

**Membership from June 2020**

Councillor Anderson  
Councillor Appleby  
Councillor Borda (Vice Chairman)  
Councillor Bowen  
Councillor De'Ath (Chairman)  
Councillor Drummond  
Councillor Fitzgerald  
Councillor Hirst  
Councillor Hood  
Councillor Hulbert  
Councillor Jefferys  
Councillor Kerby  
Councillor O'Neill  
Mrs Philippa Winter (non-council)  
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 7<sup>th</sup> September 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.**

**The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows:**

**<https://us02web.zoom.us/j/87566488108?pwd=ZkRFRkZLeEhid0NzNE12QVQ3VHVMUT09>**

**Or by telephone: +442034815237 / Meeting ID 875 6648 8108 & password 346544**

**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 orally, by roll call.**

**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 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 meeting will be 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) **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.
- 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) **MINUTES** - To receive and confirm for accuracy the Minutes of the Community and Leisure Services Meeting held on 3<sup>rd</sup> August 2020 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 for Community and Leisure for Month 5 (to be tabled).
- 7) **SERVICE LEVEL AGREEMENT** – To receive a report (verbal).
- 8) **CEMETERY MATTERS**
  - a) **To consider further flint work on the cemetery wall within this financial year (herewith).**
  - b) **To consider a request to introduce opening hours at the cemetery (herewith).**
- 9) **MEMORIAL GARDENS**
  - a) **Play Equipment Quotes** - to consider further options for aerial runway launch pad (herewith).
  - b) **To agree autumn closure date for Public WCs**

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

- 10) **BILL TUTTE MEMORIAL** – To receive an update and authorise any actions (verbal report).
- 11) **ADDITIONAL PEDESTRIAN CROSSINGS IN NEWMARKET** – To receive an update and authorise any actions.
- 12) **SEVERALS PAVILION** – To consider ASB Survey recommendations and authorise any actions (to follow).
- 13) **CLOCK TOWER PROJECT** – To consider any actions
- 14) **CHRISTMAS LIGHTING AND INFRASTRUCTURE** – To receive an update and authorise any actions.
- 15) **NTC VENUE BOOKINGS** – To receive a report and authorise any actions (herewith).
- 16) **WINTER FAIR** – To receive a report and authorise any actions (herewith).
- 17) **CORRESPONDENCE** – Request to hold a Family Band Day May 2021, at the Severals.
- 18) **DATE OF NEXT MEETING** – Monday 5<sup>th</sup> October 2020
- 19) **ITEMS FOR THE NEXT AGENDA**

Signed



Debbie Baines, Town Clerk

1<sup>st</sup> September 2020



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Community & Leisure Services Committee**  
**Held on Monday 3<sup>rd</sup> August 2020 at 7:00 pm via Zoom**

**Attendance:**

Councillor J De'Ath (Chairman)  
 Councillor A Appleby  
 Councillor J Borda  
 Councillor A Drummond

Councillor P Hulbert  
 Councillor M Jefferys  
 Councillor C O'Neill  
 Councillor K Yarrow

Also Present: Debbie Baines, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager,  
 Julie Ashton – Minute Assistant, Philippa Winter, and 2 Members of the Public.

Minute

**Action  
by**

- |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>CL/20/08/1</b> | <b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b><br>The Chairman opened the meeting and announced 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.                                                                                                                                                                                                                                                                                                                   |  |
| <b>CL/20/08/2</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br>Apologies were received from Cllrs Anderson, Bowen, Fitzgerald, Hirst and Hood. Cllr Kerby was absent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>CL/20/08/3</b> | <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><br>Cllr Appleby declared a nonpecuniary interest in item 7c Rabbit Control.                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>CL/20/08/4</b> | <b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY &amp; LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 6<sup>TH</sup> JULY 2020 AND ANY MATTERS ARISING</u></b><br>Members received the minutes of the Community & Leisure Services Committee meeting held on 6 <sup>th</sup> July 2020 and the following was agreed:<br><br><b><u>CL/20/08/4.01 Resolved</u></b><br><b>That the minutes of the Community &amp; Leisure Services Committee meeting held on 6<sup>th</sup> July 2020 be adopted and signed as a true record by the Chairman of the Leisure &amp; Community Services Committee.</b><br><br>There were no matters arising. |  |
| <b>CL/20/08/5</b> | <b><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

**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**

A member of the public praised the quality of the reports related to this meeting.

**CL/20/08/6 TO RECEIVE THE ACCOUNTS FOR JUNE 2020**

The accounts for July 2020 were received and noted.

