

Membership from May 2019

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



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 13th January 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:

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

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

1. Chair to read Fire Safety Notice and ask if anyone intends to film or record the meeting.
2. Apologies for absence.
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. To receive and confirm for accuracy the Minutes of the Meeting held on 9th December 2019 and any matters arising.
5. **PUBLIC PARTICIPATION** - An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters to be brought to their attention.
6. **ACCOUNTS** – To receive the accounts for Month 9
7. **WEST SUFFOLK COUNCIL** – to discuss the Service Level Agreement
8. **CEMETERY**
 - i) to discuss and consider issues relating to rabbits and nematodes (relevant correspondence herewith)
 - ii) to approve draft revised regulations (herewith)
9. **STREET LIGHTING** – To receive a report regarding street lighting costs for the town council units on Studlands Park
10. **LITTER IN NEWMARKET** – to receive a report for discussion from the Litter Working Group (notes of the meeting herewith)
11. **HANGING BASKETS** – to consider a design competition for the hanging baskets 2021
12. **BILL TUTTE MEMORIAL** – to receive an update
13. **ALL SAINTS WARD TRAFFIC ISSUES** – to receive a report from the All Saints Ward Traffic Working Group
14. **TRANSPORT MATTERS** – to discuss
15. **DOG FOULING AT THE PADDOCKS** – to receive an update and consider the purchase of a dog bin (information herewith)
16. **ADDITIONAL SID DEVICE** – to receive an update
17. **HIGH STREET REDESIGN VISION TIMETABLE** – to note (herewith)
18. **NEWMARKET MARKET** - To receive an update
19. **CORRESPONDENCE:** -
 - A. None received to date
20. Date of next meeting – Monday 10th February 2020
21. To note items for next Agenda

Signed

Deborah Sarson, Acting Town Council Manager

6th January 2020

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee
Held on Monday 9th December 2019 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 R Hood

Councillor P Hulbert
Councillor M Jefferys
Cllr I Kirk
Councillor J Lay
Councillor C O'Neill
Councillor R Yarrow

Also Present: Deborah Sarson – TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant,
Jemma Colby – Administrator, 1 Member of the Press and 6 Members of the Public.

Minute

**Action
by**

**C/19/12/1 CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE
THAT PROCEEDINGS MAY BE FILMED OR RECORDED**

The Chairman opened the meeting and read out the Fire Safety Notice and announced that proceedings may be filmed or recorded.

C/19/12/2 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anderson and Hirst. Cllr Bowen was absent.

**C/19/12/3 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**

Cllr Jefferys declared a nonpecuniary interest in item 12.

**C/19/12/4 TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF
THE MEETING HELD ON MONDAY 11TH NOVEMBER 2019 AND ANY
MATTERS ARISING**

Members received the minutes of the Community Services Committee meeting held on 11th November 2019 and the following amendment was made:

Page 1 – Committee Membership list – Cllr Kirk was an observer at this meeting and not yet a Member.

Subject to the amendment being made, the following was agreed:

C/19/12/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 11th November 2019 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

Cllr Borda joined the meeting

C/19/12/5 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 made a proposal to hold a designer competition for the hanging baskets to encourage the community to contribute to making the Town attractive. Details could be published in the Journal for the public to vote on. The proposal was considered and although it was too late for this year, as plants were being planted now for the coming season, an item would be added to the next agenda.

A resident advised that street lighting was lacking in Woodditton Road in the Tattersalls area and asked if Tattersalls could be asked to take this into consideration when developing the yard. Cllr Lay agreed to contact Tattersalls.

A resident offered the free use of ferrets to control the rabbit population at the Cemetery.

A proposal was made to bring forward item 10 ii) and the following was agreed:

**C/19/12/5.01 Resolved
That item 10 ii) be brought forward.**

Cllr Borda declared a nonpecuniary interest in the following item.

C/19/12/6 TO RECEIVE AN UPDATE ON THE CEMETERY – ITEM 10 ii)

To discuss the use of ferrets at the Cemetery.

The offer was considered and it was noted that 6 – 8 months would be required to allow the gas pellets to disperse before the ferrets could enter the rabbit burrows. The Chairman would consult the maintenance team to establish where the gas pellets had been used.

C/19/12/7 TO RECEIVE THE ACCOUNTS FOR NOVEMBER 2019

RFO presented the accounts for November 2019 which were received and noted.

