

# 5.0 ACCESS APPRAISAL

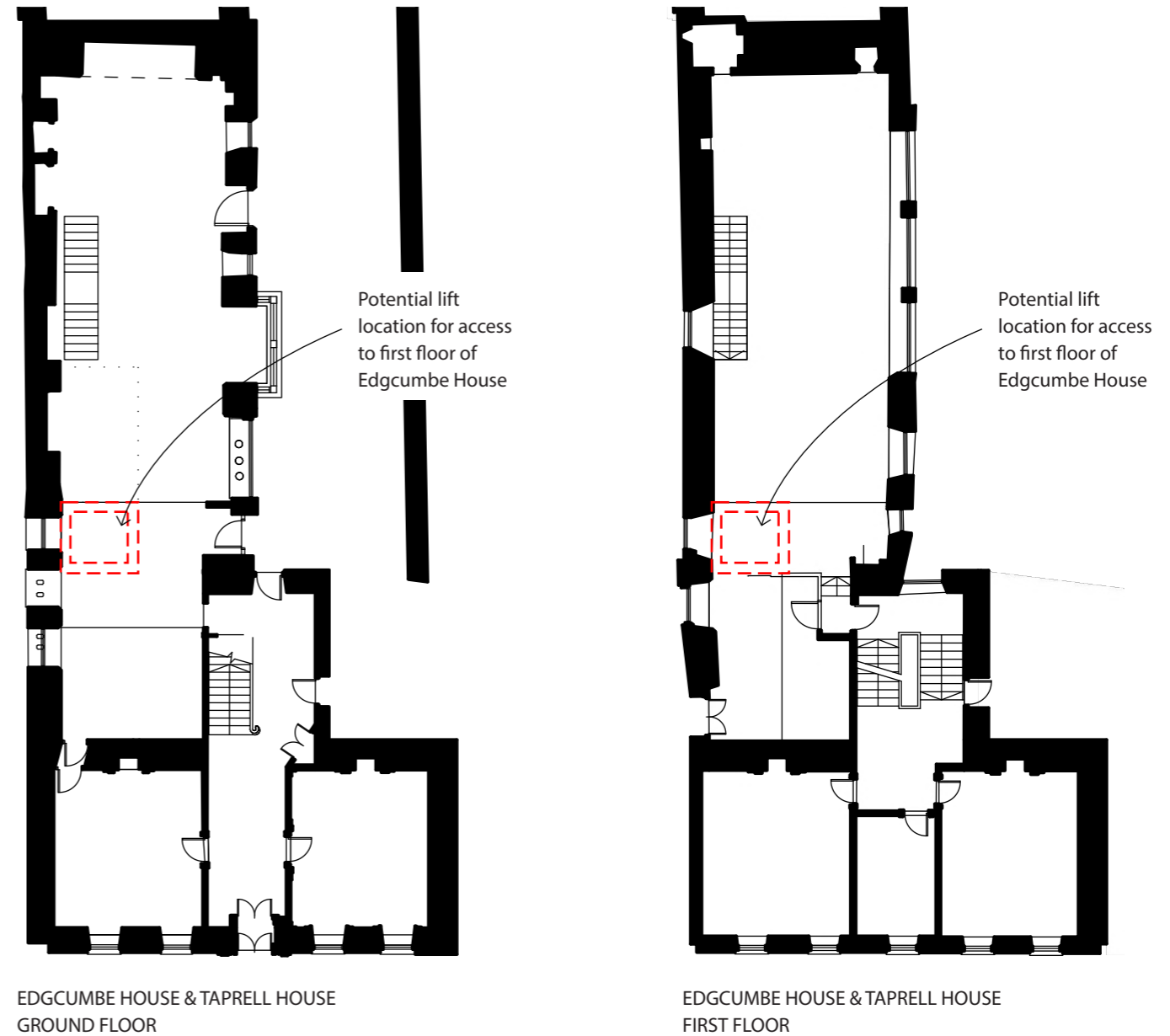
## 5.1 POTENTIAL LIFT ACCESS

Currently the upper floors of Taprell House and Edgcumbe House are not accessible.

Adding lift access to the Guildhall would be challenging, however on review of the buildings, there is potential opportunity to install a lift at south end of Taprell House to serve functions at first floor level in Taprell and Edgcumbe. This would help achieve aspirations to open up the buildings to a wider audience.

The second floor of Edgcumbe House would remain accessible only via the staircase.

The lift footprint impacts BOH space, but this area could be gained back through a potential infill extension in Taprell House yard.



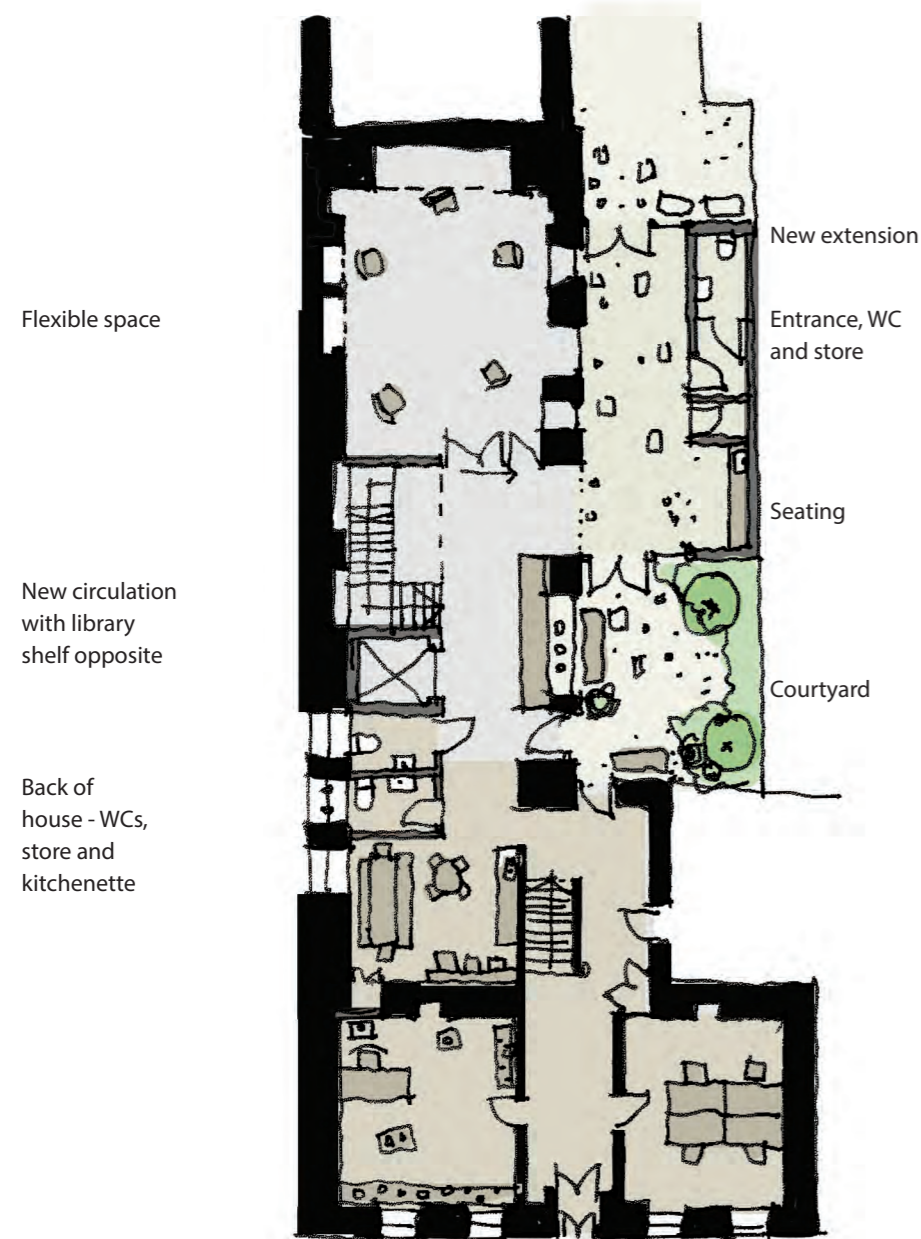
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Drawings based on legacy information. Measured survey required. All areas approximate only.

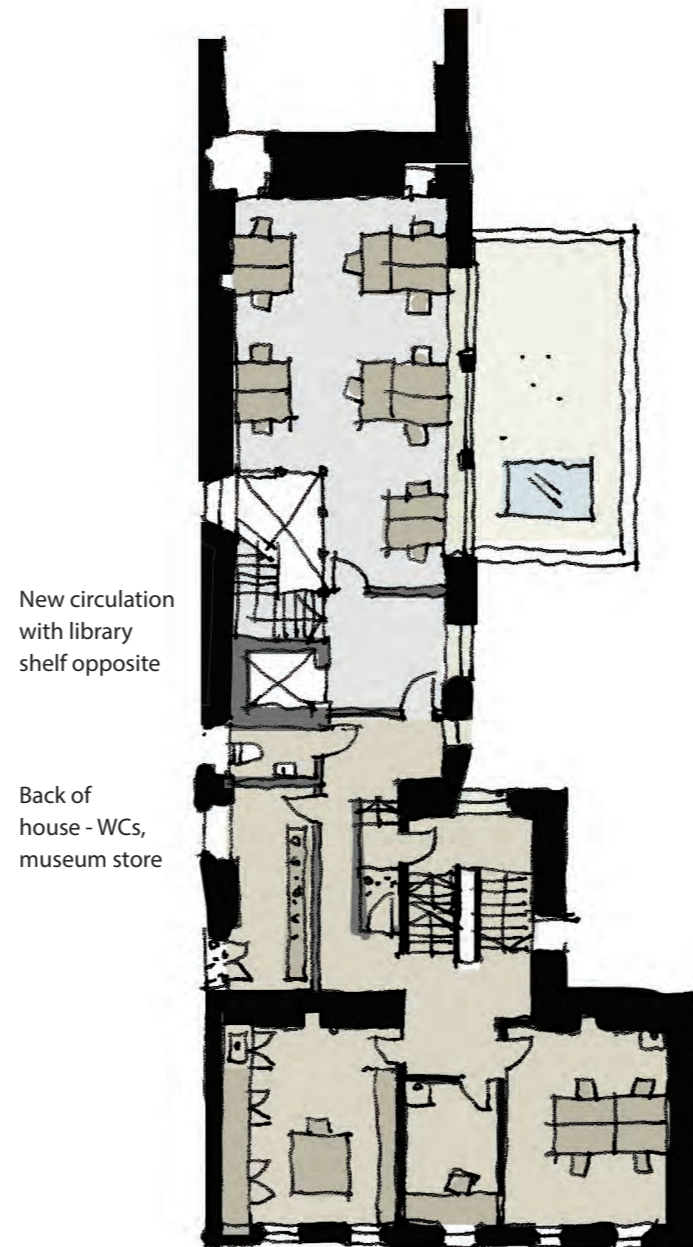
# 6.0 PREFERRED OPTION- Option 3

## 6.1 OPTION 3 - CREATIVE WORKSPACE w/ Craft retail unit



Craft retail      Mayor's Parlour  
Council office

EDGCUMBE HOUSE & TAPRELL HOUSE  
GROUND FLOOR



3no creative  
workspaces

EDGCUMBE HOUSE & TAPRELL HOUSE  
FIRST FLOOR



3no creative  
workspaces

EDGCUMBE HOUSE & TAPRELL HOUSE  
SECOND FLOOR

### Proposed Works to Taprell House and Edgumbe House:

#### Building Upgrades and Accessibility

- Thermal insulation, secondary glazing, and heating system improvements.
- Platform lift in Taprell House for first-floor access.
- Mezzanine removal for open-plan layout.

#### New Uses and Space Reconfiguration

- Taprell House (Ground Floor): Flexible space for workshops, meetings, and events.
- Taprell House (First Floor): Co-working and hot-desking area.
- Edgumbe House: Craft retail unit at Fore Street frontage.
- Six creative studios for artists and small businesses.