**CL/20/08/7 CEMETERY**

**Anti-social behaviour** – the quotes for a replacement padlock and automatic sliding gates were considered. It was noted that a replacement padlock was required now and increasing the cost for keyholders to £10 was discussed. It was also noted that for the long-term automatic gates would have to be considered. The following was agreed:

**CL/20/08/7.01 Recommendation**

**That the quote for a replacement padlock and duplicate keys be accepted. That the cost of duplicate keys to keyholders be increased to £10. That further quotes from local providers for automatic sliding gates be sought.**

**Path and hardstanding** – quotes were awaited and this item was deferred.

*Cllr Appleby declared a nonpecuniary interest and did not vote.*

**Rabbit control** – 3 quotes for rabbit control were considered and the following was agreed:

**CL/20/08/7.02 Recommendation**

**That the quote from CRC Pest Control for £2000 for 12 months be accepted.**

**Cemetery bench** – the stolen cemetery bench had been reported to the Police and the Cemetery Manager was looking into ordering a replacement. NTC would look at the insurance to cover the cost of a replacement and the following was agreed:

**CL/20/08/7.03 Recommendation**

**That NTC covers the cost of a replacement bench via a claim on the insurance with £100 excess charge.**

**CL/20/08/8 MEMORIAL GARDENS**

**Kiosk** – The guidance from West Suffolk on the design and construction of the kiosk was considered and it was noted that some of the work to bring it up to standard could be done in-house. The Kiosk would not be available until next year owing to the amount of work required. The following was agreed:

**CL/20/08/8.01 Recommendation**

**That further quotes be sought to bring the Kiosk up to standard including**

**a quote from inhouse staff.**

**Play equipment quotes** – the quotes for the play equipment were considered and the following was agreed:

**CL/20/08/8.02 Recommendation**

**That the quote from Massey & Harris for the Castle slide and structure be accepted and that further quotes be sought for the aerial runway launchpad.**

**Separate Water Metering for Gardens** – A quote to install a separate water meter was considered and the following was agreed:

**CL/20/08/8.03 Recommendation**

**That the quote to supply and install separate water meter in the Memorial Gardens for £294.77 be accepted.**

**CL/20/08/9 WEBSITE**

This item would be referred to the F&P Committee.

**CL/20/08/10 BILL TUTTE MEMORIAL**

**Cleaning** – the quotes to carry out an initial deep clean of the area and seating area were considered and the following was agreed:

**CL/20/08/10.01 Recommendation**

**That the quote from Rothwell's to deep clean the Bill Tutte Memorial area for £650 per day for 1-2 days be accepted. That intermittent cleaning be carried out by NTC staff by hiring a pressure washer/water browser annually.**

The cleaning of the seating area was discussed. Removal of chewing gum from the stone seating would require a stonemason and quotes would be sought. NTC staff would maintain the wooden seating area.

**Bollard damage** – the damage to the bollard that was not witnessed 25<sup>th</sup> November 2019 was reported to the Police. However, Parcelforce had also hit two bollards on 11<sup>th</sup> June 2020, This had been witnessed, photographic evidence was available and the matter taken up with Parcelforce.

An alternative design for the bollards and the work of the Parking Working Group to restrict vehicle access were discussed and a recommendation was awaited. This item was deferred to the next meeting.

**CL/20/08/11 REMEMBRANCE DAY CEREMONY AND PARADE 2020**

The update on arrangements provided by the Royal British Legion was noted. The Mayor would be meeting with the Royal British Legion tomorrow and all was in hand.

It was noted that in order to hold a parade the event would have to become an

annual event of NTC and this would be added to the next agenda.

**CL/20/08/12 PARKING ISSUES**

The issue of parking on the grass at Icewell Hill flats was discussed and further inquiries would be sought from West Suffolk for a solution. This item was deferred to the next meeting.

**CL/20/08/13 SID DEVICE**

A SID had been installed at Elizabeth Avenue but it was not working. This had been reported and would be remedied.

A survey had been sent out regarding the location for a SID on Fordham Road. It was suggested that the area between St Albans and St Felix schools going out of town would be suitable and this would be tried out.

**CL/20/08/14 ADDITIONAL PEDESTRIAN CROSSINGS IN NEWMARKET**

Several suggestions for additional pedestrian crossings were discussed for Old Station Road, Fordham Road, Bury Road and A142 near Tesco.

Members were advised that a crossing on Exning Road was being looked at by Suffolk County Council; costs of installation amounted to over £100k.

It was noted that this was a Community Action for the Neighbourhood Plan Committee to produce a good narrative on safety for Highways to consider. This item would be referred to the Neighbourhood Plan Committee to consider priorities.

**CL/20/08/15 SEVERALS PAVILION**

The Events Manager advised that further quotes were awaited and that information regarding planning permission would be sought. This item was deferred to the next meeting.

**CL/20/08/16 CORRESPONDENCE**

None noted.

**CL/20/08/17 DATE OF NEXT MEETING**

Monday 7<sup>th</sup> September 2020 via Zoom.

