greater local involvement • Wider support available 	<ul style="list-style-type: none"> • Stricter criteria on eligible organisations • An evolving programme and therefore possibly harder to work with 	<p>If a level of community asset transfer/long lease is considered, then this could become a very useful match funder as part of a portfolio. Would have dividends in terms of creating wider community buy-in and support.</p>
Big Lottery A4A & Reaching Communities	<ul style="list-style-type: none"> • Focussed on community and areas of deprivation • £10-500k • A4A – up to 10k • Revenue and capital, with a focus on revenue. • Will fund public bodies and third sector • Requires initial meeting 	<ul style="list-style-type: none"> • Significant running cost could be covered over initial years • Often flexible on costs that can be covered 	<ul style="list-style-type: none"> • Two stage longer process. • An initial A4A bid often encouraged • Very competitive • New process 	<p>Very community focussed, could be applied elsewhere with better fit.</p>
Architectural Heritage Fund	<ul style="list-style-type: none"> • Focus on built heritage redevelopment • Two round process: feasibility and development - up to 3k and 25k respectively • Risk funding for early stage projects 	<ul style="list-style-type: none"> • Quick process • Administratively light • Works well with HLF • Good fit with aims of scheme 	<ul style="list-style-type: none"> • Restrictive on what can be funded • May slow things down as creates extra steps • Prefers to work as match funding i.e. HLF 	<p>Would match we with HLF small bids, if it was felt that additional development stages were needed.</p>
Social investment	<ul style="list-style-type: none"> • Repayable loan investment for third sector organisations • Wider variety of funds available i.e. Access and Health and Wellbeing Fund, often with support. 	<ul style="list-style-type: none"> • Very flexible for a range of funding needs – capital and revenue. • Can provide additional business support 	<ul style="list-style-type: none"> • Can be a longer development process. • A degree of financial track record may be required. • Generally slightly higher rate of repayment than commercial loans 	<p>While the burden of repayments is not desirable, social investment can be useful as a gap funder as part of a wider package.</p>
Public works loans	<ul style="list-style-type: none"> • Loan financing for public bodies only. • Primarily for capital works 	<ul style="list-style-type: none"> • Wider range of funding available • Low repayment rates 	<ul style="list-style-type: none"> • Only available to public bodies 	<p>While the burden of repayments is not desirable, loan finance can be useful as a gap funder as part of a wider package.</p>
Crowdfunding & community shares	<ul style="list-style-type: none"> • Seeking funding from the local community, with and option of offering community shares • Principally available to third sector organisations and SMEs • Up to £200k is not unachievable • Capital and revenue • Share issues may require the establishment of a CBS regulated via FCA. 	<ul style="list-style-type: none"> • Would provide high level marketing and engage community in a more direct and powerful way • Funding would be flexible for a variety of needs • Exciting and engaging process 	<ul style="list-style-type: none"> • Needs significant planning and a level of investment to run a successful campaign • Can be all or nothing • Many need to provide rewards 	<p>Could provide good gap funding and there is a good chance of success here, would provide significant buy-in from community through a 'call to arms'.</p>
Arts Council England	<ul style="list-style-type: none"> • £1,000 to £100,000 to support a wide variety of arts-related activities, from dance to visual arts, literature to theatre, music to combined arts (can include libraries and museums). • Generally open to arts organisation and public bodies • Revenue focussed 	<ul style="list-style-type: none"> • Very flexible for a range of use, covering staff costs and activities • Would be attracted to new, innovative schemes • Considerable funding available 	<ul style="list-style-type: none"> • High demand, though small applications tend to have good success rate 	<p>Could be effective both in development and then support ongoing activities (and therefore venue costs) related to the museum or library, or other external provides.</p>

Funding Strategy

Given the recommended model and emerging scheme, without too much of a deep dive into available funding, there seems sufficient funding available to support the scheme – both capital and revenue.

As there is more detail to develop, and if time is not too pressing a further development stage could be considered. Given the three broad pillars of the scheme: culture/heritage, community and enterprise and range of fund are available. AHF, smaller HLF Awards for All and Arts Council should all be considered.

From the wider scheme, seeking both capital and early stage revenue costs HLF, Big Lottery, Power to Change and the CLLD should be given priority.

Note: If the buildings are added to the heritage at risk register then there could be access to further funding sources

15. Conclusion

This report summarises steps undertaken in accordance with the brief. The process included a detailed examination of the buildings and relevant background provided followed by consultations (see section 07). The proposal drawings (see Section 09) are a reflection of the complete Pre-Feasibility process and also respond to comments from Historic England (see section 08). Limited change to the buildings is possible, as constrained by the quality of the historic building and the impacts of any interventions. This means that lift access is possible only to the upper floors of Taprell House. Some areas need further exploration, including the possible new lavatory to the ground floor of the Guildhall former Corn Exchange. LTC's brief states the imperative that the three buildings are financially sustainable in the future. At present they are not, and have declined into poor condition. Furthermore, the condition of Edgcumbe House is such that Historic England are considering its addition onto the Heritage at Risk Register, although the benefit of this could be the ability to access specific funding.

The overall figures provided as part of this study, (see sections 10) reflect the reality that financial margins are tight and the success of the project will hinge on pro-active and effective management. As presently configured that effective management of the buildings and new business model would be over and above what is possible for LTC to undertake. The report suggests new governance models for running the buildings to enable better commercial performance and to allow access to funding from various additional sources, not necessarily open to LTC might be accessed.

16. Next Steps

Whilst the viability report does not demonstrate a profit-making model at this stage, it does produce a plan which works with the heritage of the buildings, protects and improves community services, reduces overall cost to the council and adds significantly to the town's offer.

At this pre-feasibility stage, whilst there is a possible direction of travel, many questions remain and if to be pursued the project would now need to enter a more detailed development stage, ultimately followed by a delivery stage.

The development stage should seek to add tested detail to all aspects of the scheme with the view to building a convincing and compelling case that can be presented to potential funders.

Funds could be sought from a number of organisations, such as AHF, Big Lottery Award for All, the HLF and potentially Power to Change to undertake this more detailed development work.

In addition to adding detail to the capital scheme, development should focus on a number of key areas in an holistic way:

- » Shared vision – Lostwithiel's team, including the council and the museum, is a diverse group, and what is set out here may well represent a new set of ambitions. To be successful this would require all partners to commit to working in partnership towards a shared vision and direction of travel. Investment in laying these sound foundations would be time well spent.
- » Stakeholder engagement - where engaging potential funders at an early stage is always advised, engagement and communications should also focus on local stakeholders. In addition to adding market research intelligence, in practice this is also often akin to a soft tendering process, where through this process potential operators for the enterprise might be identified. The initial consultation has identified local individuals and stakeholder organisations, such as the Eden Project, that have an interest in local social enterprise community development. Further engagement here, may well solidify a group of active community members, who in partnership with the council, would add leadership and capacity to the development of the new social enterprise and the wider scheme.
- » Governance and structure – If and when leaders and partners are identified, and a new social enterprise is seen to be needed, development and incorporation should be considered here. The detail of the relationships between three structures council, museum and social enterprise should, be given further consideration.
- » Business development - based on further engagement, which in addition to identifying leaders, will also further identify customers (office and co-working etc.) The scheme should seek to take the business planning to a further stage, adding further, more tested detail and looking to create three and five-year projections.
- » Funding strategy – further based on the above, and upon the developing detail of the architectural scheme, a clear funding strategy, should be developed. The nature of activities, partnerships and governance structure will have significant bearing here. In addition to seeking capital funds, many funders, such as the HLF will consider revenue funding in addition to capital. Given the current challenges of creating a fully cost-covering income generating business plan in the immediate term, this should be seen as a priority. It is conceivable that funding could be secured to support, for instance the first three years running and staff costs, allowing for early pump-priming of the scheme and the creation of a working reserve going forward.
- » Social impact – drawing on the above, and part of making a case to funders, further consideration should be given to the social outcomes of the scheme. What are the changes the scheme will create for Lostwithiel? In addition to more measurable value about the creation of jobs and economic outcomes, the scheme adds value to other key areas such as heritage, culture, education, community cohesion, active citizenship as well as wider future outcomes. These are all part of building a compelling case for funding.
- » Conservation/Building Impacts – a number of areas will need further investigation as outlined in the Historic England advice and also identified by Le Page Architects. This will include repairs, fire upgrade works, as well as new interventions as suggested on the pre-feasibility proposal drawings. Re-servicing of all buildings has been allowed for in the costings, but will also be a key impact to be handled with great care moving forward.

While the capital scheme needs significant further development, what exists now, following feasibility i.e. concept and basic floor plans, is enough to build the above upon. While provision for some further capital development should be made within the development phase, the majority of this work would take place following securing round one capital funding (common with most capital funding scheme i.e. HLF and BLF).

Timeline

Timelines within capital schemes are necessarily, by definition, flexible, being based on a diversity of moving parts and the input of a number of third party organisations and interests. However, an ideal, indicative possible timeline could look as follows:

May/June 2018 1 month	July – Sept 2018 4 months	Dec 2018 7 months	Jan – June 2019 13 months	May – Sept 2019 16 months	Nov/Dec 2019 18 months	June 2020 24 months	Sept/oct 2020 28 months	Dec 2020 30 months	Sept/Oct 2020 40 months
Coalesces of shared vision and partners, decision to move forward and mobilisation.	Development and submission of development funding bids. Incorporation of new social enterprise and development of partnership.	Development funding secured and activity initiated.	Development of scheme. Repairs & alterations.	Development and submission of principle capital/revenue funding bids.	Funding outcomes and mobilisation of round one delivery work. Development of round two funding bids.	Funding outcomes and mobilisation of round one delivery work. Development of round two funding bids.	Funding outcomes and mobilisation of round one delivery work. Development of round two funding bids.	Funding outcomes and mobilisation of round one delivery work. Development of round two funding bids.	Funding outcomes and mobilisation of round one delivery work. Development of round two funding bids.

