

**Membership from May 2021**

Councillor Anderson  
Councillor Appleby  
Councillor Borda (Vice Chairman)  
Councillor Crissall  
Councillor De'Ath (Chairman)  
Councillor Drummond  
Councillor Hall  
Councillor Harvey  
Councillor Hood  
Councillor Hulbert  
Councillor Jefferys  
Councillor Philippa Winter  
Councillor Yarrow



**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  
**Memorial Hall, High Street, Newmarket, CB8 8JP**  
on **Monday 7<sup>th</sup> June 2021 at 6.45 pm**  
**or following on from the Development and Planning**  
**Committee meeting**

**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) To elect a Chairman for the Community & Leisure Services Committee for the municipal year 2021/2022
- 2) To elect a Vice Chairman for the Community & Leisure Services Committee for the municipal year 2021/2022
- 3) Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
- 4) **Apologies** - To receive and accept apologies for absence
- 5) **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
- 6) **Minutes of previous meeting held 4<sup>th</sup> May 2021**
  - a) To consider and adopt the minutes, as a true record of the proceedings
  - b) To consider any matters arising
- 7) **Yellow Brick Road** – to hear a presentation from the Newmarket Community Network and authorise any actions
- 8) **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.*
- 9) **Accounts** – To receive and note the accounts for Community and Leisure for the previous month
- 10) **Memorial Gardens**
  - a) To receive the Annual Play Inspection Report
  - b) To receive a report and authorise any actions
- 11) **Cemetery Matters** - To receive an update and authorise any actions
- 12) **Street Lighting** – To receive a report regarding a lighting unit in poor repair

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

**13) Clock Tower Project** - To receive an update and authorise any actions

**14) Pavilion** – To receive a quote for maintenance

**15) NTC Events – to receive an update and authorise any actions**

- a) Soap Box Derby
- b) Summer Entertainment (report to follow)
- c) Student concert in the Memorial Gardens
- d) Online twinning event feedback
- e) Discuss nomination of councillor to oversee the twinning.
- f) Any other planned events

**16) Working Groups**

- a) to receive a list of current Community & Leisure committee working groups, and confirm their terms of reference and membership
- b) to consider creation of a working group to discuss safety issues on Exning Road

**17) Condition of Roads in Newmarket** – to receive a report, and authorise any actions

**18) Correspondence**

**19) Date of next meeting** – Monday 5<sup>th</sup> July 2021

**20) Items for the next agenda**

Signed: *C. Whitaker*

Cathy Whitaker, Acting Town Clerk

DATE: 01/06/2021



# Newmarket

## TOWN COUNCIL

### **Minutes of a Meeting of the Community & Leisure Services Committee** **Held on Tuesday 4<sup>th</sup> May 2021 at 7:00 pm via Zoom**

#### **Attendance:**

Councillor J Borda (Vice Chairman)  
Councillor A Appleby  
Councillor A Drummond  
P Winter

Councillor R Hood  
Councillor P Hulbert  
Councillor M Jefferys

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllr R Nobbs – West Suffolk Council, 1 Member of the Press and 4 Members of the Public.

#### Minute

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**CL/21/05/1 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/21/05/2 Apologies for Absence**

Apologies were received from Cllrs De'Ath, O'Neill and Yarrow. Cllr Anderson was absent.

**CL/21/05/3 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/21/05/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Tuesday 6<sup>th</sup> April 2021 and Any Matters Arising**

Members received the minutes of the Community and Leisure Services Committee meeting held on 6<sup>th</sup> April 2021 and the following was agreed:

**CL/21/05/4.01 Resolved**

**That the minutes of the Community and Leisure Services Committee meeting held on 6<sup>th</sup> April 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/21/05/5 Public Open Session**

A resident raised an incident of a potential breach of the Social Media Policy by a member of the Council. The details will be sent to the Town Clerk to investigate.

**CL/21/05/6 To Receive The Accounts For April 2021**

The accounts for April 2021 were received and noted.

Book number 6 2021 -2022

**CL/21/05/7 Memorial Gardens Monthly Play Inspection Report**

The monthly Play Inspections Report was noted. A report giving an update on the Memorial Gardens was presented and a proposal to recommission the Splashpad was considered. The following was agreed:

**CL/21/05/07.01 Recommendation**

**That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT**

**CL/21/05/8 Cemetery Matters**

Town Clerk reported that the gates are waiting to be installed and that opening hours would be reviewed once they were in place.

**CL/21/05/9 Clock Tower Project**

Members were advised that phase 1 had been completed apart from the bulbs, which will be added to phase 2 and be planted in the autumn to flower next spring.

**CL/21/05/10 Update on Newmarket Events**

The Events Manager reported on the following:

**Soap Box Derby 2021** – Events Manager presented a report on the costs and expected revenue. The event will be a free ticket event with online bookings. Tickets were being booked and new teams had entered. Planning will continue and further updates will be reported.

**Silver Sunday** – A proposal was made to hold the event in December rather than October and free vouchers will be issued to residents to attend the first Tea Dance in December 2021.

**Purple Tuesday** – NTC will participate in this event again this year and the format will be the same as last year.

**Summer Entertainment** – A new supplier had been sourced to provide the bouncy castle and other community groups will invited to provide a joint event with an environmental theme. A full report will be presented to full council.

A request from a local music teacher to hold an outdoor student concert in the Memorial Gardens mid-late July 2021 was considered and the following was agreed:

**CL/21/05/10.02 Recommendation**

**That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.**

**Summer Nights Walk**

Newmarket Festival are planning to host the Summer Nights 10km walk on Saturday 14<sup>th</sup> August 2021 and requested that the fees be waived for the use of the Pavilion as they were last year. The request was considered and the following was agreed:

**CL/21/05/10.03 Recommendation**

**That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14<sup>th</sup> August 2021.**

**CL/21/05/11 Exning Road**

This item had been referred by full Council to consider the parking issues in Exning Road and the Committee referred it to the Parking Working Group.

**CL/21/05/12 Weatherby Crossing**

Suffolk County Council had placed an article in the press regarding the inquiry results giving a date of 13<sup>th</sup> May for any objections to be submitted.

**CL/21/05/13 Correspondence**

None noted.

**CL/21/05/14 Date of Next Meeting**

Monday 7<sup>th</sup> June 2021 at the Memorial Hall.

**CL/21/05/15 Items for Next Agenda**

- Soap Box
- Student concert
- YBR
- Clock Tower Project
- Memorial Hall summer entertainment
- Memorial Gardens
- Events

Meeting closed at 7:28pm

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Recommendations**

| <b>Recommendation</b>                       | <b>Recommendation Wording</b>                                                                                                                                                            |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CL/21/05/7.01 Recommendation</u></b>  | <b>That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT</b>                                                                   |
| <b><u>CL/21/05/10.02 Recommendation</u></b> | <b>That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.</b> |
| <b><u>CL/21/05/10.03 Recommendation</u></b> | <b>That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14<sup>th</sup> August 2021.</b>                                   |

