

HOSTING SERVICES AGREEMENT

THIS AGREEMENT effective as of 30 September 2019

BETWEEN

MICROSHADE BUSINESS CONSULTANTS LTD (Microshade)

And

ATTLEBOROUGH TOWN COUNCIL

This Hosting Service Agreement is issued in conjunction with our Data Processing Agreement which covers the additional requirements as dictated by Data Protection Legislation including the GDPR.

1. Services

Microshade shall provide hosting services to the Client in accordance with the terms of this agreement. The hosting services to be provided by Microshade are laid out in the Schedule to this agreement.

2. Consideration

In consideration for the Services provided, the Client agrees to pay Microshade in accordance with the schedule to this agreement. Payment is due within 30 days after the date of the invoice.

3. Term

- a) The terms of this Agreement shall commence on the date of this Agreement for a fixed period of Thirty Six (36) Calendar months and thereafter shall continue for successive one year periods, which shall automatically renew under the same terms and conditions until either party terminate the Agreement as set out in the termination clause (section 11).
- b) In the event of increases in the SPLA licences Microshade reserve the right to revise the fee at the first renewal date and each subsequent anniversary of the Agreement upon 90 days notice to the Client. If such proposed revisions are unacceptable to the Client, the Client may terminate this agreement as set out in the termination clause (section 11).

4. Support Services

- a) Microshade shall provide technical and support services to the client on a 12 hour basis between 7.00am and 7.00pm Mondays to Fridays via telephone hotline support, however Microshade's Support Services shall be limited to matters pertaining to Microshade's servers and internet connection. Microshade does not provide support for any third party software of any kind.

- b) In the event that authorised third party software disrupts Microshade's servers, Microshade shall have the right to temporarily disable the software until the problem can be resolved.

5. Security

Microshade shall provide firewalls at their data centre to help prevent unauthorised access the Client's data, which will consist of hardware and software designed and configured to control or limit access to our computer and network resources. The client shall be responsible for protecting local workstations at their premises.

6. Back-Up and Disaster Recovery

- a) Microshade shall back up the Client data daily and retain those Back-ups at Microshade's data centre.
- b) In the event that the Client data is lost from Microshade's Servers, Microshade shall restore the back-up data to Microshade's servers.
- c) Microshade shall not be responsible for files that cannot be recovered due to corrupt data, or any other disaster or event not in the control of Microshade.
- d) Microshade shall retain a current backup during the life of the agreement.

7. Third Party Software

The Client shall be responsible for the provision of a valid licence for the operation of third party software all such licenses will remain the property of the Client during the term of this agreement. Support contracts and Reseller support must be current.

Microshade VSM deploy updates as they become available from software vendors, without warranty, and accept no responsibility for data loss or damage, or system unavailability, resulting from any software update deployed.

This excludes all licences used by Microshade in the operation of their service.

8. Confidentiality

Microshade shall not disclose to any third party or use, except in the performance of this agreement, any information of the Clients business learned by Microshade in the performance of this agreement.

9. Compliance with the Law

- a) The Client agrees to use the Hosting Service for legal purposes only. In the event that Microshade become aware or reasonably believes, in its sole discretion, that the Service is being used for illegal purposes, Microshade shall be entitled to immediately terminate the Agreement and the Services without notice and notify the relevant authorities of such illegal acts. In addition to any remedies to which it may be entitled under law.
- b) Client agrees to indemnify and save harmless Microshade from and against all losses, damages, actions or causes of action, suits, claims, demands, penalties, and interest arising in connection with or out of the illegal use of any third party software.

10. Data Protection

The client data held on our system remains the property of client and not the individual user. Access to the system will only be granted to authorised representatives of the client. The client shall be responsible for the security of access codes issued to them in furtherance of this agreement.

Each calendar month Microshade Business Consultants Ltd will deposit a copy of the customer's data with an independent third party.

This back up will be updated on a monthly basis.

The data will be released to the customer only in the event that Microshade Business Consultants Limited cannot fulfil its obligations under the Standard Hosting Agreement currently in force, or upon the appointment of a receiver or administrator.

The data will then only be retrievable on presentation of written authority signed by both the Chief Officer and the Leader of the Council to the third party holding the customer's data.

The third party holder of the customer data will not be responsible for the validity of the data.

11. Termination

- a) The penalty for early cancellation of this agreement is 25% of the total contract value, irrespective of the year in which the contract is cancelled.
- b) Either party may terminate this Agreement in the event the other party is in material breach of any provision of this agreement upon 10 days written notice, unless the party receiving notice corrects the default within the 10 day period.
- c) In the event of termination of this agreement then all data being held on Microshade's servers will be returned to the client, provided all outstanding accounts are fully settled.

Signed for and behalf of:

Microshade Business Consultants Ltd

J P Wilbur

.....
Authorised Signatory

Dated.....01. October 2019

Signed for and on behalf of:

Attleborough Town Council

Quia Lopez
.....
Authorised Signatory

Dated.....14 Oct 2019.....

