

Lostwithiel Town Team
c/o Taprell House
North Street
Lostwithiel
Cornwall
PL22 0BL

01208 872323

clerk@lostwithieltowncouncil.gov.uk

Tender pack for Consultancy services to commission a demand study/options appraisal to establish potential future uses for the Grade II* Listed Edgcumbe House & attached Grade II* Listed Taprell House

Lostwithiel's Town Team wishes to invite tenders for consultancy services to commission a demand study/options appraisal to establish potential future uses for the Grade II* Listed Edgcumbe House & attached Grade II* Listed Taprell House. The Town team's overarching vision is that the buildings should remain community assets and that they will be utilised to provide something new and different. The project also seeks to identify the role these buildings might play in rejuvenating the town centre and improving Lostwithiel's destination status.

For the purposes of this project consultant services will be defined as follows: -

A person or persons engaged for a specific length of time to work to a defined project brief with clear objectives to be delivered, which brings specialist skills and knowledge to the role and where the Town Team has no ready access to skills, experience or capacity to undertake the work.

The successful bidder will be required to agree the Demand Study methodology in conjunction with the Town Team, acknowledging that this will need to include a public consultation strategy. It is envisaged that the first stage of the community engagement will be led by the Town Team with input from the appointed consultant and that the second stage, with considered and viable options, will be led by the consultant with input from the Town Team.

A transport and sustainable travel study for the town is also being commissioned by the Town Team to run in parallel with this study. The appointed Heritage Buildings consultant will need to liaise and be aware of how those proposals may impact upon, and be beneficial to, the future opportunity for this project.

The successful bidder will conduct relevant soft market testing and take suitable professional advice (such as commercial estate agents) in order to obtain data on areas of demand such as additional space for office, retail, community use etc and to establish where opportunities might exist through rentals or leasehold.

Additionally, the demand study/options appraisal will seek to understand what kind of space might be needed by any of these user groups, including any particular requirements (access/facilities etc).

The study should include an examination of the economic context of Lostwithiel and consider projections for economic growth taking into account how the overall economy of the area could change in the future.

The appointed consultant will also be expected to undertake a strategic level sift of the options to identify any that might be inconsistent with the Council's commitment to tackling the Climate Emergency.

Any current users/uses in Taprell House/Edgcumbe House should be recorded and an assessment made as to whether they occupy the most effective space or whether there are recommendations for relocation to an alternative space/building.

Potential future uses, which should be evidenced by a demand study, could include:

- Small business/start-up use e.g. office rentals; hot-desk space; sessional; short-term and long-term use
- Creative and Cultural Practitioners and Community Workshops e.g. studio space, community resource sharing; weekly and one-off arts and wellbeing workshops; gallery/exhibition space; venue for concerts, talks and debates; retail outlet for local artists
- Heritage and Culture e.g. heritage centre (1644 Battle of Lostwithiel); museum extension; heritage holiday let
- Civic Use e.g. Civic Centre/Hall; Town Council chamber; Town Council office; library extension; weddings

(Note: this is not an exhaustive list and other uses might present themselves through the study and should therefore be included if they present a viable option).

Indicative floor plans should be provided showing potential user/uses layout, to include any advice on limitations imposed by the listed status of the property which might impact flexibility to adapt internal layout.

Accurate assessments of the indicative net income that can be generated by the different spaces should be determined i.e. is there a sound financial case for inclusion within the over-arching business plan.

The consultants should research and identify any funding, sources of income or grants that might be able to support any preferred uses that are not commercially orientated.

To aid future thoughts, the report should include indicative and high-level financial data about building running costs and any known maintenance costs or future liability issues, including any staffing required to achieve potential uses. The overall ambition is to see how the uses identified in the study can form a viable model to run and maintain the building into the future. Gaps in information should be recorded and recommendations for future viability assessment work made.

The report will include recommendations on next steps and any further studies needed to progress the overall objective to find viable uses for these buildings in the heart of Lostwithiel e.g., could include further reports or surveys to better understand the maintenance and repair liability of the buildings (Latest RICS building survey will be provided to the successful consultant).

The final report will deliver researched and evidenced uses and potential users together with any indicative square metre requirements for each user/use and potential hire/rental charge based on current and prevailing market conditions.

The Town Team is aware that the anatomy of the buildings will limit options and that there will need to be a blend of uses to offer a degree of cross-subsidy, flexibility of use over the longer term and adaptation, where feasible, for some areas of the buildings that currently suffer from poor access. In addition, the preferred model could include a blend of uses (mix of community and commercial/business use) given the overriding need to generate income to offset the running and maintenance costs of the building and to safeguard the property asset for the town into the future.

The Town Team anticipates that this demand study/options appraisal will take forward the groundwork undertaken by the Le Page/RIO prefeasibility study by way of a review, challenge and update of the report findings.

The Town Team is inviting tenders from consultants who can embrace the ambition of the Town Team to facilitate through the final project plan a programme to revitalize Lostwithiel's Heritage Buildings. The maximum budget available is £15,000 Fifteen thousand pounds excluding VAT.

The Town Team anticipates that the final report will include the following as a minimum: -

- A report summary listing findings and recommendations
- A plan for Lostwithiel's Heritage Buildings which will specify solutions to improve Town Centre footfall.
- Copies of the raw and analysed data collected
- A clear list of the next steps and future actions in order to implement the outlined programme
- Identification of all funding available to aid next steps
- Compliance with the specifications in Cornwall Council's Grant Offer letter attached as Appendix 2.

This pack sets out the requirements, timetable and process for application.

Tenders will only be considered if evidence of the following is enclosed with the tender form –

Public Liability Insurance to a value of £5,000,000

Professional Indemnity insurance to a value of £500,000

Lostwithiel's Town Team reserves the right to modify or amend this document at any time prior to the deadline for the receipt of tenders. Any such change will be notified to the Tenderers in writing. Where modifications or amendments are significant, the Town Team may, at its discretion extend the deadline for the receipt of tenders.

Tendering of the contract is the responsibility of Lostwithiel's Town Team and your only point of contact is Lostwithiel Town Council's Town Clerk on 01208 872323 or via email clerk@lostwithieltowncouncil.gov.uk.

Prospective contractors are not permitted to contact Town Team Members, Lostwithiel Town Councillors or Town Council office staff to canvass or encourage support for their tender outside of the prescribed process.

Procurement

A timetable for the procurement process is set out below.

Event	Date
Upload tender to Contractsfinder	30 Aug 2022
Target date for response to clarifications	20 September 2022
Deadline for receipt of tenders	12 October 2022 (Midday)
Shortlisting	26 October 2022
Presentations & Interviews	08 November 2022
Notification of contract award	15 November 2022
Completion by	15 February 2023

The successful team will be expected to sign a formal contract for consultancy services with Lostwithiel Town Team and this contract will include penalty clauses for missing the completion date.

All clarification requests should be submitted to clerk@lostwithieltowncouncil.gov.uk with Tender Clarification request entered in the email subject bar. All tender query responses will be made available to all potential tenderers.

Tenders must be returned in a plain sealed envelope marked Heritage Buildings Project Tender by midday on

Wednesday 12 October 2022. Should you choose not to post your tender please be advised that it will not be possible to hand deliver it to a member of staff the tender will need to be left in the black post box outside the Taprell courtyard black metal gates.

All tenders should be returned to the following address:

DO NOT OPEN - TENDER FOR HERITAGE BUILDINGS PROJECT

Mrs S Harris
Town Clerk
Lostwithiel Town Council
Taprell House
North Street
Lostwithiel
Cornwall
PL22 0BL

Tenders submitted electronically by email or fax will not be accepted. A tender that is not sealed, is received after the appointed time for receipt or is in an envelope that has a mark identifying the candidate will be considered an irregular tender.

All tenders will be opened after the date and time appointed for the receipt of tenders for the proposed contract by the Town clerk in the presence of two Town Team members. All bidders will be notified simultaneously and as soon as possible of any contracting decision.

It is the Tenderers responsibility to ensure that their tender arrives at the Lostwithiel Town Council office address by noon on Wednesday 12 October 2022.

Tender Assessment for shortlisting

Part A Confirmation

The tenderer is asked to provide a signed covering letter that confirms ALL of the following points. All information must be provided and will be judged on a pass or fail basis. Further assessment will not be carried out if the tenderer fails to confirm any part of this section satisfactorily: -

1. Identification of the main contact for the contract (including contact details)
2. Completion and return of the Form of Tender and Non-collusion certificate (pages 13-16 of this tender document)
3. Confirmation that you have no conflict of interest in carrying out these works.
4. Confirmation that the tender is submitted on a fixed price basis.
5. Confirmation submitted with the tender that you hold the following levels of insurance cover as a minimum: -
Public Liability Insurance £5,000,000
Professional indemnity Insurance £500,000
6. Confirmation that all the services defined in this document will be delivered in compliance with relevant law and all statutory and other provisions. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule of court or delegated or subordinate legislation and any applicable request or requirement.
7. Confirmation that any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and confirmation that the terms of the tender will remain binding upon us and may be accepted by you at any time before expiry of that period.

Part B

Experience and Quality

The scoring as specified below is designed to assist the Town Team in determining the most appropriate contractor to instruct but the scoring result will not be binding on the Town Team.

The following are considered key requirements for the Contract

- Proven experience (2 examples) of works similar in nature and scope carried out within the last five years
- Demonstration of understanding of the objectives
- Interpretation of the brief
- Ideas for community consultation

- Table illustrating Human Resources time allotted to each Team Member
- Tenderers are expected to customise the outline programme (Appendix 2) and submit their customised version as part of their tender bid

Tenderers must not make assumptions that the Town Team has prior knowledge of their organisation or their service provision. Tenders will be evaluated on the information provided in their response.

Part C

Amount of tender

On the Form of Tender please specify a fixed price excluding VAT.

Tender Evaluation for shortlisting

Tender award criteria and weighting

Part A Covering Letter	Pass/Fail
Part B Proven experience (2 examples) of works similar in nature and scope carried out within the last five years	20%
Demonstration of understanding of the objectives	10%
Interpretation of the brief	10%
Ideas for community consultation	10%
Part C Amount of tender	30%
Effectiveness of the proposed programme	20%

The amounts of the tenders will be scored on a comparative basis.

