



**John Wright
Town Clerk**

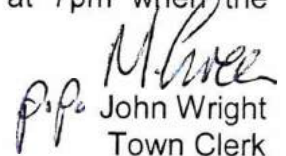
Lyme Regis Town Council

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 13 December 2017** commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
08.12.17

AGENDA

Prayers

A prayer will be offered by the Rev. Jane Skinner

1. Public Forum

Twenty minutes will be made available for public comment and response, to include reports from the local county councillor and district councillors.

Individuals will be permitted a maximum of three minutes each to address the committee

2. Questions from Councillors

3. Apologies for Absence

To receive and record any apologies and reasons for absence

4. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

16. Business Case: Café, Toilets and Facilities for Amenities' Staff in Lister Gardens

To allow members to consider a business case for the development of a café, toilets and facilities for the amenities' staff in Lister Gardens

17. Public Toilet Provision

To allow members to consider the British Toilet Association (BTA) report on public toilet provision in Lyme Regis

To allow members to consider the most appropriate course of action to address existing problems affecting the council-owned Marine Parade toilets

To allow members to consider the need for alternative seafront toilet provision during any works

18. Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

To allow members to consider and approve the 2017/18 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2018-2022

19. A Proposal for Housing on Woodmead Car Park

To allow members to consider an outline proposal from Lyme Regis Community Land Trust to develop affordable housing on Woodmead car park and to ask members to consider supporting this proposal, in principle, in order to allow the Community Land Trust to approach West Dorset District Council to commission a feasibility study

20. Request to Locate a Defibrillator on Council-Owned Land

To consider a request from Steve Postles to locate a defibrillator on council-owned land at Monmouth Beach

21. Renewal of Lease for Marine Parade Retail Units

To update members on discussions about the lease renewal for the two principal retail units within the town council-owned Marine Parade Shelters and to seek members views on the possible alteration to existing terms

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

22. List of Payments

To inform members of the payments made in the month of November 2017

23. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 21 – Renewal of Lease for Marine Parade Retail Units

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 NOVEMBER 2017

Present**Chairman:** The Mayor, Cllr M. Ellis**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams**Officers:** Mr M. Adamson-Drage (operations manager), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)**Guests:** Mr J. Hodnett (Kitson and Trotman)**17/93/C Public Forum****Mr A. Nabarro**

As a member of Lyme Regis Bowling Club, he said he noted with interest the long discussions regarding the club's lease extension had started again, particularly by the Monmouth Beach car park assets working group. He said when thinking of the word asset, you may think of the car park, but he believed the asset was the club. Mr Nabarro said the club provided a facility for the people of the town, mainly older people, to have sporting and physical activity and to socialise. He said they played matches in Dorset, Somerset and Devon and those clubs also visited Lyme Regis. He said the public could play on the green, which the club members nurtured, with more than 300 people playing on the green this year. Mr Nabarro said thousands of people watched in the summer, which was an attraction for the town and in itself an asset. He said many people who came to play returned to the town, and touring teams returned time and again because they loved the town and the bowling facility. Mr Nabarro said the club had been there for 80 years and when in 1937 the club was owned by the town council, at that time it was a major benefit for a town council to have a bowling green. He said photos from that time showed there were no chalets or cars, but the club was an iconic feature which brought more aesthetic value than chalets or cars. Mr Nabarro said the current lease was due to expire and there had been many meetings and discussions, but the council decided without any final agreement to increase charges. Based on the current charges, he said the car park charge would increase by 270%, which would represent a quarter of a million pounds for a further 10 years of bowling. Mr Nabarro said it seemed far too high a figure for the people of the town to enjoy a facility which was open to the public. He said he hoped the club and the council could have some meaningful discussions before the council reached a decision. Mr Nabarro said the club was being charged for a parking area for 24 spaces, but he didn't believe 24 spaces could be created if it was turned into public parking. He suggested the car park could be handed back to the council for the winter for public parking for storage. He asked members if they wanted the bowling club to continue, because at the rates being suggested, the club was in great danger of not continuing. Mr Nabarro said there had been some talk of the council giving a grant to the club, but he didn't believe it was feasible in this case. He said

there didn't have to be a grant, as long as it was noted in the council's accounts, which he said was allowed in the Town and Country Planning Act.

Rev J. Skinner

Rev Skinner thanked the mayor for choosing St Michael's Parish Church as her chosen charity. She said the church was delighted and this would be a great encouragement. She hoped this would bring the church into people's view as she believed it was becoming invisible, with people assuming the church would be able to continue for future centuries as it had in the past. Rev Skinner said it was an increasing struggle for members of the church who had to meet financial demands, as help didn't come from the diocese or the national church; it was down to the community to support the church. Rev Skinner said they wanted to face up to the responsibilities regarding the church tower and water ingress, and there was considerable concern regarding the future of the structure. She said major work would be undertaken, including the removal of the pebble dash, which meant it would look different after the work. Rev Skinner said there would also be scaffolding and wraps on the building for some time, so the new covering of the tower would dry out properly. She said it was a big undertaking so it was very encouraging to have the support of the mayor.

D. Turner – Dorset County Council (DCC)

Cllr D. Turner said a decision on local government reorganisation was expected by the end of the year. He said DCC was working with the Dorset Councils Partnership to make savings, with a joint committee formed to look at a number of issues, such as how assets like buildings and equipment would be disaggregated to Bournemouth, Poole and Christchurch.

Cllr D. Turner said a shelter bus was operating in Weymouth, providing shelter to the homeless. He said the charity would be looking at other areas in West Dorset to travel to, and perhaps this was something Lyme Regis could bear in mind for future.

Cllr D. Turner said he recently met with the chief executive of South Western Railway, which had secured the new franchise for this area. He said services at Weymouth and Dorchester would be negatively affected and a consultation would start on 1 December 2017, which he encouraged people to take part in.

Cllr D. Turner said proposals for the 2018 boundary review of parliamentary constituencies were available at bce2018.org.uk. He said only minor changes were proposed to the West Dorset constituency.

Cllr D. Turner said a new route was being proposed from Poole and Southampton ports north to the A303, with the aim of taking heavy goods vehicles away from the A35. He said this project would be some years away if it got off the ground.

Cllr B. Larcombe asked Cllr D. Turner if he could help the town council pursue the idea of size restriction signs at Boshill and Fernhill to deter larger vehicles from coming into the town.

Cllr D. Turner said DCC did not deal with national regulations, but he would ask the question.

Cllr S. Miller said since the previous Full Council meeting, Cllr D. Turner had shared an email from DCC's project manager from the collision reduction and traffic engineering team. He asked Cllr D. Turner what more he might be able to do to progress discussions on improving traffic in Lyme Regis and the possibility of a one-way system.

Cllr D. Turner said the project manager had given clear reasons why he felt the suggested traffic solutions would not be viable, although he had offered to attend a town council meeting to discuss it further. He suggested an invite was made.

Cllr D. Turner – West Dorset District Council (WDDC)

Cllr D. Turner said planning searches were still very poor but had improved slightly.

Cllr D. Turner said WDDC had relinquished the public toilet cleaning contract with Churchill, which ended in March 2018, and would be looking at the procurement of a new contract.

Cllr D. Turner said WDDC's budget position was relatively good.

Cllr Mrs C. Reynolds – West Dorset District Council

Cllr Mrs C. Reynolds said she had attended as many meetings as possible. She had spoken at the Scrutiny Committee regarding the state of WDDC's public toilets in Lyme Regis, and the possibility of them coming back under town council control. She said she was advised this would be looked into.

Cllr Mrs C. Reynolds said there was a new WDDC parking policy, which meant free parking in WDDC car parks would not be given to events.

Cllr B. Larcombe asked Cllr Mrs C. Reynolds what line she would be taking when WDDC's Strategy Committee discussed asset transfers, as the town council hadn't formed a view yet.

Cllr Mrs C. Reynolds said she would discuss this with members and the town clerk when the matter was on the agenda.

17/94/C Questions from Councillors

There were none.

17/95/C Apologies for Absence

Cllr D. Hallett – illness
Cllr O. Lovell
Cllr P. Ridley

17/96/C Disclosable Pecuniary Interests

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Cllr R. Doney declared a pecuniary interest in minute number 17/53/SF, Review of Charges, specifically in relation to Bell Cliff advertising boards, as the Town Mill Brewery had a board, and he would not speak or vote.

Cllr Mrs M. Ellis declared a disclosable pecuniary interest anything to do with the Woodmead Halls.

17/97/C **Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/98/C **To confirm the accuracy of the minutes of the Full Council meeting held on 20 September 2017**

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, the minutes of the meeting held on 20 September 2017 were **ADOPTED**.

17/99/C **Matters arising from the minutes of the Full Council meeting held on 20 September 2017**

Members noted the report.

17/100/C **Update Report**

Members noted the report.

17/101/C **Mayor's Announcements**

Members noted the report.

17/102/C **Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Planning Committee held on 19 September and 17 October 2017.

17/103/C **Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 27 September 2017 and adopt the recommendations, as follows:

Review of the Bullying and Harassment Policy and Procedure

RESOLVED: to approve the bullying and harassment policy and procedure, as amended by the Human Resources Committee.

17/40/HR – Postholder 214, Six-Month Probation Report

RESOLVED: to approve postholder 214's continued employment for the remainder of the two-year fixed-term contract.

17/41/HR – Postholder 108, Six-Month Probation Report

RESOLVED: to approve postholder 108's continued employment for the remainder of the two-year fixed-term contract.

17/42/HR – Contracts of Employment

ORIGINAL MOTION: to approve the draft contracts of employment, to include minor amendments that don't change the spirit of the contract, and that this be brought to Full Council on 1 November 2017, and an implementation date of 1 March 2018.

The town clerk said the minor amendments had not yet been made as officers would be meeting with the HR consultant on 6 November 2017. As such, it was suggested the amendments were reported to the Human Resources Committee on 8 November 2017.

The town clerk also said the HR consultant believed the new contracts could be implemented by 1 February 2018, instead of 1 March 2018.

SUBSTANTIVE MOTION: Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the draft contracts of employment, to include minor amendments that don't change the spirit of the contract, and that this be reported to the Human Resources Committee on 8 November 2017, and an implementation date of 1 February 2018.

RESOLVED: that this project is led by the town clerk in consultation with the chairman of this committee.

RESOLVED: to approve the appointment of MotteramHR to advise the council on the transition from 'statements of particulars' to contracts of employment, to review its human resources' policies and procedures, and to produce a staff handbook.

17/104/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 18 October 2017 and adopt the recommendations, as follows:

17/49/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

RESOLVED: to note the statement of internal control and the town clerk's observations; to approve the risk management policy and the standard annual risk assessment; and to approve the draft risk register with the inclusion of staffing issues, including staff-staff relationships.

17/53/SF – Review of Charges

RESOLVED: to approve 2019 Cart Road beach hut hire charges as follows:

	Proposed rates 2019
January– Easter	£10
Easter Holiday	£45
April– Spring Holiday	£25
Spring Holiday	£50
June	£45
July- August	£120
September	£45
October	£25
November- December	£16
Christmas and New Year	£35
Winter season	£150
Summer season	£950
Annual	£1,500

RESOLVED: to hold alfresco licence charges at £125 per cover and £10 per single chair for 2018/19.

RESOLVED: to hold website advertising charges for 2018/19 as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 nd advert (same size or smaller)	2 nd advert at half price	
Advert + listing	Listing at half price	
Listing + 2 nd listing (same price or less)	2 nd listing at half price	

RESOLVED: to increase bell cliff advertising charges to £110 inclusive of VAT for 2018/19.

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RESOLVED: to hold Marine Parade Shelters' hire charges for 2019/20, as follows, with an amendment that discounted rates for DT7 postcodes only apply to Lyme Regis DT7:

Charites, Schools and Not-for-Profit Organisations – per area, per day

Categories	2019/20
Lyme Regis DT7 postcodes	£10
Within a 10-mile radius of the offices	£15
Outside a 10-mile radius of the offices	£20
National charities (per hour)	£15
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Other organisations

Area		Categories	2019/20
Langmoor and Lister Room and Jubilee Pavilion	Per room, per hour	Commercial or private hire	£15
Market area	Per day	Commercial or private hire	£100
Performance area/ top of shelters	Per day	Commercial or private hire	£150

RESOLVED: to hold amenities charges for 2018/19 at adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50, and to amend the group discount to 33%.

RESOLVED: to hold wedding and civil marriage charges for 2019/20 as follows:

	2019/20
Monday – Friday	£300
Saturday	£400
Sunday	£400

RESOLVED: car park permit charges for 2018/19 as follows:

	2018/19
Residents	£175
Non-residents	£300
Holiday accommodation	£600

RESOLVED: to hold car parking charges for 2018/19, as follows:

	2018/19 (per hour)
Cabanya	1.20
Monmouth Beach	1.20

Woodmead	2018/19
1 hour	1.00
3-day ticket	20.00
Weekly ticket	40.00

RESOLVED: to hold brochure advertising rates for 2018, as follows:

Back cover	£1,575
Inside back over	£1,050
Full page	£525
Half page	£290
Quarter page	£215
Eighth page	£160
Line listing	£25

RESOLVED: to hold cemetery charges for 2018/19, as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone footstone/tablet
No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	No extra charge

17/54/SF – Objective Setting

ORIGINAL MOTION:

- Remove £1k ongoing funding allocated until 2021/22 for tackling the seagull problem
- Remove £5k funding in 2017/18 for the project to improve experiences for disabled people
- Increase the 2018/19 budget for the project to improve experiences for disabled people to £10k to pay for a disability audit
- Remove £5k funding in 2017/18 for the project to promote Lyme to various groups of people
- Re-affirm all other previously agreed objectives
- To instruct officers to obtain more detailed costings for the following possible objectives for 2018/19 and 2019/20: seafront caretaker; replacement of Cart Road beach huts on a three-year programme; employ a second lengthsman; introduce a supervisor role in the external works' team; wet weather facility; find land for park and ride on north and west of town; extend period of operation of Charmouth Road park and ride; events to commemorate centenary of end of First World War, with an amended budget of £5k; asset management review; implement parking orders; and café and toilets in Lister Gardens.
- In principle, to pursue the following objectives with no associated costs: establish chamber of commerce; find alternative council offices; and explore uses for Strawberry Field.

Cllr R. Doney confirmed he requested the £5k funding allocated in 2017/18 for the project to promote Lyme to various groups of people was removed from the budget, but he also requested this funding was re-allocated in 2018/19.

SUBSTANTIVE MOTION: Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** to:

- Remove £1k ongoing funding allocated until 2021/22 for tackling the seagull problem
- Remove £5k funding in 2017/18 for the project to improve experiences for disabled people
- Increase the 2018/19 budget for the project to improve experiences for disabled people to £10k to pay for a disability audit
- Remove £5k funding in 2017/18 for the project to promote Lyme to various groups of people and re-allocate this amount to the project in 2018/19
- Re-affirm all other previously agreed objectives
- To instruct officers to obtain more detailed costings for the following possible objectives for 2018/19 and 2019/20: seafront caretaker; replacement of Cart Road beach huts on a three-year programme; employ a second lengthsman; introduce a supervisor role in the external works' team; wet weather facility; find land for park and ride on north and west of town; extend period of operation of Charmouth Road park and ride; events to commemorate centenary of end of First World War, with an amended budget of £5k; asset management review; implement parking orders; and café and toilets in Lister Gardens.
- In principle, to pursue the following objectives with no associated costs: establish chamber of commerce; find alternative council offices; and explore uses for Strawberry Field.

17/55/SF – Appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

RESOLVED: to appoint John Stark and Crickmay Partnership as architects for the design and, if pursued, the project management of a café and toilets in Lister Gardens.

17/56/SF – Funding Request from The Royal British Legion

RESOLVED: approve a grant of £500 to the Lyme Regis branch of the Royal British Legion towards the cost of sending the branch standard and bearer to Ypres in August 2018.

17/57/SF – Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)

RESOLVED: to approve the renewal of the leases for the two principal retail units, i.e. National Trust and Boylos, within the town council-owned Marine Parade Shelters, with effect from June 2018, on terms to be agreed, and authorise the service of the necessary notices to commence the process.

17/59/SF – Investments, Cash Holdings and Loans

RESOLVED: not to pursue investment opportunities with Churches, Charities and Local Authorities (CCLA).

17/60/SF – List of Payments

RESOLVED: to approve the schedule of payments for August and September 2017 for the sums of £109,027.39 and £117,332.90.

17/105/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 11 October 2017 and adopt the recommendations, as follows:

17/39/TCP – Jubilee Pavilion Volunteer Service 2017

RESOLVED: to note the report of the volunteer co-ordinator, thank her and all other volunteers for their hard work during the 2017 season and instruct the deputy town clerk, in consultation with the chairman and vice-chairman of this committee, to come back to the next meeting with a detailed report about the way forward which also addresses the various comments and concerns raised in the co-ordinator's report.

17/40/TCP – Coastal Communities Team Objectives and Outcomes

RESOLVED: to agree the council works in full co-operation with the Lyme Regis, Charmouth and Uplyme CCT, LymeForward, businesses, local people and volunteers

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in taking projects forward by working together to achieve a successful bid that offers opportunities for local people and the local economy to round five of the Coastal Communities Fund.

17/41/TCP – Chamber of Commerce

RESOLVED: to agree to take forward the idea of setting up a chamber of commerce in Lyme Regis, affiliated to the Dorset Chamber of Commerce, and agree to consult with traders and all types of workers, to determine if this would be suitable for Lyme Regis.

17/43/TCP – Request for Funding to Complete a Film about the Life of Mary Anning

Cllr S. Williams asked if WDDC and DCC had agreed to match the town council's contribution.

Cllr Mrs C. Reynolds said she had a meeting with two WDDC officers the following day to discuss this.

RESOLVED: to approve funding of £5,000 to complete a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis, on the condition West Dorset District Council and Dorset County Council offers at least an equal amount.

17/44/TCP – Seafront WiFi

This item was the subject of a report elsewhere on the agenda.

17/106/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 4 October 2017 and adopt the recommendations, as follows:

17/41/TMH – Replacement of Section of Seafront Railings at Marine Parade

RESOLVED: to re-submit the planning application to replace a section of Marine Parade railings, retaining the same design of railings as in the previous application but with additional supporting information and following pre-application discussions with the relevant planning and conservation officers.

RESOLVED: to retain Boon Brown Architects of Yeovil to undertake all work connected to the re-submission of the planning application to replace a section of Marine Parade railings, subject to receipt of a satisfactory fee quote.

17/42/TMH – Proposals for a Café and Toilets in the Lister Gardens

RESOLVED: to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017.

17/44/TMH – Puffin Crossing, Broad Street

RESOLVED: to support in principle a puffin crossing in Broad Street but to ask Dorset County Council's highways' department if the crossing could be installed elsewhere in Broad Street, possibly higher up the street near the post office, with an additional request that the bus stop outside Co-op is also moved up Broad Street near the junction with Silver Street to accommodate the puffin crossing.

17/45/TMH – Request for Additional Alfresco Seating Outside The Bay Restaurant, Marine Parade

RESOLVED: not to support the principle of either extending the existing high-level alfresco seating area outside The Bay by up to 600mm or permitting use of part of the Jane Austen Garden area for additional tables and chairs.

17/46/TMH – Cover Charges

RESOLVED: to write back to the proprietors of The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View Restaurant to inform them the council has a legal right to charge for tables and chairs under the tripartite agreement, to inform them they should remove the covers if they do not wish to pay, and request timely payment of invoices.

17/47/TMH – Parking and Land Ownership at the Gully

RESOLVED: to control unauthorised parking at the gully and on other council-owned land with the implementation of parking orders, to agree concrete sets will be dug into the grass surface on spaces 4A and 4B at the gully, and agree that when works are complete to create two new parking spaces at the gully, spaces 4A and 4B are advertised as available to let.

17/48/TMH – Request for Use of Strawberry Field

RESOLVED: to refuse the request from a member of the public to use the former pitch and putt area of Strawberry Field up to twice a week for the exercise and training of a difficult rescue dog.

17/49/TMH – Pop-Up Car Park

RESOLVED: to approve the request to install signage and a bin at a pop-up car park in St Andrew's Field.

Cllr B. Larcombe wished to put on record that the council was grateful to the person who ran the pop-up car park for providing parking and also giving the proceeds to charity.

17/51/TMH – Steps at the Gully

RESOLVED: not to pursue works to reinstate steps or a path at the gully.

17/52/TMH – Park and Ride Facilities at Sidmouth Road and Charmouth Road

RESOLVED: to:

- note the information so far collected in support of an application for the permanent use of the park and ride sites at Sidmouth Road and Charmouth Road.
- support, in principle and subject to landowner discussions, the agreement of affordable terms and operator availability, to extend the period of operation of the Charmouth Road park and ride site from the period of the summer school holidays to include the busiest periods from either Easter or Whitsun onwards.
- note the proposal received from First Group to run a registered park and ride service in Lyme for 2018 using two double decker buses running to a scheduled timetable, accepting concessionary fares, with an ability to pick up other passengers 'en route' (at bus stops), with payment for bus use rather than payment for parking and with potential 'profit share' once operating costs have been met.
- note the possible need for on-site management at both park and ride sites at the busiest periods to minimise potential highways' risks and to ensure proper site control is in place.
- agree that Cllr S. Miller continues to liaise with the deputy town clerk and operations manager about the submission of the necessary planning applications, other supporting data and the development of on-site management arrangements.
- support the principle of undertaking all necessary pre-application discussions and negotiations with the planning authority and other affected/interested parties, including Uplyme Parish Council and representatives of the local business community, in order to maximise the level of support for the planning application(s).
- agree that every effort should be made to ensure that the necessary planning application(s) is/are submitted by the end of October 2017, at the latest, to ensure sufficient time is available to agree all operating arrangements prior to Easter 2018.
- agree that the council continues to retain Boon Brown Architects of Yeovil to assist with the preparation and submission of the necessary planning application(s).

17/53/TMH – Re-letting of Guildhall Shop

RESOLVED: to approve a request from two local businesses to jointly rent the Guildhall shop.

17/107/C Appointments to Council Committees

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the appointment of Cllr P. Ridley to the Tourism, Community and Publicity Committee and the Planning Committee.

17/108/C Motions from Member Councils for Consideration by Dorset Association of Parish and Town Councils' Annual General Meeting

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to give a voting mandate to Cllr J. Broom, the town council's representative on the Dorset Association of Parish and Town Councils, on motions from Beaminster Town Council, Blandford Town Council, Chideock Parish Council and Hurn Parish Council, which will be considered at the annual general meeting on 1 November 2017.

17/109/C Lyme Regis Football Club Grant Request

Cllr Mrs M. Ellis said as the council pulled forward funding for LymeArts Community Trust, the council should be willing to do the same for the football club, although it was important the club understood this money would not be available for future stages of the project.

Cllr B. Larcombe said bringing forward the funding would not commit the council any further than the original grant award.

Cllr S. Miller said the football club had gone outside of the grant agreement in spending these extra funds and bringing forward the money may set a precedent.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members **RESOLVED** to approve a request from Lyme Regis Football Club to bring forward £2,500 of its total grant allocation of £100,000 to cover additional costs incurred in its kitchen extension project.

17/110/C LymeArts Community Trust Fund Raising to 1 October 2017

Proposed by Cllr S. Larcombe and seconded by Cllr P. Hicks, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/111/C Seafrost Wi-Fi Contract Award

Proposed by Cllr S. Larcombe and seconded by Cllr P. Hicks, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local

Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/112/C Lister Gardens' Boundary Dispute

Proposed by Cllr S. Larcombe and seconded by Cllr P. Hicks, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/113/C Exempt Business

(a) Lister Gardens' Boundary Dispute

Mr J. Hodnett, of Kitson and Trotman solicitors, took members through the findings of the assistant land registrar, and his assessment of those findings.

Mr J. Hodnett outlined the strengths in the council's argument, and where he saw any weaknesses.

Mr J. Hodnett said he had drafted a reply to the assistant land registrar and he briefed members on what his letter contained. He explained what the possible outcomes could be, in response to the letter.

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, members **RESOLVED** to instruct Jason Hodnett of Kitson and Trotman to respond to the letter of 21 September 2017 from the assistant land registrar regarding the Lister Gardens' boundary dispute, and depending on the response from the assistant land registrar, the council will then consider whether to pursue this matter and to incur further costs.

It was also agreed Mr J. Hodnett would be invited to a council meeting, when a response had been received from the assistant land registrar.

(b) LymeArts Community Trust Fund Raising to 1 October 2017

The town clerk said there had been some improvement in LymeArts Community Trust's (LACT) financial position, but the council would continue to monitor this through regular meetings with LACT and analysis of monthly accounts.

The town clerk said the grant agreement required two review meetings a year; however, meetings were taking place much more regularly. He suggested this was regularised to four quarterly meetings a year. He said he and the finance manager could then appraise LACT's financial position and business strength, and report the analysis to members.

