

To: Town Hall Committee

Date: 3rd September

From: Town Clerk Cathy Kennedy

Reason for Report:

The purpose of this report is to inform council members that the Town Clerk has instructed Hiraeth Architecture to undertake necessary steps related to the retrospective Listed Building Consent application, with regards to the new boiler fitted for the Town Hall, located at 21 High Street, Cowbridge.

Background:

During installation of a new boiler, to replace the decommissioned office back boiler an unforeseen situation arose that necessitated the drilling of a new hole for the flue. This action has led to the need for a retrospective Listed Building Consent (LBC) application.

The planning department requires specific scaled drawings and detailed surveys to process this application. Floor plans from an earlier Hiraeth Architecture report were submitted, but they were deemed insufficient by the planning authorities.

Instruction Details:

Given the importance of accurate documentation for the LBC application, the Town Clerk, Cathy Kennedy, instructed Hiraeth Architecture to contact surveyors and obtain cost estimates for a survey of the building. This will ensure all requirements from the planning department are met.

Hiraeth Architecture has agreed to manage this process and will coordinate the necessary measurements and subsequent updates to the application. See Appendix One and Two.

Next Steps:

Members are requested to note the actions taken by the Town Clerk and approve any necessary expenditure related to this engagement. Further updates will be provided as the project progresses.

Recommendation:

It is recommended that the council acknowledges the Town Clerk's decision and supports the continued engagement with Hiraeth Architecture to ensure compliance with the planning requirements.

Date/Dyddiad 22 May 2024

Ask for/Gofynwch am Validation Officer

Telephone/Rhif ffôn (01446) 704681

Fax/Ffacs

e-mail/e-bost planningvalidation@valeofglamorgan.gov.uk

Your Ref/Eich Cyf

My Ref/Cyf P/DC/VAL/2024/00296/LBC

The Vale of Glamorgan Council
Regeneration and Planning
Dock Office, Barry Docks, Barry CF63 4RT
Telephone: (01446) 700111
www.valeofglamorgan.gov.uk

Cyngor Bro Morgannwg
Adfywio a chynllunio
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
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www.bromorgannwg.gov.uk



Ms Cathy Kennedy
Cowbridge with Llanblethian Town Council
Town Hall
Cowbridge
Vale of Glamorgan
CF71 7AD

Dear Sir/Madam

Planning (Listed Buildings and Conservation Areas) Act 1990
Installation of a replacement boiler at the Town Council's office premises
Town Hall, 21 High Street, Cowbridge

I refer to your application received on 27 March 2024 for Listed Building consent.

As submitted your application is incomplete and missing the following item(s):

1. Please submit a Location Plan which shows the entire site clearly identified and outlined, ideally in red. The plan must be drawn to an identified scale, ideally 1:1250, and include a north arrow.
2. We note the location of the boiler on the submitted floorplan, please confirm if this is the existing boiler. Please submit a floorplan, drawn to a recognised scale, showing the location of the replacement boiler in the upstairs kitchen.
3. Please submit existing and proposed elevation drawings showing any external features, such as a flue.
4. Please submit details of the replacement boiler, programmer and time switch, e.g. technical specifications and, if possible, a manufacturer's brochure.

Therefore, on submission of the items listed above, the application will be validated and the relevant period for determination will be commenced. I should be grateful if you would give this matter your immediate attention and reply within 14 days of the date of this letter.

Should no information or contact be made within 28 days, it will be assumed you do not wish to proceed with the application, and it will be deemed withdrawn. You should note that in such circumstances no refund of any fee paid will be possible.

All additional information must be submitted via email to planningvalidation@valeofglamorgan.gov.uk or via post not via the Planning Portal.

Correspondence is welcomed in Welsh or English/Croesawir Gohebiaeth yn y Gymraeg neu yn Saesneg

You must quote 2024/00296/LBC at the top of all returned correspondence to avoid any unnecessary delay in determining your application.

Please note that the Planning Duty line (01446 704681) is open Monday to Wednesday 8:30am – 5pm.

