

**Membership from June 2020**

Councillor Kerby - Chairman  
Councillor XXXXX - Vice Chairman  
Councillor Anderson  
Councillor Appleby  
Councillor Borda  
Councillor Bowen  
Councillor De'Ath  
Councillor Drummond  
Councillor Fitzgerald  
Councillor Hirst  
Councillor Hood  
Councillor Hulbert  
Councillor Jefferys  
Councillor O'Neill  
Councillor Yarrow



# Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the  
**COMMUNITY & LEISURE SERVICES COMMITTEE** to be held at  
on **Monday 6<sup>th</sup> July 2020 at 7pm**

## A G E N D A

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. Any member of the public wishing to do so should email [tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk) to receive an invitation to the Zoom meeting. No special software is required. The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be by show of hands as normal.

Occasionally matters relating to contractual or staffing issues 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.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

1. **TO ELECT A CHAIRMAN** for the Community & Leisure Services Committee for the municipal year 2020/2021
2. **TO ELECT A VICE CHAIRMAN** for the Community & Leisure Services Committee for the municipal year 2020/2021
3. **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
4. **APOLOGIES** for absence.
5. **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.
6. **MINUTES** To receive and confirm for accuracy the Minutes of the Leisure Services Meeting held on 2<sup>nd</sup> March 2020 and the Minutes of the Community Services Meeting held on 9<sup>th</sup> March 2020 and any matters arising.
7. **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.
8. **ACCOUNTS** – To receive the accounts for Community and Leisure for Month 3 (to be tabled).
9. **EARMARKED RESERVE ALLOCATIONS** – to consider future allocations to EMR as referred from Full Council (EMR to be tabled).
10. **CO-OPTION** – to consider the co-option of Philippa Winter as a non-Council member to this committee in accordance with SO 30 ii).
11. **WEST SUFFOLK COUNCIL SLA** – to receive an update on the Service Level Agreement.
12. **CEMETERY** –
  - a) **Anti-social behaviour** - to receive an update and discuss issues including vehicle access.

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

- b) **Path and hardstanding** – to consider a request from WSC for a path and proposals for a fenced/gated hardstanding area.
13. **MEMORIAL GARDENS** –
- a) **Kiosk** – to consider future viability given issues raised about facilities available.
  - b) **Play equipment** – to note the current arrangements for play inspections (report herewith).
  - c) **Quotes** - to consider prices received for aerial runway launch pad and ASB mitigation measures for the slide/castle.
14. **WEBSITE** – to note that a new website will be required to meet The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 coming into effect in September 2020 and agree to seek quotes for same (relevant guidance herewith).
15. **BILL TUTTE MEMORIAL** – to receive an update on cleaning of the hard surface.
16. **CRICKET AT THE SEVERALS** – to receive an update.
17. **ST MARY'S SQUARE** – to consider parking issues raised by a member of the public.
18. **EQUIPMENT** – to review whether to sell the strimmer and other equipment.
19. **SID DEVICE** – to receive an update
20. **CORRESPONDENCE:**
- a
21. **DATE OF NEXT MEETING** – Monday 3<sup>rd</sup> August 2020
22. **ITEMS FOR THE NEXT AGENDA**

Signed



Debbie Baines, Town Clerk

30<sup>th</sup> June 2020



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Leisure Services Committee**  
**Held on Monday 2<sup>nd</sup> March 2020 at 6.00 pm at the Memorial Hall Newmarket**

**Attendance:**

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

Councillor R Hood  
 Councillor P Hulbert  
 Councillor M Jefferys  
 Councillor I Kirk

Also present: Deborah Sarson – ATCM, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Appleby and O'Neill, Louise Eatock – Newmarket Community Arts, Sandra Eason – Newmarket History Society and 1 Member of the Press.

| Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action by |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p><b>L/20/03/1 <u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED AND TO ASK IF ANYONE INTENDS TO RECORD THE MEETING</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety briefing.</p>                                                                                                                                                                                                                                                    |           |
| <p><b>L/20/03/2 <u>APOLOGIES</u></b></p> <p>Apologies were received from Cllrs Drummond, Fitzgerald and Lay.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |           |
| <p><b>L/20/03/3 <u>DECLARATION OF MEMBERS INTERESTS &amp; 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></b></p> <p>None noted.</p>                                                                                                                                                                                                                                                                 |           |
| <p><b>L/20/03/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 3<sup>RD</sup> FEBRUARY 2020</u></b></p> <p>Members received the minutes of the Leisure Services Committee meeting held on 3<sup>rd</sup> February 2020 and the following was agreed:</p> <p><b><u>L/20/03/4.01 Resolved</u></b><br/> <b>That the minutes of the Leisure Services Committee meeting held on 3<sup>rd</sup> February 2020 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</b></p> |           |
| <p><i>The Events Manager and Sandra Eason joined the meeting.</i></p> <p><b>L/20/03/5 <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</u></b></p>                                                                                                                                                                                                           |           |

**RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

Cllr Appleby advised that Frank Stennett would be holding a cricket practice session at the Leisure Centre on Saturday 7<sup>th</sup> March 2020 from 10:00 – 12:00.

Louise Eatock – Newmarket Community Arts gave an update on a recent workshop which was well received. A questionnaire had been issued and the feedback showed a positive response to the workshops and she asked for NTC to support future events.

Cllr O'Neill asked the Committee to support the Battle of the Bands events and to add an agenda item for the next meeting. The Chairman requested details of the support required prior to the next meeting.

