



*MARKET HALL TRUST*  
*14 JUNE 2021*

SAXMUNDHAM TOWN COUNCIL

**Item 3 – Appendix 1 Minutes of the Meeting held 8 February 2021**  
**Minutes of the Meeting of the Market Hall Trustee**  
**8 February 2021 by Video Conference which started at 8.18 pm**

**Councillors:**

Cllr. D. Eastman

Cllr. J. Findlay

Cllr. J. Fisher

Cllr. C. Hawkins

Cllr. N. Hiley

Cllr. T. Lock

Cllr. J. Sandbach

Cllr. J. Smith (Chair)

**Also Present:** Rosalind Barnett - Town Clerk

**AS THIS MEETING WAS HELD REMOTELY, ALL DOCUMENTS WILL BE SIGNED AT THE EARLIEST CONVENIENCE.**

**11/20MHT Apologies for Absence**

No apologies Received.

**12/20MHT Declarations of Interest**

There were no Declarations of Interests.

**13/20MHT Minutes of the Previous Meeting**

**It was unanimously RESOLVED to approve the minutes of 9<sup>th</sup> of November 2020.** The Chair will sign at the first opportunity.

**14/20MHT Market Hall Finance and Budget**

- a. Members received a report on the Market Hall Finances 2020-21 and noted that the bank account balance is predicted to be around £6000 at the end of the financial year.
- b. Members discussed the draft budget and the noted the difficulties of setting a budget in a year affected by Covid-19. Cllr Smith proposed the draft budget for 2021-2022 which includes the £16,000 reduced grant from the Town Council. The Market Hall Committee may be asking the Council for further funding in the year for specific project work.

**RESOLVED: Councillors approved the draft budget for 2021-2022 (Appendix A)**

**15/20MHT Market Hall Management Committee**

- a. Members noted the report and the priorities of the Market Hall Management Committee held on the 1<sup>st</sup> February. which were:-.

Priority 1 - The stage lighting bar needs to be fixed as this is a health and safety matter.

Priority 2 – Improvements to the servery kitchen, ensuring that works meet environmental health standards. This will require existing base units to be removed, white rock fitted, and stainless-steel free-standing units installed (£6000 indicative budget).

Priority 3 – Organisation of the storage in the hall to include completion of the under-stage storage.

- b. The Clerk gave a report on the Market Hall refurbishment and reported that the main hall, foyer, kitchen and kitchen corridor have been painted. The projector has been installed but the replacement units in the kitchen have not been completed as environmental health have advised that new units are required. The lighting bar over the stage will need to be replaced and the current quote is for £2495. The clerk is currently looking for further quotes.

**The meeting closed at 8.48 pm**



**Roz Barnett**

**Clerk/RFO to Saxmundham Town Council, The Town House, Station Approach. Saxmundham, IP17 1BW**

**Item 3 – Appendix 2 Minutes of the Meeting held 8 March 2021.**

**Minutes of the Meeting of the Market Hall Trustee  
8 March 2021 by Video Conference which started at 9.50 pm**

**Councillors:**

Cllr. D. Eastman  
Cllr. J. Findlay  
Cllr. J. Fisher  
Cllr. C. Hawkins  
Cllr. N. Hiley  
Cllr. J. Smith (Chair)

**Also Present:** Rosalind Barnett - Town Clerk

PLEASE NOTE, AS THIS MEETING WAS HELD REMOTELY, ALL DOCUMENTS WILL BE SIGNED AT THE EARLIEST CONVENIENCE.

**16/20MHT Apologies for Absence**  
No apologies Received.

**17/20MHT Declarations of Interest**  
There were no Declarations of Interests.

**18/20MHT Minutes of the Previous Meeting**  
The consideration of the minutes was deferred to the next meeting.

**19/20MHT Lighting Bar**  
The Clerk reported that the existing lighting bars on the stage, were not fit for purpose and required replacing. She explained that she had only been able to acquire one quote of £2495 for their replacement because the work requires a specialist company who could certify the loading for the installation of stage lighting. She did seek advice and tried to pursue an additional price from a specialist company in East Sussex but because of the difficulty of the work and lockdown restrictions they declined to quote.  
**RESOLVED: Councillors agreed to accept the quote from EA Leisure and replace the lighting bars at a cost of £2495**

**The meeting closed at 9.58 pm**

*R Barnett*

**Roz Barnett  
Clerk/RFO to Saxmundham Town Council  
The Town House, Station Approach. Saxmundham, IP17 1BW**

Item- 4a Appendix 3 – End of Year Accounts

Statutory Income and Expenditure

<b>Market Hall</b>		
<b>Income and Expenditure Account for Year Ended 31st March 2021</b>		
31st March 2020		31st March 2021
	<b>Operating Income</b>	
0	Income	46,472
<u>0</u>	<b>Total Income</b>	<u>46,472</u>
	<b>Running Costs</b>	
0	Salaries & Staff Expenses	3,003
0	Admin Costs	8,113
0	Building Maintenance	31,907
0	Marketing, Events & Publicity	626
<u>0</u>	<b>Total Expenditure</b>	<u>43,649</u>
	<b>General Fund Analysis</b>	
0	Opening Balance	6,408
0	Plus : Income for Year	46,472
0		<u>52,881</u>
0	Less : Expenditure for Year	43,649
0		9,232
0	Transfers TO / FROM Reserves	0
<u>0</u>	<b>Closing Balance</b>	<u>9,232</u>

**Balance Sheet**

11/06/2021

**Market Hall**

08:45

**Balance Sheet as at 31st March 2021****31st March 2020****31st March 2021**

		<b>Current Assets</b>		
0		EOY Debtors	2,200	
0		VAT Control A/c	3,373	
0		Current Bank A/c	3,740	
	<u>0</u>		<u>          </u>	<b>9,313</b>
		<b>0 Total Assets</b>		<b>9,313</b>
		<b>Current Liabilities</b>		
0		Accruals	81	
	<u>0</u>		<u>          </u>	<b>81</b>
		<b>0 Total Assets Less Current Liabilities</b>		<b>9,232</b>
		<b>Represented By</b>		
0		General Reserves		9,232
	<u>0</u>			<u>9,232</u>

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

# Income and Expenditure Summary by Account Code

11/06/2021

Market Hall

Page 1

08.46

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1000 Hall Hire	1,890	2,216	9,250	7,034			24.0%	
1020 Grants	0	37,000	20,500	(16,500)			180.5%	
1021 CIL Income	0	7,000	0	(7,000)			0.0%	
1050 Other Income	248	252	50	(202)			504.1%	
1090 Bank Interest	1	4	0	(4)			0.0%	
<b>Income :- Income</b>	<b>2,139</b>	<b>46,472</b>	<b>29,800</b>	<b>(16,672)</b>			<b>155.9%</b>	<b>0</b>
<b>Net Income</b>	<b>2,139</b>	<b>46,472</b>	<b>29,800</b>	<b>(16,672)</b>				
<b>120 Salaries &amp; Staff Expenses</b>								
4000 Staff Salaries Tax/NI/Pension	0	3,003	9,000	5,997		5,997	33.4%	
<b>Salaries &amp; Staff Expenses :- Indirect Expenditure</b>	<b>0</b>	<b>3,003</b>	<b>9,000</b>	<b>5,997</b>	<b>0</b>	<b>5,997</b>	<b>33.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,003)</b>	<b>(9,000)</b>	<b>(5,997)</b>				
<b>160 Admin Costs</b>								
4200 Cleaning	42	225	0	(225)		(225)	0.0%	
4205 Utilities	848	2,450	2,900	450		450	84.5%	
4235 Bank charges	11	87	100	13		13	86.6%	
4240 License Fee	107	27	300	273		273	9.1%	
4260 Telephone/Broadband	45	855	1,200	345		345	71.3%	
4270 Insurance	0	1,728	2,000	272		272	86.4%	
4280 Consultancy	0	2,740	2,000	(740)		(740)	137.0%	
<b>Admin Costs :- Indirect Expenditure</b>	<b>1,053</b>	<b>8,113</b>	<b>8,500</b>	<b>387</b>	<b>0</b>	<b>387</b>	<b>95.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,053)</b>	<b>(8,113)</b>	<b>(8,500)</b>	<b>(387)</b>				
<b>170 Building Maintenance</b>								
4300 Refurbishment costs	2,495	18,197	7,000	(11,197)		(11,197)	260.0%	
4310 Cleaning and general materials	248	1,917	1,300	(617)		(617)	147.5%	
4320 General repairs	125	1,231	1,000	(231)		(231)	123.1%	
4330 Capital Replacement	0	10,562	5,000	(5,562)		(5,562)	211.2%	
<b>Building Maintenance :- Indirect Expenditure</b>	<b>2,868</b>	<b>31,907</b>	<b>14,300</b>	<b>(17,607)</b>	<b>0</b>	<b>(17,607)</b>	<b>223.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,868)</b>	<b>(31,907)</b>	<b>(14,300)</b>	<b>17,607</b>				
<b>200 Marketing, Events &amp; Publicity</b>								
4400 Marketing & Publicity	0	187	500	313		313	37.4%	
4405 Website	360	439	500	61		61	87.8%	
4410 Events	0	0	1,000	1,000		1,000	0.0%	
<b>Marketing, Events &amp; Publicity :- Indirect Expenditure</b>	<b>360</b>	<b>626</b>	<b>2,000</b>	<b>1,374</b>	<b>0</b>	<b>1,374</b>	<b>31.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(360)</b>	<b>(626)</b>	<b>(2,000)</b>	<b>(1,374)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,139	46,472	29,800	(16,672)			155.9%	
Expenditure	4,281	43,649	33,800	(9,849)	0	(9,849)	129.1%	
Net Income over Expenditure	<u>(2,142)</u>	<u>2,824</u>	<u>(4,000)</u>	<u>(6,824)</u>				
Movement to/(from) Gen Reserve	<u>(2,142)</u>	<u>2,824</u>						

**Item- 4b Appendix 4 - Independent Examination of the Accounts Statement**

3 June 2021

Dear Trustee,

**Independent examination – The Market Hall, Charity No 235072**

2020-21 Income £46,472; expenditure = £43,649 Reserves £9,232

Bank balance as at 31<sup>st</sup> March 2020 was £3,739.86

The Market Hall is a charity set up with the objective:

“A market hall to be used for such useful or benevolent purposes in connection with the town or district of Saxmundham as the Trustees sanction including the user thereof as a court house for magistrates meetings and the county council.”

The Charity's governing documents are:

- Indenture dated 16 January 1893
- Charity Commission Scheme dated 12 October 1920


The Charity has a sole Trustee, Saxmundham Town Council. Councillors sit in charity meetings as the corporate body. Two sub groups, the Market Hall Development Group and the Market Hall management Committee work to oversee the operation of the market Hall and refurbishment works.

In 2019/21 income was above the Charity Commission filing threshold for annual accounts and therefore accounts will again need to be submitted. The 2019/20 Annual Return was submitted 3<sup>rd</sup> March 2021, which was 31 days past the deadline for filing. Note the latest filing date for the accounts for 2020/21 is 31<sup>st</sup> January 2022.

The Charity had one employee during the year, a Caretaker. All the HMRC requirements have been met with regards to Tax/Ni and pension. The employment terminated at 30/11/2020.

The Town Council provide administration without charge and Annual accounts are presented to the Town Council as sole Trustee.

The year-end accounts were examined and all found to be in order. Except for the late filing, there were no other matters which give me cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 2011.



Colin Poole

On Behalf of Suffolk Association of Local Councils



Saxmundham Market Hall has since 1846, played a major role in the town's community life. Held on trust for the community by the Town Council, it forms a key part of Saxmundham's heritage, linking our past, present and future.



The town is due to see significant growth in population over the next twenty years so Saxmundham will need more and better community facilities. The Town Council, working through its Market Hall Development Working Group and other community volunteers, is putting together plans both for the building itself, and for extending the "offer" of events, services and activities hosted within the Hall. Our plans are:



**Short term:**

- broaden the scope of activities and events, providing activities and performances for all sections of the community;
- Improve the general decorative look and feel of the Hall, to make it a more welcoming and attractive place.

**Medium and longer term:**

- continue to extend the programme of events and activities;
- put in place a basic programme of necessary repairs and improvements;
- secure major investment and upgrading, e.g. the entrance and façade should be restored to the original, offering a welcoming community space both in the forecourt outside and increased reception/circulation space inside.



