Membership from May 2023

Councillor Borda
Councillor Crissall
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Kavanagh
Councillor McHugh
Councillor Nobbs (Vice)
Councillor Perry
Councillor Winter (Chair)
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 8th January 2024 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 6th November 2023**
   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 Services for the previous month
7) **Speed Indicator Devices -** to receive the latest statistics
8) **Grass Cutting/Grounds Maintenance Review** – to receive information regarding the WSC recent review of services
9) **Correspondence**
10) **Date of next meeting 4th March 2024 at 7pm**

Signed: CE Whitaker Cathy Whitaker, Town Clerk Date: 2nd January 2024

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 Community Services Committee
Held on Monday 6th November at 7:40pm

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor P Hulbert
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

C/23/11/1 **Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**

The Chairman opened the meeting and advised that the fire safety briefing was not required and confirmed that the meeting was being recorded.

C/23/11/2 **Apologies for Absence**

Apologies were received from Cllrs Crissal and Jarvis.

C/23/11/3 **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/23/11/4 **To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 4th September 2023 and Any Matters Arising**

Members received the minutes of the Community Services Committee meeting held on 4th September 2023 and the following was agreed:

C/23/11/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 4th September 2023 be adopted and signed as a true record by the Chairman of the Community Services Committee.

Matters arising:

Page 2 - C/23/09/8 - Tesco roundabout – Town Clerk reported that she had not had a response from SCC regarding the removal of the roundabout.

C/23/11/5 **Public Open Session**

No members of the public were present.

C/23/11/6 **To Receive the Accounts**

The accounts for October 2023 were received and noted.

C/23/11/7 **Budget 2024/2025**
The draft 2024/2025 budget for the Community Services was presented and considered. The following was agreed:

C/23/11/7.01 Recommendation
That the draft 2024/2025 budget for the Community Services be approved at £291,283.

C/23/11/8 **Speed Indicator Devices**
A report on the latest data from the SIDs was noted. Cllr Yarrow reported that he was still consulting residents in Exning Road, and he had received one objection.

A quote for another solar powered SID was considered and the following was agreed:

C/23/11/8.01 Recommendation
That an additional solar powered unit and appropriate pole installation by Suffolk Highways be deferred and reconsidered in the next financial year.

C/23/11/9 **Cemetery Gates**
A quote to repair the solar operating system for the Cemetery gates was considered and the following was agreed:

C/23/11/9.01 Recommendation
That the quote from Anglian Gates for £1,180.00 to undertake the appropriate measures to render the gates in working order for fob access be approved.

C/23/11/10 **Street Lighting**
A report on the upgrade to the NTC owned units was noted and information on an application for funding from the WSC Decarbonisation Initiatives Fund is awaited.

C/23/11/11 **Correspondence**
Email regarding the WSC Public Realm SLA Review – this will be referred to the Grass Cutting Working Group to consider a response and report back.

C/23/11/12 **Date of Next Meeting**
Monday 8th January 2024 at the Memorial Hall.

Meeting closed at 8:10pm.

Signed ______________________________ Date ______________________

Summary of Recommendations

Recommendation	Recommendation Wording
C/23/11/7.01 Recommendation	**That the draft 2024/2025 budget for the Community Services be approved at £291,283.**
C/23/11/8.01 Recommendation	**That an additional solar powered unit and appropriate pole installation by Suffolk Highways be deferred and reconsidered in the next financial year.**
C/23/11/9.01 Recommendation	**That the quote from Anglian Gates for £1,180.00 to undertake the appropriate measures to render the gates in working order for fob access be approved.**

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Detailed Income & Expenditure by Budget Heading as at 31/12/2023

