

Membership from May 2021

Councillor Anderson
Councillor Borda
Councillor Crissall
Councillor De'Ath (ViceChair)
Councillor Drummond
Councillor Ferries
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Winter (Chair)
Councillor Yarrow
Quorum = 3



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
COMMUNITY & LEISURE SERVICES COMMITTEE to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 7th February 2022 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 10th January 2022**
 - 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) Newmarket Cemetery**
 - a) To approve Cemetery Fees from 1/4/2022
 - b) To approve Cemetery Regulations from 1/4/2022
 - c) To receive a quote for the cemetery memorial safety testing
 - d) To receive an update regarding crash damage to the cemetery wall
- 8) Service Level Agreement** – to receive a report regarding the SLA from 1/4/2022
- 9) Clock Tower** – to receive an update report regarding proposed refurbishment plans (to follow)
- 10) High Street Bunting** – to receive a report regarding the installation of bunting related to the Platinum Jubilee year
- 11) Parking Issues** – To discuss a request for yellow lines in an area of traffic calming in Studlands
- 12) Speed Indicator Devices** – to receive a report and data
- 13) Memorial Gardens**
 - a) To receive a proposal for weekend safety checks and clean up

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

b) To receive the monthly inspection report

14) Severals and Pavilion – to receive a report from the Cricket Liaison Working Group

15) Events

a) Oktoberfest – to consider future bookings

b) Soapbox Derby 2022 (28th August) – to receive an update

c) Newmarket Bombing Exhibition (18th February) – to receive an update

d) Platinum Jubilee Event(s) (2nd-5th June) – to receive an update

e) Jigsaw Festival (19th June) – to receive a request from the organisers for support

16) Newmarket Venues – to receive an update on bookings at the venues

17) WSC Office – To discuss the lack of a WSC office in Newmarket

18) Correspondence

19) Date of next meeting – Monday 7th March

20) Items for next agenda

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 1st February 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 10th January 2022 at 7:00 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor J Harvey

Councillor R Hood
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, 2 Representatives from Jockey Club Estates, 1 Member of the Press and 3 Members of the Public.

Minute

CL/22/01/1 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/22/01/2 Apologies for Absence

Apologies were received from Cllrs, Anderson, Appleby, Crissall, De'Ath, Ferries and Hall.

CL/22/01/3 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. There were no requests for dispensations.

CL/22/01/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 6th December 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 6th December 2021 and the following was agreed:

CL/22/01/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 6th December 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/22/01/5 Public Open Session

A member of the public spoke of how he volunteered to help the Cricket Club progress their operational plans by liaising with various groups/organisations to resolve any issues that arise.

The Chairman advised that a meeting regarding the Cricket Club was planned for

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tomorrow and it would be helpful if any current issues could be emailed ahead of the meeting so that they can be considered.

The Chairman proposed that items 10 and 14 be brought forward and the following was agreed:

CL/22/01/5.01 Resolved

That items 10 and 14 be brought forward.

CL/22/01/6 Rayes Lane Parking

Parking - The Chairman reported that an update was awaited at the next committee meeting.

Horse safety/fencing – Jockey Club Estates gave an update on plans to make the area safer and to separate the footpath from the horsewalk to deter children getting under the fence. They are currently consulting Suffolk Highways on the materials to be used and they were looking for SCC to pay for the materials and they would install the new fence.

SCC Cllr Drummond suggested that he be officially requested to make a contribution to funding and the following was agreed:

CL22/01/6.01 Recommendation

That NTC supports the initiative to improve the safety at Rayes Lane and would request a contribution for funding from SCC Cllr Drummond.

CL/22/01/7 Newmarket Community Nature Reserve

The plans of the Community Nature Reserve were presented by Laura Nunes and a request was made for NTC support; specifically with obtaining permissions to plant. The following was agreed:

CL/22/017.01 Recommendation

That NTC supports the initiative and looks forward to receiving further information.

CL/22/01/8 Samphire Homes (Flagship)

An update was given on the issues raised at Freshfields and Icewell Hill garages and Cllr Yarrow would be meeting with a manager in February to look at the garages and flats. Samphire had set up a project group to address the garage issues and planned to consult residents during January/February to engage them regarding ideas for change.

Helen Majoram from Samphire Homes will be invited to attend the next committee meeting.

The Events manager joined the meeting and the Jockey Club Estates representatives along with 2 members of the public, left the meeting.

CL/22/01/9 To Receive the Accounts

The draft accounts for December 2021 were received and noted.

CL/22/01/10 Budget 2022/2023

A revised draft C&L budget for 2022/2023 was considered and the following was agreed:

CL/22/01/10.01 Recommendation

That the revised C&L Budget for 2022/2023 be approved.

CL/22/01/11 Cemetery Deeds Management

A quote for scanning the remaining deeds held at the Memorial Hall was considered and the following was agreed:

CL/22/01/11.01 Recommendation

That the quote by Scripti Ltd for £2,000 to scan the remaining deeds held at the Memorial Hall be accepted.

CL/22/01/12 Memorial Gardens

The play inspection safety report for December 2021 was received and noted.

CL/22/01/13 Clock Tower

The Chairman gave an update on the project and expected that the costs would be quite high and efforts would be made to secure grants etc. A report on the work required will be provided in February and could start with repairs to the roof.

CL/22/01/14 Listed Buildings

The Chairman proposed that enquires be made on what SCC and West Suffolk Council were doing about the listed property. The following was agreed:

CL/22/01/14.01 Recommendation

That letters be sent to ask SCC what action they were taking to resolve the issues of the listed building in St Marys Square and to West Suffolk Council to ask what enforcement action is being taken on the property.

The Chairman proposed that item 15 be deferred and considered under item 17 – Events. The following was agreed:

CL/22/01/14.02 Resolved

That item 15 - Jubilee Beacon be deferred and considered under item 17 – Events.

CL/22/01/15 Lexington Link

A verbal report was given on how NTC could support the Twinning students this year and talks were ongoing with Newmarket Academy in this respect.

Lexington had set up an art project to paint fibreglass horses and had invited NTC to participate. The Committee would need to nominate a local artist and Newmarket Community Arts would be contacted to assist.

CL/22/01/16 Events

Jubilee Beacon - The Chairman gave a verbal report on the Jubilee Beacon which had good support and talks will be held with Jockey Club Estates on a suitable site. Other

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suggestions included a Jubilee Savoury Tart to be offered on the evening of the beacon lighting (2nd June) along with music from a piper and Newmarket Choir. A Town Crier will be researched for the official Proclamation. A further report, including the style of beacon, will be given following the meeting with Jockey Club Estates.

The Events Manager reported on the following up-coming events:

Bombing Ceremony – the event will be held on the evening of 18th February and a proposal was made to book the Town Band to play relevant music from the period and to offer refreshments. S Easom from Newmarket History Society will be preparing the presentation as in previous years. The following was agreed:

CL/22/01/16.01 Recommendation

That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.

Soapbox Derby August 2022 – feedback on how to make the course more exciting and where ramps could be stored to be used each year was discussed. The following was agreed:

CL/22/01/16.02 Recommendation

That a Soapbox Derby be held in August 2022.

The Events Manager was requested to consult with Jockey Club Estates and to provide a report on costs for improved jumps and details of storage facilities.

Town Clerk proposed that a part time assistant be employed to assist the Events Manager to organise the events for 2022. A request was made that a report on the job role, hours and salary be presented to be considered.

Jubilee Celebration June 2022 – a verbal update was given on the plans for the event and included: closing the High Street for a parade ending at the Severals with a carnival and live music. The following was agreed:

CL/22/1/16.03 Recommendation

That in principle, an event be held for the Jubilee Celebration on Friday 3rd and Sunday 5th June 2022.

A request was made for suggestions for Sunday 5th June 2022.

CL/22/01/17 Newmarket Venues

The Events Manager gave a verbal report on the bookings for December, noting that £1,900 income was received in December 2021; £2,735 Year-To-Date. Bookings for January were quieter with 2 some meetings for January.

CL/22/01/18 Correspondence

Newmarket Inter-Faith Forum – Letter of thanks for NTC's support was received and

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noted.

Electric Vehicle Charging Points on Studlands – A query from a resident regarding any plans for more vehicle charging points on Studlands and in Newmarket was noted and will be referred to West Suffolk Council.

Traffic Calming on Studlands – the response from Suffolk Highways Support was noted and would be added as an item on the next agenda. Cllr Drummond suggested that he may be able to support this via his SCC Locality Budget.

CL/22/01/19 Date of Next Meeting

Monday 7th February 2022 at the Memorial Hall.

CL/22/01/20 Items for Next Agenda

- Studlands traffic – yellow lines in the area of the traffic calming
- Clock Tower
- Flagship – Icewell Hill Garages
- Rayes Lane – parking permits

Meeting closed at 8:00pm

Signed _____ Date _____
Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/01/6.01 Recommendation</u>	That NTC supports the initiative to improve the safety at Rayes Lane and would request a contribution for funding from SCC Cllr Drummond.
<u>CL/22/01/7.01 Recommendation</u>	That NTC supports the initiative and look forward to receiving further information.
<u>CL/22/01/10.01 Recommendation</u>	That the revised C&L Budget for 2022/2023 be approved.
<u>CL/22/01/11.01 Recommendation</u>	That the quote by Scripti Ltd for £2,000 to scan the remaining deeds held at the Memorial Hall be accepted.
<u>CL/22/01/14.01 Recommendation</u>	That letters be sent to ask SCC what action they were taking to resolve the issues of the listed building in St Marys Square and to West Suffolk Council to ask what enforcement action is being taken on the property.
<u>CL/22/01/16.01 Recommendation</u>	That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.

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<u>CL/22/01/16.02 Recommendation</u>	That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.
<u>CL/22/01/16.03 Recommendation</u>	That in principle, an event be held for the Jubilee Celebration on Friday 3rd and Sunday 5th June 2022.

