

Membership from May 2022

Councillor Borda
Councillor De'Ath
Councillor Drummond
Councillor Ferries (Vice Chair)
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Lay
Councillor Winter (Chair)
Councillor Yarrow

Quorum = 3



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on Monday 5th December 2022 at 7.00pm

***or following on from the Development and Planning
Committee meeting, whichever is the later time***

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters 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.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 3rd October 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 6) Accounts** – To receive and note the accounts for Community Services for the previous month
- 7) Budget 2023/2024** – To receive a draft budget proposal (version 2) for the municipal year 2023/2024 for the Community Services Committee
- 8) Speed Indicator Devices** – to receive a report
- 9) Birdcage Walk area** – To receive a verbal update regarding the plan for a dropped kerb
- 10) Cemetery**
 - a) To receive an update regarding the cemetery building repair work
 - b) To receive an update regarding the installation of a soil and spoil area and a storage area
 - c) To receive a proposal for the installation and monitoring of CCTV cameras
- 11) Bulb/Tree Planting** – to consider a response to consultation regarding bulb and tree planting by Newmarket Community Nature Reserve
- 12) Studlands Streetlighting** – to receive a WSC Decision report regarding streetlighting ownership
- 13) Outside Services and Cemetery SLA** – to receive a report regarding the SLA document for April 2023 (to follow)
- 14) Memorial Hall Offices** – to consider the installation of air-conditioning units in two offices
- 15) Correspondence**

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

16) Date of next meeting 6th February 2023 at 7pm

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 29th November 2022

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee Held on Monday 3rd October at 7:00 pm

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor J De'Ath
Councillor A Drummond
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

C/22/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that the meeting may be filmed or recorded.

C/22/10/2 Apologies for Absence

Apologies were received from Cllrs Ferries and Yarrow.

C/22/10/3 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

None noted. There were no requests for dispensations.

C/22/10/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 1st August 2022 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 1st August 2022 and the following was agreed:

C/22/10/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 1st August 2022 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/22/10/5 Public Open Session

A member of the public spoke about the behaviour of Cllr O'Neill on social media regarding comments that he made about the meeting held last week and hoped that appropriate action will be taken.

C/22/10/6 To Receive the Accounts

The draft accounts for September 2022 were received and noted.

Book number 7 2022 -2023

Minutes of Community Services Committee held on Tuesday 3rd October 2022

Cllr Hall joined the meeting.

C/22/10/7 Budget 2023/2024

A draft budget for 2023/2024 was presented and considered. Further discussions will be held to finalise the details.

C/22/10/8 Speed Indicator Devices

A report on the latest data from the SIDs was noted. A number of suggestions were tabled which will be explored and a formal request will be made to Cllrs Drummond, Hood, and Lay for funding to purchase additional devices.

C/22/10/9 St Mary's Churchyard

Churchyard pathway – a report on the condition of the pathway and a quote to repair it was considered and the following was agreed:

C/22/10/9.01 Recommendation

That the quote from Mead Construction for £2,780 +VAT be accepted.

Churchyard fencing - a report on the condition of the fencing and a quote to replace it was considered and further quotes would be sought.

C/22/10/10 Allotments

A verbal update was given on the muntjac deer in the Cheveley Road allotment site and was noted.

C/22/10/11 Correspondence

None noted.

C/22/10/12 Date of Next Meeting

Monday 5th December 2022 at the Memorial Hall.

Meeting closed at 7:37pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/22/10/9.01 Recommendation</u>	That the quote from Mead Construction for £2,780 +VAT be accepted.

25/11/2022

Newmarket Town Council Current Year 2022/2023

Page 1

17:07

Detailed Income & Expenditure by Budget Heading as at 25/11/2022

Month No: 8

Committee Report DRAFT Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>200 Outside Services</u>								
1005 Misc Income	313	313	0	(313)			0.0%	
Outside Services :- Income	313	313	0	(313)				0
4029 General Equipment	95	439	500	61		61	87.8%	
4039 Vehicle Costs	75	3,447	5,000	1,553		1,553	68.9%	
4326 Outside Services SLA	898	42,416	76,310	33,894		33,894	55.6%	
Outside Services :- Indirect Expenditure	1,067	46,302	81,810	35,508	0	35,508	56.6%	0
Net Income over Expenditure	(754)	(45,988)	(81,810)	(35,822)				
<u>201 General Town Planting</u>								
1007 Sponsorship Income	0	5,345	5,200	(145)			102.8%	
1009 Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
General Town Planting :- Income	0	5,345	10,400	5,055			51.4%	0
4037 R&M - Grounds	0	4,200	6,000	1,800		1,800	70.0%	
4100 Seasonal Planting	9,990	11,942	3,450	(8,492)		(8,492)	346.1%	9,990
4101 Hanging Baskets	0	4,268	4,500	233		233	94.8%	
General Town Planting :- Indirect Expenditure	9,990	20,409	13,950	(6,459)	0	(6,459)	146.3%	9,990
Net Income over Expenditure	(9,990)	(15,064)	(3,550)	11,514				
6000 plus Transfer from EMR	9,990	9,990						
Movement to/(from) Gen Reserve	0	(5,074)						
<u>202 Cemetery</u>								
1000 Burial Fees	0	14,815	29,000	14,185			51.1%	
1005 Misc Income	4,400	20,125	0	(20,125)			0.0%	15,614
1020 Interment(Ashes) Income	0	3,892	4,000	108			97.3%	
1021 Monumental Income	0	4,000	4,000	0			100.0%	
1022 Grave Space Purchase Income	0	8,958	12,000	3,042			74.7%	
1029 Income Commemorative Bench	0	574	1,500	926			38.3%	
Cemetery :- Income	4,400	52,364	50,500	(1,864)			103.7%	15,614
4011 Rates	0	4,042	4,608	566		566	87.7%	
4012 Water Rates	42	256	1,000	744		744	25.6%	
4014 Electricity	0	447	1,600	1,153		1,153	27.9%	
4016 Cleaning	0	222	500	278		278	44.4%	
4017 Fire Precautions	0	0	163	163		163	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 25/11/2022