# Item 9

27/05/2021

## Newmarket Town Council Current Year 2021/2022

Page 1

13:16

### Detailed Income & Expenditure by Budget Heading as at 27/05/2021

Month No: 2

### Committee Report DRAFT Community & Leisure Services M2

|                                               | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|-----------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b><u>Community Services</u></b>              |                       |                        |                       |                          |                          |                    |             |                         |
| <b><u>200 Outside Services</u></b>            |                       |                        |                       |                          |                          |                    |             |                         |
| 4029 General Equipment                        | 150                   | 226                    | 500                   | 274                      |                          | 274                | 45.1%       |                         |
| 4039 Vehicle Costs                            | 391                   | 1,320                  | 5,000                 | 3,680                    |                          | 3,680              | 26.4%       |                         |
| 4326 Outside Services SLA                     | 0                     | 0                      | 74,878                | 74,878                   |                          | 74,878             | 0.0%        |                         |
| Outside Services :- Indirect Expenditure      | <b>540</b>            | <b>1,546</b>           | <b>80,378</b>         | <b>78,832</b>            | <b>0</b>                 | <b>78,832</b>      | <b>1.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(540)</b>          | <b>(1,546)</b>         | <b>(80,378)</b>       | <b>(78,832)</b>          |                          |                    |             |                         |
| <b><u>201 General Town Planting</u></b>       |                       |                        |                       |                          |                          |                    |             |                         |
| 1007 Sponsorship Income                       | 60                    | 60                     | 5,200                 | 5,140                    |                          |                    | 1.2%        |                         |
| 1009 Roundabout Sponsorship                   | 0                     | 0                      | 5,200                 | 5,200                    |                          |                    | 0.0%        |                         |
| General Town Planting :- Income               | <b>60</b>             | <b>60</b>              | <b>10,400</b>         | <b>10,340</b>            |                          |                    | <b>0.6%</b> | <b>0</b>                |
| 4100 Seasonal Planting                        | 0                     | 0                      | 3,300                 | 3,300                    |                          | 3,300              | 0.0%        |                         |
| 4101 Hanging Baskets                          | 0                     | 0                      | 4,300                 | 4,300                    |                          | 4,300              | 0.0%        |                         |
| General Town Planting :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>7,600</b>          | <b>7,600</b>             | <b>0</b>                 | <b>7,600</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>60</b>             | <b>60</b>              | <b>2,800</b>          | <b>2,740</b>             |                          |                    |             |                         |
| <b><u>202 Cemetery</u></b>                    |                       |                        |                       |                          |                          |                    |             |                         |
| 1000 Burial Fees                              | 0                     | 0                      | 29,000                | 29,000                   |                          |                    | 0.0%        |                         |
| 1020 Interment(Ashes) Income                  | 0                     | 0                      | 4,000                 | 4,000                    |                          |                    | 0.0%        |                         |
| 1021 Monumental Income                        | 0                     | 0                      | 4,000                 | 4,000                    |                          |                    | 0.0%        |                         |
| 1022 Grave Space Purchase Income              | 0                     | 0                      | 12,000                | 12,000                   |                          |                    | 0.0%        |                         |
| 1029 Income Commemorative Bench               | 0                     | 0                      | 1,500                 | 1,500                    |                          |                    | 0.0%        |                         |
| Cemetery :- Income                            | <b>0</b>              | <b>0</b>               | <b>50,500</b>         | <b>50,500</b>            |                          |                    | <b>0.0%</b> | <b>0</b>                |
| 4011 Rates                                    | 404                   | 810                    | 3,700                 | 2,890                    |                          | 2,890              | 21.9%       |                         |
| 4012 Water Rates                              | 0                     | 62                     | 1,000                 | 938                      |                          | 938                | 6.2%        |                         |
| 4014 Electricity                              | 23                    | 70                     | 1,600                 | 1,530                    |                          | 1,530              | 4.4%        |                         |
| 4016 Cleaning                                 | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%        |                         |
| 4017 Fire Precautions                         | 0                     | 0                      | 155                   | 155                      |                          | 155                | 0.0%        |                         |
| 4035 Equipment                                | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4036 R&M - Buildings                          | 101                   | 101                    | 2,000                 | 1,899                    |                          | 1,899              | 5.1%        |                         |
| 4037 R&M - Grounds                            | 2,580                 | 2,645                  | 18,000                | 15,355                   |                          | 15,355             | 14.7%       |                         |
| 4040 Trade Refuse Collections                 | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%        |                         |
| 4047 Grave Digging                            | 0                     | 0                      | 11,500                | 11,500                   |                          | 11,500             | 0.0%        |                         |
| 4325 Cemetery SLA                             | 0                     | 0                      | 10,540                | 10,540                   |                          | 10,540             | 0.0%        |                         |
| 4995 Budgeted Reserve Amount                  | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Cemetery :- Indirect Expenditure              | <b>3,108</b>          | <b>3,687</b>           | <b>51,295</b>         | <b>47,608</b>            | <b>0</b>                 | <b>47,608</b>      | <b>7.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(3,108)</b>        | <b>(3,687)</b>         | <b>(795)</b>          | <b>2,892</b>             |                          |                    |             |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading as at 27/05/2021

Month No: 2

Committee Report DRAFT Community &amp; Leisure Services M2

|                                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>203 Disused Churchyards</b>                      |                       |                        |                       |                          |                          |                    |               |                         |
| 4037 R&M - Grounds                                  | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |                         |
| Disused Churchyards :- Indirect Expenditure         | <b>0</b>              | <b>0</b>               | <b>2,000</b>          | <b>2,000</b>             | <b>0</b>                 | <b>2,000</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>0</b>               | <b>(2,000)</b>        | <b>(2,000)</b>           |                          |                    |               |                         |
| <b>204 Memorial - War,Cooper,Tutte</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 4014 Electricity                                    | 0                     | (1)                    | 100                   | 101                      |                          | 101                | (1.0%)        |                         |
| 4036 R&M - Buildings                                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4037 R&M - Grounds                                  | 1,300                 | 1,300                  | 1,000                 | (300)                    |                          | (300)              | 130.0%        |                         |
| Memorial - War,Cooper,Tutte :- Indirect Expenditure | <b>1,300</b>          | <b>1,299</b>           | <b>1,600</b>          | <b>301</b>               | <b>0</b>                 | <b>301</b>         | <b>81.2%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>(1,300)</b>        | <b>(1,299)</b>         | <b>(1,600)</b>        | <b>(301)</b>             |                          |                    |               |                         |
| <b>205 Clocks</b>                                   |                       |                        |                       |                          |                          |                    |               |                         |
| 4014 Electricity                                    | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4036 R&M - Buildings                                | 0                     | 150                    | 500                   | 350                      |                          | 350                | 30.0%         |                         |
| 4177 Clock Tower Expenses                           | 0                     | 110                    | 1,400                 | 1,290                    |                          | 1,290              | 7.9%          |                         |
| Clocks :- Indirect Expenditure                      | <b>0</b>              | <b>260</b>             | <b>2,150</b>          | <b>1,890</b>             | <b>0</b>                 | <b>1,890</b>       | <b>12.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>(260)</b>           | <b>(2,150)</b>        | <b>(1,890)</b>           |                          |                    |               |                         |
| <b>206 Bus Shelters</b>                             |                       |                        |                       |                          |                          |                    |               |                         |
| 4036 R&M - Buildings                                | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%          |                         |
| Bus Shelters :- Indirect Expenditure                | <b>0</b>              | <b>0</b>               | <b>1,500</b>          | <b>1,500</b>             | <b>0</b>                 | <b>1,500</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>0</b>               | <b>(1,500)</b>        | <b>(1,500)</b>           |                          |                    |               |                         |
| <b>207 General Town Maintenance</b>                 |                       |                        |                       |                          |                          |                    |               |                         |
| 4092 Infrastructure                                 | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 4108 Town Centre Regeneration                       | 0                     | 33,940                 | 8,000                 | (25,940)                 |                          | (25,940)           | 424.3%        |                         |
| 4140 Dog Waste Collection/Disposal                  | 0                     | 641                    | 850                   | 209                      |                          | 209                | 75.4%         |                         |
| General Town Maintenance :- Indirect Expenditure    | <b>0</b>              | <b>34,581</b>          | <b>11,350</b>         | <b>(23,231)</b>          | <b>0</b>                 | <b>(23,231)</b>    | <b>304.7%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>(34,581)</b>        | <b>(11,350)</b>       | <b>23,231</b>            |                          |                    |               |                         |
| <b>208 Public Conveniences</b>                      |                       |                        |                       |                          |                          |                    |               |                         |
| 1100 Grants Received                                | 0                     | 0                      | 3,300                 | 3,300                    |                          |                    | 0.0%          |                         |
| Public Conveniences :- Income                       | <b>0</b>              | <b>0</b>               | <b>3,300</b>          | <b>3,300</b>             |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4011 Rates                                          | 0                     | 1,472                  | 1,520                 | 48                       |                          | 48                 | 96.8%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 27/05/2021

