

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 4pm)



To: All members of FACILITIES COMMITTEE:
Cllrs. Hugo (Chair), Cocks, Gilbert, Matthews,
Rainbow, Scott, Summers & AM Waters

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Your attendance is required at a meeting of
the FACILITIES COMMITTEE to be held on
TUESDAY 10th SEPTEMBER 2024 at
7.30pm
in the Garden Room of the Community
Centre

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Date: 4th September 2024

Mr D O'Driscoll
Clerk to Forest Row Parish Council

A G E N D A

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING OF 23RD JULY 2024
4. DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS FOR THIS MEETING
5. FINANCIAL REPORT
6. CURRENT MATTERS: REVIEW STATUS (†) AND RESOLVE (*) WHERE APPROPRIATE
 - 6.1 Gilham Bank grant application (†)
 - 6.2 Streetlight repairs (*)
 - 6.3 Queen's memorial bench (†)
 - 6.4 Park Crescent tree planting (†)
 - 6.5 Pothole repair (*)
 - 6.6 A22 verge parking issues (*)
 - 6.7 Children's grave (†)
 - 6.8 Community Centre refurbishment group (†)
 - 6.9 Crittall window insulation quote (*)
 - 6.10 CCTV extensions (†)
 - 6.11 Gleeson land (†)
 - 6.12 Play equipment (*)
 - 6.13 Playpark access path (*)
 - 6.14 Cemetery consultation (†)
 - 6.15 Village green plan (*)
 - 6.16 Discussions with Village Club (†)
7. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

FACILITIES COMMITTEE

BACKING PAPERS FOR MEETING ON 10th SEPTEMBER 2023

Agenda item	Description	page
	Clerk's briefing to the Committee	1-3
5	Financial Report	4-6
6.2	Streetlight repairs; UKPN quotes	7-12
6.4	Tree planting proposal	13
6.5	Tarmac repair quotes	14-15
6.9	Thermal film quote	16
6.13	Playpark access quote	17-19

**COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE
DATED 10th SEPTEMBER 2024**

- 1-4. **FORMAL ITEMS.** As per usual. Members should please ensure that they have read the minutes of 25th June, which cross-reference with the notes below.
5. **FINANCIAL REPORT.** Apologies that this Committee's financial report is still presented under the old headings of 'Amenities' & 'Property'. Updating is a major task which also involves our accounts system providers, and we originally held off pending review of our committee structure. That appears not to have progressed, so perhaps for the next financial year we shall be able to update the codes.

*In terms of current performance, income is running at a consolidated figure of 76.5% of income against budget, and 53.8% of expenditure against budget. For the property (hard asset) side that is 34.4% of income and 18.7% of expenditure, and for the amenities (soft asset) side it is (nominally) 96.7% of income and 95.5% of expenditure. However, the figures have been skewed by some accounting entries – eg under code 3189, where we were inadvertently invoiced twice and the refund had to be entered under that code.; also code 3136 where an adjustment needs to be made from the corresponding nominated reserve. [If members have any queries, it would be appreciated if they could be received *before* the meeting, to allow for replies to be prepared.*

6. **CURRENT MATTERS – ITEMS FOR STATUS REVIEW (†) / ITEMS FOR DECISION (*)**
- 6.1 Gilham Bank grant application (†). An application for grant funding has been submitted to the Lund Fund, and a decision is awaited. (This is a renewed application, following a change of eligibility criteria).
- 6.2 Streetlight repairs (*). I have recently authorised a routine repair for column 65 in Medway Drive. Since then, I have been asked if we want to go ahead with the repairs to columns 69 (Post Horn Lane), 102 (Highgate Road) and 75 (Ashdown Close). I attach the UKPN quotes for the first two, the third can be done without UKPN involvement and will be appreciably less expensive. We do not really have a choice over these repairs.
- 6.3 Queen's memorial bench (*). This has now been delivered. Committee is requested to confirm exactly where it wants it located (if not already done).
- 6.4 Park Crescent tree planting (†). There have been discussions with a resident over the choice and location of trees within the budget. He is willing to source, arrange for planting in November, and tend them thereafter. A copy of the proposed layout is attached.

6.5 Pothole repairs (*). At the time of writing we have one detailed quote (attached) for repairs to the potholes on Council tarmac at Lewes Road (adj. Lantern House) and Ashdown Road. Other quotes are still awaited, unless Committee feels these are reasonable enough to proceed on.