Month No: 8

Committee Report DRAFT Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4035 Equipment	5	5	200	195		195	2.5%	
4036 R&M - Buildings	172	18,808	3,000	(15,808)		(15,808)	626.9%	
4037 R&M - Grounds	8,904	44,544	26,000	(18,544)		(18,544)	171.3%	23,020
4040 Trade Refuse Collections	0	250	1,500	1,250		1,250	16.7%	
4047 Grave Digging	0	5,892	11,500	5,608		5,608	51.2%	
4325 Cemetery SLA	0	5,424	10,837	5,413		5,413	50.0%	
Cemetery :- Indirect Expenditure	9,122	79,890	60,908	(18,982)	0	(18,982)	131.2%	23,020
Net Income over Expenditure	(4,722)	(27,526)	(10,408)	17,118				
6000 plus Transfer from EMR	0	23,020						
6001 less Transfer to EMR	0	15,614						
Movement to/(from) Gen Reserve	(4,722)	(20,120)						
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	2,780	3,168	2,000	(1,168)		(1,168)	158.4%	1,168
Disused Churchyards :- Indirect Expenditure	2,780	3,168	2,000	(1,168)	0	(1,168)	158.4%	1,168
Net Expenditure	(2,780)	(3,168)	(2,000)	1,168				
6000 plus Transfer from EMR	1,168	1,168						
Movement to/(from) Gen Reserve	(1,612)	(2,000)						
<u>204 Memorial - War,Cooper,Tutte</u>								
4014 Electricity	0	66	100	34		34	65.6%	
4036 R&M - Buildings	0	0	500	500		500	0.0%	
4037 R&M - Grounds	440	770	1,000	230		230	77.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	440	836	1,600	764	0	764	52.2%	0
Net Expenditure	(440)	(836)	(1,600)	(764)				
<u>205 Clocks</u>								
4014 Electricity	0	108	250	142		142	43.1%	
4036 R&M - Buildings	25	850	500	(350)		(350)	170.1%	
4177 Clock Tower Expenses	115	920	1,400	480		480	65.7%	
Clocks :- Indirect Expenditure	140	1,878	2,150	272	0	272	87.3%	0
Net Expenditure	(140)	(1,878)	(2,150)	(272)				
<u>206 Bus Shelters</u>								
4036 R&M - Buildings	0	1,390	1,500	110		110	92.7%	
Bus Shelters :- Indirect Expenditure	0	1,390	1,500	110	0	110	92.7%	0
Net Expenditure	0	(1,390)	(1,500)	(110)				

Detailed Income & Expenditure by Budget Heading as at 25/11/2022

Month No: 8

Committee Report DRAFT Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
207 General Town Maintenance								
4037 R&M - Grounds	0	730	2,000	1,270		1,270	36.5%	
4092 Infrastructure	0	3,360	2,500	(860)		(860)	134.4%	860
4108 Town Centre Regeneration	0	2,352	10,000	7,648		7,648	23.5%	
4140 Dog Waste Collection/Disposal	0	666	850	184		184	78.3%	
General Town Maintenance :- Indirect Expenditure	0	7,108	15,350	8,242	0	8,242	46.3%	860
Net Expenditure	0	(7,108)	(15,350)	(8,242)				
6000 plus Transfer from EMR	0	860						
Movement to/(from) Gen Reserve	0	(6,248)						
208 Public Conveniences								
1181 Grant Received WSC	0	3,300	3,300	0			100.0%	
Public Conveniences :- Income	0	3,300	3,300	0			100.0%	0
4012 Water Rates	0	0	152	152		152	0.0%	
4014 Electricity	47	373	400	27		27	93.2%	
4016 Cleaning	0	0	300	300		300	0.0%	
4036 R&M - Buildings	0	505	900	395		395	56.1%	
4044 Public Toilet Cleansing	0	0	100	100		100	0.0%	
4046 Opening/Closing Costs	350	3,203	2,400	(803)		(803)	133.4%	
Public Conveniences :- Indirect Expenditure	397	4,081	4,252	171	0	171	96.0%	0
Net Income over Expenditure	(397)	(781)	(952)	(171)				
211 The Queens Statue								
1005 Misc Income	0	330	0	(330)			0.0%	
The Queens Statue :- Income	0	330	0	(330)				0
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	610	1,000	390		390	61.0%	
The Queens Statue :- Indirect Expenditure	0	610	1,500	890	0	890	40.7%	0
Net Income over Expenditure	0	(280)	(1,500)	(1,220)				
215 Allotments								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	0	0	(600)	(600)				

Detailed Income & Expenditure by Budget Heading as at 25/11/2022

Month No: 8

Committee Report DRAFT Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	19,964	19,964		19,964	0.0%	
4052 Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
Studlands :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>20,964</u>	<u>20,964</u>	<u>0</u>	<u>20,964</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(20,964)</u>	<u>(20,964)</u>				
<u>308 Christmas</u>								
4310 Christmas Lights	3,755	4,264	15,500	11,236		11,236	27.5%	
4811 CP - Christmas Lights Infrast	0	0	9,000	9,000		9,000	0.0%	
Christmas :- Indirect Expenditure	<u>3,755</u>	<u>4,264</u>	<u>24,500</u>	<u>20,236</u>	<u>0</u>	<u>20,236</u>	<u>17.4%</u>	<u>0</u>
Net Expenditure	<u>(3,755)</u>	<u>(4,264)</u>	<u>(24,500)</u>	<u>(20,236)</u>				
Community Services :- Income	4,713	61,652	65,100	3,448			94.7%	
Expenditure	27,692	169,935	231,984	62,049	0	62,049	73.3%	
Net Income over Expenditure	<u>(22,978)</u>	<u>(108,283)</u>	<u>(166,884)</u>	<u>(58,601)</u>				
plus Transfer from EMR	11,158	35,038						
less Transfer to EMR	0	15,614						
Movement to/(from) Gen Reserve	<u>(11,820)</u>	<u>(88,859)</u>						
Grand Totals:- Income	4,713	61,652	65,100	3,448			94.7%	
Expenditure	27,692	169,935	231,984	62,049	0	62,049	73.3%	
Net Income over Expenditure	<u>(22,978)</u>	<u>(108,283)</u>	<u>(166,884)</u>	<u>(58,601)</u>				
plus Transfer from EMR	11,158	35,038						
less Transfer to EMR	0	15,614						
Movement to/(from) Gen Reserve	<u>(11,820)</u>	<u>(88,859)</u>						

Item 7

[illegible]

[illegible]

£21,498.00
increase from previous year's committee budget
includes £10,000 from merged NNP Committee

Blank

Report to	Community Services Committee
Subject	Speed Indicator Device (SID) report
Purpose	Information
Classification	Unrestricted
Meeting date	5th December 2022
Item number	8
Written By	Cathy Whitaker CLERK

Summary: This report outlines progress with investigations into the deployment of further SIDs / locations.

1.	Update since October Community Services Committee Meeting
a.	A SID is on order (solar powered) – this is the unit that was included in the budget for the current year. A decision as to its location will be made once it is received.
b.	A request has been made to Cllrs Drummond and Hood for funding for a further unit; this unit potentially to be deployed on Fordham Road once approval is received.
c.	Self-assessment surveys are under way for the additional areas and requests will be made to the SCC Road Safety Management Team for approval of the locations.