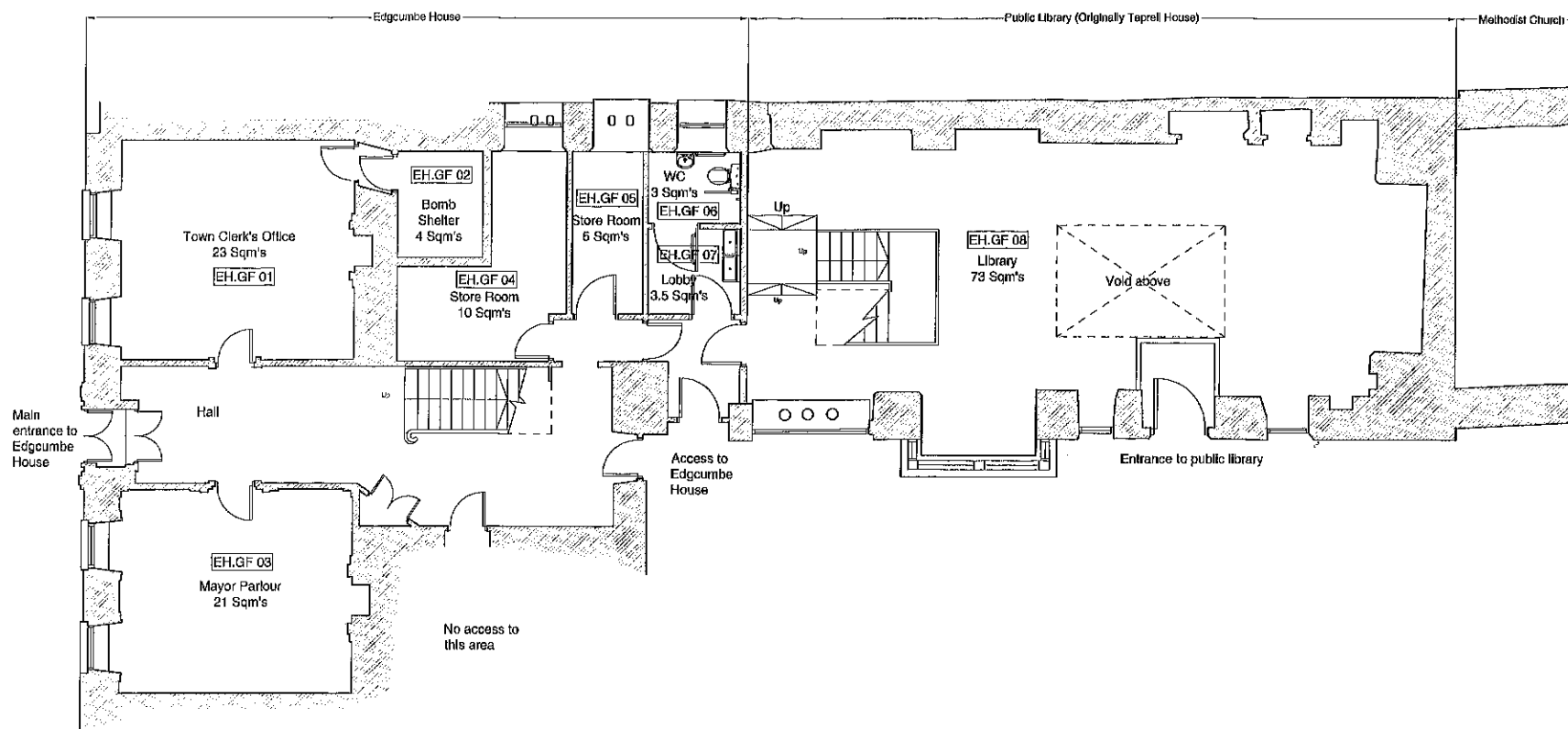
THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	CHK
A	28.06.17	Line weights and notes	CK	
B	11.07.17	Updated drawing	IK	
C	28.07.18	Room Numbers and size included	IK	ALP
D	02.07.18	Revised room numbers	IK	ALP



01 Existing Ground Floor
Scale 1:50

Notes
Text

Le Page Architects

Le Page Architects Limited
PO Box 352
Saltash
Cornwall
PL12 9AH

Tel: 444 (0) 762 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgcombe House, Lostwithiel

Drawing

Existing Ground Floor Plan

Edgcombe House and Public Library

Scale

1:50 @ A1

Drawn by

IK 18/04/17

Checked by

ALP 18/04/17

Project No.

Drawing No

Revision

J17.011 AS.01 D

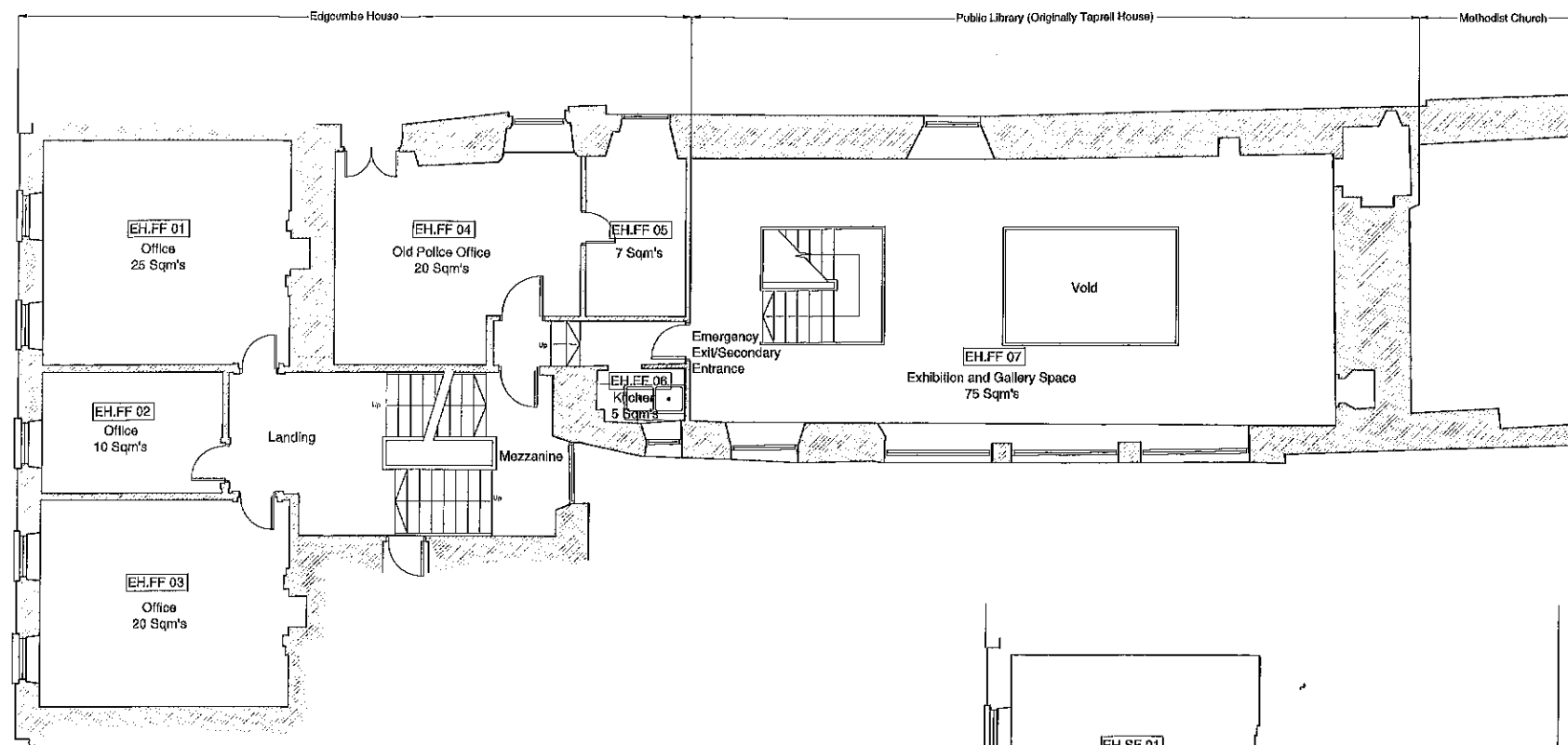
THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

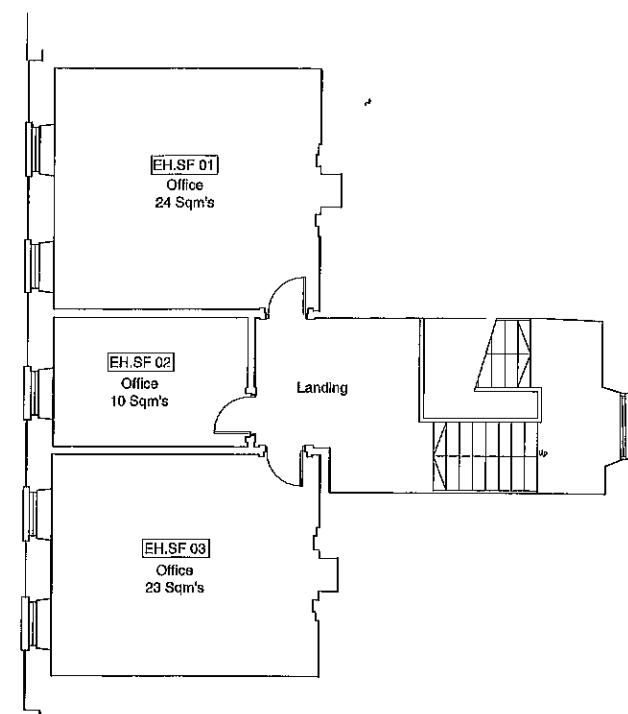
ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	Chk
A	28/06/17	Line weights and notes	CB	
B	28/08/18	Room numbers and sizes	IK	ALP
C	02/09/18	Revised room numbers	IK	ALP



01 Existing Mezzanine and First Floor
Scale 1:50



02 Existing Second Floor
Scale 1:50

Notes

Total

Le Page Architects

Le Page Architects Limited
PO Box 352
Saltash
Cornwall
PL12 9AH

Tel: +44 (0)1752 649 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithal Town Council

Project Name

Edgcombe House, Lostwithal

Drawing

Existing Mezzanine and First Floor Plan
Edgcombe House and Public Library

Scale

1:50 @ A1

Drawn by

Date

IK

18/04/17

Checked by

Date

ALP

18/04/17

Project No.

Drawing No.

