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# MINUTE BOOK.

From

13<sup>th</sup> April 1909

to

\_\_\_\_\_

*Not less than 2 Members to form a Quorum*

London:

SHAW & SONS, FETTER LANE, FLEET STREET, E.C.,

Printers and Publishers of the Books and Forms of the Local Government Board required by Boards of Guardians, Urban and Rural District Councils, Overseers, Joint Committees, &c. &c.

(5627c)





## THE ROYAL INSTITUTE OF BRITISH ARCHITECTS.

FOUNDED IN 1834, AND INCORPORATED BY ROYAL CHARTERS SEVENTH WILLIAM IV., FIFTIETH VICTORIA, AND EIGHTH EDWARD VII.

### SCALE OF PROFESSIONAL CHARGES.

First issued in 1872; Revised in 1898 and 1919.

#### Conditions of Engagement.

The Architect is employed subject to the following Conditions founded upon the Customs of the Profession, and his remuneration is payable according to the Scale of Charges hereinafter stated, which Scale is fixed and accepted on the basis of the same Conditions:—

(a) That the general supervision which the Architect will give to the work is such periodical inspection by him or his deputy as may be necessary to ensure that the work is being carried out in accordance with his design, but constant superintendence of the Works does not form part of the duties undertaken by him and is not included for in the following Scale of Charges.

(b) That in all cases in which constant superintendence is required a Clerk of Works shall be employed for this purpose. He shall be nominated or approved by the Architect and appointed and paid by the Client. He shall be under the Architect's direction and control, but the Architect shall not be held responsible for any fraud or negligence on the part of the Clerk of Works.

(c) That the issue of a certificate by the Architect for a payment to the Contractor implies only that in the Architect's opinion work has been done at the date of the certificate to the value stated thereon, and to the best of his belief in accordance with the contract or order. No certificate, however, whether final or otherwise, shall be held to render the Architect responsible for improper execution of the work or for any breach by the Contractor of the terms of the contract or order.

(d) That the Architect has authority to give such orders on behalf of the Client as are necessitated in the Client's interests by constructional emergencies.

(e) That the Architect is empowered to make such deviations, alterations, additions, and omissions as he may reasonably consider desirable in the Client's interests in carrying out the works, provided that no material addition to the cost of the contract or order is caused thereby.

(f) That the fees of any Consultant or Consultants retained for any part of the work with the concurrence of the Client shall be paid for by the Client.

(g) That in all cases in which any projected work is not proceeded with for a period of two years after drawings have been prepared the Architect's services shall be paid for as for abandoned work.

(h) That all drawings, specifications, and documents prepared by the Architect shall remain his property, the copyright in the same being reserved to him.

(i) That the cost of the preparation of quantities, the measurement and valuation of variations, additions, omissions, and the preparation of the statement of accounts is not included in the Charges named in Clauses Nos. 1 to 9, but is to be paid in addition thereto.

#### Scale of Charges.

**Clause 1.**—For taking the Client's instructions, preparing sketch design, making approximate estimate of cost by cubic measurement, or otherwise, preparing drawings and specifications for the purpose of estimates, obtaining tenders, advising on tenders and in preparation of contract, selecting and instructing Consultants, furnishing to the Contractor one copy of the drawings and specification and such other details as are necessary for the proper carrying out of the works, general supervision as above Fees on  
New Works.



defined, issuing certificates for payment, and passing and certifying accounts, the charge in respect of new works is to be a percentage on the total cost of all executed works as follows:—

(a) If the contract or order exceeds £2,000 the percentage is to be 6 per cent.

(b) If the contract or order does not exceed £2,000 the percentage is to be 10 per cent. in the case of works costing £100 graduated to 6 per cent. in the case of works costing £2,000 as the special character of such works may render appropriate.

Higher fee for alterations and additions.

**Clause 2.**—In the case of alterations of and additions to existing buildings a higher percentage may be charged, not exceeding twice the amount due under Clause 1 for new works of the same cost.

Special fees for fittings, decorations, &c.