Month No: 2

Committee Report DRAFT Community &amp; Leisure Services M2

|                                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4012 Water Rates                            | 0                     | 0                      | 152                   | 152                      |                          | 152                | 0.0%         |                         |
| 4014 Electricity                            | 44                    | 44                     | 400                   | 356                      |                          | 356                | 11.1%        |                         |
| 4016 Cleaning                               | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4036 R&M - Buildings                        | 55                    | 55                     | 900                   | 845                      |                          | 845                | 6.1%         |                         |
| 4044 Public Toilet Cleansing                | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4046 Opening/Closing Costs                  | 0                     | 80                     | 2,400                 | 2,320                    |                          | 2,320              | 3.3%         |                         |
| Public Conveniences :- Indirect Expenditure | <b>99</b>             | <b>1,652</b>           | <b>5,772</b>          | <b>4,121</b>             | <b>0</b>                 | <b>4,121</b>       | <b>28.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(99)</b>           | <b>(1,652)</b>         | <b>(2,472)</b>        | <b>(821)</b>             |                          |                    |              |                         |
| <u>211 The Queens Statue</u>                |                       |                        |                       |                          |                          |                    |              |                         |
| 4012 Water Rates                            | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4014 Electricity                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4037 R&M - Grounds                          | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| The Queens Statue :- Indirect Expenditure   | <b>0</b>              | <b>0</b>               | <b>1,500</b>          | <b>1,500</b>             | <b>0</b>                 | <b>1,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(1,500)</b>        | <b>(1,500)</b>           |                          |                    |              |                         |
| <u>215 Allotments</u>                       |                       |                        |                       |                          |                          |                    |              |                         |
| 1010 Allotment Fees                         | 0                     | 0                      | 900                   | 900                      |                          |                    | 0.0%         |                         |
| Allotments :- Income                        | <b>0</b>              | <b>0</b>               | <b>900</b>            | <b>900</b>               |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4037 R&M - Grounds                          | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| Allotments :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>1,500</b>          | <b>1,500</b>             | <b>0</b>                 | <b>1,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>0</b>              | <b>0</b>               | <b>(600)</b>          | <b>(600)</b>             |                          |                    |              |                         |
| <u>220 Studlands</u>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4045 Street Lighting - Maint Cont           | 0                     | 0                      | 15,500                | 15,500                   |                          | 15,500             | 0.0%         |                         |
| 4052 Street Lighting - Repair               | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Studlands :- Indirect Expenditure           | <b>0</b>              | <b>0</b>               | <b>16,500</b>         | <b>16,500</b>            | <b>0</b>                 | <b>16,500</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(16,500)</b>       | <b>(16,500)</b>          |                          |                    |              |                         |
| <u>308 Christmas</u>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4310 Christmas Lights                       | 0                     | 0                      | 15,500                | 15,500                   |                          | 15,500             | 0.0%         |                         |
| 4811 CP - Christmas Lights Infrast          | 0                     | 34                     | 10,000                | 9,966                    |                          | 9,966              | 0.3%         |                         |
| 4995 Budgeted Reserve Amount                | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Christmas :- Indirect Expenditure           | <b>0</b>              | <b>34</b>              | <b>26,500</b>         | <b>26,466</b>            | <b>0</b>                 | <b>26,466</b>      | <b>0.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>(34)</b>            | <b>(26,500)</b>       | <b>(26,466)</b>          |                          |                    |              |                         |
| Community Services :- Income                | <b>60</b>             | <b>60</b>              | <b>65,100</b>         | <b>65,040</b>            |                          |                    | <b>0.1%</b>  |                         |
| Expenditure                                 | <b>5,047</b>          | <b>43,059</b>          | <b>209,645</b>        | <b>166,586</b>           | <b>0</b>                 | <b>166,586</b>     | <b>20.5%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(4,987)</b>        | <b>(42,999)</b>        |                       |                          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 27/05/2021

Month No: 2

Committee Report DRAFT Community &amp; Leisure Services M2

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>Leisure Services</b>               |                       |                        |                       |                          |                          |                    |               |                         |
| <b>120 Memorial Hall</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1001 Hall Hire Standard Rate          | 4,981                 | 11,371                 | 7,000                 | (4,371)                  |                          |                    | 162.4%        |                         |
| 1016 Refreshments Income              | 0                     | 0                      | 500                   | 500                      |                          |                    | 0.0%          |                         |
| Memorial Hall :- Income               | <b>4,981</b>          | <b>11,371</b>          | <b>7,500</b>          | <b>(3,871)</b>           |                          |                    | <b>151.6%</b> | <b>0</b>                |
| 4011 Rates                            | 599                   | 1,196                  | 6,170                 | 4,974                    |                          | 4,974              | 19.4%         |                         |
| 4012 Water Rates                      | 488                   | 488                    | 5,000                 | 4,512                    |                          | 4,512              | 9.8%          |                         |
| 4014 Electricity                      | 302                   | 350                    | 5,000                 | 4,650                    |                          | 4,650              | 7.0%          |                         |
| 4015 Gas                              | 0                     | 0                      | 6,000                 | 6,000                    |                          | 6,000              | 0.0%          |                         |
| 4016 Cleaning                         | 1,038                 | 1,682                  | 2,000                 | 318                      |                          | 318                | 84.1%         |                         |
| 4017 Fire Precautions                 | 0                     | 0                      | 510                   | 510                      |                          | 510                | 0.0%          |                         |
| 4036 R&M - Buildings                  | 552                   | 668                    | 4,000                 | 3,332                    |                          | 3,332              | 16.7%         |                         |
| 4037 R&M - Grounds                    | (120)                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4038 Furniture/Fixtures/Fittings      | 269                   | 324                    | 2,500                 | 2,176                    |                          | 2,176              | 13.0%         |                         |
| 4040 Trade Refuse Collections         | 0                     | 1,860                  | 1,950                 | 90                       |                          | 90                 | 95.4%         |                         |
| 4044 Public Toilet Cleansing          | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| 4078 Refreshment Costs Hall Hire      | 0                     | 0                      | 800                   | 800                      |                          | 800                | 0.0%          |                         |
| 4080 PWLB Loan Charges (CAP + INT)    | 0                     | 0                      | 89,864                | 89,864                   |                          | 89,864             | 0.0%          |                         |
| Memorial Hall :- Indirect Expenditure | <b>3,128</b>          | <b>6,569</b>           | <b>123,994</b>        | <b>117,426</b>           | <b>0</b>                 | <b>117,426</b>     | <b>5.3%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>1,852</b>          | <b>4,802</b>           | <b>(116,494)</b>      | <b>(121,296)</b>         |                          |                    |               |                         |
| <b>301 Arts</b>                       |                       |                        |                       |                          |                          |                    |               |                         |
| 4440 Costs - Childrens' Events        | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 0.0%          |                         |
| 4443 Costs - Tea Dance                | 0                     | 0                      | 1,800                 | 1,800                    |                          | 1,800              | 0.0%          |                         |
| Arts :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>5,300</b>          | <b>5,300</b>             | <b>0</b>                 | <b>5,300</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>0</b>              | <b>0</b>               | <b>(5,300)</b>        | <b>(5,300)</b>           |                          |                    |               |                         |
| <b>302 Winter Event</b>               |                       |                        |                       |                          |                          |                    |               |                         |
| 1059 Income - Winter Event            | 0                     | 0                      | 3,000                 | 3,000                    |                          |                    | 0.0%          |                         |
| Winter Event :- Income                | <b>0</b>              | <b>0</b>               | <b>3,000</b>          | <b>3,000</b>             |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4453 Cost - Winter Event              | 0                     | 0                      | 11,000                | 11,000                   |                          | 11,000             | 0.0%          |                         |
| Winter Event :- Indirect Expenditure  | <b>0</b>              | <b>0</b>               | <b>11,000</b>         | <b>11,000</b>            | <b>0</b>                 | <b>11,000</b>      | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>0</b>              | <b>0</b>               | <b>(8,000)</b>        | <b>(8,000)</b>           |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 27/05/2021

