

Membership from May 2021

Councillor Anderson
Councillor Appleby
Councillor Borda
Councillor Crissall
Councillor De'Ath (ViceChair)
Councillor Drummond
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Winter (Chair)
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 4th October at 7.00pm**
or following on from the Development and Planning
Committee meeting, whichever is the later time

A G E N D A

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

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

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

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

- 1) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 6th September 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 6) Accounts** – To receive and note the accounts for Community and Leisure for the previous month
- 7) Memorial Gardens** - To receive a report regarding security & equipment
- 8) Memorial Hall** - Street furniture relocation plans
- 9) Cemetery**
 - a) To receive a report regarding cemetery memorial safety
 - b) To receive a proposal regarding cemetery spoil facility
- 10) Newmarket Clock Tower** – to receive a report regarding proposals for the clock tower lighting
- 11) Speeding** – to receive a report regarding Speed Indicator Devices
- 12) Highway** – To discuss the matter of weeds in the footway & highway
- 13) Newmarket Venues** – to receive an update on bookings at the venues
- 14) NTC Events – to receive an update and authorise any actions**
 - a) Remembrance Day update
 - b) Planting Event – Yellow Brick Road debrief
 - c) Christmas 2021– event information

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

d) Silver Sunday – to discuss

15) Correspondence

- a) Community Litter Picking request for support
- b) Consideration of a mural

16) Date of next meeting – Monday 1st November 2021

17) Items for the next agenda

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th September 2021



Item 4

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 6th September 2021 at 7:00 pm

Attendance:

Councillor P Winter (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor L Crissall
Councillor J D'Ath
Councillor A Drummond

Councillor D Hall
Councillor J Harvey
Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllr O'Neill, 1 Member of the Press 1 member of the public, L Eatock and J Asker - Newmarket Community Arts

Minute

CL/21/09/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

CL/21/09/2 Apologies for Absence

Apologies were received from Cllrs Anderson and Hood.

CL/21/09/3 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

Cllr Yarrow declared a non-pecuniary interest in item 11.

CL/21/09/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 2nd August 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 2nd August 2021 and the following was agreed:

CL/21/09/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 2nd August 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/21/09/5 Public Open Session

No members of the public wished to speak.

CL/21/09/6 To Receive the Accounts

The accounts for August 2021 were received and noted.

Book number 23 2021 -2022

Minutes of Community & Leisure Services Committee held on Monday 6th September 2021

CL/21/09/7 Service Level Agreement

The Chairman gave an update on the SLA contract and the following was agreed:

CL/21/09/7.01 Recommendation

That 3 quotes be obtained to tender for the outside services SLA and a Working Group be set up consisting of the Town Clerk, Cllrs Winter, Jefferys, De'Ath, Hall and Crissall to negotiate a new SLA for April 2022

The Chairman proposed to bring forward item 15 and the following was agreed:

CL/21/09/7.01 Resolved

That item 15 – Weed Killer be brought forward.

Cllr Yarrow declared non-pecuniary interest in the following item.

CL/21/09/8 Weed Killer

The use of weed killer and glyphosate-formulated weed killers in Newmarket and the surrounding area with relation to harmful effects was discussed and the following was agreed:

CL21/09/8.01 Recommendation

That NTC requests that the bodies responsible for the SLA in the Newmarket area do not use glyphosate-based products to control the weeds. That the SLA Working Group explores the practicalities of the alternatives and their effectiveness.

CL/21/09/9 Horse Walks

The Chairman presented examples of the replacement fencing proposed for St Mary's Square area by Jockey Club Estates, who were looking for suitable material and costings.

CL/21/09/10 Memorial Gardens

Weekend litter and safety checks – historically this is carried out by the Town Keeper and Caretaker, but takes valuable hours away from those available during the week. A quote from WSC to provide a Saturday morning service and a proposal for volunteer Councillors was considered and the following was agreed:

CL/21/09/10.01 Recommendation

That a trial of volunteer Councillors be used to clear weekend litter and conduct safety checks in the Memorial Gardens starting from 11th September for a period of 2 months.

Special Needs Activity – the plan to offer exclusive use of the Memorial Hall Gardens for carers of special needs children and their siblings had stalled and needs to be taken forward. The following was agreed:

CL/21/09/10.02 Recommendation

That the Chairman takes forward the proposal to offer exclusive use of the

Book number 24 2021 -2022

Memorial Hall Gardens for carers of special needs children and their siblings for two hours one morning per week.

Inclusive equipment and activities - a sensory wall was installed and bark chippings were laid which were compatible with wheelchair and buggy access as part of the Memorial Garden Masterplan. The new splash-pad area and birds' nest swing that were installed are also special needs compliant, but more inclusive equipment is required and the following was agreed:

CL21/09/10.03 Recommendation

That a re-assessment of the small play area equipment and surfacing be carried out within the 2022-23 budget preparation.

Cllr O'Neill left the meeting

CL/21/09/11 Memorial Hall

A report on the street furniture at the front of the Memorial Hall and 3 quotes for essential window maintenance was presented and considered. The following was agreed:

CL/09/11.01 Recommendation

That a licence from SCC be obtained for £150 to move the street furniture and that the COVID-19 grant be used to install new cycle rings. That a plan and quotes be presented to the Community and Leisure Committee for approval. That the quote from Lister Decorators to paint the Memorial Hall windows for £2,285 be approved.

New planters will require sourcing and costs to be included in the 2022/23 budget.

CL/21/09/12 Newmarket Community Arts

A request for bookings at the Memorial Hall and Pavilion was considered and the following was agreed:

CL/21/09/12.01 Recommendation

That the request from Newmarket Community Arts to be given free use of the Pavilion for 16+ Samba and adult dance classes be approved; this for a maximum of one year, with a review after six months.

CL/21/09/12.02 Recommendation

That the request to use the Memorial Hall for lantern making workshops in November 2021 be approved.

The proposal for NTC to lease a property on the High Street from Jockey Club Estates for a Community Arts hub was considered and the following was agreed:

CL/21/09/12.03 Recommendation

That NTC enters into discussions with Jockey Club Estates regarding the lease of a High Street premises for £1.00pa for Newmarket Community Arts to use as an Arts Centre.

Book number 25 2021 -2022

Minutes of Community & Leisure Services Committee held on Monday 6th September 2021

CL/21/09/13 Queen's Platinum Jubilee

A report from a 2018 survey report and recommendations for work to be carried out at the Clock Tower was considered and the following was agreed:

CL/21/09/13.01 Recommendation

That quotes be sought to carry out the recommended refurbishment work at the Clock Tower.

Proposals for a new Platinum Jubilee flower bed in the Memorial Gardens and a planting scheme for the hanging baskets and Town planting was considered and the following was agreed:

CL/21/09/13.02 Recommendation

That a new Platinum Jubilee flower bed be created in the Memorial Gardens and that the hanging baskets and High Street planting be planted in the Queen's racing colours of red, purple and yellow.

CL/21/09/14 Newmarket Clock Tower

A report to upgrade the lighting system at the Clock Tower was considered and the following was agreed:

CL/21/09/14.01 Recommendation

That the Clock Tower Lighting system be upgraded and that further quotes be obtained.

CL/21/09/15 Speeding

This item was deferred to the next meeting.

CL/21/09/16 Update on Newmarket Events

Soap Box Derby 2021 Debrief – Events Manager presented a report on the event detailing income, expenditure and feedback, and although it had been a successful event there were some safety issues that need to be addressed. There were many positive public comments received. However, going forward, the need to consider whether the Council has the capacity to put on such a large event with no income being received was recognised. The Committee were very grateful for the support from Jockey Club Estates and the following was agreed:

CL/21/09/16.01 Recommendation

That a letter of thanks be sent to Jockey Club Estates for their support with the Soapbox Derby event.

Summer Entertainment Debrief - Events Manager presented a report on the feedback from the Market Place team and Newmarket Community Arts on the successful Summer entertainment programme and the following was agreed:

CL/21/09/16.02 Recommendation

That the Summer Entertainment event for next year be rebranded to "Earth Arts Festival" and that the organisation and running of the event be assigned to Market Place and Newmarket Community Arts.

Book number 26 2021 -2022

CL/21/09/16.03 Recommendation

That the Summer entertainment budget for 2022/23 be increased by £3,450 to cover production costs.

A member of the public left the meeting

Yoga/Pilates Debrief - Events Manager presented a report on this new Wellbeing event and the following was agreed:

CL/21/09/16.04 Recommendation

That free yoga classes be added to the 2022 Event calendar and that 1 class per week be booked from May to the end of August 2022 with the Pavilion/Memorial Hall being used as a back-up venue for inclement weather.

Remembrance Day Arrangements – The Chairman reported that NTC would be organising the arrangements this year. A short service will be held at the War Memorial where wreaths will be laid followed by a parade down the High Street to a Service at Tattersalls. Refreshments are usually served at the Bowls Club after the Service and a proposal to discontinue this was considered. The following was agreed:

CL/21/09/16.05 Recommendation

That refreshments are not served following the Service at Tattersalls.

YBR Planting Event – The Community daffodil bulb planting event will be held on Saturday 2nd October 2021 on the green and around the sump at the Yellow Brick Road.

Christmas 2021 – Events Manager reported that the event will be held 18th December 2021 and a proposal was made to move the event from Memorial Gardens to the George Lambton playing fields. This would give more space for a bigger event and be linked to the lantern parade on the Yellow Brick Road from 11:00am – 6:00 pm and the Newmarket Community Network play. Events manager was requested to provide a detailed proposal with costs.

