



Newmarket

TOWN COUNCIL

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Cooke - Vice Chairman
Councillor Drummond,
Councillor Hood,
Councillor Hulbert,
Councillor Lay
Councillor Lindsay

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

You are hereby summoned to attend a meeting of the

LEISURE SERVICES COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 1st July 2019 at 7.15pm

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** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** 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. **MINUTES OF PREVIOUS MEETING** To receive and confirm for accuracy the Minutes of the Meeting held on 3rd June 2019 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 relating to the Town to be brought to their attention.
6. **To review the Committees Terms of Reference**
7. **FINANCE** – To review the Income and Expenditure (budget enclosed)
8. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
9. **WEST SUFFOLK** – Play Safety Report
10. **CARNIVAL**– To receive a report
11. **MEMORIAL GARDENS** – To receive an update
12. **SUN LANE**
13. **TWINNING** – To receive an update
14. **WINTER WONDERLAND** - To consider plans for 2019
15. **CORRESPONDENCE:**
 - a. Cricket practice net
 - b. Cricket Facilities
16. Items for next Agenda:
17. **DATE OF NEXT MEETING: Monday 5th August 2019**

Signed

Roberta Bennett, Town Council Manager, 26th June 2019

Distribute to the following for information: County & District Councillors, The Press, Newmarket Town Council
Notice Boards & the Web-site

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd June 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor A Drummond
Councillor R Hood

Councillor Hulbert
Councillor J Lay
Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant and 2 Members of the Public.

Minute	Action by
L/19/06/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety briefing and the announcement that proceedings may be filmed or recorded.	
L/19/06/2 <u>APOLOGIES</u> Apologies were received from Cllr Cooke.	
L/19/06/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
L/19/06/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 13TH MAY 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 13th May 2019 and the following was agreed: <u>L/19/06/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 13th May 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. Matters arising: Page 3 – L/19/05/12 Carnival 2019 – TCM reported that the Licence Agreement had been reviewed by the solicitor and was ready to be signed at the meeting due to be held tomorrow.	
L/19/06/5 <u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE</u>	

**MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS
RELATING TO THE TOWN TO BE BROUGHT TO THEIR
ATTENTION**

A resident again pointed out that the Committee was too small to meet the interests of the Town and there was a risk of it not being quorate. The absence of the Vice Chairman was noted having not attended a single meeting so far. TCM advised that valid reasons have been given for absence. The Chairman was asked when the other 9 Cllrs would be invited to join the Committee. The Chairman advised that this matter was in hand.

L/19/06/6 TO REVIEW INCOME & EXPENDITURE FOR APRIL 2019

The income and expenditure reports for April 2019 were noted.

A member of the public left the meeting.

**L/19/06/7 TO REVIEW THE BOOKINGS EVENT STAFFING AND
REQUIREMENTS**

The Events Manager advised that she had given the information for the bookings of the Bill Tutte events to the Bill Tutte Committee and there were no issues. The following events had been confirmed:

- Bill Tutte - Saturday 20th July 2019 – dance school
- Tattersalls - Saturday 06th July 2019 – Delta Sunrise Band to play at the start of the Carnival between 10:00am and 12:00

Bookings for June 2019 were quiet and there were no staffing requirements.

TCM advised that the audit had recommended that the venue hire fees should be reviewed in September so that they can feed into the budget setting in November. The Tea Dance figures were reviewed and fresh efforts would be made to promote them to increase the numbers attending.

L/19/06/8 SUMMER ENTERTAINMENT – TO APPROVE COSTS

The Events Manager gave out examples of the flyers, there would also be posters and a banner to promote it. A verbal update on the costs were given for the bouncy castle, Market Place and marketing a total of £3315. The RFO would be asked to confirm that there will be a sufficient budget to cover the costs with the additional £1000 donation from a locality budget and the following was agreed:

L/19/06/8.01 Resolved

That the costs for the Summer Entertainment events of £3315 be accepted, subject to confirmation of the £1000 donation from a locality budget.

L/19/06/9 TO CONSIDER PLANS FOR THE CARNIVAL 2019

The Events Manager advised that she would be meeting the organisers tomorrow and the Licence Agreement would be signed. She would also request a report on what had been booked e.g. Classic Cars, floats and funfair etc.

L/19/06/10 TO CONSIDER PLANS FOR THE WINTER WONDERLAND 2019

The Events Manager advised that the costs for a Festival of Light were too high and other options would be looked at for a smaller event within the £4,000 budget. It was suggested that the event takes place on Saturday 14th December 2019 and the following was agreed:

L/19/06/10.01 Resolved

That the Chairman, TCM and Events Manager be given delegated power to look at options for a smaller event for Saturday 14th December 2019 that would be within budget.

L/19/06/11 CORRESPONDENCE

- West Suffolk Play Safety Report – there were no significant risks and a minor accident had been investigated and no cause was found.
- E-mail to request a running track to be installed in Newmarket – the request would be passed to West Suffolk.

