

Membership from May 2023

Councillor Borda
Councillor Crissall
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Kavanagh
Councillor McHugh
Councillor Nobbs
Councillor Perry
Councillor Winter
Councillor Yarrow

Members = 11

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 SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 5th June 2023 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:

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

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

- 1) To elect a Chairman** for the Community Services Committee for the municipal year 2023/2024
- 2) To elect a Vice Chairman** for the Community Services Committee for the municipal year 2023/2024
- 3) Chair to read** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
- 4) Apologies** - To receive and accept apologies for absence
- 5) Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- 6) Minutes of previous meeting held 3rd April 2023**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- 7) 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.
- 8) Accounts** – To receive and note the accounts for Community Services for the previous month
- 9) Speed Indicator Devices**
 - To receive the latest data
 - To allocate a councillor to investigate a location in the Studlands area
 - To allocate a councillor to investigate a location on Adastral Close
- 10) Public Realm Bulb Planting** – to consider and approve the quote for autumn 2023 bulb planting on Severals and in the Memorial Garden
- 11) St Mary's Churchyard** – to consider quotes for replacement of St Mary's fencing
- 12) Cemetery** – to discuss the opening of the cemetery toilets
- 13) Footpaths** – to discuss the condition of the footpath behind Millbank (LS verbal)
- 14) Grass Cutting** – to discuss the current grass cutting situation in and around the town (SP verbal)
- 15) Working Groups** – to consider membership of the Community Services working groups

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

16) Correspondence

17) Date of next meeting 4th September 2023 at 7pm

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th May 2023

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee Held on Monday 3rd April 2023 at 7:02 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, J Ashton – Minute Assistant, Cllr Perry as a Member of the Public, 1 Member of the Press and 5 Members of the Public

Minute

C/23/04/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, read the fire safety briefing and announced that the meeting may be filmed or recorded.

C/23/04/2 Apologies for Absence

Apologies were received from Cllrs Ferries and Lay. Cllrs De'Ath and Hall were absent.

C/23/04/3 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.

C/23/04/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 6th February 2023 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 6th February 2023 and the following was agreed:

C/23/04/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 6th February 2023 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/23/04/5 Public Open Session

A member of the public gave thanks to Councillor Jefferys for his years of service to the Town Council and Newmarket and also reported that the SCC SEND transitioning service is still not available.

Cllr Perry spoke from the public area to item 9 and reported that she had experience of applying for trees to be planted on land owned by SCC that are then maintained by WSC; and that the application had been rejected due to WSC not being insured to

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Minutes of Community Services Committee held on Monday 3rd April 2023

maintain them.

Two members of the public added that potentially, a local organisation had agreed to help with planning the planting and advising on the sustainable species with the lowest maintenance requirements.

The Chairman proposed that item 9 be brought forward and the following was agreed:

C/23/04/5.01 Resolved

That item 9 – Trees be brought forward.

C/23/04/6 Trees

A proposal to plant 700 trees in Newmarket gifted by a local business was considered and the following was agreed:

C/23/04/9.01 Recommendation

That the offer of the kind gift to plant 700 trees be supported in principal and that efforts be made to enable the planting and maintenance.

Cllr Drummond agreed to contact SCC to find a solution to the maintenance issues.

The Chairman suggested a meeting with Town Clerk, Cllr Perry, representative of a local organisation, the businessman and his representative.

C/23/04/7 To Receive the Accounts

The accounts for March 2023 were received and noted.

Cllr Perry left the meeting

C/23/04/8 Speed Indicator Devices

A verbal update on the progress regarding councillor involvement in location planning of devices was given and a request was made for the outstanding reports to be submitted.

A report on the latest data from the SIDs was noted.

C/23/04/9 Allotments

Town Clerk reported that a meeting had been held with the Allotment Association Chairperson, where the muntjac issue was discussed and they were happy with the NTC decision not to cull the deer.

C/23/04/10 Referrals from Performance & Audit Committee

The following Neighbourhood Plan Community Actions were considered:

B1 – Newmarket Community Hospital – how NTC might lobby for expansion of services at the hospital was considered and the manager will be invited to a full Council meeting to give details of the plans for the hospital.

B3 – SEND Provision – including discussion of delivery failures in Suffolk – Cllr Hood reported that SCC had been working on improving the service and that more

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funding had been allocated. Additional school spaces were now available and more would be added in the future. Cllr Yarrow reported that the transitioning service is a nationwide problem due to the lack of professional staff. However, SCC have yet to pay compensation to families.

Cllr Hood agreed to provide a report on the work to improve the services, the transition service and paying compensation to families.

The Newmarket Vision Steering Group will be asked to have an agenda item regarding SEND provision in Newmarket at a future meeting.

A member of the public left the meeting

B4 – Learning Hubs – Newmarket Charitable Foundation will be invited to attend a meeting to discuss.

B12 – Public Seating – an audit on the current seating and locations in all areas of the town will be conducted with a report back to this committee with suggestions and funding details.

C/23/04/11 Correspondence

YBR/WSC – lobbying for a WSC Yellow Brick Road revenue line in future budgets was noted; although had not been acknowledged as yet. Town Clerk reported that a line will be added to the NTC budget for 2024/2025.

