

**Town Clerk | Swaffham Town Council**

---

**From:** Jeremy Stacey <jsarch@mac.com>  
**Sent:** 26 July 2018 12:43  
**To:** Town Clerk | Swaffham Town Council  
**Cc:** Paul Quinn; Craig McColl  
**Subject:** 177(01.0) Butercross Removal of lighting from dome

Dear Richard

Clearly we should work on the basis that the Christmas lights remain on the dome during the works and I will ask Paul and Craig to work together to ensure that they can remain.  
 Are all the lights working, before work starts on 13 August I will ask Paul to test the lights and we can report if any of the lamps have failed.

Regards

Jeremy

On 26 Jul 2018, at 12:39, Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk> wrote:

Hi Jeremy,

Have we established the necessity or not to remove the lighting from the dome during the works on the Buttercross. We have an estimate of £910 for removal and £1,280 for reinstalling the lights, which we would obviously like to avoid if necessary.

Best regards,

Richard Bishop  
 Town Clerk

[cid:image001.jpg@01D2A953.C5F08660] [SW\_R] [FoundationLogo\_Green]

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ Tel 01760 722922 Fax 01760 720469 [www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)<<http://www.swaffhamtowncouncil.gov.uk>>

[cid:image004.jpg@01D2A953.C5F08660] You can also follow Swaffham Town Council on Twitter @SwaffhamClerk and our Traditional Market @SwaffhamMarket

<winmail.dat>

Jeremy Stacey Architects  
 New Farm Barn  
 Beachamwell  
 Norfolk  
 PE37 8BE  
 tel.01366 328735  
 jsarch@mac.com  
 www.jeremystaceyarchitects.co.uk



## Town Clerk | Swaffham Town Council

---

**From:** Jeremy Stacey <[jsarch@mac.com](mailto:jsarch@mac.com)>  
**Sent:** 26 July 2018 12:46  
**To:** Paul Quinn; Craig McColl  
**Cc:** Town Clerk | Swaffham Town Council  
**Subject:** 177(02.0) Buttercross Removal of lighting from dome  
**Attachments:** winmail.dat

Dear Paul

I would be grateful if you would retain in place the Christmas lights on the Buttercross dome. Please test the lights when you formally commence contract works on 13 August and let me know if any of the lamps have failed.

Regards

Jeremy

Begin forwarded message:

**From:** Town Clerk | Swaffham Town Council <[townclerk@swaffhamtowncouncil.gov.uk](mailto:townclerk@swaffhamtowncouncil.gov.uk)>  
**Subject:** Removal of lighting from dome  
**Date:** 26 July 2018 12:39:07 BST  
**To:** 'Jeremy Stacey' <[jsarch@mac.com](mailto:jsarch@mac.com)>

Hi Jeremy,

Have we established the necessity or not to remove the lighting from the dome during the works on the Buttercross. We have an estimate of £910 for removal and £1,280 for reinstalling the lights, which we would obviously like to avoid if necessary.

Best regards,

Richard Bishop  
Town Clerk

[cid:image001.jpg@01D2A953.C5F08660] [SW\_R] [FoundationLogo\_Green]

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
Tel 01760 722922 Fax 01760 720469  
[www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)<<http://www.swaffhamtowncouncil.gov.uk>>

[cid:image004.jpg@01D2A953.C5F08660]You can also follow Swaffham Town Council on Twitter  
@SwaffhamClerk and our Traditional Market @SwaffhamMarket

Jeremy Stacey Architects  
New Farm Barn  
Beachamwell  
Norfolk  
PE37 8BE  
tel.01366 328735  
[jsarch@mac.com](mailto:jsarch@mac.com)  
[www.jeremystaceyarchitects.co.uk](http://www.jeremystaceyarchitects.co.uk)



## Town Clerk | Swaffham Town Council

---

**From:** Town Clerk | Swaffham Town Council  
**Sent:** 19 July 2018 14:47  
**To:** 'Phillip Angell'  
**Cc:** Deputy Clerk | Swaffham Town Council; Administrator | Swaffham Town Council  
**Subject:** RE: The Buttercross and Christmas Lighting 2018 :- Swaffham Town

Dear Phillip,

Thank you for your e-mail. I would be grateful if you could invoice the Town Council for the Christmas Lights as in previous years, I will ensure that payments are made before 15<sup>th</sup> August and 15<sup>th</sup> September.