A member of the public left the meeting

CL/21/09/17 Correspondence

Use of the Bill Tutte Memorial for Events – A request from Hughes Electrical to use the Bill Tutte Memorial to mark their 100 year anniversary was considered and the following was agreed:

CL/21/09/17.01 Recommendation

That the request from Hughes Electrical to use the Bill Tutte Memorial be approved, with a condition that the surfacing be left undamaged

Note of thanks from Newmarket Charitable Foundation – the kind note of thanks for organising the Newmarket Summer Night Walk was welcomed and noted.

A suggestion to consider a mural to mark the Platinum Jubilee – deferred to next meeting

Book number 27 2021 -2022

Minutes of Community & Leisure Services Committee held on Monday 6th September 2021

Fund-raising event on the Severals – the request was referred to the Town Clerk.

A member of the public left the meeting

CL/21/09/18 Date of Next Meeting

Monday 4th October 2021 at the Memorial Hall.

CL/21/09/19 Items for Next Agenda

- Memorial Gardens Security Report
- Speeding Report
- Platinum Jubilee Mural
- Clock tower lighting and refurbishment
- Christmas Event

CL/21/09/20 Exclusion of the Press & Public

With the vote being unanimous, it was:

CL/21/09/20.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The press left the meeting.

CL/21/09/21 *Opening times of the Memorial Gardens*****

The arrangements for the opening and closing of the Memorial Gardens was discussed and the following was agreed:

*****CL/21/09/21.01 Recommendation*****

That the current agreement for opening and closing the Memorial Gardens be terminated and that the duties be covered by the Town Keeper/Abbey Security.

The 2022/23 budget will need to reflect the new costs and a presentation for a vote of thanks will be arranged for the current provider.

Meeting closed at 8:43pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/09/7.01 Recommendation</u>	That 3 quotes be obtained to tender for the outside services SLA and a Working Group be set up consisting of the Town Clerk, Cllrs

Book number 28 2021 -2022

	Winter, Jefferys, De'Ath, Hall and Crissall to negotiate a new SLA for April 2022.
<u>CL/21/09/8.01 Recommendation</u>	That NTC requests that the bodies responsible for the SLA in the Newmarket area do not use glyphosate-based products to control the weeds. That the SLA Working Group explores the practicalities of the alternatives and their effectiveness.
<u>CL/21/09/10.01 Recommendation</u>	That a trial of volunteer Councillors be used to clear weekend litter and conduct safety checks in the Memorial Gardens starting from 11 th September for for a period of 2 months.
<u>CL/21/09/10.02 Recommendation</u>	That the Chairman takes forward the proposal to offer exclusive use of the Memorial Hall Gardens for carers of special needs children and their siblings for two hours one morning per week.
<u>CL/21/09/10.03 Recommendation</u>	That a re-assessment of the small play area equipment and surfacing be carried out within the 2022-23 budget preparation.
<u>CL/21/09/11.01 Recommendation</u>	That a licence from SCC be obtained for £150 to move the street furniture and that the COVID-19 grant be used to install new cycle rings. That a plan and quotes be presented to the Community and Leisure Committee for approval. That the quote from Lister Decorators to paint the Memorial Hall windows for £2,285 be approved.
<u>CL/21/09/12.01 Recommendation</u>	That the request from Newmarket Community Arts to be given free use of the Pavilion for 16+ Samba and adult dance classes be approved; this for a maximum of one year, with a review after six months.
<u>CL/21/09/12.02 Recommendation</u>	That the request to use the Memorial Hall for lantern making workshops in November 2021 be approved.
<u>CL/21/09/12.03 Recommendation</u>	That NTC enters into discussions with Jockey Club Estates regarding the lease of a High Street premises for £1.00pa for Newmarket Community Arts to use as an Arts Centre.
<u>CL/21/09/13.01 Recommendation</u>	That quotes be sought to carry out the recommended refurbishment work at the Clock Tower.
<u>CL/21/09/13.02 Recommendation</u>	That a new Platinum Jubilee flower bed be created in the Memorial Gardens and that the hanging baskets and High Street planting be planted in the Queen's racing colours of red, purple and yellow.
<u>CL/21/09/14.01 Recommendation</u>	That the Clock Tower Lighting system be upgraded and that further quotes be obtained.

Book number 29 2021 -2022

<u>CL/21/09/16.01 Recommendation</u>	That a letter of thanks be sent to Jockey Club Estates for their support with the Soapbox Derby event.
<u>CL/21/09/16.02 Recommendation</u>	That the Summer Entertainment event for next year be rebranded to “Earth Arts Festival” and that the organisation and running of the event be assigned to Market Place and Newmarket Community Arts.
<u>CL/21/09/16.03 Recommendation</u>	That the Summer entertainment budget for 2022/23 be increased by £3,450 to cover production costs.
<u>CL/21/09/16.04 Recommendation</u>	That free yoga classes be added to the 2022 Event calendar and that 1 class per week be booked from May to the end of August 2022 with the Pavilion/Memorial Hall being used as a back-up venue for inclement weather.
<u>CL/21/09/16.05 Recommendation</u>	That refreshments are not served following the Service at Tattersalls.
<u>CL/21/09/17.01 Recommendation</u>	That the request from Hughes Electrical to use the Bill Tutte Memorial be approved, with a condition that the surfacing be left undamaged.
<u>***CL/21/09/21.01 Recommendation***</u>	That the current agreement for opening and closing the Memorial Gardens be terminated and that the duties be covered by the Town Keeper/Abbey Security.

27/09/2021

Newmarket Town Council Current Year 2021/2022

Page 1

13:06

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
200 Outside Services								
4029 General Equipment	120	495	500	5		5	99.1%	
4039 Vehicle Costs	0	1,383	5,000	3,617		3,617	27.7%	
4095 Assets Purchased	0	1,499	0	(1,499)		(1,499)	0.0%	1,499
4326 Outside Services SLA	0	17,923	74,878	56,955		56,955	23.9%	
Outside Services :- Indirect Expenditure	120	21,300	80,378	59,078	0	59,078	26.5%	1,499
Net Expenditure	(120)	(21,300)	(80,378)	(59,078)				
6000 plus Transfer from EMR	0	1,499						
Movement to/(from) Gen Reserve	(120)	(19,801)						
201 General Town Planting								
1007 Sponsorship Income	0	410	5,200	4,790			7.9%	
1009 Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
General Town Planting :- Income	0	410	10,400	9,990			3.9%	0
4037 R&M - Grounds	0	1,250	0	(1,250)		(1,250)	0.0%	
4100 Seasonal Planting	0	1,905	3,300	1,395		1,395	57.7%	
4101 Hanging Baskets	0	3,988	4,300	312		312	92.7%	
General Town Planting :- Indirect Expenditure	0	7,143	7,600	457	0	457	94.0%	0
Net Income over Expenditure	0	(6,733)	2,800	9,533				
202 Cemetery								
1000 Burial Fees	0	3,885	29,000	25,115			13.4%	
1020 Interment(Ashes) Income	0	2,475	4,000	1,525			61.9%	
1021 Monumental Income	0	1,692	4,000	2,308			42.3%	
1022 Grave Space Purchase Income	0	5,414	12,000	6,586			45.1%	
1029 Income Commemorative Bench	0	0	1,500	1,500			0.0%	
Cemetery :- Income	0	13,466	50,500	37,034			26.7%	0
4011 Rates	0	2,022	3,700	1,678		1,678	54.6%	
4012 Water Rates	0	118	1,000	882		882	11.8%	
4014 Electricity	26	708	1,600	892		892	44.2%	
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	0	1,261	2,000	739		739	63.1%	
4037 R&M - Grounds	3,799	13,020	18,000	4,980		4,980	72.3%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Trade Refuse Collections	0	0	1,500	1,500		1,500	0.0%	
4047 Grave Digging	0	1,819	11,500	9,681		9,681	15.8%	
4325 Cemetery SLA	0	2,580	10,540	7,960		7,960	24.5%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Cemetery :- Indirect Expenditure	3,826	21,529	51,295	29,766	0	29,766	42.0%	0
Net Income over Expenditure	(3,826)	(8,063)	(795)	7,268				
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	0	0	2,000	2,000		2,000	0.0%	
Disused Churchyards :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
<u>204 Memorial - War,Cooper,Tutte</u>								
4014 Electricity	0	21	100	79		79	20.8%	
4036 R&M - Buildings	0	429	500	71		71	85.8%	
4037 R&M - Grounds	0	1,300	1,000	(300)		(300)	130.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	0	1,750	1,600	(150)	0	(150)	109.4%	0
Net Expenditure	0	(1,750)	(1,600)	150				
<u>205 Clocks</u>								
4014 Electricity	0	48	250	202		202	19.0%	
4036 R&M - Buildings	0	300	500	200		200	60.0%	
4177 Clock Tower Expenses	115	570	1,400	830		830	40.7%	
Clocks :- Indirect Expenditure	115	918	2,150	1,232	0	1,232	42.7%	0
Net Expenditure	(115)	(918)	(2,150)	(1,232)				
<u>206 Bus Shelters</u>								
4036 R&M - Buildings	145	620	1,500	880		880	41.3%	
Bus Shelters :- Indirect Expenditure	145	620	1,500	880	0	880	41.3%	0
Net Expenditure	(145)	(620)	(1,500)	(880)				
<u>207 General Town Maintenance</u>								
4037 R&M - Grounds	160	560	0	(560)		(560)	0.0%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	40,119	8,000	(32,119)		(32,119)	501.5%	32,119
4140 Dog Waste Collection/Disposal	0	641	850	209		209	75.4%	
General Town Maintenance :- Indirect Expenditure	160	41,319	11,350	(29,969)	0	(29,969)	364.0%	32,119
Net Expenditure	(160)	(41,319)	(11,350)	29,969				
6000 plus Transfer from EMR	0	32,119						

