

Membership as from May 2019

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



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 December 2019 at 7.15pm

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
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 4th November 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 relating to the Town to be brought to their attention.
6. **FINANCE** – To review the Income and Expenditure and to consider budget priorities
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
8. **MEMORIAL GARDENS** –
 - a. Play Safety Report – To receive the Play Safety Report update
 - b. Masterplan Steering Group Meeting – To receive minutes and action plan
 - c. CCTV – To receive an update
9. **A TASTE OF CHRISTMAS** – Receive update
10. **MEMORIAL HALL ROOF** – To consider the quotations for repairs to the roof (3rd quote & comparison table to be tabled at the meeting)
11. **CRICKET PITCH** – To discuss
12. **PURPLE TUESDAY** – debrief
13. **MUSIC AND ART FESTIVAL REPORT**
14. **CARNIVAL 2020** – To receive an update
15. **CORRESPONDENCE**
 - a. Proposed new Vivo classes
 - b. Battle of the bands
 - c. Re-enactment event - to receive presentation
16. Items for next Agenda:
17. **DATE OF NEXT MEETING: Monday 6th January 2019**

Signed

Acting Town Council Manager

26th November 2019

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 4th November 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor J Borda
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay

Also present: Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllr Kirk – NTC, Cllr Nobbs – West Suffolk, Sandra Eason – Newmarket History Society, 1 Member of the Press and 2 Members of the Public.

Minute	Action by
L/19/11/1 <u>ELECTION OF A CHAIRMAN</u> With apologies being received from the Chairman and no Vice Chairman available a proposal was made for the Mayor to take the Chair and the following was agreed: <u>L/19/11/1.01 Resolved</u> That the Mayor be elected as Chairman for this meeting.	
L/19/11/2 <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/19/11/3 <u>APOLOGIES</u> Apologies were received from Cllrs De'Ath and Hirst.	
L/19/11/4 <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/19/11/5 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 7TH OCTOBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 7th October 2019 and the following was agreed: <u>L/19/11/5.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 7th October 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.	

A Member of the Press joined the meeting.

Matters arising:

Page 2 - L/19/10/9.01 Resolved – A request was made to add the Newmarket Music and Art report to the agenda of the next meeting.

Page 4 – L/19/10/19 – Members were advised that the Journal would be running a competition in January 2020 for the design of the wrought iron arches for Sun Lane.

The Chairman proposed to bring forward items 9 & 19 and the following was agreed:

L/19/11/5.01 Resolved

That items 9 & 19 be brought forward.

L/19/11/6 MEMORIAL GARDENS – PLAY SAFETY REPORT UPDATE

Philippa winter raised concerns regarding the following:

- Maintenance of play equipment
- No canopy for the sensory wall
- No CCTV

The previous Committee had left a budget for the canopy and the maintenance was included in the contract.

The Chairman advised that the TCM had been taking all of these issues forward but that the landlord of the Guineas had requested high charges to install a mast at the Guineas to relay CCTV to West Suffolk.

Members discussed the issues listed above and the following was agreed:

L/19/11/6.01 Resolved

That a site meeting be arranged for the original Memorial Garden Working Committee plus the Events Manager and Cllr Borda to be held by the end of November 2019 and to report back at the next meeting.

L/19/11/6.02 Resolved

That the high costs for the installation of CCTV in the Memorial Garden be delegated to the Working Committee to look at the options.

The Suffolk Constabulary safety report for the Memorial Garden was noted.

L/19/11/7 CORRESPONDENCE

Newmarket Bombing Remembrance exhibition – Sandra Eason from the Newmarket History Society gave a very interesting presentation on the mysterious bombing of Newmarket during WWII. Next year will be the 79th Anniversary and they would like to use the Memorial Hall for an exhibition for 3 days around the 18th February 2020. All of the local schools would be

invited to attend along with residents and visitors. 18th February 2021 would be the 80th anniversary and they would like to hold a bigger event to mark the occasion with a suitable memorial to the heroic actions and tragic fatalities.

The Chairman thanked Sandra for her presentation and the following was agreed:

L/19/11/7.01 Recommendation

That Newmarket History Society be allowed to use the Memorial Hall for a commemorative event for three days to include the 18th February 2020 free of charge.

L/19/11/7.02 Recommendation

That NTC support a bigger event to be held in 2021 in principle.

Sandra thanked the Committee for their support and left the meeting

- L/19/11/8 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/19/11/9 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE AND TO CONSIDER BUDGET PRIORITIES**

The Chairman proposed the following:

L/19/11/9.01 Resolved

That the setting of budget priorities be deferred to the next meeting.

RFO advised that with Purple Tuesday becoming a yearly event a budget would be set for it next year. A request was made to amend the title to read 4096 – Purple Tuesday Cost.

- L/19/11/10 BOOKINGS, EVENT STAFFING AND REQUIREMENTS – TO TIMETABLE FEE REVIEWS**

Events Manager advised that there were a few bookings for weekends in November and enquires for parties, weddings in December and for the first time a New Year's Eve party in the Memorial Hall.

- L/19/11/11 DRAFT BUDGET**

RFO advised that reverting to a contract for cleaning would result in a saving and a request was made to provide a breakdown of the PWLB charges.

- L/19/11/12 OKTOBERFEST**

The Events Manager advised that it was a successful event with a great atmosphere. There was the potential to increase capacity as customers were

wanting to purchase tickets on the day of the event. The organisers would like to hold 2 events next year for a Springfest 28th March 2020 and an Oktoberfest 26th September 2020. A request was made to change the Oktoberfest to a date in October 2020 and the following was agreed:

L/19/11/12.01 Recommendation

That a Springfest and Oktoberfest be held at the Severals on 28th March 2020 and a date in October 2020 to be confirmed.

