

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Borda
Councillor Drummond,
Councillor Hirst
Councillor Hood,
Councillor Hulbert,
Councillor Jeffreys
Councillor Lay
Councillor Kirk
Councillor Fitzgerald



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the

LEISURE SERVICES COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 2nd March 2020 at 7pm

A G E N D A

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

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

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

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

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded & to ask if anyone intends to record the meeting
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** 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 OF PREVIOUS MEETING** To receive and confirm for accuracy the Minutes of the Meeting held on 3rd February 2020 and any matters arising (herewith)
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 relating to the Town to be brought to their attention.
6. **FINANCE** – To review the Income and Expenditure for Month 11 (draft herewith)
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – to receive a report from the Events Manager
8. **MEMORIAL GARDENS** –
 - a. To consider the installation of a canopy for the sensory wall (herewith)
 - b. CCTV update
 - c. To receive a report regarding the cost of water in the gardens (tabled)
9. **PAVILION** – to discuss parking at the Pavilion
10. **VE DAY** – To receive an update
11. **BOMBING EXHIBITION** – To receive a briefing
12. **CARNIVAL 2020** – To receive an update
13. **TWINNING** – To receive an update
14. **FITNESS TRAIL** – To consider maintenance responsibilities (herewith)
15. **CRICKET AT THE SEVERALS** – To consider how to determine appropriate fees
16. **CORRESPONDENCE:**
 - a. Newmarket U3A (University of the Third Age)
 - b. PCSO – Happy to Chat Bench
17. **ITEMS FOR THE NEXT AGENDA:**
18. **DATE OF NEXT MEETING: Monday 6th April 2020**

Signed

Acting Town Council Manager

DATE: 25/02/2020

Distribute to the following for information: County & District Councillors, The Press, Newmarket Town Council
Notice Boards & the Web-site

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Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd February 2020 at 6.00 pm at the Memorial Hall Newmarket

Attendance:

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

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

Also present: Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Appleby and O'Neill, Treasurer of a bookings client, 2 Representatives of Cricket and 1 Member of the Press.

Minute	Action by
L/20/02/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety briefing and confirmed that proceedings may be filmed or recorded.	
L/20/02/2 <u>APOLOGIES</u> Apologies were received from Cllrs Fitzgerald and Lay.	
L/20/02/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
L/20/02/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 6TH JANUARY 2020</u> Members received the minutes of the Leisure Services Committee meeting held on 6 th January 2020 and the following was agreed: <i>Cllr O'Neill joined the meeting.</i> <u>L/20/02/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 6th January 2020 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising. The Chairman proposed to bring forward items 7 & 14 and the following was agreed: <u>L/20/02/4.02 Resolved</u>	

That Items 7 & 14 be brought forward.

L/20/02/5 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager advised that a hinge on a toilet cubicle at the Pavilion had been broken for the fourth time and there was additional damage to the cubicle. The Treasurer of the group involved explained that the incident had been reported and discussed with the group and it could be down to not knowing which way the door opened and if opened the wrong way then this is how the hinge gets damaged. Now that the group were aware, it should not happen again but clear signage would help.

Members discussed the costs and responsibility to carry out repairs and the following was agreed:

L/20/02/5.01 Resolved

That the hinge and toilet cubicle at the Pavilion be repaired and that clear signage be displayed for the operation of the door. That any further incidents be reported immediately.

The Treasurer of the group left the meeting.

L/20/02/6 TO DISCUSS THE CRICKET PITCH

Cllr Jefferys introduced Frank Stennett who made a proposal to reintroduce cricket at the Severals with the use of the facilities at the Pavilion. He advised that if and when West Suffolk install a sports hub, the established clubs could move to the new facilities. He asked NTC to support a request to establish and maintain a cricket pitch at the Severals with an aim to have teams playing in the 2021 league.

The request was considered and the following was agreed:

L/20/02/6.01 Recommendation

That, subject to further discussions with the Acting TCM and Events Manager about the constraints of the Severals, the principle of reintroducing cricket to Newmarket was supported.

Two Cricket Representatives left the meeting.

L/20/02/7 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 RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

L/20/02/8 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR DECEMBER 2019 & JANUARY 2020

RFO presented the income and expenditure reports for December 2019 and January 2020 and advised that the invoice for CCTV equipment in the Memorial Gardens had been paid and she was looking into the next steps.

The separate lines for Twinning had now been merged into one line. The income and expenditure reports for December 2019 and January 2020 were noted.

L/20/02/9 BOOKINGS, EVENT STAFFING AND REQUIREMENTS (ITEM 7 REVISITED)

The Events Manager advised that the Tea Dance on Friday had been the most successful to date with 54 people in attendance. She had discussed the results of the survey that showed 7% had answered no to recommending the dance to friends. She was advised that this was not the case and to ignore this result, they were very happy with the event. A dance teacher had been trialled but it was felt that she favoured ballroom dancing whereas the members preferred sequence dancing. The Events Manager would stop looking for a dance teacher. The comments regarding the raffle prizes had been noted and alternatives had been supplied. Waitrose had been approached to donate prizes.

A new long term booking had been secured at the Pavilion for a Martial Arts class every Friday.

Parking issues at the Pavilion had been reported by parents waiting for children to finish their club. It was noted that this had always been an issue and the Chairman and Events Manager would look into it further and report back at the next meeting.

Cllr O'Neill left the meeting.

L/20/02/10 MEMORIAL GARDENS

- Play Safety Report – was noted. RFO would contact the contractor for a launch platform for the zip wire.
- CCTV – equipment and solicitors fee had been paid for and a grant was awaited from West Suffolk. Next steps would be looked into.

