

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

TOWN COUNCIL

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 4th May 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/82117719177?pwd=dGFua2xWVURGN3RqWUcraHZlRjlyQT09>

Or by telephone: +442039017895/ Meeting ID: 821 1771 9177 & password: 373209

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 6th April 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 follow)

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

7) Memorial Gardens

- a) To receive the Play Inspection Report
- b) To receive a report and authorise any actions (to follow)

8) Cemetery Matters - To receive an update and authorise any actions

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) Silver Sunday
- c) Purple Tuesday
- d) Summer Entertainment

11) Summer Nights Walk – to receive a request for use of the Pavilion

12) Exning Road – to consider parking issues and authorise any actions

13) Weatherby Crossing – to consider any matters relating to the Weatherby Crossing and authorise any actions

14) Date of next meeting – Monday 7th June 2021

15) Items for the next agenda

Signed *D. Baines* Debbie Baines, Town Clerk

27th April 2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Tuesday 6th April 2021 at 7:00 pm via Zoom**

Attendance:

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

Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys
 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 4 Members of the Public.

Minute

CL/21/04/1 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/21/04/2 Apologies for Absence

Apologies were received from Cllr Anderson.

CL/21/04/3 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/21/04/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 1st March 2021 and Any Matters Arising

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

CL/21/04/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 1st March 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/21/04/5 Public Open Session

A resident raised several concerns regarding a large funeral held earlier in the year where alcohol was drunk, Covid-19 rules were not applied or enforced, with no visible Police presence, debris was left and graves were damaged.

The Chairman apologised on behalf of the Committee for the distress caused and advised that proposed revisions to the Cemetery Regulations were intended to prevent future incidents of this nature. The Chairman proposed that item 8 be brought forward and the following was agreed:

CL/21/04/5.01 Resolved

That item 8 be brought forward

CL/21/04/6 Cemetery Matters

The revised Cemetery Regulations 2021 - were presented and considered. It was noted that the new regulations would cover the issues raised and the following was agreed:

CL/21/04/6.01 Recommendation

That the Revised Cemetery Regulations 2021 be received and adopted.

The Police would be contacted regarding their lack of presence at the recent funeral.

The revised Cemetery Fees and Charges - were presented and considered. The following was agreed:

CL/21/04/6.02 Recommendation

That the Revised Cemetery Fees and Charges 2021 be received and adopted.

Covid-19 Memorial Tree - A proposal was made to dedicate the newly planted Cherry tree at the Cemetery as a Covid-19 Memorial tree and the following was agreed:

CL/21/04/6.03 Recommendation

That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.

CL/21/04/7 To Receive The Accounts For March 2021

The accounts for March 2021 were received and noted.

CL/21/04/8 Memorial Gardens Monthly Play Inspection Report

The monthly Play Inspections Report was noted. RFO reported that the netting for the castle was waiting to be installed and ProScape will prepare a proposal for the Zip Wire mound when the castle netting is installed.

CL/21/04/9 Clock Tower Project

Members were advised that the left-hand side edging had been completed and planting would begin within 3 weeks. The Committee thanked Philippa for her work on this project.

Cllr Drummond left the meeting

CL/21/04/10 Update on Newmarket Events

The Events Manager reported on the following:

Soap Box Derby 2021 – Events Manager reported that plans were going well and concerns regarding the cancellation policy would be addressed. The event will be a free ticket event with online bookings. More teams were being sought.

Carnival 2022 and Platinum Jubilee – A proposal was made to combine the two events and hold it on the 4th June 2022. The Event will have a Royal theme with a procession down the High Street. The following was agreed:

CL/21/04/10.01 Recommendation

That the Carnival and Platinum events be a joint event and be held on the 4th June 2022.

Additional Events for 2021 – A proposal was made to offer free Fitness Classes in the Memorial Gardens during summer 2021 for Yoga and Pilates. Bookings would be available online and the Memorial Hall would be used if available, for inclement weather.

CL/21/04/10.02 Recommendation

That the offer of free Fitness Yoga and Pilates events be approved and a budget of £750 be allocated.

Car Boot Sales 2021 - The Car Boot Sales schedule from 30th May 2021 was presented and the following was agreed:

CL/21/04/10.03 Recommendation

That the Car Boot Sales schedule from the 30th May be approved.

Online Twinning Event – Events Manager reported that there were plans for an online Twinning event which would be a mix of light discussion and entertainment. A video of Newmarket would be produced for the entertainment and a full report with costings will be presented to Full Council.

CL/21/04/11 Christmas Lights Working Group

Events Manager reported that quotes for the Christmas had been considered and the following was agreed:

CL/21/04/11.01 Recommendation

That the quote for the Christmas lights from Gala Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.

CL/21/04/12 Maison-Laffitte Virtual Twinning Event May 2021

This item was covered by Events Manager at item 10.

CL/21/04/13 Allotments

A proposal to convert the old BMX track at Studlands into an allotment site was considered and the following was agreed:

CL/21/04/12.01 Recommendation

That NTC supports the Studlands Resident Association proposal to allocate the

old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.

CL/21/04/14 Correspondence

A request from Newmarket Academy to hold a Charity event in the Memorial Hall 9th July 2021 was considered and the following was agreed:

CL/21/04/14.01 Recommendation

That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9th July 2021 free of charge be approved.

CL/21/04/15 Date of Next Meeting

Tuesday 4th May 2021 via Zoom.