Revision

J17. 011 AS.02 B

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED BY THE CONTRACTOR BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	CHK
A	26.08.17	Line weights and notes	Cde	
B	02.03.18	Revised room numbers	IK	

Notes

Text

Le Page Architects

Le Page Architects Limited
PO Box 352
Salisbury
Wiltshire
SP1 2 9AH

Tel: +44 (0)1752 849 880

Email: enquiries@lepagearchitects.com
Web: <http://www.lepagearchitects.com>

Client

Lostwithiel Town Council

Project Name

Edgecumbe House, Lostwithiel

Drawing

Existing Ground Floor and First Floor Plans

Museum and Guildhall

Scale

1:50 @ A1

Drawn by

IK

Date

18/04/17

Checked by

ALP

Date

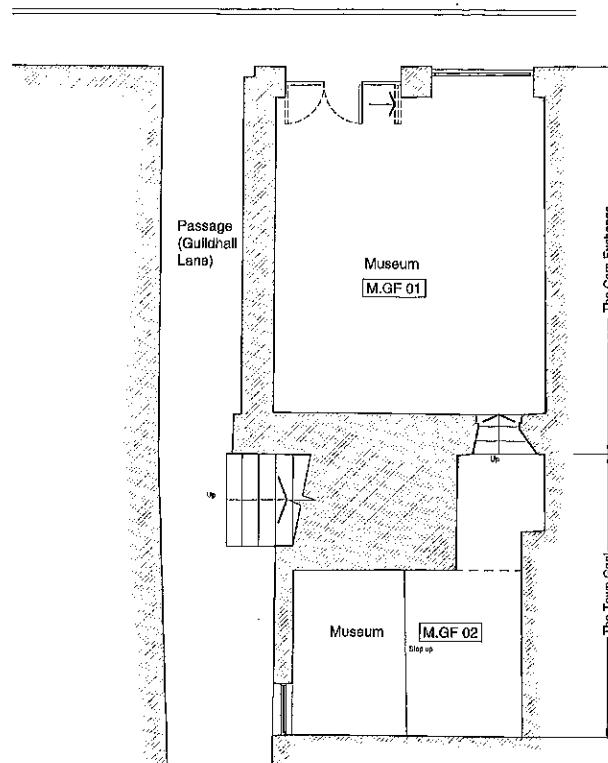
18/04/17

Project No.

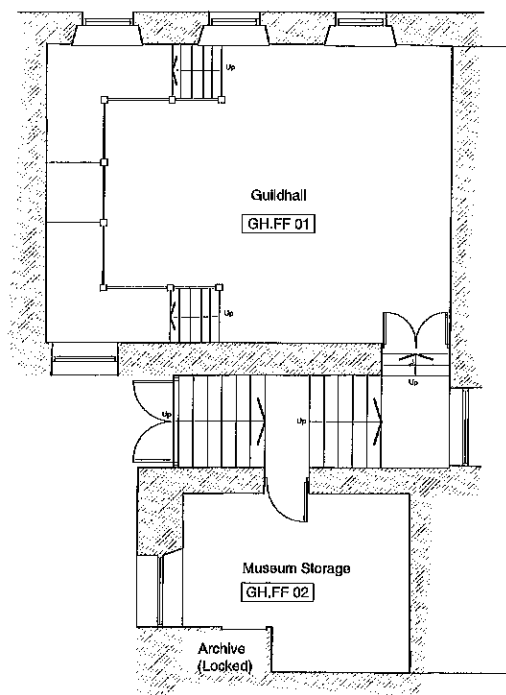
Drawing No

Revision

J17. 011 AS.03 B



01 Lostwithiel Museum - Ground Floor
Scale 1:50



02 The Guildhall - First Floor
Scale 1:50

Edgcumbe House

List Entry Summary

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

Name: EDGCUMBE HOUSE

List entry Number: 1144230

Location

EDGCUMBE HOUSE, FORE STREET

The building may lie within the boundary of more than one authority.

County:

District: Cornwall

District Type: Unitary Authority

Parish: Lostwithiel

National Park: Not applicable to this List entry.

Grade: II*

Date first listed: 18-Oct-1949

Date of most recent amendment: 28-Aug-1987

Legacy System Information

The contents of this record have been generated from a legacy data system.

Legacy System: LBS

UID: 70842

Asset Groupings

This list entry does not comprise part of an Asset Grouping. Asset Groupings are not part of the official record but are added later for information.

List entry Description

Summary of Building

Legacy Record - This information may be included in the List Entry Details.

Reasons for Designation

Legacy Record - This information may be included in the List Entry Details.

History

Legacy Record - This information may be included in the List Entry Details.

Details

LOSTWITHIEL FORE STREET (north side), SX 15 NW Lostwithiel 10/98 Edgcumbe House (formerly listed as - 18.10.49 Municipal Offices) GV II*

House, now municipal offices and library. Early C16, the original building now forming a rear wing to the front range of circa 1750, with some later alterations. C18 front of granite ashlar, with slurried slate mansard roof with stacks along centre; the rear wing is in slatestone and granite rubble with dressings. Slate roofs. Overall L-plan, with the early range on a north/south axis and facing east; re-oriented in the mid C18 with the addition of front range facing Fore Street. This relegates the original building as a back wing to the left. The C18 range is a single depth plan house, with central entrance to hall, principal room to left and right, and rear stair tower. The rear range is entered from rear left. The rear range may originally have had a wing projecting to front right and left, probably demolished in the C18, but partially incorporated into Nos 22 and 22a Fore Street (q.v.). What remains appears to be 3 rooms and through passage, with one room to left and 2 to right, the outer rooms heated by gable end stacks, and the room to right of the passage heated by rear lateral stack. The end room to right was probably a kitchen; site of original stair not clear. C18 building facing Fore Street of 2 storeys and attic on moulded plinth, 5 bays wide. Ground floor has central double doors with overlight, plain pilasters and hood on consoles, probably altered in mid C19. 2 plate-glass sashes to left and right with granite voussairs and band

course over. First floor has 15-pane sashes with voussairs, moulded eaves cornice. 5 dormers, each with 12-pane sash and pitched roof. The rear of the main range has stair tower in coursed granite rubble with hipped mansard roof; half-glazed door at ground floor, first floor 18-pane sash with thick glazing bars, 2nd floor 12-pane sash. To the left of the stair tower, a rear addition of 2 storeys, now part of Nos 22 and 22a Fore Street (q.v.). Interior of main front range The entrance hall has C19 dado panelling, stair tower to rear with access to rear wing to rear left. Fine C18 open well stair, with turned and knopped balusters, three to each tread, moulded and ramped handrail with fluted ionic newels, moulded string and panelled sides; rises to second floor. At ground floor to front right, the Mayor's Parlour; this has chimneypiece to rear of room, marble with eared architrave, frieze with eagles' heads and dentilled mantel. Plaster overmantel in eared architrave. Cornice with modillions and acanthus. Fielded panelling with egg and dart mouldings and dado rail. Fine plasterwork to ceiling. 6-panelled door with LH hinges, in architrave with egg and dart mouldings, pulvinated frieze and pediment on consoles with acorns. Front left room at ground floor has chimneypiece to rear with eared architrave and goat's head on frieze, mantel on consoles. Panelled walls and dado rail, moulded plaster cornice. At first floor, room to front right is the Clerk's Room; chimneypiece to rear with Greek key frieze below mantel, marble pilasters. Plain moulded plaster cornice and panelled shutters to windows. There are 3 rooms along the front, all with 6-panelled fielded doors. The front-left room has chimneypiece with marble surround and moulded mantel, plaster over-mantel; moulded plaster cornice. Small central room has similar cornice. At second floor, 6-panelled fielded door to front central room. Rear wing This is in 2 main ranges; to left, slightly higher roof level, with corrugated asbestos roof with gable ends and gable end stack to right in granite ashlar, with weathering and shaped top. This block is enclosed by large granite quoins to right end; the wall steps back to the quoins. The second range to right, at lower roof level, in slatestone rubble with some granite ashlar, also with granite quoins to right end, and C19 slate roof with gable ends and no stacks; this range has been much rebuilt, with wall thickness greater at ground floor than a first. Possibly used in C19 as stable/outhouse range, incorporating earlier structure of C17 or earlier. The first range is in mixed slatestone and granite

rubble, with some granite ashlar; at ground floor roughly in 4 bays. From left, ground floor has former door, now blocked, probably the passage entrance, and a 4-light C20 casement with granite ashlar apron and re-used granite jambs. The second bay has projecting bay window, with settings for mullions, wide C20 window and re-used moulded granite jambs. Third bay has wide 4-centred arched chamfered doorway leading to inner C20 door with 6-pane light to left with granite lintel; wall to right rebuilt in slatestone with C20 sash, then wall breaks back to end bay to right, with granite quoins, wall stepped back at first floor level, also with granite quoins, under the eaves, three 4-light C20 casements to right, and 3-light casement to left with cut granite jambs, with C20 light to end left. The rear of this range has 3-light chamfered granite window at ground floor to left, and remains of 2 granite window surrounds at first floor; the wall is stepped back at first floor level, with a straight joint to the left of the ground floor window. The second range has central loading door with 2-light casement to right and left under eaves; at ground floor, 3 doors, the central one with window inserted, 2 to right with splayed granite lintels, to left with re-used moulded granite string course. The stonework is much rebuilt. Interior of early back range has been much altered by C19 and C20 partition walls, so that the original plan is not clear; there appears to be a passage, with one room to left, probably originally heated by gable end stack, and two rooms to right, the inner one heated by rear lateral stack and the outer one by the gable end stack which remains. The room to left has two 3 light granite chamfered windows to rear, with chamfered mullions and some lattice glazing remaining. The remains of a 4-centred arched doorway are concealed by a cupboard on the front wall, and there is a corresponding window, formerly door, on the rear wall. The room to right of the passage has a rear fireplace, with flat chamfered lintel, and recess to left, with 2-centred arched hollow-chamfered surround, with a drain, of uncertain function, probably a laver. The front window of the room has a wide granite cill, with 3 circular holes, possibly a cream shelf, but of uncertain function. The end room to right has the front bay window, and gable end fireplace with wide chamfered segmental arch and former oven to left. There is a keeping hole to the right of the fireplace and in the front wall, and in the rear wall are a range of recesses of uncertain function, one with central mullion, and one with round granite head. Stair boxed in to rear left of room. On the formerly external wall, now inside the later range, are the weatherings

Guildhall and Museum

List Entry Summary

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

Name: GUILDHALL

List entry Number: 1144227

Location

GUILDHALL, FORE STREET

The building may lie within the boundary of more than one authority.

County:

District: Cornwall

District Type: Unitary Authority

Parish: Lostwithiel

National Park: Not applicable to this List entry.

Grade: II

Date first listed: 18-Oct-1949

Date of most recent amendment: Not applicable to this List entry.

Legacy System Information

The contents of this record have been generated from a legacy data system.

