

Membership from June 2020

Councillor Anderson
Councillor Appleby
Councillor Borda (Vice Chairman)
Councillor Bowen
Councillor De'Ath (Chairman)
Councillor Drummond
Councillor Fitzgerald
Councillor Hirst
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill
Mrs Philippa Winter (non-council)
Councillor Yarrow



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
COMMUNITY & LEISURE SERVICES COMMITTEE to be held at
on **Monday 3rd August 2020 at 7pm**

A G E N D A

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. Any member of the public wishing to do so should email townclerk@newmarket.gov.uk to receive an invitation to the Zoom meeting. No special software is required. The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be by show of hands as normal.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

1. **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
2. **APOLOGIES** for absence
3. **DECLARATION OF MEMBERS' INTERESTS** & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **MINUTES** To receive and confirm for accuracy the Minutes of the Community and Leisure Services Meeting held on 6th July 2020 and any matters arising (herewith)
5. **PUBLIC PARTICIPATION** - An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters to be brought to their attention
6. **ACCOUNTS** – To receive the accounts for Community and Leisure for Month 4 (to be tabled)
7. **CEMETERY** –
 - a) **Anti-social behaviour** – to receive quotes for a new locking system for the cemetery gates (herewith)
 - b) **Path and hardstanding** – to receive quotes for a path and proposals for a fenced/gated hardstanding area.
 - c) **Rabbit control** – to receive an update on rabbit control plans (herewith)
 - d) **Cemetery Bench** – to receive an update
8. **MEMORIAL GARDENS** –
 - a) **Kiosk** – to receive a report regarding COVID-19 compliance for the future operation of the kiosk (herewith)
 - b) **Play Equipment Quotes** - to consider prices received for aerial runway launch pad and ASB mitigation measures for the slide/castle (herewith)

To: Chairman and Members of Community & Leisure Services Committee, Other Council Members, The Press

- c) **Separate Water Metering for Gardens** – to receive quote for water sub-meter for water supply of water feature, kiosk, outside tap (herewith)
9. **WEBSITE** – to receive information and quotes for the requirements to meet The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 coming into effect in September 2020.
10. **BILL TUTTE MEMORIAL** – to receive an update on cleaning of the hard surface and damage (herewith)
11. **REMEMBRANCE DAY CEREMONY & PARADE 2020** – to receive an update regarding arrangements (herewith)
12. **PARKING ISSUES** – to discuss.
13. **SPEED INDICATOR DEVICES** – To receive an update (verbal update)
14. **ADDITIONAL PEDESTRIAN CROSSINGS IN NEWMARKET** – to discuss
15. **SEVERALS PAVILION** – to consider a quote for the installation of security barriers (herewith)
16. **CORRESPONDENCE:**
- a. Request for fundraising event at Severals (herewith)
17. **DATE OF NEXT MEETING** – Monday 7th September 2020
18. **ITEMS FOR THE NEXT AGENDA**

Signed



Debbie Baines, Town Clerk

28th July 2020



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee Held on Monday 6th July 2020 at 7:00 pm via Zoom

Attendance:

Councillor J De'Ath (Chairman)
Councillor A Appleby
Councillor J Borda (Vice Chairman)

Councillor Y Fitzgerald
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill

Also Present: Cathy Whitaker - RFO, Julie Ashton – Minute Assistant, Philippa Winter, 1 Member of the Press and 3 Members of the Public.

Minute

Action
by

As the existing Leisure Services Chairman, Cllr De'Ath took the chair for this item

C/20/07/1 TO ELECT A CHAIRMAN

Cllr O'Neill nominated Cllr De'Ath. There were no other nominations. A vote was taken, and the following was agreed:

D/20/07/1.01 Resolved

That Cllr De'Ath be elected as the Chairman of the C&L Services Committee for 2020/201

Cllr De'Ath took the Chair.

C/20/07/2 TO ELECT A VICE CHAIRMAN

Cllr O'Neill nominated Cllr Borda. There were no other nominations. A vote was taken, and the following was agreed:

D/20/07/2.01 Resolved

That Cllr Borda be elected as the Vice Chairman of the C&L Services Committee for 2020/21.

C/20/07/3 CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED

The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.

C/20/07/4 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Drummond, Hood, Kerby and Yarrow. Councillors Anderson, Bowen and Hirst were absent.

C/20/07/5 DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY

REQUESTS RECEIVED FOR MEMBERS DISPENSATION

Cllr Borda declared a pecuniary interest in item 14.

C/20/07/6 TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 2ND MARCH 2020 AND THE COMMUNITY SERVICES MEETING HELD ON 9TH MARCH 2020 AND ANY MATTERS ARISING

Members received the minutes of the Leisure & Community Services Committees meetings held on 2nd and 9th March 2020 and the following was agreed:

C/20/076.01 Resolved

That the minutes of the Leisure & Community Services Committees meetings held on 2nd and 9th March 2020 be adopted and signed as a true record by the Chairman of the Leisure & Community Services Committee.

There were no matters arising.

C/20/07/7 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

A member of the Press spoke to item 17. Philippa Winter spoke to item 18.

C/20/07/8 TO RECEIVE THE ACCOUNTS FOR JUNE 2020

The accounts for June 2020 were received and noted.

C/20/07/9 EARMARKED RESERVE ALLOCATIONS

RFO advised that his item was referred from full Council for the Committee to consider allocating funds for vehicle replacement, the water feature and play equip. The Committee would consider these when setting the budget in October 2020 and members were asked to table any other items that may have been overlooked.

C/20/07/10 CO-OPTION

Members considered the proposal of the co-option of Philippa Winter as a non-Council Member without voting rights as an exception due to her experience to this Committee in accordance with SO 30 ii) and the following was agreed:

C/20/07/10.01 Recommendation

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii); subject to approval at Full Town Council meeting on 27/7/2020.

C/20/07/11 WEST SUFFOLK SLA

RFO advised that there was nothing to report. Philippa would agree her remit and set up a meeting with Councillors to voice their concerns for her to take

forward.

C/20/07/12 CEMETERY

Anti-social behaviour – vehicle access and the locking of the gates were discussed. It was suggested that a new lock be purchased similar to that used at the allotments. RFO would look at the costs for a replacement lock and ascertain the number of current key holders.