6.6 A22 verge parking issues (*). We have had a plethora of complaints about people (both residents & visitors) parking on the tarmac which crosses the Council-owned verges on the Lewes Road from Thai Time to Lantern House, to the extent that emergency vehicles have been unable to gain access. The residents have offered to put some substantial planters along the edges to prevent parking on the grass and have asked if we could instal some semi-permanent 'No Parking' signs.

6.7 Children's grave at the cemetery (+). The approval of Council has been referred back to Messrs Ballard & Shortall for implementation.

6.8 Community Centre refurbishment group (+). This has been constituted but it is understood has not yet started on its work.

6.9 Crittall window insulation quote (*). We can now proceed to the next stage with the Crittall windows: saving on heat loss. Secondary glazing would be possible, but the internal design of our windows would make its construction very difficult, and it would require listed building consent. The alternative (suggested by the heritage building consultant) is thermal film over the glass, which will reduce heat loss by up to 40%. This has to be installed by a specialist contractor, and we have been quoted £6184 (ex VAT). (This would not preclude the installation of full-length curtains as well). Does Committee wish to proceed with this proposal? – we have applied for a 50% grant from Wealden but not yet had a reply.

6.10 CCTV extensions (+). Our CCTV adviser has said that wirelessly linking a camera on Newlands Place to our main CCTV system would present major problems of consistent signal and power supply, and has proposed instead a solar powered mini-camera which could be accessible by smartphone: he is preparing a quote for this. As to a more public CCTV system, I reported the Clerk's Society legal advice to Council on 28th August. Does Committee wish to take this further – for instance, with the business group?

6.11 Gleeson Land (+). Further progress on this project depends significantly on the outcome of an ecological survey now being undertaken by Tom Forward, expected later this month.

6.12 Play equipment (*). The original proposal voted for by Committee was for a wheelchair-accessible roundabout. Embarrassingly, our current roundabout turned out to

be the actual accessible version offered by the selected provider, and in good working condition. The provider's representative proposed in the alternative that our budget could be spent on replacing the current swing installation (which is not in prime condition), and including an accessible seat. We still await a quote for this. As for the games area, anecdotal feedback via our youth leader is that the combined basketball hoop and goal would be preferred.

6.13. Playpark access path (*). A detailed quote has been obtained (from the same company that quoted for pothole repair) and is attached. The same considerations apply.

6.14 Cemetery consultation (†). I have contacted Action in Rural Sussex with a draft of the content, and I am awaiting their quote for the work.

6.15 Village Green Plan (*). I have a quote for a topographical plan of the Green - £500 (ex VAT). An Ordnance Survey plan will be in the order of £25.

6.16 Discussions with the Village Club (†). Some preliminary discussions have taken place (under the auspices of the 'Festival Corner' working group). It is hoped a summary report will be available to this meeting.

7. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

Detailed Income & Expenditure by Budget Heading 04/09/2024

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities & Services</u>						
<u>101 Allotments</u>						
1180 Allotment Rents	391	2,000	1,609			19.5%
Allotments :- Income	<u>391</u>	<u>2,000</u>	<u>1,609</u>			<u>19.5%</u>
1135 Allotments-Water & Upkeep	993	700	(293)		(293)	141.9%
Allotments :- Indirect Expenditure	<u>993</u>	<u>700</u>	<u>(293)</u>	<u>0</u>	<u>(293)</u>	<u>141.9%</u>
Net Income over Expenditure	<u>(602)</u>	<u>1,300</u>	<u>1,902</u>			
<u>102 Village Greens</u>						
1280 VG-Hire Income	875	750	(125)			116.7%
3188 Grants & Donations	0	100	100			0.0%
Village Greens :- Income	<u>875</u>	<u>850</u>	<u>(25)</u>			<u>102.9%</u>
1236 Outdoor Maintenance	1,879	20,000	18,121		18,121	9.4%
1237 Outdoor Planting	609	1,000	391		391	60.9%
1238 Street Cleaning / Litter	0	12,000	12,000		12,000	0.0%
1239 VG-Utilities	0	400	400		400	0.0%
Village Greens :- Indirect Expenditure	<u>2,488</u>	<u>33,400</u>	<u>30,912</u>	<u>0</u>	<u>30,912</u>	<u>7.5%</u>
Net Income over Expenditure	<u>(1,613)</u>	<u>(32,550)</u>	<u>(30,937)</u>			
<u>104 Amenities General</u>						
1400 Amenities grants/donations	0	1,000	1,000			0.0%
Amenities General :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>
1436 Skate & Play areas	241	18,000	17,759		17,759	1.3%
1447 Dog Fouling	858	3,500	2,642		2,642	24.5%
Amenities General :- Indirect Expenditure	<u>1,099</u>	<u>21,500</u>	<u>20,401</u>	<u>0</u>	<u>20,401</u>	<u>5.1%</u>
Net Income over Expenditure	<u>(1,099)</u>	<u>(20,500)</u>	<u>(19,401)</u>			
<u>105 Outdoor Maintenance</u>						
1501 Outdoor Maintenance Equipment	553	2,500	1,947		1,947	22.1%
Outdoor Maintenance :- Indirect Expenditure	<u>553</u>	<u>2,500</u>	<u>1,947</u>	<u>0</u>	<u>1,947</u>	<u>22.1%</u>
Net Expenditure	<u>(553)</u>	<u>(2,500)</u>	<u>(1,947)</u>			
<u>203 Street Lighting</u>						
2314 SL-Power	2,058	6,600	4,542		4,542	31.2%