**CL/20/08/18 ITEMS FOR NEXT AGENDA**

- Cemetery - rabbit control
- Memorial Hall Kiosk
- Play equipment
- Cleaning of the Bill Tutte area
- Remembrance Day arrangements
- Shutters for the Pavilion
- Additional pedestrian crossings

Meeting closed at 8:05pm

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

DRAFT



|                |                                                   |
|----------------|---------------------------------------------------|
| Report to      | <b>Community &amp; Leisure Services Committee</b> |
| Subject        | <b>Cemetery Flint Wall Renovations</b>            |
| Purpose        | <b>Information/Decision</b>                       |
| Classification | <b>Unrestricted</b>                               |
| Meeting date   | <b>7<sup>th</sup> September 2020</b>              |
| Item number    | <b>8a</b>                                         |
| Written By     | <b>Cathy Whitaker; RFO</b>                        |

**Summary:** This report outlines details of current flint wall renovations at the cemetery and gives advice following a suggestion that the town council may wish to push ahead with further renovation works within the current financial year.

Councillors are asked to **CONSIDER** the **RECOMMENDATIONS** outlined in this report:

1. That ear-marked reserves could be used for further cemetery wall renovations work within the current financial year.

|    |                                                                                                                                                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Introduction                                                                                                                                                                             |
| a. | The Town Council is three-years into a five-year agreement with Collaboration 23 flint walling specialists to carry out 30 days per year renovating the old flint walls at the cemetery. |
| b. | Council has suggested that we look into doing some extra renovation within this financial year.                                                                                          |
| 2. | Context                                                                                                                                                                                  |
| a. | The flint walls are in a poor state, with a sudden collapse happening three years ago.                                                                                                   |
| b. | The whole wall was assessed at that time and a plan was put in place to work on specific sections each year.                                                                             |
| c. | Since 1 <sup>st</sup> April 2020, the 30 days allocated for this financial year have been completed.                                                                                     |
| d. | An extra ten days were also completed following a resolution.                                                                                                                            |
| 3. | Proposal/Options                                                                                                                                                                         |
| a. | Council could consider using further funds from the Cemetery ear-marked reserves fund for further work within the current financial year.                                                |
| 4. | Financial/Resource Implications                                                                                                                                                          |
| a. | Council has Cemetery ear-marked reserves of £31,296 and approx. £4,000 in current year budget for Cemetery Repairs & Maintenance.                                                        |
| b. | £12,150 has been spent from current year budget for 30-day contract. £4,050 has been spent from Cemetery ear-marked reserves for the ten days extra works.                               |
| 5. | Next Steps/Recommendations                                                                                                                                                               |
| a. | Council considers if it wishes to do further work within the current financial year to the walls.                                                                                        |
| b. | If so, council resolves to use ear-marked reserves for said works.                                                                                                                       |



|                |                                         |
|----------------|-----------------------------------------|
| Report to      | <b>Community &amp; Leisure Services</b> |
| Subject        | <b>Cemetery Matters</b>                 |
| Purpose        | <b>Information/Decision</b>             |
| Classification | <b>Unrestricted</b>                     |
| Meeting date   | <b>7<sup>th</sup> September 2020</b>    |
| Item number    | <b>8b</b>                               |
| Written By     | <b>Town Clerk</b>                       |

**Summary:** This report outlines a proposal to introduce opening times at Newmarket Cemetery

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

#### Options

|           |                                                                                                               |
|-----------|---------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | To introduce opening times as per those shown below, and following sufficient notice to members of the public |
| <b>2</b>  | To defer introducing of closure times, until quotes regarding automatic gates have been considered            |
| <b>3</b>  | To make no change at the current time, but monitor and review in six months                                   |

|           |                                                                                                                                                                                                                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                                                          |
| a.        | Officers at WSC have asked that NTC consider introduction of opening hours at Newmarket Cemetery in response to recent incidents of ASB, theft and fly tipping.                                                                                                                                                                              |
| <b>2.</b> | <b>Context</b>                                                                                                                                                                                                                                                                                                                               |
| a.        | <b>Reports of theft</b> <ul style="list-style-type: none"> <li>Road way panels, reported as stolen (August 20)</li> <li>Memorial bench, reported as stolen (July 20)</li> <li>Diesel from dumper parked at the cemetery (June 20)</li> </ul>                                                                                                 |
| b.        | <b>Reports of fly tipping</b> <ul style="list-style-type: none"> <li>old floor coverings left in cemetery bin;</li> <li>glass table top and a smashed up man hole cover surround, dumped behind the tin shed.</li> </ul>                                                                                                                     |
| c.        | <b>Reports of anti-social behaviour</b> <ul style="list-style-type: none"> <li>most recent being in June 2020</li> </ul>                                                                                                                                                                                                                     |
| <b>3.</b> | <b>Proposal/Options</b>                                                                                                                                                                                                                                                                                                                      |
| a.        | <p>To introduce opening hours, enforced by the gates being locked at appropriate times. Cemeteries at Haverhill and Bury St Edmunds cemeteries are:</p> <p>1 April – 30 Sept, 8am -7pm and 1 Oct – 31 Mar, 8am – 4.30pm</p> <p>Some sites managed by WSC have automated gates, others are opened and closed daily by a security company.</p> |

