

THORPE ST ANDREW TOWN COUNCIL

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF
Tel/Fax: (01603) 701048. Email: office@thorpestandrew-tc.gov.uk

Notice of Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on Monday 8th April at 7.30pm for the purpose of transacting the following business.

M Barron

Michelle Barron

AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the Agenda.
- 3 To confirm the minutes of the Town Council meeting held on
Monday 4 March 2024 Page 1 - 3
- 4 Announcements (for information only)
4.1 - The Town Mayor
4.2 - The Town Clerk Page 4
- 5 Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.
5.1 - Norfolk Constabulary
5.2 - County and District Councillors Page 5
5.3 - Members of the Public
- 6 Hillside Allotment site water repairs – for consideration and approval. Page 6 - 14
- 7 Finance
7.1 - Payments List Page 15 - 19
7.2 - Bank Reconciliation Statement Page 20
- 8 New Play Area for the Fitzmaurice Park – for consideration and approval. Page 21 - 32
- 9 Thorpe St Andrew Business Forum - for consideration and approval.
- 10 Application from the cafe for additional undercover seating. - for consideration and resolutions. Page 33
- 11 Hillcrest Footpaths – Cllr Bailey and Cllr Fisher Page 34 - 36
- 12 Parking restrictions on Dussindale – Cllr Liz Skinner Page 37
- 13 Future Agenda Items (Not for Discussion)

Chief Executive Officer – Michelle Barron

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel: 01603 701048 Email: office@thorpestandrew-tc.gov.uk
Website: www.thorpestandrew-tc.gov.uk

Thorpe St Andrew Town Council Minutes of the Town Council meeting held on 4 March 2024 at 7:30pm

1 Present:

Mr F Bowe (Town Mayor)	Mr D Wiseman
Mr S Snelling (Deputy Town Mayor)	Ms J Bailey
Mr D Buck	Mr J Emsell
Mr J Ward	Ms L Barrett
Mr P Berry	Ms C Ferris
Mr T Garner	Mrs M Friend
Mr S Court	Mrs L Skinner

Apologies: Mr J Fisher and Mr C Eden

In attendance: Mrs M Barron (CEO), Mrs L Weston (Administration and Committee Officer) and 8 members of the public.

2 Declarations of interest in items on the agenda – Cllr Bailey and Cllr Snelling both declared an interest in agenda item 11 – Thorpe Railway Disaster.

3 To confirm the minutes of the Town Council meeting held on 5 February 2024.

The minutes of the meeting held on 5 February 2024 were signed and approved as a true record.

4 Announcements (For information only)

4.1 The Town Mayor - none

4.2 The Town Clerk touched on the recent EDP article regarding plans for changes to Yarmouth Road to include the new bus timetable launched by NCC and also a feasibility study to look at a new pedestrian crossing on Thunder Lane.

The first Council Car Boot Sale was a great success and well attended. The Town Clerk gave a personal thank you to Cllr Skinner and Cllr Court for providing cakes and Cllr Emsell for his support.

Finally, a public thank you to Sarah Headland, our Communications Officer, who will shortly be leaving the Town Council, a thank you for everything Sarah has done.

5 Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each.

5.1 Norfolk Constabulary – Unfortunately Norfolk Constabulary have informed us that they no longer have the capacity to attend Council meetings. The crime updates will be brought to the meetings going forward, as they become available.

5.2 County and District Councillors – Cllr Ward's report was noted.

Cllr Berry recently attended the Full Council meeting where the controlling council coalition of minority parties voted through their proposed increase in council tax and an onsite visit with the Appeals Panel, to reject an appeal against a TPO in Sprowston. Cllr Berry also met the Chairman and other members of the St Williams Primary School Association, having accepted funding from his BDC Member Award Grant. With the remainder of the grant going to Norwich City Table Tennis Club based in Thorpe St Andrew and Thorpe Dementia Cafe.

Cllr Snelling raised the issue of Heartsease Roundabout and the road closures for 5 weeks, over the Easter period, as noted in Cllr Ward's report, and the affect this is having on Thorpe residents.

5.3 Members of the public -

A member of the public thanked the CEO for responding to emails sent, regarding the Finance and Tennis Courts. The Tennis Courts are due to reopen 1st April, when will the issues be discussed and could this be given urgent attention.

A member of the public raised the speed awareness scheme and asked if the council had applied for funding. The CEO advised that the council has its own system to use and that Highways are very unlikely to pass a 20mph scheme at River Green. Also asking at what stage the Neighbourhood Plan was at and the situation with the trees at River Green. The CEO responded to both points raised.

Father James has met with the CEO since the last meeting and he updated members on Parish events. The Spring Fair is at the St Andrews Centre on 16th March and a number of things happening during Lent and Easter Services will be publicised. As Chair of the 150th Anniversary Commemoration Working Party, he would commend the application for funding. Father James also wished Sarah Headland well for the future.

A member of the public asked if there was any update on The Buck, which there isn't.

6 Play Area for Fitzmaurice Park

The CEO updated members and provided pictures on the proposal so far, for the rejuvenation of the play area. Cllr Bowe has kindly given his grant towards the provision of some accessible equipment. Cllr Snelling, asked for consideration on the position of equipment to allow for the difference in age groups of the users, which was supported by other councillors. Retention of original equipment will hinder this, but appropriate layout for ages will definitely be considered. Cllr Berry asked if refreshment provision had been considered, like at the Morse. Members had concerns that this may not be practical and could take business away from the Morse.

7 Finance

7.1 Payments List – report attached and noted.

7.2 Bank Reconciliation Statement – approved and signed as a true record

7.3 Appointment of Internal Auditor -

It was **RESOLVED** to reappoint Roger Canwell by a unanimous show of hands.

8 Correspondence

a) **Hillcrest Avenue/Gordon Avenue T junction**

b) **Yellow Lines at Thorpe Hall Close**

Cllr Emsell has volunteered to have a look and canvass the above to find out the scale and support of the issues and report back.

c) **Maintenance by Ocubis - noted**

9 Thorpe Business Forum

The Council **RESOLVED** to defer this item to the April meeting to allow the CEO additional time to add to the proposal.

10 Public Load Board Application – LED streetlight loan

It was **RESOLVED** by a unanimous show of hands, to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £85000 over the borrowing term of 10 years for the Replacement of all Thorpe St Andrew Streetlights to LED. The annual loan repayments will be around £12500.

11 Event Updates

The CEO gave a brief update on the 2024 events. The first Community Booksale will be on 16 March, councillor donations of cakes, pastries and sausage rolls would be welcomed.

Great Thorpe Railway Disaster 150 Group – the council is requested to consider an appeal for a contribution to funds to help purchase a plaque to commemorate the Thorpe Railway Disaster. Pledges are coming in and Cllr Bailey has donated her grant. Cllr Bailey said the whole weekend will be lovely, guided walks, a talk and a service as well as the purchase of a commemoration plaque to be sited in the church. It will be a community event, possibly bringing in people from outside of Thorpe St Andrew. Cllr Emsell suggested funds could be taken from the events budget.

It was proposed by Cllr Emsell, seconded by Cllr Ward, with ten in favour, two against and two abstentions, it was **RESOLVED** to pledge up to a maximum of £1000 to support the fund.

It was proposed by Cllr Friend, seconded by Cllr Snelling and with a unanimous show of hands, **RESOLVED** to donate £500 immediately.

12 Exclusion of Press and Public – All members of the public left the building.

13 River Green Lease matters.

Thomas Foreman is no longer able to assist with this project. There was lengthy discussion as to the pro's and cons of proceeding with the running and management of the lease. Cllr Bailey has been working with the Housing Community panel at BDC and as result there has been a change to the constitution, which has gone through democratic services. Which will allow boat inspections and enforcement for damp/mould and Carbon monoxide. It was agreed that the CEO and team should not find themselves liable for the running of this company. The CEO did not want to be involved in the operation once the company had been formed.