**Schedule to the Hosting Services Agreement
Between Microshade Business Consultants Ltd and Attleborough Town
Council**

HOSTING SERVICES PROVIDED

Microsoft

Office Standard including: Word, Excel, Power Point, Publisher and Outlookj
Exchange Mail Boxes

Rialtas Business Solutions Ltd

Rialtas Suite – Accounts

FEES SCHEDULE

Hosted Application Service – Town Council	£41.75
<ul style="list-style-type: none">• Access to Applications and multi-tenanted servers via Citrix• Server and End User support, including Storage and managed backups• Microsoft Office Standard	
Hosted Application Service – Archive and TIC	£30.00
<ul style="list-style-type: none">• Access to Applications and multi-tenanted servers via Citrix• Server and End User support, including Storage and managed backups• Microsoft Office Standard	
Rilatas Suite Accounting	£ 2.00
Microsoft Exchange Mailboxes	£ 6.99

Data Processing Agreement

This Data Processing Agreement is issued in conjunction with our Standard Hosting Service Agreement (**SHSA**) and covers the additional requirements as dictated by Data Protection Legislation including the GDPR.

1 Definitions

'Agreement' means the Microshade Data Processing Agreement. **'Applicable Law'** means any legislation applicable to the processing, protection, confidentiality or privacy of Personal Data, including but not limited to the GDPR. **'Disclosure'** means any form of disclosure of the Data or any copies thereof to a third party, including, but not limited to, the transfer of data to a third party and the remote access to the data by a third party. **'GDPR'** means the General Data Protection Regulation. **'Party or Parties'** means Microshade or the customer. **'Controller', 'Processor', 'Personal Data', 'Personal Data Breach' and 'Processing'** all have meaning assigned to them in article 4 of the GDPR. **'Third Party'**, means any party other than the parties to this agreement. **'Transfer'** of personal data means forwarding, copying and providing remote access to Personal Data. **'User'** means the individual Microshade user whose personal data is processed by us in connection with their use of the Microshade Hosting Service.

2 Scope

Our provision of the Microshade Hosting Service (as defined in the SHSA) to you may involve that we process personal data relating to your users. You agree that we only process personal data: that is created and stored by you as part of your use of the Microshade Hosting Service (for example, Personnel Records). Our obligation to you as a processor is limited to the personal data we store on your behalf.

All personal data included in email and documents which users send and create in Microsoft Outlook shall be stored by Microshade and shall be subject to the Microshade privacy policy and data processing agreement. You agree that we do not act as a controller with respect to this personal data and we shall not be liable for any damages incurred by you because of the processing of such data.

3 Our Obligation as a Processor

As a processor we:

- Shall conduct the processing in accordance with the applicable law, this agreement and all further reasonable commercial instructions you provide to us with regard to the processing.
- Shall perform the processing (as defined in the SHSA) appropriately and accurately and only insofar as needed to provide the Microshade Hosting Service and not process personal data for purposes not authorised by you.
- Shall ensure that only our personnel to the extent required to provide you with the Microshade Hosting Service (as defined in the SHSA) and enabling us to meet our obligations pursuant to this agreement shall have access to Personal Data and shall require such personnel to protect and maintain the confidentiality and security of personal data.
- Shall implement the technical and organisational security measures, to protect personal data against unauthorised or unlawful processing, accidental or unlawful destruction or accidental loss, alteration, damage, unauthorised disclosure or unauthorised access by any person.

- Shall not disclose personal data to any third party without your written authority, or if the disclosure is obligated by mandatory law, for example by being issued by a warrant from an official law enforcement agency.
- Shall cooperate with you to address and resolve any complaints, requests or enquiries from users, as well as to address any investigations, inspections or audits by any public authority into your practices with respect to processing.
- Shall not store any data outside the United Kingdom.

We shall maintain in place procedures to enable you to comply with requests for information by users. All requests for information shall be answered within one week. We shall not respond directly to users ourselves.

If we suspect any breach of personal data, we shall inform you immediately by email to the Chief Officer.

We shall not be responsible for the length of time that personal data is stored on our systems, it is your responsibility as the Data Controller to manage personal data in accordance with your privacy policies. Upon termination of our hosting agreement we shall return all personal data in our possession and delete such personal data from our file servers.

4 Your obligation as a Data Controller

As a controller you shall:

- Provide us in writing with any specific documented instructions with regard to the security and confidentiality of personal data in accordance with applicable data protection legislation;
- Inform us of any legitimate inspection or audit of the processing by any competent authority which relates to our processing;
- Inform us in writing as soon as reasonably possible of any access requests, requests for correction or blocking of personal data or any objection related to our processing;
- Make sure that all of your instructions are in line with applicable law;
- Ensure that your users only process information as authorised by your IT usage protocols.

5 Termination

As defined in the Standard Hosting Service Agreement.