DRAFT

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Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 28/01/2022

Month No: 10

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services									
<u>200</u>	<u>Outside Services</u>								
1005	Misc Income	0	150	0	(150)			0.0%	150
	Outside Services :- Income	0	150	0	(150)				150
4029	General Equipment	16	761	500	(261)		(261)	152.2%	
4039	Vehicle Costs	167	1,863	5,000	3,137		3,137	37.3%	
4095	Assets Purchased	0	1,539	0	(1,539)		(1,539)	0.0%	1,539
4326	Outside Services SLA	0	35,183	74,878	39,695		39,695	47.0%	
	Outside Services :- Indirect Expenditure	184	39,347	80,378	41,031	0	41,031	49.0%	1,539
	Net Income over Expenditure	(184)	(39,197)	(80,378)	(41,181)				
6000	plus Transfer from EMR	0	1,539						
6001	less Transfer to EMR	0	150						
	Movement to/(from) Gen Reserve	(184)	(37,808)						
<u>201</u>	<u>General Town Planting</u>								
1007	Sponsorship Income	0	4,890	5,200	310			94.0%	
1009	Roundabout Sponsorship	5,408	5,408	5,200	(208)			104.0%	
	General Town Planting :- Income	5,408	10,298	10,400	102			99.0%	0
4037	R&M - Grounds	0	1,250	0	(1,250)		(1,250)	0.0%	
4100	Seasonal Planting	0	23,973	3,300	(20,673)		(20,673)	726.4%	20,640
4101	Hanging Baskets	0	3,988	4,300	312		312	92.7%	
	General Town Planting :- Indirect Expenditure	0	29,210	7,600	(21,610)	0	(21,610)	384.3%	20,640
	Net Income over Expenditure	5,408	(18,913)	2,800	21,713				
6000	plus Transfer from EMR	0	20,640						
	Movement to/(from) Gen Reserve	5,408	1,727						
<u>202</u>	<u>Cemetery</u>								
1000	Burial Fees	0	10,025	29,000	18,975			34.6%	
1020	Interment(Ashes) Income	0	5,625	4,000	(1,625)			140.6%	
1021	Monumental Income	0	4,036	4,000	(36)			100.9%	
1022	Grave Space Purchase Income	0	14,389	12,000	(2,389)			119.9%	
1029	Income Commemorative Bench	0	1,140	1,500	360			76.0%	
	Cemetery :- Income	0	35,215	50,500	15,285			69.7%	0
4011	Rates	404	4,042	3,700	(342)		(342)	109.2%	
4012	Water Rates	73	246	1,000	754		754	24.6%	

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Detailed Income & Expenditure by Budget Heading as at 28/01/2022

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	61	922	1,600	678		678	57.6%	
4016 Cleaning	54	196	100	(96)		(96)	195.8%	
4017 Fire Precautions	0	0	155	155		155	0.0%	
4035 Equipment	0	0	200	200		200	0.0%	
4036 R&M - Buildings	0	1,446	2,000	554		554	72.3%	
4037 R&M - Grounds	65	24,847	18,000	(6,847)		(6,847)	138.0%	10,017
4040 Trade Refuse Collections	0	296	1,500	1,204		1,204	19.7%	
4047 Grave Digging	0	4,628	11,500	6,873		6,873	40.2%	
4325 Cemetery SLA	0	5,161	10,540	5,379		5,379	49.0%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Cemetery :- Indirect Expenditure	656	41,782	51,295	9,513	0	9,513	81.5%	10,017
Net Income over Expenditure	(656)	(6,567)	(795)	5,772				
6000 plus Transfer from EMR	0	10,017						
Movement to/(from) Gen Reserve	(656)	3,450						
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	0	615	2,000	1,385		1,385	30.8%	
Disused Churchyards :- Indirect Expenditure	0	615	2,000	1,385	0	1,385	30.8%	0
Net Expenditure	0	(615)	(2,000)	(1,385)				
<u>204 Memorial - War,Cooper,Tutte</u>								
1005 Misc Income	0	431	0	(431)			0.0%	
Memorial - War,Cooper,Tutte :- Income	0	431	0	(431)				0
4014 Electricity	24	67	100	33		33	67.2%	
4036 R&M - Buildings	0	429	500	71		71	85.8%	
4037 R&M - Grounds	0	1,790	1,000	(790)		(790)	179.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	24	2,287	1,600	(687)	0	(687)	142.9%	0
Net Income over Expenditure	(24)	(1,855)	(1,600)	255				
<u>205 Clocks</u>								
4014 Electricity	0	104	250	146		146	41.5%	
4036 R&M - Buildings	0	5,750	500	(5,250)		(5,250)	1150.0%	5,450
4177 Clock Tower Expenses	115	1,030	1,400	370		370	73.6%	
Clocks :- Indirect Expenditure	115	6,884	2,150	(4,734)	0	(4,734)	320.2%	5,450
Net Expenditure	(115)	(6,884)	(2,150)	4,734				
6000 plus Transfer from EMR	0	5,450						
Movement to/(from) Gen Reserve	(115)	(1,434)						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206</u>	<u>Bus Shelters</u>								
4036	R&M - Buildings	0	1,610	1,500	(110)		(110)	107.3%	
	Bus Shelters :- Indirect Expenditure	<u>0</u>	<u>1,610</u>	<u>1,500</u>	<u>(110)</u>	<u>0</u>	<u>(110)</u>	<u>107.3%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>(1,610)</u>	<u>(1,500)</u>	<u>110</u>				
<u>207</u>	<u>General Town Maintenance</u>								
4037	R&M - Grounds	0	1,062	0	(1,062)		(1,062)	0.0%	922
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	<u>0</u>	<u>41,821</u>	<u>11,350</u>	<u>(30,471)</u>	<u>0</u>	<u>(30,471)</u>	<u>368.5%</u>	<u>33,041</u>
	Net Expenditure	<u>0</u>	<u>(41,821)</u>	<u>(11,350)</u>	<u>30,471</u>				
6000	plus Transfer from EMR	0	33,041						
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(8,780)</u>						
<u>208</u>	<u>Public Conveniences</u>								
1005	Misc Income	0	2,944	0	(2,944)			0.0%	
1100	Grants Received	0	3,300	3,300	0			100.0%	
	Public Conveniences :- Income	<u>0</u>	<u>6,244</u>	<u>3,300</u>	<u>(2,944)</u>			<u>189.2%</u>	<u>0</u>
4011	Rates	0	1,472	1,520	48		48	96.8%	
4012	Water Rates	0	0	152	152		152	0.0%	
4014	Electricity	0	193	400	207		207	48.3%	
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	120	1,440	2,400	960		960	60.0%	
	Public Conveniences :- Indirect Expenditure	<u>120</u>	<u>3,160</u>	<u>5,772</u>	<u>2,612</u>	<u>0</u>	<u>2,612</u>	<u>54.8%</u>	<u>0</u>
	Net Income over Expenditure	<u>(120)</u>	<u>3,084</u>	<u>(2,472)</u>	<u>(5,556)</u>				
<u>211</u>	<u>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	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				

Detailed Income & Expenditure by Budget Heading as at 28/01/2022

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
215 Allotments								
1010 Allotment Fees	0	900	900	0			100.0%	
Allotments :- Income	0	900	900	0			100.0%	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	900	(600)	(1,500)				
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)				
308 Christmas								
4310 Christmas Lights	11,910	17,937	15,500	(2,437)		(2,437)	115.7%	
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	11,910	18,359	26,500	8,141	0	8,141	69.3%	0
Net Expenditure	(11,910)	(18,359)	(26,500)	(8,141)				
309 Newmarket Bombing Memorial								
4099 NBM contribution to overall co	2,204	2,204	0	(2,204)		(2,204)	0.0%	
Newmarket Bombing Memorial :- Indirect Expenditure	2,204	2,204	0	(2,204)	0	(2,204)		0
Net Expenditure	(2,204)	(2,204)	0	2,204				
Community Services :- Income	5,408	53,238	65,100	11,862			81.8%	
Expenditure	15,213	187,279	211,970	24,691	0	24,691	88.4%	
Net Income over Expenditure	(9,806)	(134,041)	(146,870)	(12,829)				
plus Transfer from EMR	0	70,687						
less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	(9,806)	(63,504)						

Detailed Income & Expenditure by Budget Heading as at 28/01/2022

Month No: 10

DRAFT Committee Report Community & Leisure M10

	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	777	23,181	7,000	(16,181)			331.2%	
1016 Refreshments Income	0	193	500	307			38.6%	
Memorial Hall :- Income	777	23,374	7,500	(15,874)			311.7%	0
4011 Rates	599	5,988	6,170	182		182	97.1%	
4012 Water Rates	1,023	2,028	5,000	2,972		2,972	40.6%	
4014 Electricity	353	3,175	5,000	1,825		1,825	63.5%	
4015 Gas	0	2,123	6,000	3,877		3,877	35.4%	
4016 Cleaning	0	4,660	2,000	(2,660)		(2,660)	233.0%	3,401
4017 Fire Precautions	46	523	510	(13)		(13)	102.5%	
4036 R&M - Buildings	530	9,652	4,000	(5,652)		(5,652)	241.3%	
4038 Furniture/Fixtures/Fittings	0	905	2,500	1,595		1,595	36.2%	
4040 Trade Refuse Collections	0	1,860	1,860	(0)		(0)	100.0%	
4044 Public Toilet Cleansing	0	149	200	51		51	74.6%	
4078 Refreshment Costs Hall Hire	0	77	800	723		723	9.7%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
4095 Assets Purchased	0	1,809	0	(1,809)		(1,809)	0.0%	1,809
Memorial Hall :- Indirect Expenditure	2,551	122,813	123,904	1,091	0	1,091	99.1%	5,210
Net Income over Expenditure	(1,774)	(99,439)	(116,404)	(16,965)				
6000 plus Transfer from EMR	0	5,210						
Movement to/(from) Gen Reserve	(1,774)	(94,229)						
301 Arts								
1181 Grant Received WSC	0	2,396	0	(2,396)			0.0%	
Arts :- Income	0	2,396	0	(2,396)				0
4440 Costs - Childrens' Events	0	4,903	3,500	(1,403)		(1,403)	140.1%	
4443 Costs - Tea Dance	0	0	1,800	1,800		1,800	0.0%	
Arts :- Indirect Expenditure	0	4,903	5,300	397	0	397	92.5%	0
Net Income over Expenditure	0	(2,507)	(5,300)	(2,793)				
302 Winter Event								
1059 Income - Winter Event	0	1,670	3,000	1,330			55.7%	
Winter Event :- Income	0	1,670	3,000	1,330			55.7%	0
4453 Cost - Winter Event	783	5,259	11,000	5,741		5,741	47.8%	
Winter Event :- Indirect Expenditure	783	5,259	11,000	5,741	0	5,741	47.8%	0
Net Income over Expenditure	(783)	(3,589)	(8,000)	(4,411)				

