St Ives Guildhall
Feasibility Report
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1.0 INTRODUCTION

In September 2021, St. Ives Town Council invited Plann to prepare a costed Feasibility Study exploring options for the future enhancement of The Guildhall, with a view to optimising the performance of the building, both as a central part of the West Cornwall community and as a commercial venture.

In tandem with exploring potential architectural and functional improvements to The Guildhall, Plann also assessed the current operating model at the venue and led the production of an Operational Business Plan as an integrated part of the Feasibility Study.

To deliver these works, Plann engaged the following professional team:

Architecture:
Matthew Baker
David Grinaway
Matthew and David - Design Ltd

Cost Consultant:
Gary Falkner
Gardiner & Theobald LLP

Business Planner:
Nick Giles
G. W. Creative Consulting

2.0 EXECUTIVE SUMMARY

The Guildhall sits at the heart of its community in St Ives and has played a varied and valued role as a community space for over three generations. It is an unique cornerstone of the cultural landscape.

Originally designed as a public auditorium for civic and arts events, it is a landmark heritage building with many original features, such as the sprung dance floor, which dates from the 1930s.

As a working Town Hall it is steeped in local heritage, from personal memories of dances and weddings to wider recollections of live music events which brought hundreds of people from all parts of St. Ives and beyond together under one roof.

At a maximum current capacity of 500, the Guildhall is not only the principal, purpose-built community and arts venue for the town, it is also the largest remaining performance space in West Cornwall.

As with many buildings of this type, over time the functionality of The Guildhall has become misaligned with the needs of an ever-evolving cultural landscape. Event-types change, users expectations become harder to meet as they travel further afield and experience new, purpose-built contemporary venues, and creative programming becomes more challenging as the live cultural offer faces the challenges of having to adapt to the digital landscape.

In order to keep buildings such as The Guildhall relevant, their offer must evolve to meet the needs of a new audience, whilst continuing to respect and serve audiences that have gone before, many of whom remain long-term faithful attendees.

Over time a number of relatively small, stand-alone capital projects have been carried out at The Guildhall, primarily with a view to maintaining the fabric of the building, meeting the requirements of a changing compliance environment and retaining the current programme. Whilst these changes have effectively allowed the hall to keep going, they have not enabled growth or facilitated a forward-looking approach to the long-term future of the hall.

The Guildhall is operated by St. Ives Town Council and the recent appointment of a Cultural Services Manager, together with the potential funding opportunity presented by the St. Ives Town Deal has enabled the Town Council to take a broader look at enabling The Guildhall to serve future generations.

Gaining an understanding of The Guildhall operation as it is now and as it has been in the past was a critical piece or work undertaken at the commencement of this study and detailed in the Business Planning Report contained in this document. In broad terms it was found that thanks to uses such as the regular markets held in the hall, occasional music gigs and occasional private hires, The Guildhall's levels of dry hire use are much

greater than many typical peer venues and are a significant indicator of The Guildhall's potential. However, it was also found that in the area of presenting a regular, mid to high quality music and arts programme, The Guildhall was under-performing significantly, relative to its market and venue type, capacity and position as a significant physical and cultural asset – locally, regionally and nationally.

The Business Planning exercise established that The Guildhall has only been able to scratch the surface of its potential as a live performance venue. A more detailed look at the reasons behind the challenges faced in programming The Guildhall, demonstrated that the bulk of the issues were in fact physical rather than operational, commercial or reputational. In effect, the limitations imposed by the building impact upon both the quantity and quality of what the space can offer and prevent it from meeting the contemporary needs of potential audiences, hirers, and artists.

The venue currently operates at just 30% of its estimated capacity in terms of number and type of events and engages a fraction of the potential audience.

The Guildhall lacks a cohesive identity as a venue for live performance. This is particularly noticeable in the poor external profile. The frontage of The Guildhall offers great potential as it is one of the very few buildings in St. Ives with an extensive off-road, forecourt area. A new, terraced external seating area and café with performance capabilities is proposed, alongside new branding, external signage and advertising opportunities.

The Guildhall currently lacks an appropriate social, gathering, daytime usage space, adequately equipped to meet the needs of contemporary users. A new café, bar, workspace is proposed to make use of the wide passageway encountered upon entry to the building. This area shall open directly onto the exterior terraced café areas described above by means of opening bi-folding glass doors.

A catering facility to support a high-quality indoor/outdoor daytime Food and Beverage offer and an evening Bars offer is proposed.

A series of upgrades to ensure that the venue meets the requirements set out in The Technical Standards for Places of Entertainment is proposed.

An increase in capacity and flexibility within the hall by means of the introduction of a mobile, retractable seating unit and additional fixed seating in the balcony is proposed.

An upgrade to the buildings technical systems is proposed in order to attract a high calibre of programme content and to equip the venue for the digital age, facilitating interactive content and live streaming for example.

The Indicative Budget Estimate contained in this document suggests a Total Project Cost of £4,650,000 plus VAT for the completion of these works to a programme that would allow the venue to be operational ahead of the St. Ives summer season '24. This sum and the associated programme shall need to be continually tested as the detailed design develops.

3.0 THE SITE

3.1 History

The first municipal building in St Ives was a medieval guildhall in Fore Street which was completed in 1490. The local portreeve, John Payne, who held meetings in the old guildhall, was hanged as a rebel during the Prayer Book Rebellion in 1549. In the 1820's civic leaders decided to demolish the old guildhall and replace it with a market hall. The new market hall, which included a lock up on the ground floor and an assembly hall on the first floor, was completed in 1832, the area become a municipal borough with the building functioning as its headquarters in 1835. The assembly room was used as a court house as well as a civic meeting place.

Following significant increases in population, largely associated with the fishing industry, civic leaders decided that the town needed a purpose built guildhall. The site they selected in street An Pol, was occupied by a mansion known as The Retreat, which had been the home of the Anthony family and later the Lanham family. In the late 19th century, James Lanham had opened an art gallery which was the genesis of the St Ives art colony.

Fig. 1 Laying the Foundation Stone at The Guildhall

3.2 Existing Building

The new building was designed by a local architect, Geoffrey B Drewitt, in the neoclassical style built in ashlar stone and was completed in 1939. The design involved a symmetrical main frontage facing into Street An Pol with a central recessed doorway accessing the council chambers and a covered side entrance linking to the main hall. The principle rooms were the main hall, the council chamber, the balcony room and the mayor's parlour.

St Ives has been the home to artists since the Romanticist painter JMW Turner visited and sketched the Cornish seaside town in 1811. St Ives developed into an art colony between the First and Second World Wars with the idea of revisiting and revising classical artworks in the light of a technical and cultural shift. St Ives was at the forefront of the Modernist art movement.

A sculpture entitled Dual Form by artist Barbara Hepworth, a St Ives resident, was unveiled outside the guildhall in 1966. In 1968 Barbara Hepworth and potter Bernard Leach were given the Honorary Freedom on the Borough of St Ives, celebrated with an exhibition of their work at the Guildhall.

Fig. 2 Barbara Hepworth and Bernard Leach exhibition at The Guildhall

The Guildhall, over its 85 year history, has continued to be at the heart of St Ives delivering entertainment and events to the community.

3.2 Forecourt and Entrance Colonnade

The Guildhall and its adjoining building to the east are set back from main building line on Street-An-Pol. The Council Chambers and the Guildhall are both accessed from the shared forecourt, the Council Chambers via the central recessed doorway and The Guildhall via the Entrance Colonnade on the East boundary. The forecourt is stepped to accommodate the level change across the site and is home to a Barbara Hepworth sculpture which forms a focal point to the space. Currently the forecourt acts only as the entrance to the Council Chambers and The Guildhall and an informal public space.

Street-An-Pol is very narrow even by St Ives standards. It does not serve as a principle vehicular route through the town but does enjoy a reasonable volume of pedestrian traffic due to its proximity to the harbour and interesting mix of shops and galleries.

The Guildhall is set back from the main line of buildings it is not immediately apparent when viewed from Treganna Hill, one of the principle routes into the town, or St Andrews Street, a popular route with tourists who are exploring the waterside area. See Fig.3 below:

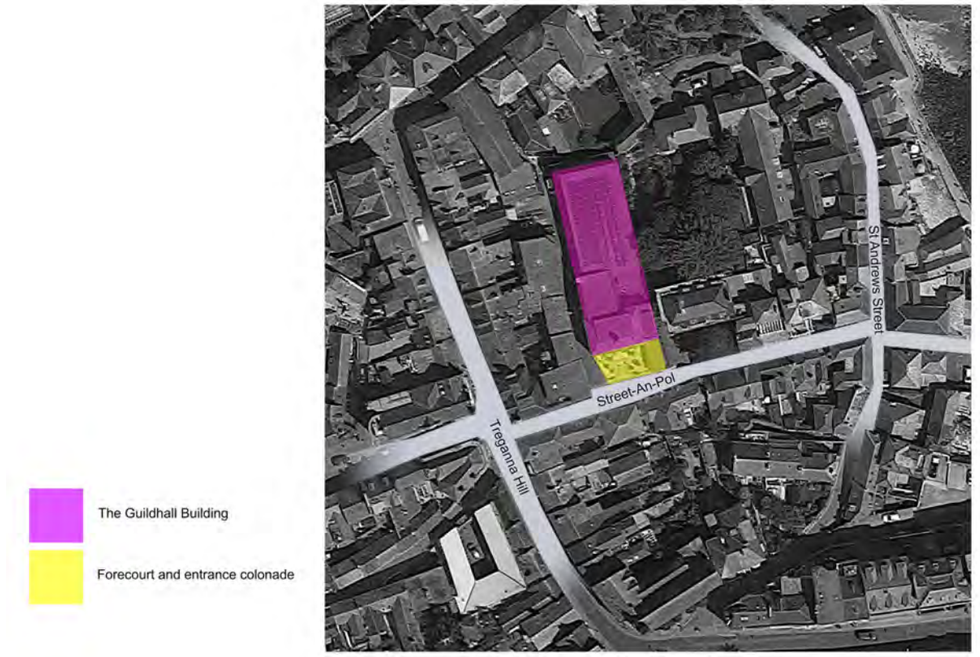


Fig.3 Arial view of the site indicating the location of The Guildhall and its forecourt and entrance colonnade in relation to Treganna Hiil and St Andrews Street.

3.3 Foyer

The foyer is accessed from the entrance colonnade via large double doors. The Foyer entrance has some interesting original architectural features in the plywood wall panelling, circular roof lights and fitted upholstered benches which have an early modernist aesthetic giving the entrance foyer a distinct character. The wall panelling however is in poor condition and in need of considerable restoration or replacement. The foyer space itself is very narrow and, with no front of house bar facilities other than the fitted benches, there is no adequate space for seating.

Fig.4 Existing Foyer wall panelling and upholstered benches

3.4 Front of House Toilets

The toilet provision in the existing building is not adequate for the audience capacity with only three female WC cubicles and two male cubicles and one trough urinal. The existing toilets are in poor condition and are in need of refurbishment. Planning permission for a single storey extension to house additional toilets was obtained in 2020, but the increased capacity achieved by the new WC's would still not not meet the Technical Standards for Places of Entertainment and this work has not been carried out.

3.5 The Hall

The Hall is true to its original design and character despite over 85 years of public and municipal use. The original plywood wall panelling is in relatively good condition although it has been painted and is in need of restoration and the original timber boarded sprung floor is also intact.

In 2021 a bar was added in the house right rear corner due to the lack of bar facilities Front of House. Whilst the existing bar has been sensitively detailed and provides a much needed facility its location in the rear of the hall presents some operational issues with noise during performances, a reduction in the seating capacity and due to its location pre show drinks are not available for back to back events in the Hall.

The balcony has poor sight lines with a very shallow rake. A control room was added to the house right rear corner which is quite obtrusive and is seldom used. The audience balcony appears to have the original seats which are quite tired and do not meet current audience expectations on comfort. The existing ventilation for the Hall is inadequate with only window mounted extract fans providing minimal air changes and the large existing windows are single glazed which will allow significant heat loss and provide poor acoustic separation to the outside.

Fig. 5 View of existing Hall from stage

3.6 Stage Basement

The existing stage basement is accessed from within the Hall via a staircase directly in front of the stage riser which leads to a large room. Previously a bar this space is now used for general storage. It has a very low ceiling circa 2m. To the rear of the stage basement is a staff office and kitchen used for event catering. There is a small plant room and store stage left. A door at the rear of the under stage area provides access to the back stage and serves as a means of escape.

3.7 Stage & Backstage

The existing stage is adequate in size for the Hall but has very little wing space or storage and the technical infrastructure is minimal and in need of upgrading. There are two dressing rooms to the rear of the stage which need refurbishment and there is only one back stage toilet and no shower facilities.

3.8 Site Photographs

Fig.6 Hepworth Sculpture and main street facade

Fig.7 Entrance colonade

Fig.8 Existing Foyer

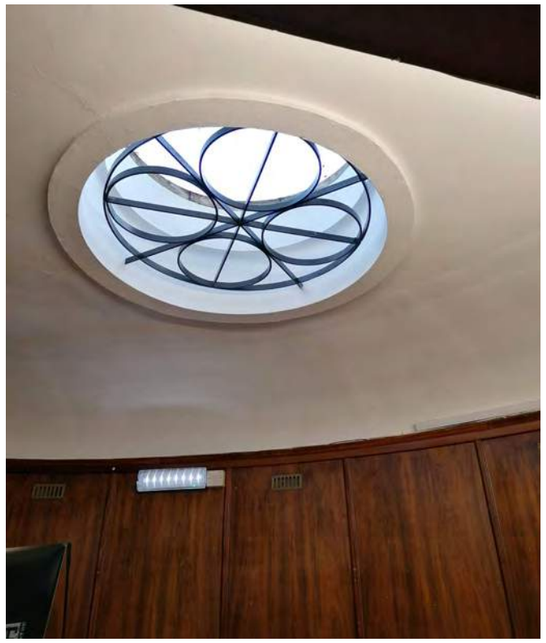


Fig.9 Foyer rooflights

Fig.10 Existing bar and balcony front

Fig.11 Stage and wall panelling

4.0 DESIGN BRIEF

The design brief was originally set out in the feasibility tender documents with some subsequent additions based on our study tour and briefing meetings held on the 7th / 8th October 2020. It can be summarised as follows:

4.1 Feasibility Tender Document Vision Statement

‘The Guildhall has a vision to position itself at the centre of live performance locally, to be a culturally significant venue regionally, nationally and internationally. Building on its heritage, it will work in partnership to develop and deliver high quality experiences that entertain, inspire, celebrate and surprise!

Our vision is to develop a vibrant and locally based live event and performance venue at the heart of the town. We will deliver an all year programme, which celebrates the best of music, theatre and dance. We aim to create a balanced programme to promote community access with local, community events and markets alongside a programme of commercial ticketed events, to energise the cultural life of the town and finance the preservation of the historic guildhall. The hall is a large venue which will aim to attract larger audience events but forms part of a local network of venues and we will aim to ensure programmes are complimentary and provide the broadest reach and appeal.’

4.2 Project Aim

Renewal of St Ives Concert Hall, improving audience experiences, focussed on extending the economic season, and helping to develop St Ives as a centre for the performing arts in West Cornwall.

4.3 Initial List of Proposed Works:

- Ventilation and air conditioning
- Sound proofing and acoustic improvement
- Stage curtains
- Asbestos removal
- Roof repairs/safety rig
- Regenerate entrance and foyer
- Provide 21st Century toilets
- Refurbish backstage/under-stage (inc. lifting equipment)
- PA/sound system & lighting
- Replace seating (boxes/retractable)

4.4 Current Uses

- Live Music Events
- Seasonal Markets - 2 per week April to Oct
- Farmers’ Market throughout the year
- Christmas Fair/craft market
- 4 or 5 Weddings PA
- Mayors Dinner and other ceremonial events 2 or 3 PA
- Record Fair twice a year
- Collectables fair twice a year
- Community uses / meetings / personal events 2 or 3 PA

4.5 Study Tour and Briefing meetings

During a two day study visit and briefing meetings in October 2020 with the project steering group members Louise Dwelly , Emma Gibson, Andy Golay, Johnnie Wells and Kirsty Arthur the following items were identified as a priority for inclusion in the feasibility study:

- Renew ply wall panelling in entrance corridor / foyer
- Re-rake existing balcony to improve sight lines
- Alternative basement use as currently under used
- Refurbish dressing rooms and add a shower
- Room acoustics / noise breakout
- Lack of lobby door between foyer and hall
- Enclose entrance porch and create cafe space
- Forecourt as event space
- live music is the Halls USP
- Keen to develop education partnerships
- Review proposed toilet extension / provision with wider feasibility study plans

5.0 DESIGN PROPOSALS

5.1 - OVERVIEW

The concept behind the design proposals is a simple one: to maximise the potential of the three main areas of the existing building: the Cafe and Forecourt, Front of House and the Hall. These spaces are currently under utilised, but could be improved with a number of key interventions that are sympathetic to their original architectural character whilst being transformative in terms of the functionality of these primary spaces.

This will provide facilities for a programme of events and uses fit for a 21st Century audience and the cultural and civic life of the town, as well as providing financial sustainability by increasing opportunities for income generation.

Our design approach is to preserve and restore the significant features of the existing building and to design new interventions which are expressed as sympathetic modern additions which respect the scale, form and materials of the historic building whilst appealing to the range of audiences that the diverse event programming will attract along with the changing seasonal demographic.

The three main areas are addressed within the design by converting the entrance lobby into a glazed cafe and re-landscaping the forecourt to function as an external cafe space and performance area, improving the foyer bar spaces and upgrading the technical infrastructure and audience seating within the hall.

The alignment of the brief and budget is challenging so the approach taken is to design a scheme that fulfils the brief in order to ascertain the building's full potential with a view to either value engineering at the next stage, phasing the construction work with additional funding becoming available for subsequent phases or additional funding being available for the full scheme to be implemented in one phase.

5.2 - THE CAFE & FORECOURT

Several areas have been identified where the forecourt and colonnade could be improved to give The Guildhall greater presence from either end of Street-An-Pol and make the otherwise secluded part of the town a more lively and exciting space which complements The Guildhall and the immediate area as well as St Ives as a whole.

The proposals are as follows:

5.2.1 Colonnade

The existing entrance colonnade to The Guildhall will be enclosed using a bi folding patent glazing sytem which is openable to the forecourt area and glazed sliding door to provide access from Street-An-Pol creating much need additional foyer space. The new 'external foyer' would remain as the principle access route to The Guildhall venue but could also be used a cafe/bar area or temporary performance space, which would provide an additional revenue stream. These proposals are describe further in item 5.3.4.

Other refurbishments to the colonnade to create the external foyer include the complete refurbishment of the walls, floors and ceiling, refurbishment of the roof with new standing seam zinc and 2 circular roof lights, new poster frames and leaflet holders and new lighting and simple technical infrastructure.

A new illuminated opening within the stone wall on the east side of the colonnade will enable those approaching the site from St Andrews Street to see through into the new external foyer and forecourt area.

5.2.2 Signage:

The Guildhall currently has no signage which addresses the oblique views from either end of Street-An-Pol. New illuminated signage to the Colonnade canopy would give the venue much greater presence and increase footfall. It would also enable The Guildhall to become much more of a venue in its own right with its own identity. The exact nature, size and location of the signage would be explored further at the next stage. We propose two signs, a horizontal sign facing Treganna Hill and a vertical sign facing St Andrews Street.

In addition to illuminated signage we propose two vertical banners are situated on the southern edge of the courtyard. These would include the venue name and / or show graphics. Colour changing architectural lighting to the facade is also proposed. As well

as making the building more attractive this would give The Guildhall greater presence and play a role in establishing its new identity.

5.2.3 Landscaping

The proposals include the re-landscaping of the existing stepped courtyard area. This will provide level access into the side of the external foyer area via the new bi-folding patent glazed doors and divide the forecourt into three large raked area which is ideal for cafe seating or performances either within the External Foyer or raised area adjacent to the existing access ramp.

New cycle parking will be provided within the forecourt adjacent to the steps to the council offices and to the east of the External Foyer within the council staff car park.

5.3.4 Programming

The new landscaping and refurbished External Foyer will enable The Guildhall to provide an additional Cafe/Bar offer which can either be a stand alone operation or be programmed with an event within the main hall or separate smaller events which can take place within the courtyard itself. With Street-An-Pol being such a quiet road, simple and intimate performances can take place without being too loud and a disturbance to the neighbours. Such performances might be stand alone or part of a larger venue wide event. They would form part of the St Ives established art and music scene and encourage a new audience to come and enjoy or simply happen upon a children's show, string quarter or poetry reading. The forecourt may also be used as a cafe and place to learn about The Guildhall and coming events.

5.4 - THE FOYER

Two options were developed for the Foyer both of which explore different ways of addressing the lack of bar and WC facilities Front of House utilising the single storey extension currently planned as a toilet extension. In both options the Foyer space and bar counter may also be used as a day time cafe space and servery. Both options restore / replace the some of the existing plywood wall panelling with matching panelling with integrated show poster display frames. The existing terrazzo floor is also restored.

5.4.1 Foyer Option 1

Option 1 looks to address the lack of Foyer space by incorporating a separate bar area in the current accessible WC and the new extension. The new bar is linked to the existing Foyer with two openings within the new timber wall panelling which is extended into the bar area creating a single cohesive space. The important curved wall feature of the existing Foyer would be retained with an element of curved wall / timber panelling above the opening. The curved wall of the Foyer is echoed in the new bar counter and wall sympathetic to the existing buildings character and geometry. The bar has three small store rooms accessed directly from the Bar / Cafe servery.

The Foyer would have two distinct modes: day time cafe and evening event. For day time use the foyer and bar would function as a cafe with tables and chairs in both spaces linking to the glazed entrance and forecourt. The cafe tables and chairs would be cleared away and stored within the stage basement for evening foyer mode where maximising circulation and standing room is a priority. This will allow for increased pre show and interval drinks sales and provide a much improved overall audience experience.