C/19/12/8 WEST SUFFOLK SLA

The Chairman advised that he had not been able to arrange a meeting with the West Suffolk SLA manager as yet and would report back at the next meeting.

C/19/12/9 STREET LIGHTING

Members were advised that residents had requested that the lights on Aureole Walk be left on all night and the RFO was asked to confirm the costs and report back.

Members were advised that there was no street lighting on the junction at

Freshfields and Rowley Drive. It was noted that this was the responsibility of SCC and Cllr Hood requested that the details be emailed to her SCC address for her to take forward.

C/19/12/10 LITTER IN NEWMARKET

This item had been added to this Committee from full Council and a proposal was made to set up a Working Group and the following was agreed:

C/19/12/9.01 Resolved

That a Working Group be set up to look into the litter issues in Newmarket comprising of Cllrs Borda, Caesar, Drummond, Hood, Hulbert and Kirby.

A resident advised that there was no dog bin on Paddocks Drive and Cllr Drummond agreed to take this up with West Suffolk. Rubbish was also being thrown onto the railway embankment, however Network Rail does respond to requests for clearing it. A request was made for the Acting TCM to be copied in to any further requests to Network Rail.

A member of the public left the meeting.

C/19/12/11 TO RECEIVE AN UPDATE ON THE CEMETERY

The emergency action taken by the acting TCM regarding damage in the Cemetery by chafer grubs was noted.

C/19/12/12 ADDITIONAL BUDGET ITEMS

The cost of replacing PIRs in the Memorial Hall and to reduce the risk of antisocial behaviour at the Pavilion would be deferred to full Council.

3 members of the public left the meeting.

Cllr Jefferys declared a nonpecuniary interest in the following item

C/19/12/13 TO DISCUSS THE CLEANING CONTRACT FOR THE BILL TUTTE MEMORIAL

Members considered the revised cost for the cleaning contract and were disappointed with the increase. The RFO agreed to contact West Suffolk to query the amount quoted for the cleaning contract and would copy the SLA manager into the correspondence. Alternative quotes would be obtained to pressure wash the area.

C/19/12/14 ALL SAINTS WARD TRAFFIC ISSUES

Members were advised that traffic in the narrow streets in the All Saints Ward needed to be looked at and the following was agreed:

C/19/12/14.01 Resolved

That a Working Group be set up to address the traffic issues in the All Saints Ward to look at proposals to be put to SCC Highways comprising of Cllrs De'Ath, Drummond, Jefferys, Kirby, Lay and O'Neill.

C/19/12/15 TRANSPORT MATTERS

Acting TCM advised that she had not yet been able to contact Stagecoach, Mullys

and Stevens. She would report back at the next meeting.

Members were also advised that there had been delays and cancellation of trains recently and enquires had been made.

C/19/12/16 SID DATA

The SID data was issued and noted at the meeting. Acting TCM advised that the device had been deployed in Moulton Road, Fitzroy Street, Bury Road and Snailwell Road and the request to deploy the system in St Philip's Road would be added to the schedule. The SID was currently undergoing a health and safety check. It was noted that 1 mobile device was insufficient and that another device should be requested. The following was agreed:

C/19/12/16.01 Recommendation

That a request for an additional device be submitted to SCC Highways and funding from SCC Cllrs Highways budgets be explored.

C/19/12/17 TO RECEIVE AN UPDATE ON NEWMARKET MARKET

Members were advised that the market was not being monitored and that some stall holders had traffic safety concerns since it had been moved to the High Street. The Committee were aware of West Suffolk plans to use Section 106 monies to improve the High Street and Cllr Lay agreed to contact West Suffolk for an update on the plans.

C/19/12/18 CORRESPONDENCE

Hamilton Road/Birdcage Walk – the schedule of work planned for the kerbing and drainage of the junction was noted.

C/19/12/19 DATE OF NEXT MEETING

Monday 13th January 2020 6:00pm at the Memorial Hall.