#### External Works and Extensions

- Infill extension for storage, WCs, and teapoint.
- Courtyard landscaping for better accessibility.

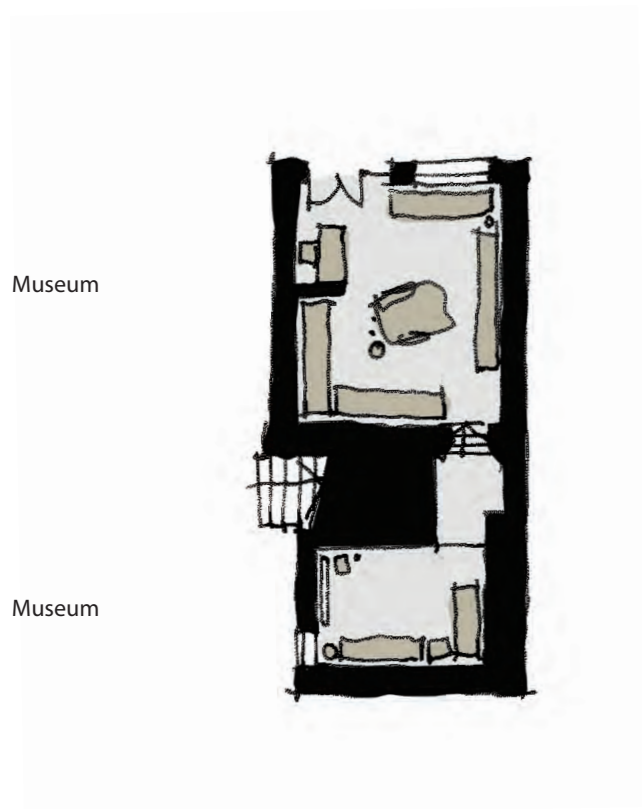


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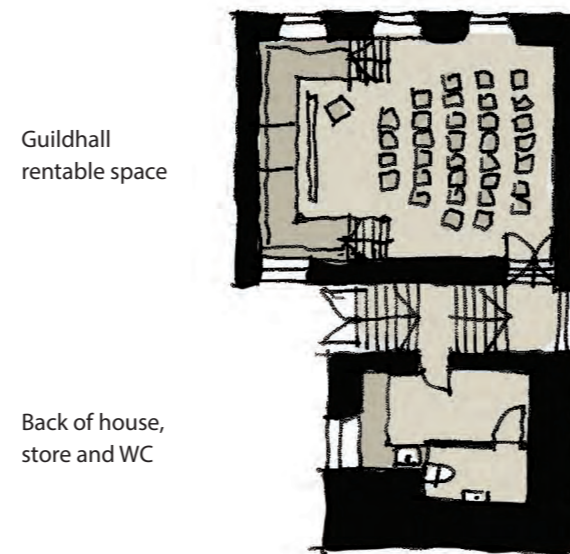
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# 6.0 PREFERRED OPTION- Option 3

## 6.1 OPTION 3 - CREATIVE WORKSPACE w/ Craft retail unit



GUILDHALL  
GROUND FLOOR



GUILDHALL  
FIRST FLOOR

### Proposed Works to Museum and Guildhall

#### Heritage Preservation and Museum Enhancements

- The Lostwithiel Museum remains in its current location within the Guildhall.
- Museum storage and archiving facilities relocated to Edgcombe House, improving long-term preservation and operational efficiency.
- Minor upgrades to museum display cases to enhance visitor experience.

#### Guildhall Improvements

- External renovations to address issues such as damp, thermal bridging, and heat loss while preserving the historic fabric.
- Service upgrades including improved heating and ventilation systems to ensure long-term sustainability.



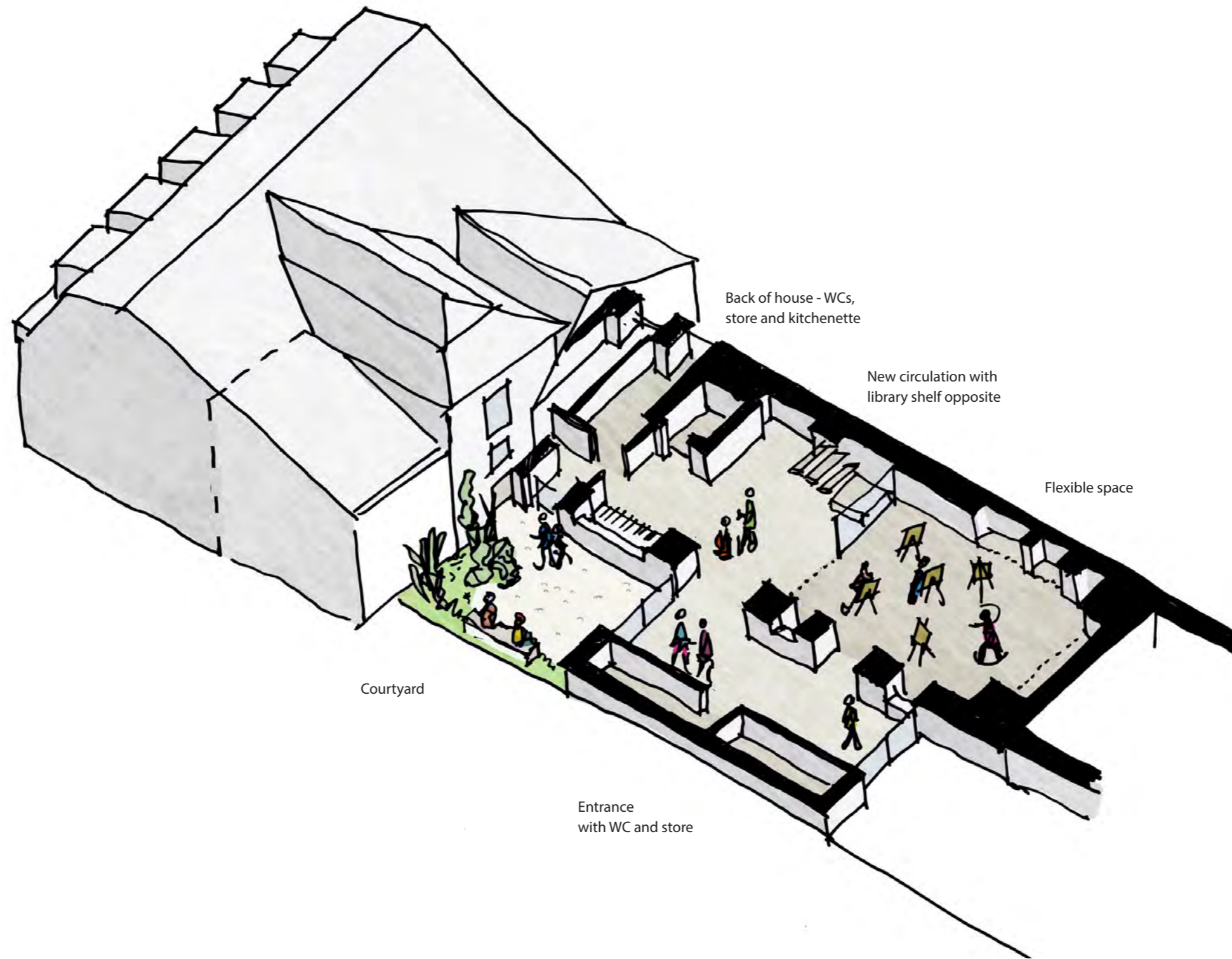
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# 6.0 PREFERRED OPTION- Option 3

6.1 OPTION 3 - CREATIVE WORKSPACE  
w/ Craft retail unit



# 6.0 PREFERRED OPTION- Option 3

6.1 OPTION 3 - CREATIVE WORKSPACE  
w/ Craft retail unit



View looking towards new entrance



Cut-away view showing new entrance extension



# 7.0 HERITAGE IMPACT ASSESSMENT

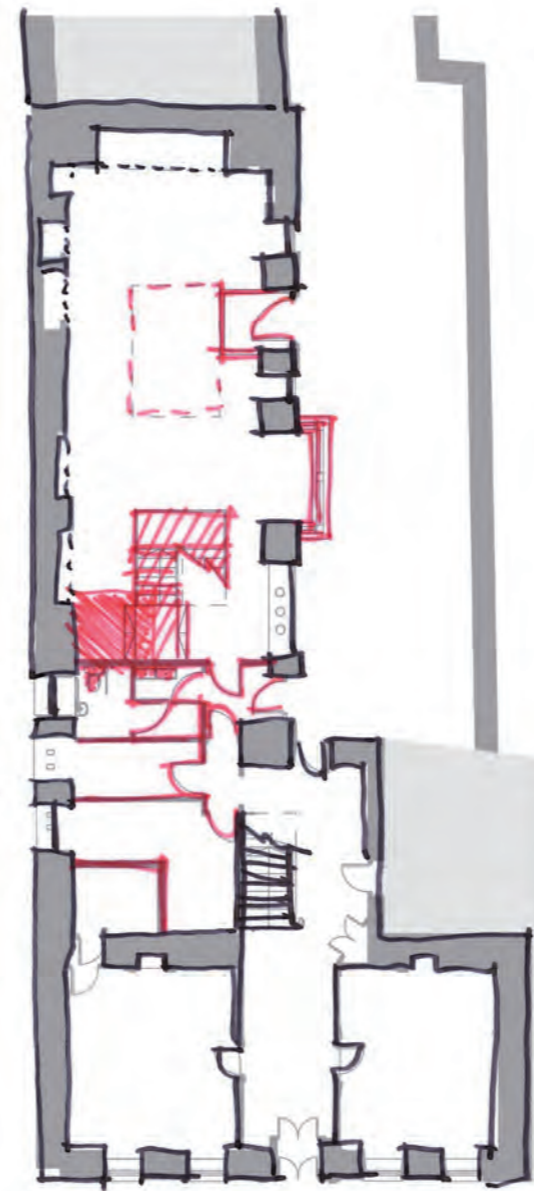
## 7.1 HERITAGE IMPACT ASSESSMENT

As part of this feasibility study we have carried out a high level heritage impact assessment.

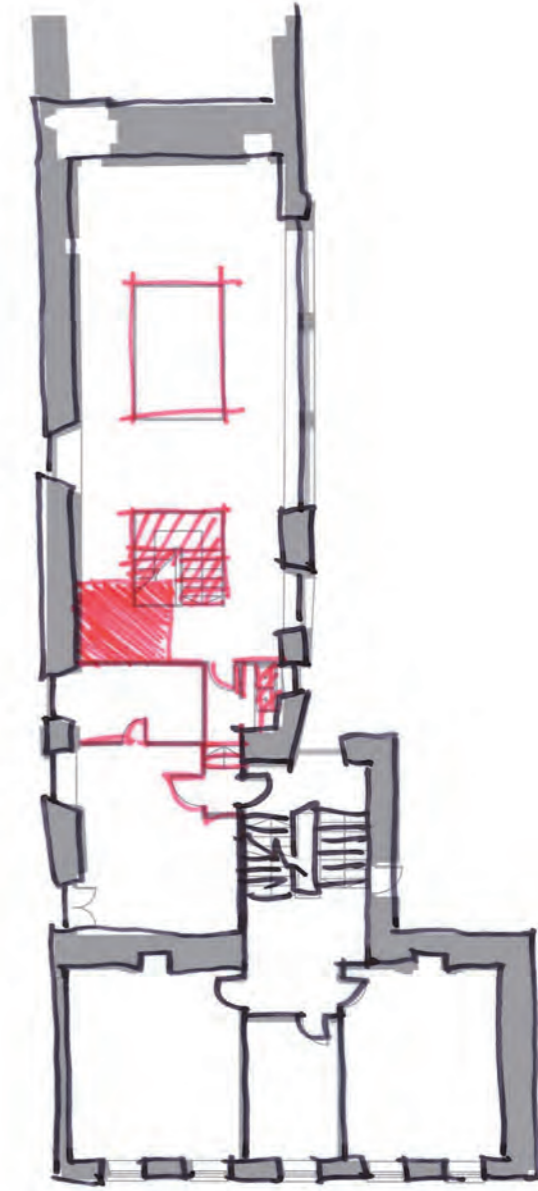
This assessment is based on the observations made during site visits and a review of the proposed preferred option.

