

# Wiveliscombe Town Hall Trust

## Brief for Project Development and Management

Tenders are invited from consultants with experience of:

- Project managing the early stages of capital investment projects;
- Refurbishment and conversion of heritage buildings;
- Securing grant funding for capital investment in heritage projects;
- Business planning for arts and cultural activities.

### CONTEXT

The building known as Wiveliscombe Town Hall was built in 1840 for Lord Ashburton, Lord of the Manor and heir to the founders of Barings Bank, and designed by the County Architect of the time, Richard Carver. The ground floor, known as the 'Shambles', housed a fish market, a butchers' market and a pig market to the rear. There was also a 'grand' staircase leading to the "assembly room" above.

The Co-operative Society acquired the whole building in 1929. The ground floor area has long been converted to shop units leaving only the first floor as public space accessible by a smaller staircase running up the side of the building. The

hall was a popular venue for dances and film shows until the 1950's. We believe the hall was last used for a public event in 1958. The whole building that comprises the former Town Hall, first and ground floor, was listed in 1984.

The first floor remains in the ownership of the Co-operative Society. The Co-op Supermarket occupies a part of the ground floor premises while the other two units are tenanted.

The Wiveliscombe Town Hall Trust was formed in 2005. It comprises five trustees who are all local people and committed to bringing the former Town Hall back into use in accordance with the communities' wishes as expressed in the Community Strategy and Action Plan i.e. as a multi-use community events venue or another use that is commensurate with the buildings heritage and likely to help preserve the building in the longer term. The Trustees include individuals with skills and expertise in charity management and fundraising, business management, regeneration consultancy, arts development and local government.

In 2007/08 an options analysis was undertaken that looked at the opportunities offered by the building both in terms of its physical attributes and possible future uses. The analysis concluded that the preferred use was for:

"an Arts, Media, Cultural and Heritage Venue. Services and activities might include some of the following: Heritage education/tourism, cinema club sessions, music performances, arts and crafts exhibitions & fairs, dances, dance performance. There are opportunities to develop a wide variety of training, presentations, seminars, promotions, illustrated lectures, fairs and hands on activities. The venue may be operated by a tenant (possibly a social enterprise) or by the Trust".

The total estimated cost of the capital works was £1.12m.



Since the completion of the analysis discussions have been ongoing with the Co-operative Society who have now indicated a willingness to dispose of the upper floor and parts of the ground floor.

The Trust now wishes to progress with project development and major funding applications including to the Heritage Lottery Fund.

## Special Note

This consultancy contract is being funded from a number of sources.

- Somerset Market Town Regeneration Fund: £10,000 secured including architects fees
- Architectural Heritage Fund Development Grant: £25,000 application, including fees, costs etc
- Heritage Lottery Fund Development Grant: dependent upon Stage 1 application

The scope of this contract will grow depending upon our success in securing the latter two of the above funds.

## MAIN PURPOSE OF CONTRACT

To provide expertise and capacity to the Trust in order for it to further develop proposals for the refurbishment, conversion and future use of the Town Hall together with the preparation of major funding applications, business planning, community engagement and audience development.

## Key Tasks

### Phase 1 (full extent subject to confirmation of funding)

1. To manage a design and cost review, to be undertaken by the original architects and QSs, of the preferred option from the 2007/08 options analysis (the cost of this is separately funded);
2. On behalf of the Trust, to conduct negotiations with the Co-op and to agree heads of terms for the acquisition of the freehold or long lease of the Town Hall;
3. To undertake detailed business planning of the proposed end uses for the building in accordance with the needs of key funders and the Trust;
4. To prepare and submit a Stage 1 application to the Heritage Lottery Fund together with ancillary information required;
5. To identify and make initial applications to other capital funders;
6. To raise awareness of the project amongst members of the community of Wiveliscombe and the surrounding rural areas and local agencies;
7. To meet the requirements of the funders contributing to the cost of the consultancy (see attached for AHF guidelines);
8. To report to and liaise with the Trust on all key issues.

### Phase 2 (subject to funding)

9. To commission architects and other design professionals for RIBA Stage C & D design including submission of the necessary applications;
10. To undertake all the necessary work in order to prepare and submit a Stage 2 application to the Heritage Lottery Fund;
11. To secure the remainder of the funding package for the capital works together with the necessary working capital for the end use;
12. Complete acquisition from the Co-op;
13. To continue to build community relations.