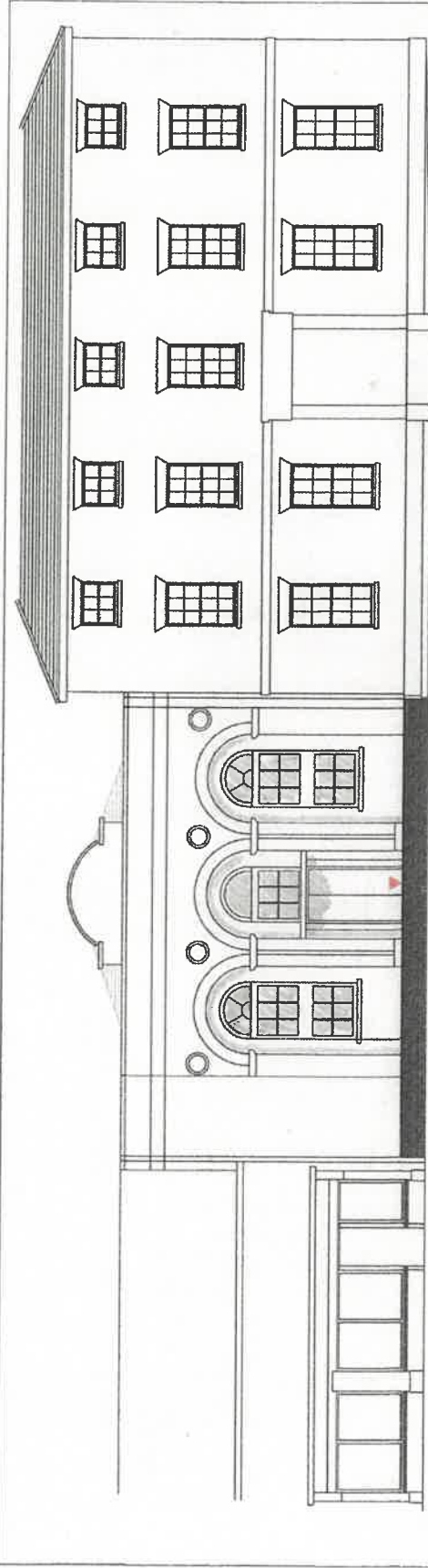
APPENDIX 5 ARCHITECTS REPORT



 Saxmundham Market Hall

The Future – Saxmundham Market Hall

[Visit](#)

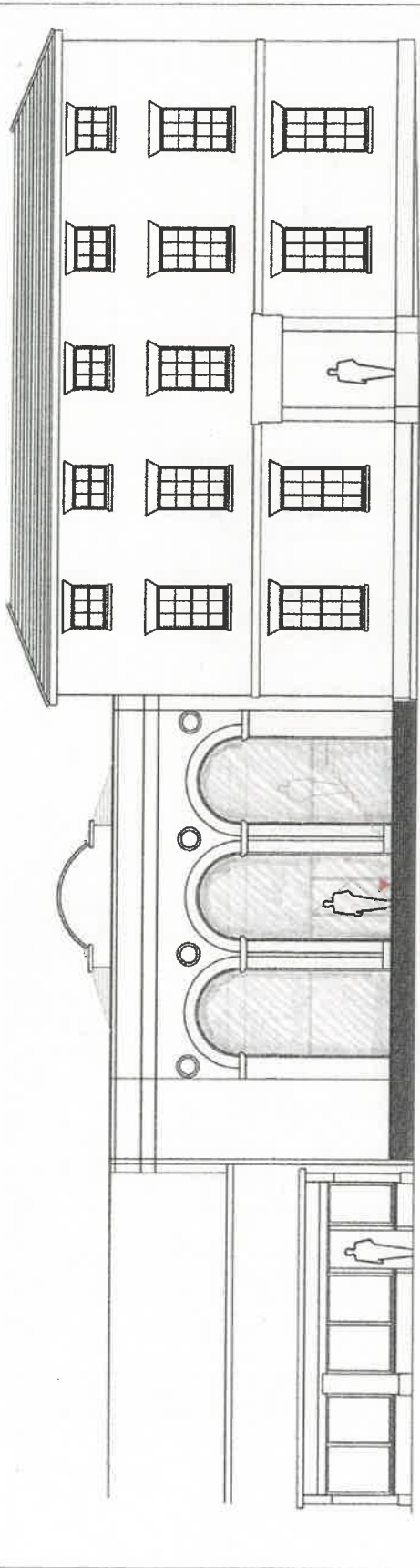


FRONT ELEVATION EXISTING

THE BELL HOTEL



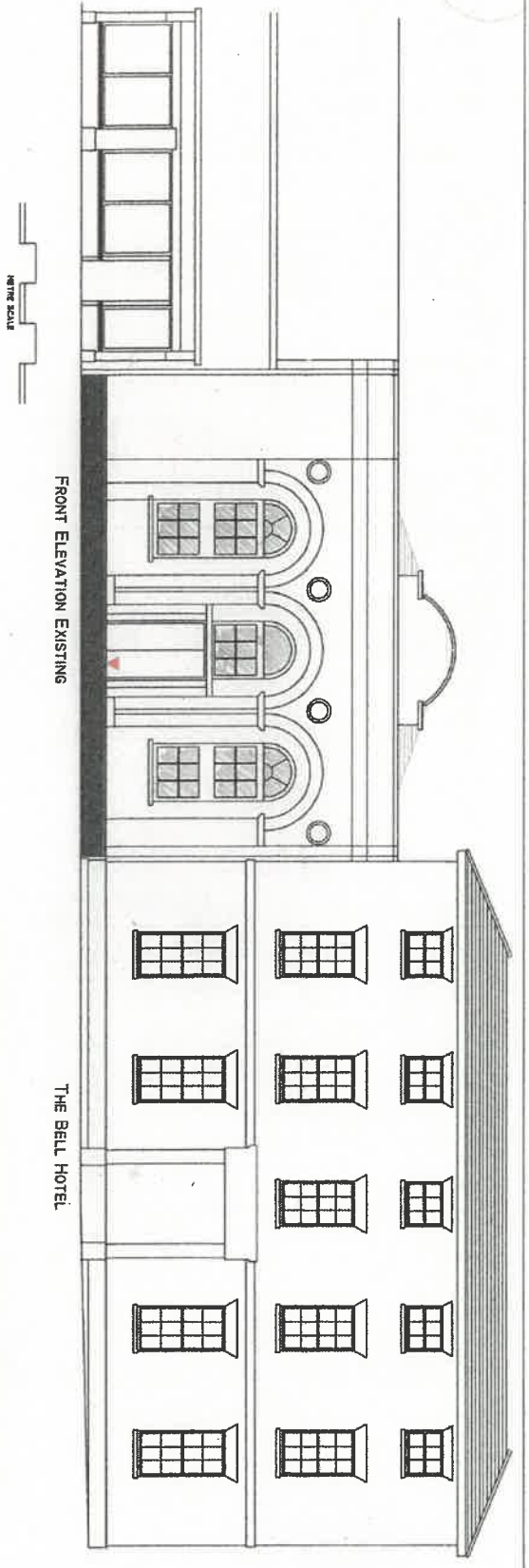
NET 1/8\"/>



FRONT ELEVATION PROPOSED

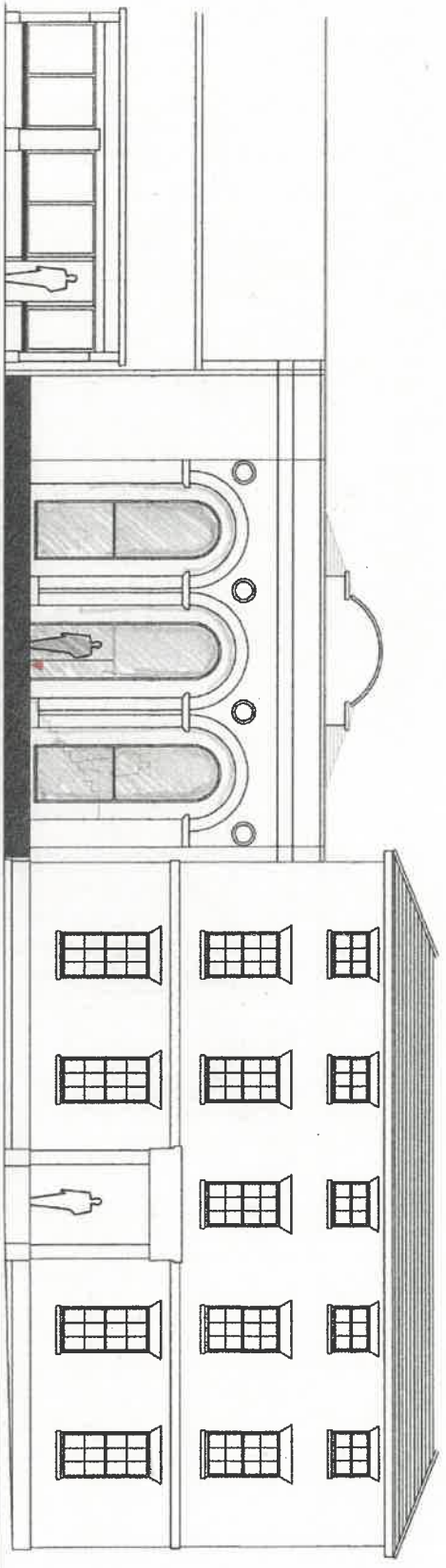
THE BELL HOTEL

SAXMUNDHAM MARKET HALL  
 SKETCH APRIL 2021  
 FRONT ELEVATION EXISTING AND PROPOSED  
 TIM BUXBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP15 6DT  
 TEL 01394 461483 / 0771 408 9786  
 TIMBUXBAUM@AOL.COM



FRONT ELEVATION EXISTING

THE BELL HOTEL



FRONT ELEVATION PROPOSED

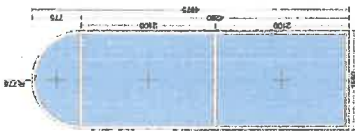
THE BELL HOTEL

SAXXUNDHAM MARKET HALL  
 SKETCH APRIL 2021  
 FRONT ELEVATION EXISTING AND PROPOSED  
 TIM BUXBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP13 6DT  
 TEL 01394 461483 / 0771 408 9786  
 TIMBUXBAUM@AOL.COM

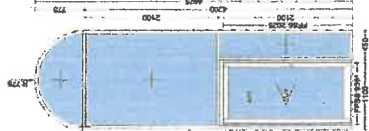


**Option 1**

2no 1450mm wide x 4700mm high curtain walling screens each comprising,  
3no fixed lights



1no 1450mm wide x 4700mm high curtain walling screen comprising,  
1no single door,  
3no fixed lights



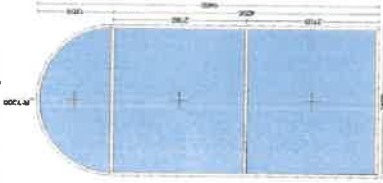
Manifestations to glazing

For the sum of **£288.00**

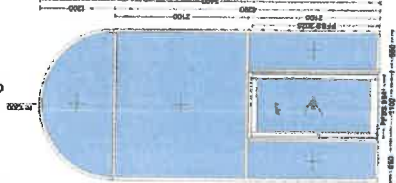
All for the sum of £22,870.00

**Option 2**

2no 2400mm wide x 5400mm high curtain walling screens each comprising,  
3no fixed lights



1no 2400mm wide x 5400mm high curtain walling screen comprising,  
1no single door,  
4no fixed lights



Manifestations to glazing

For the sum of **£364.00**

All for the sum of £28,059.00

The cost for EPDM to all the above frames in option 1, if required, is **£444.00**  
The cost for EPDM to all the above frames in option 2, if required, is **£528.00**

This quotation is subject to 2.5% discount to the Main Contractor.

This budget quotation is based on the information supplied with your enquiry. We reserve the right to revise our price on receipt of full and final details.

Please Note the Following:

1. We have included for a scissor lift, tele-handler, glass sucker and driver to complete the installation of the curtain walling screens.
2. Our price includes for external silicone mastic pointing to a maximum joint size 10mm x 10mm. Internal mastic, finishing etc. to be by others.
3. We have not included for heat soaking or any other special treatment to glazing. Should this be required, please advise and we will revise our quotation accordingly.
4. Fire-stopping, vapour layers and cavity closers, if required, are to be supplied and fitted by others.
5. The above door complies with Secured by Design
6. Secured by Design / Pas 24 - please note that even though we have the facility to design, fabricate and install Kawneer windows and doors to meet the Secured by Design / PAS 24 requirements as BRE tested, we currently cannot provide certification.
7. Applied film manifestation to the glazing is included - 2 rows at 900mm & 1500mm above floor level, 50mm diameter dots at 100mm centres.
8. Our price does not include for any steel posts or beams.
9. We would advise the use of doorstops for all outward opening doors. We have not included for these.
10. Main Contractor is to remove low-tack protective tape and clean glass surfaces during final clean down.
11. All electrical connections, wiring, card readers and access controls are to be undertaken by others.
12. We have included for standard Kawneer pocket closers to the head and jambs of the curtain walling. Should any additional pressings or panels be required, we will adjust our quotation accordingly.

13. We have included for an aluminium pressed metal cill to the curtain walling screens.  
14. We have not included for a Performance Bonds or Parent Company Guarantee.

15. An additional charge of £750.00 plus VAT will be made should a Collateral / Sub-Contract Warranty be required.

16. LAD'S, if applicable, to be capped at 2% % of the sub-contract sum in total.

17. Payment for materials on site is expected and payment for materials off site will be required in the event of our start date on site being unduly delayed through no fault of our own.

18. Samples and project testing, either on-site or off-site, are not included.

The above quotation has been prepared based on the assumption that the following will be provided to us free of charge:

1. 110-volt electricity supply within 15 metres of the working face.
2. Skips.
3. Secure on-site storage.
4. Shared welfare facilities.
5. Final structural dimensions.