C/23/04/12 Date of Next Meeting

Monday 5th June 2023 at the Memorial Hall.

Meeting closed at 7:40pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/23/04/9.01 Recommendation</u>	That the offer of the kind gift to plant 700 trees be supported in principal and that efforts be made to enable the planting and maintenance.

Blank

27/05/2023

Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 27/05/2023

Month No: 2

Committee Report Draft Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
200 Outside Services								
1005 Misc Income	0	2,000	0	(2,000)			0.0%	
Outside Services :- Income	0	2,000	0	(2,000)				0
4029 General Equipment	88	188	500	312		312	37.7%	
4039 Vehicle Costs	479	1,752	7,700	5,948		5,948	22.8%	
4326 Outside Services SLA	0	0	101,657	101,657		101,657	0.0%	
Outside Services :- Indirect Expenditure	567	1,941	109,857	107,916	0	107,916	1.8%	0
Net Income over Expenditure	(567)	59	(109,857)	(109,916)				
201 General Town Planting								
1007 Sponsorship Income	0	0	5,200	5,200			0.0%	
1009 Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
General Town Planting :- Income	0	0	10,400	10,400			0.0%	0
4037 R&M - Grounds	0	690	6,000	5,310		5,310	11.5%	
4100 Seasonal Planting	0	0	3,968	3,968		3,968	0.0%	
4101 Hanging Baskets	0	0	3,875	3,875		3,875	0.0%	
4102 Sponsored Roundabouts	2,000	2,000	1,300	(700)		(700)	153.8%	
General Town Planting :- Indirect Expenditure	2,000	2,690	15,143	12,453	0	12,453	17.8%	0
Net Income over Expenditure	(2,000)	(2,690)	(4,743)	(2,053)				
202 Cemetery								
1000 Burial Fees	0	0	29,000	29,000			0.0%	
1020 Interment(Ashes) Income	0	0	4,000	4,000			0.0%	
1021 Monumental Income	0	0	4,000	4,000			0.0%	
1022 Grave Space Purchase Income	0	0	15,000	15,000			0.0%	
Cemetery :- Income	0	0	52,000	52,000			0.0%	0
4011 Rates	0	4,244	4,244	0		0	100.0%	
4012 Water Rates	14	30	1,150	1,120		1,120	2.6%	
4014 Electricity	86	190	1,600	1,410		1,410	11.9%	
4016 Cleaning	0	0	500	500		500	0.0%	
4035 Equipment	0	0	100	100		100	0.0%	
4036 R&M - Buildings	0	0	8,055	8,055		8,055	0.0%	
4037 R&M - Grounds	710	6,100	22,000	15,900		15,900	27.7%	
4047 Grave Digging	0	0	11,500	11,500		11,500	0.0%	
4325 Cemetery SLA	0	0	12,063	12,063		12,063	0.0%	
Cemetery :- Indirect Expenditure	810	10,564	61,212	50,648	0	50,648	17.3%	0
Net Income over Expenditure	(810)	(10,564)	(9,212)	1,352				

Continued over page

Detailed Income & Expenditure by Budget Heading as at 27/05/2023

Month No: 2

Committee Report Draft Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	0	380	4,000	3,620		3,620	9.5%	
Disused Churchyards :- Indirect Expenditure	0	380	4,000	3,620	0	3,620	9.5%	0
Net Expenditure	0	(380)	(4,000)	(3,620)				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	7	15	200	185		185	7.3%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4037 R&M - Grounds	1,104	1,104	1,000	(104)		(104)	110.4%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	1,111	1,119	2,200	1,081	0	1,081	50.8%	0
Net Expenditure	(1,111)	(1,119)	(2,200)	(1,081)				
205 Clocks								
4014 Electricity	8	15	250	235		235	5.9%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177 Clock Tower Expenses	120	235	1,500	1,265		1,265	15.7%	
Clocks :- Indirect Expenditure	128	250	2,750	2,500	0	2,500	9.1%	0
Net Expenditure	(128)	(250)	(2,750)	(2,500)				
206 Bus Shelters								
4036 R&M - Buildings	0	0	2,000	2,000		2,000	0.0%	
Bus Shelters :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
207 General Town Maintenance								
4037 R&M - Grounds	50	515	2,000	1,485		1,485	25.8%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	7,015	31,019	8,000	(23,019)		(23,019)	387.7%	
4140 Dog Waste Collection/Disposal	0	947	850	(97)		(97)	111.4%	
General Town Maintenance :- Indirect Expenditure	7,065	32,482	13,350	(19,132)	0	(19,132)	243.3%	0
Net Expenditure	(7,065)	(32,482)	(13,350)	19,132				
208 Public Conveniences								
1181 Grant Received WSC	0	0	3,300	3,300			0.0%	
Public Conveniences :- Income	0	0	3,300	3,300			0.0%	0