6 Force Majeure

In the event of a Force Majeure situation, the party being delayed shall inform the other party as soon as possible but in the event within 1 day after the commencement of such Force Majeure situation specifying the nature of the Force Majeure situation as well as the estimated duration thereof. In the event of the Force Majeure situation continues for a period of more than thirty days, then either party is entitled to terminate this and the hosting agreement by simple notice in writing and without either party being liable for damages towards the other party. If the affected party

does not wish to terminate this agreement in accordance with the above, the respective parties rights and obligations shall be suspended and a new time schedule shall be agreed upon between the parties.

'Force Majeure' shall be understood to mean and include damage or delay caused by unavailability of telecommunications connections and underlying infrastructure, acts or regulations or decrees of any government, natural phenomena such earthquakes and floods, fires, riots, wars, freight embargoes, lockouts or other causes whether similar or dissimilar to those enumerated above unforeseeable beyond the reasonable control of the participating parties and which prevent the total or partial carrying out of any obligations pursuant to these agreements.

SIGNED FOR AND ON BEHALF OF MICROSHADE BUSINESS CONSULTANTS LTD

J P Wilbur

DATED 01 October 2019

SIGNED FOR AND ON BEHALF OF THE DATA CONTROLLER ATTLEBOROUGH TOWN COUNCIL

Carla Lopez.....

DATED..... *14 Oct 2019*

9b)



Managed ICT
Services

Managed ICT Services Proposal

FOR ATTLEBOROUGH TOWN COUNCIL

PREPARED FOR GINA LOPES IN OCTOBER 2019

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Introduction to the Company

Dear Gina,

Thank you for giving us the opportunity to provide a proposal for Managed ICT Services at Attleborough Town Council.

We are trusted to provide ICT solutions for many businesses like yours throughout East Anglia and it is a pleasure to provide you with a proposal to outline how with our outsourced Managed ICT Service, we can maintain, improve and handle all of your ICT requirements moving forwards.

Why us?

Since our incorporation in 2006 we have grown organically to six staff to handle all aspects of ICT completely in house – from installation, support and maintenance of computer systems to installation of data cabling, CCTV and Wi-Fi systems. We are primarily focused on client retention and not acquisition and aim to build a long-standing relationship with each individual customer. In 2019 we have increased our opening hours due to popular demand and introduced a Service Manager role to ensure a smooth and prompt service is received by all clients.

What's a Managed Service?

A managed service comprises of an inclusive package that covers most aspects of your ICT requirements. To achieve this we use a standard suite of services across all of our clients to ensure a continuous and reliable service, as well as using remote monitoring tools to alert us to conditions across your server and network. We also schedule regular maintenance for your servers to be carried out by our engineers to prevent issues, rather than cure.

An important part of our managed service is the level of planning, strategy and project management that is included. This allows our clients to come to us with requirements for their changing business at any point, and use our knowledge and experience to come up with a solution that is cost-effective and fit for purpose.

As your business grows and changes – our service - and your ICT - respond to this.

Our Service

Included within your Managed ICT Service

- INCLUDED Local Telephone Support
- INCLUDED Remote Desktop Support
- INCLUDED On-Site Support
- INCLUDED Support with Third Party providers (Sage/ACT!/BT etc..)
- INCLUDED Planning and Strategy
- INCLUDED Service Level Agreement
- INCLUDED Server Monitoring 24x7
- INCLUDED Network Monitoring 24x7
- INCLUDED Routine Server Maintenance & Patching
- INCLUDED Anti-Virus Monitoring
- INCLUDED Asset Management
- INCLUDED DNS Management

Additional Services

You may be interested in some additional services

CCTV

We are able to supply and install Advanced CCTV systems using both IP and traditional analogue methods. We keep in stock a range of cameras from leading brands such as NiteDevil and Alien, and have experience in producing bespoke CCTV solutions for the food processing industry, meeting and exceeding Government guidelines. We are also able to maintain existing systems, performing ongoing preventative maintenance as well as repairs should they be required.

Data Cabling & Wi-Fi

We take pride in our data cabling experience which unlike others is kept entirely in house. Although we are not the cheapest we use top quality cabling modular cabling systems from Hubbell and Astute, and installations are carried out in a tidy and unobtrusive manner and are particularly sympathetic to older buildings.

As well as cabling we are able to offer a full range of Wi-Fi solutions from Ubiquiti and Fortinet, including point to point wireless links for connecting buildings and other sites over large distances, secure Guest Wi-Fi with custom user login portals, and much more!

Telephone Systems

Part of ICT is of course, communication! Please speak to us about your telephony requirements whether it is a physical Panasonic system or a hosted solution. We are also able to carry out programming requests on certain other systems as well as cabling modifications, installation of additional points and handsets.

We are also able to supply accessories such as headsets, music-on-hold players and much more!

Hosted Services

Should you wish to move data storage to the cloud we have a number of hosted services available such as SharePoint, OneDrive for Business and Acronis Data Cloud. Speak to us to find the ideal solution for your requirements.

