

**Membership from May 2019**

Councillor Kerby - Chairman
Councillor Caesar - Vice Chairman
Councillor De'Ath
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Lindsay

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 8th July 2019 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 10th 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 to be brought to their attention.
6. ACCOUNTS – To receive the accounts
7. UPDATES – to receive brief updates on the following areas
 - a. Yellow Brick Road
 - b. Skate Park Project
 - c. Newmarket Market
 - d. Clock tower Project
 - e. Weatherby Crossing
8. CHRISTMAS LIGHTS – To receive the recommendations from the working party
9. NEWMARKET CEMETERY – To arrange a working group and date for quarterly inspection
10. NEWMARKET CEMETERY - To receive quotations for Headstone Testing
11. NEWMARKET OPEN DOOR – To consider how best to support Newmarket's Food Bank
12. SUFFOLK HIGHWAYS - To consider details regarding Suffolk Highways Self Help Scheme
13. WEST SUFFOLK COUNCIL – To receive an update on matters raised by District Councillors
14. WEST SUFFOLK SLA - To agree the autumn planting scheme
15. WEST SUFFOLK SLA – To report on works to date
16. BRITISH LEGION - To consider plans for Remembrance 2019
17. Correspondence: -
18. Date of next meeting – Monday 9th August 2019
19. To note items for next Agenda

Signed

Roberta Bennett, Town Council Manager, 2nd July 2019

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

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Minutes of a Meeting of the Community Services Committee
Held on Monday 10th June 2019 at 6:00 pm at the Memorial Hall Newmarket

Attendance:

Councillor T Kerby (Chairman)
Councillor S Caesar
Councillor J De'Ath.

Councillor R Hood
Councillor P Hulbert
Councillor K Lindsay

Also Present: Roberta Bennett – TCM, Julie Ashton – Minute Assistant, Cllrs Ali, Bowen, O'Neill and Yarrow, 1 Member of the Press and 4 Members of the Public.

Minute

**Action
by**

- | | | |
|-----------|--|--|
| C/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 Notice and announced that proceedings may be filmed or recorded. | |
| C/19/06/2 | <u>APOLOGIES FOR ABSENCE</u>
Apologies were received from Cllr Drummond. | |
| C/19/06/3 | <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>
None noted. | |
| C/19/06/4 | <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 20TH MAY 2019 AND ANY MATTERS ARISING</u>
Members received the minutes of the Community Services Committee meeting held on 20 th May 2019 and the following was agreed:

<u>C/19/06/4.01 Resolved</u>
<u>That the minutes of the Community Services Committee meeting held on 20th May 2019 be adopted and signed as a true record by the Chairman of the Community Services Committee.</u>

There were no matters arising. | |
| C/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 MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u> | |

None noted.

Cllr Borda joined the meeting

C/19/06/6 TO CONSIDER A COMMUNITY REQUEST REGARDING PALOMINO

A representative of a Community group advised of their plans to convert the Palomino pub in Valley Way into a Community Arts centre. A Monkey Survey had been conducted and 96% of the 100 respondents were supportive of the project. Next steps included requesting that West Suffolk list it as a Community Asset and then put in a Community right to buy application. The project would cost £650,000 and they were researching and applying for any grants that were available as well as fund raising themselves.

C/19/06/7 TO REVIEW THE TERMS OF REFERENCE

The Terms of Reference were reviewed and the following was agreed:

C/19/06/7.01 Recommendation

That the Terms of Reference of the Community Services Committee be adopted.

C/19/06/8 TO RECEIVE THE ACCOUNTS FOR MAY 2019

TCM advised that all was on budget except for an emergency repair that was required for the public conveniences. The costs would be covered by funds from a Reserve. The accounts for May 2019 were received and noted.

C/19/06/9 TO RECEIVE AN UPDATE ON RAISED MATTERS WITH WEST SUFFOLK

An update was not available and this item would be deferred to the next meeting.

C/19/06/10 TO CONSIDER LITTER IN NEWMARKET

TCM advised that 21st June 2019 had been designated as Suffolk Day and a Community group would be conducting a Community litter pick. Details were available on the NTC Calendar. Suggestions were made for the PCSO to be able to hand out fines to anyone dropping litter, the CCTV on the Yellow Brick Road should be able to assist and West Suffolk should be consulted regarding clearing rubbish from verges before strimming.

C/19/06/11 TO CONSIDER PARKING MATTERS IN NEWMARKET

TCM advised that SCC and West Suffolk were working on a parking strategy and that NTC should also have an input and a District Cllr would be approached. The strategy would include car park provision, charges and resident permits. West Suffolk would be taking over enforcement from the Police in the near future.

A member of the public left the meeting.