Detailed Income & Expenditure by Budget Heading as at 27/05/2023

Month No: 2

Committee Report Draft Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	176	176	500	324		324	35.2%	
4016 Cleaning	0	140	300	160		160	46.7%	
4036 R&M - Buildings	212	212	1,000	788		788	21.2%	
4046 Opening/Closing Costs	325	515	3,000	2,485		2,485	17.2%	
Public Conveniences :- Indirect Expenditure	713	1,043	4,800	3,757	0	3,757	21.7%	0
Net Income over Expenditure	(713)	(1,043)	(1,500)	(457)				
<u>211 The Queens Statue</u>								
1005 Misc Income	0	0	330	330			0.0%	
The Queens Statue :- Income	0	0	330	330			0.0%	0
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	1,195	3,000	1,805		1,805	39.8%	
The Queens Statue :- Indirect Expenditure	0	1,195	3,500	2,305	0	2,305	34.1%	0
Net Income over Expenditure	0	(1,195)	(3,170)	(1,975)				
<u>213 Public Realm</u>								
4116 Town Maintenance	0	0	5,000	5,000		5,000	0.0%	
4117 Town Improvement	0	0	5,000	5,000		5,000	0.0%	
Public Realm :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
<u>215 Allotments</u>								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	0	0	(600)	(600)				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	30,500	30,500		30,500	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	0	0	35,500	35,500	0	35,500	0.0%	0
Net Expenditure	0	0	(35,500)	(35,500)				

Detailed Income & Expenditure by Budget Heading as at 27/05/2023

Month No: 2

Committee Report Draft Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308</u> <u>Christmas</u>								
4310 Christmas Lights	0	0	16,000	16,000		16,000	0.0%	
4811 CP - Christmas Lights Infrast	0	0	2,500	2,500		2,500	0.0%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>19,500</u>	<u>19,500</u>	<u>0</u>	<u>19,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(19,500)</u>	<u>(19,500)</u>				
Community Services :- Income	0	2,000	66,930	64,930			3.0%	
Expenditure	12,393	51,662	285,312	233,650	0	233,650	18.1%	
Movement to/(from) Gen Reserve	<u>(12,393)</u>	<u>(49,662)</u>						
Grand Totals:- Income	0	2,000	66,930	64,930			3.0%	
Expenditure	12,393	51,662	285,312	233,650	0	233,650	18.1%	
Net Income over Expenditure	<u>(12,393)</u>	<u>(49,662)</u>	<u>(218,382)</u>	<u>(168,720)</u>				
Movement to/(from) Gen Reserve	<u>(12,393)</u>	<u>(49,662)</u>						

For Project: SNAILWELL ROAD

Project Notes:

Location/Name:

Report Generated: 12/05/2023 11:46

Speed Intervals:

Time Intervals:

Traffic Report From 13/04/2023 10:00:00 through 12/05/2023 11:59:59

85th Percentile Speed 36.9 MPH

85th Percentile Vehicles 24944

Max Speed 105 MPH on 26/04/2023 10:50:00

Total Vehicles 29346

AADT: 1009

Volumes -**weekly counts**

Time	5 Day	7 Day
Average Daily	1064	983
AM Peak	70	69
PM Peak	131	109

Speed

Speed Limit: 35

85th Percentile Speed: 36.9

Average Speed: 29.91

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	864	1073	608	650	1046	837	686
% over limit	19.6	19.2	14.9	16.3	20.7	23.4	25.8
Avg Speeder	40.1	39.9	40.0	39.8	40.2	40.5	41.0

The full results have been referred on to Suffolk Highways Safety and Speed Management team due to the high number of vehicles driving at 50mph+, to see if they would consider a deployment of their ANPR camera unit. Awaiting a response.

For Project: FITZROY STREET

Project Notes:

Location/Name:

Report Generated: 12/05/2023 11:32

Speed Intervals:

Time Intervals:

Traffic Report From 13/04/2023 09:00:00 through 12/05/2023 09:59:59

85th Percentile Speed 22.5 MPH

85th Percentile Vehicles 18811

Max Speed 40 MPH on 15/04/2023 11:00:00

Total Vehicles 22131

AADT: 762

Volumes -**weekly counts**

Time	5 Day	7 Day
Average Daily	1477	1437
AM Peak	126	114
PM Peak	171	143

Speed

Speed Limit: 35

85th Percentile Speed: 22.5

Average Speed: 17.62

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	1	1	0	0	1	2	0
% over limit	0.0	0.0	0.0	0.0	0.0	0.1	0.0
Avg Speeder	37.5	37.5	0.0	0.0	37.5	37.5	0.0

It was agreed in February to do some investigations into further SID pole placements

For Suffolk County Council to consider post installation, the site should

- Be within a 30mph limit, and also still be 30mph 100m away
- Have 100m line of sight to oncoming traffic, ideally without junctions or driveways
- Be away from trees or hedgerows unless they can be kept trimmed back
- Have suitable nearby off-road parking for mounting/dismounting the SID
- Have at least 0.5m clearance from the road edge/passing traffic
- Be on firm, level ground

If the site already has a traffic sign pole that meets the above criteria:

- Is it tall enough for a SID to be mounted at 2.1m with the traffic sign, or 2.3m if the pole is beside or over a footpath

Once a specific spot is identified, we require:

- A letter of support from the closest resident/s
- An OS grid reference
- Photographs of the site
- Height and diameter of the existing pole if applicable

