



5th February 2024

MARKET HOUSE UNDERCROFT FINAL REPORT

Introduction

This document provides a final report on the Minchinhampton Market House Undercroft Project.

Executive Summary

- The project has met the stated aim providing the community with a safe event and meeting place fit for purpose for at least the next 100 years. Restoration which remains in keeping with the historical context of the building.
- The project delivered:
 - A new Undercroft floor, removing concrete/tarmac repairs, replacing or restoring some 400 flagstones. This delivered safety enhancements by significantly reducing the risk of slips and trips.
 - Improved accessibility and seating (including by the bus stop) through modified metalwork. Also restoring metal railings that had been removed in the 1960/1970s.
 - Full white and multi-coloured lighting and electrical power.
- The project was split into two phases (Masonry/Electrical and Metalwork) to reduce risk of overspending and provide more time for fundraising.
- The project work began in March 2022 and completed in August 2023.
- The original project cost was expected to be £103,000 inc VAT (excluding contingency). The total cost of the project came to £106,810 inc VAT, coming well within the planned 10% project contingency estimate. Post-COVID price rises and inflation significantly increased the original expected cost of the project, and steps were taken to control costs whilst still delivering the project aim.
- The Market House allocated £63,345 to the project, including donations from the community and a taking an 8 year £15,000 Rural Community Building Loan.
- Minchinhampton Parish Council donated £10,000 over two years.
- Grant giving bodies donated a total of £33,465 towards the project.

Minchinhampton Market House

Minchinhampton Market House is a Grade II* Listed Building and a Scheduled Ancient Monument No 255. A beautiful Cotswold stone building, it is situated in the Market Square at the centre of the town and within the Conservation Area.

The Market House is run by an established Charitable Incorporated Organisation (CIO) Registered Charity Number 1180035.

The objects of the CIO are to establish and run Minchinhampton Market House and to promote for the benefit of the inhabitants of the Parish of Minchinhampton the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

The Market House provides the community with an impressive and successful hiring venue for diverse activities, including a weekly country market, keep fit and dance classes, art exhibitions, literary lunches, business meetings, private parties, community discos, professional and local amateur drama, puppet shows and music concerts.

Project Aim

The primary aim of the project was to increase the health and well-being of the community in its civil parish, especially for children, and older and disabled people. We also wished to increase opportunities for the local rural economy, and promote environmentally sound, socially distanced footfall in the open air in our town.

We aimed to achieve this by improving accessibility into and around the Undercroft. A level surface, improved lighting and wheelchair access across the livestock barriers are the key changes. Additionally better lighting and electrical power will also improve the useability of the space. This was to be achieved, as defined in the specification and schedule of works¹, through three separate contracts:

- The lifting, re-setting, re-surfacing and replacement of the stone flag surface.
- The modification of the existing and reinstatement of missing livestock metal barriers and the replacement of existing benches.
- The installation of new lighting and power sockets.

Community Consultation

A public consultation was conducted in 2017. Over 2,000 questionnaires were distributed to households by hand delivery and online methods. Some 220 responses were received (The National Heritage Fund considered this a reasonable response), where over 95% desired the improvements that were carried out. Following a subsequent appeal in 2020 (after urgent refurbishments to the roof, guttering and cornices were conducted) we received over 50 further gifts to the Undercroft appeal amounting to about £5,000.

Project Costs

In February 2021 a competitive tendering process was completed and recommended² the following:

- Masonry: £47,154 ex VAT
- Metalwork: £15,058 ex VAT (noting other quotes were some £4,000 more expensive)

At the end of 2021 it became apparent that we had yet to raise sufficient funds for the whole project, so the Trustees decided to split the project into a Masonry Phase and a Metalwork Phase. This allowed us to move forward with the masonry whilst seeking additional funding for the metalwork.

During the latter part of 2021 and early 2022 discussions were conducted with the original masonry contractor but resulted in ever increasing costs resulting in March 2022 to a re-tendering and a new contractor costing of £61,700 ex VAT³. Due to increased prices post COVID and inflationary increases, parts of the project were re-specified to reduce costs, and the new contractor was requested to re-submit their tender, which came to £55,436 ex VAT.

¹ [Specification Document](#) and [Schedule](#)

² [Tender Report](#)

³ [Nick Miles Re-Tender](#)

In February 2023 the metalwork contractor was asked to re-quote for the original metalwork, resulting in an increase to £20,133 ex VAT⁴. This was subsequently reduced by £940 ex VAT by replacing the brass for the new seat fittings. Having sought advice from the design consultant and project manager, it was probable that a re-tendering exercise would have increased the price, so was decided not to re-tender for the metalwork.

The project was completed within the planned 10% contingency. The total project cost, when including archaeological costs, design/PM fees, electrical work, and VAT:

Project Costs	
	Inc VAT
Archaeological investigation & Watching Brief	7,625.80
Masonry	66,847.28
Electrical	4,504.97
Metalwork	23,031.60
Design and PM fees	4,800.00
Total costs	£106,809.65

Project Funding

Tim Mowat, the previous Funding and Donations Trustee, successfully obtained grants for this project from a number of organisations. However, immediately post COVID it became evident that grant giving organisations were focused on addressing the issues which remained. Consequently, we were unsuccessful with a number of funding submissions. To move the Undercroft Project forward the Trustees decided to take out a £15,000 Rural Community Buildings Loan, with annual repayments of £2,116 for 8 years.

On the completion of the Masonry Phase, there remained a funding shortfall to complete the Metalwork phase. Trustees voted to allocate an additional to £9,657 to complete the project.

Project Funding		
Appeal Receipts		
Public Appeal 2020	1,920	
Public Appeal 2021	2,575	
Public Appeal 2022	20	
Gift Aid	875	5,390
Grants		
Heritage Lottery	10,000	
Albert Pash	465	
Leche Trust	2,500	
Langtree trust	500	
Bernard Sunley	10,000	
Garfield Weston	10,000	33,465
Minchinhampton Parish Council		
MPC grant in 2020	5,000	
MPC grant in 2021	5,000	10,000

⁴ [Re-quote dated 23rd February 2023](#)

Market House Funding

Original Project allocation from General Appeal Reserves	33,298	
Rural Community Buildings Loan	15,000	
Subsequent Market House Appeals Fund	9,657	57,955
Total Available Funding		£106,810

Project Timescales

The original project was initiated and invitation to tender sent in December 2020. Initial archaeological investigations began in March 2022, with the masonry phase beginning in February 2023. The metalwork phase ran from June 2023. The project was completed in August 2023.

The following pages provide a photographic snapshot of the project.

Justin Hodges
Chair of Trustees



Initial Archaeological Work



Original Tudor Cellar Void



Relaying the Stonework



Project Community Briefing