|    |                                                                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b. | Any introduction of opening hours would need sufficient lead in time, to ensure that members of the public are aware of the change and the reasons for doing so. This could be partially achieved as residents collect new padlock keys (new keys have not yet been issued). |
| c. | To ensure that Newmarket Cemetery receives regular patrols from the town PCSOs.                                                                                                                                                                                              |
| 4. | Financial/Resource Implications                                                                                                                                                                                                                                              |
| a. | Operatives to open and close the cemetery, as this would not be covered under the existing SLA with West Suffolk.                                                                                                                                                            |
|    |                                                                                                                                                                                                                                                                              |
| 5. | Next Steps/Recommendations                                                                                                                                                                                                                                                   |
| a. | If a decision is made to introduce opening hours that this take effect from 1 <sup>st</sup> January 2021, to allow time to inform members of the public.                                                                                                                     |
|    |                                                                                                                                                                                                                                                                              |
| 6. | Cemetery Updates                                                                                                                                                                                                                                                             |
|    | Damage to Memorial caused by West Suffolk Operative, when manoeuvring a vehicle nearby. West Suffolk Council have accepted responsibility for the incident and are seeking quotes for repair. The area has been cordoned off for public safety.                              |
|    |                                                                                                                                                                                                                                                                              |



|                |                                                          |
|----------------|----------------------------------------------------------|
| Report to      | <b>Community and Leisure Services Committee</b>          |
| Subject        | <b>Quotations for improvement of aerial runway mound</b> |
| Purpose        | <b>Decision (recommendation to Full Town Council)</b>    |
| Classification | <b>Unrestricted</b>                                      |
| Meeting date   | <b>07/09/20</b>                                          |
| Item number    |                                                          |
| Written By     | <b>Town Clerk</b>                                        |

**Summary:** This report provides quotation for the Aerial Runway Launchpad – to replace grassy mound due to excessive wear & tear

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

#### Options

1. To approve quotation from Massey & Harris Aerial Runaway Start Platform, or
2. To approve quotation from Wicksteed, Aerial Runaway Start Platform

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Introduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| a. | To consider quotations to replace grassy mound Aerial Runway Launchpad, which has suffered excessive wear & tear                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Context                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| a. | Feedback from the Play Inspection Company, is that the addition of any sort of ramp or other installation at the mound, must be compliant with BSI standards.                                                                                                                                                                                                                                                                                                                                                          |
| b. | In addition, further advice indicates that all-weather surfacing would not provide a smoother surface, and that existing lumps and bumps would still be apparent. Due to high usage, there is a possibility that the surface would deteriorate relatively quickly.                                                                                                                                                                                                                                                     |
| 3. | Proposal/Options with costings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| a. | <p>Wicksteed Aerial Runway start Platform</p> <p>To remove existing mound, supply and install platform: £4419 plus VAT</p>  <p>20m Timber Cableway<br/>Product code: CBW20</p> <p>25m Timber Cableway<br/>Product code: CBW25</p> <p>30m Timber Cableway<br/>Product code: CBW30</p> <p>The area of impact absorbent surfacing required below Cableways differs depending upon the type of surfacing on which it is installed.</p> |

|    |                                                                                                                                                                                                                                                                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><i>Wicksteed advise that once installed further works may be required to achieve the correct seat clearance.</i></p>                                                                                                                                                                                                                                                                       |
| b. | <p>Massey &amp; Harris<br/>Aerial Runway start Platform<br/>To supply and install: £3634 plus VAT</p>  <p><i>01/09/20 Massey &amp; Harris asked to confirm that removal of existing mound and spoil is included in their quotation, and whether installation would achieve correct seat clearance.</i></p> |
| c. | <p>Fenland Leisure Products Ltd:<br/>All Weather Surface (Fibre Fall) over existing mound<br/>To supply and install: £1632 plus VAT</p>                                                                                                                                                                                                                                                       |
| 5. | <p>Next Steps/Recommendations</p>                                                                                                                                                                                                                                                                                                                                                             |
| a. | <p>To approve quotation a or b, as shown above.</p>                                                                                                                                                                                                                                                                                                                                           |

[REDACTED]

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**From:** Designs on Metal <designsonmetal@bridgeforge.co.uk>  
**Sent:** 20 August 2020 13:15  
**To:** [REDACTED]  
**Subject:** Re: Newmarket Town Council - Bill Tutte Memorial

Dear [REDACTED],

The bollard is in a very sad state.

I think the only solution bearing in mind cost and the quality of the finished item is to replace the damaged bollard with a new one. The cost for a new bollard in stainless steel as the original will be £864.00 + VAT

I look forward to your feedback.

