

Aim – To plan a strategy to move the building work development forward towards the Trust’s goal of turning the building into a sustainable community arts centre.



Initial conclusion – Due to fundraising limitations, this needs to be looked at in the short-term so we can continue to make progress but with a long-term plan in mind. In the short term we need to have a space that is as user-friendly as possible so once the ceiling is done we can put on more events and be as versatile as possible.

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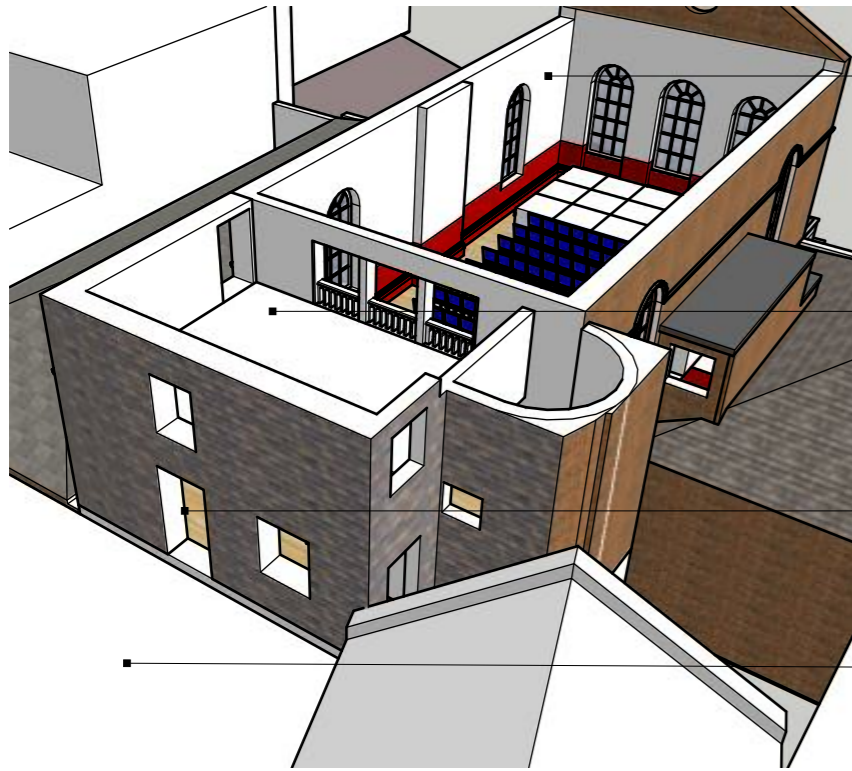
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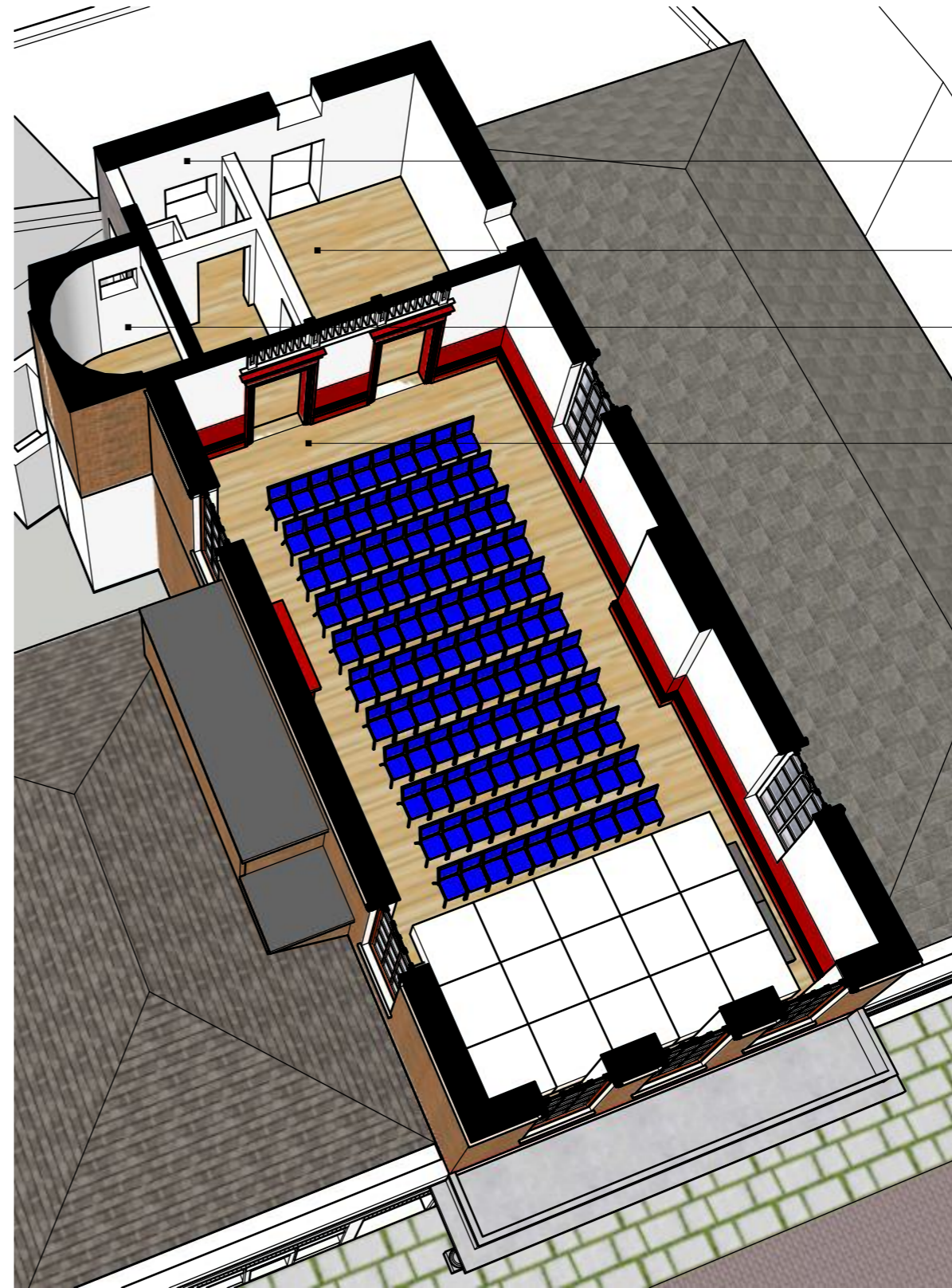
ADDRESS: 16 Palace gardens, Wiveliscombe, Somerset, TA4 2LU.