In Detail

Further information on what your package includes

Telephone, remote-desktop and on-site support

From our office in rural Norfolk we are able to - in most instances - resolve problems either via the telephone or by connecting remotely into your computer or network. For 2019 our support hours have extended and is now available daily from 8:30am to 5:30pm Monday to Friday excluding bank holidays. Upon calling or submitting a helpdesk request via our website, your problem is assigned a ticket number and a severity by our Service Manager and then passed to an engineer for resolution. Out of hours, we operate a voicemail system which is collected by a duty engineer and similarly prioritised depending on severity.

Support with Third Party providers

We are very experienced with the processes and expectations of dealing with various third party suppliers including Sage, ACT! and BT to name a few. We will work on your behalf to ensure any problems with third parties are resolved as swiftly as possible.

Planning and Strategy

Your business requirements may frequently change throughout the year and we are here to help to ensure any technology solution is fit for purpose and properly implemented. By thoughtful design and with our use of a standardised set of techniques and products we are able to create bespoke solutions to meet your needs both now and in the future.

Service Level Agreement

No two businesses are the same so we are flexible with Service Level Agreements and are happy to set relevant KPI's to monitor ongoing performance to your business.

Server & Network Monitoring, Anti-Virus Monitoring, Routine Server Maintenance & Patching

Our suite of standardised products allow us to be proactive in the maintenance of your ICT whilst providing us with relevant alerting should the need arise. These include:

- **Draytek Routers with ACS-SI Monitoring** from our cloud – to monitor network and broadband conditions as well as keeping firmware automatically up-to-date.
- **UniFi Switching and Wi-Fi Access Points** to monitor network traffic and load.

- ESET Endpoint Antivirus / Security products with ESET Remote Administrator for server-based networks.
- Scheduled time with our engineers to perform **preventative server maintenance** such as checking hard disk space, performing log clean-ups, checking Exchange health, checking hard disk health.

Asset Management

Upon engagement we will perform an inventory of your ICT equipment and be able to advise and track the products useful life. We are able to advise on a budget to replace hardware on a rolling monthly programme or complete replacement costs for insurance purposes. At the end of life, we are able to remove, recycle and securely erase all ICT equipment (and provide data destruction certificates for compliance) for £20/Kg.

DNS Management

Holding DNS records ourselves allow us to control services such as e-mail, remote access and security in such a way that we no-longer rely on a third party to do so. This speeds up issues that are typically caused by errant web designers and domain name providers that often do not understand the principles of DNS and the impact they may have on your critical services.

Summary of Fees

Itemised breakdown of fees

Service	Cost (excluding VAT)	Quantity	Total (excluding VAT)
Managed ICT Support	£20.00 /month	6 Users	£120.00 /month
ESET Antivirus Protection	£101.00 /annum	1	£101.00 /annum

Additional work outside of the scope of support charged at Level 1 Hourly Rate	£45 + VAT
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Pre-Requisites

To enable effective and prompt support we set out a number of pre-requisites that must be in place for the duration of your service. Please see the table below for details.

	Information	Status
DNS Management	We will need to move any DNS management for domain names across to either a domain name provider that we have full access to, or across to our own DNS Management platform.	<input checked="" type="checkbox"/>
Managed Anti-Virus	We will need to install an ESET Endpoint Antivirus or Security product on your workstations, and ESET File Security on your server/s, and maintain a current license. ESET Remote Administrator will also need to be configured.	<input checked="" type="checkbox"/>
Remote Support Client	Our remote support management agent will need to be installed on all computers to be covered under the Managed ICT Services agreement.	<input checked="" type="checkbox"/>
Asset Management	An up-to-date inventory of Assets and report will need to be carried out prior to support starting.	<input checked="" type="checkbox"/>
Direct Debit Mandate	A direct debit mandate will need to be signed in order to collect payments for the Managed ICT Support agreement and any additional subscription services.	<input checked="" type="checkbox"/>

What our Customers Say

	<p><i>"From solving the communications headache of moving office to a major system overhaul, Netcentral consistently provide good, clear advice whilst also delivering the solution with the minimum of disruption to everyday business."</i></p> <p>Hannah Gorton – Operations Director</p>
	<p><i>"I would definitely recommend Netcentral . . . for us the quality and speed of response is vital as any downtime results in lost performance for staff, the longer a problem goes on, the more costly it is."</i></p> <p>Nigel Plant – Interim Financial Controller</p>
	<p><i>"Netcentral have the technical knowledge, are helpful and friendly which takes the stress out of a complex IT transition. We had concerns about the impact on staff during the migration but Nik and the team managed the project faultlessly without any undue affects to staff productivity."</i></p> <p>Dan Petitt – Head of Development</p>

For further details...

I look forward to discussing this proposal further with yourself. Should you need any further information please do not hesitate to contact me via the details below:

Sam Smith – Service Manager

T: 01953 859805

E: sam@net-central.co.uk

A: Unit 3G Snetterton Business Park, Harling Road, Snetterton, Norfolk, NR16 2JU

W: www.net-central.co.uk

107

Play Area Equipment Proposals using S106 monies.