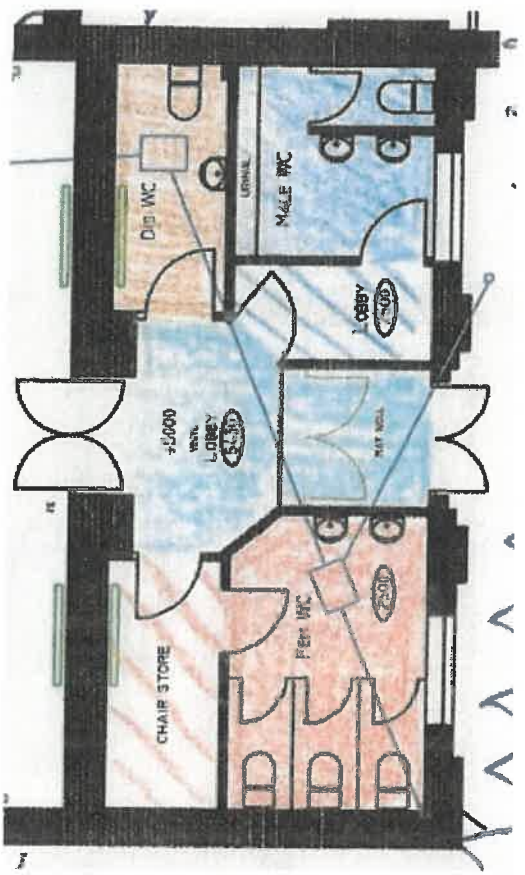
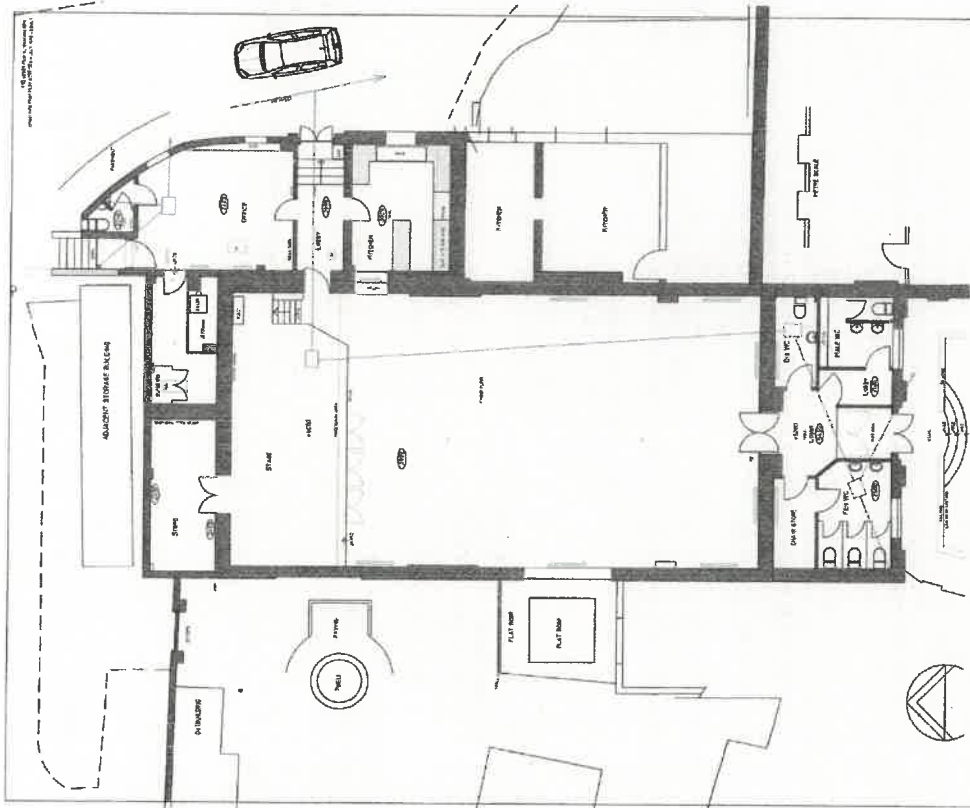
Our day-work rates for this contract are as follows:

Labour	plus 190%
Materials	plus 15%
Plant	plus 30%

The above quotation is a fixed price for three months, remains open for acceptance for a period of six weeks, and is subject to the addition of VAT at the standard rate.

Delivery lead-in times are to be agreed with our Contracts Department at time of order placement. Such periods may be altered if variations are introduced after working drawings are prepared.

All products remain the property of Elliston Steady & Hawes (Aluminium) Ltd until paid for in full.



**EXISTING**

Chair store leading to female wc 3 stalls 2 washbasins	<ul style="list-style-type: none"> <li>good storage</li> <li>reasonable facilities and lobby</li> <li>arched windows blocked</li> </ul>
Lobby leading to male wc 1 stall 1 long uninal 2 washbasins	<ul style="list-style-type: none"> <li>reasonable facilities and lobby</li> <li>arched windows blocked</li> <li>adequate</li> </ul>
Disabled wc	<ul style="list-style-type: none"> <li>dark, restricted, not very welcoming, tall</li> </ul>
Corridor and lobby into main hall	<ul style="list-style-type: none"> <li>opens onto fire escape route</li> <li>no direct access to hall</li> <li>no longer operating but provides alternative means of escape and additional wc</li> </ul>
Office	<ul style="list-style-type: none"> <li>gas fired boiler and air with chimney</li> </ul>
Boiler room	<ul style="list-style-type: none"> <li>storage space available behind stairs</li> </ul>
Store	

SAY  
PRO  
GRC  
TR  
BIO  
SH  
TR

Minimum provision of sanitary appliances for assembly buildings where most toilet use is during intervals. For example, theatres, cinemas, concert halls, sports stadiums and similar buildings.

Sanitary appliance		Male visitors	Female visitors
WC		2 for up to 250 males; plus 1 for every additional 250 males or part thereof	2 for up to 20 females; plus 1 for every additional 20 females or part thereof up to 500 females; and 1 per 25 females or part thereof over 500 females
Urinal		2 for up to 50 males; plus 1 for every additional 50 males or part thereof	N/A
Washbasins		1 per WC and in addition, 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

Minimum provision of sanitary appliances for assembly buildings where toilet use is NOT concentrated during intervals. For example, exhibition centres, libraries, museums and similar buildings.

Sanitary appliance		Male visitors	Female visitors
WC		1 per 250 males; plus 1 for every additional 500 males or part thereof Male WC provision should be half female WC provision where urinals are not used	2 for up to 40 females; 3 for up to 70 females; 4 for up to 100 females; plus 1 for every additional 50 females or part thereof
Urinal		1 per 50 males up to 100 males; plus 1 for every additional 100 males or part thereof	N/A
Washbasin		1 per WC and in addition, 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

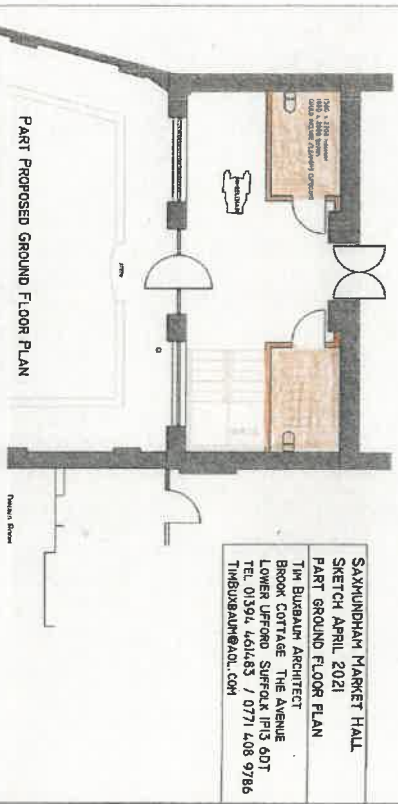
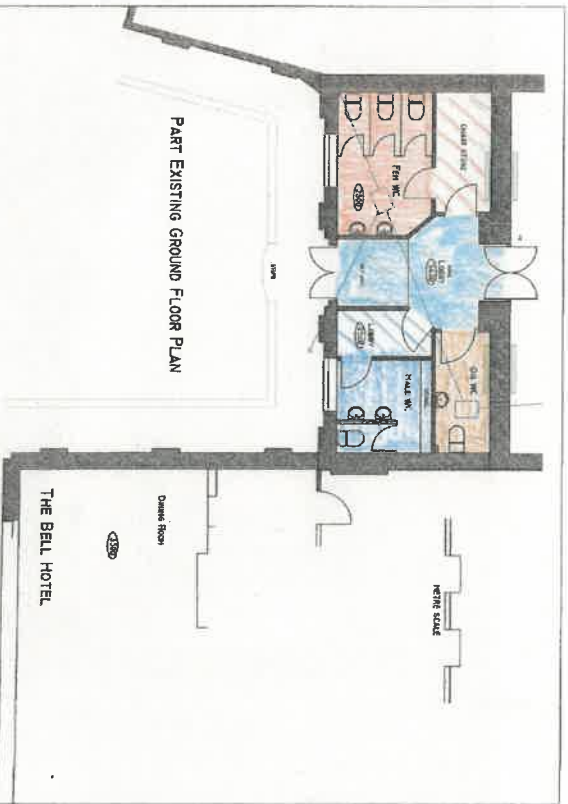
Chat also created a complete guide to stadium washrooms.



Buildings Used for Public Entertainment		Males	Females
WC	Appliances	In single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 1 for up to 250 males plus 1 for every additional 500 males or part thereof.	For single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 2 for up to 40 females 3 for 41 to 70 females 4 for 71 to 100 females plus 1 for every additional 40 females or part thereof.
Urinal		In single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 2 for up to 100 males plus 1 for every additional 80 males or part thereof	
Wash basins		1 per WC and in addition 1 per 5 urinals or part thereof	1 plus 1 per 2 WCs or part thereof
Bucket/cleaner's sink		Adequate provision should be made for cleaning facilities including at least one cleaner's sink	
Note 1		In the absence of more reliable information it should be assumed that the audience will be 50% male and 50% female.	
Note 2		In cinema-multiplexes and similar premises where the use of facilities will be spread through the opening hours the level of provision should normally be based upon 75% of total capacity and the assumption of equal proportions of male and female customers. (For single-screen cinemas, 100% occupancy is assumed.)	
Note 3		Where buildings for public entertainment have licensed bars, facilities should also be provided in accordance with the table for public houses and licensed bars, based upon the capacity of the bar(s) and assuming equal proportions of male and female customers.	
Note 4		Attention is drawn to the necessity to provide facilities for the disposal of sanitary dressings.	
Note 5		Attention is drawn to the Workplace (Health, Safety and Welfare) Regulations 1992.	
Note 6		For toilets for disabled people see clause 6 of BS 6565-1:1994.	

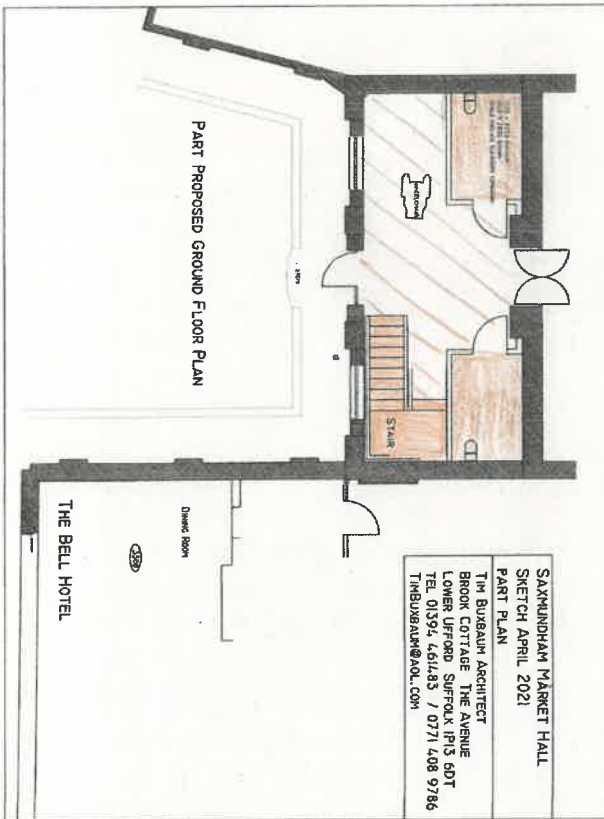
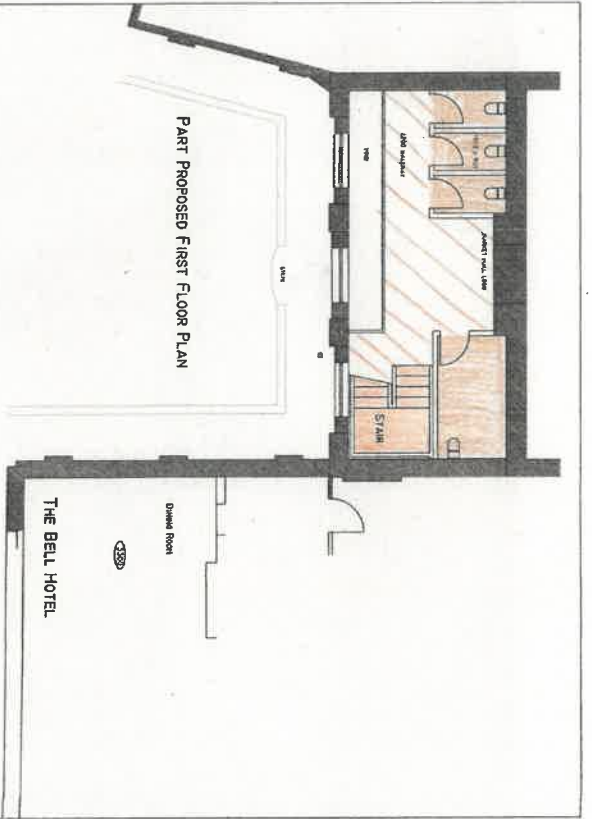






**SAKMUDHAM MARKET HALL**  
 SKETCH APRIL 2021  
**PART GROUND FLOOR PLAN**  
 TIM BURGAIN ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP13 6DT  
 TEL 01329 451483 / 0771 408 9786  
 TIMBURGAIN@AOL.COM

**MEZZANINE SCHEME**  
**PLUS**  
 - maximising use of tall spaces (but this reduces its impact)  
**MINUS**  
 - the disabled wc will have to be on the ground floor and the staircase to the mezzanine will be bigger than a domestic staircase, really only leaving room for one further ground floor wc; all this reduces available floor area in the new foyer  
 - if the Market Hall logo is to remain visible (only from mezzanine level), there is only space for 4 further urinals wcs upstairs. The mezzanine will have to be self supporting and kept back from the new windows, so likely to be a steel frame of new pad foundations  
 - stair could provide access to larger mezzanine extending into the main hall, but wca in the location shown will block this  
 - viewpoint from mezzanine marred by proximity to wca; admin/office spaces attractive but no disabled access

