



Lyme Regis Town Council

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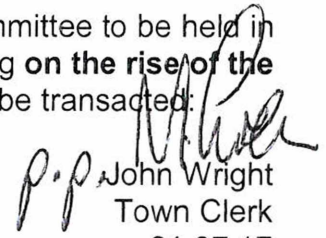
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Town Management and Highways Committee

Core Membership: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Town Management and Highways Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 26 July 2017 commencing **on the rise of the extraordinary Full Council meeting** when the following business is proposed to be transacted:


John Wright
Town Clerk
21.07.17

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

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

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 14 June 2017 (attached)

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 and 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.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 June 2017

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To inform members about progress on significant works and issues

8. Proposals for a Café and Toilets in the Lister Gardens

To allow members to consider the background to proposals for a café and toilets in the Lister Gardens and discuss the project with architects from John Stark & Crickmay Partnership

9. Winter Boat Storage, Monmouth Beach Car Park

To inform members of a request from the harbourmaster to store boats on the western section of Monmouth Beach car park from 14 October 2017 until 29 March 2018

10. A Request to Launch Personal Watercrafts from Monmouth Beach

To allow members to consider a request to launch personal watercrafts from Monmouth Beach

11. Cleaning of Marine Parade Toilets

To inform members of the current arrangements for the cleaning of the town council's toilets and consider directly employing cleaning staff

12. Event Safety

To inform members of an events' safety seminar attended by the town clerk on 14 June 2017

13. Red Arrows Visit to Lyme Regis 2017

To inform members of the arrangements for the RAF Red Arrows visit to Lyme Regis on 10 August 2017

14. Request for Alfresco Seating Outside The Bay Restaurant, Marine Parade

To inform members of a request for Alfresco Seating outside The Bay Restaurant Marine Parade

15. Request for use of Candles on the Cobb Pavilion

To inform members of a request for the use of the Candles on the Cobb Pavilion at Anning Road playing field

16. Complaints and Incidents

17. Repairs to Guildhall Cottage

To inform members about various repairs required to Guildhall Cottage and the potential financial implications

18. 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, 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.

Committee: Town Management and Highways

Date: 26 July 2017

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 June 2017

Purpose: To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

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

Report

17/8/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 12 April 2017

Chalet 18 Monmouth Beach

Officers have requested legal advice about the correct process to follow in pursuing the instruction to not renew the site licence and, instead, demolish the existing derelict chalet and recharge the owner the cost of the work. That advice was requested on 13 July 2017 and will be acted on as soon as received.

In the meantime, the owner of chalet 18 has now contacted the supplier of the new Ware Cliff chalets (KEOPS) about them providing a new chalet to replace number 18. KEOPS has confirmed this approach but there is absolutely no certainty about the outcome at this stage.

17/7/TMH – Additional Benches on Marine Parade

Quotes have been received from suppliers of benches, including from Marshalls, the supplier of the metal flat-topped benches already installed in the shelters.

An identical model but straight benches have been costed at £1041.66 + VAT, excluding delivery and installation.

Other similar pattern benches in marine grade stainless steel are available at very similar cost.

More traditional good quality 'public realm' benches also cost around £1,000 + VAT each, whether constructed from traditional materials or from modern recycled materials.

17/12/TMH – Matters Raised by a Member of the Public

As agreed by the committee, Cllr Mrs C. Reynolds has been to the teen shelter at Anning Road playing field to talk to young people about the issues raised by the member of public. She has spoken to one group of young people, who she said understood the concerns and were happy to stick to the rules. Cllr Reynolds will be going back to speak to others.

17/13/TMH – Draft Agency Agreement

The town clerk met with officers from Dorset County Council (DCC) on 27 June 2017 to consider the agency agreement with the town council. The town clerk asked if DCC would consider including scaffolding licences and the responsibility for on-street parking enforcement in the agency agreement. DCC officers said this was not possible at this point in time.

17/14/TMH – Marine Parade Toilets

All cubicles in both the ladies and gents toilets are now fully operational following additional works undertaken jointly by Evergreen and the council's external works' staff. The works are 'temporary' but should last the remainder of this summer period at least.

The interim operations manager is looking at the possibility of a more regular powered clean of the toilets using the newly-acquired jet-washing equipment as part of a concerted effort on the part of the council to ensure the appearance and utility of seafront amenities is enhanced.

Further consideration will be required about the best long-term solution to seafront toilets and a detailed report examining options and costs will be brought to the next meeting.

17/15/TMH – Request for Assignment of By the Bay Lease

The lease was signed and sealed on 13 July 2017, following the Full Council meeting on 12 July 2017. The property has undergone initial refurbishment and has reopened as 'The Bay'. The owners intend to carry out more major works in time for the summer 2018 season.

Mark Green
Deputy town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Public Space Protection Orders (PSPO)

The proposed PSPOs related to dogs and anti-social behaviour (including the feeding of seagulls) were considered by West Dorset District Council's (WDDC) Overview and Scrutiny Committee on 13 June 2017.

The committee made recommendations to WDDC's Strategy Committee on 13 July 2017, the minutes for which are not yet available.

The link to the minutes for the Overview and Scrutiny Committee has been provided to members. With specific reference to Lyme Regis, the committee recommended the following:

- That Front Beach, Lyme Regis will exclude dogs between 1st May and 30th September.

N.B. This is a change to the current exclusion order for Front Beach between 1 April and 31 October
- To exclude dogs from Anning Road open space area, Lyme Regis.
- All dogs to be kept on lead on the Marine Parade, Cart Road, Bell Cliff, the harbour, slipway and sea walls, the entrance to Cobb Road, Ozone Terrace, the entrance to the public car park and boat park, and the harbour wall, Cobb Gate car park and the esplanade extending from it eastwards up to its junction with Long Entry and known as Gunn Cliff Walk, to extend along the sea wall above Church Beach, and up to the Charmouth Road car park via the provided steps.
- All dogs to be kept on leads in the formal gardens named as Langmoor Gardens and Lister Gardens, Lyme Regis.
- To introduce a measure under the PSPO to prohibit the feeding of gulls. Under this measure people will be prohibited from feeding gulls in West Bay and Lyme Regis, including dropping or distributing bird feed unless authorised.

Seafront railings

In response to an indication from the planning officer dealing with this application that, having regard to the recommendation of refusal from the conservation officer, it was likely to be refused under delegated powers, a request was made that an extension of time be granted so that no decision was made in the short-term.

It is now understood the application will be taken to committee for decision. This council has the option of either letting the existing application run through that process or to amend the design of the railings to something which the conservation officer is willing to support (refurbishment of what is there or like-for-like replacement).

The officer view is to leave the application 'as is' and for an officer (or our agent) plus appropriate members to attend the West Dorset District Council (WDDC) meeting and make representations in support of the current application.

Leper's Well wall

WDDC's building control officer is pursuing the condition of the Leper's Well (northern) wall with the relevant owners.

The council's solicitor has established that this council has no ownership interest in the unsafe section of wall.

The wall will remain fenced off until such time as it has been rebuilt/made safe.

Alexandra Hotel land

The licence to regularise the council's use of the planter bed and associated land next to the Peek Chapel has been completed.

Vehicle speed on Charmouth Road

The speed indicator device has been returned from Thorncombe and will be deployed at Timber Hill, hopefully by the date of this meeting.

Efforts are still being made to try and get the Dorset Road Safe speed van to visit Charmouth Road.

19a Broad Street

The section of boundary wall removed to allow access for deliveries to the rear of 19a Broad Street via Langmoor Gardens has now been rebuilt as required by members.

The deputy town clerk and chairman have met with the owners about their desire to achieve further temporary access this autumn in connection with further building works, which have now obtained planning permission.

More stringent conditions have been agreed for any future licence, including:

AGENDA ITEM 7

- Clearly stipulated starting and finishing dates, even if they have to be extended or altered (in writing). Likely to be 1/10/17 to 30/3/18.
- One-off licence fee of £500 for using the drive and achieving access over council-owned land.
- Sight of the contractor's public liability insurance to be no less than £5 million.
- Risk assessments and method statements to be provided to cover the proposed transfer of materials and the access and egress from the council's property.
- Use of banksman on ingress from Silver Street to the site and on exit.
- Use of Langmoor Gardens drive only between 8am and 10am unless agreed in advance with deputy town clerk on specific occasions only.
- No parking on the site other than during delivery/collection periods.
- Area to be 'fenced' with solid wooden hoardings 2.4m high and painted dark green.
- Grass to be protected with plyboard or geotextile and/or reseeded to the council's satisfaction at the end of the works.
- Agreement to be between the property owner and the council (not contractor) with owners liable for any breach of conditions.
- Photographic record of condition to be made and agreed prior to commencement of works.
- Agreed points of contact to be deputy town clerk for the council and Richard Stratton of Webb and Co. for the owners.

These works are unlikely to coincide or clash with any the works to either the cinema or the Three Cups.

The terms have been agreed under the delegated authority given to Cllr J. Broom by Full Council in September 2016.

Sidmouth Road park and ride

Now that temporary planning permission has been granted for the Sidmouth Road park and ride facility, discussions have been pursued with potential operators and a full report is being considered by the extraordinary meeting of Full Council immediately preceding this meeting.

Clarity has been obtained about precisely what supporting information is required to accompany any subsequent application for permanent permission and this is being organised in conjunction with the highway authority.

Cash machines

A meeting took place with the local MP about this and other issues on 21 July 2017. A verbal update will be provided about any matters arising.

There have been various rumours circulating that the mobile banking facilities currently provided by Nat West and Lloyds at Woodmead Halls may be withdrawn at the end of the summer period due to lack of use. Lloyds has categorically denied this in writing and a response is awaited from Nat West. Any update will be reported verbally.

Replacement chalets at Ware Cliff

The six chalets have been completed and second fix electrics is currently being completed.

The remaining external works will be completed shortly and a meeting with the contractor is taking place on the day of this meeting. Any update will be reported verbally at the meeting.

The 'owners' have been invoiced individually for the cost of the main groundworks' contract and fitting out has just commenced.