We are not permitted to install a SID on a streetlighting column

Once the forms have been submitted/agreed by Highways, it costs £275 or £570 to have a pole installed, depending on the diameter, and takes some time (awaiting an installation agreed in February)

Lower costs for portable SID, higher for the permanent/solar-powered units

Studlands roads previously suggested were

1 - Studlands Park Ave - for vehicles accessing via Fordham Road A143

what3words address. [///elevated.punt.educates](https://www.what3words.com/?w3w=elevated.punt.educates)

2 - Brickfields Ave - for vehicles accessing via Exning Road B1103

what3words address. [///jaws.pheasants.inner](https://www.what3words.com/?w3w=jaws.pheasants.inner)

SITE SUITABILITY CHECKLIST: A separate form is to be complete for each site proposed.
N.B. Applications will only be accepted with written evidence of residents' approval.

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

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

Specific site details		
Is there an existing traffic sign pole at the site (this is preferred)?	Yes	No
Is the existing pole tall enough to mount the SID with the existing sign?	Yes	No
If the pole is by a footpath can the SID be mounted to allow at least 2.3m clearance between the ground and the bottom of the device?	Yes	No
Is the ground at the site firm and level?	Yes	No
Is there sufficient room at the site to allow safe access and 0.5m clearance from the edge of the SID to passing traffic?	Yes	No
Does the Council intend to use a solar panel with the SID? (see FAQ)	Yes	No
Outside diameter of post for SID and solar panel	mm	
Overall height of post required for a solar panel & the SID mounted at 2.1m		m

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

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

Draft resident letter

Dear _____,

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

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

Can you please indicate whether you:

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

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

or

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

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

Yours

Name
Job role

QUOTE FROM LUBBE LISSE FOR AUTUMN 2023 BULB PLANTING FOR NTC

Supply & Plant by machine		bulbs per m2	Cost/M2	M2	M2	Total Cost
Mix for Pleasure		110	£ 27.00	32	186	£ 5,886.00
5,000 Yellow Daffodils sponsorship for hand planting, supply only						0
Fertiliser to be added at time of planting to all areas. Apply by hand if noapplicator available						
						£ 5,886.00 ex VAT

FUNDING DETAIL:-

To be funded from the Public Realm EMR 325 account; currently standing at £17,510

Continuing on from the autumn bulb planting by mechanical machinery of the past two years, this will now include planting in the Memorial Gardens and the Severals (Bury Road side)

Blank



Report to	Community Services Committee
Subject	St Mary's Churchyard
Purpose	Decision
Classification	Unrestricted
Meeting date	5th June 2023
Item number	11a and 11b
Written By	Cathy Whitaker CLERK

Summary:	This report outlines required works to St Mary's Churchyard with quotes.
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1.	Introduction
a.	St Mary's is a closed churchyard; NTC is responsible for the upkeep.
2.	Context
a.	Fencing has been down for some time, with NTC waiting until the new financial year to address. Fencing is required to prevent cars parking on the churchyard as it is unstable with grave subsidence.
3.	Proposal/Options
a.	To replace the fencing with bird-mouthed timber posts. Quote 1: RBG Fencing – £3,050 Quote 2: Thomas Ball Fencing - £4,160
4.	Financial/Resource Implications
a.	Funded from current year budget account 4037/203.
5.	Next Steps/Recommendations
a.	To approve the quote by RGB Fencing to replace St Mary's fencing.

RBG Fencing



FAO Tracey Symonds
Newmarket Town Council
Memorial Hall
High Street
Newmarket
CB8 8JP

Quote No. 2022-054

Date 04/09/2022
Valid Until 04/09/2022

Description	Quantity	Unit	Price	Amount
Material	1	each	2,050.00	2,050.00
40no 4inx4in bird mouthed timber posts = £520				
34no 4in x 4in top rail = £595				
40no steel clamp strips = £340				
80 bags of postcrete = £520				
Disposal of old material and concrete =£75				
Labour	1	each	1,000.00	1,000.00
Dig out old concrete and posts and remove from site				
Install total of 200ft of 2ft high knee rail				
Total GBP				3,050.00

RBG Fencing 44 falcon way - Bury St Edmunds - Ip28 8el Email: rbgfencing@gmail.com Phone: 07943162228
Bank: Natwest Sort Code: 60-02-39 Account No.: 68693133 Account Holder: Mr Reiss Garbould
SWIFT: SRLGGB3LXXX

thomas ball fencing
Beech Cottage, The Street
Gazeley, Newmarket
Suffolk
CB8 8RB
07771 993627
thomasballfencing@gmail.com
<https://www.thomasballfencing.co.uk/>
VAT Registration No.: 407897065



Estimate

ADDRESS

Tracey Symonds
Newmarket Town Council
King Edward V11 Memorial Hall
144 High Street
Newmarket
Suffolk
CB8 8JP

ESTIMATE NO. 1189

DATE 24/04/2023

DESCRIPTION	AMOUNT
Supply and install 60m of 2ft tall timber birdsmouth knee rail fencing to St Mary's Square. 100x100mm posts shall be spaced every 1.8m and railed with 100x100mm posts. All waste shall be removed from site.	4,160.00
SUBTOTAL	4,160.00
VAT TOTAL	832.00
TOTAL	£4,992.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	832.00	4,160.00

Accepted By

Accepted Date

Terms & Conditions:

Parking must be available as close as possible to site.