L/19/11/13 TO CONSIDER PLANS FOR A TASTE OF CHRISTMAS 2019

The Events Manager advised that the costs for a Heliosphere performance were too high and had been discounted from the list of activities.

The event would include the following:

- A free Carousel
- All day DJ playing festive music
- Two stilt walkers in the High Street directing people to the Memorial Garden
- Christmas market in the Memorial Garden with 10 stalls and 5 food stalls
- A Father Christmas and Elf with a mobility friendly sleigh for photo opportunities from 11:00am – 1:00pm and 2:00 – 5:00pm
- A local children's dance school performance at 12:00pm
- Newmarket Choir singing carols at 4:00pm and 5:00pm
- The Divine Fire Group – 3 dancers performing with fire at 3:30, 4:30 and at 5:30 to close the event. The Divine Fire Group were generously sponsored by the Heath Court Hotel

A request was made for volunteers to help set up the event and marquee.

L/19/11/14 FITSALL ROOFING – TO CONSIDER QUOTES

The Committee considered the quotes and RFO was requested to seek two further quotes.

L/19/11/15 TO DISCUSS THE OPENING AND CLOSING OF THE PUBLIC TOILETS DURING WINTER MONTHS

RFO advised that the toilets were normally closed for the winter except for the Christmas lights switch on and the Taste of Christmas events. The following was agreed:

L/19/11/15.01 Resolved

That the public toilets be closed from 5th November 2019 to 29th March 2020.

L/19/11/16 CARNIVAL 2020

The Chairman advised that an item would be added to the Public Exempt part of the next meeting for a confidential update.

L/19/11/17 SILVER SUNDAY

The Events Manager advised that 63 people had attended the free event and

enjoyed the afternoon tea kindly donated by Tesco.

Heath Court Hotel provided wonderful raffle prizes and the Racecourse provided 2 double tickets for the premier enclosure.

Photos of the event were sent to the Journal for a press release.

The Chairman gave special thanks to Cllr Nobbs for his help at the event and for the generous raffle prizes along with Tesco and the Racecourse. Events Manager was requested to draft a letter of thanks for the Mayor to sign.

L/19/11/18 CRICKET PITCH

Members were advised that all efforts should be made to encourage cricket to be played at the Severals, however it was noted that West Suffolk were planning to start work on a sports hub at the George Lambton fields in 2020 and the following was agreed:

L/19/11/18.01 Resolved

That Cllr Lay finds out what proposals West Suffolk have for cricket at the planned sports hub.

A Member of the Press left the meeting.

L/19/11/19 TO REVIEW HIRE FEES

The Events Manager advised that the hire fees should remain unchanged for 2020/2021 and the following was agreed:

L/19/11/19.01 Recommendation

That the hire fees for Newmarket Venues remain unchanged for the next financial year 2020/2021.

A Member of the Public left the meeting

L/19/11/20 TO NOTE ANY ITEMS FOR NEXT MEETING

- Newmarket Music and Art Report
- Draft Budget 20/21
- Newmarket History Society event
- Memorial Garden Hut

L/19/11/21 DATE OF NEXT MEETING

Monday 2nd December 2019 in the Memorial Hall

Meeting closed at 8:35pm.

Signed _____ Date _____

Detailed Income & Expenditure by Budget Heading as at 26/11/2019

Month No: 8

DRAFT Leisure Services Committee Report M8 (not closed)

	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	206	12,053	35,000	22,947			34.4%	
1016 Refreshments Income	0	686	6,120	5,434			11.2%	
Memorial Hall :- Income	206	12,739	41,120	28,381			31.0%	0
4011 Rates	589	4,714	5,892	1,178		1,178	80.0%	
4012 Water Rates	3,638	5,797	2,700	(3,097)		(3,097)	214.7%	
4014 Electricity	407	3,289	4,000	711		711	82.2%	
4015 Gas	0	2,098	4,500	2,402		2,402	46.6%	
4016 Cleaning	225	1,424	0	(1,424)		(1,424)	0.0%	
4017 Fire Precautions	0	240	510	270		270	47.0%	
4036 R&M - Buildings	45	8,467	11,000	2,533		2,533	77.0%	
4038 Furniture/Fixtures/Fittings	0	367	2,500	2,133		2,133	14.7%	
4040 Trade Refuse Collections	0	1,660	1,632	(28)		(28)	101.7%	
4078 Refreshment Costs Hall Hire	0	441	1,224	783		783	36.0%	
4080 PWLB Loan Charges (CAP + INT)	0	44,947	88,919	43,973		43,973	50.5%	
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	4,904	73,492	124,877	51,385	0	51,385	58.9%	0
Net Income over Expenditure	(4,698)	(60,753)	(83,757)	(23,004)				
301 Arts								
1043 Income - Tea Dance	0	1,029	1,550	521			66.4%	
1101 Donations Received	0	150	0	(150)			0.0%	
Arts :- Income	0	1,179	1,550	371			76.0%	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	1,064	1,624	560		560	65.5%	
Arts :- Indirect Expenditure	0	4,314	4,314	(0)	0	(0)	100.0%	0
Net Income over Expenditure	0	(3,135)	(2,764)	371				
302 Winter Wonderland								
1059 Income - Winter Wonderland	150	150	5,000	4,850			3.0%	
1101 Donations Received	700	700	0	(700)			0.0%	
Winter Wonderland :- Income	850	850	5,000	4,150			17.0%	0
4453 Cost - Winter Wonderland	5,150	5,775	11,000	5,225		5,225	52.5%	
Winter Wonderland :- Indirect Expenditure	5,150	5,775	11,000	5,225	0	5,225	52.5%	0
Net Income over Expenditure	(4,300)	(4,925)	(6,000)	(1,075)				