Month No: 2

Committee Report DRAFT Community &amp; Leisure Services M2

|                                          | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>303 Entertainments</b>                |                       |                        |                       |                          |                          |                    |              |                         |
| 1172 SoapBox Derby - income              | 83                    | 83                     | 10,000                | 9,917                    |                          |                    | 0.8%         |                         |
| Entertainments :- Income                 | <b>83</b>             | <b>83</b>              | <b>10,000</b>         | <b>9,917</b>             |                          |                    | <b>0.8%</b>  | <b>0</b>                |
| 4098 SoapBox Derby - costs               | 5,833                 | 5,833                  | 10,000                | 4,167                    |                          | 4,167              | 58.3%        |                         |
| 4179 Entertainment                       | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| Entertainments :- Indirect Expenditure   | <b>5,833</b>          | <b>5,833</b>           | <b>15,000</b>         | <b>9,167</b>             | <b>0</b>                 | <b>9,167</b>       | <b>38.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(5,750)</b>        | <b>(5,750)</b>         | <b>(5,000)</b>        | <b>750</b>               |                          |                    |              |                         |
| <b>304 Tourism</b>                       |                       |                        |                       |                          |                          |                    |              |                         |
| 4311 Christmas Tree                      | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Tourism :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             | <b>0</b>                 | <b>1,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>0</b>              | <b>0</b>               | <b>(1,000)</b>        | <b>(1,000)</b>           |                          |                    |              |                         |
| <b>305 Carnival</b>                      |                       |                        |                       |                          |                          |                    |              |                         |
| 1026 Carnival income                     | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%         |                         |
| Carnival :- Income                       | <b>0</b>              | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4312 Newmarket Carnival                  | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| Carnival :- Indirect Expenditure         | <b>0</b>              | <b>0</b>               | <b>10,000</b>         | <b>10,000</b>            | <b>0</b>                 | <b>10,000</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>0</b>              | <b>0</b>               | <b>(9,000)</b>        | <b>(9,000)</b>           |                          |                    |              |                         |
| <b>306 Memorial Gardens</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1004 Kiosk Income                        | 0                     | 0                      | 1,200                 | 1,200                    |                          |                    | 0.0%         |                         |
| Memorial Gardens :- Income               | <b>0</b>              | <b>0</b>               | <b>1,200</b>          | <b>1,200</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4012 Water Rates                         | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4014 Electricity                         | 0                     | 0                      | 105                   | 105                      |                          | 105                | 0.0%         |                         |
| 4037 R&M - Grounds                       | 100                   | 200                    | 5,000                 | 4,800                    |                          | 4,800              | 4.0%         |                         |
| 4041 R&M - play-equipment                | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| 4046 Opening/Closing Costs               | 0                     | 300                    | 4,500                 | 4,200                    |                          | 4,200              | 6.7%         |                         |
| 4112 Water Feature                       | 0                     | 0                      | 6,000                 | 6,000                    |                          | 6,000              | 0.0%         |                         |
| 4142 Memorial Garden Kiosk               | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Memorial Gardens :- Indirect Expenditure | <b>100</b>            | <b>500</b>             | <b>26,805</b>         | <b>26,305</b>            | <b>0</b>                 | <b>26,305</b>      | <b>1.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(100)</b>          | <b>(500)</b>           | <b>(25,605)</b>       | <b>(25,105)</b>          |                          |                    |              |                         |
| <b>307 Twinning</b>                      |                       |                        |                       |                          |                          |                    |              |                         |
| 4181 Twinning Expenses                   | 13                    | 13                     | 3,500                 | 3,487                    |                          | 3,487              | 0.4%         |                         |
| Twinning :- Indirect Expenditure         | <b>13</b>             | <b>13</b>              | <b>3,500</b>          | <b>3,487</b>             | <b>0</b>                 | <b>3,487</b>       | <b>0.4%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>(13)</b>           | <b>(13)</b>            | <b>(3,500)</b>        | <b>(3,487)</b>           |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 27/05/2021

Month No: 2

Committee Report DRAFT Community &amp; Leisure Services M2

|                                                                   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>310 The Severals Sports Facilities</b>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 1002 Sports Hire Income                                           | 17                    | 254                    | 5,000                 | 4,746                    |                          |                    | 5.1%         |                         |
| <b>The Severals Sports Facilities :- Income</b>                   | <b>17</b>             | <b>254</b>             | <b>5,000</b>          | <b>4,746</b>             |                          |                    | <b>5.1%</b>  | <b>0</b>                |
| 4011 Rates                                                        | 0                     | 0                      | 2,450                 | 2,450                    |                          | 2,450              | 0.0%         |                         |
| 4012 Water Rates                                                  | 0                     | 53                     | 1,300                 | 1,247                    |                          | 1,247              | 4.1%         |                         |
| 4014 Electricity                                                  | 173                   | 173                    | 1,000                 | 828                      |                          | 828                | 17.3%        |                         |
| 4015 Gas                                                          | 0                     | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%         |                         |
| 4017 Fire Precautions                                             | 77                    | 77                     | 250                   | 173                      |                          | 173                | 30.6%        |                         |
| 4036 R&M - Buildings                                              | 451                   | 631                    | 1,500                 | 869                      |                          | 869                | 42.1%        |                         |
| 4037 R&M - Grounds                                                | 0                     | 0                      | 600                   | 600                      |                          | 600                | 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%         |                         |
| 4044 Public Toilet Cleansing                                      | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4995 Budgeted Reserve Amount                                      | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| <b>The Severals Sports Facilities :- Indirect<br/>Expenditure</b> | <b>700</b>            | <b>933</b>             | <b>10,100</b>         | <b>9,167</b>             | <b>0</b>                 | <b>9,167</b>       | <b>9.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                                | <b>(683)</b>          | <b>(679)</b>           | <b>(5,100)</b>        | <b>(4,421)</b>           |                          |                    |              |                         |
| <b>Leisure Services :- Income</b>                                 | <b>5,081</b>          | <b>11,708</b>          | <b>27,700</b>         | <b>15,992</b>            |                          |                    | <b>42.3%</b> |                         |
| <b>Expenditure</b>                                                | <b>9,774</b>          | <b>13,847</b>          | <b>206,699</b>        | <b>192,852</b>           | <b>0</b>                 | <b>192,852</b>     | <b>6.7%</b>  |                         |
| <b>Movement to/(from) Gen Reserve</b>                             | <b>(4,693)</b>        | <b>(2,139)</b>         |                       |                          |                          |                    |              |                         |
| <b>Grand Totals:- Income</b>                                      | <b>5,141</b>          | <b>11,768</b>          | <b>92,800</b>         | <b>81,032</b>            |                          |                    | <b>12.7%</b> |                         |
| <b>Expenditure</b>                                                | <b>14,821</b>         | <b>56,905</b>          | <b>416,344</b>        | <b>359,439</b>           | <b>0</b>                 | <b>359,439</b>     | <b>13.7%</b> |                         |
| <b>Net Income over Expenditure</b>                                | <b>(9,681)</b>        | <b>(45,137)</b>        | <b>(323,544)</b>      | <b>(278,407)</b>         |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                             | <b>(9,681)</b>        | <b>(45,137)</b>        |                       |                          |                          |                    |              |                         |



the play inspection company

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## Annual Inspection

West Suffolk Parks

Newmarket Memorial Gardens

High Street, Newmarket, CB8 8JP



**API** Associate



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## 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](http://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<br>Refer to relevant standards for full text | Annual Main | RPII Annual Outdoor/<br>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.                                                                                                                                                                                                                                                                           |                                                                                         |   |                                                                          |                                                                          |                                                               |                                                                    |                                                                |                                                                      |

## Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)  
 BS EN 14974 (Facilities for users of roller sports equipment)  
 BS EN 15312 (Free access multi-sports equipment)  
 BS EN 16899 (Parkour Equipment)  
 BS EN 16630 (Outdoor Fitness Equipment).



## Newmarket Memorial Gardens

Inspection Ref: 1326363

Site Ref: 26066

Inspected: 7-April-2021 - 08:47 by Lyn Williams RPII Annual Inspector

Risk Assessment: 12 Moderate 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.