Water & electricity supply must be available on site.

Hard dig clause - an additional labour charge shall be added to final invoice in the event of extreme unforeseen hard dig conditions.

Estimate valid for a duration of 14 days.

Payment terms - strictly on completion of works.

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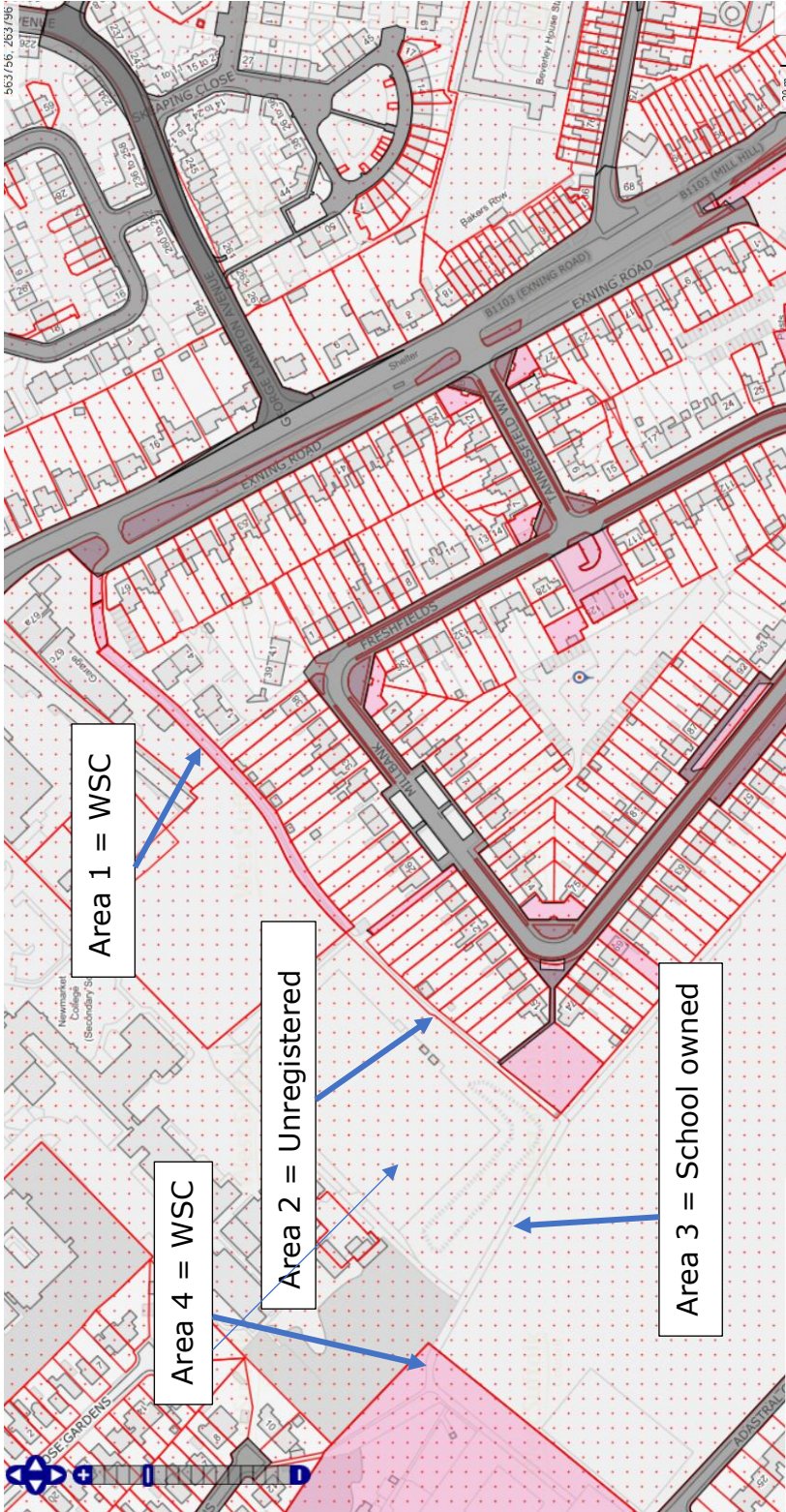
Report to	Community Services Committee
Subject	Cemetery Toilets
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	5th June 2023
Item number	12
Written By	Cathy Whitaker CLERK

Summary:	This report gives information regarding the cemetery toilets.
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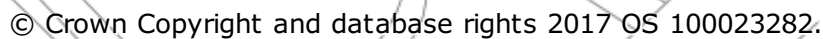
1.	Introduction
a.	The toilet facilities at the cemetery have recently been the subject of social media and local newspaper regarding the lack of general public opening times.
2.	Context
a.	Council made a decision many years ago to only open the toilets during burial times due to inappropriate use / anti-social behaviour.
3.	Proposal/Options
a.	The council is under no obligation to provide public convenience facilities at the cemetery.
b.	The risk to the public from anti-social behaviour in the area is high.
4.	Financial/Resource Implications
a.	General opening to the public would incur cost and bring staff resource issues.
5.	Next Steps/Recommendations
a.	The toilets to remain open only during burials at the cemetery.
b.	Signage to be reinforced in the area to inform the public.