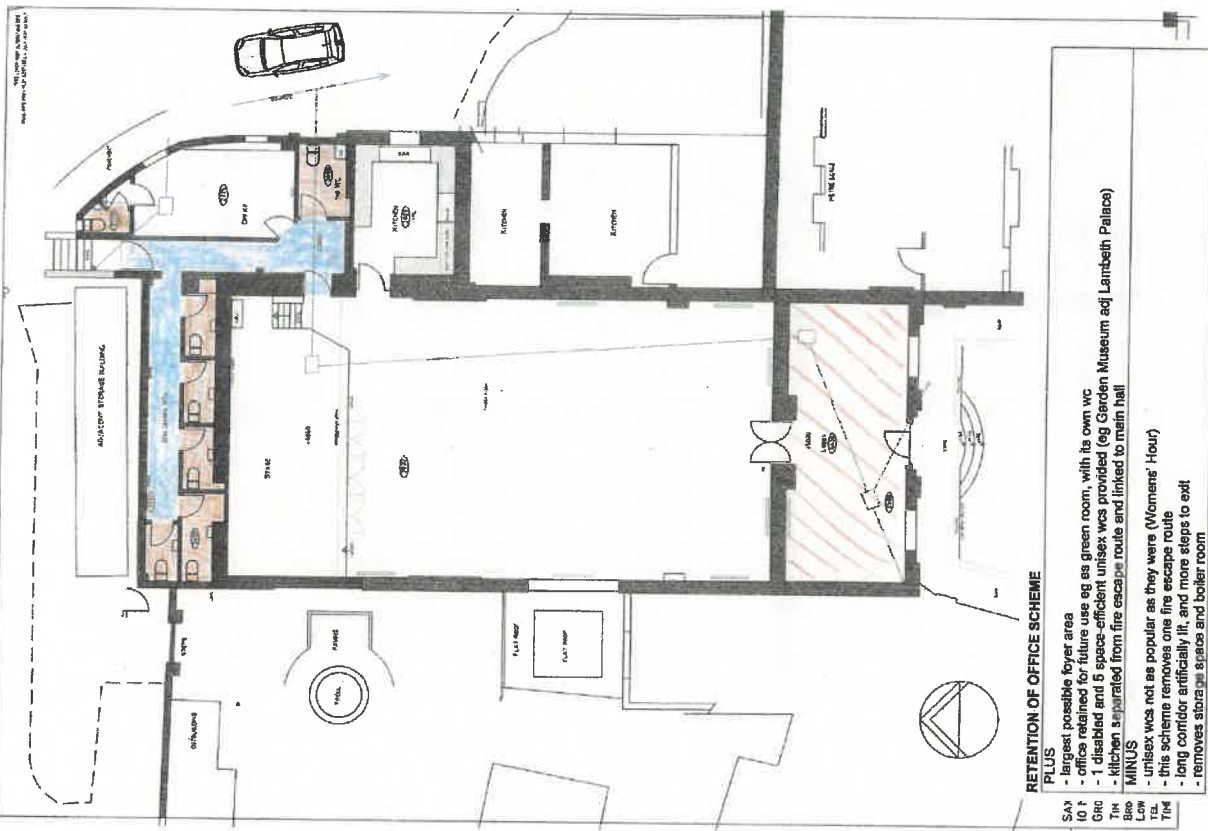


**SAKMUDHAM MARKET HALL**  
 SKETCH APRIL 2021  
**PART PLAN**  
 TIM BURGAIN ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP13 6DT  
 TEL 01329 451483 / 0771 408 9786  
 TIMBURGAIN@AOL.COM



**ALTERNATIVE UNISEX SCHEME**

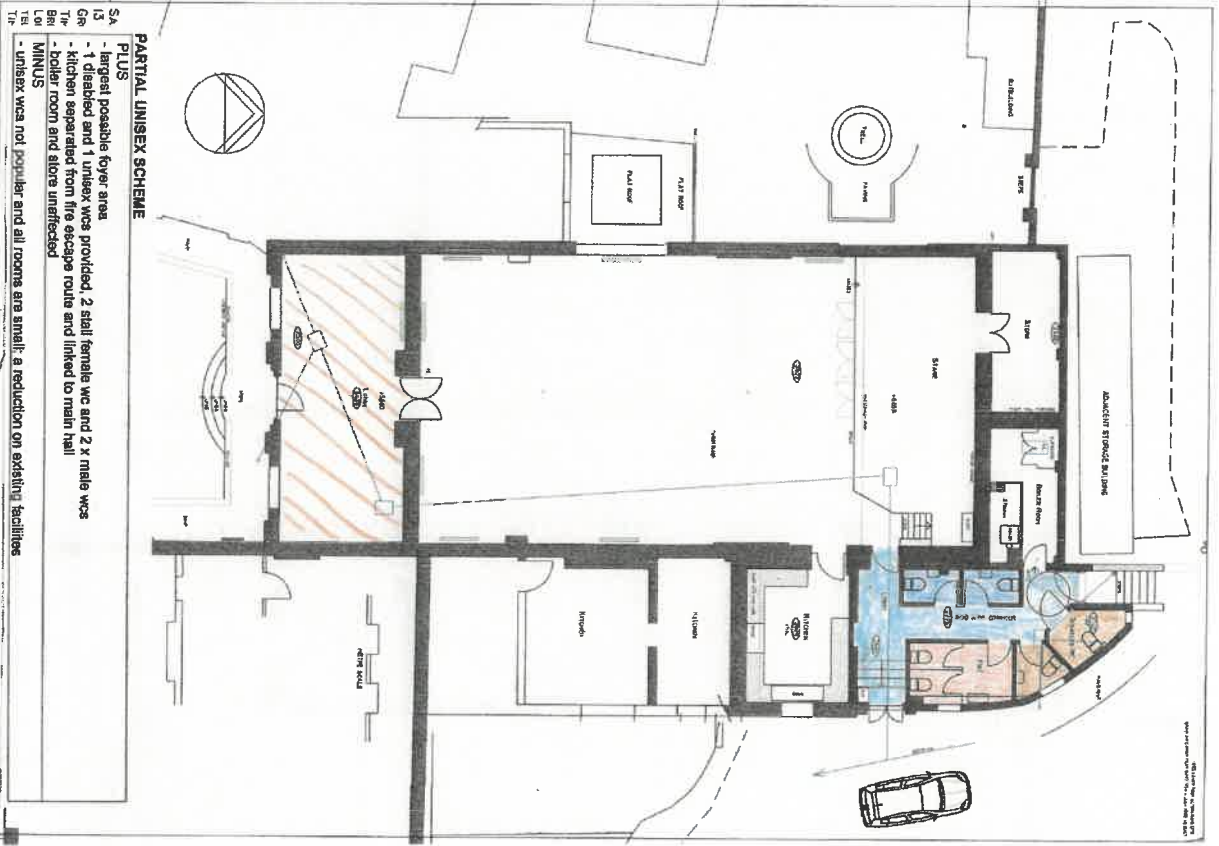
- PLUS  
 - largest possible foyer area  
 - 1 disabled and 6 unisex was provided  
 - kitchen separated from fire escape route and linked to main hall  
 MINUS  
 - boiler room and store unaffiliated  
 - unisex was not popular



**RETENTION OF OFFICE SCHEME**

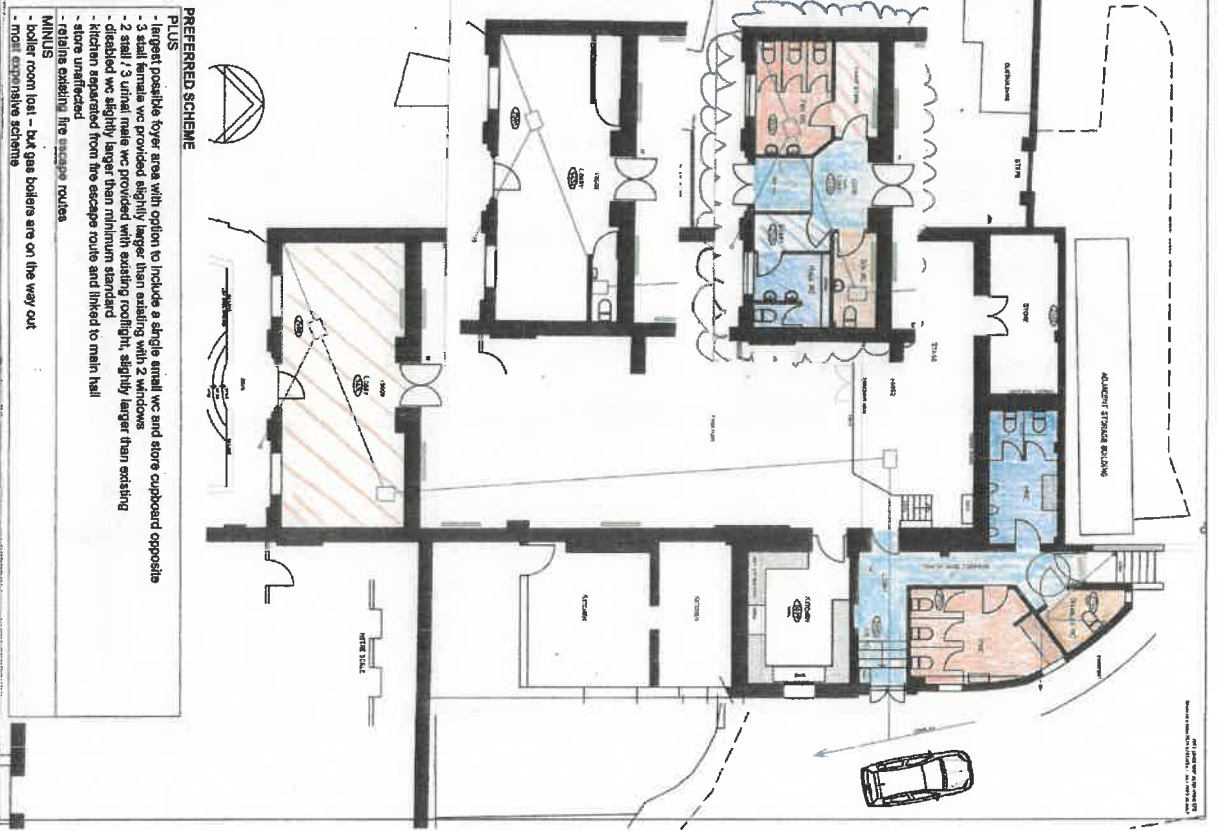
- PLUS  
 - largest possible foyer area  
 - office retained for future use eg as green room, with its own wc  
 - 1 disabled and 5 space-efficient unisex was provided (eg Garden Museum adj Lambeth Palace)  
 - kitchen separated from fire escape route and linked to main hall  
 MINUS  
 - unisex was not as popular as they were (Women's Hour)  
 - this scheme removes one fire escape route  
 - long corridor, artificial lift, and more steps to exit  
 - removes storage space and boiler room





- SA - largest possible foyer area  
 13 - 1 disabled and 1 unisex was provided, 2 stall female wc and 2 x male was  
 10 - kitchen separated from fire escape route and linked to main hall  
 11 - boiler room and store unaffected  
 12 - boiler room and store unaffected  
 14 - boiler room lost - but gas boilers are on the way out  
 15 - most expensive scheme

**PARTIAL UNISEX SCHEME**



- SA - largest possible foyer area with option to include a single small wc and store cupboard opposite  
 13 - 3 stall female wc provided slightly larger than existing with 2 windows  
 12 - 2 stall / 3 unisex male wc provided with existing footfall, slightly larger than existing  
 11 - disabled wc slightly larger than minimum standard  
 10 - kitchen separated from fire escape route and linked to main hall  
 9 - store unaffected  
 8 - retains existing fire escape routes  
 7 - boiler room lost - but gas boilers are on the way out  
 6 - most expensive scheme

**PREFERRED SCHEME**

Planning Considerations – Heritage – extract from Pre-App  
 The Design and Conservation Officer has provided the following comments:  
 "I met the architect, Tim Buxbaum, on site on the 13th August 2018 to discuss the proposals. I am supportive, in principle, of the proposals as they will extend the life of the building and enhance its community role. The internal alterations... will make the internal space more versatile offering a number of smaller rooms alongside the main hall space. This more versatile space would allow the Hall to bring in more income which will help towards ongoing maintenance costs amongst other community benefits. The front facade will be restored to its historic form, evidenced through an historic photograph, through the opening up of the three front arches. Further details are required for some elements of the scheme. I will use the Summary of Proposals from the planning statement to guide my more detailed comments below."

#### Significance

The Grade II listed Market Hall is of early 18th century origin and was previously used as a Corn Exchange and indoor market. It is held in trust for the benefit of the community by Saxmundham Market Hall Trust, a registered charity, with the Town Council as the sole trustee. It is available to hire by the community. The hall was restored in the 20th Century. Its significance is derived from:

- Its age
- Its known designer, Robert Appleton
- Its central location in the town
- Its neo-classical front facade
- Its community use
- Its internal layout which partially evidences its original use
- Key features including the coat of arms, stucco laurel wreaths and arcades of round arches on the front elevation

#### High Street frontage

I would be supportive of bringing the existing courtyard to the front of the Market Hall into greater public use. It is a well located space and is currently under utilised. The architect mentioned the possibility of creating level access from the building to the street if the internal floor level was lowered. This would allow the existing ramps and steps to be removed which would create a much more flexible space. This is an interesting possibility to explore in further detail if feasible.