There have been some problems with building regulations as a result of changes made to the originally intended internal layout. These problems are being dealt with but it may take up to five weeks to obtain full permissions; prior to which, the chalets cannot be occupied. This period will coincide with the completion of fit out by the 'owners'.

The project remains on budget. All of the council's costs will be recovered from the six 'owners'.

Town bus service 71

A temporary ring and book service has been put in place with Dorset Community Transport commencing on 25 July 2017 and continuing until early September. This has been the subject of a detailed report to the July Strategy and Finance meeting.

Arrangements for the period after early September remain to be agreed.

Jubilee Pavilion glass eye

A price has been received to replace the glass eye with polycarbonate as previously agreed but various detailed issues about the method of fixing and securing remain to be clarified. A full report will be brought to the next meeting of the committee, but it does appear the replacement can be achieved within the available insurance budget.

Millennium Clock

The complete replacement clock head has been ordered and will be installed after the end of the busy summer period.

The new head will be of superior quality and the mechanism and housing constructed from more robust materials better able to withstand the marine environment but will be of identical external appearance.

Land to the rear of Largigi and Ocean View

Quotes are being obtained to undertake the agreed land survey. Discussions are ongoing with the owner of Largigi about the requested rights of access. The district valuer has been asked to consider the impact on his original advice of a potential alternative access through the property.

Highways Issues

A follow-up meeting between Dorset County Council, our county councillor, Cllr Ian Thomas from East Devon and town council representatives is still to be arranged.

In the meantime, Cllr O. Lovell continues to pursue the possible introduction of a one-way system for Lyme.

Gun Cliff barrier

The padlock was cut off by coastguards dealing with an emergency call-out. The interim operations manager is looking to replace this and all other 'Marine Parade' padlocks with a suited set which will make management and control easier. It will also bring the distribution of keys back 'under control'.

Woodmead Halls' toilets

The Woodmead Halls' Management Committee has accepted the council's offer to enter into a service level agreement with the town council to provide public access to toilets at Woodmead Halls all-year-round, at a sum of £9,940 per annum, fixed until 31 March 2020.

A service level agreement and a payment schedule are being agreed.

Mark Green
Deputy town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Proposals for a Café and Toilets in the Lister Gardens

Purpose of Report

To allow members to consider the background to proposals for a café and toilets in the Lister Gardens and discuss the project with architects from John Stark & Crickmay Partnership

Recommendation

Members consider the background to proposals for a café and toilets in the Lister Gardens, discuss the project with architects from John Stark & Crickmay Partnership, and consider a way forward to develop the scheme

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. In 2009, the council ran a competition to design public conveniences for the Lister Gardens. The competition was won by John Stark & Crickmay Partnership (JSCP), however, the project wasn't pursued.
4. On 12 April 2017, this committee considered proposals for a café and toilets in Lister Gardens and JSCP's scheme was provided to the committee as a good starting point for the project.
5. At that meeting, members agreed the scheme needed to be more modest, with a snack bar rather than a café, and perhaps two disabled toilets.
6. It was therefore recommended to Full Council 'to pursue more modest designs for a café and toilets in the Lister Gardens, with a view to reducing the cost'.
7. Following press reports of the committee meeting, JSCP wrote to the town council on 21 April 2017 with concerns that members had not been fully briefed on the background to the project, and offered to attend a meeting to discuss the project with members. The letter, and the appendices to which it refers, are attached, **appendix 8A**.

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8. At the subsequent Full Council meeting on 3 May 2017, Cllr O. Lovell asked for this matter to be referred back to the Town Management and Highways Committee for further consideration. He felt the committee needed to firm up exactly what it wanted from the scheme.
9. At the previous meeting of this committee on 14 June 2017, it was recommended and subsequently resolved by Full Council on 12 July 2017 'to invite architects from John Stark & 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'.
10. JSCP has agreed to attend the meeting on 26 July 2017 to discuss the project with members and answer questions.
11. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Adrianne Mullins
Administrative officer
July 2017



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

RH/SV/09/31
21st April 2017

Mark Green, Esq.,
Deputy Town Clerk,
Lyme Regis Town Council,
Town Council Offices,
Guildhall Cottage,
Church Street,
Lyme Regis,
Dorset,
DT7 3BS.

Dear Mr. Green,

Lister Gardens – Proposed Public Conveniences and Refreshment Kiosk

I read with interest the View From's report dated 19th April 2017 on the Council's recent meeting to discuss this project.

I found myself wondering if the elected members present, and particularly those who were quoted in the article, had been fully briefed on the background to the project, and given the context of some of the comments I am concerned at how my Practice might be perceived by anyone reading the article.

In all of the circumstances I would therefore like to make you aware of the following facts.

1. JSCP, at the request of the then Town Clerk, Mike Lewis, entered a design competition for some public conveniences in the Lister Gardens in April 2009.

A copy of the submitted Feasibility Study is enclosed for your information – this explains our design philosophy and, in particular, why we suggested a roof terrace given the topography of the site.

2. Our design was selected by the Council at their meeting on 27th May 2009 and JSCP were appointed by Mike Lewis to take the project forward in a letter dated 1st June 2009.
3. I attended a meeting at the Guildhall on 2nd July with Mike Lewis and interested Councillors to discuss the project and to agree the way forwards.

At that meeting JSCP were instructed by Councillors to explore the alternative solution put forward at the end of the original feasibility study – that is to say the expansion of the building to incorporate a mini-golf facility and a small refreshment kiosk.

It was also agreed at that meeting that as a prominent building it should be well designed and constructed from robust long-lasting materials – for example Councillors expressed a preference for natural stone walls in lieu of render.

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. 109416 VAT Registration No. 186234158 Established 1850
John Stark & Crickmay Partnership Ltd, Registered in England & Wales No. 4823865



JOHN STARK & CRICKMAY PARTNERSHIP
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4. Given the potential instability of the site the next stage of the design included the appointment of Brody Forbes to prepare a schematic structural solution, and the ratification of their design by High-Point Rendal – who had recently undertaken the garden stabilisation works.
5. JSCP informally presented the scheme to Design, Conservation and Planning Officers at West Dorset District Council and it was generally well received – see attached letter dated 5th November 2009 to the Planning Officer which was copied to Mike Lewis.
6. The original smaller scheme and the increased kiosk scheme were professionally costed by Peter Gunning & Partners, Quantity Surveyors of Dorchester, and a copy of my letter of 21st September 2009 to Mike Lewis with those costings is attached for your reference.
7. Given the Council's commitment to the Marine Parade shelters scheme the project was postponed in late 2009.
8. I was naturally pleased when I read a report in the View From some 18 months or so ago that Councillor Lovell wished to resurrect the project during his term as Mayor. Since Councillor Lovell was a member of the original working party in 2009 I did take the liberty of sending him a set of plans in the hope, that having won the competition originally, we might still be considered if the project moved forwards.
9. We did not recently contact the Council as quoted in the newspaper – several weeks ago we were asked by the Council to release a copy of the cost report as the originals had been misplaced at the Council offices.

Acting with full due diligence I pointed out that nearly 8 years had passed and that citing such out of date figures might be a little dangerous. I undertook to seek the opinion of the Quantity Surveyor who very kindly advised that building costs had increased by some 36% in the intervening period. A copy of my email to the Council of 21st March 2017 confirming this is also attached.

As is often the case there is a much fuller story than the sensational headline that 'the project would be five times more than the Council had budgeted for', significantly since the Council was in possession of the full professional project costings in September 2009 and yet thereafter we were still instructed to proceed to engage with the Planners and High-Point Rendal.

I trust you will understand why we needed to clarify these matters and must respectfully ask that the current Councillors are properly briefed before the matter is discussed again. I would also be quite happy to attend a meeting with the members of the current working party if that would help.

Yours sincerely,

Roger Hussey
John Stark & Crickmay Partnership

Copy to: Councillor Owen Lovell.



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RH/PT/08/52

5th November 2009

Miss Emma Heron,
Planning Officer,
Development Services Division,
West Dorset District Council,
Stratton House,
58/60 High West Street,
Dorchester,
Dorset,
DT1 1UZ.

Dear Miss Heron,

Lister Gardens, Lyme Regis – Proposed New Public Conveniences

Following the meeting at your offices on 26th October 2009, also attended by Kim Sankey, I enclose a set of the preliminary drawings which I tabled during our discussion, nos. 09/31/SK6, SK7 and SK8, for your records.

I also set out below a brief summary of the items that we discussed and which form the basis of my report to the Lyme Regis Town Council.

1. Neither Kim Sankey (KS) or Emma Heron (EH) raised any objections in principal to the scheme.
2. KS asked Roger Hussey (RH) how the proposals might affect or be affected by the Town Council's scheme for the sea front shelters in terms of need (both schemes contain toilets and retail space) and capital cost - the shelters scheme presently awaiting a decision on external funding.

RH was unable to fully discuss as JSCP had been appointed by LRTC solely for the Lister Gardens project, but undertook to pass the comments back to the Town Clerk.
3. RH explained that the proposed building would have random semi-dressed blue lias stone walls between a dressed stone plinth and eaves, with a dressed stone roof terrace.
4. KS suggested that the colour and texture of the dressed stone elements would need careful consideration in order to successfully compliment the blue lias.
5. KS suggested that RH might consider Purbeck rather than Portland for the dressed elements – Purbeck having been favoured during the last phase of stabilisation works.

RH would be grateful if KS could forward details of which Purbeck quarry and bed had been used.

Cont/.....

Directors Michael Howarth Dip Arch RIBA AABC Roger Hussey MCIA Christopher Read MCIAT Daniel Cantrell Dip Arch RIBA



Architectural Consultants Ronald R Jones AA Dipl ARIBA Anthony J T Jaggard FSA FRSA
Planning Consultants Michael Kelly MRTPI

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6. KS requested that any application should contain coloured elevations/perspectives to show the relationship of the different stone types.
7. KS asked if reconstructed stone had been considered – since the new building closely resembled the bow-fronted central section of the shelters below.

RH responded that based on past experience it is often more expensive to have limited runs of reconstructed items, particularly where curves are involved, than to use natural stone due to the costs associated with setting up moulds etc.

