

Membership from June 2020

Councillor Anderson
Councillor Appleby
Councillor Borda (Vice Chairman)
Councillor De'Ath (Chairman)
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Mrs Philippa Winter (non-councillor)
Councillor Yarrow

Quorum = 3



Newmarket
T O W N C O U N C I L

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

You are hereby summoned to attend a meeting of the
COMMUNITY & LEISURE SERVICES COMMITTEE to be held at
on **Tuesday 6th April 2021 at 7pm**

A G E N D A

The meeting is held on the online Zoom platform, no special software is required.

The link to join the meeting is as follows:

<https://us02web.zoom.us/j/87611413954?pwd=VFNKb1NpbUlLUmVxZmtxazF6UT09>

Or by telephone: +442030512874 / Meeting ID: 876 1141 3954 & password: 336286

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be orally, by roll call. Occasionally matters relating to contractual or staffing issues have to be held in the confidential part of the meeting.

The meeting is open to the public who are encouraged to join and participate at the appropriate time

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

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

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

- 1) Chairman's announcement** - That the proceedings are being recorded. All participants will be muted by the host of the meeting, who will unmute the individual the Chairman has invited to speak
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 1st March 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 6) Accounts** – To receive and note the accounts for Community and Leisure for the previous month

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

- 7) **Memorial Gardens**– to receive and note monthly play inspection report
- 8) **Cemetery Matters - to receive and consider:**
 - a) Revised Cemetery Regulations 2021 and Temporary Coronavirus Regulations
 - b) Revised Fees and Charges
 - c) Proposal for a Covid-19 memorial tree
- 9) **Clock Tower Project** - To receive an update and authorise any actions
- 10) **NTC Events – to receive an update and authorise any actions**
 - a) Soap Box Derby
 - b) A proposal for additional 2021 events
 - c) Carnival 2022 and Platinum Jubilee
 - d) Online Twinning event
- 11) **Christmas Lights** - To receive an update and authorise any actions
- 12) **Maison-Laffitte Virtual Twinning Event, May 2021** – To receive a verbal report and authorise any actions
- 13) **Allotments** – To consider a proposal to site allotments at the old BMX track
- 14) **Correspondence**
- 15) **Date of next meeting** – Tuesday 4th May 2021
- 16) **Items for the next agenda**

Signed *D. Baines* Debbie Baines, Town Clerk

29th March 2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 1st March 2021 at 7:00 pm via Zoom**

Attendance:

Councillor J De'Ath (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor A Drummond
Councillor R Hood
P Winter

Councillor P Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, J Ashton – Minute Assistant, 1 Member of the Press and 3 Members of the Public.

Minute

CL/21/03/1 Chairman to Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.

CL/21/03/2 Apologies for Absence

Apologies were received from Cllr Anderson.

CL/21/03/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

CL/21/03/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 1st February 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 1st February 2021 and the following was agreed:

CL/21/03/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 1st February 2021 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

There were no matters arising.

CL/21/03/5 Public Open Session

Resident, Douglas Hall spoke to item 12 SIDs and the lack of permanent speed indicators in Newmarket, noting that their use was discouraged as after time they were often ignored.

CL/21/03/6 To Receive the Accounts for February 2021

The accounts for February 2021 were received and noted.

CL/21/03/7 Water Bowser

RFO presented 3 quotes to purchase a water bowser and the following was agreed:

CL/21/03/7.01 Recommendation

That the quote from Ben Burges for £5,995 to purchase a water bowser be accepted and a tow bar be purchased for a cost of up to £200

CL/21/03/7.02 Recommendation

That any staff/resource implications for operating the water bowser be referred to the HR Committee to consider.

CL/21/03/8 Cemetery Matters

Town Clerk reported that she would be meeting with West Suffolk Council to discuss amendments to the Cemetery Regulations, and would report back to the Committee.

CL/21/03/9 Clock Tower Project

Members were advised that work on would commence on the project 15th March 2021.

CL/21/03/10 Newmarket Cricket Club Booking of the Pavilion and Severals

A report was presented on the aims of the Cricket Club to bring competitive cricket back to Newmarket on a par with rugby, football, hockey and tennis and to foster local talent especially youngsters of all genders. Start-up fees were quite large and the club and would be grateful of NTC support to waive the fees for the first season.

It was noted that increased use of the Pavilion was identified at a recent strategy meeting and adopted by the council as a means of discouraging antisocial behaviour at the Severals.