Kind regards

[REDACTED]

[REDACTED]  
Designs on Metal  
01359 232759  
[www.designsonmetal.co.uk](http://www.designsonmetal.co.uk)

On 17/08/2020 13:23, [REDACTED] wrote:

Further to our phone call last week, I attach two photos of the damaged memorial bollard.  
Many thanks

Regards,

[REDACTED]  
Finance Manager  
Newmarket Town Council

King Edward VII Memorial Hall  
High Street  
Newmarket  
CB8 8JP  
01638 675915  
[REDACTED]

## **Minutes relating to the Clock Tower Project**

(most recent shown first)

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <p><b><u>19/10/14.01 Resolved (C/19/10/14.01 Recommendation)</u></b></p> <p><b>That the Clock Tower project be approved to commence next year and that additional funding be sought.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. | <p><b>C/19/10/14 CLOCK TOWER PROJECT – TO CONSIDER PUBLIC CONSULTATION</b></p> <p>Members considered the option to conduct a public consultation and the Chairman advised that the quotes from two tenders only included the installation and that NTC would be responsible for ongoing maintenance. It was noted that this could be problematic given the current issues with the SLA. After further debate the following was agreed:</p> <p><b>C/19/10/14.01 Recommendation</b></p> <p><b>That the Clock Tower project be approved to commence next year and that additional funding be sought.</b></p> |
| 3. | <p><b>C/19/10/14 CLOCK TOWER PROJECT – TO CONSIDER PUBLIC CONSULTATION</b></p> <p>Members considered the option to conduct a public consultation and the Chairman advised that the quotes from two tenders only included the installation and that NTC would be responsible for ongoing maintenance. It was noted that this could be problematic given the current issues with the SLA. After further debate the following was agreed:</p> <p>C/19/10/14.01 Recommendation</p> <p>That the Clock Tower project be approved to commence next year and that additional funding be sought.</p>               |
| 4. | <p><b>C/19/08/10 TO CONSIDER THE NEXT STEPS FOR THE CLOCK TOWER PROJECT</b></p> <p>Cllr Starkey gave an overview of the Clock Tower project and presented a report with a recommendation that the tender from Pro-Scape for £45,000 be accepted. A working group would be set up comprising of the Community Services Chairman, Vice Chairman, TCM and Philippa Winter and chaired by Cllr Starkey. The following was agreed:</p> <p>C/19/08/10.01 Recommendation</p> <p>That Members read the report and pass any comment to the TCM and that delegated power be given to the working group.</p>         |
| 5. | <p><b><u>19/02/18.03 Resolved (C/19/02/13.01 Recommendation)</u></b></p> <p>That tenders be sought from 3 contractors to carry out the work for the Clock Tower project.</p> <p><b>19/02/32 TO RECEIVE A VERBAL UPDATE ON THE CLOCK TOWER ROUNDABOUT</b></p> <p>Members were advised that the work had gone out to tender.</p>                                                                                                                                                                                                                                                                            |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | <p data-bbox="172 100 1401 168"><b>Minutes of the Meeting of the Newmarket Town Council held on Monday 25<sup>th</sup> February 2019 at 6.00 pm</b></p> <p data-bbox="172 212 1401 324"> <b>19/03/1      <u>TO RECEIVE A VERBAL UPDATE ON THE CLOCK TOWER ROUNDABOUT</u></b><br/> Members were advised that the work had gone out to tender 1<sup>st</sup> March 2019 to 3 contractors and the deadline for receipt of bids was 29<sup>th</sup> March 2019. </p> |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                |                                         |
|----------------|-----------------------------------------|
| Report to      | <b>Community &amp; Leisure Services</b> |
| Subject        | <b>NTC Venue Bookings</b>               |
| Purpose        | <b>Decision</b>                         |
| Classification | <b>Unrestricted</b>                     |
| Meeting date   | <b>07/09/2020</b>                       |
| Item number    | <b>16</b>                               |
| Written By     | <b>Town Clerk, Events Manager</b>       |

**Summary:** This report outlines revised guidance in respect of use of community buildings during the COVID-19 pandemic

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. To resume taking of bookings for events at NTC venues, in line with revised guidelines listed in this report.

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <p><b>Introduction</b></p> <p>Public buildings were permitted to open from 4<sup>th</sup> July 2020. Guidelines from the Ministry for Housing, Communities, and Local Government <sup>1</sup> (MHCLG) indicates that “each community facility should apply relevant guidance locally, depending on circumstances including size, type of activities, users and how it is organised, operated, managed and regulated”.</p> <p>Action with Communities in Rural England have published an advisory sheet “Re-opening Village and Community Halls post COVID-19 closure” <sup>2</sup> (updated 17/08/20). The advice that follows is based on that report.</p>                                                                                                                                                                      |
| 2. | <p><b>Context</b></p> <p>a. There is no requirement to immediately open facilities for bookings, re-opening should not take place until the organisation has considered the “necessary safety, compliance, management, and operational issues through a COVID-19 risk assessment and established a plan to address and mitigate them”.</p> <p>b. Organisations should draw up policies which act as a guide when taking bookings, with requests considered using a risk-based approach. The following matters should be considered:</p> <ul style="list-style-type: none"> <li>• revising venue capacities in line with social distancing requirements;</li> <li>• ability to limit those attending to the maximum capacity of the venue, for organisers to enforce this and maintain social distancing requirements.</li> </ul> |