January 6, 2026



- Main Hall
- Mezzanine
- First Floor rear Fire Exit
- Co-op Store Flat roof

Section cut through first floor from the rear



- Storage Room
- Square Room
- Round Room
- Main Hall

Section cut through first floor



- Bellecote
- Roof
- Main Hall
- Co-op
- Gun Shop
- Library

Aerial view

Building Terminology

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Building Section

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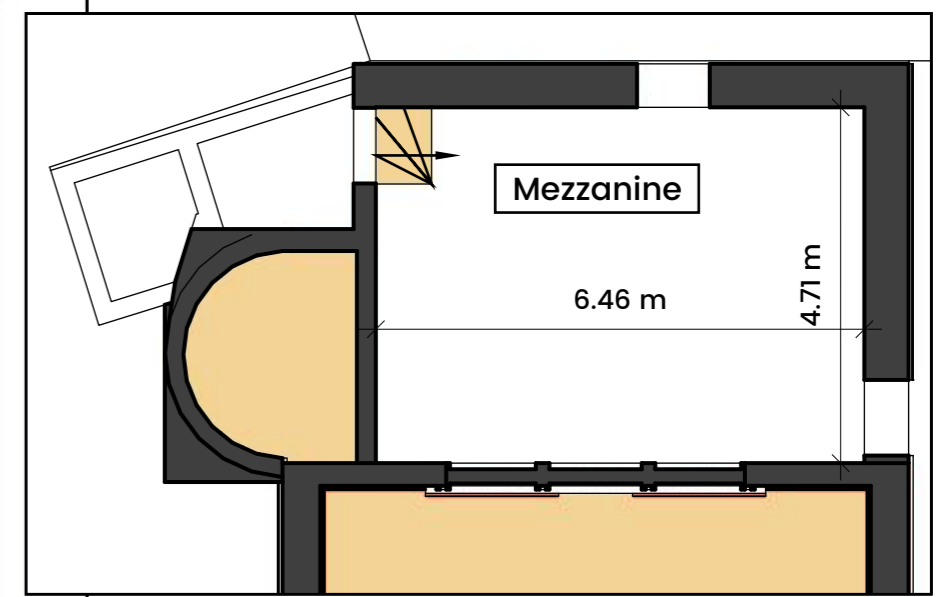
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FIRST FLOOR



MEZZANINE

Plans

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Scale @A3 1:100

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History: Significant recent building events

- 1984 – Grade 2 listed
- 1990’s – Roof tiles renewed
- 2005 – Wiveliscombe Town Hall Trust started
- 2011 – Fire Escape at rear installed
- 2012 – Roof Structure Inspection
- 2015 – Building leased to Trust for 125 years
- 2016 – Bellecote inspection (£210)
- 2016 – Bat Survey (£670)
- 2016 – Asbestos survey (£470)
- 2017 – Philips Consulting Engineers – Bellcote (£600)
- 2018 – One Arched Window Repaired/Painted (~£3300)
- 2020 – Hol-Saf – building surveyor (£1200)
- 2021**
- JUN – WECIL, Accessibility report (£850)
- JUL – Woodlouse – Floorboard lifting (£1200)
- AUG – DHD Structures – Floor survey1 (£540)
- AUG – Thread – Architectural work for Floor and Fire (£4100)
- AUG – Fire Equipment Installed (£200)
- SEP – Toby Harding – Leaking water at entrance repaired (£50)
- NOV – DHD Structures – Floor Survey2 (£670)
- 2022**
- JAN – Celtic Sustainable – Roof Insulation (not installed) (£2500)
- JUL – GandL Consultancy - Asbestos removal (£2000)
- AUG – Exe Fire Safety – Fire Audit and Risk Assessment (£450)
- SEP – WPD - Electricity supply (£3200)
- SEP – JB Building – Storm damage roof repairs (£1150)
- OCT – JB Building – Rear fire door upgrade, Front door fire escape, ceiling patched (£2400)
- 2023**
- JUN – Somerset Electrical – Light/Power/Fire installation (£8800)
- JUL – Thomas Security – Smoke alarm installation/connection (£4550)
- AUG – JP Gainsford – Ceiling inspection (£310)
- SEP – C2 Fire – Further fire equipment installed (£390)
- OCT – Exe Fire Safety - Fire Audit and Risk Assessment (£450)
- OCT – Building opens for Events.

The Big Picture and first steps


Historically there have been a few building strategy and project plans looked at. Significantly:

- Sep 2006 – Quattro (Bristol) – building strategy quote
- Jun 2011 – John Dunk – Project Management report and proposal
- Oct 2016 – Thread Architecture – Report and fee proposal to project manage
- Mar 2020 – Hol-Saf Design – Restoration plan

In each of the above the emphasis has been on a complete project and not starting any work until a plan is in place for the whole building. Whilst this is obviously preferred, financing this has proved impossible.

Around 2022 the Trust made the decision to take smaller steps and at least do some work allowing the building to be open in a limited capacity. This was done and the building re-opened in Oct 2023. In so doing, it showed progress was being made and allowed the Trust to put on events – this has the additional effects of; showing off the building to the community; showing the buildings progress; fund-raising; and entertaining the community whilst proving some of the potential of the Hall for the future.


A major limitation to progressing further has been the ceiling. It has been seen as the priority and the next building work to be done before anything else. Whilst the events of the last 2 years have been happening, applications for fund-raising have gone ahead. Sadly, some of these have proved unsuccessful, however as of October 2025 we have some funds. This now gives us the chance to arrange the ceiling work and plan more short-term improvements whilst still always thinking about the bigger picture.

Historic Building Work/Plans		DATE: January 6, 2026	REVISIONS		A 04
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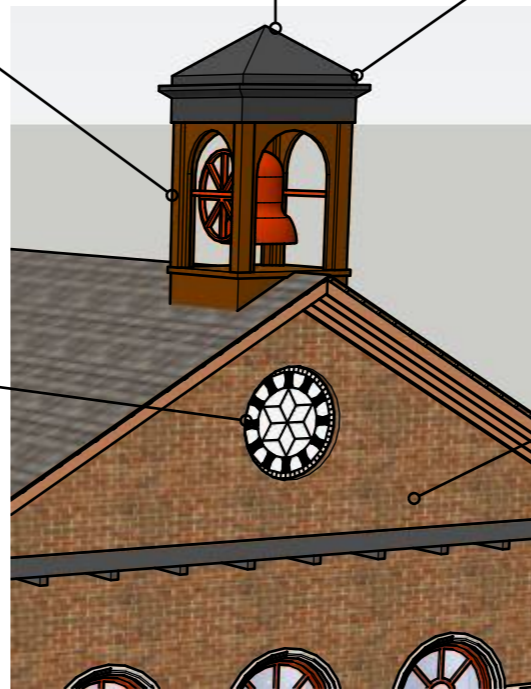
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Bellcote (Not accessible)

- It currently leaks – over the last few years it has gone from a relatively insignificant leak to a priority, especially considering up coming repairs to the ceiling.
- The bellcote is not currently accessible via the clock room – only from outside.
- Drone pictures taken in April 2021 showed no obvious problem except the woodwork looked very tired and the leadwork a little misshapen in places. At this time, wire netting was still working to keep birds etc out.
- It now leaks into the clock room ceiling and along the rafters, dripping onto the floor but also along the joists and drips onto a section of boards on the ceiling joists above the main Hall.
- Whilst looking from the ground it now appears nesting birds have gained access, and foliage has been growing in the bellcote no doubt adding to the problem.
- We are currently seeking advice as to who is responsible, us or the Landlord.
- **Actions**
 - o **Short-term**
 - This is now a priority. Initially a roofer/surveyor must be found who can do an inspection and report on the work needed to make the bellcote waterproof, bird-proof and safe for the future. This will probably need to be done on a cherry-picker.
 - The work then needs to be carried out ASAP; this will most likely include scaffolding at the front of the building (This could then tie-in with window work).
 - Investigate where the responsibility for the Bellcote lies (Landlord or Tenant).
 - o **Long-term**
 - Once the above is done, no further work should be required.
 - Needs to be part of a regular roofing inspection schedule.