For Project:

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

Incoming

28/09/2022

5 MPH

Instant

08/09/2022

33.6 MPH

59344

85 MPH

69816

3476

13:14

through

28/09/2022

13:59:59

17:35:00

18/09/2022

on

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit:

85th Percentile Speed:

Average Speed:

Count over limit

% over limit

Avg Speeder

Time	5 Day	7 Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Average Daily	4388	3998							
AM Peak	430	340							
PM Peak	483	401							
Speed Limit:	35								
85th Percentile Speed:	33.6								
Average Speed:	27.04								
Count over limit	1086								
% over limit	13.4								
Avg Speeder	39.2								
	901	926	558	591	573	517			
	5.4	5.6	6.8	7.3	8.5	9.6			
	38.8	39.0	38.8	38.9	38.8	39.8			

For Project:

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

ELIZABETH AVENUE

Incoming

28/09/2022

5 MPH

Instant

15/08/2022

29.1 MPH

20360

55 MPH

23953

543

12:32

11:00:00

on

20/08/2022

through

20/08/2022

28/09/2022

07:10:00

11:59:59

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit:

85th Percentile Speed:

Average Speed:

Count over limit

% over limit

Avg Speeder

Time	5 Day	7 Day
	1023	1018
08:00	78	78
05:00	111	100
35		
29.1		
24.71		
Monday	Tuesday	Wednesday
21	27	25
0.7	0.7	0.7
37.5	38.2	38.1
		20
		0.5
		37.8

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

FITZROY STREET

Incoming
26/10/2022
5 MPH
Instant
28/09/2022
21.3 MPH
17428
30 MPH
20504
731

13:05

26/10/2022
12:59:59

through

29/09/2022
11:25:00

on

Volumes -
weekly counts

Average Daily
AM Peak
PM Peak

Speed
Speed Limit:
85th Percentile Speed:
Average Speed:

Count over limit
% over limit
Avg Speeder

Time	7 Day						
08:00	1364	1265					
05:00	110	91					
	144	119					
35							
21.3							
17.02							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0	0	0	0	0	0	0	
0.0	0.0	0.0	0.0	0.0	0.0	0.0	
0.0	0.0	0.0	0.0	0.0	0.0	0.0	

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

SNAILWELL ROAD

Incoming
26/10/2022
5 MPH
Instant
28/09/2022
39.1 MPH
23594
85 MPH
27758
991

12:54

26/10/2022
12:59:59

15:45:00

through
16/10/2022
on

Volumes -
weekly counts

Average Daily
AM Peak
PM Peak

Speed
Speed Limit:
85th Percentile Speed:
Average Speed:

Time	7 Day						
08:00	1152	1092					
05:00	82	76					
	164	136					
35							
39.1							
30.48							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
888	861	842	1492	1797	1241	1067	
26.6	30.2	31.0	29.7	28.6	32.0	29.0	
40.2	40.1	40.2	40.3	40.5	40.6	41.1	

Count over limit
% over limit
Avg Speeder

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

BURY ROAD

Incoming
22/11/2022
5 MPH
Instant
26/10/2022
33.7 MPH
150021
95 MPH
176495
6516

14:26

13:00:00

through

22/11/2022

14:59:59

23:50:00

on

Volumes -

weekly counts

Time	5 Day		7 Day
Average Daily	6489		6303
AM Peak	517		501
PM Peak	578		512
Speed Limit:			
35			
85th Percentile Speed:			
33.7			
Average Speed:			
27.33			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
1889	1532	1496	1725
			1970
6.7	6.2	6.8	6.6
38.8	38.8	38.9	38.9
			2803
			10.8
			39.2
			3008
			14.5
			39.2

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

ELIZABETH AVENUE

Incoming
22/11/2022
5 MPH
Instant
26/10/2022
27.9 MPH
61
35 MPH
72
2
14:48
13:00:00
through
22/11/2022
15:59:59
28/10/2022
16:25:00
on

Volumes -
weekly counts

Average Daily
AM Peak
PM Peak
Speed
Speed Limit:
85th Percentile Speed:
Average Speed:

Time	7 Day						
	3		2				
08:00	1		1				
06:00	3		3				
35							
27.9							
23.54							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0	0	0	0	0	0	N/A	
0.0	0.0	0.0	0.0	0.0	0.0	N/A	
0.0	0.0	0.0	0.0	0.0	0.0	N/A	

Count over limit
% over limit
Avg Speeder

Blank

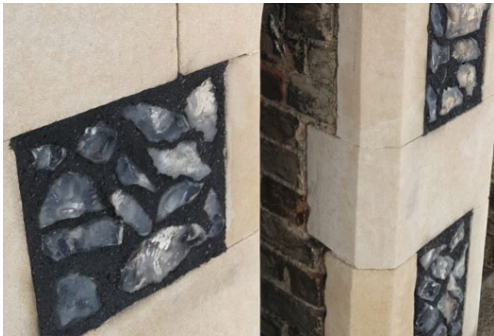
Item 10



deep gaps found around bell housing and stonework/loose flints

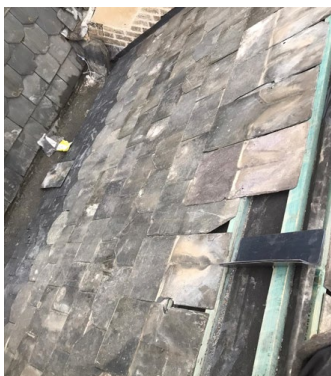


before and after cleaning and repointing

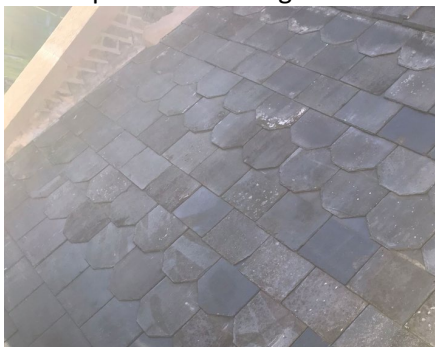


black lime repointing

bell repainted



Roof repairs and retiling







Report to	Community Services Committee
Subject	CCTV installation at Birdcage Walk to monitor Cemetery access gates
Purpose	Decision
Classification	Unrestricted
Meeting date	5th December 2022
Item number	10c
Written By	Cathy Whitaker CLERK

Summary: This report outlines the cost of West Suffolk Council installing CCTV cameras at Birdcage Walk and on-going costs for monitoring/maintenance.

1.	Introduction
a.	There is a need for CCTV coverage at the Cemetery gate area opposite Birdcage Walk.
2.	Context
a.	The two static cameras will be placed on a lamp-post in the area: SCC Streetlighting have approved. These will be monitored by WSC CCTV office along with the other cameras in the town.
3.	Proposal/Options
a.	Attached a quote from TrueTech Integrated Ltd for the installation of two static cameras plus a PTZ camera to detect vehicles entering the area.
4.	Financial/Resource Implications
a.	Installation fee of £1,200 plus VAT – from account 4037/202.
b.	There will be an on-going monitoring/maintenance annual fee of £1,000 which will be built into the CCTV SLA with WSC.
5.	Next Steps/Recommendations
a.	To approve the quote for TrueTech to install CCTV cameras at Birdcage Walk.
b.	To approve the addition of WSC monitoring/maintenance fee of £1,000 per annum to the SLA.