*Cllr O'Neill left the meeting.*

The Chairman proposed to bring forward item 11 and the following was agreed:

**L/20/03/5.01 Resolved**  
**That item 11 be brought forward.**

**L/20/03/6 TO RECEIVE A BRIEFING ON THE BOMBING EXHIBITION**

The Events Manager advised that the exhibition had been well attended with 65 children and 46 adults on the first day and 94 children and 82 adults on the second day. There had been a constant flow of people throughout the day and thanks were given to the Journal and Newmarket History Society.

Sandra Eaton presented a report on the event and advised that everyone had worked well together. The event had generated a lot of interest with people asking questions and offering additional information. She thanked the Events Manager for setting up the exhibition and the Journal for their support in promoting the event. The Bombing story would be updated with the new information received which could be used as a wider offering for tourism. It highlighted that the Town could accommodate a museum showcasing the town's long and interesting history and act as a tourism hub for other local places of interest. The event planned for next year, which is the 80<sup>th</sup> anniversary is being considered for half term so that more people can attend. She would welcome any feedback and further input for next year.

**L/20/03/7 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR FEBRUARY 2020**

RFO presented the income and expenditure reports for February 2020 and advised that there were several repairs included in 4036 – R&M Buildings including the dishwasher which had had further repairs and then broken down again. As this was becoming quite costly and the dishwasher was out of action more than it was available the Committee agreed to consider either a replacement or a leasing arrangement and the RFO was tasked with investigate options. The grant from West Suffolk for the Solicitors fees relating to the CCTV costs was confirmed. The income and expenditure

reports for February 2020 were noted.

**L/20/03/8 BOOKINGS, EVENT STAFFING AND REQUIREMENTS**

The Events Manager advised that a new long-term booking had been secured for a Yoga class at the Pavilion and so far, 120 had booked to attend the Newmarket Festival quiz night.

*Louise and Sandra left the meeting.*

**L/20/03/9 MEMORIAL GARDENS**

Quotes for the supply and installation of a canopy for the sensory wall were considered and the following was agreed:

**C/20/03/9.01 Recommendation**

**That option 2 be the preferred choice in principle, subject to quotes being validated as up to date and funds availability confirmed and approved by Full Council**

RFO advised that the Guineas had agreed to have the CCTV antennae installed on their building and it has been confirmed that the system will comply with the Police requirements as set out in their report.

Acting TCM presented an analysis of the cost of water consumption for plant watering and the water feature last summer. The current water feature system was costly to run and maintain but so were costs to replace it with and run a water recycling system; the acting TCM agreed to speak to the project manager to compare costs. A separate water meter for the water feature could be considered.

Members were asked to consider the opening date for the water feature and the following was agreed:

**L/20/03/9.02 Resolved**

**That the water feature be opened for the season from Friday 3<sup>rd</sup> April 2020.**

**L/20/03/10 TO DISCUSS PARKING AT THE PAVILLION**

The Events Manager advised that she was liaising with the Jockey Club Estates about the option of using their car park at the Severals. Feedback from users of the Pavilion showed that there was a need for a pedestrian crossing. It was noted that several pedestrian crossings were required in Town and they should all be looked at to prioritise them. The following was agreed:

**L/20/03/10.01 Recommendation**

**That the Leisure Services Committee suggest to NTC that installing a pedestrian crossing to access the Severals be considered as a priority.**

**L/20/03/11 TO RECEIVE AN UPDATE ON THE VE DAY EVENT**

The Events Manager gave a presentation on the activities planned for the VE

Day event including the following:

- High Street to be closed from 12:00 – 6:00pm free of charge
- The event would start at 1:00 and end at 5:00pm
- DJ playing 40s music all day
- A Winston Churchill lookalike
- Best period dress competition
- Town Crier at the Bill Tutte Memorial
- Swing Singers act at 2:30 – 3:10 and 4:00 – 4:40
- Punch and Judy show at the Clock Tower

The BID had agreed to contribute £2,500 and the Palace House were organising the competition and offering free access to veterans on the day.

Further activities were being investigated and the total cost for the event was projected to be £4952. The Chairman would look into contacting Lakenheath and Mildenhall about the possibility of a fly past.

#### **L/20/03/12 CARNIVAL 2020 UPDATE**

The Events Manager advised that the Carnival would start at 12:00 and finish at 5:00pm. The judges would include the Mayor, Town Cryer and a Charity representative. The Committee were looking at booking several fun fair providers and the costs for rides may need to be subsidised due to the timings of the event. There would be stilt walkers, Tree fellas, BMX tricks and a mixture of retail and charity stalls. A marquee would be placed on the Severals with children's activities hosted inside. A solar powered stage would also be available with a screen which could be used to promote a sponsor which cover the cost of £2460. A draft estimated budget was presented and it was noted that more work on sponsorship was required.

#### **L/20/03/13 TWINNING**

The Events Manager advised that the numbers visiting had yet to be confirmed. The planned activities included a welcome reception at the Museum followed by a tour and an evening reception at the Heath Court Hotel with a visit to Audley End House in Cambridge the following day. The Events Manager was asked to look at arranging a trip to the racecourse as an option.

Members were asked to consider several types of plaques to be presented to the Twinning Association organisers and the following was agreed:

##### **L/20/03/13.01 Resolved**

**That the Twinning Association organisers be presented with an NTC shield to mark their work with the Association.**

#### **L/20/03/14 TO CONSIDER MAINTENANCE RESPONSIBILITIES FOR THE FITNESS TRAIL**

The Chairman advised that the Newmarket Festival would like to install a fitness trail on the George Lambton playing fields and leave it as a legacy for

NTC to maintain. It was felt that this offer should go to West Suffolk as they were the owners of the playing fields and it was agreed this would be raised at the meeting with West Suffolk regarding the St Felix School and George Lambton playing fields sites.

