

WALMER PARISH COUNCIL  
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Dated this 24th day of September 2020

To All Councillors

You are hereby summoned to attend an **EXTRAORDINARY** meeting of **WALMER PARISH COUNCIL** to be held on **Wednesday 30 September 2020** via Zoom video conferencing at 7pm (waiting room opens at 6.30pm)

Join Zoom Meeting

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

Meeting ID: 224 572 9770

Password: 294456

Phone (free of charge) 0203 695 0088

If you experience technical difficulties immediately prior to or during the meeting please call the office mobile on 07828 221924 and either the Admin Assistant or the Assistant Clerk will be able to help you.

Mrs Kirsty Holroyd  
Clerk to the Parish Council

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**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
3. **OPENNESS AND TRANSPARENCY**  
To remind those present of the right to record, film and to broadcast meetings of the council, committees and sub committees.
4. **MINUTES**  
To approve the minutes of the meeting held on Wednesday 9 September 2020. **Attach 1**
5. **MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
6. **PURCHASE OF FREEHOLD PROPERTY FOR THE PURPOSE OF PARISH OFFICES.**
  - a) To receive and consider the Clerk's report to Council **Attach 2**
  - b) To receive and consider the Clerk's financial report to Council **Attach 3**

c) To consider whether to vire the ringfenced funds allocated to the Hawkshill Conservation Project to the purchase of 62 The Strand

d) To consider making a borrowing approval request to the Ministry of Housing, Communities and Local Government

**7. IF COUNCIL AGREES TO THE PRINCIPLE OF BORROWING:**

a) To consider and agree the length of the term of the loan

b) To consider the type of loan: Annuity or EIP (Equal Instalments of Principle) **Attach 4**

c) To consider the effect on the precept - Band D equivalent – refer to attach 3

d) To receive information concerning a public consultation **Attach 5**

e) To consider appointing a valuer for an independent valuation and a condition survey **Attach 6**

f) To consider appointing Hardman's solicitors to act for the Council in this matter.

## WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council held on Wednesday, 9 September 2020 via Zoom Video Conference.

### Present Councillors:

J Murray  
M Eddy  
B Pitcher  
D Thompson

Miss Herring  
B Gardner  
P St Ange

Mrs Beard-Gould  
Mrs Le Chevalier  
D Symons

### Officer Present:

Mrs K Holroyd (Clerk)

Mrs S Plews (Technical support)

### 5964. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr Mrs Le Chevalier. Cllr St Ange was needed at another meeting and would join this one as soon as possible.

### 5965. DECLARATIONS OF INTEREST

None received

### 5966. 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 2018.

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.

### 5967. CHAIRMAN'S REPORT

**RESOLVED: Members agreed to note**

### 5968. MINUTES

Members approved the minutes of the meeting held on Wednesday 1 July 2020 and it was agreed they may be signed as a true record by the Chairman at the next available opportunity.

**RESOLVED: Members agreed to note.**

**5969. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

Minute 5958 Cllr Mrs Beard-Gould enquired whether the Clerk had received a response to the query concerning inclusion of remote meetings on the Standing Orders. The Clerk had replied that she had and would forward the complete reply to Cllr Mrs Beard-Gould the following day but that in short it was not necessary.

**5970. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**

- i) There were no members of the public present.
- ii) Members received a report from Cllr Derek Murphy, KCC and DDC Councillor for Walmer.

**RESOLVED: Members agreed to note.**

**5971. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**

- i) Members received information from the Clerk who reported she was meeting regularly with the PCSO and Community Warden by means of a remote networking meeting set up by DDCs Community Support Team. The method was working well and members were advised of the next meeting date: 29 September at 10am.

**RESOLVED: Members agreed to note.**

- ii) Monthly Surgeries are currently suspended but the Chairman requested that members give some thought to whether remote surgeries might be useful.

**RESOLVED: Members agreed to note.**

**5972. EVENTS WORKING GROUP**

- i) Members received the report of the Chairman and the minutes of the meeting held on Monday 6 July 2020

**RESOLVED: Members agreed to note.**

- ii) Members received the report of the Chairman and the draft minutes of the meeting held on Monday 27 July 2020

**RESOLVED: Members agreed to note**

- iii) Members received a verbal update on the timetable for office window displays. Cllr Mrs Beard-Gould also expressed her thanks to Cllr Thompson for his help in setting up and changing the display stands.