Detailed Income & Expenditure by Budget Heading as at 28/01/2022

Month No: 10

DRAFT Committee Report Community & Leisure M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
1172 SoapBox Derby - income	0	11,075	10,000	(1,075)			110.8%	
Entertainments :- Income	0	11,075	10,000	(1,075)			110.8%	0
4098 SoapBox Derby - costs	0	16,462	10,000	(6,462)		(6,462)	164.6%	
4179 Entertainment	0	3,726	5,000	1,274		1,274	74.5%	
Entertainments :- Indirect Expenditure	0	20,188	15,000	(5,188)	0	(5,188)	134.6%	0
Net Income over Expenditure	0	(9,113)	(5,000)	4,113				
304 Tourism								
4311 Christmas Tree	245	1,338	1,000	(338)		(338)	133.8%	
Tourism :- Indirect Expenditure	245	1,338	1,000	(338)	0	(338)	133.8%	0
Net Expenditure	(245)	(1,338)	(1,000)	338				
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	786	1,643	200	(1,443)		(1,443)	821.5%	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	110	5,344	5,000	(344)		(344)	106.9%	
4041 R&M - play-equipment	0	10,656	10,000	(656)		(656)	106.6%	
4046 Opening/Closing Costs	509	3,374	4,500	1,126		1,126	75.0%	
4095 Assets Purchased	0	430	0	(430)		(430)	0.0%	430
4112 Water Feature	0	3,360	6,000	2,641		2,641	56.0%	
4142 Memorial Garden Kiosk	0	0	1,000	1,000		1,000	0.0%	
Memorial Gardens :- Indirect Expenditure	1,405	24,807	26,805	1,998	0	1,998	92.5%	430
Net Income over Expenditure	(1,405)	(24,807)	(25,605)	(798)				
6000 plus Transfer from EMR	0	430						
Movement to/(from) Gen Reserve	(1,405)	(24,377)						

Detailed Income & Expenditure by Budget Heading as at 28/01/2022

Month No: 10

DRAFT Committee Report Community & Leisure M10

	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	0	521	3,500	2,979	0	2,979	14.9%	0
Net Expenditure	0	(521)	(3,500)	(2,979)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	4,960	5,000	40			99.2%	
1005 Misc Income	0	500	0	(500)			0.0%	
1016 Refreshments Income	0	27	0	(27)			0.0%	
The Severals Sports Facilities :- Income	0	5,487	5,000	(487)			109.7%	0
4011 Rates	76	529	605	76		76	87.4%	
4012 Water Rates	380	1,171	1,300	129		129	90.0%	
4014 Electricity	0	538	1,000	462		462	53.8%	
4015 Gas	0	3,192	3,045	(147)		(147)	104.8%	
4017 Fire Precautions	0	77	250	173		173	30.6%	
4036 R&M - Buildings	143	26,179	2,000	(24,179)		(24,179)	1308.9%	
4037 R&M - Grounds	0	1,650	600	(1,050)		(1,050)	275.1%	15,437
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	0	53	100	47		47	52.6%	
The Severals Sports Facilities :- Indirect Expenditure	598	33,829	10,190	(23,639)	0	(23,639)	332.0%	15,437
Net Income over Expenditure	(598)	(28,342)	(5,190)	23,152				
6000 plus Transfer from EMR	0	15,437						
Movement to/(from) Gen Reserve	(598)	(12,905)						
Leisure Services :- Income	777	44,002	27,700	(16,302)			158.9%	
Expenditure	5,582	213,657	206,699	(6,958)	0	(6,958)	103.4%	
Net Income over Expenditure	(4,806)	(169,655)	(178,999)	(9,344)				
plus Transfer from EMR	0	21,077						
Movement to/(from) Gen Reserve	(4,806)	(148,578)						
Grand Totals:- Income	6,184	97,240	92,800	(4,440)			104.8%	
Expenditure	20,796	400,936	418,669	17,733	0	17,733	95.8%	
Net Income over Expenditure	(14,611)	(303,696)	(325,869)	(22,173)				
plus Transfer from EMR	0	91,764						
less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	(14,611)	(212,082)						

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Report to	Community & Leisure Committee
Subject	Newmarket Cemetery
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	7th February 2022
Item number	7
Written By	Cathy Whitaker CLERK

Summary: This report outlines the following matters regarding the cemetery:-

- a. The proposed increase in the Cemetery Fees from 1/4/2022
- b. The proposed amendments to the Cemetery Regulations from 1/4/2022
- c. A proposal for the cemetery memorial safety testing
- d. Information regarding crash damage to a section of the cemetery wall

a **Cemetery Fees.** The attached document is the proposed cemetery fee increases, as supplied by WSC. This will bring our fees into line with the fees for the other cemeteries managed by WSC.

b **Cemetery Regulations.** The attached document is the proposed amendments to the regulations for the cemetery, as supplied by WSC. Changes are marked for ease.

c **Memorial Safety Testing.** Further investigation into the cemetery memorial safety and the need for a programme of testing/making safe to start as soon as possible, it is now proposed to engage Abbey Memorial Stoneworks to carry out topple testing to all memorials over a period of time – staking where appropriate to make safe. Email quote attached.
The stonemasons are used and recommended by WSC who use them in other cemeteries that they manage.
Record keeping will be a key part of this process and will become part of the council's safety monitoring with WorkNest (formerly Ellis Whittam).

d **Cemetery Wall Damage.** On 22nd November 2021 a van crashed through a section of the cemetery flint wall, causing major damage. See attached photographs. The driver reported the incident to the Town Council shortly afterwards. The incident was subsequently reported to the police for a reference number and an insurance claim against the driver is now being progressed.
To date, flint wall repairs have been completed to shore up the wall and make safe – to the value of £1,674. The total repair cost will be £14,040.
A memorial bench was destroyed in the crash and the cost of replacement will be claimed.

Next Steps/Recommendations

- a. To approve the Cemetery Fees from 1/4/2022
- b. To approve the Cemetery Regulations from 1/4/2022
- c. To approve the engagement of Abbey Memorial Stoneworks to carry out memorial safety testing in Newmarket Cemetery
- d. No action / insurance claim will proceed / wall will be repaired in the spring

Proposed Cemetery Fees & Charges 2022-23

Fees and Charges 1st April 2022 approved by

Chair of Community Services Committee
Date

Town Clerk
Date

Proposed Cemetery Fees & Charges
2022-23

Section 1 - Exclusive right of burial

Item	Charges 2021-22	Physical neighbour average	West Suffolk Crematorium & cemetery	Proposed charge 2022-23	% Increase on last years charge (Nearest round figure)	Rationale for over 4% increase/notes
Standard lawn type grave (50 years ERB)	£875.00	£1376.66	£1350.00	£910.00	4%	.
Child (up to 12 years of age) grave (50 years ERB) Please note depth for one interment only	£150.00	£633.50	£100.00 (up to 3 years old)	£150.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same .
All Cremated remains earthen graves (25 year ERB)	£615.00	£1058.00	£2114.00 (20 year ERB)	£640.00	4%	

Section 2 – Interments

Item	Charges 2021-22	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2022-23	% Increase on last years charge	Rationale for over 4% increase/notes
Person 12 years + Standard lawn type grave (for depth 1 or 2)	£710.00	£979.50	£950.00	£738.00	3.94%	
To dig the grave to triple depth	£115.00	N/A	N/A	£120.00	4.3%	To keep the figure rounded
Child from the age of 13 months up to the age of 12 years	£100.00	N/A	N/A	£100.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same to not abuse this scheme
Still born babies and babies up to 12 months old (including :NVF) Please note: depth for one interment only	£55.00	N/A	N/A	£55.00	0%	See above
To prepare a grave to accommodate a coffin 6'10" and over in length or 30"and over in width	£75.00	£300.00	N/A	£80.00	6.6%	To cover the increasing cost of removing extra spoil and time to prepare the grave

Section 3 - Cremated remains interment fees

Item	Charges 2021-22	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2022-23	% Increase on last years charge	Rationale for over 4% increase/notes
Interment of cremated remains in an earthen grave (either loose or in a casket)	£210.00	£212.20	£80.00	£218.00	3.8%	
Interment of cremated remains in a coffin or burial casket to be buried at a full burial or for the second set of ashes when two sets are interred at the same time.	£105.00	N/A	N/A	£109.00	3.8%	The fee is calculated by halving the standard fee for a cremation interment.

Section 4 - Memorial fees

Item	Charges 2021-22	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2022-23	% Increase on last years charge	Rationale for over 4% increase/notes
Permit for right to install a new memorial on a lawn type grave	£200.00	£257.80	Not offered separately	£208.00	4%	
Permit for right to add an inscription on an existing memorial	£72.00	£98.60	Not offered separately	£75.00	4.16%	To keep figure rounded.

