

LEISURE & COMMUNITY COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Leisure & Community Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 13th November 2012 commencing at 7.30pm or immediately following the Planning Committee, whichever is the later, for the purpose of transacting the following business:



CONSTITUTION: Chair: Town Councillor: G Stroud
Town Councillors: L Ager, M Byrne, L Carr
E Goody, P Hanlon, B Hawes
and D Russo

AGENDA

1. **Apologies for absence**
Please notify the office by 5.00pm on the day of the meeting if you are unable to attend.
2. **Declarations of interest**
For members to declare an interest in items on the agenda.
3. **Minutes of the last meeting**
To approve the minutes of the meeting of the Leisure & Community Committee held on 18th September 2012.
4. **Matters arising from the minutes**
To note action taken, and outstanding, from items in the minutes of the meeting of the Leisure & Community Committee held on 18th September 2012.
5. **For Members with prejudicial interests and/or members of the public to speak on matters on the agenda**
6. **To receive a presentation on a project to improve St Mary's Churchyard and a request for funding**
To receive a presentation from Ben Pumfrey, Chair of Haverhill in Bloom, and a request for funding.
7. **To Determine Current Grant Applications (attached)**
To determine current grant applications (attached).

8. **Haverhill Flag Festival**
To agree proposals and a budget allocation for a flag festival in Haverhill.
9. **To receive a report on recent and future activities**
To receive a verbal report on recent and future activities.
10. **Haverhill Carnival 2013**
To receive an update on the 2013 Haverhill Carnival from Cllr Hawes.
11. **Financial report - Haverhill Arts Centre and Haverhill Arts & Leisure (to be available at the meeting)**
To note the current position.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the remainder of the meeting because of the confidential nature of the business to be transacted

12. **To approve the purchase of a digital cinema projector**
To agree the award of a contract for the supply and installation of a digital cinema projector.
13. **Closure**

Signed



TOWN CLERK

6th November 2012

Copies of this and other Council agendas, and minutes, and supporting reports, are available to download from the Council's website (www.haverhill-tc.gov.uk) or on request from Haverhill Arts Centre

GRANT APPLICATIONS – NOVEMBER 2012 - The applications in hand consist of:

Organisation Name	Youth / Charitable / Pre - School / Pensioners / Music / Drama / Uniformed / Advisory / Health / Sporting / Leisure / Arts	Start Up / Support / Project etc.	Evidence of Assisting Haverhill Residents	Amount Requested	History of Previous HTC Grant Awards	Amount Awarded
Castle Manor Academy	Education	Project	Yes	£400.00	2012 - £400	
Haverhill Royal British Legion		Project	Yes	£200.00	2010 - £175	
ITFC Charitable Trust	Charitable	Project	Yes	£400.00	n/a	
Open Road	Health	Project	Yes	£385.00	N/a	See * below

* At the September 2012 meeting of the Leisure & Community Committee, councillors asked that Open Road be invited to the next Leisure & Community Committee meeting (November 2012) to gain a better understanding of the application, and in particular to understand the organisation's approach to funding. Representatives of Open Road will be present to provide further information.

Applications received following publication of the agenda will be tabled at the meeting.

FLAG FESTIVAL PROJECT

BACKGROUND

To celebrate the Jubilee and the Olympics in 2012, Haverhill Town Council undertook a project to fly flags in the High Street and on the Olympic Torch Route throughout the summer of 2012. The budget for this project was supplemented by a grant from ONE Haverhill.

The High Street decorations were one of the most successful projects undertaken by the Town Council in living memory. We had unanimous positive comments from, townspeople and visitors alike and many photographs and TV (during the coverage of the Lottery winners) showed Haverhill town centre in an excellent light.

PROJECT BRIEF

THE FLAG FESTIVAL PROJECT looks to build on the success of the flags that were in the Town Centre throughout the summer of 2012 and to maintain the community spirit that was engendered by the activities during the summer.

THE FLAG FESTIVAL PROJECT envisages that there will be flags in the Town Centre and on the Market Square for the summer of 2013 interspersed with the bunting purchased in 2012. . The flag designs would be based around the four seasons incorporating the CB9 logo . The design of the flags will be inspired by Haverhill residents who would work with an artist and The Design Office, who developed the wonderful Haverhill 2012 CB9 flag design. Flags would also be flown from the new flagpole on the St Mary's Church tower in the relevant season.

