Membership from May 2025
Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor McHugh (Vice)
Councillor Nobbs
Councillor Winter (Chair)
Councillor Yarrow

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
COMMUNITY SERVICES COMMITTEE
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Tuesday 7th July 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:
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) **Election of Chair for the Community Services Committee Meeting for the Municipal Year 2025/26**
2) **Election of Vice Chair for the Community Services Committee Meeting for the Municipal Year 2025/26**
3) **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
4) **Apologies -** To receive and accept apologies for absence
5) **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
6) **Minutes of previous meeting held 6th May 2025**
   a) To consider and adopt the minutes, as a true record of the proceedings
   b) 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) **Public Conveniences** – To receive an interim report regarding plans to upgrade the Town Council's public convenience facilities
10) **Bus Shelters**
    a) To receive a report detailing plans to upgrade two High Street Shelters
    b) To receive a report detailing plans to introduce Real-Time Information in bus shelters and at the bus station
11) **Correspondence**
12) **Date of next meeting Monday 1st September 2025 at 7.15pm**

Signed: CE Whitaker Cathy Whitaker, Town Clerk Date: 1st July 2025

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 Tuesday 6th May 2025 at 7:15pm

Attendance:
Councillor R Nobbs (Chair)
Councillor J Borda
Councillor J McHugh
Councillor P Winter

Also Present: C Whitaker – Town Clerk.

Minute

C/25/05/1 **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 notice was not required.

C/25/05/2 **Apologies for Absence**
Apologies were received from Cllrs Harvey, Hulbert, Jarvis, Yarrow.

C/25/05/3 **Declaration of Member's Interests and to Remind Councillors of the Need to Keep up uo 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/25/05/4 **To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 3rd March 2025 and Any Matters Arising**
Members received the minutes of the Community Services Committee meeting held on 3rd March 2025 and Cllr Winter made a proposal seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

C/25/05/4.01 Resolved
That the minutes of the Community Services Committee meeting held on 3rd March 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.

There were no matters arising.

C/25/05/5 **Public Open Session**
No members of the public were present.

C/25/05/6 **To Receive the Accounts**
The accounts for April 2025 were received and noted.

C/25/05/7 **Daniel Cooper Bart Memorial**
This item was deferred to the July meeting, pending quotes.

C/25/05/8 **Correspondence**

None noted.

C/25/05/9 <u>Date of Next Meeting</u>
Monday 7th July 2025 at the Memorial Hall.

Meeting closed at 7.19pm.

Signed ________________________________ Date _______________________

Summary of Recommendations

Recommendation	**Recommendation Wording**
<u>C/25/05/4.01 Resolved</u>	**That the minutes of the Community Services Committee meeting held on 3rd March 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.**

03/07/2025 **Newmarket Town Council Current Year 2025-2026**

09:27 **Detailed Income & Expenditure by Budget Heading AS AT 30/6/2025**

Month No: 3 **Committee Report M3 COMMUNITY SERVICES**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services									
200	Outside Services								
4029	General Equipment	14	262	1,500	1,238		1,238	17.5%	
4039	Vehicle Costs	479	2,249	7,700	5,451		5,451	29.2%	
4095	Assets Purchased	90	90	0	(90)		(90)	0.0%	
4326	Outside Services SLA	17,603	17,603	121,000	103,397		103,397	14.5%	
	Outside Services :- Indirect Expenditure	**18,186**	**20,204**	**130,200**	**109,996**	**0**	**109,996**	**15.5%**	**0**
	Net Expenditure	**(18,186)**	**(20,204)**	**(130,200)**	**(109,996)**				
201	General Town Planting								
1007	Sponsorship Income	5,215	5,215	4,830	(385)			108.0%	
1009	Roundabout Sponsorship	0	0	5,000	5,000			0.0%	
	General Town Planting :- Income	**5,215**	**5,215**	**9,830**	**4,615**			**53.1%**	**0**
4037	R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100	Seasonal Planting	2,363	2,363	4,200	1,838		1,838	56.3%	
4101	Hanging Baskets	3,648	3,648	4,000	352		352	91.2%	
4102	Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
	General Town Planting :- Indirect Expenditure	**6,010**	**6,010**	**19,200**	**13,190**	**0**	**13,190**	**31.3%**	**0**
	Net Income over Expenditure	**(795)**	**(795)**	**(9,370)**	**(8,575)**				
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	4,441	4,900	459		459	90.6%	
4012	Water Rates	0	35	1,000	965		965	3.5%	
4014	Electricity	134	562	2,000	1,438		1,438	28.1%	
4016	Cleaning	0	0	500	500		500	0.0%	
4036	R&M - Buildings	6	5,267	20,000	14,733		14,733	26.3%	
4037	R&M - Grounds	0	880	22,000	21,121		21,121	4.0%	
4047	Grave Digging	0	0	11,500	11,500		11,500	0.0%	
4325	Cemetery SLA	0	0	12,802	12,802		12,802	0.0%	
	Cemetery :- Indirect Expenditure	**139**	**11,184**	**74,702**	**63,518**	**0**	**63,518**	**15.0%**	**0**
	Net Income over Expenditure	**(139)**	**(11,184)**	**(22,702)**	**(11,518)**				

