



Newton Flotman Parish Council

Tel 01508 447688

Email clerk@newtonflotmanpc.co.uk

www.newtonflotmanpc.co.uk

Grant Application Form

For all not-for-profit groups and organisations meeting within the parish, and operating for the benefit of the residents of Newton Flotman.

Name of Group/Organisation **Newton Flotman Village Centre and Alan King Playing Field – (NFVC)**

Registered Charity Number (if applicable) **1091607**

Purpose of Group/Organisation **Community amenity serving residents of Newton Flotman through the use of the Village Hall and Playing Field**

Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from Newton Flotman
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman & Treasurer	William Ball	23 Alan Avenue Newton Flotman NR15 1PY	07785 264016 01508 471506
Secretary	Hilary Beach	Hamford Flordon Road Newton Flotman NR15 1PY	01508 470473
Vice-Chairman	Richard Green	The Olde Cottage Old Street Newton Flotman NR15 1PD	07407 096284

Sources of Regular Funding

Regular hirers of the Village Hall, including Skybound Therapies, Newton Flotman Charities (Cherry Tree Café), YMCA (Youth Club) and Newton Flotman Parish Council

Occasional hirers of the Village Hall for parties, meetings and social events

Newton Flotman Social Club and Bar events

Newton Flotman Football Club for use of the playing field and changing rooms

Events organised by NFVC including a summer fete, film nights and social events

Subject of Application

Assistance with those costs incurred with a community-benefit

Other Financial Sources being pursued

None in respect of this grant application

Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance sheet - attached
- details of current financial position: the Village Centre is in a reasonably comfortable financial position and is expecting income in the current year to cover known expenses. We also have reserves which are designated to provide improvements to the fabric of the building and playground equipment. During the last year, we have formed an Improvements Sub-committee to consider priorities when it comes to committing funds and this has proved both useful and worthwhile in as much as it highlights areas of ambition as well as necessity.

Project details and reason for application:

The NFVC committee is seeking financial support from NFPC regarding the following:

- 1. Grounds maintenance contract.** A competitive tender process was conducted in 2024 in accordance with NFVC's financial policy. Three companies were invited to bid for the contract, two of which put forward detailed quotations, ie the previous incumbent supplier Nurture (previously CGM) and Norse Group. Following discussion at a committee meeting, it was decided by the trustees to accept the quotation from Norse despite the fact that it was not the lowest quote. The main reason for this decision was based on having received a poor level of service at the beginning of the grass cutting season resulting in an untidy playing field and critical comments from residents. The Football Club also had difficulties in achieving an acceptable playing surface and incurred additional costs to ensure they could fulfil their fixtures. Norse have delivered their contractual commitments in full and to a satisfactory standard. Their contract renewal quotation is £4,237.05, representing a 6% increase. It is, therefore, the Committee's wish that Norse should continue to handle the grounds maintenance contact in to a second year. It is customary for NFPC to fund this cost in full and **we are requesting a grant of 100% of the contract amount.**
- 2. CCTV installation.** Two quotations have been obtained for a certified CCTV system suitable for the Village Hall building. These quotes are attached and quotation 1 is for £2,167 and quotation 2 is for £2853.70. Quotation 2 is the preferred option as it is more feature-rich. For example, it can have in-built flood lighting when a camera is activated at night to provide colour images. The email associated with this document provides further rationale behind this request. **We are requesting a grant of 100% of the contract amount.**

Total Cost of Project, not including budget amounts	£ 4,237.05 + £ 2,853.70
Total of budget amounts, payable only if needed	£
Amount requested from Parish Council, up to	£ 7,190.75 (plus VAT)

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant: **W S Ball**

Printed Name: William Ball

Position in Organisation: Chair

Date: 13 October 2025

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: clerk@newtonflotmanpc.co.uk. By 14th October 2025

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its [privacy statement](#).

Norfolk & Suffolk Security LTD
2 Castle Cottages
Lodge Road
Ilketshall St Johns
Bungay, Suffolk
NR35 1TQ

Newton Flotman Village Centre
Grove Way
Newton Flotman
Norwich
NR15 1QX

05th September 2025

QUOTATION

Further to our recent visit to the village centre we forward our proposal as follows

GENERAL

Supply and install a five camera CCTV system to give a general view of the external perimeter of the village hall and surrounding areas as discussed.

EQUIPMENT

We propose to install Dahua 5MP IP cameras with built in infrared lighting to allow for night time images. Also a Dahua 8 channel NVR complete with a 6TB harddrive.

MONITORING

The system will be connected to the internet to allow for remote viewing via smart phone, tablet or PC.

Total cost of above including parts and labour £2167 + VAT

If you would like to accept this quotation and go ahead we would require a 50% deposit on acceptance.

I hope to have interpreted your requirements correctly, if you require any further assistance please do not hesitate to contact me.

Kind Regards

Alistaire Rushmere

Martin Brooks,
C/O Newton Flotman Village Hall.

Date: 07/10/2025

Quotation Ref: FC-4334-25
HD CCTV proposal.

Dear Martin,

Further to our meeting regarding the provision of a Visual Surveillance System (VSS) System for Newton Flotman Village Hall, we have prepared the following quotation based on information provided and our interpretation of your requirements.

The design of the VSS system is intended to encompass the requirements for external coverage of the building. High quality recorded images are required, stored to a device located securely within the premises.

It is our understanding that the VSS system will be utilised for monitoring of the external areas of the premises and will be designed to ensure no 'overspill' into public, private (to other persons) or shared areas.

Note: Locations (Front, Rear, Left and Right) are given as an observer standing outside, and facing the front of the premises.