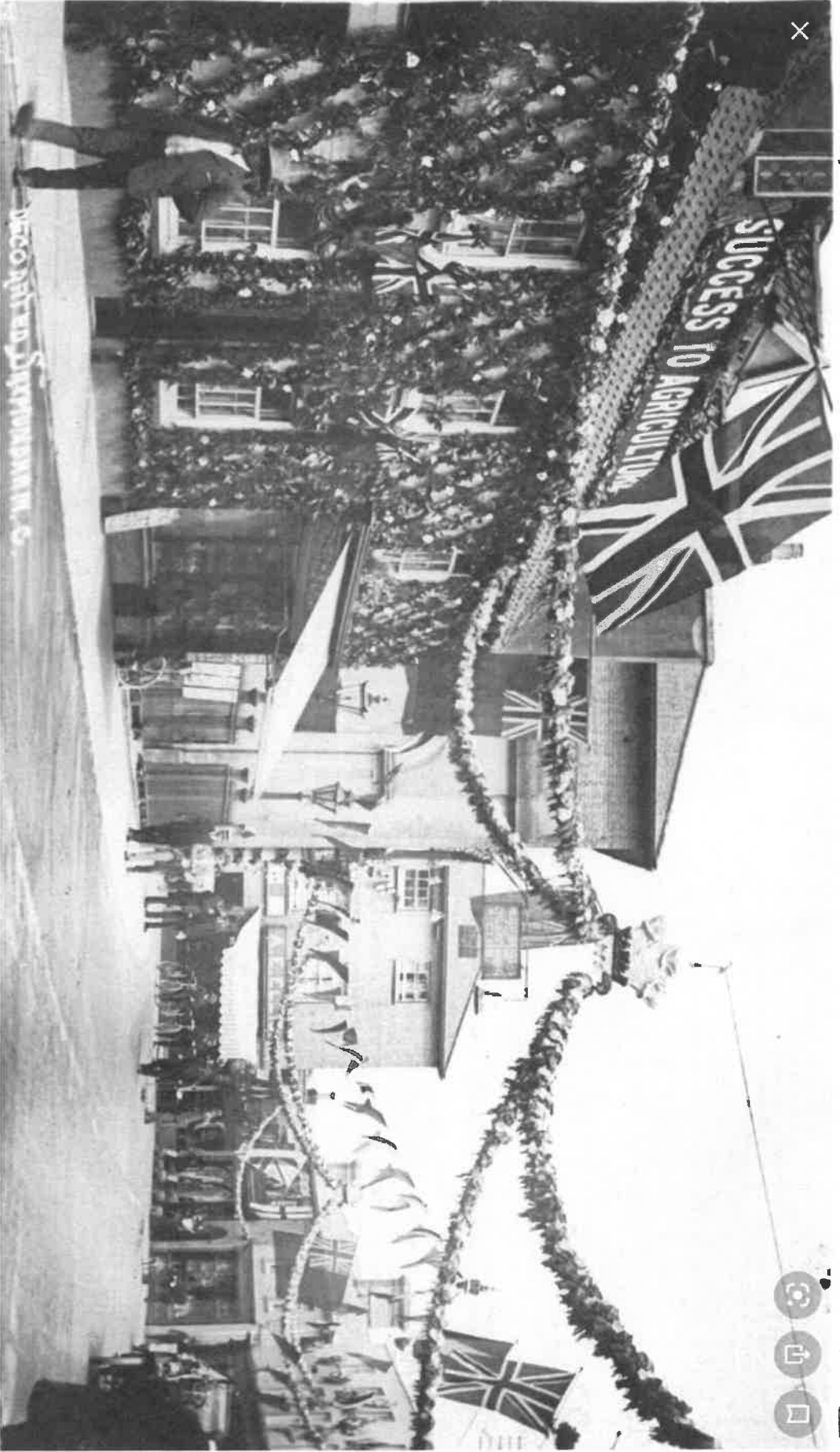
The restoration of the original opening size of the three front arches, evidenced by historic photographs, is supported. Fully glazing the openings will allow more inter-visibility with the street. However, as the proposals also incorporate a new first floor level the interaction between the floorplate and stairs and these glazed openings needs further consideration. The floorplate should be set back from the glazing to reduce visibility of it through the glazed openings. My preference would be for the staircase to be relocated to another position away from the glazed openings but I understand that this is unlikely to be possible due to the constraints of the site. The design of the staircase should therefore be carefully considered to ensure that it is an attractive feature that interacts successfully with the glazed opening. If the proposed staircase details are of high quality design then a staircase in this location could be supported.

As discussed above the proposed staircase would need to be carefully designed given its relationship with the newly opened front arches. Although this location is not ideal, with good design this could become a feature of the refurbished hall. The suspended ceiling equally needs careful consideration due to its relationship with the arches. There is an attractive interior doorway into the main hall space with historic text and detailing, this is important to the significance of the listed building and should be retained (as is proposed).

The retention of the existing suspended timber floor is supported. The Agent suggested that there may be scope for the removal of the suspended floor to gain more internal space and create a single level space from the street through the building. This is an interesting idea that could be explored further if found to be feasible. The alterations to the kitchen are minor and would allow it to be used more effectively as a community facility therefore they are supported.

The existing toilets, stage, kitchen, heating system, service, and suspended ceiling in the hall are also proposed to be removed. None of these features are original and therefore their loss is acceptable given the benefits of the overall scheme.

Preliminary Schedule of Works	£k/ allowance
Externals – no change to existing steps and ramp and paving off the High Street	n/a
Prelims – set up on site, form builders compound, undertake surveys and include allowance for shutting the Market Hall and protection of existing fabric	7
Front elevation – remove infill to original arches, modern windows, doors, concrete porch projection and clock and internally, strip out modern walls and toilet fittings, lift floor covering and remove suspended ceiling. Say 4 operatives @£230/day x 15 days = £13.8k plus skips, hoarding, fencing and admin	20
Alterations to existing electrical, water and drainage services	5
Supply and fit 3No new arch-headed windows, one including glass door, and include related external redecoration and signage	35
Lobby – renew floor finish and suspended ceiling, relocate radiators, redecorate retained walls	7
Lobby - construct new walls / toilets to front of site	n/a
Lobby – construct self supporting mezzanine with staircase	n/a
Main Hall - ?no allowance for any works	n/a
Kitchen – closure of existing door and formation of larger opening into hall	3
Office area to rear of site – strip out existing internal walls, fittings and finishes and renew this area internally over say 4.5 x 7 = 31.5sqm @ £1800/sqm = £56.7k with a plan form as the "alternative unisex scheme" creating 6 new wcs plus disabled wc, with related services. Keep existing doors and windows, no change to existing boiler	56.7
Subtotal	133.7
Planning, Building Control, Professional fees, Contingency etc	10
Total pre-VAT say £150k	





09:01 Sun 30 May



22 High St

17%



Google

© 2021 Google (52°12'53"N 1°29'32"E) 16 m





Saxmundham Market Hall has since 1846, played a major role in the town's community life. Held on trust for the community by the Town Council, it forms a key part of Saxmundham's heritage, linking our past, present and future.



The town is due to see significant growth in population over the next twenty years so Saxmundham will need more and better community facilities. The Town Council, working through its Market Hall Development Working Group and other community volunteers, is putting together plans both for the building itself, and for extending the "offer" of events, services and activities hosted within the Hall. Our plans are:

**Short term:**

- broaden the scope of activities and events, providing activities and performances for all sections of the community;
- Improve the general decorative look and feel of the Hall, to make it a more welcoming and attractive place.

**Medium and longer term:**

- continue to extend the programme of events and activities;
- put in place a basic programme of necessary repairs and improvements;
- secure major investment and upgrading, e.g. the entrance and façade should be restored to the original, offering a welcoming community space both in the forecourt outside and increased reception/circulation space inside.

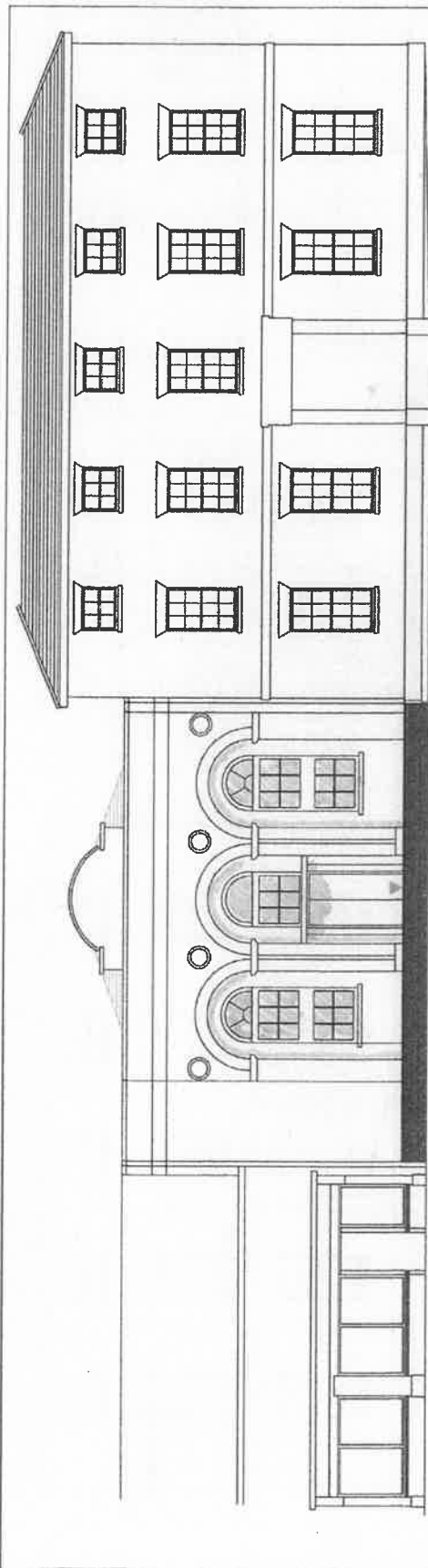




**B** Saxmundham Market Hall

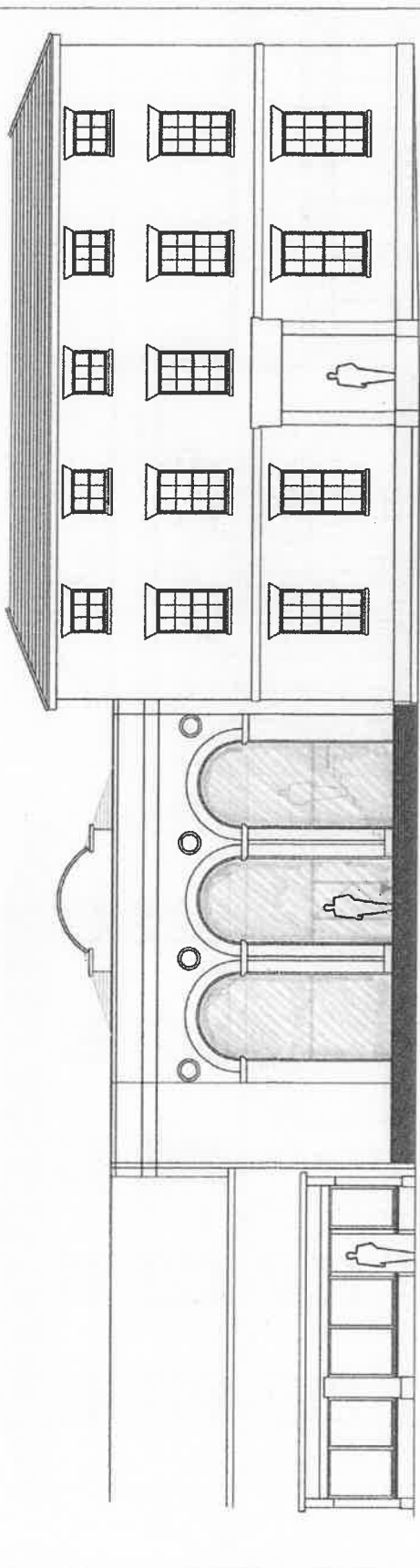
The Future – Saxmundham Market Hall

[Visit](#)



FRONT ELEVATION EXISTING

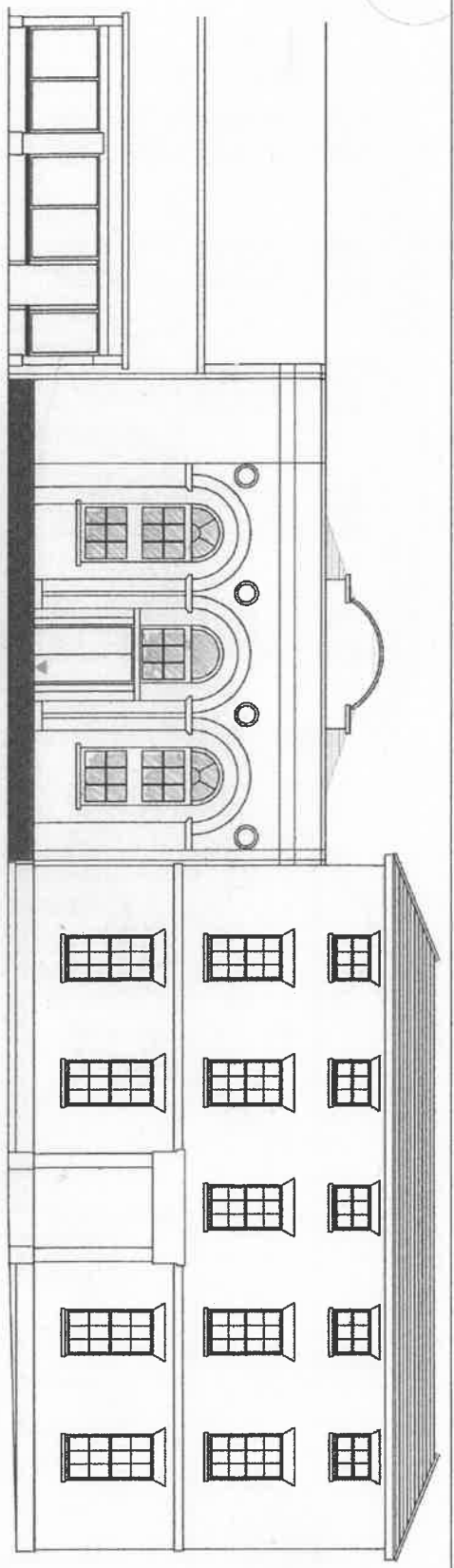
THE BELL HOTEL



FRONT ELEVATION PROPOSED

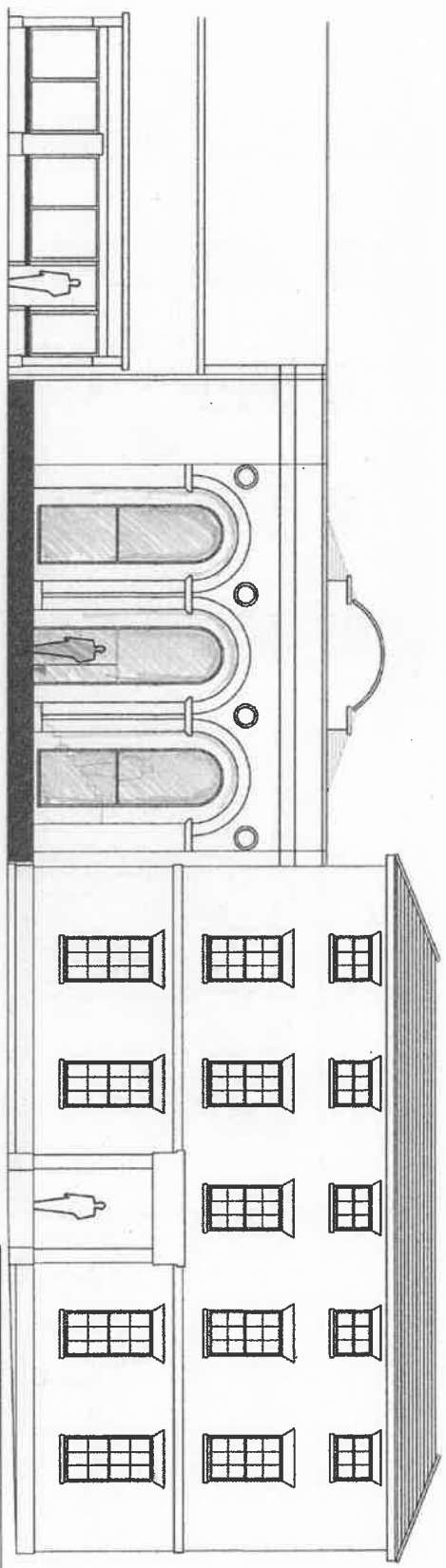
THE BELL HOTEL

SAXMUNDHAM MARKET HALL  
 SKETCH APRIL 2021  
 FRONT ELEVATION EXISTING AND PROPOSED  
 TIM BUXBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP13 6DT  
 TEL 01394 461483 / 0771 408 9786  
 TIMBUXBAUM@AOL.COM