**Clause 3.**—In works in which designs for fittings, appointments, decorations, or complex detail or construction are main features, special fees may be charged according to the circumstances, and also for designs for furniture.

Fees on omitted works.

**Clause 4.**—In addition to the percentage on the total cost of executed works, the Architect is to be paid in respect of all works included in the tender or order, but not executed, two thirds of the charge which would have been due upon them had they been carried out.

Fee for partial service.

**Clause 5.**—If the project or part of it be abandoned, or if the services of the Architect cease or are dispensed with before a contract is entered into or order given, the charges in respect of the works abandoned or for which the Architect was employed (as the case may be) are as follows:—

(a) For taking Client's instructions, preparing sketch design, and making approximate estimate of cost by cubic measurement, or otherwise, one-fourth of the percentage stated in Clauses 1 or 2 (as the case may be) on the estimated cost of such works.

(b) For taking Client's instructions, preparing sketch design, making approximate estimate of cost by cubic measurement, or otherwise, and preparing drawings and particulars sufficient to enable quantities to be prepared or a tender obtained, two-thirds of the percentage stated in Clauses 1 or 2 (as the case may be) on the estimated cost of such works.

Payment of fees by instalments.

**Clause 6.**—On a contract being entered into or order given for the works the Architect shall be entitled to an instalment of two-thirds of the charge calculated on the total amount of the contract or order, and no part of such payment shall be reclaimable from the Architect in the event of the subsequent abandonment of the works. The remainder of the Architect's remuneration shall be payable by instalments from time to time as the work proceeds.

Fee when work is executed with old materials, &c.

**Clause 7.**—In all cases where work is executed wholly or in part with old materials, or where material, labour or carriage is provided by the Client, the percentage shall be calculated as if the works had been executed throughout by a Contractor, and with new material.

Services not included in percentage.

**Clause 8.**—The foregoing percentages do not cover the following services, for which, and for any other services not covered by any payment herein provided for, additional charges may be made in accordance with the amount of work involved:—

Advising as to the selection and suitability of site. Negotiations relating to the site or building. Surveying the site or building and taking levels, and making surveys, measurements, and plans of existing buildings.

The preparation of further sketch designs necessitated by a material alteration in, or addition to the Client's instructions, or altering the working drawings and specification in consequence thereof prior to the commencement of the work.

**CLAUSE 9 has now been superseded by a Scale of Architects' Charges for Housing Work carried out by Local Authorities and Public Utility Societies, which was approved at a Special General Meeting of the R.I.B.A. on the 16th February 1925. Copies can be obtained at the R.I.B.A., price Fourpence each.**

#### I.—ARCHITECTS.

**A.—PREPARATION OF LAY-OUT PLANS.**—For the preparation of a plan or scheme from existing maps, showing roads, builders' plots and buildings in block, including:—(1) Conferences with local authorities and their officials; (2) Surveying, levelling, and preparation of contour plan; (3) Lay-out plan (where necessary) to 1/2500 scale; (4) Detailed lay-out plan or plans to 1/500 scale; but exclusive of the preparation of detailed plans of buildings:—

For the first 25 houses	...	...	...	...	£1 per house.
For the next 75 houses	...	...	...	...	10s. per house.
For the remainder	...	...	...	...	7s. 6d. per house.

In cases where the number of houses has not been determined, the fee shall be based on an average of 10 houses per acre. Where a fully contoured plan of the site is provided by the local authority, a deduction shall be made in respect thereof, from the fees above stated, of £1 per acre.

**B.—ROADS AND SEWERS.**—For preparing working drawings, specifications and quantities for roads and sewers in accordance with the lay-out plans prepared under Section A, advising on the same and on the preparation of contract, furnishing to the contractor one copy of the drawings, specifications

\* The Scales of Fees, etc., set out in this clause were approved of by the Ministry of Health, the Board of Agriculture and Fisheries, and the Scottish Board of Health, in September 1919. They have since been superseded by the issue of General Housing Memoranda Nos. 31, 51D, 52, and 61.



and quantities, general supervision, issuing certificates, measuring up, passing and certifying the accounts :—

For the first 25 houses	...	...	...	...	£2 per house.
For the next 75 houses	...	...	...	...	£1 per house.
For the remainder	...	...	...	...	15s. per house.