There was some concern among members that the business was underpinned by the £15,000 grant the council brought forward, but it was agreed no action needed to be taken at the moment, and officers would continue to meet regularly with the trustees.

(c) Seafront Wi-Fi Contract Award

The town clerk advised members to delegate authority to him to seek competitive quotes for seafront wi-fi, based on the same performance specification. He said this approach, rather than referring the matter back to committee, would allow this matter to be resolved quickly.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to delegate authority to the town clerk, in consultation with the chairman of the Tourism, Community and Publicity Committee, to obtain quotes for seafront wi-fi and to appoint a suitable contractor.

The meeting closed at 8.52pm.

DRAFT

AGENDA ITEM 7

Committee: Full Council

Date: 13 December 2017

Title: Matters arising from the minutes of the Full Council meeting held on 1 November 2017

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 1 November 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/93/C – Public Forum

Dorset County Council's project manager from the collision reduction and traffic engineering team attended the Strategy and Finance Committee meeting on 29 November 2017. Members suggested a full discussion takes place at the Town Management and Highways Committee.

17/111/C – Seafront Wi-Fi Contract Award

The town clerk has reviewed the appointment of a seafront wi-fi contractor and has written to all members of the council informing them that the contract should be awarded to Club WiFi.

John Wright
Town clerk
November 2017

Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 13 December 2017

- 27 October Held a Halloween party at Woodmead Halls in aid of the mayor's charity, with consort
- 29 October Attended, with consort, Lyme Slime Halloween Fun Run
- 1 November Attended, with town clerk, a meeting with Dorset County Council at LRTC office
- Attended, with Cllr Mrs Cheryl Reynolds, soup and sweet for British Red Cross
- 2 November Deputy mayor and town clerk attended a West Dorset mayors and town clerks assets and services meeting at Sherborne Town Council
- I would like to thank the deputy mayor for attending this meeting on my behalf
- 4 November Attended, with consort, the town's bonfire night celebrations and lit the bonfire
- 11 November Attended, with consort and operations manager, the acts of remembrance at the cemetery, Polish Airforce war memorial and finished at town war memorial in time for the last post and silence at 11am
- 12 November Attended, with consort, the remembrance parade and remembrance service at St Michael's Parish Church
- 23 November Attended Royal British Legion AGM
- 24 November Attended, with consort, Elizabethan Lyme Regis and Life of Sir George Somers book launch at Woodmead Halls
- 1 December Met staff at their Christmas party location and bought a round of drinks
- 2 December Attended, with daughter Kelsey Ellis, Christmas lights switch-on, led the parade and judged lanterns at the Baptist Church

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 14 NOVEMBER 2017**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr Mrs M. Ellis, Cllr Mrs. C. Reynolds, Cllr G. Turner and Cllr S. Williams

Officers: Mark Green (deputy town clerk)

17/74/P Public Forum

Mr J. Smith, the owner of Satori, View Road, Lyme Regis, was in attendance to address the committee in relation to applications WD/D/17/002387 and WD/D/002388 (Beau Sejour, View Road). The chairman agreed that he should make his representations immediately preceding the committee's consideration of the applications and that he intended to vary the published order of business to bring forward consideration of the applications.

17/75/P Apologies

Apologies for absence were received from Cllr J. Broom, Cllr D. Hallett and Cllr P. Ridley.

17/76/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, the minutes of the meeting held on 17 October 2017, were **ADOPTED** without amendment.

17/77/P Disclosable Pecuniary Interests

There were no pecuniary interests declared relating to the business of this meeting.

17/78/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/79/P Matters arising from the minutes of the meeting held on 17 October 2017

There were no matters arising to be considered at this meeting.

17/80/P Update Report

There were no matters to be updated at this meeting.

17/81/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

Having regard to the attendance of one member of the public for applications WD/D/17/002387 and WD/D/002388 (Beau Sejour, View Road), the chairman agreed that those two applications should be considered first.

Mr J. Smith explained that he was the owner and full-time occupier of Satori (formerly Cranbrook), View Road which directly adjoined Beau Sejour and was one of two properties most impacted by the proposed developments.

He explained his background as a former planning officer and as a chartered surveyor and emphasised that he was not opposed to any/all redevelopment of the existing site; which was an undoubted eyesore at present.

He gave his qualified support to application WD/D/17/002387 because it presented an improved street scene to View Road, involved no loss of light to his property and incorporated the entire site in one comprehensive development. He did, however, have serious concerns about the two-storey dwelling proposed for 'Plot 3' because it was within 1m of his boundary, 'towered' above his land and, having regard to its aspect, would cut out all sunlight to his garden. He suggested that this dwelling be reduced to single-storey, on which basis, he could fully support the application, subject to an updated geotechnical survey being undertaken.

He was opposed to application WD/D/002388 because it involved a larger footprint to the rear than the previously permitted (lapsed) scheme and would adversely impact on his legal rights to light. It could also not be implemented without a Party Wall Agreement with him. He suggested that the proposal represented a significant overdevelopment of the site. He noted the applicant's comments that the larger footprint was required to meet new national space standards but felt that this issue could easily be addressed by reducing the number of flats; always assuming that the planning authority had adopted the new standards in the first place.

He asked that the town council recommend refusal of this application as it had done to the previous application in 2012.

- 1) **WD/D/17/002387 – FULL** (Received 4 November 2017)
Stephen Moss Developments – Demolish existing house and erect 4. no detached dwellings with associated access, parking and amenity space – Beau Sejour, View Road, Lyme Regis, DT7 3AA

Members noted the neighbour concerns about the two-storey dwelling proposed for 'Plot 3' but felt that this was not sufficient grounds to recommend refusal of the application as submitted. Members recommended that the application be approved.

- 2) **WD/D/17/002388 – FULL** (Received 2 November 2017)
Stephen Moss Developments – Demolish existing house and erect development of 6 flats with associated parking and amenity space – Beau Sejour, View Road, Lyme Regis, DT7 3AA

Members recommended that the application should be refused because the proposed development involves an extended footprint to the rear and represents an overdevelopment of the site which involves a loss of amenity and privacy to neighbouring properties.

- 3) **WD/D/17/001995 – FULL** (Received 19 October 2017)
Stickler – Extend the lounge to form a quiet room and new entrance porch – 43 Summerhill Road, Lyme Regis, DT7 3DT

Members recommended that the application be approved.

- 4) **WD/D/17/002235 – FULL** (Received 12 October 2017)
Olszowski – Conversion of two flats to a single dwelling unit, including internal alterations – The Garden Flat and Flat 1A, St Michaels House, Pound Street, Lyme Regis, DT7 3HY

Members recommended that the application be approved.

- 5) **WD/D/17/002257 - ADVERTISEMENT** (Received 20 October 2017)
Morgan – Replacement of existing signage – 8A Broad Street, Lyme Regis, DT7 3QD

Members recommended that the application be approved.

- 6) **WD/D/17/002306 – LISTED BUILDING CONSENT** (Received 25 October 2017)
Swanton – External works – 7 Cobb Road, Lyme Regis, DT7 3JU

Members recommended that the application be approved.

- 7) **WD/D/17/002380 - FULL** (Received 14 October 2017)
Simmons – First floor extension, new conservatory, new shed – Upover, Ware Lane, Lyme Regis, DT7 3EL

Members recommended that the application be approved.

- 8) **WD/D/17/002423 – FULL** (Received 4 November 2017)
Rook – Remove window and insert doors to be used as fire escape – Lyme Regis Sailing Club, Marine Parade, Lyme Regis, DT7 3JS

Members were concerned that the proposal involved the demolition of a section of Listed wall but recommended that the application be approved subject to the comments of the Conservation Officer.

- 9) **WD/D/17/002540 – LISTED BUILDING CONSENT** (Received 20 October 2017)
Morgan – Redecoration of shop front – 8A Broad Street, Lyme Regis, DT7 3QD

Members recommended that the application be approved.

17/82/P Amended/Additional Plans

After reviewing the submitted details, the amended plans were **NOTED**.

17/83/P Withdrawn Applications

The withdrawn applications were **NOTED**.

17/84/P Planning Decisions

The decisions of the planning authority were received and **NOTED**.

17/85/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

The correspondence from West Dorset District and Dorset County Councils was **NOTED**.

The meeting closed at 8.15 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 NOVEMBER 2017

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Miss F. Heffernan (admin assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/44/HR Public Forum

There were no members of the public present.

17/45/HR Apologies

Cllr D. Hallett – illness
Cllr O. Lovell

17/46/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 September 2017

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 27 September 2017 were **ADOPTED**.

17/47/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/48/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/49/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 27 September 2017

Members noted the report.

17/50/HR Update Report

Cllr B. Larcombe informed members a health and safety audit had been undertaken and the operations manager was awaiting a final report.

Cllr B. Larcombe told members interviews had been held for the post of lengthsman and a successful candidate had been chosen, subject to references, and another candidate was being held as a reserve.

17/51/HR Christmas and New Year Working Arrangements

The town clerk clarified the standard amount of annual leave employees received including discretionary and statutory days.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to close the office at 12noon on Friday 22 December 2017 and re-open at 9am on Tuesday 2 January 2017: discretionary days 12noon to 5pm on 22 December and all day 27 December, and statutory days on 28 and 29 December.

17/52/HR Contracts of Employment

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to an individual.

17/53/HR Exempt Business

a) Contracts of Employment

Members discussed the work already undertaken by the town clerk, Cllr B. Larcombe and Ms K. Motteram.

Members discussed the areas which were likely to be subject to negotiation and gave the town clerk guidance on how to move forward with these issues. There was unanimous support to give the town clerk the authority to negotiate with employees during scheduled meetings with staff and their representatives, based on the approach and principles outlined by the town clerk and supported by members at the meeting.

The town clerk said he would report progress to the chairman of the Human Resources committee and future Human Resources committee meetings. He said any significant issues raised which required new or revised consideration of the aimed outcome, would be presented to the HR Committee.

The meeting closed at 8.06pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 NOVEMBER 2017

Present

Chairman: Cllr Mrs. M. Ellis

Councillors: Cllr J. Broom, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mr K. Wilson (finance manager), Mr J. Wright (town clerk)

17/63/SF Public Forum

Mr J. Moseley

Spoke on behalf of Lyme Regis Bowls Club. He emphasised the benefit of the club to the town and the value of the voluntary contributions to the running of and fundraising for the club. Without this voluntary, effort the club would not be able to survive financially, even based on current levels of expenditure. He felt that this was saving the council money, something which was not currently being acknowledged.

Mr C. Barber

Spoke on behalf of the Lyme Regis Bowls Club. He stressed the need for the town council to be reasonable in its dealings with the club and asked that dialogue and discussions with the club continue and be broadened to include councillors. He emphasised the club's rights under the Landlord and Tenant Act 1954 in relation to the lease of its premises, including the option of independent arbitration if no agreement could be reached.

Mr A. Nabarro

Spoke on behalf of the Lyme Regis Bowls Club. He referred to the need for the council to be transparent in its dealings with the club. He did not agree that any potential loss of parking income to the council should be based on 24 spaces, nor did he agree that any rent payable by the club should be based on 50% of that figure. He referenced other agreements such as the skate park at Charmouth Road where he felt a different methodology had been applied. He was confident that alternative options would come forward through discussion; e.g., a summer-only arrangement.

Mr P. Moffatt

Spoke on behalf of the Lyme Regis Bowls Club. He referred to a scale plan of the parking area which he had prepared. Applying currently recommended design standards, he felt that the maximum loss of car parking spaces to the council was 11, not the 24 claimed. He looked forward to further discussions with the council on the subject and explained that he and his colleagues present at the meeting had been

appointed to liaise with the council. He asked that two councillor representatives (one on each 'side' of the debate) be appointed to continue the dialogue.

Mr M. Potter

Pursuant to discussions which had taken place at both the Town Management and Highways Committee meeting on 4 October 2017 and at Full Council on 1 November 2017, Michael Potter, the collision reduction team manager at Dorset Highways, had been invited to the meeting to answer any questions members might have in relation to local traffic and road safety issues in general and a potential one-way system in particular.

Cllr Mrs C. Reynolds read out a letter from Cllr S. Miller about a potential one-way system incorporating Silver Street, Pound Street and Pound Road which he felt would address many of the highway and pedestrian safety issues currently affecting that area of the town.

Cllr B. Larcombe emphasised that this proposal represented one view and that he had concerns with it, particularly the safety of the required right-turn manoeuvre at the 'bottom' of Silver Street. He stressed the need to look comprehensively at the whole network, including signage and HGV access through the town, and to properly consider the impact on emergency services and local residents and businesses.

Other members expressed various views, including the need for expert advice, the potential need for traffic surveys and modelling, alternative solutions to the 'bottleneck' in lower Silver Street, the need to look again at HGV access through the town centre and the need to reach a view that was widely supported.

Mr Potter explained that, in the absence of a clear 'plan', he could only make a number of general comments:

- One-way systems often raise their own safety-related issues; including a tendency to increase vehicle speeds.
- There were no obvious safety grounds to justify major expenditure in the Silver Street area. Only one minor non-injury accident had been recorded and that was alcohol-related.
- That the suggested measures for Silver Street would not reduce overall demand for network capacity.
- That it was very difficult to measure improvement from a zero baseline.
- That vehicle priority measures were used sparingly by the highway authority and careful consideration was required in relation to carriageway widths and the distance between features if new problems were to be avoided.
- That consideration of the wider network would require extensive survey and modelling work. This was possible but raised issues of cost, resources and priorities.
- That, whilst it was potentially possible to ban vehicles from an area by size, enforcement of moving traffic offences was a matter for the Police. They were a primary consultee and it was unlikely that any proposals would be taken forward without their support.

Members agreed that the matter should be referred back to the Town Management and Highways Committee for a more detailed and comprehensive discussion and with a view to reaching a consensus about the best way forward.

17/64/SF Apologies for Absence

Cllr R. Doney
Cllr D. Hallett – illness
Cllr P. Hicks
Cllr S. Larcombe
Cllr O. Lovell – personal reasons
Cllr P. Ridley – personal reasons
Cllr J. Scowen – personal reasons
Cllr G. Turner

17/65/SF Minutes

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, the minutes of the meeting held on 18 October 2017 were **ADOPTED**.

17/66/SF Disclosable Pecuniary Interests

There were no pecuniary interests declared relating to the business of this meeting.

17/67/SF Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/68/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 November 2017

Members **NOTED** the report.

17/69/SF Update Report

Site licences

In response to questions from Cllr S. Williams, the deputy town clerk explained that some leases were still to be sent out but that their despatch was imminent. The finance manager explained that the options of immediate payment and payment by direct debit were being offered but all 'owners' were being asked to pay the current year's fees by the end of the 2017 calendar year wherever possible.

17/70/SF Assets-on-and-around Monmouth Beach Car Park Working Group

The minutes of the working group held on 31 October 2017 were **RECEIVED** without comment.

17/71/SF Internal Audit Report, Visit One 2017/18

The town clerk explained that the council's current internal auditor had initially been appointed through a competitive process and the suggestion was that this appointment should be extended for a further two years; after which the service would be re-tendered.

The finance manager drew attention to the auditor's five recommendations; only one of which, relating to the need to ensure that market rents were charged, was categorised as high priority. This particular recommendation might be relevant in the council's consideration of how best to deal with the bowling club lease.

Cllr S. Williams noted the auditor's comments about market rents and referred to what he considered to be inconsistencies and anomalies in how the council dealt with the rent charged to the bowls club and for the trailer park.

The town clerk explained that the rent charged for the trailer park was part of the wider discussions with West Dorset District Council (WDDC) and would be dealt with in that context.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the internal auditor's report and management responses relating to visit one 2017/18 be noted, and the existing provision of internal audit services with Darkin Miller be extended for a further two years to include 2018/19 and 2019/20.

17/72/SF Financial Regulations

The town clerk explained that the council currently used model financial regulations. This did not mean that they could not be improved upon to better meet particular local issues and needs, particularly in areas where they were 'silent' on matters which might arise in dealing with the procurement of goods and services.

He emphasised that many of the issues and breaches identified in the report were of a 'technical' nature and there was no suggestion that any impropriety had taken place. He stressed that all of the important questions about process and procedure should be asked prior to any procurement taking place.

In response to questions from members, the finance manager explained that the council had raised 180 purchase orders during the preceding three years. Despite the relatively small number involved, it was still important to follow best practice and to ensure value for money at all times; even when the value of the goods or services fell below the threshold for obtaining quotes.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the reported breaches of financial regulations be noted and that the management actions set out below be approved and reviewed in 12 months' time:

- The threshold for obtaining three quotes is raised from £250 to £500 for goods and to £1,000 for services.
- For regular purchase items, the council enters in to a relationship with a preferred supplier for a period of up to three years in order to remove the

requirement to continually obtain quotes for routine purchases and to maximise the opportunity to obtain discount for bulk orders.

- To consider purchase requirements alongside routine maintenance activities and programmed work and to store products locally where possible.
- To review major purchase decisions before orders are placed to help ensure the council doesn't inadvertently enter into a contractual relationship or unreasonably raise an expectation with a supplier.

17/73/SF Lister Gardens: Café and Toilets

The town clerk explained that his report was part of an ongoing commitment to bring information to members about this project as and when that information became available. He referred to potential sources of external funding which might help reduce the capital cost to the council. Nonetheless, it was a very major project which would have the effect of reducing the council's reserves; although he emphasised that these were currently at a high level, having been built up over the last year or so.

He mentioned that the figures contained in the quantity surveyors report did not include professional fees and that these might add a further £45k to the total cost.

In response to questions from members, he explained that he was not proposing a mass consultation exercise about the project but would provide a business case to Full Council on 13 December 2017 setting out the income and expenditure, return on capital deployed and other relevant information for the options considered at this meeting.

The finance manager explained that the council could 'opt to tax' for the purposes of reclaiming any VAT incurred on the project; but only if the property were subsequently leased out. This had no implications for the council but might for any tenant; especially if not registered for VAT.

Cllr B. Larcombe questioned the value of the asset being created and drew attention to its apparently modest rate of return. He emphasised the importance of being able to convince residents that it was a sensible thing to do; especially given the potential impact on this council of impending local government re-organisation. He was concerned that it would become a commitment rather than an asset and would shackle any future administration.

Cllr S. Williams questioned the need for another café in the town and drew attention to what he considered to be better uses of such significant funding; including facilities for the elderly and the potential to develop the site at Strawberry Fields.

Cllr Mrs M. Ellis emphasised that the proposed café and toilets had the potential to be a valuable assets for the town as well as provide an improved facility for the council's amenity staff, whose current wooden hut would need to be replaced soon in any event. This view was supported by Cllr Mrs C. Reynolds.

Cllr J. Broom drew attention to the stated level of preliminaries and the absence of any obvious contingency within the budget figures. He was concerned that the actual costs could easily exceed the indicated figures.

17/74/SF Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

The town clerk explained that the proposed budget and plan was based on members' objectives for next year and for the subsequent 3 years. It assumed that grants be ceased from 2019/20 onwards. If everything contained within the budget were to be delivered, then it would reduce the level of reserves from 74% to 53% This was still an acceptable level of reserves, but members should enter into such a commitment knowingly.

The finance manager responded to questions about increased staffing costs and explained that it was partly down to the creation of approved new posts and partly to increased pension contributions; which had risen from 15% to 22% from January 2017.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposed 2018/19 budget be approved, the precept for 2018/19 be set at £120,708, and the medium-term financial plan for 2018-2022 be noted.

17/75/SF Unitary Authorities

The town clerk explained that his report was a summary of the latest position with local government reorganisation in Dorset. He felt that things were likely to move rapidly over the next few months; especially in terms of the transfer of assets and services. It was important that this council could engage and react promptly to any new developments.

The subject was top of the council's risk register and he emphasised his view that the main risk to this council was in engaging with the process, not in failing to engage.

Cllr B. Larcombe urged caution on the council in its wider spending commitments until the full implications of the move to unitary authorities was better understood. He was concerned that this council, as the 'local' authority, would be blamed locally if things failed or services ceased to be delivered as a result of the planned changes.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the remit of the council's working group on West Dorset District Council's assets and services be extended to include Dorset County Council assets and services and that the working group has monthly scheduled meetings.

17/76/SF Bowling Club Lease

Cllr S. Williams questioned the need to deal with this matter with the press and public excluded. He referred to the council's standing orders and indicated that he would complain to the monitoring officer if the matter were dealt with 'in camera'.

Members discussed the most appropriate way of dealing with the matter and concluded that because the report dealt with the council's negotiating position in relation to the lease of the bowling club, it was appropriate to consider the matter with the press and public excluded from the meeting.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/77/SF West Dorset District Council Programme Board

The town clerk explained that the next meeting of the programme board was scheduled to take place on 8 December 2017 and it was important that this council's working group met before then. He also emphasised the need for consensus if he and the nominated member representative were to present a clear view on behalf of the council.

He intended to diarise a monthly meeting of the working group for the initial period at least.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that this council's participation in the West Dorset District Council Programme Board be approved and its's terms of reference be noted, and this council sets up a working group, to meet monthly in the first instance, to consider this council's position on relevant issues and to inform the engagement of the town clerk and Cllr S. Miller with the programme board.

17/78/SF The General Data Protection Regulation

The town clerk explained that he intended to bring a more detailed report to the January meeting of the committee.

17/79/SF Investments, Cash Holdings and Loans

Members noted the report.

17/80/SF List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for October 2017 in the total sum of £124,440.39.

17/81/SF Debtors' Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/82/SF Exempt Business

(a) Bowling Club Lease

The town clerk reminded members that the council had already agreed its broad position in terms of how to approach discussions about the way forward with this matter. He ran over the history to date.

There was a wide-ranging discussion about options for grant support for the bowling club and a variety of other issues.

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr Mrs. C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that consideration of the bowling club lease be referred back to the Assets-on-and-around Monmouth Beach Car Park Working Group for further and more detailed consideration to include the current capacity and configuration of the car parking area and the number of public spaces which could be achieved within that area at current recommended space standards and having regard to the existing and potential layout of the wider area, including any constraints imposed by the adjoining footpath; and that a further meeting be arranged with the bowling club, to include member representation.

(b) Debtors' Report

Members discussed the debts, how officers were dealing with them and supported the actions suggested by the finance manager.

The meeting closed at 9.35pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 NOVEMBER 2017

Present**Chairman:** Cllr Mrs C. Reynolds**Members:** Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr G. Turner, Cllr S. Williams**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (admin officer)**Absent:** Cllr B. Larcombe, Cllr S. Larcombe

17/47/TCP

Public Forum**Chris Boothroyd**

Mr Boothroyd invited members of the committee to a meeting on 23 November 2017 at Woodmead Halls regarding proposed healthcare changes over the next year. He said Virgin had the contract on Lyme Regis Medical Centre for all community services across three practices. He said the meeting would update people on work-in-progress by the health and wellbeing group, under the auspices of LymeForward. Mr Boothroyd said the purpose of the meeting was to gather feedback and lay the foundations for public pressure. He said the key issues were medical health provision to children and families, the frail and elderly, and patients discharged from hospital. He said this was underpinned with problems of location in terms of transport, access to services, and proximity to the Devon border. Mr Boothroyd said the health and wellbeing group were a strong group, with members including a retired surgeon. He said although it was not a statutory responsibility for the town council, it was important councillors were engaged with this issue and supported the cause where necessary. Mr Boothroyd said he would be prepared to present the information to an informal meeting of councillors or anyone interested, outside of a committee meeting.

17/48/TCP

Apologies

Cllr R. Doney – family matters
 Cllr J. Broom – holiday
 Cllr D. Hallett – illness
 Cllr P. Ridley – family matters
 Cllr J. Scowen – family matters

17/49/TCP

Minutes

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr P. Hicks, the minutes of the meeting held on 11 October 2017 were **ADOPTED**.

17/50/TCP Disclosable Pecuniary Interests

There were none.

17/51/TCP Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/52/TCP Matters arising from the minutes of the previous meeting held on 11 October 2017

Grant Agreement Review, LymeArts Community Trust

Cllr G. Turner asked for the names of the trustees to be provided to members. He also asked how much it would cost for the council to purchase the Marine Theatre, in accordance with any existing lease arrangements.

The deputy town clerk gave a summary of the terms of the lease and the restrictions within it. He said the trustees' names would be provided to members.

17/53/TCP Update Report

The administrative officer said the front cover of the Lyme Regis guide 2018, the winning photography competition images, and the Visit Dorset adverts would be emailed to members.

17/54/TCP Jubilee Pavilion Future Management and Use

Cllr Mrs C. Reynolds said she believed a decision on the future use of the pavilion should be deferred as discussions were now taking place regarding the possibility of the town council taking over the management of the tourist information centre (TIC) from West Dorset District Council (WDDC). She believed there was potential for the TIC to operate from the Jubilee Pavilion.

Cllr Mrs C. Reynolds said she would like the opportunity to discuss this further with WDDC and to report back to the Strategy and Finance Committee.

