

Membership from May 2019

Councillor Kerby - Chairman
Councillor Caesar - Vice Chairman
Councillor Anderson
Councillor Borda
Councillor Bowen
Councillor De'Ath
Councillor Drummond
Councillor Fitzgerald
Councillor Hirst
Councillor Hood
Councillor Hulbert
Councillor Jeffreys
Councillor Kirk
Councillor Lay
Councillor O'Neill
Councillor Yarrow



Newmarket
TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held at
The Memorial Hall, High Street,
Newmarket, CB8 8JP on
Monday 9th March 2020 at 6pm

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

- Chair to read Fire Safety Notice and ask if anyone intends to film or record the meeting.
- APOLOGIES** for absence.
- 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.
- MINUTES** To receive and confirm for accuracy the Minutes of the Meeting held on 10th February 2020 and any matters arising.
- 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.
- ACCOUNTS** – To receive the accounts for Month 11 (to be tabled)
- WEST SUFFOLK COUNCIL SLA** – to receive an update on the Service Level Agreement
- CEMETERY** – To agree the draft Cemetery fees (herewith) and receive an update
- NEWMARKET VISION** – to receive an update from the Working Group
- STREET LIGHTING** – To receive an update
- LITTER IN NEWMARKET** – to receive an update from the Litter Working Group
- HANGING BASKETS** – to consider a design competition for the hanging baskets 2021
- BILL TUTTE MEMORIAL** – to receive a verbal update
- TRANSPORT MATTERS** – to receive an update on lobbying for out of hours bus services to Cambridge and Bury St Edmunds from Newmarket
- A142 CROSSING** – to discuss
- ADDITIONAL SID DEVICE** – to receive an update
- NEWMARKET MARKET** - To receive an update on the use of S106 monies for the permanent improvements
- NEWMARKET BID** – to receive an update on the BID
- CORRESPONDENCE:**
 - parking concerns outside the tennis courts on Hamilton Road
- Date of next meeting – Monday 14th April 2020
- To note items for the next Agenda – clock tower floodlighting policy

Signed

Deborah Sarson, Acting Town Council Manager

3rd March 2020

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

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee
Held on Monday 10th February 2020 at 6:00 pm at the Memorial Hall Newmarket

Attendance:

Councillor T Kerby (Chairman)
Councillor J Borda
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond
Councillor Y Fitzgerald

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk
Councillor C O'Neill
Councillor R Yarrow

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Appleby – NTC, 1 Member of the Press and 1 Member of the Public.

Minute		Action by
C/20/02/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u> The Chairman opened the meeting and read out the Fire Safety Notice and asked if anyone intended to film or record the meeting. There were no requests made.	
C/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Hirst and Lay. Cllrs Anderson and Bowen were absent.	
C/20/02/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> Cllr Borda declared a nonpecuniary interest in items 8 & 9 and Cllr Jefferys declared a nonpecuniary interest in item 14.	
C/20/02/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JANUARY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community Services Committee meeting held on 13th January 2020 and the following amendment was made: Page 1 – Attendance list – Cllr Kirk was added to the list Subject to the amendment being made, the following was agreed: <u>C/20/02/4.01 Resolved</u> <u>That the minutes of the Community Services Committee meeting held on</u>	

13th January 2020 be adopted and signed as a true record by the Chairman of the Community Services Committee.

Cllr Hood joined the meeting

There were no matters arising.

C/20/02/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

A resident spoke to item 16 and urged NTC to object to the West Suffolk proposal to increase parking charges and to extend the free parking time from 4:00 to 6:00pm. This would impact on residents attending activities in the evening.

The Committee were disappointed that West Suffolk had not consulted NTC on the proposal and the Mayor advised that she had made it clear that the poor standard of the car parks needed to be addressed before any increase to charges were considered. The proposal estimated that the increases would give West Suffolk an additional £400K per year and this would result in an additional tax on residents. It was noted that there were no planned increases for Mildenhall and Brandon.

The proposal would be considered by West Suffolk Cabinet tomorrow evening and this item would be added to the next full Council agenda for debate and comment.

C/20/02/6 TO RECEIVE THE ACCOUNTS FOR JANUARY 2020

RFO advised that the third quarter invoice for the SLA had been received. The accounts for January 2020 were received and noted.