The level of impact takes into account the significance of the heritage assets affected and the surrounding buildings, spaces and views in order to weigh this against the level of change.

The diagrams opposite demonstrate the areas of demolition within Edgcumbe House and Taprell House, which have been kept to a minimum, and focussed around areas or building aspects that have previously been altered or changed.



EDGCUMBE HOUSE & TAPRELL HOUSE  
GROUND FLOOR



EDGCUMBE HOUSE & TAPRELL HOUSE  
FIRST FLOOR

# 7.0 HERITAGE IMPACT ASSESSMENT

## Museum and Guildhall

The proposed interventions for the Museum and Guildhall are light-touch and thoughtfully planned. The main works will involve external upgrades to address issues such as damp, thermal bridging and heat loss. These interventions aim to preserve and enhance the building's heritage while introducing modern, sensitive upgrades that improve the internal environment, air quality, and energy efficiency. The goal is to bring a sustainable future to the operation of these buildings while ensuring minimal disruption to their historic value. The heritage impact of the proposals for the Museum and Guildhall is considered to be low.

## Edgumbe House

The proposed works at Edgumbe House largely focus on internal renovation, restoration, and modern upgrades. This includes the potential use of thermal lime plaster on the internal faces of the external walls to enhance thermal performance and reduce heat loss. Upgrades to the building's services and the addition of sinks on the upper floors will be carefully designed to minimise harm to the building's historic fabric. The overall heritage impact of the proposed interventions at Edgumbe House is considered to be low.

## Taprell House

The preferred option for Taprell House involves significant changes to both the internal layout and the external courtyard. As the design develops, it will be crucial to carry out detailed historical research to better understand the building's evolution, from its original layout and fabric to the more recent modern interventions.

Certain modern alterations within Taprell House, such as the current staircase, balcony, and adjacent toilets, are considered detrimental to the building's significance. The proposal includes removal of some of these elements, such as the entrance lobby and staircase.

The southern end of Taprell House has undergone more extensive changes over the years and holds lower historical significance compared to the northern end, where original details, openings, and materials are more visible. The design focuses on making changes in the lower-significance areas, particularly the southern end, where modern internal walls are proposed for removal to reorganise the toilets and create improved staff and visitor facilities, supporting the new proposed use.

The proposed courtyard extension will introduce some harm to the building, which will be more thoroughly assessed during the next stage of design.

A robust evaluation will be undertaken to weigh the harm against the positive benefits that the extension will bring. Including the extension within Option 3 allows for more efficient use of space within Taprell House, by removing some of the back-of-house and entrance areas out of the main building, thus opening it up for more efficient space usage and retention of large open-plan areas within the main building.

The installation of a platform lift within Taprell House, which was supported by Historic England during initial consultations, is considered an appropriate modern intervention.



Current entrance into Taprell House



# 8.0 CONSULTATION

## 8.1 STAKEHOLDER CONSULTATION - held 22 October 2024

Poynton Bradbury Architects chaired a round table discussion in Taprell House attended by:

- A representative from Cornwall Council Library, Leisure and Culture Service
- Representatives from Lostwithiel Museum
- Representatives from Town Team
- Representatives from Lostwithiel Town Council

During the conversation we discussed the findings of the Hayhurst & Co report and each stakeholder's ambitions for future development of the buildings. A questionnaire was completed by all attendants.

The questionnaire contained the following questions:

- What would you like to see in any future development of the properties?
- For you - what works well with the buildings at present?
- For you - what requires improvement within the buildings at present?
- What three priorities do you see this project needs to meet?
- How would you measure the success of this project?
- Are you aware of the Hayhurst feasibility study?
- What feedback and comments do you have on this report?
- Are there any relevant changes the design team should be aware of since this report was produced?

A summary of the feedback from the session is below:

- There is a strong desire by all to restore and reopen these significant heritage buildings for the use of the whole community as well as visiting tourists
- The town has a unique history, culture and community which should be celebrated through the project
- New development should complement existing offer in the

town and avoid competition with other businesses

- The Museum suits its location and benefits from the footfall of Fore Street
- There is a concern over proposed use of Edgcumbe House for holiday let / Air BnB
- Certain artefacts would be difficult to relocate from Museum
- Museum serves as informal Tourist Information service for the town
- Retaining a library service in Lostwithiel is important. It provides a warm welcoming space to all ages, as well as valuable IT and printing facilities.
- The Library service is open to alternative models such as Par Track and Liskeard Library
- Parking is an issue in the centre of town
- Taprell House could be used for events such as wedding receptions to support Guildhall functions
- Ensure that this current study creates real progress towards developing the buildings
- Improve accessibility to buildings
- Engage the community in the future of the buildings
- Consider the buildings as a group, rather than separate entities. They create a gateway to the heart of the historic town
- Proposals need to be financially viable and demonstrate longevity
- Access needs to be improved to the Guildhall
- Efficiency and thermal performance needs to be improved throughout the three buildings



Set up for Stakeholder Consultation event



# 8.0 CONSULTATION

## 8.2 PUBLIC CONSULTATION EVENT - 12 December 2024

A public consultation event was held in the Mayors Parlour in Edgcumbe House on 12th December from 5-8pm. It was timed to coincide with the Dickensian Evening - Late Night Shopping event.

A poster for the event was advertised on the Town Council website and a poster was distributed. The presentation boards were also sent to Lostwithiel Business Group, Lostwithiel Library, Lostwithiel Museum and Lostwithiel Town Team in advance of the event.

The event was hosted by Sandra Harris (Town Clerk), Karin Henderson (Town Mayor) and Laura Highton (Poynton Bradbury Architects)

Attendance: 110 people

Options 1A, 1B, 2A & 2B were presented on boards. 10 formal feedback forms were completed on the evening, with much of the response verbal.

Detailed feedback can be found in the Appendix, a summary of the from the event is below:

- Positive feedback on lift
- Positive feedback on bringing building back into use
- Negative feedback on relocation of the library service
- Strong opinion museum should remain in existing location
- Need and interest for additional co-working spaces in the town
- Support for connection to the local creative and arts community
- Need for development to complement, rather than compete with, services and businesses in the town

## 8.3 COUNCILLORS RESPONSE TO PUBLIC CONSULTATION - 17 December 2024

The Town Council provided feedback following the engagement event which is summarised below:

- Library - Council Members are focussed on the financial sustainability of the project. Whilst views were expressed at the consultation event that it was important to keep the library unfortunately this is not reflected in library usage figures. So on balance Councillors would like you to take the project forward as drafted and not make provision for a library.
- Lift - Councillors liked the lift and the majority of Councillors present at the meeting considered that the Museum should stay in its current location.
- Business rental space – Councillors discussed and wished to put forward, given the preference for the Museum to stay in situ, the suggestion that perhaps Taprell House could be split into two separate areas with the ground floor possibly providing an Arts & Crafts retail centre and the first floor business rental spaces? The rationale was to try to increase income and the hope that this income could help to subsidise the rest of the buildings.
- Council Members suggested an additional, face to face, stakeholder consultation event before the report is concluded.

The feedback from the public event and the Town council led to the development of the final, preferred option 3.



Public consultation boards set up in the Mayors Parlour



Poster for the public engagement event

# 8.0 CONSULTATION

## 8.4 STAKEHOLDER ENGAGEMENT - 21 January 2025

7no attendees from the Local Business Group and the Museum Board.

The preferred option was presented and the following feedback was noted.

- Loss of Library: Regarded as a significant loss for the town and local community, as the library facility is no longer available.
- Town Councillors' Office: Discussion on the location of the office.
- First Floor of Taprell House: General support to retain this floor as open-plan, with a new staircase design. Desire for the floor to be used as an exhibition space.
- Museum Feedback: Museum requires storage and archiving space, along with desk and workspace. The museum may potentially use the wider facility for desk space.
- Current plans include a store area, which the museum has been using off the stairs of the Guildhall, until December 2024.
- Co-working Demand: Queries about the demand for co-working spaces and the target user group.
- Creative Hub Aspiration: Support for the aspiration for the building to serve as a creative hub, focusing on the arts, but with flexibility for future tenants and users so this does not limit potential building users.
- Guildhall Use: Discussions regarding potential uses for the Guildhall, but specific ideas not mentioned.
- Co-working Market Test: LTC plans to market test the idea of co-working by using a single room in Edgcumbe House as a short-term test to gauge interest and income potential.
- Practical Requirements: Discussions around necessary kitchen facilities, WC numbers, and other practical needs for the space.

## 8.5 COUNCILLOR MEETING - 21 January 2025

The preferred option was presented and the following feedback was noted.

Cost Plan: Discussion and review of the cost plan

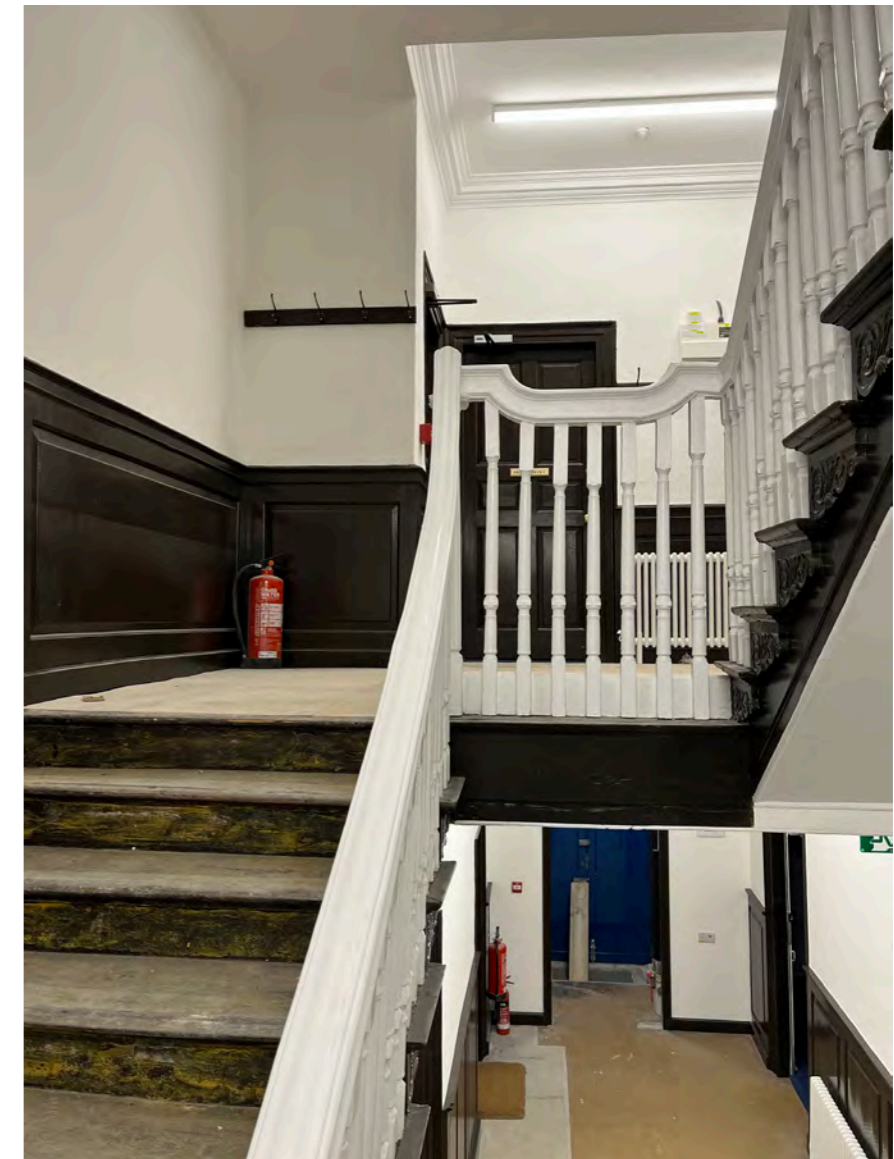
Profit and Loss Breakdown: Query over breakdowns was discussed

Query Regarding Match Funding: Match funding for NLHF Enterprise grant is based on a conservation deficit. The match funding requirement is the remaining budget between the deficit and the capital costs.