The matter of fees was discussed along with a draft hire agreement issued by NTC to the Cricket Club, and the draft licence that had been received in return.

A meeting would be held with the representatives of the Cricket Club regarding the draft licence and hire agreement and the matter would be revisited at the next meeting.

CL/21/03/11 Christmas Lights Working Group

Events Manager reported that the Working Group had agreed the colour schemes for the High Street and for the 3 gateways to the Town. Five quotes were considered for a 3-year and 5-year contract to include installation, maintenance, takedown and storage and the following was agreed:

CL/21/03/11.01 Recommendation

That the quote from Gala Lights for £12,610 per year to install, maintain, take down and store the Christmas lights for a 5-year contract be approved.

CL/21/03/12 Speed Indicator Devices (SIDS)

The mobile devices and how they are used were discussed and it was noted that residents welcome them, but would prefer flashing warnings of speeding incidents. The ability to change the settings of the devices would be investigated and an application to SCC Highways for ANPR devices would be submitted.

CL/21/03/13 Soap Box Derby

Events Manager reported that the Working Group had suggested changing the event to a Family Fun Day. It was noted that the last event was hugely successful and the Working Group would be asked to consider adding a Family Fun Day to make it a bigger event.

CL/21/03/14 Correspondence

Email regarding Snailwell Road – Cllr Drummond reported that in his role of County Councillor at Suffolk County Council he had used his locality budget to undertake a scheme to improve the junction for pedestrian safety. The plan proposed by SCC Highways Department as the most suitable solution for the site, would commence soon.

CL/21/03/15 Date of Next Meeting

Tuesday 6th April 2021 via Zoom.

CL/21/03/16 Items for Next Agenda

- Water bowser operation implications
- Cemetery matters
- Clock Tower Project
- Cricket Club hire agreement
- SIDS
- Soap Box Derby

Meeting closed at 7:53pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/03/7.01 Recommendation</u>	That the quote from Ben Burges for £5,995 to purchase a water bowser be accepted and a tow bar be purchased for a cost of up to £200
<u>CL/21/03/7.02 Recommendation</u>	That any staff/resource implications for operating the water bowser be referred to the HR Committee to consider.
<u>CL/21/03/11.01 Recommendation</u>	That the quote from Gala Lights for £12,610 per year to install, maintain, takedown and store the Christmas lights for a 5-year contract be approved.



the **play inspection** company

Operational Inspection

West Suffolk Parks

Newmarket Memorial Gardens

High Street, Newmarket, CB8 8JP



API Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

[www. playinspections .co.uk](http://www.playinspections.co.uk)

RPII Inspection Methodology

This document outlines the RPII position on inspections undertaken by the Inspectors listed on the RPII Register of Inspectors for Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it the date of the standard will be that current at the time of inspection with the exception of where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this would include public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below);

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, including ancillary items).

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 - Free access multi-sports equipment

BS EN 14974 - Skateparks

BS EN 16630 - Permanently installed outdoor fitness equipment

BS EN 16899 - Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

Where planting or trees are mentioned in the report no aboricultural or horticultural assessments of toxicity, suitability or condition are undertaken; the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/ or that of the inspection company. The owner/operator should seek the advice of the manufacturer or a competent person at all times when undertaking repairs and/or modifications to equipment.

A full copy of the Play Inspection Company Ltd. Terms & Conditions is available on our website (www.playinspections.co.uk)

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor/ Fully enclosed Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								



Newmarket Memorial Gardens

Inspection Ref: 1289907

Site Ref: 26066

Operational Inspection - 11-February-2021 - 09:18 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.

Facility Details: Ground frozen.



 4 - Very Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 4 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



i 4 - Very Low Risk

Item: Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Mixed Surface
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



i 4 - Very Low Risk

Item: Bench
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Part Number:
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A
Total Findings: 1



Finding 1

This item is satisfactory - no work required -



i 8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Unknown
Surface Type: Bitmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

Gate closure mechanism missing - Refit

i 4 - Very Low Risk

Item: Splash Pad
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



 4 - Very Low Risk

Item: Sand Play Unit
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 0 - Risk Assessment not Undertaken

Item: 2 Bay 4 Seat (Cradle)
Manufacturer: Record RSS
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

Two seats removed to assist with covid distancing - Replace when safe to do so



6 - Low Risk

Item: Roundabout
Manufacturer: Not Identified
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

