



**Martin Tolhurst**  
SOLICITORS

Fee Earner Training Programme 2022





**Welcome** to this years brochure for our fee earner training programme 2022. It is our most extensive and ambitious training programme to date. Good quality, regular training is at the very heart of what we are seeking to achieve to ensure technical expertise and fantastic client care.

Where there is an external speaker booked for your work type attendance by fee earners is mandatory. Please ensure that the dates are reserved in your diary, and that no other appointments or commitments are taken on for that date so you are able to attend the full session. As you will appreciate the firm has invested a considerable amount in drawing the training programme together and it is essential that all fee earners attend their relevant training. Please also note in this years brochure we have added all fee earner review dates, Partners meetings and lunch time learning dates.

We were honoured to have been awarded the Outstanding commitment to training Award at the Modern Law conveyancing Awards in 2020. The feedback from fee earners on training that we run continues to be excellent and I hope that this new programme continues that tradition.

**Richard Carter,**  
Managing Partner  
Martin Tolhurst Solicitors

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# Key Training Dates Summary 2022

<u>Date</u>	<u>Work Type</u>	<u>Speaker</u>	<u>Time</u>	<u>Venue</u>
26 <sup>th</sup> January	Residential Conveyancing (Key Leasehold Issues.)	Richard Carter	14.00 (3hrs)	Bridgewood Manor
9 <sup>th</sup> February	Residential Conveyancing	Richard Carter	14.00 (3hrs)	Bridgewood Manor
19 <sup>th</sup> April	Commercial, Landlord & Tenants	Sarah Thompson - Copsey	9.30 (3hrs)	Bridgewood Manor
19 <sup>th</sup> April	Leasehold Residential Conveyancing	Sarah Thompson - Copsey	14.00 (3hrs)	Bridgewood Manor
4 <sup>th</sup> May	Elderly Client Update	Caroline Bielanska	9.30 (3hrs)	Bridgewood Manor
10 <sup>th</sup> May	Residential Conveyancing Update	Ian Quayle	TBC	Bridgewood Manor
15 <sup>th</sup> June	Commercial Update	Richard Snape	9.30 (3hrs)	Bridgewood Manor
15 <sup>th</sup> June	Residential Conveyancing Update	Richard Snape	14.00 (3hrs)	Bridgewood Manor
13 <sup>th</sup> July	Residential Conveyancing	Richard Carter	9.30 TBC	Bridgewood Manor
7 <sup>th</sup> September	Mortgage Lender Requirements	David Keighley	9.30 (3hrs)	Bridgewood Manor
7 <sup>th</sup> September	Mortgage Lender Requirements	David Keighley	14.00 (3hrs)	Bridgewood Manor
12 <sup>th</sup> October	Residential Conveyancing	Richard Carter	TBC	Bridgewood Manor
10 <sup>th</sup> November	Residential Conveyancing Update	Ian Quayle	9.30 (3hrs)	Bridgewood Manor

## Training Tracker

In addition to the above-mentioned internal training sessions, training sessions with external speakers and lunchtime learning sessions there will be regular training tracker sessions throughout the year including three modules for all staff to take on Data Protection, Client Care, Solicitors Accounts Rules, AML and the Code of Conduct.

## Law Net

As members of LawNet we are entitled to send 2 Fee earners or Senior Managers on each LawNet training session. There are usually 8 sessions in the Spring/Summer programme and a further 8 in the Autumn/Winter sessions on different work types or business topics. You will receive notification of the course you are required to attend. 4 Partners will attend the LawNet Conference in July. For remote learning sessions through Law Net all fee earners can log into their account and listen to appropriate sessions. Reminders of suitable upcoming events will be sent to fee earners.

## Specialist Training

Specific roles within the Firm (such as data protection officers, complaint handling, accounts supervisors and MLRO) are required under the Training Plan to attend external specialist courses and updates on their role.