C/19/06/12 TO DISCUS ISSUES REGARDING THE YELLOW BRICK ROAD

TCM advised that the CCTV had been tested and would be installed this week and should be operational by the end of the week.

- C/19/06/13** **TO ENGAGE WITH COMMUNITY GROUPS**
TCM advised that she was putting a list together for engagement with Community Groups and asked for contact details for any groups that Cllrs were aware of.
- C/19/06/14** **TO RECEIVE AN UPDATE ON THE SKATE PARK PROJECT**
TCM advised that Newmarket Academy had been doing a lot of fund raising for this project and West Suffolk had completed the procurement process. They were now awaiting the results of the contract tendering process.
- C/19/06/15** **TO RECEIVE AN UPDATE ON THE NEWMARKET MARKET**
TCM advised that the temporary move to the High Street had been a success and would be made permanent with permanent structures being installed. West Suffolk were consulting the traders regarding rent levels.
- C/19/06/16** **TO CONSIDER PLANS FOR THE BRITISH LEGION REMEMBRANCE 2019**
This item was deferred to await the arrival of Cllr Hood.
- C/19/06/17** **TO RECEIVE AN UPDATE ON THE CLOCK TOWER PROJECT**
TCM advised that this project had been started by the previous Committee and that planning applications had been submitted. The work had now gone out to tender.
- C/19/06/18** **TO RECEIVE AN UPDATE ON BUS SHELTERS**
Members were advised that a bus shelter had been removed from George Lambton Avenue and residents were using the one on the opposite side and they would cross the road when the bus approaches which was dangerous. A request was made for a shelter to be re-installed. TCM advised that it would cost £1,500 - £2,000 and she would seek quotes.
- Cllr Hood joined the meeting*
- C/19/06/19** **TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING**
Members were advised that confirmation was awaited from SCC Planning on the crossing having been a public right of way.
- C/19/06/20** **ITEM 16 BROUGHT FORWARD TO CONSIDER PLANS FOR THE BRITISH LEGION REMEMBRANCE 2019**
Members were advised that last year the Council had been informed that this was a NTC event and the contact details for the British Legion would be passed to the TCM.
- C/19/06/21** **CORRESPONDENCE**
None noted.
- C/19/06/22** **DATE OF NEXT MEETING**
Monday 8th July 2019 6:00pm at the Memorial Hall.

C/19/06/23 ITEMS FOR NEXT AGENDA

- Update on current projects
- Bus shelter
- Weatherby Crossing
- British Legion

Meeting closed at 7:35pm

Signed _____ Date _____

02/07/2019

Newmarket Town Council

Item 6

09:43

Detailed Income & Expenditure by Budget Heading 30/06/2019

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Committee Report

Community Services**200 Outside Services**

4029	General Equipment	90	233	500	267		267	46.6 %
4039	Vehicle Costs	73	90	4,200	4,110		4,110	2.1 %
4326	Outside Services SLA	0	0	79,891	79,891		79,891	0.0 %

Outside Services :- Expenditure	163	323	84,591	84,268	0	84,268	0.4 %
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Net Expenditure over Income	163	323	84,591	84,268			
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201 General Town Planting

4100	Seasonal Planting	1,980	1,980	3,000	1,020		1,020	66.0 %
4101	Hanging Baskets	3,783	3,783	3,000	-783		-783	126.1 %
4102	Other Planting Expenses	42	42	50	8		8	83.6 %

General Town Planting :- Expenditure	5,805	5,805	6,050	245	0	245	96.0 %
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1007	Sponsorship Income	4,830	4,830	4,750	80			101.7 %
1009	Roundabout Sponsorship	0	0	5,200	-5,200			0.0 %

General Town Planting :- Income	4,830	4,830	9,950	-5,120			48.5 %
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Net Expenditure over Income	975	975	-3,900	-4,875			
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202 Cemetery

4011	Rates	304	908	3,036	2,128		2,128	29.9 %
4012	Water Rates	0	51	355	304		304	14.5 %
4014	Electricity	0	358	2,233	1,875		1,875	16.0 %
4017	Fire Precautions	0	0	152	152		152	0.0 %
4035	Equipment	0	0	200	200		200	0.0 %
4036	R&M - Buildings	14	14	2,000	1,986		1,986	0.7 %
4037	R&M - Grounds	10,125	10,125	13,500	3,375		3,375	75.0 %
4040	Trade Refuse Collections	0	0	1,500	1,500		1,500	0.0 %
4047	Grave Digging	0	0	13,500	13,500		13,500	0.0 %
4325	Cemetery SLA	0	0	9,240	9,240		9,240	0.0 %
4995	Budgeted Reserve Amount	0	0	3,000	3,000	5,000	-2,000	166.7 %