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: Multi Play (Junior)
Manufacturer: Not Identified
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: No

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



4 - Very Low Risk

Item: Log Walk
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

10 - Low Risk

Item: Multi Play (Senior)
Manufacturer: Unknown
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

Roof net removed - Turret closed off. Awaiting more secure turret construction to be fitted

Finding 2

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required



 5 - Very Low Risk

Item: Log Climber
Manufacturer: Unknown
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

Bolt cover broken off - Replace

Finding 2

There is some graffiti present - Remove the graffiti

 6 - Low Risk

Item: Cable Runway
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

Matts coming apart - Refix

Finding 2

Nylon runners broken - Replace if necessary



i 6 - Low Risk

Item: Single Point Swing - Type 3
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

Secondary safety wire strands breaking - Monitor for further deterioration

i 4 - Very Low Risk

Item: Boulders
Manufacturer: Natural Feature
Surface Type: Mixed Surface
Item Quantity: 20
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



Findings information

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Bitmac



Finding: Gate closure mechanism missing

Action: Refit

0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 2 Bay 4 Seat (Cradle)
Manufacturer: Record RSS

Risk Level: N - Risk Assessment not Undertaken
Surface: Wet Pour



Finding: Two seats removed to assist with covid distancing

Action: Replace when safe to do so



i 6 - Low Risk (Finding 1)

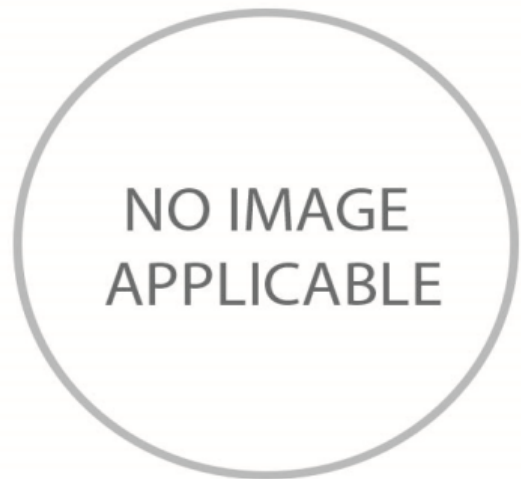
Item: Rotor Play - Roundabout
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required



i 10 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Roof net removed



Action: Turret closed off. Awaiting more secure turret construction to be fitted



i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Climber
Manufacturer: Unknown

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



Finding: Bolt cover broken off

Action: Replace



i 2 - Very Low Risk (Finding 2)

Item: Activity Equipment - Log Climber
Manufacturer: Unknown

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



Finding: There is some graffiti present

Action: Remove the graffiti

i 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



i 6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Nylon runners broken

Action: Replace if necessary

i 6 - Low Risk (Finding 1)

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

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Secondary safety wire strands breaking

Action: Monitor for further deterioration



Newmarket
Town Council

Newmarket Town Council cemetery regulations **Effective from ~~1-May-2020~~ new date**

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

Introduction

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

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

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

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

If you have any questions about these regulations, please contact

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

Email: cemetery.service@westsuffolk.gov.uk

Website: <https://www.westsuffolk.gov.uk/>

Phone: 01284 757068

General

Opening times

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

Note: Opening times will change according to the seasons.

Rights of use or admission

2.
 - a. We reserve the right to:
 1. close or limit access to the cemeteries when necessary; and
 2. withdraw the use of the cemeteries from any person or organisation.
 - b. You may bring dogs into the cemeteries, but they must be kept on a short lead and remain under your control at all times.
 - c. Dog fouling is prohibited.
 - d. Only vehicles associated with a funeral cortege, or those displaying a valid disabled parking permit ('blue badge') may enter the cemeteries. Any vehicle entering must be:
 - driven slowly keeping to the 10mph limit;
 - kept to the main roadways; and
 - parked in a way that does not inconvenience visitors or staff.
 - e. Cycling, ~~scooterings~~scooter~~ing~~, and skateboarding is prohibited in any part of the cemetery; users of these modes of transport should dismount at the gate.
 - f. No consumption of alcohol may take place within the cemetery. Anyone under the effects of such substance will not be admitted or may be asked to leave.

