



Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

Report Number	15-2022	Date	20.04.22
Report Type	Public	Meeting	F&GP Committee
Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	Town Hall Sustainability and Regeneration		

Summary

The Town Hall is a large Victorian building at the entrance to Brixham. However, its presence is understated with many residents walking past having little knowledge of what is on offer inside the building.

This report details what is being done now, what is in the planning stage and ideas on what could be done to meet the objectives for the Town Hall to:

1. Change people's concepts of the building and become a prominent structure in the Town.
2. Reduce unnecessary expenditure.
3. Increase income.

Recommendation

That the Town Council appoint Le Page Architects to carry out the works as detailed in this report.

Supporting Information

Income

Room	2021/22 Budget	2021/22	Actual 2018/19	2022/23 Budget
Scala Hall	£0.00	£8,932.15	£18,854.83	£8,000.00
Offices & Meeting Rooms	£8,552.00	£20,022.11	£20,403.50	£18,000.00
Old Market Hall	£18,000.00	£18,000.00	£18,000.00	£18,000.00
Theatre	£6,000.00	£6,357.00	£0.00	£6,000.00
Function Room	£7,448.00	£8,214.00	£5,490.00	£10,000.00
Foodbank	£0.00	-£328.00	£2,000.00	£0.00
	£40,000.00	£61,197.26	£64,748.33	£60,000.00

Expenditure

	2021/22 Budget	2021/22	Actual 2018/19	2022/23 Budget
H&S / Fire Prevention / Scheduled Inspections	£4,000.00	£1,927.98	£9,422.18	£4,500.00
Insurance	£5,514.00	£5,162.18	£3,025.90	£5,600.00
Rates	£10,800.00	£2,738.26	£5,640.00	£12,000.00
Repairs & Renewals	£22,500.00	£27,860.89	£21,787.66	£8,500.00
Service Level Agreement	£4,100.00	£2,677.83	£37,121.84	£4,500.00
Utilities	£26,500.00	£15,564.60	£19,046.13	£30,000.00
Facilities Manager Salary	£26,069.96	£23,210.23	Included in SLA	£26,069.96
	£99,483.96	£79,141.97	£96,043.71	£91,169.96

Profit / Loss

	2021/22 Budget	2021/22	Actual 2018/19	2022/23 Budget
Income	£40,000.00	£61,197.26	£64,748.33	£60,000.00
Expenditure	£99,483.96	£79,141.97	£96,043.71	£91,169.96
Profit / Loss	-£59,484.00	-£17,944.71	-£31,295.40	-£31,169.96

Expenditure: Can we make savings?

What are we doing now?	Outcome
Only known expenditure has been budgeted for 2022/23	Money has been set aside in ear marked reserves for unknown expenditure and redecoration
Town Hall boilers have been replaced	New boilers are more economical and efficient
Monitoring heating and reducing rooms to a low temperature when not in use	The monthly gas bill has been reduced from £1,999 (February 2022) to £1,005 (April 2022).
Monitoring waste bins to reduce misuse	During a spot inspection, following an increase in charges due to bins being overweight, it was noted that not all general waste was been generated from the Town Hall environment. Bins are now regularly inspected and tenants / hirers are reminded that only waste / recycling that has been generated at the Town Hall should be disposed of in the bins provided.
<p>Dual bins are provided in the Function Room and Scala Hall to encourage recycling.</p> <p>The 1100 litre bins have been changed from:</p> <ul style="list-style-type: none"> • <u>from</u> 2 x General Waste and 1 x Recycling • <u>to</u> 1 x General Waste and 2 x Recycling 	<p>Following on from the above item, general waste has been reduced and all tenants / hirers are encouraged to recycle as much as possible.</p> <p>By changing the bin ratio, this has made an average annual saving of £312.</p>
Encouraging tenants and hirers to reduce waste so that weekly collections can be reduced to fortnightly collections.	If this can be achieved, this will make an average annual saving of £156
With the resignation of the Facilities Manager it enabled the Council to have a staff restructure. A part time caretaker will be employed and responsibilities such as dealing with contractors etc have been reassigned to an existing member of staff whose role has been promoted to Office Manager.	The average annual saving for the Caretaker position is £10,613.