L/19/06/12 TO NOTE ANY ITEMS FOR NEXT MEETING

- Terms of Reference
- WS Play Safety Report
- Carnival Report
- Memorial Gardens update
- 2019 Winter Wonderland
- Sun Lane

L/19/06/13 DATE OF NEXT MEETING

Monday 1st July 2019 in the Memorial Hall

Meeting closed at 8:12pm.

Signed _____ Date _____

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<u>Scheduled work Price Evaluation</u>							
						West Suffolk - Inhouse	
						PRICE PER UNIT (£)	TOTAL PRICE (£)
Memorial Hall Grounds & St Mary's (Closed church Yard)							
Map 1							
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A	Unit Rate £	Total PA Price £
	Section 2	Amenity Grass	M2 (9 plots)	8665.4	14	£48.08	£673.05
	As per section 7.2	Hard Surface	M2 (4 plots)	2557.5	3	£67.62	£202.86
	Section 5	Hedges	LM (2 plots)	157.1	2	£560.78	£1,121.56
	Section 4	Flower Bed	M2 (2 plots)	10	Spring & Summer display + Maintenance	£91.83	£918.28
	section 8.6	Removal of basal Suckers from trees & low branches up to 2m	No	62	1	£157.30	£157.30
	section 8.2	*Litter Bin Emptying, Cleansing & Maintenance	No	8	193	£1.50	£2,316.00
		Inspection of Childrens Play area Monthly	No	1 Site	12	24.5	£294.00
		Annual audit of Childrens Play area	NO	1 x site	1	52.08	£52.08
Sub Total							£5,735.13
The Severals							
Map 2							
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A	Unit Rate £	Total PA Price £
	Section 2	Amenity Grass (excludes the area covered by the Cricket table, Infield & Outfield)	M2 (6 plots)	21,426.20	14	£125.00	£1,749.93
	As per section 7.2	Hard Surface	M2 (2 plots)	900.4	3	£23.31	£71.74
	Section 3	Shrub bed	M2 (6 plots)	410.9	11	£633.97	£1,267.94
	Section 4	Bedding	M2 (1bed)	16.5		£83.48	£1,377.42
	As per section 8.6	Removal of basal Suckers from trees & low branches Up to 2m	No	50	1	£135.21	£135.21
	Section 6	Cricket Table (24m by 27m) Supply and application of appropriate spring feed & autumn broad leaf herbicide and moss killer.	M2	648	2	£0.15	£199.97
	Section 6	Cricket Table (5,020 M2) Infield & Outfield Maintenance Supply and application of appropriate spring feed & autumn broad leaf herbicide and moss killer.	M2	5,020	2	£0.15	£1,549.17
	Addition	Cricket Table Cut Infield & Outfield	m2	5020	1		
	section 8.2	*Litter Bin Emptying, Cleansing & Maintenance	No	6	52	£1.50	£468.00
Sub Total							£6,819.38
All Saints Church							
Map 3							
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A	Unit Rate £	Total PA Price £
	Section 2	Amenity Grass	M2 (3 plots)	1190.1	14	£48.08	£673.05

	As per section 7.2	Hard Surface	M2 (1 plot)	219.6	3		£19.73	£59.19
	Section 3	Shrub Bed	M2 (1 plot)	24.3	11		£29.91	£329.06
	As per section 7.3	Removal of basal Suckers from trees & low branches	No	5	1		£19.73	£19.73
Sub Total								£1,081.03
Three Sponsored Roundabouts								
Map 4								
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A		Unit Rate £	Total PA Price £
	Section 2	Amenity Grass	M2 (2 Plots)	196.1	14		£15.73	£220.22
	Section 3	Shrub Bed	M2 (3 Plots)	512.4	11		£122.93	£1,352.32
Sub Total								£1,572.54
Newmarket Cemetery (excluding areas outside of Cemetery boundary)								
Map 5								
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A		Unit Rate £	Total PA Price £
	Section 2	Amenity Grass	M2 (20 Plots)	40,928	14		£1,237.32	£17,322.48
	section 7.3	Hard Surface Sweep paths weekly from 1 st June to 30 th September and every two weeks from 1 st October to 31 st May, all arisings to be taken to an approved tip.	M2	625.5	3		£45.00	£135.00
	section 7.2	Maintenance of trees	No	100	2		£1.65	£330.00
	Section 7	Apply agreed residual herbicide around all vertical objects in grass areas on site. Trees = 100, Memorials = 17,500 Walls	No of items	17,799	2		£1,476.68	£2,953.36
	Section 7	Edge up all grass boundaries where it meets road/path ways.	LM	4,186	1		£948.53	£948.53
	Section 5	Hedge	LM (16 Plots)	402	2		£727.58	£1,455.16
	section 8.2	*Litter Bin Emptying, Cleansing & Maintenance	No	11	105		£0.64	£739.20
Sub Total								£23,883.73
Amenity Areas Birdcage Walk & South of A1304 (Outside Cemetery Boundary)								
Map 5								
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A		Unit Rate £	Total PA Price £
	Section 2	Amenity Grass	M2 (4 Plots)	13,996.60	14		£76.92	£1,076.88
	As per section 7.2	Hard Surface	M2 (2 Plots)	625.5	3		£24.73	£74.19
	Section 3	Shrub bed	M2 (2 Plots)	1179.2	11		£247.43	£2,721.75
	Section 5	Hedge	LM (2 Plots)	38	2		£133.44	£133.44
	Addirtional requested work	ROUNDS MAINTENANCE AT THE QUEENS STATUE AREA BARBARA STRADBROKE AVENUE NEWMARKET MOW GRASS AND EDGE REMOVING ALL ARISINGS 26 OCCASIONS APRIL TO NOVEMBER, HOE PLANTED AREAS 16 OCCASIONS PER YEAR TRIM HEDGES 2 OCCASIONS PER YEAR						£3,567.56
		EDGE GRASS AREAS ADJACENT TO BARBERA STRADBROKE AREA 2 TIMES PER YEAR						
Sub Total								£7,573.82
Flower Beds Fred Archer Way J/W Exeter Road								