*A Member of the Press left the meeting.*

**L/20/03/15 TO DETERMINE FEES FOR CRICKET AT THE SEVERALS**

This item was deferred to the next meeting.

**L/20/03/16 CORRESPONDENCE**

Newmarket U3A (University of a Third Age) – a request to book the Bill Tutte Memorial for an event 6<sup>th</sup> June 2020 was considered and the following was agreed:

**L/20/03/16.01 Resolved**

**That the request to book the Bill Tutte Memorial for a charitable event by Newmarket U3A 6<sup>th</sup> June 2020 be accepted.**

Racing Centre Sports Day – the request to hold a sports day on the Severals 28<sup>th</sup> June 2020 was considered and the following was agreed:

**L/20/03/16.02 Resolved**

**That the request to hold a sports day on the Severals 28<sup>th</sup> June 2020 by the Racing Centre be accepted subject to approval from the Jockey Club to start the event at 11:00am.**

PCSO – Happy to chat bench – proposal to add a plaque to a bench in the Memorial Gardens and one in the High Street to invite people to sit and chat was considered and the following was agreed:

**L/20/03/16.03 Resolved**

**That the request to add a plaque to a bench in the Memorial Gardens and one on the High Street inviting people to sit and chat be accepted and that the initiative be welcomed.**

**L/20/03/17 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Twinning
- Carnival 2020
- VE Day
- Fitness Trail
- Memorial Gardens – canopy for the sensory wall
- Parking at the Pavilion
- Cricket fees
- Replacement dishwasher
- Battle of the Bands
- Newmarket Community Arts workshops

**L/20/03/18 DATE OF NEXT MEETING**

Monday 6<sup>nd</sup> April 2020 in the Memorial Hall

Meeting closed at 8:45pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_

DRAFT





# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Community Services Committee**  
**Held on Monday 9<sup>th</sup> March 2020 at 6:00 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor T Kerby (Chairman)  
 Councillor M Anderson  
 Councillor J Borda  
 Councillor S Caesar  
 Councillor A Drummond  
 Councillor Y Fitzgerald

Councillor R Hood  
 Councillor P Hulbert  
 Councillor I Kirk  
 Councillor J Lay  
 Councillor C O'Neill  
 Councillor R Yarrow

Also Present: Deborah Sarson – Acting TCM, Julie Ashton – Minute Assistant, Cllr Appleby – NTC and 1 Member of the Press.

|           | Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action<br>by |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| C/20/03/1 | <p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| C/20/03/2 | <p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Cllrs Bowen, De'Ath, Hirst and Jefferys.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| C/20/03/3 | <p><b><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></b></p> <p>None noted.</p>                                                                                                                                                                                                                                                                                                                                                                          |              |
| C/20/03/4 | <p><b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10<sup>TH</sup> FEBRUARY 2020 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Community Services Committee meeting held on 10<sup>th</sup> February 2020 and the following was agreed:</p> <p><b><u>C/20/03/4.01 Resolved</u></b><br/> <b><u>That the minutes of the Community Services Committee meeting held on 10<sup>th</sup> February 2020 be adopted and signed as a true record by the Chairman of the Community Services Committee.</u></b></p> <p>There were no matters arising.</p> |              |
| C/20/03/5 | <p><b><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</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                |              |

**COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**C/20/03/6      TO RECEIVE THE ACCOUNTS FOR FEBRUARY 2020**

Acting TCM advised that 4039 - Vehicle Costs related to the van insurance, 1009 - Roundabout Sponsorship had been received and 4811 – CP – Christmas Lights Infrastructure payment from BID had been received. The accounts for February 2020 were received and noted.

**C/20/03/7      WEST SUFFOLK SLA**

Acting TCM gave a verbal update on the outcomes following a meeting with the West Suffolk SLA Manager. The challenges from last year were reviewed and actions being taken to mitigate the issues were discussed. A separate district wide Cemeteries team had been introduced with one team member permanently maintaining the Cemetery and other members being called on when necessary. Demand on resources will be reduced owing to brick lined graves no longer being allowed from 1<sup>st</sup> April 2020.

One of the challenges they have is that the West Suffolk grass cutting schedule is 3 weekly whereas the NTC schedule is 2 weekly but they will be cutting some areas on the 2 weekly schedule including 3 small roundabouts, some small playgrounds and newly adopted arterial route verges. Staff with horticultural skills have been recruited to maintain the flower beds and hanging baskets so a significant improvement is expected. SCC weed spraying would be topped up by WSC with an additional spray added in the season.

There was an issue regarding road sweeping being hindered by parked cars and it was suggested that NTC could work collaboratively with WSC if necessary by putting letters on windshields for known dates to inform road users however it was hoped that civil parking enforcement from April will help the situation.

West Suffolk had proposed demolishing the metal shed at the Cemetery and replacing it with a wooden compound to store equipment and materials. Details were awaited. A schedule of works with contact numbers would be provided and monthly meetings will be held. The Severals will be cut weekly for cricket to be played.