Please see the equation below: -

$$\frac{\text{Lowest price}}{\text{(-----)}} \times \text{Weighting} \\ \text{Tenderers price}$$

Quality criteria

Scoring matrix

Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of relevant ability. Evidence provided to support the response
8	Good	Above average demonstration of relevant ability. Majority of evidence provided to support the response
6	Acceptable	Demonstration of relevant ability. Some evidence provided to support the response

4	Minor Reservations	Some minor reservations of the relevant ability Little or no evidence to support the response
2	Serious Reservations	Considerable reservations of the relevant ability. Little or no evidence to support the response
0	Unacceptable	Insufficient information provided

Tenders:

1. Tenderers shall ensure that the tender response is compliant with all statutory and other provisions to be observed and performed in connection with any subsequent award of contract.
2. Tenderers should note that all the requirements detailed in the tender document supersede all detail, documents and discussions prior to the issues of this tender.
3. Tenderers should note that the Town Team does not bind itself to accept or reject the lowest or any tender, and reserves the right to accept or reject any tender, either in whole or in part, or to annul the tender and not to award any contract. The Town Team will not be responsible for any costs incurred in the preparation/submission of the tender.
4. As part of the tender evaluation process the Town Team may shortlist from the offers received and short-listed tenderers may be invited to give a presentation to the Town Team. Detailed arrangements for any presentation will be issued nearer the time.
5. The Town Team may enter into limited post tender clarification following receipt of the tender responses.

Warranties & Disclaimers

Whilst the information contained within this tender documentation is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information. The Town Team will not accept any liability for its accuracy, adequacy or completeness. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from this tender and in respect of any other written or verbal communication transmitted or made available to any tenderer

Freedom of Information

Under the Freedom of Information Act 2000, members of the public or any interested party may make a request for information to Lostwithiel Town Team.

Information contained in your tender documents will be treated as commercially sensitive and not subject to disclosure until a successful tender has been awarded.

After the tender has been awarded the information in your tender may be disclosed upon request to members of the public or interested parties.

If your tender documents or any information therein is commercially sensitive then the onus is on you, as the tenderer, to ensure that this information has been clearly identified.

General Data Protection Regulations

All tenders will be shared with Lostwithiel Town Council as the 'accountable body' a copy of the Town Council's General Data Protection Regulations -General Privacy Notice is available on the Town Council's website

http://www.lostwithieltowncouncil.gov.uk/data/uploads/1078_1242440435.pdf

Form of Tender

To: Lostwithiel Town Team

Date: _____

Tender for consultancy services for Lostwithiel's Heritage Buildings Project £_____.

1. I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Town Team of my/our tender to supply and/or deliver all the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.
2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before expiry of that period.
3. This fixed price tender is signed and dated by an authorised representative of the Contractor and shall be binding

Signed.....

Print Name

In the authorised capacity of.....

Please provide contact details for two referees for whom you have undertaken similar work

References

Reference Company name		
Address		
Contact name		
Telephone number		
Email Address		
Description of goods/works/services undertaken		
Date contract awarded		
Length of contract		
Type of contract		
Annual value of contract (£)		
Details of relevant qualifications, skills, memberships of professional bodies,		

etc, used in support of delivery of the contract		
Contract Details of known risks involved with delivery of this type of work and suggested mitigations		

Non-Collusion Certificate

I/We certify that

- a) The prices, specifications and all matters relating to the enclosed Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purposes of restricting competition with any other person or organisation.
- b) Unless otherwise required by law, the prices and other information have not knowingly been disclosed, directly or indirectly to any other person or organisation nor will they be disclosed.
- c) No attempt has been made or will be made to induce any other person or firm to submit or not to submit a Tender nor to withdraw or amend a Tender which has either already been or is intended to be submitted for the purposes of restricting competition.

d) No attempt has been made directly or indirectly to canvass any Lostwithiel Town Team Member, Lostwithiel Town Councillor or employee of Lostwithiel Town Council or anyone acting on the Town Team's behalf concerning the award of the contract which is the subject of this invitation to tender.

In addition, no person acting on behalf of or representing the persons or firm submitting this tender has:

- a) Offered, given or agreed to give anyone any inducement, gift or reward in respect of this or any other Town Team/Council contract.
- b) Committed an offence under the Prevention of Corruption Acts 1889 to 1916 (or any amendments to them) or Section 117(2) of the Local Government Act 1972 or the Bribery Act 2010 or given, solicited or accepted any fee or reward or any form of money.
- c) Committed any fraud in connection with this or any other Town Team/Council contract whether alone or in conjunction with Town Team/Council members, contractors or employees.

I/We understand that the Town Team may cancel the contract we me/the firm if there is any evidence of any failure on my/the firm's part to comply with any of the above and if necessary, take legal action against me.

Signed

.....

Appendix 1 –Outline project Programme

Appendix 2 – Cornwall Council Town Vitality Funding from the Town Centre Revitalisation Fund (dated 13 May 2022)

Appendix 3 – Lostwithiel Town Council's Heritage Buildings Committee report to Full Council May 2019

Appendix 4 – Le Page Architects & RIO Edgcumbe House Lostwithiel Pre-Feasibility Study

https://www.lostwithieltowncouncil.gov.uk/data/uploads/1051_874864316.pdf

Heritage Buildings Project: OUTLINE PROGRAMME (draft for consideration/confirmation by appointed consultant)

w/c																			
Week no.	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Date (w/c)																			
Project Activity:																			
Consultant Appointed							#												
Working Group Meetings <small>(Full TT meets 3rd Tues in each month)</small>																			
Community Consultation																			
Consultation with Stats																			
Financial Viability																			
Governance																			
Next Steps																			
Training (visits)																			
Website																			
Funding Applications																			
CIC formation																			
Draft Report																			
Final Report																			
Prospective tenderers are expected to customise this outline programme and submit their customised version as part of their tender bid.																			



Mrs S Harris
Town Clerk
Lostwithiel Town Council
Taprell House, North Street
Lostwithiel
Cornwall
PL22 0BL

Your ref:
My ref: Lostwithiel/TVF/GOL
Date: 13 May 2022

Sent by e-mail: clerk@lostwithieltowncouncil.gov.uk

Dear Mrs Harris

**Lostwithiel – Confirmation of Grant Award
Town Vitality Funding from the Town Centre Revitalisation Fund**

I write following your application dated 7 April 2021 in connection with £15,000 of support to Lostwithiel Town Council (the "Recipient") to provide a Lostwithiel Heritage Buildings project.

Cornwall Council has the ambition to show that town development proposals can stimulate town centre activity and put Cornish towns at the forefront of future government funding programmes, by ensuring our communities are best placed to successfully bid for money as and when it becomes available. Towns with functioning Town Teams or Place Shaping Partnerships, with a strategy and plan for town centre investment will lead the path for town renewal and vitality. This Town Vitality Funding is to help towns across Cornwall take forward development work to advance plans that will improve the economic, social and environmental revitalisation of their Town Centres.

Cornwall Council will commit to providing Fifteen Thousand Pounds (£15,000) of support from the **Town Centre Vitality Fund** to the Recipient to provide immediate capacity to commission and develop a Lostwithiel Heritage Buildings project for Lostwithiel covering the following:

Commission a demand study/options appraisal to establish potential future uses for the Grade II* Listed Edgcumbe House & attached Grade II* Listed Taprell House. The Town Team's overarching vision is that the buildings should remain community assets and that they will be utilised to provide something new and different. This project also seeks to

identify the role these buildings might play in rejuvenating the town centre and improving Lostwithiel's destination status.

The successful bidder will be required to agree the Demand Study methodology in conjunction with the Town Team, acknowledging that this will need to include a public consultation strategy. It is envisaged that the first stage of the community engagement will be led by the Town Team with input from the appointed consultant and that the second stage, with considered and viable options, will be led by the consultant with input from the Town Team.

A transport and sustainable travel study for the town is also being commissioned by the Town Team to run in parallel with this study. The appointed Heritage Buildings consultant will need to liaise and be aware of how those proposals may impact upon, and be beneficial to, the future opportunity for this project.

The successful bidder will conduct relevant soft market testing and take suitable professional advice (such as commercial estate agents) in order to obtain data on areas of demand such as additional space for office, retail, community use etc and to establish where opportunities might exist through rentals or leasehold.

Additionally, the demand study/options appraisal will seek to understand what kind of space might be needed by any of these user groups, including any particular requirements (access/facilities etc).

The study should include an examination of the economic context of Lostwithiel and consider projections for economic growth taking into account how the overall economy of the area could change in the future.

The appointed consultant will also be expected to undertake a strategic level sift of the options to identify any that might be inconsistent with the Council's commitment to tackling the Climate Emergency.

Any current users/uses in Taprell House/Edgcumbe House should be recorded and an assessment made as to whether they occupy the most effective space or whether there are recommendations for relocation to an alternative space/building.

Potential future uses, which should be evidenced by a demand study, could include:

- Small business/start-up use e.g. office rentals; hot-desk space; sessional; short-term and long-term use

- Creative and Cultural Practitioners and Community Workshops e.g. studio space, community resource sharing; weekly and one-off arts and wellbeing workshops; gallery/exhibition space; venue for concerts, talks and debates; retail outlet for local artists
- Heritage and Culture e.g. heritage centre (1644 Battle of Lostwithiel); museum extension; heritage holiday let
- Civic Use e.g. Civic Centre/Hall; Town Council chamber; Town Council office; library extension; weddings

(Note: this is not an exhaustive list and other uses might present themselves through the study and should therefore be included if they present a viable option).

Indicative floor plans should be provided showing potential user/uses layout, to include any advice on limitations imposed by the listed status of the property which might impact flexibility to adapt internal layout.

Accurate assessments of the indicative net income that can be generated by the different spaces should be determined i.e. is there a sound financial case for inclusion within the over-arching business plan.

The consultants should research and identify any funding, sources of income or grants that might be able to support any preferred uses that are not commercially orientated.

To aid future thoughts, the report should include indicative and high-level financial data about building running costs and any known maintenance costs or future liability issues, including any staffing required to achieve potential uses. The overall ambition is to see how the uses identified in the study can form a viable model to run and maintain the building into the future. Gaps in information should be recorded and recommendations for future viability assessment work made.