### Performance targets (Phase 1 only)

1. Design and cost review to be completed by end January 2009;
2. Heads of terms agreed with the Co-op by end February 2009;
3. Submission of HLF Stage 1 application by March 2009 (precise date to be identified in liaison with HLF);

## Management

The Trust will nominate a Trustee to be the client contact. The Trustee will be responsible for monitoring contract performance and resolving day to day issues that may arise.

The contractor will be expected to report to regular meetings of the Trust on progress and to seek key decisions. These meetings will take place on a 4-6 week rota, according to need.

## Timescale

Phase 1 must be completed by the end of March 2009 when funding from the Somerset Market Town Regeneration Fund expires.

## Contract Value

Subject to confirmation of AHF funding, we have allocated £15,000 to the contract for the delivery of Phase 1, inclusive of VAT and expenses. Architects and QS fees are separately covered.

The contract value has been calculated on the basis of 43 days work at £350/day. Payment will be to a schedule to be agreed upon appointment and upon invoice for days/hours worked.

## TENDER REQUIREMENTS

Tenders are invited from individual consultants to fulfil the above brief. Tenders should include:

1. Details of relevant qualifications, experience and skills including client / employer names and dates;
2. A statement explaining how you will carry out the work together with performance milestones and a schedule of work showing days allocated;
3. Your CV;
4. Name and address of two referees.

## TENDER AND APPOINTMENT TIMESCALE

- Tenders must be returned by **12 noon on Friday 12 December 2008**.
- Interviews will be held on **Wednesday 17 December 2008**.
- Appointment of the preferred applicant will be confirmed on or soon after the interview day.
- The successful contractor will be expected to start by 12 January 2009.

## CONTACT

Any enquiries should be directed to John Bone, Chair of Trustees 01984 623 441 [john.bone@wtht.org.uk](mailto:john.bone@wtht.org.uk)

Completed tenders should be clearly marked TENDER RETURN and should be sent by **12 noon on Friday 12th December** to:

Wiveliscombe Town Hall Trust  
% Wiveliscombe House  
The Square  
Wiveliscombe  
TA4 2JT

or by email to [trustees@wtht.org.uk](mailto:trustees@wtht.org.uk)

# Extract from AHF Project Development Grants Guide

## The Project Organiser

6.1 The project organiser may be someone appointed from outside for a fee (i.e. on a consultancy basis), or a temporary or permanent employee. The project organiser should be one person, although job-sharing will be considered, or for BPTs with paid staff, a team of appropriately qualified individuals. Each grant will always be specific to one project. If a project organiser leaves during the course of the project, the AHF is normally willing to continue the grant subject to prior approval of the replacement appointed.

6.2 Although the BPT may wish to retain the services of a project organiser throughout the construction period, the AHF regards such costs as part of the project costs and hence they should be met by the project's funders from the point at which work commences on site. Only work carried out before that point will therefore be considered as eligible for claims under the AHF's PDG scheme.

6.3 The project organiser represents a BPT's trustees, and has overall responsibility for taking a project towards a successful conclusion. This will normally be a part-time job. PDG claims are paid at an agreed hourly or daily rate and the contract should require the project organiser to report time worked on the project.

6.4 It is important to establish from the outset that the professional team reports to the project organiser, who in turn reports to the trustees. The BPT's formal agreement with the project organiser must include a clear division of responsibilities between the named individual and the trustees. The AHF must approve the proposed agreement. The model Checklist of Tasks and Responsibilities (see Appendix) may form the basis of the agreement. For BPTs adopting a team approach the AHF will need to approve an estimate of the time each individual expects to spend on the project together with a list of the tasks they will undertake.

6.5 The project organiser must possess the skills to co-ordinate the efforts of professionals and the BPT's trustees, and to control the project at all times. However, a professional qualification, or a specific knowledge of historic buildings, is not necessarily required. The model Checklist of Tasks and Responsibilities is useful in illustrating the range of skills likely to be needed.

6.6 The project organiser must stand apart from the professional team, so the BPT should not employ any member of it (for example the project architect) as the project organiser.

6.9 Where a new appointment is being made the AHF must see a copy of the Minute of appointment. The BPT should have advertised on the 'open market' and interviewed at least two candidates. The applicant must seek 'value for money', i.e. the optimum combination of cost and quality, so it is not necessarily obliged to accept the lowest cost. An equal opportunities policy must also apply.