L/20/02/11 NEWMARKET CALENDAR

The Events Manager advised that the meeting to discuss the Calendar had gone well. The format had been discussed with a recommendation for NTC to use the same calendar format as Discover Newmarket. The different formats were looked at and the Committee preferred the current NTC format, although it was noted that NTC used the same format as Discover Newmarket for bigger events. The flyer to promote the Calendar had also been discussed and there had been objections to the use of the NTC logo. Members felt that as the flyer was promoting the NTC Calendar the logo should be displayed. The Events Manager would contact Cllr Starkey to seek further advice.

L/20/02/12 VE DAY

The Events Manager advised that NTC should put on an event to support the 75th Anniversary of VE Day. It was suggested that the Town Cryer could do a reading for peace around the world at 7:00pm to start the event along with all of the Church bells being rung. This could be followed by

Street parties or a film and picnic in the Memorial Gardens. Other entertainment options would be looked at and the following was agreed:

L/20/02/10.01 Resolved

That NTC supports an event to mark the 75th Anniversary of VE Day and delegated powers be given to the Chairman and Events Manager to look at the options and book suitable entertainment for the event.

L/20/02/13 CHRISTMAS 2020 EVENT

The Events manager advised that the date for the Christmas 2020 event would be Saturday 12th December 2020 and the following was agreed:

L/20/02/11.01 Resolved

That the Christmas 2020 event be held on Saturday 12th December 2020.

L/20/02/14 CARNIVAL 2020 UPDATE

The Events Manager advised that Carnival Committee had recommended that the theme of the event would be A Carnival for the Future and the nominated charity would be Suffolk Wildlife. The Committee were looking at the details for the event including a solar powered stage for local bands to provide music in the evening.

L/20/02/15 TWINNING

The Events Manager advised that the Maisons-Laffitte contingent would be visiting Newmarket 30th -31st May 2020. So far 18 had registered for the visit and the maximum number was 25. Registration will close at the end of February when final numbers would be known but more accommodation was required. Anyone who could accommodate visitors over this weekend should contact the Events Manager. Activities and visits were being arranged including a welcome reception, visits to the Museum and Audley End House in Cambridge. All Cllrs would be invited to attend the welcome reception.

L/20/02/16 TO DISCUSS THE CINEMA

Members were advised that owing to the delays of West Suffolk providing a cinema, NTC should start looking at alternative providers as residents had been waiting for a cinema for years. Members were advised that West Suffolk were committed to providing a cinema and that funding was being looked into following the 1% increase to public works loans impacting on plans. After further debate the following was agreed:

L/20/02/16.01 Resolved

That continued pressure be put on West Suffolk and that Cllr Drummond provides an update on timescales at the next full Council Meeting. If the update is unacceptable, NTC to start looking at viable alternatives.

L/20/02/17 COUNCIL CHAMBER FURNITURE

A number of quotes and styles were considered but none were a perfect match for the current furniture. Further efforts would be made to establish the provider of the current furniture. The details of the provider could be held in storage records.

L/20/02/18 TO REVIEW THE MEETING START TIME

Members were advised that the D&P meeting held before the Leisure Services meeting often finished before 7.15pm and that the start time of the Leisure Services meeting should change to start at 7:00pm or directly following the D&P meeting if finishing later than 7:00pm. The proposal was considered and the following was agreed:

L/20/02/18.01 Resolved

That the start time of the Leisure Services Committee be changed to start at 7:00pm or directly following the preceding D&P Committee meeting.

L/20/02/19 CORRESPONDENCE

Newmarket & Neighbours letter to request the use of the Bill Tutte area for a stall to promote UK Aid, International Development and climate change was considered and the following was agreed:

L/20/02/19.01 Resolved

That Newmarket & Neighbours be allowed to use the Bill Tutte area on Saturday 15th February 2020 for a street stall to promote UK Aid, International Development and climate change.

L/20/02/20 MEMORIAL HALL ROOF REPAIRS

RFO advised that the previous quotes were not like for like and could not be compared. It was suggested that a Structural Engineer should conduct a survey to establish the work to be carried out and the following was agreed:

L/20/02/20.01 Resolved

That delegated power be given to the Acting TCM and RFO to arrange for a Structural Engineer to conduct a survey of the Memorial Hall roof with the cost being up to £1,000.

L/20/02/21 TO NOTE ANY ITEMS FOR NEXT MEETING

- Twinning
- Carnival 2020
- Bombing Exhibition
- VE Day
- Memorial Gardens – canopy for the sensory wall
- Parking at the Pavilion

L/20/02/22 DATE OF NEXT MEETING

Monday 2nd March 2020 in the Memorial Hall

Meeting closed at 7:32pm.

