

Dated

2013

# **LICENCE TO ALTER**

relating to

**The Kings Hill Centre  
Kings Hill  
West Malling  
Kent**

**LIBERTY PROPERTY TRUST UK LIMITED**

and

**KINGS HILL PARISH COUNCIL**

Kings Hill Parish Council

Licence to Alter  
Kings Hill Community Centre

March 2013

Works included:  
CCTV  
Fire alarm system



# LICENCE

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# LICENCE

DATE:

2013

PARTIES:

- (1) **LIBERTY PROPERTY TRUST UK LIMITED** (Company Registration Number 05340012) whose registered office is at 11 Tower View, Kings Hill, West Malling, Kent ME19 4RL (Landlord)
- (2) **KINGS HILL PARISH COUNCIL** whose address is 70 Gibson Drive, Kings Hill, West Malling, Kent ME19 4LG (Tenant)

## 1 DEFINITIONS

In this licence the following words and expressions have the meanings set opposite them (unless the context otherwise requires):

- 1.1 CDM Regulations      The Construction (Design and Management) Regulations 2007 and any code of practice or other guidance issued under them.
- 1.2 Consents      Each and every consent permission or approval which the Tenant needs to carry out the Works lawfully whether issued under the Town and Country Planning Act 1990 or under any other statute or any bye law or by any competent authority.
- 1.3 Enactment      Has the same meaning given to that term in the Lease.
- 1.4 Equipment      The CCTV and fire alarm system to be installed at the Premises forming part of the Works including all Service Media used in connection with it.
- 1.5 Landlord's Notice      A written notice served by the Landlord on the Tenant giving not less than 20 Working Days' notice that the Landlord requires the Equipment to be relocated and terminating the rights granted by clause 3.
- 1.6 Lease      The Lease of the Premises for a term of years made on 14 January 2013 between (1) the Landlord (2) the Tenant and (3) Kings Hill Estate Management Company Limited and all documents supplemental or collateral to it.
- 1.7 Liability Period      The period during which the Tenant remains liable to the Landlord under the Lease or the Landlord and Tenant (Covenants) Act 1995.
- 1.8 Premises      The Premises let by the Lease and known as The Kings Hill Centre, Kings Hill, West Malling, Kent.
- 1.9 Service Media      Conducting media and ancillary plant and equipment for the supply of water, drainage, gas, electricity,

- |      |             |   |
|------|-------------|---|
|      |             | telecommunications and other services.  |
| 1.10 | Site        | Has the same meaning given to that term in the Lease  |
| 1.11 | Term        | The term granted by the Lease.  |
| 1.12 | Working Day | Any day other than Christmas Day, Good Friday, a Saturday, Sunday or bank holiday in England and Wales. |
| 1.13 | Works       | The proposed alterations to the Premises specified in the schedule.                                     |

## 2 INTERPRETATION

In this licence:

- 2.1 'Landlord' where the context allows includes the person for the time being entitled to the Premises at the end or earlier termination of the Term.
- 2.2 'Tenant' where the context allows and subject to the Landlord and Tenant (Covenants) Act 1995 includes the Tenant's successors in title.
- 2.3 Reference to any statute or statutory instrument includes and refers to that statute or statutory instrument as amended or re-enacted and as implemented or amended by any subordinate legislation from time to time throughout the Term.
- 2.4 Where a party is more than one person their rights and obligations are joint and individual.
- 2.5 The clause headings do not affect the interpretation of this licence.

## 3 THE LICENCE

The Landlord gives consent to the Tenant:

- 3.1 to carry out the Works upon the terms of this licence;
- 3.2 to retain and use the Equipment; and
- 3.3 with the prior permission of the Landlord (or its managing agents) and at such times and in such manner as may be agreed with them, such permission and agreement not to be unreasonably withheld or delayed to enter the parts of the Site (which do not form part of the Premises) with or without workmen on foot only to carry out the Works and comply with the obligations contained in this licence.

## 4 TENANT'S OBLIGATIONS

The Tenant agrees with the Landlord during the Liability Period:

- 4.1 Before starting the Works and at its own expense:
  - 4.1.1 to obtain all Consents;

- 4.1.2 to obtain (if required) the written consent of any owner or occupier of neighbouring premises and other premises which may be affected by the Works;
- 4.1.3 to pay any additional insurance premium which may be payable for the Premises or any other premises as a result of the Works; and
- 4.1.4 to give the Landlord copies of all Consents received and to obtain the Landlord's written approval of them (not to be unreasonably refused). It is reasonable for the Landlord to refuse its consent if its interest in the Premises is likely to be prejudiced.
- 4.2 To give the Landlord at least 3 Working Days' written notice before starting the Works and to inform the Landlord when the Works have been completed.
- 4.3 To carry out the Works in accordance with good practice and with good quality materials in accordance with current codes of good practice to the reasonable satisfaction of the Landlord and in compliance with the Consents.
- 4.4 To comply with the Kings Hill site regulations that are applicable to the Works.
- 4.5
  - 4.5.1 To comply with the CDM Regulations where they apply to the Works.
  - 4.5.2 To acknowledge the election by the Landlord and the Tenant in accordance with Regulation 8 that the Tenant is to be treated as the only 'client' for the purposes of the CDM Regulations.
  - 4.5.3 To indemnify the Landlord against any expense, loss, liability, claim or proceedings arising out of or in connection with any breach by the Tenant of the client's duties under the CDM Regulations.
  - 4.5.4 On completion of the Works to give the Landlord a complete copy of the health and safety file for the Works prepared in accordance with the CDM Regulations.
  - 4.5.5 To ensure that on completion of the Works the Landlord is given a royalty-free licence to use and copy any design, maintenance or operational information and documentation and other information in the health and safety file for any purpose in connection with the Premises or any building of which the Premises form part.
- 4.6 To supply the Landlord immediately with copies of all letters, notices or other documents received from time to time in connection with the Works.
- 4.7 To take all necessary precautions during the execution of the Works to ensure that the structure of the Premises and of any neighbouring premises are kept safe.
- 4.8 To allow the Landlord and those authorised by it to inspect the Works at any time.
- 4.9 To ensure that the Works are carried out in a way which does not cause nuisance or annoyance to the Landlord or the owners or occupiers of any neighbouring premises.

- 4.10 To cause as little damage as possible in carrying out the Works and to make good to the reasonable Landlord's satisfaction any damage caused.
- 4.11 To pay any charge or assessment in respect of the Works that may be imposed under any Consent or by any competent authority.
- 4.12 To keep the Landlord indemnified against all liability whatsoever arising from the Works and their execution and any breach by the Tenant of the provisions of this licence.
- 4.13 To complete the Works within 12 months.
- 4.14 (Unless the Landlord decides otherwise) to carry out before the end or earlier termination of the Term any works which need under a Consent to be carried out to the Premises by a date after the end of the Term.
- 4.15 (Unless and to the extent that the Landlord requires otherwise) at the end or earlier termination of the Term at the Tenant's own expense to restore the Premises and (where applicable the Site) to the condition in which they were before the execution of the Works and to make good any damage caused by the restoration.