**RESOLVED: Members agreed the latest displays have been magnificent.**

#### 5973. WALMER IN BLOOM

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 21 July 2020.

**RESOLVED: Members agreed to note and approved the quote from Rhino to cut the grass plateau at a cost of £870 plus vat.**

*At this point the clerk lost her Broadband connection and was unavailable for the next item. The Assistant Clerk took notes.*

#### 5974. PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday 7 July 2020

**RESOLVED: Members agreed to note**

- ii) Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 28 July 2020

**RESOLVED: Members agreed to note**

- iii) Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 18 August 2020

**RESOLVED: Members agreed to note.**

#### 5975. HUMAN RESOURCES COMMITTEE

- i) Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 18 August 2020. Cllr Heath referred to minute 160 and asked for some detail concerning the departure of three councillors. It was agreed that it was not ethical to discuss personal circumstances but that lessons had been learned. Cllr Murray confirmed that the Council has a duty of care to its councillors and as a result some changes had been made to the recruitment literature to ensure prospective candidates were aware of the level of commitment they would be asked to demonstrate. He also said more consideration would be given to ensuring new councillors complete basic training as soon as possible and they would also be offered on-going assistance particularly if their personal circumstances changed.

**RESOLVED: Members agreed to note.**

#### 5976. AMENITY & ENVIRONMENT GROUP

- i) Members received the report of the chairman and the draft minutes of the meeting held on Wednesday 15 July 2020

**RESOLVED: Members agreed to note and approved the quote for rkgraphics to manufacture the signage for the Granville Road, Kingsdown Road junction at a cost of £548.**

- ii) Members received and considered the draft license for the York and Albany Close residents as drawn up by the Council's solicitor.

**RESOLVED: Members agreed the license is fit for purpose and can be sent out. They also agreed the solicitor's costs of £395 plus vat. to cover the three licenses.**

- iii) Members received and considered three tenders from planning consultants to assist in the pre-planning application stage for the development of young persons' housing at York & Albany Close.

**RESOLVED: Members agreed that the original quote from Clagues of £3400 plus vat be accepted and the firm asked to carry out work in preparation for submission of outline planning permission on the Council's behalf.**

- iv) Members considered setting up a small committee to oversee the next stages of the project

**RESOLVED: Members agreed that the Clerk along with Cllrs Murray, Eddy and Gardner oversee the next stage of this project and report back directly to council.**

#### **5977. REPORT OF THE CLERK**

- i) Members received an update on key issues over the last three weeks. The Clerk asked how Council would like to deal with a request for emergency funding from the Astor Theatre.

**RESOLVED: Members agreed that they could accept an application for a capital grant only. If this was unacceptable, they would need a firm and specific proposal from the applicant detailing exactly what the money was needed for, and what emergency funds, grants and loans they had already received from other emergency sources. The applicant would be invited to attend the forthcoming Finance and General Purposes meeting to discuss the proposal thoroughly.**

- ii) Members considered a request for the Clerk to attend the KALC Clerk's conference at a cost of £50 plus vat.

**RESOLVED: Members agreed to note.**

- iii) Members considered a request for staff to attend various SLCC webinars over the course of a week long conference at a total cost of £25 plus vat.