### 8 - 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:** 4



#### Finding 1

The loose fill safety surfacing has become compacted -  
Rake and fork over to aerate the surface

#### Finding 3

The site is accessible to the public during the COVID 19 pandemic. The government have released guidelines for safely re-opening these types of facilities which is available on the government website. - Ensure there is an appropriate risk assessment in place and review regularly

#### Finding 2

Sand has migrated onto the wet pour safety surface -  
Remove the sand

#### Finding 4

The wet pour safety surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

### 6 - 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

There are sharp exposed edges on the signs - Remove the sharp edges



**i 6 - 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**

There are a number of loose posts around the fence - Reset as required

**i 8 - 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**

The area around the item has eroded and may become slippery - Reinstate eroded area



### 8 - 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

The area around the item has eroded and may become slippery - Reinstate eroded area

### 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 -



### 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:** 4



#### Finding 1

The gate is not operating correctly (return spring removed) - Replace the missing return spring

#### Finding 2

The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground - Reinststate to level with surrounding surfaces

#### Finding 3

The item is loose in its foundations - Reinstall item to secure

#### Finding 4

There are openings that are less than 12mm that could trap or crush fingers - Where possible a 12mm gap should be maintained on both sides or between the gate leaves

### 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 -



**i** 0 - Risk Assessment not Undertaken

**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**

There are some unsecured play items present that have not been inspected or assessed to BS EN 1176 as these items do not form part of the standard - These items have been inspected for maintenance issues only. - We would recommend that these items are removed or only used under supervised conditions

**i** 8 - Low Risk

**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:** 3



**Finding 1**

The item has missing component(s) - Consider replacing missing components

**Finding 3**

The redundant lugs have been taped but still present sharp edges or corners - Provide additional padding until the swing sets are replaced

**Finding 2**

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required



**i 8 - Low Risk**

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

**Total Findings:** 2



**Finding 1**

The bearing is not operating correctly - Repair or replace the bearing as required

**Finding 2**

There is some wear to the platform - Monitor for any further deterioration and replace as required

**i 5 - 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:** 4



**Finding 1**

The design of the barriers encourages standing or sitting and fails the requirements of BS EN 1176 - Monitor - No remedial work recommended

**Finding 2**

The surfacing dimensions are short and do not meet with the requirements of the current applicable standard - Monitor - no remedial action recommended

**Finding 3**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**Finding 4**

There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No remedial work recommended



**i 8 - Low Risk**

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

**Total Findings:** 2



**Finding 1**

The step between the items is quite large and users may not be able to complete the step without touching ground, the items could therefore be considered to be within the falling space of each other, however the intention of the play activity continuity is easily apparent and foreseeable to the user - Monitor - No remedial work recommended

**Finding 2**

The area around the item has eroded and may become slippery - Reinstate eroded area



 12 - Moderate Risk

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

**Total Findings:** 8



**Finding 1**

There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No remedial work recommended

**Finding 3**

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

**Finding 5**

Access to the main tower has been temporarily restricted due to the missing netting which would fully enclose the main tower platform. However, the barriers used do not sufficiently prevent access to the affected area - Replace all missing components and ensure that access to the affected elements or the equipment is sufficiently restricted until the repairs are completed

**Finding 7**

There are sharp ends on the cable tie knuckles where the tails have been clipped - Remove the protrusions and ensure that the knuckles on the ties remain in a position which is not exposed to users traversing the net tunnel

**Finding 2**

Parts of the timber are rough or splintered - Remove all rough or sharp edges

**Finding 4**

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

**Finding 6**

There are openings leading from platforms in excess of 1.0m in height to steep play elements and no hand supports complying with grip or grasp are provided, in contravention of BS EN 1176 Part 1: 4.2.9.4 - Monitor - No remedial work recommended

**Finding 8**

The height of the slide runout is in excess of 350mm and fails the requirements of BS EN 1176: Part 3 - Monitor - No remedial work recommended



### 6 - 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

There is some graffiti present - Remove the graffiti

#### Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

### 2 - Very Low Risk

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

**Total Findings:** 1



#### Finding 1

The item has missing component(s) - Consider replacing missing components



 6 - 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**

The rocks and/or boulders have moss/algae growth apparent - Clean and maintain



**i 8 - Low Risk**

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

**Total Findings:** 7



**Finding 1**

There are areas or parts of the timber edging that have rotted or are missing - Replace all affected timbers

**Finding 3**

There is moderate damage to the grass mat surface - Repair the damaged areas of surfacing

**Finding 5**

The nylon inserts are worn or missing at the point the cable enters the traveller - Replace worn or missing inserts as required

**Finding 7**

The length of the suspension is less than 1.8m and fails the requirements of BS EN 1176 Part 4 - Monitor use and replace with a compliant suspension at next maintenance interval

**Finding 2**

There are gaps opening between the grass mat tiles - Reinstate surface

**Finding 4**

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

**Finding 6**

We have completed a visual inspection of the cable and fixing points from ground level, however it is not possible to fully inspect the cable and fixings without either hiring equipment to gain access or removing the cable and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for damage, security or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations



## Findings information

### 6 - Low Risk (Finding 1)

**Item:** Ancillary Items - Site General  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** N/A



**Finding:** The loose fill safety surfacing has become compacted

**Action:** Rake and fork over to aerate the surface



**i** 8 - Low Risk (Finding 2)

**Item:** Ancillary Items - Site General  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** N/A



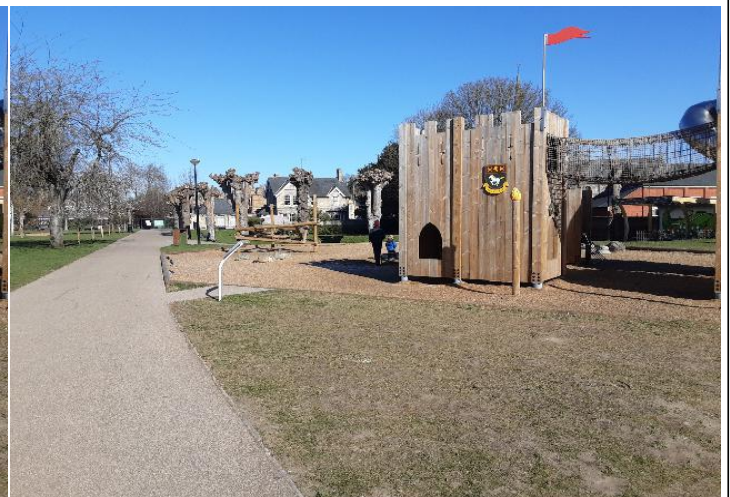
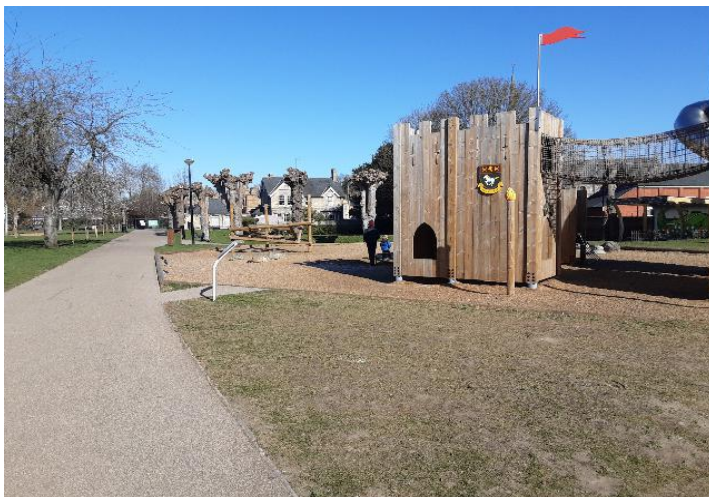
**Finding:** Sand has migrated onto the wet pour safety surface

**Action:** Remove the sand

**i** 0 - Risk Assessment not Undertaken (Finding 3)

**Item:** Ancillary Items - Site General  
**Manufacturer:** Owner/Operator

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** N/A



**Finding:** The site is accessible to the public during the COVID 19 pandemic. The government have released guidelines for safely re-opening these types of facilities which is available on the government website.