## 5 THE EQUIPMENT

The Tenant further agrees with the Landlord:

- 5.1 to keep the Equipment in good and substantial repair and condition and properly maintain it and the obligations in clauses 4.6 of the Lease apply mutatis mutandis as if the Equipment were part of the Premises;
- 5.2 to comply with all Consents relating to the retention and use of the Equipment;
- 5.3 to observe all reasonable regulations of the Landlord made from time to time relating to access to the Equipment;
- 5.4 that the Tenant will not allow any third party to use the Equipment;
- 5.5 that the Tenant's covenants in the Lease apply mutatis mutandis to the Equipment and the rights granted in relation to it under this licence;
- 5.6 not to make any alterations or changes to the Equipment.

## 6 CONDITIONS OF THIS LICENCE

- 6.1 This licence is granted subject to the rights of the owners and occupiers of all neighbouring premises.
- 6.2 This licence and any consent given by the Landlord under it are given without liability on the part of the Landlord and imply no warranty that it is lawful to execute the Works.
- 6.3 The provisions of the Lease will apply to the Premises as altered by the Works.
- 6.4 This licence is restricted to the Works and except where expressly stated otherwise all the provisions of the Lease remain in full force.



- 6.5 The provisions of the Lease are deemed to include the provisions of clause 4 and clause 5 of this licence.
- 6.6 The provision for re-entry in the Lease is to be exercisable on a breach by the Tenant of any provision of this licence.
- 6.7 The Works are not improvements for the purposes of Part I of the Landlord and Tenant Act 1927 and are carried out by the Tenant to suit the Tenant and the Tenant is not entitled to any compensation for them.
- 6.8 If the Works are not started within three months of the date of this licence then this licence will expire but without prejudice to the Tenant's obligations in this licence.
- 6.9 The reinstatement provisions in clause 9 of the Lease apply to the reinstatement and removal of any Equipment.

## 7 RELOCATION OF THE EQUIPMENT

- 7.1 If the Landlord requires the Equipment to be relocated to enable compliance with any applicable Enactment or to enable the Landlord to redevelop, refurbish, alter, repair or extend any part of the Premises the Landlord may at any time serve a Landlord's Notice provided that:
  - 7.1.1 the Landlord's Notice is accompanied by a plan showing the proposed new location of the Equipment and/or the new route of the Service Media required to connect the Equipment to the Premises and to any services within the Premises supplying the Equipment; and
  - 7.1.2 the proposed new location and/or new route is not unreasonably less convenient for the use of the Equipment
- 7.2 On the expiry of the Landlord's Notice:
  - 7.2.1 the Tenant must relocate the Equipment and/or re-route the Service Media in accordance with the Landlord's Notice that relocation to be carried out at the entire expense of the Tenant (unless the Landlord requires the Equipment to be relocated to enable it to redevelop, refurbish, alter or extend the Premises in circumstances where the Landlord is not repairing the Premises or undertaking work to comply with an Enactment and in which case it shall be carried out at the entire expense of the Landlord); and
  - 7.2.2 the rights granted pursuant to clause 3 of this licence will apply instead to the Equipment at the new location and/or Service Media as re-routed.

## 8 COSTS

- 8.1 On completion of this licence, the Tenant is to pay the reasonable and proper professional costs and expenses of the Landlord, its solicitors and surveyors in connection with this licence.
- 8.2 The Tenant is to pay on demand any further proper costs and expenses of the Landlord, its solicitors, surveyors, managing agents and insurers and other professional advisors incurred in connection with the Works or their removal and

reinstatement of the Premises or in making good to any damage to any land or building, plant or machinery (other than the Premises) which is caused by carrying out the Works or by removal of them or the reinstatement of the Premises.

- 8.3 The obligations in this clause extend to costs and expenses assessed on a full indemnity basis and to any value added tax in respect of them, except to the extent that the Landlord is able to recover that value added tax.

9 **CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

No term of this licence is enforceable under the Contracts (Rights of Third Parties) Act 1999, except for the party identified as the Management Company in the Lease.

**EXECUTED** as a deed and delivered on the date at the beginning of this document.

**SCHEDULE  
(The Works)**

The installation of:

- 1 CCTV;
- 2 a fire alarm system; and
- 3 safety fencing to the front elevation of the Premises

as detailed in the attached drawing(s) and specification(s).

**SIGNED** as a deed by **KINGS HILL PARISH COUNCIL** acting by

.....  
Council Member

.....  
Council Member

Sign here

License To Alter

Details of Works for:            Community Centre  
   70 Gibson Drive  
   Kings Hill  
   West Malling  
   Kent

Summary of Works requiring License to alter

Installation of a Closed Circuit Surveillance System

It is proposed to install 7 external fixed cameras to be monitored by the Community Centre team at a local monitoring station within the Centre Manager's office

To further supplement a further 3 cameras are to be installed internally. All cameras are designed to monitor access and egress to the premise. The Tenant is responsible for signage of the camera system in line with the Data Protection Act.

James Leech Senior Property Manager

30<sup>th</sup> January 2013

### License To Alter

Details of Works for:           Community Centre  
  70 Gibson Drive  
  Kings Hill  
  West Malling  
  Kent

### Summary of Works requiring License to alter

#### 70 Gibson Drive Fire Alarm Installation Works

Following on from numerous redevelopments at the Community Centre. The existing Fire Alarm system is non-compliant. To achieve compliant the main Community Centre will receive a new fire alarm panel fully programmable.

A new Fire panel will be installed to incorporate the pre School area. All panels will be interfaced and use the existing cabling network. All devices will be replaced with the latest Argus Heads.

The system will be tested and fully commissioned prior to handover

James Leech Senior Property Manager

30<sup>th</sup> January 2012



## CTA Fire Detection and Alarm Systems

The Wireless Solutions Company

Tim Stringer  
Kingshill Property Management  
11 Tower View  
Kingshill  
West Malling  
Kent  
ME19 4RL

### Re: 70 Gibson Drive Fire Alarm Installation Works

Dear Tim,

Please find herewith our method and estimated installation times for the works at Kingshill Community Centre, 70 Gibson Drive. The times are an estimate and are subject to clear access to the areas of works for the duration of the installation.

We would anticipate that works could be carried out in early 2013. Please could you advise the most convenient dates for the client in either January or February and we will arrange our works to suit.

