

WALMER PARISH COUNCIL
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Dated this 28th day of April 2021

To All Councillors

You are hereby summoned to attend the **ANNUAL MEETING** of **WALMER PARISH COUNCIL** to be held on **Wednesday 5 May 2021** via Zoom at **7 pm** (waiting room opens at 6.45 pm) to transact the business shown on the Agenda below.

Join Zoom Meeting

<https://us02web.zoom.us/j/2245729770?pwd=OFB3WnFNMXY3SnF6Zk5mTUtBaVF2Zz09>

Meeting ID: 224 572 9770

Password: 294456

Telephone access (free): 0203 6950088

If you experience technical difficulties immediately prior to or during the meeting please call our Assistant Clerk on 07828221924 and they will assist you in gaining access.



Mrs Sue Le Chevalier
Acting Clerk to the Parish Council

AGENDA

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2021/22 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN**
- 2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2021/22**
- 3. DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
- 4. APOLOGIES FOR ABSENCE**
- 5. OPENNESS AND TRANSPARENCY**
To remind those present of the following: -
The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.
While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

6. APPOINTMENT OF COMMITTEES, SUB COMMITTEES & REPRESENTATIVES

To consider the nominations received

Attach 1

A) Parish Council Committees

- i) Appointment of **six Councillors** to the Planning Committee
- ii) Appointment of **six Councillors** to the Finance & General Purposes Committee
- iii) Appointment of **six Councillors** to the Amenity & Environment Committee
- iv) Appointment of **four Councillors** to the Walmer in Bloom Committee
- v) Appointment of **three Councillors** to the Human Resources Committee

B) Parish Council Working Groups

- i) Appointment of **three Councillors** to the Emergency Climate Control Working Group
- ii) Appointment of **six Councillors** to the Events Working Group

C) Parish Council Representatives on outside Bodies

- i) Appointment of **one representative** to attend meetings of the Police Parish Forum and act as Police Liaison Officer.
- ii) Appointment of **two representatives** to attend meetings of the Joint Councils' Committee.
- iii) Appointment of **two representatives** to attend meetings of the Kent Association of Local Councils.
- iv) Appointment of **two representatives** to attend meetings of Action with Communities in Rural Kent.
- v) Appointment of **one representative** as the voting member on the Deal & Walmer Neighbourhood Forum.

7. CHAIRMAN'S REPORT

8. MINUTES

To approve the minutes of the meeting held on Wednesday 7 April 2021.

Attach 2

9. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

10. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting and to receive a report from the KCC Members for Walmer.

11. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- (a) PCSO Report
- (b) Police Surgeries: To discuss arrangements for forthcoming surgeries

12. PLANNING COMMITTEE

To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 20 April 2021

Attach 3

13. EVENTS WORKING GROUP

To receive the report of the chairman and the draft minutes of the meeting held on Tuesday 6 April 2021.

Attach 4

14. WALMER IN BLOOM

- i) To receive the report of the chairman and the draft minutes of the meeting held on Tuesday 23 March 2021

Attach 5

- ii) To receive/approve a quotation to resurface entrance to prevent grit from down washing onto Liverpool Rd

Attach 6

15. REPORT OF THE CLERK

- i) To receive the verbal report of the Clerk on correspondence received

16. FINANCIAL REPORT

- (1) Bank reconciliation at 31/3/21

Attach 7

- (2) Payments & Orders

To receive the report of the RFO and consider payments and orders as detailed. **Attach 8**

17. GRANTS

- i) Deal Music and Arts

- a) To receive a grant application from Deal Music and Arts

Attach 9

W Cooper has submitted all documents and finances to Walmer Parish Council

- ii) Deal Community Carnival Association

- a) To receive a grant application from Deal Carnival Association

Attach 10

18. OFFICE UPDATE.

- i) Authority for the Clerk and/or The Chairman to complete the purchase of 62 the Strand, Walmer

- ii) To receive and approve the report of Anglian Tectonics

Attach 11

19. MANAGEMENT OF SOCIAL MEDIA

To receive a verbal report from Cllr T Byfield concerning the management of social media

20. COMPLAINT AGAINST WALMER PARISH COUNCILLOR.

On 16th April a mediation meeting was held by Cllr M Eddy between a member of the public and a Walmer Parish Councillor. The meeting was held to resolve a complaint by the member of the public about the conduct and language used at a recent planning meeting. Also present, was Cllr S Le Chevalier in the capacity of Acting Clerk. Following a discussion between parties the complaint was resolved to the satisfaction of those present and a recommendation be made to the Chairman of the Planning Committee.

RESOLVED:- It is requested that Councillor(s) that provide the inspection report to the committee avoid using language or gestures that could be interpreted as to provide undue influence of the committee. The Councillor(s) providing the report are allowed a second opportunity to speak, should they wish, during the general discussion that follows

21. INVITATIONS & EVENTS

22. DATE OF NEXT MEETING

Wednesday 9 June 2021 at 7pm Location/Zoom TBC

WALMER PARISH COUNCIL

DRAFT Minutes of the meeting of Walmer Parish Council held on Wednesday, 7 April 2021 via Zoom Video Conference.

Present Councillors:

Cllr J Murray (Chair), Cllr M Eddy (Vice-Chair), Cllr P Heath, Cllr D Thompson, Cllr J Lonsdale, Cllr G Bearman, Cllr C Weale, Cllr Mrs M Beard-Gould, Cllr Miss A Herring, Cllr P St Ange, Cllr B Gardner

Officers Present:

Cllr Mrs S Le Chevalier (Acting Clerk)

Sarah Plews (Technical Assistance)

6127. APOLOGIES FOR ABSENCE

None

6128. DECLARATIONS OF INTEREST

Cllr Mrs S Le Chevalier VOI as Acting Clerk Walmer Parish Council
Cllr P Heath declared a VAOI Planning Committee Agenda Item 6136 member of Wellington Parade Residents Group

6129. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

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While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

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6130. CHAIRMAN'S REPORT

Cllr James Murray (Chairman) reported the following:-

As many of you are aware it has been busy time going meticulously through the process of finalising the employment of a new clerk, moving on the road congestion and improving traffic flow project in Station Road and going through the first stage of recruiting new councillors.

I regret the fact that we have lost Cllr Dan Symons who is off to become a farmer in the West Country and a group of residents have called for an election to fill his seat which will take place on May 6th alongside elections to other bodies.

I heard this week that the DDC Monitoring officer has rejected a complaint from Mr Ludwig alleging that while chairing a meeting in November 2020 I had, among other things, broken the code of conduct in relation to Integrity, Openness and Accountability (at least).

To a happier subject.

For some time 14 weeks Cllr Mrs Sue Le Chevalier has been working pro bono as our Acting clerk.

It has been an onerous task for her having to learn how a Parish Council runs from the other side and being called upon for legal and other advice as necessary.

All this having been parachuted into the role in an emergency.

I certainly owe her a vote of thanks - and a big drink. Tonight will be her last meeting as Clerk and there will be an opportunity to thank her formally at our annual meeting, but I wanted to thank her for her commitment, skill and growing expertise tonight.

She is a shining example of a dedicated Councillor serving her community without any thought of reward other than doing a good job.

6131. MINUTES

Members considered the minute of the meeting held on Wednesday 3rd and Extraordinary Meeting held on 10th of March 2021.

RESOLVED: That the minutes of the meetings of 3rd March and 10th March be approved as a correct record and will be signed by the Chairman at the earliest opportunity.

6132. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None.

6133. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i) A resident shared her concerns regarding litter picking and the bins not being emptied as often as required up and York & Albany.

RESOLVED: Clerk has contacted the Deal and Walmer Litter picking Group and passed details for the resident to get involved. Resident requested to report full bins directly to DDC as required.

- ii) A resident also commented on York & Albany stating a hedge and the grass area required maintenance and enquired as to what Walmer Parish Council's

maintenance schedule is to keep the area safe and tidy. The resident also asked if a fly tipping sign could be posted up in the area.

RESOLVED: Clerk to investigate matters

- i) An email from DDC representative Cllr Chris Vinson was received stating that there had been nothing of specific importance to highlight to Walmer Parish Council, and if there are any issues that the Chairman or members of the Parish Council would like to him to answer he was available to do so.

RESOLVED: Members agreed to note.

6134. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- i) PCSO Adam Herold currently on leave and had provided a written report prior to the meeting.

RESOLVED: Members agreed to note

- ii) Councillor Surgeries: currently suspended.

6135. CO-OPTION

To conduct co-option procedure

- i) Members received a verbal presentation from one candidate.
- ii) Members all voted for this candidate joining Walmer Parish Council

RESOLVED: that Tony Byfield be co-opted onto the Council

- iii) Cllr Sue Le Chevalier (Acting Clerk) will arrange necessary paperwork to completed and returned accordingly

6136. PLANNING COMMITTEE

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 9 March 2021 and the draft minutes of the meeting held on Tuesday 30 March 2021.

RESOLVED: Members agreed to note

6137. WALMER IN BLOOM

Members received the report of the Acting Clerk and the draft minutes of the meeting held on Tuesday 23 March 2021.

RESOLVED: Members agreed to note

6138. HUMAN RESOURCES

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 9 March 2021 and 24 March 2021.

RESOLVED: Members agreed to note.

6139. REPORT OF THE CLERK

The new Clerk, Mr Richard Styles will start on 1st May 2021

The next meeting is the annual meeting and forms to elect a Chairman and Vice-chairman need to be completed and returned to the office no later than 28th April. Forms for Councillors to indicate which committees they wish to serve can be returned electronically.

Zoom meetings are unlikely to continue past 7th May, due to legislation not being extended, although this is being challenged.

A meeting had been held with the Clerk and representatives from KCC highways to resolve the issue of gravel coming off the car parking area at Hawkshill Road. A report will be made through Walmer in Bloom, which manages that area.

6140. FINANCIAL ISSUES

- i) Members received the report of the Responsible Financial Officer and consider payments and orders as detailed.

