

Membership from May 2017

Councillor P Winter – *Chairman*
Councillor A Starkey – *Vice Chairman*
Councillor M Anderson
Councillor A Appleby
Councillor J Clarke
Councillor W Hirst
Councillor P Hulbert
Councillor M Jefferys
Councillor J Morrey
Councillor R Nobbs
Councillor J Wadham
Town Mayor Councillor R Hood
Deputy Town Mayor Councillor J Lay
'ex officio' Cllr A Drummond



Newmarket
T O W N C O U N C I L

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held at
The Memorial Hall, High Street,
Newmarket, CB8 8JP on
Monday 11th June 2018 at 6pm

A G E N D A


The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
2. Apologies for absence.
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation.
4. To receive and confirm for accuracy the Minutes of the Meeting held on 14th May 2018 and any matters arising.
5. PUBLIC PARTICIPATION - An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters to be brought to their attention.
6. INJURED JOCKEYS FUND – Peter O'Sullivan house (Presentation)
7. ACCOUNTS – To receive the accounts for May 2018
8. CEMETERY – to consider a letter relating to larger graves
9. CEMETERY – to receive an update on access arrangements
10. WEBSITE – to receive an update
11. HANGING BASKETS – to receive an update
12. MEMORIAL GARDEN TOILETS – To consider options
13. Correspondence: -
14. Date of next meeting – Monday 9th July 2018
15. To note items for next Agenda

Signed  Roberta Bennett, Town Council Manager,
5th June 2018

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

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Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Community Services Committee
Held on Monday 14th May 2018 at 6:00 pm at the Memorial Hall Newmarket

Attendance:

Councillor P Winter (Chairman)	Councillor P Hulbert
Councillor M Anderson	Councillor R Nobbs
Councillor J Clarke	Councillor C O'Neill
Councillor A Drummond	Councillor A Starkey
Councillor W Hirst	Councillor J Wadham
Councillor R Hood	Councillor D Wright

Also Present: Bobby Bennett – Town Council Manager (TCM) and Julie Ashton – Minute Assistant.

Minute	Action by
<p>C/18/05/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice and announced that the meeting may be filmed or recorded.</p>	
<p>C/18/05/2 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllrs Berry, Jefferys, Lay and Morrey. Cllr Appleby was absent.</p>	
<p>C/18/05/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u></p> <p>Cllrs O'Neill and Wright declared an interest in item 9 (Allotments) and Cllr Starkey declared an interest in item 12 (Correspondence).</p>	
<p>C/18/05/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 16TH APRIL 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Community Services Committee meeting held on 16th April 2018 and the following was agreed:</p> <p><u>C/18/05/4.01 Resolved</u> That the minutes of the Community Services Committee meeting held on 16th April 2018 be adopted and signed as a true record by the Chairman of the Community Services Committee.</p> <p>There were no matters arising.</p>	

C/18/05/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

None noted.

C/18/05/6 TO RECEIVE THE ACCOUNTS FOR APRIL 2018

Members were advised that this was the first time that income had been above expenditure and that it was in line with expectations.

C/18/05/7 TO CONSIDER AN UPDATE TO THE TERMS OF REFERENCE

The Chairman presented the revised terms of reference and the following was agreed:

C/18/05/7.01 Recommendation

That the revised terms of reference be received and adopted.

C/18/05/8 UPDATE FRIM THE WEATHERBY CROSSING ENQUIRY

Members were advised that the case for keeping the crossing open had been put to the Inspector. A final hearing would be held on 24/25 May 2018 at Ipswich and thanks were given to SCC and FHDC for their support on this issue.

Cllrs O'Neill and Wright declared an interest in the following item.

C/18/05/9 TO APPROVE THE ALLOTMENTS LEASE

The Chairman advised that the lease for the allotments was due for renewal and the following was agreed:

C/18/05/9.01 Recommendation

That the lease between NTC and Newmarket Allotments Association for a period of 7 years from 1st October 2018 to 30th September 2024 be approved.

