

TIMELINE OF COUNCIL RESOLUTIONS RE TOWN HALL PROJECT

Minute 231/22, of meeting **22 August 2022**, **RESOLVED** that the Council's earmarked reserves of £13.5k for the Town Hall be utilised to revise the costings for full heritage restoration – through the services of Mr Richard Oxley – and to appoint a conservation architect to prepare the initial drawings.

Minutes 24 July 2023: 200/23 PUBLIC WORKS LOAN

It was proposed by Councillor Harris, and seconded by Councillor Ebrahimjee, and **RESOLVED** that the Town Clerk explore further the securing of a Public Works Loan of circa £1.5m for the conservation of the Town Hall and bring a proposal back to Full Council.

Minutes 21 August 2023: 230/23 THE TOWN HALL

The Town Clerk outlined the process that would need to be followed to apply for a Public Works Loan for the conservation of the Town Hall. The process was longer than had originally been thought and planning permission would also be required. There would need to be extensive pre-application consultations with the conservation team at South Oxfordshire District Council.

The next steps were for the Town Clerk to meet with neighbouring Town Clerks where they had recently secured or applied for a loan. Progress depended on a full report from one of the four conservation architects who had expressed an interest in the project; funds had already been agreed for this.

Three tenders were reviewed

Minute of 22 April 2024 723/23 TOWN HALL CONSERVATION PROJECT

Councillor Hendrie announced that James McIntosh Architects of Oxford had been appointed as the conservation architects for this key project.

The appointment had previously been confirmed by the Full Council at their previous meeting (**Minute 712/23**), but due to confidential elements this had been taken in closed session with the intention of announcing the contract publicly at a later date.

Minutes of 24 June 2024, 97/24: TOWN HALL CONSERVATION PROJECT

Councillor Keats-Rohan reported that an Expression of Interest had recently been submitted to the National Heritage Lottery Fund (NHLF). The Fund had published a new ten-year strategy which aligned with the Full Council's aspirations for the Town Hall. There had been a constructive discussion with the Fund's officers.

The conservation project, which was a key priority for the Town Council, was likely to take two to three years. Remedial work would be needed in the meantime.

If successful, the next step would be NHLF's Development Stage where the Town Council could apply for the funding of a project manager.

The Town Council would be required to fund 10% of the total cost and the Council's contribution could include volunteer hours.

It was proposed by Councillor Harris, and seconded by Councillor Pannett, and **RESOLVED** that this be endorsed as an approach.

Minute of 21 October 2024:

322/24 TOWN HALL, URGENT REPAIRS

The Head of Parks and Estates presented a list of urgent repairs (and estimated costs) that needed to be undertaken to the historic Town Hall.

These related to rainwater goods and associated items, failed render, bressummer beam, minor roof repairs and windows.

Some elements of the work had originally been identified in 2015

Funding was available to undertake these works from the Community Infrastructure Levy and Section 106 monies, as well as provision within the Council's budget.

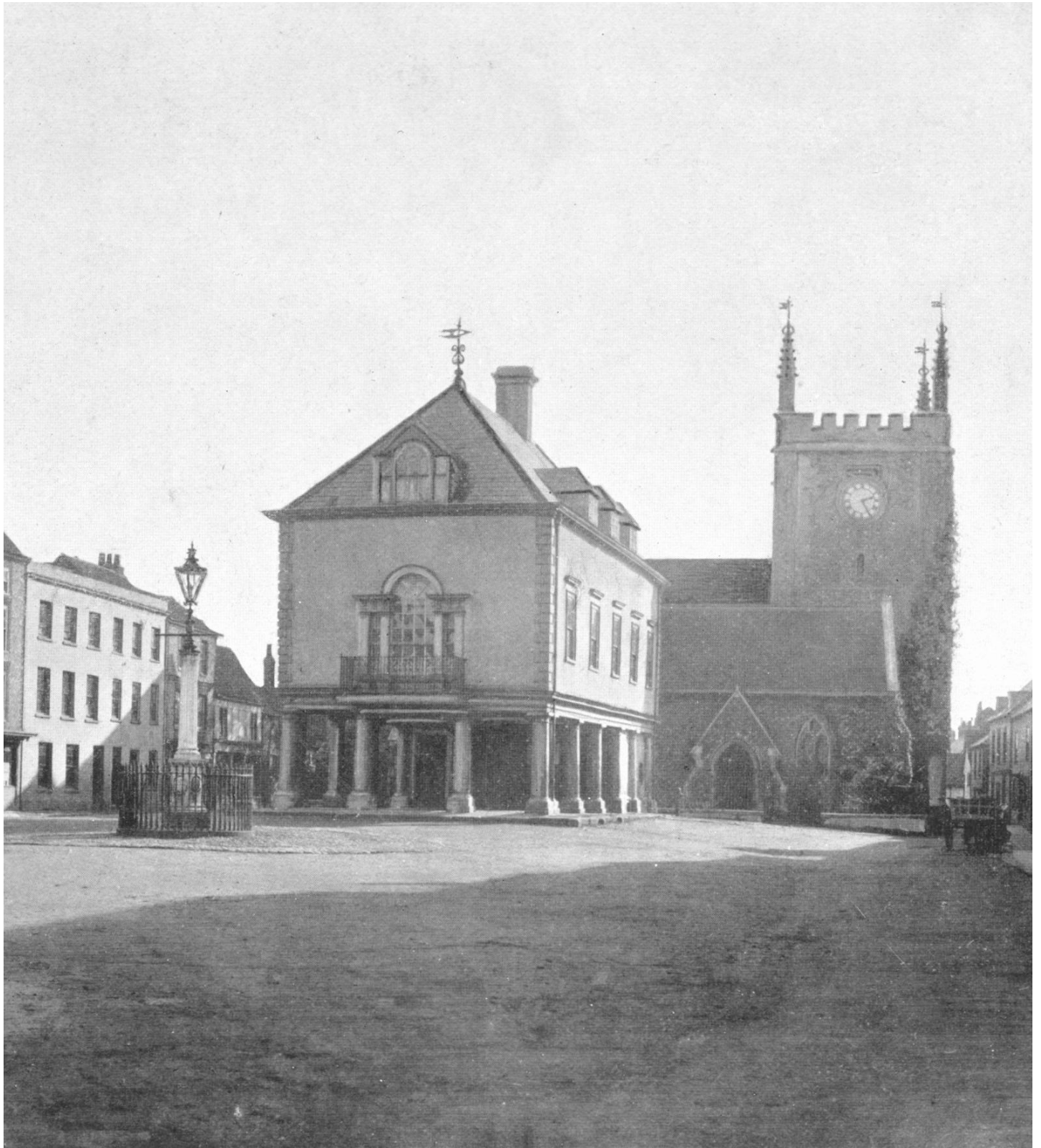
It was proposed by Councillor Sandall, and seconded by Councillor J Hoskins, and

RESOLVED unanimously that

- the procurement of alternative, heritage-grade contractors be agreed due to the sensitive nature of the historic building, recognising the need to use the government's ContractsFinder website;
- expenditure of up to £60k for the described urgent works be approved;
- that the writing of the tender document be delegated to the Head of Parks and Estates, and the approval of that document to the Locum Clerk, before submission to ContractsFinder;
- Section 106 and Community Infrastructure Levy funds be used to offset the costs of the works;
- an officer of the Council remains on site to minimise trip or slips when events are being held;
- bookings of the Town Hall not be accepted during the course of the works;
- effective communications be issued to the community and users of the Town Hall to explain the works.

WALLINGFORD TOWN HALL, WALLINGFORD, OX10 0EG. TENDER SUBMISSION

MARCH 2024



JAMES
MACKINTOSH
ARCHITECTS

TRANSFORM | RESTORE | REPAIR

Feasibility study for Wallingford Town Hall, Marketplace Wallingford OX10 0EG

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1.0 Introduction

This tender is for the provision of architectural services to prepare a feasibility study and application for planning and listed building consent for the conservation, repair and refurbishment of Wallingford Town Hall, a Grade I listed building located in the heart of the historic market town of Wallingford, Oxfordshire.