C.—COTTAGES AND FLATS.—For taking instructions, preparing sketch design, making approximate estimate of cost, preparing drawings and specifications, obtaining tenders, advising on tenders and on preparation of contract, selecting and instructing consultants, furnishing to the Contractor one copy of the drawings and specifications, and such other details as are necessary for the proper carrying out of the works, general supervision, issuing certificates for payment, and passing and certifying accounts :—

5 per cent. upon the first 12 cottages or flats; 2½ per cent. upon the next 60 cottages or flats; 1½ per cent. upon the remainder.

This scale covers the ordinary variations in type of house and such modifications as are made to avoid monotony in appearance.

Save in exceptional circumstances, it is not desirable that any one architect or firm of architects should be entrusted with more than 250 houses in any one scheme, but the fees payable in respect of each 250 houses shall be calculated as above, whether or no several architects be employed thereon.

## II.—QUANTITY SURVEYORS.

For the preparation of bills of quantities :—2 per cent. upon the first 12 cottages or flats; 1 per cent. upon the next 60 cottages or flats; ⅔ per cent. upon the next 178 cottages or flats; ½ per cent. upon the remainder.

This scale covers the ordinary variations in type of house, and such modifications as are made to avoid monotony of design.

For measuring variations on the contract and adjusting the final accounts, the remuneration shall be at the rate of 1½ per cent. on additions, and 1 per cent. on omissions brought into account.

The above scale is exclusive of all disbursements in respect of printing, lithography, and other out-of-pocket expenses.

The scales of fees set out in Clause 9 are intended to include all necessary duties of an architect and surveyor incidental to the carrying out of the work, including such duties as are involved in complying with the requirements of the Ministry of Health.

**Clause 10.**—For approving plans submitted by a lessee and for inspecting the work during its progress so far as may be necessary to ensure the conditions being fulfilled, and certifying for lease when required, the charge is as follows :— Approval of Lessee's plans.

For each £100 or part of £100 of the total cost up to £500, 2½ per cent., the minimum fee being £3 3s.

For each £100 or part of £100 from £500 up to £5,000, 1¼ per cent.

For each £100 or part of £100 above £5,000, 1 guinea per cent.

**Clause 11.**—For qualifying to give evidence, settling proofs, conferences with Solicitors and Counsel, attendances in Courts or before Arbitrators or other tribunals, and for other services in connection with litigation and arbitration the charges are based upon the time occupied and the professional standing of the Architect. Litigation and Arbitration.

**Clause 12.**—For surveying and making a plan of a town, village, street or road, estate or grounds, or any part thereof, for taking levels, setting out streets or roads, and for other services in connection with land not otherwise specifically provided for, the charges are by time in accordance with Clause 21. Land Surveying and Levelling.

**Clause 13.**—For inspecting, reporting and advising on the sanitary condition of premises, the charge is by time in accordance with Clause 21, the minimum fee being £3 3s., in addition to the cost of assistance and appliances. Sanitary Surveys.

### Clause 14.—

(a) For taking out Quantities and preparing Bills of same, the charge is 2½ per cent. upon the estimated cost of the work up to £5,000, and 2 per cent. upon the cost above £5,000. Quantities.

(b) For very small or for elaborate works, or for alterations, an increased percentage is charged according to the circumstances.

(c) For pricing out Quantities, or for preparing approximate estimates, the charge is ½ per cent. upon the amount.

(d) When an Architect is instructed to measure and value for the purpose of arriving at the amount of an interim certificate, the charge is ½ per cent. upon the amount.

(e) Measuring for, and making account of variations upon building works, including pricing, the charge is 2½ per cent. upon the gross amount of additions, and 1½ per cent. upon the gross amount of the omissions.

(f) For taking particulars on site and writing specifications for alterations, the charge is based upon the time occupied or by way of additional percentage, as may be agreed.

(g) For preparing, pricing, and agreeing a Schedule of Prices the charges is ½ per cent. upon the cost of the work, or, in small matters, according to the time occupied.