8. KS asked that RH consider the railing design in conjunction with the nearby shelters regeneration as the two would be seen very much together in the landscape.

KS recollected that detailed design of the shelter railings was a Planning Condition.

RH will discuss with the Town Clerk.

9. KS queried what appeared to be a very thick back wall (section B-B).

RH explained that this would actually be hollow but resulted from a need/desire to make the depth of the roof terrace over the kiosks useable when the rear wall of the building proper could only be pushed so far into the bank.

10. RH explained that the Brody Forbes Partnership had produced schematics in support of the scheme and that these were being considered by High-Point Rendel relative to the recently completed stabilisation works.

HPR have subsequently confirmed that they have no objections to the scheme.

11. KS suggested that the 'dry-well' outside the refreshment kiosk door be made deeper to accommodate a waste bin.

12. Both KS and EH shared the Town Council's opinion that steps should be provided adjacent to the kiosk to afford access to the roof terrace.

RH explained these would be detailed to compliment the other new steps in the gardens.

Thank you both for your time on the 26th. Subject to receiving further instructions from the Town Council I look forward to developing this scheme further, taking your comments into account.

Yours sincerely,

Roger Hussey
John Stark & Crickmay Partnership

Copy to: Michael Lewis, Esq.
The Brody Forbes Partnership



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RH/SV/09/31
21st September 2009

Michael Lewis, Esq.,
Town Clerk,
Lyme Regis Town Council,
Town Council Offices,
Guildhall Cottage,
Church Street,
Lyme Regis,
Dorset, DT7 3BS.

Dear Mike,

Lister Gardens, Lyme Regis – Proposed New Public Conveniences

Following our telephone conversation this morning I am pleased to enclose six copies of each of the following documents.

1. **Drawing No. 09/31/D1**

As discussed this is an A4 sheet showing the two principal elevations. The original design is referred to as Scheme 'A' and the revised design with the kiosks is referred to as Scheme 'B'.

2. **Peter Gunning & Partners' Approximate Estimate for Scheme 'A'**

As I explained during our telephone conversation the level of the estimate that came back for Scheme 'B' made me feel a little nervous about my original competition entry so, at no cost to the Council, Peter Gunning & Partners re-ran their figures on my original design.

It would seem I was overly ambitious with my square metre rate (which was based on the Dorchester scheme), compounded by the complexities of building in this particular part of Lyme Regis, resulting in an approximate estimate of £115,664.00 with potential savings of £16,500.00 for rendered walls and reconstructed stone paving/detailing.

3. **Peter Gunning & Partners' Approximate Estimate for Scheme 'B'**

The approximate estimate for Scheme 'B' comes in at £226,731.00 with potential savings of £35,000.00 for rendered walls and reconstructed stone paving/detailing.

This figure includes the additional steps and path up from the kiosk to the terrace which you and I recently discussed.

As I tried to explain in my letter of 24th August the depth of the kiosks did not make for a particularly useable roof terrace so this scheme included a cantilevered roof slab to overcome this – a potential saving?

Cont/....

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4. General

Both sets of costings diligently include Brody Forbes' sequence of working in cutting into the slope and constructing the initial raft and retaining walls – it may be possible to simplify this but this will be subject to comment from High-Point Rendell.

The costs also include design and construction risk contingency sums – Scheme 'A' £5,000.00 and Scheme 'B' £15,000.00.

Please do not hesitate to let me know if you require any further information before your Full Council Meeting on 30th September. I am away for the week of 28th September but will look forward (hopefully!) to hearing from you on my return.

Yours sincerely,

Roger Hussey
John Stark & Crickmay Partnership

Copy to: The Brody Forbes Partnership.
 Peter Gunning & Partners.

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate based upon drawing numbers 09/31/SK1-4 produced by John Stark & Crickmay Partnership dated April 2009.

Based upon current tender prices 3rd quarter 2009

	<u>Approx Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
1.0 Demolitions and alterations.				
1.1 Remove existing mini golf kiosk and localised surfacing etc.		item	excluded	excluded
2.0 Substructure.				
2.1 Excavate topsoil; set aside (assume ave 175 thick).	8 cu m	£	20	£ 160
2.2 Excavate in bays; double handling and later disposal off site.	50 cu m	£	36	£ 1,800
2.3 Excavate for and form edge beam; disposal off site; 400 x 400.	0 m	£	55	£ -
2.4 Excavate for and form edge beam; disposal off site; 500 x 600.	7 m	£	75	£ 525
2.5 Ditto; curved.	9 m	£	69	£ 621
2.6 Excavate for and form beam; disposal off site; 600 x 600.	7 m	£	73	£ 511
2.7 Form new reinforced concrete slab; in bays; C28/35; 200 thick.	30 sq m	£	70	£ 2,100
2.8 Extra for; curved formwork.	9 m	£	15	£ 135
2.9 Extra for construction joints.	item	£	100	£ 100
2.10 Form blockwork retaining wall; reinforced and grouted; 100 dense concrete block; 100 reinforced grouted cavity; 100 dense concrete block.	18 sq m	£	84	£ 1,512
2.11 Precast concrete lintels spanning rear edge of roof and blockwork upstand; say.....1.3m high.	0 sq m	£	45	£ -
2.12 Install Wavin drain (100mm dia assumed); excavation included elsewhere.	14 m	£	10	£ 140
2.13 Backfill with granular material.	20 cu m	£	36	£ 720
2.14 Radon barrier is required.	item	excluded		excluded
2.15 Tanking to ground floor slab.	item	£	600	£ 600
3.0 Superstructure.				
3.1 Roof.				
3.1.1 Insitu concrete; 250mm; reinforced; formwork; C28/35.	30 sq m	£	140	£ 4,200
3.1.2 Extra for curved profile to concrete; formwork.	8 m	£	15	£ 120
				£ 13,244
		carried forward	£	13,244

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate

	<u>Approx</u> <u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
3.1 Roof (continued).			brought forward	<u>£ 13,244</u>
3.1.3 Upstand to ditto; concrete and formwork to accept handrail.	12 m	£	30	£ 360
3.1.4 Ditto; curved.	8 m	£	35	£ 280
3.1.5 Protec heat jointed membrane beneath finished paving linked to cavity drain membrane system.	item	£	1,500	£ 1,500
3.2 External walls.				
3.2.1 150 blue lias stone; 100 cavity; insulation; 100 blockwork inner skin.	30 sq m	£	370	£ 11,100
3.2.2 Ditto; curved.	20 sq m	£	400	£ 8,000
Extra for:-				
3.2.3 Corner jamb stones; squared.	0 m	£	25	£ -
3.2.4 Cut and dressed Portland stone plinth; straight; 100 thick approx; backing block; cavity; insulation; blockwork inner skin.	7 m	£	250	£ 1,750
3.2.5 Ditto; curved.	8 m	£	380	£ 3,040
3.2.6 Cut and dressed Portland stone eaves; straight; 100 thick approx; backing block; cavity; insulation; blockwork inner skin.	7 m	£	250	£ 1,750
3.2.7 Ditto; curved.	8 m	£	380	£ 3,040
3.2.8 Cut and dressed window heads and cills; straight.	4 m	£	165	£ 660
3.2.9 Ditto; curved.	12 m	£	215	£ 2,580
3.2.10 Kiosk openings; with keystone; hatch; 1500 wide approx.	0 no	£	525	£ -
3.2.11 Kiosk openings; with keystone; doors.	0 no	£	375	£ -
3.2.12 Lobby opening; with keystone.	1 no	£	375	£ 375
3.2.13 Window / door jambs; selected squared blue lias.	item	included		included
3.2.14 200 thick random blue lias flank walls adjacent to kiosk doors; solid.	0 sq m	£	350	£ -
3.2.15 Stone coping to ditto; pinned etc.	0 m	£	140	£ -
3.3 Windows and external doors.				
3.3.1 Doors to kiosks - oak frames and doors; half heck type; ironmongery etc.	0 no	£	850	£ -
			carried forward	<u>£ 47,679</u>

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	Approx Quantity	Unit	Rate	Total
3.3 Windows and external doors (continued).			brought forward	£ 47,679
3.3.2 Powder coated electric shutter to lobby; 1100 x 2100 approx.	3 sq m	£	385	£ 1,155
3.3.3 Doors to kiosk hatches; hinged flat back; including wide window board extending into worktop.	0 pr	£	1,100	£ -
3.3.4 Hardwood windows; flat; vandal resistant glass; acid etched.	7 sq m	£	700	£ 4,900
3.4 Internal walls and partitions.				
3.4.1 Blockwork walls to all areas; 100 thick.	25 sq m	£	32	£ 800
3.4.2 ditto; 250 thick approx.	0 sq m	£	48	£ -
3.4.3 Curtain hung cavity drain membrane to the rear wall returning on each side to the doorway at each end; basedrain to discharge adjacent to each doorway at each end.	item	£	1,500	£ 1,500
3.4.4 False wall to rear of WC's for concealed cisterns.	11 sq m	£	185	£ 2,035
3.5 Internal doors and screens.				
3.5.1 WC entrances; framed ledged and braced oak doors; frames, ironmongery etc.	3 no	£	500	£ 1,500
3.5.2 NB cubicle walls included elsewhere.	item	included	included	
4.0 Internal finishes.				
4.1 Wall finishes.				
4.1.1 Plaster to new masonry walls of kiosks; emulsion finish.	0 sq m	£	27	£ -
4.1.2 Allowance for ceramic tiling to kiosks/stores; 300 high above worktops; PC £25/sq m supply.	0 sq m	£	39	£ -
4.1.3 Floor to ceiling height ceramic tiling to lobby and WC's; allow PC £25/sqm supply (excluding back wall).	65 sq m	£	39	£ 2,535
4.1.4 Ditto; curved (narrow cut flat tiles); PC £25/sqm supply.	13 sq m	£	45	£ 585
4.2 Floor finishes.				
4.2.1 Quarry tile finish to all areas; PC £25/sqm supply.	30 sq m	£	38	£ 1,140
4.2.2 Perimeter upstand in quarry tiles (skirting); say.....150 x 138.	48 m	£	10	£ 480
4.2.3 Paving to floor terrace included elsewhere.	item	included	included	
			carried forward	£ 64,309