Signed _____

Date _____

DRAFT

Detailed Income & Expenditure by Budget Heading as at 24/02/2020

Month No: 11

Committee Report DRAFT M11 figures

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	17,763	35,000	17,237			50.8%	
1016 Refreshments Income	0	1,058	6,120	5,062			17.3%	
Memorial Hall :- Income	0	18,821	41,120	22,299			45.8%	0
4011 Rates	0	5,892	5,892	0		0	100.0%	
4012 Water Rates	241	6,039	2,700	(3,339)		(3,339)	223.7%	
4014 Electricity	311	4,374	4,000	(374)		(374)	109.4%	
4015 Gas	0	4,637	4,500	(137)		(137)	103.1%	
4016 Cleaning	423	2,240	0	(2,240)		(2,240)	0.0%	
4017 Fire Precautions	0	240	510	270		270	47.0%	
4036 R&M - Buildings	1,115	10,744	11,000	256		256	97.7%	
4038 Furniture/Fixtures/Fittings	188	582	2,500	1,918		1,918	23.3%	
4040 Trade Refuse Collections	0	1,660	1,632	(28)		(28)	101.7%	
4078 Refreshment Costs Hall Hire	0	699	1,224	525		525	57.1%	
4080 PWLB Loan Charges (CAP + INT)	0	89,878	88,919	(959)		(959)	101.1%	
4095 Assets Purchased	0	47	0	(47)		(47)	0.0%	
4995 Budgeted Reserve Amount	0	0	2,000	2,000		2,000	0.0%	
Memorial Hall :- Indirect Expenditure	2,278	127,033	124,877	(2,156)	0	(2,156)	101.7%	0
Net Income over Expenditure	(2,278)	(108,211)	(83,757)	24,454				
301 Arts								
1043 Income - Tea Dance	227	1,627	1,550	(77)			105.0%	
1101 Donations Received	0	150	0	(150)			0.0%	
1174 Grants Received SCC	0	650	0	(650)			0.0%	
Arts :- Income	227	2,427	1,550	(877)			156.6%	0
4440 Costs - Childrens' Events	0	3,250	2,690	(560)		(560)	120.8%	
4442 Costs - Pocket Money Cinema	0	0	(0)	(0)		(0)	0.0%	
4443 Costs - Tea Dance	0	1,590	1,624	34		34	97.9%	
Arts :- Indirect Expenditure	0	4,840	4,314	(526)	0	(526)	112.2%	0
Net Income over Expenditure	227	(2,412)	(2,764)	(351)				
302 Winter Wonderland								
1059 Income - Winter Wonderland	0	158	5,000	4,842			3.2%	
1101 Donations Received	0	1,250	0	(1,250)			0.0%	
Winter Wonderland :- Income	0	1,408	5,000	3,592			28.2%	0

Detailed Income & Expenditure by Budget Heading as at 24/02/2020

Month No: 11

Committee Report DRAFT M11 figures

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4453 Cost - Winter Wonderland	0	7,163	11,000	3,837		3,837	65.1%	
Winter Wonderland :- Indirect Expenditure	0	7,163	11,000	3,837	0	3,837	65.1%	0
Net Income over Expenditure	0	(5,755)	(6,000)	(245)				
303 Entertainments								
1172 SoapBox Derby - income	0	22,619	0	(22,619)			0.0%	
Entertainments :- Income	0	22,619	0	(22,619)				0
4096 Purple Tuesday Initiative cost	0	876	0	(876)		(876)	0.0%	
4098 SoapBox Derby - costs	0	23,132	0	(23,132)		(23,132)	0.0%	
4179 Entertainment	0	0	4,000	4,000		4,000	0.0%	
Entertainments :- Indirect Expenditure	0	24,007	4,000	(20,007)	0	(20,007)	600.2%	0
Net Income over Expenditure	0	(1,388)	(4,000)	(2,612)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4320 Legends of the Turf	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
305 Carnival								
4312 Newmarket Carnival	0	5,000	5,000	0		0	100.0%	
Carnival :- Indirect Expenditure	0	5,000	5,000	0	0	0	100.0%	0
Net Expenditure	0	(5,000)	(5,000)	0				
306 Memorial Gardens								
1004 Kiosk Income	600	1,200	1,200	0			100.0%	
1101 Donations Received	200	1,010	0	(1,010)			0.0%	
1181 Grant Received WSC	1,850	1,850	0	(1,850)			0.0%	
Memorial Gardens :- Income	2,650	4,060	1,200	(2,860)			338.3%	0
4012 Water Rates	0	(808)	608	1,416		1,416	(132.9%)	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	0	1,785	2,000	215		215	89.2%	
4041 R&M - play-equipment	0	12	2,000	1,988		1,988	0.6%	
4046 Opening/Closing Costs	0	3,070	5,300	2,230		2,230	57.9%	
4069 Memorial Gdns Reg. MASTERPLAN	0	18,032	30,000	11,968		11,968	60.1%	
4095 Assets Purchased	0	1,146	0	(1,146)		(1,146)	0.0%	

Detailed Income & Expenditure by Budget Heading as at 24/02/2020

Month No: 11

Committee Report DRAFT M11 figures

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 Water Feature	0	1,797	2,000	203		203	89.8%	
4142 Memorial Garden Kiosk	0	171	1,000	829		829	17.1%	
Memorial Gardens :- Indirect Expenditure	0	25,204	43,013	17,809	0	17,809	58.6%	0
Net Income over Expenditure	2,650	(21,144)	(41,813)	(20,669)				
<u>307 Twinning</u>								
4184 Lexington Link	0	2,693	3,500	807		807	77.0%	
Twining :- Indirect Expenditure	0	2,693	3,500	807	0	807	77.0%	0
Net Expenditure	0	(2,693)	(3,500)	(807)				
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	0	11,888	8,120	(3,768)			146.4%	
1016 Refreshments Income	0	454	0	(454)			0.0%	
The Severals Sports Facilities :- Income	0	12,342	8,120	(4,222)			152.0%	0
4011 Rates	0	2,332	2,332	(1)		(1)	100.0%	
4012 Water Rates	0	485	2,030	1,545		1,545	23.9%	
4014 Electricity	74	726	1,421	695		695	51.1%	
4015 Gas	0	1,225	1,015	(210)		(210)	120.7%	
4016 Cleaning	0	303	0	(303)		(303)	0.0%	
4017 Fire Precautions	0	71	152	82		82	46.4%	
4036 R&M - Buildings	0	1,339	550	(789)		(789)	243.5%	
4037 R&M - Grounds	0	0	550	550		550	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	0	200	200		200	0.0%	
4995 Budgeted Reserve Amount	0	0	500	500		500	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	74	6,481	9,750	3,269	0	3,269	66.5%	0
Net Income over Expenditure	(74)	5,862	(1,630)	(7,491)				
Leisure Services :- Income	2,877	61,678	56,990	(4,688)			108.2%	
Expenditure	2,352	202,420	207,454	5,033	0	5,033	97.6%	
Movement to/(from) Gen Reserve	525	(140,742)						
Grand Totals:- Income	2,877	61,678	56,990	(4,688)			108.2%	
Expenditure	2,352	202,420	207,454	5,033	0	5,033	97.6%	
Net Income over Expenditure	525	(140,742)	(150,464)	(9,721)				
Movement to/(from) Gen Reserve	525	(140,742)						

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Cathy Whitaker

From: Mike Ayres <mike@mikeayresdesign.co.uk>
Sent: 19 November 2019 10:17
To: Cathy Whitaker
Subject: Fwd: FalcoGammaCanopy
Attachments: Falco Quotation Canopy, Newmarket 91900174.pdf; Falco UK Ltd Terms and Conditions 2014 Rev 2.pdf; Page_184 FalcoGamma Cycle Canopy Page 1.pdf; Page_185 FalcoGamma Cycle Canopy Page 2.pdf; 4m FalcoGamma Cycle Shelter to Accommodate 20nr Cycles using Two Tier Cycle Parking.pdf

Good morning Cathy,

I was good to chat just now.
Here is an email exchange from February this year.

