

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Cooke - Vice Chairman
Councillor Borda
Councillor Drummond,
Councillor Hirst
Councillor Hood,
Councillor Hulbert,
Councillor Jeffreys
Councillor Lay



Newmarket

TOWN COUNCIL

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 7th October 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 2nd September 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. **FINANCE** – To review the Income and Expenditure and to consider budget priorities
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
8. **MEMORIAL GARDENS** – Play Safety Report and Annual Report
9. **MEMORIAL GARDENS** – water feature
10. **SITE INSPECTIONS** – Invitation to Committee to join officers on Inspection of Memorial Hall, Gardens, Pavilion and Severalls
11. **SUMMER ENTERTAINMENT 2019** Feedback
12. **ART IN THE GARDEN** – Briefing Paper
13. **OKTOBERFEST**
14. **A TASTE OF CHRISTMAS** – To consider plans for 2019
15. **CARNIVAL 2020**
16. **SUN LANE**
17. **SUMMER PROGRAMME 2020**
18. **TOWN EVENTS** – To review the programme for 2020
19. **NEWMARKET MUSIC AND ART** – To receive the report
20. **HIRE FEES** – To review the hire fees
21. **CORRESPONDENCE**
22. Items for next Agenda:
23. **DATE OF NEXT MEETING: Monday 4th November 2019**

Signed

Roberta Bennett, Town Council Manager, 1st October 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 2nd September 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor W Hirst

Councillor R Hood
Councillor M Jefferys
Councillor Hulbert
Councillor J Lay

Also present: Christy Argyroudi – Events Manager, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, and 1 Member of the Press and 3 Members of the Public.

Minute	Action by
L/19/09/1 <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/19/09/2 <u>APOLOGIES</u> None noted. Cllr Cooke was absent.	
L/19/09/3 <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/19/09/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5TH AUGUST 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 5th August 2019 and the following was agreed: <u>L/19/09/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 5th August 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/19/09/5 <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 MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION</u>	

A representative from the Newmarket Community Arts Group advised that they had been disappointed not to secure the Palomino Pub as a community asset but would continue to look for alternative venues to put on events. The arts were important to residents and they would aim to drive the project forward. They were planning to hold music workshops and needed £3,000 to fund PA equipment. They were also planning to run a Community Arts competition and asked if NTC would like to join the running of this project. The Chairman advised her to contact the Newmarket Festival for a grant and the Newmarket Choir to see if they could be the nominated charity next year.

An item on the Newmarket Community Art Group would be added to the next agenda.

Two members of the public left the meeting

L/19/09/6 TO REVIEW INCOME & EXPENDITURE

The income and expenditure reports for July 2019 were reviewed and noted.

L/19/09/7 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS – TO TIMETABLE FEE REVIEWS

The Events manager advised that there were 2 parties booked for 28th September in the Memorial Hall and Pavilion and a wedding booked for 4th October. A volunteer was required to open and close a children's party on 14th September in the afternoon. Cllr Hirst volunteered with possible help from Cllr Borda depending on the timings.

L/19/09/8 WEST SUFFOLK PLAY SAFETY REPORT

RFO advised that an update was not available however complaints had been received from parents regarding children climbing up the side of the castle slide. It was noted that this was misuse of the equipment and that parents were responsible for ensuring that the equipment is used safely and correctly.

The providers of the equipment had suggested adding a guard and this would be looked into. Advice would be sought from the play equipment safety inspectors and permanent signs for how to use the equipment and for parents to be responsible for how the children use the equipment would also be looked at.

L/19/09/9 TO RECEIVE A REPORT ON THE NEWMARKET SOAPBOX DERBY

Members were advised that the event went well for a first time event and that there were a lot of learning points for any future events. A debriefing meeting had been held and a full report would be presented to full Council.

The Mayor thanked Cllr Lay and the Events Manager for the work they had put in and thanks were also given to all of the volunteers who had helped to make it a fun and successful day.

L/19/09/10 TO RECEIVE A REPORT ON THE CARNIVAL 2019

The Events manager circulated a report from the organisers and bank statements and receipts would be received soon. It was noted that the event

had not been as good as last year due to the weather, lack of floats from Masters Logistical and sponsorship. The organisers had suggested getting help form a Carnival Committee and a Committee would be set up consisting of the Events Manager, Chairman and organisers.

L/19/09/11 SUN LANE

Members were advised that there was no further update and costs for flower boxes and benches would be presented at the next meeting. TCM would be asked to look at Tesco Section 106 monies for the wrought iron arches for Sun Lane and Wellington Street.

L/19/09/12 TO CONSIDER PLANS FOR A TASTE OF CHRISTMAS 2019

The Events Manager advised that she had been approached by local traders for the Alpine huts and she had asked the Church about arranging a walking nativity. She was talking with various entertainment agencies and the marketing would start mid-October.