Legacy System: LBS

UID: 70839

Asset Groupings

This list entry does not comprise part of an Asset Grouping. Asset Groupings are not part of the official record but are added later for information.

List entry Description

Summary of Building

Legacy Record - This information may be included in the List Entry Details.

Reasons for Designation

Legacy Record - This information may be included in the List Entry Details.

History

Legacy Record - This information may be included in the List Entry Details.

Details

LOSTWITHIEL FORE STREET (south side), SX 15 NW Lostwithiel 10/88 Guildhall - 18.10.49 GV II

Guildhall, with museum at ground floor. Dated 1740, with some C19 and later alterations. Granite ashlar. Hipped slate roof with ridge tiles. Single room plan, with the guildhall chamber at first floor and entrance at the centre of the front; a 2-storey addition to rear contains the staircase and one-room plan rear wing. 2 storeys on plinth; ground floor has arcade of 3 round arches with rectangular piers and square imposts, 2 bays to left fronting ground floor room, bay to right leading to a passage to rear. At first floor, three 18-pane sashes with thick glazing bars, cills and voussoirs; set below the central window, date plaque in limestone, with shield and inscription: Richard Edgcumbe Esq erected this building Anno 1740. Boxed eaves. Left side in granite ashlar. Right side has passage wall in granite

rubble, with 5 granite steps to fine panelled double doors with strap hinges, wall slate-hung above doors. To right, the rear wing is in granite rubble, single light with iron grille at ground floor, first floor has raking dormer with large 4-pane sash and small single light under eaves. To rear has large 8-pane sash above the passage, lighting the upper chamber. Interior The first floor chamber has fielded dado panelling, with re-sited linenfold panelling along the west end wall. At the west end, there are steps to right and left leading up to the dais; turned balusters and moulded handrail, and balustrade along the front of the dais. Benches along rear, and central mayoral seat; this has balusters and moulded arms, set into the wall with a rounded panel over, ionic pilasters and broken pediment with dentils and egg and dart mouldings. In front of the dais at lower level, a similar seat with plain panelled back and cornice over. Deep coved plaster cornice. Hung on the east wall, painting of Richard, Lord Edgcumbe, 1760, given to the borough by his son.

Listing NGR: SX1036159781

EDGCUMBE HOUSE

ALTERATIONS

£ p

Alterations

Ground floor

Remove internal entrance lobby doors and partition

nr 1.00 350.00 350.00

1	1	1	4.50	Demolish internal walls	m²	49.92	30.00	1,497.45
			3.35	15.08 100 thick				
1	1	1	4.10					
			3.35	13.74				
1	1	1	3.40					
			3.35	11.39				
1	1	1	2.00					
			3.35	6.70				
1	1	1	0.90					
			3.35	3.02				

1	1	1	5.00	Remove internal doors and frames	nr	5.00	30.00	150.00
---	---	---	------	----------------------------------	----	------	-------	--------

				Strip out WC	Item	1.00	200.00	200.00
--	--	--	--	--------------	------	------	--------	--------

				Strip out sinks etc to toilet lobby	Item	1.00	100.00	100.00
--	--	--	--	-------------------------------------	------	------	--------	--------

First floor

1	1	1	4.10	Demolishing internal walls	m²	23.25	30.00	697.50
			3.10	12.71 100 thick; first floor				
1	1	1	3.40					
			3.10	10.54				

1	1	1	1.05	Demolish internal walls, 150 thick	m²	3.26	40.00	130.20
			3.10	3.26				

				Remove internal doors and frames	nr	2.00	30.00	60.00
--	--	--	--	----------------------------------	----	------	-------	-------

				Strip out kitchen	Item	1.00	200.00	200.00
--	--	--	--	-------------------	------	------	--------	--------

				Remove set steps to corridor	nr	1.00	100.00	100.00
--	--	--	--	------------------------------	----	------	--------	--------

				& Make good floor	nr	1.00	50.00	50.00
--	--	--	--	-------------------	----	------	-------	-------

Ground floors

				New ramp between levels; say 2250 long x 150 high x 1000 wide	nr	1.00	200.00	200.00
				& New balustrade to side of ramp	nr	1.00	350.00	350.00

Internal partitions

				New internal stud partitions with insulation between studs and two layers fireline plasterboard and skim each side	m²	12.02	87.42	1,050.35
1	1	1	4.45					
			2.70	12.02 ff				

				New internal stud partitions with insulation between studs and plasterboard and skim each side	m²	28.33	65.24	1,848.18
1	1	1	2.00					
			1.90	3.80				
1	1	1	2.50					
			1.90	4.75				
1	1	1	3.45					
			1.90	6.56				
1	1	2	1.80					
			1.90	6.84				
1	1	1	3.36					
			1.90	6.38				

				Blockwork pier 650 x 300 x 1900 high	nr	1.00	160.00	160.00
--	--	--	--	--------------------------------------	----	------	--------	--------

1	1	1	2.50	Glazed screen to entrance lobby	m²	7.00	500.00	3,500.00
			2.80	7.00				

				Extra; pairs doors	nr	1.00	300.00	300.00
--	--	--	--	--------------------	----	------	--------	--------

External doors

				Redecorate external doors and frames single	nr	2.00	165.00	330.00
--	--	--	--	---	----	------	--------	--------

				Redecorate pairs external doors and frames	nr	1.00	300.00	300.00
--	--	--	--	--	----	------	--------	--------

Windows

1	1	1	1.20	Redecorate windows internally	m²	43.72	47.50	2,076.82
			0.80	0.96				
1	1	4	1.10					
			2.20	9.68				

1	1	1	1.30	
			2.20	2.86
1	1	1	1.05	
			2.20	2.31
1	1	5	1.10	
			2.20	12.10
1	1	1	1.20	
			2.20	2.64
1	1	1	1.00	
			2.20	2.20
1	1	1	0.75	
			0.75	0.56
1	1	1	1.30	
			1.80	2.34
1	1	5	1.00	
			1.25	6.25
1	1	1	1.30	
			1.40	1.82

Internal doors and screens

New single door, frame and ironmongery;
fire door; vision panel nr 1.00 550.00 550.00

Single internal doors, frames and
ironmongery; non-fire; flush nr 4.00 400.00 1,600.00

Redecorate internal doors and frames,
each side
1 1 1 6.00 6.00 single nr 15.00 165.00 2,475.00
1 1 1 6.00 6.00
1 1 1 3.00 3.00

1 1 1 2.00 2.00 Pairs nr 3.00 300.00 900.00
1 1 1 1.00 1.00

Floor finishes

1 1 1 5.00 New floor finishes m² 92.17 36.25 3,341.25
4.40 22.00 say carpet and underlay
1 1 1 3.80 &
2.50 9.50 Strip existing m² 92.17 5.00 460.86
1 1 1 5.45
3.45 18.80
1 1 1 5.00
4.70 23.50
1 1 1 1.80
2.25 4.05
1 1 1 0.75
0.90 0.68
1 1 1 3.40
1.45 4.93
1 1 1 0.90
0.10 0.09

Edgcumbe House, Taprell House and Guildhall 3

1	1	1	5.75	
			1.50	8.63
1	1	1	2.50	New floor finishes
			1.20	3.00 say entrance matting m² 3.30 100.00 330.00
1	1	1	0.40	&
			0.75	0.30 Strip existing m² 3.30 5.00 16.50
1	1	1	2.25	New floor finishes, vinyl sheeting safety flooring m² 14.40 35.00 504.09
			2.05	4.61 &
1	1	1	3.40	Strip existing m² 14.40 5.00 72.01
			1.00	3.40
1	1	1	3.55	
			1.80	6.39
1	1	1	2.50	2.50 Skirtings, new, painted m 8.25 23.55 194.29
1	1	1	1.45	1.45 &
				Carpet fixing to edges with wood tackless grippers m 8.25 1.55 12.79
1	1	1	0.60	0.60
1	1	1	3.60	3.60
1	1	1	0.10	0.10
1	1	2	5.00	10.00 Redecorating existing skirtings m 89.30 11.35 1,013.56
1	1	2	4.40	8.80 &
				Carpet fixing to edges with wood tackless grippers m 89.30 1.55 138.42
1	1	2	3.80	7.60
1	1	2	5.45	10.90
1	1	1	3.45	3.45
1	1	1	0.40	0.40
1	1	2	5.00	10.00
1	1	2	4.70	9.40
1	1	2	1.80	3.60
1	1	2	2.25	4.50
1	1	2	0.75	1.50
1	1	1	3.40	3.40
1	1	1	0.10	0.10
1	1	1	5.75	5.75
1	1	2	1.50	3.00
1	1	1	1.20	1.20
1	1	2	1.20	2.40
1	1	2	0.40	0.80
1	1	1	2.50	2.50
1	1	2	2.25	4.50 Vinyl skirtings m 34.40 15.00 516.00
1	1	2	2.05	4.10
1	1	2	3.55	7.10
1	3	2	1.80	10.80
1	1	1	3.40	3.40
1	1	2	1.00	2.00
1	1	1	2.50	2.50

Edgcumbe House, Taprell House and Guildhall 4

Carpet fixing to edges with wood tackless grippers								
1	1	1	0.90	0.90	m	6.80	1.55	10.54
1	1	1	0.90	0.90				
1	1	2	2.50	5.00				
1	1	9	0.80	7.20	m	13.10	10.00	131.00
1	1	1	1.20	1.20				
1	1	1	1.00	1.00				
1	1	1	1.80	1.80				
1	1	1	1.00	1.00				
1	1	1	0.90	0.90				

First floor								
1	1	1	5.25	New floor finishes	m²	98.56	36.25	3,572.80
			3.10	say carpet and underlay				
1	1	1	3.85	&				
			2.50	9.63 Strip existing	m²	98.56	5.00	492.80
1	1	1	5.25					
			4.75	24.94				
1	1	1	1.45					
			2.50	3.63				
1	1	1	2.00					
			3.40	6.80				
1	1	1	1.35					
			3.40	4.59				
1	1	1	5.25					
			4.45	23.36				
1	1	1	4.45					
			2.10	9.35				
1	1	1	1.85	New floor finishes, vinyl sheeting safety flooring	m²	2.04	35.00	71.23
			1.10	&				
				Strip existing	m²	2.04	5.00	10.18
1	1	2	4.45	8.90 Skirtings, new, painted	m	8.90	23.55	209.60
				&				
				Carpet fixing to edges with wood tackless grippers	m	8.90	1.55	13.80
1	1	2	5.25	10.50 Redecorating existing skirtings	m	89.40	11.35	1,014.69
1	1	2	3.10	6.20 &				
				Carpet fixing to edges with wood tackless grippers	m	89.40	1.55	138.57
1	1	2	3.85	7.70				
1	1	2	2.50	5.00				
1	1	2	5.25	10.50				
1	1	2	4.75	9.50				
1	1	2	1.45	2.90				
1	1	2	2.00	4.00				
1	1	2	3.40	6.80				
1	1	2	1.35	2.70				
1	1	2	5.25	10.50				
1	1	1	4.45	4.45				