Kind Regards

For and on behalf of CTA Fire




Sean Knight



Third Party Accredited Company SP203 - 1 - Fire Detection and Alarm Systems  
CTA Maintenance Limited The Old Stables, 95c High Street, Milton Regis, Kent ME10 2AR  
Telephone: 01795 519822 Fax: 01795 519833 email: [sales@ctafire.co.uk](mailto:sales@ctafire.co.uk) [www.ctafire.co.uk](http://www.ctafire.co.uk)  
Company Registration No 1917503 Directors: David Rooney, Gillian Best-Knight



CERTIFICATE NO: NSI019

 <p>CTA Fire The Old Stables High Street Milton Regis ME10 2AR Tel: 01795 519822 Fax: 01795 519833 www.ctafire.co.uk</p>	<p>Prepared for: Tim Stringer of Kingshill Property Management</p> <p>BAFE SP203 Third Party Accredited.</p>	<p>Ref: FO17259 Kingshill Community Centre, 70 Gibson Drive</p> <p>Fire Alarm Installation Proposal</p> <p>Date: 28<sup>th</sup> November 2012</p> <p>Prepared by: Sean Knight</p>	  <p>CERTIFICATE NO. NS019</p>
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## SCOPE OF WORKS

1. Installation of new fire alarm system to Community Centre
2. Re-wire existing Ziton Panel loop to new Community Centre panel to separate Pre-School area
3. Installation of new fire alarm system to Pre-School

## PROGRAMME OF WORKS

1. Installation of new fire system to Community Centre
  - a. Install new Fire Panel in place of existing Menvier system
  - b. Install addressable Argus detection to existing Menvier system zone cables
  - c. System to be Programmed and commissioned

Works estimated to take 2 days. These works will require access to the hall with high level access tower for replacement of the hall detectors. Access will also be required to all areas of the Community Centre. Panel installation works within the Community Centre entrance area will be particularly intensive.

2. Re-wire existing Ziton Panel loop to new Community Centre panel to separate Pre-School area
  - a. Loop to be broken at rear of Youth Centre and new cable installed to devices adjacent to Pre-School panel. Additional cable to be installed back to Pre-School panel to 'close' loop limited to Pre-School area only.
  - b. All Youth Centre area Ziton devices to be replaced with Argus devices.
  - c. Youth Centre loop with new Argus devices to be connected to new Community Centre loop by means of existing 4 core cable at interface modules above ceiling in front Youth Centre room.
  - d. Existing Ziton interfaces currently linking systems to be re-installed adjacent to Ziton panel on Ziton loop cables.
  - e. Argus interface modules to be installed adjacent to Ziton panel interfaces for system linking.
  - f. New devices and system link to be programmed and commissioned.

Works estimated to take 2 days. These works will require access to the Youth Centre area with high level access tower for replacement of high level detectors. Access will also be required to the control panel location within the Community Centre entrance area.

3. Installation of new fire alarm system to Pre-School
  - a. New fire panel to be installed to Pre-School entrance area.
  - b. Existing mains supply to be re-located to new fire panel location.
  - c. Existing Ziton loop cables to be re-located to new fire panel location.
  - d. Existing Ziton devices to be replaced with new Argus devices.
  - e. System to be Programmed and commissioned.

Works estimated to take 1 day. Works will require access to all of the Pre-School area. Panel installation works within the Pre-School entrance area will be particularly intensive.

**Olympass Security Solutions Limited**

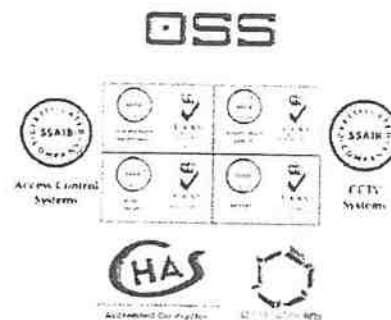
4 Riverview Business Park

Station Road

Forest Row

East Sussex, RH18 5FS

Tel: 01342 822685  
Fax: 0870 8500 835  
E-mail: [info@olympass.com](mailto:info@olympass.com)  
Web: [www.olympass.co.uk](http://www.olympass.co.uk)



Tim Stringer  
Liberty Property Trust UK Limited  
11 Tower View  
Kings Hill  
West Malling  
Kent, ME19

REF:MR/1811.Q3

Date: 17<sup>th</sup> November 2012

Dear Tim

**Re: Closed Circuit Television Surveillance System for the Community Centre.**

Following our meeting and survey visit at the community Centre on Wednesday morning, I am pleased to provide you with our revised proposals to for the installation of a closed circuit television surveillance system.

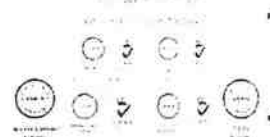
Following our discussion with Hilary our proposals are based upon none of the proposed cameras being of the fully functional dome type. All cameras will be static and the control equipment proposed reflects this. As discussed I have provided options for Higher capacity recorders and additional cameras if they are required.

I have marked up a drawing with the camera location and this will be forwarded to you by Post.

I trust that I have interpreted the requirements correctly and should you require any further information or assistance please do not hesitate to contact me.

Yours sincerely

Mark Richards  
*For & on behalf of*  
**Olympass Security Solutions Ltd**



## SPECIFICATION FOR THE INSTALLATION OF ADDITIONAL CLOSED CIRCUIT TELEVISION SURVEILLANCE EQUIPMENT BY OLYMPASS SECURITY SOLUTIONS LIMITED

QUOTE NO	: 1811.Q3
DATE	: 19.11.12
CONTACT NAME	: Tim Stringer
CUSTOMER NAME	: Liberty Property Trust (UK) Limited.
SITE ADDRESS	: Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

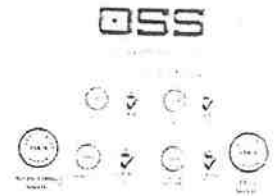
### Proposal for the installation of additional Closed Circuit Television Surveillance Equipment by Olympass Security Solutions Limited

Olympass Security Solutions Limited have been awarded certification to British Standard BS EN ISO 9001 Quality Assurance in Production, Installation and Servicing covering Intruder Detection, Access Control and CCTV Systems.

The Company is an Approved Installer on the Roll of the Security Systems Alarm Inspectorate Board (SSAIB). A condition for enrolment is that all installations comply with the relevant British and European Standards. When the work is completed a certificate of compliance is issued to you. In your interest installations are liable to inspection by SSAIB.

- |                    |   |
|--------------------|---|
| <b>CAMERA NO 1</b> | One internal, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing and mounting bracket to be sited above the double doors with its field of view directed towards the entrance doors.                                   |
| <b>CAMERA NO 2</b> | One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited in the rear corner under the canopy with its field of view directed towards the doors to the youth entrance. |
| <b>CAMERA NO 3</b> | One Internal, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing and mounting bracket to be sited above the disabled toilet with its field of view directed towards the youth Entrance.                                |
| <b>CAMERA NO 4</b> | One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited on the front left corner with its field of view directed across the car park.                                |
| <b>CAMERA NO 5</b> | One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited on the front left elevation with its field of view directed across the car park.                             |





**CAMERA NO 6** One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited on the rear elevation with its field of view directed to view the play area.

**CAMERA NO 7** One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited in the rear elevation with its field of view directed to view the club room door.

**CAMERA NO 8** One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing, heater and mounting bracket to be sited under the soffit of the right side elevation with its field of view directed long the line of the IT room windows towards the front of the building.

#### CONTROL EQUIPMENT

One 8 Channel digital hard disk recorder complete with 500GB Hard drive to be fitted adjacent to the it Rack or if possible inside the rack.