1 April 2021 (2020-2021)

Walmer Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
222	Campbell Road	18/03/2021	Unity Bank		Allotment deposit return	A Wickenden	E	100.00	0.00	100.00
227	Salaries and pension	23/03/2021	Unity Bank		PAYE/NI	HMRC	E	106.08	0.00	106.08
230	Brocante	23/03/2021	Unity Bank		Brocante refund	Mr A Deal (Pitch Pitch 21/2021)	E	50.00	0.00	50.00
231	Brocante	25/03/2021	Unity Bank		Brocante refund	Coastal Crystals	E	40.00	0.00	40.00
232	General and Office costs	25/03/2021	Unity Bank		Royal Mail Stamps	Cllr S le Chevalier	E	218.25	0.00	218.25
223	Salaries and pension	31/03/2021	Co-operative Bank		March salary	Admin assistant	E	575.25	0.00	575.25
224	Salaries and pension	31/03/2021	Unity Bank		March salary	Assistant Clerk	E	1,024.55	0.00	1,024.55
225	Subscriptions and Training	31/03/2021	Unity Bank		SLCC	Job Advertising Services	E	360.00	0.00	360.00
228	new projects	31/03/2021	Unity Bank		Tree Planting (Walmer Castle)	Cllr M Beard Gould	E	245.20	0.00	245.20
234	Drill Field	31/03/2021	Unity Bank		HUGA (Maintenance)	DDC	E	1,118.88	0.00	1,118.88
235	Premises maintenance	31/03/2021	Unity Bank		Office Rent March	M Johnson	E	1,500.00	0.00	1,500.00
236	new projects	31/03/2021	Unity Bank		TRO and installation of parking	KCC	E	2,525.35	0.00	2,525.35
237	Subscriptions and Training	31/03/2021	Unity Bank		Annual Membership Renewal	Society of Local Council Clerk	E	366.00	0.00	366.00
226	Payroll Processing	31/03/2021	Unity Bank		Payroll processing charge	Batchelor Coop	S	196.00	39.20	235.20
229	General and Office costs	31/03/2021	Unity Bank		IT services	EDGE LT	S	30.00	6.00	36.00
233	new web-site	31/03/2021	Unity Bank		Web design	Vision ICT Ltd	S	710.00	142.00	852.00
Total								9,165.56	187.20	9,352.76

- ii) That the payment report dated 31 March 2021 be authorised as detailed below (vouchers 54):-

Walmer Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
54 Campbell Road	05/03/2021		Unity Bank		Allotment Rent & Deposit Plot	Thomas Taylor	E	145.00	0.00	145.00
Total								145.00	0.00	145.00

RESOLVED Members agreed to make the payments as listed including the late payment as listed.

- iii) That the financial position of the Council as at 31st of March 2021 be noted as detailed on the summary of receipts and payments and statement of monies available in the Council's bank accounts as shown below:

Nat West Current	£35,862.93
Lloyds Bank	£76,613.48
Co-operative Bank	£75,192.86
Nat West Bank SIBA	£10,895.82
HSBC Bond	£75,316.29
Unity Bank	£54,599.21

- iv) Members received a grant request from Kent Air Ambulance

RESOLVED: Members agreed to provide a grant to Kent Air Ambulance for £400.00

- v) Members received an amended invoice from DDC re MUGA.

RESOLVED: Members agreed to pay the amended amount of £1,118.88 for the locking and unlocking of the MUGA

6141. KALC

- i) Members received the 2021/2022 membership of KALC and NALC.

RESOLVED: Members agreed to note

- ii) Members received NALC Summary of Benefits Flyer.

RESOLVED: Members agreed to note

- iii) Members received KALC Membership Information Leaflet 2021/2022.

RESOLVED: Members agreed to note

- iv) Members received the subscription to KALC and NALC for 2021/2022

RESOLVED: Members agreed to pay the subscription to KALC and NALC at a cost of £1620.00 + Vat at a total of £1944.00.

6142. SLCC

Members discussed and agreed membership to the Society of Local Council Clerks.

RESOLVED: Members agreed to pay the membership to the Society of Local Council Clerks at a cost of £366.00.

6143. OFFICE PURCHASE UPDATE

Members to agree the deposit payment for 62 The Strand, Walmer.

RESOLVED: Members agreed to pay the deposit for 62 The Strand, Walmer at a cost of £33,500.00.

6144. YORK & ALBANY CLOSE

Members received a letter from a local resident concerning York & Albany Close.

RESOLVED: The letter asked a number of questions which were answered by Cllr Eddy. Members requested that Cllr Eddy shared his answers with the resident.

6145. TREES AT WALMER CASTLE

Members received an update from Cllr Marguerite Beard-Gould.

6146. QUADRENNIAL COUNCILLOR ALLOWANCE REVIEW

- i) Members received Walmer Parish Councilors annual allowance.

RESOLVED: Members received the allowance review. Members voted to pay a basic allowance to each elected Councilor at a rate of £450.00 per year for the year 2020/2021.

- ii) Members discussed a summary of allowance costings.

RESOLVED: Agreed to note

6147. DOVER DISTRICT COUNCIL LOCAL PLAN CONSULTATION

Members received a summary from Cllr Eddy of his response on behalf of Walmer Parish Council to the Dover District Council Local Plan consultation.

RESOLVED: Cllr M Eddy thanked all members of the planning committee for their contribution to this document

6148. DATE OF NEXT MEETING

Wednesday, 5 May 2021.

The meeting closed at 20:30pm

Signed: Date:

DRAFT

WALMER PARISH COUNCIL

DRAFT Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 20th of April 2021 at 7.00pm.

Present: Councillors: Cllr J Murray (Chairman)
Cllr T Byfield
Cllr J Lonsdale
Cllr C Weale
Cllr G Bearman
Cllr Marguerite Beard-Gould

Officers present: Sarah Plews (Planning Clerk)
Joanne Watson (Technical Assistance)

4202. APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr B Gardner & Cllr A Herring (Vice Chairman)

4203. DECLARATIONS OF INTEREST

None given

4204. OPENNESS AND TRANSPARENCY

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

4205. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 30th of March 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

4206. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

There were no matters arising

4207. PLANNING DECISIONS

i) DOV/21/00177 - 137 Dover Road Walmer

Installation of Amazon 'click and collect' lockers (retrospective)

WPC: Objects

DDC: GRANTED

ii) DOV/ 21/00204 - MFG 137 Dover Road Walmer

Display of a wall mounted, internally illuminated fascia sign (retrospective)

WPC: Objects

DDC: GRANTED

iii) DOV/21/00207 - 8 White Acre Drive Walmer

Erection of a single storey rear extension with 3no. rooflights

WPC: Positively Supported

DDC: GRANTED

4208. PLANNING APPLICATIONS – NEW

i)) DOV/21/00281 - Flat 3 40 The Strand Walmer

Replacement Upvc windows

RESOLVED:- That the committee positively supports the proposal

ii) DOV/21/00443 - 27 The Strand Walmer

Variation of Condition 3 (area and number of seats) of planning permission DOV/18/00783 (application under Section 73)

RESOLVED:- That the committee positively supports the proposal

iii) DOV/21/00431 - 6 York And Albany Close Walmer

Erection of a single storey rear extension (existing rear extension to be demolished)

RESOLVED:- That the committee positively supports the proposal

iv) DOV/21/00425 - Flat 2 Leelands House Grams Road Walmer

Proposed internal alterations to upgrade 2no internal doors. Alter ceiling heights in hall, bathroom and kitchen. Remove fitted cupboards, infill and enlarge openings. Replace 1no internal door within proposed dining room

RESOLVED:- That the committee supports the proposal, however, members have concerns regarding figure 11 in the access and design statement. Members would like to know the validity of the proposed fire door and could it not achieve the same safety measures using Intumescent fire door seals instead.

v) DOV/21/00442 - 27 Granville Road Walmer

G1 - group of three sycamores - crown reduce by four metres and crown lift to 5.2m and to re-balance. T1 - sycamore - crown reduce by four metres to match G1 and remove secondary ascending limb

RESOLVED:- That the committee supports the proposal, however, all agreed that the proposed works be delayed until the at the earliest in June, due to the nesting season. Members also feel 4 metres reduction seems a little too excessive and suggest 3 metres instead.

vi) DOV/21/00073 - 10 The Beach Walmer

Raise roof height to facilitate loft conversion, with front dormer window and 6no. rooflights

RESOLVED:- That the committee supports the proposal, however, members would like to request clarification from the appropriate planning authority, if this loft conversion is to be utilized as an office by a commercial company or purely residential use? Members questioned if the proposed application would require a 'Change of use Application' also.

vii) DOV/21/00525 - 57 Poets Walk Walmer

T1 - Lime tree - reduce to nine metres in height

RESOLVED:- That the committee supports the proposal, however, all agreed that the proposed works be delayed until the at the earliest in June, due to the nesting season.

4209. DOVER DISTRICT TREE OFFICER

i) To receive Cllr Bill Gardner's letter to Dover District Councils tree officer

RESOLVED:-Members agreed to note

ii) To receive Dover District Councils tree officers' letter in response

RESOLVED:- Members agreed to note

4210. DATE OF NEXT MEETING

18th of May 2021

The meeting closed at 19:57 pm

Signed

Dated

DRAFT

WALMER PARISH COUNCIL

DRAFT Minutes of the Events Working Group held on Tuesday 6 April 2021 via Zoom video conferencing at 7pm

Present: Councillors Mrs M Beard-Gould (Chairman), Cllr D Thompson, Cllr C Weale, Cllr G Bearman

Officers Present: Mrs J Watson (Admin)

692. WELCOME AND APOLOGIES

None.

693. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Friday 24 July 2020 and it was agreed that they can be signed as a true record by the chairman at the next opportunity.

694. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None.

695. Brocante – Bank Holiday Monday, 30 August 2021

- a) **Event Management Plan** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: The new Clerk would review once in post before submitting to DDC. May need to consider extra measures to include due to Covid.

- b) **Risk Assessment Document** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: The new Clerk would review once in post before submitting to DDC.

- c) **Stewarding Guidelines** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: The new Clerk would review once in post before submitting to DDC.

- d) **Site Plan** - Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: The new Clerk would review once in post before submitting to DDC.

- e) **Caterers?** - Members discussed the appointment of caterers already appointed in 2020 and possible new caterers to approach to see if available.