The Project will run throughout the year with the first flag being flown on the first day of Spring. The other flags will be put in the High Street and will remain there from June to September.

PROJECT COSTS

The costs of the project will be to engage an artist to work with educational and community setting to develop designs, digital design and printing of flags plus the putting up and taking down of flags.

The project is in its early stages but the provisional costs of the project are as follows.

Budget Item	Amount	For	Year
Artists fees	£1,500	Workshop with community to develop ideas for flag designs	2012/2013
Design Fees	£1,250	To work up ideas into flag designs	2012 / 2013
Flag Printing	£5,000	Printing and manufacture of flags	2012 / 2013
Erection and Removal	£1,900	To put up and remove flags	2013/2014
Maintenance	£500	To allow for maintenance of display	2013/2014
Marketing and Publicity	£500	To advertise workshops and document the project	2012 / 2013 2013. / 2014
Contingency	£500	To allow for contingency	2013 / 2014
TOTALS	£11,150		2012 / 2013 £7750 2013 / 2014 £3400

Source	Amount	Notes
Haverhill Town Council 2012 / 2013	£ 3,750	£2,000 (from reserves) £1,750 from Arts Development
Applied for Grants	£ 4,000	
Haverhill Town Council 2013 / 2014	£ 3,400	Budget Item 2013/2014
TOTAL	£11,150	

Haverhill Town Council

Leisure & Community Committee – 13 November 2012

Purchase of a Digital Cinema Projector

1. Introduction

- 1.1 At its July meeting, the Leisure & Community Committee agreed a budget of £60,000 for the acquisition of a digital cinema projector, to enable the Arts Centre to continue providing cinema at a time when the selection of 35mm films is rapidly reducing. Approval was subject to obtaining three quotes, and that the decision on the preferred supplier should be confirmed by the Committee.
- 1.2 Following that meeting, four of the main suppliers of digital projection equipment were invited to visit the Arts Centre to understand our requirements. These visits, and our own separate research, were used to develop a brief for the supply and installation of a projector. This is shown at Appendix 1.

2. Procurement Process

- 2.1 Quotations were invited and received from each of the four suppliers during October 2012. Some chose to provide multiple quotes based on different options for projection equipment.
- 2.2 Analysis of the submissions was undertaken against the requirements of the brief. A summary of this analysis is shown at Appendix 2.
- 2.3 Two of the four suppliers – Sound Associates and Future Projections – provided quotes that met our requirements in full. Future Projections' quote is, however, considered to provide more attention to the particular needs of the Arts Centre, and the price is significantly lower.

3. Additional Proposals

- 3.1 The fact that the quotation prices were in most cases significantly lower than the agreed budget reflects a fall in the cost of projectors as the market matures and the technology becomes more widespread. It is proposed that the remaining funding be held as contingency, and that any surplus be used to pursue two further projects:
 - A satellite system for streaming of live performance broadcasts. This is an increasingly common cinema offering, particularly in smaller venues. Examples of the type of performance that can be beamed live from major national/international venues include classical music, ballet and stage plays. The estimated additional cost is £3,000, and this can be provided by Future Projections alongside the digital projection equipment
 - A replacement audio system. The current audio system in the auditorium provides very limited flexibility to adapt to the different uses required – particularly the greatly differing needs of stage and cinema uses. This compromises the sound quality we can offer. A detailed specification will be required before full cost can be established, but estimates at present range from £12,000 to £20,000

4. Recommendations

4.1 It is recommended that

- (i) the contract for supply and installation of a digital projector and associated equipment be offered to Future Projections Ltd, based on the quotation provided and subject to detailed contract discussion;
- (ii) any underspend on the originally approved budget be used for the acquisition of a satellite broadcast system and a replacement audio system, the latter subject to further approval by the Committee if it cannot be accommodated within the approved budget.

Will Austin
November 2012

Haverhill Town Council

Brief for the Supply and Installation of a Digital Projector



HAVERHILL
TOWN COUNCIL

1. Introduction

Haverhill Town Council operates a 210-seat auditorium at Haverhill Arts Centre which is used for cinema on average 2-3 times per week (182 seats maximum used for cinema), and on occasion for broadcast of live and recorded television, and for multimedia presentations.

