Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Operations Committee

Issued: Friday, 16 October 2026

Dear All,

Notice is hereby given of a public meeting of the **Operations Committee** to be held at **5:00 PM** on **Thursday, 19 November 2026** at **Ottery St. Mary Town Council**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Kerry Kennell

Clerk to Ottery St Mary Town Council

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

5. Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

STATION HUB

6. To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate *(Exempt)*

7. To receive an update from SPACE and to make decisions as appropriate *(Exempt)*

8. To consider request from EDDC for a storage shed at the Station

OTHER PROPERTY MATTERS

9. Council Offices - to receive an update and to make decisions (if appropriate) *(Exempt)*

10. Library - to receive an update and make recommendations and/or decisions as appropriate

11. Skatepark - to receive an update and to make decisions if appropriate

12. Museum - to receive an update and to make decisions if appropriate

13. To receive an update regarding the PlayZone for Strawberry Lane and to make decisions if appropriate

14. To review quotation for CCTV at the PlayZone *(Exempt)*

15. Allotments - to receive an update and to make decisions if appropriate *(Exempt)*

16. Cemetery - to receive an update and make recommendations and/or decisions as appropriate *(Exempt)*

17. To consider whether the Council wishes to continue with CCTV in the Town Centre

18. To consider signing up for a general retainer with Stephens Scown for 2026/27 and making decisions as appropriate

19. Correspondence Received

To note correspondence received and determine any items requiring a formal response.

20. Other Property and Operational Matters - to consider other matters raised by the Clerk

21. Matters Raised by Members Not Otherwise on the Agenda

To receive brief updates or questions from members on matters not otherwise on the agenda. No decisions may be taken under this item. Members are reminded this is for information and signposting only; substantive matters should be referred to a future agenda.

22. Date and Time of Next Meeting

The next meeting will be held at 5pm on Wednesday 16th December 2026.

APPENDIX I — Public Documents

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5. Confirmation of Minutes

Operations Committee-Minutes (8).pdf

18. To consider signing up for a general retainer with Stephens Scown for 2026/27 and making decisions as appropriate

Public Sector Fixed Fee Proposal OCT26.pdf

Ottery St Mary Town Council — MINUTES

Operations Committee — Thursday, 24 September 2026

Published: Friday, 16 October 2026

Attendance

Present: Councillors Feasey (Chair), Aherne, Johns (until 17:10), Stewart

Also present: Kerry Kennell — Town Clerk

There were no members of the public present.

Declarations of Interest

Mayor Vicky Johns: declared a disclosable pecuniary interest in Item 6 — To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate — Cllr Johns husband has provided the Council with a snagging list for the structure.

O/26/09 Apologies for Absence

Apologies were noted from Cllr Grainger.

O/26/09 Declarations of Interest

See above.

O/26/09 Exclusion of Public and Press

It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960, s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted. The following agenda items were to be considered in Confidential Session:

• O/26/09/6 — To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate;

• O/26/09/7 — To receive an update from SPACE and to make decisions as appropriate;

• O/26/09/11 — To consider roof repair quotation and make decisions as appropriate;

• O/26/09/12 — Council Offices — to receive an update and to make decisions (if appropriate).

O/26/09 Public Participation

No items were raised.

O/26/09 Confirmation of Minutes

The minutes of the previous meeting were approved and signed by the Chair as a true and correct record.

UNAPPROVED MINUTES

O/26/09 To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

An update on the outdoor project was provided by the Clerk.

Mayor Vicky Johns left the meeting at 17:10 (comfort break).

O/26/09 To receive an update from SPACE and to make decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** that the press and public be excluded from the Council since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Committee received a report from SPACE. It was **AGREED** that, should SPACE wish to purchase zorbs, they could approach Devon County Council Cllr Bailey to explore whether the expenditure would be eligible for the locality fund, or alternatively apply for a community grant in the next financial year.