It was proposed by Cllr Friend, seconded by Cllr Court and with ten in favour, two against and two abstentions, it was **RESOLVED** to contact Birketts and set up a limited company.

Future Agenda Items - Finance and Staffing Committee adding another member

Meeting Closed at 9.09pm

Chairman _____

Date _____

Dear Parish/Town Clerk,

Broadland District Council's Standards Committee consists of five district councillors and four co-opted parish or town councillors from within the district. The role of the Parish or town councillors is to ensure that the parishes and towns are aware of standards issues within the district and to provide our members with a viewpoint from a parish/town perspective. However, the parish/town representatives are not entitled to vote at meetings.

We only currently have two parish councillors appointed as parish representatives (one from Aylsham and one from Brundall) so are looking for another two representatives to be co-opted on to the committee. Therefore, can you please pass this information to your parish/town councillors to see if any of them are interested in becoming a co-opted member of our Standards Committee? If anyone is interested, they will need to complete the attached application form and return to the Monitoring Officer (monitoringofficer@southnorfolkandbroadland.gov.uk)

I would point out that this is not a major commitment. Other than an annual meeting, where the committee meets to receive information on any standards issues, the committee is only convened to consider formal Code of Conduct complaints. However, thankfully, we don't get many complaints that warrant being referred to committee and we haven't had any such complaints in the last year.

You should also note that there shall be no more than two parish/town members from the same parish or town council so we couldn't accept more than one nomination from Aylsham or Brundall.

Thank you for your attention to this matter.

Regards,

Linda Mockford
Governance Manager

t 01603430424 (2424) e linda.mockford@southnorfolkandbroadland.gov.uk



17th March 2024

Report from Councillor John Ward

Norfolk County Council

On 20/2/24, Full Council agreed the 24/25 Budget. A revenue budget of £528m, up from £494m last year. The budget has had to take account of a £30m overspend on Social Services in the current year and includes £60m of savings.

There will be a 4.99% increase in Council Tax.

Town & Parish Councils are invited to bid for a share of £1m for match funded Parish Highway schemes such as trods, bus shelters, SAM2 Speed awareness signs etc.

Apprenticeships for Norfolk now has 90 businesses on board with 180 Apprenticeships started.

The next stage in Norfolk's ambitious climate plan is 

-to develop a viable seaweed industry in Norfolk working with partners in the Netherlands.

-supporting the development of nature based solutions to help secure Norfolk's long term water resilience.

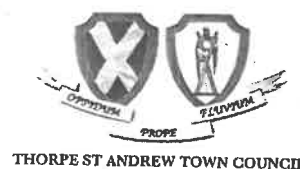
-further walking and cycling improvements.

On 13/3/24, I attended the official opening of the Norwich Electric Bus Depot at Rowntree Way. First Bus currently have 49 brand new double decker's, and 11 single decker's will be delivered shortly. This is a £37m scheme with First Bus contributing £22m and £15m coming from the Government. It takes two and a half hours to fully charge a bus which can then travel 150 miles. The life of the busses is expected to be 15-20 years with one battery change needed during that time.

From 1/4/24 the 100% Council Tax Premium on empty homes applies to homes that have been empty for 12 months (previously 24 months).

On 15/3/24, I attended the opening of the new "Dinosaurium" exhibition at Time & Tide Museum, Great Yarmouth. It is worth a visit and will interest both children and adults.

Thorpe St Andrew Town Council



Item 6 Town Council Meeting: 8th April 2024

Proposal to replace water supply to Hillside Allotments

Reason for this Report

To eliminate the risk of a water leak and redo pipework on the allotment site.

Background

This report has been prepared because of a water supply issue at Hillside Allotments. Due to the age of the pipework on the site we are having to deal with a number of leaks which have resulted in higher water bills than normal. We are also not confident on the route of the pipework through the lower part of the site.

The project is to relay 230m of pipe from the inspection chamber to the top water trough, new pipework would be connected to the existing troughs and standpipes from the new pipe. In carrying out this work the need for the large water storage tank at the top of the site would be eliminated, therefore reducing risk and maintenance. In removing the storage tank, the pipework running from the tank back down the hill will also be redundant, again eliminating any risk of a leak.

Quote A £8030.00 + VAT

Quote B £2645.89 + VAT

Quote C £9066.22 + VAT

Recommendations

It is recommended to the council to choose one of the 3 contractors to carry out the works. The works will futureproof the allotment site, it will also eliminate any safety issues regarding the top tank. Another benefit is that after the initial cost outlay then the savings achieved will be beneficial to the council in the longer term.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **SIGNIFICANT** financial implications arising from this report.

13th February 2024

Our Ref: DP24-041

Client: Thorpe St Andrew Town Council
Fitzmaurice Park, Pound Lane
Norwich
Norfolk
NR7 0UL

Contact: Jason Calver
07864623236
Jason.calver@thorpestandrew-tc.gov.uk

Site: Hillside Avenue Allotments
Thorpe St Andrew
Norwich
Norfolk
NR7 0QW

Contact and Telephone No: As above

SUMMARY

As requested, we attended site on 07th February 2023 to carry out site a survey of the allotment site. This was with the intention to supply and install approximately 230 meters of 32mm MDPE, connect 3 standpipes, 6 x water troughs & backfill/reinstate.

We are pleased to provide our recommendations and costs as follows: -

To provide qualified operatives to carry out the following works:

- Directional Drill approximately 250 meters of 32mm MDPE (As per attached plan)
- Reconnect 4 x water troughs.
- Install new Standpipes with double check valves to comply with water regulations.
- Disconnect old water supply to tank at the top of the hill. (Old tank will be left in situ as requested).
- All excavations to be reinstated to a flat surface upon completion of works.

~Page 2~

Cost: - £8,030.00 (subject to VAT at standard rate)

Please Note: -

It is our policy to provide customers with fixed price quotations. However, our recommendations for repair and replacement are, of necessity, based on limited initial investigations and from time-to-time unforeseen circumstances will arise, which may materially affect the labour or materials content of the project. If such need arises, the customer will be notified at the time, prior to any additional cost being incurred.

All work will be carried-out in accordance with current Health and Safety Regulations and in line with our site-specific Method Statement and Risk Assessments.

We trust our proposals meet with your approval and we look forward to being of service. Should there be any aspect that you wish to discuss further, or if you require additional information, please do not hesitate to contact this office.

Yours sincerely,

J. EVANS

JUSTIN EVANS
GENERAL MANAGER

Subject to VAT at standard rate

Quote Ref No: CE81567_1

Customer Ref: Hillside Ave Allotments NR7 0QW

Quote Description: New Pipework

Date: 07/02/24

Preliminaries

- Carry out a site survey including scanning for power cables.
- Mark out the pipe route.
- Ensure water storage tank is drained or isolated.

New Pipework

- Excavate the ground at the drain down point to gain access to the pipework. Cut off the old and connect in 32mm MDPE blue pipe.
- Route the pipework along the grass track to the last trough. The pipework will be installed at an approximate depth of 600mm using a mole plough. All pipework comes with the necessary pipe fittings and joints and the ground will be reinstated.
- Tee off with 25mm MDPE into 3x troughs and 3 x hand watering taps. Replace any faulty isolation valves. Replace hand watering taps with self-closing push buttons and copper pipe.
- Ensure all above ground pipework is secured and lagged.

Sundries

- Testing and commissioning will be carried out on completion to ensure correct operation.