<sup>1</sup> <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<sup>2</sup> <https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-v5.1-17.8.20.pdf>

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <ul style="list-style-type: none"> <li>• whether organisers are willing to clean surfaces before, during and after their event;</li> <li>• that activities comply with government guidance (eg prohibiting bookings for activities which are not permitted such as singing/woodwind, brass band practice).</li> </ul>                                                                                                                                                                                                                                                                                           |
| c. | Booking requests received but not yet approved: Narcotics Anonymous, T3 Theatre Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| d. | <i>Note: users of community halls are required to wear face coverings from 08/08/20.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3. | Proposals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| a. | <p>To reduce venue capacity to permit social distancing measures, as follows:</p> <p>Severals Sports Pavilion – maximum of 11<br/> Memorial Hall – maximum of 30*<br/> Council Chamber – maximum of 7<br/> <i>Ernest Cassell – not available for hire, currently in use as Council staff office.</i></p> <p>* COVID-19 Secure community venues may hold bookings for more than 30, if following COVID-19 Secure guidelines.</p>                                                                                                                                                                                 |
| b. | Engage with regular hirers to ensure they are aware of the COVID-19 Secure Guidelines outlined in Appendix 1, and of the importance of communicating these matters to their members.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| c. | That hirers complete a COVID-19 Safety Declaration before the booking is confirmed (Appendix 2).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| d. | Covid-19 Risk Assessments for each building be updated before any bookings are taken and published on the NTC website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| e. | <p>Procedures should someone becomes unwell with COVID-19</p> <p>Where feasible a separate room should be made available for use, should anyone become unwell with COVID 19. Handwashing facilities and tissues should be provided, and any rubbish disposed of in a bag securely tied and kept for 72 hours before disposal.</p> <p>Others who attended the same event should be asked for their contact details and asked to leave the premises, these details can then be made available to NHS Test and Trace.</p> <p>A deep clean of the facilities accessed by the individual can then be undertaken.</p> |
| 4. | Financial/Resource Implications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| a. | Some revenue will be received from booking fees, but additional costs may be incurred should deep cleaning of any premises be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | Next Steps/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| a. | To resume taking of bookings for events at NTC venues, in line with revised guidelines listed in this report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <p>Appendices</p> <ol style="list-style-type: none"> <li>1. Planning for re-opening - guidance from the ACRE</li> <li>2. COVID-19 Safety Declaration</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **Appendix One The COVID-19 Secure Guidelines:**

- Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- Clean your hands often: Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.
- Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
- Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures. Bookings can be accepted for events where social distancing can be maintained and contacts below 2m are minimised and transitory, but certain types of events cannot yet be held.

# COVID-19 SAFETY DECLARATION

Newmarket Venues Hirers are reminded of their responsibilities to comply with new health & safety legislations and guidance surrounding COVID-19.

The Hirer accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the hiring period. Please complete this form affirming your commitment to indicate the co-operation and co-ordination of all parties involved in the activity.

|                                                                                                                                                      |                              |                               |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|------------------------------|
| Ability to limit those attending to the maximum capacity of the venue, for organisers to enforce this and maintain social distancing requirements. * | <input type="checkbox"/> YES | <input type="checkbox"/> NO   |                              |
| Whether organisers are willing to clean surfaces before, during and after their event.                                                               | <input type="checkbox"/> YES | <input type="checkbox"/> NO   |                              |
| Provide COVID-19 contact tracing                                                                                                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO   |                              |
| The expected age of those attending.                                                                                                                 | <input type="checkbox"/> <2  | <input type="checkbox"/> 2-18 | <input type="checkbox"/> 18+ |
| For outdoor events, contingency measures in the event of bad weather.                                                                                | <input type="checkbox"/> YES | <input type="checkbox"/> NO   | <input type="checkbox"/> N/A |

If you answer **NO** to any of the above questions, you **MUST** complete a Risk Assessment and email to: [events@newmarket.gov.uk](mailto:events@newmarket.gov.uk), before the booking is confirmed

**Name:** Click or tap here to enter text.

**Company/Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Signature:**

**Newmarket Town Council complies with the government guidance on managing the risk of COVID-19. No bookings will be confirmed before this form has been completed and returned to: [events@newmarket.gov.uk](mailto:events@newmarket.gov.uk)**





|                |                                                   |
|----------------|---------------------------------------------------|
| Report to      | Town Council                                      |
| Subject        | Christmas Event 2020 "Taste of Christmas"         |
| Purpose        | Information/Decision (delete as appropriate)      |
| Classification | Unrestricted/Confidential (delete as appropriate) |
| Meeting date   | 7 <sup>th</sup> September 2020                    |
| Item number    | 16                                                |
| Written By     | Events Manager                                    |