This response has been prepared in response to the invitation to tender issued on 7th December by Wallingford Town Council. Its preparation follows an enjoyable and informative visit to the Town Hall made by James Mackintosh on 15th December 2023 with Sue Hendrie and Katherine Keats-Rohan to review the nature and scope of the works.

We trust that this submission provides the information the Wallingford Town Council require to evaluate our bid but if any further information or clarification is required, we will be happy to respond on request.

2.0 Design Brief

The project for Wallingford Town Hall is a one-in-a lifetime opportunity to regenerate the town hall through exploring the current layout to identify ways of generating additional income, whilst at the same time providing adequate access, toilet, and kitchen facilities. The current layout of the ground floor is not fit for purpose, the ladies' lavatories being down five steep steps and the small gents' toilets barely usable for anyone in a wheelchair. Providing improved access through the installation of a new lift to provide access to the principal floor is a critical ambition for the project.

The building is used on the ground floor by the Town Information Centre, and the Oxfordshire Association of Local Councils who require a private office space or a small meeting room. The main chamber was once the court room, and today is used for town council meetings. The committee room was used for town business as it is today.

The project is to include repairs required to the building. A schedule of works prepared by Richard Oxley Conservation are to be included in the feasibility study and planning and listed building consent scheme.

A strategy for working toward net zero is also to be explored. As part of the project a strategy is to be developed for the sustainable heating and ventilation of the town hall.

With an important Grade I listed building such as the Town Hall and where work is required to explore opportunities for funding following planning it is critical that the scope of the feasibility study is thorough so that every aspect of the proposal is explored whilst at the same time focussing on the current and future funding agencies objectives.

The outcome of the project, a single costed option for the development of the Town Hall which has planning and listed building consent, so that Wallingford Town Council have the best opportunity to take the Town Hall project to the next stage of funding and development.

We look forward to supporting Wallingford Town Council by developing the design, managing the design team, whilst working alongside Wallingford Town Council in engaging internal and external stakeholders in the process. We have set out below our method statement for the successful delivery of the project including the value-added elements we plan to provide.

3.0 Historic Development

Historic England's listing description for the Town hall confirms a date of c1670, repaired 1822, repaired and altered 1887, addition (Extension) of c. 1933.

The building was constructed to replace a decaying medieval town hall which then stood to the south of St Mary's Church, and is from a timber framed structure, more recently rendered to look like stone. A water colour by A Wilder provides an illustration of what the town hall was likely to have looked like.



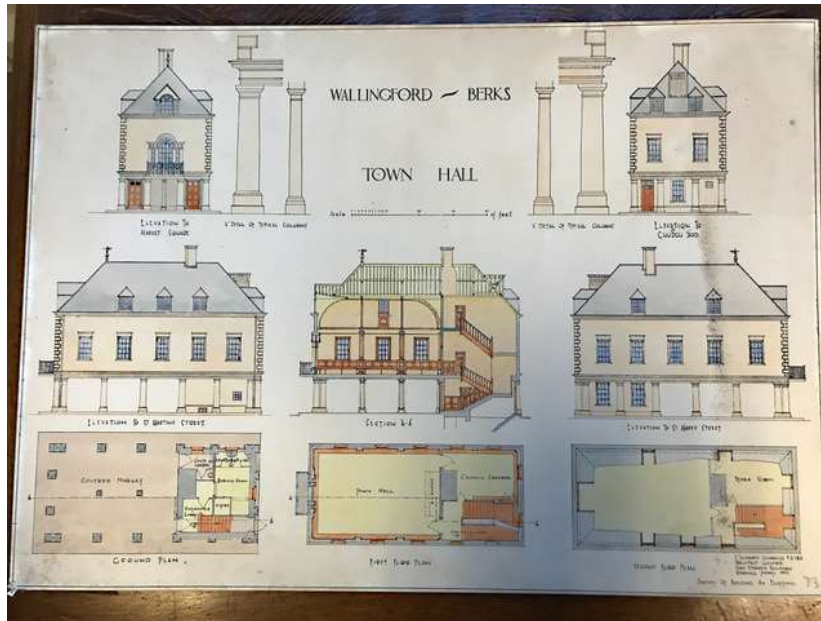
Originally the entrance was under the hall through a heavy door (still preserved inside as the way into the cellar) and up steep stairs to the main chamber. Above the hall was another room that in 1686 was in use as a school room and in the late 18C served as a place of worship for Congregationalists awaiting completion of their new marketplace chapel. In 1887 the room was taken out and the hall opened to roof level in honour of Queen Victoria's Golden Jubilee.

In the cellar was the town lock up – the holding place for those awaiting trial.

The town hall balcony was the place for important public proclamations. The late Queen Elizabeth, visiting in 1956 to celebrate the 800th anniversary of the Wallingford Charter, made a speech from the balcony.

Beneath the town hall, weekly corn markets were held for nearly two centuries before the building of the Corn Exchange in 1856.

Survey plans from 1930s show the Town Hall before the extension was added to the west.



References

<https://historicengland.org.uk/> accessed 3rd March 2024

<https://www.heraldseries.co.uk/> a hidden history of Wallingford Town Hall.

4.0 Project method statement

The focus of the project is to:

- Explore options for a new lift to provide access to the town hall.
- Explore improved layouts for toilet and kitchen accommodation.
- Explore opportunities for creating additional revenue.
- Resolving building condition items referred to in the Oxley Conservation report.
- Developing a sustainable strategy for the buildings heating and ventilation.

Each of the above elements will require working with the Council and key stakeholders to develop proposals for the repurposing and alterations to the interior.

4.1 Explore options for a new lift to provide access to the town hall

Fundamental to the project is providing a new wheelchair accessible lift throughout the building. As part of the feasibility study, we will analyse existing access arrangements, improvements and explore all options for the provision of a new lift.

Key to this will be a heritage statement which we anticipate will be prepared by the Town Council. This will identify areas where the building has changed and that are more likely to be appropriate for change.

Whilst access to a public building such as the town hall is a key public benefit in planning terms, the building is grade I listed. It is therefore likely that Historic England will resist alterations which affect the appearance of key historic interiors such as the Main Chamber and Committee space. Our initial assessment is that the following are potential locations for a new lift:

- In the southwest corner of the Committee Room, where the old staircase was infilled in the 1930's. The design of a new lift will need to demonstrate that it has no further diminishing impact on the interior of the committee room. This could potentially restrict the lift to being a platform lift and stopping and first floor to eliminate the need for a full height enclosure.

- Arguably, equally controversial, we suggest that an extension to the east side of the town hall is considered. From an architectural perspective this would have symmetry in matching the 1930s extension. This would provide the opportunity for a fully functioning passenger lift to all levels, whilst having the less of an impact on the historic interiors. The work would obviously require alterations to the carriage way and road to the east, however, current OS plans illustrate that the road to the east is slightly wider and that such an extension might be feasible.

Investigations will be required in the committee room to confirm the location of the old staircase and to be able to precisely define the location of the proposed new lift.

4.2 Explore improved layouts for toilet and kitchen accommodation

The most appropriate locations for the new kitchen and toilet accommodation are on the ground and second floor where the quality of the interiors is subservient to those on the principal floor. The heritage statement along with a visual assessment will help identify which walls are most likely to be capable of being removed to provide better and more accessible WC accommodation.

This work will be carried out alongside item 4.4 below. We would welcome a briefing meeting with members of the Town Information Centre, and the Oxfordshire Association of Local Councils to understand their space requirements and needs.

4.3 Explore opportunities for creating additional revenue.

To ensure the best and most efficient use of the town hall it is important to understand how often each of the spaces are used and the numbers welcomed, as well as the Town Councils aspirations for the use. A simple chart mapping out a typical weekly diary, what uses happen when, which rooms and how many people visit will be an extremely helpful tool to identify where flexibility exists within the existing building, as well as which groups could be entertained if the building had improved access and better facilities.

Different patterns exist throughout the year, so it might be necessary to have a handful of charts:

- The typical week
- Wedding season
- School holidays
- Christmas.

Overlaying these timings with the existing plans will identify rooms such as the committee room and OALC space which might be used more flexibly.

Whilst exploring options for reconfiguring internally, we suggest that the opportunity is taken to explore options to extend the building. We consider the following locations worth exploring at feasibility stage:

- An extension to the east, replicating the 1930s extension.

