

PENZANCE COUNCIL – 10 NOVEMBER 2025**REPORT FOR INFORMATION****COUNCILLORS' ATTENDANCE AT MEETINGS**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
	✓				✓	

Background:

At its meeting held on 4 March 2024, Penzance Council resolved that the data relating to Councillors' attendance at meetings be presented to each Council meeting, for information.

The data relating to the attendance of Councillors at meetings, so far during this municipal year, is therefore set out at Appendix 1 to this report.

Appendix 1 – Councillor Attendance Data

Elliot Ridington
Democratic Services and Governance Officer

PENZANCE COUNCIL - RUNNING COUNCILLOR ATTENDANCE 2025-2026

COUNCILLOR	COMMITTEES	NO. OF MEETINGS HELD(<i>incl. full Town Council</i>)	NO. OF MEETINGS ATTENDED	%
Baker, KM	F&GPs + Planning	14	14	100.00%
Broadhurst, NC	DEPUTY MAYOR	22	11	50.00%
Hadley, PM	A&C + L&A	10	9	90.00%
How, JM	A&C + L&A	11	10	90.91%
Jackson, B	L&A + Planning	16	15	93.75%
Jameson, PL	A&C + L&A + Personnel	11	7	63.64%
Lapin, P	F&GPs + Planning	16	17	106.25%
Law, PA	A&C + L&A	11	10	90.91%
Marrington, TS	A&C + Personnel	9	6	66.67%
McKenna, J	F&GPs + Personnel	9	8	88.89%
Osborne, PI	A&C + L&A	11	11	100.00%
Power, JS	L&A + Personnel + Planning	17	16	94.12%
Pugh, JR	A&C + F&GPs	11	8	72.73%
Reed, SJ	A&C + L&A	11	8	72.73%
Reynolds, SJ	MAYOR + Personnel	23	21	91.30%
Smart Knight, D	A&C + F&GPs	10	6	60.00%
Trevail, PC	A&C + F&GPs	11	9	81.82%
Wilson, MA	F&GPs + Planning	16	16	100.00%
Young, P	A&C + F&GPs + L&A + Personnel	15	14	93.33%

Town Mayor and Deputy Mayor attend every standing committee

Please note - some absences may be due to ill health

Report for Penzance Town Council

Number of people attending

All attendees had a meal while attending Pengarth

	Penzance		Newlyn		Mousehole		Heamoor		Gulval	
	People	Placements	People	Placements	People	Placements	People	Placements	People	Placements
April	30	244	11	115	2	16	9	159	1	4
May	30	244	11	115	2	12	10	176	1	4
June	31	250	12	118	2	12	11	180	1	4

	Penzance	number	Newlyn	number	Mousehole	number	Heamoor	number	Gulval	number
Number of meals on wheels	Penzance	delivered	People	delivered	People	delivered	People	delivered	People	delivered
April	24	520	4	67	5	132	9	238	2	8
May	24	530	4	67	5	132	9	238	2	8
June	24	530	4	67	5	132	9	238	2	8

Number of people attending

All attendees had a meal while attending Pengarth

	Penzance		Newlyn		Mousehole		Heamoor		Gulval	
	People	Placements	People	Placements	People	Placements	People	Placements	People	Placements
June	28	232	11	115	1	7	9	159	1	4
July	28	232	11	115	1	7	10	176	1	4
August	29	229	12	118	1	7	8	150	1	4

	Penzance	number	Newlyn	number	Mousehole	number	Heamoor	number	Gulval	number	
Number of meals on wheels	Penzance	delivered	People	delivered	People	delivered	People	delivered	People	delivered	
June	24		520	4	67	3	84	9	238	1	6
July	24		530	4	67	3	84	9	238	1	6
August	24		530	4	67	3	84	9	238	1	6

Activities

Day	Activatie	number of	Day	Activities	number of	Day	Activities	number of people
01-Jul	Generations Unite	21	01-Aug	Musical Ability	15	01-Sep	Sandra singing	6
02-Jul	Remember this	15	02-Aug	Quiz and games		02-Sep	Ball Games	14
03-Jul	Bingo	24	03-Aug	Sandra singing	18	03-Sep	Generation Unite	24
04-Jul	Movie	15	04-Aug	Michaela singing	24	04-Sep	Michaela Singing	18
05-Jul	Quiz and games	10	05-Aug	Generation Unite	19	05-Sep	Bingo	26
06-Jul	Craft	6	06-Aug	Flower arranging	29	06-Sep	Movie with popcorn	12
07-Jul	Arm chair fitness	17	07-Aug	Bingo	6	07-Sep	Quiz	14
08-Jul	Generations Unite	28	08-Aug	Flower arranging	18	08-Sep		6
09-Jul	Ball games	16	09-Aug	Quiz	12	09-Sep	Arm chair aerobics	16
10-Jul	Bingo	25	10-Aug		20	10-Sep	Music therapy with Steve	22
11-Jul	Movie	12	11-Aug	Arm chair aerobics	26	11-Sep	Singalong with remember this	18
12-Jul	Quize	14	12-Aug	Ken in singing	19	12-Sep	bingo	24
13-Jul		6	13-Aug	Michaela singing	28	13-Sep	Movie with popcorn	14
14-Jul	Music therapy with steve	18	14-Aug	Bingo	14	14-Sep	Sandra singing	14
15-Jul	Generations Unite	25	15-Aug	Movie	17	15-Sep	Catherine fitness	6
16-Jul		18	16-Aug	Quiz and games	16	16-Sep	Elise Singing	16
17-Jul	Bingo	24	17-Aug	Sandra singing	20	17-Sep		18
18-Jul	Movie	12	18-Aug	Elise Singing	18	18-Sep	Bingo	29
19-Jul	Quize	11	19-Aug	Generation Unite		19-Sep		
20-Jul	Sandra singing	7	20-Aug	Ball games	31	20-Sep		27
21-Jul	Elise Singing	24	21-Aug	Bingo	16	21-Sep	Quiz	
22-Jul	Generation Unite	23	22-Aug	Movie	18	22-Sep	Musical Ability	18
23-Jul		28	23-Aug	Quiz and games with Rosie	11	23-Sep	Generations unite	9
24-Jul	Bingo	21	24-Aug		19	24-Sep	Arm chair aerobics	32
25-Jul	Michaela Singing	15	25-Aug	Arm chair aerobics	20	25-Jan	Generation Unite	23
26-Jul	Quize	12	26-Aug	Judy sing-along		26-Sep	Dwayne singing	19
27-Jul		6	27-Aug	Art and craft	28	27-Sep		28
28-Jul		22	28-Aug	Bingo		28-Sep	Sandra singing	
29-Jul	Generations Unite	24	29-Aug	Movie		29-Sep	Catherine fitness	14

30-Jul singalong with Judy
31-Jul

18 30-Aug Quiz
31-Aug

30-Sep Remember this
31/9 Elise Singing

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PZN Youth CIC Report for Penzance Town Council Oct 2025

Current offer

Tuesday eve 6-8pm mixed ages 11-17

Creative group attended by 15-20 young people

Thursday daytime

Group for young people not in school, attended by 10 young people

Friday eve -3 open access groups attended by 35-50 young people over the eve

Group 1. 11yr olds

Group 2. 12-13 yr olds

Group 3. 14+

1:1s

Currently offering this to 3 young people

Holiday trips

This summer we provided a programme of activity mostly funded by Time2Move where we visited the Nancherrow Youth Centre in St Just on Fridays, went to the park in Penzance on Mondays and had trips including surfing at Sennen, Coasteering in Mousehole, skateboarding, Roller skating and zip lining

At all these free sessions we offer a healthy meal and snacks, creative activities, games and trusted adults for young people to talk to.

Current funders

Pz Town Council - gratefully received and the SLA certainly helps other funders feel confident
National Lottery awards for all

Children In Need

Allan Lane Foundation

KFC Foundation

Time2Move

Resettlement service

Community Capacity Fund

Madron War Memorial fund

International Women's day cabaret

TRIP

Applications in progress

Million Hours - to provide an after school sports drop in, a Sat lunch club and more 1:1 mentoring

Reaching Communities (National Lottery) through to second round for contribution to 5 years core funding

Youth Music for music hut in garden and provision

ICB Mental health fund

Livewest

Buying the building

We have been successful in raising the funds to buy the building and the sale is going through with the solicitors.

We are looking at how we can ensure it is protected in perpetuity as a youth venue for Penzance regardless of the success of PZN Youth.

Renovating/Extending the building

We received funding from the Community Capacity Fund in order to complete an architect's feasibility study on remodelling the building. A pre planning application has been submitted and we need to raise a further £11k to submit the full planning application.

We plan to have an open afternoon where plans will be shared on Dec 17th @ 2-6pm. Invite to follow.

Feasibility study attached

The plan is to apply for funds to complete this work next year when we own the building and have full planning consent.

Opportunities

We have been invited to the Houses of Parliament with a small group of young people in November to join a Coastal Communities APPG (All Party Parliamentary Group) panel. We will report back.

We are working with Cornwall Council (safeguarding team) on looking at issues of racism and how we can support learning and development of new strategies

We are planning a new refugee group to start in the new year in conjunction with the resettlement team

We will shortly be launching a Christmas fundraiser to try and get some contingency in the bank which we currently do not have

Challenges

We still have crunch points when cashflow can be tricky and we often over spend due to things we don't have budget for.

Plans for the CIC

We plan to become a CIO in the next year so that we can potentially access more funding opportunities. We will need to recruit 2 new trustees. Ideally with business and finance experience.

Youth Services SLA: Financial Reporting Template

Organisation Name: _____ PZN Youth CIC _____

Reporting Period: From Nov 2024 _____ to Oct 2025 _____

Date Submitted: 20th Oct 2025 _____

Completed by: _ Bek Breslaw _____

Role/Title: Manager _____

Section 1 – End of Year Financial Report

A. Overview

Total income for the reporting year (£)	108899_____
Total expenditure for the reporting year (£)	96782.16_____
Surplus / (Deficit) (£)	_____
Reserves at year-end (£)	12116.84_____

B. Income Breakdown

Income Source	Description / Funder	Restricted or Unrestricted	Amount (£)
Time2Move	Cornwall Council	Restricted	17837
National Lottery	Awards for All	Restricted	19980
Allen Lane		Restricted	5000
Children in Need		Restricted	15000
Golowan	Penzance Council	Restricted	6000
Madron War Memorial fund		Unrestricted	1000
KFC		Unrestricted	3000
Community Capacity Funding		Restricted	7641
Cornwall Community Foundation		Restricted	10000
SLA with Penzance Town Council		Restricted	20000
Grants			
Donations / Fundraising	Gofundme	Unrestricted	3441
Other earned income			

Total Income: £_108899_____

C. Expenditure Breakdown

Expenditure Category	Description	Amount (£)	% of Total
Activities		4255.70	
Food /drinks		4737.05	
Travel	coach/minibus hire	4796.40	
Staffing (youth workers, admin, etc.)	Youth workers, project management	64096.06	
Premises / Utilities	Rent and building costs	11451.52	

Equipment & Materials		4476.37	
Insurance, Safeguarding, DBS	Insurance and DBS	1152.78	
Training & CPD			
Marketing / Comms			
Overheads & Admin		1816.28	

Total Expenditure: £__96782.16____

D. Notes / Commentary

Explain any significant variances, one-off grants, extraordinary expenses, or funding changes.

Purchase of the building and associated costs will impact the figures over the 2 year period

Forward financial projection

Figures in red are grants in progress or funds not secured

Expenditure is forecast based on our current activities.

If Youth music and ICB grants are secured, then expenditure will increase in line with this grants

Section 2 – Forward Financial Projection

A. Summary Projection (Next 12 Months)

Category	Forecast Income (£)	Forecast Expenditure (£)
Core Operations		
SLA Income (Penzance Town Council)	20000	
Golowan	6000	
Children in Need	15000	
KFC	3000	
Time2Move	16400	
TRIP	61183	
Emily Bolitho fund	20000	
Private Donation	30000	
Youth Music	19070	
Reaching Communities	60000	
ICB	10000	
Donations / Fundraising	3000	
Total Projected Income	263,653	

Staffing Costs		75000
Premises / Utilities/building costs		5000
Equipment & Materials		7000
Ins & DBS		1800
Overheads & Admin		3000
Purchase of building		120000
Training		2000
Travel		3500
Food and drinks		5000
Activities		6000
Total Projected Expenditure		228,300
Projected Surplus / (Deficit)		35,353

Section 3 – Declaration

I confirm that the information provided is accurate to the best of my knowledge and reflects the financial position of the organisation.

Name: Bek Breslaw

Position: Manager

Date: 24/10/25

Signature: *Bek Breslaw*

PZN Youth Centre

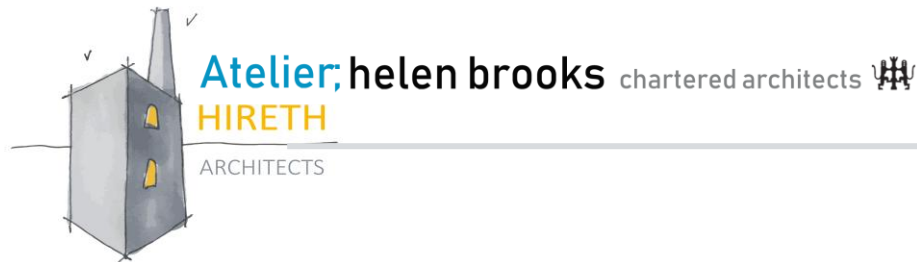
RIBA Stage 1 Preparation and Brief – Feasibility Report

Client PZN Youth Trustees

August 2025

Atelier; helen brooks riba chartered practice]

Doc no; 1 SK 052



Funded by
UK Government



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2	Community engagement	Introduction Recommendations			
3	Existing Site & Building Appraisal	Introduction & context The site Approach & existing access Views from & to the site Ecology Surrounding building usage Architectural typography Building constraints Building exterior Layout Conclusion	10	Environmental Considerations	Principles Noise & acoustics strategy Lighting strategy Power & heating strategy Conclusion
4	Historical Appraisal	History of the area & significant buildings Maps & photographic historical evidence History of the existing building Conclusion	11	Guide timeline	
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6	Concept Designs (Floor Plans & Images)		13	Conclusion	
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1. Introduction



Fig. 1 a variety of activities are offered by PZN Youth

1.1 Introduction

Atelier; hb chartered architects & Hireth Architects have been jointly commissioned as a collaborative consultant to complete this feasibility document and submit a Pre-application to Cornwall Council for RIBA stage 2 stage planning advice, following a successful application to Community Capacity Funding.

This feasibility document forms part of investigation into the viability of developing the existing building and site on Alverton Street to become a permanent home for Penzance & Newlyn Youth. It is an evolving document and will be expanded upon as further information is compiled. Once completed this document will conclude the feasibility stage of the project and will assist in progressing the project through concept to completion.

This feasibility report will be used as the basis of a Pre-planning Application to Cornwall Council to gather further information prior to making a formal planning application.

1.2 List of documents and Consultants Reports

This document should be read in conjunction with the appendices. The document references these within the text to allow for cross reference of information;

- A Photographic Record
- B Schedule of Conditions

1.2.1 Still to be completed

- C Economic Viability Report
- D Asbestos Report
- E Fire Safety Report
- F Designer Risk Assessment

1.3 Project introduction

PZN Youth offer an open access youth club sessions for young people aged 11-17, with some targeted sessions which extend up to 19 years (and above in some circumstances). PZN Youth offers a variety of Youth services both on and off site for Young People in and around Penzance and Newlyn. Entry, activities and food are all free so that our offer is truly inclusive. PZN Youth operates from their rented building on Alverton Street, Penzance, following substantial donations through 'Crowdfunding' and others have provided sufficient funding to purchase the building for the CIC.

1.3.1 Proposals

Atelier; hb chartered architects & Hireth Architects have been appointed by PZN Youth to complete the first stages in developing a new Youth Centre for the community of Penzance and Newlyn. The desire of the CIC is to create a place where the youth of Penzance and Newlyn can feel 'at home' and have a place in the community where they can enjoy and develop skills. Its important that designed spaces both within and outside, offer flexible spaces to be used by the Young community.

1.4 Summary

This document collates the aims and aspirations on the CIC, explores the existing site and building fabric, assesses the constraints and demonstrates the opportunities available to arrive at a viable, realistic, attainable brief to take forward into design development (RIBA Workstage 3 and beyond).

It is laid out in a series of sections which outline the various stages of the feasibility, consultants contribution and Public consultation.

The conclusion rounds up our findings so far, concludes RIBA Workstages 0 Strategic Definition and RIBA Workstage 1 Prep & Brief and suggests the appointments, tasks and timeframes required for the next stages.

2. Community & Stakeholder Engagement



Fig. 2 Image from front of website

2.1 Introduction

Consultation with key stakeholders is important for this project. Stakeholders will be from a variety of backgrounds, ages and groups, of all the stakeholders young users of the building are the most important.