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(160)	(9,200)						
208 Public Conveniences								
1005 Misc Income	0	2,944	0	(2,944)			0.0%	
1100 Grants Received	0	0	3,300	3,300			0.0%	
Public Conveniences :- Income	0	2,944	3,300	356			89.2%	0
4011 Rates	0	1,472	1,520	48		48	96.8%	
4012 Water Rates	0	0	152	152		152	0.0%	
4014 Electricity	0	101	400	299		299	25.3%	
4016 Cleaning	0	0	300	300		300	0.0%	
4036 R&M - Buildings	0	55	900	845		845	6.1%	
4044 Public Toilet Cleansing	0	0	100	100		100	0.0%	
4046 Opening/Closing Costs	180	800	2,400	1,600		1,600	33.3%	
Public Conveniences :- Indirect Expenditure	180	2,428	5,772	3,344	0	3,344	42.1%	0
Net Income over Expenditure	(180)	516	(2,472)	(2,988)				
211 The Queens Statue								
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	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
215 Allotments								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	0	0	(600)	(600)				
220 Studlands								
4045 Street Lighting - Maint Cont	0	0	17,825	17,825		17,825	0.0%	
4052 Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
Studlands :- Indirect Expenditure	0	0	18,825	18,825	0	18,825	0.0%	0
Net Expenditure	0	0	(18,825)	(18,825)				

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308</u> <u>Christmas</u>								
4310 Christmas Lights	0	141	15,500	15,359		15,359	0.9%	
4811 CP - Christmas Lights Infrast	0	422	10,000	9,578		9,578	4.2%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>563</u>	<u>26,500</u>	<u>25,937</u>	<u>0</u>	<u>25,937</u>	<u>2.1%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(563)</u>	<u>(26,500)</u>	<u>(25,937)</u>				
Community Services :- Income	0	16,820	65,100	48,280			25.8%	
Expenditure	4,546	97,569	211,970	114,401	0	114,401	46.0%	
Net Income over Expenditure	<u>(4,546)</u>	<u>(80,749)</u>	<u>(146,870)</u>	<u>(66,121)</u>				
plus Transfer from EMR	0	33,618						
Movement to/(from) Gen Reserve	<u>(4,546)</u>	<u>(47,131)</u>						

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	15,253	7,000	(8,253)			217.9%	
1016 Refreshments Income	0	0	500	500			0.0%	
Memorial Hall :- Income	0	15,253	7,500	(7,753)			203.4%	0
4011 Rates	0	2,993	6,170	3,177		3,177	48.5%	
4012 Water Rates	517	1,005	5,000	3,995		3,995	20.1%	
4014 Electricity	0	1,284	5,000	3,716		3,716	25.7%	
4015 Gas	749	749	6,000	5,251		5,251	12.5%	
4016 Cleaning	13	3,978	2,000	(1,978)		(1,978)	198.9%	3,401
4017 Fire Precautions	0	463	510	47		47	90.9%	
4036 R&M - Buildings	855	3,948	4,000	52		52	98.7%	
4038 Furniture/Fixtures/Fittings	410	848	2,500	1,652		1,652	33.9%	
4040 Trade Refuse Collections	0	1,860	1,860	(0)		(0)	100.0%	
4044 Public Toilet Cleansing	149	149	200	51		51	74.6%	
4078 Refreshment Costs Hall Hire	0	0	800	800		800	0.0%	
4080 PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
4095 Assets Purchased	0	1,809	0	(1,809)		(1,809)	0.0%	
Memorial Hall :- Indirect Expenditure	2,693	64,020	123,904	59,884	0	59,884	51.7%	3,401
Net Income over Expenditure	(2,693)	(48,767)	(116,404)	(67,637)				
6000 plus Transfer from EMR	0	3,401						
Movement to/(from) Gen Reserve	(2,693)	(45,365)						
301 Arts								
1181 Grant Received WSC	(479)	2,396	0	(2,396)			0.0%	
Arts :- Income	(479)	2,396	0	(2,396)				0
4440 Costs - Childrens' Events	575	3,703	3,500	(203)		(203)	105.8%	
4443 Costs - Tea Dance	0	0	1,800	1,800		1,800	0.0%	
Arts :- Indirect Expenditure	575	3,703	5,300	1,597	0	1,597	69.9%	0
Net Income over Expenditure	(1,054)	(1,307)	(5,300)	(3,993)				
302 Winter Event								
1059 Income - Winter Event	0	0	3,000	3,000			0.0%	
Winter Event :- Income	0	0	3,000	3,000			0.0%	0
4453 Cost - Winter Event	0	0	11,000	11,000		11,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Income over Expenditure	0	0	(8,000)	(8,000)				

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
1172 SoapBox Derby - income	4,546	9,433	10,000	567			94.3%	
Entertainments :- Income	4,546	9,433	10,000	567			94.3%	0
4098 SoapBox Derby - costs	9,094	15,631	10,000	(5,631)		(5,631)	156.3%	
4179 Entertainment	240	750	5,000	4,250		4,250	15.0%	
Entertainments :- Indirect Expenditure	9,334	16,381	15,000	(1,381)	0	(1,381)	109.2%	0
Net Income over Expenditure	(4,788)	(6,947)	(5,000)	1,947				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
305 Carnival								
1026 Carnival income	0	0	1,000	1,000			0.0%	
Carnival :- Income	0	0	1,000	1,000			0.0%	0
4312 Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Income over Expenditure	0	0	(9,000)	(9,000)				
306 Memorial Gardens								
1004 Kiosk Income	0	0	1,200	1,200			0.0%	
Memorial Gardens :- Income	0	0	1,200	1,200			0.0%	0
4012 Water Rates	421	421	200	(221)		(221)	210.7%	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	0	3,020	5,000	1,980		1,980	60.4%	
4041 R&M - play-equipment	8,884	9,384	10,000	616		616	93.8%	
4046 Opening/Closing Costs	628	1,873	4,500	2,628		2,628	41.6%	
4095 Assets Purchased	430	430	0	(430)		(430)	0.0%	
4112 Water Feature	1,110	2,272	6,000	3,728		3,728	37.9%	
4142 Memorial Garden Kiosk	0	0	1,000	1,000		1,000	0.0%	
Memorial Gardens :- Indirect Expenditure	11,472	17,399	26,805	9,406	0	9,406	64.9%	0
Net Income over Expenditure	(11,472)	(17,399)	(25,605)	(8,206)				

Detailed Income & Expenditure by Budget Heading as at 27/09/2021

Month No: 6

Committee Report Community & Leisure Services DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Twinning								
4181 Twinning Expenses	0	521	3,500	2,979		2,979	14.9%	
Twining :- Indirect Expenditure	<u>0</u>	<u>521</u>	<u>3,500</u>	<u>2,979</u>	<u>0</u>	<u>2,979</u>	<u>14.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(521)</u>	<u>(3,500)</u>	<u>(2,979)</u>				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	2,914	5,000	2,086			58.3%	
1005 Misc Income	0	500	0	(500)			0.0%	
The Severals Sports Facilities :- Income	<u>0</u>	<u>3,414</u>	<u>5,000</u>	<u>1,586</u>			<u>68.3%</u>	<u>0</u>
4011 Rates	0	149	605	456		456	24.6%	
4012 Water Rates	0	736	1,300	564		564	56.6%	
4014 Electricity	0	335	1,000	665		665	33.5%	
4015 Gas	74	2,789	3,045	256		256	91.6%	
4017 Fire Precautions	0	77	250	173		173	30.6%	
4036 R&M - Buildings	2,925	12,399	2,000	(10,399)		(10,399)	619.9%	
4037 R&M - Grounds	0	789	600	(189)		(189)	131.5%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	441	290	(151)		(151)	152.1%	
4044 Public Toilet Cleansing	53	53	100	47		47	52.6%	
The Severals Sports Facilities :- Indirect Expenditure	<u>3,051</u>	<u>17,767</u>	<u>10,190</u>	<u>(7,577)</u>	<u>0</u>	<u>(7,577)</u>	<u>174.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,051)</u>	<u>(14,353)</u>	<u>(5,190)</u>	<u>9,163</u>				
Leisure Services :- Income	<u>4,067</u>	<u>30,496</u>	<u>27,700</u>	<u>(2,796)</u>			<u>110.1%</u>	
Expenditure	<u>27,126</u>	<u>119,790</u>	<u>206,699</u>	<u>86,909</u>	<u>0</u>	<u>86,909</u>	<u>58.0%</u>	
Net Income over Expenditure	<u>(23,059)</u>	<u>(89,294)</u>	<u>(178,999)</u>	<u>(89,705)</u>				
plus Transfer from EMR	<u>0</u>	<u>3,401</u>						
Movement to/(from) Gen Reserve	<u>(23,059)</u>	<u>(85,892)</u>						
Grand Totals:- Income	<u>4,067</u>	<u>47,316</u>	<u>92,800</u>	<u>45,484</u>			<u>51.0%</u>	
Expenditure	<u>31,672</u>	<u>217,359</u>	<u>418,669</u>	<u>201,310</u>	<u>0</u>	<u>201,310</u>	<u>51.9%</u>	
Net Income over Expenditure	<u>(27,605)</u>	<u>(170,043)</u>	<u>(325,869)</u>	<u>(155,826)</u>				
plus Transfer from EMR	<u>0</u>	<u>37,020</u>						
Movement to/(from) Gen Reserve	<u>(27,605)</u>	<u>(133,024)</u>						

BLANK



Report to	Community & Leisure Committee
Subject	Cemetery spoil areas
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	4th October 2021
Item number	
Written By	Cathy Whitaker CLERK

Summary: This report outlines the current waste provision at the cemetery and proposed changes.