Path and hardstanding – the proposal from WS to install a fenced/gated hardstanding area at the Cemetery was considered however, there was no quote for the work. RFO would obtain quotes for the next meeting.

C/20/07/13 MEMORIAL GARDENS

Kiosk – RFO advised that the last Environmental Health advice had been that it was not appropriate to sell food from the Kiosk as there was no separate hand washing facility. The facilities would be reassessed to look at what service could be offered and any cost implications to meet current standards and ensure COVID-19 compliance. The following was agreed:

C/20/07/13.01 Recommendation

That measures to bring the Kiosk up to standard be investigated.

Play equipment – the current arrangements for play equipment inspections were noted.

Quotes for launch pad of aerial slide – this item was deferred to allow for further quotes to be obtained.

Cllr Borda declared a pecuniary interest in the following item.

C/20/07/14 WEBSITE

RFO advised that a new website was required to meet The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 coming into effect in September 2020 and she would seek quotes for this work.

C/20/07/15 BILL TUTTE MEMORIAL

RFO advised that since lockdown, it had not been possible to get quotes to clean the hard surface. Philippa Winter suggested a company used by the Bedford Lodge and RFO would take this forward.

C/20/07/16 CRICKET AT THE SEVERALS

Members were advised that Government advice allowed cricket to be played with a soft ball and cricket could resume at the Severals from 11th July with a view to starting a junior league in August. A proposal would go to full Council on 27th July.

C/20/07/17 ST MARY'S SQUARE

The parking issues reported by the press at the last full Council meeting were discussed and it was suggested that planters or flower beds could be installed on the grass verges to prohibit parking. It was noted that it was not an offence

to park on the verge but crossing the double yellow line and mounting the pavement needed to be witnessed by police to be prosecuted.

It was also suggested that the landlord be contacted to request that they install no parking notices. The District Cllrs would be asked to follow this up and investigate who the owner is.

C/20/07/18 EQUIPMENT

This item was referred from full Council and the proposal to sell the strimmer and other equipment was considered. It was not clear which equipment was surplus to requirements and the following was agreed:

C/20/07/18.01 Recommendation

That the strimmer be retained and other equipment be subject to an audit.

C/20/07/19 SID DEVICE

RFO advised that she was looking into the installation of the new posts that were on the list of requested locations.

C/20/07/20 CORRESPONDENCE

Cemetery - email regarding rabbits and no response from the contractor who had been dealing with the issue. As the situation was getting worse, RFO would contact the ferret group and find out when it would be safe to use them.

Email from Will Wright WS – requesting funding support for outdoor activities during the summer holidays (Adventure Days). RFO would explore funding options to support the initiative.

C/20/07/21 DATE OF NEXT MEETING

Monday 3rd August 2020 via Zoom.

C/20/07/22 ITEMS FOR NEXT AGENDA

- Memorial Gardens Kiosk
- Memorial Gardens Play equipment
- Parking issues
- Additional Pedestrian Crossings in Newmarket

Meeting closed at 7:54pm

Signed _____ Date _____

CEMETERY MATTERS – FOR C&L COMMITTEE 3/8/2020 (Item 7)

A: ASB – New Locking System for the cemetery gate

i: New Cemetery Locks Option



No of padlocks required: 1

No of duplicate keys required: 50

One lock would be required for the gate, but a spare is advisory £79.98

Approximate cost for 50 spare keys to be cut £250.00

(it may be possible to obtain up to 20% discount on the cutting) less £50.00

Disadvantages: Changing locks only helps for a short period as public get keys cut privately

Advantages: May reduce instances of gates being left open (letting rabbits in) due to key not being released until padlock is closed; although will not reduce all instances of this as people will close the padlock with gate open inevitably.

ii: Automated Sliding Gate System Option

AutoGates UK 07944 901144 Towcester

Automated Gateways 01603 322746 Norwich

Suffolk Gate Automation 01359 242532 near Bury St Edmunds

A very rough possible price range without doing a survey at this stage – could be between £7-12 K

Disadvantages: Costly. Ongoing costs of maintenance.

Advantages: Access via card/fob which cannot be duplicated. Self-closing once vehicle passes through.

B: Path & hardstanding

Awaiting quotes and specifications from WSC – this work is being requested by WSC.

C: Rabbit Control

Current system of gassing does not appear to be successful.

Ferret group is looking into the situation and when it would be appropriate to carry out the ferreting.

In the meantime, the population is increasing and suggest shooting the rabbits in the interim.

Quotes:

1: 999 Pest Control : £1,200 for twelve visits over the remaining months of 2020; one p/week initially with subsequent staggered visits.

2: CRC Pest Control: £2,000 for one year – includes 2 visits p/week initially, reducing to 1 p/week until population is very low; then to 1 p/fortnight for onward management.

3: The ferret group have offered to shoot free of charge. However, need to explore insurance / liabilities, etc.

D: Theft of commemorative bench (for information)

Reported by the family as missing and after an investigation by the Cemetery Manager reported to Suffolk Constabulary as stolen. A letter has been sent from NTC to the family to express concern at the matter, the Cemetery Manager is looking in to ordering a replacement.

Cathy Whitaker

From: Admin
Sent: 17 July 2020 09:16
To: Cathy Whitaker
Subject: FW: Rabbits in the cemetery

Hello Cathy,

Please see below for the quote from Ian.

Kind regards,

Gemma Colby

Administrator



King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 675912
www.newmarket.gov.uk

Coronavirus Helpline Number 01638 667227

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From: Ian Shipp [mailto:sales@999pestcontrol.co.uk]
Sent: 16 July 2020 21:58
To: Admin
Subject: Re: Rabbits in the cemetery

Hi Gemma

Thanks for getting in touch today.

As mentioned I have a good understanding of the rabbit problem at the cemetery and was once contracted to manage the rabbits, however once the problem was being managed and under control it was seen fit to cease the programme which in turn allowed the population to regain a foothold.

As discussed I would be more than happy to meet with a member of your team on site to give them my knowledge and some of the site history to allow them to better understand the issues and options which they can in turn relay to members.