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Fees

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

Exclusive right of burial

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

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

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

Coffins and caskets

20. To help us all respect the environment, all bodies entering the cemetery for burial must be contained in a coffin/wrapping made of a perishable material bearing the full name, ~~age~~, and date of death on it. Alternative coffin materials may be considered subject to prior written agreement by the ~~Cemeteries~~ ~~Manager~~ ~~registrar~~. Any type of metal coffin or casket is not permitted. A coffin or casket which is 6 feet 10 inches or over in length or 30" or over in width will be regarded as extra large and will be liable to additional fees. .

Interments

21. You can apply for a burial by contacting the Cemeteries Service (contact details are shown in the introduction section of this document). The service operates from 9am to 5pm, Mondays (apart from bank holidays) to Fridays. You must deliver a completed interment notice to the office at least two clear days before the interment (excluding Saturdays, ~~Sundays~~ ~~Sundays~~, and bank holidays).
- ~~22~~ If the burial is being arranged by a funeral director all coffin, casket and grave sizes must be sent to the Cemeteries Office in writing by them. Verbal instructions will not be accepted from families.
- ~~23~~ 22. Interments normally take place on Mondays to Fridays between 9.30am and 3pm (subject to the season).
- ~~24~~ 23. The interment fee includes the excavation and preparation of the grave, matting and attendance by cemetery staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area which need to be removed to provide access), planting, ~~shrubs~~ ~~shrubs~~, or trees. The cost of any of these actions must be covered by the applicant. An estimate of the cost would be provided by the cemeteries office before the work could be undertaken. ~~Where cremated remains are interred at the same time as a full burial, there is no charge, only the fee for the full burial. If two sets of cremated remains are interred at the same time, then only one interment fee is charged.~~
- ~~25~~ 24. The time booked for a funeral is the time the cortege is due to arrive at the cemetery. If the funeral director or person in charge of the funeral is later than the appointed ~~time~~ ~~time~~, he or she must act under the direction of the ~~registrar~~ ~~manager~~ (or his or her representative) as to when the funeral service may proceed.

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- | 265. The council will not open a grave covered by an ~~e~~Exclusive right of burial without the written permission of the registered owner unless the burial is to be that of the registered owner.
- | 276. We will need to see and verify the deed before a grave is re-opened. If the deed is lost or mislaid, then a statutory declaration must be made.
- | 287. We must receive the registrar's certificate for disposal or coroner's order for burial before any burial can take place.
- | We will require a medical practitioner, ~~midwife~~midwife, or nurse's certificate if the interment is for a non-viable foetus.
- | 298. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.
- | 3029. The responsibility for providing enough bearers to carry the coffin from the hearse to the grave or plot (whether mourners are present or not), rests with the funeral director or person arranging the funeral.
- | 310. Once we have a notice of interment, we reserve the right to instruct a local memorial mason to remove any existing memorial to allow the grave to be excavated. The applicant will pay the cost of removal.
- | 321. We reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. We also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.
- | 332. Only the council can authorise or employ people to prepare graves.
- | 343. Council staff are not permitted to accept tips.
- | 354. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.
- | 365. During a funeral (or before) we have the right to exclude those who are not mourners, or not officially connected with the funeral.
- | 376. Newmarket Cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section. Financial assistance is available from Central Government to families who have lost a child (under the age of 18) to allow choice with regards to burial and memorial options. Information and advice can be given by the Cemetery Manager.
- | 387. Persons authorised by the council will normally carry out the back filling of any grave. However, ~~in the event that~~if relatives and friends wish to do so, permission must be sought from the cemeteries office and the back filling must be carried out under the direction of a member of cemeteries staff or ~~other~~another authorised person. A risk assessment must be completed by the funeral director and sent to the cemeteries office at least two working days before the interment takes place.

Management of memorials

398. We will give you the correct form to complete if you wish to apply for permission to erect a memorial, add an inscription or carry out any other work on a memorial including refurbishment, cleaning or like for like replacement. The form will include:
- name and address of the memorial mason who will carry out the ~~work;work.~~
 - material and measurements of the ~~memorial;memorial.~~
 - details of inscription and a diagram of the proposed memorial, including fixing methods; and
 - full names and signatures of the registered grave owner/s to give permission for the work.
4039. Issuing a permit to work confirms that approval for any such application is given. The applicant must not start any work until they have a permit. We will give permission ~~as long as if~~ the work undertaken fully complies with the details specified within the application form, the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM) schemes and the requirements of these regulations.
410. You may be required to remove any work that you do, or any memorials or kerb sets – and pay all the costs of removal – if these do not comply with the cemetery regulations.
421. All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) Code of Practice current at the time of installation. The owner of the exclusive right of burial is responsible for keeping the memorial in a good and safe condition. The ~~manager registrar~~ is permitted to instruct removal ~~ale of~~ any memorial that becomes unsafe or is otherwise dilapidated.
432. All memorial mason companies who work within the cemeteries must be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence. At all times memorial fixing teams will operate in accordance with the BRAMM or NAMM scheme and these regulations.
443. We do not permit any kerb sets in the lawned sections of Newmarket Cemetery.
454. You may only use granite, marble, ~~slateslate.~~ or other suitable material of durable and sound quality for memorials.