**Summary:** This report outlines Newmarket Town Council's Christmas event proposal, Covid-19 secure guidelines and alternative options.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

Options:

1. To deliver the Christmas event, following COVID-19 secure guidelines
2. To deliver one attraction from the proposal, following COVID-19 secure guidelines
3. To postpone the Christmas event to December 2021

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| a.        | This report outlines Newmarket Town Council's Christmas event proposals and options, with consideration of Covid-19 secure guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| b.        | Should the event go ahead, the proposed date and timings:<br>Saturday 12th December, Memorial Gardens, 11:00 to 18:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2.</b> | <b>Proposal/Options</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| a.        | <u>1st recommendation: deliver the Christmas event, following COVID-19 secure guidelines</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|           | <p><i>Organisations have a duty of care to ensure as far as reasonably practicable they are not exposed to risks to their health and safety.</i></p> <p>Brief outline of our safety measurements:</p> <ul style="list-style-type: none"> <li>• Extra stewarding at key pinch points</li> <li>• Crowd counting by clicker counter at the entry and exit point.</li> <li>• Using queue management and marking out one-way system</li> <li>• Management of crowd density points, such as where people stop to watch displays, ice rink, food stalls.</li> <li>• Extra barriers</li> <li>• Hand sanitiser stations</li> <li>• Compulsory face mask for all. Visitors-vendors-contractors- staff.</li> <li>• Reduce the number of skaters on the rink to 15. Residents to pre book a time slot using e-ticketing system.</li> <li>• All skaters are required to sanitise their hands before and after the sessions.</li> </ul> |

|                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------|-------------------------------------------------------------------------------------------------|--------------|----------------------|---------------|-------------------------------------------------------------------------------|---------------|
|                                                                                                 | <ul style="list-style-type: none"> <li>• Participants asked to observe social distancing and keep 2 metres apart while skating.</li> <li>• All skaters are encouraged to continue skating around continuously in and anti-clockwise direction at all times, maintaining social distancing when overtaking other skaters.</li> <li>• Toilets: Good hygiene. The cleaner to be available throughout the event.</li> <li>• Signs: <i>"Audience should be seated as individuals or groups from the same households or support bubble"</i>.</li> <li>• Frequent announcement over the PA system about social distancing rules.</li> <li>• Comprehensive risk assessment and Event Safety Plan.</li> </ul> <p style="text-align: center;"><u>Cost of compliance with health and safety (Covid-19)</u></p> <p>Supplier: Event Design Solutions (Recommended by West Suffolk Council)</p> <table border="1"> <tr> <td>Crowd barriers for 1-way system</td><td>£140 plus vat</td></tr> <tr> <td>Signage for 1-way system: Various public info<br/><i>Optional: This can be arranged in-house</i></td><td>£30 plus vat</td></tr> <tr> <td>4x Security stewards</td><td>£800 plus vat</td></tr> <tr> <td>5x Hand sanitising stations<br/><i>Optional: This can be arranged in-house</i></td><td>£100 plus vat</td></tr> </table> | Crowd barriers for 1-way system | £140 plus vat | Signage for 1-way system: Various public info<br><i>Optional: This can be arranged in-house</i> | £30 plus vat | 4x Security stewards | £800 plus vat | 5x Hand sanitising stations<br><i>Optional: This can be arranged in-house</i> | £100 plus vat |
| Crowd barriers for 1-way system                                                                 | £140 plus vat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| Signage for 1-way system: Various public info<br><i>Optional: This can be arranged in-house</i> | £30 plus vat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| 4x Security stewards                                                                            | £800 plus vat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| 5x Hand sanitising stations<br><i>Optional: This can be arranged in-house</i>                   | £100 plus vat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| b.                                                                                              | <p><u>2<sup>nd</sup> recommendation: deliver one attraction from the proposal, following COVID-19 secure guidelines</u></p> <p><u>Operate the Ice rink only.</u><br/><i>Organisations have a duty of care to ensure as far as reasonably practicable they are not exposed to risks to their health and safety.</i></p> <p>Brief outline of our safety measurements:</p> <ul style="list-style-type: none"> <li>• Reduce the number of skaters on the rink to 15. Residents to pre book a time slot using e-ticketing system.</li> <li>• All skaters are required to sanitise their hands before and after the sessions.</li> <li>• You must observe social distancing and keep 2 metres apart during your skating session.</li> <li>• All skaters are encouraged to continue skating around continuously in and anti-clockwise direction at all times, maintaining social distancing when overtaking other skaters.</li> <li>• Toilets: Good hygiene. The cleaner to be available throughout the event.</li> <li>• Signs: <i>"Audience should be seated as individuals or groups from the same households or support bubble"</i>.</li> <li>• Hand sanitisers stations.</li> <li>• Comprehensive risk assessment and Event safety plan.</li> </ul>                                                                     |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| c.                                                                                              | <p><u>3<sup>rd</sup> recommendation: Postpone the event to December 2021.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| <b>2.</b>                                                                                       | <b>Costings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| a.                                                                                              | Odin Events – Ice Rink £3,750                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| b.                                                                                              | Market Square Group Ltd – Alpine Christmas Huts £6,750                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| c.                                                                                              | Event Design Solutions - £1070                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |
| 4.                                                                                              | <p>Appendices: a) 1<sup>st</sup> Attraction: Ice Rink b) 2<sup>nd</sup> Attraction: Alpine Huts, c) Coronavirus Government guidance and support (updated 24th August)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |               |                                                                                                 |              |                      |               |                                                                               |               |