RESOLVED: Several business's that we had previously booked are now unable to make the new date. Contact will be made with some new venders. We will also contact some vegan/vegetarian caterers including The Fat Carrot and Veggie Planet. Cllr C Weale will contact Solley's Farm Ice-Cream.

- f) Members to agree that the charges and pitch sizes to remain the same as 2020 and whether this year we should use Eventbrite and Paypal for bookings.

RESOLVED: That charges and pitch sizes would stay the same as agreed in 2020. As we already have at least half of the pitches booked and paid for 2021 we would continue this year with the old system of booking, but would definitely start a fresh next year and use Eventbrite. We will also accept payment by Paypal this year if requested.

- g) Members to receive an update on the number of bookings/Charity stalls already booked for 2021.

RESOLVED: Half of all pitches are already booked (carried over from 2020). We have a waiting list of approximately 36 so do not have many spaces left to sell. We have four Charity pitches booked so far, six pitches for Charity stalls available. Pitch holders must not sell food items only antiques/collectables/bric-a-brac.

- h) Members received and considered one quote for first aid cover.

RESOLVED: To contact P Wave Medical Ltd and ask for a new quote with a start time of 6.30 am rather than 8 am.

- i) Members received and considered quotes for toilets.

RESOLVED: That we would go with the quote from Four Jays as they would be able to deliver on the Sunday or Monday morning.

- j) Members discussed what publicity would be required.

RESOLVED: We would advertise on our Website, Facebook, Deal Radio, Rural Roundup, Antique publication on-line and East Kent Mercury.

- k) Members considered a proposal from The Canterbury Auction Galleries for a charity stall.

RESOLVED: That this would be allowed.

- l) Members considered getting quotes from external organisation to provide Marshalls for the day to assist Council members on day.

RESOLVED: To discuss further with the new Clerk once in position. All Councillors should help at this event if available.

696. HERITAGE OPEN DAYS

RESOLVED: that we would not participate this year but would consider again for 2022.

697. CHILDRENS FESTIVAL

RESOLVED: that we would not hold this year but would consider again for 2022.

698. CAROLS BY TORCHLIGHT

RESOLVED: Cllr Mrs M Beard-Gould would contact Deal Music & Art to see if they wish to join in with this event. Rev'd Canon Seth Cooper to be contacted to see if available on Saturday, 18 December 2021. We have carol sheets. Extra lighting needed.

699. OTHER EVENTS

RESOLVED: No further events to be organised by Walmer Parish Council this year.

700. DATE OF NEXT MEETING

Monday, 7 June 2021 – 7 pm via Zoom

The meeting closed at 20.05 pm

Signed

Date

WALMER IN BLOOM COMMITTEE

DRAFT Minutes of the zoom online meeting of the Walmer in Bloom Committee held on Tuesday 23rd of March 2021 at 7.00 pm.

Present: Mrs S Le Chevalier, Cllr D Thompson, Cllr A Herring, Mr V Recas & Mr R Oram

Officer present: Sarah Plews

1421. APOLOGIES FOR ABSENCE

No Apologies were given

1422. DECLARATIONS OF INTEREST

No declarations of interest were received from Members in respect of business to be transacted on the Agenda.

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

1423. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 23rd of February 2021, were approved as a correct record, and will be signed by the Chairman at the earliest convenience

1424. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

There were no matters arising

1425. HAWKSHILL

i) To receive/discuss a copy of the Hawkshill Management Plan

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March
Members also agreed that The Assistant Clerk contacts all registered volunteers to advise them that duties can resume from the 11th of April. If volunteers are still interested, can they please advise us in writing. If volunteers are keen to resume the volunteering work, they should use their own tools/gloves as to comply with government guidelines.

ii) Cllr S Le Chevalier (Acting Clerk) advised members that a meeting has been arranged with Kent County Council, regarding the concerns surrounding the tarmac of the Hawkshill carpark adjacent to Liverpool Road.

RESOLVED:- Members agreed to note

1426. BUDGET

(i) To receive a budget update for 2021/2022.

RESOLVED:- Members agreed to note

1427. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters.

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that she is willing to manage the two planters adjacent to the Paddling Pool as the previous member has since resigned from the committee.

b) Hanging Floral displays

RESOLVED:- The Assistant Clerk advised members that the application to erect this year's hanging baskets has been submitted to Kent County Council

B) KEY ACTIVITY DATES

To receive a draft copy of the Campaign's key activity dates for 2021.

Members agreed to note

C) SCHOOL/YOUTH ACTIVITIES

(i) To discuss and agree the alternative to the school poster competition

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that this year, a poster collage of all previous winning posters should be composed for this year's publicity leaflet. Mr R Oram offered his IT expertise to help with this collage. The Assistant Clerk will supply all previous winning posters to Mr R Oram.

1428. HEALTH & SAFETY

To consider arrangements for the annual inspection of hanging baskets and fixed planters.

RESOLVED:- Members agreed to defer this item to the next meeting on the 27th of April

1429. ENTRANCE TO CANADA ROAD

Members received information from Cllr D Thompson who will update members and produce a drawn-up plan alongside costings for this new venture at the next meeting.

RESOLVED:- Members agreed to defer this item to the next meeting on the 27th of April

1430. DATE OF NEXT MEETING

27th of April via 'Zoom' Video Conferencing at 7.00pm

The meeting closed at 19:31pm.

Signed _____

Dated _____

Attach 6.

Admin - Walmer Parish Council

Subject: FW: Cost for Surfacing works.

----- Original message -----

From: Kevin.Marsh@kent.gov.uk
Date: 12/04/2021 12:30 (GMT+00:00)
To: "Cllr. Sue Le Chevalier" <cllrsuelechevalier@walmercouncil.co.uk>
Cc: Paul.Valek@kent.gov.uk
Subject: RE: Cost for Surfacing works.

Hello again Sue

I have been to site and measured the area we discussed on Hawkshill Camp Road and they are as follows -:

11.80 x 10.00 = 118m2 @ 100mm @£31.35 = £3,699.30
2.20 x 2.55 = 11.22m2 @100mm @ £31.35 = 351.75

Total Cost £4,051.05

Regards

Kevin Marsh | Dover Engineer | Highway Asset Management | Kent County Council | Ashford Depot,
Javelin Way, Henwood Industrial Estate, Ashford, Kent, TN24 8AD | Tel 03000 418181 | Mobile 07920
108844 | www.kent.gov.uk | [@kent_cc](https://twitter.com/kent_cc)

From: Cllr. Sue Le Chevalier <cllrsuelechevalier@walmercouncil.co.uk>
Sent: 06 April 2021 16:56
To: Kevin Marsh - GT HTW <Kevin.Marsh@kent.gov.uk>
Subject: RE: Cost for Surfacing works.

Hello Kevin,

Thank you for coming along last week. Would you be able to produce an invoice/quote for the work that I could put onto our Walmer in Bloom agenda, please? I have already spoken to the Chairman of the Council and this is getting a favourable reception. I just need something exact to put before the councillors once you have had a chance to measure up.

Many Thanks

Cllr Sue Le Chevalier

Acting Clerk

Sent from [Mail](#) for Windows 10

From: Kevin.Marsh@kent.gov.uk
Sent: 06 April 2021 11:43
To: Cllr. Sue Le Chevalier
Cc: Paul.Valek@kent.gov.uk
Subject: Cost for Surfacing works.


Good Morning Sue

The cost for surfacing works that we discussed last week.
100 to 150m2 (not sure of the exact size of area as I haven't measured it yet)

The most it will cost if the area is 150m² is £4702.50.

I think we will leave the drainage for now and see if this does the trick?

Regards

Kevin Marsh | Dover Engineer | Highway Asset Management | Kent County Council | Ashford Depot,
Javelin Way, Henwood Industrial Estate, Ashford, Kent, TN24 8AD | Tel 03000 418181 | Mobile 07920
108844 | www.kent.gov.uk |  [@kent_cc](#)

Walmer Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

27/04/21

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		185,167.86
	ADD Receipts 01/04/2020 - 31/03/2021		172,338.40
	SUBTRACT Payments 01/04/2020 - 31/03/2021		357,506.26
	Cash in Hand 31/03/2021 (per Cash Book)		172,391.55
B			
	Cash in hand per Bank Statements		
	Cash 04/05/2020	0.00	
	HSBC Bond 07/01/2021	75,316.29	
	Natwest SIBA 15/12/2020	10,895.82	
	Co-operative Bank 09/04/2020	75,192.86	
	Natwest Current Account 07/01/2021	35,862.93	
	Unity Bank 07/01/2021	54,599.21	
			251,867.11
	Less unrepresented payments		69,414.71
			182,452.40
	Plus unrepresented receipts		2,662.31
B	Adjusted Bank Balance		185,114.71
	A = B Checks out OK		

FINANCIAL REPORT for Council Meeting on 5 May 2021

The Responsible Financial Officer requests

- a) That payments be authorised as detailed on payment list A attached dated 27 April 2021 (vouchers 248 – 257)
- b) That the financial position of the Council after these receipts and payment be noted as shown by:-
 - I) The summary of receipts and payment by cost centre (B) dated xx 2021
 - II) The bank reconciliation (C) along with the list of unrepresented cheques and uncashed receipts dated xx 2021