Map 6

Map 6								
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A		Unit Rate	Total PA
							£	Price
							£	
	Section 4	Flower Bed	M2 (3 Plots)	109.1	Spring& Summer display + Maintenance		23.12	£2,522.57
Sub Total								
								£2,522.57
Town Centre Floral Planters and Hang baskets								
Item No.	Service Info & Specification Reference	Core Services Description	Unit	Total Measure	Number of Events P/A		Unit Rate	Total PA
							£	Price
							£	
	Section 4	Square planters Located along the high street.	Planters	29	Spring& Summer display+ Maintenance		£25.38	£2,769.24
	Section 4		9 baskets	200	Summer display+ Maintenance		£74.24	£14,847.84
Sub Total								
								£17,617.08
Total Cost of all Scheduled work								£66,805.28

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From: noreply@newmarketvenues.co.uk <noreply@newmarketvenues.co.uk>

Sent: 14 June 2019 01:10

To: Event <events@newmarket.gov.uk>

Subject: New website enquiry from Newmarket Venues

Enquiry

Name: Oliver Green

Email: [REDACTED]

Phone:

Prospective

Date:

Hi,

I am looking for an email/contact of the owners of the pavilion.

I am from a local cricket club called Lidgate & Ousden and would like to know if we could potentially buy the cricket practice net which is at the back of the pavilion. I

Message: drive past it every day and have never seen it used, and with our net now broken we could give it a good home.

Thanks
Ollie
LOCC



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R & A Associates

**3 Manchester House
113 Northgate Street
Bury St Edmunds
IP33 1HP
T: 01284 700039**



Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

June 25 2019

Dear Sir/Madam,

Subject: Cricket Facilities Newmarket: Cricket Team(s) Newmarket.

I am writing with regard to the Cricket facilities and pavilion in Newmarket.

I am contacting you on behalf of a client who is interested in hiring the cricketing facilities and pavilion in Newmarket on a regular basis.

The short-term objective of this enquiry and hiring of the facilities will comprise of training for adults (men and women) and youth cricket alike. This training will be overseen by a professional cricketing coach who currently trains at Northampton County Cricket Club which has included National Cricket teams in the past. The longer-term objective (dependent upon interest) will be the resurrection of league team(s) to compete in the County Cricket leagues again, which will include adult (men and women) and youth cricket.

After viewing the cricket pitch and pavilion my client considers that the facilities in Newmarket are, in many respects, superior to many other local team's facilities. Meaning that capitalising on the general interest in Cricket

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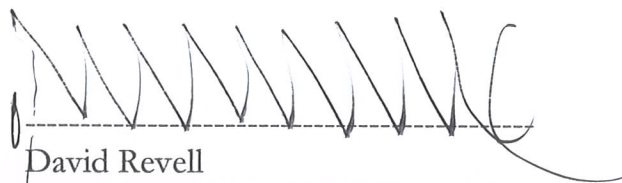
(World Cup) as a sport to reinvent cricket in Newmarket would be a worthwhile endeavour.

My client is currently financially sponsors another local cricket team. This sponsorship and involvement directly lead to this particular club winning its respective county league in the same season. My client has a wealth of experience in the sport of cricket and, as I have indicated, considers the short-term and long- term objectives, as set out above, eminently feasible.

At this stage could you advise if this proposition is of interest. Accordingly, if interest in this proposition is forthcoming then a meeting to discuss these proposals should follow.

Thank you.

Yours Sincerely



David Revell

R & A Associates

**3 Manchester House
113 Northgate Street
Bury St Edmunds
IP33 1HP**