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Damp on rafters in clock room below bellecote

Damp in roof above ceiling of main hall

Bellecote Images

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Roof (not in public use)

- Roof tiles
 - o Covering was renewed in the 90's - looks good for the foreseeable future.
- Wooden roof Structure
 - o Since the tiles were replaced, the roof has been waterproof
 - o The conclusions from the report in 2012 still stand.
 - Generally, the structure is sound
 - The joist beams at the rear (above the circular room) need to be investigated
 - Woodworm and other treatment may be needed
- Roof space
 - o Insulation is ready to be installed
- Guttering, fascias, soffits
 - o No obvious issues
 - o Part of the responsibility of the Landlord
 - o Will need to be part of a regular maintenance and inspection schedule
- Actions
 - o **Short-term**
 - Investigate the beams and joists above the circular room as part of the main Hall ceiling work. Make report and plan further work accordingly.
 - Insulate the roof space once the ceiling has been repaired.
 - Visual inspection of the gutters, fascias and soffits – report to Landlord.
 - o **Long-term**
 - Motors could be installed and operated in the roof space to hold a mobile truss for lighting/sound/drapes etc in the main hall.
 - Further lighting and sound could be run from the roof space for the main hall.
 - Possible storage area in the roof space

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Gutters, fascia and soffit

Co-op Roof

Main Hall Roof

Library Roof



Roof Images

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Mezzanine (not in public use)

- Ceiling
 - o Currently part of the lathe and plaster ceiling is collapsing, and other areas are clearly loose
- Walls
 - o Main structure appears good, but plaster and paintwork need work
- Window
 - o Only one window which is currently partly boarded up. Wooden sash window and frame with single glazed glass (Half of the window may need replacing) – all in need of repair.
- Main Access
 - o This is up a narrow, steep, winding set of wooden stairs.
 - o Bottom steps are damaged but usable
 - o Handrail may need upgrading
 - o Wooden door at the bottom is usable
- Access to roof space
 - o This is via a wooden ladder through a wooden hatch
 - o Currently safe and usable
- Fire Exit
 - o There are 2 of these...
 - o One is currently blocked and secure. It was the original exit, and it must have been decided not to use it as a new exit has been smashed through the back wall! The old exit used a fixed vertical access ladder that went down onto the Co-op flat roof.
 - o The new fire exit was badly made and never finished. There is a large wooden beam across the floor of the exit. The exit is very small. The wooden door itself has had water damage and is not usable – it is fixed shut. (It could be used in an emergency with a kick!)
- Floor
 - o Wooden floorboards are currently safe and sound.
- Balustrade
 - o Part of the mezzanine has an opening into the Hall with a cast Balustrade. This currently seems safe.
- Actions
 - o **Short-term**
 - Repair the fire exit – door and frame – also repair masonry surround.
 - Make safe the ceiling
 - Make safe the access stairs and handrail
 - Secure and insulate the window boarding
 - o **Longterm**
 - Upgrade lighting and power supply
 - Repair and replace the lathe and plaster ceiling
 - Fix and replace the window – consider secondary glazing
 - Secure the plaster walls
 - Secure wooden flooring
 - Decorate walls, doors, floor, balustrade and window

Mezzanine Summary

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Old fire escape



Aerial Section



Window



Interior and Exterior of fire escape



Ceiling damage



Rear Section



Mezzanine Images

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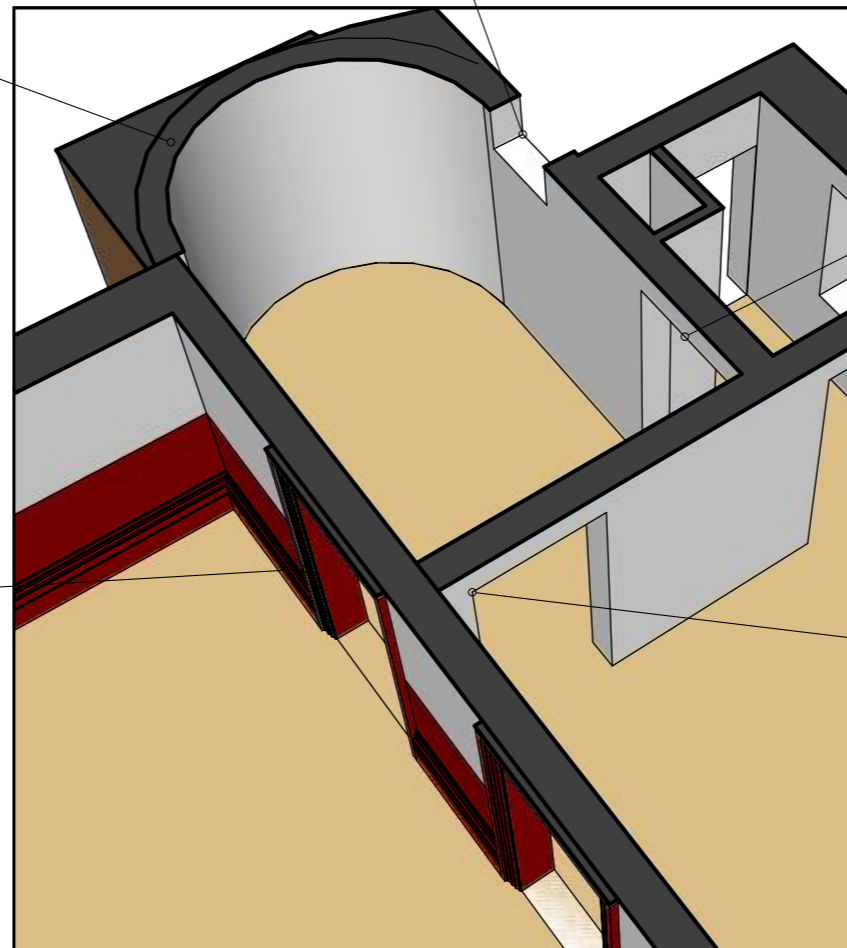
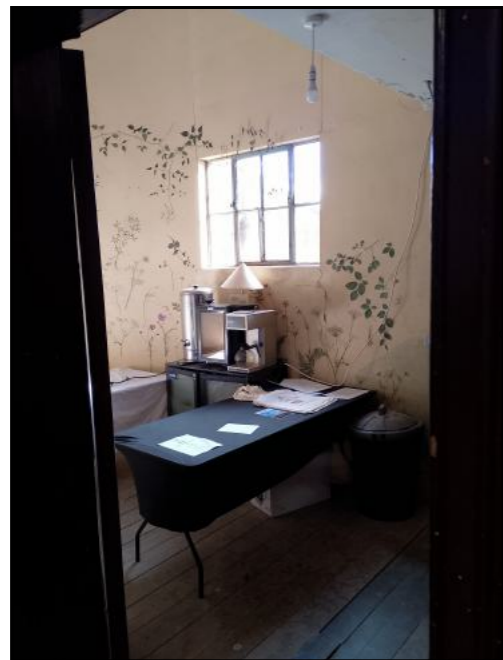
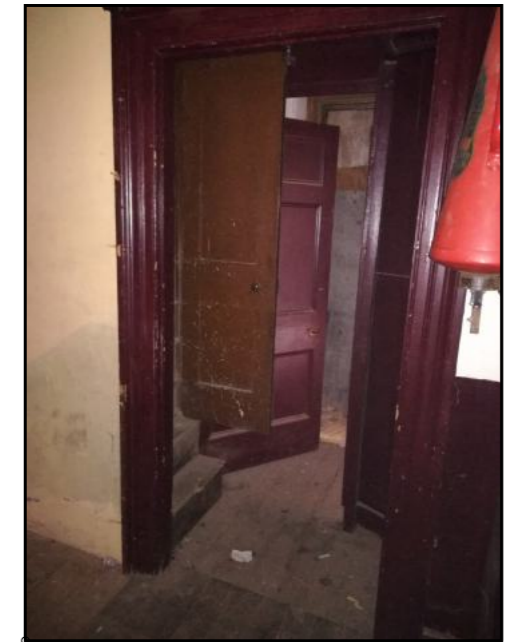
Round Room (currently not all in public use but should be)