Section 5 – Other charges

Item	Charges 2021-22	Physical neighbour average	West Suffolk Crematorium and cemetery	Proposed charge 2022-23	% Increase on last years charge	Rationale for over 4% increase/notes
Use of chapel	£80.00	£214.13	£395.00	£80.00	0%	
Surrender of grave space	Buy back at half the ERB fee	N/A	POA	Buy back at half the ERB fee	Refer to relevant ERB fee	Refer to relevant ERB fee
Transfer of Exclusive Right of Burial / Production of Statutory Declaration for lost deed	£60.00	£84.88	£15.00	£62.00	3.3%	
Exhumation	Double the current relevant interment fee	N/A	POA	Double the current relevant interment fee	Refer to relevant interment fee	Refer to relevant interment fee
Brandon 1500mm bench	Gross £1140.00 Net £950.00 VAT £190.00	£1305.00	£1848.00	Gross £1180.00 Net £983.33 VAT £196.67	3.5%	
Memorial tree (various) offering 15 year lease, including plaque	Gross £550.00	N/A	£2205.00 (10 year lease)	£570.00	3.63%	
Administration fee for replacement tablet/ plaque (c/r, benches etc)	£10.00	N/A	N/A	£10.00 per item	0%	
Plaque (measuring 150x75mm) silver with black writing for benches	£60.00	N/A	N/A	£62.00	3.33%	
Plaque (measuring 15x130mm) silver with black writing mounted on a metal backing and stake for tree or grave dedications.	£95.00	N/A	N/A	£99.00	3.15%	

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



Newmarket
Town Council

Newmarket Town Council cemetery regulations

Effective from 1 April 2022 ~~1 May 2021~~

The foregoing Rules and Regulations will come into operation from 1 ~~April 2022~~May 2021. All previous Rules and Regulations previously made by the council are hereby superseded. The council reserves the right from time to time to make alterations, additions or amendments to these Rules and Regulation specified herein. These rules and regulations will be reviewed at least once per year.

Introduction

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

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

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

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

If you have any questions about these regulations, please contact

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

Email: cemetery.services@westsuffolk.gov.uk

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

Phone: 01284 757068



Newmarket Town Council

General

Opening times

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

Note: Opening times will change according to the seasons.

Rights of use or admission

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

Fees

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

Exclusive right of burial

5. At the time of the interment you may buy an exclusive right of burial



Newmarket Town Council

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

6. The exclusive right of burial deed holder is entitled to decide who is buried in the grave and whether a memorial can be erected on it (once the relevant fee is paid and the council has given permission).
7. On the fifth anniversary of the purchase we may offer the deed holder the opportunity to buy an extension of another five years, bringing the exclusive right of burial back to its original term.
8. The exclusive right of burial relating to cremation vaults and cremation earthen plots may at any time be extended for a further 25 years subject to the appropriate fee being paid.
9. Our policy is to excavate graves to the maximum depth available. With regards new graves we will initially aim to excavate them to a depth of 2.75 metres (approximate 9ft). This will enable the grave to accommodate three interments. The council cannot be held responsible if, due to factors outside our control, the grave cannot hold the full number of interments.
10. We will allocate new graves in strict rotation. We will try to meet the wishes of applicants who buy grave spaces if it is practical to do so, subject to the council's approval and payment of the appropriate fee.
11. The council keeps plans and records of graves which visitors may view, by appointment, during normal office hours.
12. When the exclusive right of burial period comes to an end the buyer (or his or her heirs or successors who have become the deed holder) will have the option of renewing that right, subject to any restrictions which may be in force at that time.
13. Deed holders will need to apply to renew the exclusive right of burial within 12 months of the previous grant finishing.
14. The council may grant a renewed right of burial to another person if the exclusive right of burial grant period has finished, and nobody has informed us that they want to renew it. Before we do this, we will where possible, notify the previous owner (or his/her personal representative) to give them the option to renew it.
15. Where no interment has taken place in the grave, the owner of the exclusive right of burial may surrender it to the council. We will pay the owner an amount which is in proportion to the number of years remaining for the exclusive right of burial. We will not make a payment if the exclusive right of burial has lapsed or finishes within ten years.



Newmarket Town Council

16. If the council gives permission, the owner of an exclusive right of burial may transfer it to another person if he or she provides satisfactory evidence of ownership. The owner must register the transfer in the cemetery's records, have the deed of grant of right of burial endorsed by the council and pay the appropriate transfer fee. The number of deed holders which can be entered onto each Deed of Grant is restricted to a maximum of two persons. When one deed holder dies the remaining deed holder will then become the sole deed holder of the grave. Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred. This can only be resolved if the various next of kin reach an agreement, possibly with the mediation of a solicitor or other parties. It is not the responsibility of the Council cemeteries service to facilitate this this action.
17. Provided that there is sufficient room and subject to receiving consent from the Cemeteries Manager cremated remains can be interred in any adult grave in the cemetery for which you have the exclusive right of burial. No adult interments, either full or cremated remains can be interred into the grave of a child or baby unless the child or baby was interred into a full adult grave and the appropriate adult exclusive right of burial fee was paid.
18. Ownership of the ground does not at any time; pass from the control of the council.
19. Before the reopening of a purchased grave the ownership for exclusive right of burial must be proven.

Coffins and caskets

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

Interments

21. You can apply for a burial by contacting the Cemeteries Service (contact details are shown in the introduction section of this document). The service operates from 9am to 5pm, Mondays (apart from bank holidays) to Fridays. You must deliver a completed interment notice to the office at least two clear days before the interment (excluding Saturdays, Sundays, and bank holidays).
22. If the burial is being arranged by a funeral director all coffin, casket and grave sizes must be sent to the Cemeteries Office in writing by them. Verbal instructions will not be accepted from families.
23. Interments normally take place ~~between on~~ Mondays ~~and to~~ Fridays ~~beginning at~~ tween 9.30am 9.30am and 3pm (subject to the season) From 1 April to 30 September



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[the latest time for a new grave of double or triple depth during this period is 3.15pm, for reopening \(to single depth\) is 3.30pm and for the interment of ashes the latest time is 4pm. During the months 1 October to 31 March the latest time for a new burial grave interment is 2pm, for the reopening of a grave \(to single depth\) 2.15pm and for the interment of ashes 2.45pm](#)

24. The interment fee includes the excavation and preparation of the grave, matting and attendance by cemetery staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area which need to be removed to provide access), planting, shrubs, or trees. The cost of any of these actions must be covered by the applicant. An estimate of the cost would be provided by the cemeteries office before the work could be undertaken.
25. The time booked for a funeral is the time the cortege is due to arrive at the cemetery. If the [Funeral Director](#) or person in charge of the funeral is later than the appointed time, he or she must act under the direction of the manager (or his or her representative) as to when the funeral service may proceed. [If the cortege arrives at the cemetery earlier than the booked time, the Funeral Director is not to proceed to the grave or begin to the interment without the presence of the cemetery manager \(or his or her representative\). The cortege is to wait in the pre-arranged location to be escorted to the grave.](#)
26. The council will not open a grave covered by an exclusive right of burial without the written permission of the registered owner unless the burial is to be that of the registered owner.
27. We will need to see and verify the deed before a grave is re-opened. If the deed is lost or mislaid, then a statutory declaration must be made.
28. We must receive the registrar's certificate for disposal or coroner's order for burial before any burial can take place.

We will require a medical practitioner, midwife, or nurse's certificate if the interment is for a non-viable foetus.
29. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.
30. The responsibility for providing enough bearers to carry the coffin from the hearse to the grave or plot (whether mourners are present or not), rests with the funeral director or person arranging the funeral.



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31. Once we have a notice of interment, we reserve the right to instruct a local memorial mason to remove any existing memorial to allow the grave to be excavated. The applicant will pay the cost of removal.
32. We reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. We also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.
33. Only the council can authorise or employ people to prepare graves.
34. Council staff are not permitted to accept tips.
35. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.
36. During a funeral (or before) we have the right to exclude those who are not mourners, or not officially connected with the funeral.
37. Newmarket Cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section. Financial assistance is available from Central Government to families who have lost a child (under the age of 18) to allow choice with regards to burial and memorial options. Information and advice can be given by the Cemetery Manager.
38. Persons authorised by the council will normally carry out the back filling of any grave. However, if relatives and friends wish to do so, permission must be sought from the cemeteries office and the back filling must be carried out under the direction of a member of cemeteries staff or another authorised person. A risk assessment must be completed by the funeral director and sent to the cemeteries office at least two working days before the interment takes place.

Management of memorials

39. We will give you the correct form to complete if you wish to apply for permission to erect a memorial, add an inscription or carry out any other work on a memorial including refurbishment, cleaning or like for like replacement. The form will include:
 - name and address of the memorial mason who will carry out the work.
 - material and measurements of the memorial.
 - details of inscription and a diagram of the proposed memorial, including fixing methods; and



Newmarket Town Council

- full names and signatures of the registered grave owner/s to give permission for the work.

40. Issuing a permit to work confirms that approval for any such application is given. The applicant must not start any work until they have a permit. We will give permission if the work undertaken fully complies with the details specified within the application form, the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM) schemes and the requirements of these regulations.
41. You may be required to remove any work that you do, or any memorials or kerb sets – and pay all the costs of removal – if these do not comply with the cemetery regulations.
42. All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) Code of Practice current at the time of installation. The owner of the exclusive right of burial is responsible for keeping the memorial in a good and safe condition. The manager is permitted to instruct removal of any memorial that becomes unsafe or is otherwise dilapidated.
43. All memorial mason companies who work within the cemeteries must be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence. At all times memorial fixing teams will operate in accordance with the BRAMM or NAMM scheme and these regulations.
44. We do not permit any kerb sets in the lawned sections of Newmarket Cemetery.
45. You may only use granite, marble, slate, or other suitable material of durable and sound quality for memorials.