CL/21/04/16 Items for Next Agenda

- Silver Sunday
- Purple Tuesday
- Clock Tower Project
- Memorial Hall summer entertainment
- Memorial Gardens
- Events
- Allotments
- Twinning
- Weatherby Crossing

Meeting closed at 7:48pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/04/6.01 Recommendation</u>	That the Revised Cemetery Regulations 2021 be received and adopted.
<u>CL/21/04/6.02 Recommendation</u>	That the Revised Cemetery Fees and Charges 2021 be received and adopted.
<u>CL/21/04/6.03 Recommendation</u>	That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.
<u>CL/21/04/10.01 Recommendation</u>	That the Carnival and Platinum events be a joint event and be held on the 4th June 2022.
<u>CL/21/04/10.02 Recommendation</u>	That the offer of free Fitness Yoga and Palates events be approved and a budget of £750 be allocated.
<u>CL/21/04/10.03 Recommendation</u>	That the Car Boot Sales schedule from the 30th May be approved.
<u>CL/21/04/11.01 Recommendation</u>	That the quote for the Christmas lights from Gala

	Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.
<u>CL/21/04/12.01 Recommendation</u>	That NTC supports the Studlands Resident Association proposal to allocate the old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.
<u>CL/21/04/14.01 Recommendation</u>	That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9th July 2021 freed of charge be approved.

DRAFT



Newmarket Memorial Gardens

Inspection Ref: 1312861

Site Ref: 26066

Operational Inspection - 16-March-2021 - 07:32 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: 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 -



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 -

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

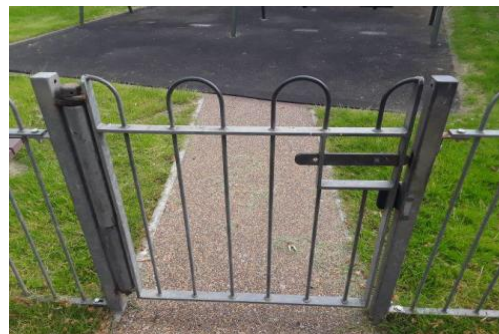
This item is satisfactory - no work required -



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 -



i 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 -

i 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



i 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

i 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: 2

Finding 1

Secondary safety wire strands breaking - Monitor for further deterioration

Finding 2

Seat and chains removed - Reason unknown

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)

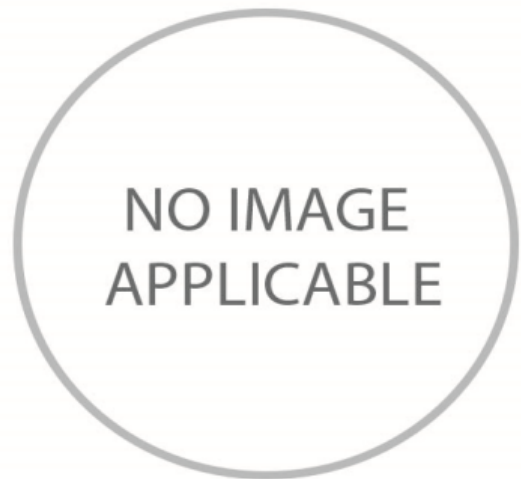
Item: Rotor Play - Roundabout
Manufacturer: Not Identified

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



i 0 - Risk Assessment not Undertaken (Finding 2)

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

Risk Level: N - Risk Assessment not Undertaken
Surface: Bark Mulch



Finding: Seat and chains removed



Action: Reason unknown

Item 10a

Report to	Community and Leisure Services Committee
Subject	Soapbox Derby 2021
Purpose	Update as of 27th April 2021
Classification	Unrestricted
Meeting date	4th May 2021
Item number	10a
Written By	Event Manager

Teams entered for the race: **8**

Ticket registration: **299**

Event Production: £9,117.24 plus vat

Road closure application: **£50**

West Suffolk Road Closure: **£1000**

Traffic management: **Free**- Sponsored by Pheonix Events

Safety: **£2.200 plus vat**

Radio hire: **Free** – Sponsored by Jockey Club

8 Security officers: **£720 plus vat**

20 Waste bins: **£640 plus vat**

Toilets: **£1,340 plus vat**

First Aid: **£1,140 plus vat**

Event Fences: **£882.24 plus vat**

Videography/Photos: **£500 plus vat**

Samba band: **£200 plus vat**

Flyer update **£75 plus vat**

Newmarket Flyer promotion: **£370 plus vat**

Estimate revenue: £2,600

Estimated revenue from food/drink vendors: **£1,100**

Estimated revenue from team entries: **£1,500**

Sponsorship revenue: *To be advised*

14th April 2021

Dear Councillors,

Summer Nights Walk – 14th August 2021

As we are slowly coming out of lockdown, the Festival Committee are making plans to hold our fund-raising events again.

As you know, things have been tough during the Covid Pandemic and fundraising has taken a big hit over the last year.

The good news is we are planning to host the Summer Nights 10km walk again in Newmarket on Saturday 14th August 2021, using the Pavilion on the Severalls as the base for our event.

In 2019 you kindly waived the room hire charge for the evening, which was much appreciated. Please would you consider waiving this charge again in 2021. The Festival has been very proactive during the pandemic, working hard to support those in need and last year with no fundraising taking place, we are trying to keep costs to a minimum to build up our funds once again so we can continue to help those in need in and around the Newmarket area.

Thank you for your consideration, we look forward to hearing from you.

Kind regards

Alexandra Price
Festival Administrator

www.thenewmarketfestival.co.uk Email: aprice@thenewmarketfestival.co.uk

The Newmarket Festival Community Interest Company

Company Number: **06975241**

Postal address: C/o Edmondson Hall Solicitors, 25 Exeter Road, Newmarket, Suffolk, CB8 8AR