Concerns were raised regarding the hazardous weed spray used and the following was agreed:

**C/20/03/7.01 Resolved**

**That Cllr Hood requests West Suffolk to look at alternatives to hazardous weed spray for controlling weeds.**

**C/20/03/8      CEMETERY – TO AGREE THE DRAFT FEES**

Acting TCM presented the draft Cemetery fees and several amendments were made including to increase the fee for a standard lawn grave to £995, to increase the fee for all cremated remains in earthen graves (25 years ERB) to

£800, to increase the use of the Chapel to £150 and to remove all fees for child burials for families living in the Parish of Newmarket. All fees for non-residents would be doubled. The following was agreed:

**C/20/03/8.01 Resolved**

**That subject to the amendments being made, the draft Cemetery fees be adopted.**

**C/20/03/9      NEWMARKET VISION**

The Vision Working Group presented a report and the observations were discussed. After further debate the following was agreed:

**C/20/03/9.01 Recommendation**

**That NTC continues to work within Newmarket Vision and requests an increase in representation from one to four Members on the Vision Steering Group.**

**C/20/03/10      STREET LIGHTING ON STUDLANDS PARK**

Acting TCM advised that a meeting would be arranged to look at the options and related costs. However, an invoice from SCC for £12,864 for the Studland Street Lights had been received which was considerably more than the allocated budget. The invoice would be challenged but several virements were requested to cover the additional cost and the following was agreed:

**C/20/03/10.01 Resolved**

**That a virement of £1,000 from Clocks and £1,500 from allotments be made to cover the additional costs of the Studland Street Lights.**

It was noted that SCC had planned to upgrade Street lights across Suffolk to LED lights and Cllr Drummond would make enquiries to see if Studlands could be included in the scheme.

**C/20/03/11      LITTER IN NEWMARKET**

The Litter Working Group reported that new recycling bins were being looked at along with where they could be sited. The number of places for recycling glass in Newmarket was limited and investigations for how to encourage more were being undertaken. Street cleaning would be looked at further. The PCSO would be asked if they could issue penalty litter notices and the BID would be asked to approach Tesco to arrange their own litter picks.

The Working Group had considered joining the Keep Britain Tidy campaign and advised that this would not be recommended. The map displaying the recycling points in Town would be emailed to all Members for them to add any additional points that they are aware of. Members would also be asked to look at the available rubbish facilities provided at small fast food outlets.

*Cllr Anderson left the meeting.*

Enquiries would be made for funding for new recycling bins with SCC and West Suffolk would be asked if they would collect from recycling bins in and

around Town. A date for a Town litter pick would be looked at.

**C/20/03/12 TO CONSIDER A DESIGN COMPETITION FOR THE HANGING BASKETS 2021**

Members further considered the options for a hanging basket competition and it was agreed that no further action would be taken.

**C/20/03/13 BILL TUTTE MEMORIAL**

This item was deferred to the next meeting.

**C/20/03/14 TRANSPORT MATTERS**

Members were advised that a letter would be sent to lobby SCC for funds to subsidise out of hours bus services in Newmarket.

**C/20/03/15 A142 CROSSING**

Members were advised that a response from SCC regarding the A142 crossing was awaited and Cllr Drummond agreed to make further enquiries. The Community Actions in the Neighbourhood Plan included a number of requests for sites for pedestrian crossings and it was suggested that they needed to be prioritised. This would be raised at the Committee Workshop meeting to be held 30<sup>th</sup> March 2020.

**C/20/03/16 ADDITIONAL SID DEVICE**

Acting TCM was asked to send all details including costs for an additional SID to Cllr Drummond who would submit an application to SCC.

**C/20/03/17 TO RECEIVE AN UPDATE ON NEWMARKET MARKET**

Members were advised that West Suffolk had looked at several options to improve safety and none were satisfactory. West Suffolk advised that it would be best to contact SCC Highways for a solution to improve safety. Acting TCM would be meeting at West Suffolk on Friday to discuss the High Street Design including the options for the market and would report back to the next meeting.

A flyer to attract new traders was presented and Members were advised that details of the indoor market every Tuesday during the winter season would be advertised on the back.

*Cllr Kirk left the meeting.*

**C/20/03/18 NEWMARKET BID**

Members were advised that details of the owners of Crown Walk had been given to the BID and they would take forward the plan to install planters. The high costs for putting up vinyl sheets to decorate empty shops and been looked at and alternative options were being sought. The BID Chairman was organising an audit of equipment owned. The next BID Board meeting would be held on Monday 30<sup>th</sup> March 2020.

**C/20/03/19 CORRESPONDENCE**

A request to install double yellow lines on the corners at the junction of Hamilton Road/Rowley Drive was considered and Cllr Hood would arrange a

site meeting with Suffolk Highways.

**C/20/03/20    DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> April 2020 6:00pm at the Memorial Hall.

*Cllr O'Neill left the meeting*

**C/20/03/21    ITEMS FOR NEXT AGENDA**

- Street Lighting
- Transport matters
- A142 Crossing
- Weatherby Crossing
- Town litter pick date
- PCSO litter penalty notices
- Weed spraying
- Bill Tutte Memorial

Meeting closed at 8:07pm

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Blank**

**From:** [MacDonald, Sue](#)  
**To:** [tcm](#); [Councillor Jefferys](#); [Councillor Kerby](#)  
**Cc:** [Cathy Whitaker](#); [Townclerk](#); [RACKHAM, Bradley](#); [DARVILL, Rachel](#); [Gary Macdonald](#)  
**Subject:** RE: Anti Social Behaviour at Newmarket Cemetery  
**Date:** 22 June 2020 10:10:19  
**Attachments:** [image001.png](#)

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Dear Deborah,

Thank you for your email regarding the antisocial behaviour in the cemetery the weekend before last. I was aware of this as a report came in from a visitor to us on Monday afternoon. I advised my colleague to pass to NTC.