Attleborough Town Council have £46k in section 106 monies that we can spend on improvements and enhancements to current facilities. The new London Road Play area has been a great success. This has prompted other areas to start to make contact regarding improvements to their own play areas. Some of these areas are older and the addition of more modern equipment would be beneficial.

Below I have listed some examples of the kind of equipment that was discussed when this subject was brought to the environment committee. These prices are fairly indicative of what we would need to spend on each item, however whatever council choose to proceed with I would then provide accurate quotes from 3 suppliers to council for consideration prior to consultation.

My recommendation would be that the Zip Wire would be suitable only for the back area of the recreation ground, or Blackthorn Road with the permission of Breckland. The other items could be considered as additions to the following sites.

- Lomand
- Norfolk Drive
- Cygnet
- The Recreation Ground.

Each of these trim trails and climbing stacks come in several slightly different configurations, meaning that it would be possible to add them to each site but have something different at each so that they feel original and different for residents that visit each park. Every trim trail can also be purchased as individual items, some of which I have shown as examples on the last page.(5) Therefore it would be possible to just have some aspects where it may be felt that there is neither the necessity or the room for the entire trail system.

At this time I have not included Grosvenor, which already has this type of modern equipment, but it would be beneficial for councillors to bear in mind that there may be a wish to add something additional at that site for older children, in addition to the vandal proof tennis court improvements and the possibility of a goal area.



Search...



All Products / Swings and Aerial Runway Zip Wires / Timber Aerial Runway - One Way



Timber Aerial Runway - One Way

Timber Aerial Runway - One Way

Dimensions

20m

Min Surfacing Area: 92m²

Product Dimensions: 4.1 x 2.1 x 25m

Min Space Required: 24m x 4m

Free Fall Height: 1.25m

2.5m

Min Surfacing Area: 112m²

Product Dimensions: 4.1 x 2.1 x 25m

Min Space Required: 29 x 4m

Free Fall Height: 1.25m

30m

Min Surfacing Area: 132m²

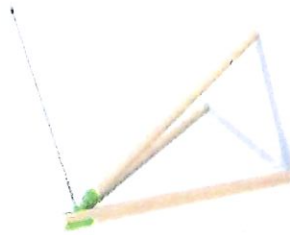
Product Dimensions: 4.1 x 2.1 x 30m

Min Space Required: 34 x 4m

Free Fall Height: 1.25m

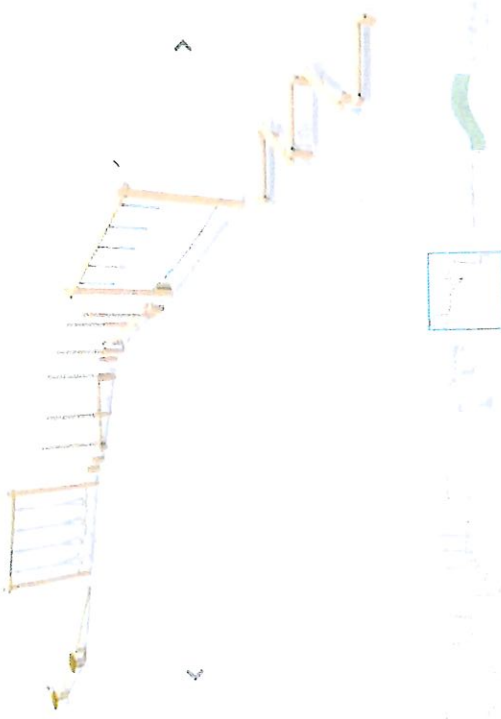
£7670.00

LENGTH



Search... All Products / Full Trail Items / Timber Adventure Trail 6

Timber Adventure Trail 6



Timber Adventure Trail 6

Technical Code:
Total Length: 24m
Total Width: 1.6m

Please see individual products for safety surface requirements.
Layout shown is for guidance only and can be altered.

- Comprising of:
 - Bounce Challenge
 - Log Rope
 - 200mm Strapping Lugs
 - Double Sliding Balance Weave
 - Drop Rope Traverse
 - Balance Slalom

£ 4050.00

WOOD

Like Page

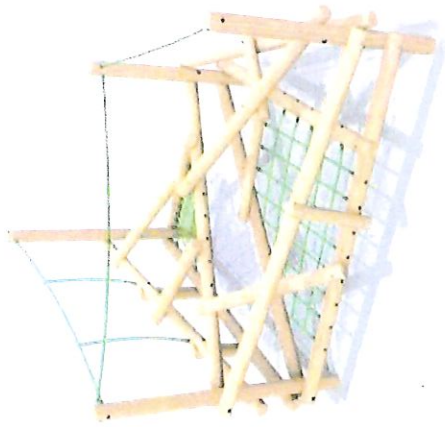
ADD TO CART

Search...