As well as new plywood wall panelling the bar area would have new terrazzo flooring and two new circular roof lights to match the existing foyer. Built in drinks shelves would be incorporated into the new plywood wall panelling in the foyer and bar area for pre show and interval drinks. The existing upholstered bench seats would be retained and restored and utilised for bar and cafe seating.

5.4.2 Foyer Option 2

Option 2 takes a less radical approach whilst addressing the lack of a bar in the Front of House with the addition of a bar / servery in the location of the existing accessible WC and new WCs in the single storey extension. An opening is cut in the existing foyer wall to form a new bar servery with a small separate kitchen & bar store accessed directly from the servery. The foyer would act as a day time cafe with the same two distinct modes of operation as described in Option 1. The existing upholstered bench seats are removed in order to maximise the width of the foyer space directly in front of the bar counter in order to maximise circulation where queues will form at the bar for pre show and interval drinks.

Due to the limited foyer space this option would rely on an effective audience management strategy similar to that of a London West End theatre which typically have inadequate foyer and bar facilities for the number of audience members. This type of venue relies on filtering audience members through the foyer whilst checking tickets and obtaining pre show drinks which are then taken through into the auditorium allowing for a steady flow of audience members through the foyer / bar. Interval drinks are always an issue in venues with inadequate front of house space which can be mitigated with mobile bar counters or sales points which are used during intervals within the auditorium or hall.

The stand alone day time cafe operation would also be compromised as the kitchen area would be significantly smaller.

5.5 - THE HALL

The hall is generally in good condition and remains true to its original architectural character and is a multi purpose flat floor room with a tiered balcony with audience seating and will be used for a varied programme of events such as live music, theatre, conference, lectures, comedy, cabaret, corporate events, indoor markets, community hires and film screenings with live music as the primary event.

5.5.1 Stalls Level

A retractable bleacher seating unit is proposed for the stalls level which is split into two halves so that it can be stored against the back walls under the balcony when not in use. In order to accommodate the bleacher unit the existing bar which was added to the hall in the house right rear corner under the balcony will be removed and is replaced by the new bar in the foyer.

The benefits the bleacher seating unit provide are:

- Flexible seating that allows for a range of events to be programmed in different configurations.
- Improved audience experience and comfort.
- Improved sight lines.
- Faster turn around between events with less staffing requirements that allows for different daytime and evening events to be programmed.

The bleacher seating unit can either be fully or partially deployed. When fully deployed the bleacher forms a continuous rake visually linking the bleacher audience with the balcony audience. When fully deployed the space under the balcony can be utilised as additional foyer space with a mobile bar counter or as a break out / exhibition space for other events such as conferences. The maximum seating capacity achieved in the hall is 448 with the bleacher partly deployed and twelve rows of seats in front on the flat floor.

When the bleacher units are retracted and stored against the rear walls the hall reverts to a flat floor room which allows for a range of different events. As well as allowing alternative theatre seating layouts such as traverse and in the round cabaret style seating with tables and chairs can be accommodated for up to 172 people. This layout could be used for events such as cabaret performances, award ceremonies, corporate hospitality, comedy, live music and weddings. When in flat floor mode the hall could also be used for indoor farmers and collectables markets and for live music performances.

Live music events are a key element of the venue programming and have been identified as a primary income stream within the business plan. The proposed standing event layout has increased the standing capacity from 500 to 600 people and accommodates the stored bleacher units, stalls level sound and lighting desk positions and mobile bar counters. Bar sales are a key income provider for live music events so four mobile bar counters have been included proving an additional six metres of bar counter with four serving positions. This increases the bar counter provision from three metres to nine. The mobile bar counters are divided into 1.5 metre lengths and stored in a new store room created under the half landing of the existing stair case leading the audience balcony. The mobile bar counters also increase programme flexibility as they could be used for daytime events in the Hall leaving the Front of House counter free for Cafe use.

The existing hall has an original timber boarded sprung floor which will required detailed condition survey to ascertain its loading capacity for a standing audience of 600 people. It will require localised strengthening to accommodate the bleacher loadings.

Acoustic separation will be improved between the foyer and hall with the inclusion of an

additional set of acoustic doors to form a sound lobby.

The existing central stairs directly in front of the stage riser, which links the hall to the stage basement, reduces the seating capacity, limits upward sightlines and compromises performer/audience connetivity. It also presents a hazard to perfomers playing close to the stage edge. It has has therefore been removed and in filled and a new stair added house right of the stage riser.

5.5.2 Balcony Level

The audience balcony will be re-raked to improve sight lines and the existing control room which has been added in the house right rear corner is removed as it is not required for all events and reduces the seating capacity. A central lighting desk position has been incorporated with removable seats. The seat count has been increased from 82 to 126 without a control desk position or 121 with five seats removed and a control desk added.

5.5.3 Acoustics

Variable room acoustics for the different type of events will be achieved through the use of drapes and some fixed acoustic absorption may be necessary on the walls and ceiling. This would be determined at the next stage through acoustic modelling. Secondary glazing would also be added to the large hall windows to improve sound separation. The existing escape doors which are not lobbied and link directly to the street will also be upgrades

5.6 TECHNICAL INFRASTRUCTURE

An inspection of the specialist theatre technical systems throughout the building strongly suggests that an upgrade is required if the venue is to attract a commercial programme of the calibre envisioned by the programming team. This view was re-enforced during the Business Planning exercise when the facilities on offer in a number of comparative (competitive in programming terms) venues were considered.

5.6.1 Control Booth

The current control booth is problematic in that it is an over-sized, fully enclosed room located to the upper rear right of the balcony. As a result, the control booth is rarely if ever used, with visiting technicians preferring to run a temporary multicore cable from the booth, over the balcony front to the Stalls where they install a temporary control position open to the room and on the centreline. This temporary set-up is used so regularly that the multicore cable has damaged the balcony front in the location where it is draped over into the Stalls. The control booth also occupies prime real estate that could otherwise allow an increase in auditorium capacity.

A temporary control position has been added on the centreline at balcony level, created by the removal of 5 no. quick release seats and connected to the building's technical infrastructure via stage lighting and audiovisual facilities panels contained either in a concealed floor-box or behind a wall-mounted access panel.

At Stalls level the building's technical infrastructure shall be extended to include stage lighting, and audiovisual facilities panels contained in concealed floor-boxes and behind rear-wall access panels. These facilities will enable the introduction of temporary control positions at Stalls level as required, facilitate live 'in-the-room' mixing of amplified music performances/gigs.

5.6.2 Overhead Rigging & Suspension Systems

There are no overhead rigging and suspension systems in the Hall, which is unusual in a venue of this type and scale, and which may impact upon the ability to attract the anticipated creative programme. In the past, temporary solutions have been found but they have not been ideal and do add time and cost during the get-in, fit-up and get-out stages of a production or event.

It is proposed that a powered Front of House lighting bar is introduced in the Hall, along with demountable prosc. booms, side ladders and a balcony front bar. Stage lighting and audiovisual facilities will be provided in these locations via an installed technical systems infrastructure, bespoke facilities panels, cable management and temporary cable routes. Managed access systems such as clip-off points beneath the front row of the balcony, shall facilitate safe technical rigging practices appropriate to a technical training environment.

Over stage Rigging & Suspension Systems: The over stage rigging and suspensions are adequate but not appropriate in a training environment.

It is proposed that the over stage systems are upgraded to facilitate rigging at stage level rather than in the air.

5.6.3 Stage lighting Systems

Whilst the current stage lighting system has been recently updated and is fully functional, it is not sufficiently sized to accommodate the new stage lighting positions described above.

It is proposed that the current systems is enhanced by the introduction of appropriately scaled, ThruPower (or similar) racks to enable the use of LED and/or Tungsten (not preferred but potentially toured by a visiting production) fittings throughout the space. The wired stage lighting power, data and containment infrastructure shall be upgraded and extended to include the provision of new stage lighting facilities panels at key points throughout the space. A stage lighting desk shall be provided and the current stock of luminaries shall be assessed and added to with new LED fixtures as required. These works represent an enhancement/upgrade and not a full replacement of the current stage lighting system.

5.6.4 Audiovisual Systems

The audiovisual system is perhaps the most important of the technical systems in terms of delivering a venue that will be attractive to the desired calibre of programme content.

The audiovisual system needs to be what's known as 'rider-friendly' i.e., when it appears on the technical rider for a venue, acts/bands are attracted to performing there rather than concerned that their sound may not come across well. Whilst the current audiovisual system has adequately supported the past programme, albeit enhanced with rentals as required, it is not 'rider-friendly' and is likely to hamper aspirations for future programming, particularly with reference to live bands, bigger-name acts and high-value private functions such as weddings. Anecdotally the team are also aware that the quality of the sound in the venue has in the past been raised as an issue.

It is proposed that the audiovisual system in the venue is replaced. The wired audiovisual power, data and containment infrastructure shall be replaced and shall serve new audiovisual facilities panels located at key points throughout the space.
A new sound re-enforcement system comprising amps (D&B or similar), distribution (Allen & Heath digital stage box and expander) speakers (D&B or similar), control (Allen & Heath Mixing desk or similar) and accessories (mics., mic. packs., mic. stands etc.) shall be provided.
The above works represent a wholesale replacement of the audiovisual system and shall immediately make the venue more attractive to a higher calibre of acts/bands.

5.6.4 Projection System

A mid-range digital projector and flown projector screen shall be provided in order to add a new strand to the venues programming capabilities. It is anticipated that the new income stream associated with screenings may be beneficial in commercial terms during the off-season months.

5.6.6 Building wide Systems

The proposed specialist technical infrastructure shall include the introduction of a paging system covering Front of House and Back of House zones, and a show-relay system.

5.6.7 Exterior Systems

The proposed works to the current entrance to the building and the adjacent forecourt shall create a series of terraces appropriate for open-air performance. The works in forming these areas shall include the introduction of a temporary power infrastructure to facilitate the use of stage lighting and audiovisual equipment to support these performances. The introduction of secure, fire-rated, temporary cable passes shall facilitate the connection of the exterior performance areas to the internal technical infrastructure as a means of accommodating buildingwide events.

5.6.8 Technical Staffing

It should be noted that the proposed works to the Technical Systems will result in a venue requiring one or more skilled members of Technical Staff if the improvements are to be fully exploited.

5.7 STAGE BASEMENT & TOILET PROVISION

Two options for the existing stage basement were developed in line with the two options for the foyer. Both options utilise the basement for the additional toilet numbers required to achieve compliance with the Technical Standards for Places of Entertainment for an audience of 600 people, as well as accommodating furniture storage for the Hall and Cafe and mechanical and electrical plant rooms. The existing office and kitchen are retained and redecorated.

5.7.1 Toilet Provision Option 1

The mix of toilets shown in Option 1 in the Front of House is a combination of gender neutral, accessible and male WCs on the ground floor with female WCs at first floor and the stage basement toilets which are only used during events in the hall are all gender neutral with integral basins. Gender neutral toilets in public buildings require careful consideration as some users don't feel comfortable using toilets with mixed genders, either because of religious or personal circumstances. Having a mixture of gender neutral and male / female toilets addresses these issues as well as the gender neutral toilets having a basin per cubicle which removes the need for shared basins.

The toilet calculations are based on a 60/40 Female to Male audience split for the Male and Female toilets and a 50/50 split for the gender neutral toilets as below:

Female:
WC cubicles - 3
Wash hand basins - 2
Male:
WC Cubicles - 1
Urinals - 3
Wash hand basins - 2
Gender Neutral:
Cubicles with integral basins - 14
Accessible:
Accessible WC within own room - 1

5.7.1 Toilet Provision Option 2

The toilets shown in Option 2 in the Front of House and stage basement is a mix of male and female with one accessible WC in the Font of house.

The toilet calculations are based on a 60/40 Female to Male audience split as below:
Female:
WC cubicles - 12
Wash hand basins - 6
Male:
WC Cubicles - 3
Urinals - 5
Wash hand basins - 3
Gender Neutral:
Accessible:
Accessible WC within own room - 1

5.8 BACK STAGE

The backstage facilities are minimal with only two dressing rooms and one stage right store room, all of which are only accessible within the building from the hall. The dressing room are refurbished with new make up tops, mirrors and lights and a new shower room is added to both rooms.

5.8 ACCESS

The new entrance via the External Foyer will provide good level of access in accordance with Part M of the Building Regulations. New building and wayfinding signage will be provided. Wheelchair positions will be be provided at stalls level within the Hall.

5.9 TRAVEL

The Guildhall is well located in the centre of the historic town and therefore has good access to public transport links, with town centre car parks within easy walking distance. New cycle parking racks will be provided in both the forecourt and staff car

paking area.

5.10 SERVICES

A full assessment of the existing services will be carried out and strategy for the new services will be developed at the next stage of the project. A new mechanical ventilation system will be required for hall, new bar, the foyer, WCs and cafe and will be housed in the basement plant rooms and small flat roof area adjacent to the Hall.

We have identified two ventilation options for the Great Hall, Optiin 1 is indicated on the Stage Basement floor plans:

Option 1:Displacement
This option brings air in at low level into a large plenum in the stage basement with attenuation / filtration and a fan to push air into the hall through floor ducts creating a positive pressure in the Hall and distributing the air as evenly as possible via floor diffusers. Air would then either naturally extracted utilising the stack effect or fan assisted extract through attenuated roof cowels or a roof lantern.

Option 2: Top Down
This option supplies ventilation from an AHU located on the flat roof area adjacent to the Hall roof over the female WCs through ductwork running on top of the Hall roof with extract through the roof in front of the stage.

If Option 1 is viable it would provide a more sustainable ventilation system than Option 2. Both options would be explored at the next stage. along with an assessment as to whether cooling is necessary for the Hall.

5.11 REFUSE STORAGE

Refuse storage will be provided along the Get-in access road to the west of the site. Size, number and type of bins will be established at the next stage.

6.0 ENVIRONMENTAL STRATEGY

The fabric first approach is the starting point for the environmental strategy which aims to reduce energy consumption through high levels of thermal insulation and efficient services. This is challenging with a historic building which limits the improvements that can be made to the building fabric.

Ways in which the building will be made more sustainable are summarised below:
- Adding high levels of thermal insulation to new roofs
- Secondary glazing with solar control glass
- Solar control glass to the rear extension
- Minimise water usage & add rainwater recycling
- Efficient ventilation systems with heat recovery
- Passive ventilation where possible
- Energy efficient lighting

7.0 STATUTORY APPROVALS

7.1 Listed Building Consent & Town Planning

The Guildhall is not a listed building and therefore listed building consent would not be required, however it is a significant Heritage asset and detailed discussion with the local authority planning department will be required. At the next stage we would recommend that Pre-application advice is sought from the local planning department.

7.2 Building Regulations

7.2.1 The proposed alterations and extension will require Building Regulations approval. At the next stage either the local authority building control department or an approved inspector should be consulted on the proposals.

7.2.2 The proposals alter the fire strategy and occupancy numbers, and therefore consultation with the Fire & Rescue Services should also be carried out at the next stage.

7.3 Land Ownership

The Guilhall is owned by St Ives County Council. Landlords consent will be required for any alterations to the building.

7.4 Party Wall Agreements

It is anticipated that a party wall agreement will be required for the single storey extension with the adjoining owners.

7.5 Rights of Light

No rights of light issues are anticipated.

7.6 Premises License

The proposed alterations will require the building premises license to be updated, consultation with the local authority licensing department should be carried out at the next stage.

7.7 CDM

Under the Construction Design & Management regulations the client will be required at the next stage to appoint a Principle Designer to produce the Pre-Construction Health & Safety information.

8.0 PROGRAMME, PROCUREMENT & CASH FLOW

8.1 PROGRAMME

Two programme options have been drawn up:

Option 1: The Project Manager/ Contract Administrator is procured first via an invited tender process. The Project Manager then leads with the procurement of the various design team members and specialists required to design and develop the scheme, as listed above. The initial focus will be on ‘core’ design team disciplines (architect/ M&E/ structures) so RIBA Stage 2 can get underway at the earliest opportunity and be completed by September 2022. Assuming Stage 4 progresses in parallel with planning determination, project completion and opening will be towards the end of Summer 2024.

Option 2: The focus between February and September 2022 is on resolving the funding and procuring the full project team, with RIBA Stage 2 design work progressing from September 2022 when there is full certainty on funding. This deferred start inevitably pushes the programme out with project completion and opening being in late autumn 2024.

Please refer to Appendix No.2 for Programme Options 1 and 2.

8.2 PROCUREMENT

The Indicative Construction Costs contained in this report, both in terms of works value and professional fee levels, suggest that the project could be procured by means of an invited competition rather than having to go through a full FTS (ex-OJEU) public procurement process.

This is of particular relevance here because of the implications of a public procurement process on the programme. To procure the project by means of an invited competition would present the opportunity of completing in time for end of Summer ’24, whereas carrying out a full FTS process would miss that opportunity, pushing completion back to late autumn/low season of the same year.

It should be noted that if the project grew significantly in scale, then the fee for the Architect is likely to trigger a public procurement process.
Based on the above our recommendation at this point would be to run an invited competition to select and appoint a Project Manager who would then run the competition process to appoint a Design Team on your behalf. It is anticipated at the following core specialists will be required for the project:

- Architect / Lead Designer
- Principal Designer (CDM)
- Structural Engineer
- Cost Consultant
- M&E Consultant
- Theatre Consultant
- Acoustics Consultant
- Catering Consultant

Thereafter, as described above, it is proposed that the main works are procured on a single stage (lump sum) traditional basis with contractor design portions (CDPs) for discrete elements. Smaller specialist/ client direct packages will also be competitively tendered to achieve value for money.

8.3 CASH FLOW

Please refer to Appendix No.3 for Programme Option 1 Cash Flow.

9.0 COSTS

The Indicative Construction Costs included in this report have been prepared by Gardiner & Theobald LLP, Cost Consultants who have worked with Plann for a number of years on a range of cultural projects.

Estimated costs have been prepared on the basis of procuring the preferred design option via a single stage (lump sum) traditional procurement route. It is anticipated that this approach would offer more cost certainty than any other industry-standard procurement option available at this time and would be appropriate for a project of this scale and in this location.

These costs are for the delivery of the preferred deign option, which includes the introduction of a large, curved bar to the refurbished Front of House area with additional toilets provided in the sub-stage basement.

Building Works Total	£2,188,988
Total Construction Cost	£2,725,000
Total Project Cost	**£3,400,000 Excluding VAT**

Please note that there are a number of Exclusions and a number of Below-the-Line items that would need to be allowed for in a subsequent Client Budget but would not form part of the construction budget. (Items such as Client-Direct procurement of the mobile bar counters.) These Exclusions and Below-the-Line costs are detailed more fully in the appended Indicative Budget Estimate.

Please note that general redecoration of the main hall is not included, and it has been assumed that the electrical installations are regularly tested and meet current regulations. The costs reflect a number of specific interventions, not a complete redevelopment of the whole building. There is no provision for the introduction of disabled access to the basement.

Please also note that whilst Design and Construction Risk Contingencies have been allowed for in the above sums, Employer Risk Contingencies have not. This is referenced further in the appended Indicative Budget Estimate.

Early Indicative Budget Estimates for these works arrived at the higher Total Project Cost of £4,650,000 Excl. VAT. This figure has been reduced in response to Client feedback on specific design issues, the removal of part of the FF&E package to Client-Direct procurement, and a more detailed look at both Employer Risk and Construction Risk. We would recommend that the Clients consider the implications of these savings when finalising any funding application levels.

Phasing Option

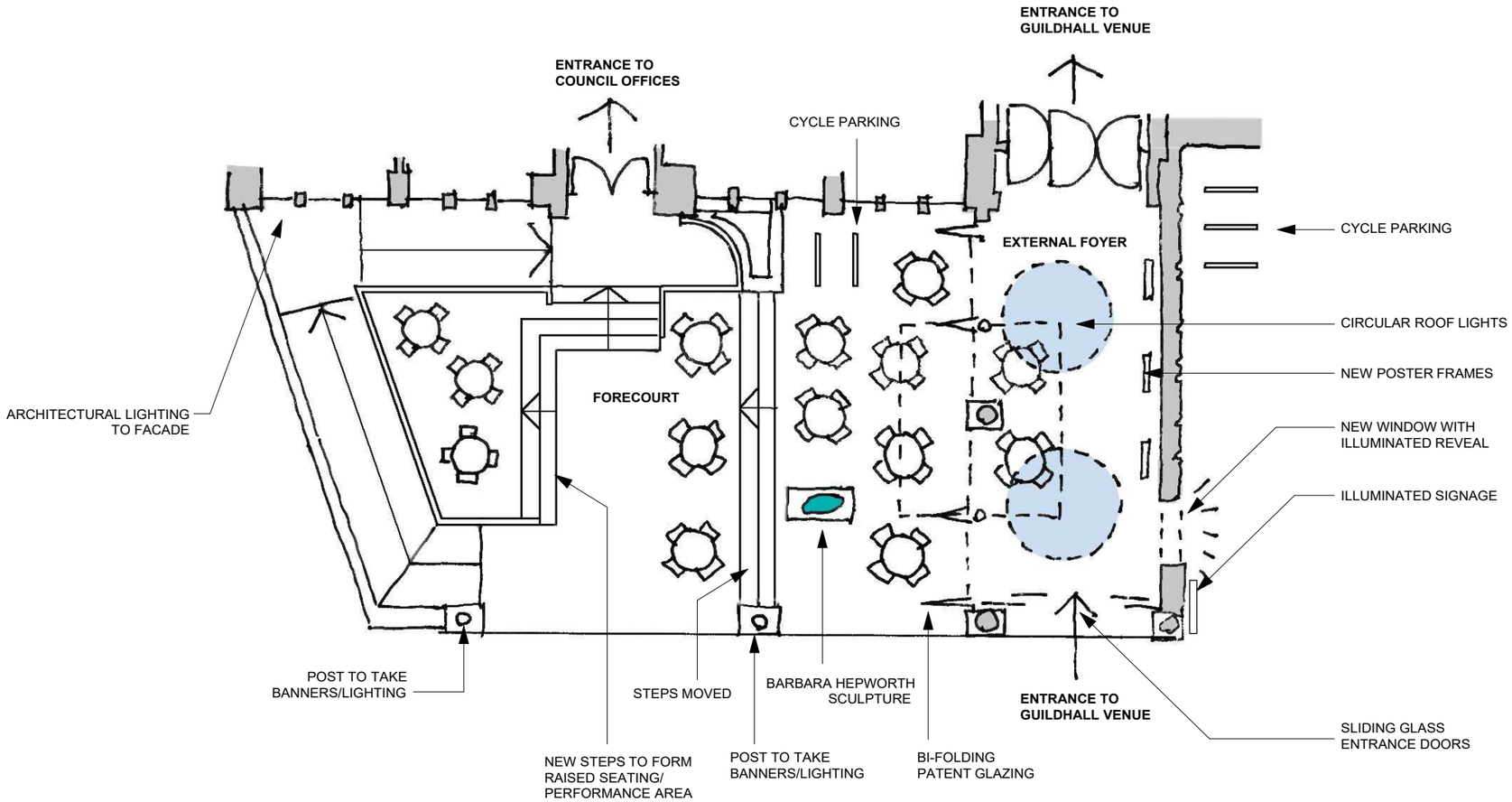
Throughout the preparation of this Feasibility Study, a number of options for phasing these works have been explored. Whilst phasing is certainly an option and could be explored further upon commencement of the next design stage, to do so would attract a premium. As an example, the Cost Consultant advised a total budget uplift of 30% if the project was to be delivered in two phases.

