

Membership from May 2024

Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Nobbs (Chair)
Councillor Perry
Councillor Winter (Vice)

Members = 7

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 7th April 2025 at 7.15pm**

**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 February 2025**
 - 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
- 7) Events updates by the Town Clerk**
 - St George's Day 2025**
 - VE Day 2025**
 - Twinning 2025 – Maisons laFitte**
 - Carnival 2025**
 - VJ Day 2025**
 - Summer Entertainment 2025**
 - Christmas at the Severals**
 - Newmarket Earth Day 2026**
- 8) Lexington, Kentucky Sister City**
 - September 2025 – 26th – 29th September – Lexington Delegate Visit to Newmarket**
 - October 2025 – 21st – 23rd October – Lexington 250th Anniversary Celebration**
- 9) Outdoor Tap** – to consider a proposal
- 10) Correspondence**

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

11) Date of next meeting 2nd June 2025

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 1st April 2025

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 3rd February 2025 at 7:25pm**

Attendance:

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

Councillor J Jarvis
 Councillor S Perry
 Councillor P Winter

Also Present: C Whitaker – Town Clerk, C O'Reilly – Events Manager, J Ashton – Minute Assistant and 1 Member of the Press.

L/25/02/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the fire safety briefing was not required and that the meeting was being recorded by the Minute Assistant.

L/25/02/2 Apologies for Absence

None noted.

L/25/02/3 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 dispensation.

L/25/02/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 2nd December 2024 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 2nd December 2024 and the following was agreed:

L/25/02/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd December 2024 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

There were no matters arising.

L/25/02/5 Public Open Session

No members of the public were present.

L/25/02/6 To Receive the Accounts

The draft accounts for January 2025 were received and noted.

L/25/02/7 Memorial Hall Re-decoration Project

Plans and quotes for the re-decoration of the Memorial Hall were considered and the following was agreed:

Book number 18 2024 -2025

L25/02/7.01 Recommendation

That quote from Newmarket Decorating Company for £11,910 to re-decorate the Memorial Hall be approved.

L/25/02/8 Events Update

An update report was received giving a summary of all currently planned future events for 2025/2026.

Twinning 2025 – Maisons laFitte – dates are now confirmed as 16th – 18th or 19th May 2025 for Newmarket to visit Maisons laFitte, with approximately 30 people travelling from Newmarket currently.

Christmas at the Severals 2025 – 1st – 14th December 2025 a new series of Christmas events/workshops to be held in the Pavilion with a marquee extension to give wet weather provision.
Budget £10,000 plus possible EMR.

The following was agreed:

L/25/02/8.01 Recommendation

That a Christmas event be held at the Severals in principle, subject to time and costings.

L/25/02/9 Railway 200

A report on the 200th Anniversary of the modern railway was considered, and the following was agreed:

L/25/02/9.01 Recommendation

That the Memorial Hall be used to host a Model Railway Exhibition for a weekend in August 2025 free of charge with chargeable light refreshments being provided.

Funding towards the replacement of history boards on the station approach will be discussed once further information has been received.

Cllr Perry will look into setting up a Friends of Newmarket Station Group supported by the Dullingham Group.

L/25/02/10 Correspondence

None noted.

L/25/02/11 Date of Next Meeting

Monday 7th April 2025 at the Memorial Hall.

Meeting closed at 8:03pm.

Signed _____ Date _____

Book number 19 2024 -2025

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/25/02/8.01 Recommendation</u>	That a Christmas event be held at the Severals in principle, subject to time and costings.
<u>L/25/02/9.01 Recommendation</u>	That the Memorial Hall be used to host a Model Railway Exhibition for a weekend in August 2025 free of charge with chargeable light refreshments being provided

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Book number 20 2024 -2025

Minutes of Leisure Services Committee held on Monday 3rd February 2025

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Report to	Leisure Services Committee	
Subject	Events update for 25/26	
Purpose	Information	
Classification	Unrestricted	
Meeting date	7th April 2025	
Item number	7	
Written By	Charlotte O'Reilly – Events Manager	
Summary:	This report outlines gives summary information regarding events 25/26 planned so far.	
i)	St George's Day 2025	
	When:	Saturday 19 th April 2025
	Where:	The Severals Grounds and Pavilion
	Times:	1pm to 4pm
	Summary Details:	Food and entertainment with a patriotic/medieval theme
	Budget:	£5,000 (with EMR contingency funding if necessary)
ii)	VE Day 2025	
	When:	Thursday 8 th May 2025
	Where:	The Severals Grounds
	Times:	various
	Summary Details:	9am – Town Crier and VE flag is raised, 9pm – hot drinks at the Pavilion veranda with National Beacon lighting at 9.30pm
	Budget:	Minimal (£45 flag / £30 Town Crier / hot drinks costs)
iii)	Maisons laFitte Twinning visit 2025	
	When:	16 th -19 th May 2025
	Where:	Newmarket visits Maisons laFitte, France
	Summary Details :	EuroStar to Paris
	Budget:	Travelers to pay for their own travel.
iv)	Carnival 2025	
	When:	Saturday 28 th June 2025
	Where:	The Severals Grounds with walking parade along the High Street
	Times:	1pm until 6pm
	Summary Details:	Community Groups and organisations to take part in walking parade from Memorial Gardens to the Severals Grounds (road closure applied for). Entertainments, acts, music, food and activities.
	Budget:	£15,000
v)	VJ Day 2025	
	When:	Friday 15 th August 2025
	Where:	The Severals Grounds and Pavilion
	Times:	various – all details to be confirmed – awaiting information from the Royal Pageant-Master
	Summary Details:	Wartime exhibition in Pavilion, Thurs, Fri Sat 14-16 th Aug
	Budget:	Minimal (£30 Town Crier / hot drinks costs, banner printing costs – est.)
vi)	Summer Entertainment	
	When:	Thursdays 2025 – July 24 th & 31 st , August 7 th , 14 th & 21 st
	Where:	The Severals Grounds and Pavilion – as 2024 split