The report will include recommendations on next steps and any further studies needed to progress the overall objective to find viable uses for these buildings in the heart of Lostwithiel e.g., could include further reports or surveys to better understand the maintenance and repair liability of the buildings (RICS building survey or schedule of condition/dilapidation).

The final report will deliver researched and evidenced uses and potential users together with any indicative square metre requirements for each user/use and potential hire/rental charge based on current and prevailing market conditions.

The Town Team is aware that the anatomy of the buildings will limit options and that there will need to be a blend of uses to offer a degree of cross-subsidy, flexibility of use over the longer term and adaptation, where feasible, for some areas of the buildings that currently suffer from poor access. In addition, the preferred model could include a blend of uses (mix of community and commercial/business use) given the overriding need to generate income to offset the running and maintenance costs of the building and to safeguard the property asset for the town into the future.

The Town Team anticipates that this demand study/options appraisal will take forward the groundwork undertaken by the Le Page/RIO prefeasibility study by way of a review, challenge and update of the report findings.

On completion of the project, Lostwithiel Town Council is to provide Cornwall Council with relevant and full copy documents relating to the Heritage Buildings Project (deliverables) funded by the Town Vitality Fund.

We are pleased to confirm, therefore, your Cornwall Council Town Vitality Funding Grant of £15,000 (Fifteen Thousand Pounds) for 2022/23. This grant is to cover revenue expenditure only.

On acceptance of Cornwall Council's offer, the Recipient will be bound by the terms and conditions of the Agreement. The Recipient will be accepting legal obligations and should consider taking independent professional advice before such acceptance.

The terms and conditions for this grant are attached to this Grant Offer Letter; if you consent to these terms and conditions, please return a signed copy of this letter, where indicated below, together with the Terms and Conditions, any other documents relating to the Grant Offer Letter, and provide the Town Council's bank details on the form below, to e-mail address vitalitytowns@cornwall.gov.uk. Please retain a signed copy for your own records.

Please provide the documentation requested in clauses 4.1.2, 8.1.1 and 8.1.4 of the Terms and Conditions so that we can process your grant payment. The remaining documentation itemised under clause 8 forms part of the defrayal and audit requirements which will be required after project commencement.

This Grant Offer Letter is valid for a period of sixty (60) days only from the date of the approval details above, unless agreed, in writing, by the Council.

Lostwithiel Heritage Buildings Committee
Report to Council

May 2019

Executive Summary

This plan was drawn up by the Lostwithiel Heritage and Buildings Committee (formerly the Edgcumbe House Working Party) on the basis of discussions since 2015 and the provisional Pre-Feasibility Study undertaken by Le Page and RIO. It sets out a vision for the nationally important complex of buildings at the heart of Lostwithiel: Edgcumbe House, Taprell House, and the Guildhall. It aims to make the case for a sympathetic repair, renovation, and adaptation of the buildings in order to maximise the public benefit to be gained from them. To this end, it establishes a conservation and re-utilisation plan for their continued custody by Lostwithiel Town Council.

The complex of buildings—Edgcumbe House, Taprell House, and the Guildhall—comprise the principal heritage of the Edgcumbe family and the first Lord Edgcumbe. All three buildings are noted in Sir Nikolaus Pevsner's *Buildings of England*, the standard source for heritage architecture, as being of great significance. Their listing status accords them national importance, with a significance beyond the present generation. They ought to be maintained if the buildings and that heritage are not to be lost. We need to act **just in time** before they are **lost in time**.

Our principal conclusions are:

- The sale of Edgcumbe House should no longer be considered. A sale of the building is not a cost-free option.
- Edgcumbe House should be repaired, renovated, and adapted, with the support of grant funding, in order to achieve a long-term solution that is financially sustainable and compatible with the Custodianship of buildings that are of major national significance.
- The heritage of the Edgcumbe family is central to the identity of the town and its history and stands at the centre of an impressive town centre that is itself of national significance. The three buildings are of importance to local people, to visitors to the town who bring in revenue to local businesses, and to the nation as part of our heritage.
- A mixed use of the buildings for a variety of purposes provides the most sustainable future for them and maximises their contribution to the overall sustainability of the town centre. This can be achieved by immediate emergency repair work and incremental steps that will bring the buildings back into appropriate use and move towards a long-term solution. A small amount of Council spending *now* is the seed corn for major grant funding.
- A Community Interest Company or similar vehicle should be formed as a means to raising additional grant funding, increasing public involvement in the project, and, possibly managing the use of Edgcumbe House.
- The Heritage Buildings Committee should be empowered to continue its task of exploring funding sources and advising Council on a sustainable way forward for the project evolving.

Edgcumbe House to remain in Council ownership

It is the firm and strongly held view of the Committee that the sale of Edgcumbe House be taken off the agenda. As we show below, Edgcumbe House is an integral part, perhaps the key part, of the Edgcumbe Heritage and the wider conservation area. The buildings are of national importance and their value is recognised by national agencies such as Historic England, the Heritage Lottery Fund, and regional bodies within Cornwall Council. They define the character of the town and are an important contributory character to its tourist economy. Properly renovated they can contribute even more. Sale of Edgcumbe House would significantly reduce the cultural and financial value of the remaining buildings.

The Town Council is a custodian of these properties, which cannot be considered in the same commercial way as the ownership of other assets. Councillors come and go, but the buildings are a part of our history and there is a duty to pass them on in suitable order to coming generations. Once lost, they can never be regained.

On purely practical grounds a sale of the buildings is not a cost-free option. The recent valuation survey shows that certain basic facilities are lacking and that the state of repair considerably reduces any potential sale price. If Council disposes of this asset at a knock-down price, this would not be in the long-term interests of Council finances as a major potential asset will have been lost. In order to achieve a sale price that comes anywhere near to reflecting the significant value that the Council and community have assigned to the building in the past, a considerable amount of money would need to be spent on it prior to sale. For example, there will be costs involved in installing proper sanitation and services, the damp problems and damage would have to be rectified, and the physical separation from Taprell House and the adjoining pottery would need to be investigated. There will be legal costs in altering the title deeds, which relate to both Edgcumbe House and Taprell House as an integral unit, and all the physical work would be extremely difficult and costly because of the listed status of the building. The market for sales is not buoyant and

there is a risk that the House would remain on the market for some considerable time, with consequent deterioration and further loss of value.

In preparation for a sale, Council would have to show due diligence in examining and addressing all relevant issues. This might be expected to involve undertaking an up-to-date building condition survey and an examination of the feasibility of retaining it in Council ownership. This would involve much of the expense that might be incurred in repairing and adapting the building, reducing or negating any financial gain from a sale.

It is the contention of the Committee that retaining the building in Council ownership as an integral part of the heritage complex is a financially sustainable option. Grant funding is likely to be available for much of the overall cost of conversion and adaptation. Adaptation with a range of new uses will, furthermore, generate some income that would contribute to sustainability. In addition, there are certain sources of funding that support the ongoing sustainability of heritage buildings that are given public uses. Council should consider the opportunity cost savings in the longer term. If the building remains available for Council use and the Town Clerk's office is eventually able to move back from Taprell House, it would not then be necessary to spend money on office rental or property purchase to provide the necessary Council offices. Current rental figures for the local area are approximately £6,000 per year. This is comparable with the 'subsidy' envisaged in the Pre-feasibility study and is probably the kind of figure that would be required for a maintenance fund. It should always be remembered that maintenance is the best form of conservation. Sustainability can, therefore, be achieved with the kind of income envisaged.

Sustainability has quite rightly been central to Council considerations from the beginning. But sustainability is not merely a matter of financial or commercial sustainability. Custodianship has a cost, and the Town Meeting of 2015 indicated the wide support for meeting this cost. It should not, therefore, be assumed that the three buildings must generate in full the income required to maintain them over the longer term.

Our larger point, however, is that continued Custodianship is an important obligation for Councillors. The buildings are of local, regional, and national significance, as we detail below, and it would be a major tragedy if these buildings were to be lost for future generations. We believe that this plan demonstrates the importance of the buildings and the feasibility of securing funding to enhance their value to the community and to meet the responsibility to provide public spaces. The remainder of this plan is based on the presumption that the question of sale will no longer be raised.

The Heritage Buildings

The various buildings are, at present, almost unknown to many people, as Edgcumbe House is 'mothballed' and the Guildhall (with its hidden entrance) has been out of use for some years. Local people and visitors do not see beyond the facades facing Fore Street and their internal features are invisible. Although the heritage is valued, their specific history is often unknown. It is important, therefore, to give an overview of the importance and character of the buildings.

Lostwithiel is, perhaps, the finest small town in Cornwall. It was developed by the Edgcumbe family, one of the most noble families in the south-west and a key civic family that long drove the fortunes of the town. The three key

buildings are central to this. Edgcumbe House tells the story of family life and civic duty through the layout of the building. In tandem with the Guildhall and Dower House it portrays the story of civic function in the town. The building connects with an important expansion in the town, sponsored by the incoming gentry. It is suspected that the Kings Arms, Foys antiques, and some of the buildings opposite the church are also part of their speculations. This complex of listed buildings is unique within Cornwall.

Edgcumbe House is a rare example of high-quality Cornish townhouse and is believed to have been designed by Thomas Edwards of Greenwich. If proven, this connection raises the profile of the building within the realms of its architectural provenance. Edwards was one of the most important architects to work in the region and benefits from a full entry in Colvin's dictionary and a two-part biopic in *Country Life*. His biography is currently being written by a member of the Committee as an article for the Georgian Group. The plasterwork in the house is of country house standards and bears similarities to that at Carclew, Tehidy and Trewithan (all by Edwards). It is highly likely that the plaster workers could be named.

Edgcumbe House was built in its present form in c1750 as a new frontage to the much older Taprell House, which dates from the early 16th century. The adjoining Dower House (in private ownership but with connecting door) is of the same period. Edgcumbe House and Taprell House have a joint Grade II* listing (Entry Number 1144230). Cornwall Council's Historic Characterisation of Lostwithiel, published in 2008 and funded by the Heritage Lottery Fund (<https://www.lostwithiel.org.uk/characterisation.pdf>), notes that Taprell House has what appears to be a parlour with a kitchen behind, to the ground floor, and fireplace provision for two bed chambers above, one of which has an

ensuite garderobe. As Edgcumbe House is subsumed into an older structure, most likely a double courtyard house, the richness of the story is enhanced with added archaeological significance.