#### **5978. FINANCIAL ISSUES**

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

**RESOLVED:-**

**That payments dated 2 September 2020 be authorised as detailed below:-**

Description	Supplier	Net	VAT	Total
Digital photos	Jeremy King	25.00	5.00	30.00
Corporate credit card	Lloyds Bank	119.67	0.00	119.67
Quarterly fees	Unity Bank	27.00	0.00	27.00
cheque handling fee	Unity Bank	0.90	0.00	0.90
Office Electricity	Npower	131.43	6.57	138.00
Brocante refund	Waterson 19	50.00	0.00	50.00
Brocante refund	Truelove 11	40.00	0.00	40.00
WIB Plants	Susan Tann	20.63	0.00	20.63
Staff pension	KCC LGPS	834.46	0.00	834.46
Tax and NI July salaries	HMRC	312.24	0.00	312.24
Window cleaner	David Halpin	10.00	0.00	10.00
July Salary	staff	2,841.72	0.00	2,841.72
Watering, feeding, deadheading	Chapman Landscapes	739.20	0.00	739.20
Office Electricity	Npower	131.43	6.57	138.00
new website	Visionict	710.00	142.00	852.00
Chairman's ribbon	Vaughtons	123.85	24.77	148.62
Tax and NI July salaries	HMRC	312.24	0.00	312.24
IT services	EDGE I.T	44.06	8.81	52.87
Window cleaner	David Halpin	10.00	0.00	10.00
Staff pension	KCC LGPS	834.46	0.00	834.46
WIB Plants	Linda Bailey	22.49	0.00	22.49
light panels	Mid west Displays	279.69	55.94	335.63
Safety inspection	RoSPA	68.50	13.70	82.20
Training	Society of Local Council Clerks	35.00	7.00	42.00
Training	Society of Local Council Clerks	70.00	14.00	84.00
Watering, feeding, deadheading	Chapman Landscapes	649.20	0.00	649.20
Grant	Goodwin Sands Conservation Trust	400.00	0.00	400.00
Office Stationery	viking direct	44.89	8.98	53.87
August salary	staff	2,841.72	0.00	2,841.72
Stony path clearance	Matthew Croud	450.00	0.00	450.00
weeding Muga	Matthew Croud	40.00	0.00	40.00
Allotments water	Business stream	130.07	0.00	130.07
Office Stationery	viking direct	90.67	18.13	108.80
Office Stationery	viking direct	65.13	13.03	78.16
Office water	Business stream	32.13	0.00	32.13
Office Electricity	Npower	131.43	6.57	138.00
Office Telephone	BT	102.18	20.44	122.62
Office Telephone	BT	131.43	26.29	157.72
Corporate credit card	Lloyds Bank	140.63	0.00	140.63
September salary	staff	2,841.92	0.00	2,841.92
illuminated display panels	Midwest displays via clerk's credit card	312.00	62.40	374.40
National conference	Society of Local Council Clerks	25.00	5.00	30.00
Annual membership	CPRE	36.00	0.00	36.00
September pension	KCC LGPS	834.46	0.00	834.46

Tax and NI for September salaries	HMRC	312.24	0.00	312.24
<b>Total</b>		<b>17,405.07</b>	<b>445.20</b>	<b>17,850.27</b>

ii) That income dated 2 September 2020 be noted as detailed below:-

Description	Supplier	Net	VAT	Total
Councillors' Allowances	Cllr P Heath	0.60	0.00	0.60
Bank interest	HSBC	3.78	0.00	3.78
Bank interest	NatWest Bank	0.10	0.00	0.10
Bank interest	HSBC	0.62	0.00	0.62
return of grant	Walmer Sports Festival	400.00	0.00	400.00
Interest	NatWest Bank	0.09	0.00	0.09
Bank interest	HSBC	0.64	0.00	0.64
VAT payment	HMRC	0.00	3,524.85	3,524.85
<b>Total</b>		<b>405.83</b>	<b>3,524.85</b>	<b>3,930.68</b>

iii) That the financial position of the Council as at Date 2 September 2020 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	£77,442.09
Nat West SIBA	£10,895.46
Lloyds Bank	£76,613.48
Co-operative Bank	£75,192.86
Unity Bank	£71,663.47
HSBC bond	£75,313.77

iv) Members considered appointing Cllr Mrs Le Chevalier as a signatory to the HSBC account

**RESOLVED:** Members agreed that Cllr Mrs Le Chevalier become the second signatory along with Cllr Heath.

#### 5979. S101 DELEGATION OF POWERS

i) Members received a summary report from the Clerk

**RESOLVED:** Members agreed to note.

ii) Members received the original approved document

**RESOLVED:** Members agreed to note.



iii) Members received and considered the amended document

**RESOLVED: Members agreed to accept this version as the Council's Scheme of Delegated powers.**

**5980. STATION ROAD**

Members received an update from the Chairman on the issue of traffic congestion and the proposal to extend existing double yellow lines. Some councillors did not see this as a Parish Council responsibility and others did not wish to commit until a firm cost could be ascertained.

**RESOLVED: Members agreed to ask for this project to be investigated by means of a Highways Improvement Plan provided there was no financial commitment until the full costs were confirmed.**

**5981. DATE OF NEXT MEETING**

Wednesday, 7 October 2020 at 7 pm via Zoom virtual meeting.

*The following item was discussed in private under the terms of the Public Bodies (Admission to Meetings) Act 1960*

**OFFICE ACCOMMODATION**

Members considered a report from the chairman detailing future parish office and meeting space.

Members were asked to consider the advantages and disadvantages of the current office provision at 8 The Strand and were reminded that the Council is currently halfway through a 15 year lease on the property.