All for the sum of £2,645.89 + VAT

Terms and Conditions:

- *Quoted lead times are estimated at time of quote and may change at time of order, depending on the prevailing transport issues that may have an effect on delivery times.*
- *The system is designed to be drained down in the winter and be operated in conditions over 8°C.*
- *This quotation is valid for 15 days. Prices of irrigation materials are very volatile, and Panks Engineers Ltd reserve the right to confirm any quoted prices at the time of ordering.*
- *All prices are subject to VAT and subject to our standard [terms and conditions](#).*
- *The client is responsible for informing the authorities as the installation of a permanently installed irrigation system. Please follow link: <https://www.anqlianwater.co.uk/help-and-advice/plumbing/planning-some-plumbing-work/>*
- *Due the nature of the installation any contract disturbance of any area beneath or above ground level are subject to these terms:*



Quote Ref No: CE81567_1

Customer Ref: Hillside Ave Allotments NR7 0QW

Quote Description: New Pipework

Date: 07/02/24

18.1 When a contract involves any disturbance beneath ground level either in (soil or hard surfaces, temporary or permanent) with either mechanical or manual digging or with a mole plough.

18.2 Panks Engineers Ltd will not be responsible for any damage that occurs to any underground services unless the exact depth, position and type of service have been marked out before commencement of work. The client's representative must be present to advise Panks staff of the services to ensure that they all agreed to their position and condition.

18.3 If any damage occurs to any services, that have not been accurately marked or exposed, Panks Engineers Ltd or its agents will not be responsible for the repair in either physical or financial terms, as a result of any contact.

18.4 Panks Engineers Ltd will inform the client if any damage occurs, as soon as is reasonably practical, and wait for further instruction from the client. If in emergency repairs are required before the client can be contacted, then this work will be charged at our standard rates. (Copies available from Panks Engineers Ltd Office).

18.5 If in an emergency, third parties are called out to affect a repair or isolate the services, the client will be responsible for all the costs including call outs of any third party, this would include Panks Engineers Ltd if they are required to be called out.

- Please note that Panks Engineers Ltd will endeavour to install the system with the minimum of disturbance and reinstate areas to its original condition but it is expected that a later date additional correction of the disturbed area may be required at the client's cost.
- For the most discrete and effective installation of pipes and cables under the ground the use of mole ploughs and trenches are required. For the least disturbance and correct depths, the ground conditions need to be moist, free from compaction and obstructions. In other conditions, the machinery will still be used but the correct depth may not be achievable and extra disruption to the ground could occur. For a video to show what is expected please follow the link:
<https://www.youtube.com/channel/UCvrZqAM1zsNBizepE5LyPUw>
- All areas of work will be free and unencumbered access for our operations. Delays due to access or obstructions will be charged at the standard rates.
- Customer is to make suitable welfare facilities available for engineers with a minimum of a toilet and wash basin. If this is required to be hired in it will be charged at cost plus 15% for the duration of the hire.

Payment Terms:





Notes

Rev.	Description	Date
1	Initial Piping Design	02/02/2024

Project:
Hillside Avenue Allotments
Drawing Title:
Irrigation

Tal

Desk: PL

Scale: 1:750	Date: 02/02/2024
Drawing No: IRR-CE-24-003	Revision: REV 1
Status: Proposed Design	

The issue of these drawings is not for construction use unless specifically stated on the drawing with the condition of a published contractual agreement. Any use for any other purpose is prohibited. Any use for any other purpose is prohibited. Any use for any other purpose is prohibited. Any use for any other purpose is prohibited.

Contact Office
Norwich

- Drain Down Point
- Trough
- Hand watering Point
- 25mm MDPE Pipework
- 32mm MDPE Pipework



Allotments,
Hillside Avenue,
Thorpe St Andrew

Date: 22/01/2024
Ref: PW2201
FAO: Mr Jason Calver

Quote to relay 230m of old service pipe with 32mm PE and connect up to 3 x standpipes and 6 x water troughs. Disconnect old water tank.

Scope as provided:

- Attend site,
- Relay 230m x 32mm PE
- Connect to 3 x standpipes
- Connect to 6 x water troughs
- Backfill and reinstate

T4's quote is to include:

- Fully equipped van
- 2 Man gang
- Fittings and Pipe
- Mini Excavator

All for the Sum of : £9,066.22

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

Yours faithfully,

Phil Weiss

Project Manager

07886679612



This quotation is subject to the notes below to which we draw your attention and our standard terms and conditions of contract.

Specific Notes of quotation

The first section will need to be carried out whilst the allotments are shut due to the works being in the middle of the drive. All other aspects of the scheme can be carried out whilst open.

Notes & Conditions of quotation

Quotation Qualifications

1) This quotation is

- (a) Strictly Nett, No allowance has been made for any main contractor's discount that may be required.
- (b) Fixed in price for 6 months from the date of this letter.
- (c) Subject to contract.

2) Liquidated or ascertained damages will not be entertained on this contract unless agreed in writing prior to acceptance of any ensuing order.

3) Should we encounter delays due to extreme weather, we take no responsibility for any delays in the construction programme and will not accept any damages arising from weather related programme slippage.

Payment terms

1) This quotation is priced strictly in accordance with the payment details below.

- a) All payments must be made within 14 days of the date of our valuation, application or invoice, (whichever is the earliest).
- b) Where a payment schedule is not agreed, valuations shall be drawn up to the last working day of each calendar month and submitted by the 7th of the following month.
- c) Nil retention.

Quotation Exclusions



1) This quotation does not allow for

- (a) Additional costs for working outside normal working hours Mon-Fri 7:30-16:30
- (b) Alterations to any existing design or construction drawing.
- (c) Handling or disposal of hazardous or contaminated soils/materials.
- (e) Principal contractors costs
- (d) Responsibility for unknown services

These Notes and Conditions of Quotation will be deemed as included in the contract unless we agree modifications in writing prior to order being placed.