Walmers Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
248 Brocante	01/04/2020		Unity Bank		Brocante refund	Houghton	E	-80.00	0.00	-80.00
247 General and Office costs	01/04/2020		Netwest Current Acco		Office photocopier	KCC Ricoh	S	404.22	80.84	485.06
242 General and Office costs	30/03/2021		Unity Bank		New Office Deposit	Hardmans & Co	E	23,500.00	0.00	23,500.00
243 Insurance	30/03/2021		Unity Bank		Insurance	Came & Company	E	1,169.75	0.00	1,169.75
244 Premises maintenance	30/03/2021		Unity Bank		Window cleaner	David Halpin	E	10.00	0.00	10.00
245 General Grants	30/03/2021		Unity Bank		Kent Air Ambulance Grant	Kent Air Ambulance	E	400.00	0.00	400.00
246 Campbell Road	31/03/2021		Unity Bank		Replacement tap	R G Williams	S	51.63	10.33	61.96
249 Brocante	31/03/2021		Unity Bank		Toilets hire	Four Jays Group	S	561.00	112.20	673.20
250 Salaries and pension	31/03/2021		Unity Bank		PAYE/NI	HMRC	E	163.16	0.00	163.16
251 General and Office costs	31/03/2021		Unity Bank		New Office Solicitor Costs	Hardmans & Co	S	965.00	193.00	1,158.00
252 General and Office costs	31/03/2021		Unity Bank		1 Copy of Arnold Baker Local C	Ramsgate Town Council	E	119.00	0.00	119.00
253 Office Equipment	31/03/2021		Unity Bank		Office Stationery	Wiking direct	S	33.01	6.60	39.61
254 General and Office costs	31/03/2021		Unity Bank		IT services	EDGE I.T	S	30.00	6.00	36.00
255 Premises maintenance	31/03/2021		Co-operative Bank		Window cleaner	David Halpin	E	10.00	0.00	10.00
256 Salaries and pension	31/03/2021		Unity Bank		March salary	Assistant Clerk	E	1,021.95	0.00	1,021.95
257 Salaries and pension	31/03/2021		Unity Bank		March salary	Admin assistant	E	574.65	0.00	574.65
234 Drill Field	31/03/2021		Unity Bank		MUGA (Maintenance)	DDC	E	0.00	0.00	0.00
235 Premises maintenance	31/03/2021		Unity Bank		Office Rent March	M Johnson	E	1,500.00	0.00	1,500.00
236 new projects	31/03/2021		Unity Bank		TRO and installation of parking	KCC	E	2,525.35	0.00	2,525.35
237 Subscriptions and Training	31/03/2021		Unity Bank		Annual Membership Renewal	Society of Local Council Clerk	E	366.00	0.00	366.00
238 81 Hawkhill	31/03/2021		Unity Bank		Waste disposal	Redfern Clearances	E	50.00	0.00	50.00
239 Subscriptions and Training	31/03/2021		Unity Bank		KALC Subscription	KALC	S	1,620.00	324.00	1,944.00
240 A&E Committee	31/03/2021		Unity Bank		Maintenance of MUGA	DDC	S	932.40	186.48	1,118.88
241 General and Office costs	31/03/2021		Unity Bank		New Office Deposit	Hardmans & Co	E	10,000.00	0.00	10,000.00
Total								45,927.12	919.45	46,846.57



4.11.12
ATTACH 9

Deal Music & Arts.

WALMER PARISH COUNCIL

Small Grants Application Form

WALMER PARISH COUNCIL - GRANT APPLICATION FORM

Please print clearly in black pen

1. ABOUT THE APPLICANT

ORGANISATION NAME	Deal Music and Arts
ORGANISATION ADDRESS	49 Barton Mill Road Canterbury CT1 1BP
APPLICANT NAME	Willie Cooper
POSITION IN ORGANISATION	General Manager
ADDRESS FOR COMMUNICATION (if different from above)	
TELEPHONE NUMBER	01227 786111

What is the main purpose of your organisation?

- Bring the highest standards of artistic experience to our local, regional and national communities
- Establish, maintain and develop long-term sustainable music and arts learning and participation, for all ages and abilities
- Celebrate the richness of social and cultural diversity in our community and in the arts
- Provide a platform for artistic collaboration, creativity and innovation
- Create cultural experiences that enrich, inspire, inform, stimulate and support wellbeing
- Contribute to the social, economic and cultural regeneration of East Kent

Current Membership (if appropriate)

	TOTAL	ESTIMATED WALMER RESIDENTS
ADULT MEMBERS	128	25
JUNIOR MEMBERS		

2. ABOUT THE PROJECT

PROJECT	We would like support for our Education Programme which will include working with Walmer Parish Council for a Christmas.
----------------	--------------------------------------------------------------------------------------------------------------------------

	Attached us further information plus full budget
ESTIMATED TOTAL COST *	£102,700
AMOUNT OF GRANT REQUESTED	£400.00

What benefits will the project provide to existing and/or future members and to Walmer in general?

This is a major festival which is now live on our website www.dealmusicandarts.com

- * Please attach a detailed breakdown of the costs and indicate if there is any specific element the Parish Council could support.
- * Please note that actual projects applied for must not have commenced or goods already ordered prior to receipt of the application. If a small part of a large project is applied for please identify the cost of this element separately.

3. FINANCIAL DETAILS

- Please provide copies of the last 2 years accounts, audited if possible.

PROPOSED FUNDING OF PROJECT

	AMOUNT	CONFIRMED (Tick if yes)
Mark Loveday	1500	yes
John Swire 1989 Charitable Trust	5000	yes
Guy and Elinor Meynell	2500	yes
Education Patrons	3100	yes
	12100	

I hereby confirm that the above information is correct

WN Cooper

Signed: _____ 22.4.21 _____
Date: _____



Deal Community Carnival Association

WALMER PARISH COUNCIL

Small Grants Application Form

Applicants are asked to note that the fact a grant is or has been previously awarded by the Parish Council in no way commits the Council to providing funds on a subsequent occasion.

WALMER PARISH COUNCIL - GRANT APPLICATION FORM

Please print clearly in black pen

1. ABOUT THE APPLICANT

ORGANISATION NAME	DEAL COMMUNITY CARNIVAL ASSOCIATION
ORGANISATION ADDRESS	79A BLENHEIM ROAD DEAL KENT CT14 7DE
APPLICANT NAME	JOHN TRICKEY
POSITION IN ORGANISATION	C.E.O.
ADDRESS FOR COMMUNICATION (if different from above)	AS ABOVE
TELEPHONE NUMBER	01304 364479 07890942914

What is the main purpose of your organisation?

Deal Community Carnival Association is a group of unpaid volunteers, who organise the Deal, Walmer and Kingsdown Carnival, The Teddy Bears picnic, Lorry Pull, Sea Swim, Raft Race, Hopscotch Championship, Baby Show, Party on the Prom, Kent Coal Queen and Deal Christmas Carnival each year.

The Primary objective of the Association is "to involve all sections of the Community in engendering community spirit by organizing an annual Carnival and associated events" (according to the Association's constitution).

Current Membership (if appropriate)

	TOTAL	ESTIMATED WALMER RESIDENTS
ADULT MEMBERS	22	8
JUNIOR MEMBERS	10	4

2. ABOUT THE PROJECT

PROJECT	Deal Walmer and Kingsdown Regatta week Specifically the Teddy Bears picnic
ESTIMATED TOTAL COST *	£12,000
AMOUNT OF GRANT REQUESTED	£400

What benefits will the project provide to existing and/or future members and to Walmer in general?

The primary objective of the Association is "to involve all sections of the Community in engendering community spirit by organizing an annual Carnival and associated events".

- * Please attach a detailed breakdown of the costs and indicate if there is any specific element the Parish Council could support.
- * Please note that actual projects applied for must not have commenced or goods already ordered prior to receipt of the application. If a small part of a large project is applied for please identify the cost of this element separately.

3. FINANCIAL DETAILS

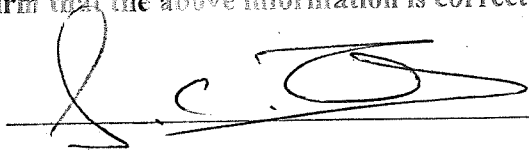
- Please provide copies of the last 2 years accounts, audited if possible.

PROPOSED FUNDING OF PROJECT

CONTRIBUTING ORGANISATIONS	AMOUNT	CONFIRMED (Tick if yes)
DEAL TOWN COUNCIL	1000	
GRANTS AND DONATIONS	1000	
SPONSORSHIP	3000	
CARNIVAL COLLECTION	3000	
PROGRAMME SALES	1500	
SUMMER PROGRAMME ADVERTS	1500	
CARNIVAL WEEK EVENTS	1000	
TOTAL	12,000	

I hereby confirm that the above information is correct

Signed:



Date:

26th April 21

Please check that you have supplied all necessary supporting information.

OFFICE USE ONLY

Application Received Date	
Acknowledge Letter Sent	
% age of Total Request	
Cost Breakdown Provided	
Accounts Provided	

Power Available: _____

The Old Store, Church Lane, Chislet,
Canterbury, Kent, CT3 4EB.

T: 01227 860 550

F: 01227 860 173

E: antec@btconnect.com

W: angliantectonics.co.uk



Our Ref:DK210254/KH

14th April 2021

FTAO: Clerk
James Murray
Walmer Parish Council
8 The Strand
Walmer
Deal
CT14 7DY

clerk@walmercouncil.co.uk

Dear Sir,

RE: 62 THE STRAND, WALMER, DEAL CT14 7DP

An inspection was made of the above property by Mr K. Hodge on the 7th April 2021 specifically for our recommendations for the treatment of Rising damp and attack by wood boring beetle.

The property consists of a terraced commercial premise. Any directions are given facing the front of the property from outside.

The weather at the time of the inspection was warm with clear skies.

Our timber inspection is limited to the main roof void only as per the request of the client.

This report is solely for the use of the person or company named at the head of same and for their professional advisers and no liability to anyone else is accepted. The report may not be provided to anyone else.

The report relates only to instructions given to us by our client(s) and is not intended to be a full survey of the property. Our inspection has been undertaken only to provide a quotation or estimate for relevant remedial works, which may be considered necessary. Comments made in the report and quotations/estimates given are valid for three months only, after which time we reserve the right to modify or cancel same.

Inspections are undertaken using non-destructive methods unless specific arrangements have been made to the contrary. Although every effort will be made to undertake as comprehensive an inspection as possible, we are not at liberty to lift fitted floor coverings or move furniture without the express permission of the owner and inspection would, therefore, be subject to such limitations.

REPORT & SPECIFICATION – RISING DAMP

An inspection was carried out of walls throughout the ground floor following BS 6576 guidelines and sample electronic moisture meter readings were taken to the base of all accessible load-bearing walls.