##### **Option 1 :**

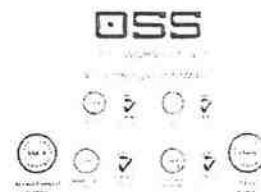
One 16 channel digital hard disk recorder complete with 500GB hard drive to be fitted adjacent to the it rack or if possible inside the rack.

##### **Please Note:-**

It is envisaged that the recorder will be installed on the community centre Network to enable images to be viewed over the IT Network. To achieve this the community Centre will need to provide a network Connection and IP address for the recorder. We have allowed to install viewer software on up to three Client supplied PCs.

**CAMERA NO 9** One External, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing , heater and mounting bracket to be sited on the right corner under of the building with its field of view directed towards the doors to the main entrance doors.

**CAMERA NO 10** One Internal, colour/monochrome fixed dome camera complete with a varifocal lens and LED array protective housing and mounting bracket to be sited in the corridor to view past the Parish Council Office and community Centre Managers Office.



## **CLIENT INFORMATION**

### **Provision of Mains Supply Units**

The Client shall provide at no cost to Olympass Security Solutions Limited, 240V AC mains supplies installed to current IEE Regulations, in the following locations:

- (a) A 240V AC 13 amp unswitched spur to be located adjacent to each internal camera.
- (b) Each external camera will require a 240V mains supply to be terminated in a suitable waterproof enclosure.
- (c) Control equipment and monitor will require 240V, 13 amp mains socket to be located within one metre of each item.

### **Draw Pits**

The Client to provide at no cost to Olympass Security Solutions Limited ductworks and draw pits equipped with draw wires for the installation of cable.

### **Floors, Floor tiles, Ceiling Tiles & Equipment**

No allowance has been made for lifting floors, floor tiles, ceiling tiles or moving equipment.

### **Conduit and Trunking**

The Client or his representative will provide all conduits, trunking/wire-ways and draw wires at no cost to Olympass Security Solutions Limited.

### **Civil Works**

The Client or his representative will provide all civil works inclusive of making good, to facilitate the installation works at no cost to Olympass Security Solutions Limited.

### **Clients Drawings**

This Specification has been compiled and costed from drawings supplied by the client or his representative.

Any subsequent change to drawings may result in amended charges.

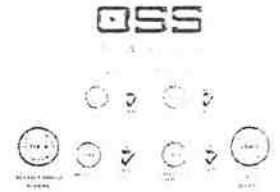
### **System Installation**

During the installation of the system there could be a period of time when the system is inoperative. Under these circumstances it is your responsibility to make the necessary alternative security arrangements.

### **Main Contractors Discount**

The Tender does not allow for a Main Contractors discount or retentions.

Quote No: 1811.Q3  
Page 4



### Concealed Utility Services

The Client to advise the Company of concealed pipes, wires and cables for water, gas, electricity, telephone or other services affecting the Premises and confirm the location of such services to the Company's engineer before work commences.

### Training

System training will be provided on completion. Should further training be required after this date, Olympass Security Solutions Limited will provide a quotation to meet the Client's requirements.

### STANDARD CLAUSES

#### Re-use of Existing Equipment (where applicable)

Use of existing equipment or wiring shall be subject to satisfactory inspection at the time of installation. Should any repair or replacement be found necessary or subsequently ensue, this may give rise to additional charges.

Any modification subsequently found necessary to counteract adverse environment or Electro-magnetic conditions affecting the performance of the system, may also give rise to additional charges.

#### Access to Premises

This quotation is given on the understanding that access to the premises is available Monday to Friday between 08.00 - 18.00 hours excluding Public Holidays. Should we be requested to work outside these hours an additional charge may be levied.

You are responsible for moving stock or obstructions that might impede the installation work including lifting and relaying carpets if necessary.

#### Cabling

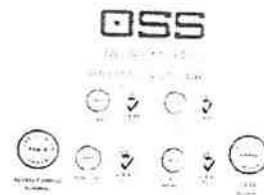
Normally cabling will be surface run and clipped unless specifically stated otherwise in the specification.

#### Variations to Specification

Prices are based on the assumption that the work will be carried out in accordance with the specification agreed between the parties. Any variations thereto, abnormal working conditions or other work found necessary may be subject to amended charges.

#### Decorative Order

This quotation does not make provision for any cutting away, making good, re-decoration, builder's work, or for moving material/equipment to gain access.



#### Site Visits

This proposal is based on the assumption that any works affecting this installation are carried out by the Client, or third party nominated by the Client, before an agreed completion date. Should any such works not be completed resulting in additional visits by ourselves, these visits will be at an additional cost.

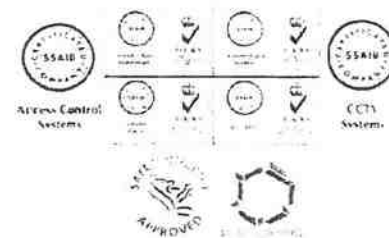
#### Amendments to Specification

Olympass Security Solutions Limited policy is one of constant improvement. We reserve the right to alter the specification of any component part or parts of the system at our discretion at any time without notice. We also reserve the right because of difficulties in obtaining supplies, to use at our discretion equipment and materials other than those specified **providing this does not materially affect the performance of the system.**

#### Lux Levels

This proposal has been compiled utilising cameras, which are designed to work satisfactorily within the lux levels specified. Your attention is drawn to the fact that should the lighting within the area of the camera(s) deteriorate below these levels, then the picture quality cannot be guaranteed.

**OSS**



REF: MR\1811.Q3

#### SUMMARY OF COSTS

Cost for the supply, installation and commissioning of  
CCTV equipment in accordance with our specification  
Reference 1811.Q2

£ 4 537.72

#### **Option One**

Additional cost to install a 16 Camera Recorder instead of the 8  
camera recorder quoted

£ 128.40

#### **Option Two**

Additional cost to install cameras nine and ten

£ 587.84

#### SUMMARY OF ANNUAL MAINTENANCE COSTS

##### Bronze Cover Contract

- ❖ 2 Preventative Maintenance Visits per Annum.
- ❖ 24 Hour Response to Emergency Calls.
- ❖ Telephone Support.
- ❖ Engineer Cover 24 Hours per day 365/6 Days per Year.

Annual Maintenance Premium

£ 396.00

This quotation is valid for 30 days subject to Olympass Security Solutions Limited's Standard  
Terms and Conditions and VAT at the prevailing rate.