Unfortunately this is not a one off in the cemetery, in the relevantly short time we have managed the cemetery there have been many complaints of this nature. Personally I have been on the receiving end of a brutal verbal attack, as I know have some of the landscape team and also some of the town council staff. It can be quite disturbing when it happens as the majority of time we are lone workers and are very venerable. There has also been reports from other cemetery visitors who have received abuse and threats from members the traveller community but when advised to report incidents to the police they have felt either to scared to or that it would be a pointless exercise as nothing would be done.

The main issue seems to be that the cemetery gates are not remaining locked. It doesn't help that the cemetery doesn't have opening and closing times for visitors to go by. Under The Local Authorities Cemeteries Order 1977 (LACO77) item 18 states it is an offence to enter the cemetery at any hour when it closed to the public, as is committing any nuisance on site.

I know the top gates have a padlock where registered disable visitors may pay a small fee for a key for access. There is a fault with this system as I have believe a copy of the key has been made and is left in the wall close by for everyone to use. There have also been times where I have witnessed visitors using the gates and not locking them behind themselves. The lock has also been stolen on at least two occasions.

I have highlighted the problems and made suggestions as to solutions for the gates on several occasions over an eighteen month period to you and previous manager, but there has been no action to date. I am aware that one of the previous Town Councillors had a meeting with a company regarding the fitting of automated gates, but at the time this was felt to be too expensive. These are the systems we operate at Bury and Haverhill cemetery, they are not without fault but do make the opening times quite clear.

As to other solutions, a new lock might help, but unfortunately I am sure you would have the same problem within weeks. This would be difficult to manage under the current circumstances as the keys were distributed by the Town Council at your office. Police patrols in the cemetery would I am sure be welcome, it would give those visitors who feels uncomfortable or susceptible more confidence to visit the cemetery, but I do fear the patrols would be few and far between.

I am sure that if we all work together then we should be able to find more suitable solution to this problem, but I think the Town Council should be aware there may be a cost involved to reach the required result.

I am happy to meet on site with anyone wishing to look at the gate issues.

Kind Regards

---

Sue MacDonald  
Cemeteries Manager  
Leisure & Culture  
Direct dial: 01284 757680  
Email: Suzanne.MacDonald@westsuffolk.gov.uk  
[www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)  
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**From:** tcm <tcm@newmarket.gov.uk>  
**Sent:** 19 June 2020 17:50  
**To:** MacDonald, Sue <Suzanne.MacDonald@westsuffolk.gov.uk>; Councillor Jefferys <CouncillorJefferys@newmarket.gov.uk>; Councillor Kerby <CouncillorKerby@newmarket.gov.uk>  
**Cc:** Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>; Townclerk <Townclerk@newmarket.gov.uk>; RACKHAM, Bradley <Bradley.RACKHAM@suffolk.pnn.police.uk>; DARVILL, Rachel <Rachel.DARVILL@suffolk.pnn.police.uk>; Gary Macdonald <Gary.macdonald@newmarket.gov.uk>  
**Subject:** Anti Social Behaviour at Newmarket Cemetery

[THIS IS AN EXTERNAL EMAIL]

Dear All,

I wanted to make you aware of a complaint I received this week from a visitor to the Cemetery who said that when she visited her granddaughter on Sunday (14<sup>th</sup>), there was a group of Gypsies & Travellers who had a horse and small cart which they were riding around within the Cemetery, they were also having a picnic, there were topless men drinking alcohol and they were not practising social distancing. She said they made her feel uncomfortable and she was upset by their behaviour which was not appropriate in the Cemetery. She also reported lots of cars in the Cemetery.

Whilst I appreciate that we have to be careful not to label people, this is as it was reported to me and I know we do have a proportion of G&T burials at the Cemetery and I have been made aware of previous problems with inappropriate behaviour by one



particular such family.

I don't know what the answer is, whether the PCSO's could visit the site and have a word if there is any such behaviour exhibited again. I appreciate that it is not a criminal offence to do any of these things, although some of them are against the Cemetery regulations.

Perhaps the Council could find a way to manage vehicular access to the Cemetery to prevent inappropriate use. I wonder whether one of the first actions would be to change the lock and contact all the registered blue badge holders who have a key to collect a new one and investigate a more permanent solution to prevent abuse of the system (gate being left open, sharing/cutting new keys) that has allowed people without disabilities to gain access with their vehicles. An expensive but potential solution would be a number plate recognition system which would open and close the gate/barrier which would also remove the need for a disabled individual having to get out of the car to open and close the gate (which seems counter-intuitive anyway).

Kind regards,

Deborah Sarson  
Acting Town Council Manager



King Edward VII Memorial Hall  
High Street  
Newmarket  
Suffolk CB8 8JP  
Tel: 01638 661777

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[newmarketcoronavirus.co.uk](http://newmarketcoronavirus.co.uk)

**Coronavirus Helpline Number 01638 667227**

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\*\*\*\*\*-W-S-

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**From:** [MacDonald, Sue](#)  
**To:** [tcm](#)  
**Cc:** [Councillor Jefferys](#); [Cathy Whitaker](#); ["Debbie Baines"](#); [Quilter, Gary](#)  
**Subject:** RE: cemetery  
**Date:** 12 June 2020 13:11:12  
**Attachments:** [image001.png](#)  
[map of PDK with path and trees.pdf](#)

---

Deborah

Thanks for looking into the wall contractors and their materials etc.

I would have liked to been invited to that meeting earlier this year, it would have made a lot of sense for me to have been there. Was it requested by WSC?