We are awaiting a response from the Town Centre contractor on whether the lights can remain in situ for the during of the renovation works, or if they have to be removed, that they can come down at an appropriate time, so that it might be possible to work in with the contractor and use either their scaffolding or cherry picker.

I believe we are still awaiting the estimate from you. If you could push Drakes to give you a price ASAP, as we have a Council meeting on Monday evening where I could obtain a decision from the Town Council – many thanks.

Best regards,

Richard Bishop  
Town Clerk



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
Tel 01760 722922 Fax 01760 720469 [www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)



You can also follow Swaffham Town Council on Twitter  
@SwaffhamClerk and our Traditional Market @SwaffhamMarket

**From:** Phillip Angell <[phillip.angell@thechristmasdecorators.com](mailto:phillip.angell@thechristmasdecorators.com)>  
**Sent:** 19 July 2018 14:00  
**To:** Town Clerk | Swaffham Town Council <[townclerk@swaffhamtowncouncil.gov.uk](mailto:townclerk@swaffhamtowncouncil.gov.uk)>  
**Cc:** Deputy Clerk | Swaffham Town Council <[deputyclerk@swaffhamtowncouncil.gov.uk](mailto:deputyclerk@swaffhamtowncouncil.gov.uk)>; Administrator | Swaffham Town Council <[administrator@swaffhamtowncouncil.gov.uk](mailto:administrator@swaffhamtowncouncil.gov.uk)>  
**Subject:** RE: The Buttercross and Christmas Lighting 2018 :- Swaffham Town

Dear Richard,

I am writing to you directly because Claire has briefed us on the removal of lights from the Buttercross and my response to her has been answered last night by an out of office reply, until 1<sup>st</sup> August. Since time is of the essence and a decision on the Buttercross lights will be necessary before she returns to work I have attached recent correspondence for your information.

Should you have any questions – please contact me.



## Town Clerk | Swaffham Town Council

---

**From:** Phillip Angell <phillip.angell@thechristmasdecorators.com>  
**Sent:** 18 July 2018 17:17  
**To:** Deputy Clerk | Swaffham Town Council  
**Subject:** RE: Christmas lights and The Dome

Hi Claire,

Just to update you on costs for removal and re-installation of lights on the Buttercross. I have prepared some preliminary cost estimates and am awaiting scaffolding costs.

My concern – on your behalf – is to keep the costs at the lowest level consistent with Health and Safety.

I have therefore approached Drakes again as they are familiar with the site and have asked them for a quote. I believe their proximity to the site should help keep costs down. I will keep you updated on progress - aware of the tight deadline.

Meanwhile if you could confirm whether the string lights on the dome can remain in situ it would be helpful as this will be the most expensive part of the cost.

Kind regards

Phillip

*Phillip Angell*

The Christmas Decorators  
147 St Mary's Road  
Market Harborough  
Leicestershire  
LE16 7DT  
United Kingdom

Telephone +44 (0) 1858 390003

Mobile +44 (0) 7496 990625



Whilst writing I would raise the opportunity for the early bird discounts for payment of your deposit for the Christmas lights this year.

As with the previous two years we are offering a 5% discount for payment of:

- The first deposit of 25% (£2625 plus VAT) if paid before 15<sup>th</sup> August and
- The second deposit of 25% (£2625 plus VAT) if paid before 15<sup>th</sup> September.

The combined value last year was £262.50 plus VAT.

Please let me know if you wish to avail yourselves of these savings and will raise the necessary invoices.

I look forward to hearing from you.

Kind regards

Phillip

*Phillip Angell*

The Christmas Decorators  
147 St Mary's Road  
Market Harborough  
Leicestershire  
LE16 7DT  
United Kingdom

Telephone +44 (0) 1858 464611

Mobile +44 (0) 7496 990625





Telephone +44 (0) 1858 464611  
Mobile +44 (0) 7496 990625



**From:** Deputy Clerk | Swaffham Town Council <[deputyclerk@swaffhamtowncouncil.gov.uk](mailto:deputyclerk@swaffhamtowncouncil.gov.uk)>  
**Sent:** 16 July 2018 12:49  
**To:** Phillip Angell <[phillip.angell@thechristmasdecorators.com](mailto:phillip.angell@thechristmasdecorators.com)>  
**Subject:** Christmas lights

Hi Phillip

I hope all is well with you. Our project to renovate the Buttercross is due to start on 13<sup>th</sup> August and we need to get the lights down as soon as possible. Please could you arrange to do this. Also can we agree a date when the tree and lights will be put up this year? I would like to schedule week beginning 19<sup>th</sup> November.