Members discussed whether it would be prudent to purchase more suitable premises and recalled that the high bank balances were kept for that very purpose. Various long-term options were discussed.

Members considered the merits of purchasing a permanent base as a community investment.

Councillor Murray's report contained details of a specific property, 62 The Strand, which had become available for an asking price of £365,000 and as a freehold property fulfilled many of the Council's aspirations. Some councillors expressed caution at the speed upon which this project had progressed and noted that due to the short timeframe the Clerk had not had the opportunity to prepare any financial reports.

**RESOLVED: that the Clerk, the Chairman of the Council and the Chairman of the Finance and General Purposes Committee negotiate for the purchase of 62 The Strand.**

The meeting closed at 9.45pm

Signed: .....

Date: .....

## Parish Office Accommodation.

### Report for council meeting of Wednesday 30 September 2020

The three members of office staff for Walmer Parish Council currently work from a one room open plan office which also doubles as meeting space for all committee and the full Council meetings. *(Current Covid-19 pandemic restrictions oblige WPC to adopt a remote meetings strategy for the foreseeable future. Staff are working from home some of the time to limit numbers in the office. Maximum number of staff members present at one time is two.)*

The office is leased. The fifteen-year lease was drawn up in March 2012 and expires in March 2027. A rent of £6000 per annum was renewed at the rent review in March 2017.

#### Advantages of current office arrangements

- All staff work together so that they are familiar with the workings of the office and with what each other is doing.
- Lease costs are low and maintenance costs are covered by the landlord.
- The location is highly visible and the profile of the Council has been raised as a result.
- Council meetings all take place in one location with no additional costs.

#### Disadvantages of current office arrangements

- When a meeting is held during office hours there is inevitable disruption and distraction of staff.
- The meeting itself is disrupted by telephone calls and by members of the public coming to the reception desk.
- Whenever there is a visitor to the office there is inevitable disruption of staff.
- There is no privacy for a member of the public with a confidential grievance.
- There is no privacy and therefore no confidentiality for Councillors who may wish to consult with the clerk on some issue, problem or proposal.
- There is nowhere for Councillors to meet or work.
- There is nowhere for individual staff members to be able to concentrate on work that needs focus and no distraction.
- There is nowhere for staff members to take a break.
- The space cannot accommodate the number of councillors and members of the public wishing to attend meetings comfortably.
- Councillors cannot all find seats at the table and - the current social distancing restrictions notwithstanding - there is general over-crowding and discomfort.

In summary the current office space fulfils neither the function of staff workspace nor councillor meeting space fully or satisfactorily. At the Council meeting of 7 September councillors considered how best to meet the future needs of the council and its staff.

Ultimately a proposal was made and approved to negotiate for the purchase of a specific freehold property which meets the majority of the council's needs and which was known to be for sale on The Strand.

#### Advantages

- Smaller offices which allow for private meetings and uninterrupted work space.

- Rooms for smaller meetings to take place during office hours
- Larger meetings to continue to take place via Zoom or in other community locations.
- Acquisition of a community asset as an investment for the future

### **Financing of the project**

It has been a long-term intention of the Council to purchase premises and a sum of £78,000 has been built up for this purpose. The Council also holds reserves for other specific projects and a large reserve equating to twelve months' running costs for contingencies. The Council often faces criticism for holding such a large sum on account.

A financial plan has been drawn up whereby all the Council's existing plans, projects and initiatives can be accommodated and an offer of £335,000 be made for the freehold property on the Strand. Plans include servicing the existing lease if reassigning it proves difficult.

The plan involves the use of the designated fund of £78,000 as well as £15,000 identified for a discontinued Hawkshill conservation plan and an additional £57,000 of unrestricted funding. This leaves a shortfall of approximately £200,000 allowing for costs of office relocation and associated fees. It is proposed to make an application to borrow up to £250,000 from the Public Works Loans Board (PWLB)

Please see attached finance report and consider the following

- Virement of Hawkshill conservation project funds to new office premises fund
- Application for borrowing approval from MHCLG – needs resolution
- Amount to be borrowed
- Term of loan
- Type of loan (Annuity or EIP)
- Effect on annual council tax demand (ie Band D impact)

## REPORT FOR COUNCIL 30 SEPTEMBER 2020

Total cash in bank	379,000
less:	
Planned spend to year end ringfenced projects	75,000
44,000	
6 month running costs (unallocated funds)	75,000 ie reducing the General Reserve from 12 months running costs to 6 months
potentially available cash	<b>£ 185,000.00</b>

But some extra needed for contingencies

Current lease (buyout penalty/ period of waiting prior to subletting) moving costs - solicitor, stamp duty, valuation and condition survey modifications of new premises to make fit for purpose and put right anything flagged up by condition survey rates not applicable on Council offices but if two premises used, only one qualifies for exemption cost of running two offices even for a limited period any other unexpected costs such as the Council experiences from time to time.