- Ceiling
 - o Currently part of the lathe and plaster ceiling is cracked, and other parts are loose – not to be accessed by the public
- Walls
 - o Main structure appears good, but plaster and paintwork need work
- Window
 - o Only one window which has metal frame and is currently single glazed and in use.
 - o Wooden floorboards are currently safe and sound.
- Doors
 - o There are 3 doorways. 2 are currently sound and usable. 1 has the door removed for access to the mezzanine stairs. The Door has been rehung to make a partition and access to the storeroom. (The door could be used to re-hang in the old frame).
- Fixtures
 - o Old fire extinguisher – filled with liquid (potentially hazardous?)
- Actions
 - o **Short-term**
 - Whilst work is being carried out on the ceiling of the main hall, an inspection should be carried out into the ceiling condition and the ceiling joists above. (Refer to structural engineer's roof report)
 - Make safe the ceiling and repair
 - Bear in mind any changes that may occur during installation of toilet, sink and waste in the rear area of the main hall.
 - Old fire extinguisher needs to be decommissioned to make safe and displayed appropriately.
 - o **Longterm**
 - Upgrade lighting and power supply
 - Consider secondary glazing for the window
 - Secure the plaster walls
 - Secure wooden flooring
 - Decorate walls, doors, floor, and window

Round Room Summary		DATE: January 6, 2026	REVISIONS		11
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Cracks in ceiling



Aerial view of Round Room



Round Room Images

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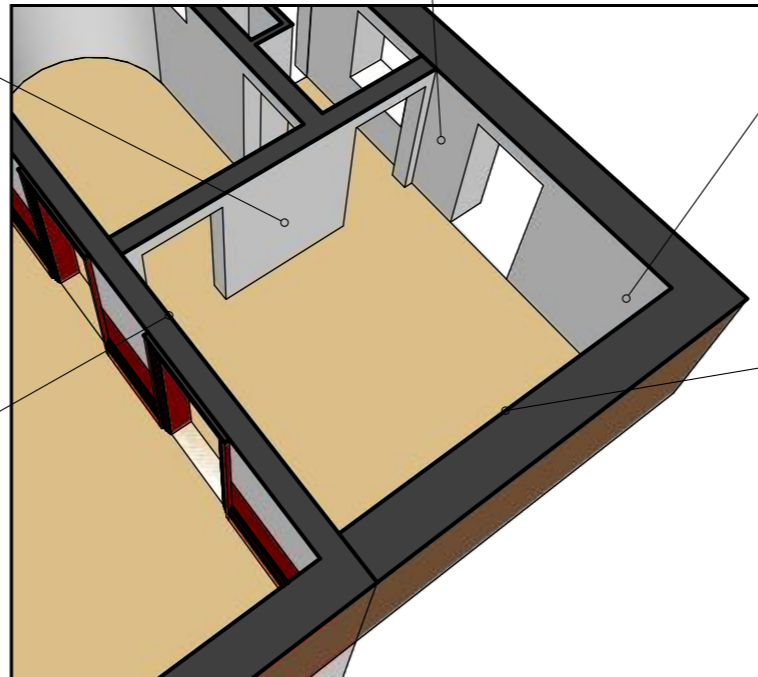
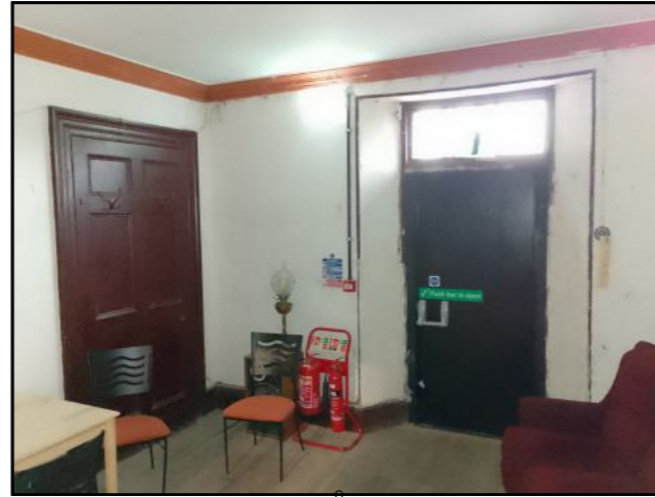
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Square Room (public use including emergency exit)

- Ceiling
 - o Ceiling appears to be sound
- Walls
 - o Main structure appears good, but plaster and paintwork need work
- Window
 - o Only one small window above the fire exit door which is currently single glazed.
- Floor
 - o Wooden floorboards are currently safe and sound.
- Doors
 - o There are 4 doors. All currently sound and usable
- Fixtures
 - o Fireplace – sound
 - o Sink – No water supply. Waste only goes outside and onto Co-op flat roof.
- Actions
 - o **Short-term**
 - Bear in mind any changes that may occur during installation of toilet, sink and waste in the rear area of the main hall.
 - Fit sink and new waste and remove old sink/water supply/waste pipes.
 - o **Longterm**
 - Upgrade lighting and power supply
 - Consider secondary glazing for the window above emergency exit
 - Consider recommissioning the fireplace
 - Secure the plaster walls
 - Secure wooden flooring
 - Decorate walls, doors, floor, and window
 - Probably included in future developments at the rear of the building.

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Aerial view of Square Room



Square Room Images

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Storage Room (currently no public use)

- Ceiling
 - o Ceiling appears to be sound
- Walls
 - o Main structure appears good, but plaster and paintwork need work
- Window
 - o Only one window currently boarded up.
- Floor
 - o Wooden floorboards are currently safe and sound.
- Doors
 - o There are 3 doors.
 - o 2 are currently sound and usable. One into round room is currently part of a temporary partition and permanently closed.
 - o 1 door leads to an outside space that forms a void between buildings with no exit. It is currently not usable as there is a 6-foot drop directly outside the door that leads to the flat roof of the Co-op below.
- Fixtures
 - o Understairs cupboard – door is sound, cupboard is usable.
- Actions
 - o **Short-term**
 - **Renew boarding over window to make safe.**
 - **Secure door to the void outside. (May be useful to use as access outside for maintenance reasons)**
 - **To be converted into temporary toilet/sink area. Waste to be connected to wastepipes in the Co-op below.**
 - **Doors in the Storage will need to be removed/replaced as needed and new locks fitted.**
 - o **Longterm**
 - **Upgrade lighting and power supply**
 - **A lot will depend on the plans for rear of building**
 - **Secure the plaster walls**
 - **Secure wooden flooring**
 - **Decorate walls, doors, floor, and window**
 - **Probably included in future developments at the rear of the building.**