Item 7.1

Thorpe St Andrew Town Council

3 April 2024 (2023-2024)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1136 Morse Pavilion	01/03/2024		Bank 1 Current Acco	BACS	Workshop Demolition	Anglian Demolition & Asbe	S	5,975.00	1,195.00	7,170.00
1137 Vehicle Maintenance	01/03/2024		Bank 1 Current Acco	BACS	Vehicle maintenance	Mrs M Barron	S	647.03	120.41	767.44
1138 Xmas Event	01/03/2024		Bank 1 Current Acco	BACS	Entertainer	Cawston Band	E	150.00		150.00
1139 Town Hall	01/03/2024		Bank 1 Current Acco	BACS	Electrical work - Town Hall	C R Wilson	X	930.00		930.00
1140 Tree expenditure	01/03/2024		Bank 1 Current Acco	BACS	Bat Survey	Cotgrove Ecology	E	320.00		320.00
1141 Training and H & S	01/03/2024		Bank 1 Current Acco	BACS	First Aid Kits	Value Products Ltd	S	30.90	6.18	37.08
1141 Miscellaneous	01/03/2024		Bank 1 Current Acco	BACS	First Aid Kits	Value Products Ltd	S	19.95	3.99	23.94
1141 Health & Safety	01/03/2024		Bank 1 Current Acco	BACS	First Aid Kits	Value Products Ltd	S	33.25	6.65	39.90
1142 Morse Pavilion	01/03/2024		Bank 1 Current Acco	BACS	Boiler service	M C Plumbing & Heating	S	150.00	30.00	180.00
1142 Roxley Hall	01/03/2024		Bank 1 Current Acco	BACS	Boiler service	M C Plumbing & Heating	S	105.00	21.00	126.00
1143 Cleaning bus shelters	01/03/2024		Bank 1 Current Acco	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
1144 Legal charges	01/03/2024		Bank 1 Current Acco	BACS	Consultant Fee	Politis Ltd	S	100.00	20.00	120.00
1145 Dussindale maintenance	01/03/2024		Bank 1 Current Acco	BACS	Plywood	Trade UK	S	23.28	4.66	27.94
1145 Additional Events	01/03/2024		Bank 1 Current Acco	BACS	Plywood	Trade UK	S	26.67	5.33	32.00
1146 Additional Events	01/03/2024		Bank 1 Current Acco	BACS	Advertising	Thorpe Players	X	40.00		40.00
1147 Training and H & S	01/03/2024		Bank 1 Current Acco	BACS	First aid training	Go and Get Trained	S	56.00	11.20	67.20
1148 Maintenance contract	07/03/2024		Bank 1 Current Acco	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
1149 Water rates	07/03/2024		Bank 1 Current Acco	BACS	Water charges - Morse	Wave	X	283.80		283.80
1150 Legal charges	07/03/2024		Bank 1 Current Acco	BACS	Legal fees	Norfolk County Council	S	217.50	43.50	261.00
1151 Park maintenance	07/03/2024		Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	326.35	65.27	391.62
1151 Field Maintenance Contract	07/03/2024		Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	1,366.38	273.28	1,639.66
1151 Park maintenance	07/03/2024		Bank 1 Current Acco	BACS	Grounds Maintenance	Norse	S	326.36	65.27	391.63
1152 Cleaning	07/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1152 Cleaning (Toilets)	07/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1152 Cleaning and cleaning material	07/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1153 Insurance	08/03/2024		Bank 1 Current Acco	BACS	Insurance Addition	Zurich Municipal	E	107.33		107.33
1154 Gas	06/03/2024		Bank 1 Current Acco	DD	Gas - Morse Pavilion	SSE	S	266.00	53.20	319.20
1155 Gas	07/03/2024		Bank 1 Current Acco	DD	Gas - Morse Pavilion	SSE	S	369.00	73.80	442.80
1156 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,992.35		1,992.35
1157 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,660.06		1,660.06
1158 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,682.66		1,682.66
1159 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	2,245.66		2,245.66
1160 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,522.47		1,522.47
1161 Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,406.36		1,406.36

Thorpe St Andrew Town Council

3 April 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1162	Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	2,767.86		2,767.86
1163	Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	780.04		780.04
1164	Salary	12/03/2024		Bank 1 Current Acco	BACS	Salary		X	1,059.18		1,059.18
1165	Salary	12/03/2024		Bank 1 Current Acco	BACS	tax/nic	HMRC	X	431.90		431.90
1166	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	264.27		264.27
1167	Salary	12/03/2024		Bank 1 Current Acco	BACS	tax/nic	HMRC	X	279.05		279.05
1168	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	179.47		179.47
1169	Salary	12/03/2024		Bank 1 Current Acco	BACS	tax nic	HMRC	X	256.45		256.45
1170	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	179.47		179.47
1171	Salary	12/03/2024		Bank 1 Current Acco	BACS	tax nic	HMRC	X	539.47		539.47
1172	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	employers nic	HMRC	X	306.46		306.46
1173	Salary	12/03/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	203.61		203.61
1174	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	133.59		133.59
1175	Salary	12/03/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	165.91		165.91
1176	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	125.73		125.73
1177	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	3.03		3.03
1178	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	96.14		96.14
1179	Salary	12/03/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	315.46		315.46
1180	Salary	12/03/2024		Bank 1 Current Acco	BACS	Tax NI	HMRC	X	1,076.48		1,076.48
1181	Employers NIC	12/03/2024		Bank 1 Current Acco	BACS	Employers NIC	HMRC	X	464.62		464.62
1182	Student Loan	12/03/2024		Bank 1 Current Acco	BACS	Student Loan	HMRC	X	75.00		75.00
1183	Salary	12/03/2024		Bank 1 Current Acco	BACS	Tax/NI	HMRC	X	-43.00		-43.00
1184	Salary	12/03/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	173.75		173.75
1185	Pension Employer	12/03/2024		Bank 1 Current Acco	BACS	pension employer	Norfolk Pension Fund	X	628.16		628.16
1186	Salary	12/03/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	119.39		119.39
1187	Pension Employer	12/03/2024		Bank 1 Current Acco	BACS	pension employer	Norfolk Pension Fund	X	483.75		483.75
1188	Salary	12/03/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	119.39		119.39
1189	Pension Employer	12/03/2024		Bank 1 Current Acco	BACS	employers pension	Norfolk Pension Fund	X	483.75		483.75
1190	Salary	12/03/2024		Bank 1 Current Acco	BACS	pension	Norfolk Pension Fund	X	193.62		193.62
1191	Pension Employer	12/03/2024		Bank 1 Current Acco	BACS	employers pension	Norfolk Pension Fund	X	700.01		700.01
1192	Salary	12/03/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	96.81		96.81
1193	Employers Pension	12/03/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	392.23		392.23
1194	Salary	12/03/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	42.90		42.90
1195	Employers Pension	12/03/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	183.29		183.29

Thorpe St Andrew Town Council

3 April 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1196	Salary	12/03/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	80.01		80.01
1197	Employers Pension	12/03/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	341.84		341.84
1198	Salary	12/03/2024		Bank 1 Current Acco	BACS	Pension	Norfolk Pension Fund	X	280.49		280.49
1199	Pension Employer	12/03/2024		Bank 1 Current Acco	BACS	Employers Pension	Norfolk Pension Fund	X	969.34		969.34
1200	Electricity (Toilets)	12/03/2024		Bank 1 Current Acco	BACS	Electricity - River Green Toilet	TotalEnergies Gas & Power	L	61.15	3.06	64.21
1201	Energy charge	12/03/2024		Bank 1 Current Acco	BACS	Streetlighting Contract	TotalEnergies Gas & Power	S	5,190.03	1,038.01	6,228.04
1202	Uniform	12/03/2024		Bank 1 Current Acco	BACS	Uniform/Sundries	DD Health & Safety Supplie	S	117.72	23.54	141.26
1202	One Off Payments	12/03/2024		Bank 1 Current Acco	BACS	Uniform/Sundries	DD Health & Safety Supplie	S	174.63	34.94	209.57
1203	Verge Cutting	12/03/2024		Bank 1 Current Acco	BACS	Signage	Instantprint	S	264.09	52.82	316.91
1204	Play equipment maintenance	12/03/2024		Bank 1 Current Acco	BACS	Play Equipment Repairs	Wicksteed	S	484.00	96.80	580.80
1205	Water rates	20/03/2024		Bank 1 Current Acco	BACS	Water charges - Morse	Wave	X	283.80		283.80
1206	Telephone	20/03/2024		Bank 1 Current Acco	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
1206	Telephone	20/03/2024		Bank 1 Current Acco	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
1207	Verge Cutting	20/03/2024		Bank 1 Current Acco	BACS	Verge maintenance	Collier Turf Care Ltd	S	82.86	16.57	99.43
1207	Verge Cutting	20/03/2024		Bank 1 Current Acco	BACS	Verge maintenance	Collier Turf Care Ltd	E	1,540.00		1,540.00
1208	Newsletter	20/03/2024		Bank 1 Current Acco	BACS	Printing newsletter	Colourprint	E	898.00		898.00
1209	Health & Safety	20/03/2024		Bank 1 Current Acco	BACS	First Aid Equipment	Value Products Ltd	S	59.95	11.99	71.94
1210	Football Maintenance	20/03/2024		Bank 1 Current Acco	BACS	Fertiliser	Parkers Pitches Ltd	S	3,400.00	680.00	4,080.00
1211	Verge Cutting	20/03/2024		Bank 1 Current Acco	BACS	Planters	NBB Recycled Furniture	S	1,280.00	256.00	1,536.00
1212	Park maintenance	20/03/2024		Bank 1 Current Acco	BACS	Compost & Plants	Trade UK	S	43.00	7.50	50.50
1213	Miscellaneous	21/03/2024		Bank 1 Current Acco	BACS	Boiler Fitting	Zip Water	S	46.38	9.28	55.66
1214	Subscriptions	21/03/2024		Bank 1 Current Acco	DD	Payroll software	Iris software group	S	440.00	88.00	528.00
1215	Feed in Tariff	21/03/2024		Bank 1 Current Acco	BACS	Feed in tariff	Broadland District Council	S	1,176.30	31.69	1,207.99
1216	S137 payments and donations	20/03/2024		Bank 1 Current Acco	BACS	Donation	Hemsby Inshore Lifeboat	X	100.00		100.00
1217	Fuel	13/03/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	163.61	32.72	196.33
1217	Fuel & machinery maintenance	13/03/2024		Bank 1 Current Acco	DD	Fuel	Fuel Genie	S	88.00	17.60	105.60
1218	Electricity	13/03/2024		Bank 1 Current Acco	DD	Electricity - Town Hall	SSE	S	1,588.15	317.63	1,905.78
1219	Electricity	13/03/2024		Bank 1 Current Acco	DD	Electricity - Roxley Hall	SSE	L	322.64	16.13	338.77
1220	Vehicle lease	15/03/2024		Bank 1 Current Acco	DD	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
1221	Electricity	18/03/2024		Bank 1 Current Acco	DD	Electricity - Morse Pavilion	SSE	S	147.01	57.33	204.34
1222	Morse Pavilion	18/03/2024		Bank 1 Current Acco	Credit Card	Accessibility Ramp	Veavor	S	25.82	5.17	30.99
1223	Vehicle Maintenance	18/03/2024		Bank 1 Current Acco	Credit Card	Windscreen Repair	J Huggins & Sons Ltd	S	125.00	25.00	150.00
1224	Stationery	18/03/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	2.50	0.50	3.00
1224	Stationery	18/03/2024		Bank 1 Current Acco	Credit Card	Stationery	Amazon	S	16.66	3.33	19.99
1225	Subscriptions	18/03/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97