The moisture meter uses electrical conductance principles to measure the moisture level of the material between two electrodes. The meters do not give a true percentage of the moisture content within the plaster or masonry. It will, however, give wood moisture equivalent (W.M.E.), i.e. as an equivalent 16-18% in wood is deemed acceptable. Rot will generally occur in timber once it reaches 22-24% moisture content or above, however, a content of 20% will sustain its growth.

The moisture meter is used to obtain a damp profile of the walls based on wood moisture equivalent (W.M.E.).

OBSERVATIONS

The walls of the main building appear to be of solid brick construction although the low wall beneath the front window is, we believe, of single block/brick thickness only.

No visual evidence of an existing physical damp proof course was seen to the perimeter walls of the property.

The ground level to the front of the property is similar to the internal floor levels.

The rainwater goods appear clear and serviceable although a close inspection was not made at the time of the inspection.

The property does have the benefit of a wet central heating system.

Moisture meter readings were undertaken using both capacitance and conductance meters: the first taking 'below surface' readings and the latter taking 'surface' readings.

Forward Reception Room

High moisture meter readings were obtained to the full width of forward wall (below seating) with significant visual dampness and surface deterioration also noted at this time. Evidence of decay was also noted to the attached skirting board in this area.

As previously noted in our observations, we believe, the forward wall may be of limited thickness and therefore will be more prone to the effects of penetrating dampness and condensation.

Visual evidence of dampness and surface deterioration was also noted to the upper right corner of the forward wall, however, moisture meter readings obtained from this area at the time of the inspection were found to be within acceptable limits. We have been made aware that a now repaired external defect may have been the cause of this staining.

Elevated moisture meter readings were noted across the face of the historic fireplace structure.

Moisture meter readings obtained from the remaining walls within this area were found to be within acceptable limits at the time of the inspection.

Entrance Hallway and Middle Reception Room

High moisture meter readings ranging from 25%-30%WMe were obtained to the forward section of the left-hand party wall within the entrance hallway, readings were noted to sharply dissipate past the radiator.

Evidence of a phenomenon now as a 'salt band' was noted to the remaining sections of the left-hand party wall within the entrance hallway, we believe, that some form of remedial replastering or damp proofing may have been undertaken to the lower section of wall in these areas in the past, although we cannot confirm this without doubt at this time.

High moisture meter readings were obtained the skirting board attached to the right-hand party wall within the main reception room, however, readings obtained to the surface of the wall above this area were found to be within acceptable limits. The render/plaster was noted to be very dense under probe in this area and the left-hand wall, we believe it highly likely that some form of remedial replastering has been undertaken in the past.

Toilet

Our inspection was restricted in this area due to the presence of sanitary ware, where possible moisture meter readings were obtained from the accessible wall surfaces.

An area of dampness was noted to a small section of wall to the bottom left corner of the room adjacent to the door, significant surface deterioration was also noted at this time.

Although the surface of the wall at high level appears deteriorated or possibly affected by dampness, moisture meter readings obtained to this area were found to be within acceptable limits at this time, we believe, a repair may have been undertaken in this area in the past.

Kitchenette

Our inspection was heavily restricted due to the presence of kitchen units, where possible moisture meter readings were obtained from the accessible wall surfaces.

Elevated moisture meter readings were obtained to the accessible section of the forward wall, due to limited access in this area it is unclear as to the extent of dampness or if it is present behind the units.

Rear Reception Room

All walls within this room have been dry-lined, this has limited our inspection to moisture meter readings obtained to the surface of the linings only.

Our inspection has revealed two small areas of dampness to the surface of the plasterboard linings to the low level 'boxing' seen to the base of the left-hand wall. We believe the 'boxing' conceals the waste pipe of the adjacent sink within the kitchenette, it is possible that there is a slow weep to connected pipe work in these areas, however, this is speculation at this stage.

Generally, moisture meter readings obtained to the surface of the linings throughout this area were found to be within acceptable limits with no further visual dampness noted at the time of the inspection.

First Floor

Forward Room

Moisture meter readings obtained from the walls within this room were found to be within acceptable limits at the time of the inspection.

Bathroom

Moisture meter readings obtained from the walls within this room were found to be within acceptable limits at the time of the inspection.

Rear Room

High moisture meter readings and significant visual dampness and salt contamination was noted to the fireplace structure.

Moisture meter readings taken from the remaining walls surfaces were found to be within acceptable limits at the time of the inspection.

DISCUSSION

As stated in our report, the inspection undertaken revealed areas of dampness within the property. The main cause of the dampness is due to the presence of rising and penetrating dampness and resultant salt contamination of the decorative surfaces.

As the dampness enters the walls it will introduce various ground water salts into the wall. Over many years of active rising, penetrating and lateral dampness large quantities of these salts are left within the wall as moisture evaporates. These salts accumulate within the masonry and decorative surface. The salts present are generally chlorides and nitrates, which are hygroscopic, (i.e., they can absorb moisture from the surrounding environment dependent on the ambient humidity) and, in general, the greater the number of salts the greater the absorption of moisture - especially under humid conditions.

The installation of a damp proof course will control rising damp; however, irrespective of the type of damp proof course used, dampness is likely to continue to be a problem due to residual salts in the wall and the action of hygroscopic salts.

Dampness caused by the presence of hygroscopic salts within the wall and wall plaster may continue to give problems even though all other sources of moisture ingress have been rectified. There is no economic way of removing the salts other than to remove the plaster and replace it with a salt retardant render.

RECOMMENDATIONS

We have allowed for plaster removal and replastering up to and around the units/worktop within the kitchenette to the best possible finish, it would be preferred that the units and worktop are removed (allowing better access and further inspection of concealed areas), however, we understand this may not be justified at this time.

We have allowed for the patch repair of damp linings within the rear reception room (pipework boxing), should a leak be detected during this process the client will be informed and the area will be halted until repaired by the client's own plumber. A revised quotation will need to be provided should we need to return at a separate time after the main works have been completed.

In this instance, we have allowed for the removal and reinstatement of plaster below the seating (forward reception room, ground floor) leaving the joinery in situ.

We advise that the client instruct their own carpenter to remove the skirting board found to the right-hand wall of the middle reception room and attach it back to the wall fully isolated from contact with the wall (apply damp proof membrane to back of timber).

We recommend the insertion of a chemical damp proof course as per the enclosed specification (S1) and as outlined in BS 6576/2005 in the areas indicated on the attached sketch plan.

A vertical damp proof course would be inserted where shown on the plan to prevent lateral damp movement from the adjoining walls entering the treated walls above the level of the new damp coursing.

Internal plaster and skirting boards must be removed as indicated on the plan prior to damp coursing and plaster reinstated to the attached specification (S2) following completion of installation.

Our quotation for re-plastering allows for a render coat of up to 20mm. It is necessary to achieve this thickness to meet the required specification. If on removal of the original render to the affected walls the original render were found to be under this thickness, then it would be necessary to remove the remainder of the render/plaster to the wall area above to give continuity of a 20mm render thickness. If this were the case, then our original quotation would need to be revised and additional charge would be made.

Similarly, if the render were removed and was found to exceed 25mm thickness and additional building out of render was required then our original quotation would be revised accordingly.

All re-plastering should be undertaken as per our specification (S2). All water used must be clean, free from oil, dirt, or other injurious chemicals (water suitable for drinking if available). Use the minimum of water to ensure dense render coats; an approximate is not more than 8 litres per 50kg of dry mix.

All sand used must be washed (sharp or plastering) and loam free, which satisfies the requirements for the 'M' grading as laid down in BS 882:1992. The cement should be fresh and free flowing. The first coat of render should be mixed at a ratio of 3:1 incorporating a waterproof additive, as per the manufacture's specification. The second coat should be mixed at a ratio of 4:1, although no additive is required in the second coat. Each coat applied should be approximately 12mm thick. A final 3mm mix of multi finish or similar can be applied once the render coat has dried. The final coat should not be over polished.

Renders and plasterwork should be cut short of finished floor level or suspended timber floor level. This will prevent damp, which may be present within the solid floor from being transferred into the soft setting coat, or any sub floor condensation passing into the new work.

Gypsum plasters, lightweight pre-mix plasters must not be used to bond metal angles to corners. Ideally use plastic or stainless-steel angles, or better still form free hand.

Lightweight Gypsum pre-mix backing or bonding plasters, such as 'Carlite' should not be used, particularly in areas where chases may be made such as around switch plates or sockets.

In all cases, irrespective of the speed of damp proof course formation, a damp wall takes time to dry out. As a general guide, the drying rate is given 1 month for 25mm of wall thickness, thus 230mm will take approximately 9 months to dry. The drying process does, however, depend on conditions, ventilation, and the type of masonry, so drying may take considerably longer.

Due to the potential prolonged drying of the wall, following must be considered.

- Delay any decoration for 4-6 weeks following re-plastering and allow for good natural ventilation to enhance drying. Do not apply heat or accelerated drying methods, such as dehumidifiers as this will inevitably cause cracking or de-bonding of plaster finishes.
- Only redecorate using a non-vinyl-based emulsion, such as one coat of trade matt emulsion. Gloss paints, vinyl emulsions, together with vinyl and washable wallpapers should be avoided, as these will 'trap' moisture behind the decorated surface, thereby giving the appearance of system failure.
- Do not use wallpaper for at least 12 months (longer on thick walls). Where waterproofing has been undertaken, such as cementitious tanking then no wallpaper should ever be applied.
- Maintain good ventilation around walls.
- The initial decorations should be regarded as temporary, the final decorations not taking place for at least 12 months after completion of the damp proofing work.

All render-based systems are susceptible to considerable shrinkage forces as the water employed in the application process evaporates. It is inevitable therefore that some cracking of the plaster finish may occur as the walls dry out over time. This can often be long after the initial application. This company accepts no responsibility for shrinkage cracks. If cracks occur, then these should be filled with suitable flexible filler during any future decoration.

We would protect the exposed flooring to the best of our ability. However, there is the risk of some minor scratches occurring to the surface of the flooring, for which we cannot be held responsible.

Whilst every care will be taken when removing the existing skirting board, no guarantee can be given that they will be suitable for re-use. We have made no allowance for re-fixing of previously removed skirting board or supply of new skirting board. The client should ensure that the walls have sufficiently dried back before re-fixing. It is recommended that the backs of any joinery fixed to new plasterwork be treated with a suitable timber preservative.