2.2 Who are Key Stakeholders?

- The PZN Youth management team
- Local young people, both existing and potential users
- Community leaders and Members
- Planning Authority

2.3 Recommendations

2.3.1 Pre-Planning Consultation

Consultation on the feasibility/ concept designs will take place prior to developing designs further and following feedback from Cornwall Council. The consultation will be divided into two distinct groups: The Young People (current and potential users of the facilities) and local community consultation, including the local town council and businesses. The Community Consultation should be highly published (possibly with assistance from Penzance Town Council), it could take the form of a hybrid consultation involving an Online Consultation and Public Open Days.

2.3.2 Open Days

PZN Youth CIC intends to create an annual event celebrating the 'birth' and then the anniversary of the permanent youth space in Penzance. The event will be designed and planned with the young people and will organically grow as the project and space does. The event will celebrate and recognise all the cultures within our community (celebrating different food, art, dance, traditions and stories). An annual party of the young people celebrating the permanence of the space and an open networking event for professionals including stakeholders, LEA, funders, parents carers and the wider community, to strengthen and further embed a youth work culture in our community.

The first of these will be used for community feedback on the proposed concept designs and outcomes of the feasibility report. When building work is complete and the space is ready this event can include the following shared by the young people: Performance, Art Exhibition, Fashion Show, Food and Tours around the garden/ whats been grown

Feedback can be through online feedback forms, email or in person at the open event. Promotion of the event could be through, radio, print (hand delivered leaflets to local businesses, neighbouring residents, shops and public buildings, together with personalised emails) and online. PZN Youth will publish public exhibition boards on their website (www.pznyouth.org) prior to the public open day which they are intending to hold on following feedback from the Pre-application with Cornwall Council. The boards compiled in this document will be on display for visitors on the day to view and members of the project team will be there to answer questions and provide feedback.

2.4 Feedback

Feedback will be compiled under the following headings: Architectural/ Development, Sustainable Future, Use of the Building and Spaces Within

2.4.1 Next Steps

It will be important to continue an open and trusting dialogue with the local community and consultees throughout the design process leading up to the planning application and resolved design stages. A suggested next consultation date would be to prior to the Planning Application being made to Cornwall Council.

3. Existing Site & Building Appraisal



Fig. 3 Approach to building from Alverton Road



Fig. 4 View of courtyard space to the south west

3.1 Introduction & Context

Penzance is a bustling town, the gateway to the rugged hinterlands of West Penwith. It has a rich maritime, social, artistic and architectural history. In the 14th century Penzance grew from a village into a town, but its economic heyday was in the 18th and 19th Centuries when the town could depend on fishing, copper and trade from across the globe. In the early 19th century the town began to grow rapidly, many new streets and fine architectural public buildings were constructed including several surrounding PZN Youth Centre. The historical importance of the area is recognised through the Conservation Area designation and several listed buildings adjacent or within close proximity.

The site was originally part of the grounds of Buriton House, a large early 19th Century villa which faced west with a walled garden to the front. 'Glass Hut', the name given to the existing building by PZN Youth was constructed prior to 1967 when it appears on the OS map (see FIG.....).

Before that a series of garages or outbuildings appear to have been constructed (see Heritage Section of this report), some of these are still in place and wrap around the back of the site.

3.2 The Site

The site consists of the building, a small garden (adjacent to Buriton House) and a courtyard area. The overall site is approximately 162m².

3.3 Approach to the building

The site is at a busy vehicular and pedestrian intersection. Vehicles travel along Alverton Street, up Alverne Drive around the edge of town and pedestrians, buses and bikes travel past St Johns Hall into the Green Market. The pedestrian routes around the building are used by hundreds of people a day as their preferred route when walking or cycling to and from the town centre to the residential areas on the south west of the town. These routes connect to Morrab Road, Penlee Gardens and down to The Prom and in the opposite direction towards the shopping area of Causewayhead and Market Jew Street.

The site is close to town centre areas of housing, Humphrey Davy School, parks and several car parks. It is close to principle bus routes, the nearest bus stop both East or West being at Green Market or the Bellair Centre. Vehicular access is along Alverton Road with areas of parking at St Johns Hall, Penlee Park and Green Market within walking distance.

3.4 Existing access points

The site has its principle access to the front off Alverton Street, with an additional door to the rear of the building onto access route (shared with Buriton House).

The main entrance into the building is via a short set of steps. There is currently no access available into the building for any visitors with mobility issues and no parking is available on the site.

The land to the west of the building is currently open to the public via a stepped access.

3. Existing Site Plan



Fig. 5 existing site location plan



Fig. 26 existing site plan

3. Existing Floor Plan

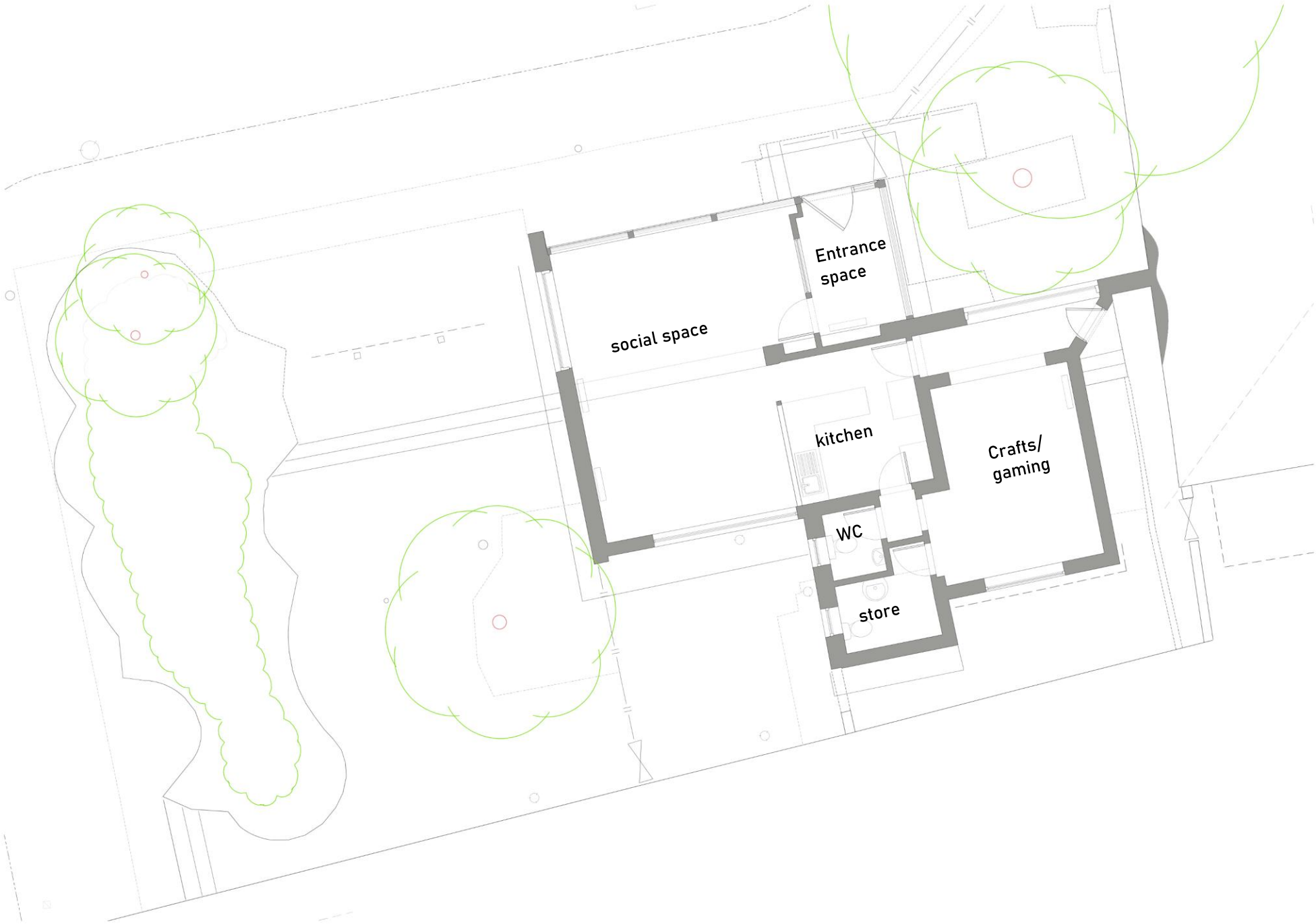


Fig. 6 existing plan

3. Existing elevations

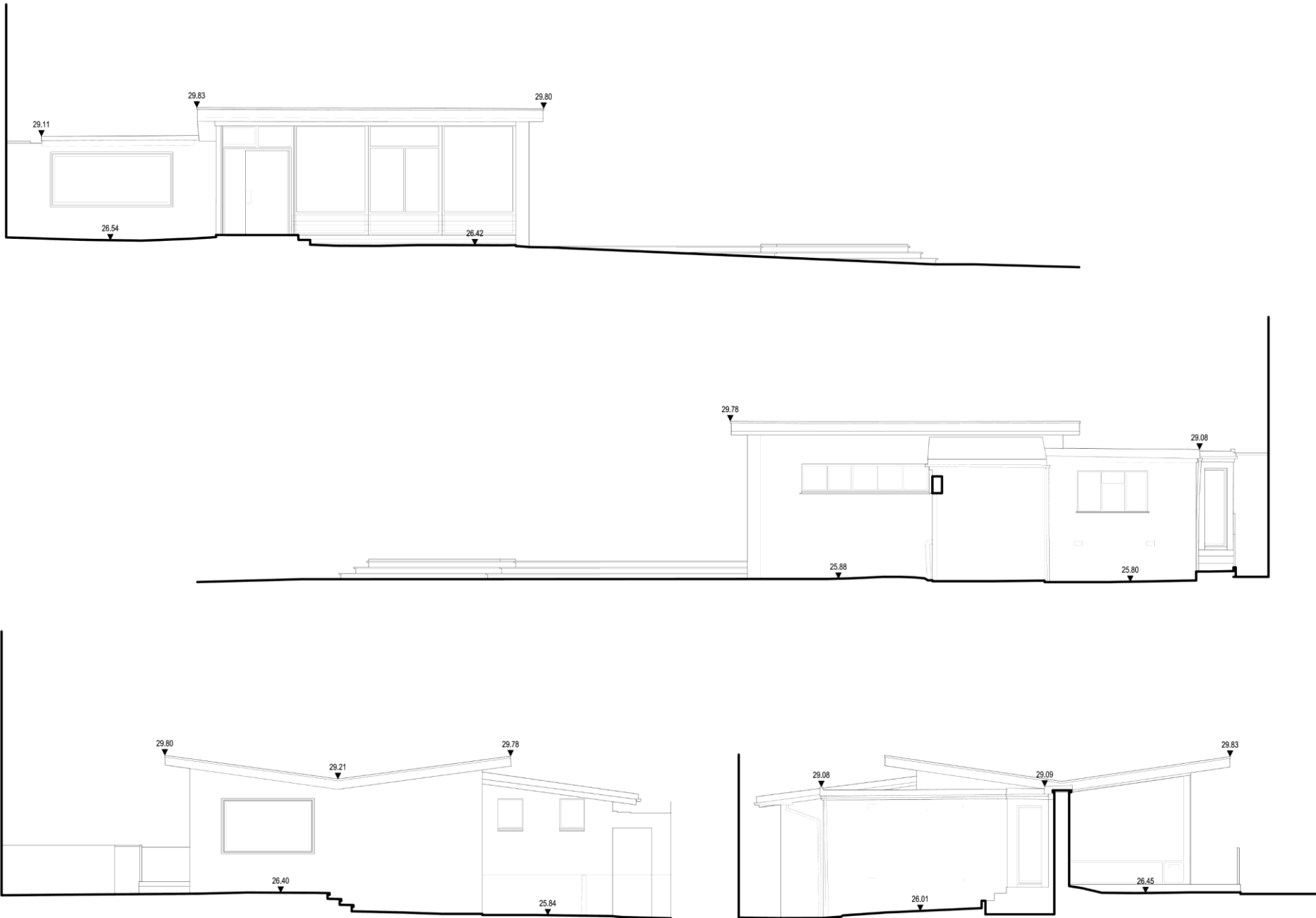


Fig. 7 elevations

3. Existing Site & Building Appraisal

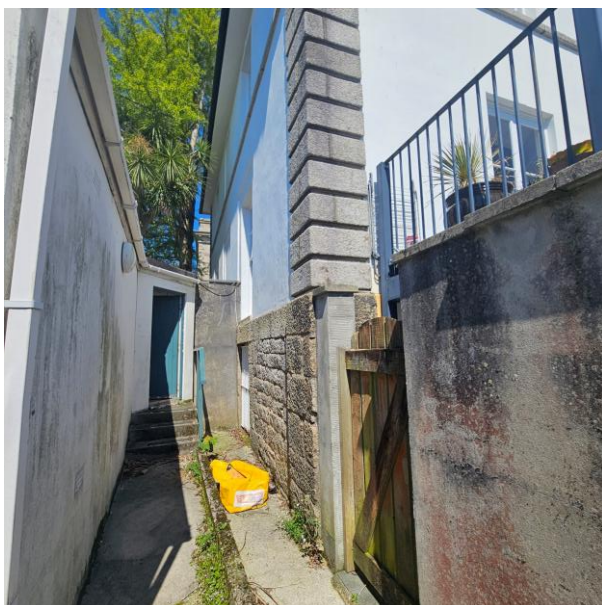


Fig. 8 view along boundary with Buriton House

3.5 Views to and From the Site

The building has views out from the front up Alverne Drive and views down Alverton Road. There are views into the private areas at the side and back of the building. The building has been nicknamed 'the Glass Hut' for its open nature and views out, it is important that these views are maintained following any design development on the site.

The building is a landmark at the Alverton Road/ Alverne Drive crossroad. It provides a 'wayfinder' for the community and visitors as they approach the town centre.

3.6 Ecology

The building's garden adjacent to Buriton House, has a large established tree but little other vegetation. The majority of the site is paved with a planted area to the edge of the West of the site. Its current ecological value is very limited. Part of the developed design plans will be to improve this situation. Refer to Opportunities mapping and concept potential.

The site is within the critical drainage area and therefore requires a flood risk assessment to be completed by a specialist prior to a Planning Application being made.

3.7 Architectural Typology

PZN Youth Club premises are a former civic building. The building has three principle facades with large 'sheet' glazed windows which have helped earn its name as the 'Glass Hub'. It appears to have been extended with two additional spaces to the back of the main building.

The building has a very striking gull wing roof which rises up on the Alverton Street Elevation allowing lots of additional light into the interior spaces. The building materials consist principally of large windows and stacked slate finish. The side window has a concrete surround creating a thin frame.

The street layout around the site has a clear definition. The site stands at an architectural crossroads between denser late 18th early 19th century streetscape behind and the grander civic 19th Century buildings such as St Johns Hall. But the typography of the building is mid 20th century modernism so it makes a bold and interesting statement against its neighbours. It is a building loved by the local community.

There are important 19th century heritage assets in the vicinity of the site which are noted in section 4.

3.7.1 Contemporary & later architecture

There are several architecturally appealing examples of contemporary additions / conversions within the area - Exchange Gallery, Newlyn Art Gallery, the Pixel Creative Hub at the top of Causewayhead. These provide positive examples of successful interface between the old and new and how they can successfully interact to create a positive exciting environment while respecting their historic setting.

There is a diverse mix of traditional and contemporary materials within the area used in an inspiring way, granite, large glazed areas, slate, coloured glass and timber. These will be referenced as precedent materials during the design process.

3. Existing Site & Building Appraisal



Fig. 9 internal view of main internal space



Fig. 10 internal view of second room

3.8 The Building

The building has been used by the Youth Club for the last two years. Prior to this the building was used by Penzance Town Council and before that it was a Tourist Information Centre.

A Building Survey Report (Appendix B) was completed in May 2025 by John Coak & Company. The building is generally in a sound condition any matters of particular note are referenced within the text of this section.

3.9 Building Exterior

3.9.1 Elevations

The North Elevation is the entrance frontage, with the main entrance to the left and a large window to the right. There is a further section setback from the street within the garden area. The South elevation is made up of the original building and an extended form with a variety of different sized windows to suit purpose.

The West Elevation faces Alverton Road, it has a large window facing onto the courtyard area. The remainder of the elevation is behind a timber fence. The East elevation has no windows.

The walls appear to be conventional cavity wall construction, although the condition survey states that buildings of this time period didn't have insulation a similar building constructed at the same time period by Penzance Town Council does have some insulation in the cavity walls. The walls are clad externally with stacked slate cladding.

The report also suggests that a Mundic Block test will be required if a mortgage was ever required.

There is some evidence of 'rotation' movement in the walls, which will need to be dealt with prior to any development. If it is decided to not extend the building, this will need to be looked at in more detail and rectification works completed.

3.9.2 Roof

The roof of the building is of a corrugated steel construction with a bituminous covering. The roof has wide eaves and is steeply pitched upwards at the eaves. The roof meets and forms a central valley which provides drainage for this section of roof. The other two smaller roofs are low pitched in a more conventional way. The main roof has been recently re-coated, but the other sections are in poor condition and need re-coating. An alternative finish needs to be considered as the current roof finish has a longevity of 12-20 years and some parts have exceeded that duration.