1.	Introduction
a.	The current provision consists of two large skips on the lower section of the cemetery: one for spoil and one for top-soil.
b.	There is an old tin hut in the cemetery which is unused and unsightly.
2.	Context
a.	An alternative to the skips is needed to improve the look of the current burial area.
b.	The tin hut and the concrete base needs to be removed to enable the area to be returned to grave plot space.
3.	Proposal/Options
a.	Removal of the tin hut and concrete base to allow for re-grassing.
b.	Installation of a hedged 2/3-bay area for soil, spoil and possibly grass composting.
4.	Financial/Resource Implications
a.	Quote for shed and concrete removal.
b.	Quote for re-grassing of shed/concrete area.
c.	Quote for hedging of 2/3-bay area.
5.	Next Steps/Recommendations
a.	To engage XX to remove the tin shed and concrete area.
b.	To engage ??WSC to re-grass the area for grave plots.
c.	To engage ??WSC to create a 2/3-bay hedged area.



Report to	Community & Leisure Services Committee
Subject	Speed Indicator Devices
Purpose	Information
Classification	Unrestricted
Meeting date	4th October 2021
Item number	12
Written By	Cathy Whitaker CLERK

Summary: This report outlines information regarding the Suffolk County Council initiative with regard to placing portable speed indicator devices (mini-SIDs) on the highway.

- 1: Included is the SID rota planned until mid-March; based on the two units currently owned.
- 2: Included are some examples of the speed data that the units can provide.
- 3: The SCC 'Working Together To Reduce Speeding (July 2020)' document is included.
- 4: An example template quote and specification detail is included from Westcotec; one of the companies that supply the units.

1.	Introduction
a.	Suffolk County Council (SCC) introduced the option for parish and town councils to be able to apply to SCC for permission to place portable mini-SIDs at speeding hot-spots within their parishes. NTC own two mini-SIDs at present but has more site requests to process.
b.	Site Suitability Surveys are carried out during the application to the SCC Speed Management & Safety Team. Once a site is approved, SCC install a post. The council can then purchase a SID, which may or may not have a data unit to record speeding information, and begin rotating it around the sites as required.
2.	Context
a.	When the initiative began SCC specified that the SID units should only display the vehicle speed. However, following some enquiries with SCC, it appears that they have now amended their regulations to be more flexible and interactive with the displays, including smiley/sadly faces or Slow Down/Thank you wording along with the speed.
b.	There are five sites currently in operation (Moulton Road, Snailwell Road, Fitzroy Street, Elizabeth Avenue, Bury Road). One site survey is in progress at New Cheveley Road. Other sites have been suggested – Fordham Road, Icewell Hill, Edinburgh Road.
3.	Options
a.	Westcotec sample quotes (includes data unit and a Lithium battery): - i: Original with speed display only: £3,075 plus VAT - ii: SLOW DOWN and speed display: £3,630 plus VAT - iii: Smiley/Sadly faces and speed display: £3,720 plus VAT iv. SLOW DOWN/THANK YOU and speed display: £4,005 plus VAT
4.	Financial/Resource Implications
a.	There is no budget in the current year for extra units: provision could be considered in the next year budget preparation.

b.	SCC councillor Locality Budgets may be available.
5.	Next Steps/Recommendations
a.	To investigate costs and mini SID unit specifications from other manufacturers (Radarlux, Standard signs, ElanCity).
b.	To progress the applications for site suitability at Icewell Hill, Edinburgh Road and Fordham Road.

SIDS planned rota for next 6 months

W/E

10-Sep	Moulton Road Snailwell Road
01-Oct	Fitzroy Street Elizabeth Avenue
22-Oct	Bury Road Moulton Road
12-Nov	Snailwell Road Fitzroy Street
03-Dec	Elizabeth Avenue Bury Road
24-Dec	Moulton Road Snailwell Road
14-Jan	Fitzroy Street Elizabeth Avenue
04-Feb	Bury Road Moulton Road
25-Feb	Snailwell Road Fitzroy Street
18-Mar	Elizabeth Avenue Bury Road

Incoming Monthly Speeds
SNAILWELL ROAD

from Tue-Jun-08-2021-10-00-AM to Sun-Aug-01-2021-11-59-PM

	Jun 2021									
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	28.67	40	30.89	30.75	32	33.76	34.09	32.58	33.95	37.66
1 - 2	29.14	26.17	25.33	31	25.33	29.89	32.5	27.15	31.38	32.5
2 - 3	30.42	32.62	25.7	26.17	25.75	28.88	25.54	28.32	26.81	35.5
3 - 4	26.33	27.77	28.67	28.33	32	28.43	29.5	28.56	28.67	34.78
4 - 5	30.84	31.23	31.11	31.11	30.06	30.13	32.1	30.89	30.28	38.26
5 - 6	32.32	31.58	30.78	32.05	31.33	32.17	30.5	31.56	32.03	38.4
6 - 7	29.1	28.67	29.72	29.22	27.67	30.08	31.73	28.94	31.15	35.1
7 - 8	30.06	29.55	28.64	29.97	29.87	30.85	31.14	29.56	30.98	36.12
8 - 9	28.92	29.19	29.45	29.31	28.24	28.69	31.18	29.06	29.62	35.22
9 - 10	29.62	28.02	28.24	29.12	28.51	30.31	31.02	28.68	30.62	34.8
10 - 11	28.45	28.93	28.57	27	29.22	28.58	30.78	28.46	29.48	34.32
11 - 12	29.96	29.49	29.48	28.33	30.23	29.09	31.33	29.53	29.96	35.66
12 - 13	30.12	30.53	30.52	29.58	30.38	30.19	31.01	30.28	30.49	36.64
13 - 14	30.32	29.7	30.21	30.1	31.02	31.07	32.62	30.26	31.79	36.38
14 - 15	31.26	30.53	30.8	30.27	30.68	30.89	31	30.71	30.94	37.14
15 - 16	30.18	31.08	29.9	30.41	30.19	32.04	32.1	30.37	32.07	36.22
16 - 17	31.25	31.61	30.97	32.04	31.23	31.9	32.04	31.4	31.96	37.48
17 - 18	31.56	30.94	30.68	31.38	31.25	32.09	32.71	31.12	32.35	37.3
18 - 19	31.12	31.85	31.12	30.95	31.84	31.8	30.69	31.37	31.37	37.84
19 - 20	31.71	31.85	32.37	32.17	31.44	32.43	32.07	31.92	32.29	38.78
20 - 21	32.85	32.49	32.56	32.91	30.95	34.19	32.65	32.27	33.45	39.16
21 - 22	30.5	31.47	30.93	33.17	32.16	32.05	32.07	31.57	32.06	38.88
22 - 23	32.41	31.6	31.42	30.1	30.55	32.09	30.21	31.25	31.34	37.78
23 - 24	31.5	31.12	29.65	31.64	30.72	32.22	29.14	30.72	31.37	38.66

	Jun 2021									
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	18.11	19.33	17	23.67	18.1	17.78	18.45	18.77	18.18	26.48
1 - 2	14.5	0	0	7.73	22.71	14.67	14.9	8.79	14.84	19.8
2 - 3	19.2	22	17	8.62	24.5	22.46	14.22	13.57	16.36	22.44
3 - 4	24.5	25.33	23.25	32	25.71	17.56	16.87	25.29	17.06	32.5
4 - 5	25.33	23	20.25	19.5	21.2	17	19.29	21.48	18.23	29.5
5 - 6	20.72	17.91	17.14	20.18	18.54	19.33	24.14	18.92	20.86	27.7
6 - 7	21.44	20.24	20.38	21.16	20.85	22.25	20.43	20.85	21.32	27.52
7 - 8	19.8	21.07	20.97	21.24	20.21	20.06	20.35	20.53	20.18	27.06
8 - 9	19.53	19.81	19.78	19.79	19.11	18.9	19.56	19.53	19.1	24.74
9 - 10	18.86	17.78	18.49	17.99	17.32	18.88	19.95	18.04	19.28	24
10 - 11	16.93	18.33	17.48	18.25	17.83	18.56	20.77	17.66	19.43	23.96
11 - 12	17.95	17.58	17.66	19.12	18.05	17.79	19.94	18.14	18.63	24.08
12 - 13	19.28	17.42	17.93	18.41	18.76	17.86	19.34	18.47	18.51	24.06
13 - 14	18.86	18.95	18.99	19.24	18.56	18.95	20.17	18.9	19.45	24.4
14 - 15	20.03	19.01	19.54	18.85	18.87	18.91	20.26	19.21	19.42	24.7
15 - 16	18.82	18.7	19.9	19.42	18.12	19.03	19.97	18.92	19.39	24.44
16 - 17	19.02	18.77	20.51	19.63	18.78	19.56	19.47	19.27	19.53	24.82
17 - 18	18.61	17.58	19.43	18.8	17.46	19.53	19.27	18.33	19.42	24.06
18 - 19	18.5	20.76	20.73	19.41	19.23	18.98	19.76	19.49	19.29	25.56
19 - 20	20.42	20.4	20.62	18.52	18.55	18.84	20.75	19.43	19.59	26.5
20 - 21	20.09	19.78	19.41	19.02	17.91	19.4	21.59	19.01	20.37	26.84
21 - 22	19.39	19.5	18.78	20.2	17.13	20.26	20.72	18.86	20.45	26.2
22 - 23	19	21.46	12.12	18.8	20.04	17.41	18.88	18.18	17.83	26.26
23 - 24	20.08	17.96	7.62	17.36	17.89	17.18	17.39	11.1	17.24	23.9