The standard canopy would have to have a post in the middle, which would not be acceptable.
I therefore suggest that we have a reinforcing beam to eliminate the need for it.
Realistically, I think the structure would cost £9 to £11,000, plus footings and fitting.

We can do some more research, if it is a realistic proposition for the Council.

With kind regards, Mike

Begin forwarded message:

From: Gary Leese <gary.leese@falco.co.uk>
Subject: FalcoGammaCanopy
Date: 11 February 2019 at 15:51:29 GMT
To: Mike Ayres <mike@mikeayresdesign.co.uk>

Good Afternoon Mike

Attached as requested is a copy of our quotation along with our terms and conditions.

Also attached is a pdf of the proposed product. (I have quoted your for the FalcoGamma high that sits 2750mm off the ground, not 2100mm as show in the spec sheet.)

Please note, I have had to include quite a generous discount to get within your budget.

If you require any further information feel free to contact me on the below details.

Kind Regards

Gary Leese
Technical Sales Manager





Falco UK Ltd Unit 8
Leekbrook Way
Leekbrook Staffordshire
ST13 7AP
T: 01538 380080 F: 01538 386421
E: sales@falco.co.uk W: www.falco.co.uk

Quotation Detail

Quotation No. : 91900174
Your Contact : Gary Leese

Mr. M Ayres
Mike Ayres Design
Stanton

Bury St Edmunds
Suffolk
IP31 2AR
T: 01359 251551

Your Reference : Site in Newmarket
Description : FalcoGamma
Your Account No : 1007595
Quotation Date : 11/02/2019
Quote expiry date : 08/05/2019

These figures are subject to VAT

Item	Description	Quantity	Unit Price	Net Amount
	7M FALCOGAMMA HIGH (GALVANISED FINISH)			
99.999.999	4000mm FalcoGamma High starter section	1	2,701.00	2,701.00
99.999.999	3000mm FalcoGamma High add on	1	2,000.00	2,000.00
	OPTIONAL POWDER COATING IN ANY RAL COLOUR			
99.999.999	Powder coating of FalcoGamma	1	1,300.00	1,300.00
	INSTALLATION TO PAVING SLABS & DELIVERY			
INSTALLPROJE	Standard installation, includes all parts/consumables and labour, (note all shelters are designed to be bolted to a water level concrete base or similar). Based upon one continuous visit. Any subsequent visits due to sites not being ready will be chargeable.	1	1,650.00	1,650.00
DEL1	Delivery made within standard working hours and not timed	1	300.00	300.00

Falco offer site surveys, CAD drawings and advice free of charge

Quotations are subject to Falco UK Ltd's Terms and Conditions

All building works are subject to HSE CDM 2015 Regulations,

if this is applicable to you as a client please see the following

link www.hse.gov.uk/pubns/indg411.pdf

Net:	7,951.00
VAT:	1,590.20
Total:	9,541.20



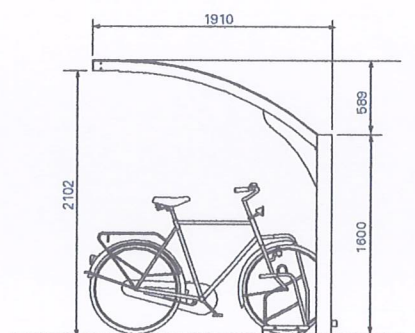
FALCOGAMMA CYCLE CANOPY

A design characteristic for this model is the central column that evolves into two upward facing branches. The name Gamma was chosen because, when viewed from the side, the shape of the structure looks like the Greek letter gamma and underlines the design statement that we wanted to make with this new shelter. The new FalcoGamma is available in both single sided and double sided versions.

The FalcoGamma is an elegant addition to the constantly evolving Falco product line.

The single sided canopy creates a 1.9 metre span ideal for cycle parking or as a walkway canopy.

The canopy has a free head height of 2,100mm - perfect for a huge range of cycle parking systems.



FalcoGamma, part code 77.759.050

fao Mrs. R. Bennett
Town Council Manager
King Edward VII Memorial Hall
Newmarket
CB8 8RA



Adventure Play Equipment

29/07/2019

Quote Ref: 19-0712

Supply and Install;

Bespoke canopy to cover Sensory Wall

Bespoke Canopy	£	14,322.00
<i>A cantilever canopy uses glulam curved beams mounted on steel feet, spaced as agreed during consultation, to support a lattice steel beam and an opal multiwall polycarbonate roof. Canopy is complete with rear box gutter which will tuck beneath the capping stone of the wall, with water runoff into the rose bushes (or on the opposite side of the canopy if preferred)</i>		
Installation	£	2,600.00
<i>Price includes setting of concrete pads to bolt uprights to</i>		
Bespoke canopy total	£	16,922.00

Price is subject to VAT : Quote is valid for 60 days : Delivery is approx. six weeks from order: Payment terms are 25% deposit on order and 7 days on final invoice. Installation prices are based on concurrent works