What is in the planning stages?	Timescales
Develop a maintenance programme of work to support budget planning	One to two months for current financial year Six months for next financial year
Replace remaining bulbs to LED	Bulbs will be replaced as and when required
Replacing / upgrading windows and doors Effect: preventing heat loss by minimizing air leakage	First phase of works to commence within 12 months. However, Town Council to agree phases once there is a greater understanding of costs.

What else can we do?	Outcomes / Timescales
Encourage Council staff / tenants / hirers to dress appropriately for the weather	Outcomes: <ul style="list-style-type: none"> • Less reliance on high room temperatures. • Replacement / refurbishment of windows and doors to reduce draft and retain heat will also help. Timescale: Ongoing
Encourage Council staff / tenants / hirers to keep doors and windows closed during months where heating is on (COVID permitting)	Outcomes: Reducing heat loss Timescale: Ongoing
Turn off lights and appliances when not in use	Outcomes: Maintaining reasonable electricity bills Timescale: Ongoing
Improve roof insulation	Outcomes: Preventing too much heat from entering in warmer months and losing too much heat in colder months. Timescale: Clerk to investigate possible grants and seek advice on correct level of insulation. To be factored into phased regeneration programme.
Fit thermal soft furnishings for windows and doors	Outcomes: Preventing heat loss and helping with acoustics in larger rooms. Timescale: will be built into maintenance programme.

Income: Can this be increased?

What are we doing now?	Outcome
Research shows that the Town Council is competitively priced for room hire, based on the current décor / facilities	Average annual increase = £0
Rent reviews are due for two tenants	To be discussed under item 16 of the agenda.

What are we doing now?	Outcome
Advertising the Scala Hall on a regular basis on all social media platforms, website and in Brixham Signal	<ul style="list-style-type: none"> In 2018/19 the income was £18,855, this included £15,000 income from the Pannier Market. Therefore the income for the adhoc hiring was only £3,855. For 2021/22, the income was £8,932. This is an increase of £5,077 on adhoc hiring.
<p>The Town Council charges hirers if they:</p> <ul style="list-style-type: none"> require the Caretaker to set the room up 20% of the booking fee to support the PRS license if they play music 	<ul style="list-style-type: none"> All reasonable charges are considered by the Town Council when agreeing the fees.
Table top sales have been held in November and February and have been well received by stallholders and market visitors. Three further markets have been planned for April, May and June.	<p>There is a small amount of administration involved. However, stallholders are charged £10 per table with the average income for each market being £200. For comparison, the Town Council would normally charge £90 for the hire of the room for the same period of time.</p> <p>The income for the markets in May and June are currently at £100 each.</p>
Introduction of floral displays in summer season.	Visual improvement on the external elevations of the Town Hall.
<p>With areas of the Town Hall looking tired, there is little respect for the building. The Town Council is working to overcome problems such as:</p> <ul style="list-style-type: none"> Hirers and tenants sticking things to floors, doors and walls Dragging chairs and tables across the floor 	Improve tenant and hirers respect / appreciation of the building

What is in the planning stages?	Timescales
Changing Scala door from basic fire door to glass door	First phase of works to commence within 12 months. However, Town Council to agree phases once there is a greater understanding of costs.
Removing redundant fire escape on Scala elevation	
Changing Scala obscure glass to clear glass windows	
Rebrand the Town Hall	
Improve external signage and lighting	
Developing a rolling programme of redecoration	One – two months for current financial year Six months for next financial year

What else can we do?	Outcomes / Timescales
<p>Make rooms more attractive to hirer by</p> <ul style="list-style-type: none"> ○ Improving technology on offer ie sound system, hybrid facilities, pull down large display screen ○ Improve acoustics ○ Upgrade furniture ○ Refurbish floor covering ○ Improve soundproofing between Scala and Theatre 	<p>By out carrying these improvements, the Town Council can increase the income revenue by offering;</p> <ul style="list-style-type: none"> ● Wedding packages ● Conference / exhibition / seminar packages ● Party packages
<p>Continue to make improvements to the external areas of the building by introducing winter floral displays, for example</p>	
<p>The Town Council appointing either a Designated Premises Supervisor (DPS) or a Designated Management Committee for the sale of alcohol on the premises (associated to the Council and not to tenants).</p> <p><i>Please note: It should be noted that whilst a DPS does not need to be present for every event, they still have a legal responsibility and must be easy to contact by the Licensing Authority and ensure that all staff are trained on alcohol laws</i></p>	