OLYPASS SECURITY SOLUTIONS LIMITED  
TERMS AND CONDITIONS OF TRADING

1. A trading account must be established with Olypass Security Solutions Limited, hereinafter called the Company, before any credit facility is allowed. An application form for a credit account is available upon request. Alternatively a proforma invoice can be raised to the full value of the contract. This must be settled prior to commencement of the aforesaid works.
2. Payment terms are strictly 21 days from invoice date.
3. Where the Contract Period is in excess of 4 weeks or carries over from one month to another, written applications/invoices may be submitted monthly for the total value of work executed less previous payments - the net amount due to be paid by the Client 21 days from the application/invoice date.
4. All prices quoted are fixed for 30 days from date of the quotation unless quoted to the contrary.
5. The equipment and installation is quoted on an outright sale basis, unless quoted to the contrary.
6. All increases or decreases in labour and/or material cost arising after the date of the quotation may be recovered from or allowed to the Client unless the quotation expressly excludes this Condition.
7. The Company reserve the right to use Sub-contractors where necessary following agreement with the client.
8. Failure by the Client to make any payment as aforesaid shall entitle the Company to suspend work and/or charge interest on the amount outstanding at 8% above Barclays base rate from the due date to the date of payment and in the event of issue of legal proceedings for recovery of any outstanding amount, a collection charge of £50/£100.00 (£50.00 for a debt up to £600.00 and £100.00 for a debt over £600.00) is payable by the Client and will be added to the debt outstanding in any such proceedings.
9. The quotation is based on the work being affected during normal working hours, Monday to Friday 9 am to 5 pm unless stated to the contrary.
10. Variations or additional work shall be charged on time and material basis unless the subject of separate quotation accepted by the Client.
11. Unless stated to the contrary a 240 volt, 5 amp, non switch spur outlet will need to be provided adjacent to all items of Control Equipment, Power Supply Units at no cost to Olypass Security Solutions Limited.
12. Unless stated to the contrary all wiring to be surface clipped or alternatively installed in/on conduits, trunking or cable tray supplied by others, at no cost to Olypass Security Solutions Limited, but wherever possible cables will be concealed.
13. The Client at his own expense to provide a safe storage for equipment and/or tools left on site for the installation and to take out insurance to cover the same costs in the event of loss or damage.
14. Any chasing, trenching, structural hole drilling, making good or other building works to be done by others at no cost to Olypass Security Solutions Limited.
15. Any carpentry work with the exception of work involved with the installation of the quoted equipment is to be carried out by others at no cost to Olypass Security Solutions Limited.
16. The laying of cables and conduits runs is by shortest practicable routes.
17. Work by other Trades, any Statutory fees, or charges for work done by Supply Authority or Local Authority is not included.
18. Whilst reasonable care will be taken, the Company does not include for incidental redecoration or other works consequent upon the proper execution of the work.
19. Title to ownership of goods remains with the Company until all payments have been received in full. If payment is not made by the due date, the right is reserved to take possession of the goods from their place or position how so ever located. Costs incurred in so doing will be charged to the Client.
20. All prices are subject to the addition of carriage & VAT and are liable to change without prior notice.
21. The Company reserves the right to substitute the equipment proposed with an equal or approved manufacture.
22. Product descriptions contained in lists or other publications issued by the Company from time to time, are believed to be accurate but no liability for misinformation, written or verbal, is accepted.
23. Orders will be accepted by the Company either in writing by post or by facsimile, providing an official order number is given. The provision of an order number by a representative of the Client's company constitutes acceptance of the terms and conditions of trading with the Company.
24. Where a telephone line is to be provided both the installation of the line and the ongoing line rental costs are to be borne by the end user.
25. Non delivery or faulty goods must be reported, then returned to the office they were purchased from within 10 days of notification or receipt. Goods signed for as delivered in good condition become the sole responsibility of the Client irrespective of condition. No goods will be accepted for return without prior agreement by the Company and at a minimum charge of 10% of the sale value.
26. Cancelled Orders:- The Company reserve the right to charge up to 20% of the order value for any orders cancelled before commencement of works and without prior agreement in writing from the Company.
27. The Company shall endeavour to carry out the work within the period stipulated or, if no period is stipulated within a reasonable time, but shall not be held responsible for any loss or damage arising out of delay due to any cause beyond the Company's control.
28. Without prejudice to the Client's Statutory rights, the Company will pass to the Client the benefit of any guarantees the Company has received in respect of equipment supplied by the Company and undertakes to repair or, if necessary, replace free of charge any equipment found to be defective if the defect is due to faulty workmanship by the Company, his servants or agents and is brought to his attention within 12 months of the equipment being purchased by the company, provided nevertheless that:
  - (a) The Company accepts no responsibility for any drawing, design or specification not prepared by the Company.
  - (b) The Company responsibility to the Client is limited to the fulfilment of the contract in a proper and workmanlike manner and the Company shall not be liable for any consequential loss or damage arising out of the execution of the Contract, unless due to the negligence of the Company, his servants, or agents.
  - (c) The Company shall not be liable for any wear and tear, loss or damage, direct or indirect, nor for any extra work entailed due to the system or part thereof being put into operation by the Client or by the Company, his servant, or agents at the Client's request before it is officially handed-over.
  - (d) The installation of additional equipment or the repair or replacement of any faulty work or materials shall only be carried out by the Company, otherwise the company's warranties as to repair or replacement shall not apply.
  - (e) The Company will take reasonable care but accepts no liability for damage to furniture or other fixtures and fittings, which have to be moved by the Company in order to carry out the Contracted Works. Without prejudice to this the Company will maintain adequate Public Liability Insurance cover for or at least the duration of the Contract.
  - (f) The installation must be maintained by the company in accordance with the Company's Codes of Practice, should the installation be maintained by a third party the company's warranties as to repair or replacement shall not apply.

OLYMPASS SECURITY SOLUTIONS LIMITED  
TERMS AND CONDITIONS OF TRADING

29. These terms shall be governed by English Law and the parties hereto shall be subject to the sole jurisdiction of the English Courts.
30. Audibility - In preparing this quotation we have positioned the alarm sounders with the intention of achieving the decibel output required by BS5839. As it is not possible to undertake an audibility test prior to the units being installed, it may be necessary after such a test has been carried out, to provide additional sounders in order to achieve the prescribed Decibel (Db) (A) rating. This proposal does not include any allowance for such additional units. In the unlikely circumstance that further units are required, we will inform you of the additional costs included before they are incurred.
31. Access equipment required to install devices up to a height of 2.5 Metres has been incorporated within this quotation. Access equipment to heights above 2.5 metres is excluded and it has been assumed for the purpose of this quotation that this will be supplied free of charge to us. If referred we would be happy to provide an estimate to supply, erect and dismantle the necessary equipment as an addition to this quotation;
32. These terms and conditions of trading are definitive and knowledge of them by the buyer is assumed.

Any orders placed for works to be undertaken are subject to terms and conditions as detailed above. Please sign below to confirm that you accept and agree to our terms and conditions and that all information provided by you is true and correct.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

On Behalf of

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

Client Community Centre  
Q3417/CS  
Date : 20/04/2012

### Kings Hill Property Management

<b>Costs:</b>		
Works		2,370.50
Nett Quotation		2,370.50
KHPM	10%	237.05
Total Quotation		<u>£ 2,607.55</u>
Subject to VAT at the prevailing rate Please note assumptions and exclusions at the back of this quotation.		
<b>Programme:</b>		
Lead in Period:		1 week
Approximate On Site:		3 days
<b>Health and Safety:</b>		
Risk Level		Low
Hazardous Operations		Manual handling
Hazardous Substances		Cement
Special Measures		Supervision Trained Operatives Only PPE Skin Preparation / Barrier Cream
Full Risk Assessment, Method Statement and COSHH to be issued to client and operatives prior to any works commencing.		
<b>Environmental:</b>		
All material sent to licenced waste transfer station.		
Recyclable materials to be separated.		
Waste Transfer note required from carrier.		
<b>Licence to Alter</b>		
Should you wish to proceed with these works it will be necessary to enter into a Licence to Alter as the alterations fall outside of your demise. Our solicitors fee to draw up this agreement is £600.00 + VAT plus a Landlord Approval charge of £150.00 + VAT will be chargeable over and above our quotation.		