Internally the ceilings are finished with suspended ceiling panels. It is possible to check the condition of the underside of the roof in the main space, but not in the other parts of the building.

3.9.3 Floor

The building has a concrete floor which it is assumed has no insulation or radon membrane.

3.9.4 Windows and doors

Windows and doors are timber and of various types and ages. The window on the east room is a timber double glazed unit and to the window facing the courtyard. The principle window facing Alverton Street is timber with single glazing. The window is in more urgent need of repair. The high level Crittall window to the back of the main room is in reasonable condition, but single glazed with a rotting timber outer frame. The main door is aluminium, but within the original timber frame and the clerestory window over is original timber single glazed as well.

3. Existing Site & Building Appraisal

3.10 Layout

The plan form is simple and takes up approximately half of the site. The main entrance is approached via steps into a glazed entrance space. Directly in front is a 'reception' style hatch. A door to the right leads into the main room, currently used for a variety of social activities by the young people. The room also contains a small kitchen space.

Another door to the left leads into a second activity space with an exit to the side of the building. Off this room are two WC's, one still used as such and the other used for storage.

3.11 Current Building Constraints

There are constraints imposed on design opportunities by the layout, character and historical significance of the building;

- 1960's modernist building within the Penzance Conservation Area.
- Located in an area with a number of listed property, particularly Grade II listed Buriton House and St Johns Hall.
- Important asset with interesting features externally.
- Limited site for redevelopment
- No options for differing locations for intervention.
- Noise could be a concern due to the proximity of housing.
- No disabled access to any part of the building, with only one principle stepped entrance.
- No Ventilation Plan, opening windows could cause issues with noise pollution and uncontrolled ventilation.
- Large windows great for natural light and views but not so good acoustically or thermally.
- Electrics in need of review throughout building.

These constraints are by illustrated by fig 11 & 12

3.12 Conclusion

The Condition Report (appendix B) sets out in detail the condition of the buildings and mitigation measures required to preserve the important elements. Generally the building is in a fair condition, but some repairs both externally and internally need to be carried out;

- Externally these relate to timber work, such as windows, doors, facias and soffits. The roof condition is fair in some location with areas in need of more urgent repair. The walls are generally in good condition with some areas needing minor repairs.
- Internally generally the building is in sound condition
- An asbestos report is required

The Condition Report provide a useful commentary to the building. It demonstrates that the condition of the building will not preclude the use of the building by PZN Youth for their long term aims. The buildings state of repair is generally fair and repair works can be completed during renovation and extension works as appropriate.

3. Site Constraints Plan

- Located in the heart of Penzance
- Sits in a strategic & historic important junction where the main historic route into Penzance from the West comes into the centre and where travellers arriving into Penzance from the East arrived.
- Buriton House is Grade II listed with interesting architectural features both internally and externally
- Historic First & Last 'Staging Post' adjacent to the site
- Within close proximity to the town centre streets – Alverton Street, Causewayhead and Market Jew Street
- Pedestrian routes connect housing estates of Alverton, Treneere and housing areas such as Battlefields.
- Easy walking distance of several car parks – both Penlee Park and St Johns Hall Car parks within less than 100m's.
- No on-site parking or vehicular access
- Safe vehicular drop off points are available at both St Johns and Penlee Car Parks
- Public transport and vehicular access to the outlying villages and settlements
- Gwavas and Newlyn have a direct public transport link with buses stopping adjacent to the site.
- Sits within a diverse neighbourhood with a mix of Retail, Public, Commercial and Residential buildings
- Noise could be a concern due to proximity of Buriton House. All other dwellings are at least 50m from the boundary
- Limited site for redevelopment (approx. area of 125m2)
- The existing building is a wayfinder for visitors coming into town – important maintain. Important wayfinder / visual marker at entrance to town centre
- Good views out from the building to the surrounding for visual monitoring
- No garden and little ecology on site
- Surrounding architectural styles – principally early to late 19th Century. With some 20th Century buildings



Fig. 11 site constraints plan

3. Building Constraints Plan

- Important historical asset with interesting features externally (Buriton House, St Johns, First and Last). Refer to Heritage Section for further detail
- Limited site for redevelopment (approx. area of 128m2. No alternative options for differing locations for intervention
- Important views towards the building from Alverton Road and Alverton Street
- Noise could be on concern due to the proximity of Buriton House
- No disabled access to any part of the building. Only one principle stepped entrance currently
- No Ventilation Plan, other than opening windows which causes issues with noise pollution and uncontrolled Ventilation
- Large windows are great for natural light, but not so good acoustically or thermally
- The height of the existing roof may limit height of proposed built intervention
- Electrics in need of review throughout building
- Ground floor rooms need to be upgraded and modernised (acoustics, fire, ventilation)
- Limited WC facilities and no disabled or baby change facilities
- Good size rooms
- Spaces are separated by walls - not open plan / bad for surveillance / large groups
- No space for group sports either inside or out
- Fire escape route from Buriton House comprises possibility for secure external space
- Single access point into building - tight stepped entrance

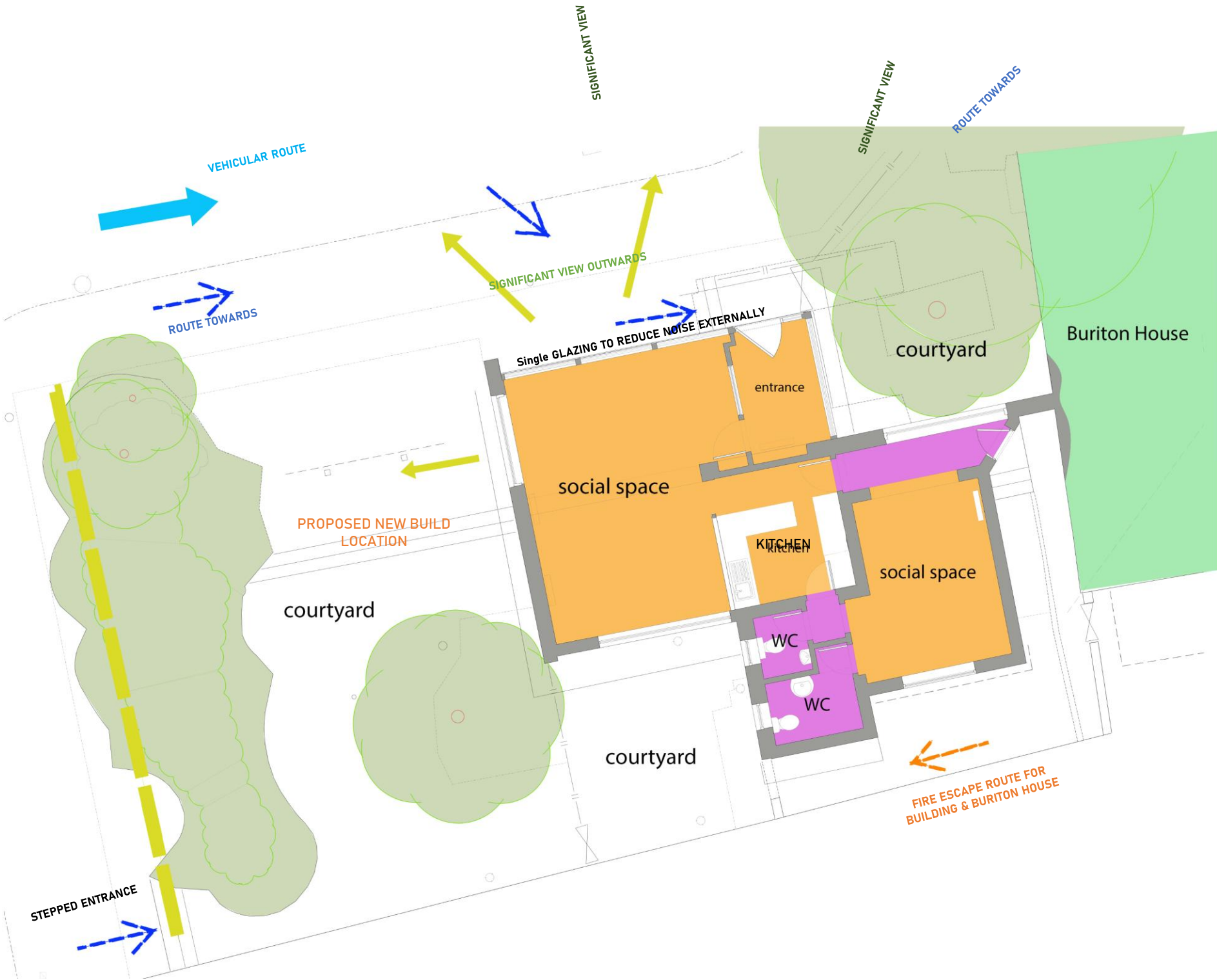


Fig.12 building constraints plan

4. Historical Appraisal

4.1 Introduction

The site is located within the Penzance Conservation Area and is adjacent and within the vicinity of a number of Grade 2 listed Buildings.

The following pages in this report give an outline history of the building and locality with information collected to date and details the Listed Buildings that lay within the closest proximity to the application site and which any proposal will have an impact upon.



- Site
- Grade II Listed Building
- Unlisted Building of Historic Interest

Fig. 13 Site Plan with Listed Buildings & Unlisted Buildings of Historic Interest



- Site
- Historic Town Centre
- Alverton & Morrab

Fig. 14 Site Plan with Conservation Area Character Areas



Fig.15 Site Plan with Listed Buildings & Conservation Area

4. Historical Appraisal

4.2 Site History & Existing Building

Alverton itself, where the site is located, is an historic part of Penzance. ‘Alverton: West of Penzance by Paul Mason’ notes that the origins of the name Alverton may date back as far as Domesday.

The current Street Patten in the locality of the site is evident from Historic Mapping as far back as early 1800’s. The site used to form part of the grounds to Burinton House – further details of Burinton House and it’s Listing can be found in the following pages.

The information available to date on the existing building is very limited. The building was constructed in the 1960’s (see map extract below) and has housed a various number of Council buildings from a Tourist Office to Town Clerks Office prior to its current use by PZN Youth.

It is a single story building and is an example of a contemporary design of its time. Quite striking, it has a butterfly roof, large areas of glazing and a slate block cladding to the primary street elevations. Further information on the existing building will be gathered from local archives should a full application be submitted.



Fig. 20 Existing Building

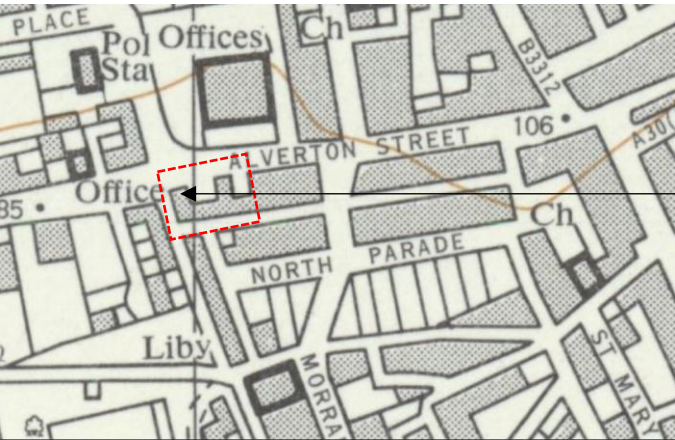


Fig.21 Historic Map from 1960 when current building first appears

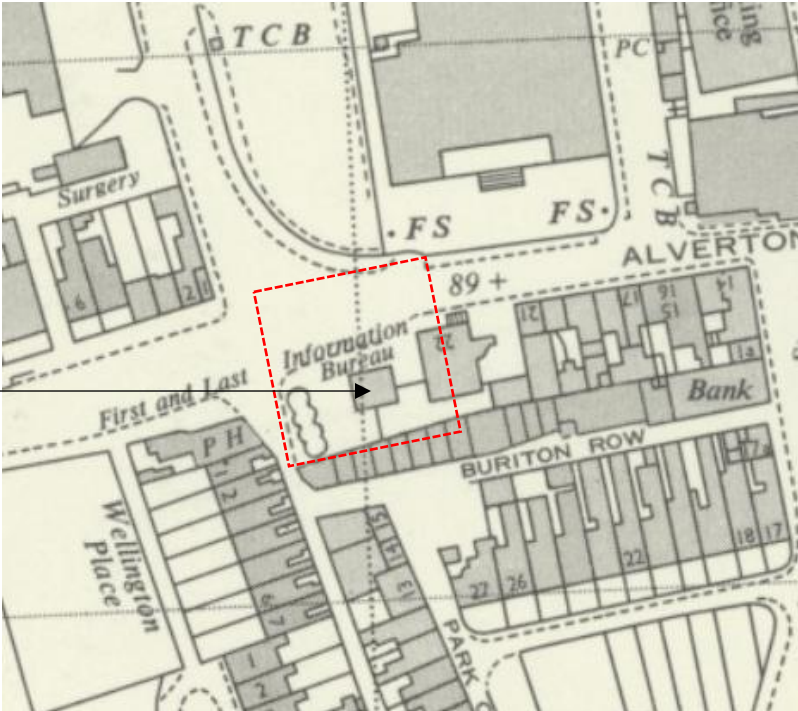
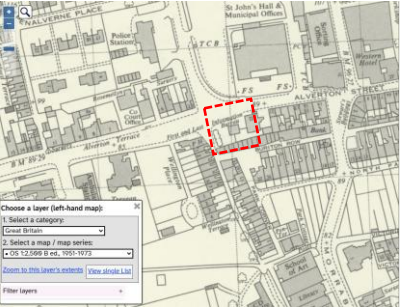
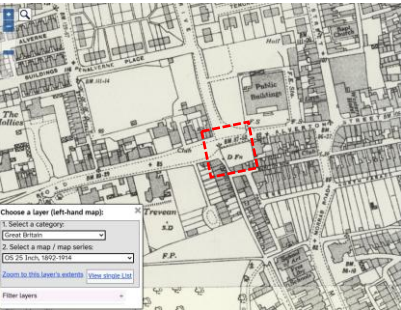
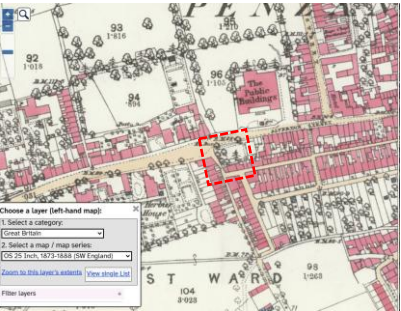
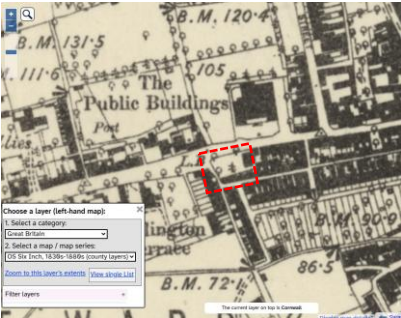


Fig. 22 Historic Map from 1951-1973 when current building first appears noted as ‘information bureau’



Figs. 16-19 Historic Mapping - From top to Bottom – 1830-1880, 1873-1888, 1900's and 1951-1973

4. Historical Appraisal



Figs. 23-26 From top to Bottom – St John's Hall, St site & John's Hall viewed from South West, site and John's Hall viewed from West, site and John's Hall viewed from East

4.3 Surrounding Listed Buildings - St John's Hall - 'Public Buildings'

St John's Hall is located to the North East of the application site.

When viewed from Alverton Road looking East, the application site and St John's Hall are in the same vista. When viewed from Alverton Road looking West St John's Hall and the application cannot be seen together.

LISTING DETAILS

1. 1498PENZANCE ALVERTON STREET (North Side)Public Buildings sw 47305/10A 29.7.50.II2. Late C19, monumental granite ashlar building. 2storeys and semi-basement. 11windows: all with semi-circular arches with recessed architraves. 2string courses, eaves cornice with brackets, and eaves parapet. Keystones and quoins in relief. 5window centre block set back. Flat Doric entrance porch with twin columns a Palladian window on 1st floor above.