Factors for Consideration

After the Boscastle flooding in 2004, the Environment Agency carried out an assessment of towns with similar water courses to Boscastle. Brixham was identified as a town that will have a flood – it's just a matter of when.

The town centre roads at risk of a flood are Fore Street, New Road and Bolton Street. At the central junction to all three of these roads is the Town Hall, which therefore means that the Town Hall is at risk of a flood, where water "is likely to pond and get deep".

The Town Council's insurance provider will not insure the Town Hall for flooding.

When regenerating the Town Hall, flood mitigation should be considered.

Concerns are:

- Main fuse board is currently located at/below ground level
- Old Police House boilers are at ground level
- Electric sockets in ground floor rooms such as the Scala are at low level
- Gas and electric meters are at ground level

Town Hall Regeneration

As part of the regeneration works, the F&GP Committee agreed the following quote criteria. This phase of the works is focused on the external elevations of the Town Hall, broken down into phases, depending on costs. It is envisaged that the phases will be as follows:

Phase one Scala elevation
Phase two Front elevation
Phase three Remainder of building

The Town Council approached three architects via the RIBA site and three local architects, from these we received two quotes and they are outlined below.

Quote Criteria

Background

Built in 1886, Brixham Town Hall is a community building playing a key role in the public life of Brixham during its 135 years. The Town Hall is a Grade II Listed Building and lies within the Brixham Town Conservation Area. It is a building of significant heritage value and currently provides space for the Town Council and a number of community organisations and the Theatre. However, in recent years, the building has become less visible in the eyes of the community.

Brixham Town Council plans to regenerate the whole building and it is expected that the successful architect for phase one will continue to work with the Council on the larger regeneration.

Specification

This phase of the work is concentrated on the external façade of the building and the Town Council is seeking an architect with the relevant skills and capability in heritage and conservation projects to produce a detailed programme of works which should include indicative costs and statutory consents. The architect will also be expected to project manage.

The works include:

- Repair / replacement of all the windows and doors
- Removal of redundant fire escape (Scala Hall elevation)
- Reinstatement of a fire door to a window at second floor (Scala Hall elevation)
- Replace building signage and lighting
- Stone cleaning and repointing
- Reinstate external balcony
- Repositioning flag pole
- Relevant consent to support the repair work to the rear access lane

Visiting the Town Hall

It is anticipated that you will want to visit the Town Hall to view the condition of the building and get an appreciation on the quantity of work. Please contact Brixham Town Council to arrange a mutually convenient appointment.

Quotes

Le Page Architects

Approached because they met the Council's briefing in accordance to the RIBA website.

Please Note: These architects have been employed by the Town Council in the past for the residential properties at the rear of the Town Hall. They provided guidance during the Business Planning stage, ensuring that the place planners considered current regulations.

They have a wealth of photographic and tactile records following their work with us and advised that they did not need to visit the Town Hall. They have provided a fixed lump sum fee proposal, following the Council's schedule brief which are RIBA Stages 1-3. They specialise in restoration / conservation, re-use and enhancement of historic fabric and surroundings.

Their quote includes for necessary sub-consultants, each of which will form part of their bid team to deliver the project and are proposing a completed project in September 2023.

Full details of their quote is provided in annex one of this report.

Total quoted £11,845 plus vat and expenses.

BBH Chartered Architects

Approached because we were aware of their experiences with listed and historical buildings.

Please note: for transparency, the Town Clerk worked for BBH a long time ago when they had a Torquay office. However, the three original founders of the company (who she would have worked for at the time) are not actively involved in the business operations of the company.

BBH have quoted on an hourly rate basis for RIBA stages 1 & 2 and have estimated their fees based on the following works.