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate

	<u>Approx</u> <u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
4.3 Ceiling finishes.			brought forward	£ 64,309
4.3.1 Plasterboard and skim finish; emulsion.	30	sq m	£ 27	£ 810
5.0 Fittings, furnishings and equipment.				
5.1 Mini golf kiosk - racking for balls / clubs etc and worktop to corner.		P/sum	£ -	£ -
5.2 Refreshment kiosk - Howdens Joinery type worktops, floor and wall units.		P/sum	£ -	£ -
5.3 Fridge / white goods etc.		item	excluded	excluded
5.4 Stores - adjustable shelving.	2	no	£ -	£ -
5.5 Cubicle system to male WC / female WC.	4	no	£ 650	£ 2,600
5.6 Balustrading to roof - galvanised painted metal (subject to detailed design).	12	m	£ 300	£ 3,600
5.7 Ditto; curved (subject to detailed design).	8	m	£ 350	£ 2,800
5.8 Signage to WC's etc.		P/sum	£ 500	£ 500
5.9 Signage to kiosks etc e.g. blackboards.		item	excluded	excluded
5.10 Tables, chairs, parasols etc.		item	excluded	excluded
6.0 Services.				
6.1 Sanitaryware.				
6.1.1 Belfast sink and taps to cleaners store.	0	no	£ 300	£ -
6.1.2 Sink and taps to golf kiosk.	0	no	£ 300	£ -
6.1.3 Disable WC package; back to wall; including grab rails etc.		item	£ 2,000	£ 2,000
6.1.4 WCs - stainless steel; concealed cistern etc.	4	no	£ 500	£ 2,000
6.1.5 Urinal; 1800 long approx; stainless steel including back wall.		item	£ 800	£ 800
6.1.6 Baby changing - fold down plastic.	2	no	£ 350	£ 700
6.1.7 Hand washes - Wallgate or similar including masonry nibs.	2	no	£ 1,600	£ 3,200
6.2 Disposal installations.				
6.2.1 Above ground drainage installation (waste pipes etc).	30	sq m	£ 16	£ 480
6.3 Water installations.				
6.3.1 Hot and cold pipework; electric heater in store.		item	£ 1,100	£ 1,100
			carried forward	£ 84,899

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	<u>Approx</u> <u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
6.4 Space heating .			brought forward	<u>£ 84,899</u>
6.4.1 Underfloor heating / convector heaters etc.		item	excluded	excluded
6.5 Ventilation systems.				
6.5.1 Extract ventilation to new WCs and kiosks.		item	£ 600	£ 600
6.6 Electrical installations (all subject to review once M&E specialist consulted).				
6.6.1 New incoming electric - separately metered.		item		BY OTHERS
6.6.2 Lighting and power - anti vandal strip lighting.	30 sq m		£ 85	£ 2,550
6.7 Fire protection.		item	excluded	excluded
6.8 Communication, security and control systems.		item	excluded	excluded
6.9 Builders work in connection with services (holes / chases etc).		P/sum	£ 250	£ 250
6.10 Testing and commissioning services.		P/sum	£ 300	£ 300
7.0 External works.				
7.1 Site preparation costs.				
7.1.1 Reinstating topsoil and seeding locally to new building.	15 sq m		£ 11	£ 165
7.2 Roads, paths and pavings.				
7.2.1 Paving to roof terrace - Portland stone (PC £80/sqm supply).	48 sq m		£ 140	£ 6,720
7.2.2 Banking to form rear access path; excavated material obtained from on site; compacted in layers.	40 cu m		£ 35	£ 1,400
7.2.3 Reinstating topsoil and seeding locally to rear access path banks.	60 sq m		£ 11	£ 660
7.2.4 Compacted gravel and gravel boards to rear access path.	15 sq m		£ 22	£ 330
7.2.5 Formation of front access to lobby - tarmac with concrete edging.	3 sq m		£ 30	£ 90
7.2.6 Hard landscaping in front of kiosks - tarmac with concrete edging.	0 sq m		£ 30	£ -
7.2.7 Two flight of steps, path and handrail; right of refreshment kiosk leading up to rear roof terrace path).		P/sum	£ 3,000	£ -
7.3 Planting.		item	excluded	excluded
7.4 Site furniture, equipment, signage, bollard lighting etc.		item	excluded	excluded
				<hr/>
			carried forward	£ 97,964

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	<u>Approx Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
7.5 External drainage.			brought forward	<u>£ 97,964</u>
7.5.1 Foul drainage; connection to localised system including manhole.	P/sum	£ 700	£ 700	700
7.5.2 Surface water; outfall for Wavin drain.	item	included	included	
7.6 External services.				
7.6.1 Provision of new incoming water and electricity; reinstatement.	P/sum			BY OTHERS
8.0 Facilitating works.				
8.1 Toxic / hazardous material removals.	item	excluded	excluded	
8.2 Temporary diversion works (drainage etc).	item	excluded	excluded	
8.3 Extraordinary site investigation works - archaeological watching brief etc.	item	excluded	excluded	
9.0 Main contractor preliminaries.				
9.1 Management of staff, site establishment, security, safety, temporary works, cleaning, insurance etc (approx 11%).	say...	£ 12,000	£ 12,000	
10.0 Main contractor's overheads and profit.				
10.1 Main contractors overheads.	item	included	included	
10.2 Main contractors profit.	item	included	included	
11.0 Project design team fees.				
11.1 Consultant fees (Architect, Structural Engineer, CDM Co-ordinator, Building Control, Building Services Engineer, Investigations etc).	item	excluded	excluded	
12.0 Risks.				
12.1 Design development risk.	P/sum	£ 2,500	£ 2,500	
12.2 Construction risk.	P/sum	£ 2,500	£ 2,500	
12.3 Employer change risks.	item	excluded	excluded	
			Budget Total	<u>£ 115,664</u> *

* Exclusive of the following:-

- 1) Items highlighted above as 'excluded' or 'by others' or as zero quantity etc
- 2) Inflation
- 3) VAT

Cost saving options:-		<u>SAVING</u>
1) Natural render on blockwork in lieu of random blue lias stonework.	£	12,000
or.... Doubling stone in lieu of random blue lias stonework,	£	5,000
2) Reconstituted stone plinth/eaves in lieu of stone.	£	500
3) Reconstituted stone paving to terrace in lieu of Portland stone.	£	4,000

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate based upon drawing numbers 09/31/SK6, SK7 & SK8 produced by John Stark & Crickmay Partnership dated August 2009 and based upon notes taken during specification meeting held between PGP and JSCP on 9th September 2009; also based upon preliminary Structural Engineers drawing numbers 5897-SK1A, SK2A, SK3A and SK4A produced by Brody Forbes Partnership dated 11 August 2009

Based upon current tender prices 3rd quarter 2009

	<u>Approx Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
1.0 Demolitions and alterations.				
1.1 Remove existing mini golf kiosk and localised surfacing etc.		item	excluded	excluded
2.0 Substructure.				
2.1 Excavate topsoil; set aside (assume ave 175 thick).	19 cu m	£	20	£ 380
2.2 Excavate in bays; double handling and later disposal off site.	160 cu m	£	36	£ 5,760
2.3 Excavate for and form edge beam; disposal off site; 400 x 400.	6 m	£	55	£ 330
2.4 Excavate for and form edge beam; disposal off site; 500 x 600.	20 m	£	75	£ 1,500
2.5 Ditto; curved.	9 m	£	69	£ 621
2.6 Excavate for and form beam; disposal off site; 600 x 600.	12 m	£	73	£ 876
2.7 Form new reinforced concrete slab; in bays; C28/35; 200 thick.	105 sq m	£	70	£ 7,350
2.8 Extra for; curved formwork.	9 m	£	15	£ 135
2.9 Extra for construction joints.	item	£	300	£ 300
2.10 Form blockwork retaining wall; reinforced and grouted; 100 dense concrete block; 100 reinforced grouted cavity; 100 dense concrete block.	36 sq m	£	84	£ 3,024
2.11 Precast concrete lintels spanning rear edge of roof and blockwork upstand; say.....1.3m high.	21 sq m	£	45	£ 945
2.12 Install Wavin drain (100mm dia assumed); excavation included elsewhere.	30 m	£	10	£ 300
2.13 Backfill with granular material.	90 cu m	£	36	£ 3,240
2.14 Radon barrier is required.	item	excluded		excluded
2.15 Tanking to ground floor slab.	item	£	1,000	£ 1,000
3.0 Superstructure.				
3.1 Roof.				
3.1.1 Insitu concrete; 250mm; reinforced; formwork; C28/35.	98 sq m	£	140	£ 13,720
3.1.2 Extra for curved profile to concrete; formwork.	8 m	£	15	£ 120
				£ 39,601

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate

	<u>Approx</u> <u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
3.1 Roof (continued).			brought forward	£ 39,601
3.1.3 Upstand to ditto; concrete and formwork to accept handrail.	32 m	£	30	£ 960
3.1.4 Ditto; curved.	8 m	£	35	£ 280
3.1.5 Protec heat jointed membrane beneath finished paving linked to cavity drain membrane system.	item	£	2,500	£ 2,500
3.2 External walls.				
3.2.1 150 blue lias stone; 100 cavity; insulation; 100 blockwork inner skin.	58 sq m	£	370	£ 21,460
3.2.2 Ditto; curved.	20 sq m	£	400	£ 8,000
Extra for:-				
3.2.3 Corner jamb stones; squared.	7 m	£	25	£ 175
3.2.4 Cut and dressed Portland stone plinth; straight; 100 thick approx; backing block; cavity; insulation; blockwork inner skin.	18 m	£	250	£ 4,500
3.2.5 Ditto; curved.	8 m	£	380	£ 3,040
3.2.6 Cut and dressed Portland stone eaves; straight; 100 thick approx; backing block; cavity; insulation; blockwork inner skin.	36 m	£	250	£ 9,000
3.2.7 Ditto; curved.	8 m	£	380	£ 3,040
3.2.8 Cut and dressed window heads and cills; straight.	4 m	£	165	£ 660
3.2.9 Ditto; curved.	12 m	£	215	£ 2,580
3.2.10 Kiosk openings; with keystone; hatch; 1500 wide approx.	2 no	£	525	£ 1,050
3.2.11 Kiosk openings; with keystone; doors.	2 no	£	375	£ 750
3.2.12 Lobby opening; with keystone.	1 no	£	375	£ 375
3.2.13 Window / door jambs; selected squared blue lias.	item		included	included
3.2.14 200 thick random blue lias flank walls adjacent to kiosk doors; solid.	8 sq m	£	350	£ 2,800
3.2.15 Stone coping to ditto; pinned etc.	8 m	£	140	£ 1,120
3.3 Windows and external doors.				
3.3.1 Doors to kiosks - oak frames and doors; half heck type; ironmongery etc.	2 no	£	850	£ 1,700
			carried forward	£ 103,591