Store Room Summary

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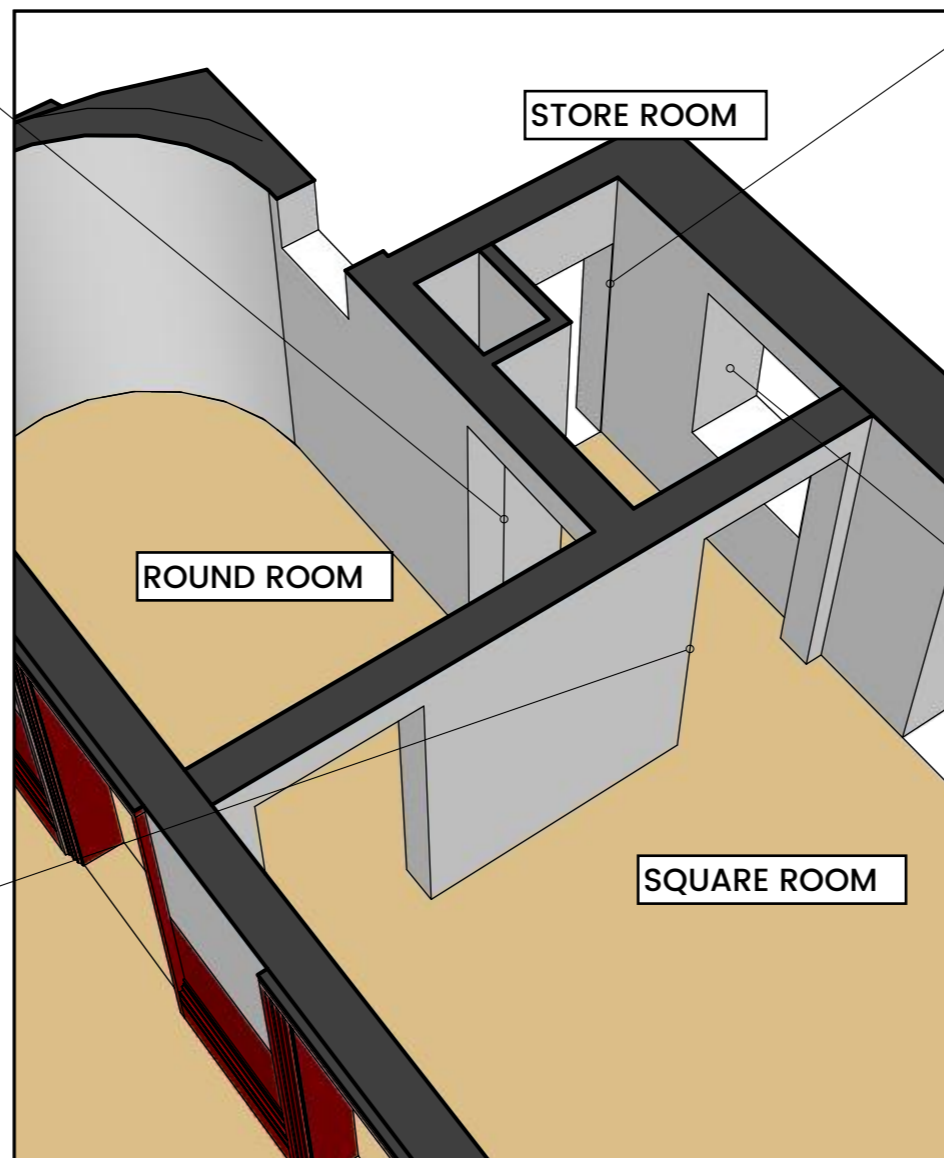
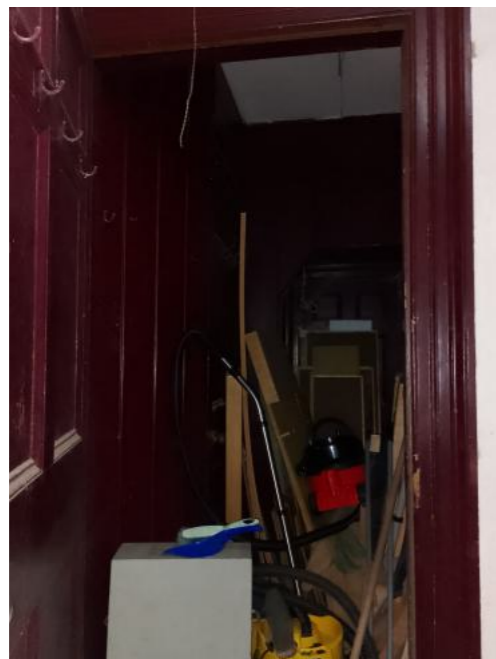
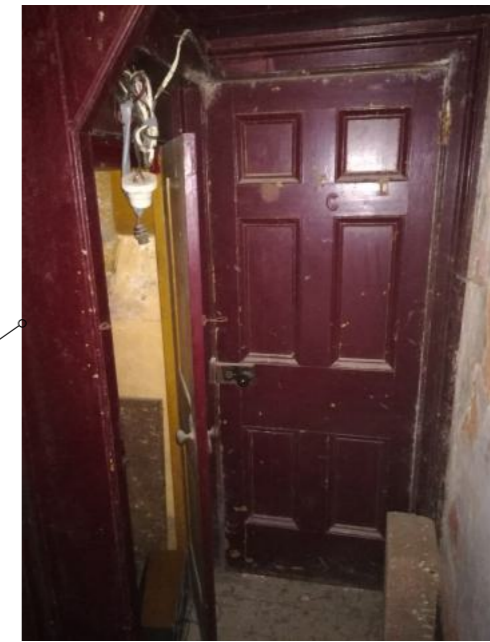
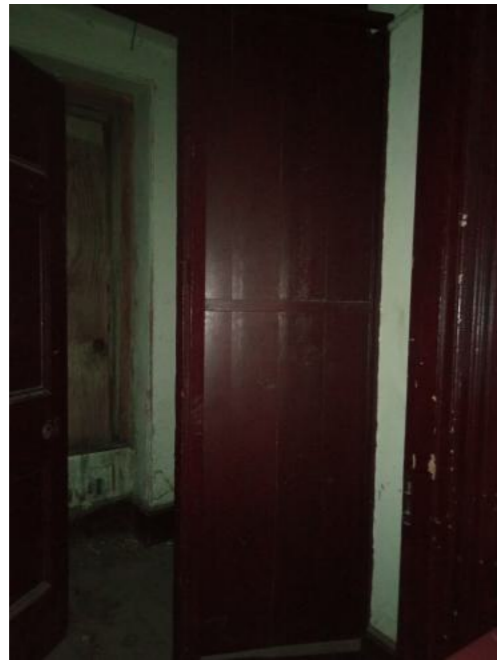


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Store Room Images

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Main Hall (Needs to all be accessible to the public)