I note there has been a significant number of rabbits seen at the site and noted significant damage to graves and grassed areas caused by the rabbits (images attached).

Having had a think about the issue and the approach I would take I include my proposal regarding the way forward.

Purpose

To manage the rabbit population at Newmarket Cemetery reducing current numbers significantly to reduce the damage being caused.

This proposal is a management process and recognises the current population has established numerous warrens on site and also that without a significant investment in rabbit proof fencing (noting the significant numbers of rabbits living around the cemetery) there will be continuous ingress into the cemetery by rabbits in the future. This process is designed to stop them from re-populating the existing warrens during its period.

Proposal

- I propose a series of sessions of control with the use of firearms (air rifles with moderator's "silencers") I suggest these are spread over the rest of this calendar year and total twelve with an initial loading of the sessions in the first month of probably four (one per week) This will reduce numbers significantly. Following the initial period, we will stagger the visits appropriately.
- All shooting will be in accordance with legislation and best practice.
- All shooting will be carried during darkness in closed periods. We will be using night vision and state of the art thermal imaging scopes.
- The process will be carried out in strict confidence and with utmost sensitivity.
- It is the intention that all carcasses will be removed from the site and disposed of, however it must be recognised that this isn't always possible due to the nature of the site and the practice.
- I will provide a record of each visit.
- Only suitably qualified, experienced and insured persons will carry out shooting.
- A full Risk Assessment and Insurance details will be provided.
- We will notify yourselves and the Police each time we intend to visit.
- I have had a great deal of experience in the past at Newmarket Cemetery having successfully dealt with the issue a number of years ago.

Health & Safety

- I am a Trained and experienced Deer Stalker and hold my Deer Stalking Certificate Level 1 and carry out deer management for clients across East Anglia.
- I am a Member of The British Deer Society.
- I am fully insured (Employers, Public and Products Liability) to carry out pest control with Firearms.
- A Risk Assessment will be provided prior to commencement of Pest Control.
- I hold a Firearms Licence granted by Suffolk Constabulary and have been using Firearms to carry out Pest Control across East Anglia in all manner of locations and sensitive areas including, Cemeteries, Parks, Stables, Paddocks Farms, Cricket clubs etc.
- I am a Member of The British Pest Control Association (BPCA) I and maintain my Continuous Professional Qualifications (CPD) via "Basis Prompt" The industry register for "Professional, Qualified Pest Control Technicians"

Cost to carry out the above

£1200.00 for the ten visits during this calendar year.

Please feel free to get back to me with any questions.

Regards

Ian Shipp
on behalf of



www.999pestcontrol.co.uk



Virus-free. www.avast.com

On Thu, Jul 16, 2020 at 3:47 PM Admin <admin@newmarket.gov.uk> wrote:

Hello Ian,

Following our telephone conversation earlier please would you supply us with a quote for your services. If you could give us a price for a 12month time frame and then break it into per month and per week. Along with how many trips you would make there in a week.

Kind regards,

Gemma Colby

Administrator



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FAST, DISCREET, HUMANE.

54 North Road
Lakenheath, Brandon
Suffolk IP27 9AL
Phone: 07909 520 592

QUOTATION

Gemma Golby
Administrator
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Dear Gemma

Further to our telephone conversation I am delighted to offer the following quotation.

For rabbit control in the cemetery the cost will be £2000.00 per year plus VAT. At the beginning of the contract we will do two visits per week. Once the population is at a manageable level, the visits will go to one visit per week. To maintain the population which is coming from the surrounding areas this will then go to once a week. When the population is very low, the visits will go to fortnightly, to maintain levels.

The monthly cost for this will be £166.66 per month, plus VAT.

If the above quote is accepted we can start the contract immediately. Invoices will be sent quarterly in advance.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Chris Clarke
CRC Pest Control



Report to	Community & Leisure Services
Subject	Memorial Gardens Kiosk
Purpose	Decision
Classification	Unrestricted
Meeting date	Monday 3rd August 2020
Item number	8a
Written By	Town Clerk

Summary: This report outlines measures required to bring the Memorial Garden Kiosk up to required operational standard.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. To seek quotations to bring the Kiosk up to the basic standard required for a simple retail outlet, ready for future re-opening.
2. To invite a mobile catering unit to park on site and provide refreshments to garden users, in the interim.

1.	Introduction
a.	C/20/07/13.01 Recommendation The facilities be reassessed to consider what service could be offered and any cost implications, in order to meet required standards and ensure COVID-19 compliance.
2.	Proposal/Options
a.	Guidance received from West Suffolk Council indicates that the following matters be addressed before the Kiosk could re-open for business.
b.	<u>Basic requirements for operation of a simple retail outlet (e.g. pre-wrapped food, teas & coffee and ice creams)</u> • Roof repairs to prevent leakage • Installation of smoke alarm • Replacement of work tops to a suitable standard • Repair/replacement of damaged units • Additional sink for dish washing (at least 2 are required) • Installation of separate hand-wash basin • Unit for storage of outdoor clothing and other items • To ensure fridge and freezer operate at correct temperatures • Replace flooring (to allow cleaning)
c.	<u>Additional requirements should food preparation be permitted</u> • Adequate ventilation • Facilities for food preparation and washing to include separate sinks for raw meat

	poultry and vegetables/salads
c.	Security matters should be considered to reduce likelihood of break-ins
d.	A deep clean will be required, prior to any use.
4.	Financial/Resource Implications
	No quotations have been sought at this stage.
5.	Next Steps/Recommendations
a.	Authorise officers to seek quotations to bring the Kiosk up to the basic standard required for a simple retail outlet, ready for future re-opening.
b.	Should the Council wish to provide refreshments for purchase by users in the interim, to invite a mobile catering unit to park on site.

Design and construction of Memorial Garden Kiosk

All premises and equipment used for food preparation should be able to be cleaned easily and keep food safe.