L/19/09/13 CHRISTMAS TREE STAND

This item was deferred to the next meeting.

L/19/09/14 OKTOBERFEST

The Events Manager advised that the event would be held on Saturday 19th October 2019 1:00 – 10:00pm. Tickets would cost £18.50 and included one drink. Social media had indicated that 122 were going to the event and that 1,300 were interested.

There would be a large marquee with an adjoining small tent situated near the Pavilion and away from the horse walk. There would be 12 bars in the marquee and an additional 3 bars in the small tent. The tents would be fenced off and 2 bands would be providing interval music with 2 street food traders providing the food.

They would need access to the Severals from Thursday 17th October to set up and from Sunday 20th – Tuesday 22nd to break down and clear the site. A hire agreement would be drafted similar to that of the Carnival along with a request for liability insurance, licences, a safety plan and risk assessments.

Members discussed the fees for hiring the Pavilion and the following was agreed:

L19/09/14.01 Resolved

That a hire fee of £1,000 be charged for the Pavilion with a £500 refund if the site is left clean with no damage.

The Events Manager was asked to look at NTC being promoted as a supporter of the event.

L/19/09/15 TO REVIEW THE TOWN EVENTS PROGRAMME FOR 2020

The Events Manager gave a breakdown of the programme for 2020 which

included the following:

19th October – Oktoberfest at the Severals
25th October – Celebrate Silver Sunday a free tea dance event
12th November – Purple Tuesday in the Memorial Hall
14th December – a Taste of Christmas
Tea Dance – last Friday each month £4.50 from 2:00 – 4:15pm
Mid-January – “Meet & Match” event in the Memorial Hall for Community groups
Car boot sales – 8 charities to be selected dates will be available on the website
4th July – Carnival
30th July – 27th August – Summer Entertainment Programme in the Memorial Gardens
30th August – Soapbox Derby 30th August

20th September – Lexington Twinning event 2nd welcome reception
29th May – 1st June – Maison Lafitte Twining event to include accommodation, welcome reception and daily excursions with lunch.

L/19/09/16 TO REVIEW THE HIRE FEES

The Events Manager circulated the current hire fees at the meeting and Members would review them and bring comments to the next meeting.

L/19/09/17 CORRESPONDENCE

None noted.

L/19/09/18 TO NOTE ANY ITEMS FOR NEXT MEETING

- Carnival 2020
- Sun Lane
- Taste of Christmas
- Summer Programme
- Review of hire fees
- Castle slide
- Cricket pitch
- Community Arts Group
- Christmas tree stand

L/19/09/19 DATE OF NEXT MEETING

Monday 7th October 2019 in the Memorial Hall

Meeting closed at 8:28pm.

Signed _____

Date _____

Newmarket town Council

Our ref: 4072W

Your ref:

File Location:

Date: 25th sept 2019

For the attention of: Gillian Padbury

Dear Gillian,

We have pleasure in detailing below our proposal for the Closing and Opening maintenance required for your Splashpad at Memorial Gardens

DE-COMMISSION 2019

The proposal is to cover the routine shut down maintenance work associated with the following Ustigate equipment as installed.

- a) Display pumps and strainers.
- b) Flow/display assemblies.
- c) Electrical equipment and control gear.
- d) Drainage/Overflow fittings.

Proposal

Full Service to check typically:

Pump Sets: Check strainers and clean, empty pipe work of water.

Level Equipment: Switch down manual and auto operation of top-up
Isolate supply.

Water Quality: N/A

Drain: Check drain/overflows and clear as required,
partial drain down of tank, and drain of system, Set
drain to waste.

General: Check for pipe condition and leaks.
Check plant room drains and leave tidy.

Play items: Check condition of water play features, swap ground jets for winter blanks (client to make blanks available)

Delivery: TBA

Total for Winterization **£895.00 + vat**

RE-COMMISSION 2020

Proposal

Full Service to check typically:

Pump Sets: Check strainers and clean, reconnect and run pumps.

Level Equipment: Check manual and auto operation of top-up system and prove water inlet flows.

Water Quality: Clean tank, fill system and run for 30 minutes, charge with disinfectant chemicals, leave operational. Take water samples

Drain: Check drain/overflows and clear as required and sump pump set to summer mode and operational.

General: Check for pipe condition and leaks.
Check plant room drains and leave tidy and

Play items: Check condition of water play features, Replace Blanks for jets (Give blanks back to Client)

Delivery: TBA

Materials required

- Chemicals to sterilize system

- Water Quality Test

Test 1 - TVC analysis

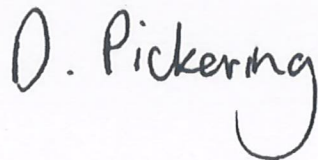
Test 2 - Total coliforms, E coli, staphylococcus & pseudomonas

Total for Summerization **£1,114.00 + vat**

Payment - 30 days from invoice date
VAT - Additional
Transport - Inclusive
Quotation Validity - 30 days from date of this offer.