Unit 6a Shefford Mill, Stanford Road, Shefford SG17 5NR

Tel: 01462 817538

info@setterplay.co.uk

www.setterplay.co.uk

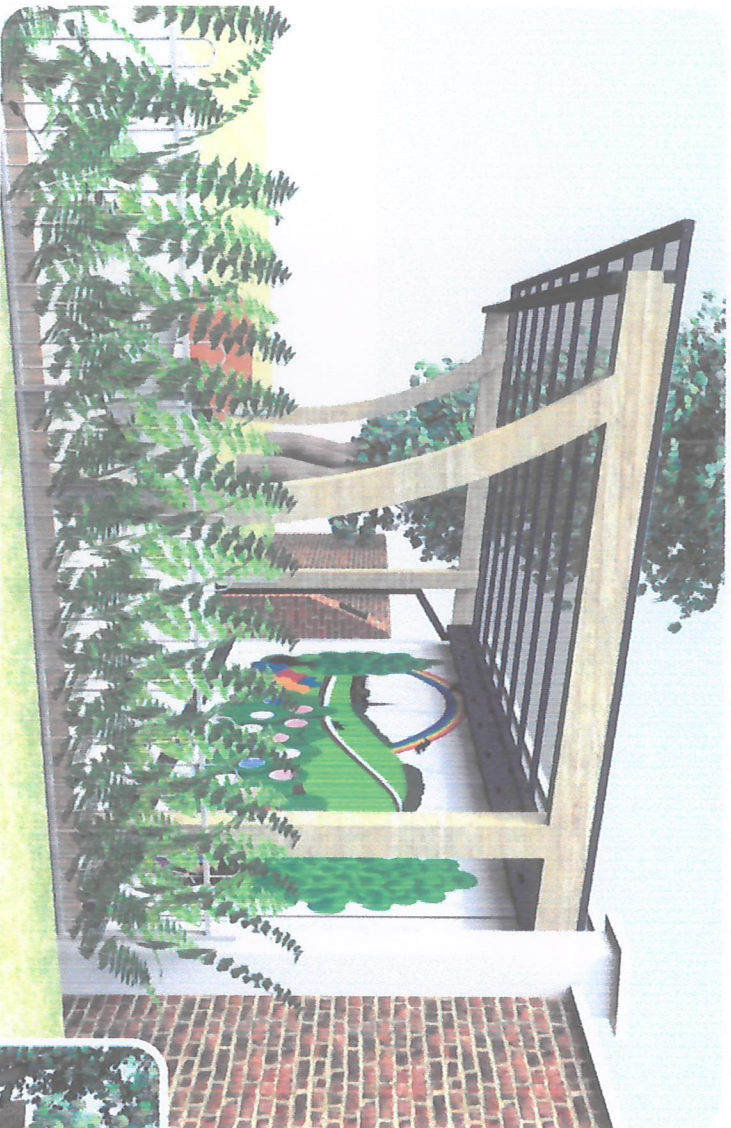


Registered Company No. 3323879

VAT Registration No. 711 2082 87

Newmarket Town Council

Bespoke Canopy



A bespoke canopy takes all of the elements we discussed during our consultation to create an elegant shelter that is befitting of your memorial gardens, and will shelter your sensory wall



Adventure Play Equipment

Glulam timbers create graceful curved shapes and a muted, natural style, alongside opal roofing sheets to allow plenty of light into the space whilst also casting shade. A steel lattice support beam is available in any RAL colour of your choice



Newmarket Town Council

Bespoke Canopy



Due to the distance of the roof span, the roofing system will be suspended above a lattice steel beam (shown in black). Opal roofing sheets allow for high light transmission whilst blocking 98% of the sun's harmful UV-rays to cast shade and keeping the shelter cool, and a box gutter at the rear discharges into the rose bushes (or the opposite side if preferred)

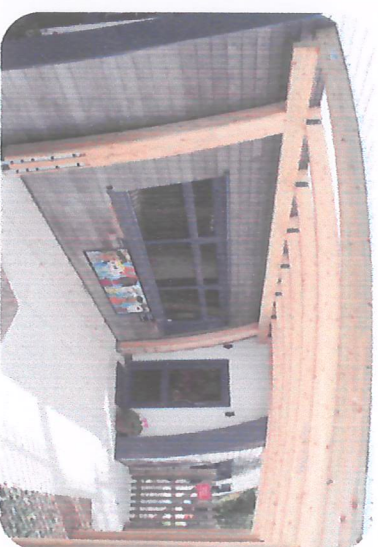


Adventure Play Equipment

The timber uprights will be installed at 600mm and 2300mm from the wall as agreed, with the left hand side uprights planted into the grass, and the right hand side uprights in the paving stones. The shelter spans 3.4m x 6.2m.



A sample of completed play projects



Cathy Whitaker

From: Jamie Saunders <Jamie.Saunders@northmores.com>
Sent: 15 January 2020 14:26
To: Cathy Whitaker; Councillor De'ath; tcm
Cc: Amy Starkey; Margo Walsh; Phillippa Winter; Damien Parker; Robert J Nobbs
Subject: RE: Sensory Wall - canopy and winter box.
Attachments: Mike's notes - Newmarket 5th April 2019.docx

Afternoon Cathy

Very disappointed to hear this as the design and agreement was and is that the sensory wall is constructed to withstand all weather and is suitably waterproof to do so.

The canopy will not provide additional waterproofing to the sensory wall.

The canopy was to provide shelter from inclement weather and to shade the wall so the children could still see the coloured lights on sunny day.