Please refer to Appendix No.4 for the Cost Plan.

10.0 APPENDIX 1 - DRAWINGS

Proposed Drawings List:

- 183.EX-01 Forecourt and External Foyer Plan
- 183.EX-02 Front Elevation
- 183.EX-03 Forecourt and External Foyer Programming
- 183.EX-04 Forecourt Sketch Perspective
- 183.FOH-01 Front of House Plan Option 1
- 183.FOH-02 Front of House Plan Option 2
- 183.HL-01 Hall Layout Option 1
- 183.HL-02 Hall Layout Option 2
- 183.HL-03 Balcony Levle Plan
- 183.HL-04 Hall Layout Option 3
- 183.HL-05 Hall Layout Option 4
- 183.HL-06 Hall Layout Option 5
- 183.SB-01 Stage Basement Plan Option 1
- 183.SB-02 Stage Basement Plan Option 2



Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Forecourt and
External Foyer Plan

Scale
1:100 @ A3

Date
January 2022

Job no. 183

Drawing no. EX - 01

Revision

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Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Front Elevation

Scale
1:75 @ A3

Date
January 2022

Job no. 183

Drawing no. EX - 02

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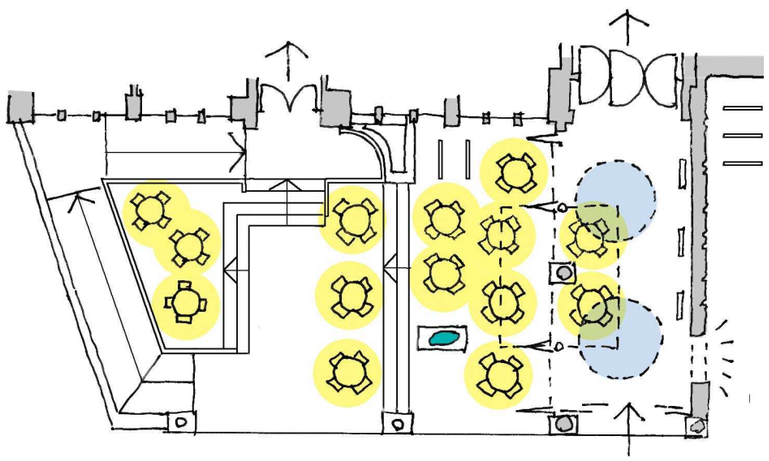
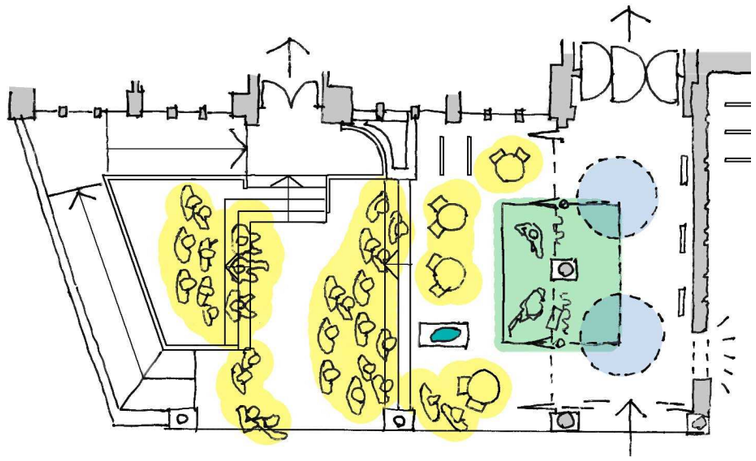


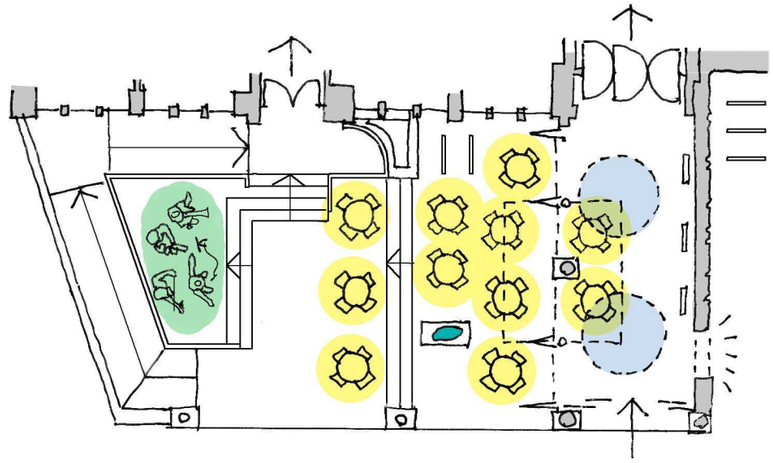
CAFE

Cafe tables within new External Foyer and Forecourt with new step configuration.



PERFORMANCE

Cafe tables with standing audience with performance within External Foyer .



PERFORMANCE / CAFE

Cafe tables with performance on new raised area within reconfigured forecourt.

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Forecourt and
External Foyer Programming

Scale
1:150 @ A3

Date
January 2022

Job no. 183

Drawing no. EX - 03

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Approaching from Treganna Hill

Approaching from St Andrews Street

Revisions:

Project
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Feasibility Study

Drawing title
Proposed Forecourt
Sketch Perspectives

Scale
NTS

Date
January 2022

Job no. 183

Drawing no. EX - 04

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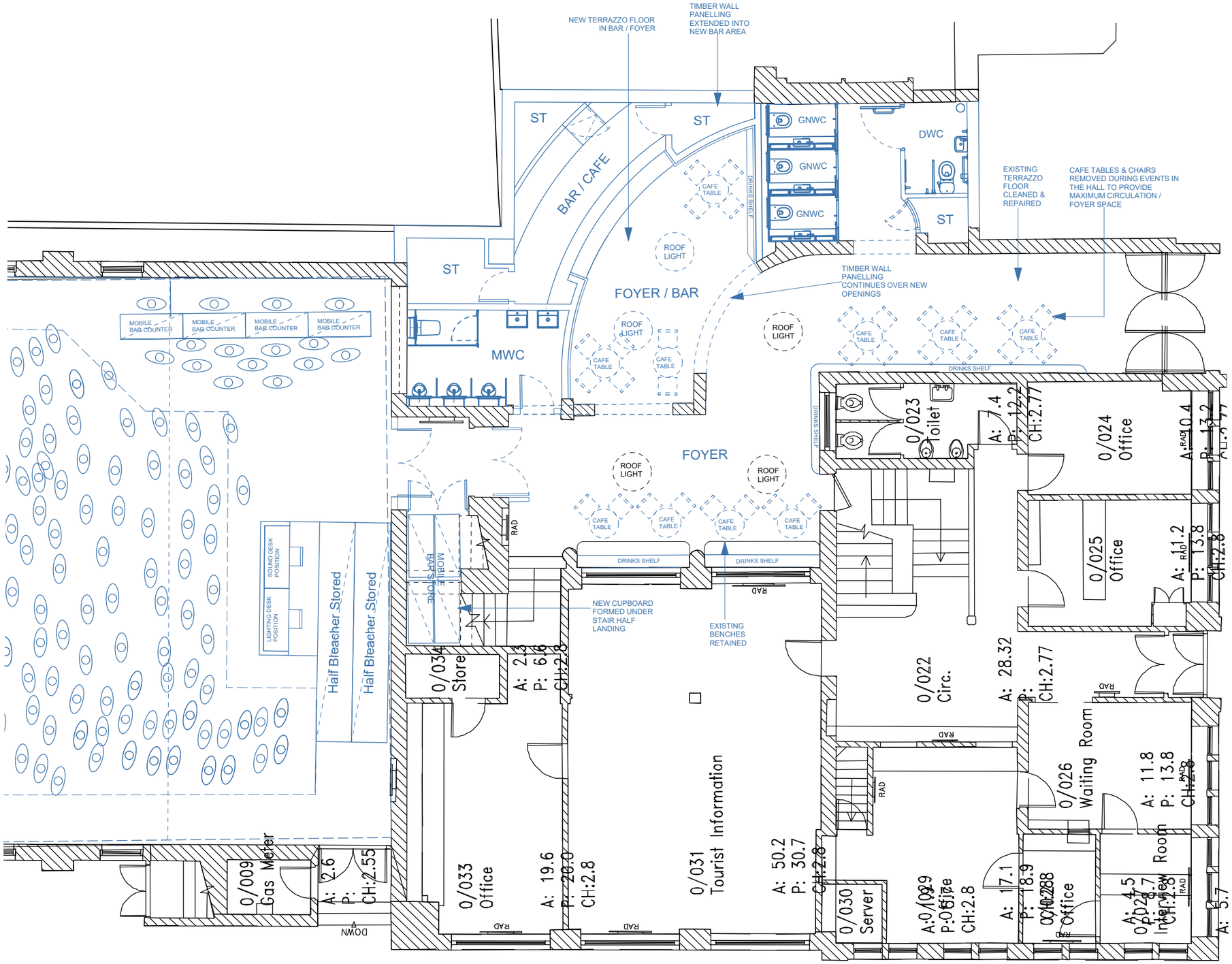

PROPOSED FRONT OF HOUSE PLAN - OPTION 1

KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Front of House Plan - Option 1

Scale
1:100 @ A3

Date
January 2022

Job no.	Drawing no.	Revision
183	FOH - 01	

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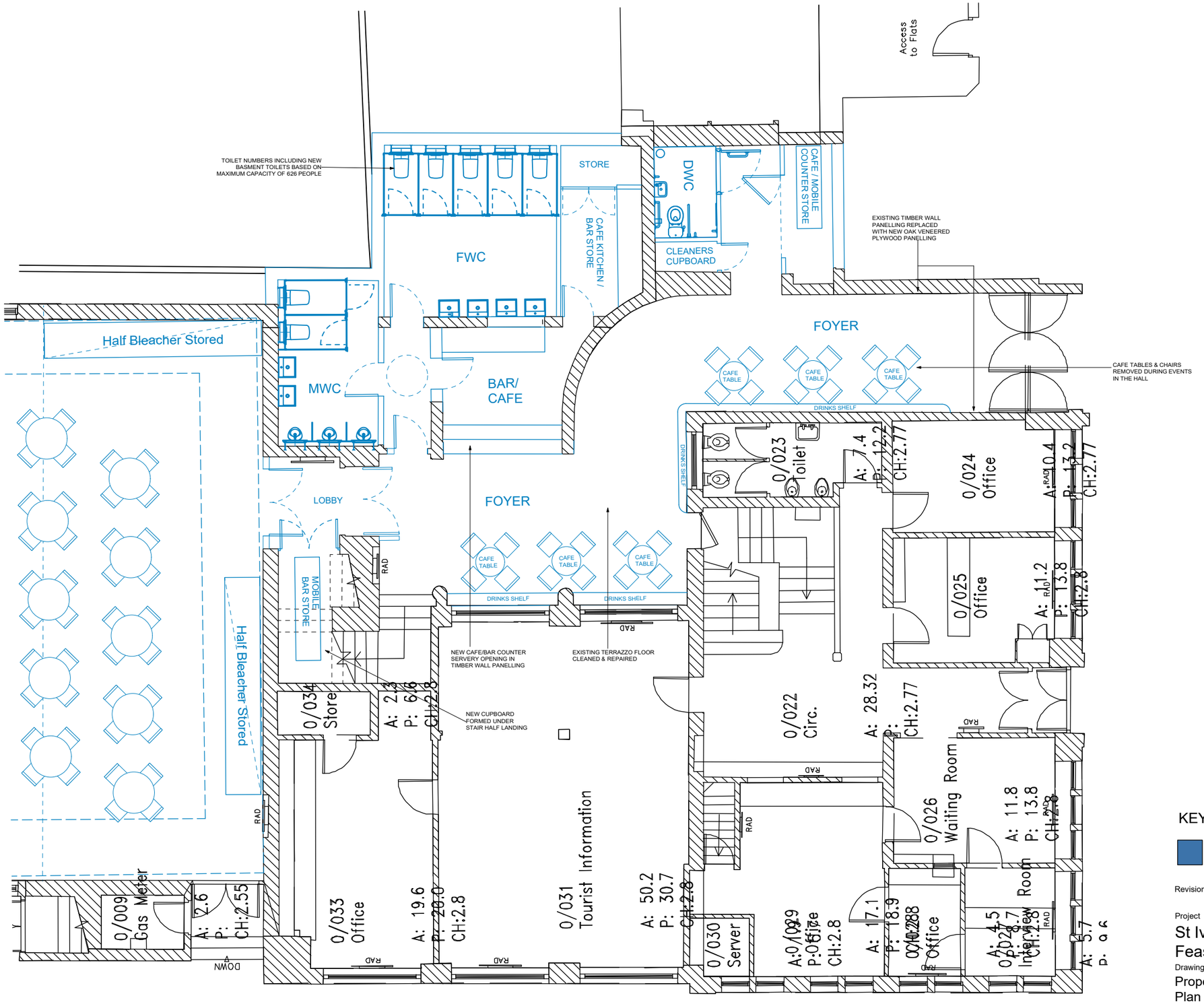

PROPOSED FRONT OF HOUSE PLAN - OPTION 2

KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall Feasibility Study

Drawing title
Proposed Front of House Plan - Option 2

Scale
1:100 @ A3

Date
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Job no.	Drawing no.	Revision
183	FOH - 02	

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Revisions:

Project
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Feasibility Study

Drawing title
Sketch Perspective of Proposed
Foyer - Option 01

Scale
NTS

Date
January 2022

Job no.
183

Drawing no.
FOH - 03

Revision

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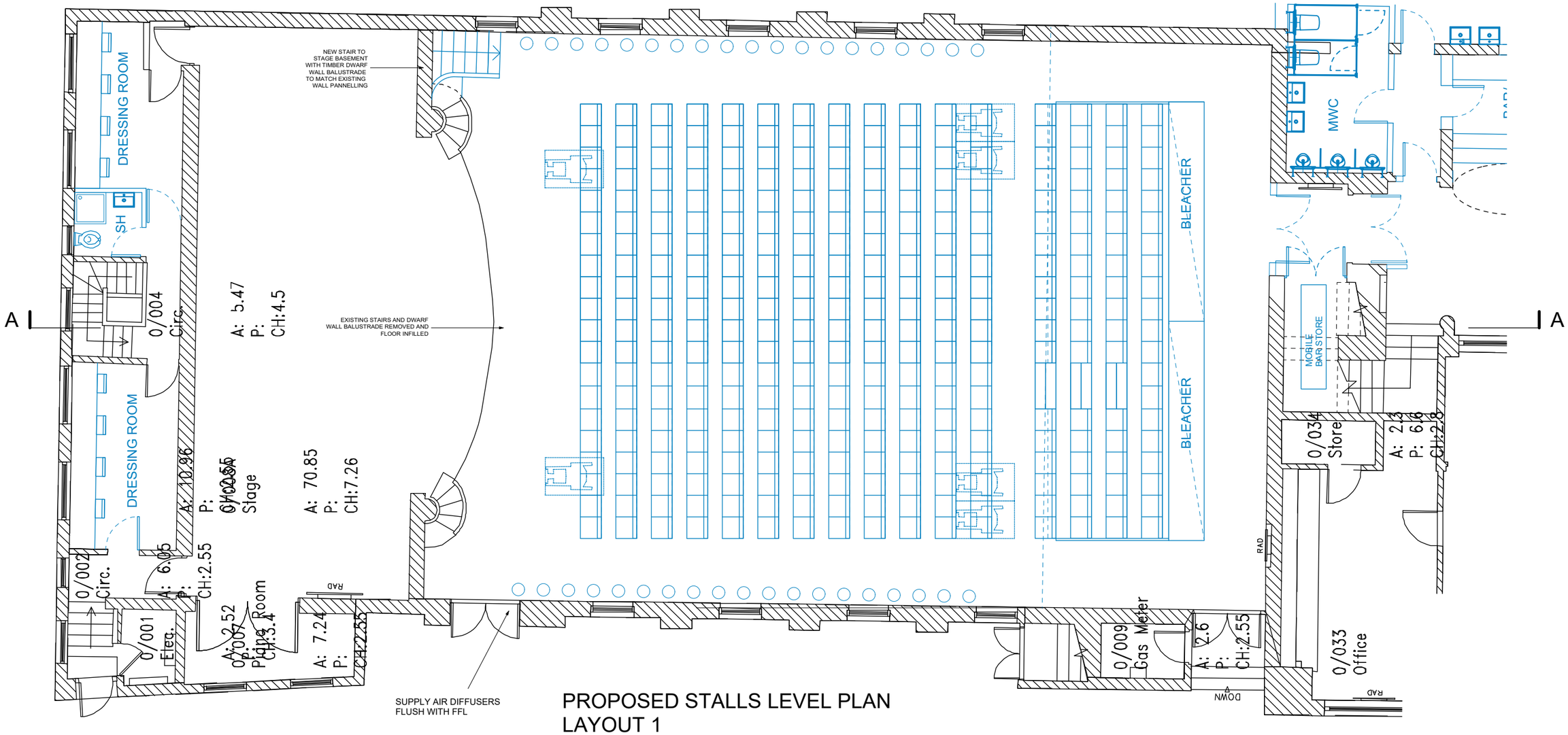
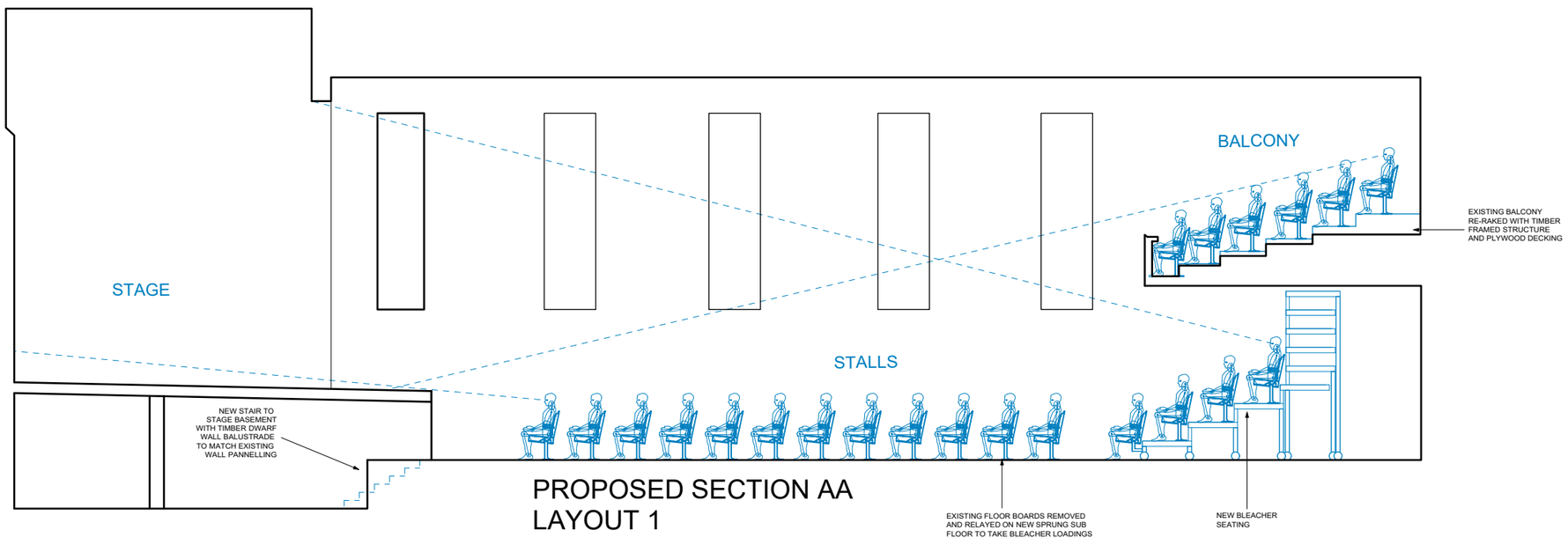


PROPOSED STALLS LEVEL PLAN LAYOUT 1



PROPOSED SECTION AA LAYOUT 1

LAYOUT 1
THEATRE SEATING - BLEACHER PARTLY DEPLOYED

EXISTING
STALLS LEVEL SEAT COUNT = 306
BALCONY LEVEL SEAT COUNT = 82

PROPOSED
STALLS LEVEL SEAT COUNT = 312
BALCONY LEVEL SEAT COUNT = 126
TOTAL SEAT COUNT = 448

SEAT COUNT COMPARISION = +50

KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 1
Stalls Plan & Section AA