C/19/12/20 ITEMS FOR NEXT AGENDA

- Bill Tutte cleaning contract
- Hanging Baskets design competition
- Litter Working Group
- All Saints Working Group regarding traffic issues
- Transport matters
- West Suffolk SLA
- Market update

Meeting closed at 7:27pm

Signed _____ Date _____

8.17
tcm

From: MacDonald, Sue <Suzanne.MacDonald@westsuffolk.gov.uk>
Sent: 23 December 2019 08:41
To: tcm
Cc: Quilter, Gary
Subject: RE: Rabbits in the cemetery

Good Morning Deborah,

Thanks for your email regarding the rabbit situation. I agree ferrets could be a good idea, but as you say there needs to be gap between the gas treatment and their use. Unfortunately I can only think the problem will increase whilst we wait for this period to pass.

I was in the cemetery on Friday morning and I am sorry to say that the birds are still foraging for grubs and have upset some of the newly laid turf. Due to this continued nuisance, families are still laying protection over their loved ones graves, which to be honest looks a real mess and in spring when grass cutting resumes will cause a real problem.

We are intending to keep the grass a little longer on compartment PDK next year as another deterrent. I think we should arrange the use of nematodes as early as possible and then quickly go back and address the turf issues (if needed).

I am going on planned sick leave after Friday 27th December and I am not sure when I will return to work yet. In my absence please liaise with Gary Quilter (the parks and open space manager) or Damien Parker (Service manager) or on a day to day level with Sharon Parry or Sara Yaxley (both cemeteries admin). All these are contactable by calling 01284 757068 or emailing on the West Suffolk email address (just putting in the correct name at the beginning).

Kind Regards

Sue MacDonald
Cemeteries Manager
Leisure & Culture
Direct dial 01284 757680
Email suzanne.macdonald@westsuffolk.gov.uk

<https://www.westsuffolk.gov.uk>
West Suffolk Council
#TeamWestSuffolk

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-----Original Message-----

From: tcm <tcm@newmarket.gov.uk>
Sent: 13 December 2019 11:35
To: MacDonald, Sue <Suzanne.MacDonald@westsuffolk.gov.uk>

Cc: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>
Subject: RE: Rabbits in the cemetery

[THIS IS AN EXTERNAL EMAIL]

Hi Sue,

At a recent meeting of the Community Services Committee, the committee was asked to consider the use of ferrets to manage the rabbit population, which could be done free of charge. The main constraint about the use of ferrets is that the Cemetery has recently been gassed and they could not take the ferrets to the Cemetery until at least 8 months after the last gas application. The committee agreed to consider this further at the next meeting in January on 13th. Part of the delay in making a decision was in establishing when the last gas application was made and what we had agreed with the contractors, which will be for Cathy and I to investigate.

If you want to chat some more about this, I'll be in the office on Monday, Tuesday and Friday of next week.

Kind regards,

Deborah Sarson
Acting Town Council Manager

King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 667227

www.newmarket.gov.uk

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-----Original Message-----

From: MacDonald, Sue <Suzanne.MacDonald@westsuffolk.gov.uk>
Sent: 11 December 2019 12:18
To: tcm <tcm@newmarket.gov.uk>
Cc: Quilter, Gary <gary.quilter@westsuffolk.gov.uk>
Subject: Rabbits in the cemetery

Deborah

I am not sure if Bobby mentioned the ongoing rabbit problem in cemetery. We recently had pest controllers to gas the rabbits and this did seem to have some positive effects. The Operatives had told me today that all the old filled in burrows have been re-dug, although they haven't seen so many rabbits lately, but the men are starting work a little later now.

I would suggest that the gassing is done again, as shooting them had little effect.

Bobby (or Gill) arranged and paid for the pest control people and we just made and put up notices saying the cemetery was closed for the duration of the exercise.

Can you let me know what you would like to do about this issue?

I think you already know but I am off on planned sick leave as of Dec 30th. All cemetery issues should be forwarded to the park manager Gary Quilter.

Kind Regards



Newmarket

TOWN COUNCIL

Newmarket Town Council Cemetery regulations

Effective from ~~1 Feb~~^{9 July} 20~~20~~¹⁸

The foregoing Rules and Regulations will come into operation from ~~1 February 2020~~^{9 July 2018}. All previous Rules and Regulations previously made by the council are hereby superseded. The council reserves the right from time to time to make alterations, additions or amendments to these Rules and Regulation specified herein. These rules and regulations will be reviewed at least once per year.

Introduction

We seek to observe the rights and choices of any individual wherever possible, but to be fair to all, to keep everyone safe, and to maintain our cemetery to high standards we do need some regulations. Everyone visiting our cemeteries needs to follow these regulations.