Cinematic and other events involving projection at the Arts Centre would normally begin no earlier than 9.00am, and finish no later than 11.00pm.

The cinema equipment currently in use includes:

No	Equipment
1	Multimedia projector - Panasonic PT-D3500D
1	Century MSC-TA 35mm projector
1	Dolby Analogue Sound head in Century Housing.
1	DTS D600 timecode head
1	Future Projections lamp housing (containing 1600W Xenon Short Arc Lamp)
1	Omnex Rectifier
1	Cinemeccania Tower
1	DTS XD10 Cinema Media Player (subtitling/audio description with appropriate DTS access disc)
1	Williamson Sound Two Channel IR Modulator (for use with headsets/ DTS unit/DTS access disc for audio description)
1	Dolby CP45 cinema sound processor
3	QSC GX5 Power amplifiers
1	JVC DVD/CD player
1	Monitor speaker
2	Verus 18" ported subwoofers
2	Verus 12" and horn tops (left and right)
1	SST/iBLTwin 12" and horn speaker (centre)
12	JBL Control 1 speakers (6 per surround channel)
1	Humax freesat box and standard domestic dish
1	Pearlux perforated matt white screen – approx. 2.9m high x 6.65m, approx 18m image throw
1	Mitsubishi air conditioning unit (for projection room)

The rectifier for the 35mm projector is powered from a 40 amp supply, along with various other 13 amp supplies for the tower and amplifiers. We have a spare 32 amp single phase supply for the new system. The projection room has computers linked to the Town Council's internal network, which in turn provides internet access. The Council's telephone system provides one extension to the projection room.

The Arts Centre is a Grade 2 listed building.

Further information in respect of the venue/existing equipment can be provided on request.

2. Requirements

The Town Council requires the supply, installation, and testing of a digital cinema projector, along with appropriate training, warranty, maintenance and support.

More specifically, these requirements will include:

- **Digital projection capability.** The equipment will be wholly owned by Haverhill Town Council. We do not specify which projector should be provided, this is for the supplier to determine based on the venue, technical requirements, etc. Particular points that will need to be taken into account are:
 - **Upgradeability to 3D.** This is not an immediate requirement, but the projector should provide a cost-effective upgrade path with easy installation to minimise business disruption, and should be compatible with our existing screen. The recommended 3D system should be specified, along with any issues relevant to the Arts Centre as a venue. The cost of upgrade should not be incorporated into your core submission, but an estimate should be provided as a separate appendix;
 - **Compatibility with existing audio equipment;**
 - **Flexibility to adapt to an upgraded audio system.** In the future we wish to replace and integrate the sound equipment used for both live and cinema shows, ensuring good performance of the equipment in multiple roles and a sound quality no less than at present with easy flexible use;
 - **Ability to project satellite/internet streams/downloads;**
 - **HD projection** – weight will be given to image quality in determining the preferred supplier, provided the solution proves cost effective;
 - **Reliability** – the projector should demonstrate proven reliability in venues similar to the Arts Centre.
- **Retention of 35mm capability.** The 35mm projector will remain in situ and in use for an indefinite period. If the supplier's digital solution requires the 35mm projector to be moved, the cost should be incorporated into the quotation. Regardless of the proposed solution, easy access to the 35mm projector for use and maintenance must be retained.
- **Multimedia projection capability.** This can be achieved by retaining the existing multimedia projector, or by a cost effective solution within the digital projection equipment offered, provided this offers (and preferably improves) the flexibility of media sources catered for by the existing equipment. As with the 35mm projector, the cost of retaining of the multimedia projector, and ease of access to it, should be incorporated into the supplier's proposal.
- **Training.** Training is required for up to four members of staff, to be delivered prior to 'go live'.
- **Testing.** Proposals should show how testing will provide confidence that the equipment will meet our projection requirements from 'go live'.
- **Appropriate service and support.** As a minimum, support for the digital projector will be required between 9.00am and 11.00pm. Proposals will be assessed in terms of meeting this requirement as a necessity, but also against the quality and timeliness of support, especially where an engineer is needed. Submissions should incorporate the cost of the first year's support, and indicate any advantages to a longer-term support agreement.