Figs. 27-29 Historic Views of Site & St Johns Hall From top to Bottom – cc.1922, cc1910 & cc1905

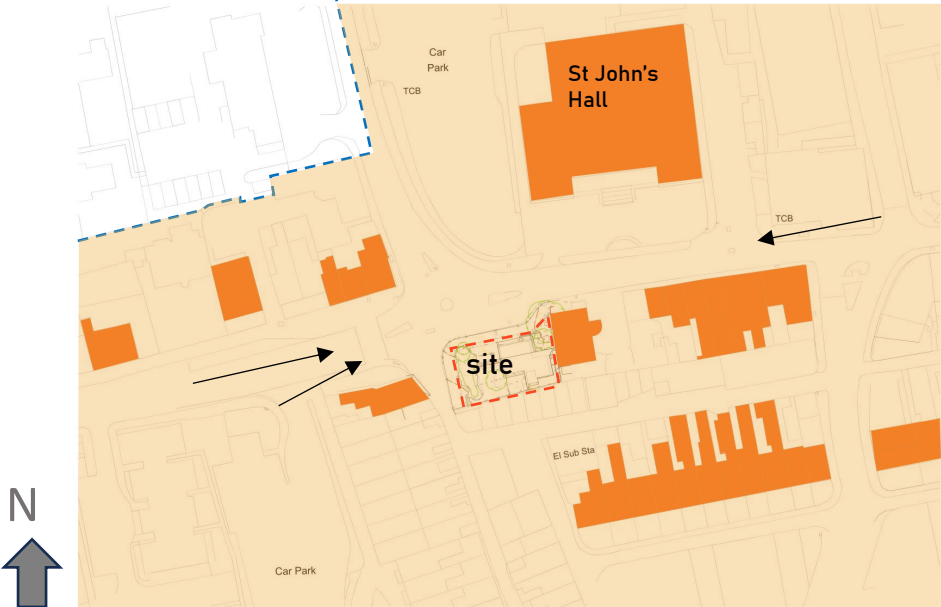


Fig. 30 Site Plan with Site & St John's Hall

- Site
- Grade II Listed Building
- Penzance Conservation Area
- Photo Viewing Point

4. Historical Appraisal



Figs. 31-34 From top to Bottom – Burinton House, Burinton House, site and Burinton House viewed from West, site and Burinton House viewed from East

4.4 Surrounding Listed Buildings – Burinton House

Burinton House is located to the East and adjacent to the application site – it is understood that the application site formed part of the grounds/garden to Burinton House.

When viewed from Alverton Road looking East, the application site and Burinton House are in the same vista. When viewed from Alverton Road looking West Burinton House and the application cannot be seen together.

LISTING DETAILS

1. 1498 PENZANCE ALVERTON STREET (South Side) Burinton House SW 4730 5/12112. Early C19. Stucco, granite plinth. One string course, granite quions. Slate hipped roof, eaves soffit. 2 storeys and semi-basement. West elevation 3 windows, centre blocked, ground floor in slight recesses. North elevation to street 2 windows, to left doorway with round arch with inner arch with sunburst motif, stone steps with iron railings. Sashes with glazing bars. East elevation slate hung circular stair bay. Interior, rooms with dentilled and beaded cornices, window shutters with panels containing sunburst motifs, reeded architraves to doorways and windows, staircase.



Figs. 35-38 Historic Views of Site & Burinton House From top to Bottom – cc.1922, cc.1910 & cc.1905



Fig. 39 Site Plan with Site & Burinton House

- Site
- Grade II Listed Building
- Penzance Conservation Area
- Photo Viewing Point

4. Historical Appraisal

4.5 Surrounding Listed Buildings – First and Last Inn

First and Last Inn is located to the West and adjacent to the application site.

When viewed from Alverton Road looking East, the application site and First and Last Inn are in the same vista. When viewed from Alverton Road looking West First and Last Inn and the application cannot be seen together.

LISTING DETAILS

1. 1498. PENZANCE ALVERTON ROAD (South Side)First and Last Inn SW 46306/462112. C18/19. Roughcast. Hipped roof of new slates, 3storeys. 2wide spaced windows, restored sashes without glazing bars, ground floor 3-light sashes with glazing bars. Central doorway. Side and rear elevation partly slate hung. Wing on right, 2storeys, 2windows, sashes with glazing bars. Tarred slate roof with gable end.



Figs. 40-43 From top to Bottom – First & Last Inn, First & Last Inn, site First & Last Inn viewed from West, site First & Last Inn viewed from East



Figs. 44-47 Historic Views of Site & First & Last Inn House From top to Bottom – cc.1880, cc1910, cc 1909 & cc1910



Fig. 48 Site Plan with Site & First & Last Inn

- Site
- Grade II Listed Building
- Penzance Conservation Area
- Photo Viewing Point

4 Historical Appraisal



Figs. 49-52 From top to Bottom – 1-4 Alverton Street, 1-4 Alverton Street, site 1-4 Alverton Street viewed from West, site 1-4 Alverton Street viewed from East

4.6 Surrounding Listed Buildings – 1-4 Alverton Street (Alverton Terrace)

1-4 Alverton Street (Alverton Terrace) is located to the North West of the application site.

When viewed from Alverton Road looking East, the application site and 1-4 Alverton Street (Alverton Terrace) are in the same vista. When viewed from Alverton Road looking West 1-4 Alverton Street (Alverton Terrace) and the application cannot be seen together.

LISTING DETAILS

This list entry was subject to a Minor Amendment on 03/12/2012SW 4630 6/13 1498 PENZANCE ALVERTON ROAD (North Side) Nos 1 to 4 (consec) (Alverton Terrace)(Formerly listed as Nos 2 to 4 (consec) Alverton Terrace)GV IIC18/19 stuccoed cottages. Slate roof with gable ends. 2 storeys. 5 windows, 1st floor 2-light casements, ground floor small sashes and 2 small early/mid C19 shop fronts with narrow fascias and flat cornices.

Included for group value. Nos 2 to 6 (consec) form a group..



Fig. 53 Historic View of site 1-4 Alverton Street cc 1890



Fig. 54 Site Plan with Site & 1-4 Alverton Street

- Site
- Grade II Listed Building
- Penzance Conservation Area
- Photo Viewing Point

5. Design Assessment



Fig. 55 the 'Glass Hut' graphics

5.1 Introduction

The Directors of PZN Youth, as custodians of this important community building are committed to both restoration and revitalisation of this important Penzance asset. They want 'The Glass Hut' as it has been nicknamed to be given a new lease of life as a public building for the 21st century. To achieve this the existing building footprint needs to be expanded to provide modern services and accommodation while respecting and enhancing the fabric of the original building.

The building principles should be;

- Conservation – connect with the past through the celebration and preservation of the buildings heritage
- Celebrate the building, allow it to evolve for use now and into the future
- Celebrate the original architectural design intentions, while incorporating contemporary approaches to provide a valued asset for now and into the future
- Further Integrate the building into everyday Penzance life

5.2 Location & Access

The site is in an ideal location for visibility and accessibility within the town. It is in a good location for routes connecting to the town centre to the outlining housing areas parks and the coast.

The building is within easy walking distance of several car parks: both St Johns and Penlee parking within a few 100 metres, with drop off spaces available nearer. Its position in the heart of Penzance affords good connections via all modes of sustainable transport; on foot, cycling, by train, bus. Young people will be able to connect to the centre with ease.

The area designated for an extension is best placed to allow for a new level entrance providing a access point usable by all.

5.3 Site Opportunities

An innovative and distinct design utilising the limited space available will be required which connects to the existing building and its surroundings. It has the potential to build upon the principles of a 'Wayfinder' building that the building already has.

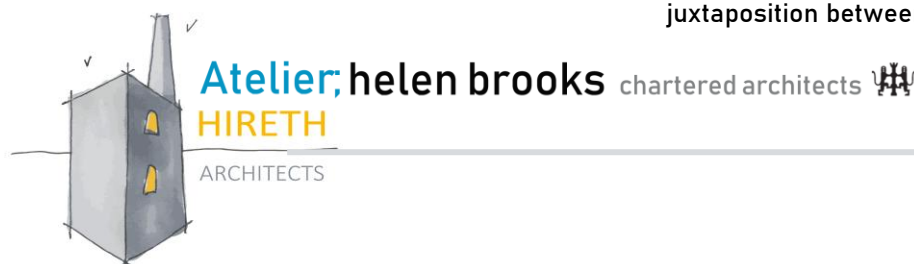
5.4 Views

It will be important to maintain existing views from and towards the building. New internal space created should take advantage of the possibilities for views down Alverton Road, while being mindful of overlooking and maintaining a sense of security and privacy for the users. It will be important to provide a bold entrance which is apparent on approach in all directions.

5.6 Architectural Opportunities

The existing building sits within the Penzance Conservation Area. The unique form of the building creates opportunities to form complementary contemporary architecture. The proposals developed in RIBA Workstage 2 (concept design) and moving forward need to protect and enhance the essence of the historic fabric of the building, help to promote the area's important characteristics and develop an innovative contemporary, sustainable design which promotes the aims and aspirations of PZN Youth CIC.

Precedent and best practice informs that redeveloping and extending to or near historic buildings should not restrict contemporary design and the juxtaposition between old and new works to enhance the built environment. The existing building demonstratively shows this.



5. Design Assessment

5.9 Sustainable Approach

The design needs to follow a fully sustainable approach; the new build should have limited environmental impact. The BREEAM (Building Research Establishment Environmental Assessment Methodology) process could be utilised as a toolkit or its principles followed.

BREEAM reflects the overall performance of a building, the Client, Design and Construction Teams together with the BREEAM Assessor work together throughout the procurement process (from Concept Design, through to Construction) to achieve the desired environmental performance and ultimately a BREEAM certification. This 'opens up' opportunities for grant funding and is sometimes a requirement. Alternatively, the principles of BREEAM can be used guidance.

5.10 Ecology

The brief should allow for exploring opportunities to promote ecology, using small areas of green spaces within the site. The possibility of a 'Green Roof' or 'Green Wall' and/ or areas of natural planting around the building.

Introduction of Bat Boxes at high level on the building should be utilised.

Given the increases in storm events the existing rainwater goods should be replaced. The new building should include rainwater harvesting for non-potable uses integrated into the design.

5.11 Option for Phased Approach

The concept allows for work to be either completed as a single build or in two phases;

- Phase I: Renovation to the existing building and admin extension.
- Phase II: Extension to create a vibrant exciting entrance and facilities which provides for a Youth Centre in a space.

This approach would allow for the building to be vacated for a shorter period of time with works being completed to the new sections while the existing building was back in use. There are several disadvantages to this approach: this would have a cost implication and necessitate a building site to be located adjacent to a working Youth Centre.

The advantage would be that the building could continue as a going concern for with less interruption and no need to find an alternative provision for a long period of time.

The preferred approach is for all the work to be completed under a single contract.

5. Design Assessment



Fig. 56 the existing building in context with St John's hall in the background

5.7 The existing Building

Generally the building is in good condition: some repairs externally and internally will be necessary to allow its use and to preserve it into the future.

5.7.1 Roof

As discussed in the existing building section, the roof will need to be renewed with a new external finish and the existing structure checked or replaced.

5.7.2 Windows and doors

The windows throughout are generally original. It will be appropriate to replace all windows and doors with double or triple glazed units which will increase provide better thermal and acoustic properties.

5.8 Precedent & Vernacular Influences

The street layout around the site has a clear definition, Alverton Street / Road having been the principle route towards the West back as far as medieval times. Most of the surrounding buildings were built around in the early part of the 19th Century. The dominating building being St John's Hall opposite. The site stands at a clear boundary between the town centre and routes north and west.

There are some important 19th & early 20th century heritage assets in the vicinity; including Buriton House and The First and Last, these have been explored in section 4.

5.8.1 Contemporary & later architecture

The existing building provides a contemporary contrast with the surrounding scale of the premoninantly 18th and 19th century elegance of surrounding buildings. Any modifications and extensions needs to consider the juxtaposition between old and new already created by that relationship.

There are some architecturally appealing examples of contemporary additions/ conversions within the area: Exchange Gallery, Newlyn Art Gallery, Pixel Building and the recently completed Gardeners House. These offer interesting very local precedents.

Further afield there are some wonderful examples of the juxtaposition between old and new, a contemporary interface with the historic and working examples of modern buildings positioned within important historic settings. There is an opportunity with this project to really explore how this approach can be explored to enhance the existing building to create a contemporary vibrant architecture.

Given the interesting form of the existing building together with its use there is an opportunity to pursue a playfulness to the design and the materials used, to ensure the centre has a strong identity and impact on the roadside.

The existing window has been decorated by users to create artwork, this large expanse of glazing could be used to create more formal artwork by the young people.

5. Precedent: architecture

entrance

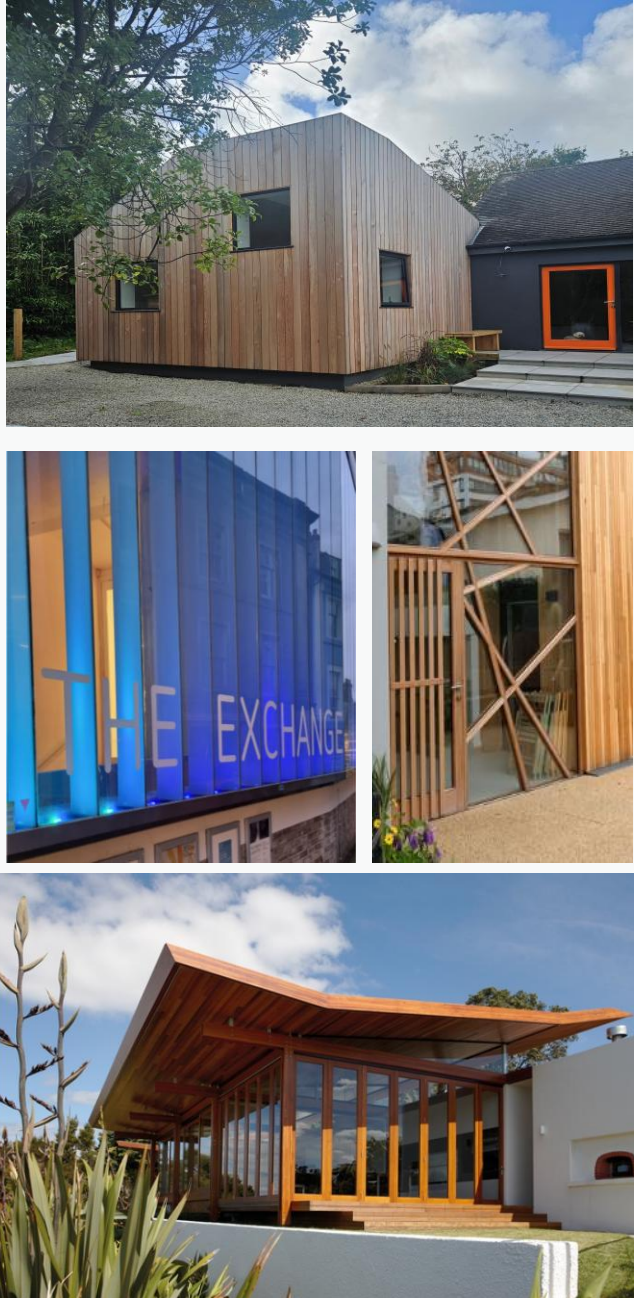


Fig. 57 contemporary precedents

outdoors



form



5. Precedents: materials



Fig. 58 traditional, vernacular and contemporary materials



Fig. 59 tactile materials



Fig. 60 lots of light, bright spaces



Fig. 61 introducing nature to the build

5. Site Opportunities Plan

LOCATION/ ACCESS

- Located in the heart of Penzance – good connections
- Good location for routes connecting town centre to residential areas,
- Within easy walking distance of several car parks: St Johns car park opposite

ARCHITECTURE/ SITE OPPORTUNITIES

- Make the most of the limited available site to offer a distinct design
- Important to maintain views outwards from the existing building
- Surrounding Architectural styles – principally early to late 19th Century, existing is a notable exception which can be used for an innovation approach.
- Create new level entrance into building
- Provide a welcoming point of entrance for all visitors. Glazed main lobby space
- Opportunity to promote ecology on site through a ‘Green Roof’ or areas of natural planting
- Promote a fully sustainable build approach. New build to have limited environmental impact
- Long term Youth and community Venue for public events
- Sustainable approaches to Heating, Ventilation and Electricity supply and a considered lighting scheme
- Conserve the Important assets of the building as a wayfinder
- All areas of the proposed and existing building accessible for all, meeting everyone’s needs.
- Upgrade and modernise all existing rooms and ensure that both the existing and new buildings fully comply with fire safety requirements.
- Improve thermal, acoustic qualities of the existing windows to ensure minimal impact on surrounding residents
- Sound proofing to rooms as appropriate
- Replace the existing WC facilities and kitchen space, with new facilities