- An extension at ground floor, infilling the south bay below the main chamber

We consider both above options will provide the opportunity for rationalising interior spaces providing the opportunity for creating additional revenue.

4.4 Resolving building condition items referred to in the Oxley Conservation report.

The Oxley Condition Survey report is dated 2018 and is now out of date and does not take into consideration rates of decline that is now common to assess rates of decay.

We therefore propose to focus on the main items raised in the conservation report as follows:

- Condition of the roof coverings tiling and leadwork.
- Gutters and downpipes.
- Items raised in the fire risk report.
- The condition of the timber frame.
- The condition of the weathervane.

A decision on whether the roof coverings (tiles and leadwork) require replacement or repair, can only be made from a close inspection of the roof using a cherry picker. We recommend that any inspection is accompanied by a roofer. We have allowed for carrying out these works as part of an investigation stage of works see 4.9

It is highly likely that gutters and downpipes require replacement owing to climate change. Alterations which increase the diameter of the downpipes will have an impact on building detailing and will therefore be reviewed at feasibility stage. We have allowed for carrying out our own rainwater calculations to determine any changes required.

The most complex aspect of the proposals is being able to assess the condition of the timber structure. Given the status of the building we do not anticipate being able to take damp readings of the timber frame and structure internally. We have therefore allowed for taking thermal imaging of the building at feasibility stage to attempt to understand where the various components of the timber frame lie. At planning and listed building consent stage we anticipate investigations including micro-drilling to confirm the condition of the timber frame.

Our initial review will therefore include:

- Rainwater calculations and assessment of any alterations
- Thermal imaging
- Access to assess the weathervane structure.
- Items in the fire risk assessment.

As part of the condition survey, we will assess the items contained in the fire risk report

4.5 Developing a sustainable strategy for the buildings heating and ventilation.

As part of our condition survey, we will identify a sustainability strategy.

Ventilation

The starting point will be addressing air tightness through draught proofing, the installation of secondary double glazing and repairs to existing windows.

Ventilation is likely to be required to spaces with elevated levels of humidity such as bathrooms and kitchens, and these should be addressed in the most efficient way. We will look at options for passive ventilation.

Heating

We will consider, how the building is used and whether particular use patterns suggest that zoning the building and installing insulation between different use areas will be advantageous.

It appears from the existing condition survey that some insulation has already been provided in the roof space, so there is little justification for re-roofing solely for providing new insulation. Options for installing new insulation limited are unlikely to provide a payback that would warrant the cost of installation. Floors provide a good opportunity for increasing u-values, and if re-servicing is required then this should be carried out at the same time.

Following our initial assessment, we will provide detailed data to Ingleton Wood to commence their sustainability strategy. They will undertake a condition assessment of the existing services and will look at the broad range of renewable sources of energy available and make assessment of the potential options taking into consideration the u-values of the space and the like use patterns.

Given that the grid is likely to be decarbonised in the near future, the most likely renewable source of energy appears to be through air source heat pumps.

4.6 Coordination and pre-application

The above studies will be coordinated into one presentation to present three options to Wallingford Town Council. We will make minor amendments to the options and issue them as part of a pre-application to Historic England and South Oxfordshire District Council.

The options will be costed by the Vaughan Consultancy.

4.7 Consultation

We anticipate that consultation will be required as part of the development of the proposals. We suggest that this is carried out after receiving initial feedback from Historic England and South Oxfordshire District Council so that any adjustments can be made prior to presenting the proposals more widely.

We anticipate the public consultation being held as a formal presentation of the proposals to invited members of the local community including business and other important societies that have an interest in the Town Hall.

We will support the Town Council through preparing presentation boards as well as presenting the options during the formal meeting. We imagine that the presentation boards will be left up for other members of the community to review at their own leisure and to allow Wallingford Town Council to gather feedback to shortlist their preferred option.

4.8 Agree final design and appoint consultants for the planning and listed building consent submission

Following feedback from the consultation exercise we will meet with Wallingford Town Council to agree a final design solution.

We have tendered mechanical and electrical services consultancy services.

We anticipate that other consultant services could be left until after any application or be left to condition.

4.9 Investigations

As mentioned previously, we anticipate a phase of investigations to include:

- A MEWP survey to assess the roof, lead work and weathervane
- Micro-drilling to assess the timber framed structure.
- Opening up to check the potential location of the old staircase to confirm the lift location.

Ingleton Wood may require building fabric investigations to confirm the detailed development of the scheme.

We have allowed to coordinate and tender opening up investigations.

4.10 Planning and listed building consent application

Whilst Ingleton Wood are developing their design, we will hold regular meetings to answer queries and feedback to Wallingford Town Council.

We will prepare detailed design work for design information that we are aware of at this stage, this will include:

- The installation of a new lift/extension.
- Repair drawings.

We will coordinate the consultants' scheme with our drawings and present the scheme to the project stakeholders at Wallingford Town Council.

We will carry out minor amendments and submit the drawings and applications for planning and listed building consent.

5.0 Project team

James Mackintosh

BA(Hons) DipArch DipUD. RIBA AABC CA. Director.



James's expertise lies in the conservation, repair and alteration of historic buildings. Over the past five years James has supported clients on over thirty successful listed building consent applications to Grade I and II* listed buildings across the country. James is architect to 3 Country estates, several churches across the Oxford Diocese as well as supporting the National Trust and English Heritage on several the nations much loved properties.

The responsible upgrading of historic structures is not a new concept, however, increased pressure on upgrading historic structures to meet net zero require a whole building approach to conservation to ensure that alterations do not have a damaging effect on historic fabric.

James is a conservation accredited architect on the AABC and RIBA registers, an assessor for the AABC and member of the Oxford DAC.

James set up James Mackintosh Architects in Chipping Norton in 2017 after working for Purcell and has over 20 years' experience of working on listed buildings and heritage projects. At Purcell, the focus of James's development was on Grade I listed Georgian Country Houses, however, he also worked on other significant public buildings, including Gods House Tower; Southampton, Bournemouth Pavillion, the Covered Market, Oxford and Chipping Campden Town Hall.

This year James Mackintosh Architects established an office in the centre of Oxford and have a team of seven across the two offices.

James will lead on the design and repair aspects of the project and will be responsible for the successful delivery of the project.

Fatemeh Azimi

Architectural assistant



Fatemeh interest lies in the rejuvenation of historic buildings and sustainability through responsible retrofit.

Fatemeh completed her studies at Oxford Brookes University in 2023 and joined James Mackintosh Architects to specialise in conservation, thereby enriching her understanding and proficiency in traditional building techniques, materials, and detailing.

Fatemeh is leading on the practices sustainability objectives and has recently qualified on the Retrofit Course for Traditional Buildings achieving the Level 3 Award qualification required by PAS 2035.

Fatemeh's other professional interest is Artificial intelligence and how this can be integrated into the design process.

Fatemeh will be the day-to-day contact for Wallingford Council and will support James in the development of the project.

Peter Webb

Director. BEng (Hons) Engineering Design and Appropriate Technology

MSc Building Services Engineering Member of CIBSE



Typically leading the design and co-ordination of engineering solutions, Peter works with a variety of complex construction projects from heritage and high end residential through to education, retail, healthcare and scientific sectors. Peter believes in a client led approach to projects, taking time to fully understand a client's needs and expectations.

A particular area of interest is the integration of renewable technologies into construction projects including CHP, biomass, solar thermal, photo-voltaic or heat pump technologies. Understanding the benefits and draw backs of each technology allows engineering solutions to be tailored to offer the maximum benefit for the Client.

Michael Watson

Principal Mechanical Engineer BEng Mechanical Engineering



Steve has 6 years' experience working on a wide range of projects including an array of heritage buildings. Steve has a significant amount of experience leading and managing heritage projects, from early condition/feasibility surveys, through to detailed design, construction, and post-occupancy client support.

Steve Lumb

Associate Electrical Engineer. BEng (Hons) Building Services Engineering MCIBSE Chartered Engineer



Steve is responsible for the management and design of electrical services installations for various projects from inception to completion, helping to ensure delivery of the scheme to meet with the clients brief and expectations.