The operatives in the cemetery will empty and take down the shed over the coming weeks and this will then reveal how much hard standing there is and its condition. What we really need is a fenced off area with a large gate that will accommodate a skip (around 8 tonne size) for the excess spoil (ideally there would be somewhere for top soil to be stored too, but I doubt there will be enough room). I can arrange for contractors to supply quotes for this if that helps?

The path is something that is needed to divide compartment PDK. This is a huge compartment with no outstanding features, no memorial options and no protection from the bitter winds that sometimes blow across this lower part of the cemetery. There is also a pipeline that runs from the water tap at the top of the compartment to one at the bottom, which will need to be avoided when digging graves in that area.

My suggestion would be to create a path (this could be as simple as just an edged grass path, a crushed gravel path or something more formal such as a poured concrete or slabs). Ideally the path should be wide enough to accommodate a wheelchair and a pedestrian alongside, this would be 1.5m.

I would suggest that memorial trees be planted in a staggered pattern either side of the path. These trees could be leased to families as memorials only and could provide a good income which would help towards the cost of the path.

I have added a scan to this email showing where the path may go, this would be subject to correctly measuring the area as new graves are now dug to a larger specification than previous ones.

This task doesn't need to be undertaken immediately, but it would be helpful to get a clear indication of what we will do, how and when.

I would also like to introduce you to the benefits of offering Sanctum 2000 above ground vaults for the interment of cremated remains in the cemetery. If you are interested I would be happy to speak to you or Debbie about this.

Thank you for your continued help and support.

Kind Regards

---

Sue MacDonald  
Cemeteries Manager  
Leisure & Culture  
Direct dial: 01284 757680  
Email: Suzanne.MacDonald@westsuffolk.gov.uk  
[www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)  
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**From:** tcm <tcm@newmarket.gov.uk>  
**Sent:** 11 June 2020 18:41  
**To:** MacDonald, Sue <Suzanne.MacDonald@westsuffolk.gov.uk>  
**Cc:** [REDACTED] Councillor Jefferys  
<CouncillorJefferys@newmarket.gov.uk>; Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>  
**Subject:** RE: cemetery

[THIS IS AN EXTERNAL EMAIL]

Dear Sue,

I'll find out about the flint wall contractor and arrange for the shed to be cleared out.

Regarding the metal shed, we had a meeting with John and Dave Lingard prior to going to lockdown where this was discussed but it wasn't clear exactly what was required of the new hardstanding and fenced off area and where and the likely costs when I took the proposals to the committee. I was waiting for further detailed information from John.

The path hasn't come across my radar so I don't know whether it has been considered by NTC or any details about proposed materials and likely costs. Our committees are currently suspended but hoping to restart next month when a chairman will be elected who can take a lead. In the meantime, I will have to pass these matters on to Debbie to take up.

I am in the process of handing over to Debbie who should be fully up to speed by the time I leave. The role name is being changed from Town Council Manager to Town Clerk.

I'm reviewing my options but currently considering a permanent post elsewhere.

Kind regards,

Deborah Sarson  
Acting Town Council Manager

King Edward VII Memorial Hall  
High Street  
Newmarket  
Suffolk CB8 8JP  
Tel: 01638 661777

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---

**From:** MacDonald, Sue <[Suzanne.MacDonald@westsuffolk.gov.uk](mailto:Suzanne.MacDonald@westsuffolk.gov.uk)>

**Sent:** 11 June 2020 16:23

**To:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>

**Subject:** cemetery

Deborah

Thanks for acting on the rabbit situation so quickly, I just hope they can get back to the cemetery soon and do further treatments. The operatives have further ideas of things they could do to help control them once the gassing has taken place.

A couple of other things;

The contractors you had to repair the flint wall surrounding the cemetery?  
Have they finished the work?

Speaking with the operatives today, it seems they have left building materials in the shed, which to be honest is in the way and needs removing. Also they left quite a large amount of rubbish (dumped behind shrubs near the wall on the Dullingham Road side). Do you think they could remove that too?

Just before Bobby left we had a meeting in the cemetery with John Van Rheede Toas (Landscapes Manager) and we all agreed that the tin shed should be removed and the hardstanding under it should be used to house a skip for the grave spoil. This area was to be fenced off somehow to make it look neater. As you may know this has never been done and the spoil is continues to taken to Bury cemetery and West Suffolk end up disposing of it, at a cost of £400 per skip. The operatives think there has been in excess of 30 tons of spoil transported to Bury. Apart for the cost of removal this is a very time consuming exercise for the men.

On the next quarterly invoice there will be a charge for the removal of 2 skip loads to cover some of what has been previously removed.

If the building materials are moved out of the large shed the operatives can begin to empty the tin shed and take it down, the area can be cleared out and we can look to put up a fence and sorting out skip hire. We can do all of this work, but there will obviously be a cost. Would you be able to agree this before you leave?

I thought you may have had a hand over with the new Town Manager, do you have a new appointment to go to?

I would also like to get the go ahead for the pathway to divide compartment PDK, but that can wait until Debbie has settled in.

Hope to speak to you before you go.