1. A measured survey of the property – as mentioned, due to the scale of the property we would require the services of a specialist survey team to provide full plans and elevations of the building (not including the modern rear block). We would recommend Tor Surveys or Centreline Surveys for this, whom we both work with regularly and provide good service for a reasonable fee. This fee is to be confirmed by and would be due to the survey company direct, although BBH would undertake all liaison with the selected surveyors.
2. Once BBH have the measured survey we would propose to meet with the Town Council on site with the drawings to hand to walk round and confirm all elements of work required alongside discussing your / our initial thoughts for new signage, lighting, etc. Following the meeting we would prepare initial proposal drawings depicting these works for discussion. Please note our fee below includes for one meeting at this stage of proceedings.
3. Once the initial proposal drawings are complete we would propose a further meeting at the Hall to present the drawings and to discuss any alterations or additions to the initial scheme. Please note our fee below includes for one meeting at this stage of proceedings.
4. Once the scheme is agreed we would then progress this to a scaled set of proposal drawings to form the core of the planning applications. Alongside these drawings we would require to complete a design, access and heritage statement, the required planning forms, a site location and block plan and a Wildlife Trigger Table.
5. Lastly, once submitted to Torbay Council, BBH would oversee the planning process to point of determination.

Their quote does not include the necessary sub-consultants, each of which will form part of their bid team to deliver the project.

Full details of their quote is provided in annex two of this report.

Estimated fees between £2,550 and £3,350.

Annex One : Le Page Architects Quote

Le Page Architects

Tracey Hallett
Town Clerk
Brixham Town Council
Town Hall
New Road
Brixham
Devon
TQ5 8TA

18 February 2022

Dear Tracy

Brixham Town Hall External façade repairs

Thank you for inviting us to tender for the architectural works to repair, restore and replace the elevational features of the magnificent Town Hall.

Having completed the recent condition survey, we have a reasonably intricate knowledge of the building and its current conservation requirements. In addition, of course we have a wealth of photographic and tactile records which came from the survey report.

We set out our fixed lump sum fee proposals below and have followed your formal submission requirements as requested in your invitation schedule brief, namely RIBA Stages 1-3 works to the main Town Hall Building (including the Scala Hall but not the rear brick Annexe building) incorporating the following:

- Repair / replacement of all the windows and doors
- Removal of redundant fire escape (Scala Hall elevation)
- Reinstatement of a fire door to a window at second floor (Scala Hall elevation)
- Replace building signage / lighting
- Stone cleaning and repointing
- Statutory Local Authority Applications (Listed Building/Planning consent and Building Regulations approval for the fire door alterations)

As a Practice we specialise in the restoration/conservation, re-use and enhancement of historic fabric and surroundings. Over our years in this field, we have worked on very similar projects and are currently involved with several restoration and remodelling projects receiving direct external funding (HLF/Listed Places of Worship/English Heritage etc).

We are very aware of the procurement routes, practice commitment and input required from us to make this new project a success for all involved and in particular for Brixham Town Council (BTC).

Experience in delivering similar schemes

Le Page Architects (LPA) is proud of its record on historic fabric and regeneration projects. This type of commission forms an important component of the work undertaken by the office. The Practice works with a large number of communities and Local Authorities spread over Devon and Cornwall, which means that at any one time there can be a wide range of projects in progress.

Our repair and conservation projects include buildings of all sizes and ages, from historic to modern. Over the very recent years, we have worked for Tavistock and Looe Town Councils to repair a significant number of their historic buildings, and of course our extensive continuing ecclesiastical work always incorporates masonry repairs and cleaning in those projects.

This recent work has given us a great insight into the issues that face Town Councils in looking after buildings where repair and maintenance are required to ensure public custodian perception as well as condition of fabric is at the highest level.

I have attached a brochure of similar relevant projects and further examples of our work can be found on our website www.lepagearchitects.com

Our bid includes for necessary sub-consultants, each of which will form part of our bid team to deliver a successful, accurate and safe completed project in September next year:

1. Proposed Sub Consultants

Preston Engineering Survey Ltd, Lewannick, Cornwall.

www.prestonengsurv.co.uk

Preston Engineering is our preferred laser Cad (measured) surveyor for all our heritage projects and they have a full understanding of our needs for initial surveys produced. Surveys are produced to within +/- 5mm, and the details allow us and the rest of the team to work on the project without delay.