~~Lawn sections~~ Grave maintenance

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

Memorial sizes

476. Headstones and memorials must not exceed 975 millimetres (3'3") in height (above ground level); 750 millimetres (2'6") in width. The stone must be of sufficient thickness to support its height, and any reasonable force exerted upon it, to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with, or below, the adjoining ground level. Headstones or headstones bases may not be linked over two or more graves.

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487. A drilled base which should not exceed 3 feet in width, by 18 inches in depth and 6" in height, may accommodate:

- up to two flower containers; or
- up to two natural stone vases not more than 300 millimetres (1'0") high and not more than 175 millimetres (7") square; or
- a natural stone tablet, not more than 300 millimetres (1'0") high, not more than 300 millimetres (1'0") wide and not more than 50 millimetres (2") thick; or
- up to two natural, reconstituted, stone figures, not more than 375 millimetres (1'3") high, provided the stone is not covered, coated in plastic, gilded, ~~glazed~~, or painted.

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

498. Alternatively, a memorial may consist of:

- a natural stone vase not more than 300 millimetres x 225 millimetres x 225mm (1'0" x 9" x 9") fixed to a plinth not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the plinth; or
- a book or tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a base not more than 450 millimetres x 300 millimetres x 50 millimetres (1'6" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground. The base may be drilled to accommodate up to two flower containers or may incorporate two small vases or ~~figures~~; or
- a flat tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.
- a baby or child (up to the age of 12 years) memorial must not exceed the following dimensions. The head stone 24 inches high x 1 inches wide x 3 inches deep, the base 18 inches wide x 1 inches x inches high and the landing 24 inches wide x 1 inches deep x inches high.

5049. You may fix photographic plaques, either ceramic or other material, of an approved size to memorials, if you have the council's written approval.

510. The grave number must be inscribed on all memorials erected in the cemetery, on the lower right corner of the rear of the base (or other conspicuous position as approved

by the council), in characters of not less than 25 millimetres (1") in height, to match the main inscription.

- 521. Trade names must be inscribed on any memorial in the lower left corner of the rear of the base or other location approved by the council in characters of not more than 12 millimetres (1") in height, to match the main inscription.
- 532. All contractors engaged on work in the cemetery must comply with all council directions and requirements. Proof of Public Liability Insurance and membership to one of the national associations for memorial masons should be supplied to the cemeteries office prior to working in the cemetery
- 543. All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner. Mats, ~~boards~~boards, or canvas must be used, as directed by the council, to achieve this end.
- 554. Masons must notify the council of intent to work in the cemeteries at least 24 hours before arrival at the cemetery. No work will be permitted outside of the opening times of the cemetery or at weekends unless specifically approved by the council.
- 565. Any person removing a memorial to permit a further interment may only do so after informing the council. Upon reinstallation of such ~~memorials~~memorials, they shall be re-fixed in accordance with BS8415 and the National Association of Memorial Mason's or British Register of Accredited Memorial Masons Code of Practice, this will include the installation of new dowels between the base and headstone plate.
- 576. We will remove any unauthorised memorial and charge the cost to the grave owner, or their personal representative.
- 587. The Council advises that at least 12 months lapse between a full burial and the setting of a memorial headstone (unless there is a continuous headstone base). The Council will not accept responsibility for stone movement if the stone is fitted before the advised time frame.