Cllr Mrs M. Ellis said she believed the council should retain the volunteers, even if the TIC was located at the pavilion. She suggested advertising for new volunteers, speaking to existing volunteers about continuing and maybe taking on the co-ordinator role, and speaking to former volunteers.

Members discussed the use of the touch screen. The deputy town clerk said the technology was outdated and the money required to update it and integrate it with the new tourism website would be better spent on other technology.

The deputy town clerk said there were other potential uses for the touch screen, such as an outside events' screen.

AGENDA ITEM 13

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that alternative uses for the touch screen at the Jubilee Pavilion be looked at but that a solution to link it to the current tourism website is not pursued; that the events' screen and projector are left turned on and active for the time being; and that the position with regards to the volunteer co-ordinator and volunteers be noted and reviewed regularly, having regard to progress with other issues.

17/55/TCP Managing Consultation Exercises

Members requested a covering report for this item in future, to better explain the ongoing consultations.

The meeting closed at 7.34pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 NOVEMBER 2017

Present**Chairman:** Cllr J. Scowen**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)**Guests:** Mr R. Storey (Dorset Police Alliance)**17/56/TMH Public Forum****Mrs C. Sharp**

As a resident of Coombe Street, Mrs Sharp spoke in relation to agenda item 14, Traffic Regulation Order Request, Coombe Street. Mrs Sharp said she was concerned the street was two-way from the fish and chip shop to her house, and beyond that one-way. She showed photographs of cars doing three-point turns outside her house and said a car had backed into her house while trying to manoeuvre. Mrs Sharp said several people had told her their sat nav systems told them there was parking past her house on the one-way section. She said there were safety concerns as often families and children sat outside the bakery. She said the Bay Hotel's garage was going to be converted into apartments, which would mean more residents, cleaners and deliveries, some of which would come down the street from the fish and chip shop. Mrs Sharp said she had spoken to traders in the street, who were in support of making the street one-way for its entirety, with the exception of one shop due to stock deliveries. She said delivery vehicles could park at the end of the street and take goods to this shop on trolleys. Mrs Sharp said she appreciated this may not be a priority for the council at the moment, but the current situation was a worry.

17/57/TMH Apologies

Cllr J. Broom – holidays
Cllr D. Hallett – illness

17/58/TMH Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, the minutes of the previous meeting held on 4 October 2017 were **ADOPTED**.

17/59/TMH Disclosable Pecuniary Interests

There were none

17/60/TMH Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/61/TMH Matters arising from the minutes of the Town Management Committee meeting held on 4 October 2017

Town bus

Cllr S. Williams said he wanted the council to consider the bus route, with the possibility of servicing more areas in the town, and for there to be more publicity of the bus times.

Cllr Mrs M. Ellis agreed the route needed to be extended and requested this was put on a future agenda for consideration.

17/62/TMH Update Report

Members noted the report.

17/63/TMH Automatic Number Plate Recognition Cameras (ANPR)

Mr R. Storey, ANPR manager from the Dorset Police Alliance, was invited to speak. Mr Storey explained how the cameras worked, how the data was treated, and what the data was used for.

Cllr B. Larcombe said he understood the original proposal was to install CCTV cameras and he questioned the need for ANPR cameras.

Cllr Mrs M. Ellis said it was originally intended to install CCTV, but the police felt ANPR would be more useful.

The operations manager said if members wanted CCTV in the town, he could obtain quotes for this.

Members discussed whether there was a need for ANPR in the town, as the crime rate was so low, and the system would predominantly help the police deal with only traffic-related offences.

Cllr Mrs M. Ellis asked whether permission would be required from other authorities to install cameras on streetlights in their areas.

Mr Storey said they had a good working relationship with Devon and Dorset county councils, and the operations manager said Uplyme Parish Council had been informed of the proposals.

AGENDA ITEM 14

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/64/TMH **Proposals for a Café and Toilets in the Lister Gardens**

Cllr S. Williams said he was opposed to the scheme and he would prefer the council to concentrate instead on a scheme for Strawberry Field.

It was proposed by Cllr S. Williams not to pursue the project for a new café and toilets in Lister Gardens and to instead pursue a project for appropriate uses of Strawberry Field.

This motion was not seconded.

Members discussed the potential cost of the scheme. However, Cllr S. Miller reminded members the architect was putting together costings for the scheme, and members would be able to make an informed decision when that information was available.

The deputy town clerk said officers had met with a valuer, who had given a realistic rental value for the café. He said the design with vertical glass panes would provide more floor space, and would therefore achieve a slightly higher rental value.

Members discussed whether a timber-framed or wooden structure would be most appropriate. The deputy town clerk said costs for those options could also be obtained.

Without prejudice, members favoured the design at appendix 9B (option four).

17/65/TMH **Langmoor and Lister Gardens, mobility**

Cllr R. Doney said as the costs were only estimated at this point, he believed the council should go the next step at least, i.e. to commission an up-to-date topographical survey of the gardens. Cllr R. Doney also suggested a slightly different route to the proposed route.

The operations manager said the geotechnical engineer had proposed the best route in the shortest possible distance, based on guidance related to gradient levels; therefore, the variation suggested by Cllr R. Doney would not be possible.

Some members were concerned with the high estimated cost, as there was already a step-free route through the gardens and the distance saved with the proposed new route was minimal.

It was proposed by Cllr R. Doney and seconded by Cllr S. Miller to commission an up-to-date topographical survey of the Langmoor and Lister Gardens, at a cost of £2,790 plus VAT, in relation to proposals to improve accessibility in the gardens.

This motion was not carried.

17/66/TMH Chalet 18 Monmouth Beach

The deputy town clerk said the existing chalet was due to be demolished in mid to late-January. He said the proposed new chalet was on the same footprint as the existing structure, but the new chalet would have a pitched roof instead of a flat one, so the ridge height would need to be checked.

Members agreed to defer consideration of this item until the next meeting of the committee on 17 January 2018 when further information on the design, including dimensions, was available.

17/67/TMH The Red Arrows Visit to Lyme Regis 2018

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the application to bring the RAF Red Arrows to Lyme Regis in 2018, and underwrite the cost up to a sum of £15,000.

17/68/TMH Proposals for a Replacement Chalet at 7 Bowling Green

The deputy town clerk said the proposed new chalet was on the same footprint as the existing one. He said the owner would also replace part of the retaining wall, which would make significant savings to the council.

Proposed by Cllr S. Williams and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the designs for a replacement chalet at 7 Bowling Green.

17/69/TMH Traffic Regulation Order Request, Coombe Street

Cllr Mrs M. Ellis said she would rather there was a complete traffic survey of the whole town, rather than implementing individual schemes such as this.

Cllr J. Scowen said the council would need to consult with other residents before taking it any further.

The deputy town clerk said Dorset County Council (DCC) would consult with residents as part of any process to make an order. He said someone from Dorset Highways was already coming to Lyme Regis to discuss traffic issues with the town council, so this might be an opportunity to discuss how the Coombe Street proposal could work in conjunction with wider issues.

It was agreed to defer further consideration of this matter until after the meeting with DCC Highways.

17/70/TMH Request for a replacement, raised lifeguarding hut on Front Beach and offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week

The deputy town clerk said since the report was written, the RNLI had informed him that due to the cost involved, the new station would require authorisation at a higher level. As such, the RNLI hoped the council could give an in principle agreement, although funding was not guaranteed.

The deputy town clerk said the new hut would be the same size as the existing one, but the platform was about two-and-a-half times the size of the hut and was 6m².

The deputy town clerk said the RNLI had not provided costs for the extension of the service for two weeks over Whitsun.

Members were concerned about the scale of the new hut and wanted to see proper plans before agreeing to it. It was agreed officers would ask the RNLI if there were any other possible designs as the proposed hut was considered to be too big, and if any other locations on the seafront would be suitable.

Members agreed to defer further consideration of this matter until further information was received from the RNLI on design and costs.

17/71/TMH Proposals to Amend Frontage Details at The Bay Restaurant, Marine Parade, Lyme Regis

Members questioned the internal alterations proposed, as they were only being asked to consider the external alterations at this point.

The deputy town clerk said the owners would come to the council separately about internal alterations. He said as this was the only element of the work that would require planning permission, the owners had approached the council as soon as possible to enable the work to be done before the season.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to support proposals to amend frontage details at The Bay Restaurant, Marine Parade, Lyme Regis as owner of the property, prior to the submission of a planning application to West Dorset District Council by the tenant.

17/72/TMH Complaints and Incidents Summary

In relation to complaint number 1047, Cllr Mrs C. Reynolds asked what the substance was and whether it had been dealt with.

17/73/TMH Exempt Business

(a) Automatic Number Plate Recognition Cameras (ANPR)

Members discussed the three quotes for ANPR cameras.

AGENDA ITEM 14

Cllr R. Doney said he had reservations about the scheme, as the council's agreed objective had been to install CCTV, not ANPR, which served a very different purpose. He said the council should re-visit the issue of CCTV and decide what it actually wanted and what the purpose of the system would be; to detect crime or a tool for the police to gather intelligence about criminal activity.

Cllr J. Scowen said as the report was asking members to consider ANPR, if members wished to consider CCTV, this would have to be brought to a future meeting.

Cllr S. Miller said the CCTV Advisory Service could put the council in contact with relevant organisations to advise on the best system for Lyme Regis.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to proceed with the project to install Automatic Number Plate Recognition (ANPR) cameras and to re-consider the issue at a future meeting, with a proper examination of the need for any surveillance system and the options.

The meeting closed at 8.44pm.

Committee: Full Council

Date: 13 December 2017

Title: Financial Regulations

Purpose of Report

To allow members to consider and approve changes to sections 5, 6, 10 and 11 of the council's financial regulations

Recommendation

Members approve the tracked changes to sections 5, 6 10 and 11 of the council's financial regulations detailed in appendix 15A

Background

1. On 29 November 2017, the Strategy and Finance Committee considered a report on breaches of the council's financial regulations. As well as proposing actions to reduce future breaches, the report highlighted weaknesses in the council's financial regulations.
2. To improve control, amendments to four sections of the council's financial regulations are proposed: section 5, banking arrangements and cheques; section 6, payment of accounts; section 11, orders for works, goods and services; and section 11, contracts.
3. These amendments are identified through tacked changes to the council's current financial regulations, **appendix 15A**.

John Wright
Town clerk
December 2017

Financial Regulations

1. General

- 1.1 These Financial Regulations govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and has a sound system of financial control which facilitates the effective exercise of the authority's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall be responsible for the production of financial management information as required by Council.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in "Governance and Accountability for Local Councils" – a Practitioners' Guide 2008 (England)" which is published jointly by NALC and SLCC and updated from time to time.

2. Annual Estimates

- 2.1 Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year shall be prepared by the RFO in the form of a budget to be considered by council.
- 2.2 The Council shall review the budget not later than the end of December each year and shall set the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 Unless under the circumstances outlined in paragraph 3.4, no expenditure may be incurred which will exceed the amount provided in the revenue budget. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The Finance Officer shall regularly provide the Council with a summary of receipts and payments to date along with a forecast for the financial year. The statement will compare expenditure and income against the budget. These statements are to be prepared at least four times a year.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report the action to the Council as soon as practicable thereafter. Should expenditure above this limit be anticipated before authority can be obtained at the next scheduled Council meeting, the Chairman of the Council should convene an extraordinary meeting of the Full Council to seek authority for the expenditure. Where possible, the Council will maintain a reserve to cover such eventualities.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year; they should be moved to the Council's general reserve, or to a specific reserve in the case of on-going projects..
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council, including the annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 2011 as amended, or set by the Auditor.
- 4.4 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2011 and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. To demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and Statements of Account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.
- 4.8 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council and be regularly reviewed for efficiency.
- 5.2 A schedule of payments made, forming part of the agenda for the meeting shall be prepared by the Finance ~~Officer~~ **Manager**. Petty Cash reimbursement will be reported as a total when re-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the Council's Offices. If the schedule is in order it shall be approved by a resolution of the council.

- 5.3 Payments under £10,000 (other than petty cash or debit card as per paragraph 5.6) should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the Town Clerk, Deputy Town Clerk, Finance Manager and Operations Manager. The only exception is where a creditor is unable to provide their banking details.
- 5.4 Payments over £10,000 should be paid by cheque. Any exception to this (for instance where the creditor refuses cheque payment) should be authorised in writing by two members who are bank signatories; email authorisations are acceptable.
- 5.5 Cheques drawn on the bank account shall be signed by two authorised signatories, i.e. members of the council and the Town Clerk.
- 5.65 The bank debit card can be used for payments up to £1,000, providing two of the authorisers from 5.3 and 5.4 approve payment.

6. Payments of Accounts

- 6.1 All payments shall be effected by BACS, cheque, debit card, direct debit or other order drawn on the Council's bankers.
- 6.2 Payments should normally be made against authorised invoices after the receipt of goods and services; the following exceptions apply:
- 6.2.1 Payments using the debit card (see paragraph 5.6) may be made in advance of the receipt of goods and/or services.
- 6.2.2 Some new suppliers of goods and/or services may not grant the council credit. If the council still needs to go ahead with the order, payment may be made in advance of receipt of the goods or services using a pro forma invoice. A full invoice must be produced by the supplier and retained by the council after receipt of the goods/services.
- 6.2.3 Some smaller suppliers may require an advance or deposit to be paid (to allow the purchase of materials, for example). The finance manager must obtain references to minimise the risk of loss to the council, and authorise an advance or deposit. In such event, an invoice from the supplier will be dual authorised in the same manner, and a deposit paid prior to receipt of goods or services.
- 6.3 All payments, where the invoice is not disputed, should be made within 28 days, and earlier if practical and cost effective.
- 6.43 All invoices for payment shall be examined, verified and finally certified for payment by the Town Clerk, Deputy Town Clerk or Finance Manager. The officer who placed the order shall certify that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

- 6.54 The Finance ~~Officer~~ **Manager or Finance Assistant** shall examine invoices in relation to arithmetical accuracy and shall post them to the appropriate expenditure heading. He/she shall take all steps to settle invoices submitted,
- 6.65 The Finance ~~Officer~~ **Manager or Finance Assistant** may provide petty cash to officers for the purpose of defraying operational and other minor expenses. Vouchers for payments made shall be forwarded to the Finance ~~Officer~~ **Manager or Finance Assistant** with a claim for reimbursement: Operational floats for example in respect of the Amenity Area may be maintained as necessary. Petty cash should only be used for **minor expenditure items** and where no other payment method is appropriate.
- 6.76 Payment for other supplies (including energy, telephone and water) or other obligatory payments such as business rates may be made by variable Direct Debit provided that the instructions are signed by two authorised bank signatories and any payments are reported to Council.

7. Payment of Salaries

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the current rules of PAYE and National Insurance. Salaries shall be as agreed by Council. Progression through the salary scales is delegated to the Town Clerk, with the exception of the Town Clerk, Deputy Town Clerk and Operations Manager, where progression through the salary scale is on the recommendation of the Human Resources Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council meeting.

8. Treasury Management

- 8.1 Lyme Regis Town Council has a policy to hold in reserves 50% of the annual income identified in the budget-setting process. In addition to this reserve the Council also holds surplus funds as a result of the timing of income and expenditure. It is important that such funds are invested prudently with regard to the Council's fiduciary responsibility to local council tax payers the priority for security and the liquidity of investments.
- 8.2 The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. This strategy must be approved by the Full Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.
- 8.3 All of the Town Council's investments will be specified investments, i.e., they are:
- 8.3.1 Made in sterling
- 8.3.2 Short term; investments will not normally exceed 12 months.

8.3.3 Made with a recognised and reputable financial institution.

8.4 All Investments will be at the discretion of the Responsible Finance Officer and will be reported to the Strategy & Policy Committee at each meeting.

8.5 Risk Management

8.5.1 Liquidity risk management

The Council will ensure it has adequate cash resources, overdraft or standby facilities to enable it all times to have the level of funds available which are necessary for the achievement of its service objectives.

8.5.2 Legal and regulatory risk management

The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. The Council recognises that future legislative or regulatory changes may impact on its treasury activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely.

8.5.3 Fraud, error and corruption, and contingency management

The Council will ensure that it has identified those circumstances that may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements..

8.6 External borrowing

If the Council wishes to borrow funds it should consider whether approval is required from the Department for Communities and Local Government. All Investments and Borrowings will be reported to the Strategy and Policy Committee at each meeting.

9. Income

9.1 The collection of all sums due to the Council shall be effected by the Finance Officer and shall be the responsibility of and under the supervision of the RFO.

9.2 The Council will review all fees and charges annually, as part of the budget setting process.

9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council. The RFO shall have delegated authority to write off sums of less than £250, which should be reported to the council retrospectively.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.6 The Finance Officer shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually, coinciding with the financial year end.
- 9.7 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Works, Goods and Services

- 10.1 An official order or letter shall be issued for all ~~work, goods and services~~ over £250500, and for all services over £1,000. ~~unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be retained.~~
- 10.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. For all items over the purchase order threshold (see paragraph 10.1), this will ~~, usually~~ usually be by obtaining three or more written quotations or estimates from appropriate suppliers, subject to any ~~de minimis~~ provisions in Regulation 11 (1) below, with the exception of preferred suppliers (see paragraph 10.3).
- 10.3 A level playing field should be given to all suppliers approached, and once the quotes have been received and evaluated, no new quotes from outside the process should be considered, except in exceptional circumstances. Any such circumstances should be reported to members. Once quotes have been received, it is advisable to go back to suppliers to request best and final quotes; this opportunity should be given to all suppliers who provided quotes. Sensitive commercial information should not be shared with potential suppliers.
- 10.4 For regular purchase items, such as staff clothing, plants, and building supplies, the council may enter into a preferred supplier relationship, following suitable market testing. This should streamline the procurement process and provide the council with the opportunity to secure discounts. Any such agreement will be for a period of up to three years and will be notified to the council.
- 10.5 The Finance ~~officer~~ Manager/Finance Assistant shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items 11.1.1 to 11.1.5:
- 11.1.1 For the supply of gas, electricity, water, sewerage and telephone services, **no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2;**
 - 11.1.2 For specialist services or equipment such as are provided by solicitors, accountants, surveyors and planning consultants, **no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2;**
 - 11.1.3 For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant **where no other supplier can reasonably provide the service;**
 - 11.1.3 For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - 11.1.4 For additional audit work of the external auditor up to an estimated value of £250 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice-Chairman of Council);
 - 11.1.5 For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 11.2 Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1 the Clerk shall invite tenders from at least three firms.
- 11.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 11.4 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.5 All sealed tenders shall be opened, after the stated closing date and time, by the proper officer and at least one member of the council.
- 11.6 The Council's tender documents will state that the price submitted by the successful contractor or consultant will be made public. However, prices submitted for component parts of tenders will not be made public.
- 11.7 Tender prices submitted by unsuccessful organisations will not be released into the public domain.

11.8 If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works are then to be assessed and tenders reported to the appropriate meeting of the council or committee.

11.9 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 21, Canvassing and recommendations of councillors.

~~11.10 When it is to enter into a contract less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £100 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) shall apply.~~

11.11 Where the value of a contract is likely to exceed £25,000, the Council must satisfy the requirements of the Public Contracts Regulations 2015, which include use of the Contracts Finder website.

11.12 Where the value of a contract is likely to exceed £164,176, the Council must incorporate the Public Contracts Directive 2014/24/EU.

11.13 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.14 The thresholds for the award of contracts are:

11.14.1 Less than £10,000 – Town Clerk, and in their absence Deputy Town Clerk

11.14.2 Between £10,000 and £ 60,000 – Town Clerk, and in their absence Deputy Town Clerk, and reported to the Strategy and Policy Committee

11.14.3 More than £60,000 – reported to the Strategy and Policy Committee for consideration and recommendation to the Full Council for resolution

12. Payments Under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Finance Officer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the Finance Officer shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes must be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Finance Officer shall be responsible for organising periodic checks of stocks and stores, at least annually.

14. Assets, Properties and Estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £150.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, and reported with the council's annual return.

15. Insurance

- 15.1 Following an annual risk assessment (per Financial Regulation 17), the Finance Officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Finance Officer to be promptly notified by managers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Finance Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Finance Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report any significant items to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

- 16.1 Where the Council is sole trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity the Clerk/RFO shall prepare a draft risk management assessment including risk management proposals for consideration and adoption by the Council.

18. Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the authority annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

19. Review

- 19.1 This document will be reviewed in March 2018 or sooner if there are changes in legislation or best practice.

Implementation date: 13 December 2017

Review Date: March 2018

Committee: Full Council

Date: 13 December 2017

Title: Business Case: Café, Toilets and Facilities for Amenities' Staff in Lister Gardens

Purpose of Report

To allow members to consider a business case for the development of a café, toilets and facilities for the amenities' staff in Lister Gardens

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 2 November 2016, it was resolved by Full Council 'to instruct officers to develop proposals for a café and toilets in the Langmoor and Lister Gardens, to be taken back to the Town Management and Highways Committee in three months' time'.
2. On 14 December 2016, Full Council approved the medium-term financial plan for 2017-21, which included draft objectives identified up until 2018/19. The objectives included a budget of £60,000 in 2018/19 for the provision of a café and toilets in the gardens.
3. This project was considered by the Town Management and Highways Committee on 12 April 2017, when it was recommended 'to pursue modest designs for a café and toilets in the Lister Gardens, with a view to reducing the cost'.
6. At the Full Council meeting on 3 May 2017, it was resolved to refer this matter back to this committee for further consideration, to allow members to firm up exactly what was required.
7. The project was reconsidered at the Town Management and Highways Committee on 14 June 2017 and members looked at a design submitted by John Stark and Crickmay Partnership (JSCP) in 2009. The cost of the 2009 design was adjusted for inflation and members were informed construction costs would be in the region of £308,354, excluding VAT.
8. It was recommended and subsequently resolved by Full Council on 12 July 2017 'to invite architects from John Stark and Crickmay Partnership to the next meeting of the Town Management and Highways Committee to discuss the proposals for a café and toilets in the Lister Gardens'.
9. JSCP attended a meeting of the Town Management and Highways Committee on 26 July 2017 to discuss the project.

10. After considering JSCP's proposal, the Town Management and Highways Committee made the following recommendation, which was resolved by the Full Council on 20 September 2017: 'that John Stark and Crickmay Partnership's scheme is properly costed at today's rates, and for a costed scheme to be taken to the Strategy and Finance Committee for review and to consider a way forward'.
11. Between council meetings, further discussions have taken place JSCP to refine the design of the café and toilets and to consider their use. These meetings have included the mayor, deputy mayor, the chairman of the Town Management and Highways Committee, the chairman of the Planning Committee, the town clerk, and deputy town clerk.
12. These meetings informed two design options which were based on the design submitted by JSCP in 2009. These options were considered by the Town Management and Highways Committee on 4 October 2017; JSCP were present for this discussion
13. On 4 October 2017, the Town Management and Highways Committee made the following recommendation to Full Council, 'to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017'.
14. This recommendation was adopted by resolution of the Full Council on 1 November 2017.
15. Two further designs were produced by JSCP, **appendix 16A and 16B**, and these were presented to the Town Management and Highways Committee on 15 November 2017. At the meeting, members expressed a preference for option 16B.
16. JSCP subsequently instructed Peter Gunning and Partnership LLP to provide budget estimates for both options, **appendix 16C and 16D**. The budget estimates are £436,000 and £417,000, respectively; both estimates are exclusive of VAT. The budget estimate reports were prepared by Peter Gunning and Partnership LLP.
17. JSCP has applied a schedule of reductions to both of these options which is detailed in its covering letter, 22 November 2017, see **appendix 16E**.
18. JSCP has also firmed up its fee proposal and obtained a fee proposal from PCRMC Consultancy for geotechnical advice, **appendix 16F**.
19. Separately, the town clerk has met with Martin Diplock, from Martin Diplock Chartered Surveyors, Estate Agents and Valuers, to assess the market for this venture and the lease income that could be derived from a concession, see **appendix 16G**.

20. These costs are detailed in **appendix 16H**. Appendix 16H also details the return on investment for each option, with and without the schedule of reductions suggested by JSCP, and pay-back periods.
21. Two further models have been prepared that include Section 106 monies totalling £48,369 (West Dorset District Council has indicated this scheme would qualify for this funding), **appendix 16J** and LEADER¹ funding, which is up to 40% of the project funding, minus any Section 106 funding, **appendix 16K**.
22. At this stage of the process, members can further review design options and costings. However, following consideration of this report, it's important that members agree a budget estimate for this project to inform the 2018/19 budget. A report on this is included on this agenda
23. If the council proceeds with this project, it must consider how it will treat VAT. If the council intends to reclaim the VAT on this project, it must 'opt to tax'. This has implications for the leaseholder who will be liable for VAT payment on their lease rent. If the council 'opts to tax', it must do this ahead of the project and have a minute which records this decision; HMRC will not backdate requests.