- **Future-proofing.** The proposed digital projector solution should have a demonstrable lifespan of at least 10 years (via warranty/servicing/maintenance) and be capable, as far as possible, of adapting to any emerging technology. We are aware that digital projection is still in relative infancy, and submissions should demonstrate how the proposed solution gives confidence that it will form part of the industry standard going forward.
- **Ownership.** The Town Council intends to purchase the equipment outright.

3. The Supplier

To be selected, the supplier must be able to demonstrate significant experience of delivering our requirements at a similar venue. You should provide contact details for two previous installations. You should also show how your company is sustainable over the expected 10-year lifetime of the equipment to be installed. This will include confirmation that you hold three years' audited accounts, and that these are available for inspection.

4. Timetable

The indicative timetable for implementation of this project is as follows:

Activity	End date
Issue tender to potential suppliers	5/10/2012
Receive tender submissions	19/10/2012
Analyse submissions and score	26/10/2012
Agree successful supplier with Chair of L&C Committee	2/11/2012
Advise successful/unsuccessful suppliers and hold pre-contract meeting	13/11/2012
L&C Committee ratifies contract	13/11/2012
Contract signed	16/11/2012
Installation project and timetable agreed	23/11/2012
Pre-installation work	21/12/2012
Review staffing and operational arrangements	21/12/2012
Installation week	11/1/2013
Go live	14/1/2012

Submissions should demonstrate how proposals will ensure that the supplier meets this timetable.

5. Submissions

Submissions should be made to:

Will Austin, Town Clerk
Haverhill Town Council
Haverhill Arts Centre
High Street
Haverhill
Suffolk CB9 8AR

or by email to townclerk@towncouncil.haverhill-uk.com

Submissions must be received no later than 5.00pm on 19 October 2012.

6. Exclusions/Separate Quotations

Submissions will be assessed according to the requirements and timetable set out above, and the cost should reflect only these requirements, along with any other provisions that the supplier regards as essential to deliver a successful digital projection installation. There is no requirement for the inclusion of:

- The installation of satellite equipment to support live TV or other satellite broadcast
- The installation of networking to support a direct internet link to/from the projector

as these will be separately installed as necessary. However, suppliers are welcome to provide recommendations and separate quotations for these elements, as they are likely to be required alongside the installation of the projector.

7. Contacts

Queries in respect of the tender process should be directed to Will Austin, Town Clerk on 01440 712858 or email townclerk@towncouncil.haverhill-uk.com.

For information regarding the venue, technical equipment or other details required for your submission should be directed to:

- Nick Keeble, Arts & Leisure Manager, tel 01440 718932, or email nick.keeble@haverhillartscentre.co.uk; or
- Dylan Mills, Technical Officer, tel 01440 710174, or email dylan.mills@haverhillartscentre.co.uk; or

Will Austin
Town Clerk, Haverhill Town Council
3 October 2012

Digital Cinema Projector – Summary of Quotations for Supply and Installation

	BTS	Future Projections 1	Future Projections 2	Omnex	Sound Associates 1	Sound Associates 2	Sound Associates 3	Sound Associates 4
	£41,879.20	£34,495.56	£41,854.45	£57,722.95	£48,273.00	£45,939.75	£50,496.00	£47,069.35
Digital projection capability	●	●	●	●	●	●	●	●
Upgradeability to 3D	●	●	●	●	●	●	●	●
Compatibility with existing audio equipment	●	●	●	●	●	●	●	●
Flexibility to adapt to an upgraded audio system	●	●	●	●	●	●	●	●
Ability to project satellite/ internet streams/downloads	●	●	●	●	●	●	●	●
HD projection capability	●	●	●	●	●	●	●	●
Reliability	●	●	●	●	●	●	●	●
Retention of 35mm capability	●	●	●	●	●	●	●	●
Multimedia projection capability	●	●	●	●	●	●	●	●
Training	●	●	●	●	●	●	●	●
Testing	●	●	●	●	●	●	●	●
Appropriate service and support	●	●	●	●	●	●	●	●
Future-proofing	●	●	●	●	●	●	●	●
Ownership	●	●	●	●	●	●	●	●
Adherence to timetable	●	●	●	●	●	●	●	●

Key: ● Conforms with brief ● Can be accommodated ● Cannot be accommodated/information not provided