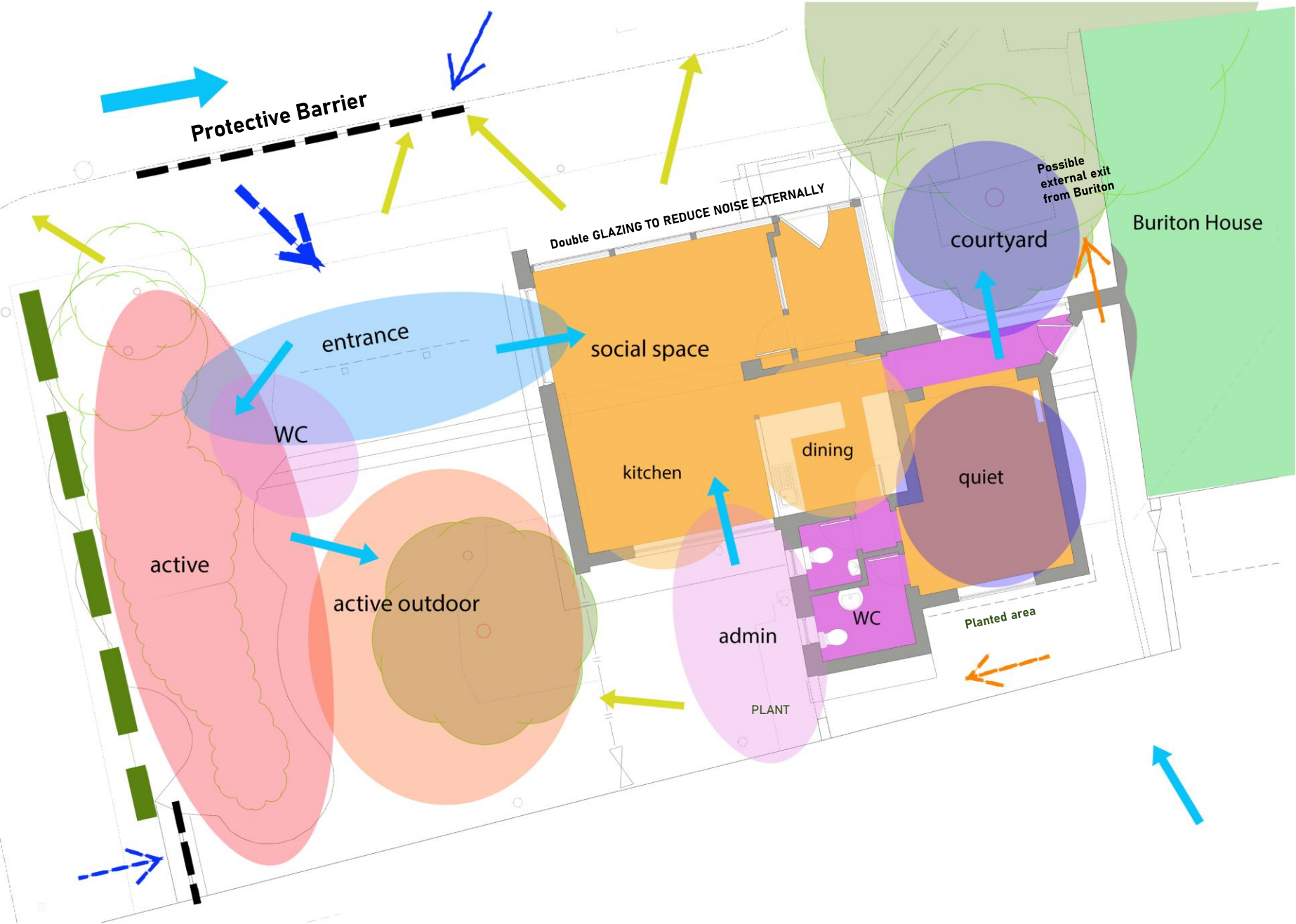


Fig. 62 site opportunities from public expo boards

6. Briefing key notes – Entrance



6.1 Introduction

This section briefly sets out the important elements of each space both internal and external areas on which to build the design from Concept Design through to a Developed design ready to make a Full Planning Application and progress forward to Completion.

The building s plot is a good size plot which will allow for the facility to be provided on a single ground floor storey, ensuring the centre is fully accessible.

6.2 Approach/Entrance

The approach to the building should be friendly and welcoming to users and potential users alike. The exterior should be landscaped with external seating areas. Directly outside the main entrance should be space to congregate and chat or wait to enter the space. There should be a barrier to the side of the site to protect the young people from the adjacent road.

The access should be available to everyone. Currently the only access into the building is via steps, the new entrance should make allowance for a ramped approach. There should be a covered area for the young people to wait.

The main entrance should be glazed so that users are not worried about where they are going, but once inside the building the users should feel secure and within a private space. A secure door system should be considered.

6.2.1 Briefing notes

- The main approach should be welcoming with a ramped entrance. There should be a barrier between the entrance and the roadside
- The lobby should be a contemporary piece of architecture which welcomes visitors into the youth centre. It is essential that users feel secure and protected once inside
- The lobby should be usable as a multi-use space
- It needs to be a node between the difference spaces and WC facilities
- New WC facilities including disabled , directly accessed from the lobby
- The space should be filled with light and have visibility through to the external courtyard behind
- Use of tactile services – maybe a green wall in the space
- Could incorporate art and signage designed by users

6. PZN Youth Concept Plan



Fig. 63 concept floor plan

6. Briefing - Schedule of accommodation

Brief/ Schedule of Accomodation					
ROOM/ AREA NAME	LOCATION	AREA approx.	notes		
main entrance (lobby)	Alverton Rd		controlled access lobby? Or entrance	1	
WC's (individual enclosed cubicles)	Lobby	1.5 - 2m2	2no.	2	
Disabled WC	Lobby		1no.	2	
Active Room	new wing	60m2		2	
Active Outdoor area (courtyard)	courtyard	50m2		2	
Transition (gathering space)	existing front	58m2	total including below	1	
Kitchen	existing back	included above		1	
Dining/ eating	existing back	included above		1	
multi function (music)	existing	included above		1	
Admin office	existing & new back	15m2		1	
Staff WC	existing back	included above	1no.	1	
Quiet(er) / arts/ crafts	existing	18m2		1	
Sensory Space	if needed	1.5m2		1 or 2	
Reading nook	existing	1.5m2		1	
Quiet outdoor	existing garden	22m2		1	
Bins/ bikes	existing courtyard	8m2		2	
Internal storage	various around site		please let us know what storage is needed for	1&2	

Fig. 64 provisional schedule of accommodation

6. Briefing key notes - Gathering

6.4 Gathering / Shared spaces

The existing main space will be utilised as a general gathering space will be used for a variety of activities. The space will include a kitchen area, space for eating or using a table for chatting or other tasks. A space to relax with a sofa. An area to play video games either alone or with others.

6.4.1 Briefing notes

- The space needs to be adaptable and flexible
- Multi-use spaces
- Area to relax and chat or watch videos etc – sofas, comfortable chairs
- Kitchen area which can be used by members of staff or supervised young people
- An area setup with chairs and tables for eating or other social or quiet activities
- Link to the entrance space and to admin areas
- Light bright space with plenty of natural light
- Lit from above
- Space which can be used for playing instruments or performances (possibility of making this space soundproof)
- Different natural materials used to define different areas
- Use of bright colours to create a friendly sense of space



5. Briefing key notes - Active



6.5 Active Spaces

The lobby / multi use space will flow in one direction to the 'gathering area' and the other way to the 'active' area. This space is designed to interact directly with the external space. With large openable doors directly linking to both spaces.

The internal active space can be used for a variety of sports classes and general activities.

6.5.1 Briefing notes

- Ideally the floor should be a sports floor suitable for multi-sports
- A higher ceiling would be useful to allow for this
- Appropriate lighting
- Opportunities to store equipment in an appropriate way that is accessible
- Easy access to the outdoor space
- Good opportunities for surveillance
- Possible high level lighting to allow for more areas of clear walls
- Easy access to WC's.
- An adaptable table which can be used for a variety of table top sports, such as table tennis and table football
- Simple wall materials, such as white painted or plywood.

6. Briefing Key Notes – admin & storage



6.6 Admin, Storage & WC's

Space for staff, WC's and storage need to be provided around the spaces so that they are all easily accessible. It is proposed to have separate administration and confidential storage at the back of the building. The space will need to have access to the main spaces and a view over the outside spaces.

Storage to be located in the area where the equipment is most needed

WCs should be near to the main entrance and accessible from all areas. Staff WC's would be best adjacent to the admin space.

6.6.1 Briefing notes

- Wc's should be located in appropriate locations
- Close to lobby
- Use bright colours
- Provide a Disabled WC for accessibility
- Space for 1 or 2 members of staff to complete paperwork
- Secure lockable admin space
- Space to store files or private paperwork securely
- Storage for gym equipment, boxing bags,, basket balls and other sports equipment
- Surveillance needs to be possible from administrative spaces



6. Briefing Key Notes – quiet(er)



6.7 quiet (er)

Space used for quieter activities, both inside and outside. Activities such as reading, drawing/ designing or crafting.

Briefing notes

- Nooks to allow for quiet reading or private conversations
- Lower ceilings with more directed light.
- Allow for task lighting
- Space for tables and chairs for group work
- Warm colours to provide quieter feeling to the spaces
- Views out onto green spaces – possibility of planted area
- Opportunity for natural ventilation



precedent ideas, contemporary glazed
curved entrances

6. Briefing Key Notes – quiet(er) & active outdoors



6.8 Outdoor spaces

It's important that the internal and external spaces flow so that the young people can use both spaces easily. The existing yard space can be used as a quiet external space for reading or interacting with nature. This area could be gardenised by the young people. Benching and spaces to sit would be positioned in this area.

To the back of the lobby will be an outdoor active space which is wrapped by the building on three sides with the existing garages to the rear. This will create a secure external space for more games and noisier activity. The space will be visible from all sides, creating the sense of an additional room externally.

6.8.1 Briefing notes

- Glazed doors with covered space around the edge of the external space
- Use of planting, possibly green walls or roofs to soften the spaces
- Use of natural materials such as timber and stone
- Allow colour to be introduced into the external spaces, through both planting and materials

Conclusion

The new facility will provide a larger space both internally and externally for the youth of Penzance and Newlyn with a more desirable meeting place, offering flexibility and ability of conducting a greater and more varied range of activities. The external appearance, use of materials and style of the architecture provide a vibrant building.