Discussion around Business Case Structure: The business case will follow the Five Case Model - Strategic, Economic, Commercial, Financial, and Management cases.

Extension and Rights of Light: The proposed extension's position and height do not breach legal rights to light, but further discussions with the neighbour will be necessary in future stages if the extension proceeds.

The building could operate within the extension, as an alternative design. However this would require a compromise to the internal operational areas.



Internal staircase within Edgcumbe House



# 8.0 CONSULTATION

## 8.6 HISTORIC ENGLAND CONSULTATION - 22 January 2025

### Guildhall and Museum Proposals:

Historic England supports the proposals for the Guildhall and Museum and has no specific comments. As the building is Grade II listed, Historic England will not be consulted further on these proposals.

### Edgcumbe House Works:

The works to Edgcumbe House are expected to be relatively straightforward to navigate with Historic England's involvement. However, ongoing consultation is advised to ensure compliance with heritage requirements.

### Taprell House Works:

Concerns exist regarding the proposed works to Taprell House. Further detailed exploration and assessment will be needed to determine the impact of the works and to ensure that any potential harm is minimised.

### Orientation and Impact of the Proposed Extension to Taprell House:

Historic England notes that Taprell House is oriented to the east, where the proposed extension will be located. A detailed Heritage Impact Assessment (HIA) will be essential to assess and evidence any potential harm caused by the extension.

### Transition Between Edgcumbe House and Taprell House:

The architectural and historical distinction between Edgcumbe House and Taprell House is significant. Careful consideration should be given to how the transition between the two buildings is designed to reflect their separate styles and histories. This will need to be addressed clearly in the design proposals.

### Use of Historic Plans:

Historic plans of Edgcumbe House and Taprell House will be used at the next stages of the project to better understand the historical development of the buildings. These plans will help inform and add more detail to the design scheme, allowing for a more thorough exploration of the preferred option. This research will also assist in testing the proposed changes in greater detail, ensuring that the development aligns with the buildings' historical context and significance.

### Lift Installation:

The installation of a lift is seen as beneficial and should be resolvable in consultation with Historic England, subject to further design considerations and compliance with heritage requirements.

### Funding Considerations:

Historic England is directly involved in funding conversations with the National Lottery and the Architectural Heritage Fund. Historic England should be notified when an application for funding is being made to ensure appropriate guidance and support.

### Ongoing Consultation:

Ongoing dialogue with Historic England is encouraged as the project progresses. It is important to treat this meeting as an initial "setup" stage, with further consultations planned as the project evolves.

A joint site visit with Vic Robinson, the County Conservation Officer, is recommended. This visit would be followed by a formal letter of advice from Historic England, which will be free of charge.

Any advice beyond the site visit, will be chargeable, so it is important to gather and present as much information as possible in advance of the next arranged meeting.

### Heritage Statement:

A well-written and robust Heritage Statement will be crucial for the success of the project and the next stages. Historic England stresses the importance of ensuring that the Heritage Statement clearly outlines the significance of the buildings and any potential impacts of the proposed works.

# 9.0 FINANCE AND BUSINESS PLAN

## 9.1 COST APPRAISAL AND SUMMARY

The cost appraisal has been completed by Appleyard & Trew to test the estimated construction value for each option.

In summary the figures are:

- Option 1a: Creative Arts Centre**
  - Total cost: £1.32 million (including inflation).
  - This option primarily focuses on developing creative spaces such as workshops and studios. Significant costs are associated with remodelling interiors, secondary glazing, plastering and other structural upgrades.
- Option 1b: Creative Arts Centre with Flexible Performance Space**
  - Total cost: £1.61 million (including inflation).
  - Adds performance spaces to the straight-forward arts centre design. The higher cost reflects the inclusion of a new-build extension to the rear.
- Option 2a: Heritage and Arts Centre**
  - Total cost: £1.43 million (including inflation).
  - Combines heritage preservation with creative spaces, such as museum areas and workshops. This option includes additional features like a platform lift and upgraded plumbing in the Guildhall.
- Option 2b: Heritage and Arts Centre with Flexible Performance Space**
  - Total cost: £1.68 million (including inflation).
  - Combines heritage preservation with creative spaces.
  - Adds performance space to the straight-forward heritage and arts centre design. The higher cost reflects inclusion of a new-build extension to the rear.

- Option 3: Creative Workspace**
  - Total cost: circa. £1.64 million (including inflation)
  - Combines individual creative studio spaces with an open plan co-working space. It also provides a versatile space in the ground floor of Taprell House for meetings, events, workshops, and private hire. This option includes a platform lift.

All options include a 10% general risk provision and factor in inflationary adjustments based on market indices. Costs exclude professional fees, VAT, land costs, and other development costs. The listed status of the buildings imposes additional cost pressures, particularly in material selection and structural modifications.

### General Commentary on the Cost Approach

For all options, the basis of cost estimation relies on high-level rates per square meter for various types of space (office, museum, workshop, etc.), derived from available cost data from the Building Cost Information Service (BCIS).

The estimates also account for the listed status of the buildings, which imposes additional cost considerations, such as the need for specific materials (e.g., thermal lime plaster) and structural preservation. This creates additional cost pressures on both the material palette and the construction process.

The report highlights several cost risks associated with the project. These include rising costs due to inflation, market conditions that may reduce competition among contractors, and the additional challenges of working on listed buildings, which may result in unanticipated costs related to preserving or enhancing the heritage features.

The inflationary adjustments are critical, as construction inflation in recent years has been unstable due to geopolitical events, and these estimates are based on current market conditions but are expected to be revised as the project progresses.

Overall, the five options represent varying degrees of complexity and cost, with Option 1B, 2B and 3 being the most expensive due to the inclusion of a new entrance and building extension.

### Inclusions within the Cost Estimate

The following list of works was discussed and agreed for inclusion within the costing exercise.

For all options:

- Allow for some external works to the courtyard to rear of Edgcumbe House / adjacent to Taprell House
  - Option 1B, 2B and 3 have smaller courtyard due to new infill extension
- Internal works to guildhall, include FF and GF to remediate damp, including improved heating systems and damp proofing works
- Option to include for building fabric upgrades for all
  - Secondary glazing throughout Edgcumbe and Taprell House. Probably not in Guildhall from heritage impact perspective.
  - Allow for insulation added to underside of roofs – all.
  - Wall finishes - strip existing and replace external walls with thermal lime plaster throughout
- Taprell House – strip out and replace existing stair, infill / adapt first floor, allow for new staircase
- Assume partitions are taken out and replaced with WC/store sub-division in area to back of Taprell House (current WC area) at GF and FF levels.



# 9.0 FINANCE AND BUSINESS PLAN

## 9.1 COST APPRAISAL AND SUMMARY CONTINUED

6. Assume strip out and replace M&E to Taprell House, Guildhall and museum. Assume upgrade to M&E within Edgcumbe House (which has had recent investment).

For Options 1a, 1b & 3

1. Allowance for minor upgrades to museum cases

For Options 1b, 2b & 3 –

1. Contemporary infill extension with flat roof and full height structural glazing to both elevations

For Option 2a –

1. Allow for new/upgraded plumbing to GF of guildhall, WC added under stair (similar to Le Page Architects report, extract below)
2. Allowance for new museum cases within this option / or upgrade to existing

For Options 2a, 2b & 3 –

1. Allow for fully enclosed platform lift.

## 4.00 COST COMMENTARY

4.01 The estimated construction costs as calculated on the summary sheet and measured in the detailed breakdown are as follows.

Option 1a - Creative Arts Centre	£1,318,228.05
Option 1b - Creative Arts Centre w/ Performance Space	£1,611,587.34
Option 2a - Heritage and Arts Centre	£1,434,671.59
Option 2b - Heritage and Arts Centre w/ Performance Space	£1,676,367.50
Option 3 - Creative Workspace w/ Craft Retail Unit	£1,635,297.20

These costs exclude Professional Fees, VAT and any other development costs as listed in Section 3 above.

A combined allowance of **10%** the value of the 'Base Cost Estimate' is included as a general risk provision (As per F1, F2, F3 and F4 within the Main Summary) together with inflationary adjustments in line with BCIS indices (Tender Price Index and General Build Cost Index as per G1 and G2 within the Main Summary).

4.02 F1, F2, F3 and F4 set out the risk provision contained within this document. F1 includes for Design Development risks up to Tender Stage (2.5%). F2 includes for construction stage risks e.g. unforeseen works/variations arising (2.5%). Further 2.5% allowances are also ringfenced for both 'Employer Change' and 'Employer Other' risks as defined under the RICS New Rules of Measurement at F3 and F4 respectively.

Extract from 'Lostwithiel - Optioneering - Order of Cost Estimate Rev D - 27.01.25' by Appleyard & Trew LLP, Jan 2025

# 9.0 FINANCE AND BUSINESS PLAN

## 9.2 PROFIT AND LOSS FIGURES

A high level profit and loss assessment was used to review the options and understand their potential income generation vs the running costs, which gives a broad understanding of project viability.

This was useful when selecting the preferred option to take forward for the next project stage.

A summary of the costs includes:

- Staffing & Administration: Management wages, bookkeeping, advertising, IT maintenance, and bank charges.
- Utilities: Light, heat, water, sewage, telephone, broadband, and WiFi.
- Maintenance: Cleaning, repairs, commercial waste, and fire alarm/extinguisher testing.
- Compliance & Insurance: Health & safety, public liability, and building insurance.
- Other Costs: Business rates, sundry expenses, and contingency fund.

A summary of the income generation includes:

- Event Spaces: Hire out ground floor and mezzanine level in Taprell House.
- Studio Rentals: Larger and smaller studio spaces for hire to artists or commercial entities
- Retail Space: (Options 2a and 2b) that move the museum have the potential to generate a greater income from the ground floor of the Guildhall
- Retail Space: (Option 3) includes retail space in ground floor of Edgcumbe House
- Co-working: (Option 3) includes co-working offer in first floor of Taprell House

The figures are calculated on a 'baseline' and a 'target' year.

The 'baseline' considers initial set up and establishing the new building uses after the development project is completed. It is anticipated that the site would operate at this level around the end of year 1.

The 'target' figures are based around the anticipated long-term operation and the balance of needs/ demand vs ongoing costs. It is anticipated that the site would operate at this level around the end of year 2.

The summary table demonstrates baseline and target figures for each option.

Option 3 was developed in response to feedback from the public engagement event on the 12th December.

From this financial assessment, Option 3 is shown to have the highest overall profit and therefore demonstrates the best option in terms of long term revenue and financial stability.

### Operating Surplus/Deficit Summary for Various Options

	Baseline			Target		
	Income	Costs	Profit/Loss	Income	Costs	Profit/Loss
<b>Latest Option 1a</b>	£19,493	£31,074	<b>-£11,581</b>	£31,893	£31,699	<b>£194</b>
<b>Latest Option 1b</b>	£21,317	£31,543	<b>-£10,226</b>	£35,801	£32,324	<b>£3,477</b>
<b>Latest Option 2a</b>	£21,525	£31,074	<b>-£9,549</b>	£34,602	£31,699	<b>£2,903</b>
<b>Latest Option 2b</b>	£23,349	£31,543	<b>-£8,194</b>	£38,510	£32,324	<b>£6,186</b>
<b>Latest Option 3</b>	£41,122	£32,627	<b>£8,495</b>	£61,568	£33,408	<b>£28,160</b>



# 10.0 POTENTIAL FUNDING

## 10.1 MEETING HELD WITH CORNWALL COUNCIL

Meeting held on 08.01.25.

