

Membership from May 2023

Councillor Borda
Councillor Crissall
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Kavanagh
Councillor Nobbs (Chair)
Councillor Winter (Vice Chair)

Members = 8

Quorum = 3



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
LEISURE SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 2nd October 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) 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
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- 4) Minutes of the previous meeting held 3rd July 2023**
 - To consider and adopt the minutes as a true record of the proceedings
 - 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 Leisure Services for the previous month (to follow)
- 7) Memorial Gardens** – to receive and note the safety report for the Memorial Gardens
- 8) Events updates by the Events Manager (to follow)**
 - Summer Entertainment** – to receive a debrief report
 - Christmas 2023 event** – to receive a proposal for events
 - DD-80 event** – to receive a proposal for an event on 6th June 2024
 - Onward event proposals for 2024** – to receive a report with proposals
 - School holiday programme**
 - Summer event**
 - Other events**
- 9) Venues** – To receive a report regarding the Town Council venues (to follow)
- 10) Remembrance Day** – to receive an update report for 11th and 12th November 2023 (to follow)
- 11) Correspondence**
- 12) Date of next meeting 4th December 2023 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 26th September 2023

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

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 3rd July 2023 at 7:20 pm

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor E Kavanagh
Councillor P Winter

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr McHugh as an observer, 1 Member of the Press and 1 Member of the Royal British Legion.

Minute

L/23/07/1 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 the meeting was being recorded.

L/23/07/2 Apologies for Absence

Apologies were received from Cllr Crissall.

L/23/07/3 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 two requests for dispensation from Cllrs Nobbs and Winter regarding item 13 and the following was agreed:

L/23/07/3.01 Resolved

That the applications for dispensation from Cllrs Nobbs and Winter be approved.

L/23/07/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 19th June 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 19th June 2023 and the following was agreed:

L/23/07/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 19th March 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/07/5 Public Open Session

Julie Mallows – Newmarket RBL Poppy Appeal Organiser made the following proposals to do something different for this year for Remembrance Day:

1. To plant a triangle of 312 Memorial crosses on the grass at Birdcage Walk from 3rd and 4th November.
2. To install a temporary structure at the War Memorial for Memorial crosses for the unnamed fallen.

The Chairman proposed that item 13 be brought forward, and the following was agreed:

L/23/07/5.01 Resolved

That item 13 – Remembrance Day be brought forward.

Cllrs Jarvis and Kavanagh joined the meeting.

L/23/07/6

Remembrance Day

The proposals from the RBL Poppy Appeal Organiser were considered and the following was agreed:

L/23/07/6.01 Recommendation

That photos and the design layout for the proposed Printed Remembrance Cross Wooden Tribute installation at Birdcage walk to be sent to Cllr Winter to discuss with the Queens Statue Committee.

L/23/07/6.02 Recommendation

That permission is granted for a temporary installation of Printed Remembrance Cross Wooden Tributes at the Newmarket War Memorial by the Severals. This being on the exterior of the small metal fence around the Memorial. That they be installed 1 week prior to 11th November and removed 1 week after.

A report on the arrangements for Remembrance Day included the following:

A member of the press left the meeting

Saturday 11th November at 11:00 – A short Remembrance Service at the War Memorial.

Sunday 12th November at 2:00pm - Remembrance Service at the War Memorial followed by a parade down the High Street to Tattersalls for a service and invited guests only reception for a maximum of 80 people. All other guests will be received at the Memorial Hall for refreshments. A full compliment of Councillors to represent the Council is expected.

The following was agreed:

L/23/07/6.03 Recommendation

That the arrangements for a split reception for Remembrance Day be approved at the Green Room at Tattersalls for 80 maximum invited only guests and at the Memorial Hall for all other guests; refreshments provided.

L/23/07/6.04 Recommendation

That a virement be made of £1,000 from 4114/101 (other expenses) to 4079/101 Remembrance Day expenses.

Book number 8 2023 -2024

L/23/07/7 To Receive the Accounts

The accounts for June 2023 were received and noted.

L/23/07/8 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

A report on mulch options for the Memorial Garden was considered and the following was agreed:

L/23/07/8.01 Recommendation

That quotes be sought for a more durable hardwood mulch material to fully replenish the area and some for a top up and that the Town Clerk and Deputy Town Clerk have delegated powers to find a contractor.

