



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 4th April 2022 at 7:00 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond
Councillor J Ferries

Councillor D Hall
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, 1 Member of the Public and 1 Member of the Press.

Minute

CL/22/04/1 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/22/04/2 Apologies for Absence

Apologies were received from Cllrs Borda and Harvey. Cllr Anderson was absent.

CL/22/04/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted. There were no requests for dispensations.

CL/22/04/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 7th March 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 7th March 2022 and the following amendment was made:

CL/22/03/10.01 Recommendation – 'Subject to planning permission being sought' was added to the end of the recommendation.

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

CL/22/04/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 7th March 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

A member of the public joined the meeting
Matters arising

CL/22/03/7 - Samphire Homes – it was confirmed that approximately 20 garages had

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been demolished this week; pressure must be put on Samphire Homes for the planned designated parking spaces and play area to follow.

CL/22/04/5 Public Open Session

No members of the public wished to speak.

CL/22/04/6 To Receive the Accounts

The draft accounts for March 2022 were received and noted.

CL/22/04/7 Committee 2021/2022 Budget

The preliminary outcome for the CL Committee for 2021/2022 budget was presented and the estimated surplus was noted.

CL/22/04/8 Newmarket Cemetery

Cemetery Waste Area – two quotes for a new waste area at the Cemetery were considered and the following was agreed:

CL/22/04/8.01 Recommendation

That the quote from Mead Construction to create a soil and spoil facility at the Cemetery for £23,020 be approved.

Cemetery Tree Screening – quotes to provide 25m of Portuguese Laurel instant hedge for Jockey Club Estates to plant was considered and the following was agreed:

CL/22/04/8.02 Recommendation

That the quote from Elveden Farms Ltd to provide 25m of Portuguese Laurel instant hedge for £3,599 and for Jockey Club Estates to plant them for £450 be approved.

CL/22/04/9 Studlands Street Lighting

Town Clerk reported that SCC had upgraded the lights that they were responsible for at Studlands to LED lights. They had provided a quote to upgrade the lights owned by NTC however there was no budget available this year; a plan will be made during the 2023/2024 budgeting process. A breakdown of maintenance and running costs along with a map showing the location of the NTC lights would be circulated.

CL/22/04/10 Speed Indicator Device Data

A report on the data for February/March was presented and noted. A request was made for the location of the devices to be added to the reports. The speeding incidents in Snailwell Road will be raised at the next PCSO meeting.

CL/22/04/11 Bus Timetables

It was reported that SCC were awaiting funds to add real-time digital bus information for Suffolk buses however Stagecoach systems were not currently compatible with this system. Further updates will be provided in due course.

CL/22/04/12 Bulb Planting

The Chairman reported that some of the bulbs planted at Icewell Hill did not flower due to cars parking on the grass verge. Cllr Hood agreed to look at installing

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permanent bollards.

A grassed area in the Market Square area had been sprayed with chemical weed killer which also killed the grass. This area is owned by WSC and the use of chemical weed killer will be discussed with them at the next SLA meeting along with a request to reinstate the grass that was damaged.

Funds are available to plant additional bulbs by mechanical process this year in the area near to the Queen's Statue. Town Clerk was asked to look into sponsorship for planting.

CL/22/04/13 Memorial Hall

A report was presented on alterations to the backyard area to create a new storage facility and the following was agreed:

CL/22/04/13.01 Recommendation

That an apex metal shed be purchased from Lifelong Steel Sheds Ltd for £6,512.

CL/22/04/13.02 Recommendation

That the quote from Melcon Construction Ltd to landscape the area for the shed for £6,480 be approved.

CL/22/04/14 Memorial Gardens

Garden Kiosk - A report on options to make the kiosk fit for purpose were considered and the following was agreed:

CL/22/04/14.01 Recommendation

That the quote from Melcon Construction Ltd to remove the existing kiosk and install fencing for £940 be approved.

CL/22/04/14.02 Recommendation

That temporary mobile vans be used to provide refreshments in the Memorial Garden until a new kiosk is purchased.

Charges for potential vendors to be considered.

West Suffolk Council – the Memorial Garden safety report was received and noted.

CL/22/04/15 Events

Platinum Jubilee – updated plans to celebrate the event and costs were noted.