**A more conservative suggestion is that no more than £150,000 is committed to this project.**

Agreed purchase Price for 62 The Strand	335,000	subject to any adverse comment from the survey
cost of move (poss duplicated above)	15,000	
Total	350,000	

150,000 cash  
200,000 borrowing 59.7% LTV

n.b Fund purchase entirely through precept £ 262,545.00 £ 108.53 123% increase on current year Band D equivalent

Attach 3

**Illustrations for borrowing of £200,000**

term	Annual repayment	Council tax required	Total repayable	Band D equivalent	Band D fp increase	% increase
25 years	£ 12,820.00	£ 175,365.00	£ 261,455.00	£ 52.50	£ 3.84	7.9
20years	£ 14,480.00	£ 177,025.00	£ 245,920.00	£ 52.99	£ 4.33	8.8
10 years	£ 23,820.00	£ 186,365.00	£ 220,055.00	£ 55.79	£ 7.13	14.65

**Notes:** current precept 2020/21      £ 162,545.00      £ 48.66 per annum

**Illustrations for borrowing of 250,000  
Included on the advice of the independent internal auditor.**

term	Annual repayment	Council tax required	Total repayable	Band D equivalent	Band D fp increase	% increase
25 years	£ 16,024.00	£ 178,569.00	£ 326,818.75	£ 53.45	£ 4.79	9.8
20years	£ 18,100.00	£ 180,645.00	£ 307,400.00	£ 54.08	£ 5.42	11.1
10 years	£ 29,774.00	£ 192,319.00	£ 275,068.75	£ 57.57	£ 8.91	18.3

## Type of Loan

Annuity – method of repaying a loan where the payment amount remains uniform throughout the life of the loan, therefore the split varies such that the proportion of the payment relating to the principal increases as the amount of interest decreases.

Broadly speaking the half yearly payments are slightly less but the total amount repayable is slightly more.

EIP – Equal Instalments of Principal, a type of loan where each payment includes an equal amount in respect of loan principal, therefore the interest due with each payment reduces as the principal is eroded, and so the total amount reduces with each instalment.

Broadly speaking the half yearly payments are slightly more but the total amount repayable over the term of the loan is slightly less,

Example Amount of advance £250,000 over 25 years: -

<b>Annuity</b>			<b>EIP</b>		
Rate	half yearly cost	Total	Rate	half yearly cost	Total
2.42%	£6693.38	£334,669	2.41%	£8012.50	£326,818.75

The Independent Internal Auditor recommends EIP.

Borrowing Approval Application  
(Hints & Tips Note)

**06 PARISH COUNCIL TAX PRECEPT INCREASE – Public Consultation - (if applicable)**

This is a very key and important part of the application and the one where we find normally causes a lot of delays and hold-ups with most borrowing approval applications.

As it is mentioned in the official guidance, if a parish/town council intends to increase its council tax precept for the purpose of repaying the PWLB then it **MUST** show evidence of public support of this in order to get the loan approved by MHCLG.

The evidence of public support can only come from a council tax precept increase survey, poll, consultation which needs to be run at the earliest possible opportunity. This is *very much mandatory*. And must not be avoided.

MHCLG currently does not ask for a full-on referendum to be done but just a small, basic low-cost poll, survey or consultation which can take one of the following forms as described below:

- **An online survey can be set up via the Survey Monkey web application. This can then be linked to the website of the parish/town council. All the households must be informed that the survey has been set up so they can take part. It just needs to be a simple YES/NO survey. If your application is for under £100,000 and the precept increase is under £5 a year we can probably accept a 2-3 week survey. The normal period we usually prefer is at least ONE MONTH for applications over £100,000. The survey must have a deadline. The results can be printed and sent with your application.**
- **You can also choose to produce consultation/survey fliers to be distributed to all households in your area. They just simply need to have a YES / NO tickbox to indicate whether the residents are in favour of the precept increase or no. For an application of £100,000 or above, a fair period for the survey/consultation must run for at least ONE MONTH and it must have a deadline. A copy of the flier needs to be submitted with your application alongside the summary results that need to be clearly recorded and documented.**
- **You can also choose to have the consultation/survey fliers inserted into your magazine/bulletin/newsletter to be distributed to all households. It just simply needs to have a YES / NO tickbox to indicate whether the residents are in favour of the precept increase or no. For an application of £100,000 or above, a fair period for the survey/consultation must run for at least ONE MONTH and it must**

Borrowing Approval Application  
(Hints & Tips Note)

have a deadline. A copy of the flier needs to be submitted with your application alongside the summary results that need to be clearly recorded and documented.

