

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 02 April 2019 13:01
To: 'CGM Operations East Manager'
Cc: Marcus Glover; Claire Smith; Works | Swaffham Town Council
Subject: RE: Reactive Costings

Good afternoon Mark,

Thank you for this information, I will take this to the Council next week and take further instruction.

I think this gives us some figures that we can use to make an assessment at the time of an unauthorised encampment. If we then couple this with an early notification, so that we could put you on notice of the likely eviction date, then this kind of plan could work quite efficiently.

I will be in touch again later next week, after our meeting which is Wednesday evening – many thanks.

Best regards,

Richard Bishop
Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
 Tel **01760 722922** Fax **01760 720469** www.swaffhamtowncouncil.gov.uk



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From: CGM Operations East Manager <operationseastmanager@Cgmltd.co.uk>
Sent: 02 April 2019 11:20
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Cc: Marcus Glover <Marcus.Glover@cgmltd.co.uk>
Subject: Reactive Costings

Good morning,

I hope this finds you well.

Following on from our meeting on Monday 25th March 2019, we discussed putting together a list of costings you can use for our reactive services, should the need arise again. They are as follows:

Labour per hour per man - £25.00 + VAT
 Tractor per hour with driver - £40.00 + VAT
 Chipper with operative per hour - £35.00 + VAT

Should there be the need to remove waste from any site / task we are asked to attend then a 10% charge will be added to the above rates.

I hope this all makes sense. Should you have any more queries or questions, please do not hesitate to contact me directly.

With kind regards,

Mark Wyatt
Operations Manager – East
The CGM Group Ltd

Mobile – 07384 796091

Office – 01366 388738

www.cgmltd.co.uk



Reed House, Karoo Close, Bexwell Business Park,
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Richard Bishop
Swaffham Town Council
Town Hall
4 London Street
Swaffham
Norfolk
PE37 7DQ

Our ref: MW/DC/CGM12688

215th March 2019

Dear Richard,

Orford Road Playing Field – Clearance

Thank you for your most valued enquiry regarding Orford Road Playing Field, following a recent site visit I have the pleasure in providing you with the following quotation.

QUOTATION:

CGM Ltd will provide trained operatives and all modern machinery in order

To clear Orford Road Playing Field of all debris / litter left by travellers

£2,000.00 + VAT

(VAT is chargeable at 20%)

I hope the above quotation is acceptable to you. Should you require any further information or have any queries, please do not hesitate to contact me. Should our quotation be acceptable, we would appreciate confirmation in writing by email to operationseast@cgmltd.co.uk or post for the attention Quotations Department.

Please quote the above reference on all correspondence. This quotation is valid for a period of thirty days from the date of the quotation, terms and conditions apply.

For policies and accreditations please visit our website www.cgmltd.co.uk

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Assuring you of my best attention at all times and I look forward to hearing from you.

Yours sincerely,

Mark Wyatt
Operations Manager East

The CGM Group (East Anglia) Ltd. Registered in England Company No. 3529670



Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 19 March 2019 10:46
To: 'CGM Operations East'
Cc: CGM Operations East Manager
Subject: RE: Swaffham Town Council, CGM12688, Orford Road Playing Field, Clearance

Dear Danielle/Mark,

Thank you for your estimate received for the clearing up of Orford Road Playing Field in Swaffham, following the recent unauthorised encampment of travellers. Unfortunately because of the time lapse, we have had to make other arrangements to get this area cleared.

In normal circumstances, your turnaround would be regarded as quite quick, but this was an extraordinary urgent situation. I phoned in on Monday last week explaining the urgency of this task, it wasn't until Wednesday when CGM arranged a site visit and then receive an estimate by e-mail on Friday, when I had already left the office for a meeting elsewhere, meaning it was not received until yesterday morning. We really would have preferred that CGM had been able to carry out this work, but having tolerated the travellers on site for a period of two weeks, I hope you understand that the site needed to be cleared urgently, within a matter of a few days. Hence why the Council felt they had no choice but to make alternative arrangements, as residents living in that area needed the assurance that something was happening.

I would like to discuss this type of scenario for the future with CGM, because there is a need for an urgent response and we now have protocol in place to make decisions to deal with issues ASAP, should they occur. If this discussion should be with Mark, Marcus or Tim I am not sure, but I think it would be sensible to have a meeting in the coming weeks. The Council are also looking at improvements to security at various sites, including the two that CGM currently cut for us at Orford Road and the Haspall's Road Recreation Ground, to make it more difficult for travellers to enter the site. We do need to discuss the size of machinery required for these sites, as this may determine what can and can't be done in this regard.

If you could let me know when Mark, Marcus or Tim can meet to go through these things in the next week or two, then hopefully we can find a mutually agreeable date and time. I look forward to hearing from you in due course.

Best regards,

Richard Bishop
Town Clerk



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From: CGM Operations East <operationseast@cgmltd.co.uk>
Sent: 15 March 2019 12:27
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>

Cc: CGM Operations East Manager <operationseastmanager@Cgmltd.co.uk>
Subject: Swaffham Town Council, CGM12688, Orford Road Playing Field, Clearance

Good afternoon,

Please find attached our quotation from Mr Wyatt, as requested.

Should you require any further assistance, please do not hesitate to contact us.

Kind regards

Dannielle Cook
Administration Assistant
CGM Group

01366 388738
www.cgmltd.co.uk



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