Yours Sincerely

Daniel Pickering

A handwritten signature in black ink that reads "D. Pickering". The signature is written in a cursive style, with the first letter "D" being large and the last letter "g" having a long, sweeping tail.

USTIGATE LIMITED

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Report to Leisure Services - Art in the Memorial Gardens



Following the successful art trail during the summer of 2019, the Animal Heath Trust would like to gift the piece by Tom Claxton that is currently on display in the Memorial Gardens to the Town Council.

The AHT are delighted that there is a prospect for it to remain in the Memorial Garden.

It is recommended that the artwork would become the property of the Town Council. Should there be a time when the Town Council require the artwork to be moved or no longer wish to own the art, it is asked that West Suffolk Council, via the locality officer, are invited to discuss future possible locations for the art.

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Tea dance 2019

Date	Coffee/Tea	Food	DJ	Total Cost	Total revenue	Profit/Loss	PAX
25 January		£18	£160.00	£178	£206.25	+£28.25	43
22 February		£15	£160.00	£175	£195.42	+£20.42	44
29 March		£18.66	£160.00	£178.66	£137.92	-£40.74	32
26 April		£13.92	£160.00	£173.92	£181.25	+£7.33	42
31 May		£9.50	£160.00	£169.50	£141.67	-£27.83	34
28 June		£12	£160.00	£172.00	£160.42	-£11.58	37
26 July		£12.90	£160.00	£172.90	£141.25	-£31.65	33
9 August		£11.82	£160.00	£171.82	£136.25	-£35.57	31
27 September		£10.31	£160.00	£200.83	£170.31	+£30.52	47
25 October -Silver Sunday			£160.00				
29 November			£160.00				
13 December			£160.00				

** VAT is excluded**

Ticket price: £3.75 plus raffle tickets £1 each

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2019 Music and Art Festival report

The MONTHLY MEETINGS were productive and well attended with Pat Bastable writing up the minutes and agendas, which was a huge help. Also successful was holding the meetings on the first Tuesday of the month, making it a regular date.

Taking on ART this year proved a way forward without too much work for the group. Nine art venues were included in the programme, with 6 local artists and 3 free events within the town. With the help of Ali Atkins from Market Place, we also incorporated taster Art activities into other events.



The PROGRAMMES, thanks to Rachel Wood's hard work and chasing up, were available late May. 5000 leaflets and 50 posters were distributed in the town and further afield. Again the full month of events and the quality of the finished programme were excellent. A big thank you to the Racecourse for funding the design and their continued support; without this it would be impossible to produce the programmes. This year most schools sent the programmes home in the book bags, covering a larger area, and Tesco took a box to give out to their customers.

PUBLICITY worked more effectively this year and banners were displayed around the town. The Journal gave good coverage with several reports over the weeks leading up to July. Also photos and reports of some events were included in the newspaper. Their free promotion is a great assistance in informing readers of the events in the town. CB8 magazine advertised the Festival for three months; this could be followed up with a report on next year's plans.



THE SCHOOLS' CONCERT was very well supported, with 5 schools and one preschool entertaining our older residents in St Mary's Church. The Bedford Lodge Hotel supplied the wonderful sandwiches; Tesco supplied cakes for the lunch in the Turner Hall. Both were very well received and enjoyed by all. Not so many older residents attended this year, mainly due to the Racing Welfare coffee morning. Next year we will set the date for the concert in the autumn and avoid any clashes with similar events. This is a worthwhile community event bringing old and young together, and it is

uplifting to hear the singing by the children and the audience. With the extra help this ran smoothly, thanks to Rachel, St Mary's church and the free use of the Turner Hall.

For CARNIVAL DAY, there was plenty of help erecting the big gazebo and getting the power to the band; this was easy and enjoyable. The Blues Band was great and people stopped to enjoy the music, it filled the street with sound. The band played till the parade travelled up the High Street to a large audience who appreciated being entertained while waiting for the parade. This was a really successful event and it was very enjoyable to see so many people respond to hearing the band play.

The following Saturday, Christy Argyroudi organised the COMMUNITY DAY, with local talent performing; all the acts were of a very high quality. The big gazebo was erected and chairs were placed round the Bill Tutte area. The chairs set an inviting scene for folks to stop to listen to the performers. Thanks to Christy for finding such good local artists and Gary for his help.



The next Saturday JIVE4ALL came along to dance on the Bill Tutte area, inviting folks to join them. Dancing always draws a good crowd and makes for a lively and vibrant scene. The music was toe tapping and cheerful. This is an excellent use of the Bill Tutte Memorial, at no cost or manpower needed. Next year we should invite other local groups to use this area with the permission of NTC; if it is used more often, passers by would be more willing to stop and enjoy the free entertainment. This kind of event gives a welcoming atmosphere to the High Street, presenting it as a place where folks would want to spend time.