Regards

Claire Smith  
**DeputyTown Clerk**



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

**Swaffham Town Council**, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
Tel **01760 722922** [www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)

You can also follow Swaffham Town Council on Twitter  
**@SwaffhamClerk** and our Traditional Market **@SwaffhamMarket**

**From:** Phillip Angell  
**Sent:** 16 July 2018 16:21  
**To:** 'Deputy Clerk | Swaffham Town Council' <deputyclerk@swaffhamtowncouncil.gov.uk>  
**Subject:** RE: Christmas lights and The Dome

Hi Claire,

Following on from our conversation today this is to confirm the key points discussed:

1. With regards to the Buttercross lighting, it was agreed at the outset that these would remain in situ for the duration of the rental period – i.e. until after Christmas 2018. At that point you have the options of a) purchasing them outright, b) continuing a rental at a reduced cost or c) we take them away. Should any lights be damaged when we take them down we would accept responsibility for this.
2. There is no allowance for mid term removal and subsequent reinstatement of the lights and as discussed last September (see notes attached) we would have to make a charge for removal and reinstatement plus any damage caused by premature removal.
3. There are three sets of lights on the dome: those on the roof, the golf ball lights around the top perimeter and the flood lights inside. From a H&S perspective those on top of the dome are most problematic as we found at the time of installation, viz: the cherry picker has very limited access because of the slope of the cobbles and could not facilitate all round access. We had to work from ladders and loop the string lights around the top. When we spoke last year we suggested that the safest and easiest means of removal/reinstatement would be to coordinate this with work on the dome. You have advised me that there may be no work carried out on the dome (other than to Ceres) and that the use of scaffolding is not planned. If these string lights could be left in situ, it would save the council the cost of scaffolding, removal, replacement of damaged lights and reinstatement.
4. The removal of the floodlights and golf ball lights around the perimeter are more straightforward and I will look at costs for doing this.
5. I also understand that you may not be able to utilise these lights for this Christmas even though they are under rental contract for the period. I look forward to your confirmation either way.
6. It may be more cost effective for the council to consider buying them so they could be utilised once the work on the dome has been completed.

Whatever your preference we are happy to assist in whatever way we can.

I will respond with cost estimates as soon as I can obtain the relevant quotes.

Kind regards

Phillip

*Phillip Angell*

The Christmas Decorators  
147 St Mary's Road  
Market Harborough  
Leicestershire  
LE16 7DT  
United Kingdom

Ref: TD/SC/Q10337

FAO Philip Angel  
The Christmas Decorators  
147 St Mary's Road  
Market Harborough  
Leicestershire  
LE16 7DT

Energy House 11a Theatre Street  
Swaffham Norfolk PE37 7HF  
Tel: (01760) 721328  
Email: [admin@thedrakesgroup.com](mailto:admin@thedrakesgroup.com)

Friday 20<sup>th</sup> July 2018

## Quotation

Re: Lighting at The Buttercross, Swaffham

Dear Philip,

Thank you for your enquiry. As requested, we are providing a quotation for the removal and later reconnection of the decorative lights at The Buttercross, Swaffham.

As requested, the existing lights, both internally and externally, will be removed from The Buttercross in order to allow the necessary renovation works to be carried out. Once completed, the existing lights will be refitted and checked for correct operation. We have shown below the costs for both stages separately.

Following discussions with Swaffham Town Council and the proposed contractor we have opted to provide our own means of access and so have included within our price the hire of a cherry-picker lift.

**Removal of Lighting: £910.00**  
**Installation of Lighting: £1 280.00**

We trust that you find the above comprehensive and feel that we have covered all the points you have raised in sufficient detail. However, should you wish to alter or amend any of the items listed above, or seek clarity on any of the information provided, please feel free to contact the undersigned.

With kind regards,

*Terry Drake*

Terry Drake,  
Managing Director