Luke Porter

Facilities & CCTV Manager
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU

Sunday, 13 November 2022

QUOTE: TT-Q-0344

Newmarket Deployable

Further to our discussions, please find price for the installation.

Work Outline

Install your deployable camera at Hamilton Road, Newmarket.

Add 2 extra 4mp 2.8-12mm lens static cameras to the deployable.

You will need Lark to install a spur inside the pole.

Integration

Truetech will add and commission these cameras to WSH video management software.

Price PTZ

£1200 + Vat

We trust this meets with your approval and we look forward to hearing from you.

Yours Sincerely,

Jeremy Shepherd
Truetech Integrated LTD
07543 659513

Townclerk

From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>
Sent: 21 November 2022 08:40
To: RM Ecology; Charlotte Frost; Squirrell, Charlotte; Townclerk
Subject: FW: Application for Cultivation licence 378760, Manderston Rd & Valley Way, Newmarket
Attachments: 2021-CUL-Application.docx; Crocus map.pdf; manderston road grass verge.jpg; Newmarket.PNG

Hi all

Please see below and attached request to plant crocuses and a cherry tree in verges at the above locations, and confirm if there are no objections.

Charlotte Squirrell, please note parts involved belonging to WSC and include planting a replacement cherry tree on the corner of Valley Rd and Rowley Drive. Thanks in advance for your time.

Kind regards

Chris Miller
Highways Licensing Officer

Suffolk County Council Highways Licensing and Enforcement Team

Phoenix House Goddard Road Ipswich IP1 5NP

Tel: 01473 341545 |  <https://www.suffolk.gov.uk/business/>



Application Form

Please complete the following to enable us to process your application

Applicant details

Name

Address

For and on behalf of

(Parish, Town, District, Borough
Council or Organisation)

Newmarket Community Nature Reserve

**Contact telephone
number**

Email newmarketcnr@gmail.com

Proposed location of cultivation (please supply photos or sketches)

Location of planting
(including postcode)

Manderston Road (CB8 0QG) & Valley Way (CB8 0QL & CB8 0QH)

Please list the species and number of trees and shrubs you wish to plant and also their provenance (e.g. tree nursery or other source or supplier):

Crocus – average height approx. 10cm. Sourced from Naturescape or similar bulb supplier if out of stock when ordered. These should flower before mowing season begins therefore, no altered mowing schedule is necessary. Once planted, the crocus bulbs should be self sufficient and require no onward maintenance. Grass verge sites indicated in blue on attached map.

1 x Cherry tree. A single tree was uprooted by an RTC earlier this year at the junction of Rowley Drive & Valley Way (what3words location: redeeming.skip.eventful) – location indicated on map by blue cross. We would like to replace it. We propose a single cherry tree in keeping with the other trees in the area but we are open to other suggestions. Rootstock would be Gisela 5, or similar, to limit mature tree height to a max of 3 metres.

Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

This would be sourced either from a supplier such as Blackmoor. Ongoing irrigation and mulching would be completed by our volunteers.

Our volunteers are willing, as a one off and at the same time as these works, to trim back the edges of the grass verge to the concrete edging strip of the bed. The grass verge currently extends between 5cm and 40cm beyond the concrete edging strip of the original verge onto the pavement. This will only be on the pavement and we will not be removing vegetation that currently exists in the road due to volunteer safety concerns. We reiterate this would be a one off, as a good will gesture, to tidy the area and we would not be taking on any ongoing maintenance of the grass verge after bulbs have been planted. We have included a picture of a small section of footpath to demonstrate the overgrowth. We would require the council to assist in removing the waste from this exercise.

Please describe the existing habitat (including soil type) and give details of any biodiversity survey work undertaken:

Mowed residential roadside verge with occasional trees including cherry, birch.

Plant species present include: couch grass, dandelion, yarrow, ribwort plantain, speedwell, daisy, dandelion, groundsel, dock, mallow, lambquarters, chickweed, buttercup.

Is this proposal close to a water course?:

No

When do you wish to plant, how will you manage any irrigation and mulching needs?

Crocus bulbs: October/ November 2023 to plant in appropriate season appropriate season. This would be communicated to Suffolk County Council. There are no onward irrigation or mulching needs for the crocus bulbs.

Single tree: January 2023. Ongoing irrigation and mulching would be done by our volunteers.

Crocus Bulbs:

Quantities

Planting density of 75-100 per square metre

Planting details
including depths of
excavation (if
applicable)

100 mm		H: 100 mm		L: mm
--------	--	-----------	--	-------

Planned date of
planting

October/November 2023

Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

**Contractor details
(if known)**

To be completed by volunteers – local residents.

Single tree:

Quantities

1

**Planting details
including depths of
excavation (if applicable)**

600	mm		H: 3000	mm		L:	mm
-----	----	--	----------------	----	--	-----------	----

Planned date of planting

January 2023.

**Contractor details
(if known)**

To be completed by volunteers – local residents.

Declaration

Name (in block capitals)

Position (in Parish, Town,
District, Borough Council or
Organisation)

Chairman, Newmarket Community Nature Reserve

Signature

Date 20/11/2022

Please return completed form and any additional information you may feel necessary to support your application to highways.streetfurniture@suffolk.gov.uk

Data Protection Act 1998

Suffolk County Council Highways Licensing and Enforcement

Halesworth Service Delivery Centre, Unit 7 Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN

Ipswich Service Delivery Centre, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Rougham Service Delivery Centre, Moore Road, Rougham, Bury St Edmunds, Suffolk, IP30 9ND