Delivery Cost price breakdown

RIBA Stages 1-3

- To include all given in Client brief (relevant roles to Appointed Architect) and in particular to include:
- Preston Surveys (sub-consultant under LPA fee) to undertake AutoCAD survey of the building(s).
- Cherry Picker Hire for access.
- Formation of A4/A3 survey sheets to provide 1:50 detailed elevation proposals for masonry repointing and any identified repairs.
- Formation of A4/A3 survey sheets to provide 1:50 detailed elevation proposals for and window repairs/replacement where necessary.
- 1:100 overall elevation existing and proposed drawings to identify fenestration alterations including removal of Scala Hall fire escape.

- Applying for statutory approval, (Local Authority) to obtain planning permission and Listed Building consent

We propose to undertake all the above for a total of £11,845.00+vat and expenses

Please note the separate Local Authority planning application and building regulations fees would be on top of this amount. (Unable to obtain advance fee amount as it is based on works estimated figure and this is yet unknown)

Schedule of stage payments/cashflow/programme (all excl.vat)

We have assumed that commissions will still take place as your brief shortly after the client tender scrutiny. We have proposed a cash flow below and have simply calculated it on month numbers not specific calendar dates.

This is open to amendment to reflect actual work achieved on site which may need to flex if unknown services are discovered. Should that occur, we would simply revise our invoicing to reflect that achieved overall by the remaining consultants, but always in arrears of our work completed.

Date	Month 1	Month 2	Month 2	Month 3	Months 4-5
RIBA Works stages 1-3	Laser CAD survey undertaken of buildings elevations. Production of said drawings.	Hire of Cherry picker (2 days) External tactile survey of all accessible external elevations to determine masonry/ fenestration repairs	Production of proposal drawings for repairs and alterations. Production of NBS specification details for repairs. Client meeting to discuss proposals.	Client sign off of final proposals following any amendments Planning and LBC applications deposited	Planning application approvals. Discharge of conditions B.Regis drawings Submission
Fee invoice against lump sum total.	£2,000 (J Preston sub-contractor fee)	£2,755.00	£3,150.00	£315.00	£315.00 Total £8,535.00 +vat and expenses

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Method statement relating to the production of detailed drawings, specifications and work schedule

Using the existing CAD survey and undertaking our own specific site survey of specific details and areas, we will produce 1:100 and 1:50 drawings providing overall base information as well as full proposals and site details suitable for the general planning Listed Building and Building Regulations applications.

Mobilisation Period

Currently Preston Surveys has a 10-week lead in time period from commission, we would then make an immediate start after his survey to undertake the site work then drawings details/supporting documents required. We would work continuously on the project to ensure the project programme at that time is maintained.

Evidence of ability to design and deliver projects on budget and to programme

Our practice specialises in the restoration, repair and conservation of historic fabric with previous projects including the recent works for Tavistock Town Council all meeting the clients brief, timescale and budgets. This required us to complete to both an accurate specification and programme in order to meet the brief and commission. All of our recent projects in the practice have achieved this too.

Evidence of insurance cover

Can be provided upon request

Details of Quality Assurance

We have the following accreditations:

Quality Management ISO 9001

Le Page Architects demonstrated compliance by passing an external audit in 2010.

Environmental Management

ISO 14001

Le Page Architects demonstrated compliance by passing an external audit in 2011.

Health & Safety information

OHSAS 18001

Le Page Architects achieved accreditation to OHSAS 18001 in January 2014.

CDM information

The CDM law now requires the principal designer to undertake the role continuously for the length of the commission (RIBA Stages 1-3) and we are submitting our tender based on this (i.e., we have included this cost as part of our above fee).

LPA has continuously and effectively fulfilled all their duties in all their Projects under CDM Regs 2007, as well as the additional duties now required of them since under the CDM Regs 2015.