FRONT ELEVATION EXISTING

THE BELL HOTEL



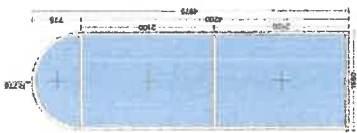
FRONT ELEVATION PROPOSED

THE BELL HOTEL

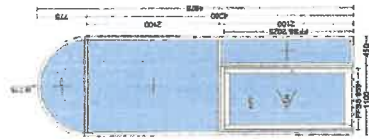
SAXMUNDHAM MARKET HALL  
 SKETCH APRIL 2021  
 FRONT ELEVATION EXISTING AND PROPOSED  
 TIM BURBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP13 6DT  
 TEL 01594 461483 / 0771 408 9786  
 TIMBURBAUM@AOL.COM

**Option 1**

2no 1450mm wide x 4700mm high curtain walling screens each comprising,  
3no fixed lights



1no 1450mm wide x 4700mm high curtain walling screen comprising,  
1no single door,  
3no fixed lights



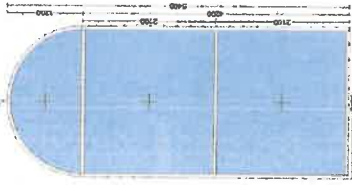
Manifestations to glazing

For the sum of £288.00

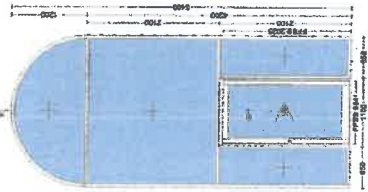
All for the sum of £22,870.00

**Option 2**

2no 2400mm wide x 5400mm high curtain walling screens each comprising,  
3no fixed lights



1no 2400mm wide x 5400mm high curtain walling screen comprising,  
1no single door,  
4no fixed lights



Manifestations to glazing

For the sum of £364.00

All for the sum of £28,059.00

The cost for EPDM to all the above frames in option 1, if required, is **£444.00**

The cost for EPDM to all the above frames in option 2, if required, is **£528.00**

This quotation is subject to 2.5% discount to the Main Contractor.

This budget quotation is based on the information supplied with your enquiry. We reserve the right to revise our price on receipt of full and final details.

Please Note the Following:

1. We have included for a scissor lift, tele-handler, glass sucker and driver to complete the installation of the curtain walling screens.
2. Our price includes for external silicone mastic pointing to a maximum joint size 10mm x 10mm. Internal mastic, finishing etc. to be by others.
3. We have not included for heat soaking or any other special treatment to glazing. Should this be required, please advise and we will revise our quotation accordingly.
4. Fire-stopping, vapour layers and cavity closers, if required, are to be supplied and fitted by others.
5. The above door complies with Secured by Design
6. Secured by Design / Pas 24 - please note that even though we have the facility to design, fabricate and install Kawneer windows and doors to meet the Secured by Design / PAS 24 requirements as BRE tested, we currently cannot provide certification.
7. Applied film manifestation to the glazing is included - 2 rows at 900mm & 1500mm above floor level, 50mm diameter dots at 100mm centres.
8. Our price does not include for any steel posts or beams.
9. We would advise the use of doorstops for all outward opening doors. We have not included for these.
10. Main Contractor is to remove low-tack protective tape and clean glass surfaces during final clean down.
11. All electrical connections, wiring, card readers and access controls are to be undertaken by others.
12. We have included for standard Kawneer pocket closers to the head and jambs of the curtain walling. Should any additional pressings or panels be required, we will adjust our quotation accordingly.

13. We have included for an aluminium pressed metal sill to the curtain walling screens.

14. We have not included for a Performance Bonds or Parent Company Guarantee.

15. An additional charge of £750.00 plus VAT will be made should a Collateral / Sub-Contract Warranty be required.

16. LAD'S, if applicable, to be capped at 2½ % of the sub-contract sum in total.

17. Payment for materials on site is expected and payment for materials off site will be required in the event of our start date on site being unduly delayed through no fault of our own.

18. Samples and project testing, either on-site or off-site, are not included.

The above quotation has been prepared based on the assumption that the following will be provided to us free of charge:

1. 110-volt electricity supply within 15 metres of the working face.
2. Skips.
3. Secure on-site storage.
4. Shared welfare facilities.
5. Final structural dimensions.

Our day-work rates for this contract are as follows:

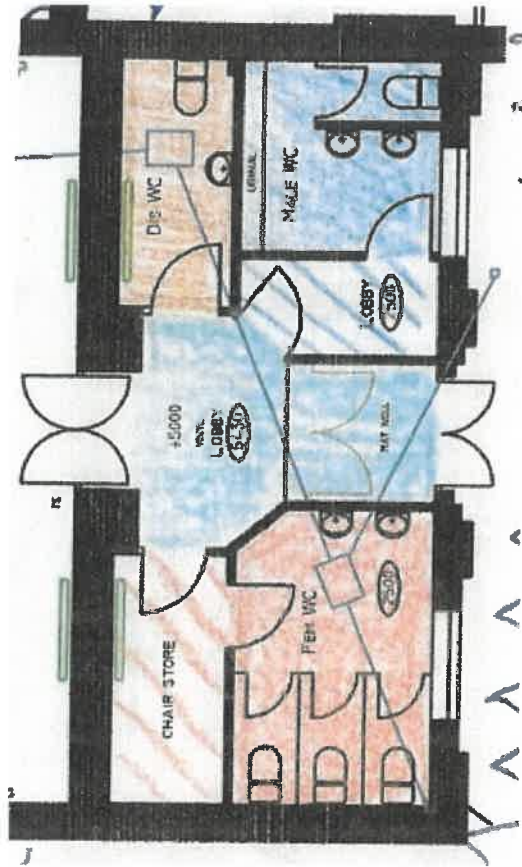
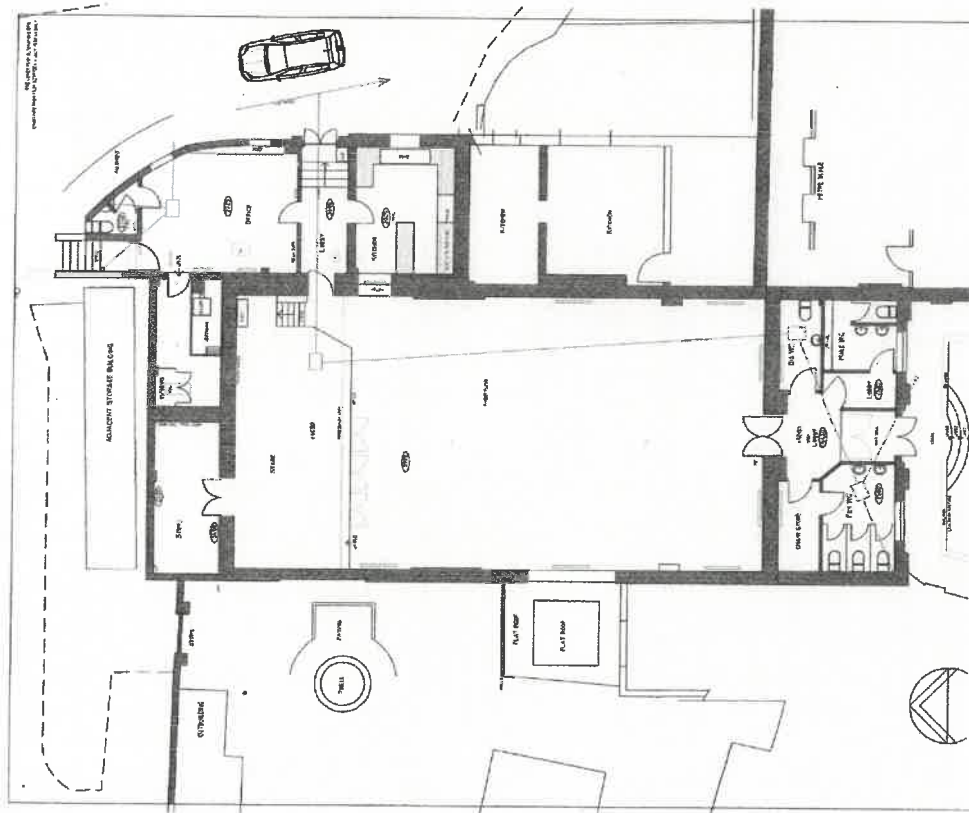
Labour	plus 190%
Materials	plus 15%
Plant	plus 30%

The above quotation is a fixed price for three months, remains open for acceptance for a period of six weeks, and is subject to the addition of VAT at the standard rate.

Delivery lead-in times are to be agreed with our Contracts Department at time of order placement. Such periods may be altered if variations are introduced after working drawings are prepared.

All products remain the property of Elliston Steady & Hawes (Aluminium) Ltd until paid for in full.





**EXISTING**

Chair store leading to female wc 3 stalls 2 washbasins	<ul style="list-style-type: none"> <li>good storage</li> <li>reasonable facilities and lobby</li> <li>arched windows blocked</li> <li>reasonable facilities and lobby</li> <li>arched windows blocked</li> <li>adequate</li> <li>dark, restricted, not very welcoming, tall</li> <li>opens onto fire escape route</li> <li>no direct access to hall</li> <li>no longer operating but provides alternative means of escape and additional wc</li> <li>gas fired boiler and pit, with chimney</li> <li>storage space available behind stage</li> </ul>
Lobby leading to male wc 1 stall 1 long Urinal 2 washbasins	
Disabled wc	
Corridor and lobby into main hall	
Kitchen	
Office	
Boiler room	
Store	

Sax  
Pro  
Gnc  
Bk  
L/WK  
TL  
Tnd

Minimum provision of sanitary appliances for assembly buildings where most toilet use is during intervals. For example, theatres, cinemas, concert halls, sports stadiums and similar buildings.

Sanitary appliance	Male visitors	Female visitors
--------------------	---------------	-----------------

WC	2 for up to 250 males; plus 1 for every additional 250 males or part thereof	2 for up to 20 females; plus 1 for every additional 20 females or part thereof up to 500 females; and 1 per 25 females or part thereof over 500 females
Urinal	2 for up to 50 males; plus 1 for every additional 50 males or part thereof	N/A
Washbasins	1 per WC and in addition, 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

Minimum provision of sanitary appliances for assembly buildings where toilet use is NOT concentrated during intervals. For example, exhibition centres, libraries, museums and similar buildings.

Sanitary appliance	Male visitors	Female visitors
--------------------	---------------	-----------------

WC	1 per 250 males; plus 1 for every additional 500 males or part thereof Male WC provision should be half female WC provision where urinals are not used	2 for up to 40 females; 3 for up to 70 females; 4 for up to 100 females; plus 1 for every additional 50 females or part thereof
Urinal	1 per 50 males up to 100 males; plus 1 for every additional 100 males or part thereof	N/A
Washbasin	1 per WC and in addition, 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

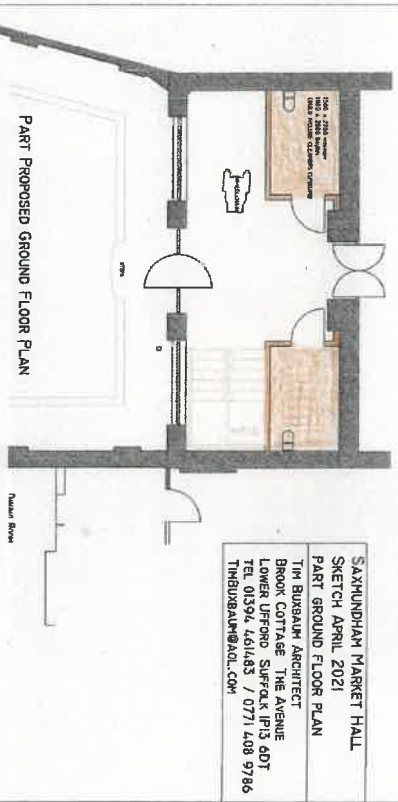
Chat icon: also created a complete guide to stadium washrooms.



Buildings Used for Public Entertainment		Males	Females
Appliances			
WC	In single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 1 for up to 250 males plus 1 for every additional 500 males or part thereof.	For single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 2 for up to 40 females 3 for 41 to 70 females 4 for 71 to 100 females plus 1 for every additional 40 females or part thereof.	
Urinal	In single-screen cinemas, theatres, concert halls and similar premises without licensed bars: 2 for up to 100 males plus 1 for every additional 80 males or part thereof		
Wash basins	1 per WC and in addition 1 per 5 urinals or part thereof	1 plus 1 per 2 WCs or part thereof	
Bucket/cleaner's sink	Adequate provision should be made for cleaning facilities including at least one cleaner's sink		
Note 1	In the absence of more reliable information it should be assumed that the audience will be 50% male and 50% female.		
Note 2	In cinema-multiplexes and similar premises where the use of facilities will be spread through the opening hours the level of provision should normally be based upon 75% of total capacity and the assumption of equal proportions of male and female customers. (For single-screen cinemas 100% occupancy is assumed.)		
Note 3	Where buildings for public entertainment have licensed bars, facilities should also be provided in accordance with the table for public houses and licensed bars, based upon the capacity of the bar(s) and assuming equal proportions of male and female customers.		
Note 4	Attention is drawn to the Workplace (Health, Safety and Welfare) Regulations 1992.		
Note 5	Attention is drawn to the Workplace (Health, Safety and Welfare) Regulations 1992.		
Note 6	For toilets for disabled people see clause 6 of BS 6565-1:1994.		







