

## **Corn Exchange Wallingford Exterior Lighting and Advertising Project**

### **Grant proposal for approval of project funding and appointment of design consultant/architect**

25 October, 2025. Prepared by project team: Gloria Wright, Mike Baker, Bruce Williams, Stephen Williams, Martina Platts

#### **Executive summary**

The project team recommends the appointment of Creation Logics as consultants for the design phase of the project to improve the CX exterior lighting and advertising (Market Place and Wood Street). This request is for approval of £18000 to fund the initial design work through to approval of planning permission, during December 2025-April 2026. The project team will come back for further funding approval once planning permission is applied for, when a detailed breakdown of costings for installation materials and labour will be available. Installation work is planned for June-July 2026. Total project costs are currently estimated at £100,000 (excluding VAT) for design and installation. An additional 10% contingency should be allowed. The expenditure will be phased approximately 80% in 2025/6 FY and 20% in 2026/7 FY. The installation should not require the closure of the building.

#### **1. Project scope**

**Goal:** To update the look of the Corn Exchange to maximise attendance at events held in the building. In particular, to attract new attendees who have recently moved to the area and to broaden the demographics of people who are attracted to events.

**How this will be done:** Working with specialist consultants with experience of enhancing the appearance of buildings similar to the Corn Exchange. There will be a project committee comprising the project manager, representatives from the CEWL board and the trustees who will meet regularly to control, monitor and report progress.

#### **The main tasks are:**

- 1.1 Design and install external lighting to enhance the look of the building, facilities for hanging banners, and digital advertising screens to replace the need to print posters.
- 1.2 Project manage the programme to bring it in on time without interrupting any events planned through 2026.
- 1.3 Seek cost reductions where sensible, recognising that funds are precious and finite.
- 1.4 Keep SP members informed periodically throughout the project.
- 1.5 Publicise the new look coincident with the project completion.
- 1.6 An internal refresh of the foyer, staffed by volunteers, with materials paid from CEWL delegated authority funds.

## 2. Supporting SP CIO's charitable objects

The project supports the charity's objects by:

- Promoting and making more visible the Corn Exchange, thereby attracting more of the public to the theatre's productions and events, and developing their appreciation of these arts,
- Maintaining and enhancing the Corn Exchange as a venue for the public performance of the arts.

## 3. Project timeline and milestones

When	Activity	Milestone?
30 Nov 2025	Project start up	Yes
Dec 2025 – Jan 2026	Gather concept ideas and input from CX, SPC and SP CIO	No
February 2026	Concept design, visual presentation, mock-ups, brand book. Planning application prepared	Yes
End February 2026	Planning application submitted	Yes
February 2026 – March 2026	Technical specification prepared and detailed costings	No
April - May 2026	Planning granted	Yes
May 2026	Installation contractors selected and contracted	No
May– July 2026	Installation	Yes
September 2026	'Switch on', project launch	Yes

The timeline includes approximately two months contingency. It is dependent on the Corn Exchange stakeholders completing their activity and engagement on time, particularly project start-up and design activities. This will be the responsibility of the project team to manage.

It is not envisaged that the theatre will need to close because of the project; the vast majority of the work will be external. An internal refresh of the foyer staffed by volunteers will be carried out in the period June-August 2026.

#### 4. Cost estimate (exclusive of VAT)

The cost estimates will be improved through the design phase; they will be confirmed once the technical design is agreed (including product specification) and installation tenders have been received (May 2026).

Item	£
Design contractor/architect	24000
Materials	45500
Installation labour	30500
Total	100000
Contingency (10%)	10000
Total including contingency	110000

#### 5. When will funding be needed? (estimated; excludes contingency and VAT)

When	Design £	Materials £	Installation £	£
Dec 2025 - April 2026	18000			18000
May - June 2026	3500	40950	20000	64450
July- Sept 2026	2500	4550	7500	14550
December 2026			3000 (installation contractor retention)	3000
Total	24000	45500	30500	100000

#### 6. Risks and mitigation

Risk	H/M/L probability	H/M/L impact	Mitigation
Lack of engagement with SP members on project	L	H	Positive and active engagement with SP membership during design stage to win hearts and minds
Difficulty in obtaining planning permission for proposed enhancements	M	H	Engage with SODC stakeholders to win support; design contractor experience in similar applications
Achieving a cost-effective and sensible design	L	H	Design work is bounded by the funds agreed at this stage. Detailed installation costings agreed during technical spec
Keyman risk	L	M	Creation Logics involves two people – designer and architect

## **7. Responsible persons**

Project manager: Bruce Williams, bruce.williams007@gmail.com, 07764 945197  
Finance oversight: Stephen Williams, FD CEWLtd,  
financedirector@cornexchange.org.uk, 07306 098259

## **Attachments**

1. Mock up visualisation of possible design approach
2. Fee proposal letter from Creation Logics (preferred supplier)