Month No: 9 **Committee Report Community Services M9**

Community Services

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200	Outside Services								
1005	Misc Income	0	2,000	0	(2,000)			0.0%	2,000
	Outside Services :- Income	**0**	**2,000**	**0**	**(2,000)**				**2,000**
4029	General Equipment	38	1,185	500	(685)		(685)	237.0%	
4039	Vehicle Costs	0	4,649	7,700	3,052		3,052	60.4%	
4095	Assets Purchased	0	4,329	0	(4,329)		(4,329)	0.0%	
4326	Outside Services SLA	12,489	62,860	101,657	38,797		38,797	61.8%	
	Outside Services :- Indirect Expenditure	**12,527**	**73,023**	**109,857**	**36,834**	**0**	**36,834**	**66.5%**	**0**
	Net Income over Expenditure	**(12,527)**	**(71,023)**	**(109,857)**	**(38,834)**				
6001	less Transfer to EMR	0	2,000						
	Movement to/(from) Gen Reserve	**(12,527)**	**(73,023)**						
201	General Town Planting								
1007	Sponsorship Income	0	4,830	5,200	370			92.9%	
1009	Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
	General Town Planting :- Income	**0**	**4,830**	**10,400**	**5,570**			**46.4%**	**0**
4037	R&M - Grounds	440	1,580	6,000	4,420		4,420	26.3%	
4100	Seasonal Planting	0	4,088	3,968	(120)		(120)	103.0%	
4101	Hanging Baskets	0	3,878	3,875	(3)		(3)	100.1%	
4102	Sponsored Roundabouts	0	2,000	1,300	(700)		(700)	153.8%	
	General Town Planting :- Indirect Expenditure	**440**	**11,545**	**15,143**	**3,598**	**0**	**3,598**	**76.2%**	**0**
	Net Income over Expenditure	**(440)**	**(6,715)**	**(4,743)**	**1,972**				
202	Cemetery								
1000	Burial Fees	6,192	18,576	29,000	10,424			64.1%	
1020	Interment(Ashes) Income	684	5,110	4,000	(1,110)			127.8%	
1021	Monumental Income	1,168	4,295	4,000	(295)			107.4%	
1022	Grave Space Purchase Income	4,072	10,989	15,000	4,011			73.3%	
	Cemetery :- Income	**12,116**	**38,970**	**52,000**	**13,030**			**74.9%**	**0**
4011	Rates	0	4,244	4,244	0		0	100.0%	
4012	Water Rates	0	292	1,150	858		858	25.4%	
4014	Electricity	161	1,035	1,600	565		565	64.7%	
4016	Cleaning	0	0	500	500		500	0.0%	
4035	Equipment	0	0	100	100		100	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 31/12/2023

Month No: 9 **Committee Report Community Services M9**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036	R&M - Buildings	0	121	8,055	7,934		7,934	1.5%	
4037	R&M - Grounds	2,785	23,171	22,000	(1,171)		(1,171)	105.3%	
4047	Grave Digging	2,040	6,790	11,500	4,710		4,710	59.0%	
4325	Cemetery SLA	3,013	9,038	12,063	3,026		3,026	74.9%	
	Cemetery :- Indirect Expenditure	**7,999**	**44,690**	**61,212**	**16,522**	**0**	**16,522**	**73.0%**	**0**
	Net Income over Expenditure	**4,117**	**(5,720)**	**(9,212)**	**(3,492)**				
203	Disused Churchyards								
4037	R&M - Grounds	3,000	4,030	4,000	(30)		(30)	100.8%	
	Disused Churchyards :- Indirect Expenditure	**3,000**	**4,030**	**4,000**	**(30)**	**0**	**(30)**	**100.8%**	**0**
	Net Expenditure	**(3,000)**	**(4,030)**	**(4,000)**	**30**				
204	Memorial - War,Cooper,Tutte								
4014	Electricity	14	66	200	134		134	32.9%	
4036	R&M - Buildings	0	2,763	1,000	(1,763)		(1,763)	276.3%	
4037	R&M - Grounds	0	3,712	1,000	(2,712)		(2,712)	371.2%	5,000
	Memorial - War,Cooper,Tutte :- Indirect Expenditure	**14**	**6,541**	**2,200**	**(4,341)**	**0**	**(4,341)**	**297.3%**	**5,000**
	Net Expenditure	**(14)**	**(6,541)**	**(2,200)**	**4,341**				
6000	plus Transfer from EMR	0	5,000						
	Movement to/(from) Gen Reserve	**(14)**	**(1,541)**						
205	Clocks								
4014	Electricity	18	120	250	130		130	48.2%	
4036	R&M - Buildings	0	91	1,000	909		909	9.1%	
4177	Clock Tower Expenses	120	1,325	1,500	175		175	88.3%	
	Clocks :- Indirect Expenditure	**138**	**1,536**	**2,750**	**1,214**	**0**	**1,214**	**55.9%**	**0**
	Net Expenditure	**(138)**	**(1,536)**	**(2,750)**	**(1,214)**				
206	Bus Shelters								
4036	R&M - Buildings	0	730	2,000	1,270		1,270	36.5%	
	Bus Shelters :- Indirect Expenditure	**0**	**730**	**2,000**	**1,270**	**0**	**1,270**	**36.5%**	**0**
	Net Expenditure	**0**	**(730)**	**(2,000)**	**(1,270)**				
207	General Town Maintenance								
4037	R&M - Grounds	1,232	2,970	2,000	(970)		(970)	148.5%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 31/12/2023