Client Community Centre  
Q3417/C5

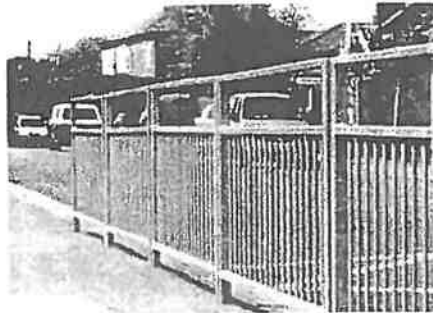
Date : 20/04/2012

#### INFORMATION ON WHICH QUOTATION IS BASED

##### Scope of works:

Carefully lift localised areas of paving to allow for the installation of the new pedestrian fencing (as below)  
install a concrete base and fence panels where required.

Re-instate the paving cutting around the fence where required.



Client Community Centre  
Q3417/CS

Date : 20/04/2012

### Works Costs

Works to be completed **during normal working hours.**

Item	Description	Quant	Unit	Rate	Total
A	Carefully lift localised areas of block paving and set aside	1	Item		
B	Excavate soil and supply install of 4nr fence panels - total length of fencing 8.0m	1	Item		
D	Allowance to paint the new fencing to match the existing window frames	1	Item		
C	Re install block paving where removed and cut paving slabs around the fence	1	Item		
D	Cut out and remove broken timber posts adjacted the proposed fence (3nr)	1	Item		
	<b>Cost for caring out the above works:</b>	<b>1</b>	<b>sum</b>	<b>2,170.50</b>	<b>2,170.50</b>
E	Supervision	1	Item		200.00

**TOTAL WORKS TO SUMMARY**

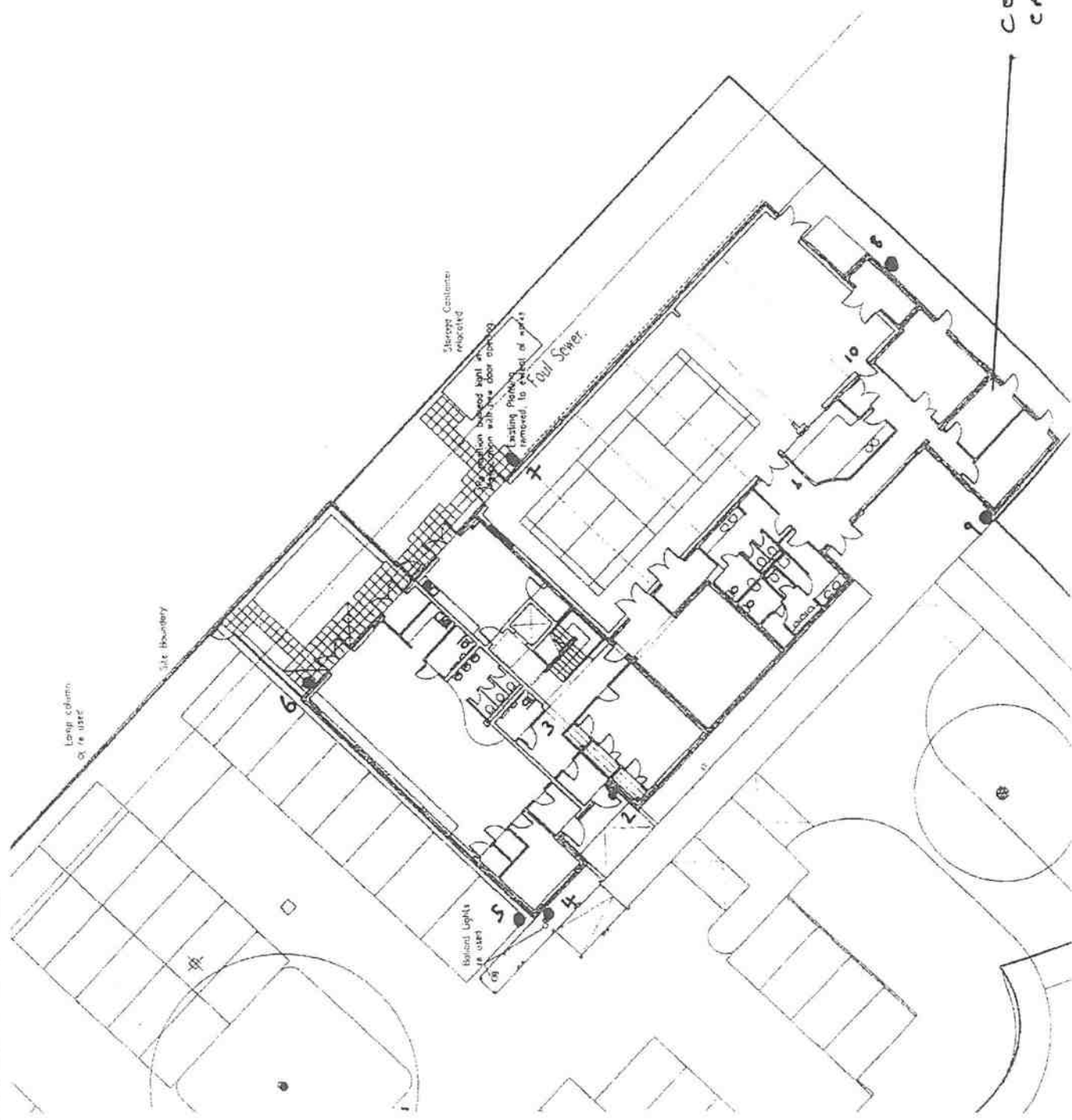
**2,370.50**

FIXED INTERNAL  
CAMERA

EXTERNAL FIXED  
CAMERA



CENTRE MANAGERS OFFICE  
CAMERA CONTROL EQUIPMENT





## METHOD STATEMENT

### For the safe Installation and testing of the fire detection and alarm system

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CTA Fire Detection  
Project Ref: FQ17259 70 Gibson Drive  
Task Ref: 001  
Revision 00  
Date: 23<sup>rd</sup> January 2013



**PRINCIPLE OF INSTALLATION AND COMMISSIONING WILL ALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATION AND BS EN 5839 pt 1 2002 + A2 2008**

This document relates only to the modification of the design, installation, test and commissioning of fire detection and alarm equipment and any associated cabling. Commissioning will only be undertaken once all equipment and cabling has been completed.

