



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 7th February 2022 at 7:05 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Ferries
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant,
1 Member of the Press and 2 Members of the Public.

Minute

CL/22/02/1 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/22/02/2 Apologies for Absence

Apologies were received from Cllr De'Ath. Cllr Anderson was absent.

CL/22/02/3 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/22/02/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 10th January 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 10th January 2022 and the following amendment was made

CL/22/01/17 – the year-to-date figure was amended to read £27,365

Subject to the amendment being made, the following was agreed:

CL/22/02/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 10th January 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

Matters arising:

CL/21/01/8 – Samphire Homes – it was confirmed that they had been invited to attend the next CL meeting.

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CL/22/02/5 Public Open Session

No members of the public wished to speak.

CL/22/02/6 To Receive the Accounts

The draft accounts for January 2022 were received and noted.

The Events Manager joined the meeting.

CL/22/02/7 Newmarket Cemetery

Cemetery Fees – the fees were considered and the following was agreed:

CL/22/02/7.01 Recommendation

That the increased Cemetery fees be approved.

Cemetery Regulations – the regulations were deferred to be amended and will be considered at Full Council.

Memorial Safety Testing – a quote from Abbey Memorial Stoneworks was considered and the following was agreed:

CL/22/02/7.02 Recommendation

That the quote from Abbey Memorial Stoneworks to carry out memorial safety testing be approved.

Damaged Cemetery Wall – a verbal update was given and an insurance claim is being progressed. Flint wall repairs to shore up the wall and make safe have been completed at a cost of £1,674. The total cost for repairs is £14,040.

CL/22/02/8 Service Level Agreement

A report on the SLA for 2022/223 was presented and considered. The following was agreed:

CL/22/02/8.01 Recommendation

That the existing SLA with West Suffolk Council be extended to 31/03/2023 (with the grass cutting of the Severals being removed from the contract), subject to monthly reports being provided and that monthly meetings are held between the Town Council and WSC.

The SLA for 2023/2024 was discussed and the following was agreed:

CL/22/02/8.02 Recommendation

That tender documents be prepared and sent out January 2023 for the 2023/2224 fiscal year.

CL/22/02/9 Clock Tower

The Chairman gave an update on the project and a report on the work required was considered and the following was agreed:

CL/22/02/9.01 Recommendation

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That a meeting be held with a listed buildings architect to explore further options at a rate of £80 per hour.

CL/22/02/10 High Street Bunting

A report on the installation of bunting in the High Street for the Platinum Jubilee was considered and the following was agreed:

CL/22/02/10.1 Recommendation

That bunting be installed along the High Street for the Platinum Jubilee celebrations.

CL/22/02/11 Parking Issues

A request for yellow lines in an area of traffic calming in Studlands was discussed and will be referred to SCC Highways.

CL/22/02/11.01 Recommendation

That a letter of support for this request be sent to SCC Cllr Drummond for him to carry this request forward.

CL/22/02/12 Speed Indicator Devices

A report on the data was received and noted.

CL/22/02/13 Memorial Gardens

A proposal for weekend safety checks and clean up was considered and the following was agreed:

CL/22/2/13.01 Recommendation

That the quote from Crash Cleaners Ltd for weekend safety checks and clean-up of the Memorial Gardens and the Severals be approved.

The play inspection safety report was received and noted.

CL/22/02/14 Severals and Pavilion

A report from the Cricket Liaison Working group was received and noted. A meeting was held with the architect for the Pavilion and sketch drawings for the required changes will be provided.

Cutting the grass at the Severals was discussed and the following was agreed:

CL/22/02/14.01 Recommendation

That subject to an acceptable quote being received, the Jockey Club Estates be contracted to cut and maintain the grass at the Severals.

CL/22/02/15 Events

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

Oktoberfest – issues regarding the last event were discussed and the following was agreed:

CL/22/02/15.01 Recommendation.

That no further Oktoberfest events be held on the Severals.

Soapbox Derby 28/08/2022 – Event Manager gave an update of the plans to improve the track.

Newmarket Bombing Exhibition 18/2/2022 – The costs for the event were presented and the following was agreed:

CL/22/02/15.02 Recommendation

That the total costs for the event at £850 +VAT be approved and that banners are included.

Platinum Jubilee Events 02 -05/06/2022 – a report on the outline plans to celebrate the Platinum Jubilee were noted.

Jigsaw Festival 19/06/2022 – A request from the organisers of the event for support was considered and the following was agreed:

CL/22/02/15.03 Recommendation

That the Memorial Hall be offered free of charge for the jigsaw competition on Sunday 19th June 2022.

CL/22/02/16 Newmarket Venues

The Events Manager presented a report on the bookings for January, noting that £1,167.85 income was received in January 2022; £28,533 Year-To-Date. Bookings for February include 1 wedding, 1 comedy night, 1 dance event, 1 meeting, 1 Public Inquiry and 3 regular monthly meetings.

CL/22/02/17 West Suffolk Council Office

The lack of an office in Newmarket and the issues raised by residents was discussed and further enquiries will be made regarding the facility for payment of Council Tax by cheque.

CL/22/02/18 Correspondence

None noted.

CL/22/02/19 Date of Next Meeting

Monday 7th March 2022 at the Memorial Hall.

CL/22/02/20 Items for Next Agenda

- **Clock Tower project**
- **Flag stones outside of Greggs**
- **Anglia Revenues facility for cheque payments**

Meeting closed at 7:48pm

Signed by the Chairman

Date 07th March 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/02/7.01 Recommendation</u>	That the increased Cemetery fees be approved.
<u>CL/22/02/7.02 Recommendation</u>	That the quote from Abbey Memorial Stoneworks to carry out memorial safety testing be approved.
<u>CL/22/02/8.01 Recommendation</u>	That the existing SLA with West Suffolk Council be extended to 31/03/2023 (with that the grass cutting of the Severals being removed from the contract), subject to monthly reports being provided and that monthly meetings are held between the Town Council and WSC.
<u>CL/22/02/8.02 Recommendation</u>	That tender documents be prepared and sent out January 2023 for the 2023/2024 fiscal year.
<u>CL/22/02/9.01 Recommendation</u>	That a meeting be held with a listed buildings architect to explore further options at a rate of £80 per hour.
<u>CL/22/02/10.01 Recommendation</u>	That bunting be installed along the High Street for the Platinum Jubilee celebrations.
<u>CL/22/02/11.01 Recommendation</u>	That a letter of support for this request be sent to SCC Cllr Drummond for him to carry this request forward.
<u>CL/22/02/13.01 Recommendation</u>	That the quote from Crash Cleaners Ltd for weekend safety checks and clean-up of the Memorial Gardens and the Severals be approved.
<u>CL/22/02/14.01 Recommendation</u>	That subject to an acceptable quote being received, the Jockey Club Estates be contracted to cut and maintain the grass at the Severals.
<u>CL/22/02/15.01 Recommendation</u>	That no further Oktoberfest events be held on the Severals.
<u>CL/22/02/15.02 Recommendation</u>	That the total costs for the event at £850 +VAT be approved and that banners are included.
<u>CL/22/02/15.03 Recommendation</u>	That the Memorial Hall be offered free of charge for the jigsaw competition on Sunday 19th June 2022.

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