www.suffolk.gov.uk

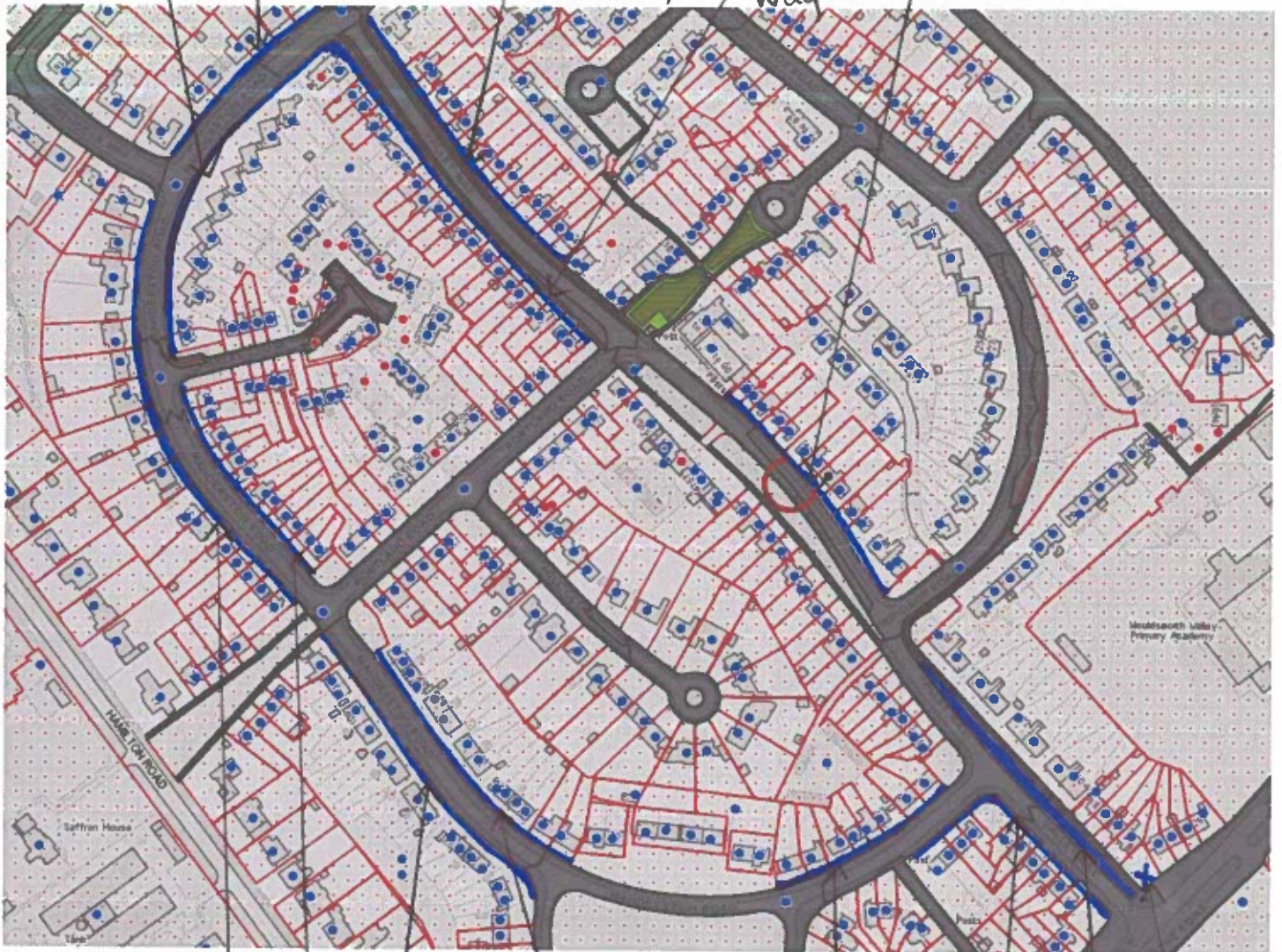
94-136
Manderston Road

153-167 Manderston
Road

120-148
Valley Way

77-115
Valley Way

42-72 Valley Way



114-151
Manderston
Road

70-92
Manderston
Road
(EX 86)

79-115
Manderston
Road

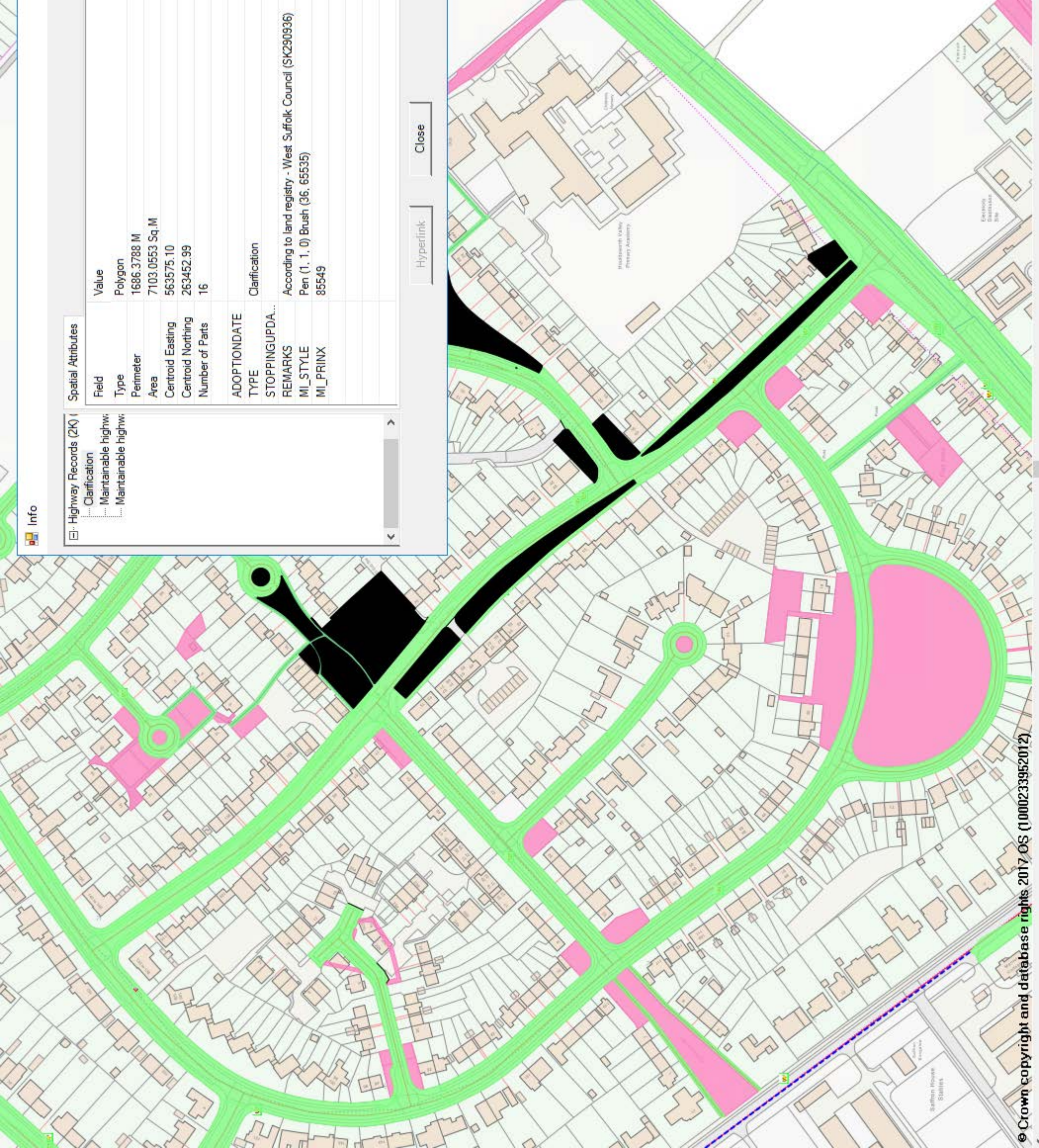
34-68
Manderston
Road
(EX 44)

