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Irena Whitehead

Head of Planning Unit  
British Film Institute  
21 Stephen St.  
London W1P 1PL

9th August 1991

Dear Irena

LVA/LFMC Relocation Project.

Thank you for your letter of 6th inst. and enclosures from RPI.

A joint meeting between LVA and RPI (Building Committee and Administrator), was held at 1pm yesterday in LVA offices. We discussed the RPI report, our positions vis a vis 29/31 Saffron Hill and our views on the new arrangement of cinema space at the Dunn & Co site, and will forward our comments under separate cover.

Some worries were expressed at our lack of firm financial details on the Dunn & Co site in a format similar to the detailed appraisal in the RPI report on 29/31 Saffron Hill and wonder if you could send us a copy of the RPI appraisal for the Dunn & Co offer. The figures would include:-

- (1) A sound estimate of the costs of the newly proposed structural alterations which would have to be covered by the £375,000 offer outside of the property developer's revised structural alterations, and an indication of the basis of the refurbishment costs.
- (2) A firm idea of the rent that RPI are confident of achieving.
- (3) The level of rent after 5 years.
- (4) A clearer idea of the rates payable/sq ft also related to the RPI.
- (5) A firm figure for the service charges to be set.

As interested parties we are also eager to know:-

- a) The Architects, Engineers, and Surveyors who have been/will be engaged on behalf of the RPI. /THE WHOLE PROCESS
- b) The overall timescale involved and projected date for occupation.
- c) What contingency exists if there are cost over-runs on the refurbishment.

We are very pleased that we are all getting together on this project and would like to thank you for your efforts to help our joint relocation.

Yours sincerely

*Mark Lugg*