Thorpe St Andrew Town Council

3 April 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1225	Subscriptions	18/03/2024		Bank 1 Current Acco	Credit Card	Adobe Subscription	Adobe	E	26.49		26.49
1226	One Off Payments	18/03/2024		Bank 1 Current Acco	Credit Card	Torches	Lidl	S	41.58	8.32	49.90
1227	Health & Safety	18/03/2024		Bank 1 Current Acco	Credit Card	First Aid & Fire Goods	First Aid 4 Less	S	59.85	11.97	71.82
1228	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Easter Merchandise	Hobbycraft	S	29.58	5.92	35.50
1229	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Easter Merchandise	B&M	X	54.19		54.19
1229	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Easter Merchandise	B&M	X	5.00		5.00
1230	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Facebook Advertising	Facebook Ads	X	17.00		17.00
1230	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Facebook Advertising	Facebook Ads	X	4.48		4.48
1231	One Off Payments	18/03/2024		Bank 1 Current Acco	Credit Card	Utility Carts	Amazon	S	91.64	18.34	109.98
1232	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Refreshments & Descaler	Makro	S	26.83	0.59	27.42
1232	Town Hall	18/03/2024		Bank 1 Current Acco	Credit Card	Refreshments & Descaler	Makro	S	7.98	1.60	9.58
1233	Additional Events	18/03/2024		Bank 1 Current Acco	Credit Card	Refreshments	Sainsburys	X	6.27		6.27
1234	Telephone	18/03/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	22.60		22.60
1234	Telephone	18/03/2024		Bank 1 Current Acco	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
1235	Telephone	18/03/2024		Bank 1 Current Acco	Credit Card	WiFi	Voxi	X	20.00		20.00
1235	Telephone	18/03/2024		Bank 1 Current Acco	Credit Card	WiFi	Voxi	X	20.00		20.00
1236	Tree expenditure	18/03/2024		Bank 1 Current Acco	Credit Card	Trees	Black Row Nurseries	X	253.20		253.20
1237	Equipment Hire	22/03/2024		Bank 1 Current Acco	DD	Lease payment	Novuna Business Finance	S	714.00	142.80	856.80
1238	One Off Payments	27/03/2024		Bank 1 Current Acco	BACS	Walkie Talkies	Brentwood Communication	S	1,622.50	309.50	1,932.00
1239	Newsletter	27/03/2024		Bank 1 Current Acco	BACS	Newsletter delivery	Richard Clarke	X	525.00		525.00
1240	Repairs	27/03/2024		Bank 1 Current Acco	BACS	Streetlight Repairs	Cozens UK Ltd	S	395.00	79.00	474.00
1241	Cleaning bus shelters	27/03/2024		Bank 1 Current Acco	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
1242	Legal charges	27/03/2024		Bank 1 Current Acco	BACS	Legal fees - River Green	NP Law	S	652.50	130.50	783.00
1243	Town Hall	27/03/2024		Bank 1 Current Acco	BACS	Toilet repairs	Clive Pilgrim	X	280.00		280.00
1244	Cleaning	27/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1244	Cleaning (Toilets)	27/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1244	Cleaning and cleaning material:	27/03/2024		Bank 1 Current Acco	BACS	Cleaning Services	Norwich Cleaning Services	S	572.00	114.40	686.40
1245	S137 payments and donations	27/03/2024		Bank 1 Current Acco	BACS	Donation	Leeway Domestic Violence	X	280.89		280.89
1246	Telephone	26/03/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	11.67	2.33	14.00
1246	Telephone	26/03/2024		Bank 1 Current Acco	DD	Mobile Telephones	Three	S	23.33	4.67	28.00
1247	Telephone	28/03/2024		Bank 1 Current Acco	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
1248	Electricity	28/03/2024		Bank 1 Current Acco	DD	Electricity - Morse Pavilion	SSE	S	403.89	80.78	484.67
1249	Wheeled/litter/dog bins	28/03/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	149.82	29.96	179.78
1249	Wheeled/litter/dog bins	28/03/2024		Bank 1 Deposit Acco	DD	Commercial Waste	Veolia	S	185.16	37.04	222.20
1250	Bank charges	28/03/2024		Bank 1 Current Acco	DD	Bank charges	LLoyds Bank	E	7.00		7.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	65,957.13	6,541.75	72,498.88

Thorpe St Andrew Town Council

Prepared by: Rachel McCarthy RFO Date: 03/04/24.
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023		373,157.63
	ADD Receipts 01/04/2023 - 31/03/2024		747,859.90
			1,121,017.53
	SUBTRACT Payments 01/04/2023 - 31/03/2024		731,398.04
A	Cash in Hand 31/03/2024 (per Cash Book)		389,619.49
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	100.00	
	Bank 2 Capital Account 31/03/2024	56,005.13	
	Bank 1 Deposit Account 31/03/2024	322,580.51	
	Bank 1 Current Account 31/03/2024	11,461.85	
			390,147.49
	Less unrepresented payments		528.00
			389,619.49
	Plus unrepresented receipts		
B	Adjusted Bank Balance		389,619.49
A = B Checks out OK			

Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

Town Council Meeting: 8th April 2024

Proposal to improve and extend the existing Fitzmaurice Play area for children aged 12 and below.

Background

The existing play area at the Fitzmaurice park has been in situ for many years. Conversations with parents and other users strongly support the opinion that the play area is tired and in need of refurbishment. Play areas in other areas of the Parish have received significant investment. The fencing is high and oppressive leading to the play area being nicknamed the “prison park” by locals.