Detailed Income & Expenditure by Budget Heading 04/09/2024

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3127 CC - Drinks Machine	611	1,000	389		389	61.1%
3136 CC-Enhancement	19,902	5,000	(14,902)		(14,902)	398.0%
Community Centre :- Indirect Expenditure	<u>69,550</u>	<u>71,000</u>	<u>1,450</u>	<u>0</u>	<u>1,450</u>	<u>98.0%</u>
Net Income over Expenditure	<u>(25,810)</u>	<u>(27,600)</u>	<u>(1,790)</u>			
303 Venue on the Green						
3306 VOTG Income	352	2,200	1,848			16.0%
Venue on the Green :- Income	<u>352</u>	<u>2,200</u>	<u>1,848</u>			<u>16.0%</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%
3305 VOTG Running Costs	2,557	4,000	1,443		1,443	63.9%
Venue on the Green :- Indirect Expenditure	<u>2,557</u>	<u>4,500</u>	<u>1,943</u>	<u>0</u>	<u>1,943</u>	<u>56.8%</u>
Net Income over Expenditure	<u>(2,205)</u>	<u>(2,300)</u>	<u>(95)</u>			
Property & Assets :- Income	<u>44,092</u>	<u>45,600</u>	<u>1,508</u>			<u>96.7%</u>
Expenditure	<u>72,108</u>	<u>75,500</u>	<u>3,392</u>	<u>0</u>	<u>3,392</u>	<u>95.5%</u>
Movement to/(from) Gen Reserve	<u>(28,016)</u>					
Grand Totals:- Income	<u>51,598</u>	<u>67,450</u>	<u>15,852</u>			<u>76.5%</u>
Expenditure	<u>88,897</u>	<u>165,250</u>	<u>76,353</u>	<u>0</u>	<u>76,353</u>	<u>53.8%</u>
Net Income over Expenditure	<u>(37,299)</u>	<u>(97,800)</u>	<u>(60,501)</u>			
Movement to/(from) Gen Reserve	<u>(37,299)</u>					

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Streetlights Watmough House The Parade, Wrotham Road Meopham GRAVESEND Kent DA13 0JL		Quotation Number 3700026475 Quotation Expiry Date 01 July 2024 Highway Service Co-ordinator Elizabeth Nicolaou		
Site Address :		3 Post Horn Lane / FOREST ROW RH18 5DD		
Unit Description	Qty	Unit Price	Total Price	
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical footway surface; for example paving slabs (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example paving slabs Excludes non-standard Distribution Networks as defined in Terms & Conditions.	1	£1,493.00	£1,493.00	
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.	2	£9.00	£18.00	
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£633.00	£633.00	

Road closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of road closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones This does not include any Local Authority charges	1	£1,723.00	£1,723.00
Footway closure (without diversion) for the duration of works. This includes the: - Set-up and maintenance of footway closure signage This does not include any Local Authority Charges.	1	£58.00	£58.00
Notification of works on the highway to neighbouring residents.	1	£115.00	£115.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£77.00	£77.00
Total Excluding VAT			£4,117.00
VAT @ 20%			£823.40
Total (including VAT)			£4,940.40
Completion date			23 September 2024

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Forest Row Parish Council	Job No:	3700026475
Address: The Community Centre Hartfield Road Forest row, East Sussex	Quotation Expires on:	01 July 2024
Postcode: RH18 5DZ	Full Payment of the price:	£4,940.40
	Customer Name:	Streetlights
	Site Address:	3 Post Horn Lane / FOREST ROW RH18 5DD