Month No: 9

Committee Report Community Services M9

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4092	Infrastructure	150	720	2,500	1,780		1,780	28.8%	
4108	Town Centre Regeneration	0	33,325	17,597	(15,728)		(15,728)	189.4%	27,967
4140	Dog Waste Collection/Disposal	0	947	850	(97)		(97)	111.4%	
	General Town Maintenance :- Indirect Expenditure	**1,382**	**37,963**	**22,947**	**(15,016)**	**0**	**(15,016)**	**165.4%**	**27,967**
	Net Expenditure	**(1,382)**	**(37,963)**	**(22,947)**	**15,016**				
6000	plus Transfer from EMR	0	27,967						
	Movement to/(from) Gen Reserve	**(1,382)**	**(9,996)**						
208	Public Conveniences								
1181	Grant Received WSC	0	3,300	3,300	0			100.0%	
	Public Conveniences :- Income	**0**	**3,300**	**3,300**	**0**			**100.0%**	**0**
4014	Electricity	0	475	500	25		25	95.0%	
4016	Cleaning	333	1,733	300	(1,433)		(1,433)	577.8%	
4036	R&M - Buildings	0	2,440	1,000	(1,440)		(1,440)	244.0%	
4046	Opening/Closing Costs	305	2,758	3,000	243		243	91.9%	
	Public Conveniences :- Indirect Expenditure	**638**	**7,406**	**4,800**	**(2,606)**	**0**	**(2,606)**	**154.3%**	**0**
	Net Income over Expenditure	**(638)**	**(4,106)**	**(1,500)**	**2,606**				
211	The Queens Statue								
1005	Misc Income	0	167	330	163			50.6%	
	The Queens Statue :- Income	**0**	**167**	**330**	**163**			**50.6%**	**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	1,818	3,000	1,182		1,182	60.6%	
	The Queens Statue :- Indirect Expenditure	**0**	**1,818**	**3,500**	**1,682**	**0**	**1,682**	**51.9%**	**0**
	Net Income over Expenditure	**0**	**(1,651)**	**(3,170)**	**(1,519)**				
213	Public Realm								
4116	Town Maintenance	0	0	5,000	5,000		5,000	0.0%	
4117	Town Improvement	0	5,886	5,000	(886)		(886)	117.7%	
	Public Realm :- Indirect Expenditure	**0**	**5,886**	**10,000**	**4,114**	**0**	**4,114**	**58.9%**	**0**
	Net Expenditure	**0**	**(5,886)**	**(10,000)**	**(4,114)**				
215	Allotments								
1010	Allotment Fees	0	0	900	900			0.0%	
	Allotments :- Income	**0**	**0**	**900**	**900**			**0.0%**	**0**

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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
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)**				
220	Studlands								
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)**				
308	Christmas								
1059	Income - Winter Event	17	17	0	(17)			0.0%	
1181	Grant Received WSC	800	800	0	(800)			0.0%	
	Christmas :- Income	**817**	**817**	**0**	**(817)**				**0**
4310	Christmas Lights	11,910	15,660	16,000	340		340	97.9%	
4311	Christmas Tree	38	38	0	(38)		(38)	0.0%	
4453	Cost - Winter Event	28	28	0	(28)		(28)	0.0%	
4811	CP - Christmas Lights Infrast	489	489	2,500	2,011		2,011	19.6%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	Christmas :- Indirect Expenditure	**12,465**	**16,215**	**19,500**	**3,285**	**0**	**3,285**	**83.2%**	**0**
	Net Income over Expenditure	**(11,648)**	**(15,398)**	**(19,500)**	**(4,102)**				
	Community Services :- Income	**12,933**	**50,084**	**66,930**	**16,846**			**74.8%**	
	Expenditure	**38,602**	**211,383**	**294,909**	**83,526**	**0**	**83,526**	**71.7%**	
	Net Income over Expenditure	**(25,670)**	**(161,299)**	**(227,979)**	**(66,680)**				
	plus Transfer from EMR	**0**	**32,967**						
	less Transfer to EMR	**0**	**2,000**						
	Movement to/(from) Gen Reserve	**(25,670)**	**(130,332)**						
	Grand Totals:- Income	**12,933**	**50,084**	**66,930**	**16,846**			**74.8%**	
	Expenditure	**38,602**	**211,383**	**294,909**	**83,526**	**0**	**83,526**	**71.7%**	
	Net Income over Expenditure	**(25,670)**	**(161,299)**	**(227,979)**	**(66,680)**				
	plus Transfer from EMR	**0**	**32,967**						
	less Transfer to EMR	**0**	**2,000**						
	Movement to/(from) Gen Reserve	**(25,670)**	**(130,332)**						

For Project:	MOULTON ROAD				
Project Notes:					
Location/Name:	Incoming				
Report Generated:	24/11/2023	16:50			
Speed Intervals	5 MPH				
Time Intervals	Instant				
Traffic Report From	25/10/2023	11:00:00	through	24/11/2023	16:59:59
85th Percentile Speed	31.2 MPH				
85th Percentile Vehicles	18859				
Max Speed	60 MPH	on	28/10/2023	19:25:00	
Total Vehicles	22187				
AADT:	733				