Detailed Income & Expenditure by Budget Heading as at 26/11/2019

Month No: 8

DRAFT Leisure Services Committee Report M8 (not closed)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
1172 SoapBox Derby - income	0	22,619	0	(22,619)			0.0%	
Entertainments :- Income	<u>0</u>	<u>22,619</u>	<u>0</u>	<u>(22,619)</u>				<u>0</u>
4096 Purple Tuesday Initiative cost	0	876	0	(876)		(876)	0.0%	
4098 SoapBox Derby - costs	0	20,707	0	(20,707)		(20,707)	0.0%	
4179 Entertainment	0	0	4,000	4,000		4,000	0.0%	
Entertainments :- Indirect Expenditure	<u>0</u>	<u>21,582</u>	<u>4,000</u>	<u>(17,582)</u>	<u>0</u>	<u>(17,582)</u>	<u>539.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,037</u>	<u>(4,000)</u>	<u>(5,037)</u>				
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	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				
305 Carnival								
4312 Newmarket Carnival	0	5,000	5,000	0		0	100.0%	
Carnival :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>0</u>				
306 Memorial Gardens								
1004 Kiosk Income	0	600	1,200	600			50.0%	
1101 Donations Received	0	810	0	(810)			0.0%	
1174 Grants Received SCC	0	650	0	(650)			0.0%	
Memorial Gardens :- Income	<u>0</u>	<u>2,060</u>	<u>1,200</u>	<u>(860)</u>			<u>171.6%</u>	<u>0</u>
4012 Water Rates	(946)	(808)	608	1,416		1,416	(132.9%)	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	0	1,782	2,000	218		218	89.1%	
4041 R&M - play-equipment	0	12	2,000	1,988		1,988	0.6%	
4046 Opening/Closing Costs	300	2,420	5,300	2,880		2,880	45.7%	
4069 Memorial Gdns Reg. MASTERPLAN	0	9,521	30,000	20,479		20,479	31.7%	
4095 Assets Purchased	0	1,146	0	(1,146)		(1,146)	0.0%	
4112 Water Feature	895	1,797	2,000	203		203	89.8%	
4142 Memorial Garden Kiosk	0	154	1,000	846		846	15.4%	
Memorial Gardens :- Indirect Expenditure	<u>249</u>	<u>16,024</u>	<u>43,013</u>	<u>26,989</u>	<u>0</u>	<u>26,989</u>	<u>37.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(249)</u>	<u>(13,964)</u>	<u>(41,813)</u>	<u>(27,849)</u>				

Detailed Income & Expenditure by Budget Heading as at 26/11/2019

Month No: 8

DRAFT Leisure Services Committee Report M8 (not closed)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Twinning								
4181 Twinning Expenses	0	34	2,500	2,466		2,466	1.4%	
4184 Lexington Link	700	2,659	1,000	(1,659)		(1,659)	265.9%	
Twining :- Indirect Expenditure	700	2,693	3,500	807	0	807	77.0%	0
Net Expenditure	(700)	(2,693)	(3,500)	(807)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	8,728	8,120	(608)			107.5%	
1016 Refreshments Income	0	146	0	(146)			0.0%	
The Severals Sports Facilities :- Income	0	8,874	8,120	(754)			109.3%	0
4011 Rates	233	1,866	2,332	465		465	80.0%	
4012 Water Rates	138	331	2,030	1,699		1,699	16.3%	
4014 Electricity	116	652	1,421	769		769	45.9%	
4015 Gas	0	666	1,015	349		349	65.6%	
4016 Cleaning	0	233	0	(233)		(233)	0.0%	
4017 Fire Precautions	0	71	152	82		82	46.4%	
4036 R&M - Buildings	0	1,267	550	(717)		(717)	230.4%	
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	487	5,086	9,750	4,664	0	4,664	52.2%	0
Net Income over Expenditure	(487)	3,788	(1,630)	(5,418)				
Leisure Services :- Income	1,056	48,320	56,990	8,670			84.8%	
Expenditure	11,490	133,966	207,454	73,488	0	73,488	64.6%	
Movement to/(from) Gen Reserve	(10,434)	(85,646)						
Grand Totals:- Income	1,056	48,320	56,990	8,670			84.8%	
Expenditure	11,490	133,966	207,454	73,488	0	73,488	64.6%	
Net Income over Expenditure	(10,434)	(85,646)	(150,464)	(64,818)				
Movement to/(from) Gen Reserve	(10,434)	(85,646)						