Kind Regards

---

Sue MacDonald  
Cemeteries Manager  
Leisure & Culture  
Direct dial: 01284 757680  
Email: [Suzanne.MacDonald@westsuffolk.gov.uk](mailto:Suzanne.MacDonald@westsuffolk.gov.uk)  
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4 1/2 ft between

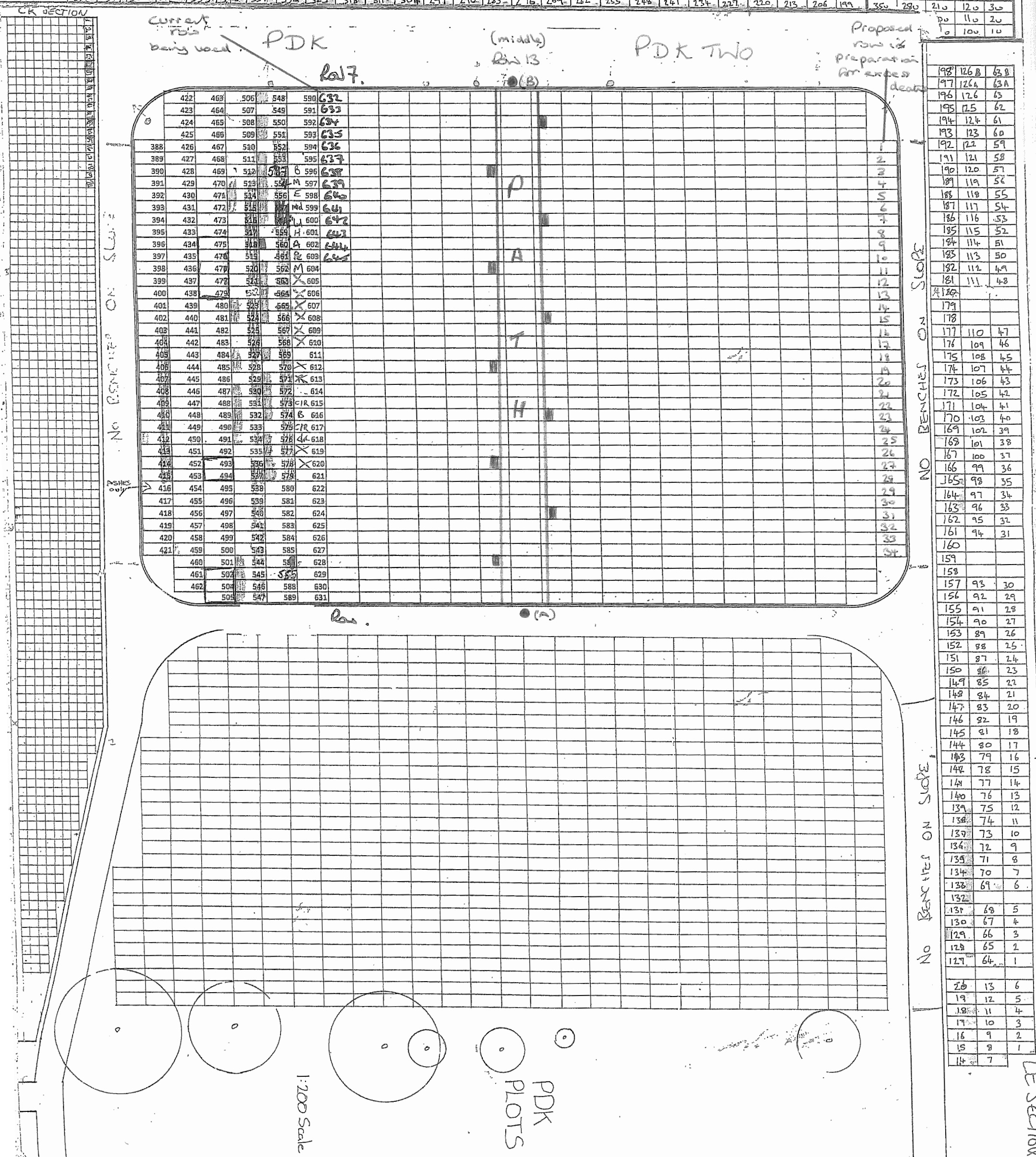
the centre of each  
grove.

- Taps - hose running from (A) to (B) under grass.

|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |    |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| 327 | 380 | 373 | 366 | 359 | 352 | 345 | 338 | 331 | 324 | 317 | 310 | 303 | 296 | 289 | 282 | 275 | 268 | 261 | 254 | 247 | 240 | 233 | 226 | 219 | 212 | 205 | 410 | 340 | 270 | 180 | 90 |
| 326 | 379 | 372 | 365 | 358 | 351 | 344 | 337 | 330 | 323 | 316 | 309 | 302 | 295 | 288 | 281 | 274 | 267 | 260 | 253 | 246 | 239 | 232 | 225 | 218 | 211 | 204 | 400 | 330 | 260 | 170 | 80 |
| 325 | 378 | 371 | 364 | 357 | 350 | 343 | 336 | 329 | 322 | 315 | 308 | 301 | 294 | 287 | 280 | 273 | 266 | 259 | 252 | 245 | 238 | 231 | 224 | 217 | 210 | 203 | 390 | 320 | 250 | 160 | 70 |
| 324 | 377 | 370 | 363 | 356 | 349 | 342 | 335 | 328 | 321 | 314 | 307 | 300 | 293 | 286 | 279 | 272 | 265 | 258 | 251 | 244 | 237 | 230 | 223 | 216 | 209 | 202 | 380 | 310 | 240 | 150 | 60 |
| 323 | 376 | 369 | 362 | 355 | 348 | 341 | 334 | 327 | 320 | 313 | 306 | 299 | 292 | 285 | 278 | 271 | 264 | 257 | 250 | 243 | 236 | 229 | 222 | 215 | 208 | 201 | 370 | 300 | 230 | 140 | 50 |
| 322 | 375 | 368 | 361 | 354 | 347 | 340 | 333 | 326 | 319 | 312 | 305 | 298 | 291 | 284 | 277 | 270 | 263 | 256 | 249 | 242 | 235 | 228 | 221 | 214 | 207 | 200 | 360 | 290 | 220 | 130 | 40 |
| 321 | 374 | 367 | 360 | 353 | 346 | 339 | 332 | 325 | 318 | 311 | 304 | 297 | 290 | 283 | 276 | 269 | 262 | 255 | 248 | 241 | 234 | 227 | 220 | 213 | 206 | 199 | 350 | 280 | 210 | 120 | 30 |