Volumes - weekly counts

	Time	5 Day	7 Day
Average Daily		735	747
AM Peak	08:00	51	52
PM Peak	05:00	68	66

Speed

Speed Limit:	35
85th Percentile Speed:	31.2
Average Speed:	24.84

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	115	105	94	111	150	140	172
% over limit	3.3	3.2	3.3	4.0	4.2	4.1	6.2
Avg Speeder	38.6	38.9	39.0	38.8	39.0	39.3	38.6

For Project:	BURY ROAD				
Project Notes:					
Location/Name:	Incoming				
Report Generated:	24/11/2023	16:34			
Speed Intervals	5 MPH				
Time Intervals	Instant				
Traffic Report From	11/11/2023	01:00:00	through	24/11/2023	16:59:59
85th Percentile Speed	34 MPH				
85th Percentile Vehicles	60174				
Max Speed	80 MPH	on	14/11/2023	22:59:00	
Total Vehicles	70793				
AADT:	5179				

Volumes - weekly counts

	Time	5 Day	7 Day
Average Daily		5777	5056
AM Peak	08:00	460	413
PM Peak	11:00	476	418

Speed

Speed Limit:	35
85th Percentile Speed:	34
Average Speed:	28.83

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	1109	1324	1232	933	733	483	401
% over limit	9.7	12.6	11.6	7.1	6.1	7.2	6.3
Avg Speeder	39.0	39.1	38.9	38.8	38.7	39.2	38.8

Townclerk

From: Miller, Mark <Mark.miller@westsuffolk.gov.uk>
Sent: 14 December 2023 10:08
Subject: Grass cutting and wider grounds maintenance review update - Sent on behalf of Cllr Shipp

Sent on behalf of Cllr Ian Shipp, West Suffolk Council Cabinet Member for Leisure

Dear Council,

I wanted to update you on some action I have decided following the work to review grass cutting and wider grounds maintenance.

This follows the input from councillors, parish and town councils as well as partners and I would like to take this opportunity to thank everyone that has helped me with this review.

You will see proposals coming forward in West Suffolk Council's budget in the New Year to invest around £200,000 on enlarging the team and increasing equipment as well as reducing other commercial work to make sure our resources can keep pace with demand. However, whilst this is subject to the budget process, I want to act now and make all preparations we can so that we can be ready for the new grass cutting season in March.

This investment means we should be in a better place to keep to the standard three weekly cuts between March and October and reassure our communities these will not be reduced.

The council will continue to further hold under review options for weed control, including awaiting decisions by our partners at Suffolk County Council who are carrying out their own review. This recognises the Council's desire to continue to protect biodiversity while also listening to concerns about weed control in certain areas.

The council will also continue to treat some areas differently to encourage biodiversity and wildlife. Communities will continue to be encouraged to suggest areas that they would like to consider managing in a different way to help protect the environment.

In summary:

1) Weed control options and alternatives to remain under review and no further decisions will be taken at least until the SCC Highways position is clarified in early 2024, highways areas being the most visible in terms of weed growth.

2) External work for schools and private organisations will cease from April 2024 to provide more capacity (nearly 1 FTE) for WSC's remaining workload. This will result in a reduction of income of £38,679.

3) Subject to the wider budget setting process for 2024/25, staff resources in the Landscapes Team will be increased by 3 Full Time Equivalent from April 2024 at a cost of £192,833.

4) Work on acquiring and embedding an electronic scheduling system will be concluded during the year 2024/25.

5) The mower replacement programme will be accelerated in order that newer and more optimised equipment is available for use sooner.

6) West Suffolk Council will continue to cut Suffolk County Council Highway verges to an amenity standard (8 to 10 cuts per year) through an appropriate SLA.

7) West Suffolk Council will continue to work closely with Parish and Town Councils to augment standards, adapt grounds maintenance regimes or transfer responsibility.

8) West Suffolk Council will seek to work more closely with RSLs to better coordinate work or to review options for co-delivery of these services.

9) West Suffolk Council will continue to support volunteer groups and seek to increase this valuable community asset.

Looking at our grass cutting and grounds maintenance regime was one of the first things we announced at the new administration's first cabinet meeting.

This has been a record year but a challenging time some of which we had no control over. But I believe there is a balance to be had, which is also reflected in the comments we receive from the public. They both want to see us encourage biodiversity but help keep up standards of civic pride and continue to encourage visitors.

The full report is uploaded on our grass cutting page and can be found here Review-of-WSC-Grounds-Maintenance-Operations.pdf (westsuffolk.gov.uk) I will make sure you will continue to be updated as we go through the budget process.

Best wishes
Cllr Ian Shipp
West Suffolk Council Cabinet Member for Leisure

Mark Miller
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Strategic Communications
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Mobile: 07764 186367
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West Suffolk Council
#TeamWestSuffolk