Steve has a vast amount of experience of working in various market sectors. He has particular experience working on education buildings, large private domestic projects, historic buildings and healthcare projects.

Robert Vaughan



Robert Vaughan is a Chartered Quantity Surveyor and RICS Certified Historic Building Professional providing services in the heritage sector for over 20 years. Services offered include costing of quinquennial reports on various Listed estates and ecclesiastical buildings throughout the UK, Bills of Quantities and full post contract services. Robert has provided Quantity Surveying and Project Management services on projects ranging from £50,000 to £10,000,000.

5.2 Relevant projects.

Doughton Manor



Grade I

Lessons learnt.

A whole building approach to sustainability and retrofit of historic buildings is critical.

Addressing draughts through windows and doors and addressing building fabric issues such as damp and inappropriate materials is important to reducing damp in historic building prior to carrying out alterations.

Secondary double glazing and heat recovery ventilation may also help improve the internal environment.

Obtaining real u-values for the building is essential to correctly modelling historic buildings.

Why the project is relevant to the Wallingford Town Hall project

The project involved:

- Coordinating a multidisciplinary team to develop proposals for significant repairs and alterations to a Grade I listed building
- Adapting the building to meet Net Zero targets and accommodate renewable sources of energy.
- Liaising with the client regularly to ensure that they are engaged in the process.
- Liaising with the local authority conservation officer and Historic England.

Brief

The brief for the project was to modernise the house, for the first time in one hundred years to create a beautiful home whilst effecting repairs and decarbonising the house to meeting Net Zero targets.

The Cloister's Letchworth Garden City



Grade II*

Lawrence Cloisters Trust

The lesson learnt

The building could be adapted flexibly so that all of the existing uses could be maintained whilst during the summer months – being opened to members of the public for concerts and performance to generate income for the Lawrence Cloister Trust.

The condition survey revealed that the tower is in a poor condition and hoarding has been erected around the building for safety. The priority is currently to carry out repairs to the tower to make the building more attractive for Weddings.

Why the project is relevant to the Wallingford Town Hall project

The project involved:

- Working with a viability consultant to assess options and understand and analyse the audiences and business market in Letchworth Garden City.
- Coordinating a multidisciplinary team to develop proposals for repairs on a Grade II* listed building
- Liaising with project stakeholders through regular meetings including the Lawrence Cloisters Trust and representatives from Letchworth Garden City.
- Managing alterations to a Grade II* listed building, significant alterations, and repairs.
- Supporting with Historic England funding for repairs and liaising with Historic England and the local authority conservation officer.

Brief

The project included a viability assessment to ascertain uses a sustainable new use for the Cloisters that would allow the Mason's to continue to operate in the building whilst increasing revenue through new commercial uses.

Elizabethan House, Plymouth



Grade II* South West RICS Award Winner 2022

Client: Plymouth City Council

Lessons learnt

The feasibility study identified that the existing building did not have enough space to accommodate its proposed use and also to provide flexibility in the future should the museum experience not prove a success. A new extension was designed to accommodate toilet facilities and a kitchen in case the building was rented out in the future, but also as a green room for staff. The extension provided level access to the ground floor of the building, new services riser for electrical and mechanical services, as well as acting structurally as a buttress to the timber framed structure to avoid alterations to the historic structure.

Why the project is relevant to the Wallingford Town Hall project

The project involved:

- Repair of a timber framed and masonry structure
- Input from the structural engineer confirmed that the existing floor was not capable for museum use and that work was required to the structure to accommodate the proposed capacity.
- Managing alterations to a Grade II* listed building, including a new extension as well as extensive repairs and upgrading the existing structure to accommodate museum use loadings.
- Considering access improvements for wheelchair users and other disability groups.
- Coordinating a multidisciplinary team to develop proposals for alterations.

- Supporting with Historic England funding for repairs.
- The interpretation scheme was developed with HLF funding.
- Stakeholder engagement with the project team at Plymouth City Council, led through the project manager.
- Public consultation including consultation with disability groups and RIBA South West.
- Recording progress through social media on the development of the project.

Brief

The brief for the Elizabethan House was to regenerate the Elizabethan House as an immersive interpretative museum experience whilst carrying out repairs to the roofing slates, timber frame and making alterations to the building to accommodate the new use.

6.0 Project programme

To be prepared and agreed on appointment.

7.0 Fees

7.1 Feasibility study

Our feasibility study will include:

- A start-up/briefing meeting.
- Exploring options for a new lift.
- Exploring options for a toilet and kitchen
- Exploring options for creating additional revenue
- Condition survey review and sustainability strategy

The options will be drawn up by hand and rendered.

We have allowed for:

- submitting a pre-application to Historic England and South Oxfordshire District Council and attendance at a pre-application meeting.
- Attendance at a public consultation meeting

Our proposed fees for the feasibility study are £9,475 ex VAT

We propose the following sub consultant fees:

- Sustainability strategy – Ingleton Wood - £1,350 ex VAT
- Quantity surveyor to cost options and the Oxley Conservation Report - £2,800 ex VAT

Total proposed feasibility study fees - £13,625 ex VAT

7.2 Planning and listed building consent application

We propose the following:

- Agreeing the final design and preparing CAD drawings
- Preparing a schedule of work, tendering investigations and attendance.

- Preparing planning and listed building consent drawings including detailed drawings of a new lift/extension and repair details.
- Preparing a design statement and submitting the application.

Our proposed fees for the planning and listed building consent application are £11,775 ex VAT

We propose the following sub consultant fees:

- Ingleton Wood M&E - £3,550 ex VAT

Total proposed planning and listed building consent fees - £15,325 ex VAT

7.3 Total fee tender

Our proposed total fees are £28,950 ex VAT

Tender Assumptions

The fee tender has been based on the following assumptions:

- The floor plans provided with the tender will be made available in CAD format free of charge.
- Works in connection with interiors such as changes of decorative schemes internally are excluded.

Expenses

The fee tender includes all normal expenses assuming the following;

- All travel costs and travel time included within fees
- Electronic distribution of documentation
- All other data and postage costs associated with the commission

Exclusions

The following are excluded from our fee tender:

- Fees payable to statutory authorities, including planning and listed building consent
- Work to clear planning and listed building consent conditions
- Work relating to ecology, asbestos or transport
- Heritage statement
- Provision of a heritage statement
- Costs for buildings analysis such as sampling mortar, paint analysis or micro-drilling.
- Costs of MEWPs, scaffolding, roofers, or builders works associated with investigations.

Time Charges

Should Wallingford Town Council require additional services to those outlined in the brief and this submission or make variations to the agreed scheme then subject to agreement and written instruction they will be charged on a time basis at the following rates:

- Director £110/hr

- Senior Architect £95/hr
- Architect £85/hr
- Assistant architect £65/hr

Time charge invoices will be issued monthly supported by relevant time sheet information. The above hourly rates include expenses.

Terms of Engagement

Invoices for the main fees will be issued monthly and in accordance with a fee payment schedule. Invoices will be due for payment within 28 days.

Insurances

James Mackintosh Architects has current insurances in place at the following levels:

- Professional Indemnity Insurance at £5m for each and every claim
- Public Liability Insurance at £10m
- Employer's Liability Insurance at £10m

8.0 Summary

In this submission, we provided information describing our capability and proposed approach to the alteration and repair works at the Wallingford Town Hall.

We have set out our experience in working on similarly challenging projects and in the care and adaption of building of outstanding national importance. If any further information is required, we will be happy to provide it on request.

We have no doubt that the repair works at Wallingford Town Council will be a wonderful project and look forward to the opportunity to supporting Wallingford Town Council with its successful completion.

A handwritten signature in blue ink, appearing to read 'J Mackintosh'.

James Mackintosh DipArch DipUD AABC CA RIBA

Councillor Katherine Keats-Rohan
Wallingford Town Council
8a Castle St
Wallingford
OX10 8DL

By email.

10th December 2024

Dear Katherine

Wallingford Town Hall – Feasibility Study – RIBA Stage 2 Sign off

On 4th September 2024, we presented a series of options to provide improved wheelchair and goods access to make the Town Hall accessible for all and improve the facilities and operation of the building.