Please Sign Here: _____

Name of Receiver: _____

Have the test certificates been forwarded ready for works to commence? Please tick: Yes No

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Streetlights Watmough House The Parade, Wrotham Road Meopham GRAVESEND Kent DA13 0JL		Quotation Number 3700026477 Quotation Expiry Date 01 July 2024 Highway Service Co-ordinator Elizabeth Nicolaou		
Site Address :		Highgate Road / FOREST ROW RH18 5AZ		
Unit Description	Qty	Unit Price	Total Price	
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical road surface; for example tarmac (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example tarmac Excludes non-standard Distribution Networks as defined in Terms & Conditions.	1	£1,591.00	£1,591.00	
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.	2	£9.00	£18.00	
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£633.00	£633.00	
Notification of works on the highway to neighbouring residents.	1	£115.00	£115.00	

Road closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of road closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones This does not include any Local Authority charges	1	£1,723.00	£1,723.00
Placement of traffic cones at the kerb side to stop vehicles parking in the area in the area of works. These cones are used where there are no parking bays that can be suspended via the Local Authority and will be set-up prior to the works starting on site	1	£115.00	£115.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£77.00	£77.00
Total Excluding VAT			£4,272.00
VAT @ 20%			£854.40
Total (including VAT)			£5,126.40
Completion date			23 September 2024

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

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- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

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Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Forest Row Parish Council	Job No:	3700026477
Address: The Community Centre Hartfield Road Forest row, East Sussex	Quotation Expires on:	01 July 2024
Postcode: RH18 5DZ	Full Payment of the price:	£5,126.40
	Customer Name:	Streetlights
	Site Address:	Highgate Road / FOREST ROW RH18 5AZ

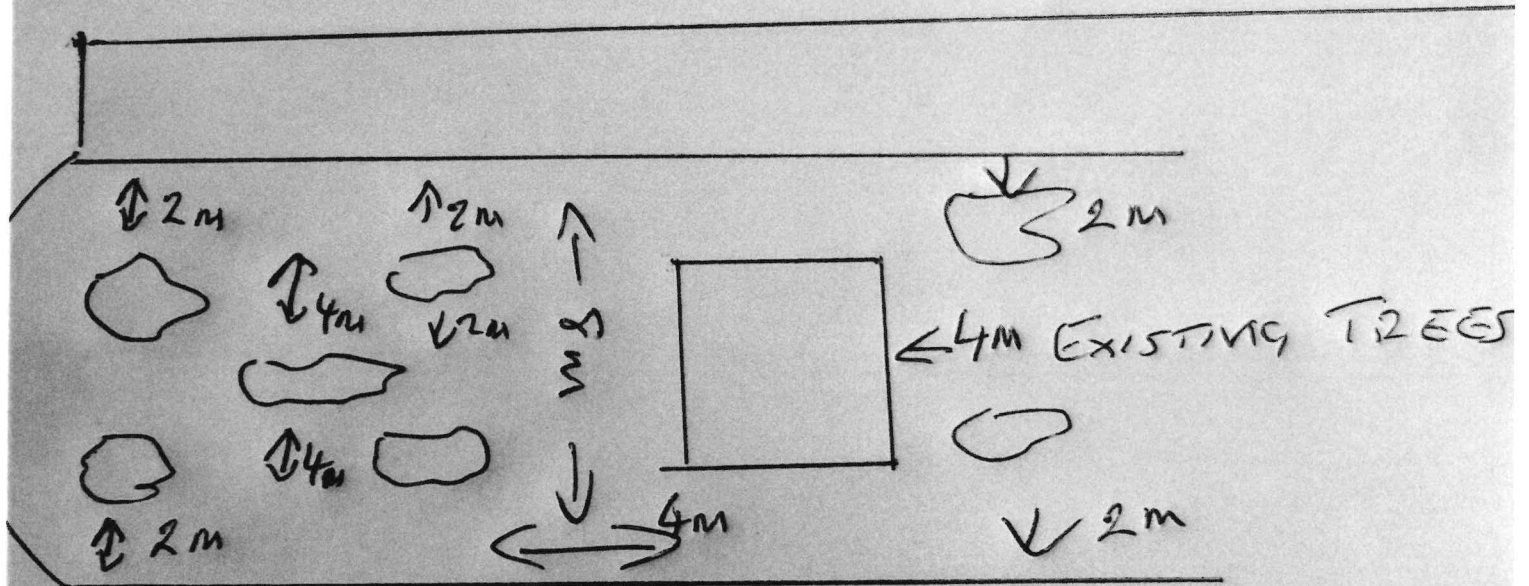
Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: Yes No

Mountain Ash x 5 to be planted
in late November.