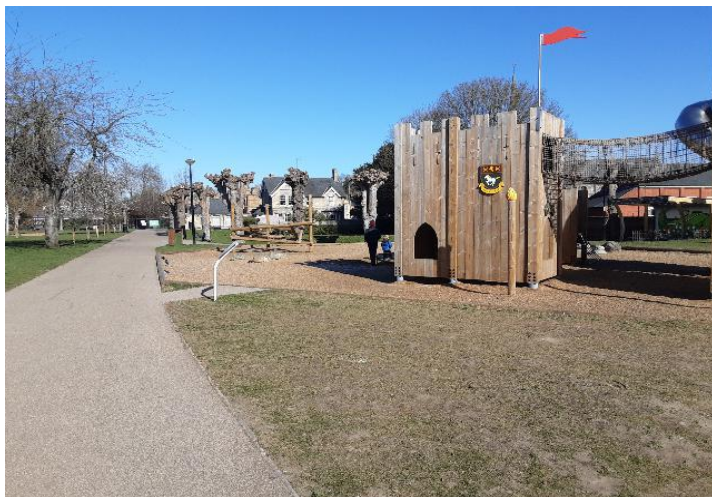
**Action:** Ensure there is an appropriate risk assessment in place and review regularly



**i** 8 - Low Risk (Finding 4)

**Item:** Ancillary Items - Site General  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** N/A



**Finding:** The wet pour safety surface is lifting at the edges and creating trip points

**Action:** Repair perimeter of surfacing to remove trip points

**i** 6 - Low Risk (Finding 1)

**Item:** Ancillary Items - Sign  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** N/A



**Finding:** There are sharp exposed edges on the signs

**Action:** Remove the sharp edges



**i** 6 - Low Risk (Finding 1)

**Item:** Fences - Fence - Bow Top  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There are a number of loose posts around the fence

**Action:** Reset as required

**i** 8 - Low Risk (Finding 1)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** The area around the item has eroded and may become slippery

**Action:** Reinstate eroded area



**i** 8 - Low Risk (Finding 1)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Marmax Products Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The area around the item has eroded and may become slippery

**Action:** Reinststate eroded area



**i** 5 - Very Low Risk (Finding 1)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Unknown

**Risk Level:** V - Very Low Risk  
**Surface:** Bitmac



**Finding:** The gate is not operating correctly (return spring removed)

**Action:** Replace the missing return spring



**i** 8 - Low Risk (Finding 2)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



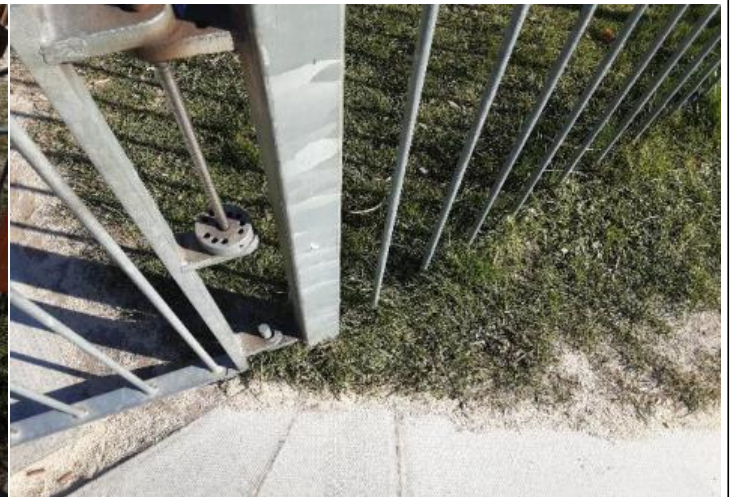
**Finding:** The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground

**Action:** Reinststate to level with surrounding surfaces

**i** 8 - Low Risk (Finding 3)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** The item is loose in its foundations

**Action:** Reinstall item to secure



**i** 8 - Low Risk (Finding 4)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** There are openings that are less than 12mm that could trap or crush fingers

**Action:** Where possible a 12mm gap should be maintained on both sides or between the gate leafs

**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Activity Equipment - Sand Play Unit  
**Manufacturer:** Unknown

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** N/A



**Finding:** There are some unsecured play items present that have not been inspected or assessed to BS EN 1176 as these items do not form part of the standard - These items have been inspected for maintenance issues only.

**Action:** We would recommend that these items are removed or only used under supervised conditions



**i** 2 - Very Low Risk (Finding 1)

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

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



**Finding:** The item has missing component(s)

**Action:** Consider replacing missing components

**i** 4 - Very Low Risk (Finding 2)

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

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



**Finding:** The bushes are showing signs of wear

**Action:** Monitor for any further deterioration and replace as required



**i** 8 - Low Risk (Finding 3)

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

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



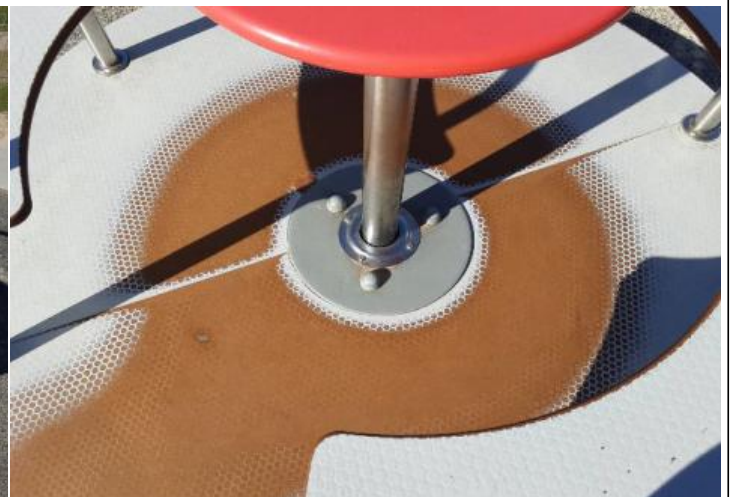
**Finding:** The redundant lugs have been taped but still present sharp edges or corners

**Action:** Provide additional padding until the swing sets are replaced

**i** 8 - Low Risk (Finding 1)

**Item:** Rotor Play - Roundabout  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** The bearing is not operating correctly

**Action:** Repair or replace the bearing as required



**i** 6 - Low Risk (Finding 2)

**Item:** Rotor Play - Roundabout  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** There is some wear to the platform

**Action:** Monitor for any further deterioration and replace as required

**i** 4 - Very Low Risk (Finding 1)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Not Identified

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



**Finding:** The design of the barriers encourages standing or sitting and fails the requirements of BS EN 1176

**Action:** Monitor - No remedial work recommended



**i** 5 - Very Low Risk (Finding 2)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Not Identified

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



**Finding:** The surfacing dimensions are short and do not meet with the requirements of the current applicable standard

**Action:** Monitor - no remedial action recommended

**i** 4 - Very Low Risk (Finding 3)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Not Identified

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



**Finding:** There is/are bolt cap covers missing or damaged on the item

**Action:** Replace missing or damaged bolt cap covers



**i** 5 - Very Low Risk (Finding 4)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Not Identified

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



**Finding:** There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

**Action:** Monitor - No remedial work recommended



**i** 4 - Very Low Risk (Finding 1)

**Item:** Activity Equipment - Log Walk  
**Manufacturer:** Unknown

**Risk Level:** V - Very Low Risk  
**Surface:** Grass



**Finding:** The step between the items is quite large and users may not be able to complete the step without touching ground, the items could therefore be considered to be within the falling space of each other, however the intention of the play activity continuity is easily apparent and foreseeable to the user

**Action:** Monitor - No remedial work recommended

**i** 8 - Low Risk (Finding 2)

**Item:** Activity Equipment - Log Walk  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The area around the item has eroded and may become slippery

**Action:** Reinstate eroded area



**i** 5 - Very Low Risk (Finding 1)

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

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



**Finding:** There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

**Action:** Monitor - No remedial work recommended

**i** 6 - Low Risk (Finding 2)

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

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** Parts of the timber are rough or splintered

