

From: [Michael Plageman](#)
To: [Cathy Kennedy](#)
Cc: [Cllr. Malcolm Wilson](#); [Cathy Kennedy](#)
Subject: Re: Cowbridge Town Hall
Date: 12 October 2023 13:06:29
Attachments: [Charitable-Grants-for-Churches-2017.pdf](#)
[231012_Funding_Sources\(Cl\).docx](#)

Hi Cathy,

I hope all is well with you and apologies for the slight delay in responding. I have however, now been able to revisit the figures. In terms of breaking the costs down into the relevant work stages, these would be as follows noting the same exclusions set out in our original fee document:

RIBA Work Stage	Architect	Structural Engineer	Quantity Surveyor	Fee
0 - 1 : Strategic Definition and Condition Survey	£2,100.00	£2,550.00	£700.00	£5,350.00
2 : Concept Design	£2,100.00	-	£300	£2,400.00
2: Outline Heritage Impact Assessment	£1,200.00	-	-	£1,200.00
Principal Designer	£600.00	-	-	£600.00
Total				£9,550.00

I am happy to charge mileage at 45p per mile if this makes things easier. As noted, we pay our staff at 65p per mile which is where the original figure came from.

We have had a think regarding the Structural Engineering appointment and ideally we would like to work with John Topp on this project. His expertise really is in working on such buildings and we therefore think he is the most appropriate for this project. That isn't to say that Vale wouldn't be appropriate and as mentioned we have worked with them on several recent and current projects – always with a very good level of service. I do think John's knowledge of the types of issues arising out of working on historic buildings will be extremely valuable and informative however.

With regards to your email, all is noted in relation to not progressing with subsequent stages without your approval. This is fairly standard and something that we are used to working with.

In terms of timescales we would look to arrange an inception meeting to review any available information within 2-3 weeks of appointment, depending on everyone's availability, with the initial survey and structural engineer's survey to follow shortly after. This would all be with a view to completing the costed condition survey this side of Christmas. We can then take stock and decide how any subsequent stages progress.

In terms of funders, I've attached two documents which we have found helpful at various points. I've included the Churches document as this includes funders who don't just target church buildings. As discussed, unfortunately we aren't funding specialists in terms of making applications, although we are reasonably au fait with the requirements of architectural outputs. Hopefully this is helpful however.

I therefore hope the above addresses the queries in sufficient detail. Please let me know if you require further information however.

Kind regards,

Mike

Hiraeth.

Michael Plageman
Director

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After serving us well for the first two years of our fledgling existence, **r+m** studio ltd is rebranding as Hiraeth Architecture. Along with the new company name we've been going through an exciting branding exercise, with our website due to arrive imminently. We'll still pick up any emails that are sent to our @randmstudio.co.uk addresses, but our outgoing emails will change to @hiraetharchitecture.co.uk. So keep an eye out for us as we look forward to continuing our venture with you...

From: Cathy Kennedy <townclerk@cowbridge-tc.gov.uk>

Date: Thursday, 5 October 2023 at 11:11

To: Michael Plageman <mike@hiraetharchitecture.co.uk>

Cc: Cllr Malcolm Wilson <cllrmwilson@cowbridge-tc.gov.uk>, Cathy Kennedy <townclerk@cowbridge-tc.gov.uk>

Subject: Cowbridge Town Hall

Dear Mike,

Thank you for attending the Cowbridge with Llanblethian Town Council meeting last night.

The briefing to members on the background of Hiraeth and the Cowbridge Town Hall proposals was very helpful.

After your presentation, members engaged in a discussion and agreed the following:

To request from Hiraeth a revised proposal that is broken down into stages, each accompanied by a cost estimate, plus a building review before proceeding to each new stage.

Members appreciate your offer to assist in securing grants for this project and would be grateful if you will provide a list of potential grant providers who support initiatives of this nature.

Finally, please can you provide an estimate of the time required to complete the survey, an expected start date with a detailed timeline.

Many thanks,

Regards,

Cathy

Cathy Kennedy

Town Clerk, Responsible Financial Officer, Chief Executive Officer

Certificate in Local Council Administration (CiLCA) (Wales)

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Town Hall Office Opening Hours: Monday to Friday - 9.30am to 1:00pm

Cowbridge (Ancient Borough) with Llanblethian Town Council

Town Hall, Cowbridge, Vale of Glamorgan CF71 7AD