O/26/09 To review expenditure at the Station Hub and make recommendations and/or decisions as appropriate

The expenditure of the Station Hub was reviewed. It was **AGREED** the Clerk will clarify the electricity and gas payments.

It was **AGREED** that consideration of solar panels on Council buildings will be diarised for discussion in June 27 following the election of the new Council.

O/26/09 To consider request from EDDC for a storage shed at the Station

There is no update.

O/26/09 To consider recommendation from Fire Risk Assessment and make decisions as appropriate

The Fire Risk assessment was reviewed. It was **AGREED** that the Clerk will write to Libraries Unlimited to query the maximum capacity of the Library.

It was **AGREED** that the Fire door should be changed as suggested.

O/26/09 To consider roof repair quotation and make decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was **RESOLVED** to proceed with the quotation at a cost of £2,866.50 as the repair made is only temporary and a permanent repair is required before heavy rain arrives. It has not been possible to obtain further quotations in this timescale.

O/26/09 Council Offices - to receive an update and to make decisions (if appropriate)

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Clerk provided an update. This matter is now with the Council's solicitor.

*The Confidential Session ended. *

A structural engineer has been instructed to review the boundary wall which is displaying evidence of cracking and

UNAPPROVED MINUTES

protruding tree roots.

O/26/09 Skatepark - to receive an update and to make decisions if appropriate

The ROSPA inspection was **NOTED**. This is currently being reviewed and the findings will be presented to the Full Council for consideration.

O/26/09 Museum - to receive an update and to make decisions if appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Clerk has asked the Council's solicitor for an update.

O/26/09 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions if appropriate

The Clerk provided an update on bookings. It was **NOTED** that when the budget is set the Council should establish an Earmarked Reserve for MUGA Carpet Replacement, with annual contributions made to ensure sufficient funds are available when the surface reaches the end of its useful life.

O/26/09 Allotments - to receive an update and to make decisions if appropriate

It was **NOTED** that the Allotment Committee will consider the suggestion regarding a community plot at their next meeting.

O/26/09 Cemetery - to receive an update and make recommendations and/or decisions as appropriate

It was **NOTED** that a Tender will be published shortly to check the memorial stones at the Cemetery. There have been issues with dogs running off lead within the Cemetery and this has been addressed via social media. The Clerk is meeting a representative from Greenbelt shortly to discuss an elder tree.

O/26/09 Correspondence Received

A letter from the Heritage Society was **NOTED**.

O/26/09 Matters Raised by Members Not Otherwise on the Agenda

It was **NOTED** that the caravan at the top of Barrack Road has been removed.

It was **NOTED** that SPACE are working with LED. It was **AGREED** that the Clerk will contact them to offer the use of the PlayZone.

O/26/09 Date and Time of Next Meeting

The next meeting will be held at 5pm on Thursday 22nd October.

The meeting closed at 18:24.

Signed: _____

Cllr Ben Feasey
Chair of the Operations Committee

Date: _____

UNAPPROVED MINUTES

Stephens Scown

THE SUNDAY TIMES Best Places to Work 2026

Proudly employee owned.

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PUBLIC SECTOR PROPOSAL

FOR LEGAL SUPPORT

OCTOBER 2026



ABOUT STEPHENS SCOWN

We are a leading, full-service South West law firm with a reputation for going above and beyond for our clients, our people and our communities.

GOING ABOVE AND BEYOND FOR OUR CLIENTS

Our commercially astute legal advisors are experts in their fields – providing high-quality legal advice to individuals, SMEs, owner-managed businesses, and national and international businesses. As well as ranking highly in top independent legal guides, Chambers and The Legal 500, we also feature in The Lawyer magazine's prestigious Top 200 law firm rankings.

NOT AFRAID TO DO THINGS DIFFERENTLY

We're not your typical law firm. Having evolved from a traditional law practice founded in St Austell in 1938, we are now a regional heavyweight, with offices in Truro, Exeter and Taunton. We are known for our national expertise in our chosen sectors but with the care and personal service of a local firm.