Scale
1:100 @ A3

Date
January 2022

Job no.	Drawing no.	Revision
183	HL - 01	

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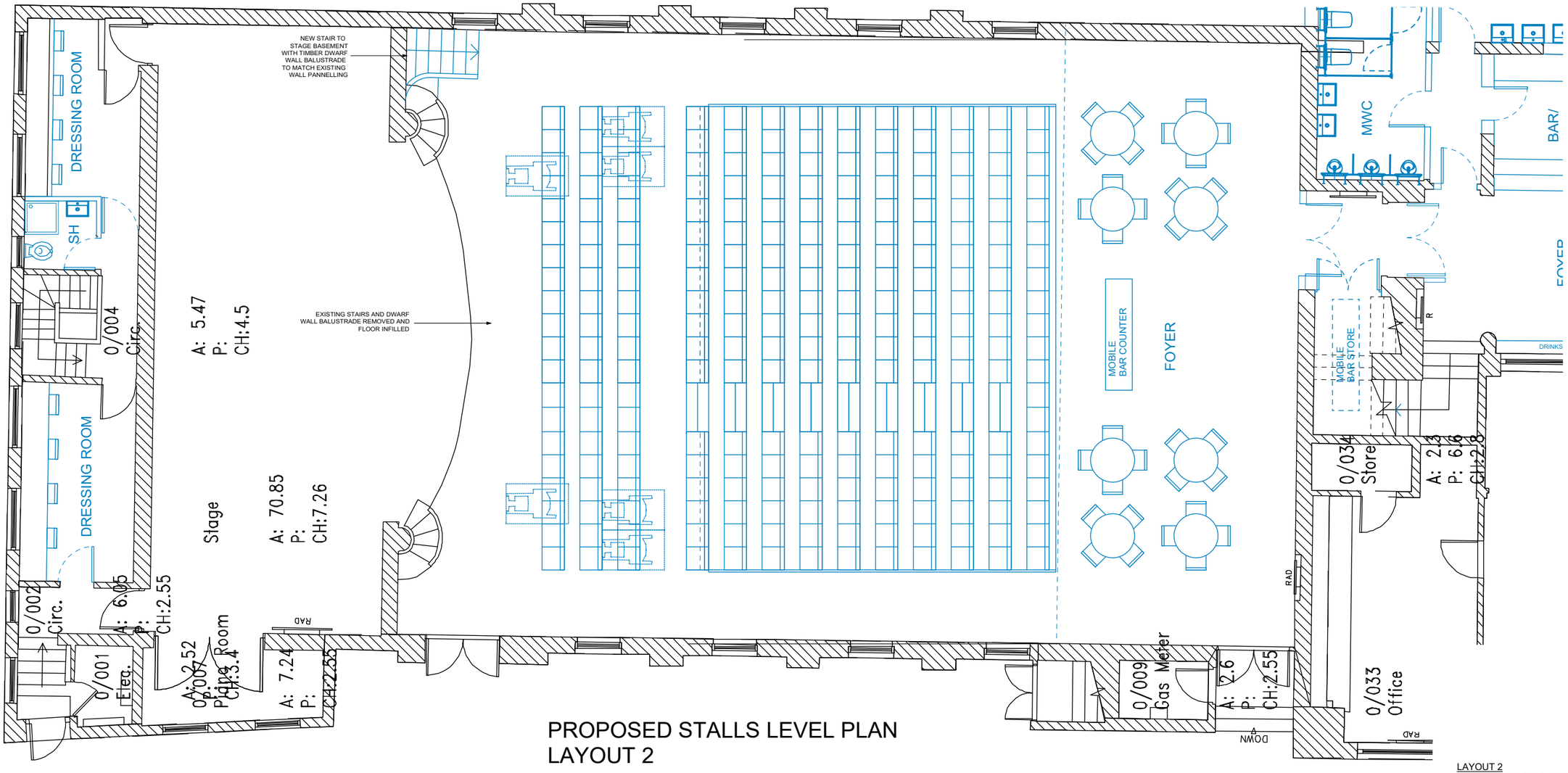
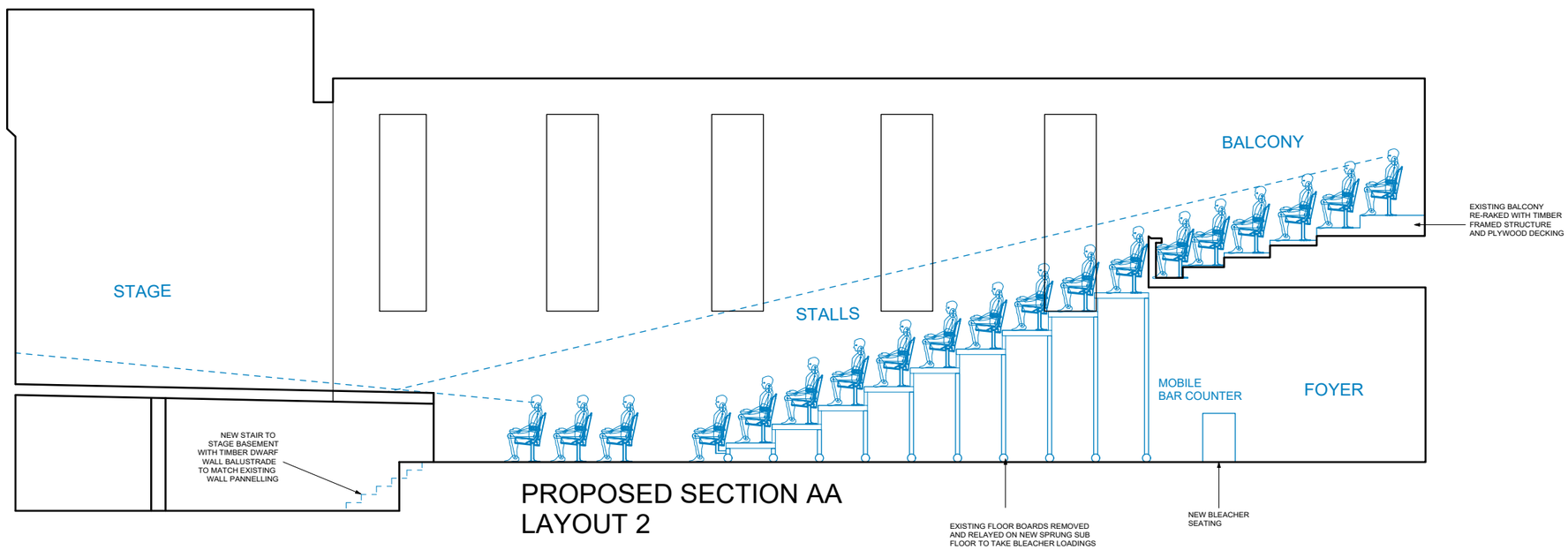


PROPOSED STALLS LEVEL PLAN LAYOUT 2



PROPOSED SECTION AA LAYOUT 2

LAYOUT 2
THEATRE SEATING - BLEACHER FULLY DEPLOYED

EXISTING
STALLS LEVEL SEAT COUNT = VARIES BETWEEN 220 TO 306
BALCONY LEVEL SEAT COUNT = 82
TOTAL SEAT COUNT = BETWEEN 302 & 388

PROPOSED
STALLS LEVEL SEAT COUNT = 242
BALCONY LEVEL SEAT COUNT = 126
TOTAL SEAT COUNT = 368

SEAT COUNT COMPARISON = -20

KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 2
Stalls Plan & Section AA

Scale
1:100 @ A3

Date
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Job no. 183 | Drawing no. HL - 02 | Revision

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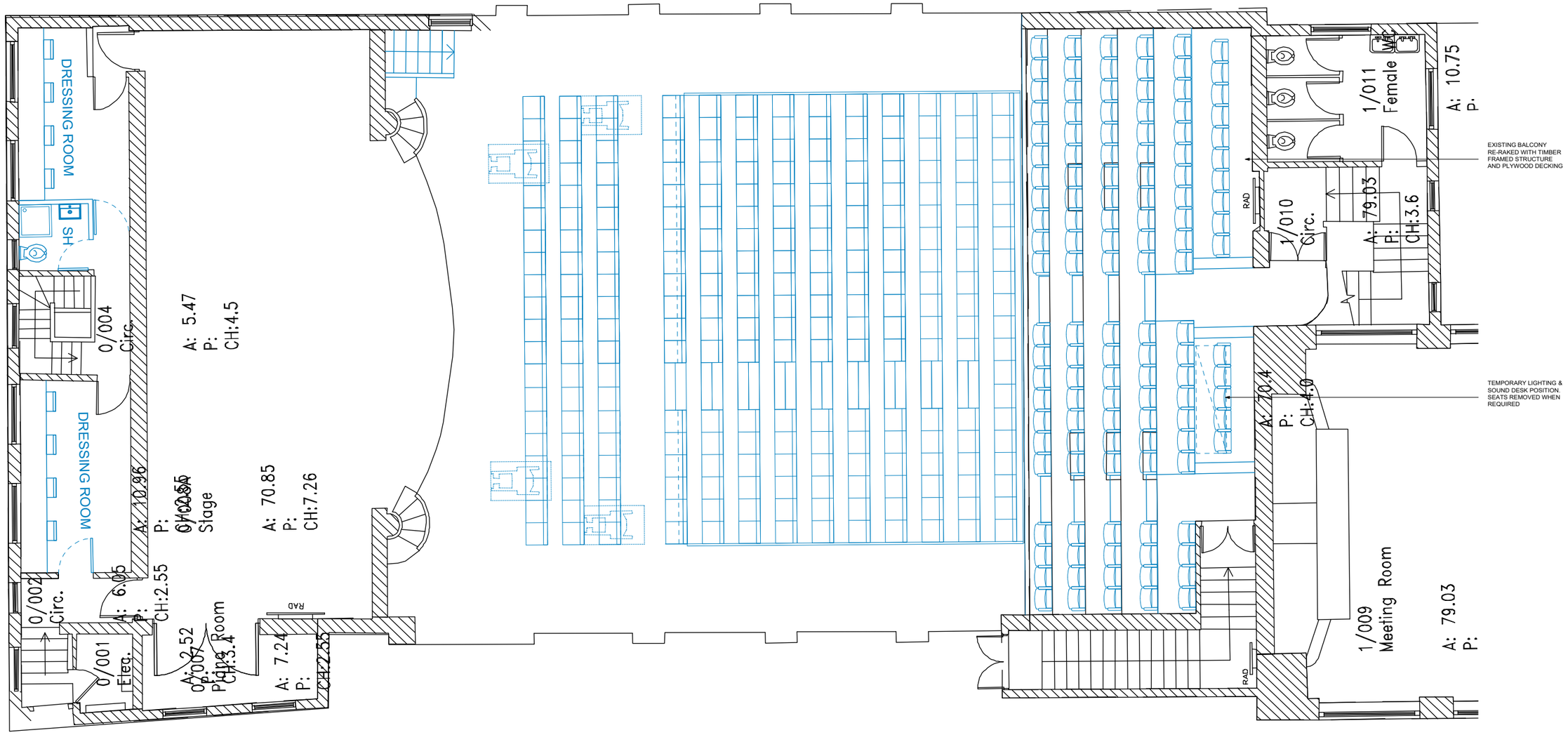

PROPOSED BALCONY LEVEL PLAN WITH STALLS LAYOUT 2

BALCONY LEVEL PLAN WITH STALLS LAYOUT 2

EXISTING BALCONY LEVEL SEAT COUNT = 82

PROPOSED BALCONY LEVEL SEAT COUNT = 126

SEAT COUNT COMPARISON = +44

KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Balcony Level Plan
with Stalls Layout Option 2

Scale
1:100 @ A3

Date
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Job no. 183

Drawing no. HL - 03

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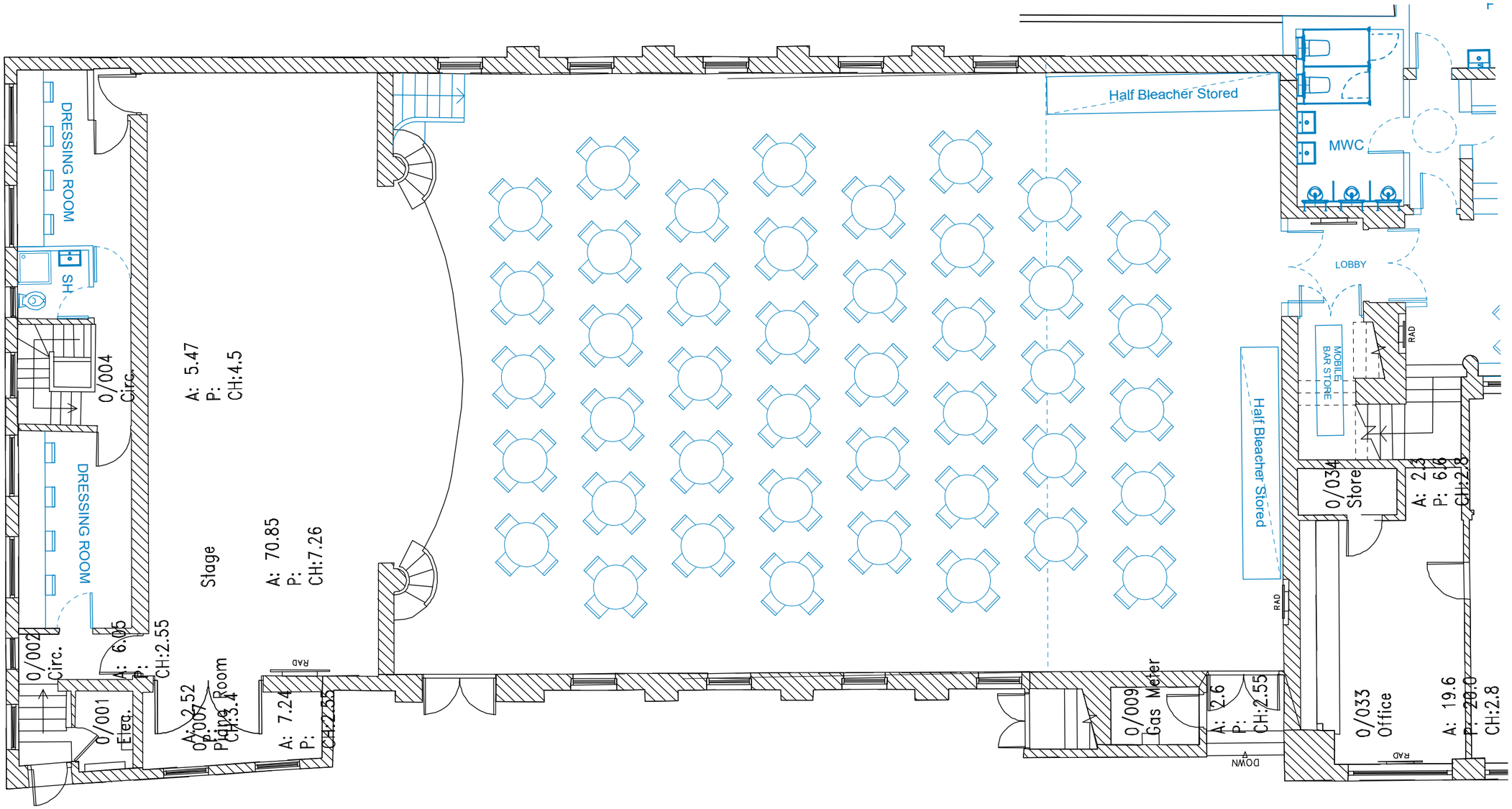

PROPOSED STALLS LEVEL PLAN
LAYOUT 3 - CABARET STYLE SEATING

KEY:

- PROPOSED:

Revisions:

LAYOUT 3
SEATED EVENT - CABARET STYLE SEATING

EXISTING
STALLS LEVEL SEAT COUNT = 198

PROPOSED
STALLS LEVEL SEAT COUNT = 172

SEAT COUNT COMPARISON = -20

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 3

Scale
1:100 @ A3

Date
January 2022

Job no. 183

Drawing no. HL - 04

Revision

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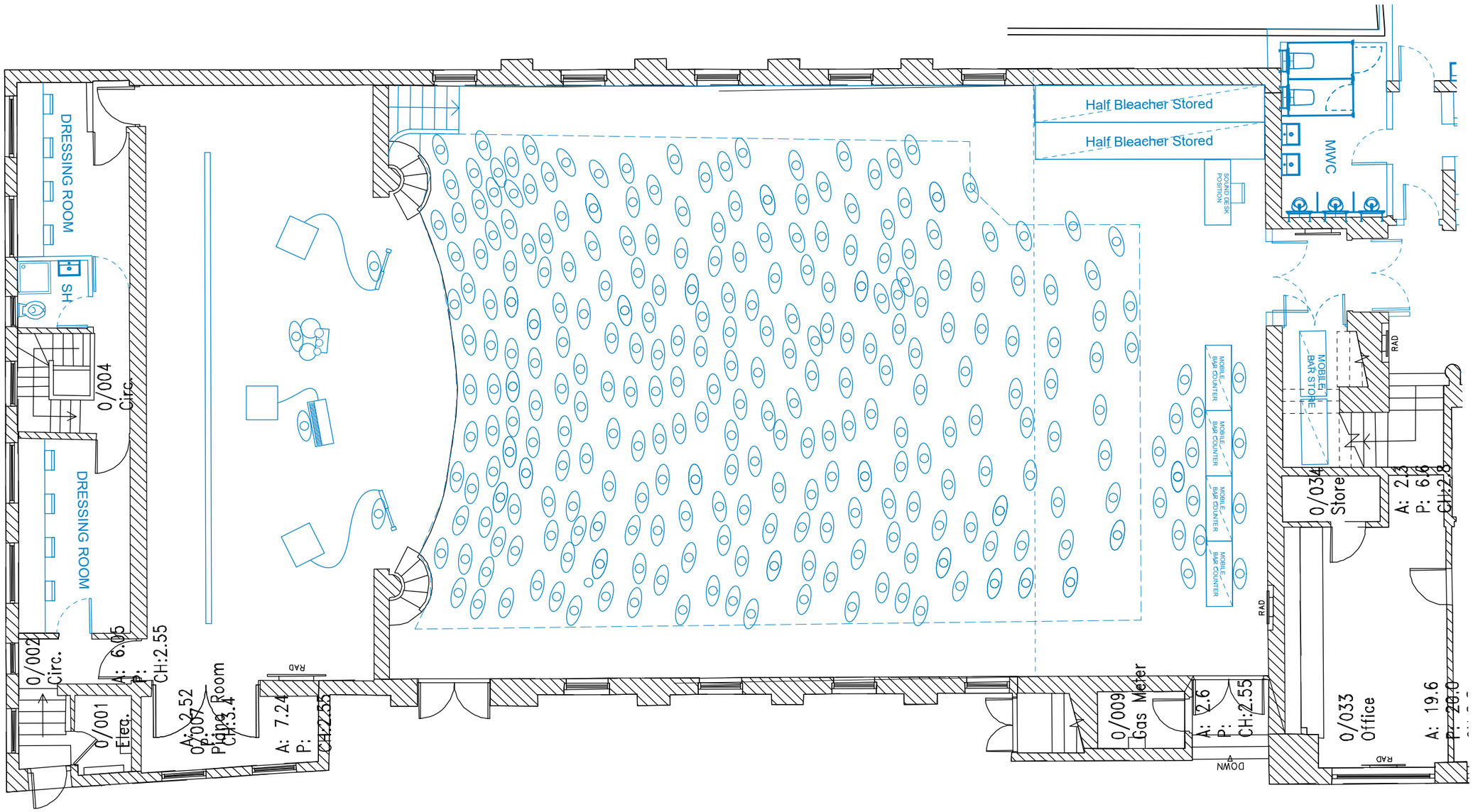

PROPOSED STALLS LEVEL PLAN
LAYOUT 4 / MOBILE BAR POSITION OPTION 1 - STANDING EVENT

KEY:

- PROPOSED:

LAYOUT 4
STANDING EVENT - GIG OR DANCE

EXISTING
STALLS LEVEL STANDING = 418

PROPOSED
STALLS LEVEL STANDING WITH MOBILE BAR
= 577 DEPENDING ON DENSITY CALCULATION

SEAT COUNT COMPARISON = +59

STALLS LEVEL STANDING + BALCONY SEATING
TOTAL THEORETICAL VENUE CAPACITY = 600

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 4

Scale
1:100 @ A3

Date
January 2022

Job no. 183

Drawing no. HL - 05

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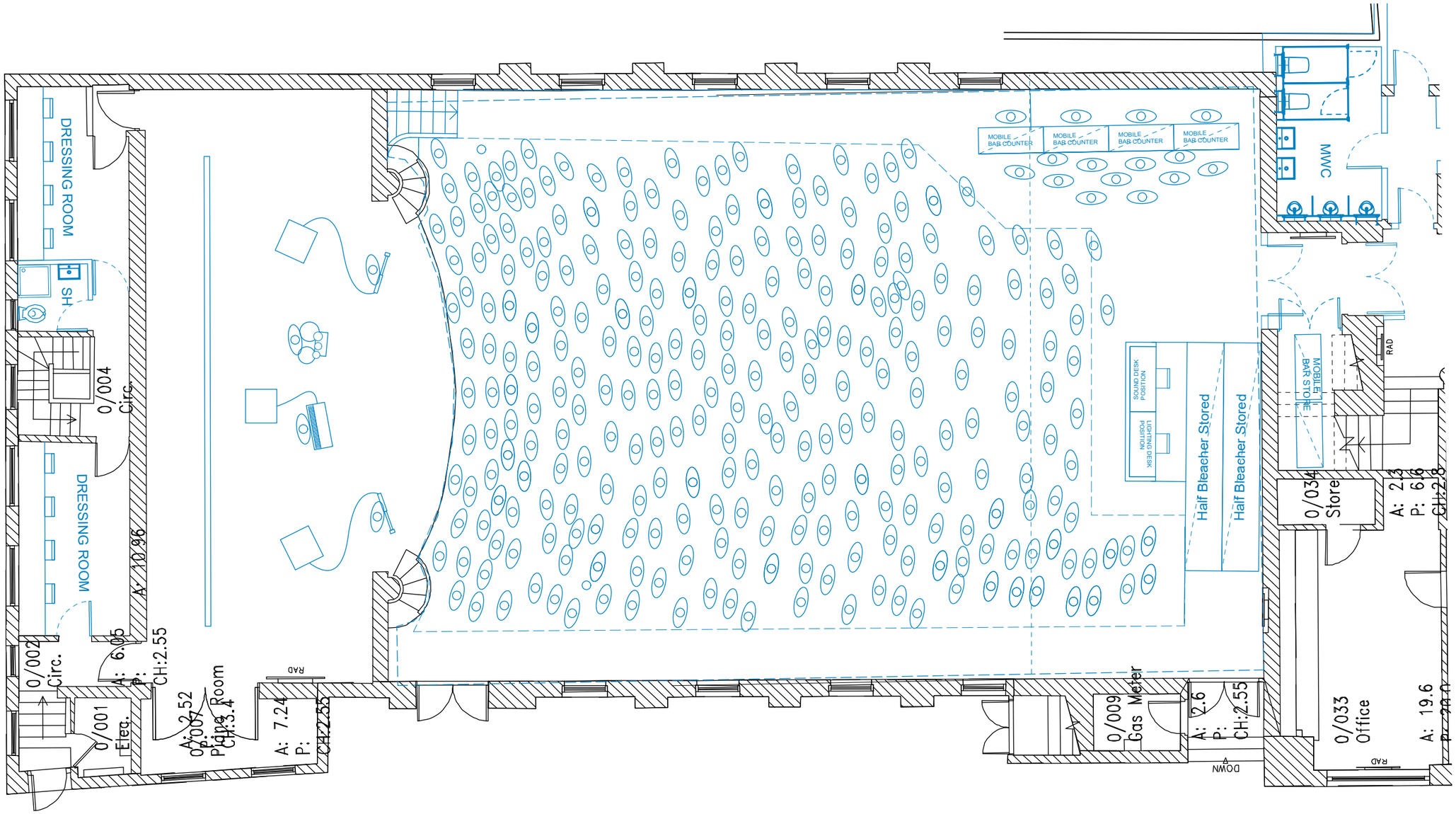