Opposite Edgcumbe House is Lostwithiel's Guildhall (Grade II listed, entry Number: 1144227), dating from 1740. It has been used for council meetings and houses the local award-winning Museum in the former Corn Exchange Building and adjoining town jail. The adjoining former Lloyd's Bank Building (in private ownership) completes the impressive eighteenth-century façade that faces Edgcumbe House and the Dower House.

This part of Fore Street is the undoubted core of the town and attracts visitors from far and wide. Fore Street alone contains 22 listed buildings, there are a further 27 listed buildings in Quay Street, North Street, Queen Street, and Bodmin Hill. Principal among the major buildings are the Grade 1 listed Freemason's Hall (Duchy Palace), restored in 2013, and the Grade 1 medieval bridge recently enhanced by Lostwithiel Town Forum with an HLF grant (Ref: SH-13-10940). Lostwithiel has higher than the national average of Grade I listed buildings. Our three buildings (Duchy Palace, Lostwithiel Bridge, and St. Bartholomew's) are at the heart of the Lostwithiel conservation area.

The Guildhall was bequeathed to the town by Lord Edgcumbe for continued use as a Guildhall and Corn Exchange. At the same time, the Grammar School in Fore Street (the façade remains) was bequeathed to the town. Edgcumbe House and adjoining Taprell House were sold into commercial use in 1911 but were subsequently bought by the Lostwithiel Borough Council for use as Council Offices. Edgcumbe House contains the Mayor's Parlour and the office formerly occupied by the Town Clerk, with additional rooms that were formerly rented out as office space. Taprell House is used as the library (recently taken over from Cornwall Council) and gallery (now used by the Town Clerk). An

extended outhouse of similar age is leased to Lostwithiel Methodist Church on a long-term peppercorn rent and does not form part of the current project. The purpose of the Heritage Buildings Committee (and the former Working Party) is to find the means for securing the future of these important buildings and to assist the Council in its role as custodian.

The present state of Edgcumbe House is described in Appendix A and a statement of Significance is included in Appendix B.

A Vision for the Edgcumbe Heritage

The *Lostwithiel Neighbourhood Plan* showed the vision that local people have of their town and its sense of community. Central to this was a perception of the town's heritage and historical character. Our vision for Edgcumbe House and its relation to Taprell House and the Guildhall builds on this. The Pre-Feasibility Study produced a rather optimistic view of what might be done with the buildings. Despite serious reservations about the particular financial projections supplied (which were intended only to be indicative), the important conclusions from the study were that an integrated solution to the three buildings would work well and that mixed use should form the basis of enhanced public access to the important buildings. We see the importance of the buildings and their potential uses in relation to local people, school children, visitors, and commerce. Local people will make use of meeting spaces, retail and craft activities, and work spaces. School children showed an immense enthusiasm for the built heritage of the town and its history in the work they did for the *Neighbourhood Plan* and an appropriate adaptation will 'deliver' to them, the future generation, and will enhance the learning opportunities at school. Visitors already come to Lostwithiel, but

they will be attracted in greater numbers by a range of activities in the buildings, with resulting spin-off benefits for local businesses. We envisage nothing less than a rejuvenation of the town centre.

Our visits to similar projects in the county have convinced us that a mixed-use future for the buildings is viable. This would comprise a variety of different and occasional uses, including:

- office rentals,
- hot-desk work space on a sessional or long-term basis,
- use by artists, craft workers and artisans, perhaps including a repair cafe, and working in conjunction with groups such as the Cornish Crafts Association,
- health and well-being practitioners,
- gallery and exhibition use,
- retail use.

These uses would all generate income to offset the running costs of the building and would safeguard the building. Continued Council usage of Edgcumbe House for offices and meetings in the future, following relocation from Taprell House, will also ensure opportunity cost savings from savings on office and room rental for the Town Clerk and

Council committees in the longer term. Rental for residential purposes (e.g., through conversion to holiday rental or long-term rental) has been thought to be unlikely in view of the unsuitability of the building for conversion to provide proper sanitation and access. It would, however, be prudent to review the possibilities through the Landmark Trust.

The pictures on the following page illustrate the types of uses that we have seen elsewhere and that are known to work well within similar heritage buildings. The precise changes depend, of course, on the architectural possibilities offered by the buildings, but they illustrate the possibilities that we can realistically achieve.

Visits to Krowji, an old grammar school, and Into Bodmin, the old library, have shown us the possibilities for craft and artisan usage. We were told by those involved in these ventures that there is considerable demand for workspace by local artists, potters, dressmakers, silversmiths, and others in spaces typically rented as ‘empty spaces’ in which the craft workers provide their own equipment. In many cases, such workshops are combined with gallery and retail space and with café facilities, with public access allowing people to see craft artisans ‘at work’.

Prior rental of offices within Edgcumbe House suggested that there is a limited demand for such space, though the limited facilities available and the lack of any serious marketing qualifies this conclusion. The possibility of short-term office use and hot-desking should be explored. This may also contribute to the digital ‘hub’ facilities for young people envisaged in the Neighbourhood Plan. This might be combined with the suggestion in the Pre-Feasibility study of a ‘homework club’ facility for local school children – indeed, this might be seen in relation to the library to provide computer and online facilities appropriate to a modern library. The possibilities are, again, illustrated in the pictures on the following page.

The Council might continue to occupy the two principal rooms on the ground floor. The Town Clerk's office has been partly restored and could be returned to use if Taprell House gallery can be brought back into use at some point. The adjoining 'air raid shelter' would provide a suitable archive space for Council papers. The Mayor's Parlour requires limited renovation and should be opened for Lostfest, the Dickensian evening, and the Town Heritage Walks as soon as feasible. It may also offer income opportunities through rental as a meeting space. This should not preclude its inclusion in Town Heritage Walks when not in use for meetings.

Taprell House is now being used by Lostwithiel Town Council for the new volunteer-run library. Changes to the building are not within the remit of the Committee at present as it is not envisaged that any immediate change to its use would be made. In the longer term, however, options could be explored to bring the upper gallery space back into public use and properly integrated with Edgcumbe House. To make this possible, the project of closing off the current opening to increase floor space should be undertaken. This might be combined with a reconfiguration of the stair well between the library and the gallery. This flexible space offers further opportunities for rental income. Further possibilities would be apparent if the library were to be relocated. These considerations should be borne in mind when considering our proposals on Edgcumbe House.

The pre-feasibility study indicated the possibility of providing a lift within the space between Taprell House and Edgcumbe House, giving Equality Act-compliant access to the first-floor levels. This would form an essential part of the reconfiguration of the three buildings and ensure enhanced public access to the major facilities. Combined with the restructuring of Taprell House, this would allow the kind of through access from the court yard into both buildings

envisaged by the pre-feasibility study. It would also open up the possibility of the use of the courtyard. While café facilities such as envisaged in the study are not considered to be viable, because of the number of café facilities already in town, an extension of the artisan uses of the building to the courtyard should not be ruled out. For example, the sale of plants or recycled craft items, on a regular or occasional basis.

The listing status of the Guildhall to II* should be pursued as a matter of urgency. The Guildhall should be fitted with a hearing loop and appropriate Wi-Fi, webcam, and podcasting facilities and the possibilities for its future use could then be explored. Access would be enhanced through the proper installation of a stair lift to ensure compliance with the Equality Act and in accordance with the Historic England report on *Easy Access to Historic Buildings*. We have already been advised by the Cornwall Disability Group's contractor that a stair lift is unlikely to be possible with the equipment currently available, and it is known that Historic England is concerned about the impact of such conversions. However, the Committee is of the view that all possibilities should be explored with Historic England, which has a wide experience of the sensitive and appropriate adaptation of historic buildings and of maintaining appropriate access.

These improvements would provide alternative means of public access to the Guildhall and any meetings held there. It is possible to undertake improvements to the Council and public seating arrangements. If a lift could be installed it would also be possible for the Guildhall to be used for weddings and receptions, with suitable income opportunities. Film agencies can be employed to promote the use of this wonderful building in film and television productions. The Guildhall would also be open on public occasions and be accessible on the Town Heritage Walks.

The Town Museum has been described as "*The BIGGEST Little Museum in Cornwall*". It is one of the keys to project success, Lostwithiel Town museum is one of the most highly regarded museums in Cornwall. It was the Judges Special Award Winner in 2018 in the Heritage Awards. It is one of our town's most important assets and especially with rising visitor numbers is integral to any strategy for keeping the high street vibrant. It currently makes optimum use of a difficult space which would be challenging for any other function.

Although the Pre-Feasibility Report suggested changes involving the Museum, it is not envisaged that there would be any change to the Museum unless the Museum itself seeks extra space and has the volunteers or resources to handle this. It will, however, be important to ensure that the Museum Office and Store is appropriately renovated to necessary standards and it may also be appropriate to secure funding for Museum improvements as part of the funding for the Guildhall.

The Work to be undertaken

In accordance with the expectations of Historic England, the Cornwall Buildings Group, and other bodies that adaptations be reasoned and well-founded, our ideas on the necessary work are informed by explicit design principles. The underlying principles are those set out by William Morris, the founder of the Society for the Protection of Ancient Buildings. These are further guided by the ideas of Sir Patrick Geddes's principle of 'conservative surgery': that adaptations be designed to give a best fit within the context of their setting. In this light, two categories of work are envisaged: the 'repair' works referred to in Annex E of the Remit; and the 'adaptation' works referred to in Annex F of the remit.

Repair works to Edgcumbe House are an essential priority. Council has been reluctant to overcommit money on normal maintenance for a number of years and this has made it difficult to recover from the serious decline in the state of the building since 2015. Current spending should be seen as a 'catch-up' on this historic underspend. More significantly, however, the spending—financed by a drawing on the earmarked reserves—would allow parts of the building to be brought back into use and so create the basis for conversion to mixed use. Such spending would be seen as a response to the view of Historic England that the building needs to be put on the 'At Risk' register. Listing as 'at risk' with the Cornish Buildings Group and Historic England should be pursued. Repair work will be a sign of serious intent to these regulatory and funding bodies and would also leverage additional (and much greater) funds from external bodies.