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Footpath behind Millbank (Non-adopted permissive footway)



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Map 5 - Cemetery & Amenity Area Birdcage Walk



- Newmarket T C Grounds Maintenance**
- Graves on Grass
 - Shrub Bed
 - Flower Bed
 - Grass Amenity
 - Hedges
 - Hard Surface
 - Wall
 - Maintained by Residents

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Western Way
Bury St Edmunds
IP33 3YU
01284 763233

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www.westsuffolk.gov.uk

Forest Heath DC
College Heath Road
Mildenhall
IP28 7EY
01638 719000

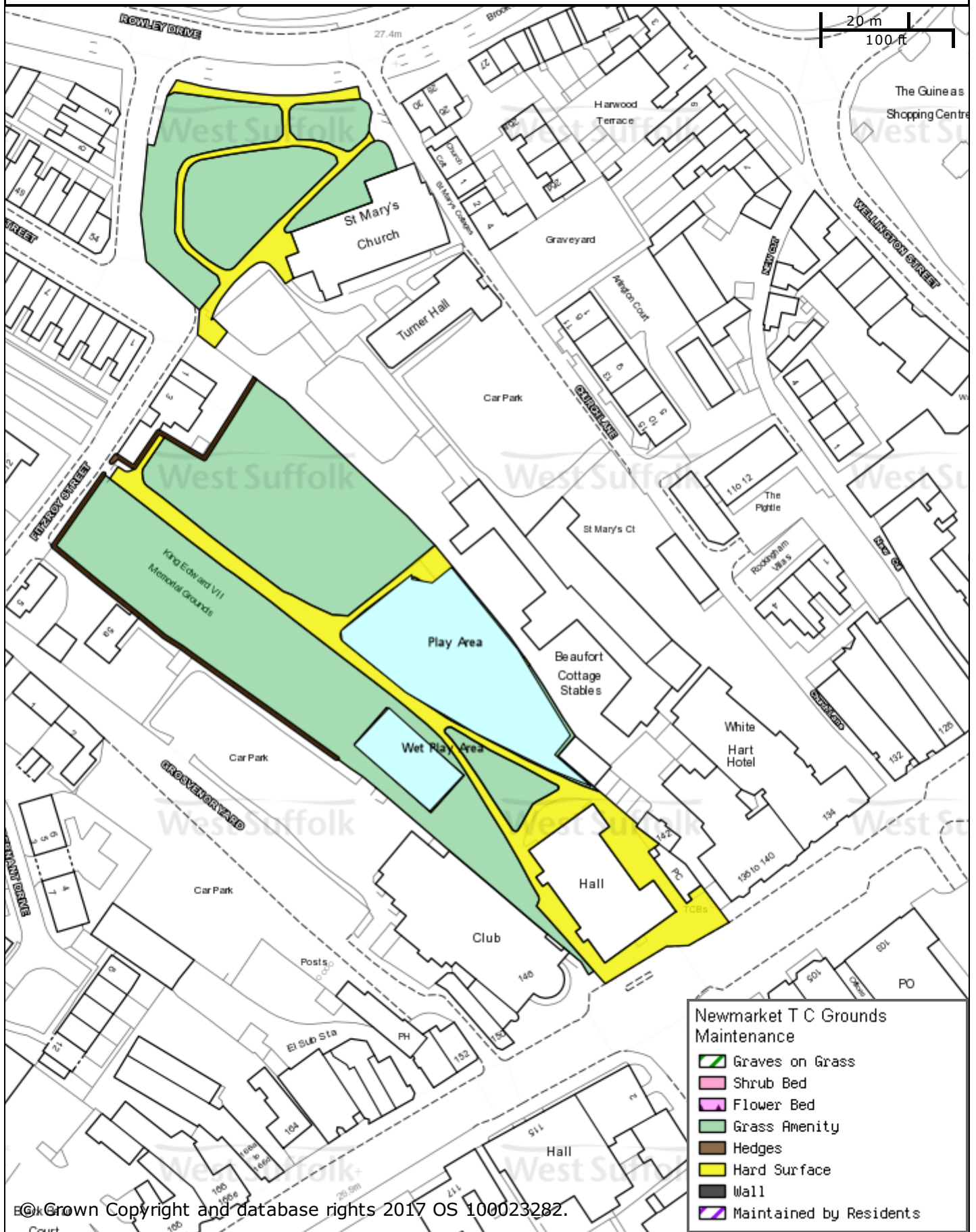
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Map 1 - Memorial Hall Grounds & St Mary's (Closed Church Yard)