Soapbox jumps – A builder had been approached to quote for three jumps that would be suitable for advertisement. The quote was considered and the following was agreed:

CL/22/04/15.01 Recommendation

That the quote to build 3 jumps suitable for advertising by BuildMark for £2,950 be approved.

CL/22/04/16 Newmarket Venues

A report from the Events Manager was presented on the bookings for March, noting that £4,466 income was received in March 2022; £34,860.64 Year-To-Date. Bookings for April include 3-day children's theatre workshop, a blood donation session, a Children's birthday party, start of 12 weekly bookings for pregnancy yoga sessions at the Pavilion, weekly fitness classes at the Pavilion and fitness classes 3 times a week at the Severals. Thanks were given to the Events Manager for all her good efforts over a difficult time to keep venue bookings coming in.

CL/22/04/17 Security

To be discussed under Confidential.

CL/22/04/18 Correspondence

Newmarket Joggers – request to use the Pavilion for the Heath Race was considered and the following was agreed:

CL/22/04/18.01 Recommendation

That the request from the Newmarket Joggers to use the Pavilion for the Heath Race free of charge on 5th May 2022 be approved.

Churches Together – request to use the Bill Tutte area for an event on 15th April 2022 was considered and the following was agreed:

CL/22/04/18.02 Recommendation

That the request from Churches Together to use the Bill Tutte area on 15th April 2022 be approved.

Colourbox Montessori Nurseries – a request for a discounted room hire rate was considered and the following was agreed:

CL/22/04/18.03 Recommendation

That the request from Colourbox Montessori Nurseries to hire the Memorial Hall at the Community rate of £15 per hour be approved.

CL/22/04/19 Date of Next Meeting

Tuesday 3rd May 2022 at 7pm at the Memorial Hall.

CL/22/04/20 Items for Next Agenda

None noted.

CL/22/04/21 *Exclusion of the Press & Public*****

With the vote being unanimous, it was:

*****22/04/21.01 Resolved*****

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

CL/22/04/22 *Security*****

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The security for venues and bookings was discussed and the following was agreed:

*****CL/22/04/22.01 Recommendation*****

That a security company be employed to lock up after late night parties and that the additional security costs be included in the price of the hire charge and that all bookings will finish by 1am, with clear-up by 2am.

Further discussion will be held regarding other actions that can be taken to mitigate the security issues raised.

Meeting closed at 8:10pm

Signed by the Chairman Date 3rd May 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/04/8.01 Recommendation</u>	That the quote from Mead Construction to create a soil and spoil facility at the Cemetery for £23,000 be approved.
<u>CL/22/04/08.02 Recommendation</u>	That the quote from Elveden Farms Ltd to provide 25m of Portuguese Laurel instant hedge for £3,599 and for Jockey Club Estates to plant them for £450 be approved.
<u>CL/22/04/13.01 Recommendation</u>	That an apex metal shed be purchased from Lifelong Steel Sheds Ltd for £6,512.
<u>CL/22/04/13.02 Recommendation</u>	That the quote from Melcon Construction Ltd to landscape the area for the shed for £6,480 be approved.
<u>CL/22/04/14.01 Recommendation</u>	That the quote from Melcon Construction Ltd to remove the existing kiosk and install fencing for £940 be approved.
<u>CL/22/04/14.02 Recommendation</u>	That temporary mobile vans be used to provide refreshments in the Memorial Garden until a new kiosk is purchased.
<u>CL/22/04/15.01 Recommendation</u>	That the quote to build 3 jumps suitable for advertising by BuildMark for £2,950 be approved.
<u>CL/22/04/18.01 Recommendation</u>	That the request from the Newmarket Joggers to use the Pavilion for the Heath Race free of charge on 5th May 2022 be approved.
<u>CL/22/04/18.02 Recommendation</u>	That the request from Churches Together to use the Bill Tutte area on 15th April 2022 be approved.
<u>CL/22/04/18.03 Recommendation</u>	That the request from Colourbox Montessori Nurseries to hire the Memorial Hall at the Community rate of £15 per hour be approved.
<u>***CL/22/04/22.01 Recommendation***</u>	That a security company be employed to lock up after late night parties and that the additional security costs be included in the price of the hire charge and that all bookings will finish by 1am, with clear-up by 2am.