The precise repairs that are needed cannot be specified until a new survey has been undertaken to complement those by Scott and Co at various points in the past few years. There is little point in repairing or replacing material that will be replaced or restored in a larger programme of works and a new survey should specifically identify those works that are of an 'emergency' and 'first priority' nature and distinguish them from those works that can be undertaken with grant funding as part of the longer-term adaptation of the building. It should construct a fully costed list of work required under each category.

It seems likely that the two most pressing repairs will be the full patching of the roof and the structural repairs to the staircase between the ground and first floors. There is a sum of £100,000 set aside in designated reserves that is earmarked for the maintenance and repair of Edgcumbe House and this should form the basis of the immediate expenditure, the scale to be determined in the light of the survey and updated estimates. Failing to undertake repairs

only prolongs and exacerbates the decay and loses the opportunity to introduce interim partial uses and consequent income.

Once all repair and refurbishment work has been undertaken, it is unlikely that further maintenance expenditure on any scale would be required for some years. However, for the longer future Council should establish a fund for maintenance to the various buildings and undertake regular surveys of any repair and remedial work that is required. A properly managed fund, incorporating the balance of the existing designated reserve, would form a part of a properly monitored Conservation and Management Plan and will prevent the current problems from ever arising again. The Conservation and Management Plan should form an integral part of the wider Conservation and Management Plan that the Council has committed to produce in its Neighbourhood Plan.

Refurbishment and adaptation work on all three buildings will need to be undertaken with external funding from grant sources. This external funding will also contribute to some repair costs not included above. (For example, the repair of damaged plaster and wood work as a result of damp incursion). Such work will need to be cast in terms of the vision set out above. Once Council has committed to this vision and a detailed plan has been worked out, a full survey and study of the necessary work can be commissioned from external funding. This would provide us with a blueprint for the work required in the project. In a section below we set out an indication of the kind of work that is likely to be required and the stepping stones through which these can be achieved.

Potential sources of funding

The transfer of assets is the way that funding potential can be unlocked. Properties in private ownership, whether a town council or developer will rarely, if ever, have this facility. Resources and Sources of information are listed in Appendix 3.

There is a whole range of funding opportunities available to CICs and CIOs. Funding is never static, so a list that was relevant a few months ago will have since changed. There are different funding bodies, and different funding grants within bodies, for different types of projects. We have been involved with two main bodies since 2015; Architectural Heritage Fund and HLF.

Please be aware though that funding from major bodies is just part of the picture. Successful projects are creative, agile, responsive and flexible. They are excellent at branding, they foster high community engagement, enhance public relations and the use of social media, and through these means they generate income through other strands, including crowdfunding, partnerships, membership schemes, legacies etc. This not only helps fund various stages of the capital projects, but builds the foundation for ongoing sustainability. It also engages people who support in other ways, e.g. as volunteers, trustees, etc.

Architectural Heritage Fund <http://ahfund.org.uk/>

Last applications had to be in by February 2019. This marks the end of AHF's 3-year Growing Community Enterprise Through Heritage programme, funded by the Dept of Digital, Culture, Media and Sport. Their new programme will launch in Summer 2019. Their strategic plan and eligibility criteria are under development. It will target projects contributing to Transforming Places Through Heritage initiative which is part of the Government's Future High Streets Fund:

“We help communities across the UK find enterprising new ways to revitalise the old buildings they love. We provide advice, grants and loans, and our support acts as a catalyst for putting sustainable heritage at the heart of vibrant local economies.”

Heritage Lottery Fund <https://www.hlf.org.uk>

After extensive review this new funding framework was published 30th January 2019 and is likely to be a major source of funding.

“Heritage is really wide ranging. We support all kinds of projects, as long as they make a lasting difference for heritage, people and communities. Use our funding to record the diverse stories of your community, breathe new life into a historic park, create vibrant town centres, and much more...”

Cornwall Museums Partnership

The CMP provides exceptional training in terms of the Firm Foundations Masterclass course. A bursary was obtained for Caroline Yates to attend. Through the museum and CMP, the project has links to considerable expertise and guidance.

Firm Foundations

<https://www.cornwallmuseumpartnership.org.uk/firm-foundations/>

Cornwall Museums Partnership Resources Hub

https://www.cornwallmuseumpartnership.org.uk/resource-results/?_sft_resource_cat=all

This hub provides resources on all kinds of successful projects, governance, business planning, fund raising

The Prince's Trust <https://www.princes-trust.org.uk/>

'We work hard to create brighter futures for young people aged 11 to 30, empowering them to get into jobs, education and training.'

This is a potential; source of funding for any multi-use activities aimed at provision for young people.

Sita Cornwall Trust (Landfill Development Trust) www.entrust.org.uk/environmental-bodies/eb-detail/?eb=303203

This is a fund that specifically funds in areas close to landfill sites and has a scheme under 'Object E' 'The Restoration of a place of religious worship or of historic or architectural interest'.

Cultural Development Fund <https://www.artscouncil.org.uk/funding-finder/cultural-development-fund>

This is a fund to support cultural activities in town centres. The current round is now closed, but we should be aware of future schemes within this fund.

Stepping Stones and Small Gains

It was the original view of the EHWP that a single source of funding be pursued. Because of changes in the funding landscape and the guidance from the Firm Foundations course, whose road map was circulated with the EHWP Report of January 2019, we see the full renovation being attained through a series of stepping stones that will provide us with incidental gains as the project proceeds. The following timeline sets out the possible overlapping steps towards the completion of the overall project. Indicative start dates are included on the assumption that Council approves our strategy in May 2019 and that intermediate steps do not require individual approval once the plan has been agreed. Although Taprell House is outwith the current remit, it is hoped that Council will agree to the Committee considering changes to Taprell House in the longer term. Any repair and adaptation work should be undertaken so as not to prevent changes in the building configuration in the future.

1. **May 2019. Decision not to consider the sale of Edgcumbe House** for the duration of the project to repair, renovate, and adapt it to sustainable uses.
2. **July 2019. Commission Building Condition Survey** to report on the costs of reinstating the building for use and the ongoing running costs.
3. **October 2019. First Aid for Edgcumbe House.** Use of earmarked funding to commence work highlighted by the Building Condition Survey. (These are likely to be waterproofing, repair to stairs, safety issues, restoration of

ground floor rooms). Possible grant funding could also be explored based on the 'At Risk' listing. The aim is to bring back into use the key areas of the building.

4. **October 2019. Commencement of governance and scoping project.** Grant funded project to undertake (a) An Options Scoping Survey to investigate the specific end uses, the additional costs required, and the likely income generated; (b) Governance report and training to establish a partnership for undertaking the project.
5. **November 2019. Quick Guildhall project.** Subject to the outcomes of the surveys any necessary works will be undertaken with the aim of funding an immediate short-term use for the building.
6. **January 2020.** Look to move forward with implementation of the outcomes drawn from the Options Scoping Survey subject to Council's acceptance of the principles of the report.

The Committee would hope to provide a more detailed timeframe to completion by early 2020. These are suggested stepping stones on the way to the final project. Although they are presented as sequential, they will actually overlap. Throughout all of this we would work through a management partnership and it is envisaged that there would be an early legal agreement between Council and any new bodies to sign up to the 'road map' for the project. We would also build links with other projects such as the Mount Edgcumbe Trust to enhance mutual advertising and publicity for the Edgcumbe Heritage.

Governance

We envisage that throughout the project the Council will remain in ownership of all three buildings and that all work would be undertaken in terms of an explicit agreement by Council. Subject to this umbrella strategy and agreement, day-to-day oversight of the project would be undertaken by a Community Interest Company able to respond flexibly and rapidly to funding opportunities. The Heritage Buildings Committee (with suitably modified remit) would continue as the liaison between the CIC and the Council. The relationship between Council and the CIC might, in due course, involve a management contract specifying areas of responsibility.

A CIC can be formed easily and cheaply, but there will be certain costs incurred before funding can be secured. These costs (a few hundred pounds at most) can be secured through grant funding of the wider project, but in the short term it would be necessary for Council to cover these legal and administrative costs. Once a company is in operation, its costs would be fully covered by grant funding.

Although the present intention is that the Council will remain in ownership of the buildings as Custodian, it may wish to consider the transfer or leasing of all or part of the buildings to the CIO, another CIO, or a charitable trust or CIO to hold and protect them. The Committee has not discussed this possibility but does not see it as essential to the project. Any such decision on the transfer of ownership would need to be considered very carefully, with appropriate legal and financial advice and needs to be undertaken in the light of Society for the Protection of Ancient Buildings studies on the formation of Building Trusts. The Committee would be able to explore this issue but does not currently see it as necessary for the success of the project.

Ongoing management of the buildings as they come back into use should remain with the Council until such time as it decides to extend the partnership and involve the CIC in ongoing management once the project is completed. This would be a matter for later discussion and decision.

It is proposed above that a grant application be made to secure advice and training on the formation and running of a CIC. While the legal situation is clear, there is a need for guidance and training on the practicalities. A two-stage application might involve a first phase of training through Firm Foundations to provide guidance on branding and promotion and on our current working and governance arrangements. A second phase might involve ClarityCIC (<https://www.claritycic.org>) in providing advice and training on company formation and public engagement. Adrian Babbage (formerly of Egeria) offers personal and written advice (see below).

It is envisaged that some of the members of the Heritage Building Committee would be named as the initial members and Directors of the CIC, so as to ensure a smooth transition, but, a CIC would need to involve wide public involvement as 'members' and would need to link with existing local organisations such as the Business Group, Town Forum, Community Association, and so on. Funding will be secured for bespoke training and guidance on company formation and on the managerial issues involved. This would be available to all members of the Committee and interested Councillors. Until such time as the company is empowered by Council to take on the delivery of the project, the Heritage Buildings committee would continue to oversee the project.

Appendix A: The Current State of Edgcumbe House

Following storm damage and water ingress in 2014, a survey commissioned by Lostwithiel Town Council showed that there was serious damage to the fabric of Edgcumbe House and that significant building works would be required to prevent further damage and to replace prior restoration work that would no longer be considered best practice in terms of conservation techniques. The cost of initial remedial repairs was estimated at £100,000 with a further £400,000 required to make the building fit for continued use. Use of the building for commercial offices and the Town Clerk's office was discontinued at this time. Some essential emergency repairs were commissioned to make the building watertight.