Lister Gardens, Lyne Regis - Proposed New Public Conveniences

Approximate Estimate	Approx Quantity	Unit	Rate	Total
3.3 Windows and external doors (continued).			brought forward	£ 103,591
3.3.2 Powder coated electric shutter to lobby; 1100 x 2100 approx.	3 sq m	£	385	£ 1,155
3.3.3 Doors to kiosk hatches; hinged flat back; including wide window board extending into worktop.	2 pr	£	1,100	£ 2,200
3.3.4 Hardwood windows; flat; vandal resistant glass; acid etched.	6 sq m	£	700	£ 4,200
3.4 Internal walls and partitions.				
3.4.1 Blockwork walls to all areas; 100 thick.	40 sq m	£	32	£ 1,280
3.4.2 ditto; 250 thick approx.	12 sq m	£	48	£ 576
3.4.3 Curtain hung cavity drain membrane to the rear wall returning on each side to the doorway at each end; basedrain to discharge adjacent to each doorway at each end.	item	£	2,500	£ 2,500
3.4.4 False wall to rear of WC's for concealed cisterns.	15 sq m	£	185	£ 2,775
3.5 Internal doors and screens.				
3.5.1 Stores and WC entrances; framed ledged and braced oak doors; frames, ironmongery etc.	5 no	£	500	£ 2,500
3.5.2 NB cubicle walls included elsewhere.	item	included		included
4.0 Internal finishes.				
4.1 Wall finishes.				
4.1.1 Plaster to new masonry walls of kiosks; emulsion finish.	65 sq m	£	27	£ 1,755
4.1.2 Allowance for ceramic tiling to kiosks/stores; 300 high above worktops; PC £25/sq m supply.	4 sq m	£	39	£ 156
4.1.3 Floor to ceiling height ceramic tiling to lobby and WC's; allow PC £25/sqm supply (excluding back wall).	65 sq m	£	39	£ 2,535
4.1.4 Ditto; curved (narrow cut flat tiles); PC £25/sqm supply.	13 sq m	£	45	£ 585
4.2 Floor finishes.				
4.2.1 Quarry tile finish to all areas; PC £25/sqm supply.	58 sq m	£	38	£ 2,204
4.2.2 Perimeter upstand in quarry tiles (skirting); say..... 150 x 138.	74 m	£	10	£ 740
4.2.3 Paving to floor terrace included elsewhere.	item	included		included
			carried forward	£ 128,752

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	Approx Quantity	Unit	Rate	Total
4.3 Ceiling finishes.			brought forward	£ 128,752
4.3.1 Plasterboard and skim finish; emulsion.	58 sq m	£	27	£ 1,566
5.0 Fittings, furnishings and equipment.				
5.1 Mini golf kiosk - racking for balls / clubs etc and worktop to corner.	P/sum	£	1,000	£ 1,000
5.2 Refreshment kiosk - Howdens Joinery type worktops, floor and wall units.	P/sum	£	1,500	£ 1,500
5.3 Fridge / white goods etc.	item	excluded	excluded	
5.4 Stores - adjustable shelving.	2 no	£	350	£ 700
5.5 Cubicle system to male WC / female WC.	4 no	£	650	£ 2,600
5.6 Balustrading to roof - galvanised painted metal (subject to detailed design).	32 m	£	300	£ 9,600
5.7 Ditto; curved (subject to detailed design).	8 m	£	350	£ 2,800
5.8 Signage to WC's etc.	P/sum	£	500	£ 500
5.9 Signage to kiosks etc e.g. blackboards.	item	excluded	excluded	
5.10 Tables, chairs, parasols etc.	item	excluded	excluded	
6.0 Services.				
6.1 Sanitaryware.				
6.1.1 Belfast sink and taps to cleaners store.	1 no	£	300	£ 300
6.1.2 Sink and taps to golf kiosk.	1 no	£	300	£ 300
6.1.3 Disable WC package; back to wall; including grab rails etc.	item	£	2,000	£ 2,000
6.1.4 WCs - stainless steel; concealed cistern etc.	4 no	£	500	£ 2,000
6.1.5 Urinal; 1800 long approx; stainless steel including back wall.	item	£	800	£ 800
6.1.6 Baby changing - fold down plastic.	2 no	£	350	£ 700
6.1.7 Hand washes - Wallgate or similar including masonry nibs.	2 no	£	1,600	£ 3,200
6.2 Disposal installations.				
6.2.1 Above ground drainage installation (waste pipes etc).	58 sq m	£	16	£ 928
6.3 Water installations.				
6.3.1 Hot and cold pipework; electric heater in store.	item	£	1,500	£ 1,500
		carried forward	£	160,746

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	<u>Approx Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
6.4 Space heating .		brought forward		£ 160,746
6.4.1 Underfloor heating / convector heaters etc.		item	excluded	excluded
6.5 Ventilation systems.				
6.5.1 Extract ventilation to new WCs and kiosks.		item	£ 1,200	£ 1,200
6.6 Electrical installations (all subject to review once M&E specialist consulted).				
6.6.1 New incoming electric - separately metered.		item		BY OTHERS
6.6.2 Lighting and power - anti vandal strip lighting.	58 sq m		£ 85	£ 4,930
6.7 Fire protection.		item	excluded	excluded
6.8 Communication, security and control systems.		item	excluded	excluded
6.9 Builders work in connection with services (holes / chases etc).		P/sum	£ 500	£ 500
6.10 Testing and commissioning services.		P/sum	£ 350	£ 350
7.0 External works.				
7.1 Site preparation costs.				
7.1.1 Reinstating topsoil and seeding locally to new building.	25 sq m		£ 11	£ 275
7.2 Roads, paths and pavings.				
7.2.1 Paving to roof terrace - Portland stone (PC £80/sqm supply).	98 sq m		£ 140	£ 13,720
7.2.2 Banking to form rear access path; excavated material obtained from on site; compacted in layers.	40 cu m		£ 35	£ 1,400
7.2.3 Reinstating topsoil and seeding locally to rear access path banks.	60 sq m		£ 11	£ 660
7.2.4 Compacted gravel and gravel boards to rear access path.	15 sq m		£ 22	£ 330
7.2.5 Formation of front access to lobby - tarmac with concrete edging.	3 sq m		£ 30	£ 90
7.2.6 Hard landscaping in front of kiosks - tarmac with concrete edging.	26 sq m		£ 30	£ 780
7.2.7 Two flight of steps, path and handrail; right of refreshment kiosk leading up to rear roof terrace path).		P/sum	£ 3,000	£ 3,000
7.3 Planting.		item	excluded	excluded
7.4 Site furniture, equipment, signage, bollard lighting etc.		item	excluded	excluded
				carried forward £ 187,981

Lister Gardens, Lyme Regis - Proposed New Public Conveniences

Approximate Estimate	Approx Quantity	Unit	Rate	Total
7.5 External drainage.		brought forward		£ 187,981
7.5.1 Foul drainage; connection to localised system including manhole.	P/sum	£	750	£ 750
7.5.2 Surface water; outfall for Wavin drain.	item	included		included
7.6 External services.				
7.6.1 Provision of new incoming water and electricity; reinstatement.	P/sum			BY OTHERS
8.0 Facilitating works.				
8.1 Toxic / hazardous material removals.	item	excluded		excluded
8.2 Temporary diversion works (drainage etc).	item	excluded		excluded
8.3 Extraordinary site investigation works - archaeological watching brief etc.	item	excluded		excluded
9.0 Main contractor preliminaries.				
9.1 Management of staff, site establishment, security, safety, temporary works, cleaning, insurance etc (approx 11%).	say...	£	23,000	£ 23,000
10.0 Main contractor's overheads and profit.				
10.1 Main contractors overheads.	item	included		included
10.2 Main contractors profit.	item	included		included
11.0 Project design team fees.				
11.1 Consultant fees (Architect, Structural Engineer, CDM Co-ordinator, Building Control, Building Services Engineer, Investigations etc).	item	excluded		excluded
12.0 Risks.				
12.1 Design development risk.	P/sum	£	7,500	£ 7,500
12.2 Construction risk.	P/sum	£	7,500	£ 7,500
12.3 Employer change risks.	item	excluded		excluded
Budget Total				£ 226,731 *

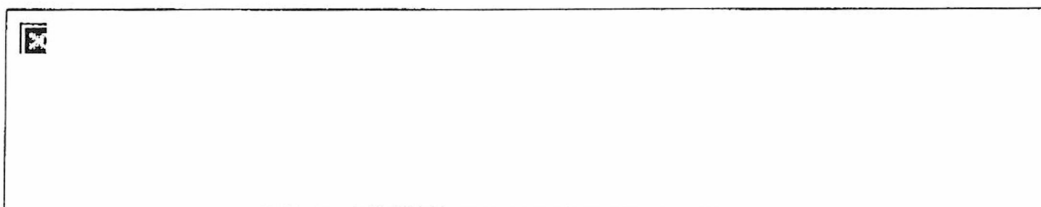
* Exclusive of the following:-

- 1) Items highlighted above as 'excluded' or 'by others'
- 2) Inflation
- 3) VAT

Cost saving options:-		SAVING
1) Natural render on blockwork in lieu of random blue lias stonework.		£ 25,000
or... Doubling stone in lieu of random blue lias stonework,		£ 10,000
2) Reconstituted stone plinth/eaves in lieu of stone.		£ 2,000
3) Reconstituted stone paving to terrace in lieu of Portland stone.		£ 8,000

Roger Hussey

From: Roger Hussey
Sent: 21 March 2017 15:05
To: 'works@lymerregistowncouncil.gov.uk'
Subject: Lister Gardens, Lyme Regis
Attachments: SK8.pdf; SK6.pdf; SK7.pdf



Dear Elliott,

Further to recent telephone conversations I am pleased to attach copies of our design drawings nos 09/31/SK1 - SK3 illustrating the scheme that was developed with the Council in 2009 for new public conveniences, combined with a mini-golf and refreshment kiosk, in the Lister Gardens.