Proposal

You will find attached to this report quotes from play area contractors to dramatically enhance the offering at the Fitzmaurice. We are hugely mindful of our budget limitations in comparison to neighbouring parishes and have worked with the play consultants to design the maximum impact and benefit for the money we have to spend. This will include retaining the play equipment that is still popular and fit for purpose, and adding additional pieces that fill gaps in terms of age, disability and variety of play equipment on offer.

Our Parks and Estates Team will remove obsolete equipment and fencing leading to a significant cost saving for this project.

Timescales

Both contractors can aim to complete works within a 12 week period. A 3rd contractor was contacted but was not able to assist as required.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **SIGNIFICANT** financial implications arising from this report. However the project is achievable within our current budget, the finer details of this to be agreed in the April Finance and Staffing meeting.

QUOTATION

QUOTE REF: WLLQ11352-02

Fitzmaurice Play Area

Quotation from:

Michelle Barron
Thorpe St Andrew Town Council
Fitzmaurice Park Pound Lane
Norwich
Norfolk
NR7

Date: 06/03/2024

Valid to: 30/04/2024

Quotation for the Supply and Installation of Play Equipment at Fitzmaurice Play Area.

Code	Description	Unit	Qty	Total
The following quotation is based on the assumption the council will dig out and remove the existing fencing and re-locate the picnic tables prior to Wicksteed starting on site:-				
Installation	Dig out, remove and dispose of the existing mushrooms, seesaw, chicken springer and trail items	£612.00	1.0	£612.00
Supply and Install the following Play Equipment and Safety Surfacing:-				
Fury : Safety Grass			1.0	£46,015.10
663-FURY	Fury	£35,404.00	1.0	
663-FURY-INST	Installation of Fury	£3,448.00	1.0	
6130GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£44.50	90.0	
6130GRASS-INST	Installation of 6130GRASS	£35.09	90.0	
Horizontal Monkey Bars : Black Eco-Fleck Wet Pour Into Grass Without Kerb Edge				
70356	Horizontal Monkey Bars	£1,149.75	1.0	£5,717.55
70316	Stepping Post		2.0	£230.00
70316-INST	Installation of Stepping Post	£81.00	2.0	
70356-INST	Installation of Horizontal Monkey Bars	£300.00	1.0	
BLKEFWP2000	Black Eco-Fleck Wet Pour 2.000m FFH - SQM	£108.00	22.0	
BASEWPIG	Baseworks Wet Pour Into Grass - SQM Dig out to required depth; Supply and lay Geotextile membrane; Import MOT type 1 approx 100mm; Grade and compact; disposal of arisings off site	£55.00	22.0	
FEATHWPIGBLKEFWP	Black Eco-Fleck Wet Pour for Feather Edge into Grass (140mm W x 40mm D) - Lin Mtr	£11.06	17.5	
FEATHBASE	Additional Base Required (W = 100mm) when Feathering Wet Pour into Grass	£5.50	17.5	
Spin-a-Bounce : Black Eco-Fleck Wet Pour Into Grass Without Kerb Edge				
6060-114	Spin-a-Bounce	£3,295.00	1.0	£7,288.52
6060-114-INST	Installation of Spin-a-Bounce	£630.00	1.0	
BLKEFWP1050	Black Eco-Fleck Wet Pour 1.050m FFH - SQM	£79.00	23.0	
BASEWPIG	Baseworks Wet Pour Into Grass - SQM Dig out to required depth; Supply and lay Geotextile membrane; Import MOT type 1 approx 100mm; Grade and compact; disposal of arisings off site	£55.00	23.0	

QUOTATION

QUOTE REF: WLLQ11352-02

Fitzmaurice Play Area

Code	Description	Unit	Qty	Total
FEATHWPIGBLKEFWP	Black Eco-Fleck Wet Pour for Feather Edge into Grass (140mm W x 40mm D) - Lin Mtr	£11.06	17.0	
FEATHBASE	Additional Base Required (W = 100mm) when Feathering Wet Pour into Grass	£5.50	17.0	
New Trail Items into Grass			1.0	£2,533.60
FIFTMINHUMPB	Mini Hump Back Bridge	£66.00	1.0	
FIFTSTEPF300	Stepping Flowers	£197.00	4.0	
FITCUVBEAM200	Curved Balance Beam 200mm	£529.00	1.0	
Installation	Installation of the above trail items	£845.00	1.0	
6130GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£44.50	4.0	
6130GRASS-INST	Installation of Safety Grass Onto Grass - TILES	£31.90	4.0	
Squirrel 4 Saw : Supply & Install Equipment Only			1.0	£4,168.00
6060-113-01	Squirrel 4Saw	£3,647.00	1.0	
6060-113-01-INST	Installation of Squirrel 4Saw	£521.00	1.0	
Deer : Supply & Install Equipment Only			1.0	£1,416.00
6060-115-01	Deer	£1,145.00	1.0	
6060-115-01-INST	Installation of Deer	£271.00	1.0	
Wet Pour Patch Repairs for Above Items			1.0	£1,454.40
6130-200	Wetpour Repair Kit - Base Layer	£146.00	3.0	
6130-201	Wetpour Repair Kit - Top Layer - Black - 0.6 Sqm	£145.20	7.0	
The Following Items onto the Existing Wetpour Pad:-				
Mini Swing c/w 1 Basket Seat : Supply & Install Equipment Only			1.0	£3,575.00
6040-101	Mini Swing c/w 1 Basket Seat	£3,198.00	1.0	
6040-101-INST	Installation of Mini Swing c/w 1 Basket Seat	£377.00	1.0	
Rock 'n' Bowl Roundabout : Supply & Install Equipment Only			1.0	£2,768.00
6020-071	Rock 'n' Bowl Roundabout	£2,245.00	1.0	
6020-071-INST	Installation of Rock 'n' Bowl Roundabout	£523.00	1.0	

QUOTATION

QUOTE REF: WLLQ11352-02

Fitzmaurice Play Area

Code	Description	Unit	Qty	Total
SUPP015	Remove Pinkerb Edging	£8.25	4.0	£33.00
BASEWPIG	Baseworks Wet Pour Into Grass - To extend the existing pad as required Dig out to required depth; Supply and lay Geotextile membrane; Import MOT type 1 approx 100mm; Grade and compact; disposal of arisings off site	£55.00	2.0	£110.00
CHASERS	Rubber Safer Surfacing Chase Cut	£10.00	17.5	£175.00
BLKEFWP1000	Black Eco-Fleck Wet Pour 1.000m FFH - To overlay the whole of the exdsting pad to leave a neat finish	£79.00	25.0	£1,975.00
FEATHWPIGBLKEFWP	Black Eco-Fleck Wet Pour for Feather Edge into Grass (140mm W x 40mm D) - Lin Mtr	£11.06	5.0	£55.30
FEATHBASE	Additional Base Required (W = 100mm) when Feathering Wet Pour into Grass	£5.50	5.0	£27.50

New Fencing to Extend the Area:-

Installation	To re-locate 7.5m of the existing Rainbow fencing to meet with the new Play Spec fencing	£66.00	7.5	£495.00
--------------	--	--------	-----	---------

Playspec Fencing 1200mm high - Painted : Supply & Install Equipment Only 75.0 £9,300.00

PLAYSPEC1200COL	Playspec Fencing 1200mm high - Painted	£84.00	1.0	
-----------------	--	--------	-----	--

PLAYSPEC1200COL-IN ST	Installation of Playspec Fencing 1200mm high - Painted	£40.00	1.0	
--------------------------	--	--------	-----	--



Flat Top Pedestrian/Vehicle Gate 1200mm x 2800mm : Supply & Install Equipment Only 1.0 £2,493.00