Faced with the prospect of having to raise funds through a significant precept increase the Town Council held a public meeting on 13th January 2015 to gauge public opinion. Around 100 people attended and raised many ideas for its future ownership, management and use. It was recognised that the full cost of the work could not be financed through the Council Tax precept. It was also recognised that there was an opportunity to conserve and maintain the building as a community asset with wider usage and a central role in town heritage. It was realised that this would further expand the scope of the project and that external sources of funding would be required.

The fabric of Edgcumbe House is in a very poor condition and will deteriorate further if remedial action is not taken shortly. Although the building has been given some protection by roof and guttering repairs undertaken with insurance funding, the building is not currently able to be used. If left unoccupied it will deteriorate further. As stated above, this pressing need provides the opportunity to take a more radical approach and secure the long-term viability of the House.

The current state of the building can be glimpsed in the attached photos.





Appendix B. Statement of Significance: Edgcumbe House

An appraisal by Paul Holden FSA

In 1733 a new town charter marked the end of mayoral control by the Johns family placing the Edgcumbe family firmly in control of the corporation for the next one hundred years. Two generations in particular played a key role in Lostwithiel's rising fortunes: first, Richard Edgcumbe (1680-1758) elected MP in 1734, created a capital burgess in 1736, elected mayor in 1738 and raised to the peerage as 1st Baron Mount Edgcumbe in 1742 and second, his sons Richard (1716-1761) and George (1720-95) (2nd and 3rd Barons), the former created a capital burgess in 1743, elected mayor the following year and served as MP between 1747 and 1754 while the latter was elected capital burgess in 1761 and mayor in 1762.

In tandem with their combined civic aspiration came architectural ambition, in this case focussed primarily at the higher-end of Fore Street. Such ambition was described by one commentator as being ‘grand urban gestures in a small market town’; hence, between 1740 and 1781 the family built the Guildhall (1740), Edgcumbe House (c.1760) and the Dower House (c.1761) while the Old Grammar School and Market house in Queen Street is dated 1781, the year the 3rd Baron was raised to the rank of Viscount. All were in the prevailing Classical style.

In 1740 Thomas Pitt declared that the ‘headquarters’ of ‘Mr Edgcumbe [was at] Lostwithiel’. It is likely therefore that the Edgcumbe’s acquired Taprell House from the town corporation and lived in it prior to c.1760 when they commissioned a new frontage onto Fore Street to replace the outdated 16th century courtyard house. In doing so they created one of the finest mid-18th century town houses in the county. Edgcumbe House is built of granite ashlar with a slated mansard roof. The five-bay house sits on a moulded plinth, has a string course between ground and first floor and is surmounted by a heavy cornice. The two downstairs rooms, in particular, are of high quality and are comparable in style to country house commissions of the period. The open string staircase with columned newel posts is a good feature.

Between September 1762 and May 1764 Thomas Edwards of Greenwich received three cash payments totalling £241 6s 9d from Thomas Jones, the 3rd Baron’s steward (CRO ME 3221). This amounts to some £26,000 today and marks the final payments of a building project or projects, one of which appears to be for the 3rd Baron himself while the other two were paid for by the 3rd Baron but on behalf of his ‘late father and brother’ (i.e. the 1st and 2nd Barons). As these works do not have any immediate relationship to any ongoing work at Mount Edgcumbe it would be tempting

to think that the payments relate to Edwards working in Lostwithiel, which, if proved to be the case, would represent some of the architect's last Cornish commissions.

Building a compelling case for Edwards involvement is not that difficult as the principal room, now the Mayor's Parlour, has excellent plasterwork echoing design features found at Carclew and Tehidy, both by Edwards. As convincing is the Chambereque fireplace with frieze above that has a strong resemblance to the same feature in the east bayed room at Trewithen, installed by Edwards between 1753 and 1758. Further research, in particular comparison with the Edwards built Mansion House in Truro, which shares similar detailing and overlaps timewise, would prove fruitful.

Beyond the significance of the Edgcumbe family to the town, the civic connection between the townhouse and the Guildhall, the architectural relationship between Edgcumbe House and Taprell House and the role of Thomas Edwards in this work, is a further interest with what is today called the Dower House. No date survives for its construction however the building remains contemporary with Edgcumbe House and extends work across the Taprell house plot. It was unlikely to have originally been built for a dowager Lady Edgcumbe as the 1st and 3rd Barons wives died in 1721 and 1807 while the 2nd Baron died unmarried.

It appears logical that the first payment of £41 6s 9d, paid to Edwards on 25 September 1762, was in relation to work done for the 3rd Baron, possibly for his own town house, now known as the Dower House, which if commissioned in 1760 or 1761 would overlap with his brother still living in Edgcumbe House and just prior to his election as burgess.

The latter two payments therefore might relate to outstanding debts for the building of Guildhall and Edgcumbe House. More needs to be done on these relationships.

Some historic building analysis might well focus on some of these relationships and would undoubtedly hone in further on the significance of Edgcumbe House and associated sites. On first inspection there are some outstanding features in this building which would draw more comparisons and provide compelling evidence that Edwards was Edgcumbe's architect in Lostwithiel.

Appendix C. Resources and Definitions

This Appendix was produced by Dr Caroline Yates to inform members of the Committee.

1. Introduction

Whilst it is not expected that members would be experts, for any project of this nature it is important, and indeed expected from a governance standpoint, that team (and prospective board members or trustees) would share a similar foundation of knowledge. This document is intended to provide a brief but broad foundation of understanding. It is not an exhaustive list. I have included some core, up-to-date documents and websites which provide numerous links to other resources. This foundation includes:

- Definitions
- Protection.
- Lostwithiel Historical and architectural context
- Transferring heritage assets
- Additional resources

- Glossary of terms

2. Definition of Heritage Asset

To avoid confusion between different understandings of the term ‘asset’ a heritage asset is,

“Shorthand for any component of our historic environment. It is defined in the National Planning Policy Framework (NPPF) as ‘a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest’.

*“... even when vacant and in poor condition, listed buildings, and all other forms of our built heritage, remain ‘assets’ with the ability to truly enrich our experience of our environment through their physical qualities and/or their historic or community associations. The challenge for both developers/owners and those responding to development proposals (the local planning authority and English Heritage^{*1}) is to see beyond the immediate constraints and to work together proactively, using flexibility, vision and innovation to find a solution where ‘heritage works for the owner, occupiers, community and environment at large. (English Heritage^{*}, 2013, Heritage Works).*

As well as buildings or site heritage assets also include items that contribute to our culture and knowledge, e.g. civic regalia, art work

3. Protection

3.1 Designated and Non-designated Assets

¹ ^{*}This branch of English Heritage has since been renamed Historic England

Designated assets (e.g. listing, Scheduled Monument, World Heritage Site, Conservation Area) have statutory protection. As well as 'Designated' there are 'Non-Designated Heritage Assets' which, whilst lacking statutory protection, do receive protection under NPPF (the National Planning Policy Framework). *"Local planning authorities may identify non-designated heritage assets. These are buildings, monuments, sites, places, areas or landscape identified as having a degree of significance meriting consideration in planning decisions, but are not formally designated heritage assets"*

3.2 Listing

Definitions:

"Listing is the act of identifying the most important part of our heritage so they can be protected by law. In listing buildings or sites, we celebrate their significance and make sure that our history can be enjoyed by present and future generations." Historic England

Grade I buildings are of exceptional interest, sometimes considered to be internationally important; only 2.5% of listed buildings are Grade I

Grade II* buildings are particularly important buildings of more than special interest; 5.8% of listed buildings are Grade II*

Grade II buildings are nationally important and of special interest; About 92% of all listed buildings are in this class and it is the most likely grade of listing for a home owner.

3.3 Listing Descriptions

Edgcumbe House

Both buildings are Grade II* ('two star') and within the designated Conservation Area. Taprell House is integral to Edgcumbe House, so the listing description includes the Taprell range. Their integrity increases their legibility as a complete building, and its phases of evolution, and therefore is a key aspect of their heritage value.

LOSTWITHIEL FORE STREET (north side),

10/98 Edgcumbe House (formerly listed as 18.10.49 Municipal Offices) Grade II*

House, now municipal offices and library. Early C16, the original building now forming a rear wing to the front range of circa 1750, with some later alterations. C18 front of granite ashlar, with slurried slate mansard roof with stacks along centre; the rear wing is in slate stone and granite rubble with dressings. Slate roofs.

Overall L-plan, with the early range on a north/south axis and facing east; re-oriented in the mid C18 with the addition of front range facing Fore Street. This relegates the original building as a back wing to the left. The C18 range is a single depth plan house, with central entrance to hall, principal room to left and right, and rear stair tower. The rear range is entered from rear left. The rear range may originally have had a wing projecting to front right and left, probably demolished in the C18, but partially incorporated into Nos 22 and 22a Fore Street (q.v.). What remains appears to be 3 rooms and through passage, with one room to left and 2 to right, the outer rooms heated by gable end stacks, and the room to right of the passage heated by rear lateral stack. The end room to right was probably a kitchen; site of original stair not clear. C18 building facing Fore Street of 2 storeys and attic on moulded plinth, 5 bays

wide. Ground floor has central double doors with overlight, plain pilasters and hood on consoles, probably altered in mid C19. 2 plate-glass sashes to left and right with granite voussoirs and band course over. First floor has 15-pane sashes with voussoirs, moulded eaves cornice. 5 dormers, each with 12-pane sash and pitched roof.

The rear of the main range has stair tower in coursed granite rubble with hipped mansard roof; half-glazed door at ground floor, first floor 18-pane sash with thick glazing bars, 2nd floor 12-pane sash. To the left of the stair tower, a rear addition of 2 storeys, now part of Nos 22 and 22a Fore Street (q.v.). Interior of main front range The entrance hall has C19 dado panelling, stair tower to rear with access to rear wing to rear left. Fine C18 open well stair, with turned and knopped balusters, three to each tread, moulded and ramped handrail with fluted Ionic newels, moulded string and panelled sides; rises to second floor. At ground floor to front right, the Mayor's Parlour; this has chimneypiece to rear of room, marble with eared architrave, frieze with eagles' heads and dentilled mantel. Plaster overmantel in eared architrave. Cornice with modillions and acanthus. Fielded panelling with egg and dart mouldings and dado rail. Fine plasterwork to ceiling. 6-panelled door with LH hinges, in architrave with egg and dart mouldings, pulvinated frieze and pediment on consoles with acorns. Front left room at ground floor has chimneypiece to rear with eared architrave and goat's head on frieze, mantel on consoles. Panelled walls and dado rail, moulded plaster cornice.