PROPOSED STALLS LEVEL PLAN
LAYOUT 5 / MOBILE BAR POSITION OPTION 2 - STANDING EVENT

KEY:

- PROPOSED:

LAYOUT 4
STANDING EVENT - GIG OR DANCE

EXISTING
STALLS LEVEL STANDING = 418

PROPOSED
STALLS LEVEL STANDING WITH MOBILE BAR
= 577 DEPENDING ON DENSITY CALCULATION

SEAT COUNT COMPARISON = +59

STALLS LEVEL STANDING + BALCONY SEATING
TOTAL THEORETICAL VENUE CAPACITY = 600

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 5

Scale
1:100 @ A3

Date
January 2022

Job no. 183

Drawing no. HL - 06

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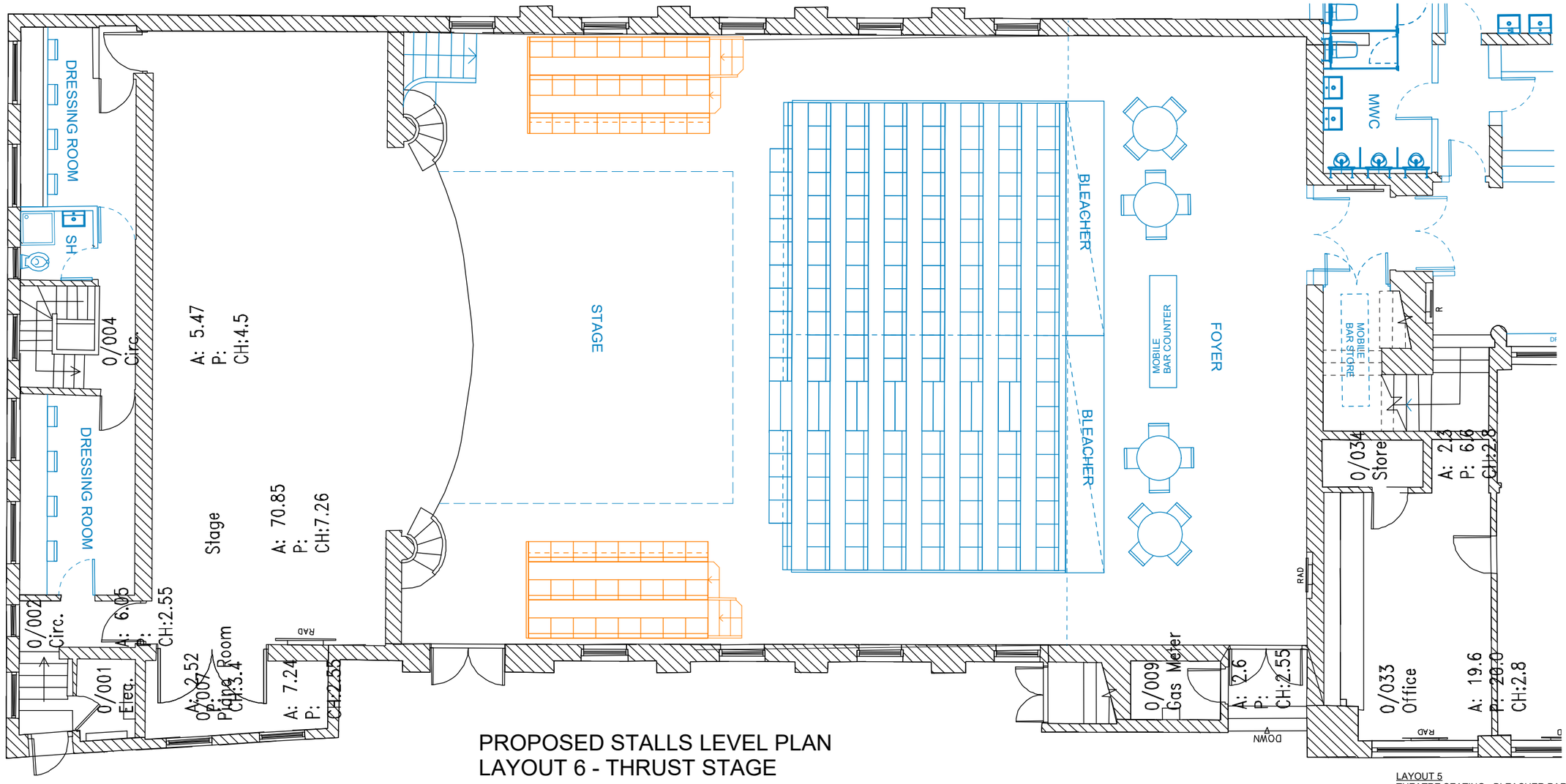
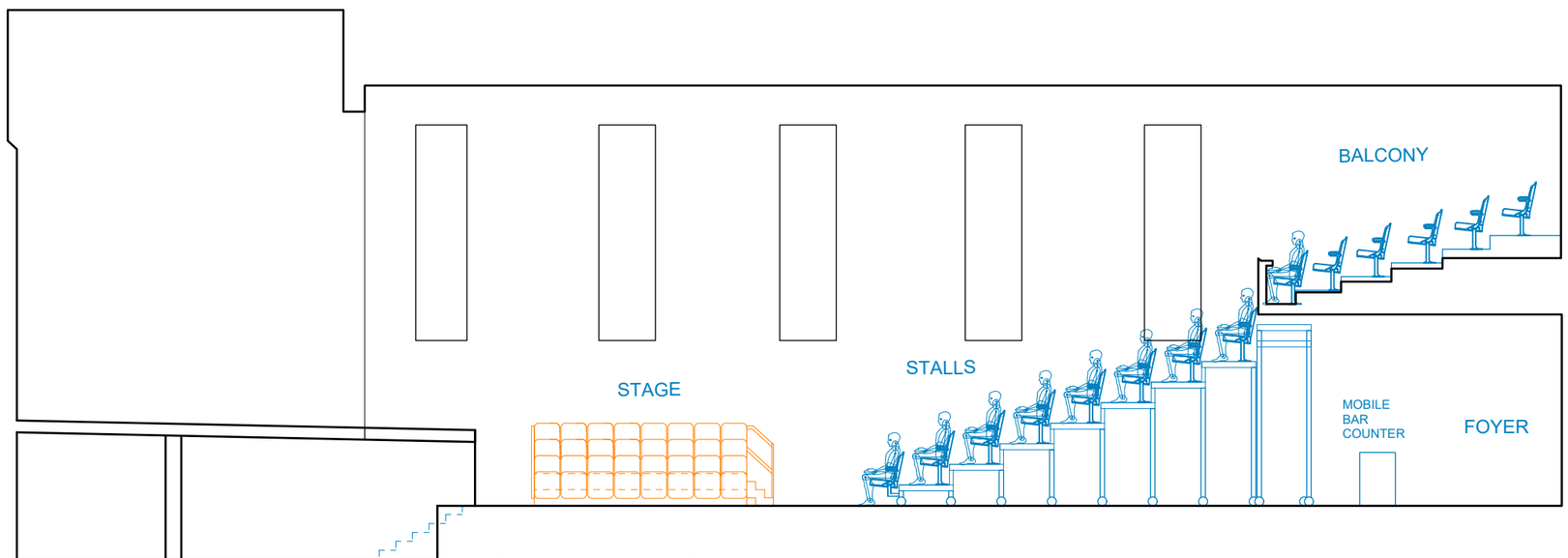


PROPOSED STALLS LEVEL PLAN
LAYOUT 6 - THRUST STAGE



PROPOSED SECTION AA
LAYOUT 6 - THRUST STAGE

LAYOUT 5
THEATRE SEATING - BLEACHER PARTLY DEPLOYED WITH HIRED ROSTRA TO FORM THRUST STAGE LAYOUT

PROPOSED
STALLS LEVEL SEAT COUNT = 188
BALCONY LEVEL SEAT COUNT = 22 (FRONT ROW ONLY DUE LIMITED SIGHT LINES TO THRUST STAGE)
TOTAL SEAT COUNT = 210

KEY:

- PROPOSED
- HIRED ROSTRA SEATING

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 6
Stalls Plan & Section AA

Scale
1:100 @ A3

Date
January 2022

Job no. 183
Drawing no. HL - 07
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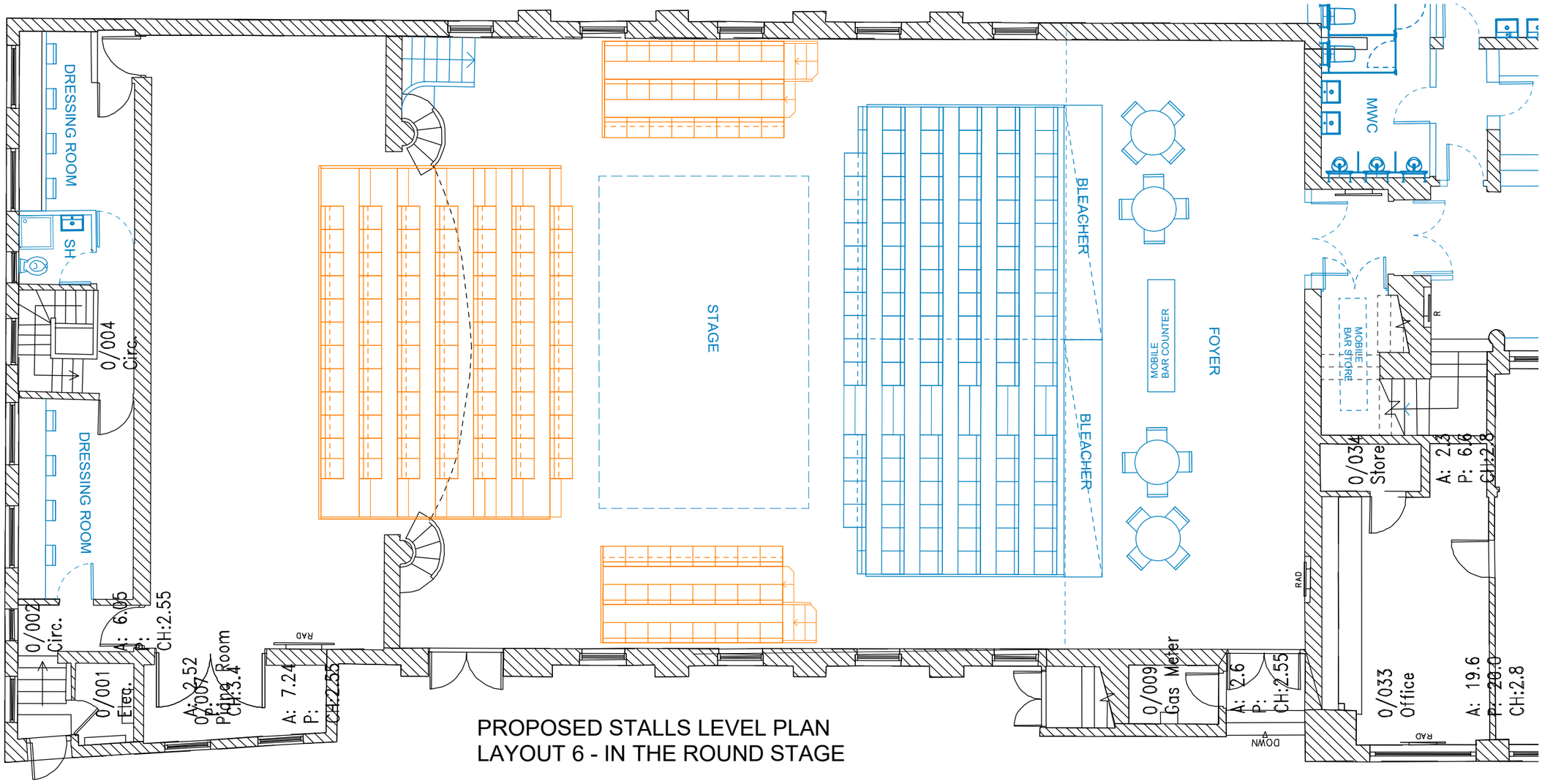
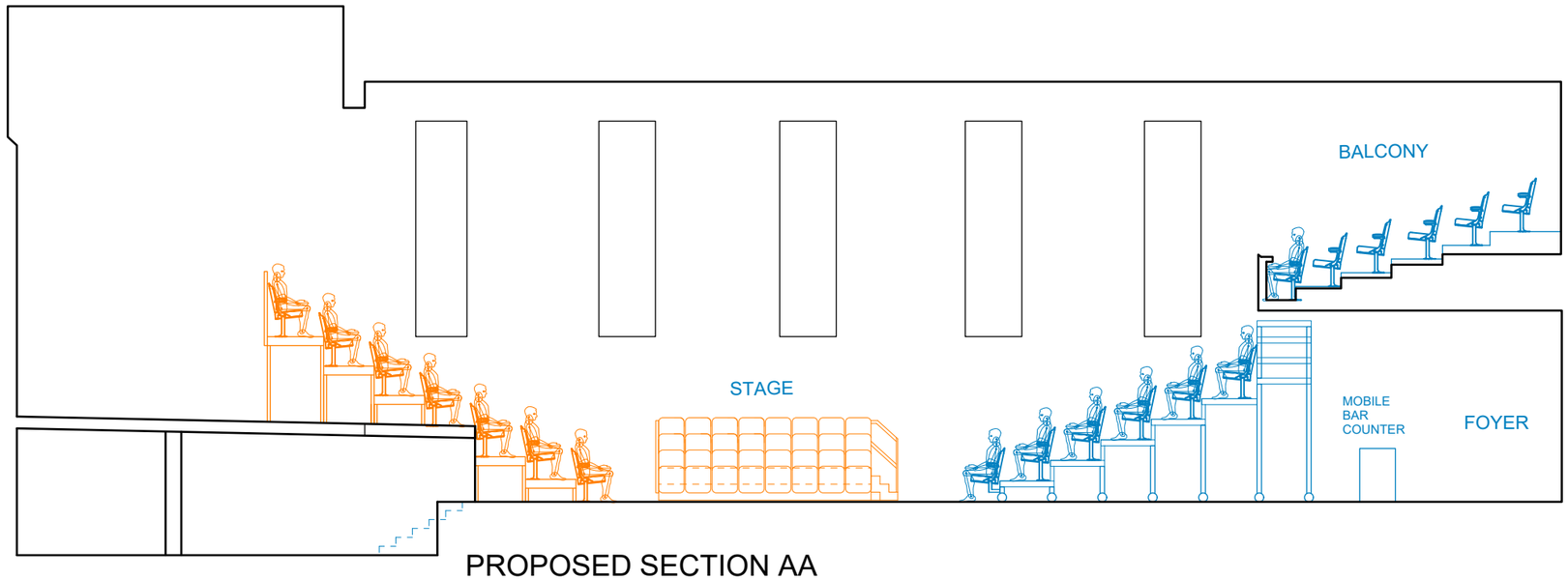


PROPOSED STALLS LEVEL PLAN
LAYOUT 6 - IN THE ROUND STAGE



PROPOSED SECTION AA
LAYOUT 6 - IN THE ROUND STAGE

LAYOUT 5
THEATRE SEATING - BLEACHER PARTLY DEPLOYED WITH HIRED ROSTRA TO FORM IN THE ROUND STAGE LAYOUT

PROPOSED
STALLS LEVEL SEAT COUNT = 236
BALCONY LEVEL SEAT COUNT = 22 (FRONT ROW ONLY DUE LIMITED SIGHT LINES TO THRUST STAGE)
TOTAL SEAT COUNT = 258

KEY:

- PROPOSED

- HIRED ROSTRA SEATING

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Hall Layout Option 7
Stalls Plan & Section AA

Scale
1:100 @ A3

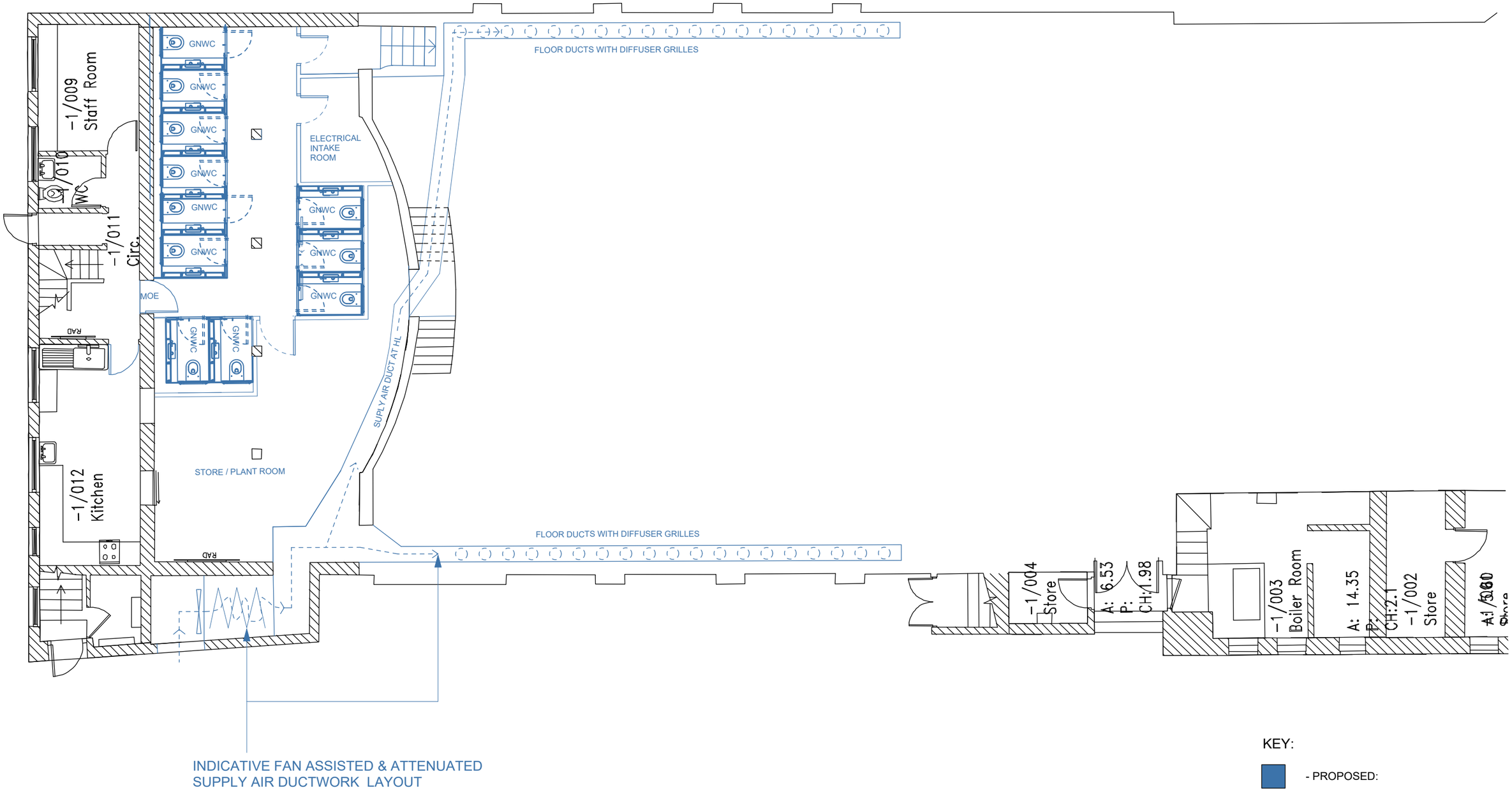
Date
January 2022

Job no. 183

Drawing no. HL - 08

Revision

MAD-D
MAD-Design Ltd
e- hello@mad-d.co.uk
m - 07793811734 & 07766747742
w - mad-d.co.uk



KEY:

- PROPOSED:

Revisions:

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Stage
Basement Plan - Option 1