1	1	1	4.45	4.45				
1	1	2	2.10	4.20				
1	1	2	1.85	3.70 Vinyl skirtings	m	5.90	15.00	88.50
1	1	2	1.10	2.20				
1	1	7	0.80	5.60 Door bars	m	6.80	10.00	68.00
1	1	1	1.20	1.20				
Second floor								
1	1	1	5.25	New floor finishes	m²	72.08	36.25	2,612.72
			4.35	22.84 say carpet and underlay				
1	1	1	3.80	&				
			2.50	9.50 Strip existing	m²	72.08	5.00	360.38
1	1	1	5.25					
			4.75	24.94				
1	1	1	1.50					
			2.50	3.75				
1	1	1	1.80					
			3.40	6.12				
1	1	1	1.45					
			3.40	4.93				
1	1	2	5.25	10.50 Redecorating existing skirtings	m	68.10	11.35	772.94
1	1	2	4.35	8.70 &				
				Carpet fixing to edges with wood tackless grippers	m	68.10	1.55	105.56
1	1	2	3.80	7.60				
1	1	2	2.50	5.00				
1	1	2	5.25	10.50				
1	1	2	4.75	9.50				
1	1	2	1.50	3.00				
1	1	2	1.80	3.60				
1	1	2	3.40	6.80				
1	1	2	1.45	2.90				
1	1	3	0.80	2.40 Door bars	m	2.40	10.00	24.00
1	1	13	1.40	18.20 Carpet to staircase treads and risers	m	112.00	15.00	1,680.00
1	1	12	1.40	16.80 &				
1	2	9	1.40	25.20 Remove existing	m	112.00	1.50	168.00
1	2	8	1.40	22.40				
1	1	11	1.40	15.40				
1	1	10	1.40	14.00				
1	1	13	1.40	18.20 Nosings	m	58.80	20.00	1,176.00
1	2	9	1.40	25.20				
1	1	11	1.40	15.40				

Wall finishes									
1	1	2	5.00	Redecorating walls	m²	257.51	11.04	2,842.94	
			3.20	32.00					
1	1	2	4.40						
			3.20	28.16					
1	1	2	3.80						
			3.20	24.32					
1	1	2	5.45						
			3.20	34.88					
1	1	2	4.00						
			0.15	1.20					
1	1	1	3.45						
			3.35	11.56					
1	1	1	0.40						
			3.20	1.28					
1	1	2	5.00						
			3.20	32.00					
1	1	2	4.70						
			3.20	30.08					
1	1	2	1.80						
			3.20	11.52					
1	1	2	2.25						
			3.20	14.40					
1	1	2	0.75						
			3.20	4.80					
1	1	2	0.90						
			3.20	5.76					
1	1	1	3.50						
			1.90	6.65					
1	1	1	1.20						
			1.90	2.28					
1	1	1	5.75						
			1.90	10.93					
1	1	2	1.50						
			1.90	5.70					
1	1	2	2.00	Emulsion to new partitions	m²	80.69	7.25	584.99	
			1.90	7.60					
1	1	2	2.50						
			1.90	9.50					
1	1	2	3.45						
			1.90	13.11					
1	2	2	1.80						
			1.90	13.68					
1	1	2	3.36						
			1.90	12.77					
1	1	2	4.45						
			2.70	24.03					
1	1	2	2.25	Wall tiling or whitewalls to toilets	m²	51.70	60.00	3,102.00	
			1.90	8.55 kitchen					
1	1	2	2.05						
			1.90	7.79					
1	1	2	3.55						
			1.90	13.49					
1	1	6	1.80						
			1.90	20.52					

Edgumbe House, Taprell House and Guildhall 7

1	1	1	1.80						
			0.45	0.81					
1	1	2	0.60						
			0.45	0.54					
1	1	2	5.25	Redecorating walls	m²	284.01	11.04	3,135.42	
			3.10	32.55					
1	1	2	3.10	first floor					
			3.10	19.22					
1	1	2	3.85						
			3.10	23.87					
1	1	2	2.50						
			3.10	15.50					
1	1	2	5.25						
			3.10	32.55					
1	1	2	4.75						
			3.10	29.45					
1	1	2	1.45						
			3.10	8.99					
1	1	2	2.00						
			3.10	12.40					
1	1	2	3.40						
			3.10	21.08					
1	1	2	1.35						
			3.10	8.37					
1	1	2	5.25						
			2.70	28.35					
1	1	2	4.45						
			2.70	24.03					
1	1	1	4.45						
			1.90	8.46					
1	1	2	2.10						
			1.90	7.98					
1	1	2	1.85						
			1.90	7.03					
1	1	2	1.10						
			1.90	4.18					
1	1	2	5.25	Redecorating walls	m²	156.06	11.04	1,722.90	
			2.40	25.20					
1	1	2	4.35	second floor					
			2.40	20.88					
1	1	2	3.80						
			2.40	18.24					
1	1	2	2.50						
			2.40	12.00					
1	1	2	5.25						
			2.40	25.20					
1	1	2	4.75						
			2.40	22.80					
1	1	1	1.50						
			2.40	3.60					
1	1	2	1.80						
			2.40	8.64					
1	1	1	3.40						
			2.40	8.16					
1	1	2	1.45						
			1.80	5.22					

Edgumbe House, Taprell House and Guildhall 8

1	1	1	3.40	
			1.80	6.12

Ceiling finishes

1	1	1	92.17	Redecorate ceilings	m²	282.55	11.96	3,379.24
			1.00	92.17	plastered plaster			
1	1	1	3.30					
			1.00	3.30				
1	1	1	14.40					
			1.00	14.40				
1	1	1	98.56					
			1.00	98.56				
1	1	1	2.04					
			1.00	2.04				
1	1	1	72.08					
			1.00	72.08				

1	1	1	89.30	89.30	Redecorate cornices etc	m	191.40	12.00	2,296.80
1	1	1	6.80	6.80					
1	1	1	89.40	89.40					
1	1	1	5.90	5.90					

Fittings

Excluded - all by others, except as below

Kitchenette/tea point	nr	1.00	750.00	750.00
-----------------------	----	------	--------	--------

Sanitary fittings

Kitchen sink and drainer	nr	1.00	200.00	200.00
&				
Under/over sink water heater	nr	1.00	300.00	300.00
Full disabled WC fittings	nr	1.00	1200.00	1,200.00
&				
Baby change unit	nr	1.00	350.00	350.00
&				
Mirror	nr	1.00	60.00	60.00
&				
Large mirror	nr	1.00	100.00	100.00
&				
Soap dispenser	nr	1.00	50.00	50.00
&				
Toilet paper dispenser	nr	1.00	30.00	30.00
&				
Handrier	nr	1.00	250.00	250.00
&				
Under/oversink hot water heater	nr	1.00	300.00	300.00

&				
Paper towel dispenser	nr	1.00	50.00	50.00
Wc suites	nr	3.00	250.00	750.00
&				
Washbasins	nr	3.00	200.00	600.00
&				
Mirror	nr	3.00	60.00	180.00
&				
Soap dispenser	nr	3.00	50.00	150.00
&				
Toilet paper dispenser	nr	3.00	30.00	90.00
&				
Handrier	nr	3.00	250.00	750.00
&				
Under/oversink hot water heater	nr	3.00	300.00	900.00
&				
Paper towel dispenser	nr	3.00	50.00	150.00

Waste plumbing

1	1	1	1.00	1.00	Wastes from kitchen sinks	m	1.00	100.00	100.00
1	1	1	4.00	4.00	Wastes from new WC	nr	4.00	250.00	1,000.00

Durgo valve and soil and vent stub stack	nr	1.00	75.00	75.00
--	----	------	-------	-------

Mechanical Installations

Cold water installations to new toilets	Item	4.00	200.00	800.00
Cold water installation to new kitchen	Item	1.00	150.00	150.00
Extract ventilation from new toilets	Item	4.00	300.00	1,200.00
&				
Hole in wall	nr	1.00	100.00	100.00
Extract ventilation to new kitchen	nr	1.00	300.00	300.00
&				
Hole in wall	nr	1.00	100.00	100.00
Allowance for new heating	m²	325.96	40.00	13,038.40

Electrical Installations

1	1	1	5.25		New electrical installations to complete area being altered	m²	325.96	60.00	19,557.60
			11.90	62.48					
1	1	1	5.60						
			8.10	45.36					
1	1	1	1.20						
			4.50	5.40					
1	1	1	5.40						
			1.55	8.37					
1	1	1	5.25						
			11.90	62.48					
1	1	1	5.60						
			8.10	45.36					
1	1	1	0.95						
			4.50	4.28					
1	1	1	1.90						
			5.50	10.45					
1	1	1	5.25						
			11.90	62.48					
1	1	1	5.60						
			3.45	19.32					

Lift

Platform lift serving 2 floors	nr	1.00	15000.00	15,000.00
--------------------------------	----	------	----------	-----------

Drainage all assumed

Block up drainage where new lift position	Item	1.00	100.00	100.00
---	------	------	--------	--------

1	1	1	9.00	9.00	Assumed new drain run from WC's	m	15.50	60.00	930.00
1	1	1	6.50	6.50					

1	1	1	4.00		Breaking up and reinstating pavings	m²	2.00	50.00	100.00
			0.50	2.00					

1	1	1	6.00		Breaking up and reinstating floors	m²	6.25	50.00	312.50
			0.50	3.00					
1	1	1	6.50						
			0.50	3.25					

Holes through existing foundation walls and floor	nr	1.00	150.00	150.00
---	----	------	--------	--------

Rest bends, vertical pipes and adaptors to soil pipes	nr	2.00	60.00	120.00
---	----	------	-------	--------

New connection to existing manhole	nr	1.00	200.00	200.00
------------------------------------	----	------	--------	--------

Repairs

Allow for general repairs and fire upgrading as advised by others	Item	1.00	225000.00	225,000.00
---	------	------	-----------	------------