Q All Products / All in One Frames and Clamber Stacks / Timber Clamber Stack 3

Timber Clamber Stack 3

Timber Clamber Stack 3



Technical Data
(Without safety surface)
Length 5462mm
Width 3962mm
Height 2700mm
Free Fall Height 1500mm

- Features**
- Climbing Posts
 - Climb Nets
 - Scramble Logs
 - Balance Beams
 - Support Ropes
 - Unusually Patterned Timbers

Requires a safety surface

£ 7120.00

WOOD



Trim Trail

Shop > Playground Packages > Adventure Trails > Connect Us > About Us > Blog > Remodels > Our Photo

Timber Balance Station

£ 530.00

[ADD TO CART](#)

Please note, prices shown exclude the removal of existing equipment, shipping, installation, and VAT. Images are for illustration purposes only, colour and detail may vary.

Trim Trail

Shop > Playground Packages > Adventure Trails > Connect Us > About Us > Blog > Remodels > Our Photo +

Timber Walk and Stretch Posts

£ 580.00

[ADD TO CART](#)

Please note, prices shown exclude the removal of existing equipment, shipping, installation, and VAT. Images are for illustration purposes only, colour and detail may vary.

Trim Trail

Shop > Playground Packages > Adventure Trails > Connect Us > About Us > Blog > Remodels > Our Photo +

Timber Double Sloping Balance Weave

£ 680.00

[ADD TO CART](#)

Please note, prices shown exclude the removal of existing equipment, shipping, installation, and VAT. Images are for illustration purposes only, colour and detail may vary.

Trim Trail

Shop > Playground Packages > Adventure Trails > Connect Us > About Us > Blog > Remodels > Our Photo +

Timber Sloping Stride Jumps (Set of 5)

£ 690.00

[ADD TO CART](#)

Please note, prices shown exclude the removal of existing equipment, shipping, installation, and VAT. Images are for illustration purposes only, colour and detail may vary.

Breakdown of current Play facilities by site

Lomand Road

Roundabout*
Rocker seesaw
Climbing frame
Rocker hedgehog
Multiplay and slide
Swings

London Road

Seesaw rocker
Hammock swing*
Roundabout*
Toddler swing
Play panels*
Climbing frame
Play house climber
Seesaw
Turtle rocker
Multiplay and slide
Large junior multiplay
Junior swing
MUGAS x 2

Cygnat

Shelter house (needs relocating)
Junior swing
Toddler swing
Multiplay
Turtle rocker
Ladybird rocker

Norfolk Drive

Rocker- seesaw
Slide
Roundabout
Junior swing
Toddler swing
Small goal

Recreation Ground

Skate galaxy
Slide
Climber frame
Toddler swing
Climber cube
Basket swing*
Play car tractor
Junior swing
Table tennis
MUGA

Gaymers

Fitness equipment
Junior swings
Toddler swings
Balance trail
Multiplay and slide

Grosvenor Park

Seesaw
Range of agility climber, poles and beams

*- accessible either sensory and/or wheelchair accessible



J3403A Play Table GBP 780.57

Tic Tac Toe is £785



Michelle Barron
Attleborough Town Council
Town Hall
Queens Square
Attleborough
Norfolk
NR17 2AF
United Kingdom

Ref: 61495
Tuesday, 01 August 2023

Dear Michelle

To supply and install a new basket swing into grass with options for a steel or laminated safalog frame.

Project Brief

I am pleased to submit our proposal for a basket swing with safagrass surfacing. This has been based on the requirements following your online chat and email correspondence. I hope that I have interpreted your ideas correctly. However, if you would like any further options or amendments making, please do not hesitate in contacting me.

When choosing OLP to design, manufacture and install your new playground equipment you will benefit from the following:

- An in-house design team who take your project ideas and bring them to life, coming up with suggestions that add to the **fun, challenge and enjoyment of the design.**
- The majority of our products are made on site by our team of skilled craftsman utilising the latest robotic CNC technology.
- All our timber equipment is manufactured to the highest standard and uses our unique laminated Safalog split resistant timbers with user friendly dome ends.
- OLP is proud to represent Ledon as their main UK distributor of steel and HDPE product ranges including springers, swings and multiplay units. For nearly 40 years Ledon has become synonymous with manufacturing high quality play products focusing on play value. For further information visit www.ledonplay.com
- An independent family-owned company who have been proudly designing, manufacturing, and installing play solutions in Schools and Nurseries, Parks, Leisure Amenities and much more for **30 years.**
- **All the members of our installation and groundworks team are directly employed by OLP.** This gives you, as the customer, project accountability, reliability, and management of warranty.
- We offer a 1-year free operational inspection, and we have an in-house maintenance team who can quote on carrying out any remedial work. We also stock thousands of spare parts which are available to purchase from our website.

Don't just take our word for it, come and see for yourself! We operate an open manufacturing environment and would be more than happy for you to arrange a visit to our offices and workshop here in Cambridgeshire.