Cemetery :- Expenditure	10,443	11,456	48,717	37,261	5,000	32,261	33.8 %
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1000	Burial Fees	0	0	30,000	-30,000			0.0 %
1020	Interment Income	0	0	7,500	-7,500			0.0 %
1021	Monumental Income	0	0	4,500	-4,500			0.0 %
1022	Grave Space Purchase Income	0	0	16,000	-16,000			0.0 %
1029	Income Commemorative Bench	0	0	1,066	-1,066			0.0 %

Cemetery :- Income	0	0	59,066	-59,066			0.0 %
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Net Expenditure over Income	10,443	11,456	-10,349	-21,805			
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Newmarket Town Council

Item 6

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Detailed Income & Expenditure by Budget Heading 30/06/2019

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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
203	<u>Disused Churchyards</u>							
4037	R&M - Grounds	3,990	3,990	1,000	-2,990		-2,990	399.0 %
4996	Budgeted spend from EMR	0	0	3,000	3,000		3,000	0.0 %
	Disused Churchyards :- Expenditure	3,990	3,990	4,000	10	0	10	99.8 %
	Net Expenditure over Income	3,990	3,990	4,000	10			
204	<u>Memorial - War,Cooper,Tutte</u>							
4014	Electricity	13	13	100	87		87	13.3 %
4036	R&M - Buildings	0	0	500	500		500	0.0 %
	Memorial - War,Cooper,Tutte :- Expenditure	13	13	600	587	0	587	2.2 %
	Net Expenditure over Income	13	13	600	587			
205	<u>Clocks</u>							
4014	Electricity	0	20	300	280		280	6.8 %
4036	R&M - Buildings	0	0	500	500		500	0.0 %
4177	Clock Tower Expenses	110	220	700	480		480	31.4 %
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0 %
	Clocks :- Expenditure	110	240	2,500	2,260	0	2,260	9.6 %
	Net Expenditure over Income	110	240	2,500	2,260			
206	<u>Bus Shelters</u>							
4036	R&M - Buildings	0	0	1,500	1,500		1,500	0.0 %
4995	Budgeted Reserve Amount	0	0	0	0	1,000	-1,000	0.0 %
	Bus Shelters :- Expenditure	0	0	1,500	1,500	1,000	500	66.7 %
	Net Expenditure over Income	0	0	1,500	1,500			
207	<u>General Town Maintenance</u>							
4037	R&M - Grounds	0	41	0	-41		-41	0.0 %
4092	Infrastructure	0	0	2,500	2,500		2,500	0.0 %
4108	Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0 %
4140	Dog Waste Collection/Disposal	0	616	812	196		196	75.8 %
4995	Budgeted Reserve Amount	0	0	0	0	1,000	-1,000	0.0 %
	General Town Maintenance :- Expenditure	0	657	11,312	10,655	1,000	9,655	14.6 %
	Net Expenditure over Income	0	657	11,312	10,655			

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2019

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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
208	Public Conveniences							
4011	Rates	0	1,448	1,121	-327		-327	129.2 %
4012	Water Rates	0	51	152	101		101	33.8 %
4014	Electricity	0	57	609	552		552	9.3 %
4016	Cleaning	150	235	0	-235		-235	0.0 %
4036	R&M - Buildings	0	857	508	-349		-349	168.8 %
4044	Public Toilet Cleansing	0	0	600	600		600	0.0 %
4046	Opening/Closing Costs	160	740	0	-740		-740	0.0 %
	Public Conveniences :- Expenditure	310	3,388	2,990	-399	0	-399	113.3 %
1100	Grants Received	0	0	3,300	-3,300			0.0 %
	Public Conveniences :- Income	0	0	3,300	-3,300			0.0 %
	Net Expenditure over Income	310	3,388	-310	-3,699			
211	The Queens Statue							
4012	Water Rates	0	0	203	203		203	0.0 %
4014	Electricity	0	0	300	300		300	0.0 %
4037	R&M - Grounds	0	270	1,000	730		730	27.0 %
	The Queens Statue :- Expenditure	0	270	1,503	1,233	0	1,233	18.0 %
	Net Expenditure over Income	0	270	1,503	1,233			
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	0	0	900	-900			0.0 %
	Allotments :- Income	0	0	900	-900			0.0 %
	Net Expenditure over Income	0	0	600	600			
220	Studlands							
4045	Street Lighting - Maint Cont	0	0	10,000	10,000		10,000	0.0 %
4052	Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0 %
	Studlands :- Expenditure	0	0	11,000	11,000	0	11,000	0.0 %
	Net Expenditure over Income	0	0	11,000	11,000			
308	Christmas							
4310	Christmas Lights	0	0	21,000	21,000		21,000	0.0 %