Cremation gardens

- 598. You may purchase an exclusive right of burial for a period of 25 years. The term of exclusive right of burial may extended for a further 25 years subject to the appropriate fee being paid.
- 5609. The only memorials permitted are is a desk-type memorial or a flat tablet (subject to the council's approval). The colours of these memorials are restricted to black, dark grey and light grey only.
- 610. Up to two sets of cremated remains may be buried in each grave

Memorial benches

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

- 632. All unauthorised benches placed in the cemeteries prior to 1 July 2017 will be allowed to remain in the cemetery until they are assessed by the council be no longer fit for purpose. At this point the bench would be removed to a safe compound and the owner will be contacted regarding the collection or disposal. Any unauthorised benches will be subject to the same terms and conditions as authorised benches. Any replacement benches must be approved and be purchased through the cemeteries office.
- 643. Anyone wishing to lease a dedication bench for a predetermined term will be asked to read and sign the terms and conditions set by the cemeteries office. If any of the terms and conditions of the bench lease are broken, then the bench would no longer be included in the maintenance programme and a further leasing period would not be offered.
- 654. The council may provide memorial benches at various locations within the cemeteryies, these benches maybe leased for an agreed period. The council reserves the right to relocate all benches on site to meet operational needs.
- 665. No other memorial or other items may be placed on the bench.

Memorial trees, ~~rosesroses~~, and shrubs

- 676 The council may provide trees, ~~rosesroses~~, and shrubs for dedication at locations within the cemeteryies, and you may lease memorial plaques from the council for a period of up to 15 years. It is prohibited to inter cremated remains within this type of memorial.
- 687. No other memorials or items may be placed on or around the tree area.

Public graves

- 698. A public grave is a grave in which no-Exclusive right of burial has been granted by the council and in which unrelated persons may be interred.

Maintenance

- 7069. All floral tributes including artificial will be removed two weeks following the interment unless we are told in writing that the family wish to arrange for their removal. It is forbidden to place glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, ~~plastieplastic~~, or other material on graves. The council may remove these without notice.
- 710. The council will remove Christmas wreaths from 1 February each year.
- 712. Temporary wooden markers are permitted subject to the council's approval. These should be removed from the grave if and when the permanent memorial headstone is set.
- 732. The council reserves the right to remove (and dispose of) from any grave space, flowers, plants, floral ~~tributestributes~~, or wreaths which have deteriorated or become unsightly.
- 74. No floral tributes should be placed on graves which are not owned ~~to~~by the deceased family. If there are excessive amounts of tributes, they are to be placed at a location directed by the Cemetery Manager.

75. A fee for the removal of floral tributes may be levied by the Cemetery Manager where there are large amounts (over 20).

Scattering of cremated remains

73. The scattering of cremated remains on purchased or unpurchased graves, or in any other area in the cemetery is forbidden.

Repair of failed memorial headstones

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

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

Oversized graves in lawn compartments

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

Balloons and sky lanterns

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

Funerals requiring brick lined or vaulted graves

78. Booking interments into pre purchased or ~~Funerals which require a new or~~ reopened graves ~~to be brick lined or vaulted, vaulted will be required to give the cemeteries office the minimum of 10 working days' notice. This work must be carried out by a qualified trades person who holds adequate public liability insurance, a copy of which must be supplied to cemeteries office.~~

~~will be required to give the cemeteries office the minimum of 10 working days' notice of the interment. This work must be carried out by a qualified trades person with adequate public liability insurance.~~

79. Work carried out by third parties (i.e., stone masons, builders for bricking out of pre purchased graves) may only take place on Monday- Friday and within the opening times of the cemetery.

~~79.~~

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**Temporary regulations during the Corona virus pandemic
effect from 1 April 2021**

These temporary regulations will remain in in force until they are officially withdrawn by Newmarket Town Council.

1. The use of public address systems is not permitted in the cemetery.
2. The erection of a gazebo, tent or any temporary covering over the grave area is prohibited.
3. A gathering after the interment has taken place, which replaces a reception or wake are not permissible within the cemetery site. Whilst not wishing to rush families away from the grave area, sufficient time must be given for the cemetery operatives to back fill the grave and make the area surrounding it safe and decent within the cemetery opening times. If this is not achieved, then the Funeral Director will be invoiced for cemetery staff overtime payments.