precedent ideas, contemporary glazed curved entrances

7. PZN Youth Concept overview

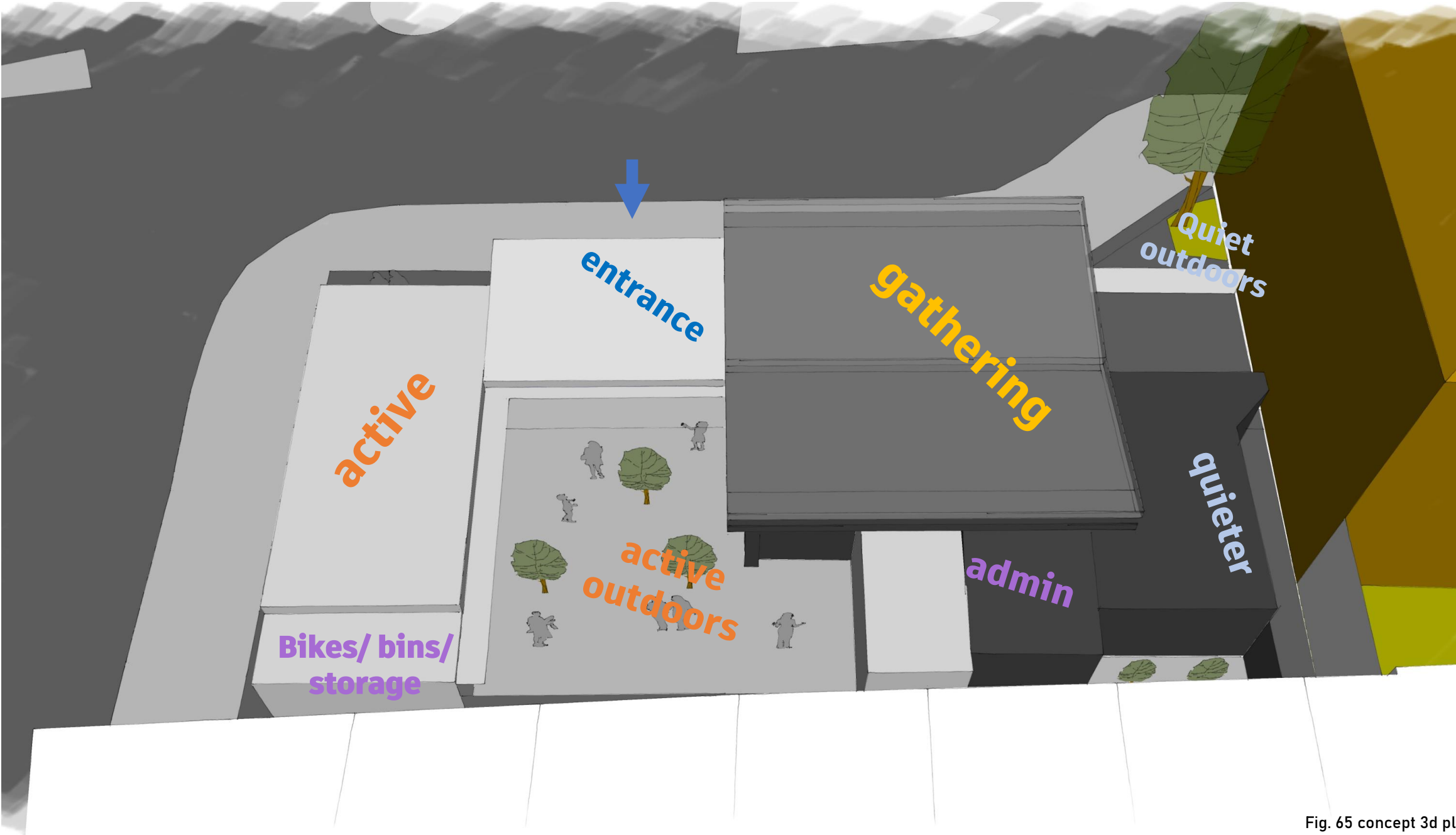


Fig. 65 concept 3d plan

7. PZN Youth Concepts

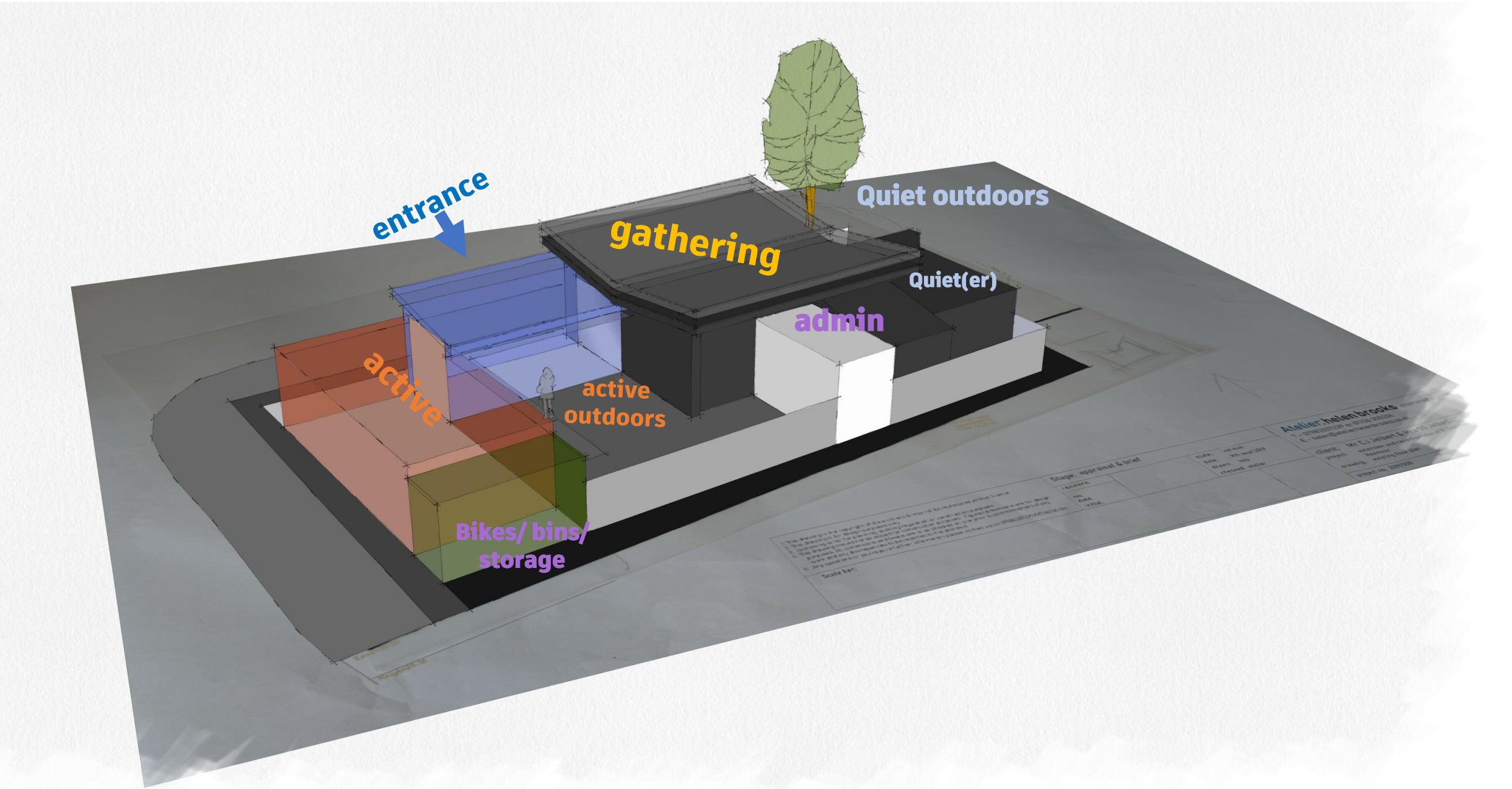


Fig. 66 concept 3d images

7. PZN Youth Concepts

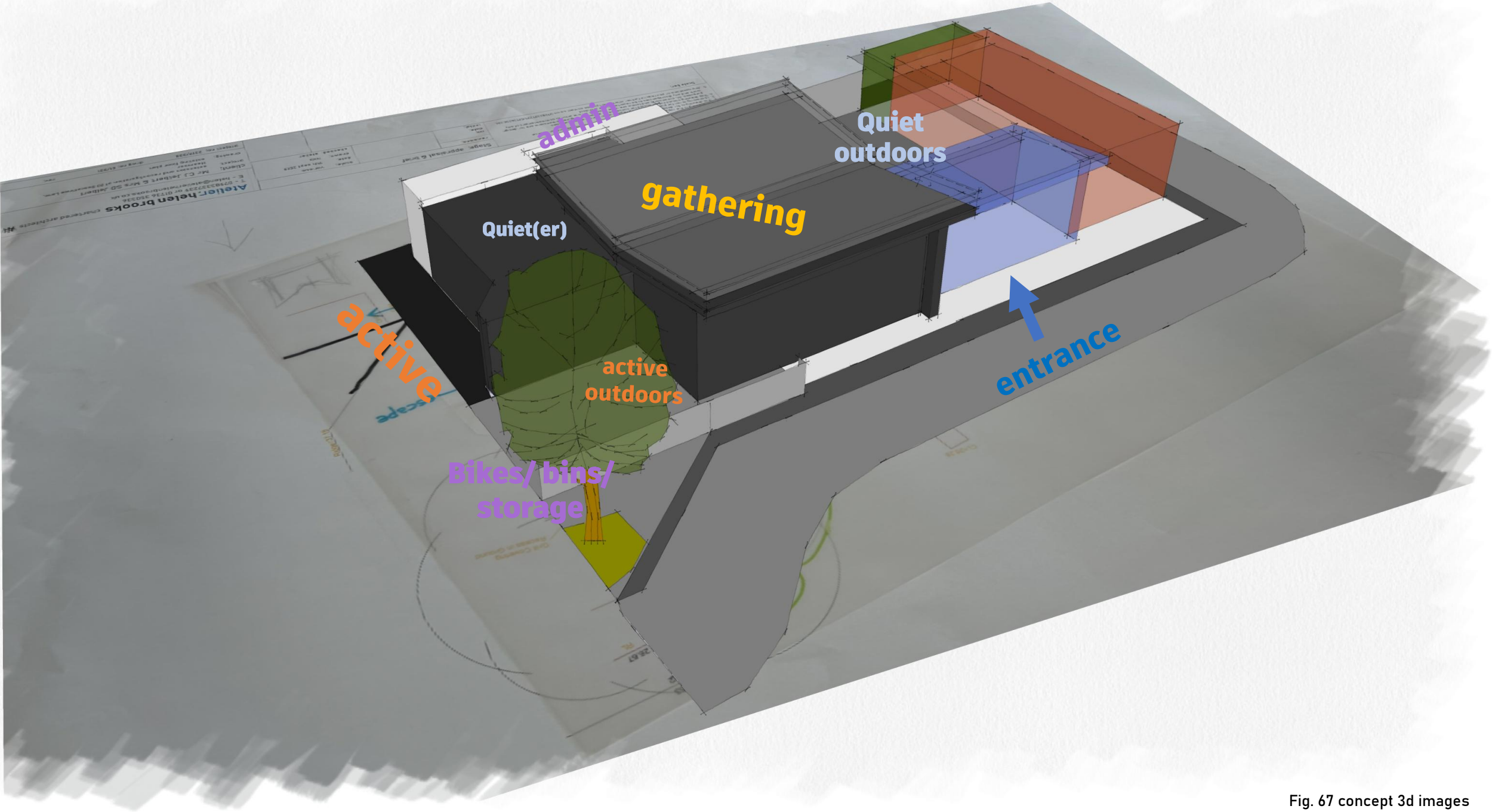


Fig. 67 concept 3d images

7. PZN Youth Concepts

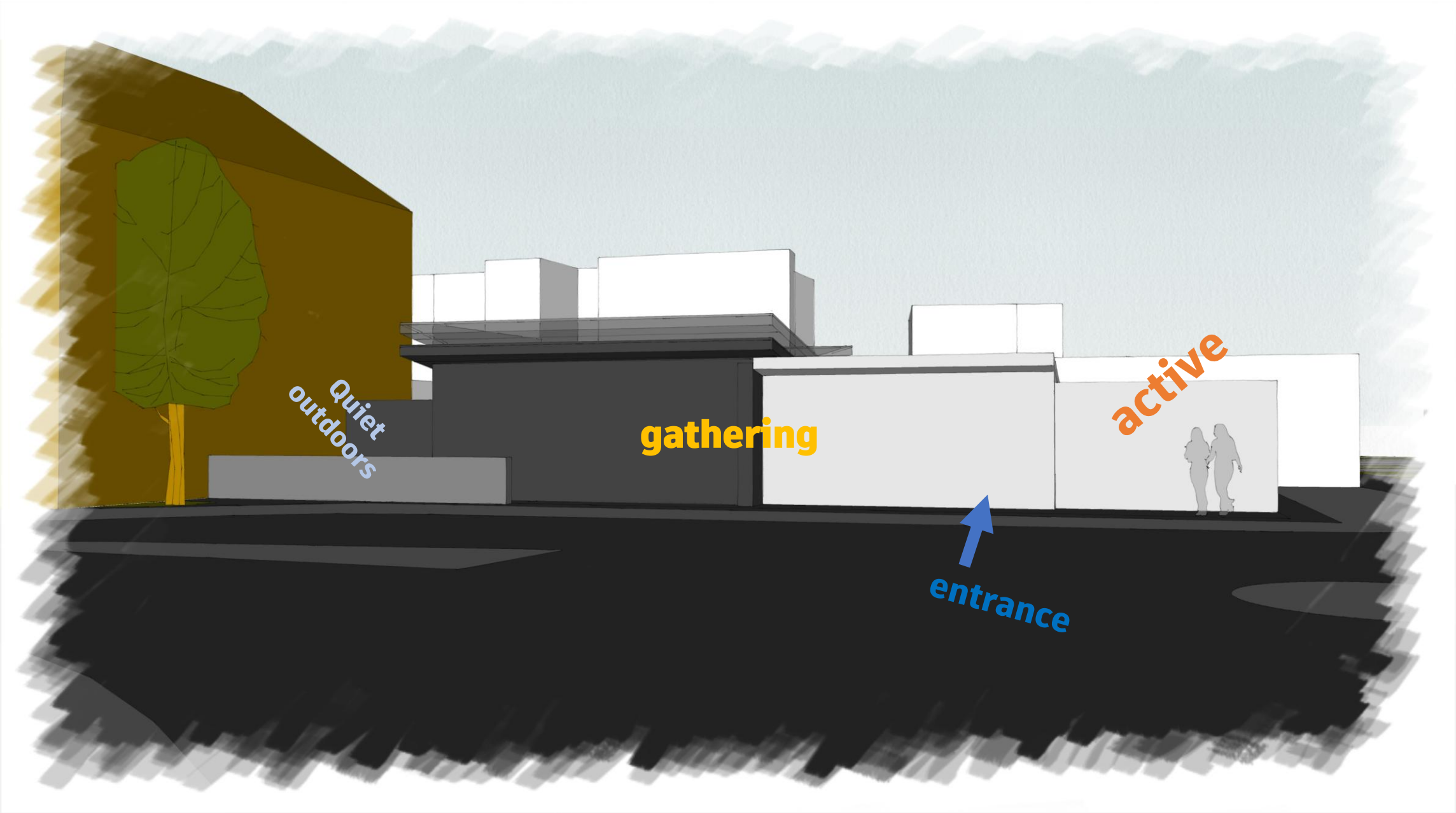


Fig. 68 Concept 3d image from Alverton road

7. PZN Youth Concepts



Fig.69 Concept 3d image from Alverton road

7. PZN Youth Concepts

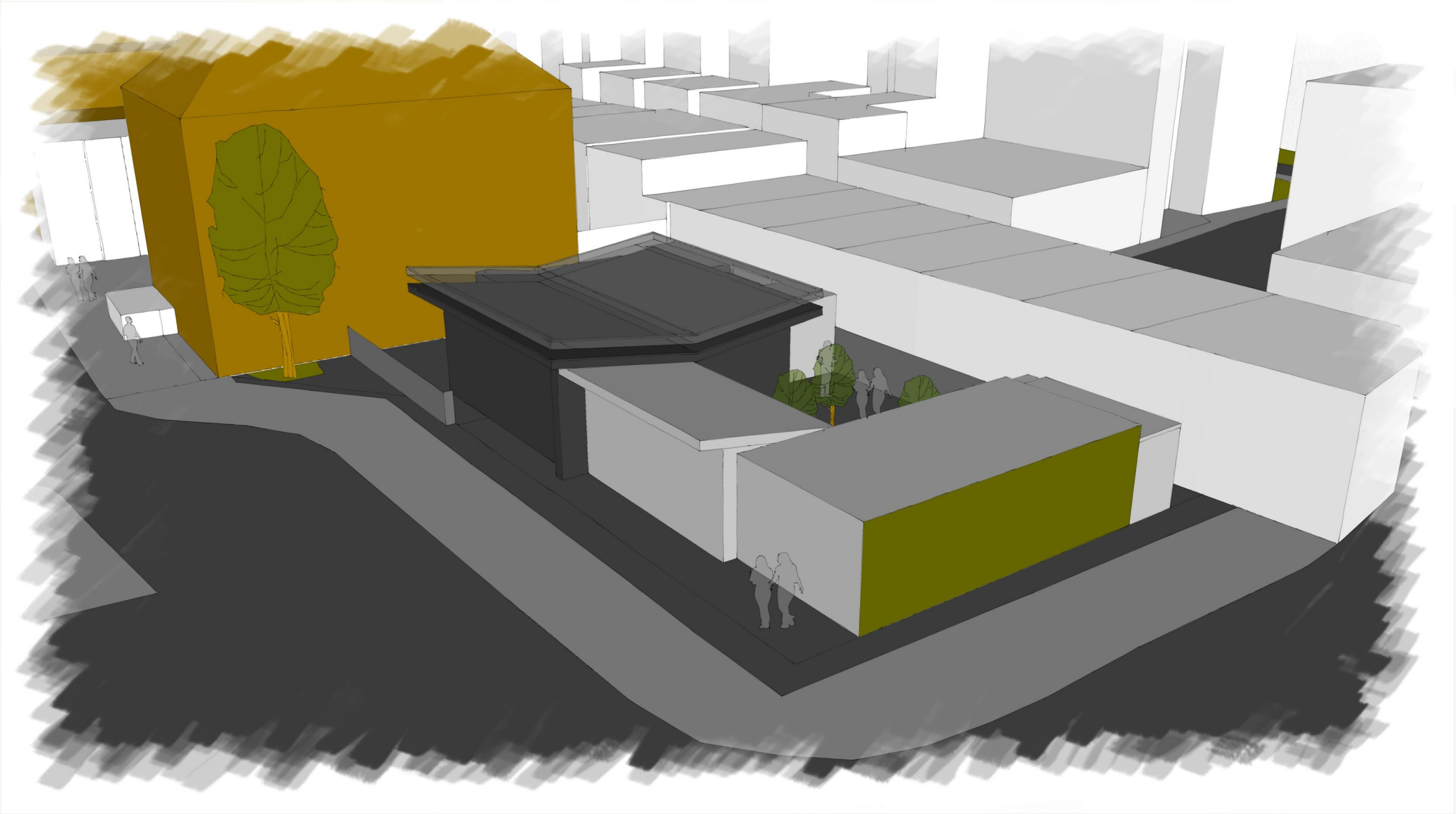


Fig. 70 Concept 3d image aerial in context

7. PZN Youth Concepts

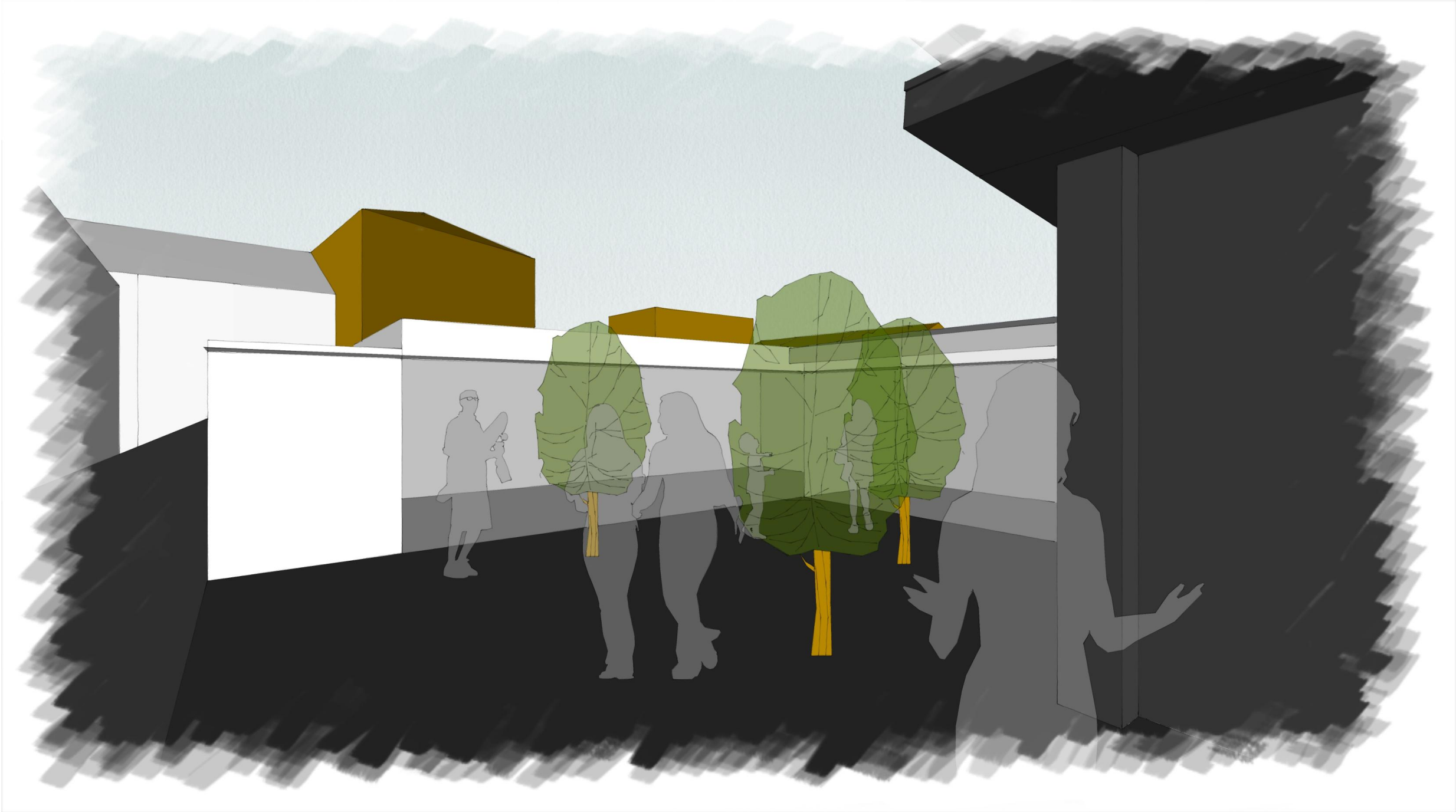


Fig. 71 Concept 3d image of courtyard

7. PZN Youth Concepts



Fig. 72 Concept 3d image from Alverton Road

8. Planning Policy & Legislation

11.1 Introduction

This section sets out relevant planning policy and legislation which should be consulted during the design process. This is not inclusive list.

11.2 Pre-application

The Pre-application process is an engagement by prospective applicant with the local planning authority to raise and issues with future potential planning applications. They aim to improve the efficiency and effectiveness of the planning application process by clearly setting out any design concerns and report which may be required. It is designed to improve the quality of planning applications and their likelihood of success.

- It will provide an understanding of the relevant planning policies and other material considerations.
- It can offer an opportunity to resolve any issues before the design reaches application stage
- Discuss any changes to the design as it progresses and any planning reports and information which will be needed to accompany the application
- Suggest if any discussions other Council departments would be appropriate.

11.3 Planning Application

A Full Planning Application within a Conservation Area will be required following a resolved RIBA Stage 3 Developed design.

11.4 Relevant Planning Policies & Guidance

8.1 NPPF National Planning Policy Framework; The most relevant paragraphs in the National Planning Policy Guidance (NPPF) are Paragraph 131, 132 and 134 that deal with the need to preserve the significance of 'heritage assets' and to avoid harm.

131 In determining planning applications, local planning authorities should take account of: the desirability of new development making a positive contribution to local character and distinctiveness.

132 When considering the impact of replacement of features on or in the vicinity on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be.

137 Local planning authorities should look for opportunities within the setting of heritage assets to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to or better reveal the significance of the asset should be treated favourably.

11.5 Penwith Local Plan

The area is covered by the former Penwith Local Plan, of which the policies are preserved where they comply with the NPPF. Policy TV10 is relevant to this application and states: Proposals for development which would directly or indirectly affect a listed building will not be permitted unless they respect:- (i) its intrinsic architectural and historic value; (ii) its design and particular physical features and (iii) its setting and contribution to the local scene.