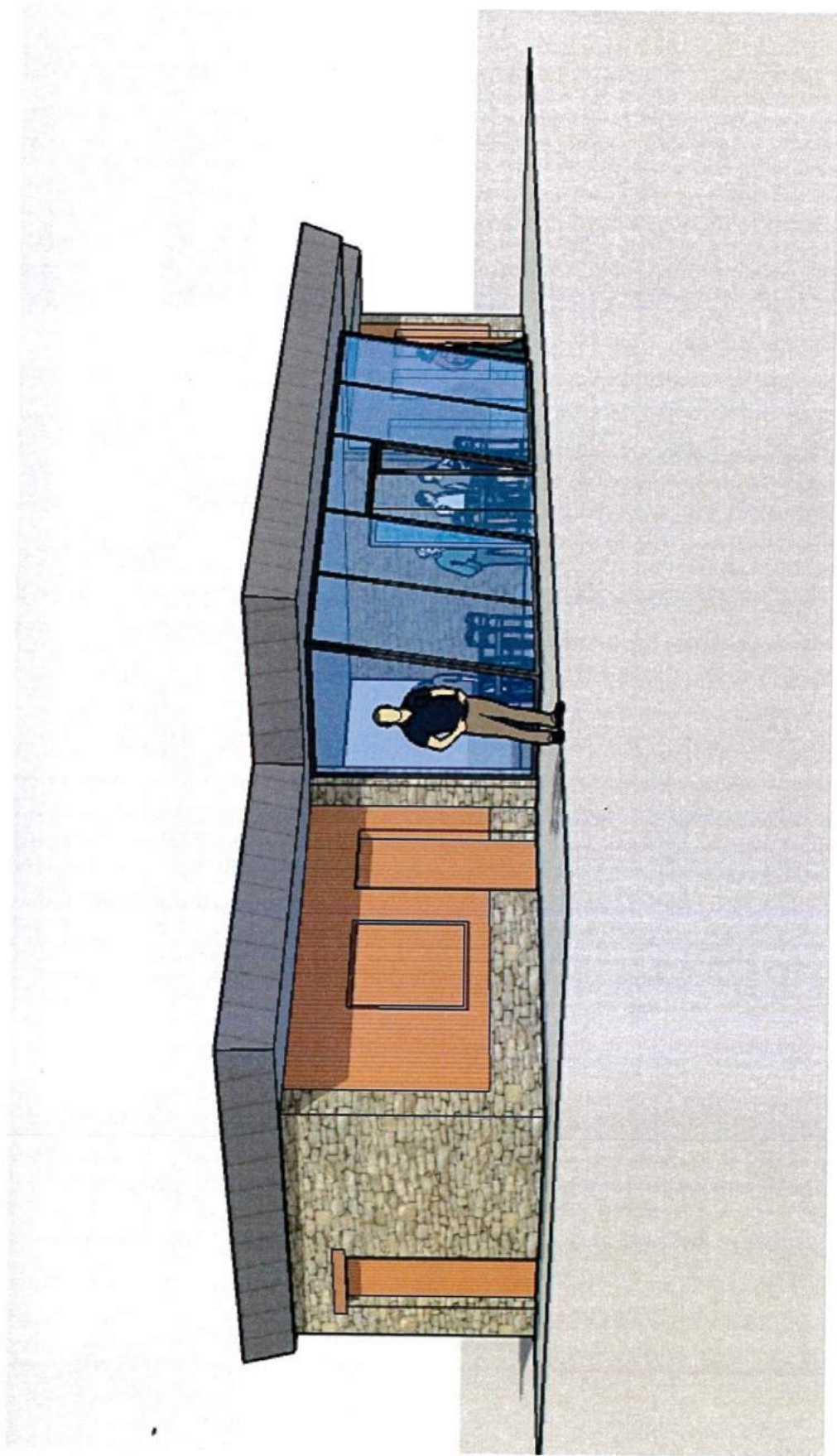
John Wright
Town clerk
December 2017

¹ On 29 November 2017, the Strategy and Finance Committee was informed of the possibility of LEADER grant funding. The town clerk, in conjunction with Lyme Forward, has been exploring other funding options for this project and on 21 November 2017 a meeting took place with the Sarah Harbige, Dorset LEADER programme manager. Sarah Harbige confirmed this project could be eligible for funding of up to 40% of its cost.

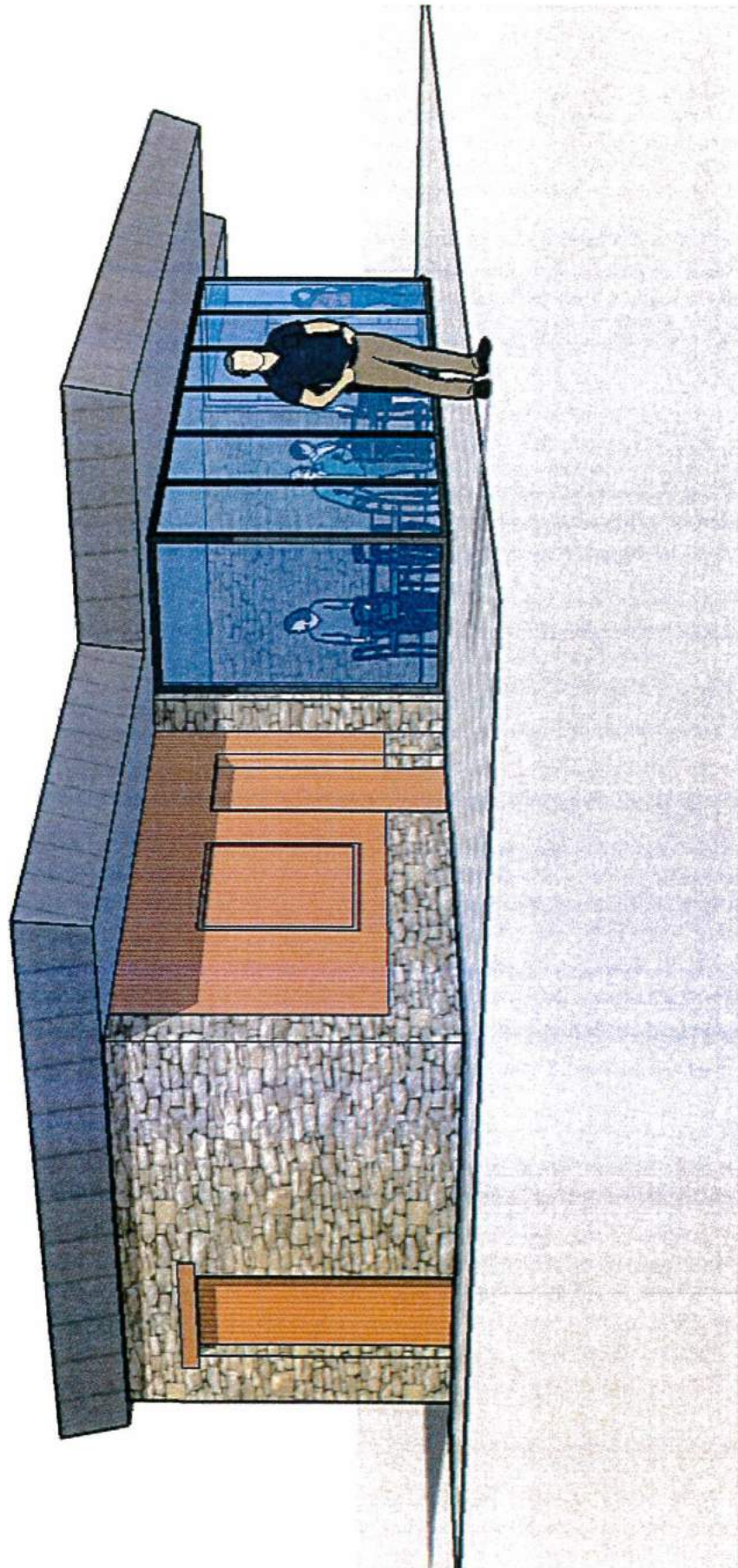
There are two expression of interest dates which meet the council's timetable for delivering this project, see below.

Expression of interest decision on or before	Full application deadline, if approved	Decision making	Likely start date of your project
25/01/2018	19/04/2018	21/06/2018	29/06/2018
12/04/2018	19/07/2018	20/09/2018	28/09/2018

APPENDIX 16A



APPENDIX 16B



Budget Estimate Report

for the

Proposed Café and Public Conveniences (Option - SK12)

at

Lister Gardens, Lyme Regis, Dorset

for

Lyme Regis Town Council

Peter Gunning and Partners LLP

Chartered Quantity Surveyors

The Foundry,

Beehive Yard,

Bath,

BA1 5BT

21 November 2017



11

Peter Gunning and Partners LLP

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Notes on the preparation / costs of estimate	3 - 4
Estimate summary	5
Cost plan summary	6
Elemental breakdown	7 - 11

Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK12) at Lister Gardens, Lyme Regis, Dorset

Notes on the preparation / costs of estimate

This document has been prepared for the titled project, and should not be relied upon or used for any other project or part as the case may be, without an independent check being made on it. Peter Gunning and Partners LLP shall not be liable for the consequences of using this document other than for the purpose for which it was commissioned.

Information supplied to Peter Gunning and Partners LLP by Client and / or Professional Team

The estimate is based upon information provided on the following drawings:

- 1). 09/31/SK12; issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 2). Two number; 'sketch-up' generated perspectives (titled view 1 and 2); issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 3). Lister Gardens; section; part 1 and 2; issued via e-mail by Roger Hussey (JSCP); 07.11.2017

No structural information was provided; although some initial concept thoughts have been issued via e-mail by Roger Hussey (JSCP); 07.11.2017.

No mechanical / electrical services information was provided so provisional allowances have been made (reduced scope of works to café area; café tenant to complete)

Estimate Methodology

The costs have been calculated on the measurement of approximate quantities and assessed lump sum allowances for work indicated on the proposed layout plans.

The estimated costs are exclusive of Value Added Tax.

Cost associated with the purchase of any land / site purchase compensation payments or cost of any leases has been excluded.

Site Abnormals

No formal site investigation report was available during the preparation of this estimate; therefore any abnormal costs allowed are provisional.

No formal level survey was available during the preparation of this estimate; therefore assumptions have been made.

Costs in connection with pollution, and / or contamination of site are excluded.

Removal and disposal of material has been deemed to be non-hazardous.

Services and Infrastructure

No information was provided on the layout of service and drainage runs; no allowance has been made for the costs of rerouting any services or drainage in conflict with these works.

It is assumed that the new drainage system can be connected to the existing manhole(s)/drainage infrastructure; within a (circa) 30m distance.

No allowance has been included for costs associated with drainage attenuation tanks etc.

Provisional indicative allowances for Statutory connection/meter charges and proposed mains service are included; individual quotations will be needed for this project.

Logistics and Health and Safety

The method of construction and logistical operation of the site were not outlined so these have been assumed.

It is recommended that a Principal Designer is contacted to draw up a method statement.

No costs have been included arising from such method statements i.e. disruption of third parties, road closures, etc.

The estimate is based on the builder having an onsite compound and unrestricted access to site.

No costs have been included for out of hours / weekend working.

No costs have been included for works beyond the boundary of the site or for a secondary / alternative access point.

No allowance has been included for any costs associated with project phasing, decanting and storage.

Planning, Building Regulation and Environmental Issues

Costs of conditions imposed by the Planning Authority e.g. s.106 Agreements, Archaeology Surveys, etc have been excluded.

Costs imposed by the local Environmental Agency (if relevant) have been excluded.

No costs have been included for an ecology survey or mitigation measures.

Risk Management Issues

No allowance has been included for any costs associated with asbestos surveying, testing, encapsulation and / or removal works.

An risk (contingency) allowance of £30,392.43 has been included; however it is recommended that this allowance should be reviewed as the design and costing process proceeds.

Furniture and Equipment

No schedules for fixed F&E were available during the preparation of this estimate; these costs have been assumed.

No schedules for loose F&E were available during the preparation of this estimate; these costs have been excluded.

No allowance has been included for servery/food preparation equipment, tills, audio/video equipment etc.

Inflation

No programme information was available at the time of preparing this cost advice, therefore this estimate is based upon current market tender prices at 4th Qtr 2017.

Tender price and construction period inflation has been excluded from this costing exercise.

Fees and Surveys

Contractors design, consultants, legal, Statutory, letting, planning and building regulation fees are excluded.

Licence fees to other / adjoining owners are excluded.

No allowance has been included for conducting any surveys and subsequent works required as a result including: site investigation, UXO/UXB, noise, environmental, acoustics, mechanical and electrical services, fire, asbestos, topographical, drainage, CCTV, archaeological and ecology.

Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK12) at Lister Gardens, Lyme Regis, Dorset

Site: Lister Gardens, Lyme Regis, Dorset

Description of Works: Proposed Café and Public Conveniences (Option - SK12)

Client: Lyme Regis Town Council Structural Engineer: TBC Instruction Received: 30 October 2017

Lead Designer: Roger Hussey at JSCP Mechanical Engineer: TBC Date Estimate issued: 21 November 2017

Quantity Surveyor: Peter Gunning and Partners Electrical Engineer: TBC

Percentage Additions:

Summary Area Totals:

Preliminaries: 15.00% Construction Risk: 5.00% New Build Area: 74 m²

Project Specific OH&P: Included within rates Employer Change Risk: Excluded Alterations Area: 0 m²

Design Development Risk: 2.50% Employer Other Risk: Excluded Hard Landscaping Area: 173 m²

SUMMARY OF COSTS		TOTAL COSTS
FACILITATING AND BUILDING WORKS		
0	Facilitating works	£ 13,000.00
1	Substructure	£ 39,740.00
2	Superstructure	£ 130,200.00
3	Internal finishes	£ 25,549.00
4	Fittings, furnishings and equipment	£ 4,950.00
5	Services	£ 38,392.00
6	Prefabricated buildings and building units	£ -
7	Work to existing buildings	£ -
8	External works	£ 100,545.00
SUB TOTAL - FACILITATING AND BUILDING WORKS:		£ 352,376.00
9	Main contractor's preliminaries	£ 52,856.40
10	Main contractor's overheads and profit (Included within rates)	£ -
TOTAL - FACILITATING AND BUILDING WORKS ESTIMATE:		£ 405,232.40
11	Project / design team fees	£ -
12	Other development / project costs	£ -
13	Risk allowance estimate	£ 30,392.43
14	Inflation allowance (Excluded)	£ -
TOTAL PROJECT COST:		£ 435,624.83
15	VAT assessment	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET

ESTIMATE COST PLAN - 21.11.2017

ELEMENTAL SUMMARY	Cost	Cost per £ / m ²	%	
0.0 FACILITATING WORKS	£ 13,000.00	£ 175.68	2.98%	
1.0 SUBSTRUCTURE	£ 39,740.00	£ 537.03	9.12%	
2.1 FRAME	£ 4,029.00	£ 54.45	0.92%	
2.2 UPPER FLOORS	£ -	£ -	0.00%	Excluded
2.3.1 ROOF STRUCTURE	£ 13,130.00	£ 177.43	3.01%	
2.3.2 ROOF COVERING	£ 25,200.00	£ 340.54	5.78%	
2.3.3 ROOF DRAINAGE	£ 3,130.00	£ 42.30	0.72%	
2.3.4 ROOFLIGHTS	£ -	£ -	0.00%	Excluded
2.4.1 STAIRS STRUCTURE AND RAMPS	£ -	£ -	0.00%	Excluded
2.4.2 STAIR FINISHES	£ -	£ -	0.00%	Excluded
2.4.3 BALUSTRADES ETC.	£ -	£ -	0.00%	Excluded
2.5 EXTERNAL WALLS	£ 25,985.00	£ 351.15	5.96%	
2.6.1 WINDOWS	£ 33,750.00	£ 456.08	7.75%	
2.6.2 EXTERNAL DOORS	£ 16,500.00	£ 222.97	3.79%	
2.7 INTERNAL WALLS AND PARTITIONS	£ 7,126.00	£ 96.30	1.64%	
2.8 INTERNAL DOORS	£ 1,350.00	£ 18.24	0.31%	
2.0 SUPERSTRUCTURE	£ 130,200.00	£ 1,759.46	29.89%	
3.1 WALL FINISHES	£ 9,669.00	£ 130.66	2.22%	
3.2 FLOOR FINISHES	£ 12,760.00	£ 172.43	2.93%	
3.3 CEILING FINISHES	£ 3,120.00	£ 42.16	0.72%	
3.0 INTERNAL FINISHES	£ 25,549.00	£ 345.26	5.86%	
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT	£ 4,950.00	£ 66.89	1.14%	
5.1 SANITARY INSTALLATIONS	£ 11,950.00	£ 161.49	2.74%	
5.2 SERVICES EQUIPMENT	£ -	£ -	0.00%	Excluded
5.3 DISPOSAL INSTALLATION	£ 3,000.00	£ 40.54	0.69%	
5.4 - 5.7 & 5.9 MECHANICAL ENGINEERING SERVICES	£ 13,775.00	£ 186.15	3.16%	
5.8 ELECTRICAL ENGINEERING SERVICES	£ 5,150.00	£ 69.59	1.18%	
5.10 LIFT INSTALLATION	£ -	£ -	0.00%	Excluded
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATION	£ 3,500.00	£ 47.30	0.80%	
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES	£ 1,017.00	£ 13.74	0.23%	
5.0 SERVICES	£ 38,392.00	£ 518.81	8.81%	
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS	£ -	£ -	0.00%	Excluded
7.0 WORKS TO EXISTING BUILDINGS	£ -	£ -	0.00%	Excluded
8.1 SITE PREPARATION WORKS	£ 4,000.00	£ 54.05	0.92%	
8.2 ROADS, PATHS, PAVINGS AND SURFACINGS	£ 20,065.00	£ 271.15	4.61%	
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS	£ 5,000.00	£ 67.57	1.15%	
8.4 FENCING, RAILINGS AND WALLS	£ 33,480.00	£ 452.43	7.69%	
8.5 EXTERNAL FIXTURES	£ -	£ -	0.00%	Excluded
8.6 EXTERNAL DRAINAGE	£ 13,000.00	£ 175.68	2.98%	
8.7 EXTERNAL SERVICES	£ 25,000.00	£ 337.34	5.74%	
8.8 MINOR BUILDING WORKS AND ANCILLIARY BUILDINGS	£ -	£ -	0.00%	Excluded
8.0 EXTERNAL WORKS	£ 100,545.00	£ 1,358.72	23.08%	
SUB-TOTAL: FACILITATING AND BUILDING WORKS	£ 352,376.00	£ 4,761.84	80.89%	
9.0 MAIN CONTRACTOR'S PRELIMINARIES	£ 52,856.40	£ 714.28	12.13%	
SUB-TOTAL: FACILITATING AND BUILDING WORKS (INCLUDING MAIN CONTRACTOR'S PRELIMINARIES)	£ 405,232.40	£ 5,476.11	93.02%	
10.0 MAIN CONTRACTOR'S OVERHEADS AND PROFIT	£ -	£ -	0.00%	Included with rates
TOTAL: BUILDING WORKS ESTIMATE	£ 405,232.40	£ 5,476.11	93.02%	
11.1 CONSULTANTS' FEES	£ -	£ -	0.00%	Excluded
11.2 MAIN CONTRACTOR'S PRE-CONSTRUCTION FEES	£ -	£ -	0.00%	Excluded
11.3 MAIN CONTRACTOR'S DESIGN FEES	£ -	£ -	0.00%	Excluded
11.0 PROJECT / DESIGN TEAM FEES	£ -	£ -	0.00%	Excluded
12.0 OTHER DEVELOPMENT / PROJECT COSTS	£ -	£ -	0.00%	Excluded
SUB TOTAL: PROJECT / DESIGN TEAM FEES AND OTHER DEVELOPMENT / PROJECT COSTS	£ -	£ -	0.00%	Excluded
13.1 DESIGN DEVELOPMENT RISKS	£ 10,130.81	£ 136.90	2.33%	
13.2 CONSTRUCTION RISKS	£ 20,261.62	£ 273.81	4.65%	
13.3 EMPLOYER CHANGE RISKS	£ -	£ -	0.00%	Excluded
13.4 EMPLOYER OTHER RISKS	£ -	£ -	0.00%	Excluded
13.0 TOTAL RISKS	£ 30,392.43	£ 410.71	6.98%	
14.1 TENDER INFLATION	£ -	£ -	0.00%	Excluded
14.2 CONSTRUCTION INFLATION	£ -	£ -	0.00%	Excluded
14.0 INFLATION	£ -	£ -	0.00%	Excluded
COST LIMIT [EXCLUDING VAT ASSESSMENT]	£ 435,624.83	£ 5,886.82	100.00%	
15.0 VAT ASSESSMENT	£ -	£ -	0.00%	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET					
ESTIMATE COST PLAN - 21.11.2017					
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT	
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA	
0.0 FACILITATING WORKS					
Provisional allowance for removal of the existing hut building/retaining wall; grubbing up foundations and reinstating good to the soft and hard landscaping	1	p/sum	13,000.00	13,000.00	
Provisional allowance for licensed/non licensed asbestos surveying and/or removal works	1	p/sum	Excluded	Excluded	
0.0 FACILITATING WORKS TOTAL				13,000.00	175.68
1.0 SUBSTRUCTURE					
Raft foundation; reinforced concrete slab; excavation and masonry to dpc level	142	m ²	220.00	31,240.00	
Allowances for breaking out obstructions and infilling soft spots with a lean concrete mix	1	p/sum	500.00	500.00	
Provisional allowance for site earthworks (cut/fill; cart away etc)	1	p/sum	8,000.00	8,000.00	
1.0 SUBSTRUCTURE TOTAL				39,740.00	537.03
2.1 FRAME					
Allowance for steel beams within flat roof void; n.e. 40kg per m	1.50	t	2,175.00	3,262.50	
Extra over allowance for fitments/connections to the above item at say 5%	0.08	t	2,175.00	174.00	
Extra over allowance for intumescent paint, 1 hour fire protection	1.58	t	375.00	592.50	
2.1 FRAME TOTAL				4,029.00	54.45
2.2 UPPER FLOORS					
Excluded			-	-	
2.2 UPPER FLOORS TOTAL				-	-
2.3.1 ROOF STRUCTURE					
Structural timber flat roof; 200mm x 50mm joists at 400mm centres; one degree fall; with 22mm WBP plywood boarding	127	m ²	90.00	11,430.00	
Extra over allowance for forming perimeter timber roof upstand/parapet detail	34	m	50.00	1,700.00	
2.3.1 ROOF STRUCTURE TOTAL				13,130.00	177.43
2.3.2 ROOF COVERING					
Sanafil single ply membrane; 200mm fully bonded insulation; vapour control layer; finished with an 'extensive' sedum blanket/landscaped roof	127	m ²	150.00	19,050.00	
Zinc fascia detail to flat roof (rear elevation)	19	m	50.00	950.00	
Zinc fascia/coping detail to flat roof (front and side(s) elevations)	34	m	100.00	3,400.00	
Composite board finish to the underside of the exposed roof/soffit	36	m ²	50.00	1,800.00	
2.3.2 ROOF COVERING TOTAL				25,200.00	340.54
2.3.3 ROOF DRAINAGE					
Zinc half round gutter and fittings	19	m	70.00	1,330.00	
Zinc downpipes and fittings	15	m	80.00	1,200.00	
Allowance for downpipe connection to below ground drainage	4	nr	150.00	600.00	
2.3.3 ROOF DRAINAGE TOTAL				3,130.00	42.30
2.3.4 ROOFLIGHTS					
Excluded			-	-	
2.3.4 ROOFLIGHTS TOTAL				-	-
2.4.1 STAIRS STRUCTURE AND RAMPS					
Excluded			-	-	
2.4.1 STAIRS STRUCTURE AND RAMPS TOTAL				-	-