A simple retail outlet with pre-wrapped food, teas & coffee and ice creams

1. The design of a food premises

The law requires that the layout, design, construction and size of food premises should:

- allow staff to clean and/or disinfect the premises easily
- protect against the build-up of dirt, toxic materials, prevent dirt getting into the food and to stop condensation or mould on surfaces
- allow good food hygiene practices to take place
- prevent pest access and stop them living in your business
- where necessary, ensure you can keep food cold or hot whilst it is being prepared, stored and before it is sold
- Smoke and Fire alarm – Security camera -Fire extinguisher

2. Structural surfaces

The walls, floors, ceiling, doors, windows, woodwork and all other parts of the room where you prepare food should be made of materials that can be cleaned easily, and, where necessary, disinfected.

3. Drainage

All drainage facilities that take away waste water eg toilets, sinks, dishwashers, etc should be properly connected to the foul drainage system. Regular maintenance of the drainage system and good housekeeping practices can prevent excessive amount of fat, oil or grease entering the system.

4. Food preparation surfaces

Food preparation surfaces must be easy to clean and, where necessary, disinfect. Surfaces to use include stainless steel, ceramics or food grade plastics. Household melamine worktop is not recommended as it doesn't last a long time in a commercial business.

5. Ventilation

In most cases, mechanical ventilation eg an extractor, is needed as well as natural ventilation. The ventilation will come from the main opening of the kiosk, assuming there is no frying or heavy cooking.

6. Lighting

There should be enough lighting to all parts of a food premises to allow good cleaning and ensure staff can see well when they are working. Glass lights should be protected with shatter proof covers in areas where open food is handled.

7. Equipment and utensil washing

All equipment and utensils will need to be sanitised using either a dishwasher or a sink. The number and size of sinks in your business should relate to the size and nature of the catering operation. It should prevent any risk of contamination or risk to public health.

At least two sinks are needed, one for washing, and one for rinsing and disinfecting equipment although sinks may include dishwashers or steam sinks.

8. Hand washing facilities

Wash hand basins should be near where you prepare and cook food, and also in the toilets. Each basin should be supplied with hot and cold running water (or a mixer tap), soap (liquid pump soap is best) and hand-drying eg paper towels, hot air dryer. The wash hand basin must be kept clear at all times, **near the kiosk entry** and it must not be used for anything else.

9. Food storage and display

There should be facilities for the storage and display of food. Store rooms should have good lighting and ventilation. All food should be kept covered to prevent contamination by pests and foreign objects. Wooden shelving should be painted with gloss paint or varnish so they can be cleaned easily.

All dairy products, ready to eat foods, fish, meat and meat products should be stored and displayed under refrigeration. It is good practice to provide separate fridges for the storage of raw and cooked food.

Fridges must store food below 8°C. Freezers should operate at or below -18°C.

10. Cooking ranges

Gas appliances are not available in the kiosk. All electrical appliances should also be capable of being moved for cleaning.

11. Storage of outdoor clothing

Outdoor clothing, handbags etc. can be a source of contamination and should not be stored in a food room. You must provide storage facilities for staff to change from outdoor clothing into their work clothes eg in a staff room and storage lockers.

12. Staff toilets

Toilet facilities required for staff sanitary accommodation for females and males per 15 persons 1 toilet and 1 wash basin.

13. Pest control

All doors opening to the outside should close tightly to stop pests getting in. Holes in the walls where service pipes or cables pass through should also be sealed - there should be no gaps. Where there is a risk of contamination from flying insects, (eg openable windows) it is recommended that insect screens are fitted.

It is a legal requirement that adequate procedures are in place to control pests.

14. Refuse control

There should be enough bins in the food preparation areas to stop waste building up. External bins should also be provided with close fitting lids and be capable of being cleaned. You are advised to engage a contractor to remove refuse on a regular basis. Recycle your waste where possible.

15. New food businesses

The trader must register as a new business or a new owner to a business at least 28 days before they intend to open. They can obtain a registration form by contacting West Suffolk Council on

https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/food_health_and_safety/registr-a-food-business.cfm

Additional requirements, If the food is prepared on site

1. Food preparation and washing

It is recommended that a separate sink is provided if raw meat and/or poultry is defrosted, washed and prepared and a separate sink for use for ready to eat foods such as vegetables and salad washing.

2. Ventilation

The extract ventilation system must include as a minimum the following components:

- a canopy of adequate size sited over the cooking equipment
- removable grease filters which are either washable or disposable
- a fan of adequate capacity capable of achieving 20 air changes per hour in the kitchen and connected to a variable fan speed control switch
- ducting to carry cooking fumes to a suitable point ideally at main roof ridge level or above for proper dispersal

- adequate incoming air facilities which are fly proofed and suitably sited to allow the efficient circulation of air in the kitchen

3. Equipment and utensil washing

A sink for sanitising large utensils and equipment too bulky for the dishwasher should also be considered.

4. Refuse control

If you are a retailer, butcher, distributor or manufacturer of food, there are extra requirements like 'animal-by-product waste' or former food stuffs.

Catering waste (including used cooking oils) produced by restaurants, catering facilities and kitchens, including domestic kitchens can be disposed of to landfill in the normal way eg by collection from a waste contractor.

5. Cooking ranges

Gas appliances should be connected to the supply by flexible hoses, this allows equipment to be moved for cleaning.

PLAY EQUIPMENT MATTERS : seeking resolutions for the following:- (Item 8b)

1: Aerial Runway Launchpad – to replace grassy mound due to excessive wear & tear

A: Fenland Leisure Products Ltd : All Weather Surface over existing mound	£1,632.00
B: Wicksteed : Install metal ramp / remove mound	£3,597.00
C: Massey & Harris : Install metal ramp / remove mound	£3,634.00

2: Castle Slide – to prevent ASB climbing up the outside of the slide tube

Massey & Harris (Engineering) Ltd : supply Stainless Steel Fan Barrier	£810.00
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3: Castle Structure – to prevent ASB cutting of current mesh safety nets

Massey & Harris (Engineering) Ltd : supply Stainless Steel Mesh Panel	£566.50
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Funding: The Memorial Gardens Masterplan EMR can fully fund these projects.

Cathy Whitaker

From: Barry Smith <Barry@fenandleisure.co.uk>
Sent: 14 July 2020 11:26
To: Cathy Whitaker
Subject: Memorial Play Area
Attachments: 48513.pdf

Good morning Cathy

I hope you are well? As promised here is our quotation for the remedial works on the Cable way mound.