The client must remove the radiators from the walls to be treated prior to our arrival. If horizontal or vertical pipework is tight to a wall, then the client's own plumbing and heating engineer should cut this back and cap open ends. If it is difficult for you to arrange this then we can obtain a quotation on request.

The client should ensure that all rainwater goods are serviceable and free from obstruction.

The external ground levels must be maintained at a point at least 150mm below the damp proof course.

We must point out that there were several ground floor walls, which could not be fully inspected owing to restricted access. No guarantee can be given that any un-inspected walls are free of dampness or plaster contamination. A further inspection of these walls would be recommended should items be removed during any future renovation of the property.

Our recommendations are based solely on the condition of the accessible walls at the time of our inspection. The possibility of further remedial works proving necessary to the areas that we did not or were not able to fully inspect cannot be discounted.

REPORT & SPECIFICATION – TIMBER

An inspection of exposed unpainted timber surfaces was made in the following areas. Where floor coverings are laid it is not always possible to inspect a representative sample of flooring.

Roof Void

Inspection was made of the rafters and ceiling joists. No evidence of current infestation by wood boring beetles was seen to the roofing timbers.

RECOMMENDATIONS

From our inspection, we do not believe that any remedial treatments are justified or required at this time.

The possibility of active woodborer infestation and/or decay being present to timbers, which we were unable to inspect, or which were not inspected for any reason cannot be entirely discounted and the ability of any timber to fulfil its intended purpose is outside the scope of this report or quotation.

SAFETY INFORMATION

INSECTICIDAL AND FUNGICIDAL TREATMENTS

Your safety is our concern. We source and use only the safest available products with the lowest mammalian toxicity. You should stay out of the area whilst treatment is in progress. In almost all cases it is safe to re-enter the room(s) or roof void after 48 hours or when it is dry following treatment. Good ventilation will usually assist the drying process. Products used are mostly water based and do not present a measurable fire risk.

PLASTER REMOVAL – DAMP COURSE INSTALLATION

Removal of old plaster can create a lot of dust, which may travel to even the remotest part of the property. This is minimised by 'sheeting' up work areas as far as possible. Nevertheless, you should clear floor coverings and furnishings from areas to be worked on prior to our arrival.

Dust in the air can be an irritant and you should keep out of work areas during plaster removal. The installation of the damp proof course is a 'contained' process and should not present any significant risk.

NOISE

We should advise that some of the equipment used by this Company (drills and plaster scrapers) inevitably create some noise. This can sound louder in enclosed spaces. Our operatives wear ear defenders, but we would advise that you stay out of work areas when such equipment is being used.

ASBESTOS

We must point out that homes constructed before 1999 may contain asbestos. This can be in many forms from infill partitions and panels to textured coverings. Our inspection does not extend to an asbestos survey and the client is advised that if there is any doubt as to the presence of asbestos within the property that they contact a licensed contractor to inspect and remove.

If you are aware that asbestos is or has been present in the property, then we should be advised accordingly.

If asbestos is thought to be present to any areas exposed during our works, then work would stop, and the client would be informed to arrange for any necessary inspection, isolation, or removal.

Do not attempt to remove asbestos lagging, spray coatings or large areas of insulation board, or other asbestos based products by yourself as these products can only be safely removed by a licensed contractor.

The general rule is to always leave asbestos alone. Asbestos is usually safe unless it is damaged or disturbed, however, it is best practice to always seek professional advice.

ADDITIONAL INFORMATION

The National Association of Estate Agents and the Royal Institution of Chartered Surveyors advises that when looking for a preservation and/or waterproofing company you should make sure it is a member of the British Wood Preserving and Damp Proofing Association (B.W.P.D.A.)/ Property Care Association (P.C.A.) and Guarantee Protection Trust. We are pleased to inform you that Anglian Tectonics are members of these associations.

The B.W.P.D.A./ P.C.A. sets the standards for timber treatment and damp proofing companies operating in the United Kingdom. All contractors must satisfy stringent tests on their skills, methodology, knowledge of safety and environmental legislation, and financial soundness.

As a member of the Property Care Association, we can provide all our domestic customers with real peace of mind. By using our company, you are insured against losses that may be incurred by our company being unable to start or complete works through insolvency or dispute.

This insured guarantee is known as the PCA Promise. The PCA Promise guarantees that all deposits or repayments made by homeowners are safe. You can be assured that in the unlikely event that we cannot complete works that have been started where a deposit or re-payment has been taken, then another PCA contractor will be appointed and that they will be employed to complete the work without financial penalty and the hassle of finding another contractor. The PCA Promise is administered by the PCA and underwritten by an independent insurance company.

The Guarantee Protection Trust (G.P.T. or often referred to as G.P.I.) offers insurance backed guarantees to protect property owners from the inadequate treatment guarantees that are still regularly issued throughout the remedial industry. The G.P.I. guarantees cover you for the contractor's liability under their guarantee if they are no longer in business. The G.P.I. guarantee is for a period of **Ten years** only from the date of treatment.

Anglian Tectonics are also members of the Trust Mark Scheme.

GUARANTEE

Damp proof course installation carried out by this Company is guaranteed for a period of Twenty years.

A specimen copy of our Guarantee will be issued if required.

Our Guarantee will be issued when the final account has been settled. In addition to our Guarantee, we are members of the Property Care association (P.C.A) and we are pleased to offer you the option of the Guarantee Protection Insurance Company Ltd. (GPI) Back-Up Guarantee. The premium is shown as a separate item on our estimate. (The 'back-up' guarantee is a 'one-off' insurance payment and will ensure that your guarantee remains valid for the specified time, should this Company cease to trade).

Please note that the GPI Guarantee is for a period of **Ten years** only from the treatment date and, as such, will not always be of the same duration as our company guarantee.

Short Privacy Notice

Our Company only collects information freely given by our clients after contact made by them. All information is covered by our Privacy Policy and as required under the General Data Protection Regulations.

As a valued customer, we ensure that your data is kept securely and only used in our dealings with yourself and not passed onto third parties or used for any other purposes.

We hope our report and quotation will meet with your approval, but should you have any queries, please do not hesitate to contact us.

Yours sincerely,

Kelian Hodge C.S.R.T

Anglian Tectonics
ANGLIAN TECTONICS
Encs

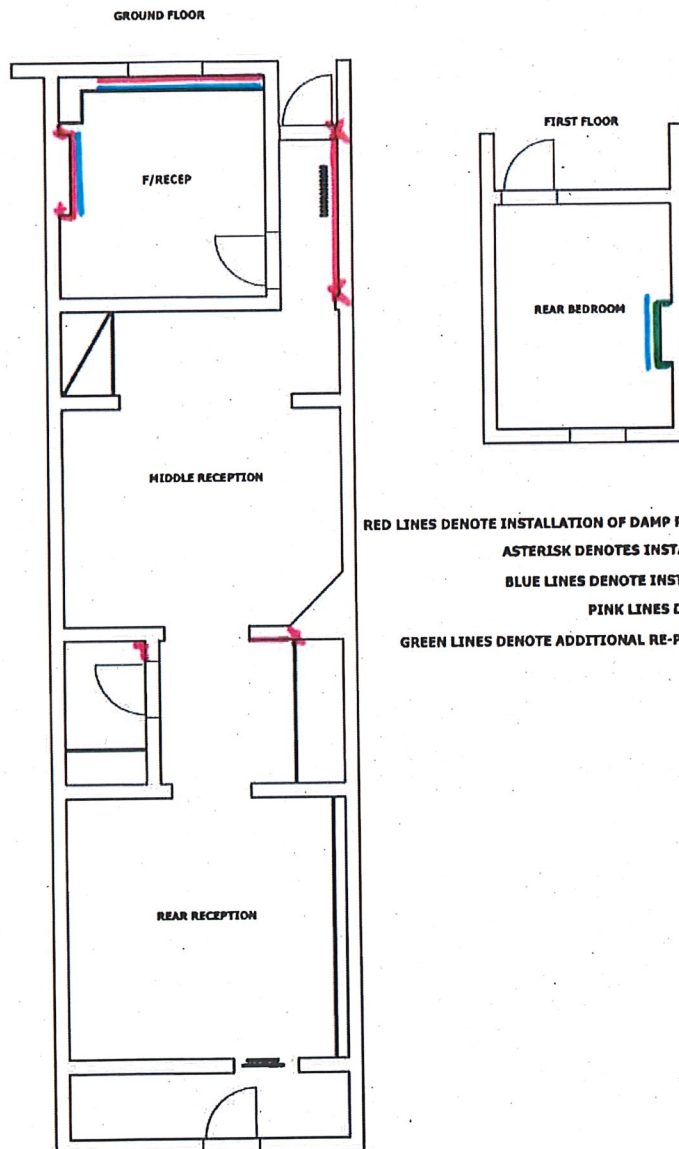
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ANGLIAN TECTONICS (DOWNLANDS) LTD

THE OLD STORE, CHURCH LANE, CHISLET, CANTERBURY, KENT, CT3 4EB

www.angliantectonics.co.uk Tel: 01227 860550 Email: antec@btconnect.com Fax: 01227 860173

62 THE STRAND, WALMER, DEAL



PLAN NOT TO SCALE - FOR GUIDANCE ONLY

11

ANGLIAN TECTONICS (DOWNLANDS) LTD

QUOTATION

Our Ref:DK210254/KH

14th April 2021

QUOTATION

Page 1 of 2

RE: 62 THE STRAND, WALMER, DEAL CT14 7DP

Client to:

Provide access to clean water and electricity.
Remove stored items and furnishings away from walls requiring treatment.
Remove radiator and associated pipework away from walls requiring treatment prior to our arrival on site.

Anglian Tectonics to:

Removal: Of internal plaster and skirtings as necessary and removal of debris from site.

£400.00

Rising Damp Treatment: Installation of damp-proof course as per our recommendations and supply of render additive

£350.00

Specialist Re-plastering: as per our recommendations up to 25 mm thick

£2,700.00

Total: £3,450.00plus VAT

VAT will be charged at the standard rate on the above quotations.