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01638 719000

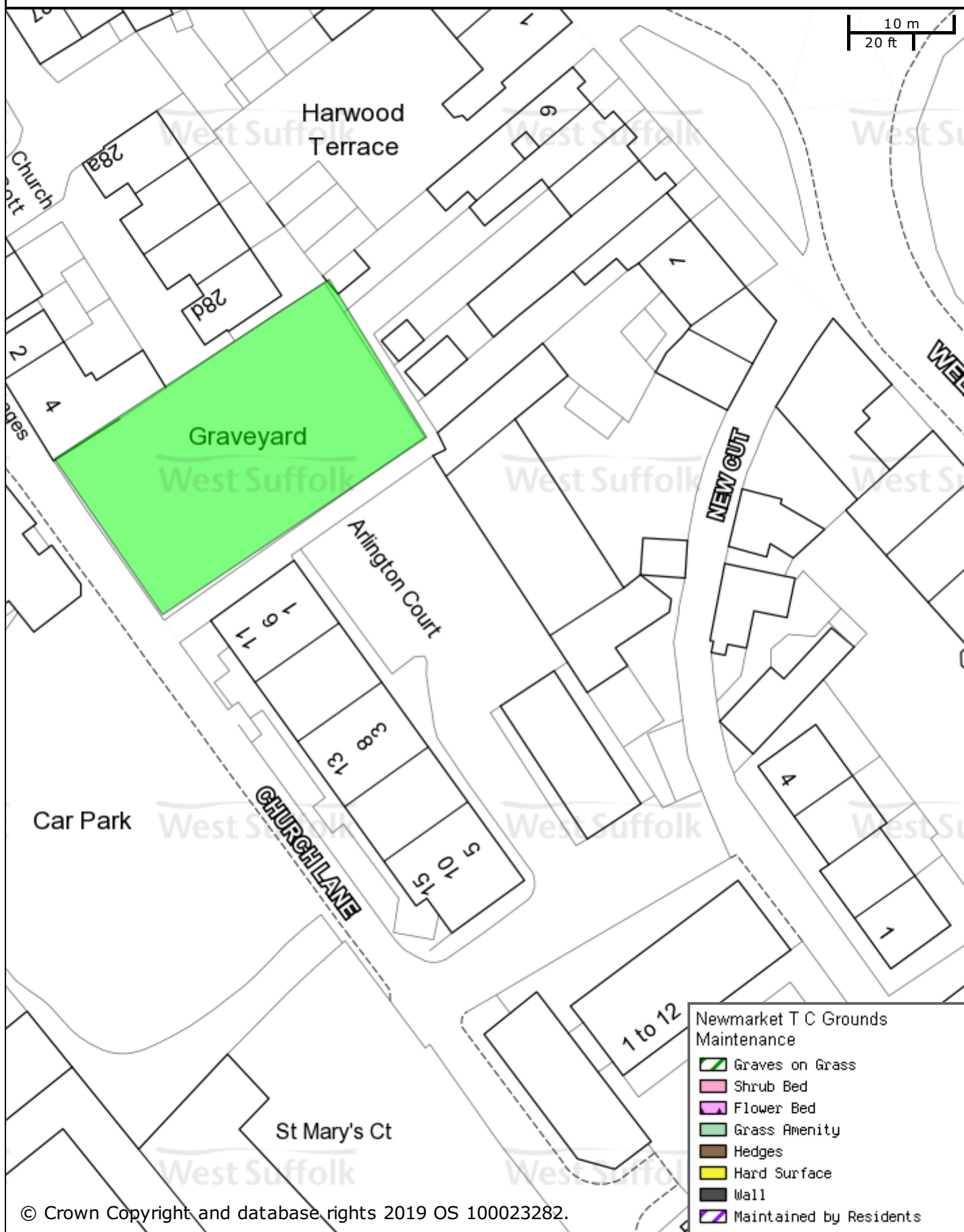
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Map 1.1 - St Mary's Separate Closed Graveyard