Yours faithfully

On behalf of Operational Manager for Planning and Building Control

From: [Cathy Kennedy](#)
To: [Michael Plageman](#)
Subject: RE: Planning Application 2024/00296/LBC - Town Hall, 21 High Street, Cowbridge
Date: 16 July 2024 15:39:00
Attachments: [image001.png](#)

Hi Mike,

That is helpful, yes please I would be grateful if you could contact three surveyors and source costs, I knew sooner or later we would need to get scaled drawings done, as you are not the first to have requested.

Best regards,

Cathy



Cathy Kennedy
Cathy Kennedy
CHIEF EXECUTIVE | TOWN CLERK
CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA) (WALES)

 01446 773385 | 07708 443415

 TOWNCLERK@COWBRIDGE-TC.GOV.UK

 TOWN HALL, COWBRIDGE, VALE OF GLAMORGAN CF71 7AD
TOWN HALL OFFICE OPENING HOURS: MON - FRI - 9.30AM TO 1:00PM



Byddwch yn gartrefol
Crew Lleuedd Cymru
Place-making Wales

**COWBRIDGE (ANCIENT BOROUGH)
WITH LLANBLETHIAN TOWN COUNCIL**

CONSIDER THE ENVIRONMENT. PLEASE DON'T PRINT THIS E-MAIL UNLESS YOU REALLY NEED TO.
YSTYRIWCH YR AMGYLCHEDD. PEIDIWCH AG ARGRAFFU'R NEGES HON ONI BAI FOD GWIR ANGEN.

From: Michael Plageman <mike@hiraetharchitecture.co.uk>
Sent: 16 July 2024 14:48
To: Cathy Kennedy <townclerk@cowbridge-tc.gov.uk>
Cc: Cathy Kennedy <townclerk@cowbridge-tc.gov.uk>
Subject: Re: Planning Application 2024/00296/LBC - Town Hall, 21 High Street, Cowbridge

Hi Cathy,

I hope all is well with you, and thanks for sending this over. When we worked on the building, there weren't any scaled drawings to work off. In order to meet the local authority's requirements, they are effectively asking for these to be provided and then amended to describe the proposals. Unless there is an existing set of drawings to scale (I'm pretty sure we looked for these and there weren't), this places a demand on a measured survey of the building to be procured.

I'd be more than happy to contact three surveyors to provide costs to undertake this if that's helpful in the first instance, and then subsequently provide costs to complete the Listed Building Consent Application. Whilst it is likely to prove slightly more costly, I would recommend that any surveyors appointed measure the whole building as this is likely to prove particularly helpful with subsequent

works going forwards. If you can let me know if you want me to proceed in that direction, I'll look at getting the costs.

I therefore look forward to hearing from you.

Mike

Hiraeth.

Michael Plageman
Director

e. mike@hiraetharchitecture.co.uk
t. 029 2002 5814

www.hiraetharchitecture.co.uk

Hiraeth Architecture | The Maltings | East Tyndall Street | Cardiff | CF24 5EA

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: Friday, 12 July 2024 at 10:15

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

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

Subject: FW: Planning Application 2024/00296/LBC - Town Hall, 21 High Street, Cowbridge

Hi Mike,

Following the fixing of a new boiler in the town hall, and due to an unprecedented hole being drilled for the flue, I have had to prepare a retrospective listed building consent application.

I used floor plans from the Hiraeth report, hoping these would be acceptable to the planning department, however, they have responded with the attached letter.

As you did a complete survey of the Town Hall, would you be able to provide the information they require?

Best regards,

Cathy



Cathy Kennedy
Cathy Kennedy

CHIEF EXECUTIVE | TOWN CLERK

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA) (WALES)



01446 773385 | 07708 443415



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Be kind

Byddwch yn gartrefol



Cŵn Lleuedd Cymru
Plocemaking Wales

**COWBRIDGE (ANCIENT BOROUGH)
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CONSIDER THE ENVIRONMENT. PLEASE DON'T PRINT THIS E-MAIL UNLESS YOU REALLY NEED TO.
YSTYRIWCH YR AMGYLCHEDD. PEIDIWCH AG ARGRAFTU'R NEGES HON ONI BAI FOD GWIR ANGEN.