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Detailed Income & Expenditure by Budget Heading AS AT 30/6/2025

Month No: 3 **Committee Report M3 COMMUNITY SERVICES**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Disused Churchyards								
4037	R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
	Disused Churchyards :- Indirect Expenditure	**0**	**0**	**6,000**	**6,000**	**0**	**6,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(6,000)**	**(6,000)**				
204	Memorial - War,Cooper,Tutte								
4014	Electricity	27	80	400	320		320	19.9%	
4036	R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4037	R&M - Grounds	0	0	1,000	1,000		1,000	0.0%	
	Memorial - War,Cooper,Tutte :- Indirect Expenditure	**27**	**80**	**2,400**	**2,320**	**0**	**2,320**	**3.3%**	**0**
	Net Expenditure	**(27)**	**(80)**	**(2,400)**	**(2,320)**				
205	Clocks								
4014	Electricity	42	131	500	369		369	26.2%	
4036	R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177	Clock Tower Expenses	120	360	1,700	1,340		1,340	21.2%	
	Clocks :- Indirect Expenditure	**162**	**491**	**3,200**	**2,709**	**0**	**2,709**	**15.3%**	**0**
	Net Expenditure	**(162)**	**(491)**	**(3,200)**	**(2,709)**				
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	4,927	4,927	12,000	7,073		7,073	41.1%	
4092	Infrastructure	1,070	1,070	2,500	1,430		1,430	42.8%	
4108	Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140	Dog Waste Collection/Disposal	0	800	995	195		195	80.4%	
	General Town Maintenance :- Indirect Expenditure	**5,997**	**6,797**	**23,495**	**16,698**	**0**	**16,698**	**28.9%**	**0**
	Net Expenditure	**(5,997)**	**(6,797)**	**(23,495)**	**(16,698)**				
208	Public Conveniences								
1181	Grant Received WSC	3,300	3,300	3,300	0			100.0%	
	Public Conveniences :- Income	**3,300**	**3,300**	**3,300**	**0**			**100.0%**	**0**

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Detailed Income & Expenditure by Budget Heading AS AT 30/6/2025

Month No: 3 **Committee Report M3 COMMUNITY SERVICES**

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	39	178	1,400	1,222		1,222	12.7%	
4016 Cleaning	0	0	3,600	3,600		3,600	0.0%	
4036 R&M - Buildings	325	502	2,000	1,498		1,498	25.1%	
4046 Opening/Closing Costs	0	0	4,400	4,400		4,400	0.0%	
Public Conveniences :- Indirect Expenditure	**364**	**680**	**11,400**	**10,720**	**0**	**10,720**	**6.0%**	**0**
Net Income over Expenditure	**2,936**	**2,620**	**(8,100)**	**(10,720)**				
211 The Queens Statue								
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4036 R&M - Buildings	(525)	0	0	0		0	0.0%	
4037 R&M - Grounds	537	612	3,000	2,388		2,388	20.4%	
The Queens Statue :- Indirect Expenditure	**12**	**612**	**3,500**	**2,888**	**0**	**2,888**	**17.5%**	**0**
Net Expenditure	**(12)**	**(612)**	**(3,500)**	**(2,888)**				
213 Public Realm								
4095 Assets Purchased	84,545	84,545	0	(84,545)		(84,545)	0.0%	
4116 Town Maintenance	0	0	25,000	25,000		25,000	0.0%	
4117 Town Improvement	0	0	33,000	33,000		33,000	0.0%	
Public Realm :- Indirect Expenditure	**84,545**	**84,545**	**58,000**	**(26,545)**	**0**	**(26,545)**	**145.8%**	**0**
Net Expenditure	**(84,545)**	**(84,545)**	**(58,000)**	**26,545**				
215 Allotments								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	**0**	**0**	**900**	**900**			**0.0%**	**0**
4037 R&M - Grounds	0	0	2,000	2,000		2,000	0.0%	
Allotments :- Indirect Expenditure	**0**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
Net Income over Expenditure	**0**	**0**	**(1,100)**	**(1,100)**				
220 Studlands								
4045 Street Lighting - Maint Cont	0	0	30,000	30,000		30,000	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	**0**	**0**	**35,000**	**35,000**	**0**	**35,000**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(35,000)**	**(35,000)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
308 Christmas								
4310 Christmas Lights	0	0	17,500	17,500		17,500	0.0%	
4811 CP - Christmas Lights Infrast	0	0	3,500	3,500		3,500	0.0%	
Christmas :- Indirect Expenditure	**0**	**0**	**21,000**	**21,000**	**0**	**21,000**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(21,000)**	**(21,000)**				
Community Services :- Income	**8,515**	**8,515**	**66,030**	**57,515**			**12.9%**	
Expenditure	**115,443**	**130,604**	**392,097**	**261,493**	**0**	**261,493**	**33.3%**	
Movement to/(from) Gen Reserve	**(106,928)**	**(122,089)**	**(326,067)**	**(203,978)**				
Grand Totals:- Income	**8,515**	**8,515**	**66,030**	**57,515**			**12.9%**	
Expenditure	**115,443**	**130,604**	**392,097**	**261,493**	**0**	**261,493**	**33.3%**	
Net Income over Expenditure	**(106,928)**	**(122,089)**	**(326,067)**	**(203,978)**				
Movement to/(from) Gen Reserve	**(106,928)**	**(122,089)**	**(326,067)**	**(203,978)**				