As the UK's first large employee-owned law firm, we're people-centred and people-powered. This level of employee engagement makes us different, building upon our strong foundations, allowing us to deliver exceptional added value for our clients. Every employee is invested in our clients' success – ensuring the needs and interests of our clients come first, while giving the very best professional legal advice.

In 2022, following a rigorous independent assessment process, we became a Certified B Corporation™ (B Corp™), the first law firm in the South West to do so. We have joined a growing group of businesses across the world who are committed to balancing people, planet, and profit. B Corp™ doesn't just prove where we excel now, it commits us to consider our impact for the long-term by embedding it into the very fabric of our firm. This makes us a truly purposeful business – it is built into our governing document and the way we do business. This aligns with our commitment to support our clients in developing ethical business and people practices, while ensuring their resources are managed effectively.

We are focused on building a dynamic and innovative business dedicated to delivering for our clients and providing a rewarding and supportive workplace for our people. This has culminated in us featuring in the Sunday Times Best Places to Work 2024 list.

WE PUT OUR CLIENTS FIRST

With client service as one of our key strategic pillars, whatever the client or sector, we proudly go beyond expectations. When working with us you can expect – prompt phone and email responses, unequivocal and commercially pragmatic advice, clear explanations and written communication, and legal advisors who work with the utmost courtesy and respect.

We are passionate about helping our clients solve problems and seize opportunities and, regularly go the extra mile to offer each of our clients a service or outcome tailored to their needs. This enables us to deliver exceptional value. This dedication to excellent client service is the reason our clients continue to use us, and why we have won a number of legal awards.

Our drive is to build long standing relationships based on mutual respect and empathy, so we can have a positive impact on your business and the community in which you work. Together, we achieve things that matter.

OUR EXPERIENCE

With its strong track record of working with town and parish councils, leading South West law firm Stephens Scown LLP has formed a new Public Sector team to offer specialist advice to Unitary, County, City, Town and Parish Councils, public sector-owned companies and other public authorities and bodies.

Headed up by Tim Walmsley, the multidisciplinary team is highly regarded, noted by St Ives Town Council for their "*very impressive technical abilities*" and "*very good*" service delivery, as well as being ranked Band 3 in Chambers for being "*reliable, professional... technically astute and really personable*" and giving "*practical advice... an understanding of local issues within supported housing and registered provider requirements*".

PUBLIC SECTOR EXPERTISE

Our team includes a number of lawyers with significant experience of working within the Public Sector, having either held senior in-house roles in local government, spent time on secondment or worked extensively with public sector clients.

We recognise that the public sector has to carefully balance the demand for vitally important public services with significant ongoing budgetary pressures.
Our experience means we really understand the issues, culture and the importance of maximising opportunities. This enables us to support our public sector clients and work with them to develop new ways to maintain services by realising commercial opportunities and promoting innovative ways of working.

As a result, we work with an increasing number of local authorities and their associated companies covering a wide variety of specialist areas including:

- *Commercial property matters including acquisitions, disposals and landlord and tenant matters*
- *Property litigation and dispute resolution*
- *Planning and Highways including compulsory purchase matters, common land and town and village greens*
- *Governance, procedure and practice, and judicial review*
- *Project delivery*
- *Commercial contracts, Public procurement and State aid*
- *Service delivery models including innovative corporate structuring arrangements, joint ventures, partnerships and shared services arrangements*
- *Commercial dispute resolution and debt recovery*
- *Employment and TUPE*
- *Energy and Renewables*
- *Charities*
- *Data protection, GDPR and Freedom of Information*
- *Byelaws, allotments, cemeteries and devolution transfers*
- *Drafting construction contracts and other project documentation*

MEET THE CORE TEAM



Tim Walmsley
Partner

A Partner in Stephens Scown's real estate department, Tim Walmsley leads the public sector team and advises on a wide range of commercial property matters, including sales, purchases, development agreements, options, landlord and tenant matters, compulsory purchase and charity transactions.