Grave maintenance

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

Memorial sizes



Newmarket Town Council

47. Headstones and memorials must not exceed 975 millimetres (3'3") in height (above ground level); 750 millimetres (2'6") in width. The stone must be of sufficient thickness to support its height, and any reasonable force exerted upon it, to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with, or below, the adjoining ground level. Headstones or headstones bases may not be linked over two or more graves.
48. A drilled base which should not exceed 3 feet in width, by 18 inches in depth and 6" in height, may accommodate:
- up to two flower containers; or
 - up to two natural stone vases not more than 300 millimetres (1'0") high and not more than 175 millimetres (7") square; or
 - a natural stone tablet, not more than 300 millimetres (1'0") high, not more than 300 millimetres (1'0") wide and not more than 50 millimetres (2") thick; or
 - up to two natural, reconstituted, stone figures, not more than 375 millimetres (1'3") high, provided the stone is not covered, coated in plastic, gilded, glazed, or painted.
- Any such vase, tablet or figure must not extend beyond the perimeter of the base.
49. Alternatively, a memorial may consist of:
- a natural stone vase not more than 300 millimetres x 225 millimetres x 225mm (1'0" x 9" x 9") fixed to a plinth not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the plinth; or
 - a book or tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a base not more than 450 millimetres x 300 millimetres x 50 millimetres (1'6" x 1'0" x 2") of the same material, fixed on a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground. The base may be drilled to accommodate up to two flower containers or may incorporate two small vases or figures; or
 - a flat tablet not more than 300 millimetres x 300 millimetres x 50 millimetres (1'0" x 1'0" x 2") fixed to a concrete foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.
 - a baby or child (up to the age of 12 years) memorial must not exceed the following dimensions. The head stone 24 inches high x 1 inches wide x 3 inches deep, the base 18 inches wide x 1 inches x inches high and the landing 24 inches wide x 1 inches deep x inches high.
50. You may fix photographic plaques, either ceramic or other material, of an approved size to memorials, if you have the council's written approval.
51. The grave number must be inscribed on all memorials erected in the cemetery, on the lower right corner of the rear of the base (or other conspicuous position as approved



Newmarket Town Council

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

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

Cremation gardens

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

Memorial benches



Newmarket Town Council

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

Memorial trees, roses, and shrubs

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

Public graves

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

Maintenance

70. All floral tributes, including artificial will be removed two weeks following the interment unless we are told in writing that the family wish to arrange for their removal. It is forbidden to place glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic, or other material on graves. The council may remove these without notice.
71. The council will remove Christmas wreaths from 1 February each year.



Newmarket Town Council

72. Temporary wooden markers are permitted subject to the council's approval. These should be removed from the grave if and when the permanent memorial headstone is set.
73. The council reserves the right to remove (and dispose of) from any grave space, flowers, plants, floral tributes, or wreaths which have deteriorated or become unsightly. All grassed areas of the cemeteries including graves will be cut with a mechanical mower and strimmer.
74. No floral tributes should be placed on graves which are not owned by the deceased family. If there are excessive amounts of tributes, they are to be placed at a location directed by the Cemetery Manager.
75. A fee for the removal of floral tributes may be levied by the Cemetery Manager where there are large amounts (over 20).

Scattering of cremated remains

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

Repair of failed memorial headstones

77. Newmarket Town Council reserve the right to test all headstones for safety every five years or at any time if it is suspected that the stone maybe unsafe.
78. Memorial headstones that fail the safety test will be required to be repaired as soon as possible by the deed holder. If the repair is not undertaken within six months from notification, the council will fund the repair to the stone; this cost must then be repaid to the council before the exclusive right of burial is further exercised.

Photography in the cemetery

79. There have been instances where photographs and videos have been taken in the cemetery and have been posted on social media which has caused additional upset and distress to bereaved families. Due to this we request that anyone wishing to take photos in the cemetery first seek agreement from the cemeteries manager .

Oversized graves in lawn compartments

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



Newmarket
Town Council

Balloons and sky lanterns

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

Funerals requiring brick lined or vaulted graves

82. Booking interments into pre purchased or reopened graves to be brick lined or vaulted will be required to give the cemeteries office the minimum of 10 working days' notice. This work must be carried out by a qualified trades person who holds adequate public liability insurance, a copy of which must be supplied to cemeteries office.
83. Work carried out by third parties (i.e., stone masons, builders for bricking out of pre purchased graves) may only take place on Monday- Friday and within the opening times of the cemetery.

Double fees (non-resident fees)

84. Double fees will apply on all fees to those deceased who resided outside the Newmarket Town Council area. To qualify as a resident of the Newmarket Town Council area the deceased must have lived in the town during the last 5 years prior to their death and have paid their parish precept (council tax) to the Town Council. If a resident has been required to move out of the area for medical care, to a nursing or residential home due to no fault of their own, a single fee would apply. Proof of previous residency would be required by the Cemeteries office to arrive with the Notice of Interment. The only document that will be accepted is a Council Tax bill. It is the responsibility of the family or Funeral Director to provide the documentation, failure to do so will result in the payment of double fees.

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Townclerk

From: Kevin Durrant <kevin@abbey-memorials.co.uk>
Sent: 13 January 2022 12:58
To: Townclerk

Dear Cathy nice to speak to you earlier today here as requested is the price we charge for a Topple test to check each stone would be £2.00 plus vat and to stake and tape the memorial would be £15.00 plus vat each hope this is all the information you require at this stage looking forward to hearing from you

Kindest regards

Kevin





Report to	Community & Leisure Committee
Subject	Service Level Agreement
Purpose	Decision
Classification	Unrestricted
Meeting date	7th January 2022
Item number	8
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of the current SLA with West Suffolk Council.

1. Gives information regarding the ending of the current agreement.
2. Outlines the current situation in the context of resource and time limitations.
3. Suggests a solution to the current situation to move forward for 2022/23.

1.	Introduction
a.	The current WSC SLA contract comes to an end on 31/3/2022.
b.	The WSC SLA includes:- • The management of Newmarket cemetery • The outside services for – - o Memorial Hall Grounds - o St Mary's closed churchyard - o St Mary's separate closed churchyard - o All Saints Church closed churchyard - o The Severals - o Three sponsored roundabouts - o Birdcage Walk - o Flower Beds (Archer Way/Exeter Road) - o Bill Tutte Memorial - o War Memorial garden - o Hanging baskets and High Street planter maintenance • CCTV monitoring service for Yellow Brick Road and Memorial Gardens
2.	Context
a.	It was intended to put out to tender for some of this from 1/4/2022. Ideally this would have been done by first week of January to allow tenders to be prepared.
b.	Whilst the management of the cemetery and the CCTV monitoring contract would stay with WSC, along with possibly the planting; it had been decided to tender out for all grass cutting.
3.	Proposal/Options
a.	Due to lack of resource within the NTC team, the invitation to tender will not be ready in time.
b.	WSC are willing to extend the current agreement by one year to 31/3/2023.
c.	The exception would be the cutting and maintenance of the Severals, which it is proposed that Jockey Club Estates carry out because of its existing contract with the Newmarket Cricket Club

	to maintain the square and out-field. It is preferable to have one service provider for the area. Quotes are being requested.
4.	Financial/Resource Implications
a.	There will be a reduction on the current SLA with the removal of the Severals grass cutting. This will offset the fees from Jockey Club Estates. Also for April to September there will be no cutting fees at all for the square and out-field as the Cricket Club pays for this directly to Jockey Club Estates.
b.	Prices for 22-23 are unavailable from WSC at this time. However, contractually we are bound to an RPI % increase as @ 1 st April; potentially this could be between 6% and 7% increase in current year figures. As an estimated worst-case scenario, the cost of the year's SLA without the Severals grass cutting could be £82,862 with a 7% increase equating to £5,421 from current year costs.
5.	Next Steps/Recommendations
a.	To extend the current agreement with WSC by one year to 31/3/2023.
b.	To remove the Severals grass cutting from the contract from 1/4/2023.
c.	Subject to the quote being acceptable, to engage Jockey Club Estates on a one year contract to cut and maintain the Severals from 1/4/2023.
d.	To prepare tender document throughout 2022-23 in readiness for sending out early January 2023 for the 2323-24 fiscal year.



Report to	Community and Leisure Services Committee
Subject	High Street Bunting for Queen's Platinum Jubilee
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	7th February 2022
Item number	10
Written By	Cathy Whitaker CLERK
Summary: This report outlines proposals for the decoration of the High Street for the period of the Queen's Jubilee and beyond in 2022.	

1.	Introduction
a.	To celebrate the Jubilee year and the June weekend events it is proposed to decorate the High Street.
2.	Context
a.	It is believed that the Jockey Club Racecourses are considering putting banners on the lighting columns on the High Street.
3.	Proposal/Options
a.	For the Town Council to put up red, white and blue bunting (not cross ways, but down each side of the High Street from column to column).
4.	Financial/Resource Implications
a.	Estimates at this stage are approx. £5-£7 per 10 metres to purchase. Length required 2,600 metres - £1,820 plus installation to be confirmed.
b.	Installation would require a cherry picker licence and an installer.
5.	Next Steps/Recommendations
a.	That bunting will be installed along the High Street,

Blank

Townclerk

From: Lesley Dent [REDACTED]
Sent: 17 December 2021 10:13
To: Andy Drummond (SCC Councillor); Karen Soons (SCC Councillor)
Cc: Townclerk
Subject: RE: SPRA - CR 340642

Dear Andy

Yes, as it is a matter of safety then I feel I should.

Lesley

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Sent: 13 December 2021 17:42 --
To: Lesley Dent [REDACTED]; Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>
Cc: Townclerk <Townclerk@newmarket.gov.uk>
Subject: RE: SPRA - CR 340642

Hi Lesley

Thanks for your reply.