**Action:** Remove all rough or sharp edges



**i** 6 - Low Risk (Finding 3)

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

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



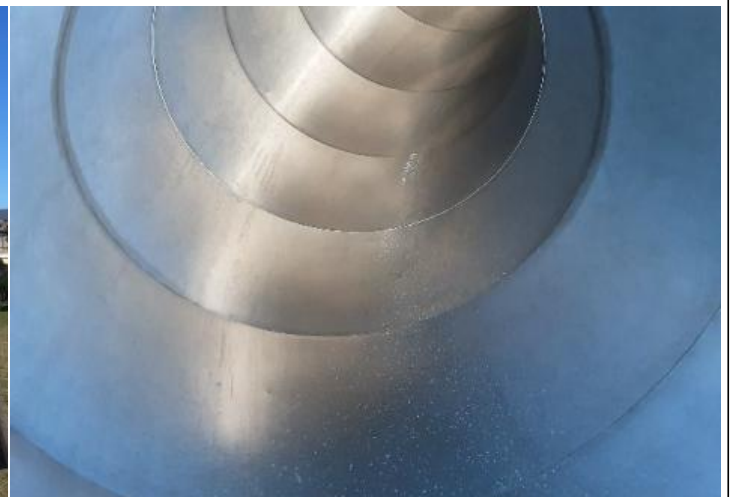
**Finding:** The ropes/nets are worn/damaged in places

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

**i** 4 - Very Low Risk (Finding 4)

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

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



**Finding:** There are a number of dents in the slide surface

**Action:** Monitor for any further deterioration and repair as required



 12 - Moderate Risk (Finding 5)

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

**Risk Level:** M - Moderate Risk  
**Surface:** Bark Mulch



**Finding:** Access to the main tower has been temporarily restricted due to the missing netting which would fully enclose the main tower platform. However, the barriers used do not sufficiently prevent access to the affected area

**Action:** Replace all missing components and ensure that access to the affected elements or the equipment is sufficiently restricted until the repairs are completed

 6 - Low Risk (Finding 6)

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

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** There are openings leading from platforms in excess of 1.0m in height to steep play elements and no hand supports complying with grip or grasp are provided, in contravention of BS EN 1176 Part 1: 4.2.9.4

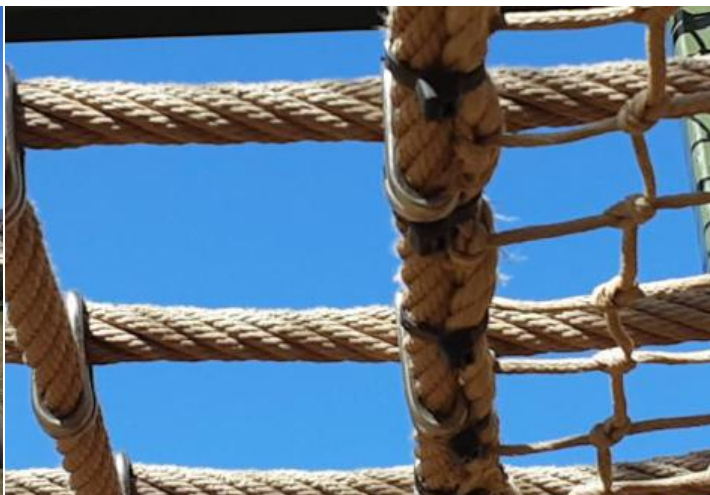
**Action:** Monitor - No remedial work recommended



**i** 6 - Low Risk (Finding 7)

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

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** There are sharp ends on the cable tie knuckles where the tails have been clipped

**Action:** Remove the protrusions and ensure that the knuckles on the ties remain in a position which is not exposed to users traversing the net tunnel

**i** 6 - Low Risk (Finding 8)

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

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** The height of the slide runout is in excess of 350mm and fails the requirements of BS EN 1176: Part 3

**Action:** Monitor - No remedial work recommended



**i** 2 - Very Low Risk (Finding 1)

**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 2)

**Item:** Activity Equipment - Log Climber  
**Manufacturer:** Unknown

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability



**i** 2 - 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:** The item has missing component(s)

**Action:** Consider replacing missing components

**i** 6 - Low Risk (Finding 1)

**Item:** Other - Boulders  
**Manufacturer:** Natural Feature

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** The rocks and/or boulders have moss/algae growth apparent

**Action:** Clean and maintain



**i** 8 - Low Risk (Finding 1)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** There are areas or parts of the timber edging that have rotted or are missing

**Action:** Replace all affected timbers

**i** 6 - Low Risk (Finding 2)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** There are gaps opening between the grass mat tiles

**Action:** Reinstate surface



**i** 8 - Low Risk (Finding 3)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** There is moderate damage to the grass mat surface

**Action:** Repair the damaged areas of surfacing

**i** 6 - Low Risk (Finding 4)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

**Risk Level:** L - Low Risk  
**Surface:** Bark Mulch



**Finding:** The traveller bearing is showing signs of wear

**Action:** Monitor for any further deterioration and replace as required



**i** 5 - Very Low Risk (Finding 5)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

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



**Finding:** The nylon inserts are worn or missing at the point the cable enters the traveller

**Action:** Replace worn or missing inserts as required



**i** 0 - Risk Assessment not Undertaken (Finding 6)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

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



**Finding:** We have completed a visual inspection of the cable and fixing points from ground level, however it is not possible to fully inspect the cable and fixings without either hiring equipment to gain access or removing the cable and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for damage, security or internal rusting, this will help to ensure the continued safe use of the equipment

**Action:** Inspect in accordance with the manufacturers recommendations



**i** 5 - Very Low Risk (Finding 7)

**Item:** Other - Cable Runway  
**Manufacturer:** Massey & Harris

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



**Finding:** The length of the suspension is less than 1.8m and fails the requirements of BS EN 1176 Part 4  
**Action:** Monitor use and replace with a compliant suspension at next maintenance interval



|                |                                                    |
|----------------|----------------------------------------------------|
| Report to      | <b>Community &amp; Leisure Committee</b>           |
| Subject        | <b>Memorial Gardens – Aerial Runway Launch Pad</b> |
| Purpose        | <b>Decision</b>                                    |
| Classification | <b>Unrestricted</b>                                |
| Meeting date   | <b>Monday 7<sup>th</sup> June 2021</b>             |
| Item number    | <b>10b</b>                                         |
| Written By     | <b>Cathy Whitaker RFO</b>                          |

**Summary:** This report outlines further information regarding the replacement of the aerial runway launch pad.

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

1. Removal of the grassy mound by Pro-Scape or Massey & Harris
2. Purchase of a metal launch pad from Massey & Harris
3. Installation of the metal launch pad by Massey & Harris

|    |                                                                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Introduction                                                                                                                                                                                                             |
| a. | The grassy mound launch area is muddy and devoid of grass due to children climbing over it to access the aerial runway.                                                                                                  |
| b. | The retaining rubber tiles are constantly breaking away from the mound, causing trip hazards.                                                                                                                            |
| 2. | Context                                                                                                                                                                                                                  |
| a. | We have been advised by Pro-Scape that embedding a metal launch pad into the existing mound would not be a good plan as the mound will still be used to climb on, leaving the existing problems with mud and bare earth. |
| b. | The advice is to install a metal launch pad directly at ground level.                                                                                                                                                    |
| 3. | Proposal/Options                                                                                                                                                                                                         |
| a. | Massey & Harris to supply and install metal launch pad at ground level.                                                                                                                                                  |
| 4. | Financial/Resource Implications                                                                                                                                                                                          |
| a. | The launch pad quote from Massey & Harris is updated at £4,138.00                                                                                                                                                        |
| b. | Pro-Scape & M&H quotes for removal of mound/installation of equipment is awaited.                                                                                                                                        |
| 5. | Next Steps/Recommendations                                                                                                                                                                                               |
| a. | That the grassy mound be removed.                                                                                                                                                                                        |
| b. | That the Massey & Harris metal launch pad be purchased & installed.                                                                                                                                                      |