Before joining Stephens Scown, Tim worked in the public sector for over 20 years including four years with Cornwall Council, where he headed up their Property and Highways team. Tim is a member of the Charity Law Association and the Compulsory Purchase Association.



Laurie Trounce
Partner

Laurie Trounce joined Stephens Scown as a Partner in the Corporate Team in 2017, having previously been the Acting Head of Legal at Cornwall Council. She has a strong track record of delivering complex, high value projects in the public sector with particular expertise in dealing with major procurements and advising on alternative delivery vehicles, including the use of trading companies and joint ventures. Laurie has a Post Graduate Diploma in Local Government Law and Practice and is a member of the Charity Law Association.



Richard Bagwell
Partner

Recognised as a leading individual in the latest editions of independent guides, Legal 500 and Chambers and Partners, Richard is a highly regarded litigator with significant experience handling complex property disputes on behalf of both private and public sector clients, particularly Town Councils. He heads up the Property Litigation Team at Stephens Scown and is a member of the Property Litigation Association, the Agricultural Law Association and the Pyramus & Thisbe Club (an association of Party Wall experts).



Chris Tofts
Partner

Partner and head of planning law at Stephens Scown, Chris started his career in the public sector and has extensive experience in planning matters such as drafting s106 agreements and applying for Certificates of Lawfulness, and has appeared in the Magistrates' Courts and the County Court in planning matters as well as at Planning Inquiries. Chris also has expertise in dealing with highways issues, including the legal creation of highways, Stopping-up Orders, footpath Orders, the Advance Payments Code, s38 and s278 agreements.



Tim Lane
Senior Associate

Tim is a senior associate within our corporate and commercial team. Tim has worked in the legal sector since 2007 and qualified as a solicitor in 2011 whilst working within a large unitary authority legal team.

Tim advises on general corporate matters, including the incorporation and administration of corporate entities. He is involved in a range of corporate transactions, including the acquisition and sale of businesses, company restructuring, and investment.

He also provides advice on public sector commercial matter including public procurement. Tim has a Post Graduate Diploma in Local Government Law and Practice.



Lydia Hart
Associate

An associate in our Real Estate team, Lydia specialises in working with charities, social housing and public sector clients. She acts across a broad spectrum of transactions, ranging from disposal and acquisitions through to landlord and tenant and charging batches, offering specialist insight on the intricacies of the legislation governing these areas. Lydia has been noted by Coastline Housing Limited as ‘dedicated’ and ‘passionate’, which was evident from the ‘timely way in which they progress transactions and from their communication throughout.



Jim Gorrod
Partner

Head of the Construction team and a recognised leader in his field by Legal 500 and Chambers Legal directory. Jim advises clients on the drafting of build contracts, development agreements, collateral warranties and professional appointments, as well as advising on construction procurement.

The team have been heavily involved in work related to fire safety defects, representing one of the core participants in the Grenfell Inquiry. Alongside this Jim also deals with all manner of building disputes.

Jim regularly lectures to other professionals on construction law issues and is involved in Constructing Excellence and the Society of Construction Law.



Hazel Sanders
Senior Associate

Hazel is a Senior Associate in our employment team and has been with the firm since 2015. Hazel provides clients with advice on a wide variety of HR and employment matters including in relation to restructure/redundancy, holiday pay, sickness absence, performance management and disciplinary procedures. Hazel supports employers with the changes brought in under the Employment Rights Act 2025, including delivering sexual harassment training.

She reviews employment documentation to ensure it meets both legal requirements and the needs of the business. Hazel is involved in corporate transactional matters, with experience of TUPE and is experienced in contentious matters pre litigation.



Laura McFadyen
Partner

Laura is a Partner in our Employment team and has been with Stephens Scown since 2007. She advises employers on a wide range of employment law and HR matters, helping organisations navigate workplace challenges, manage risk and support their people effectively. Her experience includes employee relations issues, organisational change, restructuring, TUPE, executive exits and employment aspects of business transactions.