The ART AND CRAFT MARKET alongside the High Street market was a worthwhile trial for developing next year, either by having more stalls on the High Street, or a street market in Sun Lane or the Mews. The Artists were very enthusiastic, with lots of ideas and constructive suggestions, including a monthly Art and Craft Saturday market which would create a diary date for shoppers, both local and visitors.



Art Market photos by Regina Ray

Once again, producing the programme encouraged more events to be organised over the month of July, particularly because the programme provides the opportunity of free advertising.

The group have worked with schools, churches, organisations, businesses, local councils and individuals to bring and develop a vibrant music and art scene to the town for all to enjoy.

Aims for 2020 :

- work with the Museum to hold an exhibition of local artists' work in the Mews.
- organise an Art and Craft market over a weekend.
- for entertainment to be held on a regular basis at the Bill Tutte Memorial, ensuring that it is of good quality and appeals to a wide audience. This could include live theatre, bands, dancers, an art workshop for children, or watching an artist at work. Imagination, some funding and coordination would allow the town to make the most of this community space, so that it becomes somewhere for all to enjoy and take ownership of.
- set dates in September for the following year; this is better for the schools, and would allow us to book popular acts - this year we were unable to book any Morris Dancers as they were all fully engaged by the time we had decided dates.
- set the same deadline for producing the finished programme.
- work with local artists to bring more to the town.
- Work with the newly formed Newmarket Art Centre Creative Forum, possibly assisting with the Battle of the Bands, investigating music for people with dementia, and developing youth interest in music or art.
- continue to seek funding to expand the events and choice.

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Item 11

Feedback No 1

From: Nicola <@yahoo.co.uk>
Sent: 22 September 2019 11:59
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Re: Feedback Summer Entertainment

We had a great time this summer at the memorial gardens on a Thursday.
The kids looked forward to it every week and had great fun painting, dancing, dressing up and making things.
The bouncy castle was also a brilliant addition every week.
It was so lovely to hear we had won the prize, it's an amazing prize and already being put to great use, we are extremely grateful that we had the opportunity to win this prize.

We're very much hoping there will something similar next summer and maybe even in other school breaks like half terms, Easter and Christmas

Kind regards
The S. family

Feedback No2

From: Theresa <@gmail.com>
Sent: 06 September 2019 22:40
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Re: Feedback Summer Entertainment

Hi,

My grandson , Theodore was thrilled with his castle, thank you so much. We all had a wonderful day in the Memorial gardens and really enjoyed the entertainment. The pirates were great, very friendly but not too pushy. Theodore made a hobby-horse in the arts and craft tent which was very well organised and the lady helping the children was so lovely with the children, she was friendly , encouraging and very enthusiastic, all the children were really engaged as they made their 'horses'.

Thank you for providing such good family fun days for all to enjoy, we're looking forward to next year !

Kind regards,

Theresa

Feedback No3

From: Rachel <@exning.suffolk.sch.uk>
Sent: 31 August 2019 20:31
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Re: Memorial Gardens visi

Good evening

Item 11

I would like to express how impressed we were with the activities that were available on Thursday last week. We bought 12 children, aged between 4-11, from our holiday club to the park and all of them (and staff) had a fantastic afternoon.

Both the bouncy castle and the craft area were hits with the children. The two height sessions on the bouncy castle were a good idea and we also appreciated one adult being allowed to take a child who had special needs on separately, as he really enjoyed the experience.

The horses and masks made in the craft tent were also greatly enjoyed by the girls and boys, younger and older ones.

As this was the only afternoon we attended I can't comment on the whole package but having spoken to other parents of children from Exning School know that some attended every week and had a thoroughly good time each week.

I can't think of much to improve it other than maybe some supervised oversized games such as Jenga and Connect 4.

The ice creams were reasonably priced which meant we were all able to have one as a treat! This was especially welcome as it was a warm day. The ladies selling these were great too as taking an order for so many ice creams from young children was efficiently carried out.

In fact the whole recreation area is fabulous since the revamp and the children loved playing on the castle and in the splash area too. We do think that a couple of permanent outdoor table tennis tables would be a good addition for all ages but particularly older primary and secondary age children.

We were also impressed and grateful that you acted on our feedback about the toilets so quickly, as with so many children they were a vital amenity.

The children were buzzing about the day and parents said they were talking about it all evening when they went home!

If this is repeated next year we will regularly bring the children, as it was a well organised and inclusive afternoon.

On a different note, we do wonder why there isn't a tree representing our school though, as we noticed all the other plaques when we visited the park earlier in the summer.

Thank you again for both the event and the time you took to talk to me.

Regards
Rachel