Attendance:

Tamsin Daniel -	Cornwall Council Protected & Historic Landscapes Manager
Andrew Richards -	Cornwall Council Historic Environment Lead
Len Smith -	Business Consultant
Sandra Harris -	Lostwithiel Town Council
Laura Highton -	Poynton Bradbury Architects
Milly Salisbury -	Poynton Bradbury Architects

A meeting was held to present the options to the Council and discuss potential funding strategies.

Overall the feedback from Tamsin and Andrew was very positive. They felt that the scheme was sensitive and appropriately responded to the listed building features and status.

The following funding options were discussed and recommended in the meeting. Further research was carried out to compile the below.



### 10.1.1 National Lottery Heritage Enterprise Grant

- The National Lottery Heritage Fund Enterprise Grant supports heritage organisations in developing sustainable business models and generating income through innovative enterprise activities.
- This funding aims to help organisations achieve long-term financial resilience while enhancing heritage conservation and engagement.
- The proposed use of Edgcumbe House and Taprell House would suit this approach.
- The Enterprise Grant has a reduced requirement for public access to heritage in comparison with the Heritage Grant scheme.
- Given the proposed offer of work and studio space, the public could be able to visit the building on annual open days / building tours.
- Requires a valuation before and after to calculate the conservation deficit, which is how the amount of grant money is awarded.
- Applications are open quarterly, and the funding is granted in two stages -
  1. Development stage (from RIBA stage 1 - 3 / up to planning and Listed Building Consent)
  2. Delivery stage (from RIBA 4 - 7 / detailed design up to completion on site)
- This could provide the main source of funding for the project, with match funding required.
- Match funding could come from a number of sources. Two key options are noted below.

Local projects of interest that have used the NLHF Enterprise grant in recent years:

- Anchor Studios, Newlyn
- Porthmeor Studio, St Ives
- Harveys Foundry, Hayle

Further details on Heritage Lottery Enterprise Grants is included in the appendices.

### 10.1.2 Architectural Heritage Fund

- The Architectural Heritage Fund (AHF) offers grants to not-for-profit organisations in the UK for projects involving historic buildings. These grants can cover development and architectural fees.
- The relevant grant is ...
  - Project Viability Grant
  - Grant size: Up to £15,000
  - Length: Up to one year
  - Location: Anywhere in England
  - Organisation type: Charities and not-for-profit organisations, including social enterprises
  - Funding covers: Project costs and overheads
  - Project stage: RIBA Plan of Work stage 0 - 2
  - Match-funding: Preferred, but not essential

### 10.1.3 Historic England Grants

- This option was explored and a discussion was held with Historic England, who confirmed that the project wouldn't meet their grant funding criteria at this time. Their grants are aimed towards projects within economically deprived areas, and/or heritage at risk.

### 10.1.4 Shared Prosperity Fund / Good Growth Fund

- There are some funds available through this grant, which would need spending before March 2026.
- This may be useful as a contribution towards the development stage or early phases of delivery if elements can be extracted as stand-alone installations.
- The project has been notified to the SPF officers distributing this grant.

### 10.1.5 General notes:

- It is recommended to include the museum within the project, which will likely strengthen funding options and also provide other possible match funding grant opportunities.

# 11.0 KEY CHALLENGES, RISKS AND MITIGATION MEASURES

## 11.1 KEY CHALLENGES, RISKS AND MITIGATION MEASURES

The team has carefully considered the key challenges and risks associated with this capital development project and has identified the following risks and mitigation strategies. This list outlines the main areas of concern, along with recommended actions to support the successful delivery of the project.

### 11.1.1 Approvals and Permissions:

**Risk:** Delays or complications in obtaining necessary permissions and compliance with heritage regulations.

**Mitigation:**

- Engage early with planning authorities and heritage bodies to ensure compliance.
- Conduct thorough surveys and consultations to gain local support and stakeholder engagement.
- Appoint a competent team with relevant experience to lead the design and consultation process.

### 11.1.2 Timeframe:

**Risk:** Delays in project completion due to unforeseen issues or misalignment with funding timelines.

**Mitigation:**

- Develop a detailed project timeline with built-in contingencies for delays.
- Align the overall project timeframe with the requirements of target funding bodies to ensure timely funding disbursement and compliance.

### 11.1.3 Grant Funding:

**Risk:** Uncertainty around securing adequate grant funding or meeting grant conditions.

**Mitigation:**

- Engage early with the preferred grant aid body to understand how they can support the project and what their application process requires.
- Ensure all grant conditions and reporting requirements are fully understood and met.
- Explore match funding opportunities to support the project's financial viability.

### 11.1.4 Financial Risks and Considerations

**Inflation and Programme Delays:**

**Risk:** Increased costs due to extended timelines and inflationary adjustments based on delayed project start dates.

**Mitigation:**

- Regularly update cost projections based on inflation indices and adjust the project timeline to accommodate grant funding processes.
- Set aside a contingency fund to cover unforeseen inflationary impacts.

**Risk:** Difficulty finding contractors due to site location, logistics, and potential interest from smaller regional firms already committed elsewhere.

**Mitigation:**

- Engage with contractors early to gauge interest and align expectations.
- Conduct a market survey to understand contractor availability and capacity before tendering.
- Pre-qualify contractors with relevant experience in similar projects to streamline the selection process.
- Focus on early site setup planning to reduce logistics costs and allow contractors to better estimate the project scope and associated risks.



Proposed Ground Floor Plan Edgcumbe & Taprell House



# 12.0 CONCLUSION AND NEXT STEPS

## 12.2 CONCLUSION

The feasibility study for the Lostwithiel Town Council buildings has explored a range of options to secure a sustainable future for Edgcumbe House, Taprell House and the Guildhall. The preferred option balances heritage conservation with modern functionality, ensuring that these historic buildings remain valuable community assets.

By incorporating creative workspaces, council offices, and rentable spaces, the project aligns with the broader goal of financial sustainability while also fostering community engagement and economic growth. Additionally, the inclusion of grant funding opportunities, such as the National Lottery Heritage Fund and Architectural Heritage Fund, strengthens the project's feasibility and long-term viability.

By maintaining a strong focus on sustainability, accessibility and financial viability, the Lostwithiel Town Council can ensure that these historic buildings continue to serve as a hub for cultural, social and economic activity for years to come. The project has the potential to breathe new life into these structures, providing flexible spaces that benefit the community while generating income to support their long-term preservation. With a well-structured approach and ongoing collaboration, the successful redevelopment of these buildings will contribute to the town's vibrancy and resilience.

## 12.3 PROJECT STATUS AND NEXT STEPS

Current report - RIBA 0/1 – complete end Jan 2025  
Cost estimate - complete end of Jan 2025  
Business plan – complete end Jan 2025

Moving forward, securing the necessary funding and finalising design details will be crucial in implementing the preferred option. Continued engagement with key stakeholders, including the local community, grant bodies, and heritage organisations, will help refine the project and address any remaining challenges. Ensuring that the project meets both financial and operational goals while preserving the historic character of the buildings will be essential in gaining further support and approvals.

Immediate steps for LTC around funding options:

- Contact NLHF Kelly Spry-Phare - Senior Engagement Manager with pre-app enquiry and general advice
- Following NLHF feedback - LTC submit enquiry to AHF for viability grant towards developing project for NHLF application
- Decide whether LTC will lead this process in house or require an external consultant or project manager to take this forward
- Set budget for contribution to development and delivery phases





# 13.0 APPENDIX

13.1 ENGAGEMENT EVENT INFORMATION

13.2 ENGAGEMENT EVENT SUMMARY

13.3 FUNDING RECOMMENDATIONS SUMMARY

# 13.0 APPENDIX

## 13.1 ENGAGEMENT EVENT INFORMATION

**LOSTWITHIEL TOWN COUNCIL BUILDINGS**

Funded by UK Government

**PUBLIC ENGAGEMENT EVENT**

**Thursday 12<sup>th</sup> December | 5pm – 8pm**

**Mayor's Parlour, Edgcumbe House**

The consultation will cover options regarding the future use and development of Edgcumbe House, Taprell House and the Guildhall in the heart of Lostwithiel.

It is part of a feasibility study commissioned by the Town Council to develop a strategy for the long-term future of these buildings.

   Poynton Bradbury Architects

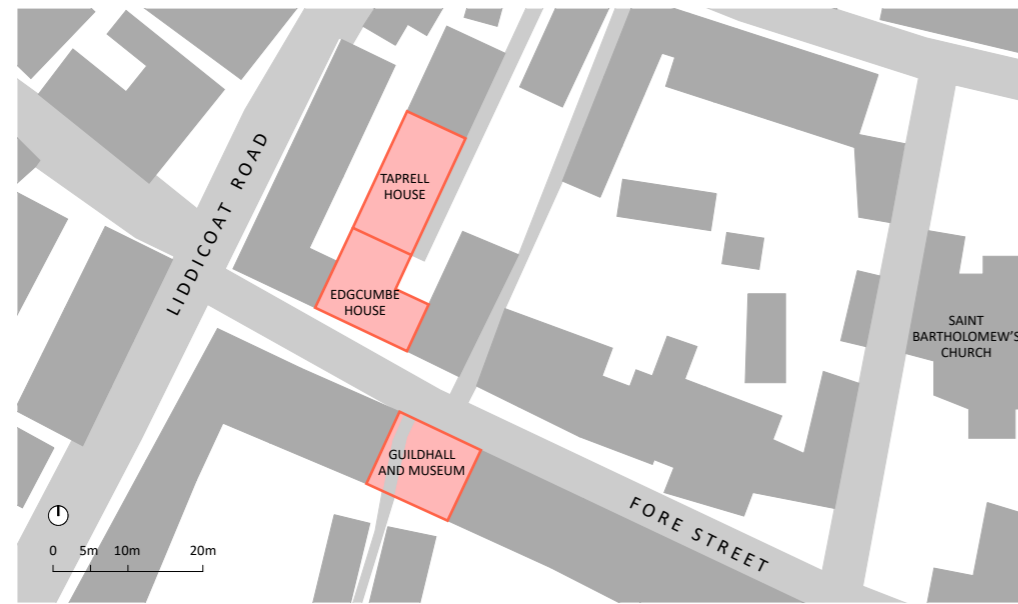
Advertisement poster

# 13.0 APPENDIX

## 13.1 ENGAGEMENT EVENT INFORMATION

### Lostwithiel Town Council Buildings

A new community hub in the heart of Lostwithiel



Existing Site Plan

Edgumbe and Taprell House without considering the Guildhall and Museum. The current study expands this scope to explore how the Museum and Guildhall can complement the uses of Edgumbe and Taprell House within a broader masterplan for Town Council properties in Lostwithiel.

#### Project Vision

To find a long term, sustainable use for this collection of historic buildings and to retain them in ownership of the Town Council as a financially viable asset.

#### Aims & Objectives

- For the project to enhance and celebrate the buildings' significant historic features and adapt some of the more recent, and less sensitive, building alterations and additions.
- For the project to offer a sustainable use that secures long term income for the Town Council.
- To enhance the offer of the local businesses and community. To not detract or be in direct competition with local businesses, but to complement existing uses along Fore Street and within Lostwithiel.
- Be a catalyst for the creation of condition needed to secure growth, development and investment in the independent retail sector and foster sustainable town centre vitality.
- Improve accessibility into and around the buildings, where practicable, to allow a wider audience to enjoy this heritage asset.
- Improved sustainability and reduced carbon consumption in building operation.