Current  
row

Proposed



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**From:** [REDACTED]  
**To:** [tcm](#)  
**Cc:** [Cathy Whitaker](#)  
**Subject:** Adhoc Play Area Report - May 2020  
**Date:** 16 June 2020 14:05:33  
**Attachments:** [Newmarket+Memorial+Gardens-27-5-2020-1114866-ADH-West+Suffolk+Parks.pdf](#)

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**SENT ON BEHALF OF TIM MCGHEE – PLAY AREA INSPECTOR FOR WEST SUFFOLK COUNCIL**

During the current restrictions caused by the Covid 19 pandemic, you will be aware that the government advice has been to shut all play areas in order to try and restrict the spread of the Virus. This has meant we have had to review how we inspect the play areas.

Following this review all West Suffolk Council operated play areas and Parish Play Areas are being inspected on a 'Adhoc' or 'Routine' basis depending on the how easily they can now be accessed (as opposed to the normal Operational inspection); Where a play area has restricted access by means of fencing and gates, and this has been secured, the inspection is recorded as a Adhoc inspection with a recording that the site is inaccessible. There is a note made by the inspector as to the reason why and some brief information as to the general condition of the site if it is visible. In the case of those play areas which are open to their surroundings and the equipment remains accessible, the Inspector is recording a Routine inspection with a visual inspection of the items and a general recording that the site is in order or not.

This is allowing the continued checks of the Play Areas without the need for the Inspector to arrange access, use significant PPE or come into contact with possible infected surfaces.

In addition to the above revised inspection regime the Independent Annual Inspections are also currently taking place.

We hope that once the Play areas can reopen, they will be in no worse condition than prior to the closures and will be safe to use.

Should you have any questions relating to this please do not hesitate in contacting myself in the first instance on 07939808235 or via email: [Timothy.McGhee@westsuffolk.gov.uk](mailto:Timothy.McGhee@westsuffolk.gov.uk)  
Kind regards

Tim McGhee



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## Newmarket Memorial Gardens

Inspection Ref: 1114866

Site Ref: 26066

Customer Order: N/A

Adhoc Inspections - 27-May-2020 - 06:16 Inspector Tim McGhee

Risk Assessment: 0 Risk Assessment not Undertaken

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

**Disabled Access:**

Generally accessible; an area accessible to most.

**Facility Details:** The inspection of this site was not undertaken as the site was inaccessible because covid 19 restrictions. Gate secured with signage present.

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**Advice Note: The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 (“Regulations”)**

The Regulations, which came into force on 23rd September 2018, implement the EU Directive on the accessibility of the websites and mobile applications of public sector bodies (“the Directive”).

The Directive is designed to allow citizens, particularly those with disabilities, to gain better access to public services by making public sector bodies’ websites and mobile applications more accessible.

It works harmoniously with varying accessibility standards within the European Union and, in particular, the statutory duties imposed on public sector bodies under the Equality Act 2010 and the Disability Discrimination Act 1995 to make reasonable adjustments for people with disabilities.

“Accessibility” refers to the principles and techniques to follow when designing, building, maintaining and updating websites and applications, in order to make them easy for people to use, especially those with disabilities.

**Key Points**

**Accessibility Requirement** - Public sector bodies must take the necessary measures to make their websites and mobile applications accessible by making them perceivable, operable, understandable and robust – Reg 6.

**Disproportionate Burden** - Public sector bodies are not required to comply with the accessibility requirement when doing so would impose a disproportionate burden on them. A full assessment will need to be undertaken – Reg 7.

**Accessibility Statement** - Public sector bodies must publish an accessibility statement and keep the statement under regular review – Reg 8.

**Standards** - Websites and mobile applications must comply with the international WCAG 2.1 AA accessibility standard or its European equivalent – Reg 9.

**Monitoring & Reporting** - The Minister for the Cabinet Office will monitor compliance by sampling websites and applications. It will be required to report back to the European Commission. If a public sector body fails to comply with regulation 8, the Minister will take enforcement action and publish the name of that public sector body and its decision on “gov.uk” – Reg 10 & 14.

Enforcement - The Equalities and Human Rights Commission and the Equalities Commission for Northern Ireland have the power to enforce the obligations set out in regulations 6 and 7 – Reg 11.

Exempt Public Sector Bodies:

I. schools or nurseries (except for content relating to essential online administrative functions);

II. non-governmental organisations (unless they provide services essential to the public or the needs of persons with disabilities);  
and

III. public sector broadcasters and their subsidiaries – Reg 4.

For websites published on or after 23rd September 2018, public sector bodies will need to comply with the Regulations by 23rd September 2019. For those websites published before 23rd September 2018, public sector bodies will need to comply with the Regulations by 23<sup>rd</sup> September 2020. For mobile applications, public sector bodies will need to comply with the Regulations by 23rd June 2021.

It is recommended that parish councils review their current websites and mobile applications in light of the guidance given. Older websites and mobile applications or those not professionally written may require more revision and so parish councils must allow themselves time for this.

The Regulations will be reviewed once the UK leaves the European Union to assess whether the UK may want to modify any requirements.

Further guidance to support public sector bodies and their compliance with the Regulations can be found here: <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>