L/23/07/9 Events Update

Summer Entertainment – Five days of activities will be provided over the summer holidays from 1:00pm to 4:00pm as follows:

27 July: magic show, circus skills workshop, face painting, bird & dragon mask art workshop, wellbeing and mindfulness session, bouncy castle, buzz...a bee-riliant adventure featuring puppetry and a giant honeycomb set.

03 August: face painting, wellbeing and mindfulness session, bouncy castle, treasure box art workshop, magic show, poems, pop-up stall, pirates and fairies' storytelling.

10 August: face painting, wellbeing and mindfulness session, bouncy castle, magic wands art workshop, magic show, school sports day, Wizard of Oz storytelling times.

17 August: face painting, wellbeing and mindfulness session, bouncy castle, magic show, mini tops hats art workshop, Cinderella storytelling times.

24 August: face painting, wellbeing and mindfulness session, bouncy castle, mobile twigs art workshop, butterfly rock painting, animal experience, magic show 13:30pmm – 14:00pm, theatre performance: Alice Through the Looking Glass.

Sponsored and targeted advertising on FaceBook.

The new Events Manager will be joining the team 24th July 2023.

Town Clerk gave feedback on the butterfly workshop which had over 60 children in attendance and was well received.

Future Events – ideas for future events were considered and the following was agreed:

L/23/07/9.01 Recommendation

That an event be held on the Several to celebrate “6th June D Day 80” to include entertainment, lighting the beacon and food stalls to celebrate National Fish &

Book number 9 2023 -2024

Chip Day.

The Christmas event will be looked at with the new Events Manager along with ideas for other smaller events.

Cllr McHugh left the meeting

L/23/07/10 Newmarket Venues

A report on the bookings for May and June was presented, noting that £2,742.88 income was received in May and £2,945.87 in June 2023: £9,933.61 Year-To-Date.

It was noted that this report will no longer be required in this format and that a summarised verbal update will suffice.

The report was received.

L/23/07/11 LOTT (Legends of the Turf)

This item was deferred to the next meeting.

L/23/07/12 Cinema Kit

This item was deferred and will be brought back should it be required in the future.

L/23/07/13 The Severals

The rules regarding charity/community banners on the Severals were considered and the following was agreed:

L/23/07/13.01 Recommendation

That the size of banners be standardised and be installed by NTC; only four banners at a time and only displayed for two weeks. That the relevant infrastructure be installed to facilitate a banner display at the Severals.

L/23/07/14 Correspondence

None noted.

L/23/07/15 Date of Next Meeting

Monday 2nd October 2023 at the Memorial Hall.

Meeting closed at 8:15pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/07/6.01 Recommendation</u>	That photos and the design layout for the proposed Printed Remembrance Cross Wooden Tribute installation at Birdcage walk to be sent to Cllr Winter to discuss with the Queens Statue Committee.
<u>L/23/07/6.02 Recommendation</u>	That permission is granted for a temporary installation of Printed Remembrance Cross Wooden Tributes at the Newmarket War Memorial by the Severals. This being on the exterior of the small metal fence around the Memorial. That they be installed 1 week prior to 11 th November and removed 1 week after.
<u>L/23/07/6.03 Recommendation</u>	That the arrangements for a split reception for Remembrance Day be approved at the Green Room at Tattersalls for 80 maximum invited only guests and at the Memorial Hall for all other guests; refreshments provided.
<u>L/23/07/6.04 Recommendation</u>	That a virement be made of £1,000 from 4114/101 (other expenses) to 4079/101 Remembrance Day expenses.
<u>L/23/07/8.01 Recommendation</u>	That quotes be sought for a more durable hardwood mulch material to fully replenish the area and some for a top up and that the Town Clerk and Deputy Town Clerk have delegated powers to find a contractor.
<u>L/23/07/9.01 Recommendation</u>	That an event be held on the Severals to celebrate “6 th June D Day 80” to include entertainment, lighting the beacon and food stalls to celebrate National Fish & Chip Day.
<u>L/23/07/13.01 Recommendation</u>	That the size of banners be standardised and be installed by NTC; only four banners at a time and only displayed for two weeks. That the relevant infrastructure be installed to facilitate a banner display at the Severals.