Finally, we are an **API** (Association of Play Industries) member, giving you complete faith you have chosen the correct supplier. Benefits include a Professional Code of Conduct, financially secure and strict compliance to all the relevant safety standards.

Project Quotation No.: 61495

Tuesday, 01 August 2023

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
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Natural Laminated Safalog with Safagrass Safety Surfacing

	PRO-500-117RT	Birds Nest Swing with a 1m diameter nest seat. Manufactured with stainless steel swing hangers and Safalog frame on steel post feet. Produced to EN1176	1	£2,450.00	£2,450.00
	PRO-INST-8	Product assembly and installation into a soft dig with good access including concrete foundations	1	£700.00	£700.00
	SAFAGRASS011	To supply and install safagrass matting to follow existing undulations of grass / turfed area including grass stabilisation mesh per m2 tested to EN1177	21	£44.00	£924.00

Subtotal £4,074.00

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
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Galvanised Steel with Safagrass Safety Surfacing

	LEDSWI005	1 Bay Birds Nest Junior Swing With Galvanised Tubular Steel Frame And 1m Diameter Nest Swing Seat Tested To EN1176 Age Range - From 2	1	£2,800.00	£2,800.00
	PRO-INST-10	Product assembly and installation into a soft dig with good access including concrete foundations	1	£700.00	£700.00
	SAFAGRASS011	To supply and install safagrass matting to follow existing undulations of grass / turfed area including grass stabilisation mesh per m2 tested to EN1177	21	£44.00	£924.00

Subtotal £4,424.00

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
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Preliminaries and site set up.

	PRELIM-01	To carry out site set up and preliminaries including setting up area and marking up site for installation.	1	£100.00	£100.00
	PRELIM-05	To prepare maintenance works risk assessments and method statements covering playground repairs works.	1	£30.00	£30.00

i	PRELIM-09	Environmental disposal of waste generated from maintenance work. Waste License No:CBDU124380	1	£40.00	£40.00
i	PRELIM-13	To hire, erect and remove fencing per panel including blocks, feet and clips - per panel. (3.5m)	8	£15.00	£120.00
i	PRELIM-14	Return to site and collect security fencing once concrete foundations have cured / project is complete.	1	£0.00	£0.00

Subtotal £290.00

Total (ex. tax)	£8,788.00
Tax	£1,757.60
Total (inc. tax)	£10,545.60

Project Construction Information

Equipment Materials



Safalog™ Timbers

15 Year Guarantee

All our timber equipment is manufactured to the highest standard and uses our unique laminated Safalog™ split resistant timbers with user friendly domed ends. The timber used is high quality, slow grown FSC pine. This is then pressure treated using an environmentally friendly wood protection which will give an expected 15-year service life against timber decay. Once treated, our timber complies with BSEN335 Part 1, use class 4 in ground contact timber.



All structural timbers used within our equipment now incorporate tubular steel post feet. This omits any timber deterioration through contact with the ground and will ultimately extend the life of the product.

11)

Anne Willett

From: Lucas Sim <Lucas.Sim@placesforpeople.co.uk>
Sent: 28 June 2023 11:29
To: Attleborough Enquiries
Subject: FW: SE0106 Carvers Lane Attleborough - POS Adoption
Attachments: CLAT-CF-ZZ-XX-DR-A-0570_S106OpenSpacePlan-S3-P2.pdf

Regards
Lucas Sim
Technical Manager



m: 07795447060

From: Lucas Sim
Sent: 26 June 2023 10:19
To: enquires@attleboroughtc.org.uk
Subject: SE0106 Carvers Lane Attleborough - POS Adoption

Morning,

We are building the above development currently for which there are various areas of POS/amenity land. Under the original S106 it was suggested that these areas [plan attached] would be adopted by the council for maintenance.

Breckland have since confirmed that they are taking on no POS area and have ask me to make contact with yourselves to see if you wish to take the areas.

If you are not interested please could you respond to this email so we can begin the process of adding the land to our management company managed areas.

Planning Application: 3PL_2022_0812_VAR

Any problems please don't hesitate to contact me.