Kind regards

Jamie

Jamie Saunders BSc MAPM
Director

T: +44 (0) 1223 327 232
D: +44 (0) 1223 734 215
M: +44 (0) 7872 507 989
E: jamie.saunders@northmores.com



Northmores | 22-24 Hills Road | Cambridge | CB2 1JP
www.northmores.com

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From: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>
Sent: 15 January 2020 13:55
To: Jamie Saunders <Jamie.Saunders@northmores.com>; Councillor De'ath <CouncillorDe'ath@newmarket.gov.uk>; tcm <tcm@newmarket.gov.uk>
Cc: Amy Starkey <Amy.Starkey@thejockeyclub.co.uk>; Margo Walsh <margo.walsh@thejockeyclub.co.uk>; Phillippa Winter <p.m.winter@btinternet.com>; Damien Parker <Damien.Parker@westsuffolk.gov.uk>; Robert J Nobbs <robert@heathcourthotel.com>
Subject: RE: Sensory Wall - canopy and winter box.

Dear Jamie,

After taking advice from the manufacturers of the sensory wall they were unable to guarantee that the electronics would be able to withstand the winter weather without the canopy.

The canopy issue needs to be discussed at committee/council asap.

In the meantime the decision was taken to remove for this winter as any malfunction due to inclement weather and the lack of a canopy would prove extremely costly to the council.

In spring the electronics will be reinstated and hopefully we shall have a canopy before next winter.

Regards,

Cathy Whitaker
Finance Manager
Newmarket Town Council

King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP
01638 667227
cathy.whitaker@newmarket.gov.uk

From: Jamie Saunders [<mailto:Jamie.Saunders@northmores.com>]
Sent: 30 December 2019 12:57
To: Cathy Whitaker
Cc: Amy Starkey; Margo Walsh; Phillippa Winter; Damien Parker; Robert J Nobbs
Subject: Re: Sensory Wall - canopy and winter box.

Hi Cathy

Very disappointed to see the sensory wall has been removed. Therefore the area is not in use despite the park being full of children.

Kind regards

Jamie

Jamie Saunders BSc MAPM
Director
Northmores

Sent from my iPhone
07872507989

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On 21 Nov 2019, at 16:16, Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk> wrote:

Dear Jamie,

As discussed on 18th November at the meeting, I have been in touch with Mike Ayres Design Ltd and asked for an update on the reasoning behind the protective box and decommissioning over winter of the sensory wall.

The situation is this:-

The unit is designed to be out in the rain with the fine electronics being able to withstand water; but the issue is the leaf fall from the overhanging trees, potential snowfall, etc. which could cause a problem with the mechanism should it not be regularly cleared and also mould and wood deterioration.

This is why there was to be a canopy installed.

With the stalling of the canopy installation (due to ASB and police advice), Mike Ayres suggested a solution to remove some of the fine electronics and store and replace in spring with a protective box being manufactured to protect the remaining workings on the wall.

This unit is already in manufacture, so cannot be halted at this stage unfortunately.

I have discussed the canopy with Mike and he has recommended a galvanised structure from Falco UK Ltd which would cost between £9K to £11.

I am in receipt of a quote dated Feb 2019.

I have put this for consideration at the next Leisure Services committee meeting on 2/12/19.

Many thanks,
Cathy

Regards,

Cathy Whitaker
Finance Manager
Newmarket Town Council

King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP
01638 667227
cathy.whitaker@newmarket.gov.uk



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www.onlineplaygrounds.co.uk

Kevin Hancock
Yutree
15 Kings Court
Newmarket
Suffolk
CB8 7SG
England

Date: Monday, 18 November 2019
Quotation Ref: 45420

Dear Kevin

To provide new fitness trail equipment and safer surfacing for Yutree.

Project Brief

We have pleasure in submitting our proposal for new fitness area development. Our proposal has been based upon the requirements following your recent correspondence with our Me, Baz Smith and I hope that I have interpreted your ideas correctly within the attached proposal.

When choosing FLP to design, manufacture and install your new design you will benefit from the following;

-  An in-house designing and manufacturing team who take your project ideas and come up with additions we believe will add to the **fun, challenge and enjoyment of the design.**
-  All our standard timbers are pressure treated after cutting to size and prior to installation with an ACQ (an arsenic and chrome free preservative) treatment, this provides a timber product which will give **long life expectancy.** FLP guarantee our timber against timber decay for 15 years.
-  An independent family owned company who have been designing, manufacturing and installing play solutions in Schools and Nurseries, Parks, Leisure Amenities & Local Authorities for **25 continuous years.**
-  All the members of our installation and groundworks team are directly employed by FLP.

Don't just take our word for it, come and see for yourself. As we operate an open manufacturing environment, we would be more than happy for you to arrange a visit to our offices and workshop here in Cambridgeshire.

Finally, we are an **API** (Association of Play Industries) member, giving you complete faith, you have chosen the correct supplier. Benefits include a Professional Code of Conduct, Financially secure and strict compliance to all the relevant safety standards.



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Project Quotation No.: 45420

Monday, 18 November 2019

Multifunction Group Station



Code	Product	Qty	Each	Value
GP07	GP7 Multifunction Group Workout Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	2,340.00	£2,340.00
GP07INST	GP7 Group Workout Station Install & Sign	1	1,230.00	£1,230.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	36	7.00	£252.00
FF001	50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	36	68.00	£2,448.00
Subtotal:				£6,270.00

Log Stack





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Code	Product	Qty	Each	Value
PRO-500-054	FC7 Log Stack and Sign Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	1,610.00	£1,610.00
FC07INST	FC7 Log Stack and Sign installation into soft dig with concrete foundation	1	590.00	£590.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	22	7.00	£154.00
FF001	50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	22	68.00	£1,496.00
Subtotal:				£3,850.00

Arm Stretch



Code	Product	Qty	Each	Value
PRO-500-096	FC2 Arm Stretch and Sign Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	590.00	£590.00
FC02INST	FC2 Arm Stretch and Sign installation into soft dig with concrete foundation	1	340.00	£340.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	22	7.00	£154.00
FF001	50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	22	68.00	£1,496.00
Subtotal:				£2,580.00