NFLPVGATE12	Flat Top Pedestrian/Vehicle Gate 1200mm x 2800mm	£2,135.00	1.0	
-------------	--	-----------	-----	--

NFLPVGATE12-INST	Installation of Flat Top Pedestrian/Vehicle Gate 1200mm x 2800mm	£358.00	1.0	
------------------	--	---------	-----	--

SOCVAL11	Questr Game on Correx with Cable Ties - Nature Theme Interactive Games	£0.00	1.0	£0.00
----------	--	-------	-----	-------



SubTotal **£90,211.97**

25.8% Discount -£23,277.68

Carriage £4,135.64

Site Preliminaries Include:

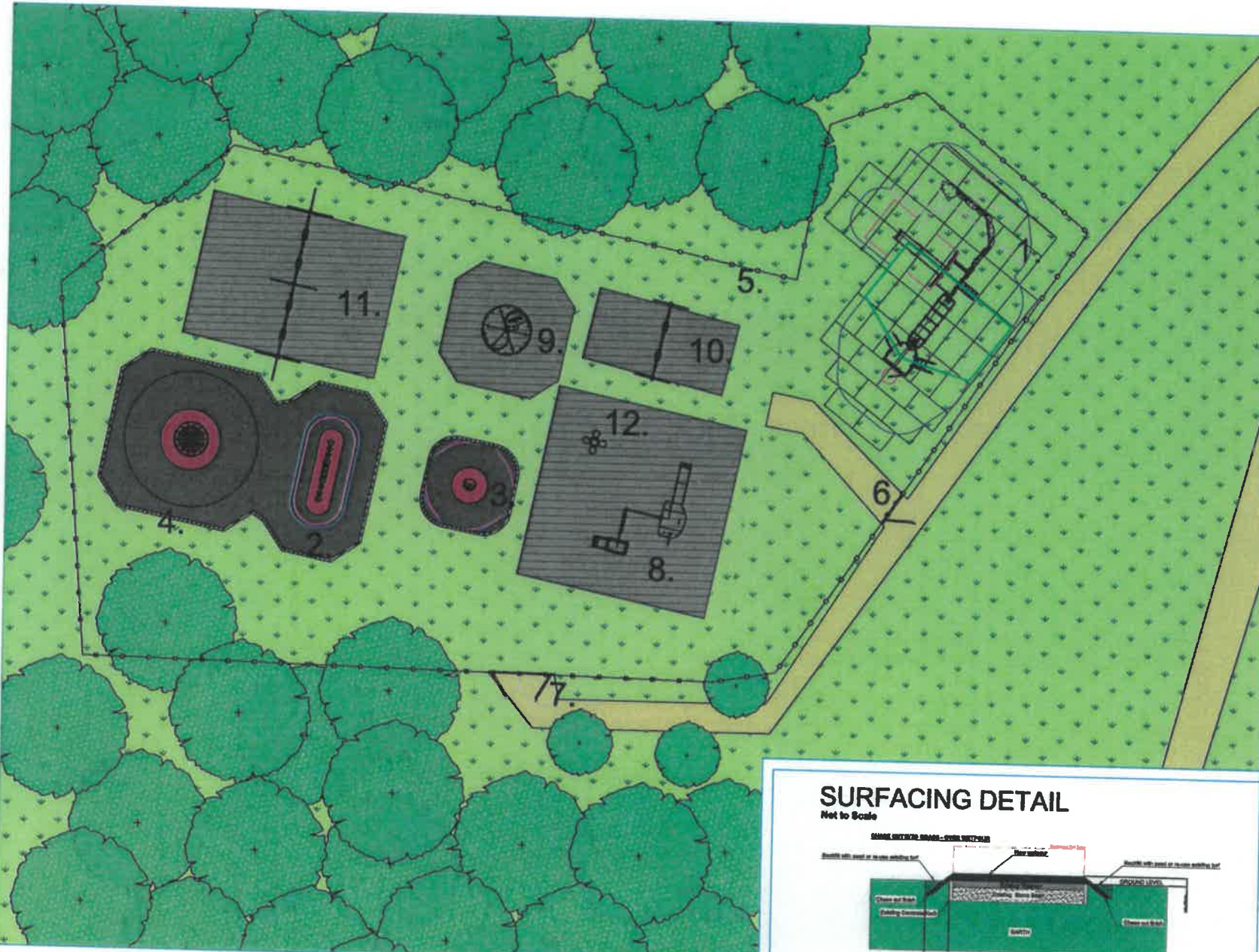
HERAS-002	Heras Fencing Hire		1.0	£1,554.00
STORE-002	Secure Storage on/off site		1.0	
PII	Post Installation Inspection		1.0	

QUOTATION**QUOTE REF: WLLQ11352-02**

Fitzmaurice Play Area

Code	Description	Unit	Qty	Total
<i>Notes: E&oe. Images are indicative. Colours shown are subject to change.</i>				Total excluding VAT
				£72,623.93

Should you require additional support please don't hesitate to contact us.



ITEMS LIST

- Play Equipment**
- 1. Koroopa Multiplay Unit Ref: J8818A
 - 2. Tree Funge Sprayer Ref: J886A
 - 3. Swinging Beam Ref: J2611A
 - 4. Rotating Climber Ref: RW-SPY-702A
- Amalgams**
- 6. 120LH Swivel Fence 1m High Powdercoated Flat Lin Ref: L20H1002 (Black)
 - 8. 1.2m High Hydraulic Ball Climbing Gate (LH HNW02) - Yellow Ref: L20H1101
 - 7. 1.2m High Combination Gate (RH HNW02) - Yellow Ref: L20H1104

- Existing Play Equipment**
- 9. Multiplay Unit
 - 10. Flash Roundabout
 - 11. Swings
 - 12. Double Swings
 - 13. Pulling Bear Sprayer

Safety Surfacing

J881A to be surfaced with 75m² Gravelled safety surfacing including:

- 60m² @ 1.2m or less
- 27m² @ 1.25m

Colour breakdown as follows:

- 77m² Black Wepour
- 10m² Standard Red Wepour

J881A to be surfaced with 75m² Gravelled safety surfacing including:

- 10m² Supply & Lay Gravelled Shopped - Playmat 50 Great Play 2 (to achieve 2m²)

Groundworks

Wepour safety surfacing requires some groundworks these equate to the following:

- 4m² Excavation into GRAB up to 200mm deep (spot off site)
- 4m² Supply & Lay MCT Type 1 Stone 100mm Deep
- 80LH Supply & Install Chase Out Edging into Green Inc. backfill & re-plantment with seed / re-use existing turf

Remove

- Removal of existing equipment including the following: 8m² On Sprayer, Beacon, Balance Tied

Miscellaneous

- Preliminaries included
- Post installation inspection included

Proposed Gravelled Safety surfacing is based on a fully established grass site (including a minimum of 100mm of good quality soil and turf).

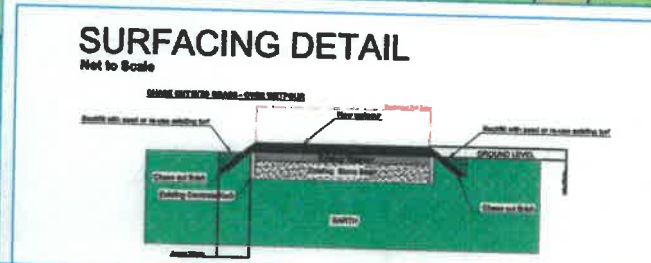
Proposed Gravelled will follow the natural contours of the land.

Wepour guarantees are only valid when laid onto appropriate subbase with pre-set concrete edging (PCC) to the manufacturer's specification. Wepour guarantees will not be applicable when wepour is laid onto any existing surface this includes (but not limited to) existing wepour, paving slabs, terraces & concrete.