8. Planning Policy & Legislation

11.6 The Cornwall Local Plan

The Cornwall Local Plan, Policy 24: Historic environment is relevant in this case. It states: Development proposals will need to sustain Cornwall's local distinctiveness and character and protect or and enhance Cornwall's historic environment and assets according to their international, national and local significance through the following measures: a. Protect, conserve and enhance the historic environment of designated and undesignated heritage assets and their settings, including historic landscapes, settlements, Conservation Areas, marine environments, archaeological sites, parks and gardens and historic buildings. b. Protect, enhance and promote the outstanding universal value of the World Heritage Site and its setting; supporting the adopted management plan.

11.7 Penzance Neighbourhood Plan

The emerging Penzance neighbourhood plan supports developments such as this.

Relevant policies are;

DDH2 Development and Heritage Assets

DDH4 Sustainability

DDH7 Community Consultation and Engagement

PEN5: Town Centre Mix-use development and conversion of retail and other town centre uses

PEN11; Protecting Facilities which support the Creative, Arts and Culture Sectors in Penzance

11.8 Party Wall requirements

The site abuts another building to the North, Party Wall Permission will be required prior to any works taking place along the boundary. Refer to Party Wall Act information in appendix U Which outlines all the responsibilities and how to go about serving notice. A Party Wall Surveyor would be the best person to carry out these duties.

11.9 Asbestos Report

An Asbestos report will need to be completed prior to works commencing on the existing building.

8. Planning Policy and legislation

11.10 Health & Safety

Health & Safety in the construction process underpins design and starts from the initial stages of project planning. It is the clients responsibility to ensure that the team they procedure are aware and can adhere to their responsibilities under the CDM regulations.

11.10.1 The Construction (Design Management) Regulations 2015

The documentation will provide more detailed information on the clients requirements under the CDM 2015, but; you are not expected to be experts or to actively manage or supervise yourself, but you have a big influence over the way the work is carried out. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work. CDM 2015 is about choosing the right team and helping them to ensure health and safety. As a client, you need to do the following:

- Appoint (in writing) a principal designer and a principal contractor (this is generally covered by the architects letter of appointment and an appropriate contract (JCT or RIBA). The principal designer, will assist with this).
- A principal contractor is required to plan, manage & coordinate the construction work. Appoint them as early as possible so they are involved in discussions with the principal designer.
- You will need to ensure arrangements are in place for managing and organising the project, this is achieved through ensure the above people are in place and that the Principle Contractor has the appropriate H&S procedures in place.
- Allow adequate time for the project, provide information to all parties and ensure communicate is regular.
- Make sure that the contractor has provided welfare facilities
- Ensure a Construction phase plan is in place and that there is a Heath and Safety file.

11.10.2 Principal Designer

The Principal designer is appointed to assist in ensuring that all the requirements set out under the CDM regulations are in place. The PD is required to plan, manage and coordinate the planning and design work. Appoint them as early as possible so they can help you gather information about the project and ensure that the designers have done all they can to check that it can be built safely. Note that the principal designer appointed early in the project will not necessarily be the one appointed later, but there needs to be an appropriate handover at all stages.

11.10.3 Designer Risk Assessments

Under the CDM Regulation 2015 designers are required to completed Designer Risk Assessments. DRA (Designer Risk Assessments) is the information provided by all designers (Architect, Structural engineer, Mechanical & Electrical Designer etc) on a Construction Project to the Principal Designer and the other relevant project parties.

Project designers are required to provide comprehensive information on risks originating from their designers to the Client, Principal Designers and Principal Contractors (and any other contractors depending on procurement route). The information provided by designers should include and cover, design, construction and post-completion phases. Designers Risk Assessments should be reviewed and amended accordingly throughout the RIBA Work stages.

The purpose of the DRA is to inform the design and construction team of potential health and safety risks from the design which need to be considered and managed on site and during the use, occupation and maintenance. When preparing the DRA the main legal requirements to be considered are;

- Existing Preconstruction information; This includes contamination risk, soil conditions, underground and overhead services, asbestos, past uses of the site and the surrounding area (other buildings, locational risks).
- General principles of prevention; this should be applied to all aspects of the design (location, building method, security, specification etc). Eliminate risk, reduce risk, specify appropriately, segregate from hazards and inform of risks.

8. Planning Policy and legislation

11.10.4 Building Safety Act 2022

The Building Safety Act 2022 aims to reform building safety legislation and was prompted by the Grenfell Tower disaster in 2017. The proposals were recommended by Dame Judith Hackitt in her 2018 review of fire safety and building regulations. The Building Safety Act 2022 came into force from 1st April 2023 and introduces new duties for the management of fire and building safety in buildings. As of 1st October 2023, the new regime of the Act came into law, including changes to the requirements for higher-risk buildings, increased responsibilities for building owners, and changes to the fire safety legislation. It is one of several pieces of legislation and guidance being implemented by the Government to enhance building safety.

The requirements set out in the Building Safety Act 2022 will affect building owners/managers and the built environment industry. This includes those who commission building work and who participate in the design and construction process, including clients, designers, and contractors.

Although principally established for high rise residential buildings the act does not just apply to taller buildings. Parts of the act will have implications for all buildings. The Accountable Person (building owner, freeholder, or management company) will have an ongoing duty to assess building safety risks and provide a 'Safety Case Report' which demonstrates how building safety risks are being identified, mitigated, and managed on an ongoing basis. They will also have to demonstrate how they are ensuring users safety. The Accountable Person will have the flexibility to determine what staffing structures, skills and competencies are appropriate for their risks and ensure people are trained to carry out the function.

During building works the Accountable Person requirements relating to design and construction will pass to the Principle Designer and Contractor, however the Directors need to be aware that the ultimate responsibility for safety rests with them.

9. Environment & Sustainability

12.1 Introduction & Principles

The impact of development on the environment and CO2 emissions is of great importance and strategies to minimise harm should be incorporated in the design. Passive systems and environmental strategies can be employed on both the existing building and the new proposed spaces.

Atelier; helen brooks & Hireth Architects have signed up to the RIBA's Sustainable Practice Initiative and the Architects Journal Retrofit Agenda, which seeks to renovate, refit and reuse existing building stock, the principles of these initiatives should continue through the design processes through to RIBA Work Stage In Use. Additionally broad sustainable principles should be considered during initial design stages. This will allow for more detailed green strategies to be employed later in design development.

RIBA Workstage 2 & 3 (Developed Design) needs to be approached as fully sustainable, the new build should have limited environmental impact.

12.2 Sustainable Aspirations

Long term the projects aims are;

- Ecology – creating an environment where people, community and natural resources can work and grow together into the future
- Create an energy efficient new build and enhance the existing
- Energy sustainability – deconstruct our dependence on fossil fuels and environmental pollutants and aim to become carbon neutral
- Use the building as a 'learning tool' for users and visitors
- Take advantage of a walkable neighbourhood that integrates the primary and secondary access network

12.3 Sustainable Strategy

The existing building has opportunities to improve its thermal efficiency: replacement windows, upgraded roof and insulating existing walls.

Long term the new build should be approached as fully sustainable: limited environmental impact through the use of appropriate materials. Generally the use of materials and techniques to aid the reduction in energy use (high thermal mass and glazing used to provide heating and cooling). The building strategy should aim to be 'carbon Neutral', the Building Research Establishment Environment Assessment Methodology (BREEAM) process should be followed.

BREEAM is the worlds leading sustainable assessment and certification scheme for the built environment. It is an international standard that is locally adapted (UK), operated and applied through a series of operators and assessors. BREEAM assesses, encourages and rewards environmental, social, economic sustainability within the built environment.

BREEAM reflects the overall performance of the building, the client, design team and construction team together with the BREEAM assessor work together throughout the procurement process to achieve the desired environmental performance and ultimately the BREEAM certification. This opens up opportunities for grant funding and is sometimes a requirement.

Building Research Establishment (BRE) recommends that the clients and project team engage with a BREEAM assessor at RIBA Stage 1 (Brief stage). This allows for realistic targets to be set and integrated into the brief, together with appropriate responsibilities defined, understand and low or no cost solutions to environmental impacts sought from the outset.

Both the BREEAM International Non-Domestic Refurbishment 2015 guide and the BREEAM UK New Construction technical manual should be consulted during the next stage in the process.

9. Environment & Sustainability



Fig. 74 green wall

12.3.1 Ecology

There is no garden or green space on the existing site. The brief should allow for the exploration of opportunities to promote ecology and small amounts of green spaces within the site. The possibility of a 'Green Roof' or 'green wall' and/or areas of natural planting explored.

Given the changes in rain and storm patterns existing rainwater goods are often inadequate to deal with storm loads now seen on a more regular basis. The replacement of these with larger more appropriate products would provide an opportunity to use rainwater harvesting.

The site will not be subject to the requirements of Biodiversity Net Gain (the site is under the criteria) being on a substantially built up site. But the design has explored the possibilities.

12.3.2 Materials

The use and type of materials should be carefully considered from an early stage in the design process. The project needs to have a holistic approach to the choices of materials for both the existing building and new build. The use of similar materials for both can help reduce costs and the projects carbon footprint.

Materials should be articulated in a contemporary way to suit the style existing building and use this as an opportunity for innovation in the extension. It is essential that materials and products are appropriate, local and vernacular. The use of recycled and recyclable products should be considered.

12.4 Construction

The client and the design team should aim to;

- To reduce the amount of embodied energy in manufacture and decrease the amount of on siteworks
- Build an environmentally friendly building that considers and enhances the environment
- Design to help increase thermal qualities and reduce energy impact
- Follow the BREEAM process which is designed to assist with this together with the RIBA Plan of Work 'Green Overlay'

12.5 Conclusion

The design should incorporate simple building strategies together with technologies to allow for best practice and minimise the building and users carbon footprint.

10. Environmental Considerations – Lighting and Sound

14.1 Principles of Lighting

The developed design should seek to make best use of natural light throughout the new building. It is recognized that this will not always be possible and that there are obvious times of the day where artificial lighting will need to be used.

14.2 Lighting Aspirations and Strategy

A daylight first approach so users can experience delightful and 'wellbeing' friendly lit spaces. How artificial lighting is articulated is very much a style preference. Generally lighting functions can be divided into the following;

- Representing (providing a building or space with a unique identity)
- Orientation (Dividing spaces for different uses)
- Guiding (lighting for direction and wayfinding)
- Come together (general task lighting and controllability)

The difference between the spaces can be reflected in the chosen lighting, both natural and artificial. The existing building has a contemporary feel so contemporary statement lighting feels appropriate for both new and existing spaces.

14.3 Conclusion

Chosen artificial lighting will need to be energy efficient and designed to optimise distribution across spaces. Good lighting design, both natural and artificial is a professional skill and we recommend that a lighting engineer work alongside the architect to provide the best solution.

13.1 Principles of Sound & Acoustics

A Noise impact assessment may be required given the location of the existing building. The Pre-application report from Cornwall Council will conclude if this is required or not. No concerns about noise have been raised during the current use.

13.2 Noise Impact Assessment

A report will follow the standard requirements set by IEMA Guidelines for Environmental Noise Impact Assessments, BS8233:2014 and BS442:2014, No standard requirements are currently set by Cornwall Council. The report would include an assessment of existing noise levels both inside and in the surrounding area and recorded these and then assess whether these are acceptable.

13.3 Acoustics in Use

As a community space which will have a variety of uses acoustic qualities and performance of the rooms are of vital importance. The design of appropriate absorbent material reflective materials will need to be integrated into the design. Walls within any practice spaces will need some level of sound proofing as appropriate.

Acoustic are an important part of inclusivity the design of good acoustic design is fundamental not only within performance spaces, but throughout the building for staff and visitor comfort, ease of communication and social interaction.

Externally the acoustics are important to prevent uncomfortable levels of noise for the surrounding residents.

13.4 Conclusion

The overall design should consider acoustics from initial design intentions so that the treatment and tools put in place make a positive impact, not just for sound quality, aesthetically as part of the design.



Fig. 75 use of timber for sound absorption

10. Environmental Considerations – Electrical Power, Heating & Ventilation

15.1 Introduction & Principles

As it can be appreciated requirements for power, heating and sound within this type of building are complex and will need the assistance of an Electrical Designer who has specific knowledge of working within musical performance settings. This should be considered alongside the aspiration to provide a Carbon Neutral building.

The plan provided suggests that the existing entry point of 4x single phase supplies should remain in its existing position to mitigate the cost of the National Grid relocating their supply externally. Instead the current single phases should be replaced with a single 3 phase meter within G01 (Office), the 3 phase which could then be brought through to the new plant room in G02 (entrance). This would then be the central location for electrical distribution throughout the existing building.

A location for data, sound control, ventilation and heating will also need to be found, but we suggest that these would be best provided for in a central location, where they can be fed through to where they are needed. A possible space for some plant has been located in the basement (refer to concept proposal drawings). The exact requirements should be designed by an M&E consultant and all the systems will need to be designed holistically.

15.2 Phase II

As part of Phase II the Trustees would like to rewire the electrical system within the ground floor offices and feed this back into the new plant room. Heating would remain electrical during this phase.

15.3 Other works and Phase III

The remainder of the building will be dealt with as separate zones with the work being completed when a strategy has been put in place for implementation. New fire, smoke and burglar alarm systems will be undertaken in stages to allow for new areas to be included as the phased works progress.

Electrical power generation could be supplemented through the use of PV (photovoltaic panels) hidden on the roof by a clever roof design (such as the use of parapet walling to hide the panels from ground level). A electrical engineer would be able to advise on the most appropriate renewable route for power generation.

15.4 Conclusion

The Electrical Plan is Appendix R. The mechanical and electrical design report hasn't been completed yet as it was decided this should form part of Work Stage 2 (Concept Design), this will form Appendix P.

10. Environmental Considerations – Mechanical Ventilation, air quality and heating

16.1 Introduction & Principles

Mechanical Ventilation, air quality and heating are a science in themselves and will require detailed planning and implementation to make the strategy a success.

16.2 Aspirations and Strategy

From discussions with the Trustees the following are of particular importance to the successful running of the existing and new spaces.

- It will be important to have a low noise combined ventilation, fresh air and heating system which can be zoned and controlled from different areas of the building
- It may not be essential for some spaces to be mechanically ventilated, but there must be an opportunity for fresh air and cross ventilation (openable windows may be appropriate in some rooms)
- An air source heat pump system could be used as part of this strategy
- A heat recovery system (MVHR) could also be utilised, but would require an effective filtration system and is not always suitable for all room
- Some means of cooling and artificial ventilation is required in the Recital Room, but pipework, outlets and inlets would need to be kept to a minimum and within the roof space
- Underfloor heating could be an appropriate heating system and allow for separation between heating and ventilation/cooling systems

A location for ventilation and heating plant will need to be found, but we suggest that these would be best provided for in a central location, where they can be feed through to where they are needed. A possible space for some plant has been located in the basement (refer to concept proposal drawings). The exact requirements should be designed by an M&E consultant and all the systems will need to be designed holistically.

16.3 Conclusion

The role the fabric of the building plays in the reduction of heating and cooling loads should not be underestimated. Use of high levels of insulants, thermally efficient windows and doors, daylighting, use of 'natural stack effect' and a good heating and cooling strategy can instantly reduce the energy required and make the building more thermally efficient.

A combined design approach between the architect, consultants and clients can greatly reduce the heating and energy use of the building from initial concepts.

11. Connect-ability, Inclusivity and Access



17.1 Introduction

This access statement sets out brief details and information about access into and round the site for vehicles and pedestrians. It also briefly set out how the scheme aims to be as accessible as possible given the limitations of the site.

17.2 Site Access

Although there is no onsite parking the site is within close proximity to the town centre streets – Alverton Street, Market Jew Street and Causewayhead. Pedestrian routes connect to Penlee Park and down to The Prom and within easy walking distance of several car parks – St Johns Hall parking and Penlee Park, also appropriate areas for dropping and picking up.

17.3 Inclusive Access

All spaces should be inclusive, not just for the mobility restricted community, but for people with unseen disabilities, all ages and abilities. Both the new space and existing building should allow users to feel included and invited and be a sensory experience. 'Everyone is different, but equal' (quotation from the Sensory Trust). Inclusivity to be part of the design ethos and not a 'bolt on' to the design to make it comply.

The existing stepped access makes an accessible building impossible at the moment, but the long term plan is to create a fully accessible building which will allow all users to have full access to the facilities provided.

Spaces and circulation routes through the building likewise need to ensure access for everyone. Wide routes (restrict narrow corridor spaces) and open plan spaces which are easily located and easy to use. The use of colour and wayfinding should form part of the design. Ramps should be integrated and not form separate isolated routes into or at change of levels in the building.

The electric and digital installations should include for technologies to aid varying disabilities (hearing loop, barcode guide technologies, good acoustic control, integrate phone/ digital technology, lighting into the design). We would recommend that an Accessibility Consultant is approached from early design stages.

Acoustics are an important part of inclusivity, the design of good acoustic design is fundamental within community spaces: for staff and visitor comfort, ease of communication and social interaction.

The building will need to go beyond the requirements Part M (Access) of the Building Regulations and offer a fully inclusive experience for all users.