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
2.4.2 STAIR FINISHES				
Excluded		-	-	
2.4.2 STAIR FINISHES TOTAL			-	-
2.4.3 BALUSTRADES ETC.				
Excluded		-	-	
2.4.3 BALUSTRADES ETC. TOTAL			-	-
2.5 EXTERNAL WALLS				
Cavity wall, blockwork/insulation/blockwork	108	m ²	100.00	10,800.00
Extra over for cropped limestone (both side(s) and partial front elevations)	34	m ²	170.00	5,780.00
Extra over for vertical oak boarding; with loose tongues; treated softwood battens and breather membrane (partial front elevation)	14	m ²	120.00	1,680.00
Extra over for render to blockwork; anti graffiti paint finish (rear elevation)	60	m ²	65.00	3,900.00
Extra over for stonework; dressed stone, weathered top, bands, 150mm high (both sides and partial front elevations)	13	m	225.00	2,925.00
Extra over for stonework; dressed stone, cill / heads, 150mm high (both sides and partial front elevations)	4	m	225.00	900.00
2.5 EXTERNAL WALLS TOTAL			25,985.00	351.15
2.6.1 WINDOWS				
Provisional allowance for inclined vertical glazing; with inset commercial door(s) and fixed returns; including for a grey anodised finish and high performance neutral solar control glass	1	p/sum	29,250.00	29,250.00
Extra over for automatic opening door controls to cafe double doors; complete with internal safety barriers	1	p/sum	4,500.00	4,500.00
2.6.1 WINDOWS TOTAL			33,750.00	456.08
2.6.2 EXTERNAL DOORS				
Framed, ledged and braced oak boarded external door; oak frame and architraves etc; standard	7	nr	1,500.00	10,500.00
Mini golf kiosk hatch; framed, ledged and braced oak boarded external folding doors; oak frame and architraves; including internal windowboard etc (C. 1400mm x 1300mm)	1	nr	2,000.00	2,000.00
Provisional allowance for ironmongery	1	item	4,000.00	4,000.00
2.6.2 EXTERNAL DOORS TOTAL			16,500.00	222.97
2.7 INTERNAL WALLS AND PARTITIONS				
Blockwork; dense aggregate 100 thick	41	m ²	50.00	2,050.00
Extra over for pointing and masonry paint finish to blockwork left exposed (cleaners cupboard and services/store)	38	m ²	12.00	456.00
Blockwork; dense aggregate 100 thick; clad with cropped limestone to one side	21	m ²	220.00	4,620.00
2.7 INTERNAL WALLS AND PARTITIONS TOTAL			7,126.00	96.30
2.8 INTERNAL DOORS				
Single leaf; oak veneered; 60 minute fire door; softwood frame and architraves, decoration; standard	1	nr	850.00	850.00
Provisional allowance for ironmongery	1	p/sum	500.00	500.00
2.8 INTERNAL DOORS TOTAL			1,350.00	18.24
3.1 WALL FINISHES				
Thistle plaster 13mm thick in two coats; 1 mist coat, 2 full coats of emulsion paint	161	m ²	29.00	4,669.00
Provisional allowance for glazed wall tiling, full height to WC's	1	p/sum	5,000.00	5,000.00
3.1 WALL FINISHES TOTAL			9,669.00	130.66

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
3.2 FLOOR FINISHES				
Screed; 75mm thick	74	m ²	25.00	1,850.00
Quarry tile finish; to all areas baring the cafe; PC £30/sq m for supply	33	m ²	50.00	1,650.00
Quarry tile skirting; to all areas baring the café	58	m	15.00	870.00
Large non slip 'stone' tiles; PC £80/sq m for supply; including sealing coat to finish	41	m ²	170.00	6,970.00
Stone skirting; including sealing coat to finish	6	m	70.00	420.00
Extra over allowance for barrier matting and frame to café double doors	2	m ²	500.00	1,000.00
3.2 FLOOR FINISHES TOTAL			12,760.00	172.43
3.3 CEILING FINISHES				
Two layers of 15mm plasterboard fixed with nails, 5mm thistle board finish plaster; 1 mist coat, 2 full coats of emulsion	78	m ²	40.00	3,120.00
3.3 CEILING FINISHES TOTAL			3,120.00	42.16
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT				
Provisional allowance for shelving to store, cleaners' cupboard, mini golf kiosk etc	1	p/sum	1,500.00	1,500.00
Provisional allowance for signage, statutory, directional and operational	1	p/sum	1,000.00	1,000.00
Provisional allowance for mini golf kiosk racking, fixed bench/counter etc	1	p/sum	2,000.00	2,000.00
Provisional allowance for loose furniture and equipment; white goods; tills etc	1	p/sum	Excluded	Excluded
Provisional allowance for café fit out etc (assumed to be completed by tenant)	1	p/sum	Excluded	Excluded
Provisional allowance for blinds etc	1	p/sum	Excluded	Excluded
Allowance for ceiling access hatches (within mini golf kiosk and café)	3	nr	150.00	450.00
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT TOTAL			4,950.00	66.89
5.1 SANITARY FITTINGS				
Cleaner's sink	1	nr	500.00	500.00
Wallgate hand washes / dryers (disabled WC)	1	nr	1,600.00	1,600.00
Wallgate hand washes / dryers	3	nr	1,600.00	4,800.00
WC; stainless steel; concealed cistern etc	3	nr	800.00	2,400.00
Disabled WC; stainless steel; concealed cistern etc	1	nr	800.00	800.00
E.O for disabled Doc M accessory pack; grabrails etc	1	nr	800.00	800.00
Mirror	4	nr	100.00	400.00
Wall mounted stainless steel baby change table; fixed not folding	1	nr	650.00	650.00
5.1 SANITARY FITTINGS TOTAL			11,950.00	161.49
5.2 SERVICES EQUIPMENT				
Excluded			-	-
5.2 SERVICES EQUIPMENT TOTAL			-	-
5.3 DISPOSAL INSTALLATION				
Provisional allowance for soil stacks	1	p/sum	3,000.00	3,000.00
Provisional allowance for the boxing in of pipework / services (minimal)	1	p/sum	Excluded	Excluded
5.3 DISPOSAL INSTALLATION TOTAL			3,000.00	40.54
5.4 - 5.7 & 5.9 MECH ENG. SERVICES				
Provisional allowance for the mechanical installation (all areas baring the cafe)	33	m ²	200.00	6,600.00
Provisional allowance for the mechanical installation (café area - excluding HCWS)	41	m ²	175.00	7,175.00
5.4 - 5.7 & 5.9 MECH ENG. SERVICES TOTAL			13,775.00	186.15

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET					
ESTIMATE COST PLAN - 21.11.2017					
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT	
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY		ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
5.8 ELEC ENG. SERVICES					
Provisional allowance for the electrical installation (all areas baring the café)	33	m ²	125.00	4,125.00	
Provisional allowance for the electrical installation (café area - distribution board only)	41	m ²	25.00	1,025.00	
5.8 ELEC ENG. SERVICES TOTAL				5,150.00	69.59
5.10 LIFT INSTALLATION					
Excluded			-	-	
5.10 LIFT INSTALLATION TOTAL				-	-
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS					
Provisional allowance for protective and communication installation; special installations excluded; (all areas baring café)	33	m ²	75.00	2,475.00	
Provisional allowance for protective; locally sounding fire alarm - smoke detection only; not fire suppression (communication and special installations excluded)	41	m ²	25.00	1,025.00	
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS TOTAL				3,500.00	47.30
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES					
Allow 4% of M and E	0.04	%	25,425.00	1,017.00	
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES TOTAL				1,017.00	13.74
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS					
Excluded			-	-	
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS TOTAL				-	-
7.0 WORKS TO EXISTING BUILDINGS					
Excluded			-	-	
7.0 WORKS TO EXISTING BUILDINGS TOTAL				-	-
8.1 SITE PREPARATION WORKS					
Provisional allowance for vegetation removal	1	p/sum	1,000	1,000.00	
Provisional allowance for site clearance; general preparation works	1	p/sum	3,000	3,000.00	
8.1 SITE PREPARATION WORKS TOTAL				4,000.00	54.05
8.2 ROADS, PATHS, PAVINGS AND SURFACING'S					
Paving on screed; to fall on main raft foundation; rear elevation; ('back of house' not on display to the public)	26	m ²	70.00	1,820.00	
Paving on screed; to fall on main raft foundation; left and right elevation; (on display to the public)	19	m ²	110.00	2,090.00	
Paving on hardcore; to the front elevation (main frontage)	66	m ²	90.00	5,940.00	
Paving on hardcore; to the front elevation (for tables and chairs)	62	m ²	90.00	5,580.00	
Allowance for edgings to paving; concrete; excavation	61	m	35.00	2,135.00	
Provisional allowance for making good to existing hard landscaping local to the works; upon completion	1	p/sum	2,500.00	2,500.00	
8.2 ROADS, PATHS, PAVINGS AND SURFACING'S TOTAL				20,065.00	271.15
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS					
Provisional allowance for dense planting; to follow the route of the railings/retaining wall	1	p/sum	4,000.00	4,000.00	
Provisional allowance for making good to soft landscaping	1	p/sum	1,000.00	1,000.00	
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS TOTAL				5,000.00	67.57

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
8.4 FENCING, RAILINGS & WALLS				
Provisional allowance for the retaining blockwork wall; return wing walls and part rear elevations clad with cropped limestone; rear elevation to have a (anti graffiti) painted render finish; coping stone; max height 2.0m	59	m ²	420.00	24,780.00
Provisional allowance for railings to the top of the retaining wall (spec - simple upright railings)	1	p/sum	7,000.00	7,000.00
Galvanised gates; C. 2000 x 1500	2	nr	850.00	1,700.00
8.4 FENCING, RAILINGS & WALLS TOTAL			33,480.00	452.43
8.5 EXTERNAL FIXTURES				
Provisional allowance for site furniture, equipment, litter bins, bollard lighting, cycle stands and external signage etc	1	p/sum	Excluded	Excluded
8.5 EXTERNAL FIXTURES TOTAL			-	-
8.6 EXTERNAL DRAINAGE				
Provisional allowance for below ground drainage (including french drain to the retaining wall)	1	p/sum	13,000.00	13,000.00
8.6 EXTERNAL DRAINAGE TOTAL			13,000.00	175.68
8.7 EXTERNAL SERVICES				
Provisional allowance for Statutory Undertakers connection / meter charges - Water	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Electric (assumed single phase supply)	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Gas	1	p/sum	Excluded	Excluded
Provisional allowance for Statutory Undertakers connection / meter charges - Telecommunication	1	p/sum	1,000.00	1,000.00
Provisional allowance for water main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for electric main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for gas main; route and extent unknown	1	p/sum	Excluded	Excluded
Provisional allowance for telecommunication main; route and extent unknown	1	p/sum	4,000.00	4,000.00
8.7 EXTERNAL SERVICES TOTAL			25,000.00	337.84
8.8 MINOR BUILDING WORKS & ANCILLARY BUILDINGS				
Excluded			-	-
8.8 MINOR BUILDING WORKS & ANCILLARY BUILDINGS TOTAL			-	-

Budget Estimate Report

for the

Proposed Café and Public Conveniences (Option - SK13)

at

Lister Gardens, Lyme Regis, Dorset

for

Lyme Regis Town Council

Peter Gunning and Partners LLP

Chartered Quantity Surveyors

The Foundry,

Beehive Yard,

Bath,

BA1 5BT

21 November 2017



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Cost plan summary	6
Elemental breakdown	7 - 11

Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK13) at Lister Gardens, Lyme Regis, Dorset

Notes on the preparation / costs of estimate

This document has been prepared for the titled project, and should not be relied upon or used for any other project or part as the case may be, without an independent check being made on it. Peter Gunning and Partners LLP shall not be liable for the consequences of using this document other than for the purpose for which it was commissioned.

Information supplied to Peter Gunning and Partners LLP by Client and / or Professional Team

The estimate is based upon information provided on the following drawings:

- 1). 09/31/SK12; issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 2). Two number; 'sketch-up' generated perspectives (titled view 1 and 2); issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 3). Lister Gardens; section; part 1 and 2; issued via e-mail by Roger Hussey (JSCP); 07.11.2017

No structural information was provided; although some initial concept thoughts have been issued via e-mail by Roger Hussey (JSCP); 07.11.2017.

No mechanical / electrical services information was provided so provisional allowances have been made (reduced scope of works to café area; café tenant to complete)

Estimate Methodology

The costs have been calculated on the measurement of approximate quantities and assessed lump sum allowances for work indicated on the proposed layout plans.

The estimated costs are exclusive of Value Added Tax.

Cost associated with the purchase of any land / site purchase compensation payments or cost of any leases has been excluded.

Site Abnormals

No formal site investigation report was available during the preparation of this estimate; therefore any abnormal costs allowed are provisional.

No formal level survey was available during the preparation of this estimate; therefore assumptions have been made.

Costs in connection with pollution, and / or contamination of site are excluded.

Removal and disposal of material has been deemed to be non-hazardous.

Services and Infrastructure

No information was provided on the layout of service and drainage runs; no allowance has been made for the costs of rerouting any services or drainage in conflict with these works.

It is assumed that the new drainage system can be connected to the existing manhole(s)/drainage infrastructure; within a (circa) 30m distance.

No allowance has been included for costs associated with drainage attenuation tanks etc.

Provisional indicative allowances for Statutory connection/meter charges and proposed mains service are included; individual quotations will be needed for this project.

Logistics and Health and Safety

The method of construction and logistical operation of the site were not outlined so these have been assumed.

It is recommended that a Principal Designer is contacted to draw up a method statement.

No costs have been included arising from such method statements i.e. disruption of third parties, road closures, etc.

The estimate is based on the builder having an onsite compound and unrestricted access to site.

No costs have been included for out of hours / weekend working.

No costs have been included for works beyond the boundary of the site or for a secondary / alternative access point.

No allowance has been included for any costs associated with project phasing, decanting and storage.

Planning, Building Regulation and Environmental Issues

Costs of conditions imposed by the Planning Authority e.g. s.106 Agreements, Archaeology Surveys, etc have been excluded.

Costs imposed by the local Environmental Agency (if relevant) have been excluded.

No costs have been included for an ecology survey or mitigation measures.

Risk Management Issues

No allowance has been included for any costs associated with asbestos surveying, testing, encapsulation and / or removal works.

An risk (contingency) allowance of £29,080.57 has been included; however it is recommended that this allowance should be reviewed as the design and costing process proceeds.

Furniture and Equipment

No schedules for fixed F&E were available during the preparation of this estimate; these costs have been assumed.

No schedules for loose F&E were available during the preparation of this estimate; these costs have been excluded.

No allowance has been included for servery/food preparation equipment, tills, audio/video equipment etc.

Inflation

No programme information was available at the time of preparing this cost advice, therefore this estimate is based upon current market tender prices at 4th Qtr 2017.

Tender price and construction period inflation has been excluded from this costing exercise.

Fees and Surveys

Contractors design, consultants, legal, Statutory, letting, planning and building regulation fees are excluded.

Licence fees to other / adjoining owners are excluded.

No allowance has been included for conducting any surveys and subsequent works required as a result including: site investigation, UXO/UXB, noise, environmental, acoustics, mechanical and electrical services, fire, asbestos, topographical, drainage, CCTV, archaeological and ecology.

Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK13) at Lister Gardens, Lyme Regis, Dorset

<i>Site:</i>	Lister Gardens, Lyme Regis, Dorset		
<i>Description of Works:</i>	Proposed Café and Public Conveniences (Option - SK13)		
<i>Client:</i>	Lyme Regis Town Council	<i>Structural Engineer:</i>	TBC
		<i>Instruction Received:</i>	30 October 2017
<i>Lead Designer:</i>	Roger Hussey at JSCP	<i>Mechanical Engineer:</i>	TBC
		<i>Date Estimate issued:</i>	21 November 2017
<i>Quantity Surveyor:</i>	Peter Gunning and Partners	<i>Electrical Engineer:</i>	TBC
Percentage Additions:		Summary Area Totals:	
<i>Preliminaries:</i>	15.00%	<i>Construction Risk:</i>	5.00%
		<i>New Build Area:</i>	74 m²
<i>Project Specific OH&P:</i>	Included within rates	<i>Employer Change Risk:</i>	Excluded
		<i>Alterations Area:</i>	0 m²
<i>Design Development Risk:</i>	2.50%	<i>Employer Other Risk:</i>	Excluded
		<i>Hard Landscaping Area:</i>	173 m²

SUMMARY OF COSTS		TOTAL COSTS
FACILITATING AND BUILDING WORKS		
0	Facilitating works	£ 13,000.00
1	Substructure	£ 39,740.00
2	Superstructure	£ 115,150.00
3	Internal finishes	£ 25,389.00
4	Fittings, furnishings and equipment	£ 4,950.00
5	Services	£ 38,392.00
6	Prefabricated buildings and building units	£ -
7	Work to existing buildings	£ -
8	External works	£ 100,545.00
SUB TOTAL - FACILITATING AND BUILDING WORKS:		£ 337,166.00
9	Main contractor's preliminaries	£ 50,574.90
10	Main contractor's overheads and profit (Included within rates)	£ -
TOTAL - FACILITATING AND BUILDING WORKS ESTIMATE:		£ 387,740.90
11	Project / design team fees	£ -
12	Other development / project costs	£ -
13	Risk allowance estimate	£ 29,080.57
14	Inflation allowance (Excluded)	£ -
TOTAL PROJECT COST:		£ 416,821.47
15	VAT assessment	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
ELEMENTAL SUMMARY	Cost	Cost per £ / m ²	%	
0.0 FACILITATING WORKS	£ 13,000.00	£ 175.68	3.12%	
1.0 SUBSTRUCTURE	£ 39,740.00	£ 537.03	9.53%	
2.1 FRAME	£ 4,029.00	£ 54.45	0.97%	
2.2 UPPER FLOORS	£ -	£ -	0.00%	Excluded
2.3.1 ROOF STRUCTURE	£ 12,630.00	£ 170.68	3.03%	
2.3.2 ROOF COVERING	£ 24,150.00	£ 326.35	5.79%	
2.3.3 ROOF DRAINAGE	£ 3,130.00	£ 42.30	0.75%	
2.3.4 ROOFLIGHTS	£ -	£ -	0.00%	Excluded
2.4.1 STAIRS STRUCTURE AND RAMPS	£ -	£ -	0.00%	Excluded
2.4.2 STAIR FINISHES	£ -	£ -	0.00%	Excluded
2.4.3 BALUSTRADES ETC.	£ -	£ -	0.00%	Excluded
2.5 EXTERNAL WALLS	£ 25,985.00	£ 351.15	6.23%	
2.6.1 WINDOWS	£ 20,250.00	£ 273.65	4.86%	
2.6.2 EXTERNAL DOORS	£ 16,500.00	£ 222.97	3.96%	
2.7 INTERNAL WALLS AND PARTITIONS	£ 7,126.00	£ 96.30	1.71%	
2.8 INTERNAL DOORS	£ 1,350.00	£ 18.24	0.32%	
2.0 SUPERSTRUCTURE	£ 115,150.00	£ 1,556.09	27.63%	
3.1 WALL FINISHES	£ 9,669.00	£ 130.66	2.32%	
3.2 FLOOR FINISHES	£ 12,760.00	£ 172.43	3.06%	
3.3 CEILING FINISHES	£ 2,960.00	£ 40.00	0.71%	
3.0 INTERNAL FINISHES	£ 25,389.00	£ 343.09	6.09%	
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT	£ 4,950.00	£ 66.89	1.19%	
5.1 SANITARY INSTALLATIONS	£ 11,950.00	£ 161.49	2.87%	
5.2 SERVICES EQUIPMENT	£ -	£ -	0.00%	Excluded
5.3 DISPOSAL INSTALLATION	£ 3,000.00	£ 40.54	0.72%	
5.4 - 5.7 & 5.9 MECHANICAL ENGINEERING SERVICES	£ 13,775.00	£ 186.15	3.30%	
5.8 ELECTRICAL ENGINEERING SERVICES	£ 5,150.00	£ 69.59	1.24%	
5.10 LIFT INSTALLATION	£ -	£ -	0.00%	Excluded
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATION	£ 3,500.00	£ 47.30	0.84%	
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES	£ 1,017.00	£ 13.74	0.24%	
5.0 SERVICES	£ 38,392.00	£ 518.81	9.21%	
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS	£ -	£ -	0.00%	Excluded
7.0 WORKS TO EXISTING BUILDINGS	£ -	£ -	0.00%	Excluded
8.1 SITE PREPARATION WORKS	£ 4,000.00	£ 54.05	0.96%	
8.2 ROADS, PATHS, PAVINGS AND SURFACINGS	£ 20,065.00	£ 271.15	4.81%	
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS	£ 5,000.00	£ 67.57	1.20%	
8.4 FENCING, RAILINGS AND WALLS	£ 33,480.00	£ 452.43	8.03%	
8.5 EXTERNAL FIXTURES	£ -	£ -	0.00%	Excluded
8.6 EXTERNAL DRAINAGE	£ 13,000.00	£ 175.68	3.12%	
8.7 EXTERNAL SERVICES	£ 25,000.00	£ 337.84	6.00%	
8.8 MINOR BUILDING WORKS AND ANCILLIARY BUILDINGS	£ -	£ -	0.00%	Excluded
8.0 EXTERNAL WORKS	£ 100,545.00	£ 1,358.72	24.12%	
SUB-TOTAL: FACILITATING AND BUILDING WORKS	£ 337,166.00	£ 4,556.30	80.89%	
9.0 MAIN CONTRACTOR'S PRELIMINARIES	£ 50,574.90	£ 683.44	12.13%	
SUB-TOTAL: FACILITATING AND BUILDING WORKS (INCLUDING MAIN CONTRACTOR'S PRELIMINARIES)	£ 387,740.90	£ 5,239.74	93.02%	
10.0 MAIN CONTRACTOR'S OVERHEADS AND PROFIT	£ -	£ -	0.00%	Included with rates
TOTAL: BUILDING WORKS ESTIMATE	£ 387,740.90	£ 5,239.74	93.02%	
11.1 CONSULTANTS' FEES	£ -	£ -	0.00%	Excluded
11.2 MAIN CONTRACTOR'S PRE-CONSTRUCTION FEES	£ -	£ -	0.00%	Excluded
11.3 MAIN CONTRACTOR'S DESIGN FEES	£ -	£ -	0.00%	Excluded
11.0 PROJECT / DESIGN TEAM FEES	£ -	£ -	0.00%	Excluded
12.0 OTHER DEVELOPMENT / PROJECT COSTS	£ -	£ -	0.00%	Excluded
SUB TOTAL: PROJECT / DESIGN TEAM FEES AND OTHER DEVELOPMENT / PROJECT COSTS	£ -	£ -	0.00%	Excluded
13.1 DESIGN DEVELOPMENT RISKS	£ 9,693.52	£ 130.99	2.33%	
13.2 CONSTRUCTION RISKS	£ 19,387.05	£ 261.99	4.65%	
13.3 EMPLOYER CHANGE RISKS	£ -	£ -	0.00%	Excluded
13.4 EMPLOYER OTHER RISKS	£ -	£ -	0.00%	Excluded
13.0 TOTAL RISKS	£ 29,080.57	£ 392.98	6.98%	
14.1 TENDER INFLATION	£ -	£ -	0.00%	Excluded
14.2 CONSTRUCTION INFLATION	£ -	£ -	0.00%	Excluded
14.0 INFLATION	£ -	£ -	0.00%	Excluded
COST LIMIT [EXCLUDING VAT ASSESSMENT]	£ 416,821.47	£ 5,632.72	100.00%	
15.0 VAT ASSESSMENT	£ -	£ -	0.00%	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
0.0 FACILITATING WORKS				
Provisional allowance for removal of the existing hut building/retaining wall; grubbing up foundations and reinstating good to the soft and hard landscaping	1	p/sum	13,000.00	13,000.00
Provisional allowance for licensed/non licensed asbestos surveying and/or removal works	1	p/sum	Excluded	Excluded
0.0 FACILITATING WORKS TOTAL			13,000.00	175.68
1.0 SUBSTRUCTURE				
Raft foundation; reinforced concrete slab; excavation and masonry to dpc level	142	m ²	220.00	31,240.00
Allowances for breaking out obstructions and infilling soft spots with a lean concrete mix	1	p/sum	500.00	500.00
Provisional allowance for site earthworks (cut/fill; cart away etc)	1	p/sum	8,000.00	8,000.00
1.0 SUBSTRUCTURE TOTAL			39,740.00	537.03
2.1 FRAME				
Allowance for steel beams within flat roof void; n.e. 40kg per m	1.50	t	2,175.00	3,262.50
Extra over allowance for fitments/connections to the above item at say 5%	0.08	t	2,175.00	174.00
Extra over allowance for intumescent paint, 1 hour fire protection	1.58	t	375.00	592.50
2.1 FRAME TOTAL			4,029.00	54.45
2.2 UPPER FLOORS				
Excluded			-	-
2.2 UPPER FLOORS TOTAL			-	-
2.3.1 ROOF STRUCTURE				
Structural timber flat roof; 200mm x 50mm joists at 400mm centres; one degree fall; with 22mm WBP plywood boarding	122	m ²	90.00	10,980.00
Extra over allowance for forming perimeter timber roof upstand/parapet detail	33	m	50.00	1,650.00
2.3.1 ROOF STRUCTURE TOTAL			12,630.00	170.68
2.3.2 ROOF COVERING				
Sanafil single ply membrane; 200mm fully bonded insulation; vapour control layer; finished with an 'extensive' sedum blanket/landscaped roof	122	m ²	150.00	18,300.00
Zinc fascia detail to flat roof (rear elevation)	19	m	50.00	950.00
Zinc fascia/coping detail to flat roof (front and side(s) elevations)	33	m	100.00	3,300.00
Composite board finish to the underside of the exposed roof/soffit	32	m ²	50.00	1,600.00
2.3.2 ROOF COVERING TOTAL			24,150.00	326.35
2.3.3 ROOF DRAINAGE				
Zinc half round gutter and fittings	19	m	70.00	1,330.00
Zinc downpipes and fittings	15	m	80.00	1,200.00
Allowance for downpipe connection to below ground drainage	4	nr	150.00	600.00
2.3.3 ROOF DRAINAGE TOTAL			3,130.00	42.30
2.3.4 ROOFLIGHTS				
Excluded			-	-
2.3.4 ROOFLIGHTS TOTAL			-	-
2.4.1 STAIRS STRUCTURE AND RAMPS				
Excluded			-	-
2.4.1 STAIRS STRUCTURE AND RAMPS TOTAL			-	-