- Ceiling
 - o Lathe and Plaster ceiling throughout.
 - o Ceiling has some cracks, small parts missing, plus area of old repairs, all mainly at the North end. Damage caused by historical leaks in the roof that are no longer a problem.
- Cornice
 - o Some damage from old roof leaks
- Walls
 - o Main structure appears good. Cracks at the north end have been monitored with no new movement.
 - o Plaster and paintwork need work
- Skirting
 - o Large decorative skirting and architraves throughout – all good.
- Windows
 - o 7 arched windows.
 - o One fully repaired.
 - o 6 other windows in varying states of decay. Some just need wood repairing and re-glazing. Some need to be completely rebuilt.
 - o All windows are currently permanently or temporarily boarded.
- Floor
 - o Wooden floorboards throughout.
 - o Boards are mainly sound and secure
- Doors
 - o There are 3 doors.
 - o 1 set of double doors at the main entrance - currently sound and usable.
 - o 2 doors access round room and square room – both sound and usable.
- Fixtures
 - o 4 old gas heaters hang from ceiling. Not connected but safe.
 - o Old fire extinguisher – filled with liquid (potentially hazardous?)
- Actions
 - o **Short-term**
 - Repair ceiling where needed and repaint.
 - Repair cornice where needed and repaint.
 - Repair, repaint and refit 3 front arched windows.
 - (Could consider shorter term solution to fix clear Perspex over 3 front windows)
 - Renew boarding over other windows to make safe and for insulation (could also consider using clear Perspex to allow more light into Hall).
 - Further inspection of flooring to establish danceable strength
 - Secure and replace floorboards where necessary.
 - o **Longterm**
 - Upgrade lighting and power supply
 - Install truss for lighting, sound and stage draping etc.
 - Finish rebuilding, painting and installing windows
 - Consider secondary glazing for windows (including sound proofing)
 - Install fixings to walls to allow drapes on all windows
 - Secure the plaster walls
 - Upgrade flooring to incorporate extra strength if needed, with sound and heat insulation.
 - Secure wooden flooring to make even, then treat and resurface
 - Decorate walls, doors, floor, and windows
 - Consider retractable tiered seating

Main Hall Summary

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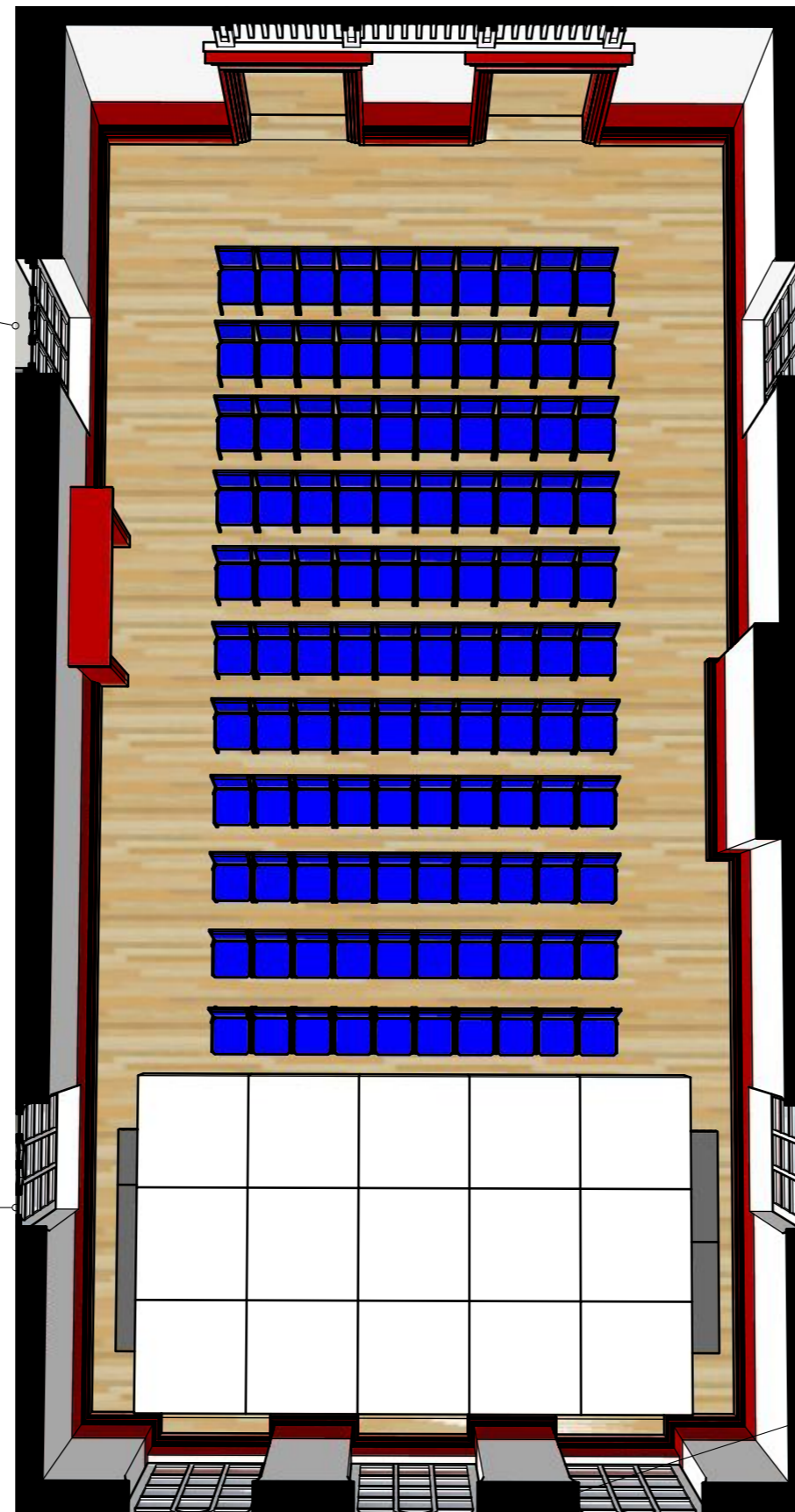
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One refurbished window



Main Hall Images

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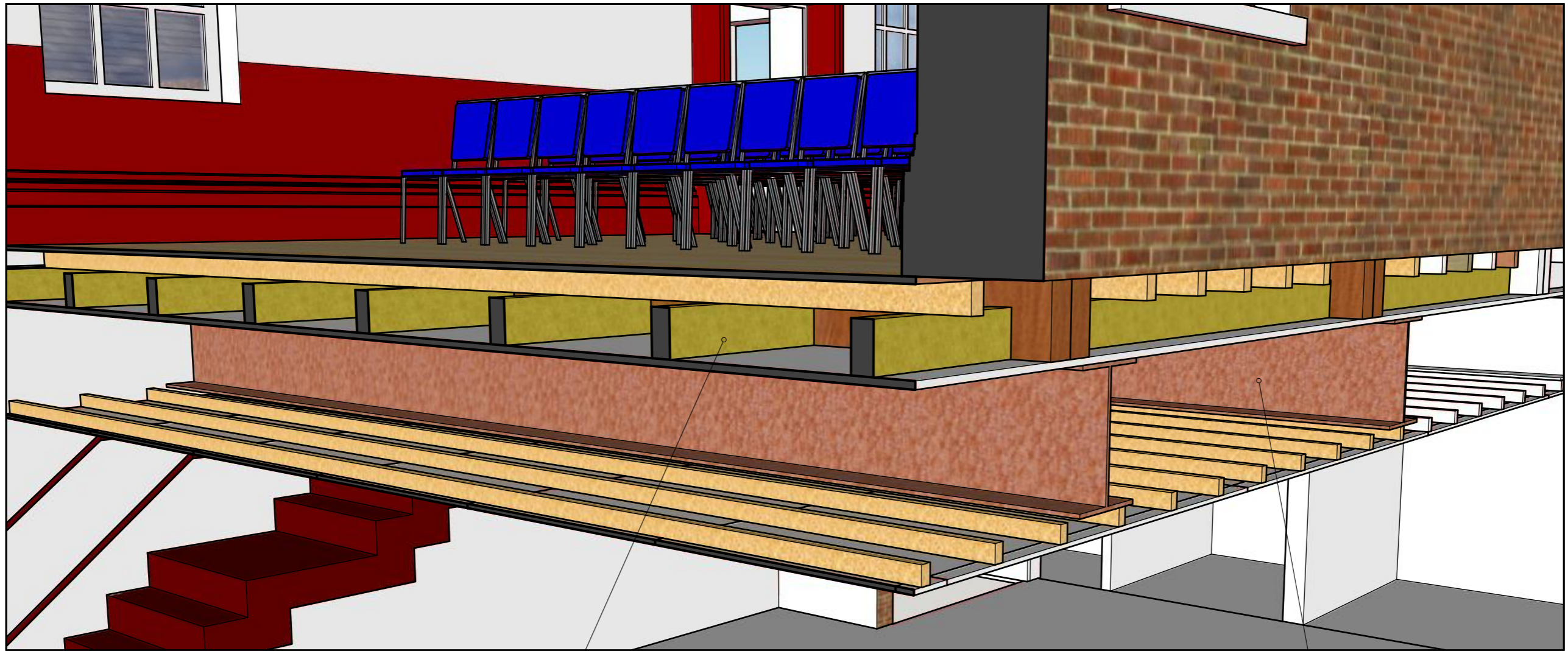