When we mention 'cemetery' in the regulations we are referring to Newmarket Cemetery at High Street, Newmarket.

Newmarket Town Council (referred to as 'the council' or 'we in the regulations) is legally responsible for managing and controlling the cemeteries. The council authorises West Suffolk's cemetery registrar to act with its authority and enforce the regulations.

To comply with the relevant laws, we run the cemeteries in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986 as well as any regulations made by the Secretary of State.

If you have any questions about these regulations please contact

Cemeteries Registrar
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

Email: cemetery.service@westsuffolk.gov.uk
Website: www.westsuffolk.gov.uk
Phone: 01284 757068

General

Opening times

1. The cemeteries are open daily to visitors. We display the times on notices at the cemetery gates and on our website:
www.westsuffolk.gov.uk/cemetery

Note: Opening times will change according to the seasons.

Rights of use or admission

2. (a) We reserve the right to:
 - (i) close or limit access to the cemeteries when necessary; and
 - (ii) withdraw the use of the cemeteries from any person or organisation.
- (b) You may bring dogs into the cemeteries but they must be kept on a short lead and under your control at all times.
- (c) Dog fouling is prohibited.
- (d) Only vehicles associated with a funeral cortege, or those displaying a valid disabled parking permit ('blue badge') may enter the cemeteries. Any vehicle entering must be:
 - driven slowly keeping to the 10mph limit;
 - kept to the main roadways; and
 - parked in a way that does not inconvenience visitors or staff.
- (e) Cycling, [scootering and skateboarding](#) is prohibited in any part of the cemetery; [cyclist users of these modes of transport](#) should dismount at the gate.

Fees

3. All fees for interments and memorials applications are payable in advance
4. All cemetery fees and charges are reviewed annually and are displayed on both the Council and West Suffolk's website:
https://www.westsuffolk.gov.uk/Births_and_deaths/cemeteries.cfm

Exclusive right of burial

5. At the time of the interment you may buy an exclusive right of burial (ERB) in a grave for an agreed period of time. The purchase will be subject to you paying the appropriate fee and completing the relevant application form, which needs the signature of the proposed owner (who then becomes the deed holder). The exclusive rights of burial vary between grave types. The pre-purchasing of any graves (either full burial or cremated remains) in Newmarket Cemetery is not permitted.

6. The exclusive right of burial deed holder is entitled to decide who is buried in the grave and whether a memorial can be erected on it (once the relevant fee is paid and the council has given permission).
7. On the fifth anniversary of the purchase we may offer the deed holder the opportunity to buy an extension of another five years, bringing the exclusive right of burial back to its original term.
8. The exclusive right of burial relating to cremation vaults and cremation earthen plots may at any time be extended for a further 25 years subject to the appropriate fee being paid.
9. Our policy is to excavate graves to the maximum depth available. With regards new graves we will initially aim to excavate them to a depth of 2.75 metres (approximate 9ft). This will enable the grave to accommodate three interments. The council cannot be held responsible if, due to factors outside our control, the grave cannot hold the full number of interments.
10. We will allocate new graves in strict rotation. We will try to meet the wishes of applicants who buy grave spaces if it is practical to do so, subject to the council's approval and payment of the appropriate fee.
11. The council keeps plans and records of graves which visitors may view, by appointment, during normal office hours.
12. When the exclusive right of burial period comes to an end the buyer (or his or her heirs or successors who have become the deed holder) will have the option of renewing that right, subject to any restrictions which may be in force at that time.
13. Deed holders will need to apply to renew the exclusive right of burial within 12 months of the previous grant finishing.
14. The council may grant a renewed right of burial to another person if the exclusive right of burial grant period has finished and nobody has informed us that they want to renew it. Before we do this we will, where possible, notify the previous owner (or his/her personal representative) to give them the option to renew it.
15. Where no interment has taken place in the grave, the owner of the exclusive right of burial may surrender it to the council. We will pay the owner an amount which is in proportion to the number of years remaining for the exclusive right of burial. We will not make a payment if the exclusive right of burial has lapsed, or finishes within ten years.
16. If the council gives permission, the owner of an exclusive right of burial may transfer it to another person if he or she provides satisfactory evidence of ownership. The owner must register the transfer in the cemetery's records, have the deed of grant of right of burial endorsed by the council and pay the appropriate transfer fee. [The number of deed holders which can be entered onto each Deed of Grant is restricted to a maximum of two persons. When one deed holder dies the remaining deed](#)

holder will then become the sole deed holder of the grave. Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred. This can only be resolved if the various next of kin reach an agreement, possibly with the mediation of a solicitor or other parties. It is not the responsibility of the Council cemeteries service to facilitate this ~~this~~ action.