On the 4th October three designs were shortlisted

- Option 1a. Internal platform lift – as drawings 413/005 and 413/006
- Option 1b. Internal platform and goods lift – as drawings 413/007 and 413/008.
- Option 3b. New extension and public entrance – as drawings 413/021 and 413/022

The preferred option shortlisted was Option 1b as this provided goods, wheelchair access and improved toilet accommodation with minimal impact on historic fabric.

I would be grateful if you would sign the form overleaf so we can proceed with the pre-application submission.

Yours sincerely,



James Mackintosh

Director.

Having considered each of the options, I/We.....

On behalf of Wallingford Town Council confirm that our preferred feasibility study proposal is Option 1b, as attached. Subject to agreeing a final location for an air source heat pump, we wish to submit the scheme as part of a pre-application to Historic England and South Oxfordshire District Council.

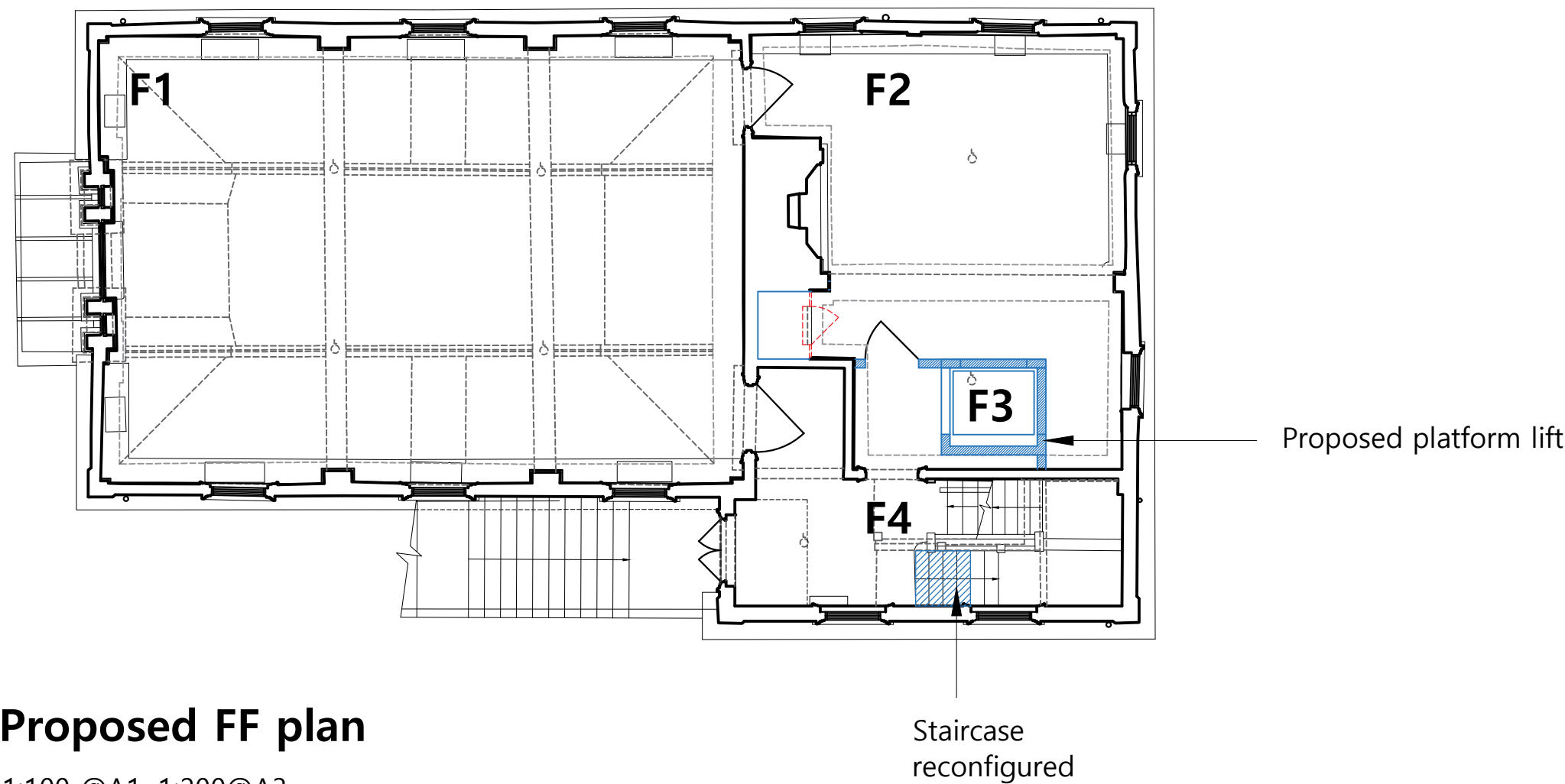
Signed.

Yours sincerely

[Client signature]

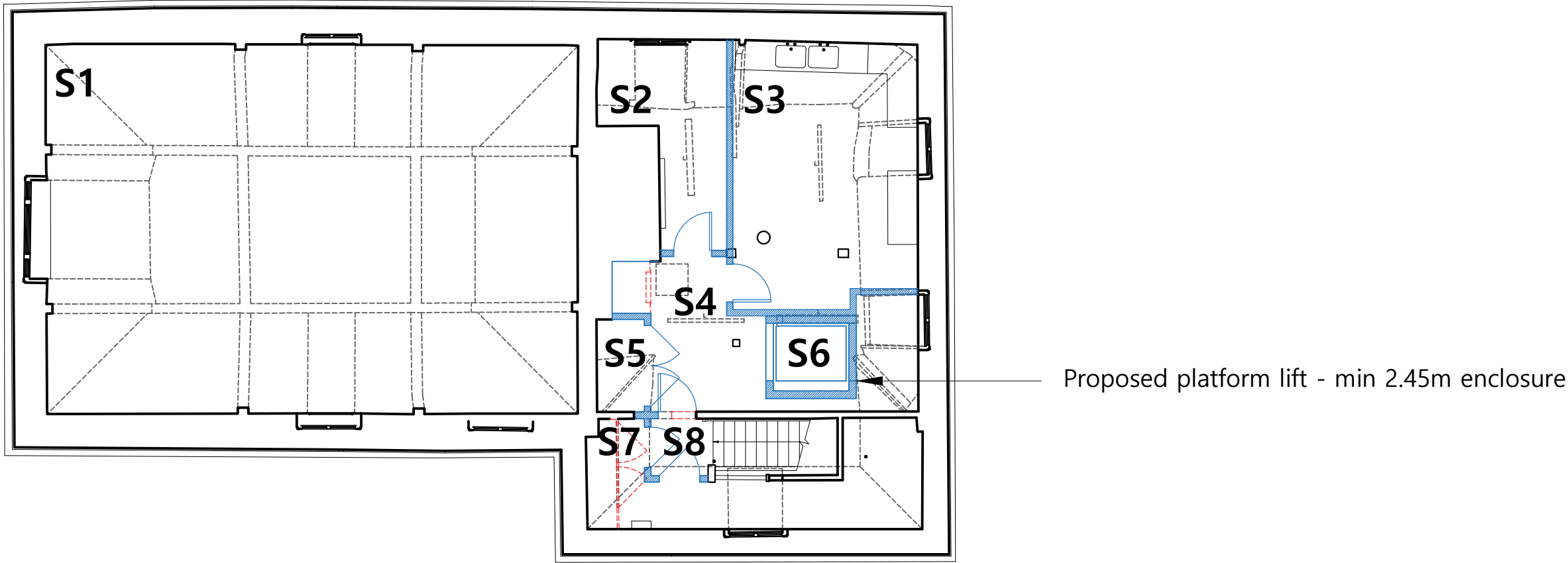
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Option 1b - internal lift