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Balance Beams



Code	Product	Qty	Each	Value
PRO-500-050	FC16 Balance Beams and Sign Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	860.00	£860.00
FC016INST	FC16 Balance Beams and Sign installation into soft dig with concrete foundations.	1	390.00	£390.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	25	7.00	£175.00
FF001	50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	25	68.00	£1,700.00
Subtotal:				£3,125.00



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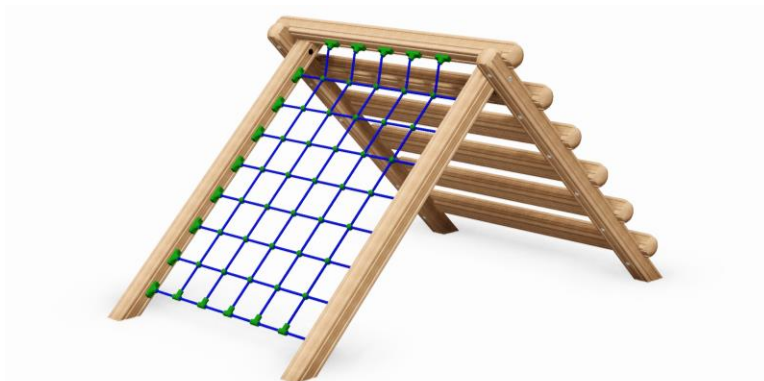
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Horizontal Ladder



Code	Product	Qty	Each	Value
PRO-500-049	FC36 Horizontal Ladder and Sign Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	1,150.00	£1,150.00
FC036INST	FC036 Horizontal Ladder and Sign installation into soft dig with concrete foundations.	1	360.00	£360.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	27	7.00	£189.00
FF001	50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	27	68.00	£1,836.00
Subtotal:				£3,535.00

Ladder Net Climb





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Code	Product	Qty	Each	Value
PRO-500-052	FC21 Ladder Net Climb and Sign Produced In ACQ pressure treated laminated Redwood "Safalog" with stainless steel ancillaries UK manufactured to EN16630	1	1,660.00	£1,660.00
FC021INST	FC21 Ladder Net Climb Signs installation into soft dig with concrete foundations.	1	510.00	£510.00
BASE24	Deturf - To remove existing turf or vegetation to form a 50mm deep tray to receive fibrefall resin bound rubber surfacing per m2	36	7.00	£252.00
FF005	70mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 2.1m CFH. - 50 Top / 20 Base	36	84.00	£3,024.00
Subtotal:				£5,446.00

Preliminaries				
Code	Product	Qty	Each	Value
BASE31	To carry out site set up and preliminaries including setting up area and marking up site for installation.	1	375.00	£375.00
BASE40	To supply staff welfare facilities whilst working on site as required under the Workplace (Health, Safety and Welfare Act) Regulations 1992	1	173.00	£173.00
BASE43	To prepare and submit Risk Assessments and Method Statements covering repair phase to client hand over. - Medium Projects	1	160.00	£160.00
BASE47	To hire, erect and remove Fencing per panel including block feet and clips - per panel (3.5m)	12	15.00	£180.00
BASE09	Skip on site for general waste including - Soil, Bark, Timbers, Equipment. All waste is transferred to a registered recycling for further processing.	1	340.00	£340.00
BASE50	Return to site and collect security fencing once concrete foundations have cured / project is complete	1	175.00	£175.00
Subtotal:				£1,403.00

Net Total	£26,209.00
VAT	£5,241.80
Gross Total	£31,450.80



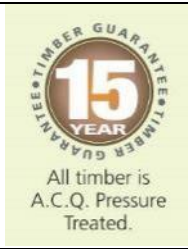
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Project Construction Information.

Equipment Materials

Safalog™

		
Common Issues with Pine Round Logs	Safalog™ Split resistant domed play timbers	Treated to Hazard Class 4 15 Year Timber Guarantee

All our timber equipment is manufactured to the highest standard and uses our unique laminated **Safalog™** split resistant timbers with user friendly domed ends. The timber used is high quality, slow grown pine supplied from sustainable resources, this is then pressure treated using **an environmentally friendly wood protection** which will give an expected 15-year service life against timber decay. Once treated, our timber complies with BSEN335 Part 1, use class 4 in ground contact timber.

Surfacing Materials

Well Maintained Grass

Is probably the **most cost-effective solution** of safety surfacing for **low level CFH** play and fitness equipment. We consider well maintained grass to be free of hard objects and debris and be at least **30mm high swarth all year round**.

		
Not Compliant		Well maintained grass



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Fibrefall – (Bonded Shredded Rubber Chippings)



Fibrefall is an all-weather rubber surfacing constructed with resin bonded recycled colour coated rubber chips which is laid to existing ground contours and can be installed to comply with the current surfacing standards of EN1177. Available in either Green, Brown or Cedar Red, Fibrefall provides a continuous surface and can be installed onto a wide range of substrates including turf, tarmac and concrete, and benefits from requiring minimum basework preparation and no formal edging. Applications include impact areas, all weather surfacing and pathways.

Project Assumptions?

The following assumptions have been made regarding this quotation:

- FLP** Good access will be available to the site.
- FLP** Equipment to be installed into current turfed area.
- FLP** It is assumed that the current base is stable.