Preliminaries have been included within your quotation, these equate to site setup, safety fencing, safety signage, welfare, offloading of equipment, storage & waste removal.

All pathways, furniture, planting, mounding and any other soft landscaping works not mentioned above are to be done by others.

Paving will be made up from standard straight lengths and installed facing. If reversed paving is required this will incur additional costs.



Fitzmaurice Park - Thorpe St Andrew - Refurb
 Thorpe St Andrew Town Council

DATE: 15/03/2024 REF: 2403.42392(Fitzmaurice Park-ThorpStAndrew-Refurb)
 REV: - DB: KS/KS CB: DB/KA SCALE: 1:150 @ A3



Proposed Grassmat Safer surfacing is based on a fully established grass site (including a minimum of 150mm of good quality soil and turf).

Proposed Grassmat will follow the natural contours of the land.

Wetpour guarantees are only valid when laid onto appropriate subbase with pre-cast concrete edging (PCC) to the manufacturer's specification. Wetpour guarantees will not be applicable when wetpour is laid onto any existing surface this includes (but not limited to) existing wetpour, paving slabs, tarmac & concrete.

Preliminaries have been included within your quotation, these equate to site setup, safety fencing, safety signage, welfare, offloading of equipment, storage & waste removal.

All pathways, furniture, planting, mounding and any other soft landscaping works not mentioned above are to be done by others.

Fencing will be made up from standard straight lengths and installed faceted. If rounded fencing is required this will incur additional costs.

This quote is valid until 18/04/2024

Please note all prices quoted are excluding VAT



Terms and Conditions

Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days, unless otherwise stated on the quote.

Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order".

Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard.

Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable.

If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received.

Subject to our terms we will carry out the work in accordance with our proposal.

We will make good any damage caused whilst carrying out the work.

Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal.

You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed.

You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence.

Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 30 days from the date of invoice. Acceptance of this order constitutes agreement of these terms and overrides any other payment terms, including any quoted on your purchase order. We reserve the right to issue interim invoices or applications for payment, or request payment prior delivery or installation on a proforma basis.

Please note all prices quoted are excluding VAT.

Delivery/Installation Dates

UK delivery is priced at 10% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations.

You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer within 4 weeks of the agreed date, will be subject to a storage charge of £100 per week or 1% of the equipment value, whichever is greater.

Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed.

Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

Cancellation Policy

The Company reserves the right to levy a cancellation charge of:

- 25% of the total order value if cancelled more than 6 weeks from the scheduled delivery / start date.
- 50% of the total order value if cancelled less than 6 weeks from the scheduled delivery / start date.

Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA



Michelle Barron
Thorpe St Andrew Town Council
Town Hall, Fitzmaurice Park
Pound Lane
Norwich
NR7 0UL

19 March 2024

Dear Michelle,

Thank you for allowing us the opportunity to quote for Fitzmaurice Park - Thorpe St Andrew - Refurb.

Our aim at Proludic is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products. We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.

We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 07881 917 018.




Yours sincerely

Kiran Chouhan
Area Sales Manager
Proludic Ltd



Prepared for: Thorpe St Andrew Town Council
 Our Reference: 2403.42392
 Date: 19 March 2024

Quotation for Fitzmaurice Park - Thorpe St Andrew - Refurb

Qty		Code	Product Name	Unit Price	Total Line Price
01. Proludic Play					
1		J5618A	Kanope Multiplay Unit	17,730.09	17,730.09
1		PJ5618A	Installation of J5618 Kanope Multiplay Unit	3,102.77	3,102.77
1		J985A	Tree Frogs Springer	2,198.88	2,198.88
1		PJ985A	Installation of J985A - Tree Frogs Springer	323.40	323.40
1		J2411A	Spinning Bowl	1,823.04	1,823.04
1		PJ2411A	Installation of J2411A - Spinning Bowl	242.55	242.55
				Total:	£25,420.73

05. Partnership Play Equipment

1		R48-IPY-702A	Rotating Climber	4,720.68	4,720.68
1		PR48-IPY-702A	Installation of R48-IPY-702A - Rotating Climber	698.25	698.25
				Total:	£5,418.93



07. Furniture and Fencing

120		UKN1002	Bowtop Fence 1m High Powdercoated Per Lm (Black)	74.58	8,949.60
120		UKPN1002	Installation of UKN1002 Bowtop Fence 1m High Powdercoated Per Lm	28.00	3,360.00
1		UKN1101	1.0m High Hydraulic Self Closing Gate (LH HINGE) - Yellow	1,041.00	1,041.00
1		UKPN1101	Installation of UKN1101 1.0m High Hydraulic Self Closing Gate	210.00	210.00
1		UKN1104	1.0m High Combination Gate (RH HINGE) - Yellow	1,383.00	1,383.00
1		UKPN1104	Installation of UKN1104 1.0m High Combination Gate	252.00	252.00
				Total:	£15,195.60

09. Safer Surfacing

1		UKWETPOUR	Supply and Lay 87m ² Black Wepour with standard red wearpads (See CAD for details)	7,867.00	7,867.00
75		UKS1018	Supply & Lay Grassmat (per m ²)	34.45	2,583.75
19		UKGMSHOCKPAD	Supply & Lay Grassmat Shockpad - Playsmart 30 Smart Play 2 (to achieve 3m cfh)	41.60	790.40
				Total:	£11,241.15



10. Groundwork and Landscaping

4	UKPB1300	Excavation into GRASS up to 200mm deep (spoil off site)	18.20	72.80
4	UKPB1702	Supply & Lay MOT Type 1 Stone 100mm Deep	35.10	140.40
50	UKB1103	Supply & Install Chase Cut Edging into Grass inc. backfill & re-instatement with seed / re-use existing turf per LM	16.25	812.50
1	UKREM	Removal of existing equipment including the following, Bird Sit On Springer, Seesaw, Balance Trail	617.50	617.50
			Total:	£1,643.20

11. Miscellaneous Items

1	UKA1004	Preliminaries	2,160.00	2,160.00
			Total:	£2,160.00

12. Services

1	UKA1100	Post Installation Inspection	500.00	500.00
			Total:	£500.00

Delivery Charge:	£3,784.63
Total Quote Amount:	£65,364.24

The Play Hub Bradman
T. 015 953 51



Proludic Limited (company number: 04455803) is registered in England & Wales with registered office address 6 Dominus Way, Meridian East, Leicester, LE19 1RP.









Michelle Barron

From: Liz Skinner
Sent: 22 March 2024 15:16
To: Michelle Barron
Subject: Parking restrictions

Hi Michelle,

About 3 months ago I was contacted by some residents on Dussindale who live near the primary school, as they are affected by the single yellow line parking restrictions at the beginning and end of the school day.

The current parking restrictions have been in place for many years; however, the residents were originally told they would be reviewed after 6 months, which they were not.

The restrictions are inconvenient for residents, mainly because of the length of time that they are in place for. I.e., even though the school day runs from 8:50am to 3:20pm, the parking restrictions are in place between 8:00am - 9:30am and 2.30pm - 4:00pm, which does seem excessive. The residents have had parking tickets as those with more than 2 cars in the household, cannot park all their cars on their driveways.

There are parking restrictions near to all three primary schools, although I have noticed that at Hillside primary, the restrictions are for a shorter period.

I asked Rachel for advice, as I wasn't sure if I should ask for this to be added to a council meeting agenda, and she suggested speaking to Norfolk County council about the issue directly.

I have emailed the highways department numerous times, and I have not had a single response - in 3 months!

Could you please help with this. We discussed at the last meeting contacting NCC with the list of highways issues we would like looking in to, and I am just not getting anywhere.

Best wishes,
Liz

Sent from [Outlook for iOS](#)