Newmarket Town Council Proposed Cemetery Fees & Charges 2021- 2022

Fees and Charges 1st April 2021 approved by

Chair of Community Services Committee
Date

Town Clerk Date

Proposed Cemetery Fees & Charges
2021-22

Section 1 - Exclusive right of burial

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium & cemetery	Proposed charge 2021-22	% increase on last years charge (nearest round figure)	Rationale for not 2% increase
Standard lawn type grave (50 years ERB)	£855.00	£1502.20	£1300.00	£875.00	2.39%	To keep the figure rounded.
Child (up to 12 years of age) grave (50 years ERB) Please note depth for one interment only	£150.00	£633.50	£100.00 (up to 3 years old)	£150.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same .
All Cremated remains earthen graves (25 year ERB)	£600.00	£841.75	£1260.00 (20 year ERB)	£615.00	2.5%	To remain competitive with neighbouring authorities and West Suffolk Crematorium

Section 2 – Interments

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2021-22	% increase on last years charge	Rationale for not 2% increase
Person 12 years + Standard lawn type grave (for depth 1,2 or 3)	£695.00	£981.80	£900.00 (double depth only)	£710.00	2.15%	To keep the figure rounded
Person 12 years + Large lawn type grave (for depth 1,2 or 3)	£740.00	N/A	N/A	£760.00	2%	To see a marked difference between a standard and a large grave.
To dig the grave to triple depth	£110.00	N/A	N/A	£115.00	4.5%	To keep the figure rounded
Child from the age of 13 months up to the age of 12 years	£100.00	N/A	N/A	£100.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same to not abuse this scheme
Still born babies and babies up to 12 months old (including :NVF) Please note: depth for one interment only	£55.00	N/A	N/A	£55.00	0%	See above
To prepare a grave to accommodate a coffin 6'10" and over in length or 30"and over in width	£70.00	584.00	N/A	£75.00	7.14%	To remain competitive and comparable with other authorities

Section 3 - Cremated remains interment fees

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2021-22	% increase on last years charge	Rationale for not 2% increase
Interment of cremated remains in an earthen grave (either loose or in a casket)	£205.00	£212.20	£80.00	£210.00	2.4%	To keep the figure rounded
Interment of cremated remains in a coffin or burial casket to be buried at a full burial or for the second set of ashes when two sets are interred at the same time.	N/A	N/A	N/A	£105.00		A new fee to cover the cost of the administration of this type of interment

Section 4 - Memorial fees

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2021-22	% increase on last years charge	Rationale for not 2% increase
Permit for right to install a new memorial on a lawn type grave	£195.00	£241.40	Not offered separately	£200.00	2.5%	To keep NTC competitive and comparable with neighbouring authorities
Permit for right to add an inscription on an existing memorial	£70.00	£72.50	Not offered separately	£72.00	2.8%	To keep NTC competitive and comparable with neighbouring authorities

Section 5 – Other charges

Item	Charges 2020-21	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2021-22	% increase on last years charge	Rationale for not 2% increase
Use of chapel	£80.00	£198.80	£395.00	£80.00	0%	No justification for any increase
Surrender of grave space	Buy back at half the ERB fee	N/A	POA	Buy back at half the ERB fee	Refer to relevant ERB fee	Refer to relevant ERB fee
Transfer of Exclusive Right of Burial / Production of Statutory Declaration for lost deed	£57.00	£61.50	£15.00	£60.00	5.26%	To reflect the amount of work that potentially goes into the transfer process
Exhumation	Double the current relevant interment fee	N/A	POA	Double the current relevant interment fee	Refer to relevant interment fee	Refer to relevant interment fee
Brandon 1500mm bench	Gross £1100.00 Net £916.67.00 VAT £183.33	£1305.00	£1848.00	Gross £1140.00 Net £950.00 VAT £190.00	3.63%	To balance any increase from the supplier
Memorial tree (various) offering 15 year lease, including plaque	Gross £535.00	N/A	£2205.00 (10 year lease)	£550.00	2.8%	New fee after the introduction of dedication trees
Administration fee for replacement tablet/ plaque (c/r, benches etc)	£10.00	N/A	N/A	£10.00 per item	0%	No justification for any increase
Plaque (measuring 150x75mm) silver with black writing for benches	Varying costs	N/A	N/A	£60.00		New set fee to meet demand for revised plaque
Plaque (measuring 15x130mm) silver with black writing mounted on a metal backing and stake for tree or grave dedications.	Varying costs	N/A	N/A	£95.00		New set fee to meet demand for revised plaque

Notes:

Physical nearest neighbour used in this comparison are Cambridge City Council, Tendring District Council, Chelmsford Borough Council, Norwich City Council, Ipswich Borough Council, East Suffolk Council and The London Borough of Barking and Dagenham. The fees for nearest neighbour were generally from 2019-20 or 2020-21 periods.