Contract Terms and Conditions

- FLP** All the enclosed prices are subject to VAT at the standard rate.
- FLP** All equipment and surfacing complies with EN1176 and EN1177.
- FLP** All our equipment is installed with Critical Fall Heights (CFH) compliance to EN1176/ EN1177 /EN16630.
- FLP** Once the equipment and or the surfacing has been installed and handed over we take no responsibility for any damage through abuse / vandalism or acts of god that may occur.
- FLP** Our quotation is open for acceptance for **60 days** from the quotation date.
- FLP** All materials and guarantees are referred to in our product specification.
- FLP** Security fencing can be supplied and erected at extra cost if deemed necessary by the customer.
- FLP** We will accept NO responsibility for detecting services or I.T cables etc. These should be clearly marked by others before any installation work commences.
- FLP** Suspension bridges, Burma bridges, single ropes and access nets are designed for a maximum of 1 person crossing at any one time; however additional people can be waiting to cross on the timber structures.
- FLP** Guarantees:
 - 15 Years on all structural timbers against rot and timber decay – subject to the outer treatment envelope having not been damaged. (Dry rot is NOT covered)
 - Timbers cannot be guaranteed against rot and decay when installed into loose fill wood product surfacing. (Dry rot is NOT covered)
 - Please be aware that in the case of Black Wetpour surfacing, colour fastness cannot be guaranteed, and some colour leakage may occur.
 - 1 Year on all moving and flexible parts. 1 Year on all installation work (*Malicious damage, vandalism and acts of god are not covered*)
- FLP** Layout drawings and plans to be agreed and signed by the customer prior to the product being manufactured if an order is placed.



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- FP** The colour of our Fibrefall surfacing will darken after a period of time as the vibrancy of the colour coating diminishes.
- FP** Ownership of goods remains the property of Fenland Leisure Products Ltd until invoice is paid in full.
- FP** Please visit our website www.fenandleisure.co.uk to view our full terms and conditions.

Payment and Delivery Terms

Payment:

- FP** **Trading Accounts** - Total invoice payable within 28 days of project completion
- FP** **Schools / Local Authority** - Total invoice payable within 28 days of project completion
- FP** **Pro-forma Account** – We can also accept payment by Bacs or any major payment card.

Delivery: **6-8 weeks** from official order subject to seasonal demand and external supplier product and services leadtimes.

We trust the above quotation meets with your approval and look forward to receiving your further valued instructions in the near future. If in the meantime, you need any further information or changes making to this proposal please don't hesitate to contact me.

Yours Sincerely

Baz Smith
Sales Representative
barry@fenandleisure.co.uk

For all commercial playground spares requirements please visit www.onlineplaygrounds.co.uk



Blank

Cathy Whitaker

Subject: FW: leisure service agenda

From: Tim Young <tim_young@live.co.uk>
Sent: 23 February 2020 21:21
To: Christy Argyroudi <Christy.Argyroudi@newmarket.gov.uk>
Subject: U3A Event June 2020

Hello Christy,

Right, here comes my response and the information you need for a booking for the Bill Tutte memorial Site on Rutland Hill.

ORGANISATION: Newmarket U3A (University of the Third Age)

STATUS: Charity. Registered Charity Number **1183168**

DATE: Tuesday 2 June 2020

TIME: Between 10.00am and 3.00pm – more or less continually but with breaks.

NATURE OF ACTIVITY: Static Display, manned by members providing leaflet/conversation information to passers by; Drama items; Music performances.

REQUIREMENTS: 13amp POWER OUTLET

We will erect a gazebo type tent to provide cover in case of inclement weather. We note that the area is hard surfaced and will make appropriate arrangements for the Gazebo.

LICENCES: Please find attached public liability insurance certificates and MPLC Licence – for motion pictures including soundtracks.

PRS PPL Music Licence to follow.

I hope that this is what you need for now. Sorry if I have forgotten anything, do please let me know.

Many thanks.

Tim

Sent from [Mail](#) for Windows 10

Blank

From: [DARVILL, Rachel](#)
To: [tcm](#)
Subject: funding for happy to chat bench
Date: 13 February 2020 15:53:05

Hi Deborah,

I have asked about this before but with a meeting coming up thought I would ask again.

We have funding in the pot that if it's not used in various ways we will lose it an idea that has been brought up is to provide a bench with a plaque or provide a plaque to some existing benches in Newmarket with happy to chat on it.

I thought in the memorial gardens and one on the high street, please see the link below to see what I mean.

<https://www.mentalfloss.com/article/586572/chat-benches-combat-loneliness-in-uk>

look forward to your thoughts

Rachel

This e-mail carries a disclaimer

Go here to view [Suffolk Constabulary Disclaimer](#)

English Towns Are Installing 'Chat Benches' to Combat Loneliness

<https://www.mentalfloss.com/article/586572/chat-benches-combat-loneliness-in-uk>

Loneliness is a serious health condition: One AARP study found that prolonged social isolation can have the same risks as smoking 15 cigarettes a day. But unlike other ailments, the symptoms of loneliness can be hard to detect to everyone but the person having them. A new initiative in the UK aims to combat the problem by making it easier for people who feel alone to socialize with strangers.

As Yahoo! reports, the police department of Burnham-On-Sea, in southwest England, has posted signs designating some public seating as "chat benches." Two were unveiled in a park in nearby Taunton and one was installed on the waterfront in Burnham-On-Sea. The signs read: "The 'Happy to Chat' Bench: Sit Here If You Don't Mind Someone Stopping To Say Hello."

For people who feel isolated in their daily lives, the benches are an opportunity to make a connection with someone new. They also give people who want to help the lonely members of their community a way to do so.

Burnham-On-Sea police community support officer Tracey Grobbeler told Burnham-On-Sea.com, "Simply stopping to say 'hello' to someone at the Chat Bench could make a huge difference to the vulnerable people in our communities and help to make life a little better for them."

The initiative was launched to coincide with United Nations World Elder Abuse Awareness Day. According to a recent poll, more than a third of seniors reported feeling a lack of companionship at least some of the time, while 27 percent said they feel isolated some of the time or more often. While the project was conceived with the elderly population in mind, the Burnham-On-Sea police department encourages residents of all ages to use the chat benches.

Giving people permission to strike up conversations with strangers is just one of way to fight social isolation among seniors. In China, young people can live in a nursing home for a discounted price in exchange for spending time with older residents. Meanwhile, in the U.S. and Europe, adult playgrounds act as social hubs for seniors.

THE “HAPPY TO CHAT BENCH”

**Sit Here If You Don't
Mind Someone Stopping
To Say Hello!**

www.marple.website/chatbench

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