C/20/02/7 WEST SUFFOLK SLA

RFO advised that the Acting TCM had met with the SLA manager and that a further meeting would be arranged with the Facilities Manager to look at monitoring and reporting. The poor standard of the cleaning of the Bill Tutte area had been reported and would be addressed.

C/20/02/8 CAR BOOT SALES

Members considered the criteria for car boot sales and it was suggested that item 3 should be amended to add that the type of event would be considered by the Events Manager and the Leisure Services Committee.

C/20/02/9 CORNERSTONE PROJECT

RFO advised that NALC and SALC had both advised that the current legislation was unclear, and it would be unwise to spend on land/buildings belonging to the Church which could be challenged in the Courts.

C/20/02/10 CLOCK TOWER FLOODLIGHTING

RFO advised that it had been reported that the lights were not bright enough and this was due to when the lights changed colour. They could not be altered due to the location being on a busy road junction. A proposal was made for NTC to take control of the lights and for a Clock Tower Policy. Further enquiries would be made to ascertain who currently controls and selects the colour of the lights.

C/20/02/11 STREET LIGHTING ON STUDLANDS PARK

RFO presented a report from Suffolk Highways with various options with costs for the Street lights at Studlands Park. It was felt that savings could be made if the lights were changed to energy saving LED. A loan would be required to purchase the lights, but this would be offset by the savings made and be better for the environment in the long term. The following was agreed:

C/20/02/11.01 Resolved

That further enquiries be made into the possibility of upgrading the Street lights at Studlands Park to LED lights with full costings and savings.

C/20/02/12 LITTER IN NEWMARKET

The report from the Litter Working Group was noted and the next meeting would be held on Friday 14th February 2020 at 6:00pm in the Memorial Hall Council Chamber.

C/20/02/13 TO CONSIDER A DESIGN COMPETITION FOR THE HANGING BASKETS 2021

Members were advised that there was an urgency regarding holding a competition as the planting would need to be done now to allow the results to be judged in September for a competition in 2021.

C/20/02/14 BILL TUTTE MEMORIAL

RFO presented a photo of the Bill Tutte area after it had been cleaned and advised that the poor standard had been reported which would be addressed. NTC and the Bill Tutte Committee needed to know when the area is due to be cleaned and the Mayor agreed to take this up with West Suffolk.

C/20/02/15 ALL SAINTS WARD TRAFFIC ISSUES

The Working Group report was received and noted. The following was agreed:

C/20/02/15.01 Recommendation

That NTC accepts the Working Group recommendations to introduce several one-way systems to the Streets in the All Saints Ward and submit them to Suffolk Highways.

C/20/02/16 TRANSPORT MATTERS

This item was deferred to the next meeting.

C/20/02/17 DOG FOULING AT THE PADDOCKS

RFO presented the cost for a dog bin and the following was agreed:

C/20/0217.01 Resolved

That a dog bin be purchased for Paddocks Drive at a cost of £124 and be emptied by West Suffolk for £2.96 per week.

C/20/02/18 ADDITIONAL SID DEVICE

This item was deferred to the next meeting.

C/20/02/19 TO RECEIVE AN UPDATE ON NEWMARKET MARKET

This item was deferred to the next meeting.

C/20/02/20 NEWMARKET BID

Members were advised that at the last meeting held on 23rd January 2020 the BID looked at Governance and electing a new Chairman. The election would be held at the next meeting on Wednesday 12th February 2020.

C/20/02/21 HIGH STREET VISION

Members were advised that the Section 106 monies could be used now to improve the area for the market stalls, and this would be looked at by the Working Group. Further details of the Newmarket Vision were available on the West Suffolk website.

C/20/02/22 CORRESPONDENCE

None noted.

C/20/02/23 DATE OF NEXT MEETING

Monday 9th March 2020 6:00pm at the Memorial Hall.