At first floor, room to front right is the Clerk's Room; chimneypiece to rear with Greek key frieze below mantel, marble pilasters. Plain moulded plaster cornice and panelled shutters to windows. There are 3 rooms along the front, all with 6-panelled fielded doors. The front-left room has chimneypiece with marble surround and moulded mantel, plaster over-mantel; moulded plaster cornice. Small central room has similar cornice.

At second floor, 6-panelled fielded door to front central room. Rear wing This is in 2 main ranges; to left, slightly higher roof level, with corrugated asbestos roof with gable ends and gable end stack to right in granite ashlar, with weathering and shaped top. This block is enclosed by large granite quoins to right end; the wall steps back to the

quoins. The second range to right, at lower roof level, in slate stone rubble with some granite ashlar, also with granite quoins to right end, and C19 slate roof with gable ends and no stacks; this range has been much rebuilt, with wall thickness greater at ground floor than a first. Possibly used in C19 as stable/outhouse range, incorporating earlier structure of C17 or earlier. The first range is in mixed slate stone and granite rubble, with some granite ashlar; at ground floor roughly in 4 bays. From left, ground floor has former door, now blocked, probably the passage entrance, and a 4-light C20 casement with granite ashlar apron and re-used granite jambs. The second bay has projecting bay window, with settings for mullions, wide C20 window and re-used moulded granite jambs. Third bay has wide 4-centred arched chamfered doorway leading to inner C20 door with 6-pane light to left with granite lintel; wall to right rebuilt in slates tone with C20 sash, then wall breaks back to end bay to right, with granite quoins, wall stepped back at first floor level, also with granite quoins, under the eaves, three 4-light C20 casements to right, and 3-light casement to left with cut granite jambs, with C20 light to end left. The rear of this range has 3-light chamfered granite window at ground floor to left, and remains of 2 granite window surrounds at first floor; the wall is stepped back at first floor level, with a straight joint to the left of the ground floor window.

The second range has central loading door with 2-light casement to right and left under eaves; at ground floor, 3 doors, the central one with window inserted, 2 to right with splayed granite lintels, to left with re-used moulded granite string course. The stonework is much rebuilt.

Interior of early back range has been much altered by C19 and C20 partition walls, so that the original plan is not clear; there appears to be a passage, with one room to left, probably originally heated by gable end stack, and two rooms to right, the inner one heated by rear lateral stack and the outer one by the gable end stack which remains. The room to left has two 3 light granite chamfered windows to rear, with chamfered mullions and some lattice glazing remaining. The remains of a 4-centred arched doorway are concealed by a cupboard on the front wall, and there is a

corresponding window, formerly door, on the rear wall. The room to right of the passage has a rear fireplace, with flat chamfered lintel, and recess to left, with 2-centred arched hollow-chamfered surround, with a drain, of uncertain function, probably a laver. The front window of the room has a wide granite cill, with 3 circular holes, possibly a cream shelf, but of uncertain function. The end room to right has the front bay window, and gable end fireplace with wide chamfered segmental arch and former oven to left. There is a keeping hole to the right of the fireplace and in the front wall, and in the rear wall are a range of recesses of uncertain function, one with central mullion, and one with round granite head. Stair boxed in to rear left of room. On the formerly external wall, now inside the later range, are the weatherings from the granite stack.

The Guildhall

Includes the museum. Both buildings are Grade II and within the designated Conservation Area. It has been strongly indicated, including by a Historic England consultant, that this building also warrants Grade II* status. It was recommended to the Town Council in April 2018 that this was undertaken. There is a straightforward online process to instigate reappraisal. This has not yet been acted on.

LOSTWITHIEL FORE STREET (south side),

SX 15 NW

Lostwithiel

10/88 Guildhall Grade II

Guildhall, with museum at ground floor. Dated 1740, with some C19 and later alterations. Granite ashlar. Hipped slate roof with ridge tiles. Single room plan, with the guildhall chamber at first floor and entrance at the centre of the front; a 2-storey addition to rear contains the staircase and one-room plan rear wing. 2 storeys on plinth; ground floor has

arcade of 3 round arches with rectangular piers and square imposts, 2 bays to left fronting ground floor room, bay to right leading to a passage to rear. At first floor, three 18-pane sashes with thick glazing bars, cills and voussoirs; set below the central window, date plaque in limestone, with shield and inscription: Richard Edgcumbe Esq erected this building Anno 1740. Boxed eaves. Left side in granite ashlar. Right side has passage wall in granite rubble, with 5 granite steps to fine panelled double doors with strap hinges, wall slate-hung above doors. To right, the rear wing is in granite rubble, single light with iron grille at ground floor, first floor has raking dormer with large 4-pane sash and small single light under eaves. To rear has large 8-pane sash above the passage, lighting the upper chamber.

Interior The first-floor chamber has fielded dado panelling, with re-sited linenfold panelling along the west end wall. At the west end, there are steps to right and left leading up to the dais; turned balusters and moulded handrail, and balustrade along the front of the dais. Benches along rear, and central mayoral seat; this has balusters and moulded arms, set into the wall with a rounded panel over, Ionic pilasters and broken pediment with dentils and egg and dart mouldings. In front of the dais at lower level, a similar seat with plain panelled back and cornice over. Deep coved plaster cornice. Hung on the east wall, painting of Richard, Lord Edgcumbe, 1760, given to the borough by his son.

3.3 Conservation Area

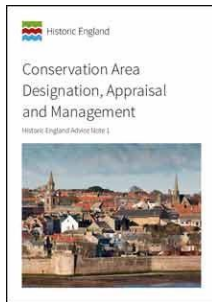
Conservation area designation introduces a general control over the demolition of unlisted buildings and provides a basis for planning policies whose objective is to conserve all aspects of character or appearance, including landscape and public spaces, that define an area's special interest.

Designation of a conservation area gives broader protection than the listing of individual buildings. All the features listed or otherwise, within the area, are recognised as part of its character. Conservation area designation is the

means of recognising the importance of all these factors and of ensuring that planning decisions address the quality of the landscape in its broadest sense.

Lostwithiel does not yet have a Conservation area Appraisal or Management Plan but there is a commitment to this in the Neighbourhood Plan

Free download: <https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/heag040-conservation-area-designation-appraisal-and-management/>



4. Lostwithiel Historic Characterisation Report * Essential Reading

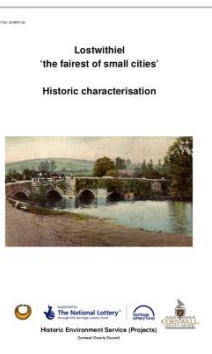
Lostwithiel Town Forum Development Trust commissioned the characterisation report from Cornwall Council Historic Environment Service in 2008.

This report sets out the context for understanding the town and significance of individual buildings within it.

Such documents are valuable for future planning and guidance, e.g. it helped inform the Neighbourhood Plan. The report will be invaluable for the preparation of documentation necessary for progressing the project.

Dr Jo Mattingly, one of the investigation team members attended our recent meeting with Tamsin Daniel.

<https://www.lostwithiel.org.uk/characterisation.pdf>



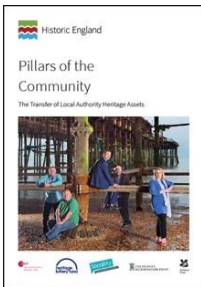
5. Transferring Assets

Pillars of the Community * Essential Reading

English Heritage, along with the Heritage Lottery Fund, the National Trust, the Architectural Heritage Fund, the Prince's Regeneration Trust and Locality came together to write Pillars of the Community: the transfer of heritage assets.

The guidance outlines the process for asset transfers, both from a local authority and community perspective. It is accompanied by a number of case studies showing what can be achieved, with examples of how different forms of Trust etc. can work

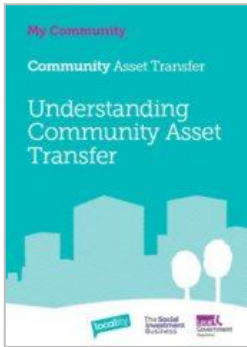
There are many types of buildings Trusts – it is not one size fits all. One of the tasks of the group will be to assess which type would be the most feasible should this proposal proceed.



Free download: <https://historicengland.org.uk/images-books/publications/pillars-of-the-community/>

Understanding Community Asset Transfer * Essential Reading

Community Asset Transfer is an established mechanism used to enable the community ownership and management of public sector owned land and buildings.



Free download at: <https://mycommunity.org.uk/wp-content/uploads/2016/09/Understanding-Community-Asset-Transfer.pdf>

Information on Governance, specifically for Museums and Heritage Projects from Adrian Babbage: Governing Independent Museums and other documents at <http://www.egeria.org.uk/online-resources/>

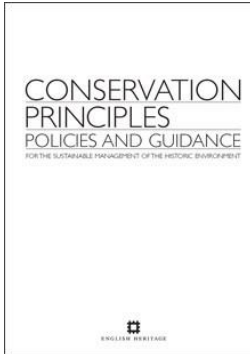
6. Additional Resources

A small selection of the many free available resources.

Conservation Principles, Policies and Guidance

The primary aim of the Conservation Principles, Policies and Guidance is to support the quality of decision-making, with the ultimate objective of creating a management regime for all aspects of the historic environment that is clear and transparent in its purpose and sustainable in its application.

Note: This document is currently being updated.



Free download

<https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/>

Vacant Buildings ***Essential Reading**

“When historic buildings are left vacant, they are at a greatly increased risk of damage and decay as well as being a potential blight on their locality. The best way to protect a building is to keep it occupied, even if the use is on a temporary or partial basis. It is inevitable that some historic buildings will struggle to find any use, especially in areas where the property market is weak and the opportunities for sale or re-use are limited. However, such buildings may become centrepieces of future regeneration and safeguarding will allow them to fulfil their social, cultural and economic potential.”