However, following RIBA stage 3 there are still client responsibilities which will have to be undertaken by a fully competent person or employ a separate third party to act on their behalf. We can advise on this further as a suitable point in the design process.

Any additional time would be charged at an hourly rate of £115/hr +vat and expenses.

The next part of the letter is more formal and covers our standard terms which are set out in brief. We submit accounts for our fees and chargeable expenses monthly.

Our terms for payment are 14 days from date of invoice. Expenses other than those specified and incurred with your prior authorisation and any disbursements made on your behalf, for example the statutory fees to accompany applications for planning permission Approval, will be charged at net cost. Our fees are subject to VAT at the appropriate rate at time of billing.

The basis of our appointment would be in accordance with the appropriate Royal Institute of British Architects Professional Service Contract.

We would be delighted to work with the Town Council on this exciting project. If you have any questions or queries, please do not hesitate to contact me.

Thank you for considering us for the work and I look forward to hearing from you.

Annex Two - Quote from BBH Chartered Architects

Firstly, it was good to meet you last week, thank you for taking the time to meet with me and show me round, this was very useful to gauge the scope of the proposed project and its two distinct phases.

As promised, please find as follows BBH's fee proposal for phase 1 of the project:

Brief:

With regard to the Town Council's brief then we understand this to be as follows:

The Council wish to secure Listed Building Consent and Full Planning Consent to:

- Refurbish or replace all existing windows and external doors (to all elevations except the modern block to the rear of the property which is subject to an ongoing planning application), subject to condition survey of individual units.
- Remove existing modern and redundant fire escape to the Market Street elevation, and make good following removal.
- Reinstate original opening servicing fire escape (currently a door) back to a window to match the remainder of the Market Street elevation.
- Removal of existing ageing and incorrect signage and replacement with new. Note that the existing lockable glazed signboards aside the Bolton Street and market Street elevations are to be retained as they are in use.
- Removal of existing redundant / poor quality exterior lighting and replacement with new.
- Cleaning and repointing of existing historic stonework

Other associated information / context to the project

We understand / discussed that:

- Brixham Town Council purchased the property from Torbay Council in 2012.
- No existing drawings for the areas included within phase 1 are available and therefore a full survey will be required of plans and elevations.
- The proposals seek to "freshen up" and make the Town Hall become more noticeable, engaging and inviting to the public, whilst of course being sensitive to the historic Listed building and its prominence within the town. This ethos will be the driving force behind phase 2 which sees the hall being viewed as a blank canvas (less the tenanted spaces as mentioned below) to create a viable future for the building within the wider town context.
- The inclusion of clear glass to the ground floor windows on the Market Street elevation (where possible) was discussed to allow the public to see in to the spaces and create a more lively and less private feel when compared to the existing.
- The Town Hall may be rebranded to become more modern and eliminate the current potential confusion of visitors who currently see signs for the Town Hall, the Theatre and the Scala Hall all on the same building which are not all in the correct positions.
- The property has two long term tenants, namely the Brixham Theatre and Brixham Does Care Charity, with the rear modern block of the property having short term tenants which will not be affected by phase 1.
- The rotunda roof and its associated rainwater goods and facias / soffits have been replaced since BTC took ownership. The rest of the roof appears to be sound.

In order to move phase 1 forward we believe you would need to submit a Full Planning Application with associated Listed Building Consent Application to cover all of the above works. In order to be able to submit this then BBH will be required to undertake:

6. A measured survey of the property – as mentioned, due to the scale of the property we would require the services of a specialist survey team to provide full plans and elevations of the building (not including the modern rear block). We would recommend Tor Surveys or Centreline Surveys for this, whom we both work with regularly and provide good service for a reasonable fee. This fee is to be confirmed by and would be due to the survey company direct, although BBH would undertake all liaison with the selected surveyors.
7. Once BBH have the measured survey we would propose to meet with the Town Council on site with the drawings to hand to walk round and confirm all elements of work required alongside discussing your / our initial thoughts for new signage, lighting, etc. Following the meeting we would prepare initial proposal drawings depicting these works for discussion. Please note our fee below includes for one meeting at this stage of proceedings.
8. Once the initial proposal drawings are complete we would propose a further meeting at the Hall to present the drawings and to discuss any alterations or additions to the initial scheme. Please note our fee below includes for one meeting at this stage of proceedings.
9. Once the scheme is agreed we would then progress this to a scaled set of proposal drawings to form the core of the planning applications. Alongside these drawings we would require to complete a design, access and heritage statement, the required planning forms, a site location and block plan and a Wildlife Trigger Table.
10. Lastly, once submitted to Torbay Council, BBH would oversee the planning process to point of determination.