Site Information

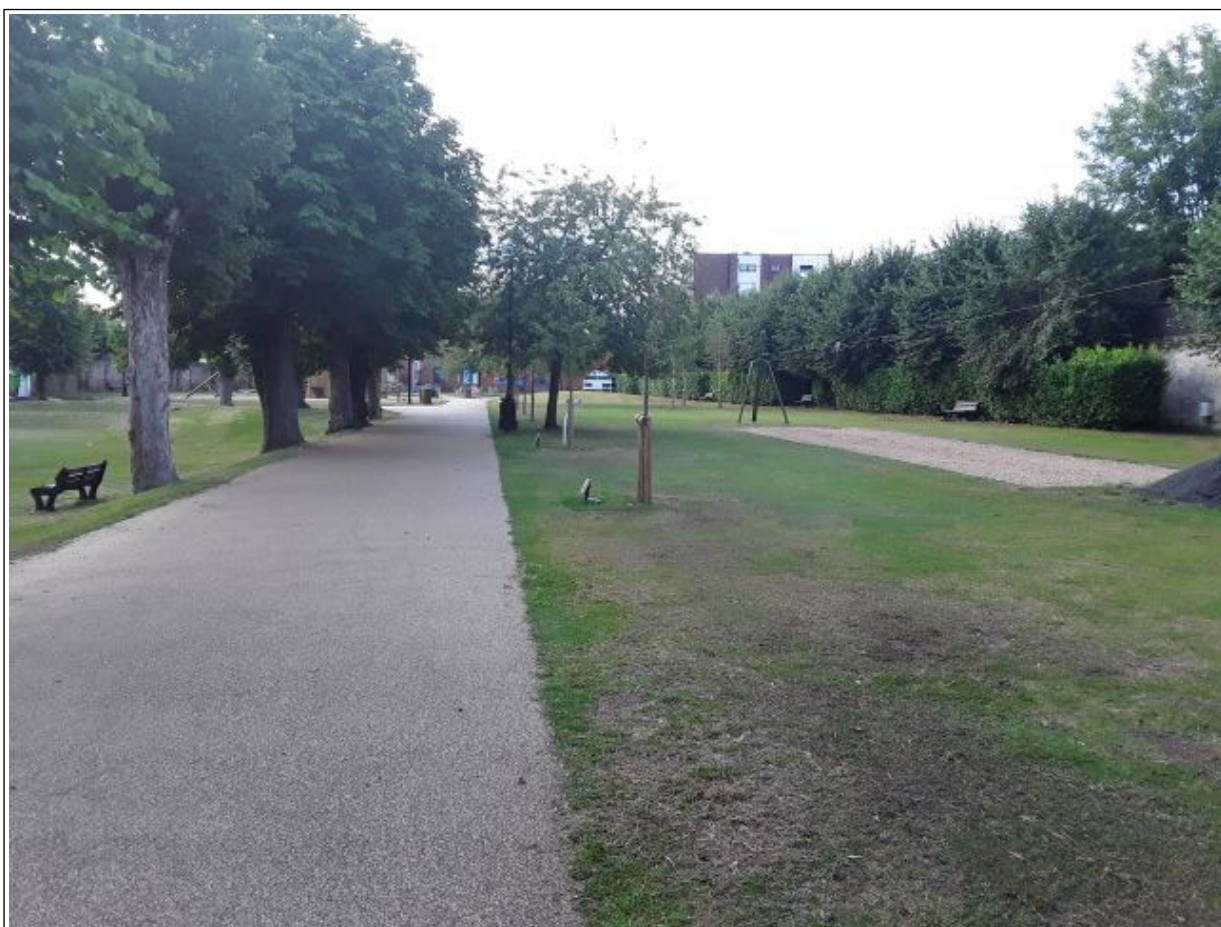
Inspection Ref: 946741

Site Ref: 26066

Customer Order No: None

Operational Inspection - 16 October 2019 at 07:25 Inspector: Tim McGhee

Risk Assessment: **10 - Low Risk**



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

Disabled Access: Generally accessible; an area accessible to most.



4 - Very Low Risk

Item: Ancillary Items - Fence - Bow Top
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Sign
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Unknown
Surface Type: Mixed Surface
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Ancillary Items - Gate - Self Closing
Manufacturer: Unknown
Surface Type: Bitmac
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The gate is closing too slowly (in excess of 8 seconds) - Take effective action to ensure the gate closes between 4 and 8 seconds



4 - Very Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



10 - Low Risk

Item: Other - Splash Pad
Manufacturer: Unknown
Surface Type: Wet Pour
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

There is algae or moss on the surface of the equipment and boulders and the presence of water will increase the probability of falls - Clean and treat appropriately



4 - Very Low Risk

Item: Activity Equipment - Sand Play Unit
Manufacturer: Unknown
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Swings - 2 Bay 4 Seat (Cradle)
Manufacturer: S M P (Playgrounds Ltd)
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Rotor Play - Roundabout
Manufacturer: Unknown
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required



4 - Very Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Not Identified
Surface Type: Wet Pour
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Unknown
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

Safety net side detached from frame - Resecure



5 - Very Low Risk

Item: Activity Equipment - Log Climber
Manufacturer: Unknown
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Bolt cover broken off - Replace



6 - Low Risk

Item: Other - Cable Runway
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Matts coming apart - Refix



5 - Very Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Bolt fixing missing - Replace



4 - Very Low Risk

Item: Other - Boulders
Manufacturer: Natural Feature
Surface Type: Mixed Surface
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required

Findings Information



6 - Low Risk (Finding 1)

Item: Ancillary Items - Gate - Self Closing
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Bitmac



Finding: The gate is closing too slowly (in excess of 8 seconds)