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
2.4.2 STAIR FINISHES				
Excluded		-	-	
2.4.2 STAIR FINISHES TOTAL			-	-
2.4.3 BALUSTRADES ETC.				
Excluded		-	-	
2.4.3 BALUSTRADES ETC. TOTAL			-	-
2.5 EXTERNAL WALLS				
Cavity wall, blockwork/insulation/blockwork	108	m ²	100.00	10,800.00
Extra over for cropped limestone (both side(s) and partial front elevations)	34	m ²	170.00	5,780.00
Extra over for vertical oak boarding; with loose tongues; treated softwood battens and breather membrane (partial front elevation)	14	m ²	120.00	1,680.00
Extra over for render to blockwork; anti graffiti paint finish (rear elevation)	60	m ²	65.00	3,900.00
Extra over for stonework; dressed stone, weathered top, bands, 150mm high (both sides and partial front elevations)	13	m	225.00	2,925.00
Extra over for stonework; dressed stone, cill / heads, 150mm high (both sides and partial front elevations)	4	m	225.00	900.00
2.5 EXTERNAL WALLS TOTAL			25,985.00	351.15
2.6.1 WINDOWS				
Provisional allowance for vertical glazing; with bi-fold door(s) and fixed returns; including for a grey anodised finish and high performance neutral solar control glass	1	p/sum	20,250.00	20,250.00
2.6.1 WINDOWS TOTAL			20,250.00	273.65
2.6.2 EXTERNAL DOORS				
Framed, ledged and braced oak boarded external door; oak frame and architraves etc; standard	7	nr	1,500.00	10,500.00
Mini golf kiosk hatch; framed, ledged and braced oak boarded external folding doors; oak frame and architraves; including internal windowboard etc (C. 1400mm x 1300mm)	1	nr	2,000.00	2,000.00
Provisional allowance for ironmongery	1	item	4,000.00	4,000.00
2.6.2 EXTERNAL DOORS TOTAL			16,500.00	222.97
2.7 INTERNAL WALLS AND PARTITIONS				
Blockwork; dense aggregate 100 thick	41	m ²	50.00	2,050.00
Extra over for pointing and masonry paint finish to blockwork left exposed (cleaners cupboard and services/store)	38	m ²	12.00	456.00
Blockwork; dense aggregate 100 thick; clad with cropped limestone to one side	21	m ²	220.00	4,620.00
2.7 INTERNAL WALLS AND PARTITIONS TOTAL			7,126.00	96.30
2.8 INTERNAL DOORS				
Single leaf; oak veneered; 60 minute fire door; softwood frame and architraves, decoration; standard	1	nr	850.00	850.00
Provisional allowance for ironmongery	1	p/sum	500.00	500.00
2.8 INTERNAL DOORS TOTAL			1,350.00	18.24
3.1 WALL FINISHES				
Thistle plaster 13mm thick in two coats; 1 mist coat, 2 full coats of emulsion paint	161	m ²	29.00	4,669.00
Provisional allowance for glazed wall tiling, full height to WC's	1	p/sum	5,000.00	5,000.00
3.1 WALL FINISHES TOTAL			9,669.00	130.66

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
3.2 FLOOR FINISHES				
Screed; 75mm thick	74	m ²	25.00	1,850.00
Quarry tile finish; to all areas baring the café; PC £30/sq m for supply	33	m ²	50.00	1,650.00
Quarry tile skirting; to all areas baring the café	58	m	15.00	870.00
Large non slip 'stone' tiles; PC £80/sq m for supply; including sealing coat to finish	41	m ²	170.00	6,970.00
Stone skirting; including sealing coat to finish	6	m	70.00	420.00
Extra over allowance for barrier matting and frame to café double doors	2	m ²	500.00	1,000.00
3.2 FLOOR FINISHES TOTAL			12,760.00	172.43
3.3 CEILING FINISHES				
Two layers of 15mm plasterboard fixed with nails, 5mm thistle board finish plaster; 1 mist coat, 2 full coats of emulsion	74	m ²	40.00	2,960.00
3.3 CEILING FINISHES TOTAL			2,960.00	40.00
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT				
Provisional allowance for shelving to store, cleaners' cupboard, mini golf kiosk etc	1	p/sum	1,500.00	1,500.00
Provisional allowance for signage, statutory, directional and operational	1	p/sum	1,000.00	1,000.00
Provisional allowance for mini golf kiosk racking, fixed bench/counter etc	1	p/sum	2,000.00	2,000.00
Provisional allowance for loose furniture and equipment; white goods; tills etc	1	p/sum	Excluded	Excluded
Provisional allowance for café fit out etc (assumed to be completed by tenant)	1	p/sum	Excluded	Excluded
Provisional allowance for blinds etc	1	p/sum	Excluded	Excluded
Allowance for ceiling access hatches (within mini golf kiosk and café)	3	nr	150.00	450.00
4.0 FITTINGS, FURNISHINGS AND EQUIPMENT TOTAL			4,950.00	66.89
5.1 SANITARY FITTINGS				
Cleaner's sink	1	nr	500.00	500.00
Wallgate hand washes / dryers (disabled WC)	1	nr	1,600.00	1,600.00
Wallgate hand washes / dryers	3	nr	1,600.00	4,800.00
WC; stainless steel; concealed cistern etc	3	nr	800.00	2,400.00
Disabled WC; stainless steel; concealed cistern etc	1	nr	800.00	800.00
E.O for disabled Doc M accessory pack; grabrails etc	1	nr	800.00	800.00
Mirror	4	nr	100.00	400.00
Wall mounted stainless steel baby change table; fixed not folding	1	nr	650.00	650.00
5.1 SANITARY FITTINGS TOTAL			11,950.00	161.49
5.2 SERVICES EQUIPMENT				
Excluded			-	-
5.2 SERVICES EQUIPMENT TOTAL			-	-
5.3 DISPOSAL INSTALLATION				
Provisional allowance for soil stacks	1	p/sum	3,000.00	3,000.00
Provisional allowance for the boxing in of pipework / services (minimal)	1	p/sum	Excluded	Excluded
5.3 DISPOSAL INSTALLATION TOTAL			3,000.00	40.54

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
5.4 - 5.7 & 5.9 MECH ENG. SERVICES				
Provisional allowance for the mechanical installation (all areas baring the café)	33	m ²	200.00	6,600.00
Provisional allowance for the mechanical installation (café area - excluding HCWS)	41	m ²	175.00	7,175.00
5.4 - 5.7 & 5.9 MECH ENG. SERVICES TOTAL			13,775.00	186.15
5.8 ELEC ENG. SERVICES				
Provisional allowance for the electrical installation (all areas baring the café)	33	m ²	125.00	4,125.00
Provisional allowance for the electrical installation (café area - distribution board only)	41	m ²	25.00	1,025.00
5.8 ELEC ENG. SERVICES TOTAL			5,150.00	69.59
5.10 LIFT INSTALLATION				
Excluded			-	-
5.10 LIFT INSTALLATION TOTAL			-	-
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS				
Provisional allowance for protective and communication installation; special installations excluded; (all areas baring café)	33	m ²	75.00	2,475.00
Provisional allowance for protective; locally sounding fire alarm - smoke detection only; not fire suppression (communication and special installations excluded)	41	m ²	25.00	1,025.00
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS TOTAL			3,500.00	47.30
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES				
Allow 4% of M and E	0.04	%	25,425.00	1,017.00
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES TOTAL			1,017.00	13.74
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS				
Excluded			-	-
6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS TOTAL			-	-
7.0 WORKS TO EXISTING BUILDINGS				
Excluded			-	-
7.0 WORKS TO EXISTING BUILDINGS TOTAL			-	-
8.1 SITE PREPARATION WORKS				
Provisional allowance for vegetation removal	1	p/sum	1,000	1,000.00
Provisional allowance for site clearance; general preparation works	1	p/sum	3,000	3,000.00
8.1 SITE PREPARATION WORKS TOTAL			4,000.00	54.05
8.2 ROADS, PATHS, PAVINGS AND SURFACING'S				
Paving on screed; to fall on main raft foundation; rear elevation; ('back of house' not on display to the public)	26	m ²	70.00	1,820.00
Paving on screed; to fall on main raft foundation; left and right elevation; (on display to the public)	19	m ²	110.00	2,090.00
Paving on hardcore; to the front elevation (main frontage)	66	m ²	90.00	5,940.00
Paving on hardcore; to the front elevation (for tables and chairs)	62	m ²	90.00	5,580.00
Allowance for edgings to paving; concrete; excavation	61	m	35.00	2,135.00
Provisional allowance for making good to existing hard landscaping local to the works; upon completion	1	p/sum	2,500.00	2,500.00
8.2 ROADS, PATHS, PAVINGS AND SURFACING'S TOTAL			20,065.00	271.15

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m ²		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M ² FLOOR AREA
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS				
Provisional allowance for dense planting; to follow the route of the railings/retaining wall	1	p/sum	4,000.00	4,000.00
Provisional allowance for making good to soft landscaping	1	p/sum	1,000.00	1,000.00
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS TOTAL			5,000.00	67.57
8.4 FENCING, RAILINGS & WALLS				
Provisional allowance for the retaining blockwork wall; return wing walls and part rear elevation cladded with cropped limestone; rear elevation to have a (anti graffiti) painted render finish; coping stone; max height 2.0m	59	m ²	420.00	24,780.00
Provisional allowance for railings to the top of the retaining wall (spec - simple upright railings)	1	p/sum	7,000.00	7,000.00
Galvanised gates; C. 2000 x 1500	2	nr	850.00	1,700.00
8.4 FENCING, RAILINGS & WALLS TOTAL			33,480.00	452.43
8.5 EXTERNAL FIXTURES				
Provisional allowance for site furniture, equipment, litter bins, bollard lighting, cycle stands and external signage etc	1	p/sum	Excluded	Excluded
8.5 EXTERNAL FIXTURES TOTAL			-	-
8.6 EXTERNAL DRAINAGE				
Provisional allowance for below ground drainage (including french drain to the retaining wall)	1	p/sum	13,000.00	13,000.00
8.6 EXTERNAL DRAINAGE TOTAL			13,000.00	175.68
8.7 EXTERNAL SERVICES				
Provisional allowance for Statutory Undertakers connection / meter charges - Water	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Electric (assumed single phase supply)	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Gas	1	p/sum	Excluded	Excluded
Provisional allowance for Statutory Undertakers connection / meter charges - Telecommunication	1	p/sum	1,000.00	1,000.00
Provisional allowance for water main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for electric main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for gas main; route and extent unknown	1	p/sum	Excluded	Excluded
Provisional allowance for telecommunication main; route and extent unknown	1	p/sum	4,000.00	4,000.00
8.7 EXTERNAL SERVICES TOTAL			25,000.00	337.84
8.8 MINOR BUILDING WORKS & ANCILLARY BUILDINGS				
Excluded			-	-
8.8 MINOR BUILDING WORKS & ANCILLARY BUILDINGS TOTAL			-	-



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RH/SV/09/31
22nd November 2017

John Wright, Esq.,
Town Clerk,
Lyme Regis Town Council,
Guildhall Cottage,
Church Street,
Lyme Regis,
Dorset,
DT7 3BS.

Dear John,

Café and Public Conveniences, Lister Gardens

Following my letter of 7th November 2017 we have now received draft budget costs reports from Peter Gunning & Partners for the two schemes.

A. Option Three – Drawing 09/31/SK12

1. For clarity this is the option with an inclined glazed front to the café with an inset pair of vertical doors.
2. The draft budget cost for this scheme is £436,000.00 excluding VAT.
3. Possible savings include:

a.	Omission of automation to café doors	£5,000.00
b.	Omission of sedum blanket to roof	£5,000.00
c.	Omission of feature stone side walls inside café	£2,900.00
d.	Omission of stone elements to external walls, add in lieu full height oak cladding over a rendered plinth	£6,200.00
e.	Omission of stone face to exposed (visible) ends of retaining wall, add in lieu continuation of rendered blockwork	£3,100.00
f.	Omission of quarry tile floors in two cupboards, add in lieu painted concrete	£ 460.00

Cont/.....

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Technical Director Anthony Williams MCIAT CDM Director Peter James MCIAT
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B. Option Four – Drawing 09/31/SK13

1. For clarity this is the option with a vertical glazed front to the café with fully retractable bi-fold doors.
2. The draft budget cost for this scheme is £417,000.00 excluding VAT.
3. Possible savings include:

a.	Omission of sedum blanket to roof	£5,000.00
b.	Omission of feature stone side walls inside café	£2,900.00
c.	Omission of stone elements to external walls, add in lieu full height oak cladding over a rendered plinth	£6,200.00
d.	Omission of stone face to exposed (visible) ends of retaining wall, add in lieu continuation of rendered blockwork	£3,100.00
e.	Omission of quarry tile floors in two cupboards, add in lieu painted concrete	£ 460.00

C. Glazing Options

1. Both costs include for grey anodised aluminium frames to the café fronts.

 This costs some £4,250.00 more than a standard powder coated aluminium system – which we are advised will have limited guarantees in such a severe maritime environment.

 A fairly substantial further saving could therefore be made in this respect but the Council would have to accept the limitation of their decision.
2. Both costs include for neutral (clear) high performance solar control glass at a cost of £1,000.00 extra over standard glazing.

 Given the aspect and location this will almost certainly be a justified expense.
3. I had hoped to compliment the architecture by using blue or grey tinted glass.

 Even as solar control glass this is actually cheaper than clear and would constitute a saving on item C2 above of £500.00.

 That said we are advised that given the aspect and location clear glass offers greater light transmittance and less heat transmittance – i.e. the coloured glass lets more heat in!

Cont/....

JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

D. General Observations

1. In response to comments from Councillors regarding the 'exclusions' from the 2009 cost report we have now endeavoured to ensure that these budget estimates have allowances for everything.

2. For example at section 0.0 Facilitating Works there is now an allowance of £13,000.00.

This is to remove the existing mini-golf hut, dwarf retaining wall and lay-by in the tarmac hard surfacing, and to reinstate a planted sloping bank down to the through path.

I would very much hope that some variant of these works will be implemented as one of the significant factors in the scheme is to improve the approach into the gardens from Cobb Road.

You may of course simply take away the hut and have some other use planned for the area?

3. The mechanical and electrical services is pitched at £22,425.00 (items 5.4, 5.8 and 5.11) with the figure intended to cover power, lighting, fire alarm, security alarm and cctv in addition to the plumbing.

Much will depend how far the Council goes in the café area but while the tenant can be left to fit the space out (in terms of counters and furniture) it may be best if the core services are in place before hand?

4. In fairness to the quantity surveyors the level of information provided at this stage still necessitates a degree of educated guesstimates in some areas – or provisional sums to give their correct name.

This is particularly evident in sections 8.6 and 8.7 (external drainage and services). Again I very much hope that many of these allowances can be tightened up (significantly) once more detailed survey information becomes available.

5. The original feasibility study had some fairly advanced structural and geotechnical input from the Brody Forbes Partnership – who have recently closed their Dorchester office.

For the purpose of this updated feasibility we have extrapolated their approach to suit the revised scheme – though the sooner engineers are involved the better.

E. Professional Fees

1. We can now firm up our own fee proposal should you require us to do so.
2. Would you like us to obtain a fee proposal from PCRM for the necessary structural engineering services?

Cont/.....

JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

F. Summary

1. The decision to separate the building from the bank was well intended as it has simplified the structural solution to the roof – particularly as there is no longer a roof terrace.

That said the walkway around the building has created additional cost in civil engineering terms – extra excavation and retaining walls.

2. It might be worth reconsidering how the building relates to the bank – the walkway might only go part way along the rear to provide space for bins and airhandling plant, and the other part of the rear wall of the building would become ground retaining.
3. There is also a net increase in the overall footprint of the building in order to properly accommodate the preferred layout – as explained in correspondence dated 25th September 2017.

Do not hesitate to let me know if you would like to meet (with Councillors Ellis, Miller, Broom and Larcombe) before presenting the figures to full Council.

Yours sincerely,



Roger Hussey
John Stark & Crickmay Partnership



JOHN STARK & CRICKMAY PARTNERSHIP
 Chartered Architects & Architectural Technologists
 13 & 14 Princes Street Dorchester Dorset DT1 1TW
 Tel 01305 262636 Fax 01305 260960 Email jscp@johnstark.co.uk

RH/SV/09/31
 4th December 2017

John Wright, Esq.,
 Town Clerk,
 Lyme Regis Town Council,
 Guildhall Cottage,
 Church Street,
 Lyme Regis,
 Dorset,
 DT7 3BS.

Dear John,

Café and Public Conveniences, Lister Gardens

Following our email exchange last week I am pleased to put forward the following fee proposal as an update to my letter of 12th October 2017 and as applicable to the change in scale and scope of the project.

A. Site Survey

To date the sketch designs have been based on 'as-built' drawings of the gardens' stabilisation works, as supplied by West Dorset District Council engineering division and to a lesser extent High-Point Rendel.

When we get past the sketch design stage I suggest it will be sensible to have an updated survey of the area of the proposed building and, say. £750.00 should be budgeted for this.

B. Full Architectural Service

We had originally expected to complete what we refer to as the 'full service' – this sees the project through from the initial designs, Planning Permission, Building Regulations Approval, specification preparation, tender action, site/contract administration, to completion by the Contractor and is described in greater detail on the attached photocopy. The full service is normally charged as a percentage of the cost of the building works excluding VAT.

For the purpose of this fee illustration I have shown three notional project costs, and the percentage fee that we have found through past experience to be appropriate to projects of this size and nature. The latter band has been upped in accord with the latest cost report.

Project Cost	£300,000.00	percentage fee	7.65%
	£350,000.00	percentage fee	7.5%
	£400,000.00	percentage fee	7.4%

Cont/.....

Directors Daniel Cantrell Dip Arch RIBA Roger Hussey MCIAT
Technical Director Anthony Williams MCIAT **CDM Director** Peter James MCIAT
Architectural Consultants Michael Howarth Dip Arch RIBA
 Anthony Jaggard FSA FRSA Christopher Read MCIAT



RIBA Chartered Practice No. 109476 VAT Registration No. 186234158 Established 1850
 John Stark & Crickmay Partnership Ltd, Registered in England & Wales No. 4823865



301 x 104311A

JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

There must be an element of trust in our relationship and we are always willing to renegotiate the percentage once actual costs are established. Our fees are calculated on a sliding scale – should costs go up then our percentage comes down, and vice versa.

Our fees are broken down into stage payments up to the appointment of the Contractor (65%) and the remaining 35% is invoiced monthly during the construction period. The breakdown is usually as follows.

Scheme Design for (Planning Permission)	20%
Working Drawings for Building Regulation Approval	25%
Specification and Tender Documentation	20%
Contract and Site Administration	35%

When tenders are returned it is sometimes necessary to develop a schedule of omissions to bring the contract sum down to an acceptable level. In these circumstances we reserve the right to charge 65% of the appropriate percentage fee on the lowest tender received. Our fee for contract and site administration is then charged as 35% of the appropriate percentage fee on the adjusted, or ongoing, contract sum.

C. General

Our fees are exclusive of expenses and VAT. Expenses are detailed on the attached Scale of Charges, which also includes our present hourly rates. Our fee is also exclusive of Local Authority Application Charges and the appointment of any other professionals.

Also enclosed is a copy of our standard terms and conditions.

D. Structural and Geotechnical Engineer

We have approached PCRM for a quotation for geotechnical and structural engineering services.

Rob Moseley has advised that Peter Chapman returns to the office today after a two week break but we will receive their detailed proposal by the end of the working day on Wednesday 6th December.

I will forward this to you as soon as it arrives.

E. Quantity Surveyor

As previously instructed by the Council James Paradise of Peter Gunning & Partners has been employed to provide costings for the Members preferred schemes (he prepared the original cost report in 2009).

Cont/.....

JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

James has given me a budget figure of £1,000.00 excluding VAT. If it takes him less time he will charge less, but he will not exceed this figure.

We do not anticipate the need for a fuller Quantity Surveyor role after the initial costings are prepared – the overall size of the project is certainly within the limits of our own financial administration.

F. Landscape

We have assumed that any landscaping requirements of the Planners can be met by working with your own Lister Gardens gardening team – put another way the planting after the stabilisation works will be 'adjusted' around the new building.

G. CDM 2015

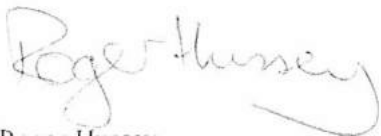
I am sure you are aware of the Council's obligation under the CDM Regulations.

For carrying out the role of Principal Designer as defined by the Regulations we propose a lump sum fee of £2,000.00.

I hope I have covered everything in sufficient detail.

In the meantime I have pencilled the meeting on 13th December at 7.00 p.m in my diary and await confirmation that you wish me to attend.

Yours sincerely,



Roger Hussey
John Stark & Crickmay Partnership

Adrienne Mullins

Subject: FW: John Wright - Café in Lister Gardens

From: Martin Diplock [<mailto:post@martindiplock.co.uk>]

Sent: 15 November 2017 14:35

To: Elaine Pawsey

Subject: FAO: John Wright - Café in Lister Gardens

Dear John,

Firstly thank you for showing me the plans for the proposed Café in Lister Gardens. As you know I have taken a copy of the relevant floor plans which has enabled me to work out the floor area of the Café space.

Clearly this is a rather unique site and so it is difficult to come up with a direct comparable. Nevertheless I am aware of rents being paid on the seafront and in the town itself.

My calculation is based on what I believe is a realistic figure which may of course be exceeded if the Café is marketed to let. I would suggest that, just for the Café itself and the seating area immediately in front of it, a rental figure of £15,000 per annum is appropriate. I note that there will be two sizeable outside seating areas, one at each end of the proposed building and these could well increase the rent closer to £20,000 depending on how many tables there are.

As briefly discussed I personally believe that a cheaper, more lightweight timber framed structure would make more sense from an investment point of view than the stone faced masonry building that has been drawn up. The former should be considerably cheaper especially with regard to foundation costs.

We also discussed the fitting out of the Café and I believe we came to the conclusion that, as long as services are connected, it would be for the tenant to install such equipment as they would require and in lieu of fitting out costs it may be difficult to obtain an ingoing but that is something to discuss closer to the time.

I trust the above is of some assistance but if you need more information please let me know.