C/20/02/24 ITEMS FOR NEXT AGENDA

- Street Lighting
- Clock Tower Lighting Policy
- Newmarket Vision
- Transport matters
- A142 Crossing
- SID update
- Market update
- West Suffolk SLA
- Hanging baskets

Meeting closed at 7:00pm

Signed _____ Date _____

Proposed Cemetery Fees & Charges 2020- 2021

Fees and Charges 1st April 2020 approved by

Chair of Community Services Committee
Date

Town Manager
Date

**Proposed Cemetery Fees & Charges
2020-21**

Section 1 - Exclusive right of burial

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium & cemetery	Proposed charge 2020-21	% increase on last years charge (nearest round figure)	Rationale for not 2% increase
Standard lawn type grave (50 years ERB)	£837.00	£1251.00	£1200.00	£855.00	2.1%	To keep the figures rounded
Child (up to 12 years of age) grave (50 years ERB) Please note: depth for one interment only	£150.00	£392.00	Not offered	£150.00	0%	Central Government now run the Child Funeral Fund for Authorities to recover associated burial costs.
All Cremated remains earthen graves (25 year ERB)	£565.00	£1169.00	£1260.00 (20 year ERB)	£600.00	6.19%	To remain competitive with neighbouring authorities and West Suffolk Crematorium

Section 2 – Interments

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2020-21	% increase on last years charge	Rationale for not 2% increase
Person 12 years + Standard lawn type grave (for depth 1,2 or 3)	£680.00	£671.83	£850.00 (double depth only)	£695.00	2.25%	To keep figures rounded
For the digging of a grave to triple depth	£107.00	N/A	N/A	£110.00	2.8%	To keep figures rounded
Child from the age of 13 months up to the age of 12 years	£100.00	£351.66	N/A	£100.00	0%	Central Government now run the Child Funeral Fund for Authorities to recover associated burial costs
Still born babies and babies up to 12 months (including NVF) Please note: depth for one interment only	£55.00	£53.50	N/A	£55.00	0%	See above
To prepare a grave to accommodate a coffin 6'10" in length or 30" or over in width	£65.00	N/A	N/A	£70.00	7.69%	To remain competitive and comparable with other authorities

Section 3 - Cremated remains interment fees

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2020-21	% increase on last years charge	Rationale for not 2% increase
Interment of cremated remains in an earthen grave (either loose or in a casket)	£200.00	£262.00	£80.00	£205.00	2.5%	To keep the figure rounded

Section 4 - Memorial fees

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2020-21	% increase on last years charge	Rationale for not 2% increase
Permit for right to install a new memorial on a lawn type grave	£190.00	£262.83	Not offered separately	£195.00	2.6%	To keep NTC competitive and comparable with neighbouring authorities.
Permit for right to add an inscription on a existing memorial	£66.00	£90.50	Not offered separately	£70.00	6.06%	To keep NTC competitive and comparable with neighbouring authorities.

Section 5 – Other charges

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2020-21	% increase on last years charge	Rationale for not 2% increase
Use of chapel	£75.00	£183.83	£300.00	£80.00	6.6%	The chapel fees have not been increased for. A small rise will keep NTC competitive and comparable with neighbouring authorities
Surrender of grave space	Buy back at half the ERB fee	N/A	POA	Buy back at half the ERB fee	Refer to relevant ERB fee	Refer to relevant ERB fee
Transfer of Exclusive Right of Burial / Production of Statutory Declaration for lost deed	£56.00	£68.09	£15.00	£57.00	2%	
Exhumation	Double the current relevant interment fee	N/A	POA	Double the current relevant interment fee	Refer to relevant interment fee	Refer to relevant interment fee
Bench –any type	Gross £1080.00 Net £900.00 VAT £180.00	£1250.33	£1760.00	Gross £1100.00 Net £916.67 VAT £183.33	2%	
Administration fee for replacement tablet/ plaque (ashes, benches etc)	£10.00	N/A	N/A	£10.00 per item	0%	

Notes:

Physical nearest neighbour used in this comparison are Cambridge City Council, Tendring District Council, Chelmsford Borough Council, Norwich City Council, Ipswich Borough Council & Waveney District Council. The fees for nearest neighbour were generally from 2018-19 or 2019-20 periods.

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From: [Nicholas, Boyd](#)
To: [tcm](#)
Cc: [Councillor Kerby](#); [Korwin, Jill](#)
Subject: RE: Newmarket Market
Date: 03 March 2020 11:51:13
Attachments: [image001.png](#)

Hi Deborah,

Please see a response to your queries below in blue.