## Appendix A 1<sup>st</sup> Attraction: Ice Rink

This exclusive and cutting-edge design capitalizes on a secret formula of self-lubrication plastic, that throws up shavings when skated on, giving the desired ice-like response. 12 year in the making, its's these unique features that make this the world leader in artificial ice-skate rink. Odin have invested into buffing machines and skate-sharpeners, to ensure your skate surface is always immaculate and your skates are absolutely pristine for hire.

They offer two sizes of rinks for rental:

- 1) 10x6m (suitable for 12-15 skaters)
- 2) 12x8m (suitable for 22-25 skaters)

Both packages include our award-winning team to install (allow up to 3hours), safe operation and assistance throughout the event a variety of different sized skates, as well as safety matting and barriers and themed skating aids to help the first timers.

The portable design of our ice rink means we can travel the country and bring this direct to your event.

Supplier: Odin Events

Cost: £3,750.00 (Same price for both sizes)

Insurance: Odin Events

Operation: Odin Events

Payment terms: 20% deposit, with the balance payable 14 days prior

Weather conditions: In case of rain, Odin can provide a gazebo for the area where people would put their skates on but not over the actual rink itself as it is too big.





## Appendix B 2<sup>nd</sup> Attraction: Christmas Alpine Huts

|                                                                                     |        |
|-------------------------------------------------------------------------------------|--------|
| 15 x white gazebos with wooden chalet fronts                                        | £3,600 |
| 15 x blue and white festive lighting for stalls fronts                              | £1,350 |
| 15 x blue and white festive lighting for stalls fronts                              | £300   |
| Green garland decoration for stall fronts                                           | £225   |
| Ground protection mats: Prevent damage the grass by public                          | £600   |
| Lightweight ground protection for inside stalls: Prevent damage the grass by public | £675   |

Supplier: Market Square Group Ltd (Site Visit 19<sup>th</sup> August -recommended by West Suffolk Council)

Cost: £6,750 plus VAT

All costs quoted included delivery to and from site, build and derig

Built on: 11<sup>th</sup> December – Takedown: 13<sup>th</sup> December

Insurance: Market Square Group Ltd

Payment terms: Deposit of 25% on booking and balance once the job has been completed



- This is how the structures would look to the front (but without the roof overhang) - garland and fairy lights to the top of the apex.
- Each exposed side at the ends of each row to have wooden panels (these will be stained to a slightly darker finish prior to installation)

**Event Add-ons -TBC**

- 1) DJ
- 2) Still Walkers
- 3) Spot lights in the garden
- 4) Marketing

**Appendix C Coronavirus Government guidance and support (updated 24<sup>th</sup> August)**

*As of 15 August, we are now at Stage Four of the roadmap. This means that socially distanced indoor and outdoor performances can take place in line with this guidance, though we encourage organisations to continue to work outdoors wherever possible.*

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

*From 1 October, if prevalence remains around or below current levels: we will bring back audiences in stadiums, and allow conferences and other business events to recommence in a COVID-19 Secure way*

*In November, our ambition is to scale back remaining social distancing measures, but this is contingent on a number of factors, including consideration of the specific challenges as we move into winter.*

*Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment.*

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#visiting-public-places-and-taking-part-in-activities>

Outdoor events are limited to 30 people unless organized by a charity, business, public body or political organisation. For events with more than 30 people more attention therefore needs to be paid to e.g. stewarding.

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-v5.1-17.8.20.pdf>

**C&L Committee 07/09/20**

**Correspondence**

The Highfields team is interested to host a family friendly band day in the town, on The Severals perhaps in May.

Please see family band day info below:

Event name TBC: New Fest/Newmarket Band Day/Newmarket Festival (open to suggestions).

Dates: Middle to late May.

Timings: 1 day event 13:30 - 23:00 (flexible).

Set up days: 1 to 2 days before, but strictly no activity before 13:00.

Audience: All ages welcome, but aimed at families.

Music: Multiple genres including live bands and DJ's.

Entertainment: Small trade stalls, possibly fairground attractions, performers.

Food and drink: Bar run in house, food provided by local street food traders.

Capacity: 1000.

Ticket pricing: £10 - 15 for an adult ticket, family tickets will be available.

Site: Area will be fenced and manned by stewards/security. One main stage, multiple marquees to house bar and entertainment areas.