Best wishes,

Martin

Martin Diplock Chartered Surveyors
36 Broad Street
Lyme Regis
Dorset
DT7 3QF

Tel: 01297 445500



Café in the Park

Version 1 - Assumes no external funding

High level summary costs	Costs			
	Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
Option 3 (drawing SK12)	£436,000	£8,750	£32,264	£477,014
Possible Savings	(£22,660)		(£1,677)	(£24,337)
Possible Bet Cost	£413,340	£8,750	£30,587	£452,677

High level summary costs	Costs			
	Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
Option 4 (drawing SK13)	£417,000	£8,750	£30,858	£456,608
Possible Savings	(£17,660)		(£1,307)	(£18,967)
Possible Bet Cost	£399,340	£8,750	£29,551	£437,641

1

APPENDIX 16H

Possible Funding		
s106	Leader	Totals
		0
£0	£0	£0

Net Costs
£477,014
(£24,337)
£452,677

Income	Payback period (years)	Return on Investment per year (ROI)
Assumed Annual		
£20,000	23.85	4.19%
£20,000	22.63	4.42%

Possible Funding		
s106	Leader	Totals
		0
£0	£0	£0

Net Costs
£456,608
(£18,967)
£437,641

Income	Payback period (years)	Return on Investment per year (ROI)
Assumed Annual		
£20,000	22.83	4.38%
£20,000	21.88	4.57%

Café in the Park

Version 2 - Assumes section 106 funding

	Costs			
	Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
High level summary costs				
Option 3 (drawing SK12)	£436,000	£8,750	£32,264	£477,014
Possible Savings	(£22,660)		(£1,677)	(£24,337)
Possible Bet Cost	£413,340	£8,750	£30,587	£452,677

	Costs			
	Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
High level summary costs				
Option 4 (drawing SK13)	£417,000	£8,750	£30,858	£456,608
Possible Savings	(£17,660)		(£1,307)	(£18,967)
Possible Bet Cost	£399,340	£8,750	£29,551	£437,641

Possible Funding		
s106	Leader	Totals
(£48,639)		(£48,639)
(£48,639)	£0	(£48,639)

Net Costs
£428,375
(£24,337)
£404,038

Income		
Assumed Annual	Payback period (years)	Return on Investment per year (ROI)
£20,000	21.42	4.67%
£20,000	20.20	4.95%

Possible Funding		
s106	Leader	Totals
(£48,639)		(£48,639)
(£48,639)	£0	(£48,639)

Net Costs
£407,969
(£18,967)
£389,002

Income		
Assumed Annual	Payback period (years)	Return on Investment per year (ROI)
£20,000	20.40	4.90%
£20,000	19.45	5.14%

Café in the Park

Version 3 - Assumes section 106 & leader funding

High level summary costs

Option 3 (drawing SK12)

Possible Savings

Possible Bet Cost

Costs			
Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
£436,000	£8,750	£32,264	£477,014
(£22,660)		(£1,677)	(£24,337)
£413,340	£8,750	£30,587	£452,677

High level summary costs

Option 4 (drawing SK13)

Possible Savings

Possible Bet Cost

Costs			
Build Costs	Fixed prof Fees	John Stark Fees	Total Costs
£417,000	£8,750	£30,858	£456,608
(£17,660)		(£1,307)	(£18,967)
£399,340	£8,750	£29,551	£437,641

Possible Funding		
s106	Leader	Totals
(£48,639)	(£142,167)	(£190,806)
(£48,639)	(£132,432)	(£181,071)

Net Costs
£286,208
(£24,337)
£261,872

Income	Payback period (years)	Return on Investment per year (ROI)
Assumed Annual		
£20,000	14.31	6.99%
£20,000	13.09	7.64%

Possible Funding		
s106	Leader	Totals
(£48,639)	(£134,004)	(£182,643)
(£48,639)	(£126,417)	(£175,056)

Net Costs
£273,965
(£18,967)
£254,998

Income	Payback period (years)	Return on Investment per year (ROI)
Assumed Annual		
£20,000	13.70	7.30%
£20,000	12.75	7.84%

Committee: Full Council

Date: 13 December 2017

Title: Public Toilet Provision

Purpose of Report

To allow members to consider the British Toilet Association (BTA) report on public toilet provision in Lyme Regis

To allow members to consider the most appropriate course of action to address existing problems affecting the council-owned Marine Parade toilets

To allow members to consider the need for alternative seafront toilet provision during any works

Recommendation

- a) Members approve a way forward for public toilet provision in Lyme Regis to allow works to be completed by 30 June 2018, which based on the British Toilet Association report, may include refurbishing Marine Parade public toilets and/or installing public toilets in the Jubilee Pavilion and updating the Candles on the Cobb Pavilion toilets
- b) Members consider commencing a formal tender process for the works, which may include consultancy services for drawing up a tender pack with full specifications and may also include project management services

Background

- 1. Marine Parade toilets were discussed at the Town Management and Highways Committee 14 June 2017, when quotes were presented for remedial repairs. Members agreed a more comprehensive refurbishment of the toilets was more cost-effective than remedial repairs and should be investigated further. For information, quotes received in June 2017 for remedial repairs were between £14,830.00 and £18,500.00 plus VAT.
- 2. The British Toilets Association (BTA) conducted a site visit on 22 September 2017 and completed a report of public toilet provision across Lyme Regis as a whole to provide context for Marine Parade toilet provision. West Dorset District Council's (WDDC) buildings and facilities manager was contacted and he was content that all WDDC's toilets were included in the study and he has subsequently been provided with a copy of the report.

Report

- 3. Three companies have been contacted to provide ideas and quotes for the possible works, including: refurbishing Marine Parade toilets and/or installing new toilets in the Jubilee Pavilion – all to a high standard. The Candles on the

Cobb Pavilion toilets were not included at this stage to focus the three site visits on the seafront. Quotes for refurbishment of Marine Parade were provided. Two companies were below the £60,000 threshold for taking projects to tender, one was over. They ranged from £44,000 to £86,000.

4. The three companies who provided quotes were:
 - 4.1 Danfo (UK) Ltd – founded in 1969 in Sweden. Danfo is the world's leading manufacturer of sanitation solutions for a public environment. They have delivered installations to all five continents and offer the widest range of products on the market. They provide public toilets of the highest quality, designed and built for the customer's needs. They are recommended by the BTA and provided a broad quote without detailing a specification.
 - 4.2 Healthmatic Ltd – launched in 1990 as a specialist provider of public toilets to local councils. They design and manage public toilets in a range of different environments. They will employ local contractors to undertake the work and can then provide a responsive cleansing and maintenance service. Healthmatic manage toilets for 120 different public authorities across the UK. They are recommended by the BTA and provided a broad quote without detailing a specification.
 - 4.3 Lan Services Ltd, Poole – Established 15 years ago, they have successfully completed hundreds of toilet refurbishment projects for leading organisations across a broad range of education and business sectors. From concept to completion they believe creativity is key to a successful refurbishment. They are passionate about their work and for every project undertaken their aim is to create a washroom that everyone can be proud of and enjoy using. A full specification and quote was provided which came in under the threshold for the council to take projects to tender.
5. If a formal tender process is to be completed, officers intend to employ the services of an external consultant to prepare the tender pack, to be complete by end-January 2018, and to provide project management services. The deadline for receipt of tenders would be three weeks after that date.
5. The project is envisaged to take place within a 12-week period between 6 April and 30 June 2018. Alternative seafront toilet provision may be required during this period and a separate budget for this may be required.
6. Budget provision for this project has been set at £45,000 in 2017/18 and a further £45,000 in 2019/20.

Matt Adamson-Drage
Operations manager
December 2017

Committee: Full Council

Date: 13 December 2017

Title: Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

Purpose of the Report

To allow members to consider and approve the 2017/18 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2018-2022

Recommendation

- a) Members approve the 2018/19 budget
- b) Members approve a precept of £120,708 for 2018/19
- c) Members note the medium-term financial plan 2018-2022

Background

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's operational income and draft expenditure for 2018/19, adjusted for inflation.
- 2. This report provides the budget and precept for 2018/19.
- 3. Members agreed the majority of the costed objectives at the Strategy and Finance Committee meeting on 18 October 2017.
- 4. Members also provided guidance to officers on the preparation of the 2018/19 budget and the precept at the Strategy and Finance Committee meeting on 18 October 2017; this guidance is incorporated into this report.
- 5. The medium-term financial plan follows on from the 2018/19 budget and sits alongside the council's corporate plan.
- 6. The council has not yet identified any new objectives for 2019/2020 onwards i.e. the first year of the new council administration which will take office in May 2019.
- 7. The financial forecast for 2020/21 onwards is for information only. This council's commitment to grant funding (£137k) expires in March 2020 and no commitment is shown from that date forwards.
- 8. This report and the appendices were considered and resolved by the Strategy and Finance Committee on 29 November 2017. They are being brought to Full Council to ensure transparency around the budget and precept for 2018/19.

AGENDA ITEM 18

9. Other items prior to this on the agenda may impact on the 2018/19 budget, so it may be necessary to resolve again the precept of £120,708 together with any amended budget, as a result of these changes.

Base budget position

10. As per **appendix 18A**, the budget position for 2018/19 shows a deficit of £495k. This deficit is after allowing for £777k of objectives, as per **appendix 18B**, mainly from those agreed at the Strategy and Finance Committee meeting on 18 October 2017, including those brought forward from previous years.
11. Of the objectives included in the 2018/19 budget, £598k relates to 'one-off' projects that fall in 2018/19 only. These 'one-off' project costs are significantly higher than those in 2017/18, which totalled £101k.

Income

12. Precept

The precept now excludes the council tax support grant from West Dorset District Council (WDDC), which has now been totally phased out. This grant reduction has been absorbed by this council and not passed on to local council tax payers. In line with the council's policy objective to hold the precept at its current level until 2019, the precept income from local council tax payers remains unchanged at £120,708.

13. Schedule of charges

These were approved at Full Council on 1 November 2017. All prices have been amended, where appropriate.

14. Parking income

Parking income is budgeted at 97% of the five-year historical average, with the exception of Monmouth Beach car park where we have taken the average of all three years (including this year's projection) to arrive at the budget for 2018/19 because the forecast for 2017/18 is significantly ahead of budget.

15. Site licences

The budget includes an assumed 3.9% increase in site licence fees, as per the new licence/lease agreements, which links future fee increases to RPI the previous September, i.e. the 2018 increase is based upon the September 2017 RPI rate.

16. Other income

The 2017/18 forecast includes a £160k 'one-off' receipt regarding replacement chalets on Ware Cliff. This figure is replicated, largely in outside works costs, below, and has zero net effect.

Expenditure

17. Office administration

The budget includes: funding for a disabled accessibility audit, £10k; a feasibility study for park and ride facility north of town, £5k; an asset management review, £6k.

18. Outside works

The forecast now includes £45k assumed expenditure on the first half of the refurbishment of the Marine Parade toilets. The 2018/19 budget includes: funding for the café and toilets in the gardens, £400k; boules area, concert area/stage, gym equipment in the gardens, £53k; the replacement of the Marine Parade day huts over a three-year period, £15kpa; First World War commemorations, £5k; funds to implement parking orders, £3k and £45k for the assumed completion of the Marine Parade toilets' refurbishment. The forecast 2017/18 expenditure is greater than the 2017/18 budget because it also includes spend on the Ware Cliff replacement chalets (see other income above).

19. What is not included in the budget workings at this stage is the possibility of up to 40% external funding, from a combination of sources including section 106 monies, and Southern Dorset Local Action Group. Although the latter is 'European' money, once allocated it should not be subject to Brexit conditions. Also not included is expected income from the café, or savings from economies of scale.

20. Utilities

The energy contracts are currently in the process of being re-let, and we are hopeful that we can contain any increases in the short/medium term.

21. Staffing

New budgeted costs include: a second lengthsman, £23k, a seafront caretaker, £23k, and the upgrade of an existing position to supervisor, £6k. This increases the on-going additional funds allocated to staffing to £113kpa over the last three years (the lifetime of this council to date). The budget includes an inflationary increase up to 3.0% (September CPI), although the actual increase will come from the national negotiations.

22. The budget also includes an increase in pension contributions required following the revaluation of the fund, which was implemented from April 2017. The fund is re-evaluated every three years.

23. Loan charges and interest

The smaller loans were repaid in April 2017, so future budget requirements are smaller.

24. Reserves

Good practice recommends town councils hold between 25% and 100% of their income in reserves at any given time. This town council's policy was to hold at least 50% of its income in reserves. In December 2016, as part of the 2017/18 budget-setting process, the targeted reserve level was increased to £1million (71% of income) to take into account the post Brexit vote economic uncertainty, the potential devolution of services from principal local authorities and future capital projects.

25. On 31 March 2017, the council had a general reserve of £1.181million, equivalent to 74% of income.

26. If all the objectives are expended in 2018/19, the reserve at 31 March 2019 will reduce to £784k, 53% of turnover.

Keith Wilson
Finance manager
December 2017

£000s	2016/17 Actual	2017/18 Budget	2017/18 Forecast	2018/19 Draft Base Budget	2019/20 Draft Base Budget	2020/21 Draft Base Budget	2021/22 Draft Base Budget
Income							
Precept	124	123	123	121	121	121	121
Car parks	703	592	656	613	613	613	613
Chalets/Beach huts/Caravans	319	282	326	317	315	315	315
Concessions	39	39	39	38	38	38	38
Commercial rents	213	208	208	213	213	213	213
Advertising	20	20	17	19	19	19	19
Amenity area	89	86	91	86	86	86	86
Cemetery	8	2	9	5	5	5	5
Licenses	14	14	13	14	14	14	14
Other	54	40	204	49	49	49	49
Income from Investments	9	4	7	4	4	4	4
TOTAL INCOME	1,593	1,411	1,692	1,479	1,477	1,477	1,477
Expenditure							
Office administration	99	110	101	108	82	82	82
Rents	4	4	4	4	4	4	4
Licenses	4	4	4	4	4	4	4
Democratic representation	7	21	11	16	16	16	16
Outside works	226	245	487	762	286	263	248
Grants etc	120	146	162	146	146	9	9
Utilities	113	145	125	135	135	135	135
Staffing	488	590	575	687	687	687	687
Marketing	59	53	53	60	60	57	57
Other	37	14	16	14	14	14	14
Loan charges inc interest	45	61	57	38	38	38	38
TOTAL EXPENDITURE	1,201	1,392	1,594	1,973	1,471	1,309	1,294
Annual Surplus/(deficit)	392	18	98	(495)	6	169	184
One-off objectives included above	120	101	170	598	25	15	
Base Surplus/(Deficit) - excluding one-off objectives	512	119	268	103	31	184	184

Objective	Possible Code	Category	Expenditure	Year of Council	For Info Only					
					2017/18	2018/19	2019/20	2020/21	2021/22	
One Off Objectives due for completion in 2016/17										
Loyalty Card	6130	Office Expns	5,000	Outsource & plastic wallets	One Off					
Marine Parade Railings	6505	Outside Works	35,000	Already in this year's budget	One Off					
Showers/Changing	6505	Outside Works	15,000	Water Source Mats Etc	One Off					
Guildhall (& Other Properties rep	6500	Outside Works	15,000	Internal repairs	One Off					
Engage with Business	6131	Office Expns	-		One Off	-	-	-	-	
ICT	6212	Office Expns	2,000	Advice	One Off					
Seagulls	6500	Outside Works	5,000		One Off					
Council award Scheme & Membe	6131	Office Expns	2,000		One Off					
Ongoing Objectives from 2016/17										
Engage with Community	6131	Office Expns	1,000	Survey Monkey	Annual	1,000	1,000	1,000	1,000	
Apprentice	5000	Staffing	12,500	Outside	Repeating	12,500	12,500	12,500	12,500	
Apprentice	5000	Staffing	12,500	Office	Repeating	12,500	12,500	12,500	12,500	
Trim Trail	6506	Outside Works	5,000	Signed walking trail	One Off		5,000			
Toilets	6500	Outside Works	????	Refurbed	One Off		-			
Precept	4000	Income - Prece	-		Repeating	3,600	5,400	5,400	5,400	
Marketing Team	5000	Staffing	2,000	On-going	Repeating	2,000				
ICT	6212	Office Expns	30,000	Kit	One Off	30,000				
ICT	6212	Office Expns	12,000		Repeating	12,000	12,000	12,000	8,000	
CCTV	6506	Outside Works	26,100	Police 3 * Cameras	One Off	26,100				
CCTV	6500	Outside Works	2,000	maintenance	Repeating	2,000	2,000	2,000	2,000	
Grant Allocation	7000	Grants	20,000	Increase	Repeating	20,000	20,000	20,000		
Seagulls	6500	Outside Works	1,000		Repeating	1,000				
"Existing" 2016/17 objectives					Total	122,700	70,400	65,400	41,400	41,400
					One Off	56,100	5,000	-	-	-
					Repeating	66,600	65,400	65,400	41,400	41,400

Objective	Possible Code	Category	Expenditure	Year of Council	For Info Only					
					2017/18	2018/19	2019/20	2020/21	2021/22	
Changes to agreed objectives			Not included in totals yet							
ICT	6212	Office Expns	- 20,000	Kit - Much Reduced - web site (One Off)	(20,000)					
ICT	6212	Office Expns	- 4,000	Support - Costs Reduced (Repeating)	(4,000)	(4,000)	(4,000)			
Objectives 2017/18 Onwards										
Highways - One way System	6673	Outside Works	20,000	Highways - One way System		20,000				
Highways - Lengthsman	5000	Staffing	25,000	Highways - Lengthsman	25,000	25,000	25,000	25,000	25,000	25,000
Evening Waste Collections	5000	Staffing	2,500	Evening Waste Collections	2,500	2,500	2,500	2,500	2,500	2,500
Staffing Changes	5000	Staffing	6,000	Litter Picking, Enforcement etc	6,000	6,000	6,000	6,000	6,000	6,000
Putting green			zero	Putting green	-					
garden working group/Café & Toi	6506	Outside Works	60,000	garden working group/Café & Toilets		60,000				
garden working group/ Boules ar	6506	Outside Works	3,000	garden working group/ Boules area		3,000				
garden working group/ Concert A	6506	Outside Works	25,000	garden working group/ Concert Area/Stage		25,000				
garden working group/ Gym Equi	6506	Outside Works	25,000	garden working group/ Gym Equipment		25,000				
Repairs - Millennium Clock	6500	Outside Works	12,000	Town management Millennium Clock	12,000					
Repairs East Cliff path	6500	Outside Works	-	East Cliff path			10,000			
Allotment fencing (third party funding)			Zero	Allotment fencing (third party funding)						
Wi-fi	6250	Office Expns	5,000	Feasibility Study	5,000					
Toilet Re-provisioning	6800	Outside Works	15,000	Woodmead halls	15,000	10,000	10,000			
PWLB - Early repayment	8001-4	Loans	23,151	Early Loan Repayments	23,151					
Park & Ride	6671	Outside Works	20,000	Re-provisioning	20,000					
Security & Alarm Review	6250	Office Expns	5,000	Security & Alarm Review	5,000					
Improve exp for disabled visitors	6122	Office Expns	5,000	Promotion of town	5,000					
Walkers, Water Sports, Foreign V	6122	Office Expns	5,000	Promotion of town (plus £5k from 17/18 r	5,000	5,000				
Events Support	6714	Outside Works	2,500	Radio/ stage etc	2,500	2,500	2,500			
Town Bus	6675	Outside Works	12,000	Subsidy	12,000	12,000	12,000	12,000	12,000	12,000
2017/18 "existing" Objectives/Changes					Total	114,151	192,000	64,000	45,500	45,500
					One Off	45,151	133,000	10,000		
					Repeating	64,000	59,000	54,000	45,500	45,500

Objective	Possible Code	Category	Expenditure	Year of Council	For Info Only				
					2017/18	2018/19	2019/20	2020/21	2021/22
"New" objectives 2018/19 onwards									
Additional Funding to £400k	6506	Outside Works	340,000	garden working group/Café & Toilets		340,000			
Disability Funding	6240	Office Expns	10,000	Accessibility audit		10,000			
Seafront Caretaker	5000	Staff costs	23,000	Permanent flexed hours contract		23,000	23,000	23,000	23,000
Marine Parade	6506	Outside Works	45,000	Replaced over 3 years		15,000	15,000	15,000	
Second Lengthsman	5000	Staff costs	23,000	Addition f/t lengthsman		23,000	23,000	23,000	23,000
Upgrade to supervisor	5000	Staff costs	6,000	Upgrade existing position		6,000	6,000	6,000	6,000
Wet Weather facility	n/a	n/a	zero	Zero cost					
Park n Ride - North	6240	Office Expns	5,000	Feasibility Study		5,000			
Park n Ride - Charmouth Rd	6671	Outside Works	3,000	Extend Season		3,000	3,000		
World War I Commemoration	6500	Outside Works	5,000	Centenary anniversary		5,000			
Asset Management Review	6240	Office Expns	6,000	External consultants		6,000			
Implement Parking Orders	6674	Outside Works	3,000	Public notices/signage etc		3,000			
Chamber of Commerce	n/a	n/a	zero	No Cost					
Secure alternative offices	n/a	n/a	zero	No Cost					
Explore uses for Strawberry Field	n/a	n/a	zero	No Cost					
Health & Safety	5400	Staffing	6,000	Training		6,000			
Health & Safety	6505	outside Works	25,000	Surveys, compliance etc		25,000			
MP Toilets	6506	outside Works	45,000	2nd half of refurbishing		45,000			

"new Objectives 2018/19 onwards					Total	515,000	70,000	67,000	52,000
					One Off/Limited	460,000	15,000	15,000	-
					Repeating	55,000	55,000	52,000	52,000

Total Objectives					Total	236,851	777,400	199,400	153,900	138,900
					One Off	101,251	598,000	25,000	15,000	-
					Repeating	130,600	179,400	174,400	138,900	138,900

Committee: Full Council

Date: 13 December 2017

Title: A Proposal for Housing on Woodmead Car Park

Purpose of Report

To allow members to consider an outline proposal from Lyme Regis Community Land Trust to develop affordable housing on Woodmead car park and to ask members to consider supporting this proposal, in principle, in order to allow the Community Land Trust to approach West Dorset District Council to commission a feasibility study

Recommendation

Members consider Lyme Regis Community Land Trust's outline proposal to develop affordable housing on Woodmead car park and decide whether to support this development, in principle

Background

1. The council, in conjunction with Raglan Housing Association, explored the possibility of affordable housing on a section of Woodmead car park.
2. Raglan Housing Association withdrew from this project in 2014 following planning concerns raised by West Dorset District Council (WDDC). Those concerns centred around: the proposal was to build in a car park; the conflict between residents and car park users; the size of the gardens, i.e. they were too small; and the impact of the development on the character of the area.
3. At that time, the council suggested the Community Land Trust (CLT) should be approached to establish if it was interested in pursuing the development of affordable housing on a section of Woodmead car park.
4. The CLT confirmed it was prepared to consider the project but before doing so wanted to understand the town council's commitment to housing development on Woodmead car park.

Report

5. The CLT have now given some thought to this project and have developed an outline proposal which it is asking this council to consider and support.
6. This proposal is different from the proposal pursued with Raglan Housing Association: housing is located at the front of the car park fronting Hill Road, not at the rear of the car park, **appendix 19A**; the homes are for single persons and couples, not families; and the loss of public car parking for housing fronting Hill Road is reduced by the proposed acquisition of land at the rear of the emergency services' building which will be used for public car parking, **appendix 19B**.

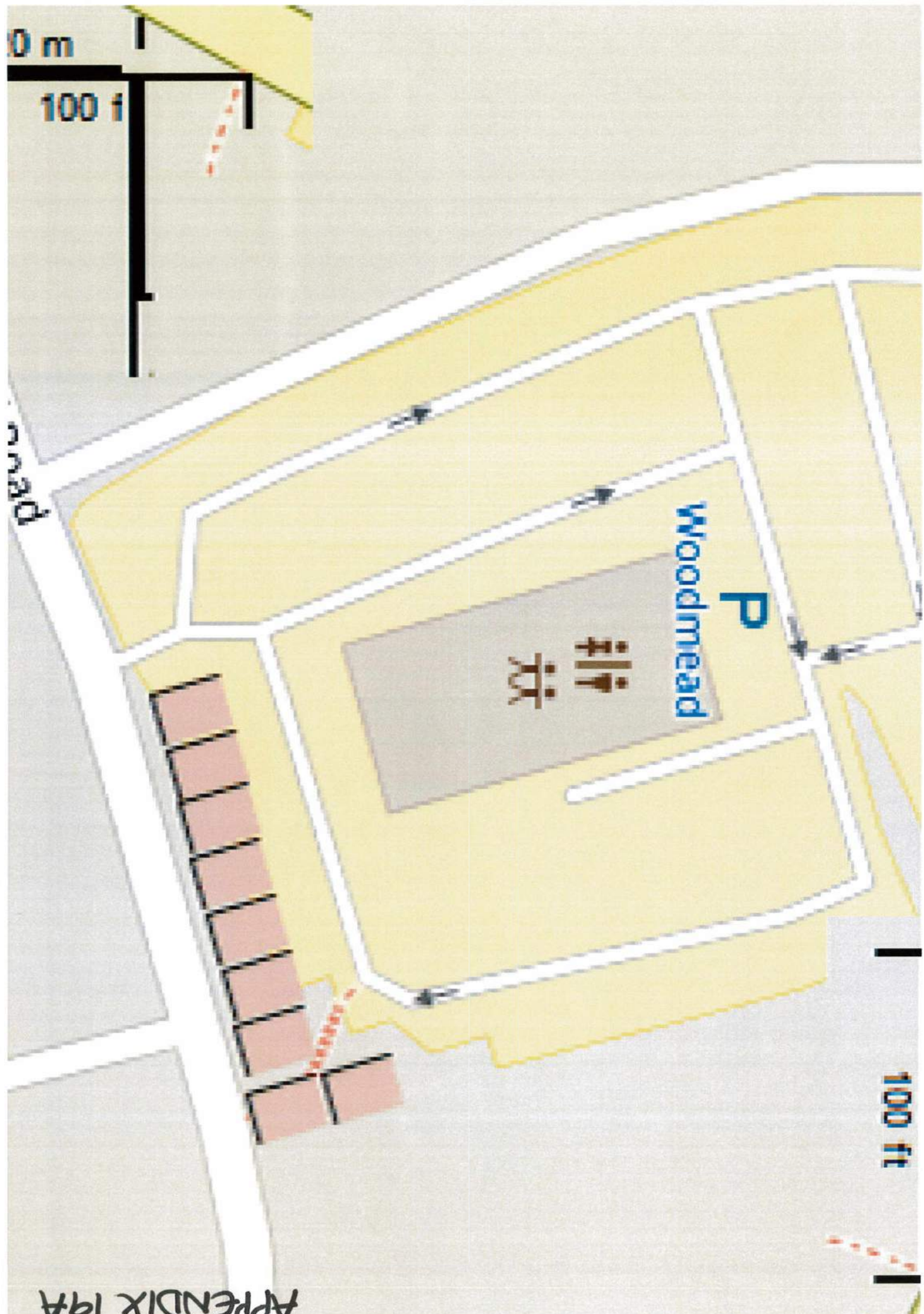
AGENDA ITEM 19

7. A floor plan for the units is attached, **appendix 19C**. If the council supports the CLT's proposal, the CLT will seek funding from WDDC to undertake a feasibility study.
8. Background information on the CLT and its proposal is attached, **appendix 19D**. Representatives from the CLT will attend the meeting to address members and answer questions.