To undertake the above works we propose to proceed on a time basis in line with our hourly rates schedule appended. Due to me living close to the property it would be logical for me to undertake the majority of the work, with BBH using junior staff members where applicable to keep costs down. All works would be overseen by a Director.

With regard to indicative fees for each element then we estimate these to be as follows:

1. Existing survey to be undertaken by others, with BBH overseeing / liaising and possibly meeting the survey team on site to clarify scope of survey – For these works we would allow a budget of £200 - £300 exclusive of VAT and disbursements.
2. For the works included within point 2 we would allow a budget of £950 - £1200
3. For the works included within point 3 we would allow a budget of £200 - £300
4. For the works included within point 4 we would allow a budget of £1200 - £1550
5. To oversee the planning process we would wish to undertake on a time charge basis, as this is at this early stage very difficult to assess and we trust this is understandable.

Therefore for items 1-4 we would estimate our fees to fall within a window of £2550 to £3350 exclusive of VAT and disbursements.

Please note that should any element of the process become protracted then we would reserve the right to notify you in advance of any additional time spent over our expectations at this early stage and we trust you find this acceptable.

Please also note that all BBH fees are exclusive of VAT and disbursements.

With regard to timeframe for the works then this is very dependent on how the process runs and on the amount of meetings, etc. required to get to the stage of submission although if we are successful in gaining this project we will set out our proposed timeframes in more detail. As an approximate estimate then at present we have a 3-4 week lead time prior to commencing any new work, although with a specialist survey team being required we would hope to be able to commence our subsequent works within 1-2 weeks of receipt of the survey. Once we have met on site to ascertain the full scale of the works in detail then we will have a better idea of timeframes going forward.

Other Services:

It is of course the conception stage for the project but should you require detailed drawings for pricing / construction / building control approval purposes once planning approval is gained then please let us know and we can provide a separate fee proposal for these services. We can also recommend other professionals such as structural engineers, etc.

Planning Fees:

The associated planning fees due to Torbay Council would need to be calculated once the route to approval is confirmed, as it may be that all works are covered under a Full Planning Application, or split into separate applications. Please note that Listed Building Consent applications do not attract planning fees.

Ecologist:

Due to the proposed works not involving works to any roof spaces then we would assume that a Preliminary Ecological Appraisal (ecology survey) would not be required for this project.

CDM:

We attach details about your obligations as a client with respect to the CDM Regulations. If appointed, BBH will be the principle designer for the planning phase and there are no additional fees due.

Insurance:

We confirm that we shall maintain suitable professional indemnity insurance in respect of our liabilities to you and to be available for your project for each and every claim or series of claims arising out of the same originating cause. We should be pleased to provide documentary evidence of the insurance, if required.

Disputes:

In the event of a dispute or difference arising under this Appointment we hope we shall be able to settle the matter by negotiation or mediation. Alternatively, Adjudication is available under the JCT Consumer Adjudication scheme. Please refer also to Sections 8 & 9 of our Terms and Conditions as attached.

Data Protection:

We can confirm that as a practice we fully adopt 'Privacy by Design' and your data protection will be fully considered and managed from the outset of your contact with us,

fully in line with GDPR (General Data Protection Regulations). For our full 'Privacy Policy' please see the relevant section of our website - www.bbharchitects.co.uk

Conclusion:

Hopefully this is all food for thought and helpful in setting out the way forward for your project, please let us know if you have any queries on any element.

If you could confirm receipt of this email it would be much appreciated.

We hope to hear from you soon and hopefully working with you on this exciting project.