Laura works with clients across a range of sectors, with particular experience in the public, healthcare, education and charity sectors. Known for her pragmatic and collaborative approach, she provides clear, commercially focused advice and helps organisations prepare for legislative change, develop effective people strategies and align employment practices with their wider organisational values.



Hannah Slade
Senior Associate

Hannah joined Stephens Scown in September 2024 as a Senior Associate in the Property Litigation team. Qualifying in 2015, Hannah is an expert in commercial property disputes, with a particular focus on landlord and tenant matters. Hannah also has experience across all property litigation matters, including: restrictive covenants, overage, dilapidations, boundary disputes and easement disputes.

Initially qualifying as a barrister, Hannah gained experience in a range of civil litigation matters before specialising in property litigation. She has a particular focus in the energy & infrastructure, retail & consumer and private equity sectors. Hannah sits on the Board of Totnes Renewable Energy Society (TRESOC), which develops community owned renewable energy in Devon.



Sophie Petrucci
Solicitor

Sophie is a solicitor in our Property Litigation team, based in our Truro office. She joined Stephens Scown in 2015 and qualified as a solicitor in October 2022.

Sophie specialises in the resolution of complex property disputes for both public and private sector clients. She advises on a broad range of contentious property matters including landlord and tenant disputes, development issues, easements, restrictive covenants, possession claims, trespass and nuisance. She combines legal expertise with a practical understanding of the operational, governance and budgetary aspects of the public sector, whilst delivering commercially sensitive solutions that protect public assets, minimise risk and support strategic objectives.



Leanne Yendell

Solicitor

Leanne Yendell is a Solicitor in the Intellectual Property, Data Protection and Technology team, advising public sector and private sector organisations on data protection, information governance and technology law. She has particular experience supporting local authorities, academy trusts, further education providers and charities on UK GDPR compliance, information sharing, CCTV and surveillance projects, data breaches, data protection impact assessments and procurement-related contracts.

Leanne holds the Practitioner Certificate in Freedom of Information and has developed particular expertise in Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) compliance, including advising on requests, exemptions and exceptions, internal reviews and ICO complaints.

Her recent experience includes advising local authorities on CCTV and public space surveillance schemes, supporting public bodies with FOIA and EIR compliance, advising on information sharing arrangements between public sector organisations, and providing guidance on emerging technologies. She works collaboratively with clients to deliver practical, proportionate solutions that support operational objectives while managing legal and regulatory risk.



Max Miliffe

Data Protection Specialist

Max joined Stephens Scown in August 2018 as an administrative assistant in the Intellectual Property, Data Protection and Technology team. He later completed a Practitioners Certificate in Data Protection (PC.dp), qualifying as a data protection specialist in 2021.

Max supports clients with a wide range of complex data protection matters, including individual data subject rights and access requests. He also advises on website compliance, helping businesses with privacy policies, cookie policies and CCTV-related data protection requirements.

WIDER SUPPORT

In addition to the core team, we can also call upon our wider cohort of specialist lawyers to provide support covering a wide spectrum of legal sectors and will make sure that you are always directed to the right professional.

WORK HIGHLIGHTS

- Advising on a significant transaction for a large local authority owned group of companies in connection with the sale of its innovative highways joint venture company
- Governance and strategic procurement advice in connection with a number of high value works, services and supply contracts
- Drafting and negotiating an agreement for lease for the construction of a new car park including the provision of collateral warranties and financial security against non-performance
- Advising on a local authority owned group in relation to the establishment of a service delivery and financing arrangements in connection with a high value outsourcing arrangement involving a multi-million pound capital funding package for the acquisition of a property portfolio for the provision of temporary accommodation provision for the homeless
- Advising on a high value sub-contract agreement in connection with the provision of public bus services
- Providing draft heads of terms for the lease of a playing field for consideration by a town council
- Advising on the amalgamation and restructuring of unincorporated charities where a Town Council was a holding trustee
- Advising on the documentation relating to the installation of electric vehicle charging points
- Advising on the numerous linked property transactions, including a sale, a purchase and associated options required to facilitate a consolidated site for an academy school
- Acquired a cemetery subject to leases and a service level agreement with the Burial Authority
- Advising a town council and its partner authorities on the establishment of a shared CCTV monitoring service, including governance, data protection, information-sharing arrangements, and the legal framework for a multi-authority community safety partnership
- Drafting contracts for the refurbishment of a leisure centre including the installation of air source heat pumps.