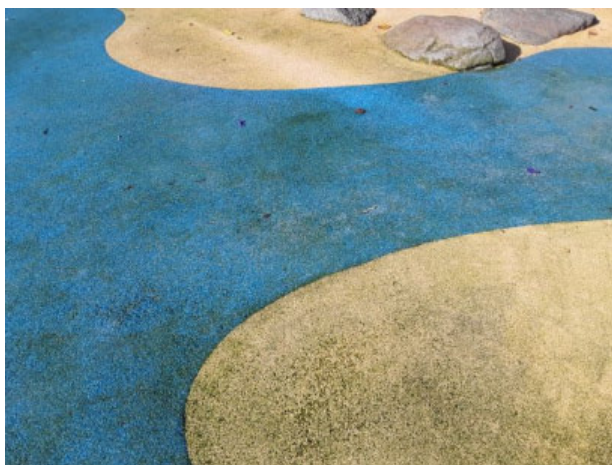
Action: Take effective action to ensure the gate closes between 4 and 8 seconds



10 - Low Risk (Finding 1)

Item: Other - Splash Pad
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is algae or moss on the surface of the equipment and boulders and the presence of water will increase the probability of falls

Action: Clean and treat appropriately



4 - Very Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required



2 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior) **Risk Level:** V - Very Low Risk
Manufacturer: Unknown **Surface:** Bark Mulch



Finding: There is some graffiti present

Action: Remove the graffiti



6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Senior) **Risk Level:** L - Low Risk
Manufacturer: Unknown **Surface:** Bark Mulch



Finding: Safety net side detached from frame **Action:** Resecure



5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Climber **Risk Level:** V - Very Low Risk
Manufacturer: Unknown **Surface:** Bark Mulch



Finding: Bolt cover broken off **Action:** Replace



6 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Mats coming apart

Action: Refix



5 - Very Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Bolt fixing missing

Action: Replace

Minutes

NORTHMORES

Subject Newmarket Memorial Gardens, Master Plan – Review Meeting
Date 18 November 2019
Time 11:00
Location Newmarket Memorial Hall & Gardens

Attendees: John Borda [JB] Town Councillor
Phillippa Winter [PW]
Robert Nobbs [RN] West Suffolk Councillor
Margo Walsh [MW] Operations Manager, JCR
Damien Parker [DP] Leisure & Cultural Operations Manager
Cathy Whitaker [CW] Finance Manager NTC
Jamie Saunders [JS] Northmores

Apologies: Amy Starkey [AS] Regional Director, JCR
Mia Witham [Mia] Forma Landscapes

Next Meeting Date TBC

	Action
1.0 Review of Gardens & Equipment	
1.1 Zip Wire;	JS
a. Grass has worn out on the mound and is not getting a chance to recover because of use.	
b. NTC have had to repair and amend the matting due to vandalism.	
c. JS to discuss alternatives with Pro-Scape	
1.2 Climbing-stack;	
a. No issues reported	
1.3 Nest Swing;	
a. Swing has been replaced by Massey & Harris with correct 360 swing.	
1.4 Castle Play Area;	NTC / Massey & Harris
a. Robe tunnel webbing is to large. Massey & Harris have wrapped the tunnel with smaller webbing as agreed.	
b. The netting at the top of the tower has been damaged. Needs repairing and new fasteners to connect it to the frame.	
c. NTC have ordered a fan fitting for the tunnel slide to deter children from climbing it. Cost TBC. Several instances have been	

		Action
	reported to NTC, signage has been added, but still a concern. Tunnel slide as design and installed has been risk assessed and complies. d. Graffiti to the castle towers is regularly occurring. This has been sanded off. Suggested to publicise in the Newmarket Journal the vandalism within the gardens to raise awareness and hopefully deter.	
1.5	Toddler slide; a. Steps up are still a concern. Not robust enough and are getting damaged already. A better solution is required, suggested that widening the steps with additional blocks would work better. Ensure equipment warranty is not affected. JS to discuss with Pro-Scape	JS / Pro-Scape / Massey & Harris
1.6	Sand Pit; a. NTC to monitor levels and top up as required.	NTC
1.7	Toddler Log Stumps; a. Strim guard suggested to protect the stumps. NTC to purchase and to be put in place during ground maintenance, grass cutting. b. Future plan; resurface around the stumps and other equipment. JS to request a cost for re-surfacing from Pro-Scape so NTC have an idea of funding requirements	NTC / JS / Pro-Scape
1.8	Splash Pad; a. Cleaning of surface; D Pickering of Ustigate attended site and advised NTC/Gary that a pressure washer could be used to clean the splash pad surface. b. Decommissioning and recommissioning carried out/booked with Ustigate at the cost of circa £2,000 from the gardens repairs and maintenance budget. c. The wet pour surface still requires some attention/ advice on how to clean as areas still appear dirty and marked. JS to discuss with Pro-Scape d. The wet por surface appears to be breaking up in some areas around fittings. JS to discuss with Pro-Scape	JS/ Pro-Scape / NTC
1.9	Sensory Area, Mural; a. NTC have ordered a box/cover from Mike Ayres which allows the electrics to be removed over the winter and the in-fill box put in place. Cost approximately £800. b. Reasoning behind this is to be detailed as all wish to see the sensory wall in use all year around. The system is designed to be outside and can withstand the various weather conditions. It has been out in the rain for many months. c. Suggested that NTC halt the expenditure of £800 at this stage	NTC