I have noted on the quotation the reason we have chosen an all weather surface, over a platform. As discussed, this is due to design and compliance issues that would prevent us from installing a platform with that particular cableway design.

I look forward to hearing from you again soon.

Kind Regards

Baz Smith

 Baz Smith Outdoor Play Consultant  The Play Professionals	Fenland House Padgetts Road Christchurch Wisbech PE14 9PJ Telephone No: +44 (0) 1354 699 483 Email: barry@fenandleisure.co.uk Fenland Leisure www.fenandleisure.co.uk Online Playgrounds www.onlineplaygrounds.co.uk 		
			

Commercial playground parts are always available on next day delivery from www.onlineplaygrounds.co.uk

Or, if you require any help with Maintenance of your playground why not give our dedicated Maintenance team a call on 01354 638359. Ext. 0210



Fenland Leisure Products Ltd
Fenland House Padgetts Road,
Christchurch, Wisbech,
Cambridgeshire PE14 9PJ

T: +44 (0)1354 638 359
E: sales@fenandleisure.co.uk
www.fenandleisure.co.uk
www.onlineplaygrounds.co.uk

Cathy Whitaker
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP
England

Ref: 48513
Tuesday, 14 July 2020

Dear Cathy

Playground Maintenance Estimate for King Edward VII Memorial Hall Play Area



Thank you for your enquiry regarding our maintenance services, we now have pleasure in enclosing our estimate for this work as requested.

Please note that whilst we considered your enquiry to install a ramp in place of the mound, due to compliance and design specifications of the cable way this is not a possible solution. Therefore, we have quoted to create a subbase to the central section of the mound and covering with an all weather resin mixed rubber mulch surface.

All our maintenance work is carried out to the European Playground Standards of EN1176 and EN1177. FLP is accredited to both ISO9001:2015 (Quality Assurance), ISO 45001:2018 (Health and Safety Systems) and all our inspectors / field engineers also hold DBS certificates so you can be assured your repairs will be carried out to the highest possible standards providing both in terms of quality and safety.





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Maintenance Estimate No.: 48513

All weather surface to Cableway mound				
Code	Product	Qty	Each	Value
BASE33	To construct MOT / Concrete Subbase 1m2 MOT Type 1 compacted Hardcore Subbase	12	28.00	£336.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	7	7.00	£49.00
FF005	70mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 2.1m CFH. - 50 Top / 20 Base	12	88.00	£1,056.00
Subtotal:				£1,451.00

Site Set Up and Preliminaries				
Code	Product	Qty	Each	Value
DESLAINS005	To travel to site with upto 3 staff members per vehicle including mileage cost. - 2 No Vehicles	60	0.00	£0.00
BASE43-SML	To prepare and submit Risk Assessments and Method Statements covering maintenance works to client hand over. - Small Projects	1	65.00	£65.00
BASE47	To hire, erect and remove Fencing per panel including block feet and clips - per panel (3.5m)	6	15.00	£90.00
BASE39	Environmental disposal of waste generated from Maintenance work. Waste License No:CBDU124380	1	36.00	£36.00
Subtotal:				£191.00

Net Total	£1,632.00
VAT	£326.40
Gross Total	£1,958.40





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Fibrefall – (Bonded Shredded Rubber Chippings)



Fibrefall is an all-weather rubber surfacing constructed with resin bonded recycled colour coated rubber chips which is laid to existing ground contours and can be installed to comply with the current surfacing standards of EN1177. Available in either Green, Brown or Cedar Red, Fibrefall provides a continuous surface and can be installed onto a wide range of substrates including turf, tarmac and concrete, and benefits from requiring minimum basework preparation and no formal edging. Applications include impact areas, all weather surfacing and pathways.

The following assumptions have been made regarding this estimate:

-  Good access will be available to the site.

Our Terms & Conditions

-  Estimate or Quotation? Whilst we endeavor to provide fixed prices for all maintenance and repair works sometimes additional issues are discovered during the works. When this occurs, the client will be advised of the discovered problem and the additional cost of the repair before the further work is carried out.
-  All equipment and surfacing repairs comply to EN1176 and EN1177.
-  Once the equipment and or the surfacing has been installed and handed over, we take no responsibility for any damage through abuse / vandalism or acts of god that may occur.
-  Our quotation is open for acceptance for **60 days** from the quotation date.
-  All materials and guarantees are referred to in our product specification.
-  Security fencing can be supplied and erected at extra cost if deemed necessary by the customer.
-  We will accept NO responsibility for detecting services or I.T cables etc. These should be clearly marked by others before any installation work commences.
-  Suspension bridges, Burma bridges, single ropes and access nets are designed for a maximum of 1 person crossing at any one time; however additional people can be waiting to cross on the timber structures.
-  Guarantees:
 - Timbers cannot be guaranteed against rot and decay when installed into loose fill wood product surfacing.
 - The bond between old and new rubber on wetpour edge repairs is excluded from guarantees due to the un-known nature of the existing rubber
 - In the case of Black Wetpour surfacing, colour fastness cannot be guaranteed, and some colour leakage may occur.





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- The colour of our Fibrefall surfacing will darken after a period of time as the vibrancy of the colour coating diminishes.
 - 1 Year on all moving and flexible parts including ropes and nets. 1 Year on all installation work (*Malicious damage, vandalism and acts of god are not covered*)
-  Ownership of goods remains the property of Fenland Leisure Products Ltd until invoice is paid in full.
-  All the enclosed prices are subject to VAT at the standard rate.
-  Please visit our website www.fenandleisure.co.uk to view our full terms and conditions.

Ordering Is Easy

- Visit www.fenandleisure.co.uk/maintenance-acceptance and complete our maintenance order form
- Call 01354 638359
- Email: sales@fenandleisure.co.uk

Payment and Delivery Terms

Payment: **Total invoice payable within 28 days of completion and Hand-over**

Delivery:

Depending on the nature of the maintenance work involved we categories response / delivery as follows:

- **Urgent Maintenance** (making safe only) – Within 5 - 10 working days
- **Corrective Maintenance** (where parts are repaired or replaced after wear **) – 2 to 4 weeks
- **Preventive Maintenance** (planned routine): 4-8 weeks

Please discuss your requirements with us at time of placing your order

** All delivery times are from receipt of official order subject to seasonal demand. The delivery times of "genuine spares" unless in stock is unfortunately beyond our control and in some cases can be up to 4 weeks for manufacturers.