John Wright
Town clerk
December 2017

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APPENDIX 19A

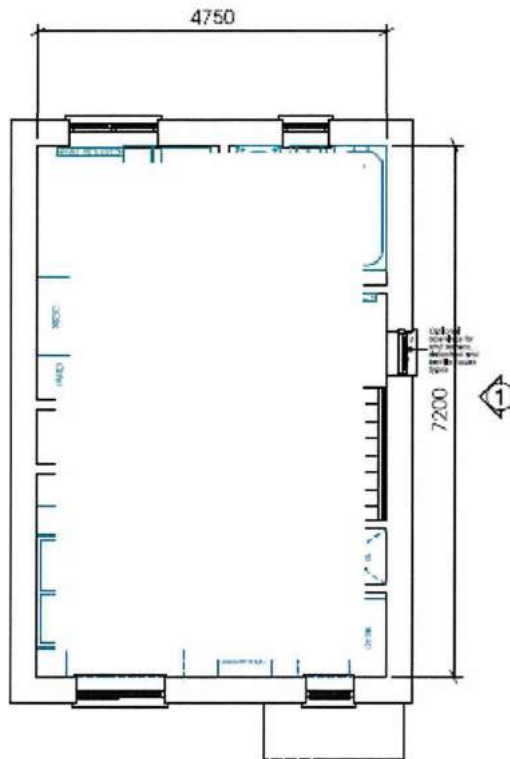


Regis Fire Station

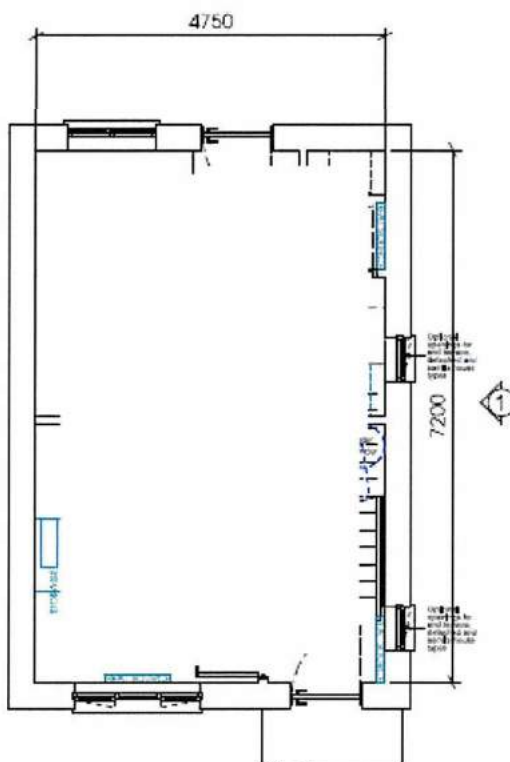
HILL RD

Google

APPENDIX 19C



First Floor plan



Ground Floor plan
Cary - 68.4m
2b3p

Lyme Regis Community Land Trust**Preliminary Proposal to Lyme Regis Town Council Dec 2017**

Lyme Regis Community Land Trust is a charity and not for profit company limited by guarantee, set up several years ago by a small group of local people who devote their time and effort voluntarily; its principal aim is to seek to provide affordable housing for local people. The reality in Lyme is that social cohesion is threatened by the unavailability of affordable homes for people who wish to live their lives in their home town, amongst their families and friends.

The CLT has already brought about the provision of fifteen homes for affordable rent in perpetuity for Lyme people at Garmans Field, Timber Hill, that are due to be advertised, allocated and let soon by Yarlington Housing Group, with the CLT overseeing the local connections of the tenants.

The CLT has continued to seek out suitable plots of land that might accommodate further affordable homes, but such plots of land are few and far between in this town, for several obvious reasons. However, there is one small scrap of unused land to the rear of the fire station and adjacent to the Woodmead Halls Car Park, that has been identified. It belongs in part to Dorset and Wiltshire Fire and Rescue Service and in part to South Western Ambulance Service NHS Foundation Trust; both organisations have met with the CLT and are supportive in principal of this land being obtained by the CLT for the purpose of affordable homes provision.

However, the CLT believes that homes would be better located, not on this particular site, but on the section of the Car Park fronting Hill Road, in front of Woodmead Halls. The car parking spaces lost here could be replaced at the site to the rear of the Fire Station. This would essentially require a swap of the two sites between the CLT and the Town Council. In other words, there would be minimal if any net loss of parking spaces to the Town Council, yet much needed affordable homes for local people to rent would be provided. And, because they would be CLT homes, they would be protected from Right to Acquire in perpetuity and only for local people, over-riding the West Dorset allocation process, thus helping to protect the social viability of the local community.

The CLT envisages the development could comprise the expansion and surfacing of the Town Council car park into the area aforementioned, surfacing and delineating the existing gravelled area of the existing car park that lies adjacent and below the site, rearrangement of fencing, parking area and rights of way to the Fire Station to the satisfaction of the emergency services, and the construction of a number of homes to the front of the car park at Hill Road. The number and nature of the homes that could be built is to be determined, but it is thought that around ten units could be provided, possibly mainly one and two bedroomed apartments or town houses facing on to Hill Road. As the homes would be in a central location, they could be intended for single people or couples without children.

Locating the homes on Hill Road would not be detrimental to the character of the street, and due to the steepness of the street, there should be little visual impact for properties overlooking the car park. There may need to be a consideration of the current layout of parking spaces and traffic direction within the whole car park if these developments were to happen. It is possible that a more economical layout could be achieved in any case.

The CLT is asking the Town Council to show support in principal, as the two emergency services organisations have, for what the CLT is trying to achieve in this location, i.e. the provision of affordable rented homes for Lyme people. If all sides agree at this stage to take this matter forward for consideration, the CLT will then seek funding from West Dorset District Council to commission a feasibility study.

Dependent on the results of the feasibility study all parties can proceed to a Heads of Terms agreement that sets out the obligations of the parties.

Any plans and drawings accompanying this statement are not to be interpreted definitively, but are intended as general guidance only, at this early stage.

L Jenkin, Hon Sec Lyme Regis CLT

Committee: Full Council

Date: 13 December 2017

Title: Request to Locate a Defibrillator on Council-Owned Land

Purpose of Report

To consider a request from Steve Postles to locate a defibrillator on council-owned land at Monmouth Beach

Recommendation

Members approve the request to locate a defibrillator on Monmouth Beach adjacent to the council's parking machine

Background

1. On 12 November 2017, the town clerk received a letter from Steve Postles, **appendix 20A**, requesting consent to locate a defibrillator adjacent to the council's parking machine at the western end of Monmouth Beach car park.
2. The only cost incurred by the council would be the electricity supply required to keep the pads warm; this is estimated at £10 per annum.

John Wright
Town clerk
December 2017

Lyme Regis Town Clerk
Lyme Regis Town Council
4 Church Street
Lyme Regis
DT7 3BS

12th November 2017

Dear Town Clerk

I am writing to you in respect to the money that we have raised for defibs in Lyme Regis and surrounding areas and continue to raise money for the up keep

We are fisherman and local people from Lyme Regis who have been raising money to enable us to put two more defibs in Lyme Regis. One on Monmouth beach where the town council has an electric supply and one on the outside of the emergency door wall at the rear of the Marine Theatre to cover back beach and the theatre as we feel these are the two areas that require cover to add to the cover already in Lyme Regis.

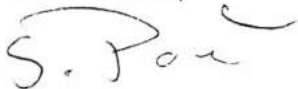
In respect, quite recently we have used a defib on Monmouth beach and one at Seaton has also been used.

Since our fund raising began we have also positioned two defibs in Charmouth, one at West Bay, one at Seaton and two at the harbour Lyme Regis. We have almost raised enough money to site two more which is why we are asking for your permission.

We are asking permission to mount a defib on Monmouth Beach we have discussed. All we would ask for is if you could use your electric supply to keep the pads warm.

We look forward to hearing from you.

Yours faithfully



Steve Postles

Committee: Full Council

Date: 13 December 2017

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of November 2017

Recommendation

Members note the report and approve the attached schedule of payments for November 2017 for the sum of £200,919.91

Background

1. Lyme Regis Town Council's Financial Regulations, and in particular section 5.2, state:
A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.
2. Historically these reports have been taken directly to Full Council. Within the internal audit report in October 2016, it was agreed to bring future reports to either Full Council or Strategy and Finance for expediency.

Report

3. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes, and represents the summary level we report on.
4. I present the list of payments for the month of November 2017 **appendix 22A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
5. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Keith Wilson
Finance manager
November 2017

Lyme Regis Town Council
Payments list for November 2017

Total

Date	Supplier	Detail
NAT WEST BANK		
10/11/2017	HMRC VAT	Quarterly VAT return
10/11/2017	WDDC	Business Rates
13/11/2017	GIFFGAFF.COM	Mobile Phone
14/11/2017	ALLSTAR	Vehicle Fuel
15/11/2017	BANKLINE	Bank Charges
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	E.ON	Electricity
16/11/2017	OPUS ENERGY LTD	Electricity
17/11/2017	GIFFGAFF.COM	Mobile Phone
21/11/2017	DORSET COUNTY COUN	Bonfire Night Bin Collections
21/11/2017	WORLDPAY	Card Transaction Charges
21/11/2017	WORLDPAY	Card Transaction Charges
23/11/2017	GIFFGAFF.COM	Mobile Phone
23/11/2017	DORSET COUNTY COUN	Bin Hire
23/11/2017	SALARY	Staff Net pay
23/11/2017	SCOTTISHPOWER	Electricity
24/11/2017	E.ON	Electricity
27/11/2017	WEST DORSET DISTRI	Loan Repayment

200,919.91

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
D/D	70,757.91	0%	-	70,757.91	VAT
D/D	6,539.00	0%	-	6,539.00	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	388.62	20%	64.77	323.85	Outside Works
D/D	50.80	0%	-	50.80	Office Expenses
D/D	6.62	5%	0.32	6.30	Utilities
D/D	12.02	5%	0.57	11.45	Utilities
D/D	13.70	5%	0.65	13.05	Utilities
D/D	7.55	5%	0.36	7.19	Utilities
D/D	20.85	5%	0.99	19.86	Utilities
D/D	53.05	5%	2.53	50.52	Utilities
D/D	36.13	5%	1.72	34.41	Utilities
D/D	40.90	5%	1.95	38.95	Utilities
D/D	21.92	5%	1.04	20.88	Utilities
D/D	6.43	5%	0.31	6.12	Utilities
D/D	17.39	5%	0.83	16.56	Utilities
D/D	4.99	5%	0.24	4.75	Utilities
D/D	18.06	5%	0.86	17.20	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	315.20	0%	-	315.20	Outside Works
D/D	43.62	0%	-	43.62	Office Expenses
D/D	370.05	0%	-	370.05	Office Expenses
D/D	5.00	20%	0.83	4.17	Utilities
D/D	527.75	0%	-	527.75	Outside Works
BACS	27,665.23	0%	-	27,665.23	Staffing
D/D	358.00	5%	17.05	340.95	Utilities
D/D	184.19	5%	8.77	175.42	Utilities
D/D	3,125.00	0%	-	3,125.00	Loan Charges

110,599.98

Lyme Regis Town Council
Payments list for November 2017

Total

Date	Supplier	Detail
LLOYDS BANK		
01/11/2017	EAST DEVON DC	Business Rates - Sidmouth Rd
01/11/2017	MY-TOOL-SHED	Sliding saw Kit
03/11/2017	ARTHUR FORDHAM	Keys, Drill Bit Set
03/11/2017	DAMORY	Bus Service
03/11/2017	DCC PENSION FUND	staff pensions
03/11/2017	GROVES NURSERIES	Multipack bedding Plants
03/11/2017	ICO	Data Protection Compliance
03/11/2017	LYME FORWARD	Grant
03/11/2017	Customer	Beach hut Refund
03/11/2017	Customer	Key Deposit
03/11/2017	SOUTH WEST WATER	Water Rates
03/11/2017	TRAVIS PERKINS	Consol Invoice Shelters/Mini Golf
03/11/2017	VPW Systems	Domain name
06/11/2017	GIFFGAFF.COM	Mobile Phone
07/11/2017	GIFFGAFF.COM	Mobile Phone
09/11/2017	GIFFGAFF.COM	Mobile Phone
10/11/2017	ARTHUR FORDHAM	Rollers, mortice keys etc
10/11/2017	AXE SKIP HIRE	Skip Hire
10/11/2017	AXMINSTER GARDEN M	Honda Mower (part exchange)
10/11/2017	BEMROSEBOOTH PARAG	Metric Parking Tickets (500,000)
10/11/2017	BRID CAR REPAIR	Transit service & repair
10/11/2017	CAROL WILLIAMS	Cleaning
10/11/2017	CARRIER 3PL	Brochure Costs
10/11/2017	Member	Expenses
10/11/2017	CLARITY COPIERS	Printing and copying
10/11/2017	CREATIVE SOLUTIONS	Signage etc
10/11/2017	DAPTC	Clerks Seminar
10/11/2017	Customer	Key Deposit
10/11/2017	DCC	ICT Support - Annual
10/11/2017	ERICS KNOB ND LOCK	Master Keys, Keys & Padlocks
10/11/2017	EUROFFICE	Stationary
10/11/2017	GLEN CLEANING	October Cleaning + Consumables

200,919.91

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
DD	207.00	0%	-	207.00	Utilities
POS	420.01	20%	70.00	350.01	Outside Works
BACS	41.13	20%	6.86	34.28	Outside Works
BACS	1,000.00	0%	-	1,000.00	Outside Works
BACS	7,494.06	0%	-	7,494.06	Staffing
BACS	473.26	20%	78.88	394.38	Outside Works
BACS	35.00	0%	-	35.00	Office Expenses
BACS	3,750.00	0%	-	3,750.00	Grants
BACS	510.00	0%	-	510.00	Beach Hut
BACS	20.00	0%	-	20.00	Beach Hut
BACS	7.39	0%	-	7.39	utilities
BACS	357.62	20%	59.60	298.02	Outside Works
BACS	24.00	20%	4.00	20.00	Marketing & Tourism
DD	5.00	20%	0.83	4.17	Utilities
DD	5.00	20%	0.83	4.17	Utilities
DD	10.00	20%	1.67	8.33	Utilities
BACS	81.76	20%	13.63	68.13	Outside Works
BACS	720.00	20%	120.00	600.00	Outside Works
BACS	823.00	20%	137.17	685.83	Outside Works
BACS	1,968.00	20%	328.00	1,640.00	Outside Works
BACS	268.72	20%	44.79	223.93	Outside Works
BACS	408.00	0%	-	408.00	Outside Works
BACS	22.32	20%	3.72	18.60	Marketing & Tourism
BACS	75.00	0%	-	75.00	Democratic Represer
BACS	284.20	20%	47.37	236.83	Office Expenses
BACS	194.04	20%	32.34	161.70	Office Expenses
BACS	60.00	0%	-	60.00	Office Expenses
BACS	20.00	0%	-	20.00	Beach Hut
BACS	7,464.00	20%	1,244.00	6,220.00	Office Expenses
BACS	948.00	20%	158.00	790.00	Outside Works
BACS	156.84	20%	26.14	130.70	Office Expenses
BACS	1,425.93	20%	237.66	1,188.28	Outside Works

Lyme Regis Town Council
Payments list for November 2017

Total

Date	Supplier	Detail
10/11/2017	HARBOUR BONFIELD	New Key for Transit
10/11/2017	Staff	Expenses
10/11/2017	KEIM MINERAL PAINT	Specialis t paint
10/11/2017	LUKE LAWSON	IT Support
10/11/2017	METRIC GROUP	Monthly Back Office
10/11/2017	NEWSQUEST	Adverts - Lengthsamn & Photo Comp
10/11/2017	Ebay	Dustpan & Brush
10/11/2017	Ebay	lampshade adaptor
10/11/2017	ROYAL BRITISH Legion	Wreaths
10/11/2017	Sherborne Town Council	Arlingclose Treasury Advice
10/11/2017	Staff	Expenses
10/11/2017	TRAVIS PERKINS	Consolidated Invoice
10/11/2017	VIEW FROM NEWSPAPER	Advert - Lengthsamn
10/11/2017	WEST DORSET DISTRI	Advert - Lengthsamn & Signage
10/11/2017	WOODMEAD HALL	Quarterly provn of toilets
15/11/2017	DUATOOL DIRECT	Makita 6 Piece Kit
15/11/2017	EE & T-MOBILE	SIM Cards
15/11/2017	Screwfix	Spanner, ring pull, Hi vis
16/11/2017	Ebay	Eyewash
16/11/2017	SAGE	Sage Accounts 2 months
20/11/2017	G4S CASH SOLUTIONS	Cash Collection
21/11/2017	Worldpay	Card Transaction Costs
22/11/2017	IP OFFICE	Phone & Broadband
27/11/2017	GIFFGAFF.COM	Mobile Phone
27/11/2017	GIFFGAFF.COM	Mobile Phone
27/11/2017	GIFFGAFF.COM	Mobile Phone
28/11/2017	GIFFGAFF.COM	Mobile Phone
29/11/2017	KITSON AND TROTMAN	Various legal fees 2nd quarter
29/11/2017	SOUTH WEST WATER	Water Rates
29/11/2017	SOUTH WEST WATER	Water Rates
29/11/2017	SOUTH WEST WATER	Water Rates
29/11/2017	SOUTH WEST WATER	Water Rates
29/11/2017	SOUTH WEST WATER	Water Rates
30/11/2017	A J SUPPLIES	Cannister refills

200,919.91

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
BACS	217.52	20%	36.25	181.27	Outside Works
BACS	179.10	0%	-	179.10	Staffing
BACS	1,161.60	20%	193.60	968.00	Outside Works
BACS	300.00	0%	-	300.00	Marketing & Tourism
BACS	97.20	20%	16.20	81.00	Outside Works
BACS	559.80	20%	93.30	466.50	Office Expenses
POS	7.25	20%	1.21	6.04	Office Expenses
POS	2.97	20%	0.50	2.48	Office Expenses
BACS	40.00	0%	-	40.00	Outside Works
BACS	1,558.50	20%	259.75	1,298.75	Office Expenses
BACS	96.84	0%	-	96.84	Staffing
BACS	364.59	20%	60.77	303.83	Outside Works
BACS	202.50	20%	33.75	168.75	Office Expenses
BACS	346.00	0%	-	346.00	Office Expenses
BACS	2,485.00	0%	-	2,485.00	Outside Works
BACS	648.00	20%	108.00	540.00	Outside Works
DD	102.42	20%	17.07	85.35	Utilities
BACS	122.95	20%	20.49	102.46	Outside Works
POS	6.99	20%	1.17	5.83	Office Expenses
DD	266.12	20%	44.35	221.77	Office Expenses
DD	74.70	20%	12.45	62.25	Outside Works
DD	15.43	0%	-	15.43	Office Expenses
DD	309.54	20%	51.59	257.95	Office Expenses
DD	5.00	20%	0.83	4.17	Utilities
DD	5.00	20%	0.83	4.17	Utilities
DD	5.00	20%	0.83	4.17	Utilities
DD	5.00	20%	0.83	4.17	Utilities
BACS	4,854.00	20%	809.00	4,045.00	Office Expenses
BACS	11,340.65	0%	-	11,340.65	utilities
BACS	11.67	0%	-	11.67	utilities
BACS	6.47	0%	-	6.47	utilities
BACS	93.77	0%	-	93.77	utilities
BACS	65.63	0%	-	65.63	utilities
BACS	19.20	20%	3.20	16.00	Outside Works

Lyme Regis Town Council
Payments list for November 2017

Total

Date	Supplier	Detail
30/11/2017	ANDY BROOKER	Stonemason - 50% up front
30/11/2017	B SHARP	Grant
30/11/2017	BEMROSEBOOTH PARAG	Card Transaction Costs
30/11/2017	BUGLERS	Tyre & waste disposal
30/11/2017	BUY FENCING DIRECT	Fencing for cemetary
30/11/2017	CLEANING SUP 4U	Bulk multiple cleaning products
30/11/2017	COBALT TELEPHONE	Pay By Phone transaction charges
30/11/2017	COBB GARAGE	Transit Maintenance
30/11/2017	CREATIVE SOLUTIONS	Engraved Brass plaque & Livery for van
30/11/2017	DAMORY	Bus Service
30/11/2017	DARKIN MILLER	Internal audit
30/11/2017	DCC PENSION FUND	staff pensions
30/11/2017	EUROFFICE	Envelopes etc
30/11/2017	GROVES NURSERIES	Scraper Knife etc
30/11/2017	Customer	Refund
30/11/2017	JURASSIC COAST TRUst	Fossil Warden
30/11/2017	KELTIC CLOTHING	Trousers & hat
30/11/2017	LR FOOTBALL CLUB	Grant
30/11/2017	MARTINS EXCAVATION	Final instalment of Ware Cliff chalets
30/11/2017	METRIC GROUP	Machine Upgrade
30/11/2017	Staff	Expenses
30/11/2017	MOLE AVON	Fork etc
30/11/2017	Customer	Refund
30/11/2017	PCRM CONSULTANCY	Ware Cliff Chalet work
30/11/2017	ROB PERRY MARINE	Machinery repair
30/11/2017	ROYAL BRITISH Legion	Grant for Ypres Visit
30/11/2017	SIX PAYMENT SERVIC	Card Transaction Costs
30/11/2017	SSP DIRECT	Signage
30/11/2017	START TRAFFIC	Grit Bin
30/11/2017	Screwfix	Hi Viz Jacket
30/11/2017	TRAVIS PERKINS	Pavefix Jointing Filler
30/11/2017	VIRGILS WINDOWS	Window & Bus shelter cleaning - 2 months
30/11/2017	WEST DORSET DISTRI	Visit Dorset Membership & Advertising
30/11/2017	GIFFGAFF.COM	Mobile Phone

200,919.91

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
BACS	4,166.67	0%	-	4,166.67	Outside Works
BACS	2,500.00	0%	-	2,500.00	Grants
BACS	921.48	20%	153.58	767.90	Outside Works
BACS	204.00	20%	34.00	170.00	Outside Works
BACS	1,852.20	20%	308.70	1,543.50	Outside Works
BACS	718.51	20%	119.75	598.76	Outside Works
BACS	44.75	20%	7.46	37.29	Outside Works
BACS	178.32	20%	29.72	148.60	Outside Works
BACS	276.06	20%	46.01	230.05	Office Expenses
BACS	1,000.00	0%	-	1,000.00	Outside Works
BACS	658.01	20%	109.67	548.34	Office Expenses
BACS	7,482.19	0%	-	7,482.19	Staffing
BACS	131.51	20%	21.92	109.59	Office Expenses
BACS	35.95	20%	5.99	29.96	Outside Works
BACS	40.00	0%	-	40.00	Beach Hut
BACS	750.00	0%	-	750.00	Grants
BACS	64.50	0%	-	64.50	Staffing
BACS	2,500.00	0%	-	2,500.00	Grants
BACS	4,467.57	20%	744.60	3,722.98	Outside Works
BACS	278.40	20%	46.40	232.00	Outside Works
BACS	18.50	0%	-	18.50	Staffing
BACS	24.95	20%	4.16	20.79	Outside Works
BACS	40.00	0%	-	40.00	Beach Hut
BACS	3,359.88	20%	559.98	2,799.90	Office Expenses
BACS	193.28	20%	32.21	161.07	Outside Works
BACS	500.00	0%	-	500.00	Grants
BACS	259.20	0%	-	259.20	Outside Works
BACS	187.92	20%	31.32	156.60	Outside Works
BACS	101.94	20%	16.99	84.95	Outside Works
BACS	34.99	20%	5.83	29.16	Outside Works
BACS	691.07	20%	115.18	575.89	Outside Works
BACS	540.00	0%	-	540.00	Outside Works
BACS	1,065.99	0%	-	1,065.99	Marketing & Tourism
DD	5.00	20%	0.83	4.17	Utilities

Lyme Regis Town Council
Payments list for November 2017

Total 200,919.91

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
				90,148.53				
		Petty Cash		171.40				