17. Provided that there is sufficient room and subject to receiving consent from the cemeteries registrar cremated remains can be interred in any adult grave in the cemetery for which you have the exclusive right of burial. No adult interments, either full or cremated remains are allowed to be interred in to the grave of a child or baby unless the child or baby was interred into a full adult grave and the appropriate adult exclusive right of burial fee was paid.
18. Ownership of the ground does not at any time; pass from the control of the council.
19. Before the reopening of a purchased grave the ownership for Exclusive right of burial must be proven.

Coffins and caskets

20. To help us all respect the environment, all bodies entering the cemetery for burial must be contained in a coffin/wrapping made of a perishable material bearing the full name, age and date of death on it. Alternative coffin materials maybe considered subject to prior written agreement by the cemeteries registrar. A coffin or casket which is 6 feet 10 inches or over in length or 30" or over in width will be regarded as extra large and will be liable to additional fees. .

Interments

21. You can apply for a burial by contacting the Cemeteries Service (contact details are shown in the introduction section of this document). The service operates from 9am to 5pm, Mondays (apart from bank holidays) to Fridays. You must deliver a completed interment notice to the office at least two clear days before the interment (excluding Saturdays, Sundays and bank holidays).
22. Interments normally take place on Mondays to Fridays between 9.30am and 3pm (subject to the season).
23. The interment fee includes the excavation and preparation of the grave, matting and attendance by cemetery staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area which need to be removed to provide access), planting, shrubs or trees. The cost of any of these actions must be covered by the applicant. An estimate of the cost would be provided by the cemeteries office before the work could be

undertaken. [Where cremated remains are interred at the same time as a full burial, there is no charge, only the fee for the full burial. If two sets of cremated remains are interred at the same time, then only one interment fee is charged.](#)

24. The time booked for a funeral is the time the cortege is due to arrive at the cemetery. If the funeral director or person in charge of the funeral is later than the appointed time he or she must act under the direction of the registrar (or his or her representative) as to when the funeral service may proceed.
25. The council will not open a grave covered by an Exclusive right of burial without the written permission of the registered owner unless the burial is to be that of the registered owner.
26. We will need to see and verify the deed before a grave is re-opened. If the deed is lost or mislaid then a statutory declaration must be made.
27. We must receive the registrar's certificate for disposal or coroner's order for burial before any burial can take place.

We will require a medical practitioner, midwife or nurse's certificate if the interment is for a non-viable foetus.
28. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.
29. The responsibility for providing enough bearers to carry the coffin from the hearse to the grave or plot (whether mourners are present or not), rests with the funeral director or person arranging the funeral.
30. Once we have a notice of interment, we reserve the right to instruct a local memorial mason to remove any existing memorial to allow the grave to be excavated. The applicant will pay the cost of removal.
31. We reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. We also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.
32. Only the council can authorise or employ people to prepare graves.
33. Council staff are not permitted to accept tips.
34. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.

35. During a funeral (or before) we have the right to exclude those who are not mourners, or not officially connected with the funeral.
36. Newmarket Cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section.
37. Persons authorised by the council will normally carry out the back filling of any grave. However, in the event that relatives and friends wish to do so, permission must be sought from the cemeteries office and the back filling must be carried out under the direction of a member of cemeteries staff or other authorised person. [A risk assessment must be completed by the funeral director and sent to the cemeteries office at least two working days before the interment takes place.](#)

Management of memorials

38. We will give you the correct form to complete if you wish to apply for permission to erect a memorial, add an inscription or carry out any other work on a memorial including refurbishment, cleaning or like for like replacement. The form will include:
 - name and address of the memorial mason who will carry out the work;
 - material and measurements of the memorial;
 - details of inscription and a diagram of the proposed memorial, including fixing methods; and
 - full names and signatures of the registered grave owner/s to give permission for the work.
39. Issuing a permit to work confirms that approval for any such application is given. The applicant must not start any work until they have a permit. We will give permission as long as the work undertaken fully complies with the details specified within the application form, the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM) schemes and the requirements of these regulations.
40. You may be required to remove any work that you do, or any memorials or kerb sets – and pay all the costs of removal – if these do not comply with the cemetery regulations.
41. All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) Code of Practice current at the time of installation. The owner of the exclusive right of burial is responsible for keeping the memorial in a good and safe condition. The registrar is permitted to remove any memorial that becomes unsafe or is otherwise dilapidated.
42. All memorial mason companies who work within the cemeteries must be registered with the British Register of Accredited Memorial Masons

(BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence. At all times memorial fixing teams will operate in accordance with the BRAMM or NAMM scheme and these regulations.

43. We do not permit any kerb sets in the lawned sections of Newmarket Cemetery.
44. You may only use granite, marble, slate or other suitable material of durable and sound quality for memorials.

Lawn sections

45. Graves in lawn sections of the cemeteries will be grassed, with no mounds or kerb sets. You may install a memorial of the dimensions indicated below at the head of the grave. You may not place any other memorial or other items in or around the grave space or on the grassed area in front of the grave including shrubs, plants and bulbs. Artificial grass is not to be laid on graves at any point after an interment has taken place or at any other time. Any artificial grass laid will be removed by site staff without notice. All graves in lawn sections of the cemeteries will be made good with turf or grass seed during the months that follows a burial. All lawn sections of the cemetery will have natural grass covering the grave.

Memorial sizes

46. Headstones and memorials must not exceed 975 millimetres (3'3") in height (above ground level); 750 millimetres (2'6") in width. The stone must be of sufficient thickness to support its height, and any reasonable force exerted upon it, to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with, or below, the adjoining ground level. Headstones or headstones bases may not be linked over two or more graves.
47. A drilled base which should not exceed 3 feet in width, by 18 inches in depth and 6" in height, may accommodate:
 - up to two flower containers; or
 - up to two natural stone vases not more than 300 millimetres (1'0") high and not more than 175 millimetres (7") square; or
 - a natural stone tablet, not more than 300 millimetres (1'0") high, not more than 300 millimetres (1'0") wide and not more than 50 millimetres (2") thick; or
 - up to two natural, reconstituted, stone figures, not more than 375 millimetres (1'3") high, provided the stone is not covered, coated in plastic, gilded, glazed or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base.

48. Alternatively a memorial may consist of:

- a natural stone vase not more than 300 millimetres x 225 millimetres x 225mm (1'0" x 9" x 9") fixed to a plinth not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the plinth; or
 - a book or tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a base not more than 450 millimetres x 300 millimetres x 50 millimetres (1'6" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground. The base may be drilled to accommodate up to two flower containers or may incorporate two small vases or figures; or
 - a flat tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.
 - a baby or child (up to the age of 12 years) memorial must not exceed the following dimensions. The head stone 24 inches high x 1 inches wide x 3 inches deep, the base 18 inches wide x 1 inches x inches high and the landing 24 inches wide x 1 inches deep x inches high.
49. You may fix photographic plaques, either ceramic or other material, of an approved size to memorials, if you have the council's written approval.
 50. The grave number must be inscribed on all memorials erected in the cemetery, on the lower right corner of the rear of the base (or other conspicuous position as approved by the council), in characters of not less than 25 millimetres (1") in height, to match the main inscription.
 51. Trade names must be inscribed on any memorial in the lower left corner of the rear of the base or other location approved by the council in characters of not more than 12 millimetres (1") in height, to match the main inscription.
 52. All contractors, engaged on work in the cemetery must comply with all council directions and requirements.
 53. All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner. Mats, boards or canvas must be used, as directed by the council, to achieve this end.
 54. Masons must notify the council of intent to work in the cemeteries at least 24 hours before arrival at the cemetery. No work will be permitted outside of the opening times of the cemetery or at weekends unless specifically approved by the council.
 55. Any person removing a memorial to permit a further interment may only do so after informing the council. Upon reinstallation of such memorials

they shall be re-fixed in accordance with BS8415 and the National Association of Memorial Mason's or British Register of Accredited Memorial Masons Code of Practice, this will include the installation of new dowels between the base and headstone plate.

56. We will remove any unauthorised memorial and charge the cost to the grave owner, or their personal representative.

57. The Council advises that at least 12 months lapse between a full burial and the setting of a memorial headstone (unless there is a continuous headstone base). The Council will not accept responsibility for stone movement if the stone is fitted before the advised time frame.