Free download: <https://historicengland.org.uk/images-books/publications/vacanthistoricbuildings/heag183-vacant-historic-buildings/>

Stopping the Rot

Keeping historic buildings in good repair and, where possible, in use, is the key to their preservation and it is in the interests of owners to do so. Local authorities can, however, take action to secure repair when a building is being allowed to deteriorate.

“The Architectural Heritage Fund welcomes Historic England’s new Stopping the Rot guide to enforcement action to save historic buildings. This clear and comprehensive document and its concise summary, published this month, reminds local authorities of the powers available to them to stop the neglect of old buildings and, ultimately, to make their local areas better places to live and work in.” AHF 2016

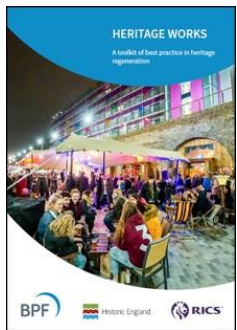


Download at : <https://historicengland.org.uk/images-books/publications/stoppingtherot/heag046b-stopping-the-rot/>

Heritage Works

A toolkit of best practice in heritage regeneration

“Evidence from across the country, and picked up in our new set of case studies, demonstrates that ‘heritage works’ and is a valuable asset that has an important role to play as a catalyst for some of the most successful regeneration projects in the country. There is a strong economic case for regenerating historic buildings – the benefits relate not only to the individual buildings, but also to the wider area and community”



Download at: <https://historicengland.org.uk/images-books/publications/heritage-works/>

Law and Government Buildings

This also applies to local civic buildings



Free download: <https://historicengland.org.uk/images-books/publications/dlsg-law-government-buildings/heag113-law-and-govt-lsg/>

Easy Access to Historic Buildings

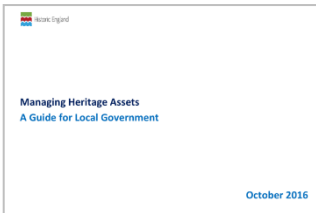
A basic introduction to accessibility. Caroline has attended the professional development training with Historic England and has provided training to the EHWP which can also be provided to the HBG. Organisations such as Disability Cornwall can provide invaluable ideas and guidance during the planning stages.



Free download: <https://historicengland.org.uk/images-books/publications/easy-access-to-historic-buildings/heag010-easy-access-to-historic-buildings/>

Managing Heritage Assets: A Guide for Local Government

“The changing nature of local government and the resource pressures it is facing means that the management and treatment of heritage assets will require more innovative approaches – both to safeguard them for the future and to bring them into productive use. This guidance is written for local authority asset managers in order to raise the profile of heritage assets, to provide a framework of ‘best practice’, and to demonstrate through the use of case studies what is possible



Free download:

http://www.ihbc.org.uk/resources_head/consultations/files/ManagingHeritageAssets.pdf

Conservation Management Plans

There has been some previous work including a heritage statement and management plans pertaining to Edgcumbe House and the Guildhall. It is however recommended that there is a fresh look at the buildings with a view to providing an expert, comprehensive and detailed CMP. This work would contribute to various phases of the project (from Stage 2) as well as the ongoing maintenance of buildings. There is also a commitment to a Conservation and Management Plan for the Conservation Area in the Neighbourhood Plan

See Conservation Principles, Policies and Guidance (page 10). This provides a framework for guidance on policies for repair, intervention, restoration, new work and alteration and enabling development.

[https://www.academia.edu/3639943/Model Brief for a Conservation Management Plan](https://www.academia.edu/3639943/Model_Brief_for_a_Conservation_Management_Plan)

http://ip51.icomos.org/~fleblanc/documents/management/doc_ConservationManagementPlans-Guide.pdf

Historic England and HLF also have good guides for developing conservation management plans for parks (This will be useful for the TC with a view to public spaces, parks and Shirehall Moor)

<https://historicengland.org.uk/advice/technical-advice/parks-gardens-and-landscapes/maintenance-repair-and-conservation-management-plans-for-historic-parks-and-gardens/>

Glossary- Heritage & Conservation

The glossary below defines terms that, within the field of heritage and conservation, have a specific or technical sense. (Includes some from Conservation Principles Policy and Guidance. English Heritage 2008 and <https://www.historicengland.org.uk/advice/hpg/hpr-definitions>).

Adaptation

Adaptation means changing a place to suit the existing or proposed use... where it has minimal impact on the cultural significance of the place.

Alteration

Work intended to change the function or appearance of a place

Amenity

"includes aural and visual amenity"

Regulation s2(1), The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Amenity Value

"That element in the appearance and layout of town and country which makes for a comfortable and pleasant life, rather than a mere existence."

Architectural Interest

"To be of special architectural interest a building must be of importance in its architectural design, decoration or craftsmanship; special interest may also apply to nationally important examples of particular building types and techniques (e.g. buildings displaying technological innovation or virtuosity) and significant plan forms."

Authenticity

Characteristics that most truthfully reflect and embody the cultural heritage values of a place

Conservation

"The process of maintaining and managing change to a heritage asset in a way that sustains and where appropriate enhances its significance."

Annex 2: Glossary, National Planning Policy Framework, 12

2) "The process of managing change to a significant place in its setting in ways that will best sustain its heritage values, while recognizing opportunities to reveal or reinforce those values for present and future generations."

p71, Conservation Principles, English Heritage, 2008

3) "All operations designed to understand a property, know its history and meaning, ensure its material safeguard and, if required, its restoration and enhancement."

The Nara Document on Authenticity (ICOMOS 1994)

Constructive Conservation

“...is the broad term adopted by Historic England for a positive and collaborative approach to conservation that focuses on actively managing change. The aim is to recognize and reinforce the historic significance of places, while accommodating the changes necessary to ensure their continued use and enjoyment.”

Constructive Conservation in Practice, English Heritage (now Historic England), 2008

Conservation area

‘An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’, designated under what is now s69 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Context

Any relationship between a place and other places, relevant to the values of that place

Curtilage

Can be defined, for the purposes of the listed building legislation, as an area of land around a listed building within which other buildings pre dating July 1948 may potentially be considered listed. Not all buildings will have a curtilage. With those that do there will be cases where the extent of the curtilage will be clear (such as a garden boundary) but in others it may not be as clear each case will always be a question of fact and degree. A decision taker may take the following factors into account in assessing the matter: i) the physical layout of the listed building and the building; ii) their ownership past and present; and their use or function past and present specifically whether the building was ancillary (i.e. subordinate to and dependent on) the purposes of the listed building at the date of listing.

Designated Heritage Asset

"A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation."

Annex 2: Glossary, National Planning Policy Framework, Department of Communities & Local Government, 2012
Designation

The recognition of particular heritage value(s) of a significant place by giving it formal status under law or policy intended to sustain those values

English Heritage

Previously a large organisation which encompassed what is now called Historic England. EH is now a registered charity that manages the National Heritage Collection that comprises over 400 of England's historic buildings, monuments and sites spanning more than 5,000 years of history. EH publications are found on the Historic England website.

Fabric

The material substance of which places are formed, including geology, archaeological deposits, structures and buildings, and flora

Harm

Change for the worse, here primarily referring to the effect of inappropriate interventions on the heritage values of a place

Heritage

All inherited resources which people value for reasons beyond mere utility

Heritage Assets

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Annex 2: Glossary, Updated July 2018 Department for Communities and Local Government, 2012

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf

Heritage, cultural

Inherited assets which people identify and value as a reflection and expression of their evolving knowledge, beliefs and traditions, and of their understanding of the beliefs and traditions of others

Historic England

A public body of the government tasked with protecting the historical environment of England by preserving and listing historic buildings, ancient monuments and advising central and local government. (Previously known as English Heritage) Their website contains a wealth of information <https://www.historicengland.org.uk>

Historic environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible or buried, and deliberately planted or managed flora

Historic Environment Record

A public, map-based data set, primarily intended to inform the management of the historic environment

Integrity

Wholeness, honesty

Intervention

Any action which has a physical effect on the fabric of a place

Maintenance

Routine work regularly necessary to keep the fabric of a place in good order

Material

Relevant to and having a substantial effect on, demanding consideration

Natural change

Change which takes place in the historic environment without human intervention, which may require specific management responses (particularly maintenance or periodic renewal) in order to sustain the significance of a place

Place

Any part of the historic environment, of any scale, that has a distinctive identity perceived by people

Preserve

To keep safe from harm

Proportionality

The quality of being appropriately related to something else in size, degree, or other measurable characteristics

Quinquennial Inspection

Part of a good maintenance programme, a QI is a more detailed five-yearly inspection of a building to determine its condition, and to identify and prioritize repairs. The approach adopted by churches is a good example (see sample here www.spabfim.org.uk/data/files/pages/maintenance_checklist_v3.pdf)

Renewal

Comprehensive dismantling and replacement of an element of a place, in the case of structures normally reincorporating sound units

Repair

Work beyond the scope of maintenance, to remedy defects caused by decay, damage or use, including minor adaptation to achieve a sustainable outcome, but not involving restoration or alteration

Restoration / Restore

To return a place to a known earlier state, on the basis of compelling evidence, without conjecture

Reversible

Capable of being reversed so that the previous state is restored

Transparent

Open to public scrutiny

Setting

The surroundings in which a place is experienced, its local context, embracing present and past relationships to the adjacent landscape

Significance

“The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site’s Statement of Outstanding Universal Value forms part of its significance” NPPF 2018.

2) “The sum of the cultural and natural heritage values of a place, often set out in a statement of significance.”
p72 Conservation Principles, English Heritage, 2008

SPAB

Society for the Protection of Ancient Buildings <https://www.spab.org.uk>. The longest and best-established society which educates and advises regarding the protection and conservation of historic buildings.

Significant place

A place which has heritage value(s)

Sustain

Maintain, nurture and affirm validity

Sustainable

Capable of meeting present needs without compromising ability to meet future needs

Value

An aspect of worth or importance, here attached by people to qualities of places

Value, aesthetic

Value deriving from the ways in which people draw sensory and intellectual stimulation from a place

Value, communal

Value deriving from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory

Value, evidential

Value deriving from the potential of a place to yield evidence about past human activity

Value, historical

Value deriving from the ways in which past people, events and aspects of life can be connected through a place to the present

Value-based judgement

An assessment that reflects the values of the person or group making the assessment