DATE: January 6, 2026

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Main Hall Floor

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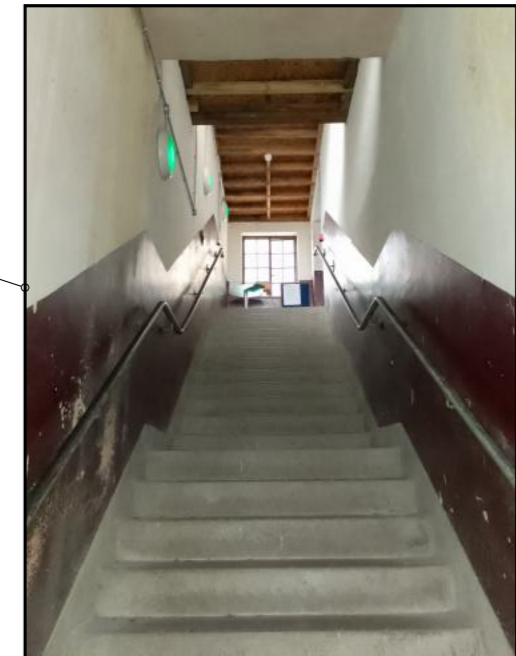
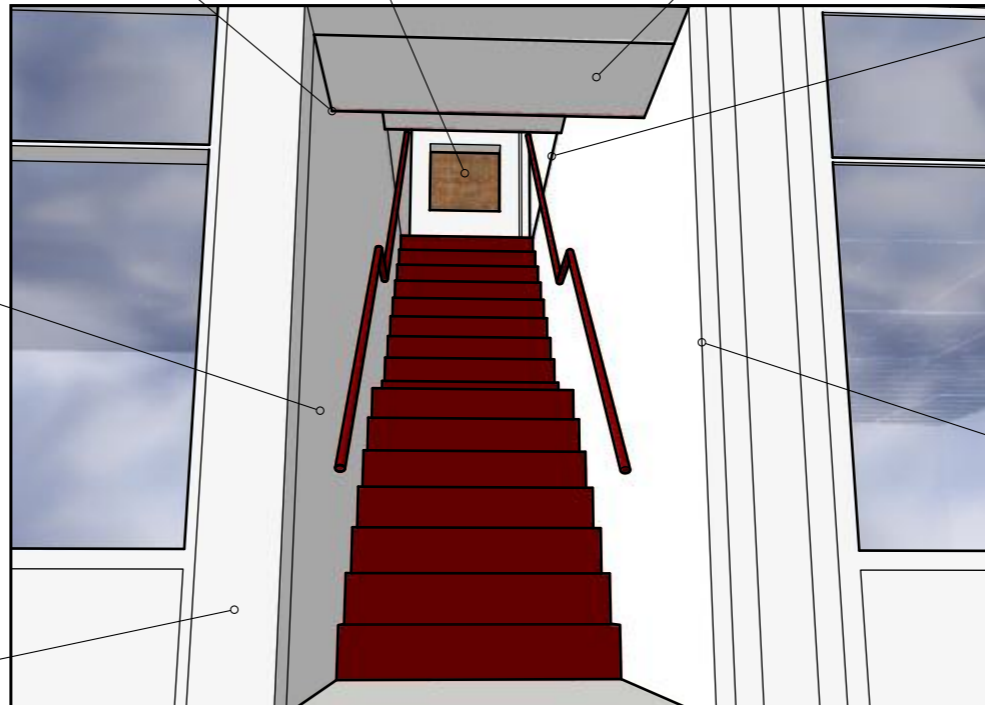
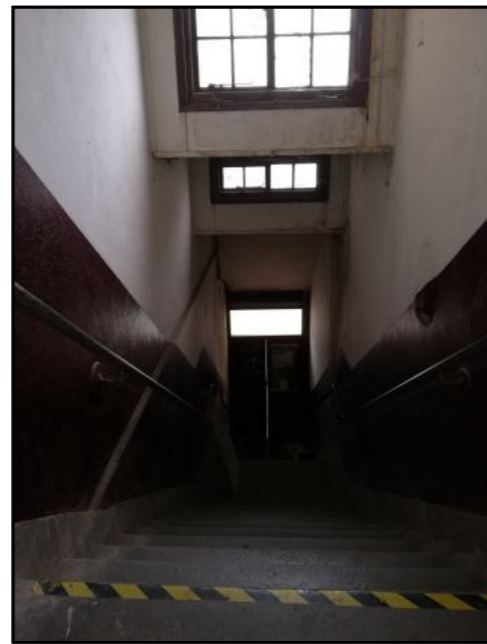
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Front entrance and stairway (access for the public)

- Ceiling
 - o Some parts recently boarded and plastered. Some parts with no covering.
- Walls
 - o Main structure appears good.
 - o Plaster and paintwork need work.
- Ground Floor
 - o Good but hole where electrics came into the building.
- Stairs
 - o Solid concrete stairs
 - o Good, fixed handrail
- Landing
 - o Solid floor
- Windows
 - o 4 windows.
 - o One above main door entrance, glazed with toughened, frosted glass.
 - o Two in the ceiling above the centre of the stairway.
 - o One on the landing. Metal frame with single glazed glass in need of repair. Currently can be used.
- Doors
 - o There are 2 doors.
 - o 1 set of double wooden doors at the main entrance - currently lockable and in use as an emergency exit.
 - o 1 set of double doors at the top of the stairs into the main Hall - currently sound and usable.
- Fixtures
 - o Electrical connection for the building and main fuse board.
 - o Fire alarm panel
 - o Area for clock weight
- Actions
 - o **Short-term**
 - Repair ceiling where needed, refit boarding, plaster and repaint.
 - Repair walls and repaint.
 - Install chairlift to aid Hall accessibility.
 - Fix anti-slip fluorescent stair nosing for safety and visibility
 - Reattach handrail if needed
 - (Replace glass above front door with electronic information sign)
 - Make good the window at the top of the stairs to make it usable, airtight, warmer and waterproof.
 - o **Longterm**
 - Front doors upgrade for more security, warmth and soundproofing
 - Upgrade lighting and power supply
 - Consider secondary glazing for all windows
 - Remove stairlift if/when a full lift is installed

Front Entrance and Stairway Summary		DATE: January 6, 2026	REVISIONS		A 20
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- These drawings represent a visualisation and/or concept only. These drawings and all associated documents are prepared for a specific client. All measurements and other information made available by the client are as accurate as possible at the time of drafting, but should be confirmed on site prior to further design, analysis or construction. - The recipient agrees to protect the contents from distribution and dissemination without written permission of the Client. The contents of these drawings are not to be reproduced or copied in whole or part without written permission of the Client. Use of this drawing is granted to the Client for their specified project only. - We do not provide any legal, investment, or financial advice or information and are not advising on the commercial viability or technical suitability of any proposals. The relevant independent expert advice should be sought accordingly.