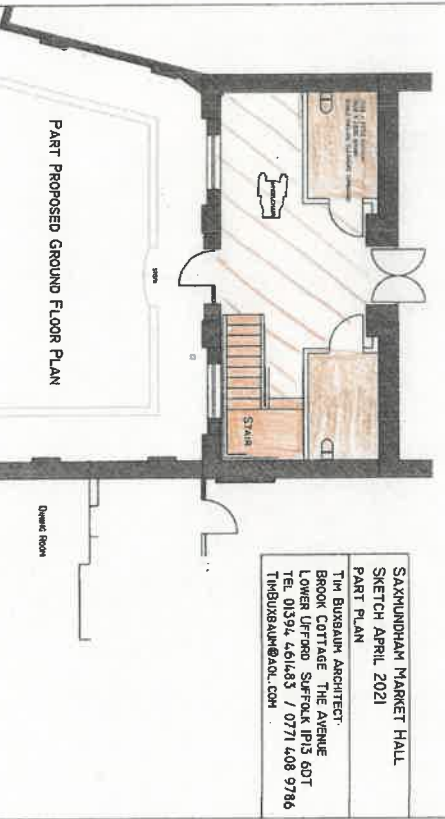
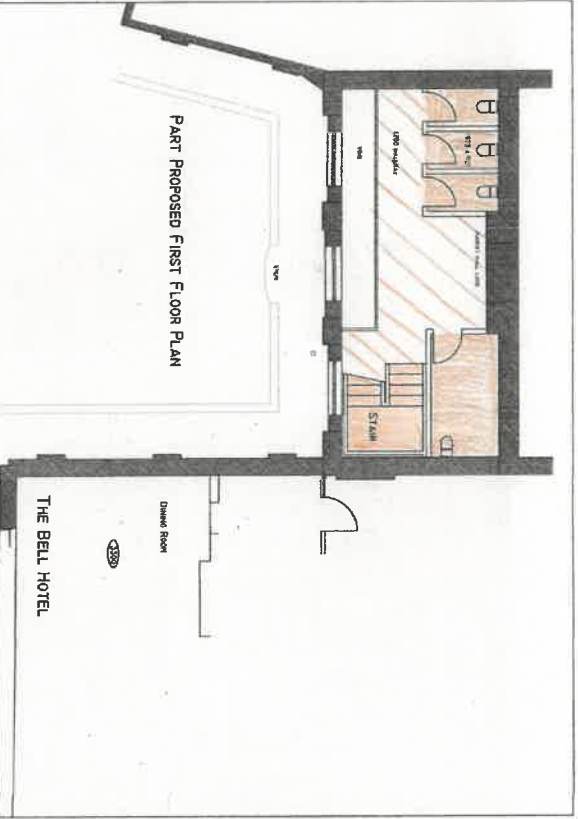
**SAKMUDHAM MARKET HALL**  
 SKETCH APRIL 2021  
 PART GROUND FLOOR PLAN  
 TIM BUXBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP15 6DT  
 TEL. 01394 461483 / 0771 408 9786  
 TMBUXBAUM@AOL.COM

**MEZZANINE SCHEME**

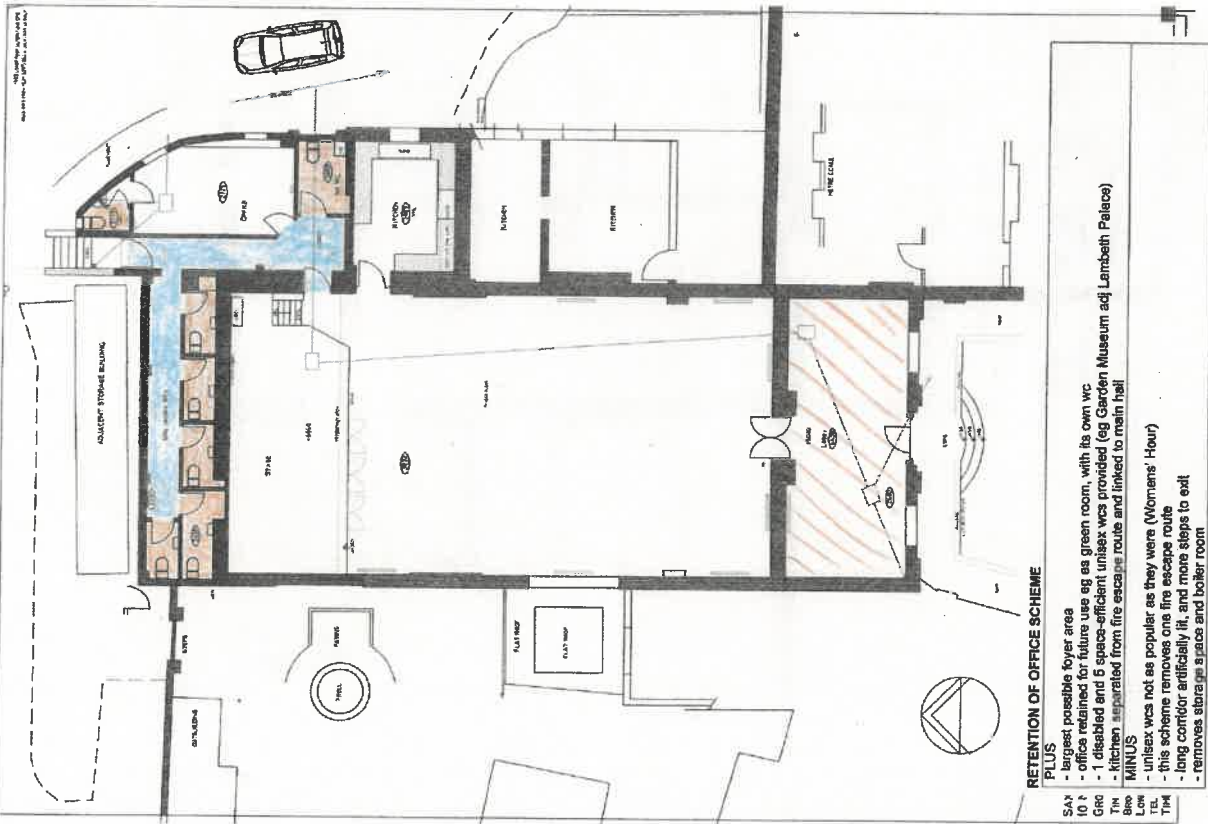
**PLUS**  
 - maximising use of left space (but this reduces its impact)

**MINUS**  
 - the staircase we will have to be on the ground floor and the staircase to the mezzanine will be bigger than a domestic staircase, really only leaving room for one further ground floor wc; all this reduces available floor area in the new foyer  
 - if the Market Hall logo is to remain visible (only from mezzanine level), there is only space for 4 further unisex wcs upstairs. The mezzanine will have to be self supporting and kept back from the new windows, so likely to be a steel frame off new pad foundations  
 - stairs could provide access to larger mezzanine extending into the main hall, but wcs in the location shown will block this

- Viewpoint from mezzanine masked by proximity to wcs; admin/offices space attractive but no disabled access



**SAKMUDHAM MARKET HALL**  
 SKETCH APRIL 2021  
 PART PLAN  
 TIM BUXBAUM ARCHITECT  
 BROOK COTTAGE THE AVENUE  
 LOWER UFFORD SUFFOLK IP15 6DT  
 TEL. 01394 461483 / 0771 408 9786  
 TMBUXBAUM@AOL.COM



**RETENTION OF OFFICE SCHEME**

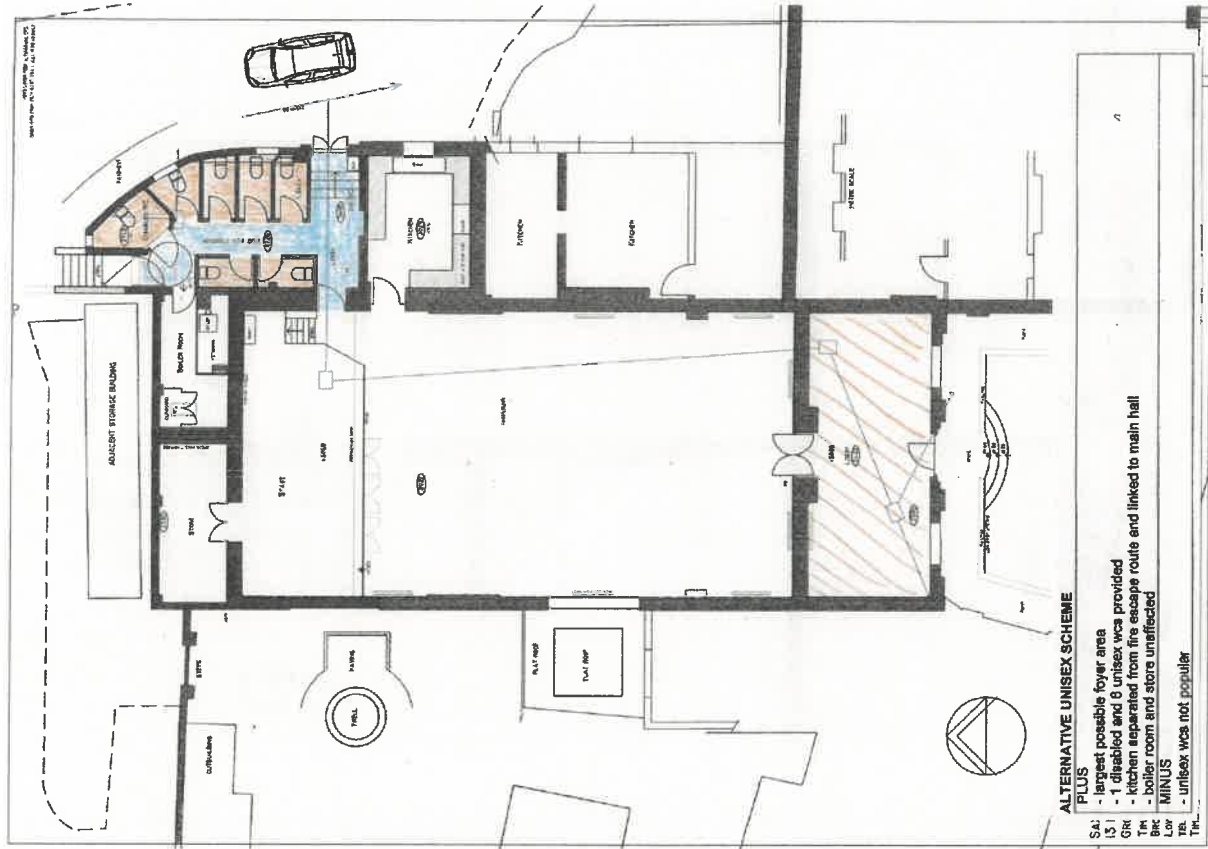
PLUS

- largest possible foyer area
- office retained for future use eg as green room, with its own wc
- 1 disabled and 5 space-efficient unisex was provided (eg Garden Museum adj Lambeth Palace)
- kitchen separated from fire escape route and linked to main hall

MINUS

- unisex was not as popular as they were (Womens' Hour)
- this scheme removes one fire escape route
- long corridor, artificial lift, and more steps to exit
- removes storage space and boiler room

SAN  
IO F  
GRG  
TKM  
Low  
Boo  
TKM



**ALTERNATIVE UNISEX SCHEME**

PLUS

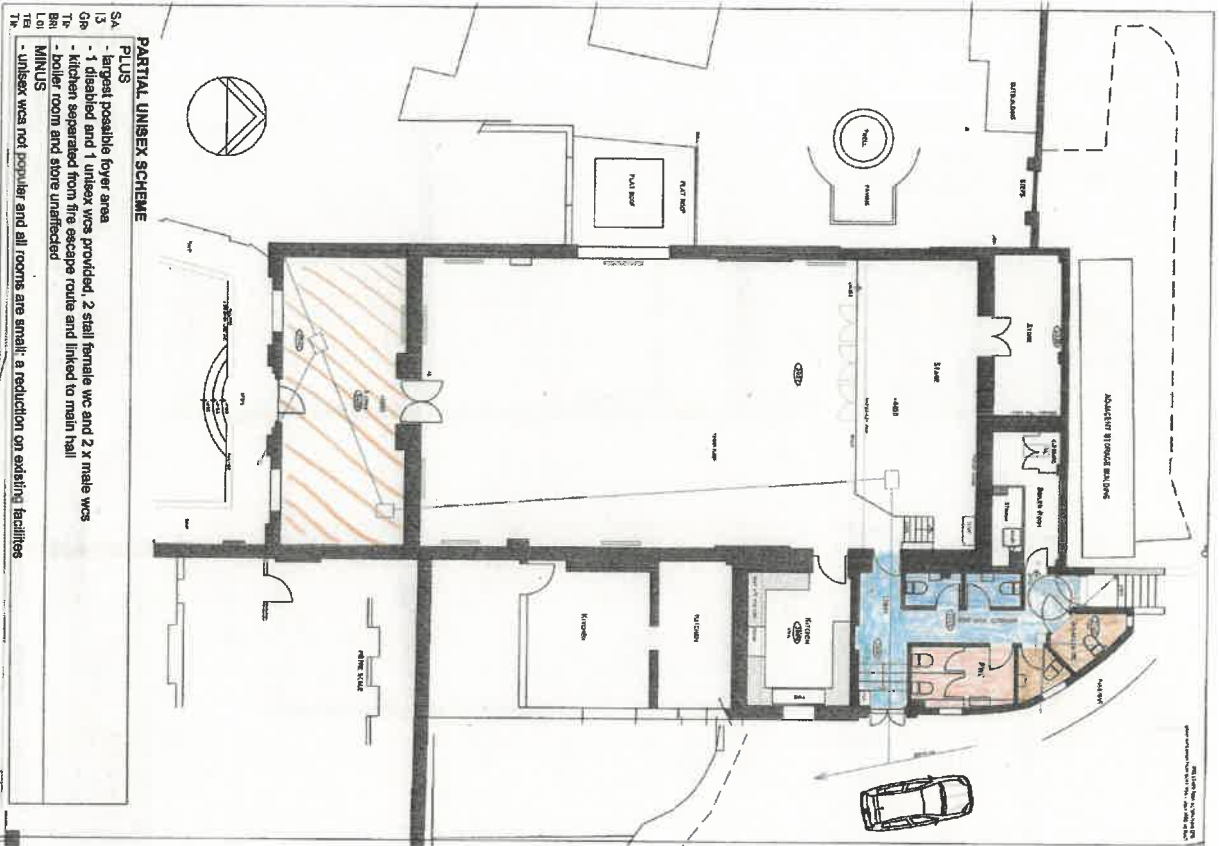
- largest possible foyer area
- 1 disabled and 6 unisex was provided
- kitchen separated from fire escape route and linked to main hall
- boiler room and store unaffected