Cremation gardens

587. You may purchase an exclusive right of burial for a period of 25 years. The term of exclusive right of burial may extended for a further 25 years subject to the appropriate fee being paid.

598. The only memorial permitted is a desk-type memorial or a flat tablet (subject to the council's approval). The colours of these memorials are restricted to black, dark grey and light grey only.

6059. Up to two sets of cremated remains may be buried in each grave

Memorial benches

6169. All benches placed in either cemetery must be purchased through the cemeteries office. Any new unauthorised benches (those not purchased through the cemeteries office) will be removed to a safe compound. The owner will be contacted and removal will be necessary.

621. All unauthorised benches placed in the cemeteries prior to 1 July 2017 will be allowed to remain in the cemetery until they are assessed by the council be no longer fit for purpose. At this point the bench would be removed to a safe compound and the owner will be contacted regarding the collection or disposal. Any unauthorised benches will be subject to the same terms and conditions as authorised benches. Any replacement benches must be approved and be purchased through the cemeteries office.

632. Anyone wishing to lease a dedication bench for a predetermined term will be asked to read and sign the terms and conditions set by the cemeteries office. If any of the terms and conditions of the bench lease are broken then the bench would no longer be included in the maintenance programme and a further leasing period would not be offered.

643. The council may provide memorial benches at various locations within cemeteries, these benches maybe leased for an agreed period. The council reserves the right to relocate all benches on site to meet operational needs.

[6564](#). No other memorial or other items may be placed on the bench.

Memorial trees, roses and shrubs

[665](#). The council may provide trees, roses and shrubs for dedication at locations within the cemeteries, and you may lease memorial plaques from the council for a period of up to 15 years. [It is prohibited to inter cremated remains within this type of memorial.](#)

[676](#). No other memorials or items may be placed on or around the tree area.

Public graves

[687](#). A public grave is a grave in which no Exclusive right of burial has been granted by the council and in which unrelated persons may be interred.

Maintenance

[698](#). All floral tributes will be removed two weeks following the interment unless we are told in writing that the family wish to arrange for their removal. It is forbidden to place glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material on graves. The council may remove these without notice.

[7069](#). The council will remove Christmas wreaths from 1 February each year.

[710](#). Temporary wooden markers are permitted subject to the council's approval. These should be removed from the grave if and when the permanent memorial headstone is set.

[721](#). The council reserves the right to remove (and dispose of) from any grave space, flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly.

Scattering of cremated remains

[732](#). The scattering of cremated remains on purchased or unpurchased graves, or in any other area in the cemetery is forbidden.

Repair of failed memorial headstones

[743](#). Newmarket Town Council reserve the right to test all headstones for safety every five years or at any time if it is suspected that the stone maybe unsafe.

[754](#). Memorial headstones that fail the safety test will be required to be repaired as soon as possible by the deed holder. If the repair is not undertaken within six months from notification, the council will fund the repair to the stone; this cost must then be repaid to the council before the exclusive right of burial is further exercised.

Oversized graves in lawn compartments

765. When purchasing a grave within a lawn compartment of the cemetery for a coffin or casket over 6 feet 10 inches or over in length or 30 inches or over in width, families must be aware that any proposed headstone dimensions will need to be the same as a standard sized grave. Larger memorials will not be authorised under any circumstances.

Balloons and sky lanterns

776. The release of air filled or helium balloons or sky lanterns from the cemeteries is strictly forbidden due to the adverse effect the balloon material, cords, ribbons and lantern parts potentially have on the environment. It is prohibited to bring any type of balloons into the cemetery to display on graves, headstones, benches or in trees.

Funerals requiring brick lined or vaulted graves

78. Funerals which require a new or reopened grave to be brick lined or vaulted, will be required to give the cemeteries office the minimum of 10 working days' notice of the interment. This work must be carried out by a qualified trades person with adequate public liability insurance.

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Leisure Services Committee – Litter Working Group

Minutes of a meeting held on Thursday 19th December 2019 at 6.00pm – 7.00pm at the Memorial Hall
Newmarket

Attendance:

- Councillor R Hood
- Councillor S Caesar
- Councillor J Borda
- Councillor P Hulbert

1) What is litter?