Would you be willing to take this up with the town council to see whether there is support for your proposal?

Thanks,

Andy

=====
Cllr Andy Drummond
Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

From: Lesley Dent [REDACTED]
Sent: 13 December 2021 10:39
To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>; Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>
Cc: Townclerk <Townclerk@newmarket.gov.uk>
Subject: RE: SPRA - CR 340642

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Dear Andy and Karen

Are they serious? If it is known that the installation of these speed humps could cause additional hazards, why install them where there are known parking issues without implementing parking restrictions?

Quote from Melanie Hall Suffolk Highways below "We have similar issues in many parts of Ipswich."

I understand the residents that park there would not be happy to move their cars, but then I am not happy driving in to oncoming traffic or being forced to reverse by said oncoming traffic either.

And the cost over safety question would be safety in my book, and these responsible for not foreseeing the issue in the first place, bearing in mind the above quote, should pick up the bill.

Thank you again for putting this issue out there, let's hope someone can come up with a reasonable solution.

Kind regards

Lesley

Lesley Dent
Studlands Park Village resident

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Sent: 13 December 2021 09:36
To: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>
Cc: Lesley Dent [REDACTED] Townclerk <Townclerk@newmarket.gov.uk>
Subject: RE: SPRA - CR 340642

Hi Karen

Thank you for following this up for Lesley.

Lesley – please see below response from Highways Support. It looks as if the remedy would be both costly and ineffective in the opinion of Suffolk Highways.

That's not to say that the idea is dead – but some contribution would need to come from third parties such as county councillor locality budget and/or the town council – were they to be in agreement with you that this needs doing.

I have copied the town clerk so that you can decide whether you want to take this any further.

Best regards,

Andy

=====

CLlr Andy Drummond
Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

From: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>
Sent: 10 December 2021 17:12
To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Subject: FW: SPRA - CR 340642

Hi Andy

Are you ok to reply to Lesley on this?

Kind regards

Karen Soons LL.B (Hons)

County Councillor

Thingoe South Division

Barrow cum Denham, Chedburgh, Horringer cum Ickworth
& Rougham with Rushbrooke wards.

Chairman Pension Fund Committee

karen.soons@suffolk.gov.uk

07864 601 887



[Karen Soons for West Suffolk](#)



[@KarenSoons](#)



[@karensoons1](#)

From: Councillor Highways Support <CouncillorHighwaysSupport@suffolkhighways.org>

Sent: 25 November 2021 08:49

To: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>

Cc: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Subject: RE: SPRA - CR 340642

Dear Cllr Soons

Please see response to your enquiry from David Chenery, Safety and Speed Management :

Our highway safety engineers have looked at this situation and regret there is little that can be done unless an expensive TRO was progressed (around £10,000) to install double yellow lines to prevent parking. The parked vehicles seen on Street view near the first speed cushion (going anti-clockwise) is unfortunately too far away from the next bend to contravene the Highway Code. We have similar issues in many parts of Ipswich.

Best Regards

Melanie Hall

Senior Customer Co-ordinator

Councillor Highways Support

Suffolk Highways

0345 606 6171

www.suffolk.gov.uk/highways



From: Councillor Highways Support

Sent: 23 November 2021 08:47

To: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>

Cc: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Subject: RE: SPRA - CR 340642

Dear Karen

With reference to your email below, this enquiry was raised on CR 340642 as per the attached email and is currently with the Safety and Speed Management Team for response.

Kind Regards

Lisa Baxter
Customer Co-ordinator
Councillor Highway Support
Communications and Customer Service Team
T: 0345 606 6171
www.suffolk.gov.uk/highways



-----Original Message-----

From: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>

Sent: 22 November 2021 18:21

To: Councillor Highways Support <CouncillorHighwaysSupport@suffolkhighways.org>; Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Subject: FW: SPRA - CR 340642

Please could you look into this for Andy and I.

Sorry this original email went into my spam folder hence the delay.

Kind regards

Karen Soons LL.B (Hons)

County Councillor
Thingoe South Division
Barrow cum Denham, Chedburgh, Horringer cum Ickworth & Rougham with Rushbrooke wards.

Chairman Pension Fund Committee

karen.soons@suffolk.gov.uk
07864 601 887
Karen Soons for West Suffolk
@KarenSoons
@karensoons1

-----Original Message-----

From: Lesley Dent [REDACTED]

To: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>; Allen, Ruth [REDACTED]

Subject: RE: SPRA

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Dear Karen

No need to apologise, as long as the issue is going to be looked in to.

The speed humps do an excellent job of slowing down the traffic on a busy bend, but drivers are forced in to the path of oncoming traffic due to residents parking on the actual speed humps.

It is only a matter of time before there is an collision, this is worse at certain times of the year, when the sun can be blinding on that bend, so drivers are put at risk if forced to drive on the wrong side of the road by parked cars.

Your support is very much appreciated.

Kind regards

Mrs Lesley Dent



-----Original Message-----

From: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>

Sent: 27 October 2021 20:05

To: Allen, Ruth [redacted] Lesley Dent [redacted]

Subject: RE: SPRA

Apologies, this email got missed somehow, I have only just seen it now.

I will pass this on to the highways team

Kind regards

Karen Soons LL.B (Hons)

County Councillor
Thingoe South Division
Barrow cum Denham, Chedburgh, Horringer cum Ickworth & Rougham with Rushbrooke wards.

Chairman Pension Fund Committee

karen.soons@suffolk.gov.uk
07864 601 887
Karen Soons for West Suffolk
@KarenSoons
@karensoons1

-----Original Message-----

From: Allen, Ruth [redacted]
Sent: 20 October 2021 14:18
To: [redacted]
Cc: Karen Soons (SCC Councillor) [redacted] aren.Soons@suffolk.gov.uk>
Subject: SPRA

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Dear Karen and Lesley

I hope you are well.

We had a good meeting last night at Studlands Park.

I am putting you in touch with Lesley who attended last night. We were discussing the speed bumps around Hyperion Way and the positive effect they have had on slowing the majority of traffic. Lesley pointed out, and we all agreed, that the speed bump that is on the corner has got a bit of an issue as people actually park on the speed bump. This creates a dangerous situation as people coming from the basket ball end are driving on the correct side of the road going towards the left speed bump, as one should. However, as they come around the corner they are met with an oncoming vehicle who has had to drive on the wrong side of the road as someone has parked on the speed bump so forcing them to be right over the road.

It is a matter of time before there is a bad accident.

I am putting you in touch so that Lesley has your details but also if I have missed anything or misinterpreted anything Lesley can correspond with you directly.

Thank you

Ruth

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<<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.suffolk.gov.uk%2Fabout%2Fprivacy-notice%2F&data=04%7C01%7C4ecfaa920bd14d19728808d9997ca088%7C49a50445bdfa4b79ade3547b4f3986e9%7C0%7C0%7C637709582806791145%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C1000&data=71cXGkJnJlNwcfUUUA9WERpGEHYQO9f4o0AwDkfCuX4%3D&reserved=0>> tells you how I collect and use personal data.

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For Project: BURY ROAD
Project Notes:
Location/Name: Incoming
Report Generated: 21/01/2022 13:13
Speed Intervals: 5 MPH
Time Intervals: Instant
Traffic Report From: 02/12/2021 10:00:00 through 22/12/2021 13:59:59
85th Percentile Speed: 33.6 MPH
85th Percentile Vehicles: 54349
Max Speed: 90 MPH on 02/12/2021 19:55:00
Total Vehicles: 63940
AADT: 3170

**Volumes -
weekly counts**

Time	5 Day	7 Day
Average Daily	6755	6021
AM Peak	650	522
PM Peak	658	583

Speed

Speed Limit: 35
85th Percentile Speed: 33.6
Average Speed: 27.72

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	529	459	488	866	1074	784	554
% over limit	7.0	5.9	6.1	7.0	6.5	11.7	11.0
Avg Speeder	38.8	39.0	39.0	38.8	38.8	39.0	39.4

For Project: MOULTON ROAD
Project Notes:
Location/Name: Incoming
Report Generated: 12/01/2022 11:38
Speed Intervals: 5 MPH
Time Intervals: Instant
Traffic Report From: 22/12/2021 14:00:00 through 12/01/2022 11:59:59
85th Percentile Speed: 34.2 MPH
85th Percentile Vehicles: 7307
Max Speed: 70 MPH on 30/12/2021 23:20:00
Total Vehicles: 8596
AADT: 410

**Volumes -
weekly counts**

Time	5 Day	7 Day
Average Daily	936	781
AM Peak	113	86
PM Peak	99	87

Speed

Speed Limit: 35
85th Percentile Speed: 34.2
Average Speed: 25.43

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	102	105	119	204	258	81	92
% over limit	14.0	7.4	12.3	10.8	10.1	15.1	17.7
Avg Speeder	38.3	38.9	38.8	39.0	39.1	39.3	39.3

For Project: SNAILWELL ROAD
Project Notes:
Location/Name: Incoming
Report Generated: 12/01/2022 11:37
Speed Intervals: 5 MPH
Time Intervals: Instant
Traffic Report From: 22/12/2021 14:00:00 through 12/01/2022 11:59:59
85th Percentile Speed: 36.9 MPH
85th Percentile Vehicles: 7630
Max Speed: 70 MPH on 23/12/2021 17:30:00
Total Vehicles: 8977
AADT: 429

**Volumes -
weekly counts**

Time	5 Day	7 Day
Average Daily	475	414
AM Peak	34	26
PM Peak	45	40

Speed

Speed Limit: 35
85th Percentile Speed: 36.9
Average Speed: 30.47

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	330	295	211	363	243	158	233
% over limit	18.9	18.3	19.6	21.1	19.5	23.5	25.7
Avg Speeder	39.3	39.4	39.6	39.6	38.7	39.2	40.1

Quotation
For Newmarket Town Council

Memorial Gardens

Every Saturday & Sunday

Visual safety check

Litter pick

Empty bins

Severals

Every Saturday & Sunday

Litter pick around pavilion

1 hour Saturday @ £14.00 per hour

1 hour Sunday @ £21.00 per hour

1 hour Easter Sunday @ £28.00 per hour

In the event of any query, please contact us:

Crash Cleaner Limited
10 King Edward VII Road
Newmarket
CB8 0EU
Suffolk

Tel:[07425947292](tel:07425947292)
Email:crashcleaner@yahoo.com

Item 13b



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

Newmarket Memorial Gardens

Inspection Ref: 1558407

Site Ref: 26066

Operational Inspection - 17-January-2022 - 10:08 Inspector Tim McGhee

Risk Assessment: 10 Low Risk



Location:
The site is located in an area of public open space and is not directly overlooked by any properties in the local community.
Disabled Access:
Generally accessible; an area accessible to most.
Facility Details: Top turret not inspected due to back injury.