	Times: 1pm to 4pm Summary Details: On 14th August on Severals, to fit in with the VJ Exhibition in the Pavilion for footfall. Budget: Mem Gardens – 24/7, 7/8, 21/8. Severals – 31/7, 14/8. £12,000 currently proposed budget 25/26. EMR reserve available.
vii	Christmas at the Severals 2025
	When: 3rd – 10th December 2025 Where: Severals Grounds and Pavilion Summary Details: A new series of Christmas Events/Workshops to be held in the Pavilion+ Marquee extension. Small fair with onsite security nearside of Severals. Budget: £10,000 plus possible EMR
viii	Newmarket Earth Day 2026
	When: Saturday 25th April 2026 Where: Memorial Gardens and Memorial Hall Times: 10am- 1pm Summary Details: Indoor craft/fair trade, information, activities, food and entertainment with an environmental nature/BEE theme. Working group formed. Budget: £5,000 (with EMR contingency funding if necessary)



Report to	Leisure Services Committee
Subject	LEXINGTON Sister Cities events 2025
Purpose	Information and Decision
Classification	Unrestricted
Meeting date	7th April 2025
Item number	9
Written By	Cathy Whitaker CLERK / Charlotte O'Reilly EVENTS MANAGER

Summary: This report outlines two proposed events by Lexington Sister Cities for 2025. We have been contacted by the organisers of the Lexington Sister Cities events team.

1.	Introduction
a.	They plan to visit Newmarket in September 2025.
b.	They are celebrating their 250 th anniversary in October 2025 in Lexington.
2.	Context
a.	September 2025 itinerary plan: Approximately 25 visitors. 26/9/25 – Arrive in London, transfer to Cambridge – dinner. 27/9/25 – Attend the races. 28/9/25 – Tour Newmarket – possibly connecting with Discover Newmarket. NTC reception. 29/9/25 - Departure
b.	October 2025 itinerary plan: Representation to be confirmed. 20/10/25 – Arrive in Lexington 21/10/25 – Day Tours; Evening Mayor's Dinner 22/10/25 – Keenland Races 23/10/25 – Day Tours; Evening Council Meeting and Reception 24/10/25 - Departure
3.	Proposal/Options
a.	Events Manager to liaise with Lexington organisers and Discover Newmarket and Newmarket Racecourses to prepare the required itinerary. NTC to provide an evening reception for the delegation from Lexington and Newmarket Councillors and other Stakeholders – food and entertainment in the Memorial Hall.
b.	Any interested parties from NTC to contact the Clerk.
4.	Financial/Resource Implications
a.	£1,200 in Lexington budget after the school twinning costs have been applied.
b.	Possible subsidy to representative to assist with fare.
5.	Next Steps/Recommendations
a.	That NTC will assist with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.
b.	That a reasonable subsidy be provided to any representative from Newmarket to Lexington.

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Report to	Leisure Services Committee
Subject	Drinking Water Tap for Events in Memorial Gardens
Purpose	Information/Decision
Classification	Unrestricted/Confidential
Meeting date	7th April 2025
Item number	9
Written By	Charlotte O'Reilly EVENTS MANAGER

Summary: This report outlines a proposal for an outdoor tap in the memorial gardens to provide drinking water for children on very hot days and at our community events.

1.	Introduction
a.	New outdoor tap to be kept in lockable cabinet on back wall of Memorial hall.
2.	Context
a.	It would be a benefit to the families that use the park on very hot days or at busy events to be able to access drinking water to refill reusable water bottles
b.	It would reduce litter and bin waste from disposable plastic bottles brought into the park and therefore be more environmentally friendly
3.	Proposal/Options
a.	To reinstate existing water pipe on hardstanding where coffee hut used to live. This water source comes from the ground so would require full casing to prevent against damage and frost.
b.	To take new supply from Memorial Hall and install tap onto back brick wall at user friendly height. This tap could live in TapSafe lockable box
4.	Financial/Resource Implications
a.	£864.00
b.	£585.00 plus £89.00 TapSafe Box
5.	Next Steps/Recommendations
a.	To accept second quote to have tap attached to back wall and also purchase a Tap Safe box so tap will be locked outside of events and hot days. It will prevent against vandalism and overuse. In winter we can isolate and turn off the tap in the hobbit hole.

There are two options

Option 1.

A metal stand pipe box with insulated pipework and lockable cover compliant to water regs. The tap would be of the chrome self closing bib (press tap) type.

This would be supplied from the existing pipework to where the old snack shack was. It would be bolted down to the concrete there. Below a picture of the unit.

Cost to supply (2 week delivery) and fit is - **£864.00**



Option 2.

Take a new supply from the adjoining toilet supply through the wall into the store room and then out the back wall, located in the middle of the two blue drain pipes.

This pipework would have the required double check valves, isolation valves and a drain off (for winter) inside the building. Insulated pipe through connection to the outside on the wall . This would also have a chrome self closing tap located inside a lockable metal box mounted on the wall.

Cost for this to supply and fit would be **£585.00**



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