Front Entrance and Stairway Images

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Outside Space

- Cladding of building is the responsibility of the Landlord
- Front doors and signage to be changed as above
- Rear area includes fire escape with walkway above flat roof of Co-op. Landlords responsibility? Needs to be part of a regular maintenance check list. Needs to be part of an event checklist as it could be used for emergency exit.
- Actions
 - o **Short-term**
 - Regular maintenance and event checks to fire escape
 - Regular maintenance checks of guttering and outside cladding etc.
 - Look into a potential storage area at the bottom of the rear stairs in the Co-op outside space.
 - o **Long-term**
 - Reinstate the front portico
 - Use area above the ground floor Co-op stores at rear of the Hall to incorporate Toilets, kitchen, dressing rooms etc.
 - Install Lift for easier access, especially for disability access and heavier equipment etc.

Outside Space Summary

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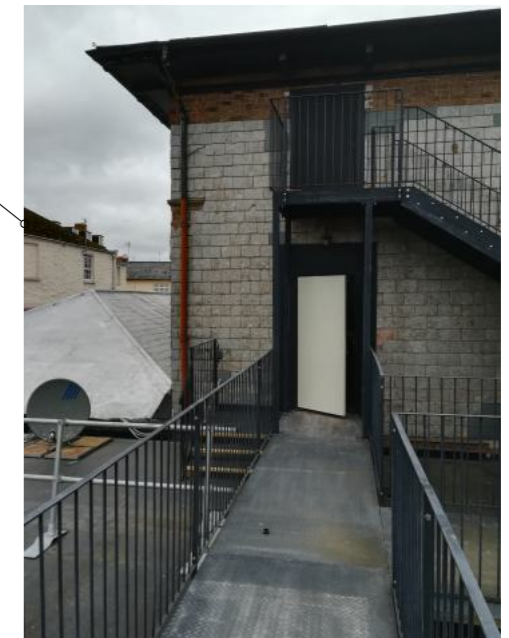
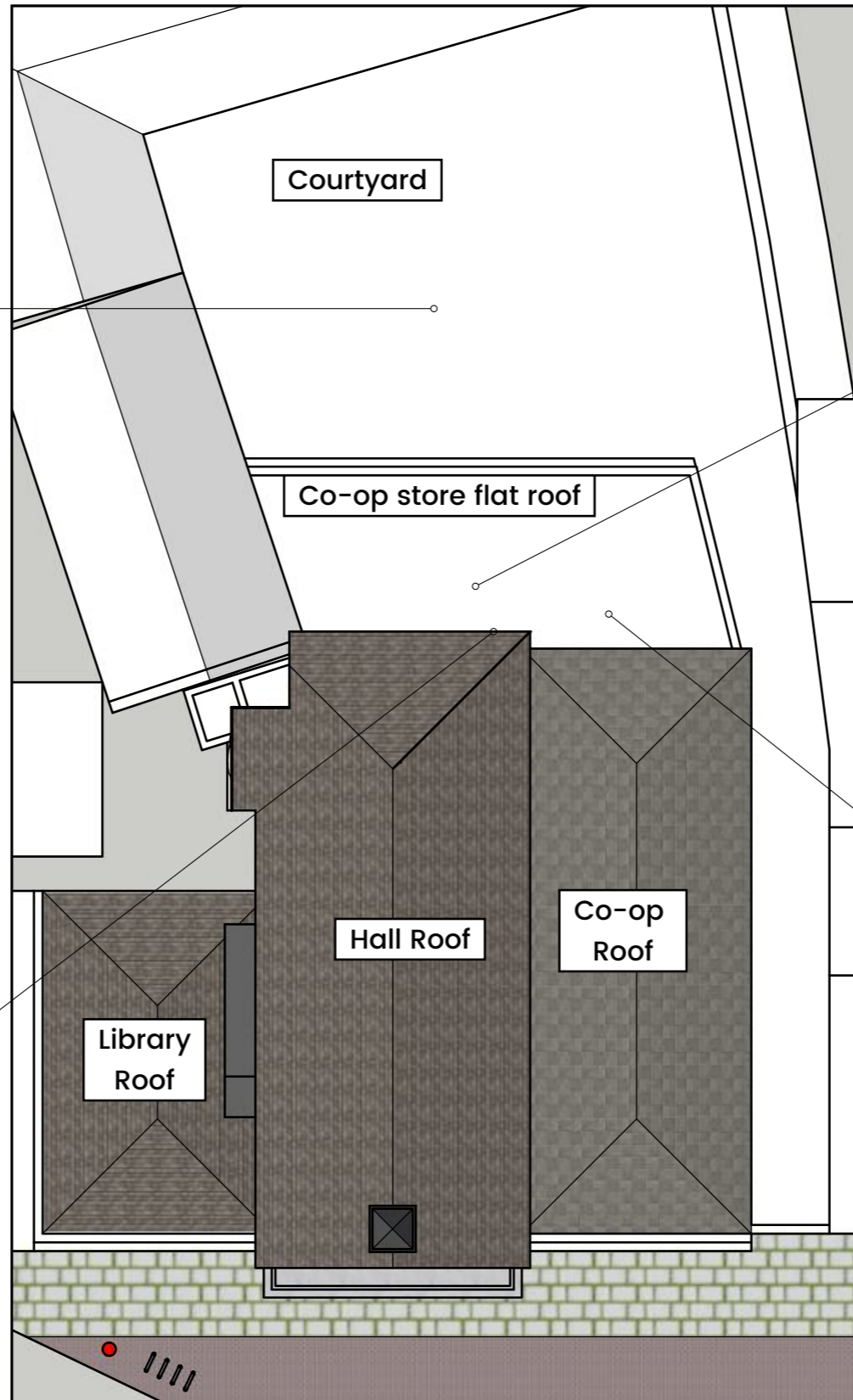
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Outside Space Images

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Conclusions

The aim of this building strategy is to...

- Priorities building work according to urgency, cost, how quickly work can be arranged, and how quickly work can be achieved.
- Put each project into a short-term or long-term plan.
- As far as possible, any short-term projects should be planned whilst still considering longer term aspirations for future developments in the building.
- According to funds available, start planning for the short-term work.
- The short-term projects should be put into a 'building works Gant chart' (to follow)

Things to remember

- Listed building consent
- Building regulations
- Approval from Landlord
- Health and Safety
- CDM requirements
- Insurance

Conclusion		DATE: January 6, 2026	REVISIONS		24
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