Optional Guarantee Protection Cover
Including 12% Insurance Premium Tax

(Rising Damp Treatment)

£78.40

E & O.E

**N.B. ALL FLOOR COVERINGS AND FURNISHINGS TO BE REMOVED FROM
TREATMENT AREA BY CLIENT, PRIOR TO COMMENCEMENT OF WORKS**

Our Ref: DK210254/KH

14th April 2021

QUOTATION

Page 2 of 2

RE: 62 THE STRAND, WALMER, DEAL CT14 7DP

N.B. The quotation does not allow for the removal and reinstatement of any plumbing or heating runs necessary for remedial work, for re-plastering areas of wall within built-in cupboards (unless these are to be removed by the client) or for re-fixing skirting boards or electrical fittings unless specific arrangements have been made to the contrary.

The client is to arrange for the removal of any socket faceplates and light switch plates prior to our arrival. The wiring should be isolated to ensure safe working conditions.

In some instances, it may be found that the electrical back boxes are corroded due to the presence of dampness. This may not be established until the plaster has been removed. If this is the case, then the client would be informed, and new back boxes should be fitted prior to the application of the new plasterwork.

One-third deposit is normally required prior to commencement of work together with signed form of acceptance. Balance of payment due on completion of work.

ANGLIAN TECTONICS¹¹ (DOWNLANDS) LTD

ACCEPTANCE OF QUOTATION

Our Ref:DK210254/KH

14th April 2021

QUOTATION

Page 1 of 2

RE: 62 THE STRAND, WALMER, DEAL CT14 7DP

Client to:

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Optional Guarantee Protection Cover
Including 12% Insurance Premium Tax

(Rising Damp Treatment)

£78.40

E. & O.E.

**YOUR QUOTATION IS ACCEPTED IN ACCORDANCE WITH THE CONDITIONS
OVERLEAF**

SIGNED

CLIENTS FULL NAME AND ADDRESS FOR INVOICE

DATE

PHONE No:

**Bank Details: The Bank of Scotland – Account 06011936 – Sort Code 12/24/82
Please enter Our Reference when submitting deposit payment – Thank you.**

Our Ref: DK210254/KH

14th April 2021

QUOTATION

Page 2 of 2

RE: 62 THE STRAND, WALMER, DEAL CT14 7DP

N.B. The quotation does not allow for the removal and reinstatement of any plumbing or heating runs necessary for remedial work, for re-plastering areas of wall within built-in cupboards (unless these are to be removed by the client) or for re-fixing skirting boards or electrical fittings unless specific arrangements have been made to the contrary.

The client is to arrange for the removal of any socket faceplates and light switch plates prior to our arrival. The wiring should be isolated to ensure safe working conditions.

In some instances, it may be found that the electrical back boxes are corroded due to the presence of dampness. This may not be established until the plaster has been removed. If this is the case, then the client would be informed, and new back boxes should be fitted prior to the application of the new plasterwork.

One-third deposit is normally required prior to commencement of work together with signed form of acceptance. Balance of payment due on completion of work.

CONDITIONS OF CONTRACT

1. Acceptance of the quotation shall constitute a contract in which the Company's Report and specifications shall be recognised as forming part of the contract and an acknowledgement of receipt and comprehension of their provisions. All such acceptances must be acknowledged by the Company and, until such time, we will not recognise an acceptance of offer as being binding upon us.
2. Payment is due upon completion of work specified, unless alternative arrangements have been made in writing prior to the commencement of work.
3. Estimates are open for 12 weeks, after which the Company reserves the right to modify or withdraw them.
4. Guarantees will be issued subject to the terms of the Contract, following receipt of payment, and relate only to those areas treated by the Company.
5. Inspections are undertaken without prejudice and are based on the information to hand and visible at the time of inspection. They are undertaken solely for the purpose of providing a quotation of specified works and are not to be taken as representing a comprehensive building survey or schedule of works. We are able to provide comprehensive inspections and reports on all aspects of building preservation but this type of work attracts a fee scale dependent upon our instructions.
6. A minimum of 5 working days notice must be given in the event of postponement, otherwise a charge may be made for lost time where alternative work cannot be arranged for operatives.
7. Our quotations are based on the assumption that furniture and all floor coverings are removed from areas to be treated prior to the arrival of our operatives on site (in accordance with the attached notes on treatment) together with any other specified items, such as radiators and roof insulation etc. The Company will not be held responsible for any loss or damage to items not removed. Any delay occasioned by the workplace not being cleared will be charged to the client at day work rates.
8. The client should be aware that proposed works (removal of plaster in particular) can create considerable dust, which may migrate to even the remotest parts of the property. Whilst this will be kept to a minimum, no responsibility will be taken by this Company for such dust dispersal and we have not allowed for nor will we be responsible for any contract cleaning.
9. No responsibility can be taken by this Company for staining or damage caused to ceilings or other decorations or furnishings as, although every care is taken, some products or processes may cause discolouration, especially to polystyrene ceiling finishes. There is the risk of cracking to ceilings where joists above same are of insufficient size or subject to deflection.
10. It shall be the responsibility of the client to ensure that open water storage tanks are sealed to prevent the ingress of dirt and chemicals and that all foodstuffs, animals and plants etc. are removed from treatment area prior to commencement of work.
11. The client will make available for our use, without charge, a suitable supply of water and electricity. The Company reserves the right to make an additional charge for the provision of an electrical generator where no mains electricity is available.
12. It is the client's responsibility to inform the owners and occupiers of adjoining premises of the nature of the intended works. The client must notify immediate neighbours and obtain permission to carry out works where party walls are to be worked on. We would be pleased to provide more information on The Party Wall Act 1996 upon request. If damp course installation is undertaken to only a partial depth of party wall then, due to the limitations of such treatment, it would not be possible to offer our long-term guarantee or conform to relevant British Standards on such walls.
13. Unless otherwise stated, no quotation will allow for the removal and/or reinstatement of any plumbing or heating runs necessary for remedial work, for replastering areas of wall within small built-in cupboards or for re-fixing skirting boards or electrical fittings.
14. Where proposed works involve the removal of skirtings and plaster, the Company will not be held responsible for any damage caused to skirtings or other joinery timbers as by their very nature they are liable to breakage during removal. Skirting boards/architraves should not be fitted until adequate drying of plaster has been allowed and the hidden faces of all such joinery should be adequately coated to prevent moisture uptake from the plaster. Quotations for re-plastering are based upon the thicknesses of render coats detailed on our standard specification sheet (S3). If additional thicknesses of backing (render) coats are found to be necessary as a result of existing plaster thicknesses or, indeed, should existing wall finishes be too thin necessitating full height re-plastering, additional charges may be made on a pro rata basis.
15. The client is advised that some chemicals used by the Company are inflammable and until the solvents have evaporated following treatment, the following precautions should be taken: smoking must not take place; no naked lights, fires or other heating appliances should be used in treatment areas; no drinking, eating or sleeping should take place; infants, children and pets must be excluded from the treatment areas; and floor coverings should not be replaced until the floors have thoroughly dried. Treated areas should be well ventilated.
16. The Company does not accept responsibility for damage to services not visible, unless their location is specified by the client prior to treatment.
17. Any works recommended but not included in the quotation are the responsibility of the client who should ensure that any specification supplied for such work is adhered to.
18. The Company reserves the right to alter the specification or chemical used and to omit or alter any part of the work which proves impractical.
19. Arrangements for access to the premises to be treated will be made prior to commencement of works, and any costs incurred by the Company due to the failure of the client or his agents to provide access so arranged, or the necessary services, will be charged to the client.

NOTE: None of the above conditions should be construed as depriving the client of any right under law, nor is it the intention to unfairly restrict the liability of the Company. It is our policy to, at all times, act in a fair and reasonable manner and we expect the client to conduct themselves similarly.

(S1) ANGLIAN TECTONICS

Standard specification for the treatment of rising dampness

EXPLANATORY NOTES

Many mature properties are subject to rising dampness due to the lack of an effective damp proof course (a horizontal layer of waterproof material built into a wall e.g. slate, bitumen, polythene). In some cases the effect is clearly visible on internal decorations and may cause both brickwork and plaster to crumble. The remedy is to provide a new damp proof course and re-new the damaged plaster.



PREPARATION

It is the responsibility of the client to remove all floor coverings and furnishings from rooms to be treated prior to commencement of works. Any radiators, heating pipes, wall units, shelving, etc on walls requiring treatment should also be removed, unless arranged otherwise.

TREATMENT SPECIFICATIONS

The process consists of drilling a series of 10mm-12mm holes into the base of the wall either in the brickwork or the mortar bed joints to depths and at intervals appropriate to the wall construction. Injection fluid or paste/cream is pumped into the wall until a complete water repellent course is formed. A copy of the Agreement Board Certificate is available on request, for those requiring more technical information.

It is often a requirement when installing a damp proof course to remove the wall plaster within the affected area and re-plaster to a good specification (S2). Re-plastering is normally required to a height of one metre or 500mm beyond the last signs of any salt contamination. The main reason for plaster removal is to remove moisture-retaining salts deposited by dampness into the existing plaster. These residual salts inhibit drying and attract moisture from the air and spoil decorations, and are often classed as hygroscopic. A copy of the Company's re-plastering specification (S2) is attached to all reports.

It is desirable that the damp proof course should be installed below the level of internal timber suspended flooring, however, this is not always practical and it is often necessary to install the damp proof course at floor level provided this is at least 150mm (6") above the external ground level.



PENETRATING DAMP

External faults in walls, such as cracks or bad pointing, must be repaired to prevent penetration by rain. Where damp penetration is due to a porous external surface, a suitable micro-porous water repellent should be applied. Other structural faults such as leaking guttering, blocked drains, broken roof tiles, faulty chimney stacks, etc, should be repaired.

CONCRETE FLOORS

Where moisture rises through a concrete floor due to the absence of an internal membrane, a waterproof membrane should be applied and preferably linked with the damp proof course within the wall. Surface membranes such as epoxy resin coatings or polypropylene membranes are ideal for this and can be applied directly over the damp floor slab; alternatively the concrete should be lifted and re-laid incorporating a suitable polythene membrane. We would be pleased to provide further information in respect of flooring membranes should this be required.