We trust the above quotation meets with your approval and look forward to receiving your further valued instructions soon. If in the meantime you need any further information or changes making to this proposal, please don't hesitate to contact me.

Yours Sincerely

Baz Smith
Sales Representative
barry@fenandleisure.co.uk

If you are looking for supply only of commercial playground spares please visit
www.onlineplaygrounds.co.uk





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**SUPPLYING
SPARES & REPAIRS**
for all equipment for over **25 years**

✂ Installation is available on all orders

 **onlineplaygrounds**

The advertisement features a collage of playground equipment parts: a chain, a black plastic component, and a metal rod with a connector, set against a green background.



Cathy Whitaker

From: Rachael Cooke <team3@wicksteed.co.uk>
Sent: 10 July 2020 16:04
To: Cathy Whitaker
Cc: Jodie Midlane
Subject: RE: FW: Newmarket Town Council Post code CB8 8JP

Hi Cathy,

Please see below for the updated costs for the ramp installation and the removal of the existing mound.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>QTY</u>	<u>TOTAL</u>
4200-416	Wildcat Cableway Ramp (All Metal)	£847.00	1	£847.00
Installation	Costs to remove existing mound and install new ramp as costed for above	£2,750.00	1	£2,750.00
	* Out Start Platform Assembly is a fully welded steel - This can be provided with the standard chequer plate as 4200-416, or we can provide the ramp with additional wood half logs or recycled plastic half logs.*			
	* Something the customer needs to bear in mind is when the platform is installed, that the seat clearances can be maintained to the standards when the seat is loaded, see attached installation details.*			
		Subtotal		£3,597.00
		Carriage		£72.00
		Total Ex VAT		£3,669.00

Please note this is not an official quotation.

All prices exclude VAT.

Errors and omissions excluded.

Wicksteed terms of sale apply.

The above installation prices are based on the assumption that the site is flat, of grass or soft earth, allows easy access for commercial vehicles and presents no unusual obstacles. Should the ground conditions necessitate the provision of temporary roads/tracks, additional costs may apply. All prices are subject to a site visit from our Installation Contracts Manager. Our price is also based on the assumption that underground conditions which cannot easily be identified during the site survey do not impede the construction works detailed. Should unexpected underground conditions be encountered further works may be required at an additional cost, the price is to be confirmed by our Installation Contracts Manager.

Please note the above costs do not include safety surfacing, Storage or Welfare Facilities.

Please note our minimum installation charge is £750 plus VAT.

Kind regards

Rachael Cooke

Customer Advisor

Web: www.wicksteed.co.uk

Tel: +44 (0)1536 517028

DDI: +44 (0)1536 295377



This e-mail is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Wicksteed Leisure Ltd.

If you are not the intended recipient of this email please delete it from your system immediately. Any use, dissemination, forwarding, printing or copying of this email other than by the intended recipient is strictly prohibited.

From: Cathy Whitaker [<mailto:Cathy.whitaker@newmarket.gov.uk>]

Sent: 03 July 2020 14:10

To: Rachael Cooke <team3@wicksteed.co.uk>

Subject: RE: Newmarket Town Council

CAUTION: This email originated from outside Wicksteed Leisure. Do not click links or open attachments unless you recognise the sender and know the content is safe.

OK I will need the installation cost also to be able to put this to council please?

Postcode of Memorial Gardens is CB8 8JP

Cathy

QUOTE Q24240



Invoice Address
Newmarket Council

Date: 26 Mar 2020
Expiry Date: 25 Apr 2020

Massey & Harris (Engineering) Ltd
Unit 5, The Hollygate
Albert Street
Stockport
Cheshire. SK3 0BD
UNITED KINGDOM
Telephone: +44(0)161 480 5243
Email: accounts@masseyandharris.com
Our Ref: Q24240 NMG

Description	Quantity	Unit Price	VAT	Amount GBP
2039 - Aerial Runway Start Platform	1.00	642.00	20%	642.00
Delivery and Installation	1.00	2,992.00	20%	2,992.00
Subtotal				3,634.00
Total VAT 20%				726.80
TOTAL GBP				4,360.80

- All prices, unless otherwise stated, are ex-works.
- Structural calculations will be provided on request at an additional cost.
- If equipment is to be installed into loose fill please specify.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

THANK YOU FOR YOUR ENQUIRY

QUOTE Q24004



Invoice Address
Newmarket Council

Massey & Harris (Engineering) Ltd

Unit 5, The Hollygate

Albert Street

Stockport

Cheshire. SK3 0BD

UNITED KINGDOM

Telephone: +44(0)161 480 5243

Email: accounts@masseyandharris.com

Our Ref: Q24004 MR

Date: 24 Oct 2019
Expiry Date: 23 Nov 2019

Description	Quantity	Unit Price	VAT	Amount GBP
Stainless Steel Fan Barrier - Supply and Delivered. Price does not include for installation	2.00	405.00	20%	810.00
Subtotal				810.00
Total VAT 20%				162.00
TOTAL GBP				972.00



Stand H1110/ Hall 19

Massey & Harris are exhibiting on 6th & 7th November 2019
At HPR, NEC Birmingham. Contact us for your FREE TICKETS



- All prices, unless otherwise stated, are ex-works.
- If equipment is to be installed into loose fill please specify.