In the third quarter of 2009 these proposals were costed at £226,731.00 excluding VAT with potential savings of £35,000.00 identified for rendered walls (in lieu of natural stone) and reconstructed stone paving/detailing (in lieu of natural stone), though at that time the Council were not keen to compromise on the quality of the finish.

Peter Gunning & Partners, professional quantity surveyors, who compiled those costings have advised that building costs have risen by some 36% since the third quarter of 2009.

The construction cost is therefore now likely to be in the order of £308,354.00 excluding VAT (£226,731 x 136%).

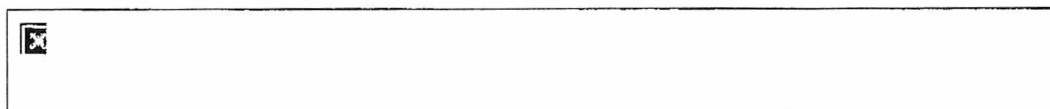
PGP have asked us to underline that this is a very broad brush way of adjusting costs for inflation. If the Council require cost certainty then we would recommend asking PGP to properly update their figures.

Do not hesitate to let me know if I can be of any further help.

Please acknowledge safe receipt.

Yours sincerely,

Roger Hussey



Committee: Town Management and Highways

Date: 26 July 2017

Title: Winter Boat Storage, Monmouth Beach Car Park

Purpose of Report

To inform members of a request from the harbourmaster to store boats on the western section of Monmouth Beach car park from 14 October 2017 until 29 March 2018¹

Recommendation

- a) Members consider a request from the harbourmaster to store boats on the western section of Monmouth Beach car park from 14 October 2017 until 28 March 2018
- b) Members consider if West Dorset District Council should be charged for this concession, determine how much the charge should be, and instruct the town clerk to give West Dorset District Council advance notice of this committee's recommendation to Full Council

Background

1. Until 31 March 2015, West Dorset District Council (WDDC) leased Monmouth Beach car park from the town council: ownership and management of the car park returned to the town council on 1 April 2015.
2. While the car park was leased to WDDC, the harbourmaster rented out the western section of Monmouth Beach car park for boat storage between 1 October 2015 and 1 April each year.
3. On 7 October 2015, the Full Council resolved: 'to enter into a licence agreement with West Dorset District Council to allow the harbourmaster to use the far-end of Monmouth Beach car park for boat storage between 1 October 2015 and 24 March 2016 (Maundy Thursday), and for the costs for the licence agreement to be met by West Dorset District Council.'
4. The town council did not levy a rental charge for the licence agreement.
5. The rationale for not charging WDDC was:
 - the town council needed to undertake further work to determine the use of assets on land it owns on-and-around Monmouth Beach car park
 - the council is committed to a working harbour in the town and a winter boat storage facility supports this commitment
 - this facility does not generate a significant sum of money for WDDC

¹ Good Friday is 30 March 2018. The last day of term for local schools is 29 March 2018.

- it wouldn't be cost effective for the town council to manage winter boat storage and the expertise lies with the harbourmaster
 - the far-end of Monmouth Beach car park is not heavily used between 1 October and 1 April each year so any income loss to the council is minimal
 - the council was considering its relationship with WDDC across a range of services and assets and the future of this facility can be incorporated in any wider negotiations.
6. On 7 September 2016, the WDDC request for winter boat storage and the charge which should be set was considered by this committee. This committee's recommendations were subsequently approved by resolution of the Full Council on 21 September 2017. The resolutions are detailed below for ease of reference:
- 'to approve the request from the harbourmaster to store boats on the western section of Monmouth Beach car park from 15 October 2016 until 1 April 2017'.
- 'to charge West Dorset District Council £3,500 including VAT to store boats on the western section of Monmouth Beach car park from 15 October 2016 to 1 April 2017.'
7. WDDC was invoiced but in early 2017 began to query the legitimacy of the town council's charge and refused to pay. Discussions took place with WDDC officers and they are now committed to paying the £3,500 charge. The harbourmaster has confirmed he authorised the invoice four to six weeks ago but payment hasn't been received by the town council.
8. To allow members to consider the harbourmaster's request for winter boat storage on the western section of Monmouth Beach car park for 2017/18, I have represented the information and assumptions provided to this committee on 7 September 2016.
9. The harbourmaster estimates approximately 20 boats are stored on the car park each year, from which WDDC derives an income of around £4,000. Each boat is charged @ £47.50 per metre: the harbourmaster informs me the number of boats and charges are unlikely to change materially although the number of bookings is slightly below where they were this time last year.
10. Inevitably, some car parking would occur during these months on the western section of Monmouth Beach car park. This can't be quantified exactly but I have produced some figures derived from assumptions: these are the same assumptions I provided members with on 7 September 2016.
11. The assumptions are: the western section of Monmouth Beach car park is 25% occupied during the October and February half-term school holidays and the Christmas school holiday (34 days); there are 10 days of exceptionally good weather during the 'winter season' which cause the car park to be 25% occupied; and on these days the car park is occupied between 10am and 4pm,

only. During the remainder of the ‘winter season’ the western section of Monmouth Beach car park isn’t used.

12. This totals 44 days and there are 70 spaces in the western section of Monmouth Beach car park.
13. Therefore, the total income the council would receive between 14 October 2017 and 29 March 2018 would be £5,544 incl. VAT²: excluding VAT, £4,620. Over five and a half months, this averages out at a gross income loss of £1,108 incl. VAT per month; £840 excl. VAT.
14. To provide some context, the maximum income that could be derived from the western section of Monmouth Beach car park is £358,680 incl. VAT (£298,900 excl. VAT) per annum: this would require every space to be occupied and paid for at £1.20 per hour between 8am and 9pm in the summer and 8am and 6pm in the winter. This equates to £29,883 incl. VAT (£24,903 excl. VAT) per month.
15. The new ticket machines installed at Monmouth Beach car park record income collected; this isn’t a precise reflection of usage of this section of the car park because customers can pay at any ticket machine on Monmouth Beach car park and we have had issues with the card reader on the ticket machine on the western section of the car park.
16. The income received by the ticket machine in the western section of the car park during the financial year 2016/17 was:

	£ incl. VAT	£ excl. VAT
April	1,489	1,241
May	4,106	3,421
June	4,076	3,397
July	8,977	7,481

17. Compared to monthly income for the period April-July, an assumption of a gross income loss of £5,544 (£4,620 excl. VAT) for the period 14 October 2017 – 29 March 2018 seems reasonable.
18. Any agreement entered into between the town council and WDDC will be covered by a licence agreement.
19. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

² The charge to customers includes VAT which the council has to pay to HMRC. The income exclusive of VAT is the income which is available for the council to spend.

Committee: Town Management and Highways

Date: 26 July 2017

Title: A Request to Launch Personal Watercrafts from Monmouth Beach

Purpose of Report

To allow members to consider a request to launch personal watercrafts from Monmouth Beach

Recommendation

Members consider the request to launch personal watercrafts from Monmouth Beach

Background

1. On 12 July 2017, the town clerk received a letter from Neil Martin and Patrick Carter requesting consent to launch personal watercraft (PWC) from Monmouth Beach, **appendix 10A**. They propose using matting over the beach which would lead to a buoyed area indicating safe access to the sea.
2. Attached to this letter is a copy of a letter from Neil Martin and Patrick Carter to the harbourmaster dated 8 June 2017, **appendix 10B**. This letter details the arrangements which would be put in place if consent was given to launch PWCs from the harbour.
3. The letter also refers to a previous request made to West Dorset District Council (WDDC) on 3 November 2016, which was rejected.
4. The control measures detailed in the letter of 8 June 2017 would help regulate an activity that occurs without consent.
5. However, there are other considerations. These include the appropriateness of introducing the use of PWCs in to an area used for bathing and sailing, and the possibility that regulated activity will increase unregulated activity and noise.
6. In addition, Natural England may have a view. In 2016, Natural England contacted the town council about a construction below the power boat club used for the launching of PWCs and the impact of the use of PWCs in this location.
7. At that point in time, Natural England informed the town council it would approach the power boat club about this matter: Natural England would then take action against the town council as the land owner if the power boat club failed to act.
7. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

APPENDIX 10A

Patrick Carter
23 Henley Rise
Shepton Mallet
BA4 4AW

patrickcarter80@btinternet.com

Mobile 07702 184452

Neil Martin
1 Wetherby Court
Downend
Bristol
BS16 6SN

neil@exhibitions-displays.co.uk

07899 927279

Mr G Forshaw MBE
The Harbour Master's Office
The Cobb
Lyme Regis
Dorset
DT7 3JJ

8th June 2017

Dear Grahame

Following the letter dated 3rd November 2016 (copy attached) we are representing a group of individuals who are exploring the possibility of Lyme Regis Harbour becoming an approved area for launching and recovering PWCs, (for the purpose of this letter we will call ourselves LRPWC users) and we have compiled a list of suggestions, for approval by the Harbour Master, to support our proposal for launching PWCs from the harbour in Lyme Regis.