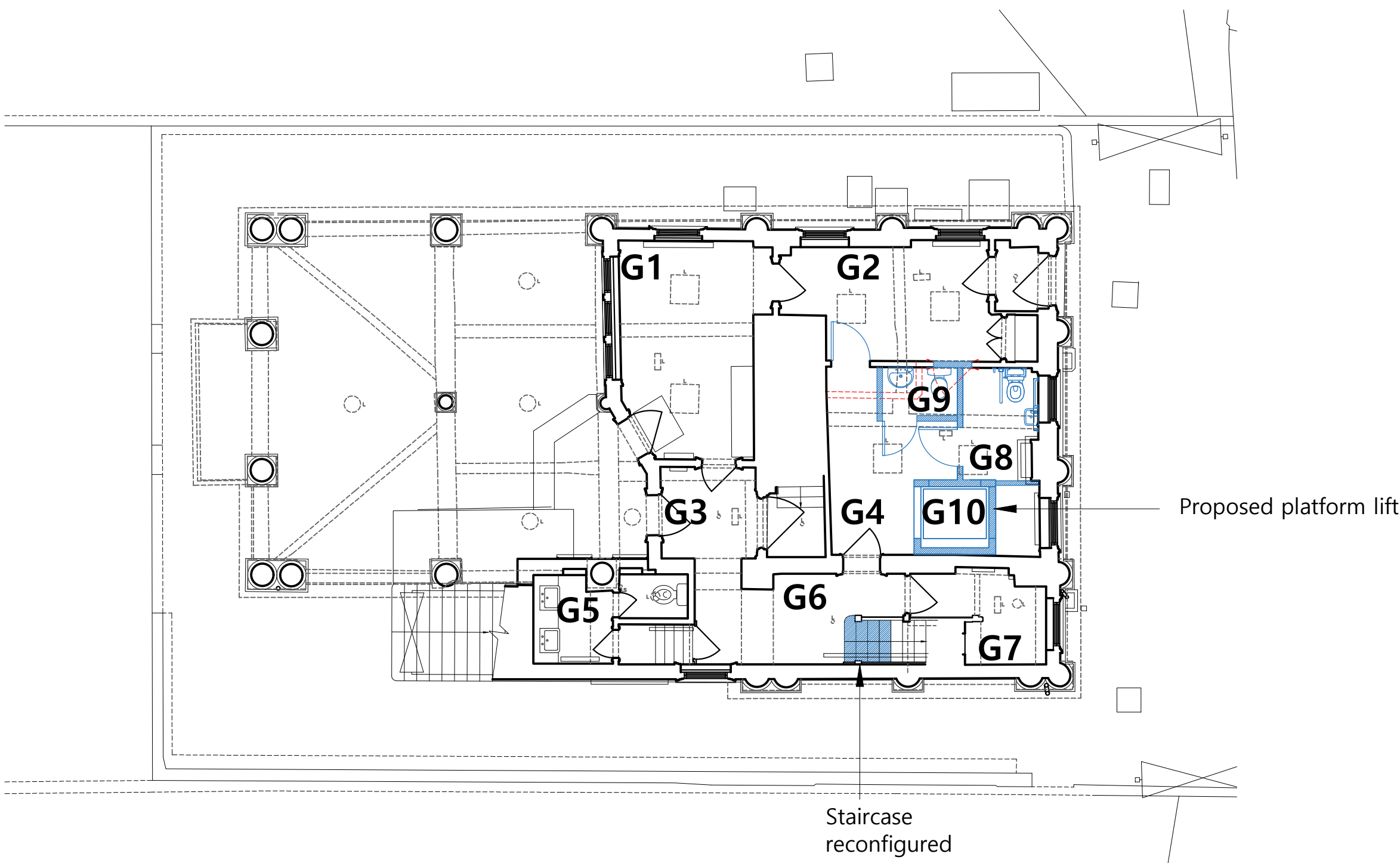
1.0 Proposed FF plan

Scale 1:100 @A1, 1:200@A3



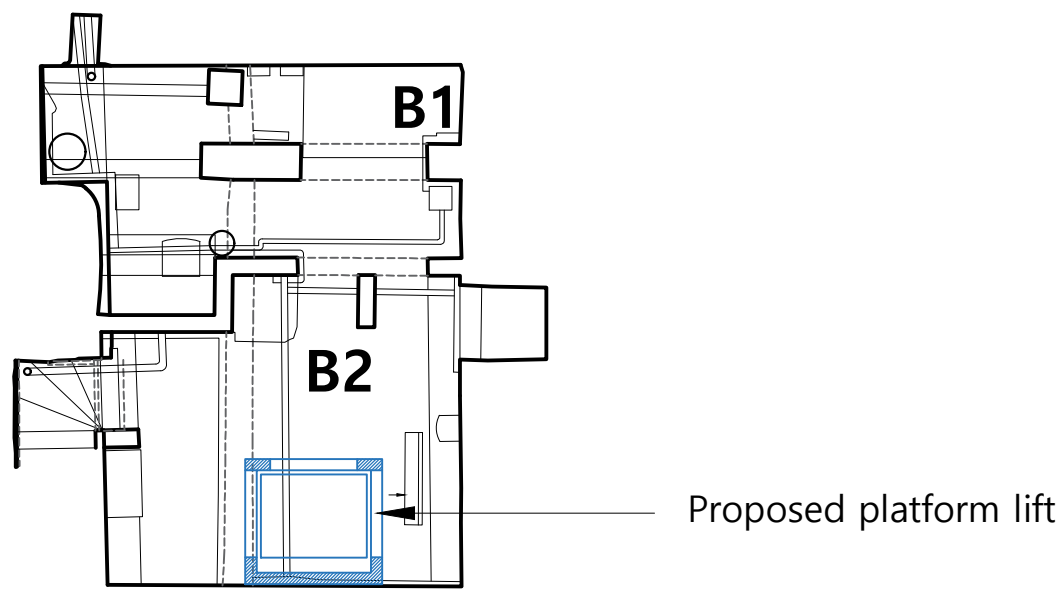
2.0 Proposed SF plan

Scale 1:100 @A1, 1:200@A3



3.0 Proposed GF plans

Scale 1:100 @A1, 1:200@A3



4.0 Proposed basement plan

Scale 1:100 @A1, 1:200@A3

5.0 Room legend

- B1

Wedding storage
- B2

Wedding storage
- G1

Tourist information centre
- G2

Tourist information centre
- G3

Lobby
- G4

Corridor
- G5

WC
- G6

Stair
- G7

Store
- G8

Accessible WC
- G9

WC
- G10

Lift
- F1

Main chamber
- F2

Committee Room
- F3

Lift
- F4

Stair
- S1

Void
- S2

Storage
- S3

Kitchen
- S4

Lobby
- S5

Cleaners cupboard
- S6

Lift
- S7

Storage
- S8

Stair

6.0 Impact

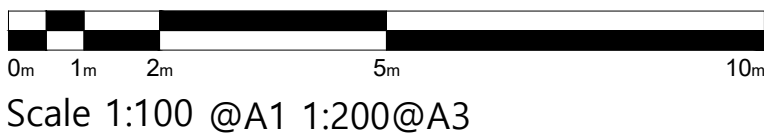
Element	None	Negligible	Minor	Moderate	Major
Setting					
1930 int stair					
1930 ext stair					
Main Chamber					
Committee Rm					
Basement					
GF clerical spcs					
SF Attic					

NOTES

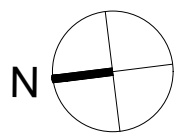
Drawings are based on survey data and may not accurately represent what is physically present. Scale for planning purposes only. All dimensions are to be verified on site before proceeding with the work.

All dimensions are in millimeters unless noted otherwise.

James Mackintosh Architects shall be notified in writing of any discrepancies.