Consultation with The Sensory Trust and Disability Cornwall (add in website information) should form part of the briefing process.

12. Recommended Next Steps

RIBA Plan of Work (based on recommended plan (see appendix)

Stage 0 Strategic Definition: completed

Stage 1 Preparation & Brief: completed

Consultants Reports

Reports completed – refer to appendices

WHOLE TEAM MEETING ;

- Risk Assessment Processes
- Change Control procedures
- Communication Strategy
- Project Budget
- Project Execution Plan
- Project Programme

Stage 2 Concept Design (initial design ideas)

- Professional services contract 2018 – Architectural Services
- Tendering Process & Appointment of Design Team for RIBA Workstage 2 Concept Design through to end of RIBA Workstage 7 (in use)
- CDM Appointment – Principal Designer
- Consultation with the local community and key stakeholders
- Risk Assessment Processes
- Appraise Programme
- Design Programme
- Produce Concept designs, liaise and revise designs through discussions with consultants and team meetings – Sign off from Trustees
- Final design intentions –Sign off from Directors

Consultants Reports: reports required at this stage;

- Drainage Report
- Contaminated Land Report
- Structural engineers report and initial design
- Acoustic Assessment of proposals, including initial design
- Mechanical and Electrical Engineer, with sustainability credentials

12. Recommended Next Steps

RIBA Plan of Work

Stage 3 Developed Design (planning)

- WHOLE TEAM MEETING
- Finalise pre-planning drawings and required information and reports
- Update Risk Assessment, all consultants
- Reappraise Programme
- Make Planning Application (allow 16 weeks)
- QS Budget Report based on RIBA Workstage 3 (Planning Drawings)

Stage 4 Technical Design - Upon successful planning approval. Part 1 Building Regulations, Part 2 Construction

- Reappraise Programme (building Regulations and Construction drawing strategy)
- WHOLE TEAM MEETING
- Complete Building Control drawings in conjunction with all consultants (make application)
- Amendments required and sign off Plan Check
- Appoint Party Wall Surveyor
- Continue with Construction Strategy and drawing package completion
- Liaise with consultants, regular team meeting
- Appropriate Procurement Routes (traditional, D&B, Prime Cost)
- Tendering Process & Appointment of Building Contractor

Stage 5 Construction

- Receive tenders back – assess tenders and review against budget
- Trustees Meeting with two tenderers
- Appoint contractor and sign Building Contract
- Manage Contract on site, ensure regular Team meetings with Trustees and building contractor throughout

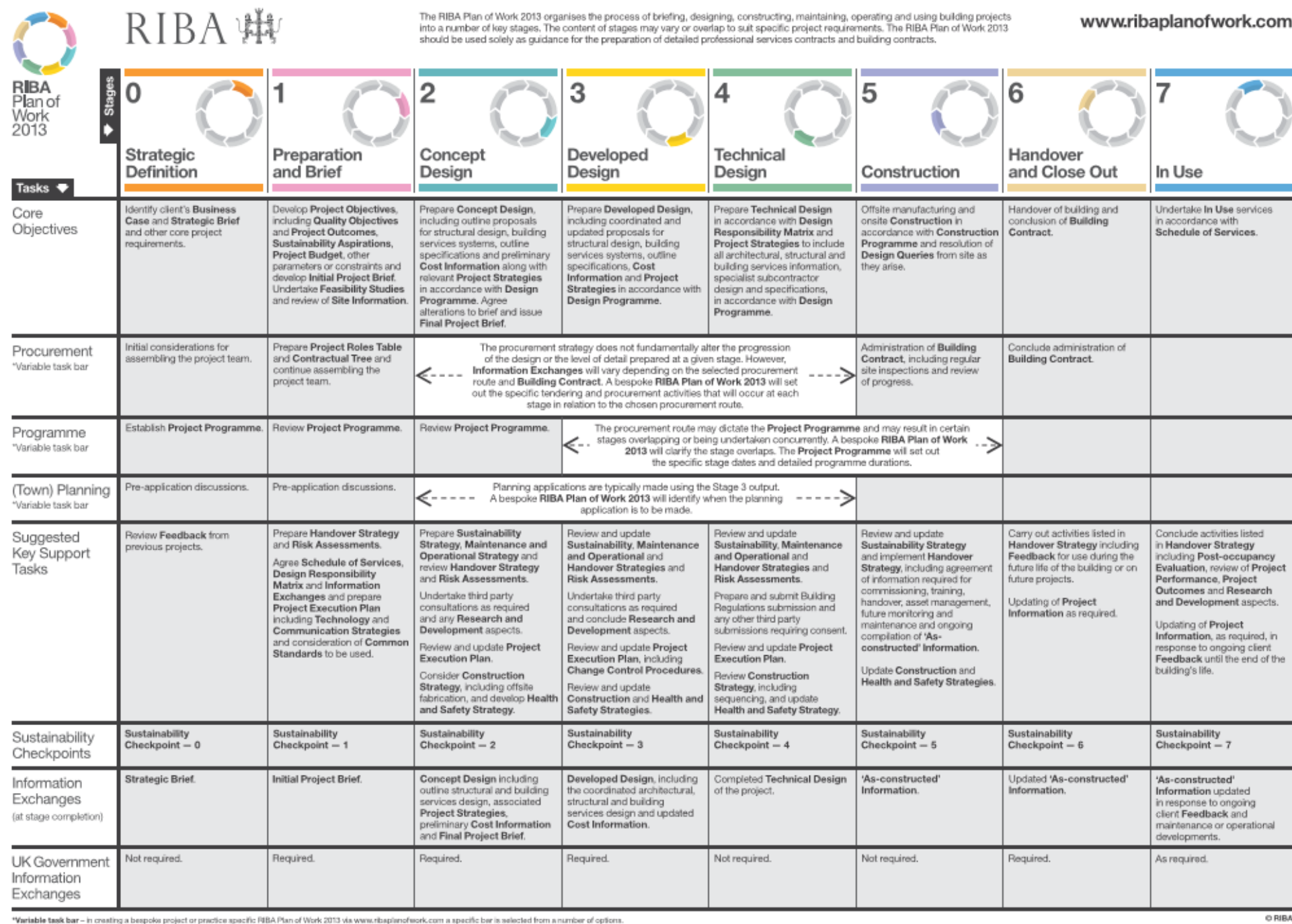
Stage 6 Handover and Close Out

- As Constructed Information
- Handover Strategy
- Completion Health & Safety Strategy including Maintenance and Operational Strategy
- Practical Completion

Stage 7 In Use

- Post Occupancy Evaluation (including as built BREEAM assessment)
- Project Performance

12. RIBA Plan of Work



13. Recommended Consultants

Consultant	Possible Consultants	description	Estimate	quote	spend	date	Stage Required
				excl. of VAT	incl. VAT as applicable		
RIBA Stage 0-2							
Architect				Detailed quote supplied			Stage0-2
	Hireth & Atelier: hb architects	Stage 0-1 Appraisal and brief	£1,475.00	£1,475.00	£475.00		
		Stage 2 - concept	£1,000.00	£1,000.00			
Fundraiser							Stage 0-6
		Fundraising report	(normally available through CC)				
Public Consultant							Stage 2/ 3(prior to planning)
	DCA-PR	Public consultation advice and report	unknown				Included within Architects stage 3 fee
		Exhibition expenses	unknown				At cost to client
		Exhibition board printing	unknown				At cost to client
Topographical Surveyor							Stage 1
	Jon Douglass Geomatics	Topographical survey	£725.00	£725.00	£870.00		
Building Surveyor							Stage 1
	John Coak & Associates	Building survey	£595.00	£595.00	£595.00		
Planning							Stage 1-2 appraisal/ brief
	Cornwall Council	Pre-Planning Advice programme	£1,000.00				
		incl. historic officer advice	£356.00				
		Total stage 0-2	£5,151.00	£3,795.00	£1,940.00		

RIBA Stage 3 developed design							
Planning							Stage 3
	Cornwall Council	Planning Application	£673.00	£673.00			
Architect							Stage
	Estimate by Hireth & AtelierHB architects	Stage 3 - Developed design	£8,275.00				
Heritage Consultants							Stage 3
	South West Archaeology	Heritage Report	£1,500.00				
	Statement Heritage						
Contaminated Land							Stage 3
	Groundsure	Contaminated Land Report	£600.00				
Mining survey							Stage 3
		Mining Report	£60.00				
Ecology Report							Stage 3
	Wheal Grey	Bat Survey	£450.00				
	CEC						
	Cove Ecology						
Tree Survey							stage 3
	Evolve	Tree Survey	£600.00				
	Treeworks cornwall						
		Total stage 3 up to planning	£12,158.00	£673.00			

Key
Stage 0-1 Appraisal and brief
Stage 2 - concept / sketch design
Stage 3 - Developed design
Stage 4 - technical design
Stage 5 - construction

13. Recommended Consultants

Consultant	Possible Consultants	description	Estimate	quote	spend	date	Stage Required
				incl. VAT	incl. VAT as applicable		
RIBA Work Stage 4							
Architects Fees							
		Technical design - building regs	£4,000.00				Stage 4 a
		Technical design - detailed design	£6,000.00				Stage 4 b
Acoustic consultant							stage 4
	Clear Acoustic design Inacoustic	Noise Assessment Acoustic Report	£2,950.00				
Asbestos report							Stage 4
	Shield Allium	Asbestos survey	£500.00				
Quantity Surveyor							
	Pink Pebble ICB building consultants	Budget Report Estimate of cost of works, bill of quants & tender analysis	£1,500.00 £10,000.00				Stage 3 / 4 Stage 4
Structural Engineer							Stage 4
	Martin Perry Associates Ian Hick JHA Consulting Engineerings MBA Engineering		£3,000.00				
Drainage Consultant							Stage 4
			£1,500.00				
M&E Consultant							
	Davy & Gilbert D&R M&E	Plan installaton of new 3 phase supply, Fire detection system, ventilation and air cleaning svstem. heating	£1,500.00				Stage 4
Building regs							Stage 4
	Stroma Cornwall Council		£1,400.00				Stage 4
Total stage 4 up to start on site			£32,350.00				
Stage 5 & 6							
Architect							
		RIBA Stage 5 - construction	£8,500.00				Stage 5
QS							
		Valuations and contract	£5,000.00				Stage 5
Principle Designer							
		Health & Safety	£1,500.00				Stage 5
Project Manager							
			£5,000				
Building Control							Stage 5
			£1,400				
SE							Stage 5
			£1,000.00				
Total stage 5-6 to completion on site			£22,400.00				

Key
Stage 0-1 Appraisal and brief
Stage 2 - concept / sketch design
Stage 3 - Developed design
Stage 4 - technical design
Stage 5 - construction

14. Conclusion

23.1 Introduction

This document collates the aims and aspirations of the Directors of the CIC, explores the existing site and building fabric, assesses the constraints and demonstrates the opportunities available to arrive at a viable, realistic, attainable brief to take forward into design development.

It is laid out in a series of sections which outline the various stages of the feasibility. The conclusion rounds up our findings so far, concludes RIBA Workstages 0 Strategic Definition, RIBA Workstage 1 Prep & Brief and suggests the appointments, tasks and timeframes required for the next stages.

The Directors of Penzance & Newlyn Youth Centre, as custodians of this important Penzance building, are committed to both restoring the building to give it a new lease of life and to expanding the current floorplan to enable provision of better service for the Youth of the area. The report has provided a firm basis on which to further commission design work and take the project through planning, Technical design and construction.

Initially this report will be used to form a Pre-application Report to Cornwall Council to gain advice on the design and any additional consultants services required to complete a full application to Cornwall Council.

The design ideas illustrated are initial RIBA Stage 2 Concept layouts and massing models. The next stage will see further development of the design taking into account advice from Cornwall Council Planning Department, further design requirements from The Directors of PZN Youth and the young people who will use the space.

The next design stage will be to consult with the directors, young people and the wider community through community engagement.

23.2 Summary conclusion

This feasibility report provides a strong case, based on factual and up to date information which can be taken to funders, supporters, the local community and Cornwall Council. It will form part of a package of information when progressing this scheme through RIBA Workstage 3 (concept design) through to RIBA Workstage 4 (technical design) and should be a reference throughout these stages of the aims, aspirations, brief and technical requirements important to PZN Youth.



SUSTAINABLE PENZANCE

Sustainable PZ Interim Report

Sept – Oct 2025

Here is our report on month six and seven of our 2025/26 grant. This is a summary of work that the SLA with Penzance Council has enabled. It is not a full account of all the work we have undertaken in the last two months.

NB: Social Media Stats – these relate to our social posts only and not ‘Stories’

We do not have budget to pay for reach/engagement etc. So, all of our stats reflect organic growth and performance.

Understanding Engagement Rates: 1-5% is industry standard for Facebook.

Anything above 5% is deemed as excellent. 1-3% is industry standard for Instagram. Anything above 3% is deemed as excellent. For combined FB and Insta stats we've worked on a 1-5% target.

1. Community Events, Actions and Awareness Raising

Rebel Botanists: volunteer initiative labelling plants and other species around the town in an accessible way. Volunteer led walks and identification.

Cornwall Local Plan : awareness raising and info on what the plan is and the public information session

Penzance Food Festival: support of the festival to lower its impact, had a stall there to raise awareness of ethical and local food buying/sourcing as well as how to shop plastic free in Penzance through Plastic free PZ and Refill PZ. Refill competition to encourage people to take their own refill containers for food and drink.

Decision Making: Signposting to more information on the Heliport application, its impact on the town environmentally and economically, and the creation of Mounts Bay Action Group to work on this issue and others affecting the whole bay.

Also shared the government consultation on Marine Protected Areas with particular reference to the devastation caused by bottom trawling. We supported the local Stop Rosebank awareness action with Out of Sink which resulted in MP Andrew George Pledging to oppose a new licence to drill for new oil and gas in the North Sea.

Monthly positive news stories: continuing our popular monthly look at positive climate, ecological and community stories. To counter eco anxiety and promote a sense of purpose, hope and ability to create something new for our futures.

Regular blog spot: See here >> <https://sustainablepz.co.uk/blog/>

Social Media Campaigns and awareness raising:

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SPZ Facebook

Views: 34.9k (-37%)

Viewers: 9.4K (FB has replaced 'Reach' stats to 'Viewers'. So no comparison available for this report)

Interactions: 484 (-31%)

New Follows: 32 (-54%)

Total Followers: 1646

56% are from the Penzance area

SPZ Instagram

Views: 61.4K (+61.6%)

Reach: 8.9 (+64%)

Interactions: 1500 (+36%)

New Follows: 83 (-16%)

Total Followers: 2143

47% are from the Penzance area

2. Community Projects

Plastic Free PZ: ongoing delivery of flagship project working with businesses, schools, council reps, community allies and volunteers. Holding and promoting events and actions and scoping of plastic reduction projects in the community.

<https://www.facebook.com/plasticfreepenzance>

<https://www.instagram.com/plasticfreepenzance/>

www.plasticfreepz.co.uk

Refill PZ: promotion of scheme with the folding of City to Sea's national refill app. Thanks to funding from PZ Council we were able to have our own standalone refill map and promotion for the town which means our Refill project will not be affected by the national campaign closure. Awareness raising and promotion of the scheme to show people that Refill PZ will continue. Also promotion of the town's new refill shop and the first, PZ Cup working group meeting was held to run a pilot coffee cup scheme in 2026. See below <https://plasticfreepz.co.uk/refill/>



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PZ Cup: The event cup scheme is under way and 200 reusable event cups are now available to events and venues to borrow to save single use. Website update and hiring info to be rolled out and advertised in the run up to Montol. The coffee cup scheme is now being worked up by a working group of businesses with a view to starting a pilot in 2026

PackSwap PZ: open every Sat 10.30 – midday to take in used plastic packaging and redistribute for free in the community. Our PackSwap window is used to raise awareness and this period we have used it to raise awareness of the mind boggling levels of waste created by halloween and how reuse and refill can massively cut this waste. <https://plasticfreepz.co.uk/packswap-pz/>

3. Businesses

Local Business Promotion and Awareness: General promotion and support of local Plastic Free Champions and Sustainable PZ businesses through day to day social media, newsletters, blogs, workshops and events. See social accounts for examples. We have our first Gold Plastic Free Champion housekeeping business, The Marigolds, which is also the first housekeeping service in the UK to get the Gold award.

4. Schools

Schools' Online Hub: School beach clean with Newlyn, Rewild PZ workshops booked with Alverton and Newlyn and a Captain Banplastic Workshop also booked in with Alverton.

5. Community Green Hub & Collaboration

Volunteer opportunities and management: bi-monthly, open to all meetings and co planning activities with our volunteer network.

Signposting and awareness raising: across the two months we have consistently and regularly signposted to other local environmental and community organisations and initiatives to raise awareness, promote their work and support



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their aims. See our social accounts for examples like organic September, Halloween fancy dress swaps, stats to raise awareness of and tips on reducing halloween waste, how to get reused furniture via GOFA and the new shop at St Erth WRC, Many of this sharing is done on Instagram and Facebook stories, which isn't saved due to the nature of the platforms for you to able to see. But you can still see examples in main posts on each of our accounts.