

**Notes of the
Town Hall Refurbishment Task & Finish Group**

Held On 27th March 2025

Time: 15.30

Venue: Cowbridge Town Hall Council Chamber

Members Present:

Cllr Gus Baty (GB)
Cllr Charles Champion (CC)
Cllr Danial Sarni
Cllr Heather Weddell
Cllr Malcolm Wilson (MW)

- 1. Apologies for absence :** Matt Jones Vale Consulting
- 2. M & E Survey Draft Report:** MW reported that we now had the draft M&E survey which seemed to indicate that a number potentially dangerous electrical installations identified in an Electrical Installation Condition Report undertaken in January 2021 had not been actioned.

Also, a follow up survey recommended to be undertaken twelve months later, because the reports overall assessment was the electrical systems condition was unsatisfactory, had not been undertaken. The rep[ort also identifies fire hazards because of storage in the main boiler room and breaches of regulations because of fuse boxes and gas metres being difficult to access.

MW agreed to check with the M & E consultant to see if actions are still outstanding and what other immediate measures can be taken to minimise other risks identified.

The report identified several options for sustainable heating including continuing with gas, which is the cheapest cost option £90,000 less than air source heat pumps at £200,000., but more difficult to justify to the Heritage Lottery. Listed building consent is likely to be difficult for air source heat pumps, likewise for solar panels, as they will be best sited on the south facing roof I.e. at the front of the building. Ground source heating will be too disruptive and expensive at a cost of £305,000

New LED lighting system is estimated to cost £130,000 and new electrical system another £130,000

The overall cost of the M & E works assuming air source heat pumps and no solar panels is £460,000 or if gas is used £370,000.

3. **Current total estimated cost of the project:** Using the Hiraeth and Vale Consulting project costs, uplifted by 10%, the total cost of the works allowing a notional £200,000 for internal works to the office and entrance and the toilets at the back of the building and making the main stairs less steep, is £988,904 and including 15% fees and a contingency at 10%, the total cost is £1,236,130. A detailed breakdown is shown below:

Estimated cost of Town Hall Project					
			£	£	
Costs in Hiraeth Report			262,000		
Assumed cost up lift since April 24 of 10%			26,200		
Revised cost				288,200	
Vale consultancy frontage scheme			37,004		
Assumed cost up lift since April 24 of 10%			3,700	40,704	
Heating - air source heat pump				200,000	
Electrical and lighting systems				260,000	
Total				788,904	
internal alterations notional estimate				200,000	
Total cost of works				988,904	
Contingency@ 10-%				98,890	
Fees at 15% of works cost				148,336	
		Estimated total cost		1,236,130	
Note: gas boiler heating cheaper at £110,000 saving on air source cost of £90,000					
But less sustainable may a negative for lottery bid					

4. **Initial reconfiguration options drawings:** MW presented to the meeting some initial thoughts prepared by an architect to reconfigure the office and toilet areas and the stairs. See links to drawings:

[AC Town Hall Cowbridge Option 1.pdf](#)

[AC Town Hall Cowbridge Option 2.pdf](#)

[AC Town Hall Cowbridge Staircase.pdf](#)

5. **Drafting Lottery Expression Of Interest (EOI):** MW informed the meeting that the EOI will cost £4,500, including 75 hours for drafting. It is expected that the Charter Trust will fund up to half. The Council to be asked to approve the budget and appoint Perter Knapton, who has been doing pro bono work, to commence the EOI project.

6. **Customer survey:** The responses from users has been poor progress but 60 plus responses have been had from an online survey. This information to be used to develop the EOI. Further details to be provided at the Town Hall Committee
7. **Meeting with Hiraeth 1st April:** GB and MW are to meet Michael Plageman of Hiraeth to discuss the next stages of the project specifically the drafting of the EOI and developing internal works options.
8. **Additional group members:** It was agreed to approach a new trustee of the museum who is a surveyor with historical building experience to see if she is interested in joining the group, as she is employed it was noted that the meetings may need to move to the evening if she joins.
9. **Next steps:** Finalise the M & E report, meet Hiraeth and commence the EOI securing the funding from Charter Trust to help fund this work subject to council approval.