Operational Inspection for West Suffolk Parks at Newmarket Memorial Gardens High Street, Newmarket, CB8 8JP
Inspected on the 17-January-2022 - 10:08

Page 1 of 15



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Operational Inspection for West Suffolk Parks at Newmarket Memorial Gardens High Street, Newmarket, CB8 8JP
Inspected on the 17-January-2022 - 10:08

Page 3 of 15



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Operational Inspection for West Suffolk Parks at Newmarket Memorial Gardens High Street, Newmarket, CB8 8JP
Inspected on the 17-January-2022 - 10:08

Page 2 of 15



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

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 -

Operational Inspection for West Suffolk Parks at Newmarket Memorial Gardens High Street, Newmarket, CB8 8JP
Inspected on the 17-January-2022 - 10:08

Page 4 of 15



4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -



4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -



4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very 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: 1

Finding 1

This item is satisfactory - no work required -



6 - Low Risk

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



Total Findings: 3

Finding 1

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

Finding 2

There is offensive graffiti present - Remove as soon as practicable

Finding 3

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

5 - Very Low Risk

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



Total Findings: 1

Finding 1

Bolt cover broken off - Replace



6 - 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

Safety chain missing ? - Replace if part is designed to be in place

4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -



Findings information

6 - Low Risk (Finding 1)

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



10 - Low Risk

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



Total Findings: 3

Finding 1

Nylon runners broken - Replace if necessary

Finding 2

Wire strands starting to break - Recommend replacement of cable as discussed

Finding 3

Bark retaining timbers broken - Repair as necessary



0 - Risk Assessment not Undertaken (Finding 2)

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

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



Finding: There is offensive graffiti present

Action: Remove as soon as practicable

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



5 - Very Low Risk (Finding 1)

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



Finding: Bolt cover broken off
Action: Replace

3 - Very Low Risk (Finding 3)

Item: Other - Cable Runway	Risk Level: V - Very Low Risk
Manufacturer: Massey & Harris	Surface: Bark Mulch



Finding: Bark retaining timbers broken
Action: Repair as necessary

6 - Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3	Risk Level: L - Low Risk
Manufacturer: Massey & Harris	Surface: Bark Mulch



Finding: Safety chain missing ?
Action: Replace if part is designed to be in place



6 - Low Risk (Finding 1)

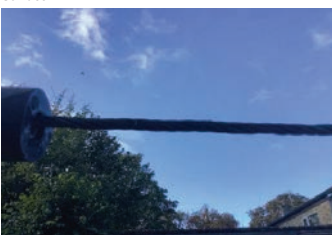
Item: Other - Cable Runway	Risk Level: L - Low Risk
Manufacturer: Massey & Harris	Surface: Bark Mulch



Finding: Nylon runners broken
Action: Replace if necessary

10 - Low Risk (Finding 2)

Item: Other - Cable Runway	Risk Level: L - Low Risk
Manufacturer: Massey & Harris	Surface: Bark Mulch



Finding: Wire strands starting to break
Action: Recommend replacement of cable as discussed



Report to	Community & Leisure Committee
Subject	Severals & Pavilion – Cricket Liaison Working Group Report
Purpose	Information
Classification	Unrestricted
Meeting date	7th February 2022
Item number	14
Written By	Cathy Whitaker CLERK

Group Members: Cllrs Drummond, Hall, Hood, Jefferys, Winter. Town Clerk. Paul Linthwaite, Mark Nunn.

Summary: This report outlines the progress of the Cricket Liaison Working Group.

Update Report

The Liaison Group has met four times since its inception with its remit to improve communication and move forward to enable the Newmarket Cricket Club to continue playing cricket on The Severals.

Particularly recently, progress has been made following an offer of assistance from Paul Linthwaite who plays at the club. Also, Mark Nunn (1st Team Captain) has come on board to assist with communication.

The main issues were identified as:-

1. **Flags/Signage/Keys** – the flags and signage, which should have been removed at the end of the season in 2021, are still in place. **A deadline of 31st January was given. To date, removal has not happened. Town Council staff will remove and store. The question of planning permission for the flag-poles is being researched. The Cricket Club will certainly require planning permission if they intend to put up the advertising flags again this season.**
2. **Storage** – The club is currently using the store at the Pavilion, causing the Town Council to be unable to store the large items it needs to. These items are currently in the corridors and shower areas in the Pavilion. There are issues with petrol smells throughout the building when the mower/roller is stored causing letting difficulties for the Town Council booking clients. **A metal garage is being researched for behind the Pavilion with screening. Planning permission will be required and pre-application advice will be sought.**
3. **Water** – The club intend to install an irrigation pipe under the Severals to the cricket square to enable automated sprinkler watering; to be installed by Jockey Club Estates. The pipe will need to attach to the Pavilion water supply. To achieve the required water pressure a separate external water tank needs to be installed, possibly to the rear of the Pavilion. **A meeting has taken place with all parties involved onsite to discuss the options. The Town Council is awaiting a quote from its plumber for the installation of a sub-meter (to enable accurate invoicing for water usage which would be considerable), the associated plumbing costs to connect from the water source to the external tank, and an insulated and lockable outside connection.**
4. **Grass Cutting** – The Jockey Club Estates will be cutting the square and out-field. It is not ideal to have two contractors sharing the cutting of the same site. **A quote from the Jockey Club Estates is awaited for the cutting contract of the remainder of The Severals during playing season and the entirety of The Severals for the rest of the year.**

	5. Sight Screens – The club need to use two large sight screens and will need to store them behind the Pavilion building. These will be locked to the building wall for security. The wheel bases are 4.2 metres. A section of fencing to the side of the Pavilion will be adjusted by The Jockey Club Estates to enable sections to be removed during cricket matches and locked back into place afterwards. 6. Communication – has improved since the input of Paul and Mark. All communication will go through them at this time. 7. Pavilion as a NTC event facility – The building needs to be let for bookings at all times when the club have not booked it for a match. The groundsmen/cricket members must not be accessing the building outside of agreed hours. Possibly the club could use the side entrance to access toilets and showers during practice sessions as there is a lockable door mid-way along the corridor. Access regarding the alarm system needs to be reviewed with a zone isolator considered. Cleaning costs to be invoiced to the club. 8. Damage – the damage to the store wall has been repaired by Town Council staff. There was damage to the store door which cost the Town Council £440 to gain access and repair. The club members/groundsmen must be reminded to take more care. Any further damage should be paid for by the club. 9. Licence to Use – needs to be drawn up. The Clerk is working with Edmondson Hall Solicitors to effect a suitable agreement as soon as possible.
4.	Financial/Resource Implications Planning Permission Plumbing Costs Purchase and installation of metal garage Screening (instant hedge) purchase and planting Possible adjustments to the alarm system Solicitor fees All costs currently being researched.
5.	Next Steps/Recommendations The next meeting of the Cricket Liaison Group is on 8/2/2022.



Report to	Community and Leisure Services Committee
Subject	Oktoberfest
Purpose	Decision
Classification	Unrestricted
Meeting date	7 February 2022
Item number	15a
Written By	Events Manager

Summary: This report outlines the council's collaboration with Hifields festival and the use of the Severals for events

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

1. Consider PCSO report
2. Consider future Acceptance of bookings

1.	Introduction
a.	Hifields festival delivered two Oktoberfest events in the Severals in 2019 & 2021.
2.	Context
a.	The organiser has been very co-operative and accepted the T&Cs. The health and safety guidelines for events have been followed.
b.	A report by the PCSO about the event on the 23 rd October 2021, highlight incidents related to excessive drinking after the event. <i>PCSO report: "The actual Oktoberfest Event went ahead with no issues. However afterwards due to the increased number of people present in the town centre we experienced a high number of calls relating to ASB which were drink related. Resources were stretched and at 03:25 the duty Inspector authorised Dispersal Powers under section 34 of the ASB Crime and Policing Act 2014 This action was taken to both reassure and safeguard the public and was proportionate to the perceived risk and nature of incidents occurring in the area."</i>
c.	The council accepted a new booking for a festival on the 16 th April 2022.
3.	Proposal/Options
a.	The council would not accept further bookings for Oktoberfest.
4.	Financial/Resource Implications
a.	The council will lose an annual revenue of £1,000
5.	Next Steps/Recommendations
a.	The organiser is informed about the council's intention to stop accepting bookings. In case it is agreed, the event will be moved into George Lambton field.