Regards

Lucas Sim

Technical Manager



e: lucas.sim@placesforpeople.co.uk m: 07795447060 w: placesforpeople.co.uk

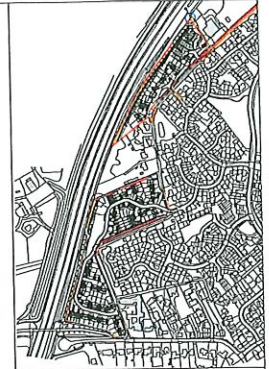


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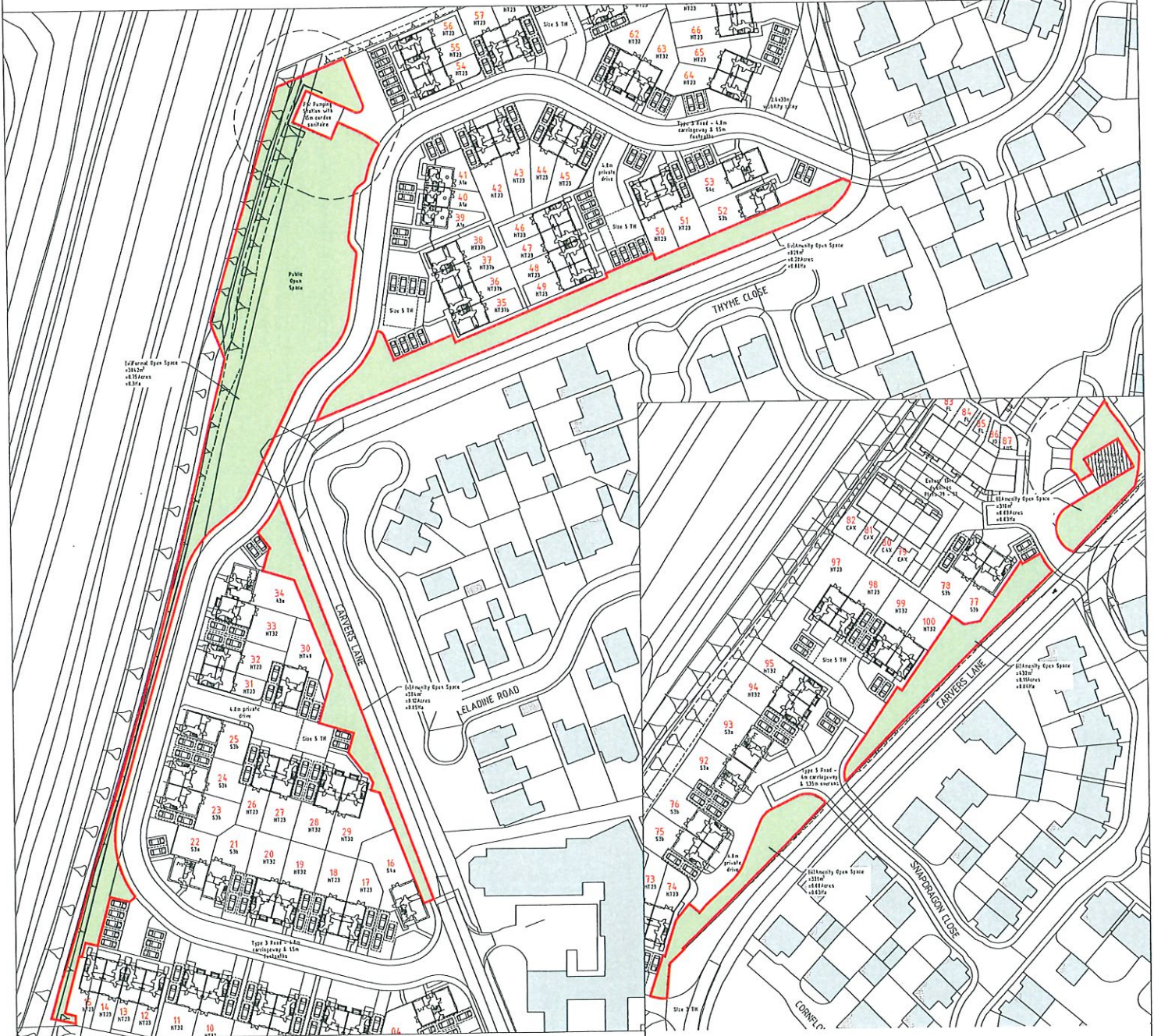
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S106 OPEN SPACE PLAN

KEY
 Extent of Net Open Space Areas, to be adopted by Breckland District Council



Site Location Plan Scale 1:5000



Phase 4 & 5 Site Plan Scale 1:500

Phase 3 Site Plan Scale 1:500

Carvers Lane · Attleborough

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NOTES
 Tick boundaries taken from title plans supplied by client.



REVISION LOG
 REV. DATE DESCRIPTION
 P1 05/09/22 From Issue
 P2 14/09/23 Addition of open space added

DRAWING USE
 PLANNING
 CLIENT
 PLACES FOR PEOPLE
 PROJECT
 RESIDENTIAL DEVELOPMENT
 ADDRESS
 CARVERS LANE, ATTLEBOROUGH

STATUS
 S3-FOR REVIEW AND COMMENT
 DRAWING TITLE
 S106 OPEN SPACE PLAN
 DRAWING NO.
 CLAT-CF-ZZ-XX-DR-A-0570_
 CREATED BY
 DIG
 CHECKED BY
 DIG

SIN
 A1
REVISION
 P2
APPROVED BY
 WMC

CF 100 040
 6534
 55 March Road
 Norwich
 NR2 2JG
 01603 700000
 www.chaplinfarrant.com
 Aerial
 Date: 14/09/2023
 Scale: 1:500



Scale: 1:500
 Date: 14/09/2023
 Project: S106 Open Space Plan
 Drawing: CLAT-CF-ZZ-XX-DR-A-0570_