## Lunchtime Learning

Lunchtime learning sessions will be held internally, usually with a webinar or DVD provided by MBL and for fee earners of differing work types. Residential conveyancing lunchtime learning sessions will be held at Ashford, Longfield and Medway offices. The commercial conveyancing and Wills/Probate sessions will be held at Gravesend. Although subject to change (particularly where any urgent update or new cases emerge) the internal lunch time learning programme is scheduled as follows: -

<u>Month 22</u>	<u>Office</u>	<u>Department</u>	<u>Dates</u>
January	Ash/Long/Sitt/Med	Residential Conveyancing	Various
February	Gravesend	Commercial	Various
March	Sitt & Medway	Matrimonial	Various
April	Graves & Long	Will & Probate Trusts	Various
May	Ash/Long/Sitt/Med	Residential Conveyancing	Various
June	Sitt & Medway	Matrimonial	Various
July	Graves & Long	Will & Probate Trusts	Various
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September	Ash/Long/Sitt/Med	Residential Conveyancing	Various
October	Gravesend	Commercial	Various
November	Sitt & Medway	Matrimonial	Various
December	Graves & Long	Will & Probate Trusts	Various



## **Sarah Thompson-Copsey.**

We welcome back leading property expert Sarah Thompson-Copsey who is a former property litigation partner in the firm Dentons, with a wealth of experience in all aspects of resolving (and avoiding) commercial property disputes. She currently speaks frequently on a wide range of topical property issues to members of the legal, surveying & property professions throughout the country. She also provides independent legal auditing services to law firms.

In addition, Sarah is co-author of two of the leading text books on the Landlord and Tenant Act 1987 & mixed use, site editor for The Property Law website and on the property consultation board for Practical Law.

### **Tuesday 19th April Commercial Fee Earners**

**Topic : Commercial, Landlord & Tenants**  
**Time: 9.30AM (3hr duration)**  
**Venue : Bridgewood Manor**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

### **Tuesday 19th April Residential Conveyancing Fee Earners**

**Topic : Leasehold Residential Property**  
**Time: 2.00PM (3hr duration)**  
**Venue : Bridgewood Manor**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

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## **David Keighley**

David Keighley was a partner in and Head of Residential property at a Legal 500 Practice. Having done so part time whilst in practice, he now uses his extensive experience and understanding of practical conveyancing to cut through the academic niceties and make things relevant for the busy practitioner.

He regularly presents at property law conferences. He is a contributing author for the Law Society Conveyancing Handbook, was the co-author of an online training course for the Law Society's Conveyancing Quality Scheme (CQS), is the deputy editor of the newsletter issued monthly by PropertyLawUK.net, provides monthly audio seminars in conjunction with LIPS Legal and has written for publications including the Law Society's Property in Practice Magazine and the Solicitors Journal



### **Wednesday 7th September Residential Conveyancing Fee Earners**

**Topic : Mortgage Lender Requirements part 1**  
**9.30 AM –**  
**Venue : Bridgewood Manor**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

### **Wednesday 7th September Residential Conveyancing Fee Earners**

**Topic : Mortgage Lender Requirements part ii**  
**2.00PM – Residential Property**  
**Venue : Bridgewood Manor**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**



## **Richard Snape.**

Richard Snape returns for the 9th successive year to us. He is the former head of Property Law at The University of The West of England.

He is a visiting lecturer in the Law Faculty of Bristol University.

The Conveyancer and The National Law Journal (NLJ) and has been a regular contributor on continuing professional development (CPD) courses since 1991.

Richard enjoys a national reputation for lecturing on a range of property law topics.

He leads DJB's CPD programme and delivers bespoke in-house lectures for our clients. Richard has trained the legal and estates staff of clients, including institutions, corporates and developers, and is praised for his ability to explain complex property concepts in a straightforward and entertaining way that is tailored to the needs of his audience.

### **Wednesday 15<sup>th</sup> June** **Commercial Fee Earners**

**Topic : Commercial Update**  
**9.30AM – 3hr duration**  
**Venue : Bridgewood Manor**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

### **Wednesday 15<sup>th</sup> June** **Residential Conveyancing Fee Earners**

**Topic : Residential Conveyancing Update**  
**2.00PM –3hr duration**  
**Venue : Bridgewood Manor,**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

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## **Ian Quayle.**

Ian qualified as a solicitor and worked in private practice for 12 years specialising in property law matters including residential development work, commercial acquisitions and disposals.

Ian has delivered over 1500 property related training courses for city and regional firms, local law societies and local authorities. His training style and delivery is relaxed, but he is able to explain the law and practical issues relating to the training topic in a way that ensures delegates learn, or reinforce learning, and derive meaningful benefit from the training provided.