- Structural calculations will be provided on request at an additional cost.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

THANK YOU FOR YOUR ENQUIRY

QUOTE Q24402



Invoice Address
Newmarket Council

Date: 24 Jul 2020
Expiry Date: 23 Aug 2020

Massey & Harris (Engineering) Ltd
Unit 5, The Hollygate
Albert Street
Stockport
Cheshire. SK3 0BD
UNITED KINGDOM
Telephone: +44(0)161 480 5243
Email: accounts@masseyandharris.com
Our Ref: Q24402 MR

Description	Quantity	Unit Price	VAT	Amount GBP
Stainless Steel Mesh Panel.	1.00	515.00	20%	515.00
Packing & Delivery	1.00	51.50	20%	51.50
Subtotal				566.50
Total VAT 20%				113.30
TOTAL GBP				679.80

PAYMENT TERMS: PRO FORMA - 50% ON ORDER / 50% PRE DELIVERY

- All prices, unless otherwise stated, are ex-works.
- Structural calculations will be provided on request at an additional cost.
- If equipment is to be installed into loose fill please specify.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

THANK YOU FOR YOUR ENQUIRY

TO INSTALL A SEPARATE WATER METER FOR THE MEMORIAL GARDENS (Item 8c)

To enable separate water bills for the memorial hall and the memorial gardens which are currently combined; this following the occurrence of large water bills being received since the re-opening in April 2019.

Seeking decision regarding:-

DORAN'S PLUMBING

To supply and install a 1 inch (WRAS (Water Regulations Advisory Scheme) approved) water sub-meter and relevant pipework on the Memorial Hall park gardens water feature supply pipework. An Anglian Water Certificate of Approval will be issued on completion.

£214.77

Re-route of pipework to link the separate supply garden tap and kiosk supply to link with the water feature pipework and the sub-meter.

£80.00

TOTAL COST £294.77

BILL TUTTE MEMORIAL AREA – update of current situation (Item 10)

1: Cleaning

A: Ground surface

Rothwell's - 1-2 days (2 man job) : £650 p/day. **[preferred option]**

HippoClean - £595

Pressure Washer Water Bowsers can be hired from Newmarket Plant Hire for £135 p/week with £10 delivery fee each way.

Regular Water Bowsers - £55 p/week plus delivery as above.

Recommendation:- to engage contractor to do a full initial clean of the ground surfacing, followed by intermittent cleaning by council staff using hired pressure washer/bowser as necessary (appx once a year).

B: Seating areas

Chewing Gum Removal – to be confirmed – probably by a stonemason

Stone seating cleaning – to be confirmed – probably by a stonemason

Wooden seating – to be maintained by Town Keeper - imminently

2: Bollard Damage

25/11/2019 – vehicle hit one bollard – not witnessed. Reported to police 6/12/2019

11/6/2020 – Parcelforce hit two bollards – witnessed with photographs. Parcelforce aware.

Quotes for bollard repair and installation currently being sought.

Cathy Whitaker

Finance Officer, Newmarket Town Council

28/7/2020



ORGANISATION OF REMEMBRANCE PARADES: POSITION OF THE ROYAL BRITISH LEGION

BACKGROUND

We know that branches and members are proud to play an active part in Remembrance services and parades every year and are only too happy to support local authorities in their planning for such important community events. Whilst the Legion often plays an active support role, Remembrance events are a civic matter and most local authorities show a great deal of support for Remembrance. However, every year a number of Legion branches report they are being asked to organise and/or bear the costs of road closures and policing.

ROLE OF LEGION BRANCHES AND COUNTIES

Organisation of parades brings with it a range of responsibilities and liabilities which could result in significant charitable funds being diverted away from our vital welfare work. As a result, whilst Legion branches, or counties or districts, may support councils in their planning of local Remembrance services and parade routes, they may not assume responsibility for the design and delivery of parade routes, especially the organisation and deployment of Temporary Traffic Management Orders (TTMOs) or the contracting of traffic management services, where the liabilities can run into millions of pounds.

ROAD CLOSURES

Where a branch, or county or district, has to be the Event organiser (because the Civic Authorities refuse) they may take this role but there can be no street Parade, no road closure and, therefore, no need for a Temporary Traffic Management Operation (TTMO) unless this aspect of the event is owned by a Civic Authority. Whilst the branch can be involved in determining a Parade route, it should not itself contract with a third party and may not take responsibility for the design, planning and deployment of a TTMO. On the day of the Parade, the RBL and its volunteers must not engage in the deployment, management or removal of any TTMO. This includes, for example, placing barriers, directing traffic or driving vehicles that are involved in the TTMO.

INSURANCE

Our Public Liability Insurance covers only these risks which are within the Legion's control (e.g. if a Standard is dropped and injures an attendee). Other incidents happening due to conditions outside our control, for example when someone trips up over a raised paving stone, are the local authority's responsibility.

SUMMARY

The Legion is clear that while our branches are very willing to assist in the organisation of local Remembrance parades and services, for instance through the provision of Standard Bearers or the identification of local veterans, responsibility for both their funding and delivery rests with civic authorities. In short, Remembrance parades and services are important community events supported by the Legion, not Legion events supported by the community.

Cambridge Door Services Ltd *Est. 1987*

To: Newmarket Town Council

Attention: Christy Argyroudi

Date: 21-07-2020

Our Quote Ref: 5092

Dear Christy,

Ref: New Roller Shutter Requirements – Cost and Specification

Thank you for your enquiry. We have pleasure in quoting as follows.

To supply and install 9 x [SWS](#) UK CD38 Roller Shutter Doors, Inclusions:

- Manufactured to suit openings of approximately 2400mm x 2200mm & 2000mm x 2200mm
- 38mm heavy duty double skin aluminium extruded slats
- Double Skin Bottom bar
- Aluminium side guides, fascia and housing for the rolling gear at the top cover
- Single phase motor operation
- Anti drop Safety brakes included
- Powder coat finish in Black, Brown, White or Cream (other colours are available at additional cost)
- We have allowed for 2 x gang controllers (Operation of all shutters with 2 switches) Please note a suitable power supply is required in the vicinity of the shutters.

Total £11903.00

Cost for a manual override if required (For use during a power failure) - **£67.00 Each**

*We have allowed for packers to be fitted in front of each shutter, to prevent the hand rail catching the shutter front. We recommend fitting additional timber panelling to the area below the handrails, as discussed with Gary on site, to minimise the wind loading on these shutters in this exposed location.

Infill above the end shutters by others.

Pricing excludes VAT

General Lead Times: CamRoll Roller Shutters 2-3 weeks – Steel doors 1-3 weeks – Sectional Doors 5 weeks – Braselmann Roller Shutters 6 weeks - SWS Roller Shutters 2-3 weeks. Repairs immediate/by arrangement – Dock shelters 3 weeks – Traffic barriers 1-2 weeks – Servicing- immediate/by arrangement. Special deliveries can be scheduled by arrangement.