Newmarket TOWN COUNCIL

Report to	**Community Services Committee**
Subject	**Public Conveniences**
Purpose	**Information and Decision**
Classification	**Unrestricted**
Meeting date	**7th July 2025**
Item number	**9**
Written By	**Naomi Alecock DEPUTY TOWN CLERK**

Summary: This report outlines options and estimations for the council owned public conveniences.

1. Introduction

a. The public conveniences were closed in March 2025 due to misuse and safety concerns. On the final visit our plumber suspected that the old Victorian pipes had collapsed and the toilets were not serviceable. It was agreed to consult with companies to get an estimate of costings for a refurbishment of the toilets, including new pipework.

2. Context

a. It was agreed to close the toilets whilst we look at options to either upgrade the facilities or replace them.

3. Proposal/Options

a. Option 1 – Focus Washrooms - USING EXISTING BUILDING - Layout of 3 separate single room WC's and 1 fully compliant accessible washroom and plant room/cleaners store & manual roller shutter door. Complete strip out and replacement of all pipework.

b. Option 2 – Danfo - NEW TETRAGON BUILDING IN THE MEMORIAL GARDENS – 1 accessible and 1 unisex. Style of photo 1, finish of photo 2.

	 
c.	Option 3 – Danfo - USING EXISTING BUILDING – 1 accessible and 1 unisex 
d.	Option 4 – San2 – MEMORIAL GARDENS – Automatic toilet with 1 accessible toilet 
4.	Financial/Resource Implications
a.	Option 1 – Estimated £68,000 (excl VAT)
b.	Option 2 - £92,000 (excl VAT)
c.	Option 3 - £78,000 (excl. VAT)
d.	Option 4 - £87,000 (excl. VAT)
5.	Next Steps/Recommendations
a.	To consider which option you would like to pursue for a more accurate quotation.
b.	Option 1 - Focus Washrooms have worked with many Councils and are familiar with the processes we need to follow. They understand the issues that we are faced with in terms of

	vandalism and install anti-vandal equipment to reduce the risk of misuse. They have provided photographic evidence of work they have carried out and I feel that they would be the best option.

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Newmarket TOWN COUNCIL

Report to	**Community Services Committee**
Subject	**Bus Shelters**
Purpose	**Information/Decision**
Classification	**Unrestricted/Confidential**
Meeting date	**7th July 2025**
Item number	**10**
Written By	**Naomi Alecock DEPUTY TOWN CLERK**

Summary: This report outlines a proposal for an upgrade to the bus shelters in the High Street.

1.	Introduction
a.	We are looking at upgrading the 2 bus shelters that are situated in the High Street to incorporate living roofs and RTI brackets, 1 of which is currently owned by Bauer Media Outdoor.
2.	Context
a.	It will improve the visual appearance of the bus shelters and surrounding areas and supports the objectives of the Environmental Working Group including biodiversity whilst attracting wildlife.
b.	The bus shelters will be installed in the same situ as currently (outside Calzone and Unico).
3.	Proposal/Options
a.	To replace the 2 shelters with a new Insignia 3 bay living roof shelter at a cost of £24,138.04 each. Total cost of both shelters is £48,276.08.
b.	To take on ownership of the bus shelter outside Calzone as an asset.
4.	Financial/Resource Implications
a.	RTI's and the power to them will be at an extra cost of the Council which is TBC; however there may be some funding available from SCC.
b.	Ongoing maintenance covering replacement of broken glass, graffiti removal and repairs will be carried out by Bauer Media Outdoor; however they will be our assets.
c.	We would need to add the all-year watering of the living roofs to our agreement with the Jockey Club.
5.	Next Steps/Recommendations
a.	To consider the quote of £24,138.04 for each shelter and discuss whether this is something you would like to proceed with.
b.	A separate quote to be prepared for the installation of RTI's.

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