1. General littering
2. Dumping
3. Fly Tipping
4. Dog Fouling

2) Where does litter come from?

1. Fast food / convenience shop debris
2. People failing to use litter bins
3. Supermarkets
4. Drivers

3) Why is there litter?

1. Perception that someone will clear it up
2. Lack of litter bins
3. Laziness
4. No sanctions to prevent littering
5. No stigma attached to littering
6. Lack of environmental awareness

4) What can we do?

1. Educate
2. Raise awareness
3. Lobby corporations to step up / take responsibility
4. Remind people via posters
5. More litter bins
6. Open recycling centre
7. Lobby for sanctions
8. PCSO enforcement
9. Newmarket "Litter Free Zone"
10. Social media campaign
11. Encourage "Reuse" and "Recycle"

12. Create a green agenda

ACTIONS:

1. Educate

1. Programme of discussions with Newmarket Academy and Primary Schools
2. Improve awareness of damage to wildlife and plants, and aquatic wildlife
3. Improve awareness of the results of blocking the flow of water through the drains and the increased risk of flooding and odour.

2. Awareness

1. Pictures and messages on social media

3. Corporate Responsibility

1. Lobby Supermarkets, fast-food companies, and High Street food vendors to take more responsibility.
2. Encourage litter picking by employees
3. Encourage reuse and recycling of containers
4. Reduce packaging

4. Poster campaign

1. To remind people
2. NTC to prepare a large banner and hand out poster

5. Litter Bins

1. More strategically placed litter bins, and increased emptying

Where:

2. Yellow Brick Road
3. Station
4. Severals
5. Memorial Gardens

6. Recycling Centre

1. Open Monday thru Sunday - including weekend opening to help full time workers, and discourage fly tipping

7. Lobbying for sanctions

1. What are the laws?
2. Can we get a local bylaw if necessary?

8. PCSO

1. Ask PCSO to enforce and discourage littering

9. Explore the idea of a “litter free zone”

1. Encourage mindfulness
2. Litter patrols
3. Pride in a litter free town
4. Civic pride

10. Social media campaign

1. Radio Suffolk
2. Newmarket Town Council website
3. West Suffolk
4. Discover Newmarket
5. Racecourse
6. Facebook Pages
7. Liaise with “Rubbish Friends”

11. Reuse / Recycle

1. Plastic recycling machine?
2. Create places for recycling of batteries, toner cartridges, light bulbs, etc
3. Determine where recycling facilities exist and create an interactive map online showing the locations

12. Green Agenda

1. Less waste
2. More recycling
3. Ideas to promote a green agenda

tcm

From: Parker, Damien <Damien.Parker@westsuffolk.gov.uk>
Sent: 19 December 2019 18:50
To: Drummond, Andy; tcm
Subject: RE: Dog Poo bin

Hi Andy,

We only put dog poo bins in public open spaces, which we manage, and not alongside the public highways (such as Paddocks Drive).

I am sorry I cannot really help any further with this one.

Regards

Damien Parker
Service Manager (Operations Leisure and Culture)
Leisure & Culture
Direct dial: 01284 757090
Email: Damien.Parker@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

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From: Drummond, Andy <andy.drummond@westsuffolk.gov.uk>
Sent: 09 December 2019 18:37
To: Parker, Damien <Damien.Parker@westsuffolk.gov.uk>; tcm@newmarket.gov.uk
Subject: Dog Poo bin

Hi Damien

There was a request from a member of the public at NTCs community services meeting for a dog poo bin along Paddocks Drive in Newmarket. Apparently dog walkers are using bags but throwing them onto the railway line and they are getting caught up in the Hawthorn hedge.

Many thanks

Andy

Newmarket High Street Vision Timetable

Dec 2019 – Feb 2020		evaluation of consultation responses, meetings with key consultees and consideration of amendments.
March / April 2020		Presentation of revised document to TRET and Vision Steering Group.
April / May 2020		If necessary: Public consultation on amendments / revised document
May 2020		Project Group meeting – consideration of consultation feedback, amendments if necessary and approval of final document.
June 2020	March / April 2020	Adoption of final Design Document by TRET
July / Aug 2020	April / May 2020	Approval or endorsement of final document by Newmarket Town Council, Forest Heath District Council and Suffolk County Council
Aug / Sept 2020	May / June 2020	TRET to advance implementation