From: planningvalidation@valeofglamorgan.gov.uk <planningvalidation@valeofglamorgan.gov.uk>

Sent: 22 May 2024 11:39

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

Subject: Planning Application 2024/00296/LBC - Town Hall, 21 High Street, Cowbridge

Please find attached letter concerning the above application

Kind Regards

Planning

Vale of Glamorgan Council

From: planningvalidation@valeofglamorgan.gov.uk
To: [Cathy Kennedy](#)
Subject: Application 2024/00296/LBC
Date: 02 July 2024 10:52:05

Thank you for your email with attachments.

Unfortunately we still need to received a site location plan. We have received aerial photogrpahs, but we still need to receive

1. Please submit a Location Plan which shows the entire site clearly identified and outlined, ideally in red. The plan must be drawn to an identified scale, ideally 1:1250, and include a north arrow

Also we have received floor plans but again unfortunately we still need to receive

2. We note the location of the boiler on the submitted floorplan, please confirm if this is the existing boiler. Please submit a floorplan, drawn to a recognised scale, showing the location of the replacement boiler in the upstairs kitchen.

The plans received show the location of the current boiler on the ground floor only.

Also unfortunately we cannot attached photographs, we cannot scale from photographs, Plans need to be as a pdf format, with scale clearly shown.

Kind Regards

Planning

Vale of Glamorgan Council

Hiraeth.

The Maltings | East Tyndall Street | Cardiff | CF24 5EA
029 2002 5814 | office@randmstudio.co.uk

31st July 2024
Our ref.: 2350/CI

Tender Report: Measured Survey

Tender Invites

Tenders were invited from the following three Surveyors:

Atlas Surveys

Contact: Justin Taylor

T. 01633 459005

E. justin.taylor@atlas-surveys.co.uk

www.atlas-surveys.co.uk

Azimuth Land Surveys

Contact: Rhys Williams

T. 01633 836083

M. 07814 924 405

E. rhyswilliams@azimuthgroup.co.uk

www.azimuthsurveys.co.uk

House of Surveys

Contact: David Ison

T. 0330 133 9386

E. david@houseofsurveys.co.uk

www.houseofsurveys.co.uk

Tender Period

The documents, including the following information, were sent out by email on the 22nd July 2024:

- Location Plan indicating the site area
- Plans showing the required sections and elevations
- A topographic and measured survey brief

A request was made to return them by Monday 29th July 2024

Clarifications

No additional clarifications were sought during the tender period.

Hiraeth.

The Maltings | East Tyndall Street | Cardiff | CF24 5EA
029 2002 5814 | office@randmstudio.co.uk

Tender Cost Returns

Tenders were received as follows with the tenders appended to this document:

Atlas Surveys	£2,640 exc. VAT
House of Surveys	£2,895 exc. VAT
Azimuth Land Surveys	£3,250 exc. VAT

The following notes are highlighted:

- Atlas Surveys' have stated that the figure quoted does not include provision for the measurements of internal services/pipe work, basements and voids or areas above false ceilings
- House of Surveys have allowed for a 5m boundary around the building to provide topographical datums.
- All costs would be subject to a 10% management fee were they to be procured directly through Hiraeth Architecture Ltd.

Timescales

The following timescales were provided by the tenderers:

Atlas Surveys	2 week lead in time with 1 week to undertake the work and deliver the drawings.
Azimuth Land Surveys	No lead time has been stated.
House of Surveys	10 days lead in time with 7-10 days to undertake the work and deliver the drawings.

Discussion

Based on the tendered information Atlas Surveys have provided the most competitive quotation, whilst they have also confirmed they have the shortest timescale for production of drawings. Communication from Atlas Surveys has shown that they have considered the site location in providing their quotation.

Recommendation

We feel that the tender received from Atlas Surveys should be pursued further as the most competitive cost that can be delivered in the quickest time.