It is suggested that a permit system be put in place, and that a fee be charged for launching craft, on a daily, weekly or seasonal basis. The permit would signify the Harbour Master's specific permission to use a PWC within the limits of a list of regulations which are listed below:

- PWC owners are required to have an RYA PWC qualification
- All PWCs must be data tagged and the registration number displayed on the craft and clearly visible at all times
- PWCs will not be permitted to launch without valid and appropriate insurance
- PWCs may only be launched through the harbour, at idle speed, and must exit seaward until clear of breakwater and then head West towards Pinhay Beach.
- PWCs may not be used in any zoned bathing areas and must not cause unnecessary wash to other categories of water users, and must be courteous and observant at all times.
- PWCs must collect other riders from Monmouth Beach using an area demarked by buoys
- Children aged between 12 and 16 may only use a PWC under the direct supervision of a responsible adult, who is on the same craft. Under 12s may not use a craft.
- All users must wear a PFD
- Infringement of these regulations could result in withdrawal of the permit

The group would also like to be able to have the use of the pontoon to temporarily dock their craft and to exchange riders. Should you wish they would adhere to the use of a suggested area. Should this permission be granted this point would be added to the list of regulations above.

APPENDIX 10B



Patrick Carter
23 Henley Rise
Shepton Mallet
BA4 4AW

patrickcarter80@btinternet.com
Mobile 07702 184452

Neil Martin
1 Wetherby Court
Downend
Bristol
BS16 6SN

neil@exhibitions-displays.co.uk
07899 927279

Mr J Wright
Town Clerk
Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

6th July 2017

Dear Mr Wright

We are representing a group of individuals who have been exploring the possibility of Lyme Regis Harbour becoming an approved area for launching and recovering PWCs and we set out proposals to the Harbour Master for approval. I have attached a letter to Mr G Forshaw which gives details of this. Unfortunately, our proposals have been rejected by West Dorset Council.

The Harbour Master has suggested, that as an alternative, we could ask your permission to launch PWCs across Monmouth Beach, using matting which would lead to a buoyed area. The buoys would indicate safe access from that area out to sea, and also for the return journey. Once the PWCs have been launched the Harbour Master has agreed that we can leave the trailers in the trailer park.

We are a sensible group of people and as you can see from our letter to the Harbour Master we are seeking to achieve a managed and safe system for launching and using PWCs. We would be happy to abide by any suggested guidelines you may have, and it may be that you would like users to comply with some of the regulations suggested to the Harbour Master.

We would be very grateful for your comments regarding this and we would be happy to meet with you if you feel that would be appropriate.

Yours sincerely

A handwritten signature in black ink, appearing to be "Neil Martin".

Neil Martin

A handwritten signature in black ink, appearing to be "Patrick Carter".

Patrick Carter

The group would need direction as to where the PWC trailers can be parked during usage.

Once the regulations are agreed we will issue them to the rest of the interested group and get signatures from them to indicate compliance. We will also collect the necessary documentation, insurance details, and proof of RYA PWC qualification. An agreement should be put in place that anyone who launches a PWC, with the permission of the authorities, and who is not part of the group, is not representative of them.

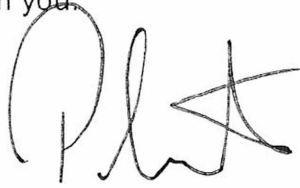
Please could you let the group know if you have any further advice to add to the regulations so that they can be amended. Would it be possible to agree a date when this suggested system could commence so that we could get this underway for the 2017 season?

We look forward to hearing from you.

Yours sincerely



Neil Martin



Patrick Carter (both representing LRPWC group)

Committee: Town Management

Date: 26 July 2017

Title: Cleaning of Marine Parade Toilets

Purpose

To inform members of the current arrangements for the cleaning of the town council's toilets and consider directly employing cleaning staff

Recommendations

Members note the current arrangements for the cleaning of the town council's toilets and consider directly employing cleaning staff

Background

1. Members have asked for a report to be brought to this committee to review the current arrangements for the cleaning of the town council's toilets and to consider alternative arrangements
2. The town council has a contract with Glen Cleaning for servicing its toilets at Marine Parade and Candles on the Cobb Pavilion.

The Glen Cleaning Contract

3. The town council's decision to enter into a cleaning contract with Glen Cleaning was made because of the unsatisfactory performance of the previous contractor, Universal.
4. The town council's toilet servicing contract with Glen Cleaning commenced in April 2011 and was negotiated on the back of a tendering exercise undertaken by Dorset Procurement on behalf of West Dorset District Council (WDDC) and Weymouth and Portland Borough Council (W&PBC). WDDC entered into a three-year contract with Glen Cleaning and the town council entered into a rolling one-year contract. To end the contract, the town council had to give three months' notice.
5. In 2015, WDDC ended their toilet servicing contract with Glen Cleaning and entered into a toilet servicing contract with Churchill. Lyme Regis Town Council were not party to this contract.
6. To ensure continuity of service, Lyme Regis entered in to a separate contract with Glen Cleaning. Glen Cleaning is contracted to clean, replenish consumables, open and lock the Marine Parade toilets and the Candles on the Cobb pavilion toilets.

7. The Marine Parade toilets have two frequencies of cleans:
 - 6.1 From 31 October to the start of the schools' summer holidays, the Marine Parade toilets get an intensive clean at 7am and the toilet is opened, a check clean at 11.45am, a check clean at 3.45pm: the toilets are locked at approximately 8pm.
 - 6.2 During the six to seven-week period of the schools' summer holidays, there are six cleans a day; in addition to the above, the toilets receive three further check cleans at 1.30pm, 2.45pm and 6.25pm: the toilets are locked at approximately 9.45pm.
7. In addition, the contract with Glen Cleaning includes a deep clean jet wash of the toilets before the beginning of the schools' summer holidays and one further deep clean jet wash, when required.
8. The Candles on the Cobb Pavilion also has two frequencies of cleans:
 - 8.1 From 31 October to the start of the schools' summer holiday, the Candles on the Cobb Pavilion get one intensive clean at 8.40am and the toilet is opened: the toilet is locked at approximately 7.30pm.
 - 8.2 During the six to seven weeks of schools' summer holidays, there is one intensive clean at 8.40am and the toilet is opened, one check clean at 4.10pm and the toilet is locked at approximately 8.30pm.
9. An intensive clean consists of mop, full wipe down of cubicles, replenish of consumables, litter, clean toilets and urinals. It takes approximately 30 minutes.
10. A check clean consists of replenish of consumables, mop, litter, clean and flush toilets and urinals. It takes approximately 20 minutes
11. The cost of this contract is £1,037pm, plus the cost of toilet rolls. The cost increases to the equivalent of £1,946pm, plus the cost of toilet rolls, for the six weeks of the school summer holidays. The total annual contract cost is c. £14,000.

Directly Employ a Cleaner

12. Glen Cleaning provides 1,624 toilet cleans a year at both locations (322 days at three cleans a day, 42 days at six cleans a day at the Marine Parade and 322 days at one clean a day, 42 days at two cleans at the Candles on the Cobb pavilion) and lock both locations. This works out at just under £7.50 per clean and with each clean taking around 20 minutes, a total time spent cleaning our toilets is 541 hours: an hourly rate of c.£26.00.

AGENDA ITEM 11

13. If the town council employed a cleaner at a gross hourly rate of approximately £10.90, in theory, the same service could be delivered for approximately 40% of the cost (541 hours @ £10.95 = £5,897).
14. However, delivering the service would be problematic. With up to four cleans a day, spread out between the hours of 7.45am and 6.20pm, 365 days a year, this job is unlikely to appeal to one person; it's too disruptive. Moreover, cover would be required for time off, holidays and sickness. In addition there would during the peak summer season be a need to see cleaning carried out beyond 6.20pm meaning either an additional person or overtime being paid.
16. In reality, a bank of two to four workers would be required to clean the toilets. This bank of staff would need to be managed and contingency arrangements would have to be put in place for short-notice absences.
17. We do also employ external contractors to clean the office, Guildhall, beach hut kitchen and room 1A, as well as a window cleaner for the offices, Jubilee Pavilion, Guildhall and five bus shelters at a cost to the council of c£8k per year. These functions could be combined.
18. In addition, the external works team spend at least two hours' per week cleaning the shelters at a cost of £1,100 per year.
20. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Event Safety

Purpose

To inform members of an events' safety seminar attended by the town clerk on 14 June 2017

Recommendation

Members note the report

Background

1. On 14 June 2017, the town clerk attended a seminar on event safety held at Bournemouth University; the event was organised by Dorset Police.
2. The seminar dealt with the safety measures event organisers should consider to reduce the likelihood of a terrorist attack.
3. Attached, **appendix 12A**, is guidance issued at the seminar. This information has been circulated to 2017 event organisers.
4. In addition, the mayor and town clerk met with Inspector Wood from Dorset Police on 15 June 2017. At that meeting, the town clerk said he intended to organise a meeting of event organisers at the end of this season and the police indicated they would attend that meeting to offer guidance on security.
5. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Red Arrows Visit to Lyme Regis 2017

Purpose of Report

To inform members of the arrangements for the RAF Red Arrows visit to Lyme Regis on 10 August 2017

Recommendation

Members note the report

Background

1. The Red Arrows has been visiting Lyme Regis since 1973; originally as part of the Regatta and Carnival programme and more recently as part of Lifeboat Week.
2. Up until 2015, these visits were at no cost, mainly in recognition of the search and rescue work undertaken by the RNLI. In September 2015, the Red Arrows announced it could no longer visit Lyme Regis free-of-charge.
3. In response to this announcement, the View From Lyme Regis newspaper launched a 'Save the Arrows' campaign to raise funds to secure a visit from the Red Arrows in 2016.
4. To support the campaign, on 7 October 2015 the Full Council approved a resolution to underwrite the cost of bringing the RAF Red Arrows to Lyme Regis up to a cost of £15,000.
5. On 21 September 2016, the Full Council approved an application to bring the RAF Red Arrows to Lyme Regis in 2017¹ and approved the underwriting of the event up to a sum of £15,000.

Report

6. The town clerk has met with the chairman of the campaign group who has confirmed the event is fully funded.
7. The RAF Red Arrows will visit Lyme Regis at 6.15pm on Thursday 10 August 2017; this is during Regatta and Carnival Week.
8. Collections made during the day will be divided between next year's Red Arrows' funding campaign and those organisations participating in Community Week.

¹ Although the event is funded through a campaign, the town council is the event organiser.