Fitting of new products is to prepared openings unless detailed otherwise. Works to be carried out during normal working hours. Electrical connection when required is to a suitable power supply adjacent to the opening. Full and uninterrupted access required to the work area. Use of the opening during an install is by agreement on site with the engineers and subject to the results of a Risk Assessment.

Terms of Trade: Standard – A payment based on a pro-forma invoice may be required from non-account customers – Subject to credit check

Defect Warranty New Doors: 12 months from installation

Unit a, Mereside Industrial Estate, Soham, Ely, Cambs CB7 5EG

Tel: 01353 725000 Fax: 01353 725001 Company Reg. No. 4081493

www.cambridgedoorservices.com

sales@camdoors.com

Cambridge Door Services Ltd Est. 1987

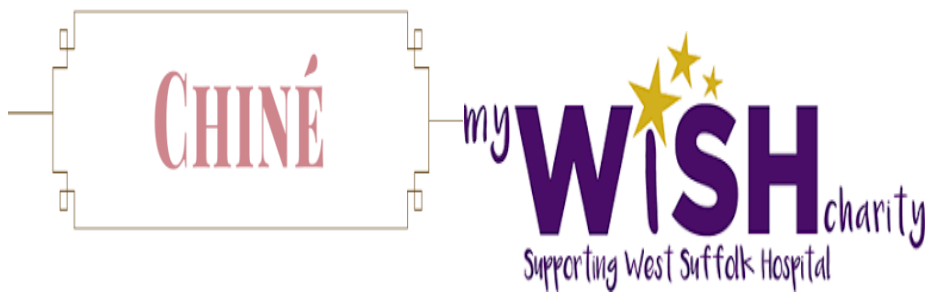
Quotation prepared in relation to information supplied or available and is open for acceptance for 30 days.

We trust that the above quotation is acceptable. Should you have any queries please contact the undersigned.

Yours sincerely



Samantha Young – Sales Coordinator



Good Afternoon,

My name is Betty Daka manager of Chine. Chine limited is a supplier of wigs and hair pieces primarily to people suffering with cancer and alopecia. Chine is also a supplier to NHS and has a close affiliation to local hospitals. Our core policy is to provide an empathetic service backed up by good quality products at cost effective prices.

We started to support my wish (Registration charity number 1049223) , a local charity working with local hospitals, about three years ago. Our aim in this event is to raise funds to help the organisation give back to hospitals in terms of services and equipment during these trying times (COVID-19 pandemic).

I am writing to you today to get permission to put on a charity event on the several and also we would also like to have the use of the pavilion. This event will take place on Saturday 29th August 2020 from 3pm till 11pm.

The event will be promoted as a Charity silent party. Attendees will have to purchase a ticket online to be able to attend the event and on entry they will be given a mask if they don't have one and a pair of headphones to be able to listen to music we will be playing. The reason of having the headphones is to create entertainment to attract people, to eliminate any noise from music and from people projecting their voices too much, and to be able to give a contribution to our chosen charity.

We will have up to 5 DJs who's details will all be on the risk assessment.

We will have food on sell, selling from a food van and a bar selling drinks, Non-alcoholic & Alcoholic. All materials for selling the food and drinks will be disposable.

The Purpose of this event will be to raise awareness of the work My Wish Charity does in supporting West Suffolk Hospital, New Market Hospital & the local community. Also, the event will be to create awareness of My Wish Charity and potentially get people to contribute their time or donations to the cause. A percentage of the profits will be donated to My Wish Charity.

My Wish Charity is a local charity that supports the local hospital and their objective is to further boost the wonderful care that we already receive. They look after over 90 areas covering all ages and aspect of health including neonatal, stroke, diabetes and even the Macmillan unit. We as events organisers and fundraisers can choose which area of the hospital we wish to support.

We are aware of the existing state going on with Covid19 and we will be putting the following strict measures in place to make this event as safe as possible:

- We will have Covid19 safety recommendations on all promotional materials, social media as well as having signs on the day
- We will provide hand sanitizer on event to everyone
- We will provide disposable masks to attendees if they do not have their own- Although we will promote for people to bring their own
- We will have a separate entry and exit
- We will hire portable toilets which will be checked & cleaned every 30mins
- We will ask people to attend wearing a mask, however if they do not have one, we will provide disposable masks on entry
- We will be following the "Trace & Track" scheme by manually taking every attendees detail on entry
- We will submit a detailed risk assessment
- We will have cleaners constantly keeping the park cleaned
- We will have stewards & SIA Licenced Security enforcing measures such as social distance of 1 meter, face masks etc

- We will get support from the local Paramedics to have an Ambulance on grounds

If there are any other safety measures that we missed, we will appreciate if you can make us aware so we can make sure that is also included.

We look forward to hearing from you.

Kind Regards,

Betty Daka



Enhancing care
for you, your family, for life.

About us

My WiSH Charity enhances the care patients at the West Suffolk NHS Foundation Trust receive. This comprises of; West Suffolk Hospital, Newmarket Community Hospital and community services in Suffolk.

We fundraise for all hospital wards, departments and services. We support everything from emergency to the elderly, bones to babies, and cataract to cancer care. You can donate to the area closest to your heart.

With a population of more than 280,000 people, raising money to enhance the care our community receives is vital, and that's why we need your help.

We have provided new units and equipment to support patients and their families, as well as specialist training for staff. If you'd like to donate, fundraise, volunteer or leave a gift in your Will, please get in touch.



Baby Joseph being cared for on our neonatal unit

“Our whole family wanted to show their thanks for the love and care shown to our wee blessing Joseph. Thank you is such a small word for the amazing job that is done on a daily basis by the wonderful staff.”

Roxanna Carroll, Joseph's mum and fundraiser.



The My WiSH Charity team

Get in touch

fundraising@wsh.nhs.uk

01284 712952

www.mywishcharity.co.uk

[f](https://www.facebook.com/mywishcharity) [t](https://twitter.com/mywishcharity) [i](https://www.instagram.com/mywishcharity) @mywishcharity

www.justgiving.com/mywishcharity