2-16
Manderston
Road

1-11 Valley
Way &
1-17
Manderston
Road

2-38 Valley Way

Site of
uprooted
tree



Info

- Highway Records (2K)
- Clarification
- Maintainable highw
- Maintainable highw

Spatial Attributes

Field	Value
Type	Polygon
Perimeter	1686.3788 M
Area	7103.0553 Sq.M
Centroid Easting	563575.10
Centroid Northing	263452.99
Number of Parts	16
ADOPTIONDATE	
TYPE	Clarification
STOPPINGUPDA...	
REMARKS	According to land registry - West Suffolk Council (SK290936)
MI_STYLE	Pen (1, 1, 0) Brush (36, 65535)
MI_PRINX	85549

Close

Hyperlink

Street Lighting

Report number:	CAB/WS/22/058	
Report to and date:	Cabinet	8 November 2022
Cabinet member:	Councillor Carol Bull Portfolio Holder for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officers:	Alex Wilson Strategic Director Tel: 01284 757695 Email: alex.wilson@westsuffolk.gov.uk	

Decisions Plan: The decision made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.

Wards impacted: All wards

Recommendation: It is recommended that Cabinet:

1. acknowledges the results of the street lighting audit;
2. returns to the issue of streetlight ownership as a part of the wider planned review of its relationship with town and parish councils in 2023, linking it to more holistic discussions around the management of the urban realm; and
3. shares the information gathered from the audit with Suffolk County Council and authorises officers to support parish and town councils in that dialogue.

1. Context to this report

- 1.1 The majority of streetlights in West Suffolk are owned and maintained by Suffolk County Council (SCC) as highway authority. However, West Suffolk Council (WSC) has the power to provide lighting as a local authority, acting with the consent of the Highways Authority via the powers conferred by the Highways Act 1980. Town and parish councils have similar powers for their areas.

- 1.2 Over 2,300 non-SCC lights are in the former Forest Health District Council (FHDC) area, with the largest number (around 2,000) being run by parish councils. In comparison, around 1,500 lights are estimated to be in the former St Edmundsbury Borough Council (SEBC) area, with very few run by the parishes. However, research reveals that, within these totals, there are some marked differences in ownership between the three tiers of local government within and between the two former district areas.
- 1.3 In both former districts there are places where SCC provides over 80 percent of the lights, and places where a larger proportion of lights are owned by WSC or the town and parish councils. This may be due to historical factors, but also other factors – such as whether lights are located adjacent to the highway or linked to footpaths, housing areas, garage blocks or parks and open spaces. For example, in Lakenheath, Mildenhall and Brandon, the town and parish councils support a disproportionate number of lights, whereas in Newmarket, Haverhill and Bury St Edmunds they do not.
- 1.4 In Bury St Edmunds, Haverhill and the whole of the former FHDC area, WSC's ownership of lights is fairly consistent at between two percent and seven percent. Any inconsistency in WSC's ownership mostly relates to rural areas (including the town of Clare). In the rural parts of the former SEBC, WSC owns a large proportion of the lights alongside SCC, ranging from 40 percent to 80 percent. In contrast, a rural parish in the former FHDC can often own over half of the lights in its area (although this is not universally the case). However, for rural parishes, the number of lights in question is usually relatively small for each individual parish.
- 1.5 It was indicated at the Council meeting in February 2022 that, following the delay caused by the response to the pandemic, Cabinet intends to carry out the planned review of West Suffolk Council's future relationship with town and parish councils in 2023.
- 1.6 At Cabinet in June 2022, it was decided that the council would undertake an audit or survey of lighting at district-level, including all parish and town council lighting, over the summer of 2022. This would provide an opportunity to:
 - a. find out which parishes want to work with WSC and SCC on the review or not
 - b. investigate district, parish and town lights to consider whether all lights are felt to still be relevant locally
- 1.7 It was also decided to investigate the potential costs to upgrade lights. Specifically, to work with SCC and parish and town councils to understand accurate cost implications. In addition, it was agreed to work with Suffolk County Council to review feasibility and costs and savings involved in incorporating district, parish and town council lights into the SCC Central Management System.

2. Proposals within this report

2.1 Audit process

- 2.1.1 A short survey of parish and town councils took place between 20 July and 31 August 2022 – however, upon request from individual parishes, the deadline was extended to allow them adequate time to respond if needed.
- 2.1.2 The structure of the audit was dictated by the data kindly provided by Suffolk County Council – as well as the information provided by Mildenhall High Town Council (who maintain their own lights). Broadly speaking, this could be separated into three separate groups:
- a. Former Forest Heath parishes
 - b. Former St Edmundsbury parishes
 - c. Hybrid parishes in either former district – such as parishes where there are 'unknown' lights in the SCC data-set, the parish (such as Cavendish) is shown to own just one light or where parishes hold different datasets to those of SCC (such as in Mildenhall where the town council manages the lights and has the latest information).
- 2.1.3 Tailored messages were developed for each group, with emails or letters sent to each parish in the district. Follow up conversations were offered and held where requested.

In addition, an online survey was developed (this was also made available as a document for parishes experiencing technical issues). The survey set out a series of optional questions, primarily focused on acquiring:

- a. intelligence on streetlights in each parish
- b. an understanding of parishes' main motivations or objectives when considering streetlights
- c. an understanding of their relative willingness to work with West Suffolk Council and Suffolk County Council on this issue.

2.2 Response summary

- 2.2.1 In total, 16 councils responded to the audit. As all questions were optional, some were skipped by parishes in their responses. In addition, a number of parishes did not respond via the online survey, instead opting to either fill out a document version of the survey or a freeform response by email.
- 2.2.2 **Clarity on streetlight data**
Mildenhall, Haverhill and Barningham councils provided detailed returns on their streetlight data. Through discussion, Mildenhall were able to clarify that the SCC data that didn't match their own streetlight information was out of date and should instead be attributed to the newly formed West Row parish. Likewise, Haverhill were able to provide information of ownership of their 'unknown' streetlights. Barningham, in great detail, mapped their streetlight allocations, including information on the state of each streetlight, relative visibility etc. which will enable specific issues to be followed up. Chevington council also provided some information on obscured lighting, which they requested assistance with.