KEY CLIENTS

BODMIN TOWN COUNCIL

CRANBROOK TOWN COUNCIL

EXETER CITY COUNCIL

IVYBRIDGE TOWN COUNCIL

MARAZION TOWN COUNCIL

OKEHAMPTON TOWN COUNCIL

OTTERY ST MARY TOWN COUNCIL

PERRANZABULOE PARISH COUNCIL

PLYMOUTH CITY COUNCIL

REDRUTH TOWN COUNCIL

SALCOMBE TOWN COUNCIL

SOUTH MOLTON TOWN COUNCIL

ST AGNES PARISH COUNCIL

ST IVES TOWN COUNCIL

TAUNTON TOWN COUNCIL

TAVISTOCK TOWN COUNCIL

TOTNES TOWN COUNCIL

TRURO CITY COUNCIL

WADEBRIDGE TOWN COUNCIL

PRICING

HOURLY RATES

POSITION	HOURLY RATE
Partner	£332
Senior Associate	£332
Associate	£292
Solicitor	£246
Legal Executive	£246
Trainee	£189
Paralegal	£189

PRICING

FIXED FEES

NOTICES AND CLAIMS	£ EXC. VAT, DISBURSEMENTS, COURT FEES AND PROCESS SERVER FEES
Service of Section 25 and Section 40 Notice	**£400**
Responding to Section 40 Notice served by tenant	**£300**
Drafting and issuing a claim for a new tenancy or acknowledging service of claim issued by tenant	**£500**
Extending time by agreement to issue a claim	**£250**
Drafting and issuing an interim rent application (if not included in the acknowledgement of service)	**£350**
Letter before claim for recovery of rent arrears	**£150**
Statutory demand	**£350**
Service of break notice	**£450**
Drafting and serving Section 146 Notice of forfeiture	**£650**
Service of schedule of dilapidations (with Section 146 Notice)	**£650**
Letter before claim serving schedule of dilapidations (without Section 146 Notice)	**£650**

LEASES	
Renewal lease (by reference or in the same form as the previous lease)	**£1,300**
New Lease	**From £1,800**
Licence to Assign	**£1,200**
Licence to Alter	**£1,200**
Authorised Guarantee Agreement	**£1,050**
Licence to Occupy/Tenancy at Will	**£1,045**
Licence to Underlet/Sublet	**£1,200**

Rent Review Memorandum	**£700**
Rent Deposit Deed	**£800**
Deed of Variation	**From £1,000**
Deed of Surrender	**£1,100**
Agreement to Surrender (unconditional)	**£1,000**

OTHER PROPERTY WORK

First Registration	**From £1,300**
Transfer of whole of registered land (freehold)	**From £1,300**
Transfer of part of registered land (freehold)	**From £1,600**
Transfer of whole of unregistered land (freehold)	**From £1,600**
Transfer of part of unregistered land (freehold)	**From £1,800**
Transfer of whole of registered land (leasehold)	**From £1,800**
Transfer of part of registered land (leasehold)	**From £2,000**
Transfer of whole for unregistered land (leasehold)	**From £2,000**
Transfer of part of unregistered land (leasehold)	**From £2,300**

The fixed fees above are on the basis of a reasonably straightforward transaction which does not become convoluted or protracted. These are subject to change dependent on the facts of any specific transaction, and reviewed annually.

All other transactions to be discussed on a case by case basis with fixed fee options available.