



Brief to undertake a Feasibility Study for the development of the Mine Captain's Office at Castle an Dinas, St Columb

Cornwall Heritage Trust
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Introduction

Following a successful bid to the National Lottery Heritage Fund, Cornwall Heritage Trust is seeking to undertake a feasibility study into options available to the charity for development of the recently re-acquired Mine Captain's Office at our historic scheduled ancient monument, Castle an Dinas, near St Columb.

Over the last few years we have been implementing our Business Development Plan which aims to make the charity more resilient and financially sustainable by seeking out income generation opportunities. This commission forms part of the ongoing project.

Project Overview

The Mine Captain's Office is a small building located in the car park, owned by Cornwall Heritage Trust, at Castle an Dinas hillfort. The building was formerly part of the complex of mine buildings actively used when the Castle an Dinas mine was working.

Some years ago the Trust sold the whole complex, which was then eventually granted planning permission as a residential development. In 2019 the development site was offered for sale, along with the building in our car park. In order to safeguard our land and retain control of any development we were eventually able to repurchase the Mine Captain's office which now had planning permission for conversion to a one bedroom dwelling.



This part of the wider “*Ragdres Gwedhynder*” (Resilience Project) will involve:

- Reviewing the existing site and the development for which planning permission has been granted (Ref: PA20/02888)
- Researching potential development opportunities with reference to the Trust's strategic plan and stated aims for generation of income and with consideration of the objectives of the charity to preserve and strengthen Cornwall's heritage

- Identifying potential costs relating to each proposed solution
- Reporting options to the charity in the form of a written report.

Cornwall Heritage Trust is a charity and responsibility for the strategic direction is held by the Board of Trustees. In conjunction with the CEO the trustees will use this document to inform their decision on the future use of the Mine Captain's office.

Methodology

We will make available whatever information you require in order to undertake a feasibility study into the development of the Mine Captain's Office.

This should consider options that will enable income generation and/or furthering the aims of the charity to preserve and strengthen Cornwall's heritage.

Outputs/ Deliverables

The following outputs will be required:

1. Identifying up to five development opportunities capable of receiving planning consent
2. Providing estimated gross development value for each option
3. Providing a cost estimate for delivering each development to include build and external costs, fees, and finance
4. Undertaking preliminary (financial) development appraisals for each option
5. Providing a risk assessment for each option
6. Presenting a final written report addressed to the CEO.

Contract Management

We expect the feasibility study commissioned to begin on 2nd January 2025 and be completed by 31st March 2025. The final report shall be submitted to Cornwall Heritage Trust by 31st March 2025.

The anticipated budget is £3,000 to include all expenses and VAT. The contract will be let by the Cornwall Heritage Trust.

The payment schedule will be:

- 50% on signing the contract
- 50% on delivery of the final report

Your main contact with Cornwall Heritage Trust will be Cathy Woolcock.

Award Criteria

A proposal for undertaking the work should include:

1. A detailed methodology for undertaking the study
2. An outline of the internal responsibilities and liaisons.

3. Details of staff allocated to the project, together with experience of the contractor and staff members in carrying out similar projects. The project manager / lead contact should be identified
4. The allocation of days between members of the team
5. The daily charging rate of individual staff involved
6. A timescale, for example, in the form of a Gantt chart, for carrying out the project
7. An overall cost for the work

Costs should include VAT and expenses and include a breakdown of each person who will be working on the project, what their day rate is and how many days each member of the team will be allocated to complete the work.

Procurement Process

Proposals should be emailed to Cathy Woolcock on cathy@cornwallheritagetrust.org by 18th November 2024.