Scale
1:100 @ A3

Date
January 2022

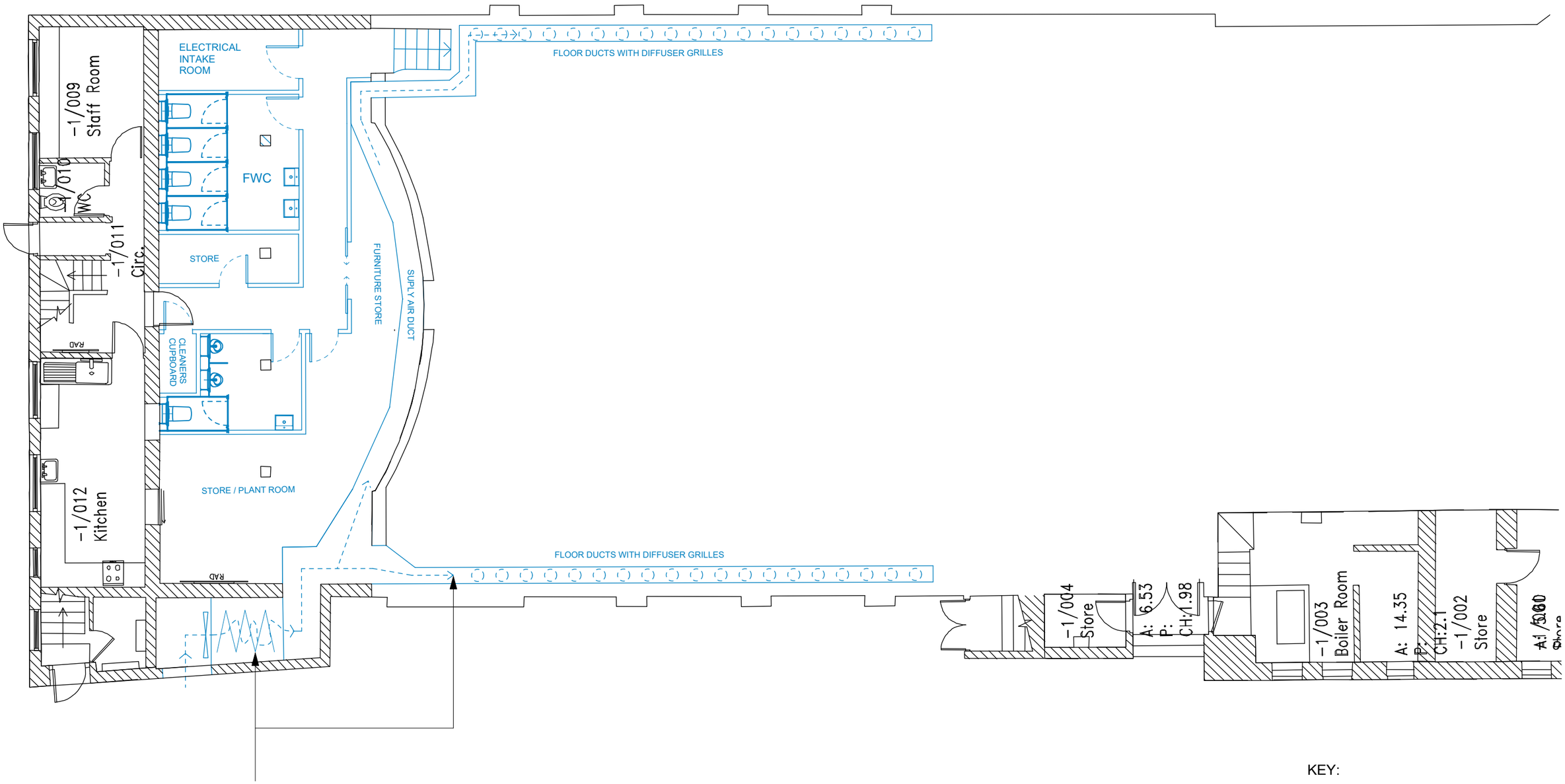
Job no. 183

Drawing no. SB - 01

Revision

PROPOSED STAGE BASEMENT PLAN - OPTION 2

MAD-D
MAD-Design Ltd
e- hello@mad-d.co.uk
m - 07793811734 & 07766747742
w - mad-d.co.uk



KEY:

- PROPOSED:

Revisions:

PROPOSED STAGE BASEMENT PLAN

Project
St Ives Guildhall
Feasibility Study

Drawing title
Proposed Stage
Basement Plan - Option 2

Scale
1:100 @ A3

Date
January 2022

Job no. 183

Drawing no. SB - 02

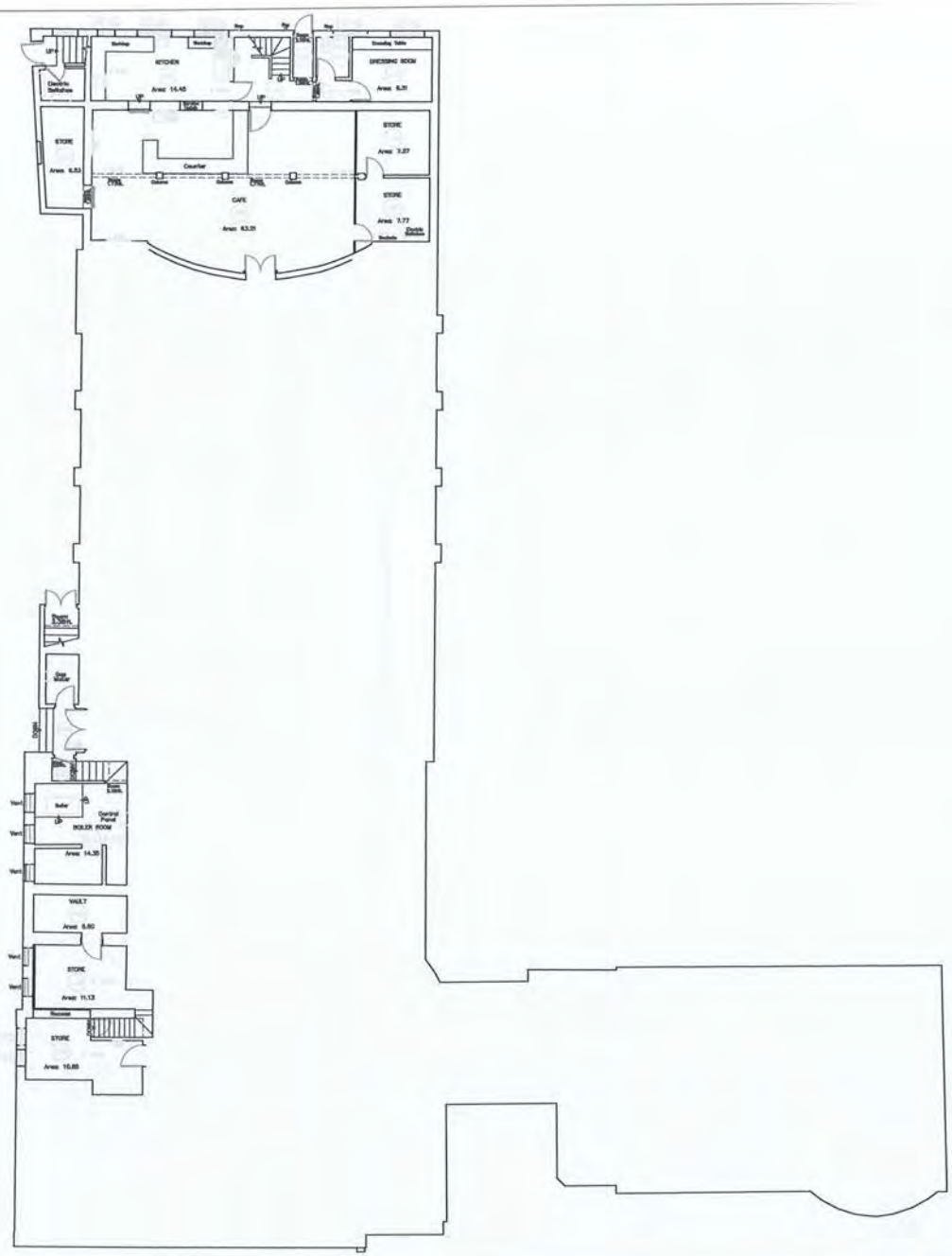
Revision

MAD-D
MAD-Design Ltd
e- hello@mad-d.co.uk
m - 07793811734 & 07766747742
w - mad-d.co.uk

10.0 APPENDIX 1 - DRAWINGS

Existing Drawings List:

- Basement Plan
- Ground Floor Plan
- First Floor Plan
- Historic North Elevation and Sections AA, BB & CC
- Historic West Elevation and Section DD
- Forecourt Planning Drawings



LEVELS RELATED TO O.S.B.M On Tregenna Hill.
VALUE 14.69m

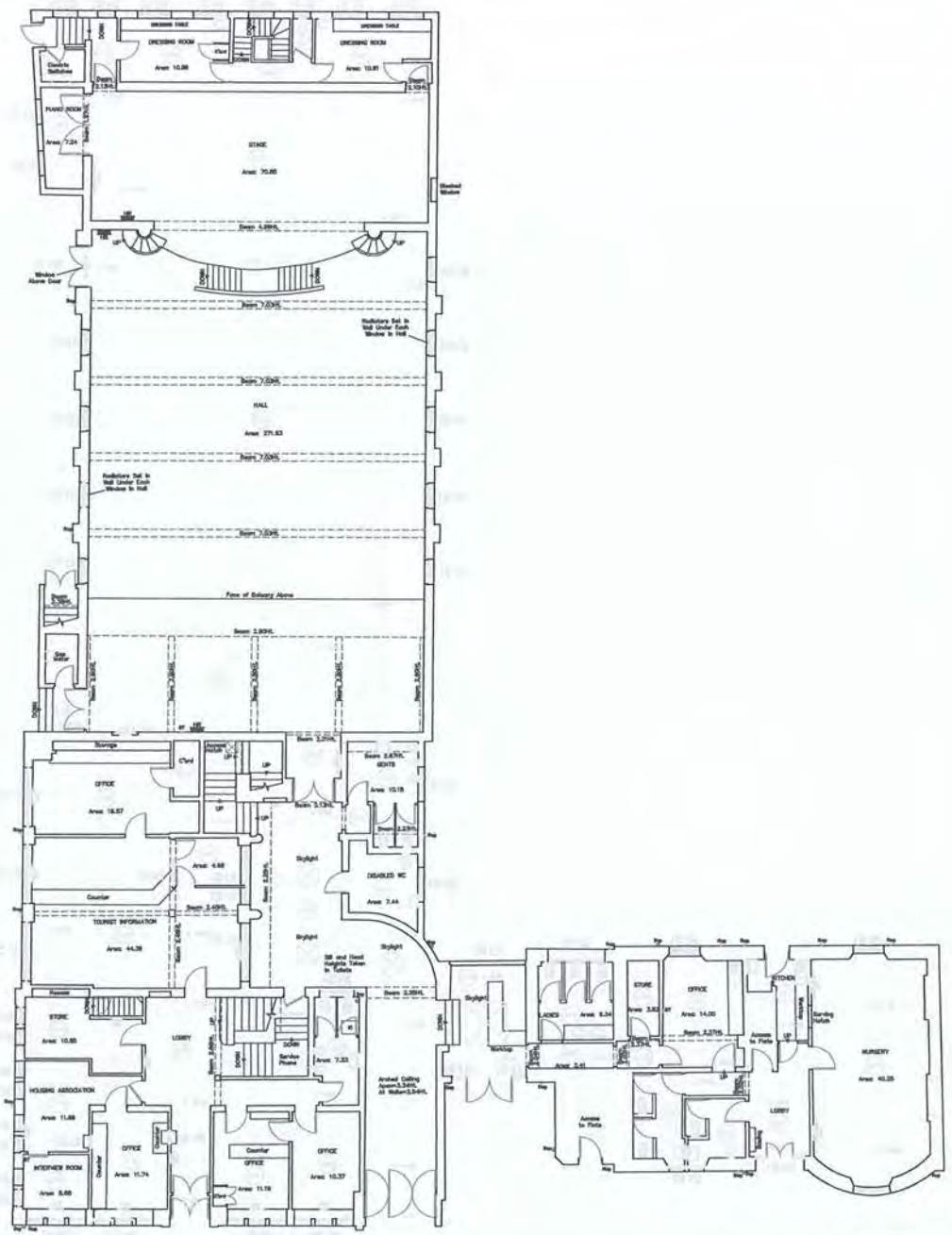
This Drawing Was Processed Using AUTOCAD ®

TEAM surveys
St Austell Bay Business Park
Par Moor Road
St. Austell
Cornwall. PL25 3RF
Telephone : 01726 816069
01726 814638
Facsimile : 01726 814611
Email : EmailAddress@surveys.com

Date : July 2004
Scale : 1:100
Prepared by : NJS
Checked by : KJB
Project Number : 040138
Drawing Number : 02
Revision Number : ----

Location : St.Ives Guildhall, St.Ives.
Title : Basement Plan.

Client : Penwith District Council.
Status : Proposed Alterations.

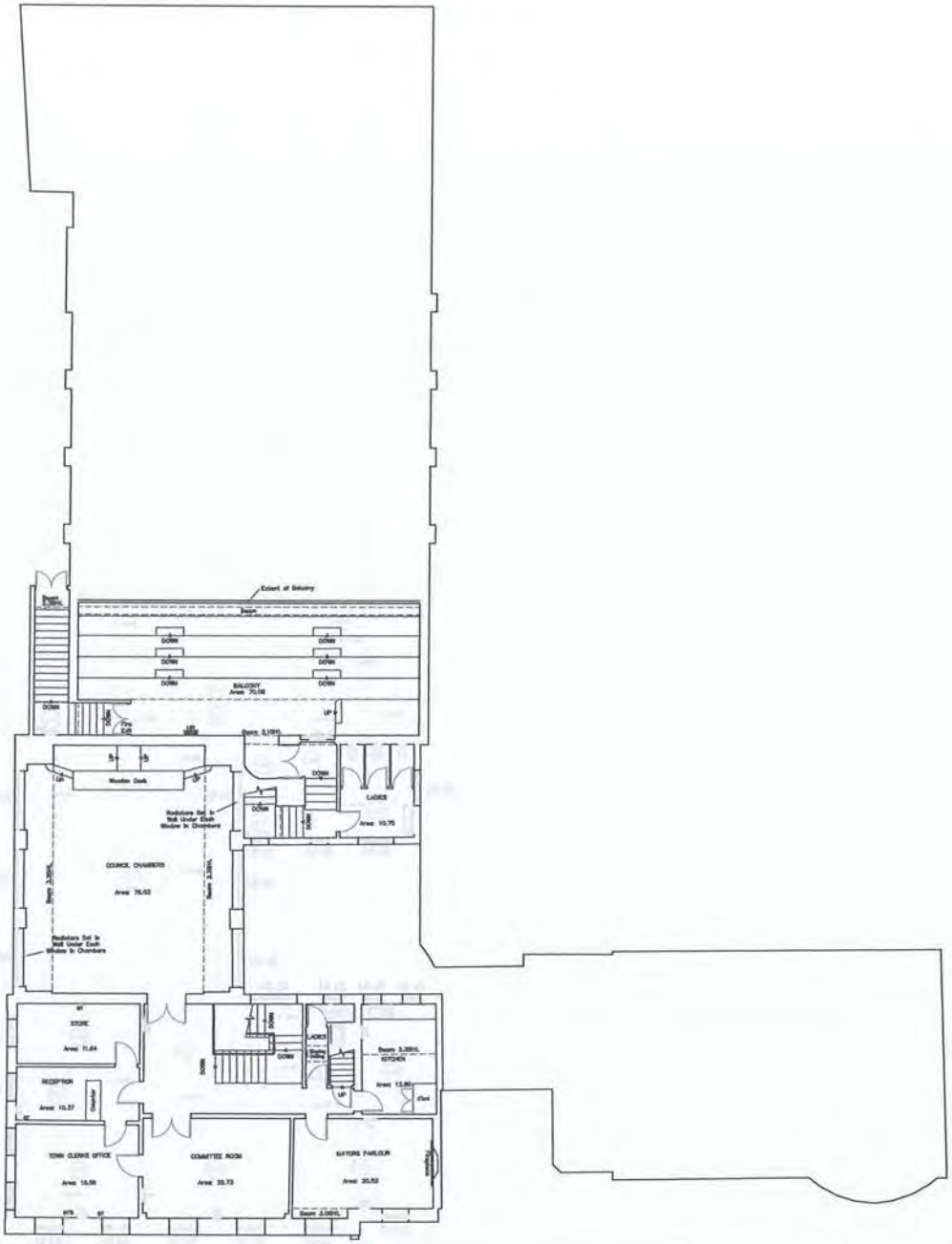


LEVELS RELATED TO O.S.B.M On Tregenna Hill.
VALUE 14.69m

This Drawing Was Processed Using AUTOCAD ®

TEAM surveys
St Austell Bay Business Park
Par Moor Road
St. Austell
Cornwall. PL25 3RF
Telephone : 01726 816069
01726 814639
Facsimile : 01726 814611
Email : Email@teamsurveys.com

Date : July 2004
Scale : 1:100
Prepared by : NJS
Checked by : KJB
Project Number : 040138
Drawing Number : 03
Location : St.Ives Guildhall, St.Ives.
Title : Ground Floor Plan.
Client : Penwith District Council.
Subject : Proposed Alterations.



LEVELS RELATED TO O.S.B.M On Tregenna Hill.
VALUE 14.69m

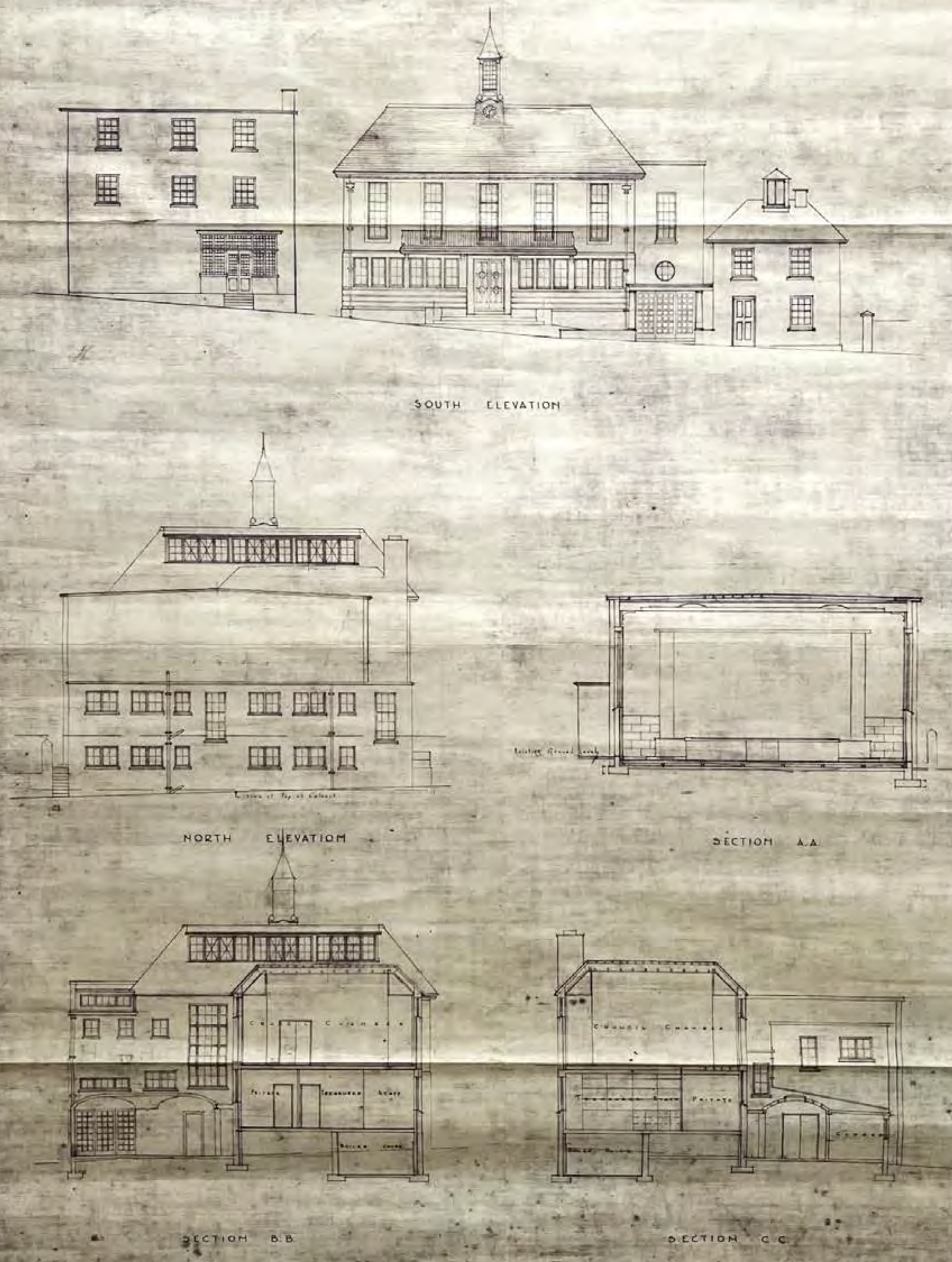
This Drawing Was Processed Using AUTOCAD ®

TEAM surveys
St Austell Bay Business Park
Par Moor Road
St. Austell
Cornwall. PL25 3RF
Telephone : 01726 815069
01726 814639
Facsimile : 01726 814611
Email : Email@teamsurveys.com

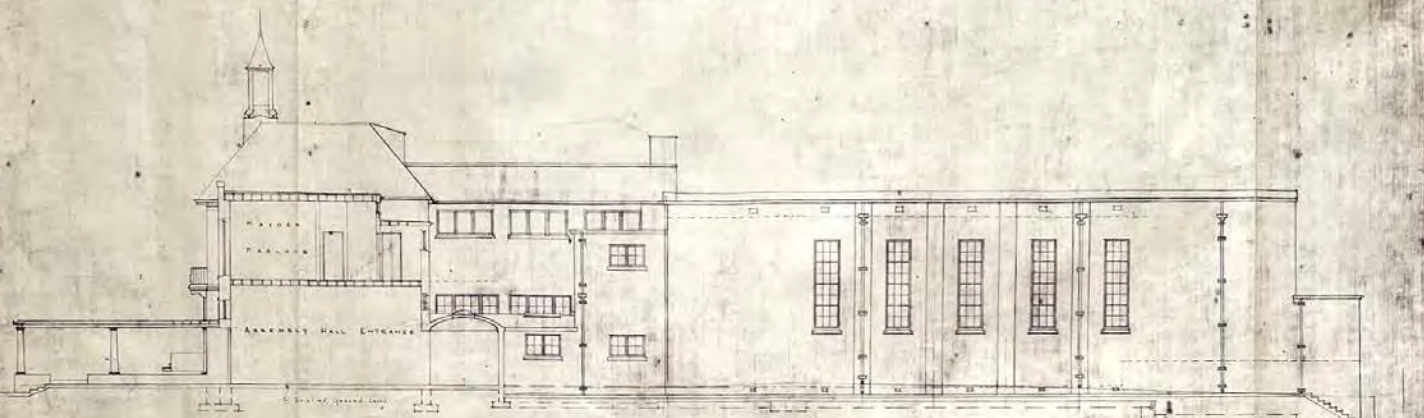
Date : July 2004
Scale : 1:100
Prepared by : NJS
Checked by : KJB
Project Number : 040138
Drawing Number : 04
Revision Number : ---

Location : St.Ives Guildhall, St.Ives.
Title : First Floor Plan.