Allowance for Contractors Preliminaries (site set up, foreman, scaffold, health and safety etc)	15%		341,104.32	51,165.65
				392,269.97

Allowance for Contingencies	10%		39,227.00	
-----------------------------	-----	--	-----------	--

<u>TOTAL ESTIMATED COST OF BUILDING WORKS FOR EDGCUMBE HOUSE</u>				£ 431,496.97
---	--	--	--	---------------------

External doors

Redecorate external doors and frames	nr	1.00	165.00	165.00
--------------------------------------	----	------	--------	--------

Windows

1	1	1	2.50	Redecorate windows internally	m²	19.20	47.50	912.00
			1.20					
1	1	1	3.50					
			1.20	4.20				
1	1	1	0.75					
			1.20	0.90				
1	1	1	0.90					
			1.20	1.08				
1	1	1	1.40					
			1.20	1.68				
1	1	3	2.30					
			1.00	6.90				
1	1	1	1.20					
			1.20	1.44				

Floor finishes

1	1	1	13.40	New floor finishes					
			5.20	say carpet and underlay	m²	164.40	36.25	5,959.50	
1	1	1	2.60	&					
			0.60	1.56 Strip existing	m²	164.40	5.00	822.00	
1	1	1	2.50						
			1.30	3.25					

				1.30	3.25
1	1	1		0.75	
				0.75	0.56
1	1	1		1.55	
				0.75	1.16
1	1	1		0.90	
				0.75	0.68
1	1	1		1.95	
				0.40	0.78
1	1	1		1.80	
				0.40	0.72
1	1	1		1.70	
				0.70	1.19
1	1	1		1.10	
				0.70	0.77
1	1	1		0.80	
				0.50	0.40
1	1	1		3.60	
				1.10	3.96
1	1	1		13.60	ff
				5.60	76.16
1	1	1		0.80	
				0.80	0.64
1	1	1		1.70	
				1.70	2.89

1	1	2	13.40	28.80	Redecorating existing skirtings	m	94.50	11.35	1,072.58
1	1	2	5.20	10.40	&				
					Carpet fixing to edges with wood tackless grippers	m	94.50	1.55	146.48
1	1	2	0.60	1.20					
1	1	2	1.30	2.60					
1	1	2	0.75	1.50					
1	1	2	0.75	1.50					
1	1	2	0.75	1.50					
1	2	2	0.40	1.60					
1	2	2	0.70	2.80					
1	1	2	0.50	1.00					
1	1	2	1.10	2.20					
1	1	2	13.60	27.20					
1	1	2	5.60	11.20					
1	1	2	0.80	1.60					
1	1	2	1.70	3.40					
1	1	2	0.60	1.20					
1	1	1	-3.20	-3.20					

Door bars m 1.20 10.00 12.00

Wall finishes

1	1	2	13.40		Redecorating walls	m²	228.00	11.04	2,517.12
			2.70	72.36					
1	1	2	5.20						
			2.70	28.08					
1	2	2	0.40						
			2.70	4.32					
1	2	2	0.70						
			2.70	7.56					
1	1	2	0.50						
			2.70	2.70					
1	1	2	1.10						
			2.70	5.94					
1	1	2	13.60						
			2.40	65.28					
1	1	2	5.60						
			2.40	26.88					
1	1	2	0.80						
			2.40	3.84					
1	1	2	1.70						
			2.40	8.16					
1	1	2	0.60						
			2.40	2.88					

Ceiling finishes

1	1	1	164.40		Redecorating ceilings	m²	164.40	11.96	1,966.22
			1.00	164.40					
1	1	1	2.60		New ceilings to voids	m²	15.14	29.10	440.57
			2.50	6.50					

1	1	1	3.60						
			2.40	8.64					

Fittings

Excluded - by others 0.00

Mechanical

Allow for new heating m² 164.40 40.00 6,576.00

Electrical

1	1	1	164.40		New electrical installations to complete area being altered	m²	164.40	60.00	9,864.00
			1.00	164.40					

External works

Allow for screen to hide tables from house window Item 1.00 250.00 250.00

1	1	1	12.70		Allow for resurfacing external paved area outside building	m²	66.61	100.00	6,661.00
			4.30	54.61					
1	1	1	4.80						
			2.50	12.00					

Allowance for Contractors Preliminaries (site set up, foreman, scaffold, health and safety etc) 15% 7,994.06 61,287.78

Allowance for Contingencies 10% 6,128.78

TOTAL ESTIMATED COST OF BUILDING WORKS FOR TAPRELL HOUSE

£ 67,416.55

THE GUILDHALL

ALTERATIONS

Alterations

Cutting opening through internal 450 thick wall for single doorway; lintels over

nr 1.00 600.00 600.00

Removing shop front windows and doors

nr 2.00 200.00 400.00

1 1 1 1.80 Demolish walls to old toilet

m² 6.24 25.00 156.00

1 1 1 2.40 4.32
0.80
2.40 1.92

Remove door and frame

nr 1.00 30.00 30.00

Strip out old toilet area

Item 1.00 100.00 100.00

Ground floor

1 1 1 1.75 New ground floor to new toilet area

m² 1.89 150.00 282.83

0.90 1.58
1 1 1 0.69
0.45 0.31

External doors

Redecorate pairs external doors and frames

nr 1.00 300.00 300.00

Windows

1 1 1 1.00 Redecorate windows internally

m² 14.34 47.50 681.15

1.20 1.20 sizes assumed
1 1 1 1.30
1.20 1.56
1 1 1 1.40
1.20 1.68
1 1 3 1.00
2.20 6.60
1 1 1 1.50
2.20 3.30

1 1 1 2.30 New shopfront windows m² 11.18 400.00 4,472.00
2.60 5.98
1 1 1 2.00
2.60 5.20

Internal partitions

1 1 1 1.75 Blockwork partition to form back of toilet m² 2.45 35.00 85.75
1.40 2.45

New internal stud partitions with insulation between studs and plasterboard and skin each side

1 1 1 3.60 m² 12.48 65.24 814.20
2.40 8.64
1 1 2 0.80
2.40 3.84

Internal doors and screens

Single internal doors, frames and ironmongery; non-fire; flush

nr 2.00 400.00 800.00

Redecorate single doors and frames

nr 1.00 165.00 165.00

Redecorate pairs doors and frames

nr 1.00 300.00 300.00

Floor finishes

1 1 1 5.30 Floor finish to shop m² 33.86 36.25 1,227.24
6.15 32.60 say carpet and underlay
1 1 1 2.30 &
0.20 0.46 Remove existing m² 33.86 5.00 169.28
2.00
0.40 0.80

1 1 1 1.75 New vinyl safety flooring to WC m² 1.81 35.00 63.18
0.80 1.40
1 1 1 0.90
0.45 0.41

1 1 2 1.75 Vinyl skirtings m 5.10 15.00 76.50
1 1 2 0.80 1.60

1 1 2 8.30 16.60 Redecorate skirtings m 29.70 11.35 337.10
1 1 2 6.15 12.30 &
1 2 2 0.20 0.80 Carpet grippers m 29.70 1.55 46.04

Assumed no flooring to jail/shop store									
1	1	1	4.40	New floor finish to first floor, vinyl sheeting	m ²	15.40	35.00	539.00	
			3.50	&					
				Strip existing	m ²	15.40	5.00	77.00	
1	1	1	7.90	New floor finish to Guildhall	m ²	50.18	36.25	1,818.84	
			5.85	&					
1	1	1	1.80	Strip existing	m ²	50.18	5.00	250.88	
			0.90						
			1.80						
			1.30						
1	1	12	1.80	Flooring to staircase treads and risers	m	48.70	15.00	730.50	
1	1	10	1.80	&					
1	1	4	1.30	Remove existing	m	48.70	1.50	73.05	
1	1	3	1.30						
1	1	12	1.00	Nosings	m	17.20	20.00	344.00	
1	1	4	1.30						
Wall finishes									
1	1	2	5.30	Redecorate walls	m ²	108.55	11.04	1,198.34	
			2.60						
1	1	2	6.15						
			2.60						
1	1	2	2.30						
			2.10						
1	1	2	1.80						
			2.10						
1	1	2	4.50						
			2.00						
1	1	2	2.30						
			0.10						
1	1	1	3.25						
			2.10						
1	1	1	3.25						
			2.00						
1	1	1	1.75	Plaster to walls and emulsion	m ²	9.49	19.25	182.59	
			2.10	to new WC					
1	1	1	1.75						
			1.40						
1	1	2	0.30						
			2.10						
1	1	2	0.60						
			1.75						

1	1	2	4.40	Redecorate walls	m ²	213.51	11.04	2,357.15	
			2.40						
1	1	2	3.45						
			2.40						
1	1	2	1.65						
			5.20	assumed heights					
1	1	2	0.85						
			6.10						
1	1	2	1.45						
			4.50						
1	1	2	1.30						
			4.50						
1	1	1	1.80						
			3.90						
1	1	1	1.80						
			2.10						
1	1	2	7.90						
			4.10						
1	1	2	5.85						
			4.10						
1	1	1	3.70	Emulsion to new walls	m ²	11.04	7.25	80.04	
			2.40						
1	1	1	0.90						
			2.40						
1	1	2	1.65	Ceramic tiles to WC's	m ²	24.24	60.00	1,454.40	
			2.40						
1	2	2	0.80						
			2.40						
1	1	2	1.80						
			2.40						
Ceiling finishes									
1	1	1	33.86	Redecorate ceilings	m ²	66.86	11.96	799.65	
			1.00						
1	1	1	4.40						
			3.20						
1	1	1	1.30						
			0.75						
1	1	1	1.70						
			1.50						
1	1	1	15.40						
			1.00						
1	1	1	5.30	Redecorate ceilings	m ²	77.95	11.96	932.31	
			1.80						
1	1	1	50.18	9.54 x 1.3054073					
			1.00						

1	1	1	1.75	New plasterboard ceiling to WC and supports	m²	1.93	35.00	67.38
			0.30	0.53 &				
1	1	1	1.75	Emulsion	m²	1.93	7.50	14.44
			0.80	1.40				

Fittings

Tea point	nr	1.00	750.00	750.00
-----------	----	------	--------	--------

Sanitary fittings

Wc suites	nr	3.00	250.00	750.00
&				
Washbasins	nr	3.00	200.00	600.00
&				
Mirror	nr	3.00	60.00	180.00
&				
Soap dispenser	nr	3.00	50.00	150.00
&				
Toilet paper dispenser	nr	3.00	30.00	90.00
&				
Handrier	nr	3.00	250.00	750.00
&				
Under/oversink hot water heater	nr	3.00	300.00	900.00
&				
Paper towel dispenser	nr	3.00	50.00	150.00