C/18/05/10 TO APPROVE THE FIELD TERRACE WAY LICENCE

The Chairman advised that the licence for the use of land at 45 Field Terrace Way was due for renewal and the following was agreed:

C/18/05/10.01 Recommendation

That the licence for the use of land at 45 Field Terrace Way for a period of 4 years from 4th November 2017 to 3rd November 2021 be approved.

C/18/05/11 TO RECEIVE THE REPORT AND RECOMMENDATIONS FOR THE 2018 CHRISTMAS LIGHTING SCHEME

The report and recommendations on the 2018 Christmas Lighting Scheme were received and the following was agreed:

C/18/05/11.01 Recommendation

That an additional amount of £5,950 + VAT be added to the Christmas Lights budget from the operating budget.

C/18/05/11.02 Recommendation

That £1,950 + VAT be transferred from the Christmas Lights EMR to cover additional infrastructure costs.

Cllr Starkey declared an interest in the following item.

C/18/05/12 CORRESPONDENCE

Request from the Racecourse and Discover Newmarket to install banners on Barbara Stradbroke Avenue. The design of the banners would be approved by NTC. TCM was asked to send a response informing them that the Committee agreed in principle and that the request would be passed to the D&P Committee for consideration. In return, NTC would request that the wooden structure for displaying signs at Rowley Drive be removed and that the damaged “Welcome to Newmarket” sign be replaced.

Two emails regarding the defibrillator training noting that it was well received and delivered. There had been a good attendance rate and the Committee gave thanks to the Administration Officer for organising, advertising and facilitating the training.

C/18/05/13 DATE OF NEXT MEETING

Monday 11th June 2018 at the Memorial Hall

C/18/05/14 ITEMS FOR NEXT AGENDA

- Weatherby Crossing

C/18/05/15 *EXCLUSION OF THE PRESS & PUBLIC*****

With the vote being unanimous, it was:

C/18/05/15.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The Public left the meeting

C/18/05/16 *CLOCK TOWER SCHEME DETAILS*****

The Chairman advised that the planting scheme would need to be simplified and this item was deferred to the next meeting.

C/18/05/17 *TO APPOINT A DESIGNER FOR THE MEMORIAL GARDEN PROJECT*****

Members were advised that a number of meetings had been held and a master plan had been produced detailing the work involved. FHDC had offered to assist with the tender process for the groundworks and a design brief had been produced with costings. The design brief was

considered and the following was agreed:

C/18/05/17.01 Recommendation

That Mia Witham be appointed as the designer for the Memorial Gardens project and that the Chairman and RFO be given delegated power to manage the associated fees.

C/18/05/18 *TO AGREE THE PREFERRED PLAY EQUIPMENT PROVIDER FOR THE MEMORIAL GARDEN PROJECT*****

Members considered quotes for the provider of play equipment and the following was agreed:

C/18/05/18.01 Recommendation

That Massey & Harris be appointed as the providers of play equipment for the Memorial Garden project.

C/18/05/19 *TO APPOINT A SURVEYOR FOR TOPOGRAPHICAL AND SERVICES SURVEY FOR THE MEMORIAL GARDEN PROJECT*****

Members considered quotes for a topographical surveyor and the following was agreed:

C/18/05/19.01 Recommendation

That Survey Solutions be appointed as the topographical surveyor for the Memorial Garden project.

C/18/05/20 *TO CONSIDER A BUDGET AND FINANCING OPTIONS FOR THE MEMORIAL GARDEN PROJECT*****

Members considered a range of options for financing the project and all options would be explored further including possible 106 money and excluding borrowing.