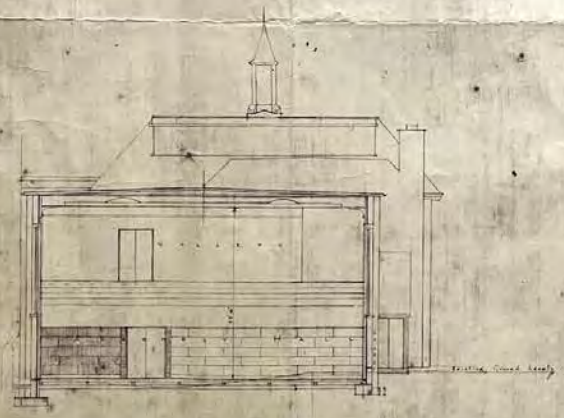
Client : Penwith District Council.
Subject : Proposed Alterations.



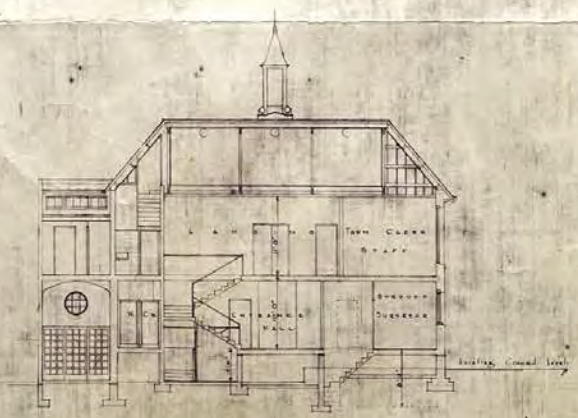
SCALE 1/8" = 1 FOOT DRAWING No 3	MUNICIPAL BUILDINGS ST. IVES.	Cowell Drewitt & Wheatley FF.R.I.B.A. Architects — Surveyors Penzance Newquay Truro



EAST ELEVATION.



SECTION E.E.



SECTION F.F.

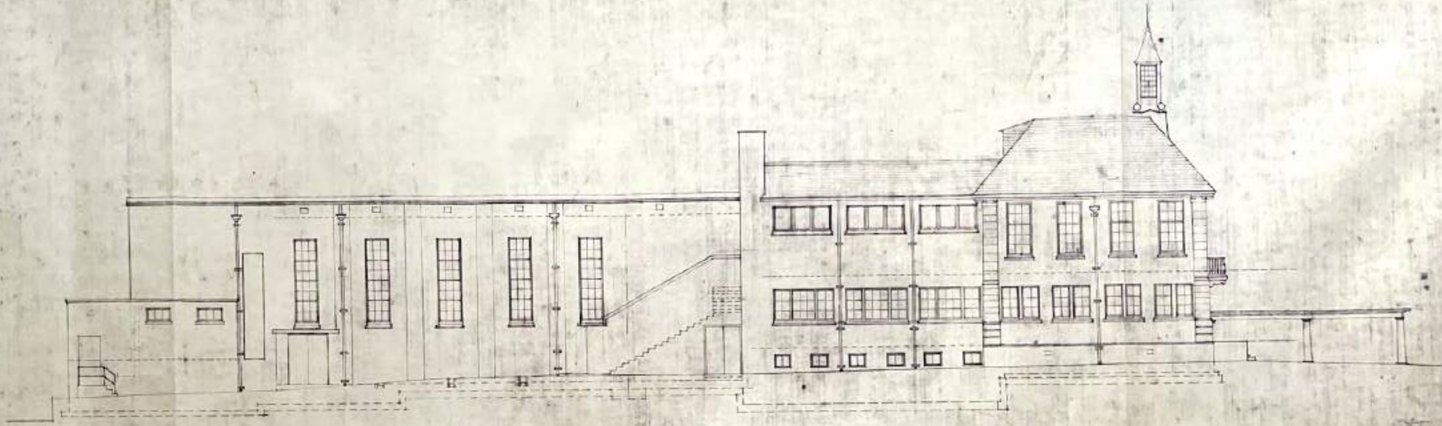
PLAN OF CHAIR STORE & DRESSING ROOMS

SCALE: 1/8" = 1 FOOT

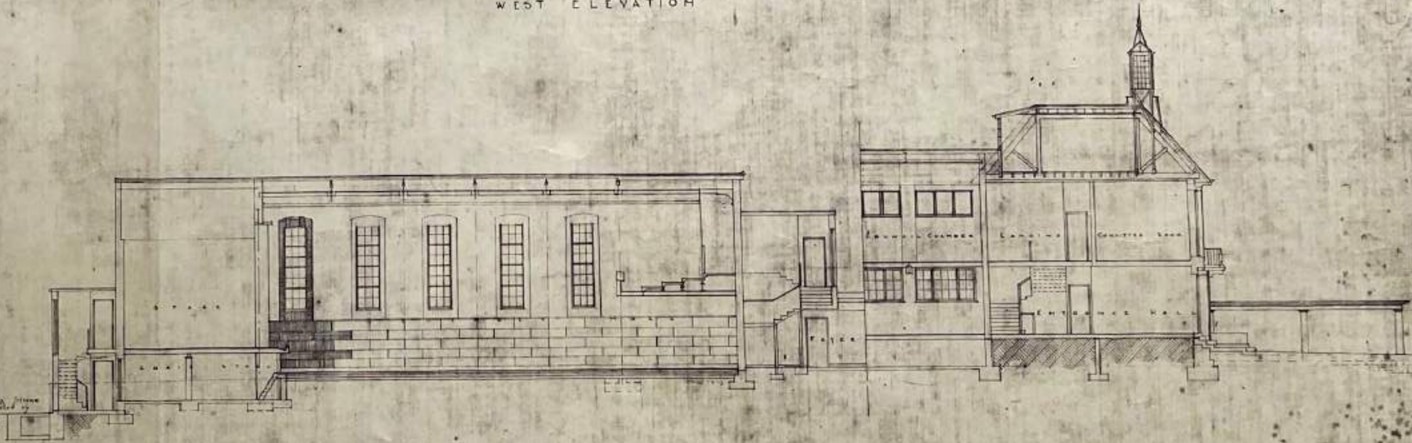
DRAWING Nº 5

MUNICIPAL BUILDINGS ST. IVES.

COWES DERRITT & WHEATLEY F.R.I.B.A.
ARCHITECTS SURVEYORS
PENZANCE NEWQUAY TRURO



WEST ELEVATION



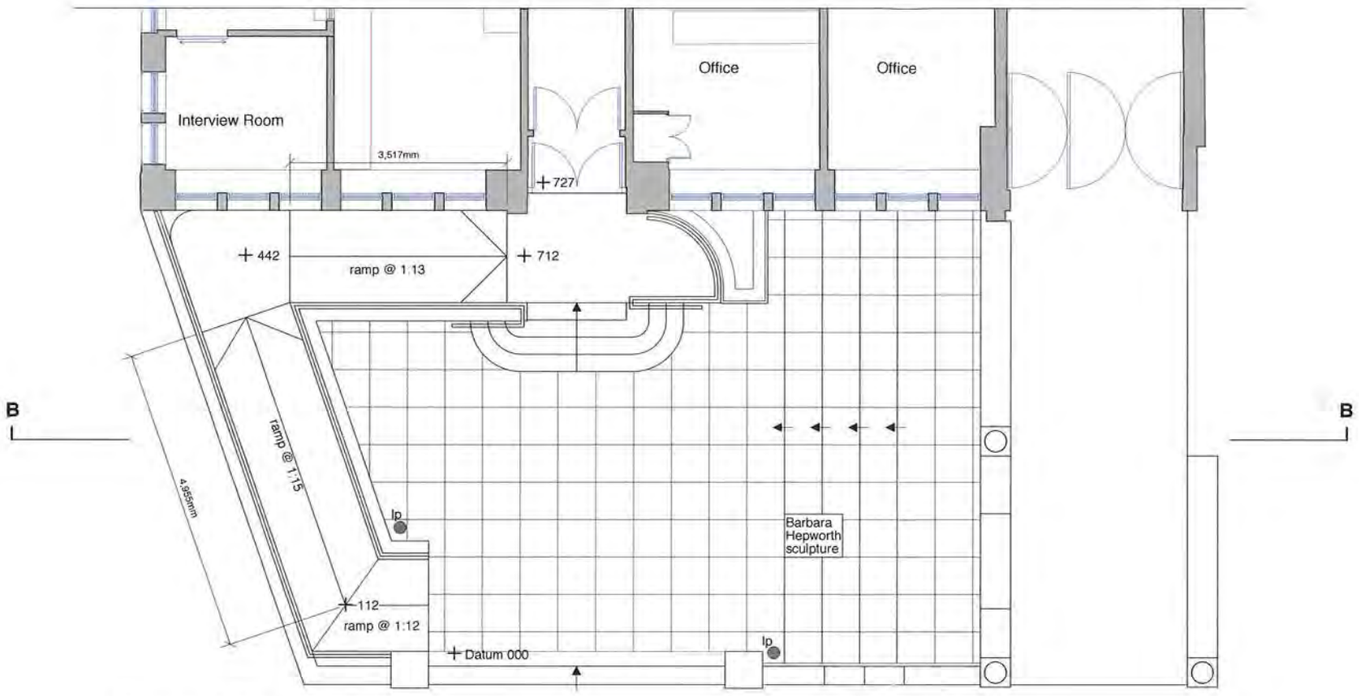
SECTION D.D.

SCALE 1/8" = 1 FOOT

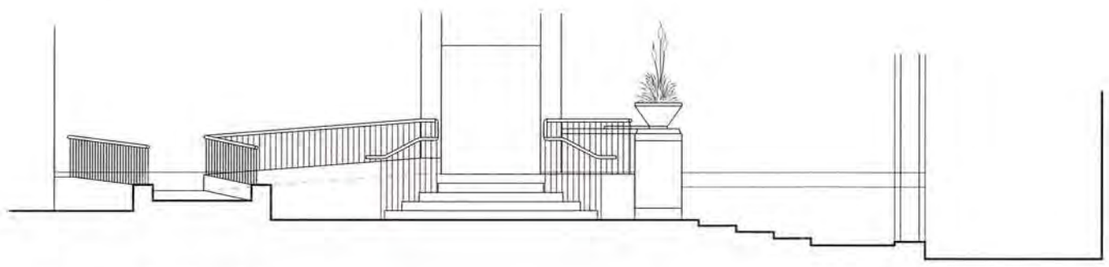
DRAWING No 4

MUNICIPAL BUILDINGS ST. IVES.

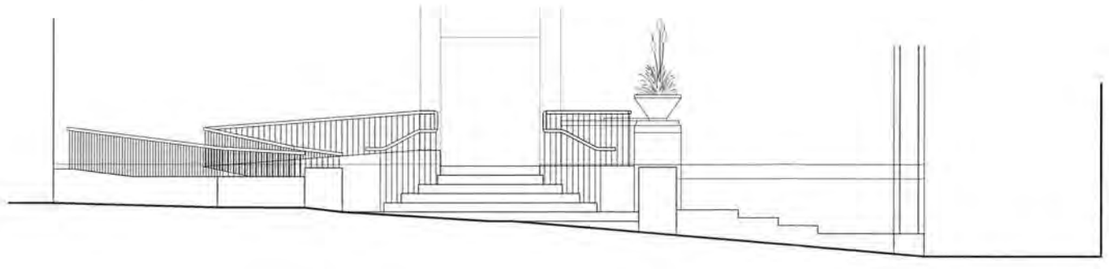
COWELL DREWITT & WHEATLY F/F.R.I.B.A.
ARCHITECTS & SURVEYORS PENZANCE
NEWQUAY & TRURO



Proposed Plan



Proposed Section A-A



Proposed Road Elevation

NOTES

1. THIS DRAWING IS THE COPYRIGHT OF THE ARCHITECT AND MAY NOT BE REPRODUCED WITHOUT LICENCE
2. DO NOT SCALE OFF THIS DRAWING
3. ALL DIMENSIONS AND LEVELS ARE TO BE CHECKED ON SITE BY THE CONTRACTOR BEFORE COMMENCEMENT OF WORK AND ANY DISCREPANCIES REPORTED TO THE ARCHITECT
4. NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.
5. DRAWINGS ISSUED ELECTRONICALLY MAY LOSE SOME DETAIL.

DESIGN RISKS FOR UNUSUAL OR COMPLEX HAZARDS.

AMENDMENTS

revision		reviewed

FEASIBILITY

POYNTON·BRADBURY·WYNTER·COLE
Architects Limited
THE OLD SAIL LOFTS,
ST. IVES, CORNWALL. TR26 1PB
Telephone: (01736) 792000 Fax: (01736) 792001
E-Mail: architects@pbwc.co.uk
www.pbwc.co.uk

JOB
New Public Access Ramp
at
The Guildhall
Street an Pol
St. Ives

Cornwall Council

TITLE
Proposed Plan & Elevations

DRNG. NO.	REVISION
3161-002	*

SCALE	DATE
1:50@A1 1:100@A3	Mar 12

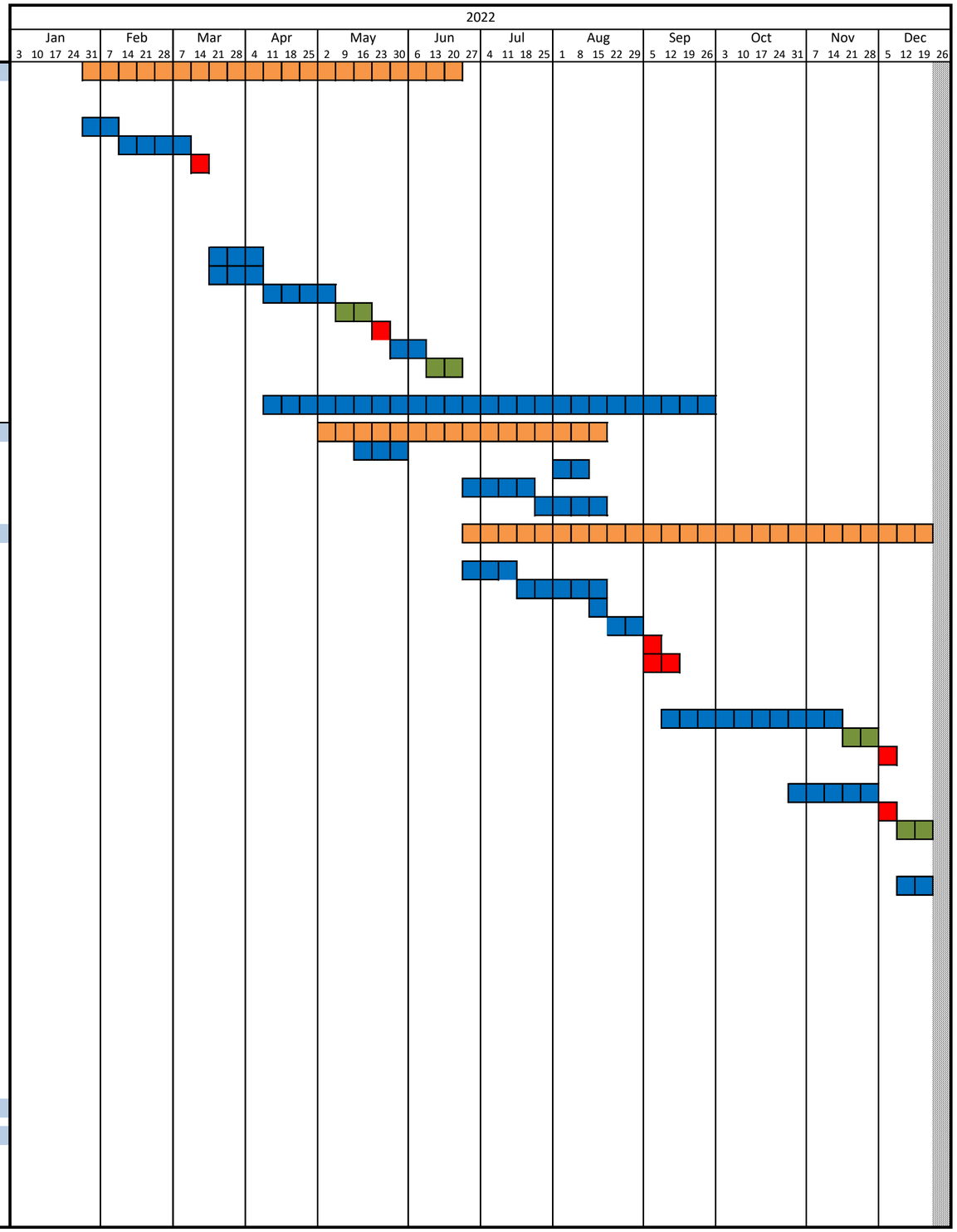
PRE-ISSUE	DRAWN BY	REVIEWED
	CR	PP

10.1 APPENDIX 2 - PROGRAMME

St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 1

Appointments	**20 Weeks**
Project Manager / Contract Administrator (Client-Direct Process)	**6 Weeks**
Prepare Invitation to Tender	2 weeks
Tender Period	4 weeks
Review & Appoint	1 week
Design Team - Invited Competition for Core Disciplines	**14 weeks**
Prepare of scope of services & ITT *	3 weeks
Prepare shortlists	3 weeks
Tender Period	3 weeks
Review	2 weeks
Interviews	1 week
Appointments	2 weeks
Mobilisation	2 Weeks
Other Design Team Appointments	
Surveys & Investigations - Client Direct Works	
Measured / Cloud Survey	3 weeks
Acoustics Survey	2 weeks
Asbestos Survey	4 weeks
Electrical Loading Survey	4 weeks
Design, Planning & Procurement	**54 weeks**
RIBA Stage 2: Concept Design	
Scope Clarification	3 weeks
Preliminary Design	5 weeks
Outline Specification	1 week
Cost Check	2 weeks
Client Sign-Off	Sept '22
Confirmation of Full Project Funding	Sept '22
RIBA Stage 3: Spatial Coordination	
Design Development	10 weeks
Cost Check	2 weeks
Client Sign-Off	Dec '22
Planning	
Planning Liaison/Pre-App	5 weeks
Submit Planning Application	Dec '22
Determination	8 weeks
Planning Approval	Mar '23
RIBA Stage 4: Technical Design	
Detailed Design (At Planning Risk)	9 weeks
Cost Check & VE as Rqd.	2 weeks
Tender Information	4 weeks
BoQ Preparation	2 weeks
Tender Issue	Apr '23
Main Contractor Tender Period (Single Stage, Traditional)	
Tender period	6 weeks
Client Review	2 weeks
Negotiation & Award of Contract	2 weeks
Mobilisation	4 weeks
Construction	**50 weeks**
Client	**5 weeks**
Occupation / Training	3 weeks
Soft Launch	3 weeks
Grand Opening	Oct. '24



* for core design team to progress Stage 2:
Architect
Cost Consultant
M&E Consultant
Structural Engineer
Theatre Consultant

** for wider consultancy roles:
Catering Consultant
Fire Consultant
Party Wall Surveyor
Landscape Consultant
Approved Building Control Inspector