	Jun 2021									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week	Weekend	Week Day 85%
Hour								Day Avg	Avg	Avg Speed
0 - 1	18.11	19.33	17	23.67	18.1	17.78	18.45	18.77	18.18	26.48
1 - 2	14.5	0	0	7.73	22.71	14.67	14.9	8.79	14.84	19.8
2 - 3	19.2	22	17	8.62	24.5	22.46	14.22	13.57	16.36	22.44
3 - 4	24.5	25.33	23.25	32	25.71	17.56	16.87	25.29	17.06	32.5
4 - 5	25.33	23	20.25	19.5	21.2	17	19.29	21.48	18.23	29.5
5 - 6	20.72	17.91	17.14	20.18	18.54	19.33	24.14	18.92	20.86	27.7
6 - 7	21.44	20.24	20.38	21.16	20.85	22.25	20.43	20.85	21.32	27.52
7 - 8	19.8	21.07	20.97	21.24	20.21	20.06	20.35	20.53	20.18	27.06
8 - 9	19.53	19.81	19.78	19.79	19.11	18.9	19.56	19.53	19.1	24.74
9 - 10	18.86	17.78	18.49	17.99	17.32	18.88	19.95	18.04	19.28	24
10 - 11	16.93	18.33	17.48	18.25	17.83	18.56	20.77	17.66	19.43	23.96
11 - 12	17.95	17.58	17.66	19.12	18.05	17.79	19.94	18.14	18.63	24.08
12 - 13	19.28	17.42	17.93	18.41	18.76	17.86	19.34	18.47	18.51	24.06
13 - 14	18.86	18.95	18.99	19.24	18.56	18.95	20.17	18.9	19.45	24.4
14 - 15	20.03	19.01	19.54	18.85	18.87	18.91	20.26	19.21	19.42	24.7
15 - 16	18.82	18.7	19.9	19.42	18.12	19.03	19.97	18.92	19.39	24.44
16 - 17	19.02	18.77	20.51	19.63	18.78	19.56	19.47	19.27	19.53	24.82
17 - 18	18.61	17.58	19.43	18.8	17.46	19.53	19.27	18.33	19.42	24.06
18 - 19	18.5	20.76	20.73	19.41	19.23	18.98	19.76	19.49	19.29	25.56
19 - 20	20.42	20.4	20.62	18.52	18.55	18.84	20.75	19.43	19.59	26.5
20 - 21	20.09	19.78	19.41	19.02	17.91	19.4	21.59	19.01	20.37	26.84
21 - 22	19.39	19.5	18.78	20.2	17.13	20.26	20.72	18.86	20.45	26.2
22 - 23	19	21.46	12.12	18.8	20.04	17.41	18.88	18.18	17.83	26.26
23 - 24	20.08	17.96	7.62	17.36	17.89	17.18	17.39	11.1	17.24	23.9

Incoming Monthly Speeds
ELIZEBETH AVENUE

from Thu-Jun-10-2021-10-00-AM to Wed-Sep-08-2021-01-59-PM

	Aug 2021									
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	22	0	12	0	27	25	22.71	22	23.86	23.33
1 - 2	0	27	34.5	0	30.67	22	24.5	31.33	23	38.33
2 - 3	42	0	0	24.5	42	22	17	33.25	21.17	40
3 - 4	0	0	22	0	20.33	28.57	0	20.75	28.57	30
4 - 5	29.5	29	30	28.83	29	27	0	29.24	27	36.66
5 - 6	23	24.36	26.11	28.37	25.29	26.94	19.5	25.94	26.2	31.86
6 - 7	25.7	24.41	25.78	26.05	27.37	30.1	27.75	26.09	29.06	30.68
7 - 8	27.61	25.64	26.17	26.16	26.51	26.5	25.44	26.37	26.13	31.04
8 - 9	24.57	24.71	25.47	25.16	25.03	25.77	27.29	25.02	26.2	29.56
9 - 10	23.83	25	24.11	24.07	23.86	25.53	24.23	24.09	24.91	29.18
10 - 11	24.56	21.97	23.56	24.07	24.28	24.56	25.56	23.85	24.95	28.9
11 - 12	23.6	23.12	23.3	24.65	24.51	24.34	23.73	23.97	24.09	28.9
12 - 13	24.02	23.92	24.46	25.33	24.88	25.8	24.73	24.68	25.33	29.42
13 - 14	24.88	24.62	24.38	24.28	24.97	26.12	25.01	24.61	25.65	29.68
14 - 15	25.27	25.23	24.63	25.36	25.37	25.51	23.15	25.18	24.29	29.88
15 - 16	24.74	24.62	24.84	24.49	25.49	24.22	23.82	24.93	23.99	29.92
16 - 17	24.66	25.1	24.45	25.22	25.09	24.23	25.3	24.91	24.76	29.78
17 - 18	25.21	24.56	24.88	25.13	25.26	24.72	25.55	25.03	25.03	29.98
18 - 19	25.54	25.19	25.09	25.44	25.51	25.74	25.36	25.35	25.55	29.94
19 - 20	25.13	25.29	25.78	25.48	24.46	24.54	26.18	25.22	25.1	29.8
20 - 21	25.7	24.45	25.79	25.23	26.1	23.76	25.18	25.53	24.43	30.32
21 - 22	15.8	25.6	25.51	25.02	24.59	22.83	23.22	23.28	22.94	29.52
22 - 23	23	26.5	23.11	25.81	24.84	23.69	27.29	24.46	24.95	30.2
23 - 24	24.5	22.25	27	24.17	26.11	20.88	22	25.12	21.1	29

Incoming Monthly Speeds
BURY ROAD

from Sun-Aug-01-2021-12-00-AM to Wed-Sep-08-2021-01-59-PM

	Aug 2021									
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	32.93	30.85	30.78	31.18	31.19	31.18	31.58	31.22	31.42	36.68
1 - 2	31.74	31.29	30.44	31	32.84	31.92	32.67	31.52	32.34	37.88
2 - 3	35.44	30.84	32.24	31.88	33.7	31.56	31.39	32.55	31.46	39.56
3 - 4	35.28	33.6	31.32	32.52	32.06	33	32.83	32.84	32.91	40.8
4 - 5	30.73	30.53	32.5	30.86	32.46	31.89	33.3	31.4	32.46	37.24
5 - 6	29.93	28.91	28.69	29.35	29.35	29.8	31.85	29.23	30.28	35.28
6 - 7	27.42	27.32	26.99	28.28	27.96	28.04	31.03	27.61	29.01	33.96
7 - 8	24.07	24.62	25.25	24.56	25.68	27.2	31.08	24.86	28.53	30.58
8 - 9	25.46	23.49	21.65	24.42	24.94	26.86	28.98	24.03	27.55	29.9
9 - 10	25.03	24.05	21.79	24.48	24.47	25.5	28.28	23.93	26.82	30.24
10 - 11	25.72	25.74	26.51	23.83	22.45	24.45	27.29	24.73	25.66	30.86
11 - 12	24.97	25.07	26.57	22.84	16.31	24.11	26.22	23.06	25.03	30.36
12 - 13	25.25	27.85	27.29	26.84	12.93	25.96	27.42	23.67	26.62	29.88
13 - 14	27.49	27.52	27.95	27.95	13.41	28.05	28.58	24.82	28.3	30.46
14 - 15	27.78	27.95	27.25	28.09	20.57	28.38	28.82	26.15	28.6	32.42
15 - 16	28.05	28.13	27.34	27.98	23.39	28.19	29.14	27	28.63	32.76
16 - 17	28.19	28.43	27.57	27.77	26.31	28.82	29.71	27.64	29.25	33.44
17 - 18	26.9	27.29	26.97	27.29	26.93	28.62	29.74	27.08	29.12	32.44
18 - 19	28.42	28.84	28.58	28.84	28.31	29.64	30.57	28.59	30.07	33.98
19 - 20	30.24	29.27	29.53	29.38	29.8	30.11	30.57	29.64	30.32	35.02
20 - 21	29.2	29.98	29.79	28.57	29.5	29.55	29.96	29.35	29.73	34.54
21 - 22	28.99	29.68	28.55	28.79	28.88	28.95	29.49	28.92	29.21	33.98
22 - 23	29.73	29.5	29.61	28.7	29.79	29.62	30.22	29.45	29.8	34.36
23 - 24	30.46	30.31	30.28	29.75	29.6	29.85	32.09	30.01	30.47	34.84

WORKING TOGETHER TO REDUCE SPEEDING (July 2020)

Suffolk County Council, Suffolk Constabulary and the Police & Crime Commissioner have worked together with local people for many years to tackle concerns about speeding. We have developed an approach which offers both enforcement and education to suit the needs and concerns of local communities. Information about the activities of the Suffolk Roadsafe Partnership can be found at: [https://www.suffolkroadsafe.com/uploads/Speeding_Infographics_v6_\(1\).pdf](https://www.suffolkroadsafe.com/uploads/Speeding_Infographics_v6_(1).pdf)

Individuals with concerns about speeding are encouraged to contact their Parish or Town Council (Local Council) to ask them to take action on their behalf. Where there are no such councils, individuals should initially contact their local county councillors to consider what can be done and whether any other organisations can assist.