(h) For measuring up work executed on Schedule, and preparing account and pricing same, the charge is 2½ per cent. upon the total amount of the account, or, in small matters, according to the time occupied.

In all cases where work is executed wholly or in part with old materials, or where material, labour or carriage is provided by the Client, the percentage shall be calculated as if the works had been executed throughout by a Contractor, and with new material.



Dilapidations.

**Clause 15.**—For estimating dilapidations and furnishing or checking a schedule of the same, the charge is 5 guineas per cent. on the sum agreed, the minimum fee being £5 5s. For negotiating settlement of claim and for other services, the charge is by time in accordance with Clause 21.

Where one Surveyor acts between both parties the minimum charge shall be scale and a half, divisible between them.

Valuations.

**Clause 16.**—For valuing property for whatever purpose, except as provided in Clause 17, the charge is as follows:—

For each £100 or part of £100 of the value up to £1,000, 1 guinea per cent., the minimum fee being £3 3s.

For each £100 or part of £100 from £1,000 to £10,000, half a guinea per cent.

For each £100 or part of £100 above £10,000, a quarter of a guinea per cent.

Valuations for compulsory acquisition of Property.

**Clause 17.**—For valuing and negotiating the settlement of claims under the Lands Clauses Consolidation Acts, or other Acts for the compulsory acquisition of property, the remuneration is on Ryde's Scale as follows:—

*On Amount of Settlement, whether by Verdict, Award, or otherwise.*

Amount	Gs.	Amount	Gs.	Amount	Gs.	Amount	Gs.	Amount	Gs.	Amount	Gs.
£		£		£		£		£		£	
100	5	1,200	19	3,200	29	5,200	39	7,200	49	9,200	59
200	7	1,400	20	3,400	30	5,400	40	7,400	50	9,400	60
300	9	1,600	21	3,600	31	5,600	41	7,600	51	9,600	61
400	11	1,800	22	3,800	32	5,800	42	7,800	52	9,800	62
500	13	2,000	23	4,000	33	6,000	43	8,000	53	10,000	63
600	14	2,200	24	4,200	34	6,200	44	8,200	54	11,000	68
700	15	2,400	25	4,400	35	6,400	45	8,400	55	12,000	73
800	16	2,600	26	4,600	36	6,600	46	8,600	56	14,000	83
900	17	2,800	27	4,800	37	6,800	47	8,800	57	16,000	93
1,000	18	3,000	28	5,000	38	7,000	48	9,000	58	18,000	103
										20,000	113

*Beyond this Half-a-Guinea per cent.*

Negotiating Purchases of Property.

**Clause 18.**—For negotiating the purchase of estates and property, and advising as to value if required, the charge is as follows:—

For the first £100, 2½ per cent.

For each £100 or part of £100 of the purchase price from £100 to £5,000, 1¼ per cent.

For each £100 or part of £100 of the purchase price above £5,000, ¾ per cent.

Where more than one property is dealt with, a separate fee for each may be charged.

Where no purchase is effected, the usual fee for valuation will be charged.

Negotiating Sales of Property.

**Clause 19.**—For negotiating the sale of estates and property, or introducing a purchaser, and advising as to value if required, the charge is double that stated in Clause 18.

Travelling Time.

**Clause 20.**—If the work should be at such a distance as to lead to an exceptional expenditure of time in travelling, an additional charge may be made under Clause 21.