	Action
with Mike Ayres until it is understood why this is required.	
1.10 Benches;	NTC
a. NTC to slab & fix the new benches. Gary to carry out the works. not yet undertaken. Samples of slabs requested prior to works being undertaken. b. During the walk around the gardens it was decided that the benches should be left as they are not fixed for the next year and then reviewed again.	
1.11 Resin bound path & Paving;	NTC
a. Slabs required between the toddler gate and the castle play area as grass is getting very worn. b. Small triangle area between play castle woodchip and new resin path to play area requires infilling with a hard surface as grass is not growing. Suggested slabs or cobbles.	
1.12 Planter & planting including trees;	NTC
a. Removal of the two trees in the triangle at the back of the hall to be progressed. Suggested that the next tree survey may show these are at the end of their life due to disease. b. Tree signs hamper maintenance as in the grass in from of the trees. These have now been vandalised and removed. Suggested that timber is fixed between the two support posts at each tree and the plaques are fixed to these. c. Additional planting; more wild flowers adjacent the wall, plug planting and bulbs all to be planned for this Autumn d. Pollarding of the trees needs to be programmed in for regular maintenance.	
1.13 Turf & Mounds;	NTC
a. Areas of turfing have failed in the toddler area despite this areas being re-laid. Redundant base under the surface or lack of watering at the time may be to blame. Area to be seeded.	
1.14 Bins;	NTC / JS
a. Existing bins are being emptied twice a day by NTC staff. b. Additional 4nr black old bins have been placed in the gardens to provide additional bins. c. Existing black bins to be wrapped by Simon with NTC branding. Costs required. d. Purchase of new bins to match the existing to be investigated, Or possibly larger wheelie bin size bins to be considered. costs? e. New bins don't appear to have weathered well. JS to review the O&M and warranty for these. Is the timber supposed to weather or does it need oiling/ protecting already?	

	Action
1.15 Lighting; a. Still two lights not working. RB has contacted Suffolk highways and is chasing. RN has also reported. b. Noted that one external light on the Memorial hall is also not working. All unsure if the above has now been addressed. To be investigated and report back.	NTC
1.16 Signage; a. Signage for 'No Dogs' is too small CW to investigate getting new signs. b. CCTV signage to be procured to act as a deterrent. CW to discuss with West Suffolk to ensure it is the correct signage.	NTC
1.17 Woodchip; a. Resin bound access path and log edging is higher than the woodchip area. Very difficult to push a wheelchair out of the woodchip area. b. Woodchip level to be maintained, NTC to order additional and keep topped up and raked.	NTC
1.18 Fencing; a. No issues reported	
1.19 Grass maintenance, use of a mower that collects the cuttings is £100 more expensive. Was used for the first few cuts, but then reverted to normal mower that doesn't pick up.	DP
1.20 Canopy to the sensory area mural? a. £10,000 budget is still ring fenced for the canopy. b. Police have advised against the installation of a canopy due to the increase of anti-social behaviour as people would congregate in the area of shelter. c. RN pointed out that the castle play area already provides this and the canopy would be much more open. d. Canopy to provide; • Solar shading • Protection from weather • Protection from leaves etc from trees	
1.22 Aviva & Rosssdales walls short term solution of painting has been successful, but the long-term solution needs to be followed up with both parties. Removal of the existing incorrect render and re-rendering the walls suggested as the long term solution.	NTC
2.0 Any Other Business	

	Action
2.1 CCTV, not part of the original Gardens Master Plan, but discussed in connection with the gardens in order to protect the newly refurbished gardens and equipment. It is noted that the yummy hut has been broken into again and vandalism of equipment is regularly occurring. Installations have not been progressed by NTC to date. The original suggestion was that the new system should be monitored by West Suffolk Council. The new system would require an aerial which would send a signal to the aerial owned by the Guineas. Cost for the legal's for this set up have been tables as £1,800 plus an additional £750. It was suggested that in the interim NTC should put up compliant CCTV signage (contact WSC to obtain correct signage) and even dummy cameras to deter vandalism and anti-social behaviour in the gardens	NTC
2.2 In connection with the sensory area MW & PW had had meetings with the local schools with the suggestion that the gardens could be closes for a period once a week for the sole use by families with children with special needs, who otherwise wouldn't be able to use the facilities when fully occupied. The proposal was to be policed by the school through the issue of numbered cards which would allow the family access during the closed period. All would like to see this in place for next Easter. CW to put on the confidential item's agenda for the next council meeting to progress.	NTC
2.3 Defects or and future concerns to be forwarded to JS for review and discussion to progress rectification through the contract with Pro-Scape where possible. NTC still hold circa £11,000 in retention on the contract with Pro-Scape so they should be involved in all discussions moving forward rather than directly with their sub-contractors.	All

Distribution: Those present & apologies

Action Plan regarding Memorial Garden Masterplan meeting 18/11/19

AREA OF ISSUE	PROGRESS ON ACTION / ACTION PLANNED	ACTION BY
<u>Zipwire</u> Grass mound deterioration of surface	JS discussing alternatives with Pro-Scape	JS
<u>Castle Play Area</u> Netting at top of tower needs repair and new fasteners Children climbing up outside of tunnel Graffiti on tower regularly	JS speaking with Massey & Harris On order: fan fitting for tunnel on order for £405 plus VAT from Massey & Harris Article in Nmkt Journal to raise awareness	JS WHO FITS? NTC
<u>Toddler Slide</u> Width of steps still an issue	JS speaking with Pro-Scape	JS
<u>Sandpit</u> Levels of sand	Monitor and top up as required (TK and CT informed)	NTC
<u>Toddler Log</u> <u>Stumps</u> Strim guard Resurfacing of area	Purchase and put strim guards in place during ground maintenance, grass cutting JS requesting quote from Pro-Scape for NTC to consider	NTC JS/NTC
<u>Splash Pad</u> Cleaning of surface Quality of surface	This was done by Ustigate on 12/11/19. TK informed a pressure washer can be used. Surface still unsatisfactorily marked and appears to be breaking up in areas around the fittings. JS liaising with Pro-Scape for resolution.	 JS
<u>Sensory Mural Area</u> Winter box	The previously agreed box for the winter period is already under construction. Leisure Services Committee to consider the installation of a suitable canopy. DETAILS ATTACHED	NTC
<u>Benches</u> Areas of wear under the benches	Wait until next year to review again to see if any remedial action required.	MHMP Steering Group
<u>Resin bound path & paving</u> Wear in area between castle & toddler gate Small triangle area between castle woodchip & resin path	Slabs to be placed Fill in with hard surface such as slabs or cobbles	NTC NTC