**Section 1 – WHO**

**1.1 Who is doing the work?**

CTA FIRE  
The Old Stables  
95c High Street  
Milton Regis  
KENT ME10 2AR

**1.2 Who is the work for?**

Kingshill Property Maintenance

**1.3 Who is responsible to implement the method statement?**

Project Manager Sean Knight

**1.4 Who is going to manage the works on site**

Site Supervisor Terry Owen

**1.5 Who wrote the method statement?**

Technical Supervisor Sean Knight

Date: 23/01/2013

Signature:

**1.6 Details of any subcontractors?**

None

**1.7 Who is the waste carrier?**

CTA Fire



## Section 2 – WHAT

### 2.1 What work is to be carried out?

The replacement fire detection and alarm panel within Community Centre entrance. The existing mains supply is to be retained for the fire system.

Relocation and replacement of Pre-School fire panel to Pre-School Entrance with associated existing mains supplies.

Alterations to existing cables to connect Youth Centre detection and alarm devices to panel in Community Centre entrance and allow Pre-School area to be separate system.

To supply and install addressable detection and alarm devices to existing cables.

Existing Community Centre fire alarm sounders are to be retained and connected to the control panel in the Community Centre entrance.

The systems have capability to be linked and will be programmed to operate as required by the end user.

### 2.2 What is the current revision of the method statement?

00

### 2.3 What are the changes against the prior revision?

None

### 2.4 What tools will be used?

Hand tools, no climb test equipment, cordless drills.

### 2.5 What access equipment will be used?

Step ladders due to short duration of work. High level access tower within Main Hall and Jim Fry Room.

### 2.6 What are the permit requirements for these works?

Client to advise.



## 2.7 What PPE is required for these works?

Operatives carry the following safety equipment, to be used as conditions dictate;

- Protective footwear to EN345
- Hard hat to EN397
- Safety Goggles/Glasses to EN166
- Ear plugs to EN352
- Gloves

Should the working environment change and additional personal equipment is required, this will be actioned as necessary.

## 2.8 What are the emergency contact procedures?

All accidents will be reported to the Site Agent and to management who will record all events with the Company Accident Register.

CTA Fire Contact Details in case of emergency are:

Company:	CTA Fire	01795519822
Company Director:	David Rooney	07980807756
Company Director:	Gill Best-Knight	07813110361
Project Manager:	David Rooney	07980807756
Site Supervisor:	Sean Knight	07813110362

## 2.9 What pollution prevention control measures must be in place?

No pollution is envisaged, waste management procedures are in place for safe disposal of old fire detection products.

## 2.10 What are the waste disposal arrangements?

Waste to be transferred to CTA Fire offices for collection where required by authorized waste disposal agents.

## Section 3 – WHERE AND WHEN

### 3.1 Where is the site that the works will be carried out at?

70 Gibson Drive, Kingshill, West Malling

### 3.2 Where in that site are the works to be done?

All Areas.

### 3.3 Where are the first aid and welfare facilities?

Welfare Facilities are to be provided by the client. In addition to site facilities, a first aid kit is available in the vehicle of the Installation Team.

### 3.4 Where is the COSHH requirement detailed?

Material Safety Data Sheets, covering information as required by Chemicals (Hazard Information and Packaging for Supply) Regulations 1998, are available if required. Operatives carry COSHH assessments, produced and based on the information contained within the Material Safety Data Sheets.

### 3.5 Where is the waste destined for?

CTA Fire Detection  
Project Ref: FQ17259 70 Gibson Drive  
Task Ref: 001  
Revision 00  
Date: 23<sup>rd</sup> January 2013



Waste to be transferred to CTA Fire offices for collection where required by authorized waste disposal agents.

**3.6 When are the works to be started and finished?**

Start Date: 1<sup>st</sup> February 2013  
End Date: 22<sup>nd</sup> February 2013

**3.7 When will works take place?**

Unless agreed in writing, site working hours will be Monday to Friday 0800hrs to 1700hrs.

**3.8 When are restrictions on noise, etc. in force?**

Restrictions on testing fire alarm sounders at varying times dependant on use of rooms.

**3.9 When (where and how) will deliveries be made?**

Site deliveries if required to be arranged in advance with site staff.  
Equipment will generally be brought to site as required by CTA Fire.

**3.10 Where will equipment be stored on site?**

All equipment and materials will be stored at a secure location provided by the client.





## Section 4 – HOW AND WHY

### 4.1 How will the works be done?

#### Objective –

- a) The replacement of the fire detection and alarm system within Community Centre, Youth Centre and Pre-School using existing cables.
- b) Alterations to the system to merge the Community Centre and Youth Centre detection into one system leaving the Pre-School area as a separate system with its' own control panel.

#### Process Overview

- a) Inform the client's representative of the work to be undertaken.
- b) Inspect the work location for safe access and safe area to work.
- c) Install extension to existing fire panel cables to allow control panel to be mounted acceptable height.
- d) Install new fire panel to existing cables and mains supplies.
- e) Install addressable detection devices throughout Community Centre.
- f) Program and Commission new system devices.
- g) Install new cables within Youth Centre area to allow merging of Community Centre / Youth Centre systems and separation of Pre-School area loop.
- h) Install addressable detection and alarm devices to Youth Centre area and connect to Community Centre fire panel.
- i) Re-connect altered loop cables to existing Pre-School panel and disable devices removed from system.
- j) Program and Commission new Youth Centre devices.
- k) Re-locate existing Pre-School panel mains supply and loop cables to new location at Pre-School entrance.
- l) Install new fire panel to Pre-School entrance.
- m) Install addressable detection and alarm devices to Pre-School area.
- n) Program and Commission new Pre-School system.
- o) Remove all old equipment from site for disposal

*Works are to be carried out by a minimum of two men.*

### 4.2 How are workers to access site (route, inductions, etc.)?

On arrival at site, the Installation Team will report to Community Centre Managers Office to undertake any required site inductions and to collect any necessary site passes/permits to work. Operatives to be notified by Manager of any specified routes by which materials may be transported to the work location and any other access restrictions.

### 4.3 How will falls be prevented (PPE is a last resort)?

Use of correct access equipment allied with relevant training in health and safety procedures.

### 4.4 Where will access barriers be used?

Access barriers will be used in accordance with site policy.

### 4.5 Where will protection be used to prevent damage to client equipment?

Where client equipment remains in the area of installation, it is understood it will be suitably protected by the main contractor to prevent damage.

CTA Fire Detection  
Project Ref: FQ17259 70 Gibson Drive  
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Revision 00  
Date: 23<sup>rd</sup> January 2013



**4.6 How did they assess the COSHH requirements?**

All operatives will have health and safety training relevant to the works undertaken and will be provided in advance with all relevant Material Safety Data Sheets and COSHH Assessments as appropriate

**4.7 How will information be passed to those doing the works?**

All operatives will be supplied, either by email or hard-copy with all relevant Health and Safety documentation and Method Statements. Operatives will be required to acknowledge receipt of the information prior to commencing works.