There are 4 different ways a Local Council can approach the problem of speeding:

1. Request **Police Enforcement** from the local policing team or ask for a visit from Suffolk SafeCam's Community Enforcement Team.
2. Form a **Community Speed Watch (CSW)** group to help educate drivers.
3. Purchase a **Speed Indicator Device (SID)** and have volunteers move it from site to site.
4. Request to be included on the County Council's **Temporary Vehicle Activated Sign (TVAS)** programme.



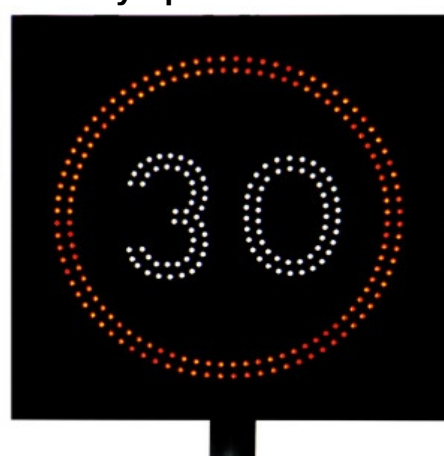
Police Enforcement



Community SpeedWatch volunteers



Parish/Town Council purchased SID



County Council deployed TVAS

1. Police Enforcement

Concerns about speeding which require enforcement should be communicated to the Police. Details can be found on the Suffolk Police website www.suffolk.police.uk.

Proactive speed enforcement only takes place in Suffolk at locations where there is an on-going risk of collisions, where a number of fatal or serious injury road traffic collisions have occurred or where there have been substantiated complaints.

Suffolk has operational camera sites at:

- A140 Coddensham
- A12 Benhall
- A14 Orwell Bridge (Average Speed Camera)
- A12 between East Bergholt and Stratford St Mary (Average Speed Camera)
- A134 north of BSE (Average Speed Camera)

The SafeCam Team operates a number of mobile enforcement vehicles, which are deployed across the county of Suffolk. Requests for their deployment are discussed at a monthly tasking group. Locations are displayed weekly on the Suffolk Constabulary website and information can also be found on Twitter at @NSSpeedCameras

Requests for Safecam support should be sent by email: cto@norfolk.pnn.police.uk

2. Community Speed Watch (CWS)

This initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, monitoring speeds at safe locations with speed detection equipment. The aim is not to catch as many speeding drivers as possible but to reduce speed in areas of concern. It informs drivers that excessive speed is socially unacceptable and helps to re-educate drivers about the dangers of speeding while addressing concerns from residents about cars speeding through their neighbourhoods.

The intention is that Parish and Town Councils will purchase their own speed gun which is often used in conjunction with a Speed Indicator Device (SID), enhancing the CSW activities.

How CSW works:

- Trained volunteers verify and record the registration numbers of offending vehicles.
- These details are forwarded to Suffolk Police who will send offenders a letter.
- A maximum of two letters will be sent to offenders.
- Persistent offenders may be targeted for police enforcement.
- Follow-up work on education and enforcement by Suffolk Police and our partners will also take place when appropriate.

For further information about the scheme, please visit the Suffolk Police website.

For existing CSW co-ordinators wishing to learn more about the SID loan scheme, please email suffolkroadsafe@suffolk.gov.uk

3. Speed Indicator Device (SID)

Parish and Town Councils (Local Council) can purchase their own Speed Indicator Device (SID) with volunteers moving it from one predetermined site to another within 30mph restricted roads. Residents and Councillors know their community better than anyone and by completing a Site Suitability Checklist identify sites for themselves. They then submit completed Checklists to Suffolk County Council to have the individual sites “signed off”. Once a short Agreement has been completed the local council is then authorised to operate their SID at the approved sites. The Checklist and Agreement are included within this document.

Step - by Step Process:

1. The Local Council decides that a SID may address concerns about speeding.
2. Discussion about sites, availability of volunteers required to move the SID, possible partnerships with adjacent Councils and the cost of purchasing a SID.
3. Download and complete Site Suitability Checklists for each individual site; complete and submit to Suffolk Highways via SafetyandSpeedManagement@suffolkhighways.org or by posting to Suffolk Highways, Phoenix House, 3 Goddard Road, Ipswich IP1 5NP with written evidence that local residents do not object to location of SID/TVAS. (See draft letter for residents in FAQs.)
4. SCC staff reviews site(s), confirms if suitable and returns copy of counter-signed Checklist.
5. Local Council decides to proceed and negotiates with manufacturer to purchase a SID (prices vary considerably as a number of additional features are available such as red/green display, smiley/sad face, SLOW DOWN/ THANK YOU, speed data collection).
6. The local Council also needs to purchase a mounting bracket with the SID; it is preferred that the bracket is moved with the SID although some chose to purchase a bracket for each site and leave in-situ. Bracket should be the same colour as the SID.
7. Local Council download Agreement, complete and return to SafetyandSpeedManagement@suffolkhighways.org or by posting to Suffolk Highways, Phoenix House, 3 Goddard Road, Ipswich IP1 5NP as confirmation that they have purchased a SID.
8. Suffolk Highways will then, if necessary and free of charge, replace existing sign pole(s) to give correct operational height or install a separate new pole as required. For new pole the local council will be given “Kill Your Speed” campaign poster mounted on the pole. N.B. using existing sign poles is preferred.
9. Local Council provides training for volunteers to move SID and commences operation.

Critical issues to be considered by the Parish or Town Council identifying suitable sites:

1. Ideally 100m clear sight line, wholly within 30 mph limit but not at junctions or on roads with high densities of driveways, where the SID may obscure or distract from other traffic movements.
2. A minimum distance of 80m will be accepted but it has to be sufficiently within the speed limit to not catch those who are still braking as they enter the restriction.
3. No significant distractions, such as bends, crossings, junctions, high density of roadside development etc.
4. No existing features that would or would have potential to interfere with the sight line such as road signs or vegetation, unless, in the case of the latter, they can keep it cut back.

5. The proposed location must provide 0.5m lateral clearance of the device to avoid it being struck by an HGV mirror
6. The ground should be reasonably wide and flat to work at safely.
7. The SID should ideally be sited on the near side of the road.
8. There must be suitable off-road parking area available within the vicinity for the Parish Representative to erect / remove device (and for SCC's contractor to replace/install pole if required, protected by parked vehicle).
9. Using an existing sign pole is preferred; Suffolk CC will determine if one is tall enough to give correct mounting height and replace if necessary.
10. If a new pole, a suitable sign should already be present for when the SID is not in use to avoid leaving a bare pole; the Kill Your Speed "campaign" poster should be provided when confirming the go-ahead.
11. It is anticipated that in most instances each Local Council will only be submitting a few sites at which they wish to operate their SID, usually on the main approach roads. The posts cost £190 each and the Local Council will be invoiced by SCC.
12. SIDs should not be attached to street lighting columns, telephone or electricity poles.
13. On a verge, the lower edge of the SID should be between 1.3 – 1.5m above the adjacent carriageway; if over pavements 2.1m is acceptable but 2.3m preferable. However, if routes are used by cyclists it may be necessary to provide 2.5m clearance.
14. Support must be obtained from residents adjacent to the site.

Site Suitability Checklist; A separate form must be completed for every single site and submitted. Suffolk CC will review each site, confirm if suitable then return to the originator a counter-signed copy of Checklist. If residents object to a particular chosen site that is a matter wholly for the Local Council to resolve and the County Council will not get involved in any dispute if they proceed with a particular site against the wishes of a resident.

There will always be the odd occasion that SCC determines that a site is not suitable but we hope this will be a rarity and the reason for rejection will be made clear.

Agreement: It is an essential part of the process that the Local Council enter into a formal Agreement with the County Council to cover the delegation of management responsibility to another tier of local government. Local Councils must also purchase their SIDs directly from the manufacturer but some guidance is available; the local County Councillor may be prepared to make a contribution to the SID purchase. Once the Local Council has committed to proceed they then download a copy of the Agreement, complete and return to Suffolk Highways as confirmation that they are purchasing a SID. At this point SCC will then, if necessary, replace existing sign poles to give correct operational height or install new poles as required.

The Agreement confirms that the Local Council will provide training and high-visibility clothing for volunteers before commencing operation of their SID.

SAFETY MANAGEMENT

Local Council deciding to manage a SID will be responsible for ensuring that safe systems of work are adopted and followed by volunteers, taking into account the risks to both volunteers and road users. SCC can offer advice on setting up a SID.

SCC recommends:

1. A minimum of two people to be present when a SID is being placed or removed, or batteries changed, with one person whose role is to watch over the operation including observing oncoming traffic.
2. A mobile phone to be available with contact numbers to call for assistance if needed.
3. Where it is reasonable to do so, a SID shall be mounted at a height which does not require climbing on to any step or platform. Where there is no other suitable location we may recommend a higher mounting height up to 2.3m where the proposed location is adjacent to or above a footway. In this instance the Parish or Town Council will be required to understand the risks associated with installing and removing a SID at this height before confirming that they would like to proceed.
4. Any vehicle used for transport to the location to be parked in a safe place. If it is possible to park safely on the road, this can help move passing traffic further away. This is especially important if it is necessary to work from a step or platform.
5. High visibility clothing to be worn (minimum of long sleeved high visibility jacket). If working on uneven ground, boots with good ankle support to be worn.
6. Where it is necessary to work off the ground, a platform or set of steps should be selected most suited to the location(s). The HSE toolkit for working at height can be found at <https://www.hse.gov.uk/pubns/indg401.pdf> . Among the factors to consider are:
 - a. The platform or steps must be free standing and self-supporting, not leant against a post or similar.
 - b. Use individually adjustable feet or levelling mats to ensure stability where ground is uneven.
 - c. People using the steps or platform must be sufficiently fit and able to do so safely.