Action Plan regarding Memorial Garden Masterplan meeting 18/11/19

AREA OF ISSUE	PROGRESS ON ACTION / ACTION PLANNED	ACTION BY
<u>Planter & planting</u> Two trees in triangle at back of hall Tree signs vandalised Additional planting Pollarding of remaining trees	Look into removing the two trees . Arrange timber fixings between tree support posts and affix plaques as soon as possible. More wildflowers adjacent to wall, plug planting and bulbs to be planted in Autumn. Quotes for regular pollarding schedule to be arranged by NTC for consideration.	NTC NTC NTC NTC
<u>Bins</u> Old existing black bins Purchase of new bins	To be wrapped with NTC branding – JS to provide costs to NTC. JS to review bins to look into quality and possible purchase.	JS/NTC JS
<u>Lighting</u> Out of order lights External light on MH	Establish if still out of order and report to Suffolk Highways if so. Repair.	NTC NTC
<u>Signage</u> No Dog signs CCTV signage	Purchase larger signs. JS to advise NTC regarding correct CCTV signage necessary.	NTC JS/NTC
<u>Woodchip Levels</u>	Continue to rake and top up.	NTC
<u>Rossdale's Wall Rendering</u>	Long-term solution required to remove incorrect rendering and re-render.	??
<u>CCTV</u>	Agreement with landlords at Guineas regarding mast is being progressed.	NTC
<u>SEN Sessions</u> Prior proposal	Approval to go ahead required.	NTC

Newmarket Roofing Ltd.

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14 Sam Alper Court
Depot Road
Newmarket
Suffolk
CB8 0GS

Email: newmarketroofing@gmail.com

Phone & Fax: 01638 428360

Mobiles: 07889 952200

07802 958326

Quotation

11 October 2019

Ref no: 3645

Charlotte Wilkins
Newmarket Town council

RE: ROOF REPAIR WORK TO MEMORIAL HALL, NEWMARKET

Dear Sir

remedial works ("cheap fix")

Please find our most competitive quotation in respect of the above job to carry out the following work.

To supply and maintain a alloy tubular tower to the side of the building for safe access to the roof areas needing attention.

Repair lead work coming loose to the flat roof areas by wedging back and finishing off with sand and cement.

Repair the tiled roof by pulling out all of the broken and loose tiles and replacing with new tiles filling in any gaps in the roof.

Check the rest of the roof for any signs of damage and repair as necessary.

The above work for the sum of = **£890.00+ vat**

If you require any further information or wish to discuss any aspect of the above, please do not hesitate to contact us.

Yours sincerely
J. Kendall

REGISTERED OFFICE 2 Trust Court, Vision Park, Chivers Way, Histon, Cambridge, CB24 9PW



- No.3855426
V.A.T. NO. 688 3008 11

Newmarket Roofing Ltd.

14 Sam Alper Court
Depot Road
Newmarket
Suffolk
CB8 0GS

Email: newmarketroofing@gmail.com

Phone & Fax: 01638 428360

Mobiles: 07889 952200

07802 958326

Quotation

11 October 2019

Ref no: 3646

Charlotte Wilkins
Newmarket Town council

(full fix)

RE: ROOF WORK TO MEMORIAL HALL, NEWMARKET

Dear Sir

Please find our most competitive quotation in respect of the above job to carry out the following work.

To supply and maintain a tubular tower to the side of the building including a tubular guard rail all around work area with nets for the safety of the public.

Strip the two flat roof areas and dispose of rubbish in skips.

Supply and fit new Soprema single ply membrane mechanically fixed and hot air welded at the seams.

All edges to be flashed with metal and the membrane hot air welded in place.

Strip off the tiles, felt and batten to the up and over roof either side of the flat roofs.

To supply and fit new clay plain tiles along with all new ridge and new lead flashing to the walls.

If you require any further information or wish to discuss any aspect of the above, please do not hesitate to contact us.

The above work for the sum of = **£13,540.00+ vat**

Yours sincerely

J. Kendall

REGISTERED OFFICE 2 Trust Court, Vision Park, Chivers Way, Histon, Cambridge, CB24 9PW



- No.3855426
V.A.T. NO. 688 3008 11



Unit 4, Craven Way
Newmarket
CB8 0BW
Tel: 01638 561792
Email: office@fitsallroofing.com

Quotation 1

Client:
FAO Charlotte Wilkins

Project Address:
Remedial Works to Town Hall
(King Edward VII Memorial Hall)

Date	Quotation Number	Project Ref	Estimator
17th October 2019	FR5095	King Edward VII	John Fitsall

Option 1 Repairs

To supply and erect tower scaffolding to flat roof to gain access. Once on flat roof spider landyard to be erected at eaves level of pitch roof. Harnesses and landlines to be used whilst carrying out the repairs below

To supply and fix clay plain tiles to damaged areas to match existing. Replace lead flashing to gable end roof. To repair hole in flat roof caused by metal roof ladder (see photo) with Enkepur Liquid Membrane. Infill cracks between mortar joint and lead flashing with lead-mate. Refix lead flashing displaced and redress

Complete for the sum of

1,730.00

N.B.