CCTV - System Design Proposal

A total of six external cameras to be located around the premises as surveyed (I have a rough drawing of locations) These cameras are to be provided as a Hikvision 4MP high definition 'Smart Hybrid' camera, with a fixed 2.8mm lens. The cameras are designed to provide a general view of the areas they will be covering. The cameras will be supplied in a day/night format with a digital wide dynamic range capability, providing colour images in day light and white light conditions, switching to monochrome in low light. The camera has inbuilt infra-red functionality, providing approximately 30 metres of coverage.

Cabling

New cabling from each camera will be installed through the lofts and externally along the flat roof part of the premises back to the recorder location.

Control Equipment

One Hikvision 8-channel IP Network Video Recorder (NVR) with internal 8TB hard drive storage capability will be installed. This recorder will be configured to provide video storage from the connected cameras, offering approximately 31 days of video storage, subject to final system configuration. This figure is based on six IP cameras recording at 4MP, 12fps and H.265 video encoding.

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Remote Network Viewing

The system can be connected to the onsite internet connection and configured with remote network capability. This offers remote viewing of the system, both live and pre-recorded events, across a network, including externally if available/required. Images from the system can be viewed using a Smartphone, tablet or PC based operating platform.

The cameras can be set up with 'motion detection' to provide an alert via an App as to movement on site. The cameras incorporate technology for you to talk back over the cameras to persons on site and also activate strobe lighting on the cameras to alert persons on site the cameras have been activated.

Quotation

Our quotation to supply, install and commission the VSS camera system as detailed will be **£2,853.70+VAT**.

Monitor option

To supply and install a 18.5" HD monitor with the recorder for local viewing and playback will be **£125.00+VAT**.

Following completion of the works detailed, the system will be setup and tested for correct operation, demonstrated to you, and documented accordingly or your on-site representative and all surplus/redundant materials removed from site.

CCTV System - Planned Maintenance Proposal

We would recommend instating an annual maintenance service contract to the VSS system offering one service visit to site per annum. First-Connect offer annual maintenance service contracts to VSS systems, to aid compliance with the requirements of the Data Protection Act, ensuring the system is operating correctly, make any minor adjustments/alterations required and provide 24-hour support. This helps to ensure correct performance of the VSS camera system and attempt an early capture of any faults or adjustments that may ultimately have a detrimental effect to the system.

Under the requirements of the Code of Practice for VSS users, for compliance with the requirements of the Data Protection Act a requirement exists to ensure that "a regular maintenance regime has been set up to ensure that the system continues to produce high quality information." Another requirement is to provide "regular checks to ensure the system working properly and produces high quality images". Maintenance provides a periodic review (at least annually) of the systems effectiveness to ensure that it is still doing what it was originally intended to do, thus ensuring the standards established during the setup of the systems are maintained.

Our quotation for annual maintenance to the VSS system as detailed will be **£99.00+VAT** per annum. Please note, maintenance will be applicable from the date of contract renewal.

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Notes:

1. Any new equipment supplied and installed within the scope of these works will be provided with 12 months' full warranty, providing the system remains compliant to British/European Standards and is covered under the terms of a valid First-Connect maintenance contract.
2. For purpose of quotation, it is assumed that planned installation works can be carried out during normal working hours i.e., Monday to Friday 08.30–17.00 hours and that our engineers will have full and unimpeded access to the areas required for these works to be completed.
3. For the purpose of quotation, all options shown are costed on works carried out during the initial visit. Return visits may be charged additionally. Broken or disrupted working timescales beyond the control of First-Connect may also result in additional charges being raised.
4. For purpose of quotation, it is assumed that the customer or a representative of the customer will be on site for the duration of our works. No allowance has been made for any support involved with 'lone working' of our engineering team. Where lone working support is required, this will be subject to additional charges.
5. First-Connect will carry out these works in accordance with our current health and safety policy and generic risk assessments procedures. It is your responsibility to notify us in advance in writing of any potential hazards or risks, including substances that may affect our installation. If site specific risk and method statements (RAMS) are required, please advise First-Connect at the point of order.
6. This quotation is valid for 30 days.
7. All prices stated are excluding VAT.
8. Our costs assume settlement within 30 days of practical completion of system works and further assume than no 'assumed discount' or 'retention periods' apply.
9. Allowance has been made to install PVC grade cable for security and network cables for the installation. In event that you require LSF or specialist grade cable, please contact me.
10. Our engineer's will attempt to conceal all cables within the fabric of the building where possible. Where surface cable is required to be installed, we will discuss this with you prior to installation. Clips, miniature trunking, and conduit solutions will be used where appropriate.
11. No allowance has been made for any planning application provisions or requirements that may be necessary for the course of these works to proceed. It is the customer's responsibility to authorize First-Connect to proceed with these works.
12. For purpose of quotation, all CCTV cameras specified are designed to offer a general view of the areas of installation and are not designed to offer facial or number plate recognition technology.
13. First-Connect are not an insurer and does not warrant or guarantee that the system is impregnable, or that loss to the protected risk, however caused, will not occur. First-Connect does not offer any indemnity against loss to the customer, the Security System detailed within this proposal is intended solely to reduce the risks of

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loss or damage to property, to the extent that is reasonably practicable by use of such equipment.

14. One SSAIB certificate of conformity relating to the VSS system will be issued following completion of these works. This certificate will relate strictly to the system detailed within this proposal and will not encompass any other equipment installed. Completion is deemed to be following settlement of account.
15. For purpose of quotation, it is assumed that adequate 'on site' car parking is available to engineers attending to your premises, ensuring ready access to any tools or equipment required for planned works being carried out within the building.
16. First-Connect reserve the right to employ specialist sub-contractors to complete works for both reasons of maintenance (reactively and planned) and additional works if required. Any sub-contractors will be managed by and responsible to First-Connect and subject to standard operating procedures.