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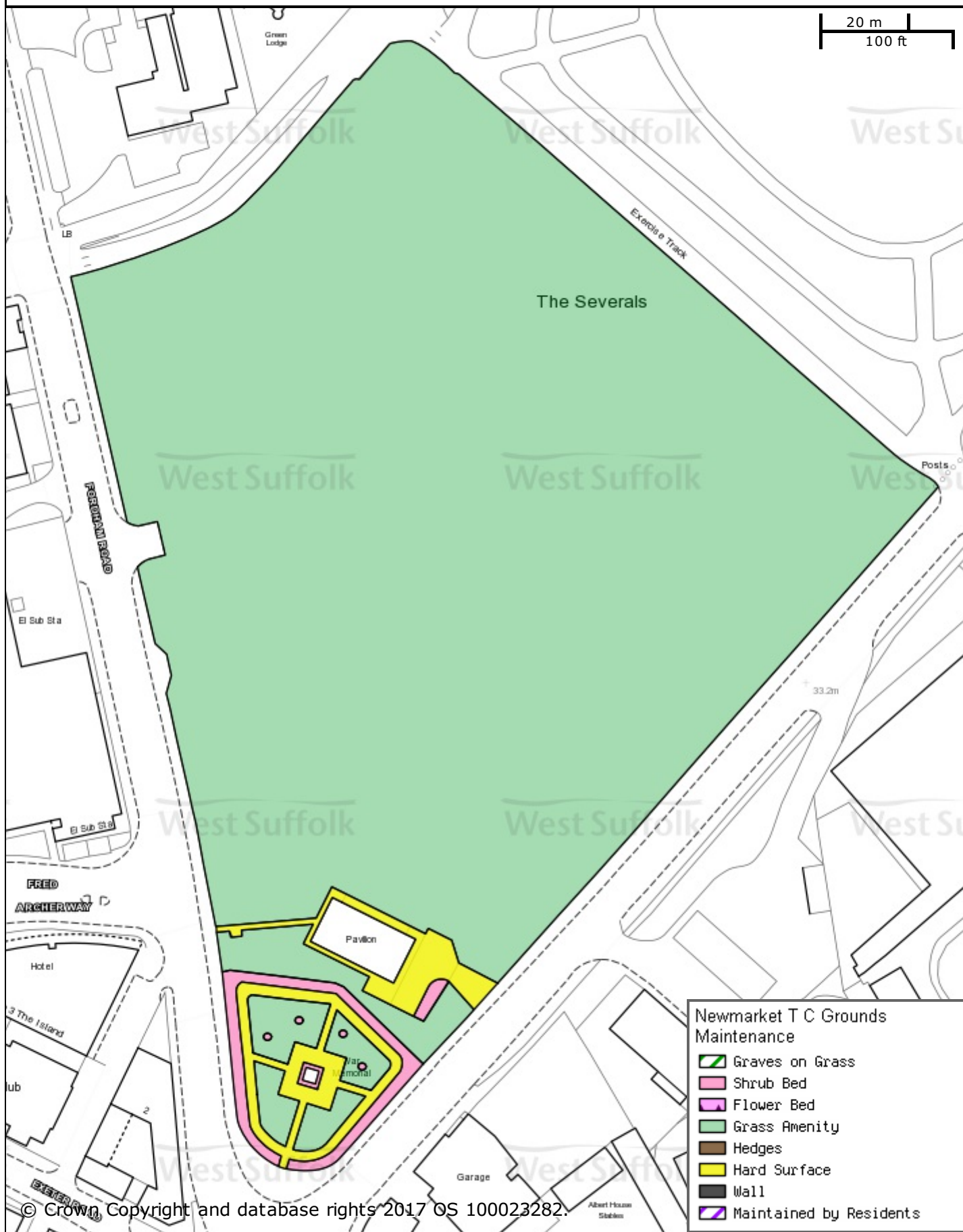
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Map 2 - The Severals



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Report to	Community Services Committee
Subject	CS Working Groups – review of membership
Purpose	Decision
Classification	Unrestricted
Meeting date	5th June 2023
Item number	16
Written By	Cathy Whitaker CLERK

Summary: This report gives details of the current membership of the existing working groups which report back to the Community Services Committee. Table attached for information.

1. Following the May elections and the new Committee membership, it is necessary now to review the membership of the existing working groups for each committee.

To be considered at CS Committee meeting on 5/6/2023:

- Working Group membership
 - Leader of the Working Group (Chair of the working group meetings)
 - Is this Working Group still relevant to be reporting to the CS Committee?
2. Once the membership is reviewed and approved, an Officer or Staff Member will be assigned to manage the facilitation of working group meeting schedules and a meeting will be arranged where necessary.

KEY:

Obsolete – no longer required (Red)
 Active – ongoing activity / progress being made (Green)
 Dormant – past activity, now paused/stalled (Amber)
 Inactive – no past activity / working group not started (Blue)

<i>Working Group</i>	<i>Type</i>	<i>Status</i>	<i>Progress</i>	<i>Membership</i>	<i>Leader</i>	<i>Terms of Ref</i>	<i>Report To</i>	<i>Officer</i>	<i>Action / Comments</i>
High Street Regeneration	?	Inactive	No meetings			?	CS		NEED MEETING FOLLOWING MAY ELECTIONS
Market	T&F	Active	Market Inception Meeting – 17/1/23	AD, JH, PH, PW	PW	To consider improvements for the market and work with WSC to bring these about. To consider alternative locations for the market.	CS	TC	WSC consultants carrying out design assessments (as at Feb 23) ON HOLD – QUERIES REGARDING FUNDING. MEETING TO BE HELD with WSC Officers FOLLOWING MAY ELECTIONS.
Public Realm & Associated initiatives	Ongoing	Dormant	Year 2 mech bulb planting completed Autumn 2022	PW, AH (NJ), RW	PW	To consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back. Hanging plants and town planting.	CS		Consideration for autumn 2023 bulb planting locations. CS AGENDA 5/6/23: PROPOSAL FOR PLANTING IN MEM GDNS AND SEVERALS (BURY RD SIDE)
Town Museum	Ongoing	Active	Meeting held 30/1/23	JH, SP, PW, KY, TC, EM	JH	To produce a viable business plan for a local History Museum. To investigate other options regarding local history provision in the town.	CS	DTC	Action Plan: onward meetings to be scheduled Investigations into possible alternative locations, funding, other local museums. Liaison into history town trail with BID/NLHS
Volunteer	?	Inactive	No meetings	KY	KY	To organise, supervise and co-ordinate community initiatives.	CS		NEED MEETING AFTER MAY ELECTIONS.