MINUS

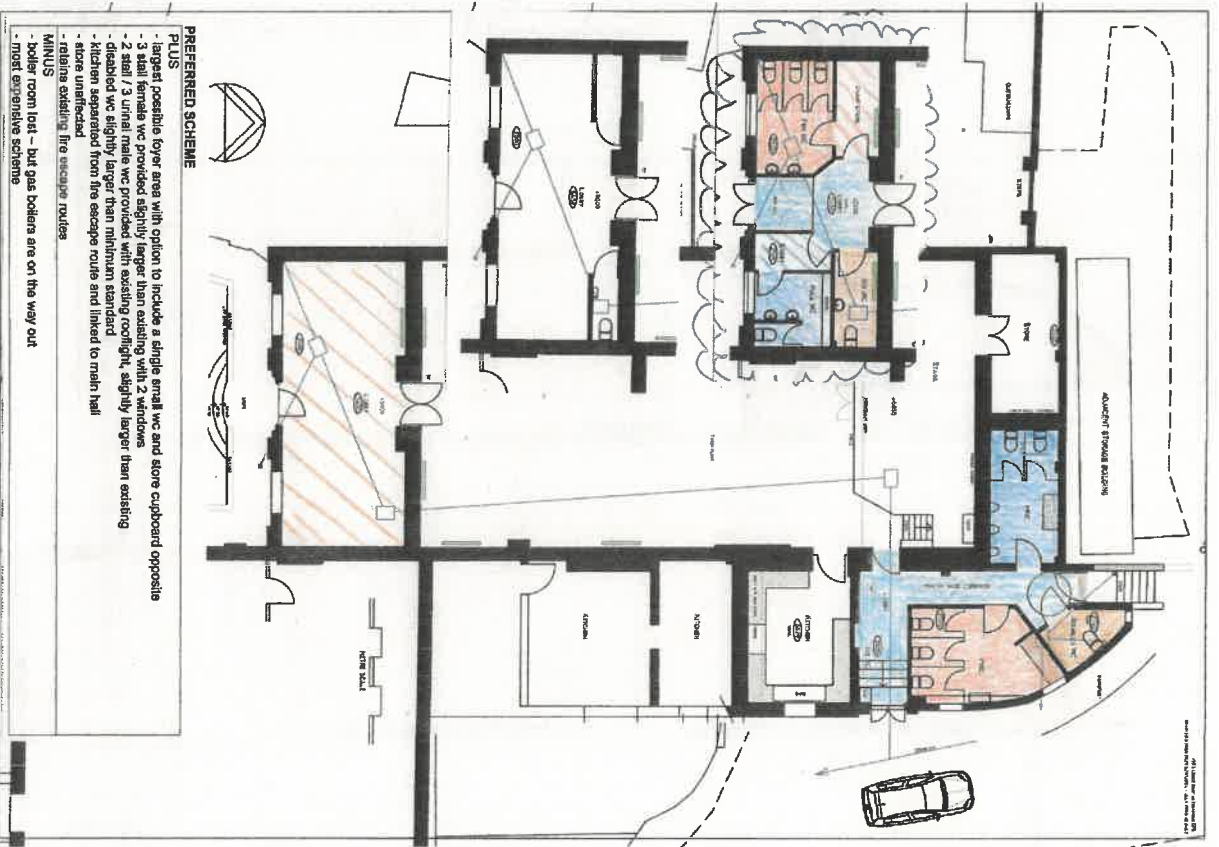
- unisex was not popular

SAN  
IO F  
GRG  
TKM  
Low  
Boo  
TKM





- PARTIAL UNISEX SCHEME**
- SA - largest possible foyer area
  - 15 - 1 disabled and 1 unisex wcs provided, 2 stall female wc and 2x male wcs
  - 09 - kitchen separated from fire escape route and linked to main hall
  - 04 - boiler room and store unrefracted
  - 01 - MINUS
  - 10 - unisex was not popular and all rooms are small: a reduction on existing facilities
  - 14



- PREFERRED SCHEME**
- PLUS - largest possible foyer area with option to include a single small wc and store cupboard opposite
  - 3 stall female wc provided slightly larger than existing with 2 windows
  - 2 stall / 3 unisex male wc provided with existing footlight, slightly larger than existing
  - disabled wc slightly larger than minimum standard
  - kitchen separated from fire escape route and linked to main hall
  - store unrefracted
  - retains existing fire escape routes
  - MINUS - boiler room lost - but gas boilers are on the way out
  - most expensive scheme

Planning Considerations – Heritage – extract from Pre-App The Design and Conservation Officer has provided the following comments: "I met the architect, Tim Buxbaum, on site on the 13th August 2018 to discuss the proposals. I am supportive, in principle, of the proposals as they will extend the life of the building and enhance its community role. The internal alterations... will make the internal space more versatile offering a number of smaller rooms alongside the main hall space. This more versatile space would allow the Hall to bring in more income which will help towards ongoing maintenance costs amongst other community benefits. The front facade will be restored to its historic form, evidenced through an historic photograph, through the opening up of the three front arches. Further details are required for some elements of the scheme; I will use the Summary of Proposals from the planning statement to guide my more detailed comments below.

#### Significance

The Grade II listed Market Hall is of early 19th century origin and was previously used as a Corn Exchange and indoor market. It is held in trust for the benefit of the community by Saxmundham Market Hall Trust, a registered charity, with the Town Council as the sole trustee. It is available to hire by the community. The hall was restored in the 20th Century. Its significance is derived from:

- Its age
- Its known designer, Robert Appleton
- Its central location in the town
- Its neo-classical front facade
- Its community use
- Its internal layout which partially evidences its original use
- Key features including the coat of arms, stucco laurel wreaths and arcades of round arches on the front elevation

#### High Street frontage

I would be supportive of bringing the existing courtyard to the front of the Market Hall into greater public use. It is a well located space and is currently under utilised. The architect mentioned the possibility of creating level access from the building to the street if the internal floor level was lowered. This would allow the existing ramps and steps to be removed which would create a much more flexible space. This is an interesting possibility to explore in further detail if feasible.

The restoration of the original opening size of the three front arches, evidenced by historic photographs, is supported. Fully glazing the openings will allow more inter-visibility with the street. However, as the proposals also incorporate a new first floor level the interaction between the floorplate and stairs and these glazed openings needs further consideration. The floorplate should be set back from the glazing to reduce visibility of it through the glazed openings. My preference would be for the staircase to be relocated to another position away from the glazed openings but I understand that this is unlikely to be possible due to the constraints of the site. The design of the staircase should therefore be carefully considered to ensure that it is an attractive feature that interacts successfully with the glazed opening. If the proposed staircase details are of high quality design then a staircase in this location could be supported.

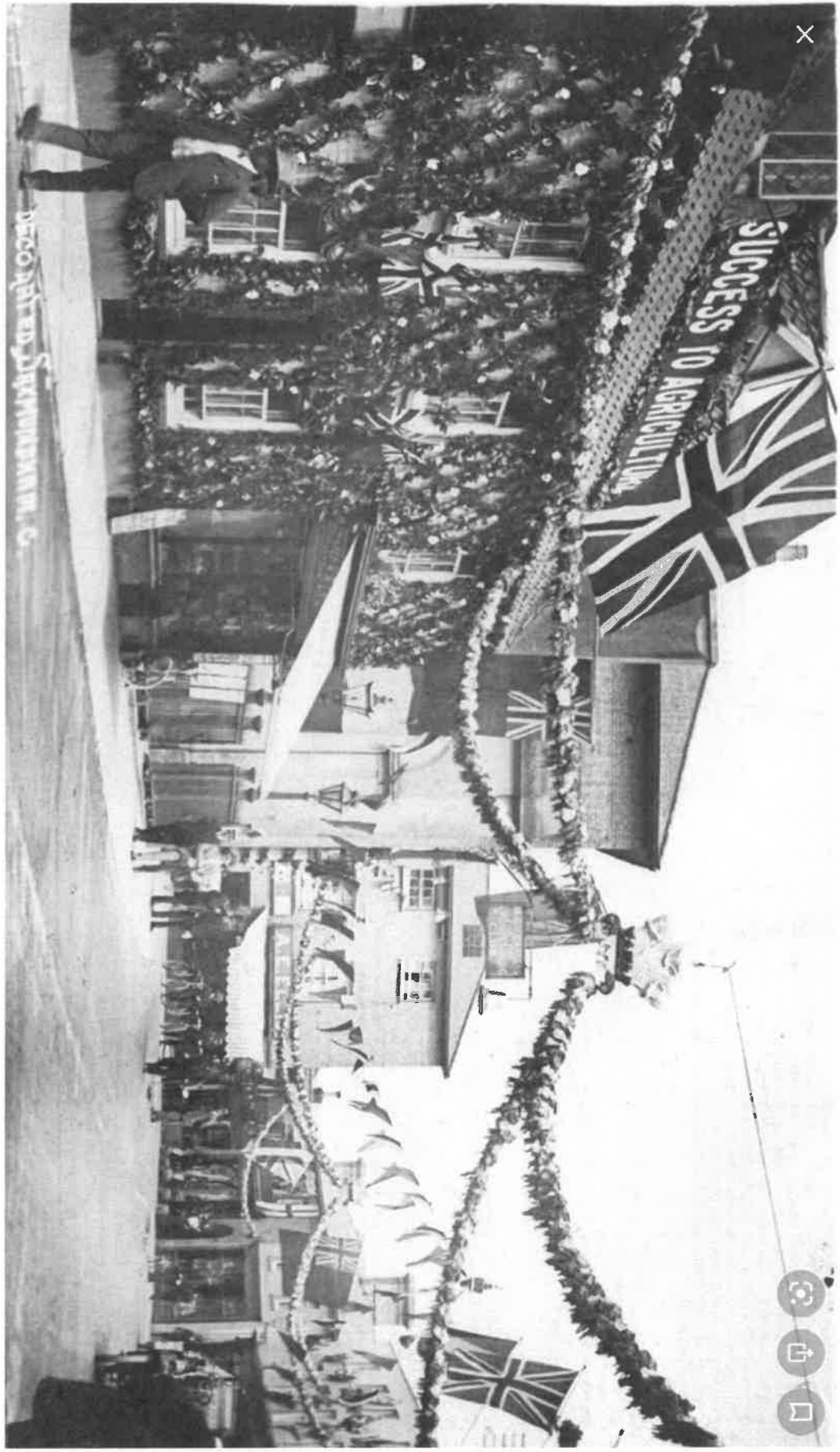
As discussed above the proposed staircase would need to be carefully designed given its relationship with the newly opened front arches. Although this location is not ideal, with good design this could become a feature of the refurbished hall. The suspended ceiling equally needs careful consideration due to its relationship with the arches. There is an attractive interior doorway into the main hall space with historic text and detailing, this is important to the significance of the listed building and should be retained (as is proposed).

The retention of the existing suspended timber floor is supported. The Agent suggested that there may be scope for the removal of the suspended floor to gain more internal space and create a single level space from the street through the building. This is an interesting idea that could be explored further if found to be feasible. The alterations to the kitchen are minor and would allow it to be used more effectively as a community facility therefore they are supported.

The existing toilets, stage, kitchen, heating system, service, and suspended ceiling in the hall are also proposed to be removed. None of these features are original and therefore their loss is acceptable given the benefits of the overall scheme.

Preliminary Schedule of Works	£k/ allowance
Externals – no change to existing steps and ramp and paving off the High Street	n/a
Prelims – set up on site, form builders compound, undertake surveys and include allowance for shutting the Market Hall and protection of existing fabric	7
Front elevation – remove infill to original arches, modern windows, doors, concrete porch projection and clock and internally, strip out modern walls and toilet fittings, lift floor covering and remove suspended ceiling. Say 4 operatives @ £230/day x 15 days = £13.8k plus skips, hoarding, fencing and admin	20
Alterations to existing electrical, water and drainage services	5
Supply and fit 3 No new arch-headed windows, one including glass door, and include related external redecoration and signage	35
Lobby – renew floor finish and suspended ceiling, relocate radiators, redecorate retained walls	7
Lobby – construct new walls / toilets to front of site	n/a
Lobby – construct self supporting mezzanine with staircase	n/a
Main Hall - ?no allowance for any works	n/a
Kitchen – closure of existing door and formation of larger opening into hall	3
Office area to rear of site – strip out existing internal walls, fittings and finishes and renew this area internally over say 4.5 x 7 = 31.5sqm @ £1800/sqm = £56.7k with a plan form as the “alternative unisex scheme” creating 6 new wcs plus disabled wc, with related services. Keep existing doors and windows, no change to existing boiler	56.7
Subtotal	133.7
Planning, Building Control, Professional fees, Contingency etc	10
Total pre-VAT say £1.50k	

09:08 Sun 30 May



15%