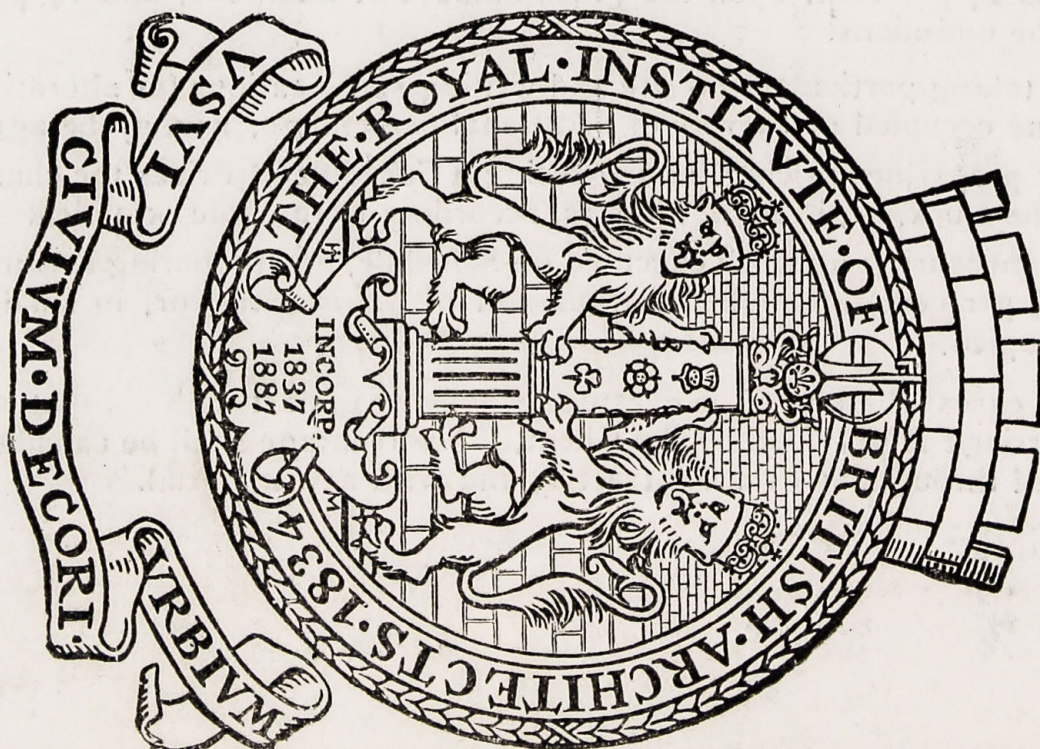
Time Charges.

**Clause 21.**—In cases in which charges are based upon the time occupied they will depend upon the professional standing of the Architect, the minimum fee being five guineas per day, exclusive of charges for Assistants' time.

Expenses.

**Clause 22.**—The foregoing Scale is, in all cases, exclusive of the cost of copies of documents, lithography, travelling and hotel expenses, and all other disbursements, which are to be charged in addition.

SCALE OF  
PROFESSIONAL CHARGES.  
First issued in 1872; Revised in 1898 and 1919.



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Architect's Fees

£4363-1-0 @ 6% = £261-15-0

Town Hall & House







*Water Reservoirs*  
*Gallons*

1 37-000

2 31-000

3 28-000

Total 102-000

A  
B  
C  
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Commissions (G.W. Wallace Esq<sup>r</sup>) 228.

Committees (Various) on Pages 284-285.

Annex 1907. June



Declaratur 45. 46.

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Parish Council Representatives 220

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# Reservoirs

Gallons

Highway No 1	=	37-000
" " 2	=	37.000
Lowes		<u>28.000</u>
Total		<u>102.000</u>

Q  
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Y



~~2045~~  
Sale results 210-236.

S  
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W  
Y



(Revised list on Pages 284-5)  
Committees 1909 to 1916

Water. Mess<sup>rs</sup> White, Searle, Richards, Cuming  
Baker, and Board, Sprague, Stokes.

Finance. Mess<sup>rs</sup> White, Follett & Baker, Rev Melinouse, Board  
Cuming - Skinner.

Relates. Mess<sup>rs</sup> White, Richards, & Cuming, Sprague, Zealley  
Baker, Smith, & Summers.

Allotment. Mess<sup>rs</sup> Farmer, Strawbridge & Cuming, Sprague, Richards,  
Sweetland.

Lochayne. Mess<sup>rs</sup> Searle, Richards, & Cuming.

Soup. Mess<sup>rs</sup> Farmer, Smith & Follett,

Albert Edwards  
Bailiff

1914, Swimming Bath, Vicar, Follett, Cuming, Baker, Hann, Sprague, G. H. Smith  
A. E.