4. Temporary Vehicle Activated Signs (TVAS)

If a Local Council is unable or unwilling to run a CSW group or manage their own SID they can request inclusion in the County Council's TVAS programme. We have a number of movable VAS which, when triggered, display the speed limit red roundel sign with "SLOW DOWN". These are deployed by our Contractor at each agreed site for 2 weeks, 2 or 3 times a year.

Site Suitability Checklist: In exactly the same way as for the Local Council owned SIDs, the community identify suitable sites and the Local Council complete the Site Suitability Checklists and submit them to Suffolk Highways for review. The same criteria apply except TVAS can also be used within 40 mph restrictions, whereas a SID cannot, for reasons of volunteer safety.

If a site is suitable, inclusion in the deployment programme is at the discretion of the SCC's Road Safety Manager. Priority will be given to sites when there is a record of traffic casualties. To avoid confusion TVAS will not be deployed in close proximity to community operated SID sites.

Details of the dates and location where the TVAS are deployed is updated regularly and published on www.suffolkroadsafe.com

FREQUENTLY ASKED QUESTIONS – SIDS & TVAS

QUESTION	ANSWER
Requests/General	
If drivers are seen to be exceeding the speed limit will they be prosecuted?	The SIDs are used for educational purposes, not enforcement. Drivers will not be prosecuted.
We can afford to purchase a SID but cannot find a volunteer to install it; will SCC do it on our behalf?	Unfortunately, SCC is not in a position to do this. Some organisations may choose to pay individuals to carry out this work. If the site meets the suitability criteria, then a request could be submitted for inclusion on the TVAS deployment rota.
As a resident, I am concerned about speeding, can I request a SID?	SCC will only consider requests from an organisation (or elected representative). Please express your concern to your local Parish or Town Councillors and propose this option.
As a resident, I object to the chosen site. Who has the final say?	This is a matter for the Local Council to resolve and SCC does not wish to be involved in any dispute over sites which are opposed by a resident. To avoid disputes with residents, Local Councils are required to provide evidence that residents have been consulted when submitting site proformas. See below a draft resident letter. If a resident has objects to the location then there is no requirement for SCC to see the letter. The location will not be considered. If resident has approved the location, then the letter should be submitted with the Site Suitability checklist.
Can a SID be used in a 20mph or 40mph limit?	SIDs can only be used by volunteers within 30mph or 20mph restricted areas; the increased risk of working with potentially higher traffic speeds within a 40mph area is not acceptable N.B. The SCC owned TVAS can be deployed in 40 mph restricted areas by our Contractor with additional safety measures.
Can a SID be used on a private road	The use of a SID on a private road is a matter for the Parish/Town Council to discuss with the owner(s) of the road.
Assessments	
What happens if SCC rejects the site assessed as suitable by the Parish/Town Council?	SCC will state its reason for rejection against the stated criteria, but, it should be obvious when working through the checklists if a site is suitable.
Is there an appeal process?	It is hoped that the Local Council can identify an alternative site however it will always be possible that there is no suitable site from which a SID or TVAS can be operated.
Legal Agreement	
Why is it necessary for a Council to sign a formal Agreement?	SCC is responsible for the highway. In this instance SCC is prepared to delegate powers to organisations however it is necessary for SIDs to be erected correctly and volunteers must operate safely. Without that written reassurance, SCC is unable to allow an organisation to proceed. Organisations will be

	responsible for arranging insurance to cover the use of the SID and for developing and operating safe systems of work.
Site specific	
What happens if there is not a suitable post for the SID to be attached to?	Using an existing sign post is preferred. SCC will determine if an existing post is tall enough and replace if necessary. Alternatively, SCC will install new posts if required.
How many sites can a Local Council request for assessment?	There is no limit to the number of site requests that a Local Council can submit however SCC is anxious not to have numerous empty posts and installations are limited to 6 posts.
What happens if a post gets damaged?	The damage should be reported directly to SafetyandSpeedManagement@suffolkhighways.org The post will be replaced free of charge within 14 weeks, in recognition of the work being done by the local community.
The site is within a conservation area, will that be an issue?	Generally, SCC standard traffic sign posts are grey however in Conservation Area, we will endeavour to erect black posts. It is important to complete the appropriate box in the proforma.
Purchase	
How much does a SID cost?	Devices vary in price; those that SCC has reviewed cost between £1500 and £3500 approximately, depending upon functionality and battery quality.
Our PC/TC cannot afford to purchase a SID outright. What should we do?	In some instances, County Councillors have contributed to the purchase of a SID. It is quite feasible to purchase a SID in partnership with a neighbouring organisation. Community Speedwatch groups share SIDs and this appears to be working well.
Why is SCC encouraging Local Councils to purchase SIDs from an approved shortlist?	SCC wanted to ensure that SIDs are light-weight, easy to install and, if required, display speed data appropriately; they are meant for temporary use and to be moved from site to site. Information about SIDs can be obtained in the first instance from Safety&SpeedManagement@Suffolkhighways.org
Why is it not possible to purchase VAS rather than SIDs?	SCC follows Department for Transport advice and guidance for traffic signs which includes VAS. Only Highway Authorities or other approved bodies are deemed responsible for signs on the Highway. Such guidance does not apply to SIDs as they are not classified as signs. Hence SIDs can be deployed where communities want to be proactive as long as they comply with the site suitability assessment. By specifying that communities can only operate SIDs also removes any confusion for responsibility for who is operating what on the Highway.
Why are some community groups operating VAS?	Our original policy was open to interpretation but has now been fully reviewed following new DfT guidance published in January 2015 (TAL 01/15). In future we can only permit SIDs to be licensed for use by community groups.
Will SIDs record speed data?	Some SIDs record data and a Parish or Town Council may decide to incorporate this in their specification when considering purchasing a SID.

	SCC has access to data from its own recording equipment and does not require or accept data from Parish or Town Council owned SIDs.
Safety Training	
What will volunteers be required to do and wear?	Volunteers will be required to work in accordance with the safe system of work which the Organisation has put in place. See SAFETY MANAGEMENT above.
How long should a sign be left at one location?	Organisations should leave signs in place for no more than 4 weeks and then remove or relocate them for a similar period. This should ensure that drivers do not habitually see SIDs and ignore them.

Finally, some Local Councils have asked why it takes so long to approve a site and install a post. The process of approval, assessing sites, ordering and installing posts can take a number of months.

Once SCC receives an application from a Local Council for a site to be assessed (with letters of consent from the nearest residents a signed Memorandum of Understanding and a guarantee of funding for posts), the process will begin.

It may be the case that SCC has to contact a Council to discuss the suitability of a site or to find an alternative location. This will generally be done by email/phone to avoid site visits. SCC will notify the Council of the final cost of the posts (£190 each) and an invoice will be raised.

SCC will then produce a job pack for each site which will be passed to the delivery teams. The job packs need to contain site plans, CDM checklists and underground utility plans to ensure the safe erection of the poles. It will need a period of time to produce these and then, once the works are ordered the contractor has up to 14 weeks to carry out the works – this time is needed to order materials, schedule the site works, sort out the traffic management and obtain any permits to operate on the highway.

July 2020

SITE SUITABILITY CHECKLIST: A separate form is to be complete for each site proposed.

N.B. Applications will only be accepted from Parish, Town or District Council representatives with written evidence of residents' approval.

Location	
Parish / Town	
Road Name / Number	
Description of location	
OS Grid Reference https://gridreferencefinder.com	
Photographs / Images (If possible, provide imagery or link to online imagery to aid site identification)	

General site details		
Is the site within a 30mph speed limit?	Yes	No
Will the SID be visible to an approaching vehicle from 100m?	Yes	No
At 100m away, is the speed limit still 30mph?	Yes	No
For the entire distance that the SID can be seen is the road free of junctions and driveways?	Yes	No
Will the SID be placed on the same side of the road as approaching traffic?	Yes	No
Is there suitable off-road parking at or near the location to enable the SID to be mounted/dismounted safely and without obstructing the carriageway?	Yes	No
In the summer is tree or hedgerow growth likely to obscure the SID	Yes	No
Do local residents approve of the location? (Letter attached as evidence)	Yes	No
Is the location in a Conservation Area?	Yes	No

Specific site details		
Is there an existing traffic sign pole at the site (this is preferred)?	Yes	No
Is the existing pole tall enough to mount the SID with the existing sign?	Yes	No
If the pole is by a footpath can the SID be mounted to allow at least 2.3m clearance between the ground and the bottom of the device?	Yes	No
Is the ground at the site firm and level?	Yes	No
Is there sufficient room at the site to allow safe access and 0.5m clearance from the edge of the SID to passing traffic?	Yes	No

Form completed by:			
Name:		Signature:	
			Date
Position:			
Address and Email:			

Authorisation for or on behalf of Suffolk County Council by:			
Name:		Signature:	
			Date
Position:			

Draft resident letter

Dear _____,

_____ Council wishes to seek permission from Suffolk County Council to erect a post at _____ so that a speed indicator device (SID) or vehicle activated sign (VAS) can be temporarily installed.

Details of the SID/TVAS scheme can be found at www.suffolkroadsafe.com

Can you please indicate whether you:

a) Are happy for a post to be erected at XXXXX (location) so that a speed indicator device can be attached to it temporarily?

b) Would like more information and a meeting with a representative of the Parish Council to discuss further?

or

c) Are unhappy with the proposal and would not want a post at this location?