2.2.3 **Central Management System (CMS)**

The CMS, which was introduced by SCC in 2011, offers the chance to utilise dimming or 'part-night' settings. For example, dimming a LED light by 25 percent for some of the night is not normally detectable by the human eye, but saves on energy usage; likewise, a part-night setting has the potential to lower energy usage by 50 percent over the course of a year. It should be noted, however, that the CMS can only operate a dimming function for a streetlight that has already been upgraded to LED.

- 2.2.4 Most parishes who responded did not indicate willingness to explore being brought onto the CMS, with a number suggesting that it would not be applicable to them. Brandon, Exning, Mildenhall, Newmarket and Red Lodge, however, all stated that they would like to look into this with Suffolk County Council and this will be followed up. Likewise, Bradfield St Clare stated that they were interested in dimming or part-time options. (Please note: Bradfield St Clare have been referred to SCC regarding options for dimming or part-night lighting. The parish is undertaking a short resident survey to establish what local feeling is regarding the streetlighting options.)

2.2.5 **Commitment to work with West Suffolk Council and Suffolk County Council**

Brandon, Mildenhall, Ousden, Risby and Stradishall councils all provided firm commitment to work with West Suffolk Council and Suffolk County Council on this issue moving forward. While the council did not answer this question, it can be inferred from other answers that Newmarket would also be willing to work with WSC and SCC on this issue – at least in the interest of exploring the possibilities of the CMS.

2.3 **Proposed next steps**

- 2.3.1 It is not possible to infer the views of the 66 parish and town councils that did not respond, and there will be other chances to follow this topic up in the future. This overall level of response is perhaps unsurprising because, as explained in the June report, parishes and town councils in former St Edmundsbury generally do not, for historical reasons, own any lights. Hence the different categorisations of engagement. However, of the 15 parish and town councils that did take part in the audit, the majority have indicated that they are satisfied with their current streetlights i.e. number, location, hours of operation, etc.
- 2.3.2 Furthermore, a number of councils provided very full information as part of the audit, with several – including Mildenhall, Brandon (which own 42 percent and 48 percent of their streetlights, respectively) and Newmarket (which owns eight percent of its streetlights) – willing to explore alternative arrangements moving forward. Meetings with a number of town and parish councils on streetlights have already taken place between WSC and SCC officers, and all information from the audit will be forwarded to SCC to allow them to update their datasets or discuss further with parishes. For, instance, following up any queries about whether lights owned by parishes are on the highway and any other anomalies. A priority for this work is also to focus on the conversion of lights to LED given the significant financial and environmental benefits.

- 2.3.3 This being the case, and given the current pattern of ownership summarised in paragraphs 1.2 to 1.4 of this report, it is recommended that West Suffolk Council returns to the issue of light ownership as a part of the wider planned review of its relationship with town and parish councils in 2023, linking it to more holistic discussions around the management of the urban realm.
- 2.3.4 WSC also still owns 691 streetlights, which have not been upgraded to LED. Cabinet has already agreed to work with SCC to survey and upgrade these remaining WSC lights. Initial estimates from SCC suggest that converting the remaining lights could remove 40 tonnes of carbon emissions and potentially save around £60,000 per year. To undertake a thorough survey, however, the Finance and Property teams will need to work with SCC to find accurate costings for implementation, and this will be funded from existing property or decarbonisation budgets.

3. Alternative options that have been considered

- 3.1 While the council has no statutory obligation to maintain streetlights and is not required to work with other local lighting authorities to review street lighting distribution and operation, it wishes to continue to support these important community facilities in the most efficient and appropriate manner for taxpayers across all three tiers of local government (also reflecting the proposed vision and guiding principles for the 2023 review of WSC's relationship with town and parish councils).
- 3.2 To take this work forward, the Cabinet wishes to engage with town and parish councils to gather information before forming proposals. Therefore, no alternative options have been considered at this stage.

4. Risks associated with the proposals

- 4.1 There are no significant risks associated with implementing the proposals as they remain focused on fact finding and improving engagement. The main risk would not be addressing the issue at all, given the concerns raised and opportunities to develop potential solutions in the face of rising energy prices.

5. Implications arising from the proposals

- 5.1 Financial – there will be an opportunity cost in relation to the WSC staff time needed to work on the wider town and parish review from 2023/2024. Direct financial implications in respect of any lighting proposals will be contained in any options appraisal at the next stage. The cost of and financial savings from any adaptation of WSC's own lights will be built into the Council's future budget setting.
- 5.2 Legal compliance – not applicable at this stage.
- 5.3 Personal data processing – not applicable.
- 5.4 Equalities – not applicable.

- 5.5 Crime and disorder – not applicable at this stage. However, there is extensive research carried out in Suffolk and nationally on the impact of street lighting on crime and safety for parishes to draw upon when making future decisions about their own lights.
- 5.6 Environment or sustainability – covered in the report.
- 5.7 HR or staffing – work on the review will be carried out within existing workloads of officers.
- 5.8 Changes to existing policies – not applicable at this stage.
- 5.9 External organisations (such as businesses, community groups) – the audit and later options will affect parish and town councils, the county council and potentially registered social landlords.

6. Background documents associated with this report

- 6.1 [2017 Business Case for formation of a single West Suffolk Council](#)
- 6.2 [Transfer of Street Lighting Columns to Suffolk County Council. Report to St Edmundsbury Cabinet/Council in October/November 2015, ref CAB/SE/15/065](#)
- 6.3 [CAB.WS.22.027 Street Lighting Cabinet Report](#)



Report to	Community Services
Subject	Air conditioning in Memorial Hall offices
Purpose	Decision
Classification	Unrestricted
Meeting date	5th December 2022
Item number	14
Written By	Tracey Symonds Deputy Town Clerk

Summary: This report outlines the cost of installing air conditioning units in the Clerk's office and the main office

1.	Introduction
a.	The offices get overly hot in the warmer weather as the windows face the sun for the majority of the day
2.	Context
a.	The units are necessary to maintain a comfortable working temperature
3.	Proposal/Options
a.	Three companies were invited to look at the situation and suggest solutions. The clerk's office is more problematic as ideally the outside part of the unit would not be visible on the building from the High Street. This means a more protracted route is necessary for the pipework.
4.	Financial/Resource Implications
a.	Airway suggestion – 1 wall mounted unit in each office £4121
b.	Pitkin & Ruddock – 1 wall mounted in small office, 1 ceiling mounted in large office £7836
	Allied Mechanical – 1 wall mounted in small office, 2 wall mounted in large office £12,758.92
	Plus additional electrical work, and repositioning of fire sensor in main office if agreeing to ceiling mounted unit
5.	Next Steps/Recommendations
a.	To approve Pitkin & Ruddock quote; solution was more appropriate to our needs at reasonable cost.
b.	To proceed within the 23/24 financial year; budget provision has been made.