# QUOTE Q24902

**Invoice Address**

Newmarket Council  
King Edward VII Memorial Hall  
High Street Newmarket  
CB8 8JP United Kingdom

**Date:** 27 May 2021

**Expiry Date:** 26 Jun 2021

**Massey & Harris (Engineering) Ltd**

Unit 5, The Hollygate  
Albert Street  
Stockport  
Cheshire. SK3 0BD  
UNITED KINGDOM

**Telephone:** +44(0)161 480 5243

**Email:** accounts@masseyandharris.com

**Our Ref:** Q24902 NMG

| Description                         | Quantity | Unit Price | VAT | Amount GBP      |
|-------------------------------------|----------|------------|-----|-----------------|
| 2039 - Aerial Runway Start Platform | 1.00     | 878.00     | 20% | 878.00          |
| Delivery and Installation           | 1.00     | 3,260.00   | 20% | 3,260.00        |
| <b>Subtotal</b>                     |          |            |     | 4,138.00        |
| <b>Total VAT 20%</b>                |          |            |     | 827.60          |
| <b>TOTAL GBP</b>                    |          |            |     | <b>4,965.60</b> |

- All prices, unless otherwise stated, are ex-works.
- Structural calculations will be provided on request at an additional cost.
- If equipment is to be installed into loose fill please specify.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

**THANK YOU FOR YOUR ENQUIRY**



|                |                                          |
|----------------|------------------------------------------|
| Report to      | <b>Community &amp; Leisure Committee</b> |
| Subject        | <b>Studlands Park Streetlighting</b>     |
| Purpose        | <b>Decision</b>                          |
| Classification | <b>Unrestricted</b>                      |
| Meeting date   | <b>Monday 7<sup>th</sup> June 2021</b>   |
| Item number    | <b>12</b>                                |
| Written By     | <b>Cathy Whitaker RFO</b>                |

**Summary:** This report outlines details of a lighting unit in a poor state of repair. Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Consider the quote from Suffolk County Council Street Lighting to replace the unit.

|    |                                                                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Introduction                                                                                                                                          |
| a. | A recent survey of the street lighting units by SCC has identified a unit with a broken column and missing lantern.                                   |
|    |                                                                                                                                                       |
| 2. | Context                                                                                                                                               |
| a. | A quote has been received from SCC to the value of £1,316.29.                                                                                         |
| b. | Further quotes are not required as SCC are the sole contractors for street lighting.                                                                  |
|    |                                                                                                                                                       |
| 3. | Proposal/Options                                                                                                                                      |
| a. | SCC to replace the unit.                                                                                                                              |
|    |                                                                                                                                                       |
| 4. | Financial/Resource Implications                                                                                                                       |
| a. | Funding from the current year budget account 4052/220 to the value of £1,000.00, with the balance being transferred from the Street Lighting EMR 322. |
|    |                                                                                                                                                       |
| 5. | Next Steps/Recommendations                                                                                                                            |
| a. | Accept the SCC quote for £1,316.29.                                                                                                                   |

## Cathy Whitaker

---

**From:** Adrian Last <Adrian.Last@suffolkhighways.org>  
**Sent:** 24 May 2021 16:16  
**To:** Cathy Whitaker  
**Cc:** Andrew Allberry  
**Subject:** Unit 1682 The Severals Newmarket Quotation

Hi Cathy

Please see below SCC quotation to completely replace the above unit, which is in a poor state of repair. The top of the concrete column has complexly broken away and the old lantern is missing

For The Sum Of; £1,316.29 + VAT

If the TC agree to the costs please let me know, I can then raise the necessary paperwork etc so the materials can be ordered and the works programmed

If you have any queries regarding this, then please let me know

Rgds

Ady

**Ady Last**  
Street Lighting Engineer  
West & South Area  
Growth, Highways & Infrastructure  
Suffolk County Council  
Melton Depot

**Suffolk Highways** | Highways Depot | Dock Lane | Melton | Suffolk | IP12 1PE  
T: 0345 606 6171  
[www.suffolk.gov.uk/highways](http://www.suffolk.gov.uk/highways)



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**Jockey Club Estates**

101 High Street

Newmarket

Suffolk CB8 8JL

07766367200

Jason.downs@thejockeyclub.co.uk

**DATE**

19/04/2021

**TOTAL**

GBP £1,440.00

TO

**Debbie Baines**

townclerk@newmarket.gov.uk

| DESCRIPTION                                                  | RATE      | QTY           | AMOUNT    |
|--------------------------------------------------------------|-----------|---------------|-----------|
| Jet wash, sand and varnish pavilion balustrade and uprights. | £1,200.00 | 1             | £1,200.00 |
| SUBTOTAL                                                     |           |               | £1,200.00 |
| VAT (20%)                                                    |           |               | £240.00   |
| Work to commence within 6 weeks from instruction.            | TOTAL     | GBP £1,440.00 |           |

**DATE SIGNED**

19/04/2021

## Item 14

**From:** Matthew <[matthew.plume@pro-scape.co.uk](mailto:matthew.plume@pro-scape.co.uk)>

**Subject:** 9008 - Quotes

**Date:** 4 May 2021 at 16:29:41 BST

|

Good Afternoon

Further to our conversation please see the following quotations:

To sand down and re-paint the pavilion as discussed

£1698.00 + VAT

To water 40 trees across the town

£225.00 + VAT per visit

Should you have any queries please do not hesitate to contact me.

Kind Regards

**Matthew Plume**



Burnside, Bury Road, Whepstead, Bury St Edmunds, Suffolk, IP29 4SZ

(DDI) 01284 620892 (Office) 01284 735779 (M) 07887 746694 (W) <http://www.pro-scape.co.uk>



# Item 16

## WORKING GROUPS

Updated: 18/05/2021



**Newmarket  
Town Council**

| Name:                             | Date set up: | Reporting to:                            | Membership:                                            | Terms of reference:                                   | Progress                                                                    | End Date:       | Officer | Comments                                  |
|-----------------------------------|--------------|------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------|-----------------|---------|-------------------------------------------|
| Pavilion & Severals Working Group | 07/09/2020   | Community and Leisure services committee | Cllr O'Neill, Cllr Jefferys, Cllr Appleby, Cllr Yarrow | Draw up a Report ASB at the pavilion and report back. | First meeting 24/09/20, reported to C&L 05/10/20. Date of next meeting: tbc | Task and Finish | TC      | Needs re-instating, not met for some time |
| Soap Box Derby                    | 25/01/2021   | Community and Leisure services committee | Cllr Appleby, Cllr Drummond, Cllr O'Neill, Cllr Borda  | To organise and manage the 2021 Soapbox Derby         | First meeting 27/01/21                                                      | Task and Finish | EM      |                                           |

Item 18

**From:**

**Sent:** 19 May 2021 20:50

**To:**

**Subject:** Re: Severals Sports Field

Hi Christy,

It's my understanding that the cadets have been using the Several since the squadron moved to Rayes lane from RAF Newmarket when it closed down in the 1970s. I suspect any previous arrangements made at the time have long been lost. However, I also understand that the Army Cadets, who we share the building with sort and gain permission for similar activities on the Severals.

The activities we use the Severals for include.

Team Building and Leadership exercises

Sport Nights

Some outdoor STEM activities

We also use this area to show the cadets how to put tents up in preparation of the D of E expeditions.

We only require access to a flat piece of ground to run some of our outside training and the several is just across the road from the squadron building. Traditionally we have used a small corner closest to Rayes lane working around other uses on some of our Summer Parade nights, Monday and Wednesday 19:00hrs to 21:30hrs. Typically, this might be three or four nights a month From Mid-April to Mid-September.

As part of wide change in governance there has been a change in how we record facilities and space we use away from the squadron building. As part of this process we need to have formal permission from the person/organization reasonable for the land.

All activities are indemnified by the MOD as long as we have the landowners permission.

I am aware that the Newmarket Cricket has reformed and use the Servals and are we program around their fixtures.

Best regards,