SCC will not consider a location if a resident is unhappy with the proposed siting of post.

Yours

Name
Job role

AGREEMENT
PURSUANT TO SECTION 72 ROAD TRAFFIC REGULATION ACT 1984

SUFFOLK COUNTY COUNCIL
AND
[]

Mr Tim Earl
Solicitor to the Council & Head of
Legal Services
Suffolk County Council
Constantine House
5 Constantine Road
Ipswich
IP1 2DH

AGREEMENT pursuant to Section 72 Road Traffic Regulation Act 1984 dated this
[] day of [] BETWEEN SUFFOLK COUNTY COUNCIL of Endeavour House,
8 Russell Road, Ipswich, Suffolk, IP1 2BX ("The County Council") and []
("The Organisation")

WHEREAS

- (1) The County Council by virtue of the Highways Act 1980 and section 50 of the New Roads and Street Works Act 1991 is the highway authority for the County of Suffolk and the Traffic Authority for the purposes of traffic management in the County.
- (2) The Organisation wishes to enter into an Agreement for the purposes of deploying on or near any road, other than a footpath or bridleway, mobile speed indicator devices ("the Devices") for the purpose of alerting drivers to excessive speed on highways within the Organisation's area.
- (3) This Agreement is made pursuant to Section 72 of the Road Traffic Regulation Act 1984 (the 'Regulations') and sets out the conditions upon which the County Council grants the Organisation permissions as permitted under the Regulations for the installation of Devices.

THE COUNTY COUNCIL AND [] AGREE:

1. The Organisation shall only purchase Devices which are registered against the relevant Traffic Open Products and Specifications (TOPAS) (previously referred to as Department for Transport 'Type Approval')
2. The Devices shall be installed and maintained at locations as shall be authorised in writing by an officer of the County Council or their Appointed Agent.
3. The Organisation shall, if instructed by the County Council, immediately remove any Device from the highway which is not being operated at an authorised location; retrospective authorisation may be sought.
4. The Organisation shall carry out any works specified by the County Council to ensure the installation of any Device in the highway does not prejudice the fabric of the highway, the County Council's duty to maintain the highway or the health and safety of the public.
5. The Organisation shall be responsible for the cost of repairing, maintaining or replacing the Devices and shall if necessary, repair or replace any Device so as to avoid the Device becoming a nuisance or danger to users of the highway or to any other person including adjoining landowners.
6. The Organisation shall ensure that any operations involved in the transportation, installation, use or maintenance of the Device comply with all health and safety procedures, laws and appropriate codes of practice including by way of non-exclusive, for example the provision of high-visibility clothing.
7. The Organisation shall ensure the appropriate training, health and safety of any employee, volunteer or contractor engaged on its behalf to carry out any works or operations under this Agreement.
8. The Device shall remain the sole responsibility of the Organisation and the County Council shall not accept responsibility for any damage to the Device or interference with such howsoever caused.

9. The Organisation shall ensure that the Device will be in one location for no more than 4 weeks at a time.
10. The Organisation will indemnify the County Council against any loss or damage arising out of any negligent act or omission of the organisation and /or its agents acting under its direction in relation to the installation, operation and/or removal of the devices. Such indemnity will be limited to the lesser of £10 million or the amount payable by the organisations insurers in respect of any claim.
11. The Device must be placed to minimise the need for working at height, but with a minimum height clearance of 2.3m over a pavement (footway) or 2.5m adjacent to, or above, a cycleway
12. The Agreement shall be terminable without fault by either party upon three months written Notice being given by one party to the other at the addresses recorded in this Agreement.
13. The County Council may terminate this Agreement without Notice if:
 - (i) The Organisation fails to comply with any of the conditions specified in the Agreement.
 - (ii) The Organisation ceases to use or has abandoned the Device or intends to do so.
 - (iii) The County Council as Highway Authority considers the withdrawal necessary for the purpose of the exercise of their powers and duties as Highway Authority.
14. When the Agreement terminates the County Council may:
 - (i) Remove the Device(s) and reinstate the highway and recover from the Organisation the expenses incurred in so doing; or
 - (ii) If satisfied that the Organisation can, within such reasonable time as the County Council may specify, authorise the Organisation at its expense to remove the Device and reinstate the highway.
15. All notices in connection with this Agreement shall be served upon the addressees of the recipient cited at the commencement of this Agreement or such other location as is notified by the receiving party for the purpose.
16. This Agreement is made and shall be construed under the Laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England.

Agreed for and on behalf of Suffolk County Council by

Authorised signatory

And for and on behalf of by

Authorised signatory

Address

.....

To: -
name
Company name
[email](#)

date

Our Ref

Dear ...

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

To Supply: -

- ◆ *Portable Mini Speed Indicator Device (miniSID), battery powered complete with spare Lead Acid **battery**, 'intelligent' charger, sign cover and bracket set for a cost of £2,625.00 each plus VAT.*
 - *Upgrade to Lithium batteries for additional cost of £200.00 excluding VAT. (40% more longevity, only 1.5kg).*



Dimensions: 450mm x 400mm
Weight: 6kg
Weight: 11kg (including Lead Acid battery)

- ◆ *Portable Speed Indicator Device (SID) with SLOW DOWN Legend beneath, battery powered complete with spare Lead Acid **battery**, 'intelligent' charger, sign cover and bracket set for a cost of £2,800.00 each excluding VAT.*
 - *Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).*



Dimensions: 670mm x 430mm
Weight: 13kg
Weight: 23kg (including Lead Acid battery)

- ◆ *Portable Speed Indicator Device (SID) with Smiley / Angry Face beneath, battery powered complete with spare Lead Acid **battery**, 'intelligent' charger, sign cover and bracket set for a cost of £2,900.00 each excluding VAT.*
 - *Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).*



Dimensions: 670mm x 430mm
 Weight: 13kg
 Weight: 23kg (including Lead Acid battery)

- ◆ *Portable Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, battery powered complete with spare Lead Acid **battery**, 'intelligent' charger, sign cover and bracket set for a cost of £3,175.00 each excluding VAT.*
 - *Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).*



Dimensions: 690mm x 540mm
 Weight: 15kg
 Weight: 25kg (including Lead Acid battery)

OPTIONAL DATA COLLECTION:

- ◆ *Data Collection Unit (USB Lead to PC Download) for a cost of £250.00 per sign excluding VAT.*
- ◆ *Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version. App download required from Google Play Store) for a cost of £350.00 per sign excluding VAT.*

OPTIONAL EXTRA:

- ◆ *Additional bracket sets for a cost of £50.00 per set excluding VAT.*
- ◆ *Combination Padlocks (pack of 3) for a cost of £29.95 per pack excluding VAT.*
- ◆ *Additional Lead Acid Battery 12v – 14Ah (suitable for MiniSID only) for a cost of £60.00 each excluding VAT.*
- ◆ *Additional Lithium Battery 12v – 10Ah (suitable for MiniSID only) for a cost of 180.00 each excluding VAT. (40% more longevity, only 1.5kg).*

- ◆ *Additional Lead Acid Battery 12v – 34Ah for a cost of £80.00 each excluding VAT.*
- ◆ *Additional Lithium Battery 12v – 35Ah for a cost of 370.00 each excluding VAT. (40% more longevity, only 4.5kg).*
- All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.
 - * Batteries include manufacturers ONE-year warranty

At present we could deliver the above products within approximately 4 – 5 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Olly

Olly Samways, Head of Sales & Marketing.

BLANK

Townclerk

From: Councillor Drummond
Sent: 15 September 2021 11:08
To: Lawrence, James Lt Col
Cc: Townclerk
Subject: Re: Community Support - Litter Picking and Pathway Clearing

Hi Jamie

It sounds like a fabulous idea - well done for what you do!

I've copied the town clerk so that we can get this on an agenda for discussion.

Best regards

Andy

Cllr. Andy Drummond
Newmarket Town Council - Scaltnack Ward

From: Lawrence, James Lt Col
Sent: Wednesday, September 15, 2021 9:54:09 AM
To: Councillor Drummond <councillordrummond@newmarket.gov.uk>
Subject: Community Support - Litter Picking and Pathway Clearing

Andy,

I would like to introduce myself, Lt Col Jamie Lawrence a Newmarket resident (Canterview Apartments, Rowley Drive). I have been clearing pathways and litter picking along Rowley Drive and the surrounding areas and I would like to scope Council support in 'rallying the troops' and encouraging like minded residents in joining me. There is a social and moral imperative to keep our green spaces clean and tidy and I sense there are others that would like to join me. I have cleared some of the pathways including edging the grassed areas along Rowley Drive and I will continue to work my way down to St Mary's Church and the town centre, but there is a limit to what I can achieve on my own.

Would the town council be able to provide some litter pickers for volunteers? I would suggest the dog walking community would be a good starting point. Distributing litter pickers to people that routinely walk their dogs along local routes, clearing pathways of litter would be an easy win. I would lead a social media campaign and encourage people to join in as long as we could provide the tools (litter pickers, bags and gloves etc). This is a very inexpensive initiative that could deliver amazing results. Newmarket as a town has slipped and is rather untidy and unkept, I would like to reverse this in some small way.

Bottomline – Could the Council get behind this and support by proving some basic equipment? If successful it could be expanded to bring on the schools etc? Please feel free to give me a call or drop by when I am clearing the paths (I am easy to spot). I hope to hear from you soon.

Regards
Jamie
Lt Col J Lawrence

BLANK