#### Outputs & Measures of Success

- Economic stability for Town Council in operating these buildings
- Balance between stakeholder groups, including library, museum and Town Council
- Community support from local residents, businesses and visitors
- Positive feedback from statutory consultees including Historic England, Conservation Officer and Local Planning Authority
- Improved sustainability for future building operation

#### Options & Considerations

**Library Relocation:** Feedback from Cornwall Council Libraries confirmed their flexibility in housing library services elsewhere, potentially in the nearby Community Centre. This relocation allows the project to focus on maximizing the arts and heritage offer. Integrated library layouts were tested and ultimately discounted as they diluted the arts focus.

**Wedding Venue Option:** Using the Guildhall's first floor as a licensed wedding venue, supplemented by reception space in Taprell House, was considered but rejected as it would limit the buildings operations to specific groups and times, failing to meet broader community aspirations.

**Museum Location:** Options tested include situating the museum in the Guildhall or Edgumbe House, maintaining the same display and storage areas currently in use.

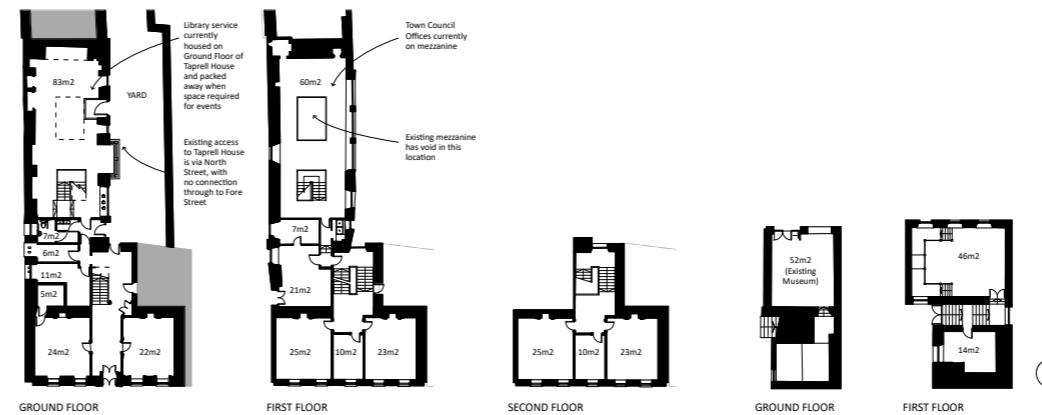
**Connectivity:** All options propose a through-route between Fore Street and the Taprell House courtyard. Making this passage light, visible, and inviting is a key priority to attract visitors.

**Building Upgrades:** All proposals include upgrading the existing building fabric to improve energy efficiency and minimize heat loss through measures like roof insulation, thermal linings, and enhanced internal services.

### Lostwithiel Town Council Buildings

#### Existing Buildings

The buildings are located within the Lostwithiel Conservation Area and also within an Area of Great Landscape Value.



#### Edgumbe & Taprell House

##### HISTORICAL SIGNIFICANCE

- Edgumbe House:** Built in the late 16th century, associated with the influential Edgumbe family, highlighting the town's historic ties to the Cornish gentry.
- Taprell House:** A significant 19th-century building that served various civic and community functions, reflecting Lostwithiel's evolving local governance.

##### ARCHITECTURAL INTEREST

- Edgumbe House:** Features Elizabethan architectural elements, including mullioned windows and a finely carved doorway, showcasing craftsmanship of the period.
- Taprell House:** Victorian style with a focus on functional design, notable for its central location and historical role in Lostwithiel's civic life.

##### CURRENT ROLE

- Both buildings are owned by Lostwithiel Town Council, this project will seek to maintain their relevance to the town's administration and become more available for the community.

##### PRESERVATION STATUS

- Recognized as Grade II\* listed buildings for their historical and architectural significance.

#### Guildhall

##### HISTORICAL SIGNIFICANCE

- Constructed in the late 18th century, the Guildhall served as the focal point for Lostwithiel's civic and judicial activities, reflecting the town's historical importance as a Stannary (tin mining) town.
- Its central location underscores its role in the administration of local governance and community life over centuries.

##### ARCHITECTURAL INTEREST

- An elegant classical design, with a distinctive façade featuring rounded arches, sash windows, and a bell turret.
- The first floor interior's proportions and details embody Georgian architectural principles, combining functionality with refined aesthetics.

##### CURRENT ROLE

- The building consists of the former Cornmarket, now used as the town's museum, on the ground floor with the Guildhall meeting chamber on the upper floor.

##### PRESERVATION STATUS

- Listed as Grade II for its architectural and historical value.



Fore Street Elevation of Edgumbe House



Fore Street Elevation of Museum / Guildhall



Existing Access to Taprell House and Rear of Edgumbe House



View of Existing Mezzanine in Taprell House





# 13.0 APPENDIX

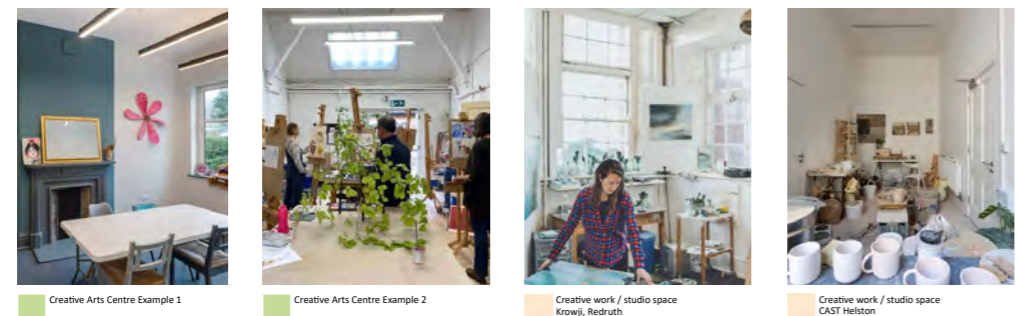
## 13.1 ENGAGEMENT EVENT INFORMATION

### A Creative Arts Centre

Option 1A



- NOTES**
- Library and library facilities relocated offsite in alternative Lostwithiel location
  - Museum remains in existing location with archive store in Edgcombe House
  - Museum storage area reduced from 14m2 to 11m2
- ADVANTAGES**
- Potential to improve connectivity between Taprell House and Fore Street
  - Museum remains in existing location
  - Active frontage to Edgcombe House
  - Edgcombe House alterations minimal
  - 6no. studios for income generation
- DISADVANTAGES**
- Upper floors of Edgcombe House are not accessible - no lift access
  - Less income generated for Town Council as Fore Street shopfront occupied by Museum



**FINANCE & BUSINESS PLAN**

**COST APPRAISAL**

The cost appraisal has been completed by Appleyard & Trew, to test the estimated construction value for each option.

In summary the figures are:

1. Option 1a: Creative Arts Centre  
Total cost: £1,112,713.28 (including inflation).  
This option primarily focuses on developing creative spaces such as workshops and studios. Significant costs are associated with remodelling interiors, secondary glazing, plastering, and other structural upgrades.

**PROFIT & LOSS ASSESSMENT**

A high level profit and loss assessment has been carried out by Len Smith, to review the options and understand their potential income generation vs the running costs, which gives a broad understanding of project viability. This will be critical to selecting the best option to take forward for the next project stage.

A summary of the costs includes:

- Staffing & Administration: Management wages, bookkeeping, advertising, IT maintenance, and bank charges.
- Utilities: Light, heat, water, sewage, telephone, broadband, and WiFi.
- Maintenance: Cleaning, repairs, commercial waste, and fire alarm/extinguisher testing.
- Compliance & Insurance: Health & safety, public liability, and building insurance.
- Other Costs: Business rates, sundry expenses, and contingency fund.

A summary of the income generation includes:

- Event Spaces: Hire out ground floor and mezzanine level in Taprell House.
- Studio Rentals: Larger and smaller studio spaces for hire to artists or commercial entities

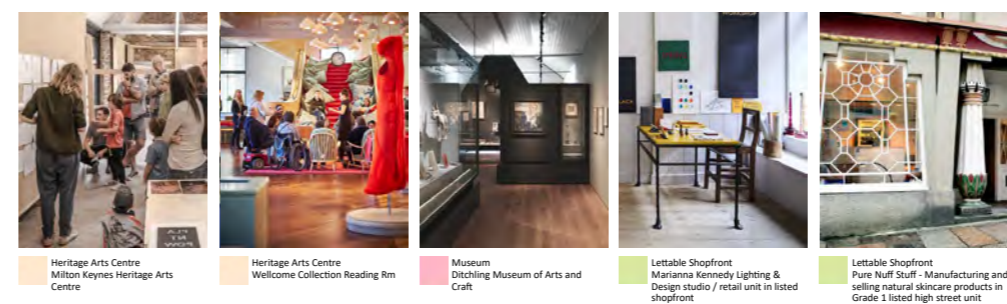
	Baseline			Target		
	Income	Costs	Profit/Loss	Income	Costs	Profit/Loss
Lowest Option 1a	£19,368	£31,074	-£11,706	£31,276	£31,699	£27
Lowest Option 1b	£21,192	£31,543	-£10,351	£35,534	£32,314	£3,220
Lowest Option 2a	£71,449	£31,074	£40,375	£34,501	£31,699	£2,802
Lowest Option 2b	£23,273	£31,543	-£8,270	£38,409	£32,314	£6,095

### A Creative Arts Centre with Flexible Performance Space

Option 1B



- NOTES**
- Library and library facilities relocated offsite in alternative Lostwithiel location
  - Museum remains in existing location with archive store in Edgcombe House
  - Museum storage area reduced from 14m2 to 11m2
  - Lostwithiel town centre has many small apertures and alleyways and infill extension could draw inspiration from this
- ADVANTAGES**
- Potential to improve connectivity between Taprell House and Fore Street
  - Museum remains in existing location
  - Infill extension frees up space within Taprell House. Could be used for storage / WCs / kitchenette / small cafe
  - Active frontage to Edgcombe House
  - Edgcombe House alterations minimal
  - 6no. studios for income generation
- DISADVANTAGES**
- Upper floors of Edgcombe House are not accessible - no lift access
  - Higher impact externally to create infill extension
  - Less income generated for Town Council as Fore Street shopfront occupied by Museum



**FINANCE & BUSINESS PLAN**

**COST APPRAISAL**

The cost appraisal has been completed by Appleyard & Trew, to test the estimated construction value for each option.

In summary the figures are:

2. Option 1b: Creative Arts Centre w/ Flexible Performance Space  
Total cost: £1,325,831.98 (including inflation).  
Adds performance spaces to the straight-forward arts centre design. The higher cost reflects the inclusion of a new-build extension to the rear.

**PROFIT & LOSS ASSESSMENT**

A high level profit and loss assessment has been carried out by Len Smith, to review the options and understand their potential income generation vs the running costs, which gives a broad understanding of project viability. This will be critical to selecting the best option to take forward for the next project stage.

A summary of the costs includes:

- Staffing & Administration: Management wages, bookkeeping, advertising, IT maintenance, and bank charges.
- Utilities: Light, heat, water, sewage, telephone, broadband, and WiFi.
- Maintenance: Cleaning, repairs, commercial waste, and fire alarm/extinguisher testing.
- Compliance & Insurance: Health & safety, public liability, and building insurance.
- Other Costs: Business rates, sundry expenses, and contingency fund.