Blank



Report to	Community & Leisure Service Committee
Subject	Soapbox Derby 2022 (28th August)
Purpose	Information
Classification	Unrestricted
Meeting date	7 February 2022
Item number	15b
Written By	Events Manager

Summary: This report outlines the new proposed design of the 2022 soapbox race track

Proposed changes:

1) Extend the race track starting from the 2nd car park



2) New table top jump



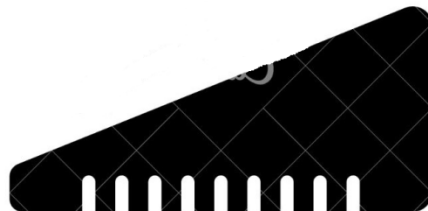
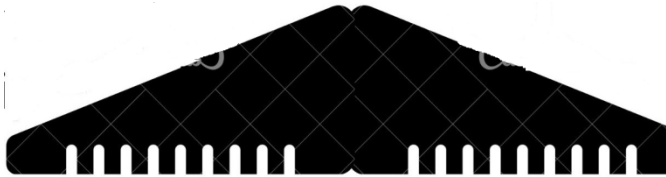
3) The existing jump **with foam**



4) New water jump



5) New rumble strip jump



7) Safe finish line



1.	Next Steps/Recommendations
a.	There were two site visits in Warren Hill from 2 different carpenters. Quotations to follow.

Report to	Community & Leisure services committee
Subject	Bombing exhibition and plaque unveiling
Purpose	Decision
Classification	Unrestricted
Meeting date	7 February 2022
Item number	15c
Written By	Events Manager

Summary: This report outlines the final event expenses for the bombing exhibition and plaque unveiling on the 18th February 2022

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

1. Final event arrangements and timings
2. Approve additional costs

1.	Introduction
a.	The Newmarket Town Council will reveal a memorial to commemorate civilian victims of the Newmarket bombing. Last year was the 80th anniversary of the year that Newmarket High Street was bombed but the event was delayed by the Covid-19 pandemic
2.	Context
a.	The design and installation of the plaque cost £1.964 plus vat. Additional costs occurred for the exhibition and unveiling event that will take place on the 18 th February.
b.	The event has been advertised on social media and stakeholders are invited.
c.	Invitations are sent to the relatives with the help of NLHS and Newmarket Journal.
3.	Proposal/Options
a.	The event will involve music, presentation and exhibition designed by NLHS, artefacts exhibit from Burwell, Mildenhall, Bottisham museums and catering (coffee/tea, sandwiches & photo cake)
4.	Financial/Resource Implications
a.	Town Band: £125
b.	Unveiling Curtain: £240 plus vat
c.	Catering: £195 Refreshments £50
d.	Artefact's loan: £20 per museum
e.	NLHS presentation: £25
f.	Spotlights for the unveiling sponsored by Newmarket Plant Hire Ltd
g.	2x Banners £155 plus VAT (optional)



5. Next Steps/Recommendations

a. Additional cost to be approved £850 plus vat

b.

Additional documents:



Report to	Community & Leisure services
Subject	Platinum Jubilee 2022
Purpose	Decision
Classification	Unrestricted
Meeting date	7 February 2022
Item number	15d
Written By	Events Manager

Summary: This report outlines the progress of the event planning

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

1. Consider event plan
2. Approve initial costs

1.	Context
a.	Thursday 2 nd June 2022 – Lighting of the beacon -
b.	Friday 3 rd June 2022 – Newmarket's Jubilee Celebrations – Several
c.	Sunday 5 th June 2022 – The big Jubilee lunch - Memorial Gardens
2.	Proposal/Options & Financial/Resource Implications
a.	<u>Lighting of the beacon</u> -Town Crier 2.00pm in the Bill Tutte - £20 - Piper 9.35pm - £375 -Lighting the beacon 9.40pm -Order of the beacon – <i>To be confirmed</i> -Choir 9.45pm - £200 -Catering: Jubilee beacon tart for 70 people – quotations below
b.	<u>Newmarket's Jubilee Celebrations</u> -Children's Archery - £750 plus vat -Human Hamster Balls - 3 balls including arena - £1.000 plus vat -6 Food/drink stall holders – Generate revenue £300 plus vat -Fun fair by Larry Grey - <i>To be confirmed</i> -Community music stage organised by Newmarket Community Arts - <i>To be confirmed</i> -Community stall holders - Free -Portable toilets - <i>To be confirmed</i> -Bins - £410 plus vat -Security - <i>To be confirmed</i> -First aid - <i>To be confirmed</i> -Road closure/Traffic management - <i>To be confirmed</i> -Parade arrangements – on going

c.	<u>The big Jubilee lunch in the Memorial Gardens</u> -Afternoon tea for 120 people – quotations below -Old School Sports Day: includes space hoppers, eggs and spoons, sacks for sack races and the equipment for the three-legged race, tug of war and a headmaster - £1,900 plus vat -Party Tent - <i>To be confirmed</i>
3.	Next Steps/Recommendations
a.	The Jubilee weekend is very busy and the entertainment has to be confirmed as soon as possible.
	Additional documents: Quotations <u>5th June -Afternoon Tea</u> 1) Nancy's Tea room £10 per person – Services included Coffee/tea 1xScone with cream and jam 1xsandwich (a mix of egg mayo and cheese/ham) 1xcake 2) Stellar Catering £8 Per Head – services included Afternoon Tea Box Jumbo Fruit Scone Cream & Jam Classic Sliced Bread Ham/Egg Sandwich Cupcake Barista Hot Drinks £10 Per Head – service included Afternoon Tea Box Jumbo Fruit Scone Cream & Jam Rustic Bakery Bread Ham/Egg Sandwich Cupcake Barista Hot Drinks 3) Penguinos Catering £4.50 per person plus £50 for the service Coffee/tea 1xScone with cream and jam 1xsandwich (a mix of egg mayo and cheese/ham) 1xcake <u>2nd June – Jubilee beacon tart for 70 people</u> 1) Nancy's Tea room £315 – services included 2) Stellar Catering £350 – service included 3) Penguinos Catering £152.50 - service included

Item 15e

From: Ian or Janet Ramsay-Heloe
Sent: 27 December 2021 20:13
To: Christy Argyroudi <Christy.Argyroudi@newmarket.gov.uk>
Subject: Newmarket Jigsaw Festival 2022 18th-23rd June

To members of the Town Council

The 2021 Festival was a great success and well supported in spite of Covid raising a total of just over £4000 – an excellent result

The British Jigsaw Championship had a record 59 entries, and several of the contestants I spoke to made a weekend of it staying in Newmarket

We also had interest from a small filming company who spent the whole day with us filming and interviewing some of the contestants, and were impressed with the whole set-up.

The registration site is always kept open for two weeks following the competition to allow contestants to take advantage of a cheaper entry fee, and we already have 28 entrants.

With this in mind, I am writing to ask if the Town Council would support us as they did last year in allowing us to use the Memorial Hall for the competition on Sunday 19TH June as I feel one hall will not be sufficient as this event grows in popularity, putting Newmarket on the map for something other than racing, and bringing people from outside the area into the town which benefits local business especially the hospitality industry.

I would like to record my grateful thanks to council staff who set up the hall for us, and a special thank you to Christy Argyroudi who helped us with social media and manning the competition, her involvement was invaluable

I look forward to hearing from you

Yours faithfully

Janet Ramsay-Helie
Festival Co-ordinator

Blank



Report to	Community & Leisure Services
Subject	Newmarket Venues
Purpose	Information
Classification	Unrestricted
Meeting date	7 February 2022
Item number	16
Written By	Events Manager

Summary: This report outlines the room hire revenue for January 2022 and provides a brief description of the February's meetings/events in Newmarket Venues.

January Revenue: £1,167.85

Year to date: £28,533

February bookings:

1x Wedding

1x comedy night

1 x dance event

1x meeting

1x public inquiry

3x regular monthly meetings

Blank

Townclerk

From: .
Sent: 17 January 2022 11:39
To: Townclerk
Subject: FW: PAYMENT OF COUNCIL TAX BY CHEQUE?

When the Council Offices in the Rookery were closed it was reported that a councillor was heard to say "They can always be contacted by telephone". At that time my reaction was rather cynical. Another cost cutting exercise and reduction in service. Prior to Christmas I tried three different telephone numbers each referring me to web sites to answer my problem. Useless, there are still people who do not have a computer and are becoming isolated more and more by both public services and private industry. Even an email, copy attached does not appear to warrant a reply. Surely it should not be unreasonable to have access to an individual to speak to in the West Suffolk County Council. -Newmarket Council should address the problem on behalf of those who do not have an understanding of computers and web sites.

Why cannot council tax be paid for by cheque, posted to an appropriate address in the West Suffolk administration? An old system, but understood by people born long ago. I would appreciate this being raised at a Council Meeting, as at least a complaint against the Service not being provided to a sector of the population the West Suffolk Authorities are required to serve. Thank you, Regards, .

From: .
Sent: 07 January 2022 16:16
To: 'counciltax@angliarevenues.gov.uk' <counciltax@angliarevenues.gov.uk>
Subject: FW: PAYMENT OF COUNCIL TAX BY CHEQUE?

Appreciating that Christmas, New Year plus covid are all reasons for just an automatic response to my initial response 23rd December, I would appreciate a response with either the name of an individual and a telephone number that people without ability to operate on the internet, can telephone and talk to. Thank you, Season's Greetings,.

-----Original Message-----

From: .
Sent: 23 December 2021 10:19
To: 'counciltax@angliarevenues.gov.uk' <counciltax@angliarevenues.gov.uk>
Subject: PAYMENT OF COUNCIL TAX BY CHEQUE?

My wife does not operate a computer nor experience of operating electronic systems of paying by card. In trying to prepare for the future we are looking into methods that would enable her to settle her commitments by cheque, a system that is understood by the elderly. Paying into the local POST OFFICE PAYPOINT would appear the only way possible but as severe arthritis prevents her walking any distance that method has drawbacks. It would appear that West Suffolk is guilty of the assumption many civil and large private organisations make that we are all computer literate and able to operate telephone with numbers and hash keys. Sadly some born in the 1930's still need to rely on the cheque and the Post Office mail service.

Any suggestions please as I would dearly love to ease my wife's concern.
Thank you, Regards, .

Blank