Please note that the above repairs are very much a patch up and the minimum required. As such we cannot guarantee these works due to the age of the building and it is likely that the current issues would be recurring

pricing excludes VAT

Registered Office: 9 St Albans, Fordham Road, Newmarket, CB8 7AJ

Registered Number: 08493201 VAT No: 169 2431 95



Unit 4, Craven Way
Newmarket
CB8 0BW
Tel: 01638 561792
Email: office@fitsallroofing.com

Quotation 2

Client:
FAO Charlotte Wilkins

Project Address:
Remedial Works to Town Hall
(King Edward VII Memorial Hall)

Date	Quotation Number	Project Ref	Estimator
17th October 2019	FR5095	King Edward VII	John Fitsall

re: Option 2

Re-roofing Pitch Element

To supply and erect tower scaffold to gain safe access to flat roof.
To supply to parapet perimeter of both flat roofs and gable end single rail-guard edge protection with brick guards

To strip off existing roof covering, laying the tiles to one side for re-use and debris cleared from site

To supply and fix Ventia breather membrane laid over rafters, complete with 38 x 25mm softwood treated batten

To refix previously set aside tiles to make up shortfall of tiles due to breakages from our own stock to suit existing

To refix half round ridge bedded in sand/cement mortar

To supply and fix plastic eave carriers dressed into gutter at eaves detail

continued

pricing excludes VAT



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Unit 4, Craven Way
Newmarket
CB8 0BW
Tel: 01638 561792
Email: office@fitsallroofing.com

Quotation 3

Client:
FAO Charlotte Wilkins

Project Address:
Remedial Works to Town Hall
(King Edward VII Memorial Hall)

Date	Quotation Number	Project Ref	Estimator
17th October 2019	FR5095	King Edward VII	John Fitsall

re: Flat Roof - De Niro's Side (Overlay Existing) To clear away debris from existing flat roof down to membrane level and remove from site To supply loose laid underlay mat ready to receive new roof covering To supply and fix Sintofail membrane mechanically fixed to surface and including hot welding of joints To supply and fix termination bars to abutment detail including cover flashing hot welded to metal trim fixed to brickwork complete with sealant to brick joint in colour to suit trim Complete for the sum of N.B. Both the above detail works to be carried out at the same time to make use of a scaffold tower and guard rails. It must also be noted that whilst scaffolding and guard rail are being installed a banksman will be required to the High Street Side to monitor pedestrian traffic as well as the area coned off until railing is in place	2,682.00		
pricing excludes VAT			

From: Paul < @yahoo.co.uk>
Sent: 25 October 2019 22:07
To: Event <events@newmarket.gov.uk>
Subject: Re: Events

Thank you for the reply

Our normal event strategy for a small event like this would be to set the living history camp up early in the morning
Public would be allowed in around 11.00 and we would start with any scenario that we have researched top back up the history

There will be displays of musket drill (depending if we are allowed to actually fire the muskets properly) we can then do Sward drill and pike drill

we provide our own food which is as historical accurate as possible and within modern guidelines

The living history camp runs all the time giving talks and demonstrations of the trades around at the time and using traditional tools

later we would do another scenario

we have dummy swords armour muskets and pikes that the public can get a feel for and it is great fun for children to try their hand at pike drill as well as trying on the armour

As I stated at the beginning, I will contact my officer in charge to sort out dates and additional information

If you would like to see what we do the Sealed Knot have a web site you can view and our regiment Lord John Robarts has a facebook page

Paul

From: @vivooutdoorfitness.com>
Sent: 15 November 2019 08:40
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Vivo Additional Classes

Hi Christy

It was good to me you the other day and thanks for your guidance on the additional classes we'd like to put on.

Please could you forward this information to the relevant person and let me know if you need any additional information.

Proposed new Vivo Classes

- We would like to hold 3 more classes per week at 1.15pm – 2.15pm on Mondays, Wednesdays and Fridays.
- Initially these classes were needed to accommodate racing industry workers who unfortunately cannot make the other times due to work commitments.
- These classes would be run in exactly the same way as our current 6.15pm sessions, we will continue to maintain the area we use and use different areas to minimize wear and tear.
- We would be happy to pay the same amount as currently agreed for the evening sessions.

Please let me know if you'd like me to come in and discuss any of the above. We would like to start advertising this as an option from January so would appreciate a response at your earliest convenience.

Many thanks

Vivo Outdoor Fitness

From: Louise <@flamingjune.co.uk>
Sent: 15 November 2019 14:52
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Dates for the Band Competition

Dear Christy,

We now have the dates for the Newmarket Band Competition as agreed with the Cambridge Rock Festival who will be lending us their equipment and sound team.

The heats will be Sat 9th, Sat 16th and Sat 23rd of May.
The Final will be Sat 30th May.

We would like to add this to the agenda at the next Leisure Services meeting (I think that is the correct committee?) and would like to ask the Town Council if they would be interested in running it in partnership with us and if we can use the Memorial Hall as the venue.

Best Wishes

Louise
<http://www.newmarketartscentre.co.uk>