BRIDGING OF DAMP PROOF COURSE

Where walls are rendered externally the client should arrange for the lower few inches to be removed and the brickwork made good, to prevent dampness rising through the render and bridging the damp proof course. External ground levels should be maintained at a point at least 150mm (6") below the damp proof course.

A 25mm (1") channel should also be left between the render and any internal solid flooring to prevent bridging of the damp proof course.

NOTE: Specification sheets are prepared for general guidance only and should not be relied upon as a full site-specific specification. For more information please call 01227 860550 or fax 01227 860173 or email antec@btconnect.com



PROPERTY CARE
ASSOCIATION

Structural Waterproofing Group

(S2) ANGLIAN TECTONICS

Specification for re-plastering internal walls of properties previously treated with an injected damp proof course

FIRST COAT

To be 10mm (3/8") thick waterproofed by the addition of the additive supplied by the Company and mixed to the gauging water at the ratio of 40 to 1 (or similar approved additive).

3 parts of clean **washed** dry sand.

1 part Portland Cement.

A minimum of water should be used to ensure a dense render coat.

Ensure a 25mm (1") channel is left between the render and any solid flooring to prevent bridging of the damp proof course.

SECOND COAT

To be 10mm (3/8") thick.

4 parts of clean **washed** dry sand.

1 part Portland Cement.

A minimum of water should be used to ensure a dense render coat.

Ensure a 25mm (1") channel is left between the render and any solid flooring to prevent bridging of the damp proof course.

FINISH

To be a minimum of 3mm (1/8") thick. This coat must be porous and not over trowelled. Use a multi finish plaster.

IMPORTANT

Leave at least 25mm (1") channel between rendering and any solid floor.

FROST

Delay re-plastering until there is no danger of frost.

SAND

Ensure that all sand is clean and free from salts. The sand should be of a washed plastering type. The use of inadequately graded sand may cause salt contamination and dampness to the newly plastered wall surface.

Under no circumstances should lightweight gypsum or similar plasters be used.

CEMENT

Ensure that all cement is fresh and in a free flowing powder state.

REDECORATION

The use of water based emulsion paints (NOT VINYL) is allowed after 3-4 weeks. Any wallpapering should be delayed for a minimum of one year, although longer should be allowed for walls in excess of 225mm (9") thick.

Re-rendering after injection can take place during dry warm conditions within 1 to 5 days, however, this is based on the type of treatment undertaken and longer may have to be allowed if necessary. During wet or damp conditions, particularly where no heating is available, up to 10 days must be allowed before re-rendering is carried out.

IMPORTANT

The company reserves the right to vary the re-plastering specification as determined by on-site conditions. Alternatively other methods can be employed in some instances, such as the use of renovating/lime plaster or dry lining but again this is dependent upon on-site conditions. We would advise against dry lining using the dot and dab method unless the dabs can be isolated from the masonry.

Re-plastering is not subject to our long term extended guarantee, although this does not affect statutory consumer rights.

Re-plastering under 20mm or over 25mm in thickness, or lath and plaster or similar finishes present additional problems. We therefore reserve the right to revise our quotation should this prove necessary on removal of the plaster.

NOTE: Specification sheets are prepared for general guidance only and should not be relied upon as a full site-specific specification. For more information please call 01227 860550 or fax 01227 860173 or email antec@btconnect.com





Make a good deal better, ensure your guarantee is insurance backed.

Are you worried about finding the correct contractor for your needs?

There are many ways to choose a contractor but it is more reliable to look to those who are members of recognised trade bodies such as the Property Care Association (PCA) and those that are able to offer Insurance Backed Guarantees (IBGs) for up to 10 years from the completion of the work.

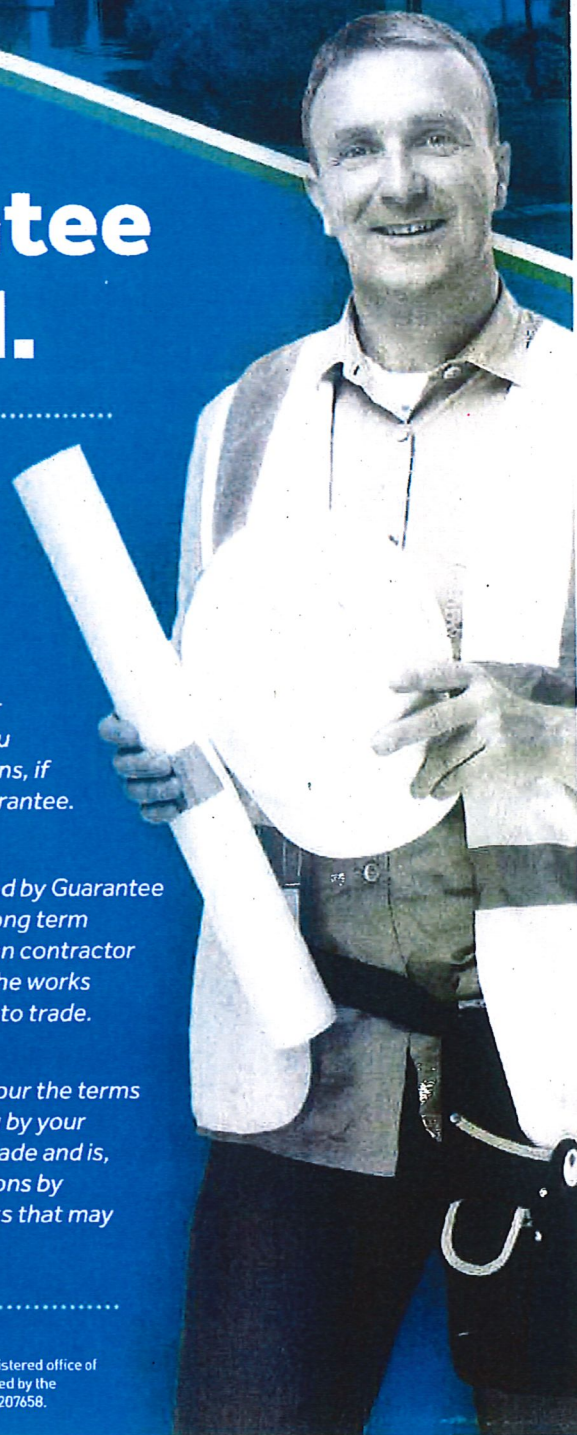
Contractors should issue a long term guarantee for the work they have carried out. This means that you should be protected, subject to terms and conditions, if the work fails within the term of that long term guarantee.

However, what happens if the contractor is no longer trading?

Members of the PCA are able to offer IBGs, provided by Guarantee Protection Insurance Ltd (GPI), to safeguard your long term guarantee. By obtaining an IBG through your chosen contractor you will be protected in the future if faults arise in the works undertaken and the original contractor has ceased to trade.

What is an IBG?

The general principle of an IBG is simple. It will honour the terms of the long term guarantee, originally issued to you by your contractor, where that contractor has ceased to trade and is, therefore, unable to meet their guarantee obligations by carrying out or meeting the costs of remedial works that may be required during their long term guarantee.



Most contractors provide guarantees, often between 2 and 30 years.

However, not all of these will have the backing of an insurance policy.

Imagine that a problem develops with the work and you try calling your contractor only to discover they have ceased to trade.

Who is going to put matters - covered under your long term guarantee with them - right? More importantly who is going to pay for it?

All too often the answer may be you - unless you have been given, or have taken out, insurance which supports these guarantees.

The solution -

An insurance backed guarantee (IBG)

If you discover a defect in works covered under a long term guarantee you should initially approach the original contractor, where you find the contractor has ceased to trade and you have the benefit of an IBG from GPI, you should contact GPI to make a claim.

GPI would collect a completed claim form from you as well as copies of some important associated documentation in relation to your original works. Once this is received a re-inspection of the works would be organised by GPI and this would be carried out by an alternative PCA member contractor.

There is a re-inspection fee payable (of approximately £150) in respect of each and every claim. The fee would be returned to you, should the claim be valid, once the relevant excess amount has been deducted.

Where the re-inspection report confirms defective works that would have been covered by the original contractors long term guarantee, GPI will meet the reasonable costs of remedial works that are required. An IBG meets the demands and needs of those who have had improvement work carried out on their property and require insurance protection to provide financial recompense in the event that the original contractor has ceased to trade and is unable to honour the terms of their long term guarantee.

For details of the cover provided by an IBG, please see a copy of our Insurance Product Information Document, which is available on our website:

www.gp-insurance.co.uk/pca-insured-guarantees.php

How do I get an insurance backed guarantee?

When quoting for works, your PCA contractor will include a policy or provide you with a quotation for a GPI IBG. GPI can provide insurance cover for a period of ten years and only a one-off premium payment is required. The quotation will confirm the premium applicable and there may be an administration fee charged by the contractor (not more than £35).

If you wish to proceed with the purchase of an IBG, you would simply confirm this to your chosen PCA member contractor and pay the appropriate premium, administration fee and Insurance Premium Tax. Once the works are fully completed to your satisfaction you will be provided with a long term guarantee by your chosen contractor and GPI will forward you your policy documentation for your retention.

Comparison

GPI IBG vs contractors stand alone own guarantee

> Who are GPI?

GPI is a UK based general insurer, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. With many years' experience, GPI specialises in the provision of IBG's.

Insurance Protection covering:
Damp Proofing, Timber Treatment, Wall Ties, Lateral Restraints and Structural Waterproofing

GPI Insurance

Contractor Guarantee (only)

Actual Period of Cover

Up to 10 years

Only for as long as the contractor is trading

Insurance Policy for Each Property



Protects against contractor ceasing to trade



Underwritten by a UK based, authorised and regulated insurance company



CONTACT US: If you have any queries about the cover provided by an Insurance Backed Guarantee, (your Contractor is not able to discuss the cover with you as they are not a regulated firm, however GPI are happy to answer any enquiries that you may have) please address them direct to GPI by:

telephoning during office hours: **01292 268020**

sending us an e-mail at: **info@gp-insurance.co.uk**

or visiting our website: **www.gp-insurance.co.uk**