Meeting closed at 7:12pm

Signed _____ Date _____

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 31/05/2018

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Community Services								
200	Outside Services							
4029	General Equipment	0	0	500	500	500	0.0 %	
4039	Vehicle Costs	0	0	4,200	4,200	4,200	0.0 %	
4326	Outside Services SLA	0	0	67,515	67,515	67,515	0.0 %	
	Outside Services :- Expenditure	0	0	72,215	72,215	0	72,215	0.0 %
	Net Expenditure over Income	0	0	72,215	72,215			
201	General Town Planting							
4093	Clock Tower Reg Project	500	500	0	-500	-500	0.0 %	
4100	Seasonal Planting	0	0	3,000	3,000	3,000	0.0 %	
4101	Hanging Baskets	0	0	7,000	7,000	7,000	0.0 %	
4102	Other Planting Expenses	0	0	50	50	50	0.0 %	
	General Town Planting :- Expenditure	500	500	10,050	9,550	0	9,550	5.0 %
1007	Sponsorship Income	0	0	5,100	-5,100		0.0 %	
1009	Roundabout Sponsorship	0	0	5,000	-5,000		0.0 %	
1100	Grants Received	0	0	2,395	-2,395		0.0 %	
1101	Donations Received	0	240	0	240		0.0 %	
	General Town Planting :- Income	0	240	12,495	-12,255		1.9 %	
	Net Expenditure over Income	500	260	-2,445	-2,705			
202	Cemetery							
4011	Rates	270	538	1,948	1,410	1,410	27.6 %	
4012	Water Rates	0	0	350	350	350	0.0 %	
4014	Electricity	0	0	2,200	2,200	2,200	0.0 %	
4017	Fire Precautions	0	0	150	150	150	0.0 %	
4035	Equipment	0	0	200	200	200	0.0 %	
4036	R&M - Buildings	497	505	8,000	7,495	7,495	6.3 %	
4037	R&M - Grounds	6,782	6,839	1,000	-5,839	-5,839	683.9 %	
4040	Trade Refuse Collections	0	0	1,500	1,500	1,500	0.0 %	
4047	Grave Digging	0	0	13,000	13,000	13,000	0.0 %	
4084	Commemorative Bench Cemetery	0	0	1,000	1,000	1,000	0.0 %	
4325	Cemetery SLA	0	0	8,880	8,880	8,880	0.0 %	
4995	DNU	0	0	5,000	5,000	5,000	0.0 %	
	Cemetery :- Expenditure	7,548	7,882	43,228	35,346	0	35,346	18.2 %
1000	Burial Fees	0	390	24,000	-23,610		1.6 %	
1020	Interment Income	0	0	10,000	-10,000		0.0 %	

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1021 Monumental Income	0	0	11,000	-11,000			0.0 %
1022 Grave Space Purchase Income	0	0	12,200	-12,200			0.0 %
1029 Income Commemorative Bench	0	0	1,050	-1,050			0.0 %
Cemetery :- Income	0	390	58,250	-57,860			0.7 %
Net Expenditure over Income	7,548	7,492	-15,022	-22,514			
203 Disused Churchyards							
4037 R&M - Grounds	100	100	1,500	1,400		1,400	6.7 %
4996 DNU	0	0	3,000	3,000		3,000	0.0 %
Disused Churchyards :- Expenditure	100	100	4,500	4,400	0	4,400	2.2 %
Net Expenditure over Income	100	100	4,500	4,400			
204 Memorial - War & Cooper							
4036 R&M - Buildings	0	0	500	500		500	0.0 %
4037 R&M - Grounds	637	637	7,000	6,363		6,363	9.1 %
Memorial - War & Cooper :- Expenditure	637	637	7,500	6,863	0	6,863	8.5 %
Net Expenditure over Income	637	637	7,500	6,863			
205 Clocks							
4014 Electricity	0	0	300	300		300	0.0 %
4036 R&M - Buildings	404	404	0	-404		-404	0.0 %
4177 Clock Tower Expenses	216	216	1,200	984		984	18.0 %
Clocks :- Expenditure	620	620	1,500	880	0	880	41.3 %
Net Expenditure over Income	620	620	1,500	880			
206 Bus Shelters							
4036 R&M - Buildings	0	630	500	-130		-130	126.0 %
4995 DNU	0	0	1,000	1,000		1,000	0.0 %
Bus Shelters :- Expenditure	0	630	1,500	870	0	870	42.0 %
Net Expenditure over Income	0	630	1,500	870			
207 General Town Maintenance							
4039 Vehicle Costs	0	25	0	-25		-25	0.0 %
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0 %
4108 Town Centre Regeneration	0	0	15,000	15,000		15,000	0.0 %
4140 Dog Waste Collection/Disposal	0	0	800	800		800	0.0 %