14/01/2022

St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 1

Appointments	**20 Weeks**
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Determination	8 weeks
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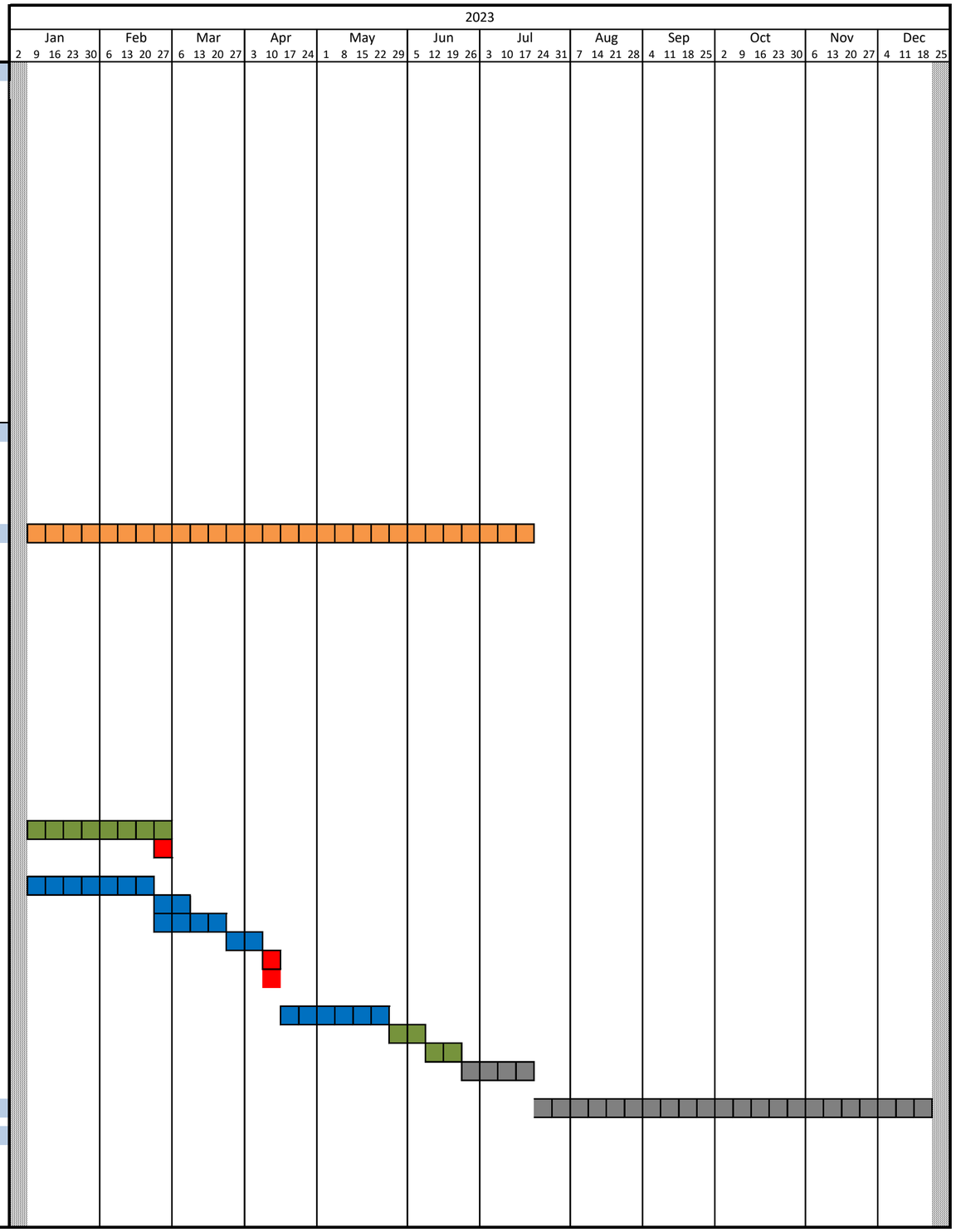
Mobilisation	4 weeks
Construction	**50 weeks**
Client	**5 weeks**
Occupation / Training	3 weeks
Soft Launch	3 weeks
Grand Opening	Oct. '24



* for core design team to progress Stage 2:
Architect
Cost Consultant
M&E Consultant
Structural Engineer
Theatre Consultant

14/01/2022

St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 1

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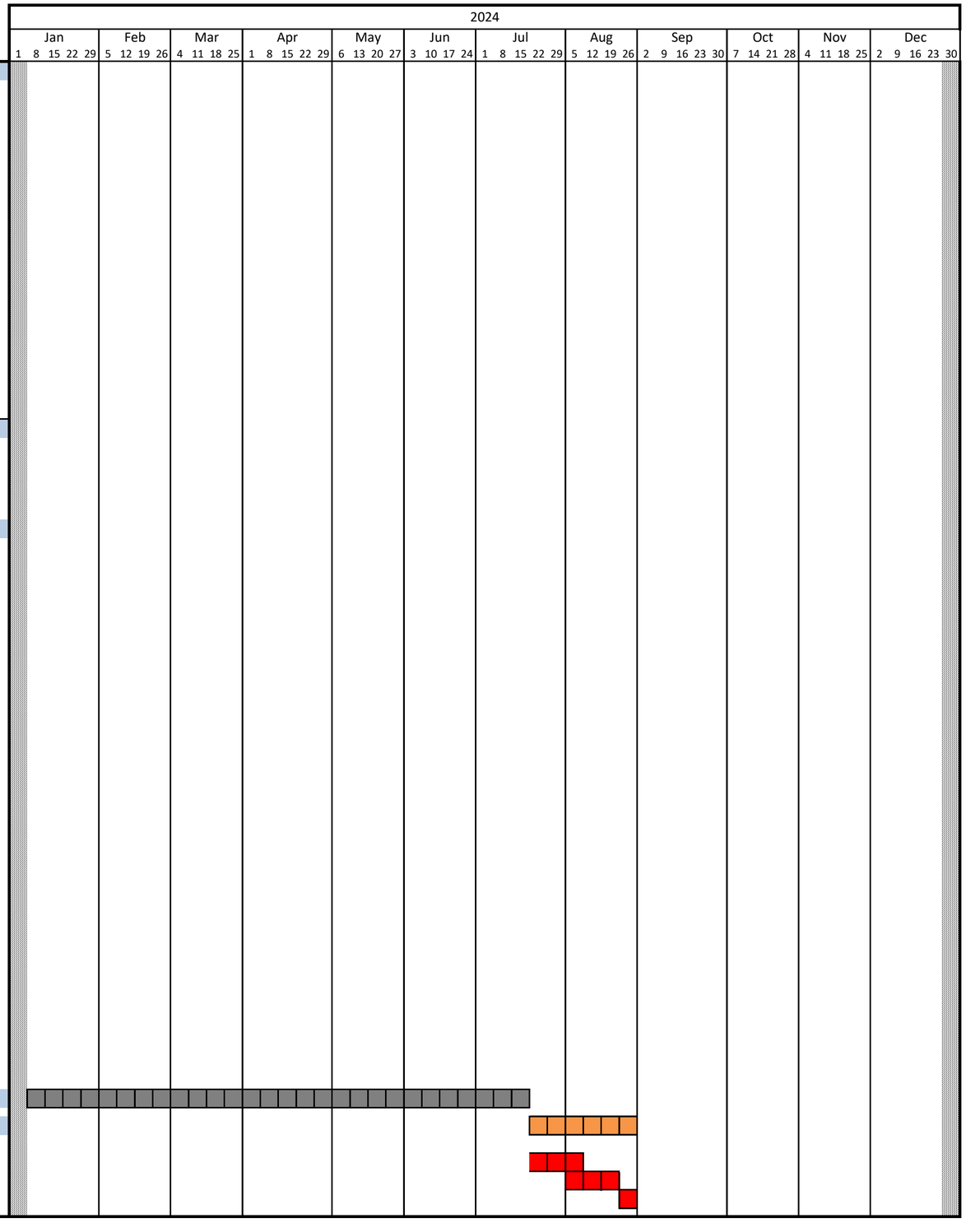

* for core design team to progress Stage 2:
Architect
Cost Consultant
M&E Consultant
Structural Engineer
Theatre Consultant

14/01/2022

St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 2

Appointments	**20 Weeks**
Project Manager / Contract Administrator (Client-Direct Process)	**6 Weeks**
Preparation of Tender	4 weeks
Tender Period	4 weeks
Tender Review	2 weeks
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Design Team - Invited Competition for Core Disciplines	**14 weeks**
Preparation of scope of services & full ITT for each role	5 weeks
Prepare shortlists for each role	3 weeks
Tender Period	5 weeks
Tender Review	2 weeks
Notify & Appoint	2 weeks
Mobilisation	2 weeks
Confirmation of Funding to Support Commencement of Design Work	Sept. '22
Surveys & Investigations - Client Direct Works	
Measured / Cloud Survey	3 weeks
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RIBA Stage 2: Concept Design	
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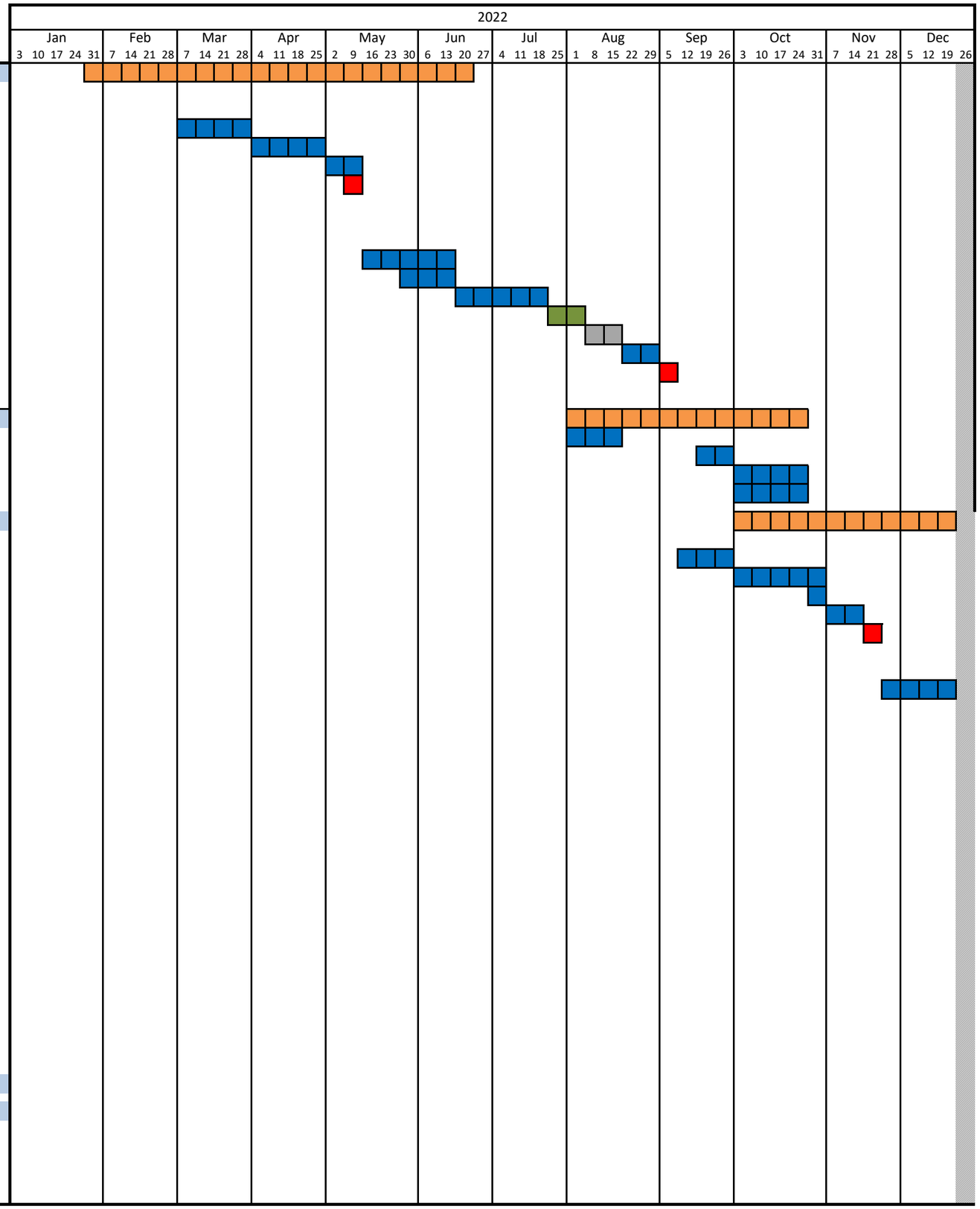
Outline Specification	1 week
Cost Check	2 weeks
Client Sign-Off	Nov '22
RIBA Stage 3: Spatial Coordination	
Design Development	10 weeks
Cost Check	2 weeks
Client Sign-Off	Feb '22
Planning	
Planning Liaison/Pre-App	5 weeks
Submit Planning Application	Feb '22
Determination	8 weeks
Planning Approval	May '23
RIBA Stage 4: Technical Design	
Detailed Design (At Planning Risk)	9 weeks
Cost Check & VE as Rqd.	2 weeks
Tender Information	4 weeks
BoQ Preparation	2 weeks
Tender Issue	Jun '23
Main Contractor Tender Period (Single Stage, Traditional)	
Tender period	6 weeks
Client Review	2 weeks
Negotiation & Award of Contract	2 weeks
Mobilisation	4 weeks
Construction	**50 weeks**
Client	**5 weeks**
Occupation / Training	3 weeks
Soft Launch	3 weeks
Grand Opening	Nov. '24



St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 2

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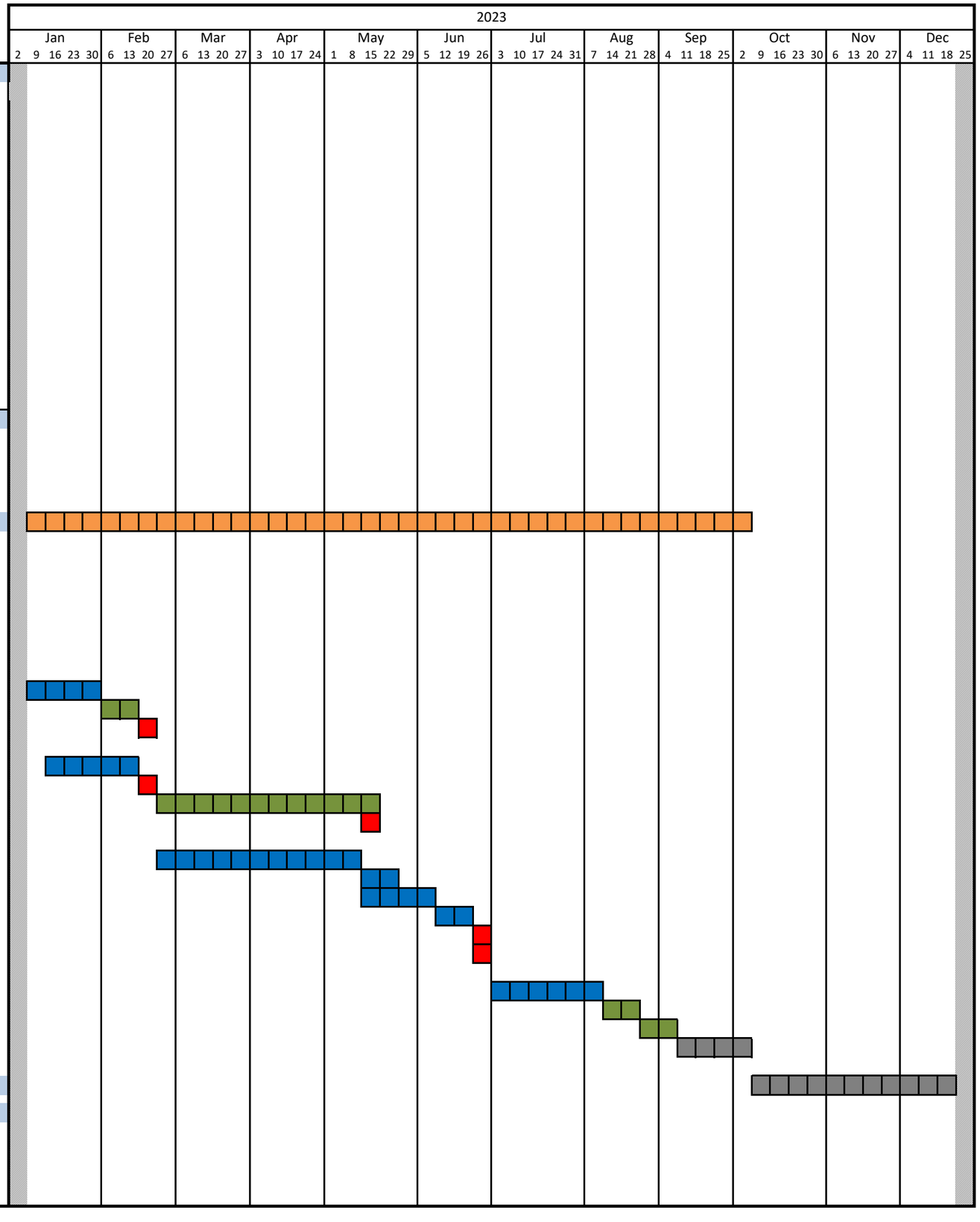
Grand Opening	Nov. '24



14/01/2022

St. Ives Guildhall

Master Programme | FEASIBILITY OPTION 2

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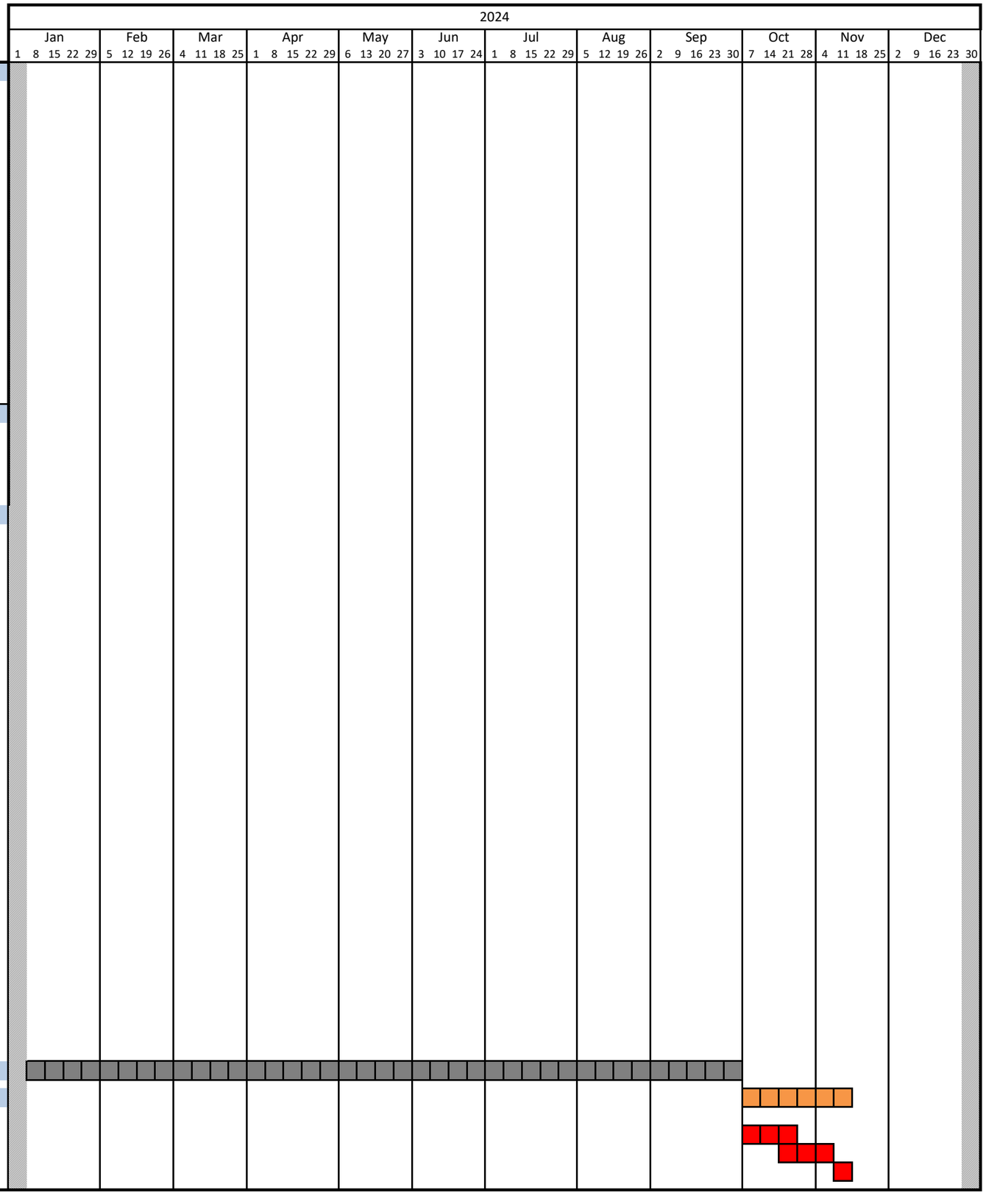
Soft Launch	3 weeks
Grand Opening	Nov. '24



10.2 APPENDIX 3 - CASH FLOW

St. Ives Guildhall

CASHFLOW FORECAST - OPTION 2

As at date: 14/01/2022

		2022												2023								
		Appointments						RIBA Stage 2				RIBA Stage 3		RIBA Stage 4				Procurement		Mobilisation
								Surveys / Investigations				Planning								
Budget **Option 1**	Total Project Budget	Feb-22 £	Mar-22 £	Apr-22 £	May-22 £	Jun-22 £	Jul-22 £	Aug-22 £	Sep-22 £	Oct-22 £	Nov-22 £	Dec-22 £	Jan-23 £	Feb-23 £	Mar-23 £	Apr-23 £	May-23 £	Jun-23 £	Jul-23 £	Aug-23 £	Sep-23 £
Construction	£2,725,000																				290,758
Design Team Fees	£545,000	1,668	1,668	1,668	1,668	1,668	1,668	1,668	25,557	25,557	25,557	35,007	52,297	52,297	31,038	31,038	31,038	31,038	17,290	17,290	11,726
Client Direct	£130,000																				
Project Cost	**£3,400,000**	1,668	1,668	1,668	1,668	1,668	1,668	1,668	25,557	25,557	25,557	35,007	52,297	52,297	31,038	31,038	31,038	31,038	17,290	17,290	302,483
Monthly Accumulator		**1,668**	**3,335**	**5,003**	**6,671**	**8,339**	**10,006**	**11,674**	**37,231**	**62,788**	**88,345**	**123,352**	**175,649**	**227,946**	**258,984**	**290,022**	**321,060**	**352,097**	**369,387**	**386,678**	**689,161**

St. Ives Guildhall

CASHFLOW FORECAST - OPTION 2

As at date: 14/01/2022

					2024											2025
		Construction													Defects	
														Client Occupati	Launch & Open	
Budget **Option 1**	Total Project Budget	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Sep-25
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Construction	£2,725,000	370,055	264,325	237,893	211,460	211,460	185,028	185,028	158,595	158,595	132,163	132,163	146,605			40,875
Design Team Fees	£545,000	11,726	11,726	11,726	11,726	11,726	11,726	11,726	11,726	11,726	11,726	11,726	11,726	2,943	2,943	
Client Direct	£130,000													130,000		
Project Cost	**£3,400,000**	381,781	276,051	249,618	223,186	223,186	196,753	196,753	170,321	170,321	143,888	143,888	158,331	132,943	2,943	40,875
Monthly Accumulator		**1,070,942**	**1,346,993**	**1,596,611**	**1,819,797**	**2,042,983**	**2,239,736**	**2,436,490**	**2,606,810**	**2,777,131**	**2,921,020**	**3,064,908**	**3,223,239**	**3,356,182**	**3,359,125**	**3,400,000**

10.3 APPENDIX 4 – COST PLAN