Waste plumbing

Wastes to WC's	nr	3.00	250.00	750.00
Wastes to tea point	nr	1.00	100.00	100.00
&				
Holes in walls	nr	1.00	100.00	100.00
Soil pipes	m	2.00	20.00	40.00
Durgo valve etc	nr	1.00	50.00	50.00

Mechanical

Allow for new heating	m²	132.90	50.00	6,644.88
Cold water installations to new toilets	nr	3.00	200.00	600.00
&				
Ventilation to new toilets	nr	3.00	300.00	900.00

&				
Holes in walls	nr	2.00	100.00	200.00
Cold water to tea point	nr	1.00	150.00	150.00

Electrical installations

1	1	1	5.20	New electrical installations to complete area being altered	m²	132.90	60.00	7,973.85
			6.15	31.98				
1	1	1	3.10					
			3.10	9.61				
1	1	1	4.50					
			3.20	14.40				
1	1	1	7.90					
			5.85	46.22				
1	1	1	5.20					
			2.95	15.34				
1	1	1	4.45					
			3.45	15.35				

Drainage

1	1	1	4.00	<u>4.00</u>	Drainage from new WC by hand	m	4.00	75.00	300.00
					Connect to existing drains/manholes	nr	1.00	200.00	200.00

1	1	1	4.00	0.50	2.00	Break up and reinstate pavings/floors etc	m²	2.00	50.00	100.00
---	---	---	------	------	------	---	----	------	-------	--------

Holes through foundation walls etc	Item	1.00	100.00	100.00
------------------------------------	------	------	--------	--------

Repairs

Allow for general repairs and fire upgrading as advised by others	Item	1.00	55000.00	55,000.00
				99,554.52

Allowance for Contractors Preliminaries (site set up, foreman, scaffold, health and safety etc)	15%	14,933.18
		114,487.70

Allowance for Contingencies	10%	11,448.77
-----------------------------	-----	-----------

TOTAL ESTIMATED COST OF BUILDING WORKS FOR GUILDHALL

£ 125,936.47

Based on the following drawings

Le-Page Architects J17.011 AB.01D, AB.02C, AB.03C, AS.01D, AS.02B and AS.03B

Exclusions

Professional and Local authority fees and charges
Cost of archaeologist to oversee excavations, if required
Removal of asbestos , if any found.
Fittings to shop, museum, library, café, TIC and archives and offices
Loose furniture and fittings eg. tables and chairs
External decorations to buildings generally
IT provision for lettable offices
Specialist removals for museum and re-display/reinterpretation in new design
IT installation in the Guildhall
V.A.T.

Assumptions

Existing services to building sufficient for new works i.e electric, water and heating.
Drainage from new facilities can run to drains adjacent to building (not shown on drawings)
Only works included above allowed for

Note

Costs based upon current costs, no allowance for future increases in cost and inflation allowed
Repairs to Taprell House are included in the Edgcumbe House figures

Lostwithiel Filming Potential

Background

Film, television and commercials are the three pillars of the film industry. Of these branches one or another is likely to dominate in different regions and areas. Proximity to production company offices, natural environment and types or age of building are often the drivers behind this. Lostwithiel and the council buildings have the potential to attract all three. However, it is unlikely that there will be very regular interest.

There are two scenarios in which a filming proposal might be received. A location scout or manager might contact the Councilors' having become interested in a specific building exterior or interior. This interest could be specifically aimed at using one or more of the council buildings as a key location for filming. Alternatively, the proposal could come in light of the council buildings being in the background or being captured fleetingly within a scene on, for example, the high street. These alternatives require different levels of involvement and therefore attract very different sums of money. We will assume for the remainder of this report that filming refers to council buildings being used as a key location.

What might the film company find interesting?

It is impossible to accurately predict what a film company might find attractive in a building. The use of locations can be incredibly specific to the script from which the director and location manager work. The ability production companies have to transform locations makes predicting what might be attractive even more difficult. Things often change as filming develops which can make a location that was perfect one day completely inappropriate the next. Time restraints and travel times have their part to play in this process as well. That said, a location will always need some sort of characteristic in order to be chosen for filming. Fortunately, the council buildings have plenty.

- » Guildhall - The Guildhall is an intriguing room. Its stage like area portrays a sense of authority. One could imagine it as a court room or grand offices of a local businessman in a small television period drama
- » Edgecumbe House - The exterior of this building dominates the Fore Street. The imposing exterior helps the building, as a film location, describe power and wealth in an otherwise modest village or town.

A large television drama or film, period and modern, might well find this exterior interesting. The interior tells a rather interesting story of its own and could be used to represent all sorts of things. One impression could be that of a school building or period offices.

- » Taprell House - This location could well be used as a modern-day town or village library by a television programme or small film. Community spaces like this are often featured in films, TV and commercials
- » Incidental spaces - Doorways, arches, corridors and staircases are often important devices in storytelling. These spaces should not be underestimated when thinking about filming. The right room with the wrong door may be unusable. The council buildings have a good range of these incidental spaces which could prove valuable

Logistics of filming

Filming requires equipment and people; those people require what any business might provide its employees. This footprint can vary massively from project to project. The footprint can range from a small van of equipment and five people to hundreds of vehicles and lorries with as many people. The scale of filming likely to be taking place in Lostwithiel is likely to reach its maximum with a big budget period drama television project or similar. One would imagine a footprint of 50 cars, 20 HGV's and around 100 people at an absolute maximum. The council are in a fortunate position to capitalise on these requirements by offering parking and facilities owned and managed by themselves throughout the town. Below are some requirements a film company might typically ask to hire in close proximity to a filming location.

- » Make-up, changing and dining area for cast and extras
- » Dining area with adjacent parking for crew
- » Parking for technical vehicles (trucks) as close to the location as possible
- » Offices for various production departments
- » Storage areas for equipment, especially if there is a construction job to complete prior to filming
- » Toilets
- » •Green Rooms for cast

Potential Income

Cornwall is not a wealthy county and filming location rates in rural areas such as these reflect this. That said, there is good money to be made if and when the opportunity to host a film company presents itself. Filming projects are often scaled in terms of budget. Film and commercials tend to be willing to spend the most on locations, with television tending to be more price sensitive (the BBC especially so). These mediums are split further into small, medium and large budget projects. A large budget project will tend to have a bigger footprint and therefore be able to offer more in terms of payment to the location. One thing to bear in mind and something that is often a problem for film companies is this. Some big filming projects have enough money to not need to negotiate on fees. If the location attempts to enforce that same (above market rate) price on all companies that approach them in the future, the location may be dismissed immediately. It is important for the council to be willing to negotiate on a case by case basis.

As a guide, one could expect to negotiate rates of between £150 - £1000 per day in locations fees for a combination of the council owned filming areas above. On top of that one could expect to charge a reasonable premium for services and facilities provided from the logistical section above.

Something to consider is Recce, Prep, Shoot, Strike and Hold days. A location agreement is usually structured in a way that allows the company to earmark the following types of day.

- » Recce - These are visits to the location which are essential in helping to make sure a location is suitable for filming. Multiple visits are usually needed as the different department heads take turns to plan their work. These days are usually not charged and are excellent opportunities for the Council to gain an in depth understanding of what the final plans might be, and have an influence on them before decisions get made and work begins
- » Prep Day - Days during which the location needs to be transformed in preparation for filming. This could be anything from a major construction job to arranging a small box of props ready for the next morning's filming. These days are usually charged at 50% of a filming day

- » Shoot Day - Any day on which filming takes place is charged at the full rate. This only refers to filming which will be used in the film. Photographing, testing or rehearsing would ordinarily be charged at a lower day rate. Occasionally a half day would need to be negotiated
- » Strike Day - Strike days are those in which the location is returned to its original condition. They are usually charged at around 50% of a filming day. Something to be aware of is that if a film company is running out of strike days, but has obviously not finished the work, a catch 22 can arise. The owner wants the film company to finish the work on time and any overrun can be charged. On the other hand, if the owner penalises the film company too hard they may be incentivised to rush the job of restoring the location to its pre-filming condition. This is a situation which needs to be handled with care.
- » Hold Days - these are days on which the film company does not expect to need the location, but reserves the location anyway in order to make sure no one else books the space in case of a change of plans e.g. inclement weather forces a change in the schedule. These days are usually charged at 50% or less of a filming day.

Next Steps

Take photos - Photographing the location regularly, as changes are made and areas become available is a good idea. A location library, location scout or location manager will do this for you.

A location library - this is a first port of call for most location managers who are hunting for the perfect location in which to film. These library services advertise locations online and help smooth the negotiations for potential filming projects. They take a cut of the fees charged to the film company for their services. See links below:

Shoot Factory - <http://www.shootfactory.co.uk>

Film In Devon - <http://www.filmindevon.com>

Location Works - <https://www.locationworks.com/library/>

Amazing Space - <http://www.amazingspace.co.uk>

A location scout or location manager - These individuals are worth getting to know and reaching out to. Good relationships and making sure they have a full understanding of what is on offer can be valuable. They are the ones who ultimately champion any location by presenting it to the director of the project.