Ian has provided training to businesses in-house, public courses, and spoken at conferences. He is prolific in his delivery of webinars on conveyancing related issues, and he has delivered live and pre-recorded webinars nationally and internationally for both of the leading legal training providers and continues to do so.



### **Wednesday 10<sup>th</sup> May** **Conveyancing Fee Earners**

**Topic : Residential Conveyancing Update**  
**Time TBC**  
**Venue : Bridgewood Manor,**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**

### **Thursday 10<sup>th</sup> November** **Conveyancing Fee Earners**

**Topic : Residential Conveyancing Update**  
**9.30AM – 3hr duration**  
**Venue : Bridgewood Manor,**  
**Walderslade Woods,**  
**Chatham**  
**ME5 9AX**





## **Caroline Bielanska**

Caroline was the former Chief Executive and former Chair of Solicitors for the Elderly, an organisation she helped to found in 1999. She delivers in house legal training and for many CPD providers, including Central Law Training International, MBL, The Solicitors Group, Professional Conferences and STEP, and is well known in her specialist field, advising older and vulnerable adults who have limited physical and/or mental capacity. Caroline is trained to use Makaton signs and symbols for clients who struggle to use spoken language, and writes Easy Read legal information to empower those who struggle to otherwise access legal services.

She provides consultancy for law firms on an independent basis and is on the Court of Protection Panel of mediators and is a member of the Civil Mediation Council. She has mediated in a wide range of disputes, ranging from contact, residency, deputyships, attorneyships and health and social care funding.

Caroline won the Trusted Advisor of the Year 2017 and the Vulnerable Client Practice Award 2017 in STEP's Private Client Awards. She was a finalist in 2018, 2019 2020 & 2021 in the Vulnerable Client Practice Award category. In 2019, Caroline was presented with a Lifetime Achievement Award by Solicitors for the Elderly and made an honorary member of the Professional Deputies Forum.

### **Tuesday 4th May**

#### **Private Client Team**

**Topic : Elderly Client Update**

**Time: 9.30am (3hr duration)**

**Venue : Gravesend Board Room**

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## **Richard Carter**

Richard is Managing Partner of Martin Tolhurst Solicitors who specialises in Residential Property Law.

As a residential conveyancing solicitor he has a wealth of experience with a wide range of residential property transactions, including expertise in Staircasing and Shared Ownership, Re-mortgages, Listed Buildings and mixed Commercial and Residential Units.

### **Wednesday 13<sup>th</sup> July**

#### **Conveyancing Fee Earners**

**Topic : Key Leasehold issues in Residential Conveyancing**

**2.00PM – 3hr duration.**

**Venue : Bridgewood Manor**

### **Wednesday 12<sup>th</sup> October**

#### **Conveyancing Fee Earners**

**Topic : Avoiding Claims, Complaints and Conduct issues in Residential Conveyancing**

**2.00 PM 3hr duration**

**Venue : Bridgewood Manor**





## **Fee Earner Reviews 2022**

Tuesday 18<sup>th</sup> January - **Sittingbourne Office**

Wednesday 2<sup>nd</sup> February - **Medway Office**

Thursday 10<sup>th</sup> February - **Longfield Office**

Wednesday 16<sup>th</sup> February - **Ashford Office**

Wednesday 4<sup>th</sup> May - **Gravesend Office (TBC)**

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Wednesday 14<sup>th</sup> September - **Ashford Office**

Wednesday 21<sup>st</sup> September **Longfield Office**

Wednesday 28<sup>th</sup> September - **Medway Office**

Wednesday 5<sup>th</sup> October - **Sittingbourne Office**

Thursday 10<sup>th</sup> October - **Gravesend Office**





**Martin Tolhurst Solicitors**  
7 Wrotham Road  
**Gravesend**  
DA11 0PD

**Martin Tolhurst Solicitors**  
Unit 7  
Conqueror Court  
**Sittingbourne**  
ME10 5BH

**Martin Tolhurst Solicitors**  
Exchange House  
Monument Way  
Orbital Park  
**Ashford**  
TN24 0HB

**Martin Tolhurst Solicitors**  
61B Station Road  
**Longfield**  
DA37QA

**Martin Tolhurst Solicitors**  
Suite 12, Ashford House  
Beaufort Court  
Sir Thomas Longley Road  
Medway City Estate  
**Rochester**  
ME2 4FA