Newmarket Cemetery Dedication Tree

XXX Tree recently planted at the cemetery

Proposal that it be dedicate as a coronavirus memorial tree, with suitable plaque installed.



Report to	Community & Leisure Services Committee		
Subject	Car boot sales 2021		
Purpose	Decision		
Classification	Unrestricted		
Meeting date	6 April 2021		
Item number	10b	Written By	Events Manager

Summary: This report outlines the reinstatement of the car boot sales in the Severals, to support fundraising activities for local charities

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

1. Return of the car boot sales after the pandemic and the starting date of 30th May 2021 (subject to compliance with Covid-19 restrictions at the time)
2. To offer the Severals, free of charge for these events
3. Allocating car boot dates to charities

1.	Introduction
a.	Car boot sales are a traditional fundraising idea that is very popular among Newmarket local organisations and charities.
2.	Context
a.	Last year, the car boot was cancelled due to the Covid-19 outbreak. It has been a very difficult year for charities to raise funds.
b.	According to the government roadmap, the 3 rd step out of lockdown will take place 17 th May
c.	Start time 1pm – Finish time 4pm
3.	Proposal/Options
a.	Reinstate the car boot sales for 2021
b.	Start date: 30 th May
c.	Last year's car boot organisers to be given the opportunity to raise funds.
4.	Financial implications
a.	That there be no revenue, but to consider making the Severals available free of charge for these events.
	<u>Car boot dates for 2021</u> 30 May 6 June 20 June 4 July 11 July 25 July 22 August 30 August



Report to	Community & Leisure Services Committee
Subject	Free Fitness Classes in Memorial Gardens
Purpose	Decision
Classification	Unrestricted
Meeting date	6 April 2021
Item number	10b
Written By	Events Manager

Summary: This report outlines the introduction of a new community event in the Memorial Gardens during the summer time. Yoga/Pilates improves quality of life, decreases the symptoms of anxiety and improves mental health.

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

1. To offer free fitness classes, summer of 2021 (subject to compliance with any Covid-19 restrictions at the time)
2. To approve the budget - £750

1.	Introduction
a.	Free Yoga/Pilates classes in the Memorial Gardens
b.	Online free tickets via Eventbrite
2.	Proposal
a.	Free classes, twice a week (Monday PM & Thursday AM) June: 21 st , 24 th , 28 th July: 1 st , 5 th , 8 th , 12 th , 15 th , 19 th , 22 nd , 26 th , 29 th August: 2 nd , 5 th , 9 th , 12 th , 16 th , 19 th , 23 rd , 26 th 20 sessions in total – Half Yoga and the other half Pilates
b.	25 participants per session. Pre booked via Eventbrite (free for use, where there is no ticket charge)
c.	Weather forecast will be closely monitored. In case of bad weather, the fitness class will move in the Memorial Hall (subject to availability) or to a different date.
4.	Financial/Resource Implications
a.	To agree a budget of £750, to cover 10 x £30 =£300 Pilates classes 10 x £45=£450 Yoga classes
b.	Budgetary implications:
5.	Next Steps/Recommendations
a.	Total Cost: £750
b.	Creation and use of the Eventbrite account is free of charge

Carnival 2022 and Platinum Jubilee.

Proposal:

- to combine two events into one
- to move the event date, exactly one month forward – 4th June 2022

[Extra Bank Holiday to mark The Queen's Platinum Jubilee in 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/extra-bank-holiday-to-mark-the-queens-platinum-jubilee-in-2022) :

“The May Bank Holiday Weekend will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee - the first time any British monarch has reached this historic milestone.”

From: M [REDACTED]@newmarketacademy.co.uk>

Sent: 19 March 2021 13:42

To: events <events@newmarket.gov.uk>

Subject: Charity Event at Memorial Hall

Dear Christy,

Following up on our telephone conversation, we would like to put a charity event together for the 9th of July 2021 at 7pm, start. It will last about an hour and we will raise money for Children in need and any local charity that support young people such as Open Doors.

We would need an 8 hour rehearsal sound check on the 8th of July.

We would obviously love to get the venue for free so we can raise more money.

Would this be possible?

Kind regards,

M [REDACTED]

Head of Music

Drum Kit Tutor

Brooke House Tutor

Newmarket Academy
Exning Road
Newmarket
Suffolk
CB8 0EB
01638 664412