AGENDA ITEM 13

9. The town clerk has met with an organiser of Regatta and Carnival Week and an event management plan will be signed off before the event.
10. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Request for Alfresco Seating Outside The Bay Restaurant, Marine Parade

Purpose of Report

To inform members of a request for Alfresco Seating outside The Bay Restaurant Marine Parade

Recommendation

Members consider the request for Alfresco Seating outside the The Bay Restaurant Marine Parade

Report

1. The council has received the request from the new owners of The Bay (formerly By The Bay) restaurant for permission to site tables and chairs for alfresco dining on that section of the Marine Parade immediately adjoining the restaurant.
2. This would be in addition to the raised outdoor seating area which is already the subject of a separate licence with the council.
3. Marine Parade is relatively narrow at this point but it would appear possible to maintain the minimum width required for emergency access (3.3m) in addition to one row of tables.
4. More detailed information will be reported verbally at the meeting following further discussions with the new owners of the restaurant.
5. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Mark Green
Deputy town clerk
July 2017

Committee: Town Management and Highways

Date: 26 July 2017

Title: Request for use of Candles on the Cobb Pavilion

Purpose of Report

To inform members of a request for the use of the Candles on the Cobb Pavilion at Anning Road playing field

Recommendation

Members consider the request received from Mrs S. Larcombe for the use of the Candles on the Cobb Pavilion at Anning Road playing field

Report

1. The council has received the request attached, **appendix 15A**, about a proposal for the use of the Candles on the Cobb pavilion.
2. The council has previously turned down an approach for the commercial use of the pavilion but this request is different in that it raises money for local organisations and provides for the cleaning of the toilets and kitchen.
3. Members are requested to consider how to respond to the request.
4. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Mark Green
Deputy town clerk
July 2017

Shelley Larcombe
16 Lyme Close
LYME REGIS
Dorset DT7 3DE
Telephone: 01297 444611
E Mail : shelleyrobbins@btinternet.com



John Wright,
Town Clerk,
Lyme Regis Town Council,
Guildhall Cottages,
Church Street,
LYME REGIS,
Dorset DT7 3

22nd May 2017

Dear Town Clerk,

Living as close as I do the Annings Road Playing Fields and often going there with my family and friends it is very noticeable that often the Playing Field toilets are closed and there is no where for children or adults to get a drink.

In view of this I would be more than willing to take on selling drinks and ice creams in exchange for keeping the toilets and kitchen clean. They often, are not. The money raised could be divided between organisations that express a view to help with a Rota system; I have already talked to many who have shown an interest.

I would be happy to be the key holder and take care of the Rota. I do understand that other organisations such as the under 14's Footballers use the pitch and facilities and our rota would of course fit in with those already using the field and pavilion.

I along with Sean run a very successful Cleaning Company and would be more than happy to ensure the toilets were clean and open on a regular basis. I believe it is important for everyone to access the toilets and to be able to obtain a drink when necessary. A small freezer could easily be installed for ice-creams and I feel this would be a win-win situation for the residents, the visitors and the council.

I realise there may be things to discuss regarding this venture and I look forward to hearing from you to enable us to take this project forward.

I have spoken to Cllr Cheryl Reynolds who is Chair of Tourism, Community and Publicity who thinks it is a great idea that should be pursued.

Kind Regards

Shelley Larcombe

Complaints and Incidents Summary – April, May, June, July 2017

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
994	2/5/17	Pothole near pay machine	Woodmead Halls car park	2/5/17	LRTC	Maintenance attending
996	15/5/17	Tree branch sawed/broken	Cemetery	Ongoing	LRTC	Barry attending
997	22/5/17	Bricks out of wall	Woodmead Halls	Ongoing	LRTC	MG
998	22/5/17	Handrail loose	Shelters – bottom of steps	22/5/17	LRTC	Maintenance
999	23/5/17	Japanese knotweed growing	Between Gully and river	Ongoing	LRTC	Barry
1000	24/5/17	Treet has a lot of dead wood in which needs removing	Cemetery nr 2 Fairfield Park	24/5/17	LRTC	Barry
1002	26/5/17	Button on beach showers stuck	Beach	26/5/17	LRTC	Maintenance
1003	26/5/17	Missing tiles on roof of chapel	Cemetery	26/5/17	LRTC	Maintenance
1003	26/5/17	Banners missing from poles at shelters	Marine Parade	26/5/17	LRTC	Maintenance
1005	24/5/17	Fence bowed & post rotted	Back of playpark @ Henrys Way	Ongoing	LRTC	Maintenance repaired
1006	30/5/17	Graffiti	Hut in Langmoor	30/5/17	LRTC	Maintenance
1007	1/6/17	Key for fire hydrant missing	Top of Bowling green steps	1/6/17	LRTC	New key on order
1008	1/6/17	Step loose	Mini golf hut	1/6/17	LRTC	Maintenance
1009	6/6/17	Awning next to shop has snapped	Next to Boylos	6/6/17	LRTC	Maintenance attended straight away
1016	21/6/17	Barbara Austin's tree covered with brambles	Gardens	Ongoing	LRTC	Barry
1018	27/6/17	Marine Parade disabled toilet flush button loose	Marine Parade	27/6/17	LRTC	Mark T
1019	3/7/17	Lights too bright and on too early/late	Monmouth Beach overflow car park	3/7/17	LRTC	Mark T
1021	10/7/17	Seagull attack	Sandy beach	10/7/17	LRTC	Ongoing
1024	17/7/17	Damaged concrete – trip hazard	Cart Road	16/7/17	LRTC	Maintenance

Complaints and incidents dealt with by West Dorset District Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
987	13/4/17	Japanese knotweed growing	New walkway	13/4/17	WDDC	TSHLP7181
989	13/4/17	Toilet blocked	Monmouth Beach car park	13/4/17	WDDC	Reported online
992	21/4/17	Wooden signpost fallen down	Church Cliff walkway to Charmouth Road car park	21/4/17	WDDC	Maintenance attending
997	2/5/17	Dog fouling	Marine Parade	29/4/17	WDDC	Dog warden will patrol
1001	25/5/17	Filters on ceiling encrusted black & caked in mess	Monmouth Beach toilets	Ongoing	WDDC	Reported online & passed to Churchills by WDDC
1003	26/5/17	Monmouth beach toilets a state	Monmouth Beach car park	Ongoing	WDDC	Assets team
1004	26/5/17	Footpath dirty - maggots	Broad Street	26/5/17	WDDC	Member of team attended

Complaints and incidents dealt with Dorset County Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item Reported to:	Reference:
997	29/4/17	Cars driving along promenade too fast	Cart Road	Ongoing	Highways	Simon Roberts
1010	7/6/17	Sewage smell bad	Quality Corner, Broad Street	Ongoing	Highways	1078572
1011	9/6/17	Grass needs cutting	Fairfield Park	Ongoing	Highways	1078664
1012	13/6/17	Oil/diesel spill	Silver St	13/6/17	Highways	Already reported and someone en route
1015	20/6/17	Vans parking on both sides of road on pavement – obstructing pedestrians	Church St near the London Inn	20/6/17	Highways	Coming to investigate

AGENDA ITEM 16

1020	4/7/17	Diesel spill	Bridge Street	4/7/17	Highways	1080292
1023	13/7/17	Bollard has been removed & pavement hasn't been levelled	Broad Street outside Weldmar	13/7/17	Highways	1081026

Complaints and incidents dealt with by other authorities

No.	Date	Incident?	Where?	When did it occur/ When noticed?	Item reported to:	Reference:
986	12/4/17	Escape hatch hinges not working properly – hatch keeps springing open	Theatre square	10/4/17	SWW	4650253
990	18/4/17	Wheelie bins/recycling boxes being left here instead of returned to properties in Coombe St	St George's Court	Ongoing	DWP	Emailed Mike Haines
991	19/4/17	Injured badger	Lister Gardens	19/4/17	RSPCA	Came to investigate/collect
993	2/5/17	Street light not working	Staples Terrace	2/5/17	Dorset PFI Lighting	Reported online
995	12/5/17	Street light not working – meant to be fixed already	Cadet hut area	Ongoing	SSE	M street lighting? Passed to MG 24/5/17
1013	14/6/17	Wall has graffiti on it	Bowls Club	14/6/17	Bowls Club	Made aware
1017	27/6/17	Hazard sign torn out of wall by double decker bus	Antonios Trattoria	19/6/17	Restaurant and police	-
1022	13/7/17	Light on all the time	Behind Bowling Green	Ongoing	SSE	Online
1025	17/7/17	Cart Road light on in daytime (no. 14M72)	Cart Road	16/7/17	SEE	Online
1026	17/7/17	Dangerous fly tipping	Badger steps	13/7/17	DWP	Reported by complainant

Committee: Town Management and Highways

Date: 26 July 2017

Title: Repairs to Guildhall Cottage

Purpose of Report

To inform members about various repairs required to Guildhall Cottage and the potential financial implications

Recommendation

Members note the various repairs required to Guildhall Cottage and the potential financial implications

Report

1. Very little routine maintenance has taken place to the council offices at Guildhall Cottage in the previous 5 years or more.
2. During recent heavy rain, a bad water leak was experienced into the office occupied by the town clerk. This also coincided with a partial failure of the lighting circuit in various rooms within the building.
3. Subsequent investigation has identified a fault with the flat roof above the town clerk's office which will require temporary works to address the immediate problem. A more permanent repair will be required in the slightly longer-term, which will almost inevitably require scaffolding to be erected with the resultant closure of Church Street.
4. Further inspection of the outside of the offices has identified a number of other issues which need to be addressed in the short-term, including missing or damaged slates, failed weather boarding and a length of collapsed guttering.
5. Quotes are being obtained for the various works and the cost is likely to be several thousand pounds in total.
6. A more detailed report will be brought back to the next meeting but the temporary works to fix the water leak above the town clerk's office will need to be proceeded with as soon as possible and will be dealt with as operational property maintenance.
7. These issues highlight the need for a proper asset management plan, together with a detailed action plan setting out investment in the council's assets.

AGENDA ITEM 17

8. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Mark Green
Deputy town clerk
July 2017