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Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4141 Tree Scheme for High Street	69	69	0	-69		-69	0.0 %
4995 DNU	0	0	1,000	1,000		1,000	0.0 %
General Town Maintenance :- Expenditure	69	93	19,300	19,207	0	19,207	0.5 %
Net Expenditure over Income	69	93	19,300	19,207			
208 Public Conveniences							
4011 Rates	0	0	1,700	1,700		1,700	0.0 %
4012 Water Rates	0	0	150	150		150	0.0 %
4014 Electricity	0	0	600	600		600	0.0 %
4036 R&M - Buildings	103	103	500	397		397	20.6 %
Public Conveniences :- Expenditure	103	103	2,950	2,847	0	2,847	3.5 %
1100 Grants Received	0	3,300	3,000	300			110.0 %
Public Conveniences :- Income	0	3,300	3,000	300			110.0 %
Net Expenditure over Income	103	-3,197	-50	3,147			
210 The Severals							
Net Expenditure over Income	0	0	0	0			
211 The Queens Statue							
4012 Water Rates	0	0	200	200		200	0.0 %
4014 Electricity	0	0	1,000	1,000		1,000	0.0 %
4037 R&M - Grounds	0	0	3,000	3,000		3,000	0.0 %
The Queens Statue :- Expenditure	0	0	4,200	4,200	0	4,200	0.0 %
Net Expenditure over Income	0	0	4,200	4,200			
215 Allotments							
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0 %
Allotments :- Expenditure	0	0	1,500	1,500	0	1,500	0.0 %
1010 Allotment Fees	75	75	900	-825			8.3 %
Allotments :- Income	75	75	900	-825			8.3 %
Net Expenditure over Income	-75	-75	600	675			
220 Studlands							
4045 Street Lighting - Maint Cont	0	0	10,000	10,000		10,000	0.0 %
4052 Street Lighting - Repair	0	0	1,500	1,500		1,500	0.0 %
Studlands :- Expenditure	0	0	11,500	11,500	0	11,500	0.0 %
Net Expenditure over Income	0	0	11,500	11,500			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
308 Christmas							
4310 Christmas Lights	440	440	15,000	14,560		14,560	2.9 %
4811 CP - Christmas Lights Infrast	0	0	3,000	3,000		3,000	0.0 %
Christmas :- Expenditure	440	440	18,000	17,560	0	17,560	2.4 %
Net Expenditure over Income	440	440	18,000	17,560			
Community Services :- Expenditure	10,016	11,005	197,943	186,938	0	186,938	5.6 %
Income	75	4,005	74,645	-70,640			5.4 %
Net Expenditure over Income	9,941	7,000	123,298	116,298			

Town Mayor: Councillor Rachel Hood

Town Council Manager: Roberta Bennett

06 June 2018

Ref: RJB/WC

Memorial Gardens Toilet Provision

We have recently received communication from the company who were to provide the temporary toilets advising us that following a site visit, they are unable to supply the toilets due to access restrictions and being unable to get the building into the gardens.

This leaves the following options

- 1 To consider smaller chemical toilets
This option is not preferred. Due to site limitations the smaller cubical would be able to be used on site but would not offer options for disabled or for those requiring nappy changing facilities. We consider these toilets to be higher risk with regard to problems with anti-social behaviour.
- 2 To hire staff/company to open the existing toilets at the weekend
This option is recommended. Following a request from the Leisure Services Committee, initial enquiries are being carried out with regard to this option, and it is anticipated that further update will be available at the meeting. Advertising continues for a Caretaker. However, consideration needs to be given to staff parking to minimise the vehicular movement.
- 3 Suggestions are welcomed from the committee.



Roberta Bennett
Town Council Manager