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Newmarket Town Council

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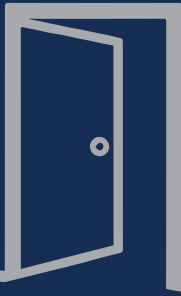
Detailed Income & Expenditure by Budget Heading 30/06/2019

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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
4811	CP - Christmas Lights Infrast	0	0	3,000	3,000		3,000	0.0 %
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0 %
	Christmas :- Expenditure	0	0	25,000	25,000	0	25,000	0.0 %
	Net Expenditure over Income	0	0	25,000	25,000			
	Community Services :- Expenditure	20,834	26,143	201,262	175,119	7,000	168,119	16.5 %
	Income	4,830	4,830	73,216	-68,386			6.6 %
	Net Expenditure over Income	16,004	21,313	128,046	106,733			



Newmarket Open Door

Regd. Charity 1070554

SUPPORTED HOUSING • TRAINING OPPORTUNITIES • CHARITY SUPERSTORES • LOCAL FOODBANK

TOGETHER WE CAN STAMP OUT HUNGER.

Donations of food are most welcome, especially:

TINNED MEAT, PIES, FISH, FRUIT OR VEGETABLES
BISCUITS, CEREAL BARS, SWEETS AND CAKES
COOKING SAUCES, KETCHUP AND MAYONNAISE
SOAP POWDER, BLEACH AND OTHER CLEANING PRODUCTS
SHAMPOO, CONDITIONER, AND OTHER PERSONAL HYGIENE PRODUCTS

Donations can be dropped off at our Craven Way Unit or dropped in our trolleys at
Newmarket Leisure Centre and the Newmarket Tesco Store.

Telephone: 01638 600699

Newmarket Open Door, Portland House, 188 High Street, Newmarket, CB8 9AP



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Community Self-Help Scheme

Empowering town and parish councils to deliver minor highways works in their communities.

What is Community Self-Help?

The newly developed scheme, launched by Suffolk Highways in May 2019, aims to empower and support town and parish councils across Suffolk to carry out small local maintenance tasks in their communities.

Why are we offering it?

The Suffolk scheme has been developed in partnership with town and parish councils across the county in response to their demand to be allowed to do more to improve the look and feel of their local communities by undertaking minor projects over and above what Suffolk Highways is able to deliver.

The limitations on local authority budgets means that Suffolk County Council prioritises its funding and its focus on maintaining a safe network for all users. As a result, we are not able to undertake the extra works which town and parish councils would like to see being done to maintain and improve the look of their areas.

Our aim is to be clear about what Suffolk Highways can and cannot provide as a service and to enable communities to make informed decisions about whether they would like to take up options for self-help.

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Our aim is to be clear about what Suffolk Highways can and cannot provide as a service and to enable communities to make informed decisions about whether they would like to take up options for self-help.

How would a town or parish go about delivering these works?

The four main options for self-delivery are listed below. All projects will need the consent of Suffolk County Council before you can start work.

[Buying in services from contractors](#)

This option enables town and parish councils to buy in services from a private contractor. Town and parish councils will be responsible for employing the contractor

and ensuring that work is undertaken in line with the requirements of working in the highway.

Using your own trained employee(s)

This option enables town and parish councils to use existing or new employees to undertake work themselves on the highway. Town and parish councils will be responsible for employing any individuals and ensuring that work is undertaken in line with the requirements of working in the highway. Employees will need the relevant training and/or qualifications for the work which they plan to undertake.

Using volunteers to undertake work

This option enables town and parish councils to use community volunteers to undertake work on the highway. Town and parish councils will be responsible for ensuring that there is someone suitably trained to oversee the work of the volunteers and ensure that work is undertaken in line with the requirements of working in the highway. Suffolk County Council will provide training for the lead volunteer and consent for town and parish councils to undertake this work.

Buying additional services from Suffolk Highways

This option enables town and parish councils to buy in additional services from Suffolk Highways directly.

How do I get involved?

Now that you know about the options available to you, all you need to do is follow this step-by-step guide:

1. As a town or parish council, consider the work you would like to carry out in your community, including the type of work, location and preferred dates (please note: depending on the type of activity you are hoping to carry out and the location this may have an impact on the length of time it takes to plan the activity).
2. Email communityselfhelp@suffolkhighways.org with the name of your town/parish, a description of the activity you would like to carry out and where, and which of the four options you wish to use - we will then assess your request.
3. We will aim to acknowledge your email request within 2 working days of receipt, this may be with a proposed way forward, or to request more information.
4. We will then work with you to ensure sign off and plan the activity appropriately including whether training or equipment is required and/or if road space needs to be booked etc.