HARTFIELD ROAD



13m →

PARK CRESCENT

CONTRACTOR 'A'

FOREST ROW PARISH COUNCIL

Email: amanda.sinclair@forestrow.gov.uk

RE: VARIOUS SITES – FOREST ROW

We thank you for your enquiry and have pleasure in quoting for your requirements as follows:

Area outside Fornello,

- Set up any necessary Traffic Management

- Plane off whole area to a depth suitable for new surface

- Break out old collapsed Road Gully and reset to required level 1No

- Key and cut into existing edges to create a new clean line

- Apply a tack coat of cold Bitumen Emulsion

- Supply, lay and roll 40-50mm of Ac20 Dense Bitumen Macadam Binder Course 110m2

- Supply, lay and roll 40mm of Ac10 Stone Mastic Asphalts Surface Course 110m2

**TOTAL = £6,725.00
+VAT**

2 x Potholes Ashdown Road

Key out and cut a new line around Potholes, remove all arisings, apply a tack coat to inside the hole, supply, lay and compact in various thicknesses Ac6 Close Graded Macadam Surface Course and seal joints between old and new surface

**TOTAL = £250.00
 +VAT**

TENDER QUALIFICATIONS as printed over leaf.

We trust our quotation will be of interest to you but if clarification of any point is needed, please do not hesitate to contact us.

Yours faithfully
For DRIVEPOINT CONSTRUCTION LTD

Louisa
Louisa Blaker
Senior Manager

RE: ECOLUX 70 WINDOW FILM - SUPPLY AND INSTALLATION-

QUOTATION:

Further to your recent enquiry I have pleasure in submitting our proposal for the supply and installation of The Solagard Ecolux 70 Energy Saving Window film to the areas of Glass as identified in your photos sent with your enquiry,



80 No panes



108 No panes

All installations are fully supported with a 5year warranty.

Cost for all works £6184+ vat

Work can normally commence 7 days from official PO

Upon confirmation we will undertake a quick glazing survey.

This is for the work to be progressed during normal working hours and does not include any access equipment if required.

I hope you find the above of interest and thank you for allowing us the opportunity to quote for these works. If you have any questions, please do not hesitate to contact me.

Kind regards

Yours Sincerely

Stephen Harry,
Director



CONTRACTOR 'A'

FOREST ROW PARISH COUNCIL

Email: amanda.sinclair@forestrow.gov.uk

RE: VARIOUS SITES – FOREST ROW

We thank you for your enquiry and have pleasure in quoting for your requirements as follows:

New Playground Path,

Excavate a new Footpath to Park Gates and Swings from Main Road Footpath, re-use any soil to make up levels once finished and muck away any unwanted materials from site 112m2

Supply and install timber edgings to the perimeters of the path for new surface 125Lm

Supply and lay Terram Membrane, lay and compact 100mm of MOT Type 1 Stone and compact ready for Tarmacadam surface

Supply, lay and roll 40mm of Ac20 Dense Bitumen Macadam Binder Course and Supply, lay and roll 25mm of Ac6 Close Graded Macadam Surface Course 112m2

**TOTAL = £8,450.00
+VAT**

Continued///.....

CONTINUED 'B'

349447661

Email: info@dm-ltd.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
This estimate is to supply and fit tarmac only to the longer path to playground and to swings .				
Labour	1.00	2,600.00	20%	2,600.00
Materials	1.00	2,650.00	20%	2,650.00
Subtotal				5,250.00
TOTAL VAT 20%				1,050.00
TOTAL GBP				6,300.00

Terms

This estimate is valid for 13 days.

Any unforeseen problems will be priced accordingly.

VAT NUMBER
349447661

Email: info@dm-ltd.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
<hr/>				
This estimate is to supply and fit tarmac only on the shorter path we discussed.				
Labour	1.00	1,000.00	20%	1,000.00
Materials	1.00	1,000.00	20%	1,000.00
<hr/>				
Subtotal				2,000.00
TOTAL VAT 20%				400.00
<hr/>				
TOTAL GBP				2,400.00
<hr/>				

Terms

This estimate is valid for 13 days.

Any unforeseen problems will be priced accordingly.