A summary of the income generation includes:

- Event Spaces: Hire out ground floor and mezzanine level in Taprell House.
- Studio Rentals: Larger and smaller studio spaces for hire to artists or commercial entities

	Baseline			Target		
	Income	Costs	Profit/Loss	Income	Costs	Profit/Loss
Lowest Option 1a	£19,368	£31,074	-£11,706	£31,276	£31,699	£27
Lowest Option 1b	£21,192	£31,543	-£10,351	£35,534	£32,314	£3,220
Lowest Option 2a	£71,449	£31,074	£40,375	£34,501	£31,699	£2,802
Lowest Option 2b	£23,273	£31,543	-£8,270	£38,409	£32,314	£6,095



# 13.0 APPENDIX

## 13.1 ENGAGEMENT EVENT INFORMATION

### Heritage & Arts Centre

#### Option 2A



**NOTES**

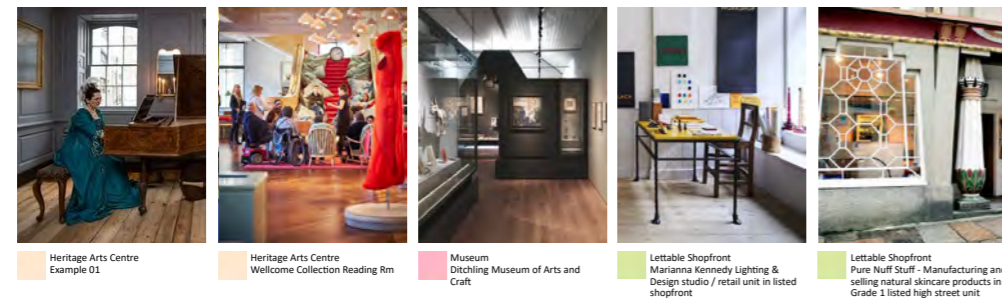
- Library and library facilities relocated offsite in alternative Lostwithiel location
- Museum and store relocated to Edgcombe House. Total museum area (including archive storage) reduced from 66m2 to 63m2
- Museum currently acts as informal Tourist Information, by adding public uses to front of Edgcombe House it draws visitors into the building where more information for locals / tourists could be available. Creates a hub

**ADVANTAGES**

- Potential to improve connectivity between Taprell House and Fore Street
- Lettable shopfront created on Fore Street. Potential studio / retail unit for a local artist or maker
- Active frontage to Edgcombe House
- Edgcombe House alterations minimal
- 6no. studios for income generation
- Larger footprint to Taprell House due to removing mezzanine

**DISADVANTAGES**

- Town council office on first floor not accessible unless lift installed
- Museum footprint slightly changed and footfall potentially reduced
- No double height space in Taprell House



### Heritage & Arts Centre with Flexible Performance Space

#### Option 2B



**NOTES**

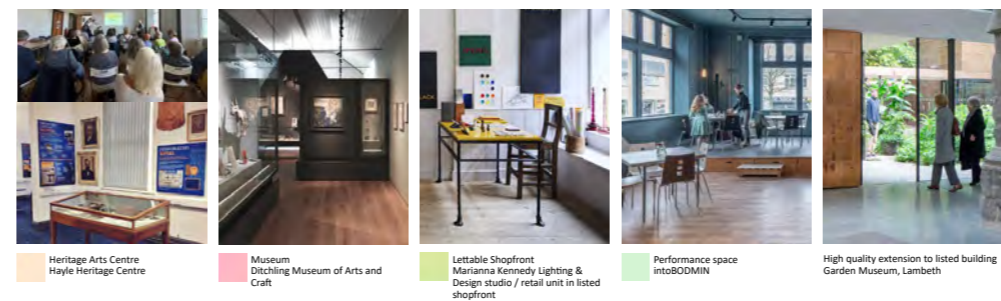
- Library facilities relocated off site in alternative Lostwithiel location
- Museum and store relocated to Edgcombe House. Total museum area (including archive store) reduced from 66m2 to 63m2
- Museum currently acts as informal Tourist Information, by adding public uses to front of Edgcombe House it draws visitors into the building. Creates a hub
- Lostwithiel has many narrow alleyways and extension could draw inspiration from this

**ADVANTAGES**

- Potential to improve connectivity between Taprell House and Fore Street
- Lettable shopfront on Fore Street. Potential studio / retail unit for local artist or maker
- Infill extension frees up space within Taprell House. Could be used for storage / WCs / kitchenette / small cafe
- Active frontage to Edgcombe House
- Edgcombe House alterations minimal
- 6no. studios for income generation
- Larger footprint to Taprell House due to removing mezzanine

**DISADVANTAGES**

- Upper floors of Edgcombe House are not accessible - no lift access
- Higher impact externally to create infill extension
- Town council office on first floor not accessible unless lift installed
- Museum footprint slightly changed and footfall potentially reduced
- No double height space in Taprell House



#### FINANCE & BUSINESS PLAN

##### COST APPRAISAL

The cost appraisal has been completed by Appleyard & Trew, to test the estimated construction value for each option.

In summary the figures are:

- Option 2a: Heritage and Arts Centre  
Total cost: £1,205,163.69 (including inflation).  
Combines heritage preservation with creative spaces, such as museum areas and workshops. This option includes additional features like a platform lift and upgraded plumbing in the Guildhall.

#### PROFIT & LOSS ASSESSMENT

A high level profit and loss assessment has been carried out by Len Smith, to review the options and understand their potential income generation vs the running costs, which gives a broad understanding of project viability. This will be critical to selecting the best option to take forward for the next project stage.

A summary of the costs includes:

- Staffing & Administration: Management wages, bookkeeping, advertising, IT maintenance, and bank charges.
- Utilities: Light, heat, water, sewage, telephone, broadband, and WiFi.
- Maintenance: Cleaning, repairs, commercial waste, and fire alarm/extinguisher testing.
- Compliance & Insurance: Health & safety, public liability, and building insurance.
- Other Costs: Business rates, sundry expenses, and contingency fund.

	Baseline			Target		
	Income	Costs	Profit/Loss	Income	Costs	Profit/Loss
Lowest Option 1a	£19,368	£31,074	£11,706	£31,736	£31,099	£627
Lowest Option 1b	£21,192	£31,543	£10,351	£35,034	£32,324	£2,810
Lowest Option 2a	£21,449	£31,074	£9,625	£34,503	£31,099	£2,802
Lowest Option 2b	£23,273	£31,543	£8,270	£38,409	£32,324	£6,085

A summary of the income generation includes:

- Event Spaces: Hire out ground floor and mezzanine level in Taprell House.
- Studio Rentals: Larger and smaller studio spaces for hire to artists or commercial entities
- Retail Space: Options (2a and 2b) that move the museum have the potential to generate a greater income from the ground floor of the Guildhall

#### FINANCE & BUSINESS PLAN

##### COST APPRAISAL

The cost appraisal has been completed by Appleyard & Trew, to test the estimated construction value for each option.

In summary the figures are:

- Option 2b: Heritage and Arts Centre with Flexible Performance Space  
Total cost: £1,437,191.99 (including inflation).  
Combines heritage preservation with creative spaces. Adds performance space to the straight-forward heritage and arts centre design. The higher cost reflects the inclusion of a new-build extension to the rear.

#### PROFIT & LOSS ASSESSMENT

A high level profit and loss assessment has been carried out by Len Smith, to review the options and understand their potential income generation vs the running costs, which gives a broad understanding of project viability. This will be critical to selecting the best option to take forward for the next project stage.

A summary of the costs includes:

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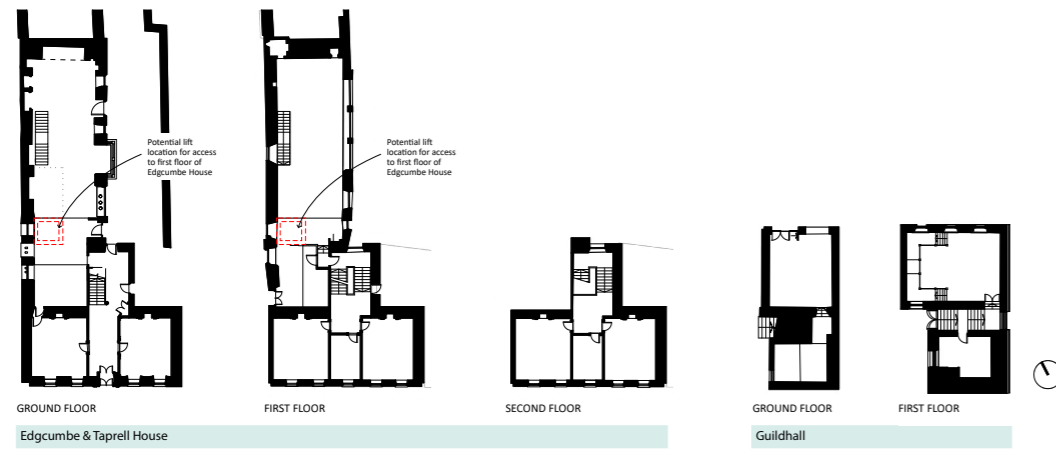


# 13.0 APPENDIX

## 13.1 ENGAGEMENT EVENT INFORMATION

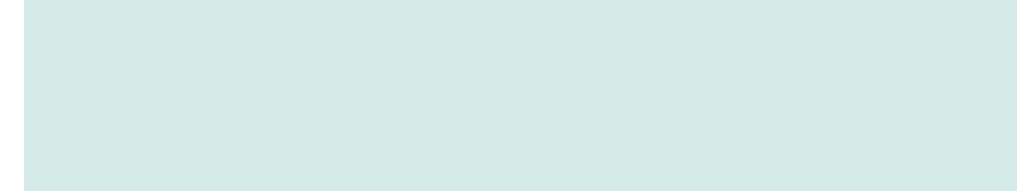
### Access

#### Installation of Lift



- NOTES**
- Creates accessible first floor, meaning Edgcombe House more open to more of the community
  - Removes space for WCS / storage, but potentially this could be gained back through infill extension in Taprell House yard

- NOTES**
- Due to the current building layout and heritage constraints it is not possible to install a permanent lift access to the first floor of the Guildhall
  - The project will consider a stair lift option





# 13.0 APPENDIX

## 13.2 ENGAGEMENT EVENT SUMMARY



### **Lostwithiel Town Council Buildings Consultation Event**

*Held* : Thursday, 12th December, from 5 PM till 8 PM (local, Dickensian evening).

*Attendees*: 110 people

*Event run by*: Sandra Harris, Town Clerk; Karin Henderson, Town Mayor; Laura Highton, Poynton Bradbury Architects

*Notes issued Monday 16<sup>th</sup> Dec 2024.*

*The following notes were taken by Laura Highton from conversations held on the night.*

#### **General feedback and notes:**

- Concern for relocating the library came up several times.
- What would it mean to have the community centre involved or consulted?
- How would that impact the library opening hours and funding?
- Has a demand study been held to back the numbers?
- What interaction would the public have with the work units? This could be seen as a positive if there are creative industries or makers in those units for public to access.
- If the museum is at the front of Edgecombe House, what happens when the museum is closed? This would disconnect Tappell House from the activity on the street side.
- Connecting Tappell House through Edgecombe House onto the street is seen as a positive.
- Not keen on the extension.
- Prefer the open courtyard option.
- Positive feedback about the arts centre.
- Co-working offer: currently travelling to Newquay to find this.
- The lift would be important.
- "Income generation is important."
- Worry about competition with existing town facilities.
- Is there a demand for this [arts centre] from the locals?
- Where could a lift go? Needs to be sensitively considered.
- Many parking comments/ concerns, especially for events.
- "Parking capacity and free currently is an issue."

#### **Feedback on the Museum:**

- Concern that the museum atmosphere would be lost if moved into Edgecombe House.
- If the museum is in Edgecombe House with the combined offer, could it be open more?
- The museum's current character is a positive.
- Can't see how the museum space would be practical for retail.
- Keep the museum in the same place.
- The town museum is an asset to the town. The museum cabinets must be treated sensitively.
- Concern raised for relocating the fire engine from the museum. Will it fit through the door or windows? Needs to be considered on a practical level.