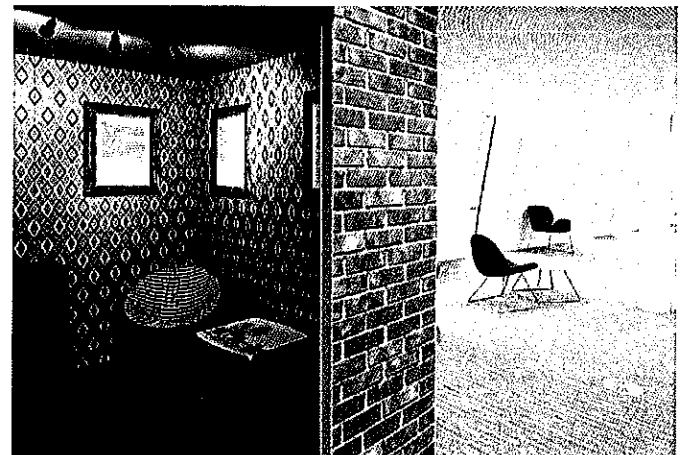
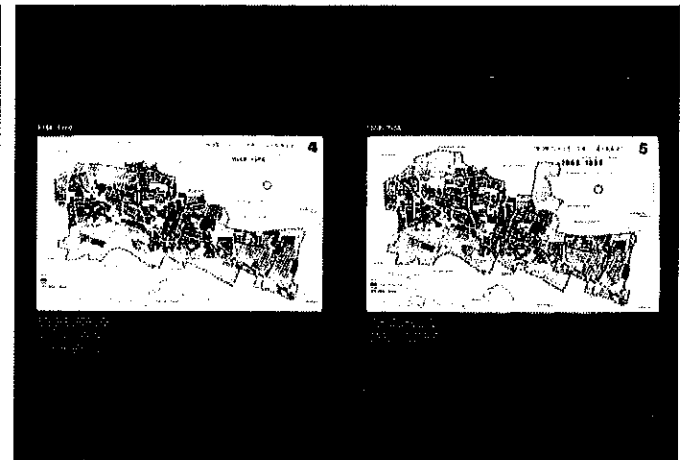
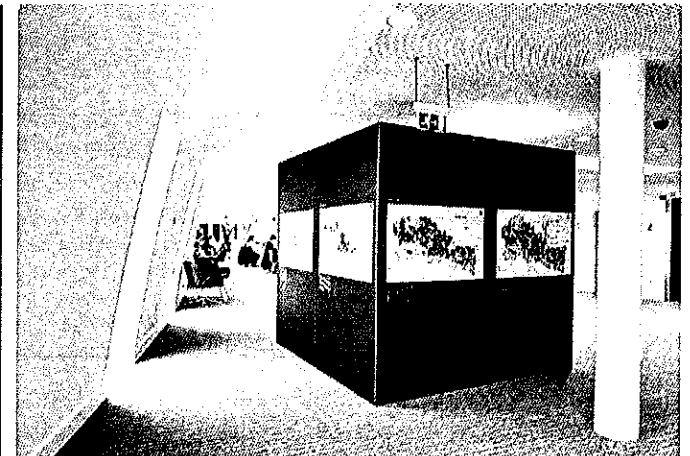
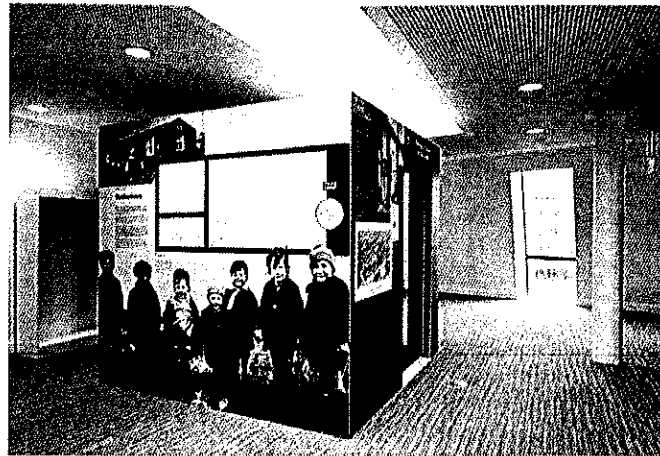
Caveats

- » Filming in Cornwall is not a regular occurrence
- » Lostwithiel is not in the most prime location to capitalise on what filming opportunities there are due to its location within the county
- » Film companies are often looking for something very specific and no matter how helpful one is, sometimes the location just doesn't work (this can become apparently very late in the planning phase)
- » Filming usually requires alterations to be made in order to achieve the right "look". This can involve considerable upheaval for tenants and stakeholders. Making sure the works are absolutely necessary and that there is a strict timeframe set out and adhered to both by tenants and by the film company is helpful.
- » Film companies are almost always looking for value for money and can negotiate very hard. Do not be put off by having to stand your ground on financial matters. They will be led by and compromise with you if the requests are reasonable.
- » Film companies are usually responsible and will look after the location. However, when using a building for filming there will inevitably be some damage from time to time. The bigger the footprint and the longer the filming is going on the more likely that damage becomes. The company should always pay for restoration work if they caused the damage and it was their fault. Photographing every inch of the building before and after filming is an excellent way to back up a claim.

HLP December 2017

Precedent Study

Slough Museum Pods within 'The Curve' a mixed use library and cultural centre



Appendix F Lostwithiel Museum - Questions and Answers

Lostwithiel Museum – Questions and Answers

We support the issues already drawn attention to by John Scott & Keith Southgate. Here are some additional queries / comments to consider.

1. It would be useful to have the measurements of buildings/internal rooms & spaces?

We show the square metre measurement of each space on the plans as existing in section 05.

2. Where are the costings for moving the museum i.e. using a professional/specialist removal company? Moving a museum can't be left to Joe Bloggs & son to do. It's an expensive & specialist job. Consideration needs to be given to the amount of time & resources required to plan & execute this challenging re-location task. Current premises would have to be closed for a considerable time. Overall timing & loss of income from donations will be critical factors. It has been noted that this will need 'considerable investment.'

Agreed but this is excluded from our costings and will be an item for further consideration as the project moves forward to the next stage. We have further clarified this in the list of costings exclusions

3. Where are the costings for museum standard display cases? Apart from requiring additional ones we would also need to replace most of the ones we currently have that do not meet current museum standards. These start at approx. £5000.

As above this is excluded from our costings at this stage but should be looked at in the next stage of the project.

4. Where are the costings for an approved museum standard archive store? The one we have in the Guildhall [but cannot currently access] meets these regulations & was funded via HLF grant.

This is excluded at this stage. The space still be defined and will be address as the project moves forward.

5. Where are the costings for some paid professional museum personnel? We do not believe that it is possible to execute & sustain this 'new concept' by relying solely on volunteers. It is our view that this project requires [at the very least] a f/t Director & Curator. We keep records of the hours given by volunteers so we are well aware of how demanding & time-consuming it is to run a museum. The 'new concept' will demand additional responsibilities, management skills, knowledge & experience. The report uses the word 'staff' in relation to the museum. This implies that they are 'employed' which opens up the nuances of employment law, etc;

As above this is a valid observation but is excluded from our costings at this stage and should be looked at in the next stage of the project as it moves forward.

6. The 'new concept' will require regular cleaning & general maintenance staff. Have they been costed? Who will manage them?

Agreed that this is part of the ongoing running costs and is a management issue for agreement. It is envisaged that general cleaning will be managed by the new team in whatever form that takes and that the museum will specify carefully where general cleaning stops and museum level care of artefacts takes over. The detail of this is impossible to specify at this early stage beyond general allowances.

7. Retention of museum volunteers during the transition / re-location period will be very difficult to achieve. Lostwithiel is currently undergoing problems [not uncommon elsewhere] in attracting & retaining volunteers. There is already an overwhelming expectation that volunteers can 'run everything.' Competition for volunteers within the local community is fierce. Amongst others, U3A, the library & the Community Centre will be serious contenders.

This must be right, although the reinvigorated museum may attract a new intake in its own right.

8. A very different governance model to the one that currently exists for the museum will be required to reflect this overall 'new concept.'

Agreed

9. Security, conservation & supervision of displays / artefacts are potentially concerning issues. Hand-on exhibits [especially when scattered throughout buildings] require additional 'looking after.'

This is true and is understood. It will take special care to see how to achieve the new form of display whilst keeping the exhibits safe.

10. Loading levels must be considered. Museum display cases & contents are very heavy. It has been noted that the placing of the Fire Engine [an important / vital exhibit] needs further exploration. Edgcumbe House was built as a family home so floors will need to be reinforced for overall health & safety reasons. What will this cost?

Agreed, though it is not planned to use the 1st or 2nd floor of Edgcumbe House in this way.

11. There is reference to the museum being in a [good?] position to access specialist grant funding. The amount of funding required to execute & sustain this 'new concept' will be considerable. Match funding is often required & this could be an obstacle for a small museum with limited funds. Access to the major grant-funding bodies will largely be reliant on our ability to retain our 'Fully Accredited' status. This is now in jeopardy owing to lack of due care & attention of the archive store, a situation not of our making & currently beyond our control.

Suggested space is shown in room EH/FF/04 – shown as possible rented archive space for museum.

12. Is the 'new concept' a Museum, a Heritage Centre or a Cultural Centre / Hub? In its present guise the museum has a distinct identity/a dedicated purpose. Will scattering display cases throughout buildings compromise its current identity? Will an 'Interpretation' exercise be sufficient to avoid this?

Exactly how the museum is seen in the future very much depends on the quality of the next stage of work. This is only a pre-feasibility study, so there a great deal to do as follow up which should include a close look at how the museum is reinterpreted in the new model.

13. Whilst the current museum premises are cramped, cold, dark, damp & dingy with crumbling walls & no domestic facilities they [with their intrinsic history] have created the right atmosphere / 'quirky' environment for a Museum. The letter from Historic England notes that 'The jail cell is a particularly significant feature.....' & that the introduction of a new opening [to create a WC] 'could significantly alter that experience.....' The jail 'story' really resonates with visitors. What a loss this would be to the integrity of the building & its past if the space was resigned to some commercial activity [or homework club] with the possibility of a short shelf life? Having said that we recognise that some obvious updating would enhance the building.

It is hoped that in the jail space will remain accessible to visitors. It is simply a question of getting income from this space at the same time. In that respect we agree that the jail should remain accessible. The idea of trying to insert a wc is at an early stage. The lack of facilities makes this space hard to use at a practical level and the idea of adding a wc is an idea only, but one which HE feels should be explored further.

14. An alternative possible long-term proposition is to leave the mainstay of the museum [with its enviable 'Award winning Window on the High Street' which we already take full advantage of] where it is on the ground floor of the Guildhall but with additional access to facilities in Edgcumbe House e.g. office / archive store, research/ref section, workshop/meeting space/exhibition space. Moving the research/ref section to Edgcumbe House would enable us to extend & improve the Steward's area, something we have wanted to do for years.

This will come down to economics and the business case for doing so given that the current format is not sustainable. If a way could be found to achieve this and cover the costs then this would be most welcome.

15. The bottom line is the overall cost of this 'new concept' & whether all the components can be sustained long-term. We recognise that the museum has the potential to be a major player in this 'new concept.' It is central to the heritage theme which is Lostwithiel's unique selling point. The 'new concept' is a potentially exciting proposition but it must be achievable, realistic & sustainable.

The next stages of development should be geared towards establishing this.

Le Page Architects

Plumer House
Tallyour Road
Crownhill
Plymouth
PL6 5DH

T +44 (0)1752 849 880
T +44 (0)1752 840 868

enquiries@lepagearchitects.com