**4.8 How will the waste be transported?**

CTA Fire is registered for the transport of waste. Any waste required to be removed from site will generally be transported in the installation team vehicle.



**Task Description** Replacement Fire Alarm System to Community Centre, Youth Centre and Pre-School

Activity	Hazard	Risk							Controls	Resultant Risk Assessment			
		To	Severity			Likelihood				Overall Assessment			
			H	M	L	H	M	L					
1	Arrival On site	Self injury Injury to others Road traffic accidents Treatment of injuries	Operatives All All Operatives	*	*	*	*	*	M II M M	Staff to be aware of and adhere to clients procedures and controls.	M	M/L	L
2	Storage Of Material	Injury from falling materials Injury to others	Operatives All	*	*	*	*	*	M M M M	(Organised storage of Materials	*	*	*
3	Use of Steps	Falling from ladders Ladders moving or slipping	Operatives Operatives	*	*	*	*	*	M M	Steps will be used as access is extremely restricted, work is of relatively short duration and the task can be completed without exposure to increased risk. A Task Specific Risk Assessment must be undertaken where a higher risk is envisaged.	*	*	*
4	Use of Hand tools	Eye injury Injury to hands feet and body	Operatives Operatives	*	*	*	*	*	M M	Inspections of tools	*	*	*
5	Use of portable Electrical Equipment	Electrocution Fire Damage to equipment	Operatives Operatives All	*	*	*	*	*	II II II II	Regular test and inspections I 10 volt policy	*	*	*
6	Preparation for cable Runs	Noise Dust Contact to other services Eye injury	All All Operatives Operatives	*	*	*	*	*	M M M II M	Area to be surveyed and liaise with the contractor for access	*	*	*

Steps will be used as access is extremely restricted, work is of relatively short duration and the task can be completed without exposure to increased risk. A Task Specific Risk Assessment must be undertaken where a higher risk is envisaged.

Inspections of tools

Regular test and inspections 110 volt policy

Area to be surveyed and liaise with the contractor for access



Activity	Hazard	Risk										Controls	Resultant Risk Assessment		
		To	Severity			Likelihood			Overall Assessment	M	M/L		L		
			H	M	L	H	M	L							
7	Installation of Cable trunking And traywork	Cuts and lacerations Carrying materials Inadequate fixings / overload	Operatives Operatives All		*	*		*	*	L	Supervision and training on installation techniques		*	*	*
8	Cable Pulling	Manual handling Electrocution Crushing by cable drum Tripping over trailing cable	Operatives Operatives Operatives All	*	*	*		*	*	M L M M	Secure cable drum Manufactures guidelines to be followed		*	*	*
9	Working At height	Falls from Height Uncontrolled Collapse/materials falling	All Operatives	*	*	*		*	*	M M	As per the Work At Height Regulations 2005 the Hierarchy of risk has been identified and correct equipment chosen for work at height. Towers/steps built by competent persons. Operatives using equipment are to be competent in its use.		*	*	*
10	Maintenance of Access ways And Escape routes	Personal injury Fire / emergency	Operatives All		*	*		*	*	M M	Working times to be agreed with the contractor Generally 8.00am to 5.00pm		*	*	*
11	Electrical Testing	Electrocution Burns Fire	Operatives Operatives All	*	*	*	*	*	*	L L L H	Circuits are circa 24 volt de fed from an isolating transformer. Site contractor to provide and certificate all mains power supplies.		*	*	*

Site:

License To Alter

Details of Works for:      Community Centre  
   70 Gibson Drive  
   Kings Hill  
   West Malling  
   Kent

Summary of Works requiring License to alter

70 Gibson Drive Safety Fencing

As a result of an internal safety audit it has been requested to install a safety fence to the front elevation of the community Centre. The feature of this railing is to deter persons leaving the Centre and walking into the road. Its primary focus is to stop young children leaving the Centre

Refer to quotation and visual of the fencing but in essence is to install 8 m of propriety fencing. A visual is attached of the fencing type to be used

James Leech Senior Property Manager

20<sup>th</sup> March 2013

Client Community Centre  
Q3417/CS  
Date: 20/04/2012

### Kings Hill Property Management

<b>Costs:</b>		
	Works	2,370.50
	Nett Quotation	2,370.50
	KHPM	10% 237.05
	Total Quotation	<u>£ 2,607.55</u>
Subject to VAT at the prevailing rate Please note assumptions and exclusions at the back of this quotation.		
<hr/>		
<b>Programme:</b>	Lead in Period:	1 week
	Approximate On Site:	3 days
<hr/>		
<b>Health and Safety:</b>	Risk Level	Low
	Hazardous Operations	Manual handling
	Hazardous Substances	Cement
	Special Measures	Supervision Trained Operatives Only PPE Skin Preparation / Barrier Cream
Full Risk Assessment, Method Statement and COSHH to be Issued to client and operatives prior to any works commencing.		
<hr/>		
<b>Environmental:</b>	All material sent to licenced waste transfer station.	
	Recyclable materials to be separated.	
	Waste Transfer note required from carrier.	
<hr/>		
<b>Licence to Alter</b>		
Should you wish to proceed with these works it will be necessary to enter Into a Licence to Alter as the alterations fall outside of your demise. Our solicitors fee to draw up this agreement is £600.00 + VAT plus a Landlord Approval charge of £150.00 + VAT will be chargeable over and above our quotation.		

Client Community Centre  
Q3417/CS

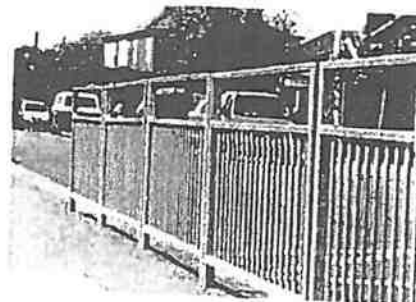
Date: 20/04/2012

#### INFORMATION ON WHICH QUOTATION IS BASED

##### Scope of works:

Carefully lift localised areas of paving to allow for the installation of the new pedestrian fencing (as below)  
install a concrete base and fence panels where required.

Re-instate the paving cutting around the fence where required.





Client Community Centre  
Q3417/CS

Date : 20/04/2012

Works Costs

Works to be completed during normal working hours.

Item	Description	Quant	Unit	Rate	Total
A	Carefully lift localised areas of block paving and set aside	1	Item		
B	Excavate soil and supply install of 4nr fence panels - total length of fencing 8.0m	1	Item		
D	Allowance to paint the new fencing to match the existing window frames	1	Item		
C	Re install block paving where removed and cut paving slabs around the fence	1	Item		
D	Cut out and remove broken timber posts adjoined the proposed fence (3nr)	1	Item		
	<b>Cost for carrying out the above works:</b>	1	sum	2,170.50	2,170.50
E	Supervision	1	Item		200.00

**TOTAL WORKS TO SUMMARY**

**2,370.50**

Cripps Harries Hall LLP  
Wallside House  
12 Mount Ephraim Road  
Tunbridge Wells  
Kent TN1 1EG

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