Scale 1:100 @A1 1:200@A3



A	Sep24	FA	JPM	Design updated
-	Mon-Yd	PM	JPM	First issue

ISSUE DATE DRAWN CHECKEDDESCRIPTION

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PROJECT Wallingford Town Hall

CLIENT Wallingford Town Council

DRAWING STATUS Feasibility

DRG TITLE Proposed plans
Option 1b

JOB/DRG No. 413/007

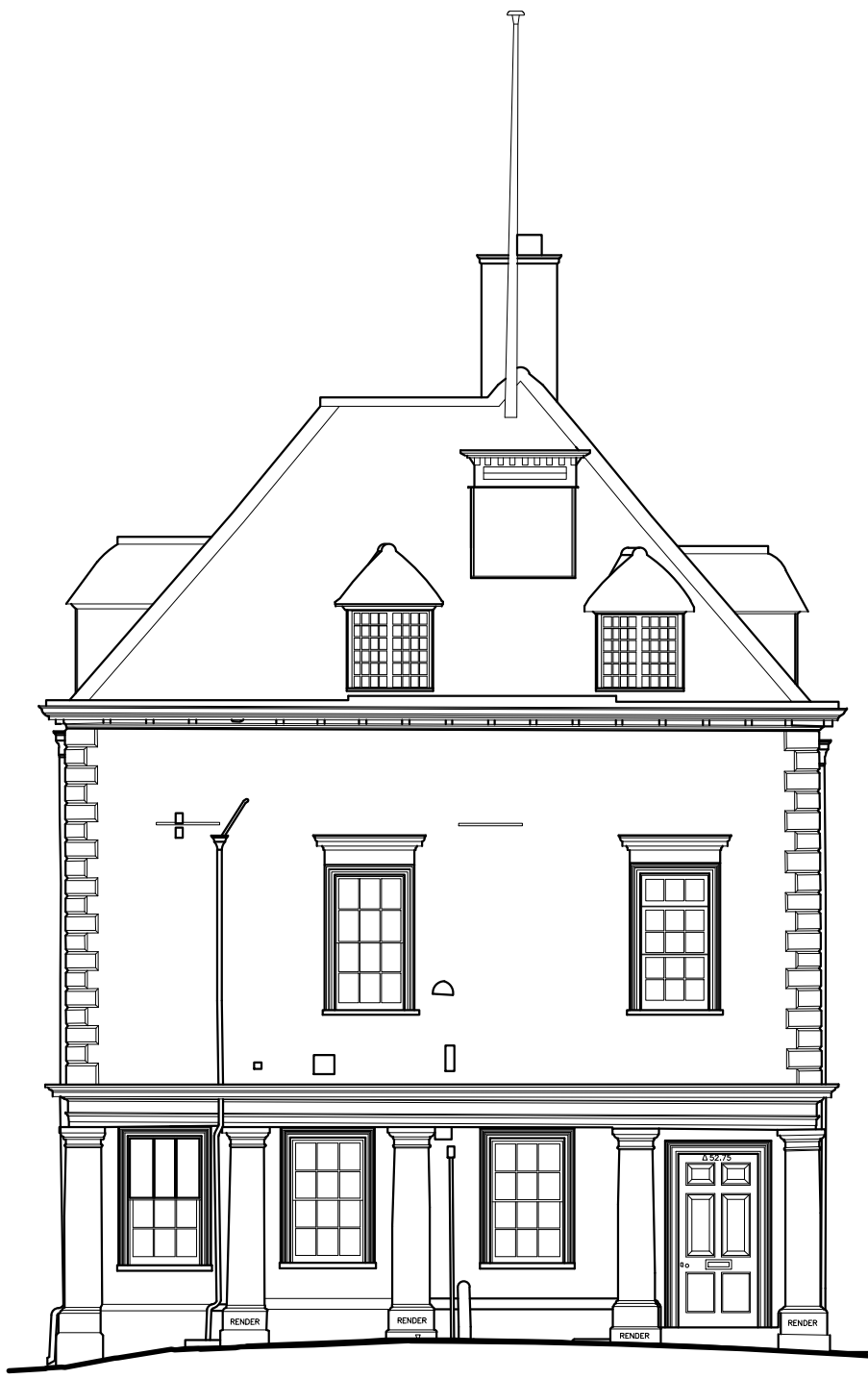
SCALE 1:100@A1 REVISION A

Option 1b - internal lift



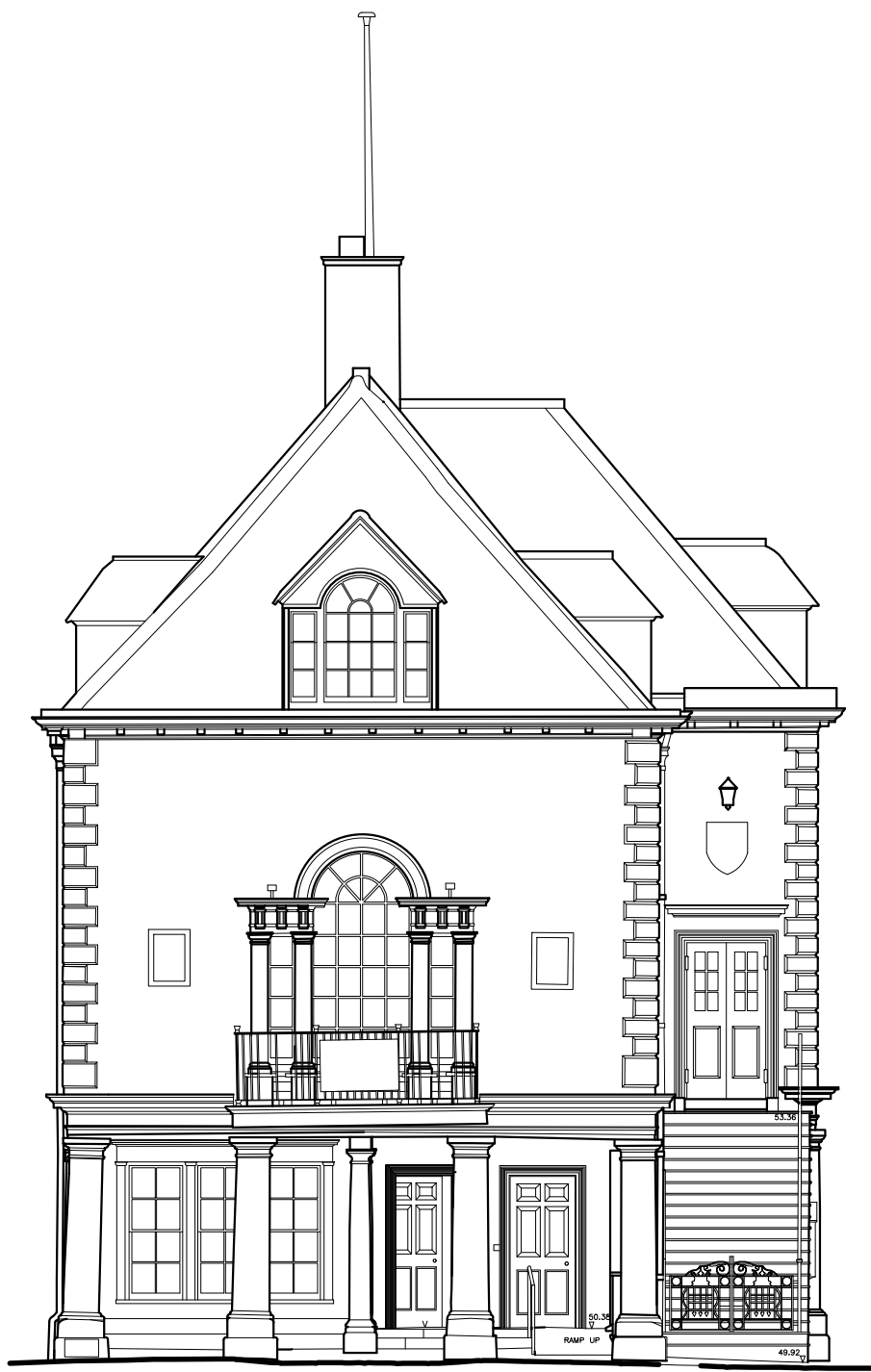
1.0 Proposed west elevation

Scale 1:100 @A1, 1:200@A3



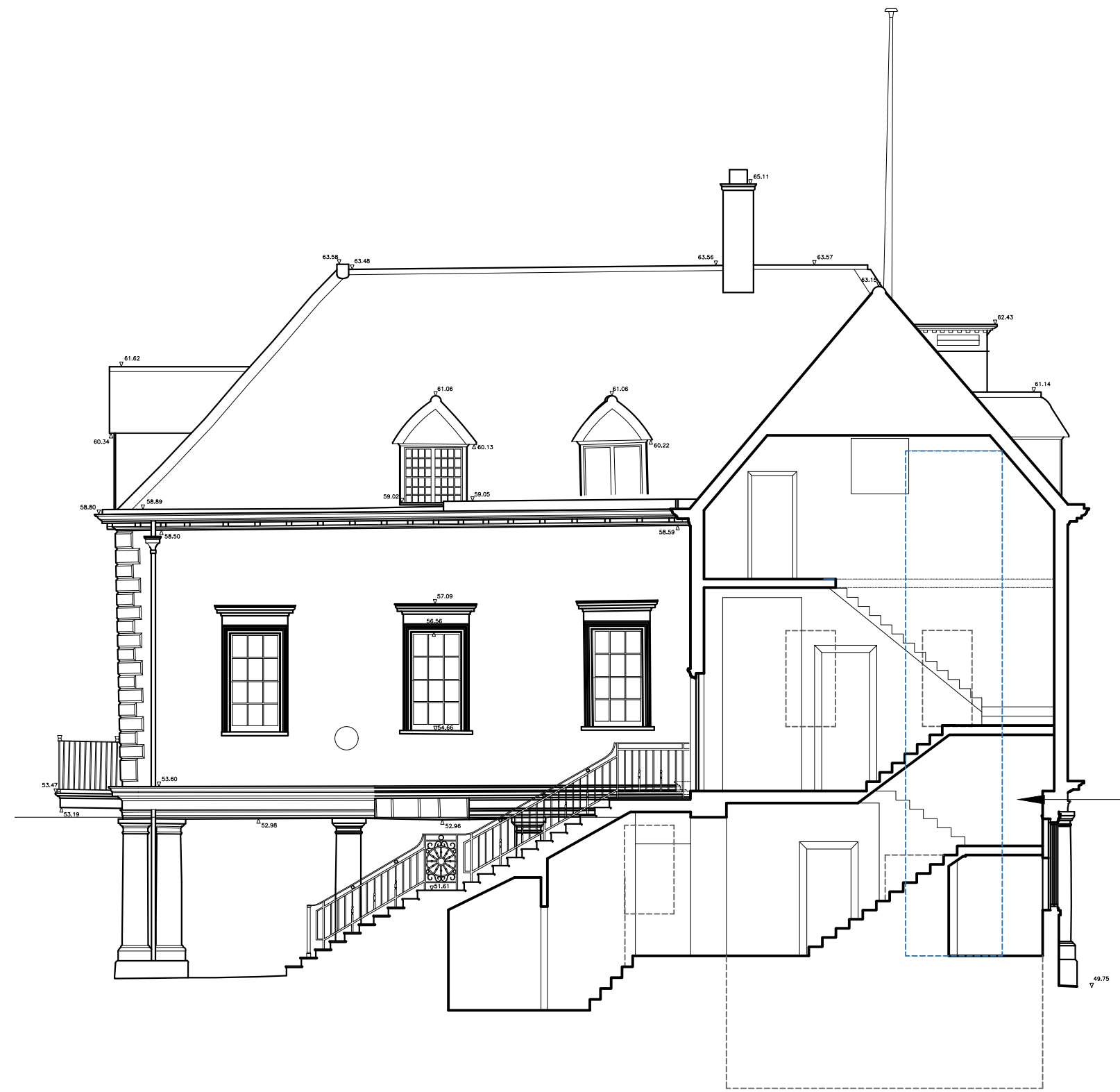
2.0 Proposed south elevation

Scale 1:100 @A1, 1:200@A3



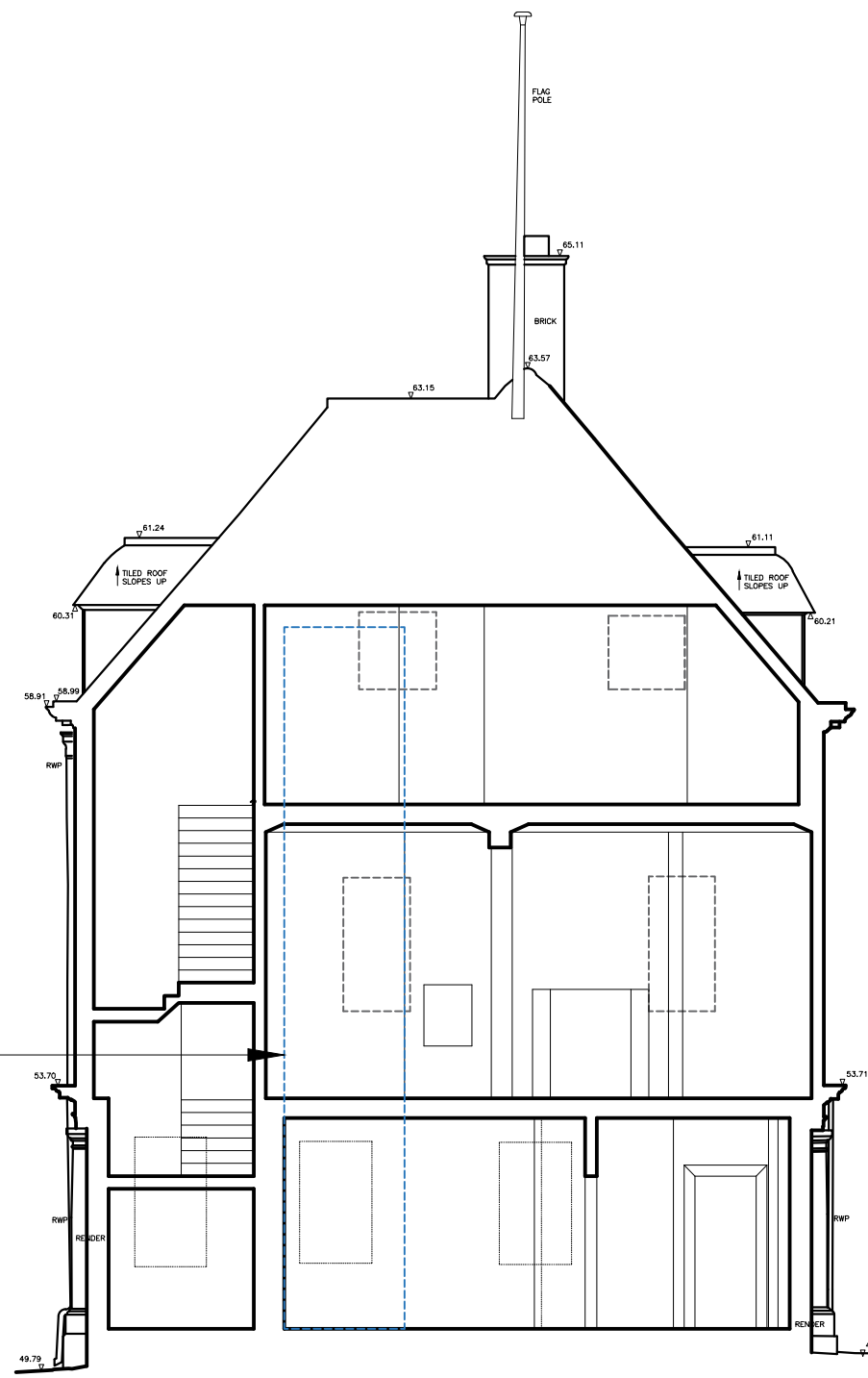
3.0 Proposed north elevation

Scale 1:100 @A1, 1:200@A3



3.0 Proposed section AA

Scale 1:100 @A1, 1:200@A3



4.0 Proposed section BB

Scale 1:100 @A1, 1:200@A3

NOTES

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- Mon-YdPM JPM First issue

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PROJECT Wallingford Town Hall

CLIENT Wallingford Town Council

DRAWING STATUS Feasibility

DRG TITLE Proposed elevations and sections
Option 1b

JOB/DRG No. 413/008

SCALE 1:100@A1 REVISION 0

For posting on Bygone Wallingford Facebook Group

Title: Share your memories of the Market Place



*Any photo of
the Market place.*

Wallingford Market Place has been the heart of the town for hundreds of years. Wallingford Museum and the Research Group of TWHAS are looking at how it has changed over the years – and continues to change.

As part of this we would like to gather peoples' memories of the Market Place – as a place to go shopping – do business – see official events – or just somewhere to hang out.

If you have photographs or memories of the Market Place which you are happy to share please post them here, or contact me at garry@wallingfordmuseum.org.uk

Museum
Logo

TWHAS
logo