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Item 7

Safety Inspection Report, Memorial Gardens 6th September by The Play Inspection Company

Risk Assessment: **10 Low Risk**

SUMMARY OF FINDINGS (where present)

6 - Low Risk	
Item:	Fence - Bow Top
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1



Finding 1
The adjacent foliage is overhanging - Cut back and maintain

6 - Low Risk	
Item:	Bench
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	3
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2



Finding 1
The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2
There is some graffiti present - Remove the graffiti

6 - 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
The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

8 - Low Risk	
Item:	Picnic Table
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	9
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1



Finding 1
The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over - Secure to the ground

Item 7

8 - Low Risk	
Item:	Litter Bin
Manufacturer:	Glasdon
Surface Type:	Grass
Item Quantity:	5
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1



Finding 1
The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over - Secure the bin to the ground

10 - Low Risk	
Item:	Splash Pad
Manufacturer:	Not Identified
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	3



Finding 1
There are trip hazards at the edges of the surface - Reinstate surrounding surface levels to remove the trip points

Finding 2
The rocks and/or boulders have moss/algae growth apparent - Clean and maintain

Finding 3
The safety surface around the area is beginning to wear - Monitor for any further deterioration and repair as required

8 - Low Risk	
Item:	Sand Play Area
Manufacturer:	Not Identified
Surface Type:	N/A
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	4



Finding 1
There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 2
The area around the item has eroded creating trip hazards - Reinstate eroded area

Finding 3
There are unsecured plastic toys in the sand pit - Remove

Finding 4
The plywood has delaminated in some places - Remove all rough or splintered edges.

6 - Low Risk	
Item:	Log Climber
Manufacturer:	Pentagon Sport Ltd
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2



Finding 1
The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2
Parts of the timber are rough or splintered - Remove all rough or sharp edges

Item 7

8 - Low Risk	
Item:	Multi Play (Senior)
Manufacturer:	Not Identified
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	12
	
Finding 1	Finding 2
The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required	The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required
Finding 3	Finding 4
Upper roof net disconnected at entry point - Resecure	Missing item - Remove fixing
Finding 5	Finding 6
The safety surface is low and the membrane is exposed creating trip points - Remove or resecure the exposed membrane and top up the surface to the correct level	Parts of the timber are rough or splintered - Remove all rough or sharp edges
Finding 7	Finding 8
The item has missing component(s) - Consider replacing missing components	A number of fixing(s) have worked loose - Secure all loose fixings
Finding 9	Finding 10
The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required	There is offensive graffiti present - Remove as soon as practicable
Finding 11	Finding 12
There is some damage to the item - Monitor for any further deterioration and repair as required	There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

10 - Low Risk	
Item:	Single Point Swing - Type 3
Manufacturer:	Massey & Harris
Surface Type:	Woodchip
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	8
	
Finding 1	Finding 2
The secondary safety is missing - Provide secondary safety	The bushes are worn or missing - Replace worn or missing bushes
Finding 3	Finding 4
There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers	The seat has minor damage or wear - Monitor for any further deterioration and replace as required
Finding 5	Finding 6
There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn	There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn
Finding 7	Finding 8
The seat connection cannot be inspected fully as the chain cover cannot be lifted - Cut the cover to allow access to the shackle and assess the wear	The safety surface is low and the membrane is exposed creating trip points - Remove or resecure the exposed membrane and top up the surface to the correct level

Item 7

8 - Low Risk	
Item:	Cable Runway
Manufacturer:	Massey & Harris
Surface Type:	Woodchip
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	5
	
Finding 1	Finding 2
Bark retaining timbers broken - Repair as necessary	The nylon inserts are worn or missing at the point the cable enters the traveller - Replace worn or missing inserts as required
Finding 3	Finding 4
There are areas or parts of the timber edgings that have rotted - Replace all affected timbers	The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface
Finding 5	
There is some graffiti present - Remove the graffiti	

6 - Low Risk	
Item:	Palisade Logs
Manufacturer:	Not Identified
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1
	
Finding 1	
The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	

6 - Low Risk	
Item:	Multi Play (Junior)
Manufacturer:	Online Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1
	
Finding 1	
The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	

6 - Low Risk	
Item:	Crawling Tunnel
Manufacturer:	Online Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2
	
Finding 1	Finding 2
Fixings are damaged and/or have sharp edges - Repair or replace as required	The plywood has delaminated in some places - Remove all rough or splintered edges.