#### **Feedback from Museum Trust representative:**

- General issue with option 1 due to the smaller storage.
- Strong passion against option 2.
- It would be useful to communicate the time frame to the museum committee. If the project is to be progressed within 0–5 years, this would differ from progression within 5–10 years.
- The museum noted they get very strong positive responses from locals and visitors, and its character is embedded in being located within the Guild Hall and having the old jail cell at the back.
- It would be a very different offer if it moved into Edgecombe House.
- Overall, the museum preferred option is option 1a or 1b, but it needs to better consider the archive space needed (currently shown as 11 square metres).
- Archive space requirements: must house a desktop computer, a chair, and physical archives.

#### **Arts and creative spaces feedback:**

- "It would be fab to have an art centre in the town."
- Creative art centre would be a positive asset, particularly for young performers.
- Existing performance spaces in the town are not as visually appealing or performance-focused (e.g., a pub).
- A songwriting club could be interesting, as a local is already running one in Bodmin. Having it in the town would be a real opportunity.
- Town team are interested in who will run the centre once delivered.
- Project costs for arts projects need to be included within the business planning costs. A question was raised whether these costs were already accounted for in the figures shown.
- Consider artist in residence opportunities.
- Question for the town council - Do they have the capacity to run this? If not, how is it going to be run?
- In September, October time in 2024, there was an Art Trails event which was very successful, and this potentially could build on that new line.

#### **Feedback on the Library:**

- Can we keep the library within the buildings? There was a strong feeling for this, which came up with several people.
- The library requires space for storytelling, respite, and borrowing books—this should be considered wherever it is housed.
- Moving the library or not, it requires space for key activities like storytelling, respite, and borrowing books.

#### **Creative and office units feedback:**

- Creatives/making/office/small units: A businessperson noted they are running these successfully above their shop unit further down the street, highlighting strong demand in the area.
- Their units are used for creative industries.
- Largest unit rents for £200 a month, including utilities, Internet, 24-hour access, toilet facilities, and a kitchen.
- Bookable event space needs a unique offer, something which is more refined in comparison to the other current event space within the town.
- "Competition with local business and community centre is deemed negative of this proposal."

# 13.0 APPENDIX

## 13.2 ENGAGEMENT EVENT SUMMARY



### Additional points:

- Existing community and event spaces in the town mean another event space at the back isn't needed.
- Income levels shown in the figures were suggested to have been inflated.
- Reference projects noted by others, Krowji, Into- Bodmin, Tavistock Guildhall, Ivy Bridge Watermark Centre, Town Hall in Ashburton, Waterside Mill in Bovey Tracey, Axbridge Museum, and *Lerryn Store*.



### Formal Feedback Questionnaires

10 feedback forms collected on the night. The following bullet points provide a summary of these.

<b>1.</b>	<p><b>Which option do you prefer and why?</b></p> <p>5/10 showed preference for option 1a          1/10 showed preference for 1a/1b          1/10 showed preference for 1a/2b          The remaining 3 were undecided or unsupportive of the options</p> <p>Notes in summary:</p> <p>Preference for Option 1a:</p> <ul style="list-style-type: none"> <li>• Retain museum's window display and entrance on 4th Street to encourage visitors.</li> <li>• Keep the museum in its current location, deemed most appropriate.</li> <li>• Suggests adding a co-working space for local entrepreneurs.</li> <li>• Advocates for a community-based performing arts area to encourage engagement.</li> </ul> <p>Criticism of Alternative Options:</p> <ul style="list-style-type: none"> <li>• Moving the museum is considered impractical (e.g., fire engine logistics for Edgcombe House).</li> <li>• The old shed is seen as the museum's only suitable home.</li> <li>• The building's unsuitability for other purposes is highlighted.</li> </ul> <p>Comments on Option 1b:</p> <ul style="list-style-type: none"> <li>• Potential for increased income if paired with a local café business.</li> <li>• Viewed as incomplete without local café provision.</li> </ul> <p>Undecided Views:</p> <ul style="list-style-type: none"> <li>• Mixed opinions on the best approach, with some rejecting all options entirely.</li> </ul>
<b>2.</b>	<p><b>How would you measure the success of this project?</b></p> <ul style="list-style-type: none"> <li>• Occupancy of workshop space to reach a predetermined high level (e.g., 80%).</li> <li>• Keeping business people in town.</li> <li>• Contribution the project makes to the town.</li> <li>• Use of the building, income, and profitability.</li> <li>• Providing a permanent home for the Old Town Council in a prominent position.</li> <li>• Generating profit and increasing footfall.</li> <li>• Demonstrating tangible benefits for the town.</li> <li>• Breaking even from the council precept and taxpayers' perspective.</li> <li>• Creating opportunities to link the community together.</li> <li>• Supporting young and new artists.</li> </ul>

# 13.0 APPENDIX

## 13.2 ENGAGEMENT EVENT SUMMARY



3.	<p><b>What would you like to see in any future development of the properties?</b></p> <ul style="list-style-type: none"> <li>• Allocate space for art gallery exhibitions.</li> <li>• Recreate the Mayor's Parlor as it would have looked 100 years ago.</li> <li>• Design business spaces to reflect the changing nature of work, accommodating remote work trends.</li> <li>• Ensure wide public use of the properties.</li> <li>• Include a café.</li> <li>• Consider Edgecombe House's rental potential.</li> <li>• Note that Taprell House is unsuitable as a café.</li> <li>• Assess Wyre Café's suitability for use.</li> <li>• Address Guildhall's lack of disabled access, taking into account its listed status and ensuring it feels welcoming for all community members.</li> </ul>
7.	<p><b>Any further comments?</b></p> <ul style="list-style-type: none"> <li>• Where do the setup costs of 1,300,000 come from? Does Lost with the Old Town Council have this money?</li> <li>• Please, some co-working space.</li> <li>• These schemes are all unworkable.</li> <li>• Why would the town council run a cafe to compete with existing traders?</li> <li>• Can you come back after 12 to 18 months of usage following the imminent opening? A better understanding of what works and doesn't work might influence the use of the rooms.</li> <li>• I didn't know how much these schemes have cost, but it looks like a complete waste of money.</li> <li>• I'm a performing artist tech. If I can help, let me know. (details taken)</li> </ul>



# 13.0 APPENDIX

## 13.3 FUNDING RECOMMENDATIONS SUMMARY



### Funding Advice and Next Steps

#### 1.0 National Lottery Heritage Fund

The subsequent deadlines for National Lottery Heritage Grants ranging from £250,000 to £10 million are:

- **28 May 2025 (12 pm):** Decisions by the end of September 2025.
- **6 August 2025 (12 pm):** Decisions by the end of December 2025.
- **12 November 2025 (12 pm):** Decisions by the end of March 2026.

The application process involves multiple stages, including the initial Expression of Interest (EOI) submission, which should be completed well in advance of the full application deadlines. It's advisable to begin the process as early as possible to ensure all requirements are met.

For detailed guidance on the application process and to submit your EOI, please visit the National Lottery Heritage Fund's official website:

Yes, there are restrictions on when the Expression of Interest (EOI) for the National Lottery Heritage Grants (£250,000 to £10 million) can be submitted. Typically:

#### 1. EOI Submission Before Deadlines:

- Your EOI must be submitted and reviewed before you can proceed to the full application stage. Since EOIs take time to assess, they should be submitted well in advance of the corresponding full application deadline.

#### 2. Year-Round Submissions:

- In most cases, EOIs can be submitted year-round. However, the specific timeline for feedback might depend on how far the next application deadline is.

#### 3. Pre-Approval Requirement:

- A successful EOI is mandatory before you're invited to submit a full application. If your EOI is not approved, you won't be eligible to apply for the upcoming deadline.

#### 4. Contacting the Fund:

- It's advisable to reach out to the National Lottery Heritage Fund early in your planning process. They often provide feedback and guidance to help refine your project and determine its eligibility.

To confirm the exact timing for your project and ensure compliance with all requirements, visit the Heritage Fund EOI page or contact their support team.



The pre-application process for the National Lottery Heritage Grants (£250,000 to £10 million) involves several key steps to ensure your project aligns with the funding priorities and has a strong chance of success.

#### 1. Expression of Interest (EOI)

- Purpose: The EOI helps the fund assess whether your project fits their funding criteria and priorities.
- How to Submit: Fill out the EOI form on the [Heritage Fund website](#).
- Key Information to Include:
  - Brief description of your project.
  - Proposed outcomes for heritage, people, and communities.
  - Estimated project costs and timeline.
- Response Time: Typically, the fund will provide feedback within 20 working days. They will either invite you to submit a full application or suggest improvements or alternative funding options.

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#### 2. Initial Discussions with the Fund

- Before or after submitting the EOI, you can contact the fund's local team for informal advice and guidance. They can help refine your project ideas and ensure alignment with the funding framework.

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#### 3. Eligibility Check

- The fund will assess whether:
    - Your organization is eligible to apply.
    - Your project aligns with their strategic aims, including heritage focus, community benefit, and sustainable outcomes.
-

# 13.0 APPENDIX

## 13.3 FUNDING RECOMMENDATIONS SUMMARY



### 4. Prepare for Full Application

- If your EOI is successful, you'll receive guidance on how to proceed with the full application. This may include:
  - Developing detailed plans for delivery, outcomes, and sustainability.
  - Engaging stakeholders and partners.
  - Gathering necessary documentation (e.g., project designs, budgets, risk assessments).

### 5. Support Resources

- The fund provides resources, including:
  - Guidance documents for completing your application.
  - Templates for project planning and financial management.
  - Case studies and examples of funded projects for inspiration.

### Tips for Success

- **Start Early:** The process can be time-consuming, especially for large grants.
- **Engage Communities:** Ensure your project involves and benefits the community.
- **Focus on Outcomes:** Emphasize the heritage, environmental, and social outcomes your project will deliver



### 2.0 Architectural Heritage Fund

The Architectural Heritage Fund (AHF) offers grants to not-for-profit organizations in the UK for projects involving historic buildings. These grants can cover development and architectural fees.

#### Eligibility Criteria:

Eligible applicants include:

- Charitable Incorporated Organisations (CIOs or SCIOs)
- Charitable Companies Limited by Guarantee
- Community Benefit Societies
- Not-for-private-profit Companies Limited by Guarantee
- Community Interest Companies (CICs) Limited by Guarantee
- Parish and Town Councils

Unincorporated organizations intending to incorporate may apply for Project Viability Grants. Private individuals, for-profit companies, and certain other entities are generally ineligible.

#### [AH Fund](#)

#### Grant Types and Decision Timelines:

- **Project Viability Grants:**
  - **England:** Grants up to £15,000.
  - **Scotland:** Grants up to £15,000.
  - **Wales and Northern Ireland:** Grants up to £7,500.
  - **Decision Time:** Typically 6 to 8 weeks; assessed at monthly Grants Decision Meetings.

#### *From the website :*

#### **Project Viability Grants**

**Grant size:** Up to £15,000

**Length:** Up to one year

# 13.0 APPENDIX

## 13.3 FUNDING RECOMMENDATIONS SUMMARY



**Location:** Anywhere in England

**Organisation type:** Charities and not-for-profit organisations, including social enterprises

**Funding covers:** Project costs and overheads

**Project stage:** RIBA Plan of Work stage 0 - 2

**Match-funding:** Preferred, but not essential

Currently offering grants of up to £15,000 to support early-stage work on historic building projects.

These grants should help to establish whether a project is viable. Work will probably focus on understanding the condition of the building, how it might be used, and whether that intended use is appropriate for the building and likely to be sustainable.



### 3.0 Lostwithiel Town Council buildings – project status

Current report - RIBA 0 – complete end Jan 2025

Business plan – complete end Jan 2025

Immediate steps for LTC:

- Contact NLHF Kelly Spry-Phare - Senior Engagement Manager with pre-app enquiry and general advice
- Following NLHF feedback - LTC submit enquiry to AHF for viability grant towards developing project for NHLF application
- Decide whether LTC will lead this process in house or require an external consultant or project manager to take this forward
- Set budget for contribution to development and delivery phases





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