All the best,

Boyd

Boyd Nicholas
Principal Planning Policy Officer
Planning Strategy
Direct dial: 01638 719248
Email: boyd.nicholas@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

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From: tcm <tcm@newmarket.gov.uk>
Sent: 03 March 2020 10:30
To: Nicholas, Boyd <boyd.nicholas@westsuffolk.gov.uk>
Cc: Councillor Kerby <CouncillorKerby@newmarket.gov.uk>; Korwin, Jill <Jill.Korwin@westsuffolk.gov.uk>
Subject: Newmarket Market

[THIS IS AN EXTERNAL EMAIL]

Dear Boyd,

Please could you update us what the latest is with proposals for physical improvements for Newmarket market.

I know I've seen the draft TRO but this would be very helpful if we could see it again. Based on reports from the market traders about customers tripping on the kerb, are there any proposals to infill the car parking bays once the TRO is in place?

[David Chenery from Suffolk Highways is the best contact for updates on the TRO](#)
david.chenery@suffolhighways.org tel. 0345 6066171. As far as I am aware there are currently no proposals to infill the parking bays once the TRO is in place and it only restricts parking on market days and the evening before market day from memory.

I'm aware that some proposals for the physical barrier had been considered but rejected by Highways. Are there any other proposals now being considered?

[This has proven problematic. I have met with Sharon the Market Development Officer and Gabby](#)

the Market Supervisor on site and had further discussions with our Health and Safety Team to discuss barrier options. Unfortunately to date we have not been able to find a satisfactory solution.

Do you have a timetable for these proposals?

I hope to be able to give this issue more consideration in conjunction with advancing the High Street design work once we have finalised the Newmarket Neighbourhood Plan – hopefully in the next week / 10 days (depending on when the amended top copy of the plan is produced by the working group)

For your info regarding the NNP I sent the working group my suggested amendments and consequential changes to the referendum version late last week, have drafted the final decision statement and we can publish it once we have a final adopted version signed off by WS and hosted on the NTC website.

We have a Community Services Committee meeting next week and an update to this meeting would be very useful.

If you're not the best person to be asking about this, please can you advise who I need to speak to? Is there a contact from Highways?

See [Suffolk Highways contact above](#).

NTC is keen to see this progressed as soon as possible so we are very keen to assist and engage in the process.

Noted – I will inform you of any further relevant meetings or progress on the issue, and would be interested to know your preferred solutions.

Kind regards,

Deborah Sarson
Acting Town Council Manager



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High Street
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From: [Peter Hulbert](#)
To: [tcm](#)
Subject: FW: Parking - outside Hamilton Road Tennis Courts
Date: 19 February 2020 16:45:56

For the attention the Town Council Manager

I have received the email below from a constituent, which I require to be placed on the Agenda under correspondence for the next appropriate committee please.

Could you please confirm this will be done.

Many thanks,

Cllr Peter Hulbert

Sent: 19 February 2020 12:26

To: Peter Hulbert <withheld for GDPR>

Subject: Parking - outside Hamilton Road Tennis Courts

Dear Mr. Hulbert,

May I draw your attention to the following:

I was pleased to learn that Newmarket Tennis Club, situated in Hamilton Road, is looking to recruit more members. However, I (like other drivers) would like to express concern about the parking outside the club. The club does have a car park but probably with insufficient spaces.

The area is the road immediately outside of the Club, where vehicles park on this piece of road. Drivers coming from Hamilton Road towards the Birdcage Walk/Cambridge Road etc. have to overtake **the parked cars** on the brow of the hill where visibility is very restricted particularly with vehicles coming from the opposite direction. Equally, cars coming out of Rowley Drive have their view obstructed by **the same parked cars** when they need to turn left to proceed into Hamilton Road/Birdcage Walk/Cambridge Road etc. I realise it is possible that some of the cars are not Tennis Club players. It is also close to the Horse Crossing.

Can Double Yellow Lines be installed or, possibly, a Lay-By made **before** an accident happens. It would be helpful if Double Yellow Lines could be installed at the junction of Hamilton Road/Rowley Drive on both corners. Hamilton Road is a busy road used by Horseboxes as well as cars.

Thanking you,

<withheld for GDPR>

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