- You can also choose to have one or more public meetings or open days for the residents at say, the central village hall or community centre. Here, the details of the project, the PWLB application and the council tax precept increase can be presented clearly and openly to them. They could then be issued with YES / NO slips to take away to VOTE on the precept increase element. Or you can choose to have residents raise their hands in support there and then. Again, the results should be carefully recorded and then submitted with the application.

Below are the two preferred YES/NO questions to ask in your survey/consultation activities for the purpose of the borrowing approval application:

- Are you in favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME)? YES / NO
- Are you favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME) if it includes a council tax precept increase of XX% which is the equivalent of an additional £XX a year for the purpose of the annual loan repayments? YES / NO

If desired, you may even choose to make use of the attached survey template or update as necessary for your consultation exercise/s.

07

**GENERAL PUBLIC CONSULTATION ON PROJECT & PWLB APPLICATION**

Where there is council tax precept increase for the purpose of the loan repayments then we tend to focus heavily on Evidence Checklist Point 6, but we do still like to see some evidence of general project consultation and/or updates to the residents on the project and associated borrowing approval application.

- **If there is no council tax precept increase survey requirement then all the focus will fall onto this section.**

General project consultation activities could be one or more of the following:



Borrowing Approval Application  
(Hints & Tips Note)

- Ongoing dedicated website page showing updates to the project and associated borrowing approval application as both progress.
- Monthly/quarterly newsletters giving updates on the project and application.
- Monthly/quarterly magazine articles giving updates on the project and application.
- Local press/media coverage of the project.
- Public open days and presentations to the residents on the project.
- Online or paper surveys for the residents about the project.

*All documents, materials produced for this section should be submitted as part of your application.*

# General Project Consultation & Precept Increase Survey

**(INSERT NAME OF PARISH/TOWN COUNCIL)**

**(Insert Name of Project)**

- Are you in FAVOUR of the parish council going ahead with the **(INSERT NAME OF PROJECT)**? YES / NO
- Are you in FAVOUR of the parish /town council going ahead with the **(INSERT NAME OF PROJECT)** if it includes a precept increase of **XX% (equivalent to £XX a year)** which will help to pay off the PWLB loan? YES / NO

Name	
Address	
Signed	
Date	

Please send this survey questionnaire to the parish/town council office at the address below by: **(INSERT DEADLINE)**

**Any survey forms received after the deadline will be disregarded.**

**Address for the parish/town council office goes in this box**

**Robert Wilkie F.R.I.C.S**  
**Chartered Surveyor and RICS Registered Valuer**

6 St Margarets Road St Margarets Bay Dover Kent CT15 6EH  
Tel. 01034 853232      Mobile 07807941619      Email : [robwilkie@btinternet.com](mailto:robwilkie@btinternet.com)

**Curriculum Vitae**

I am a Chartered Valuation Surveyor and became a Fellow of The Royal Institution of Chartered Surveyors in 1989. I started my career in 1972 as a Trainee Valuer with the District Valuer and Valuation Office in Canterbury and became a Chartered Surveyor in 1977. Since then I have worked in East Kent for locally based firms and organisations of Chartered Surveyors and I am now a sole practitioner and consultant. I have a wide range of experience of valuing properties for sale, mortgage, compensation, legal and tax purposes.

**Survey of 62 The Strand, Walmer**

The survey would describe how the property is constructed and comment on it's condition highlighting any serious problems with recommendations for repair and improvement. Particular attention would be made of any concerns or proposals the Parish Council may have.

The valuation would be my opinion of its current open market value supported by recent comparable sales evidence. A re-building cost for insurance purposes would also be provided.

If the above is acceptable I will send you my opening letter with the terms and conditions. The fee would be £350 for a valuation and £650 for a building survey and valuation. VAT will not be added as I am not VAT registered.