Equipment Installation Quotation

Our ref: PRQSB2022 11288

Your ref:

Newmarket Town Council
Memorial Hall
High St
Newmarket
CB8 8JP

6 September 2022

For the attention of Tracey Symonds - Deputy Town Clerk

Re: To supply & install AC equipment to Clerks office and General office.

Dear Tracey

Please find our quotation to supply and install Air Conditioning equipment for your consideration.

To supply & install the following equipment:

- 1 N° Panasonic Panasonic 2.5kw wall mounted system (Clerks office)
- 1 N° Panasonic Panasonic 7.1 Kw Cassette (General office)

We have selected equipment which will be suitable for its expected working environment and conforms to at least or better than industry standard performance criteria and will be compatible with legislated environmental & health & safety requirements.

Our Price

Our price for works as outlined within this quotation will be **£ 7,836.00**
(seven thousand, eight hundred and thirty-six pounds)

Specification / Scope of Supply

Clerks Office

To supply and install 1 of Panasonic high level wall mounted air-conditioning unit with a cooling duty of up to 2.5kw and heating duty of up to 2.5kw.

To supply and install 1 of Panasonic inverter driven condenser unit, to be located at High level on wall brackets.

To supply and install all interconnecting pipe work in refrigeration grade copper tubing, and insulation of pipe work in class 'O' insulation and all pipe brackets and sundries.

To supply and install all interconnecting cables in flexible armoured PVC cable, and all brackets and sundries.

To supply and install 1 of handheld infrared controller.

General office

To supply and install 1 of Panasonic high level ceiling mounted air-conditioning unit with a cooling duty of up to 7.1kw and heating duty of up to 7.1kw.

To supply and install 1 of Panasonic inverter driven condenser unit, to be located at high level on wall brackets.

To supply and install all interconnecting pipe work in refrigeration grade copper tubing, and insulation of pipe work in class 'O' insulation and all pipe brackets and sundries.

To supply and install all interconnecting cables in flexible armoured PVC cable, and all brackets and sundries.

To supply and install 1 wall mounted controller.

Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket

CB8 8JP

Allied Building Services
Morecroft House
Willie Snaith Road
Newmarket
Suffolk
CB8 7SQ

Date: 26/09/22

Our Ref: 12103

Your Ref: Rev 1

For the attention of: Deputy Town Clerk

Dear Tracey

Re: Installation of Air-Conditioning for 2No council offices

Following on from your recent enquiry regarding the above works, we have the pleasure in submitting our quotation for the works detailed below. All works are carried out by fully qualified, and time served engineers and in accordance with all current regulations.

Within our quotation we have allowed for the following works to take place.

Main Office

- Supply 2No 3.6kw ceiling cassette units
- Supply 1No external twin split condenser unit
- Supply 1No external protective cage for condenser unit
- Supply 2No condensate pumps
- Supply all brackets and fixings
- Supply tray and pipework
- Supply 1No wall mounted controller
- Supply associated electrical components
- Carry out installation of the above within main office
- Test and commission new units
- Put into service

t 01638 661062

f 01638 666538

info@alliedservices.co.uk
alliedservices.co.uk

Allied Building Services / Goodwin Business Park / Willie Snaith Road / Newmarket / Suffolk / CB8 7SQ

Registered Office: Eldo House, Kempson Way, Suffolk Business Park, Bury St. Edmunds IP32 7AR
Allied Mechanical Services Ltd, Registered in England No: 1955725. / VAT No: GB 911 0685 51

Second office

- Supply 1No 3.6kw ceiling cassette units
- Supply 1No external twin split condenser unit
- Supply 1No external protective cage for condenser unit
- Supply 1No condensate pumps
- Supply all brackets and fixings
- Supply tray and pipework
- Supply 1No wall mounted controller
- Supply associated electrical components
- Carry out installation of the above within second office
- Test and commission new unit
- Put into service

To supply and install the required services on the aforementioned project based upon the details supplied.
Amounts to the sum of.

£ 12,758.92 + VAT

(Twelve thousand seven hundred and fifty-eight pound and ninety-two pence)



QUOTATION: Q747

FAO: Ms T Symonds

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

01638 675913

DTC@newmarket.gov.uk

23/09/2022

Ref: - Reception office & Clerk's office air conditioning

Dear Tracey

Thank you for your valued enquiry and further to our recent site visit we have pleasure in submitting our quotation.

We have selected Fujitsu as they are considered one of the market leaders from within the industry and have extremely high records of reliability. Airway Air Conditioning Ltd has a long association with Fujitsu and as an accredited installer we can offer our clients a Seven-year parts warranty.

Airway will also guarantee our installation for the first twelve months; both warranties are subject to regular routine maintenance taking place.

The indoor units would be wall mounted and sited on the wall to the left of the side windows in the reception office and the left wall as you enter the clerk's office.

The outdoor units would be mounted on wall brackets and sited at high level to the left of the building for the reception office and to the right of the fire exit at the rear of the building for the clerk's office.

Each system requires a 240volt single phase electrical supply protected by its own breaker taken from a distribution board to a weatherproof isolator mounted adjacent to its outdoor unit.

Important Notes:

We have not allowed for the mains electrical installation.

Reception office – 16amp

Clerk's office – 10amp

Price:

To supply and install 2no. Air Conditioning systems, with both cooling and heating facility, including all necessary pipe work, interconnecting services and commissioning.

Reception office - £ 2, 345.00 + vat

Clerk's office - £ 1, 776.00 + vat

Installation:

The installation would take approximately 1 man and mate day per system to complete after which all equipment would be fully tested and commissioned prior to handover.

Environmental Policy:

It is the policy of Airway Air Conditioning Ltd to respect the environment in all our activities. Examples of which include.

- Correctly designing and sizing systems to lower your carbon emissions.
- Always reclaiming refrigerant gases for reuse or safe disposal.
- Recommending the most energy efficient equipment.
- Ensuring that all redundant equipment is disposed of correctly.

Project Assumptions:

- We require uninterrupted access from 08:00 to 18:00 Monday to Friday.
- All work areas are confirmed as ASBESTOS risk free.
- We have assumed a clear and level site with free parking facility throughout.
- All waste materials/packaging can be disposed of on site (removal by others)
- We will require mains power, free of charge throughout duration of contract.
- We require the customer to provide adequate welfare facilities including toilets, washing and rest room.
- Evening, weekend, and Bank Holiday working by prior agreement.

Standard Exclusions:

- All quotations are subject to **VAT** at the rate governing at the time of Invoice.
- Decoration or redecoration of areas of works.
- Builder's works other than those stated.
- Mechanical access and lifting equipment.
- Security Cages for External Plant.
- Works to other mechanical plant on site
- Integration with centralised control systems.
- Mains electrical supplies to the new systems.
- Out of hours working.
- We have assumed that all necessary landlord/local authority consent has been obtained by the customer prior to commencement of works.
- Wifi adaptors

Blank