



# Newmarket

T O W N C O U N C I L

**Minutes of the Meeting of the Newmarket Town Council**  
**held on Monday 25<sup>th</sup> March 2019 at 6.00 pm**  
**at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP**

**Attendance:**

Councillor R Hood (Town Mayor)  
Councillor A Appleby  
Councillor J Clarke  
Councillor A Drummond  
Councillor W Hirst  
Councillor P Hulbert

Councillor M Jefferys  
Councillor J Lay  
Councillor J Morrey  
Councillor R Nobbs  
Councillor J Wadham  
Councillor P Winter

Also Present: Roberta Bennett – TCM, Julie Ashton - Minute Assistant, 1 Member of the Press and 4 Members of the Public.

**Minute**

**19/03/1 FIRE SAFETY BRIEFING AND ANNOUNCEMENT THAT PROCEEDINGS MAY BE FILMED OR RECORDED**

The Mayor opened the meeting and read out the Fire Safety Briefing and the announcement that proceedings may be filmed or recorded.

**19/03/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)**

Apologies were received from Cllrs Berry, Hudson, O'Neill and Starkey. Cllrs Anderson and Wright were absent.

**19/03/3 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.

**19/03/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE PUBLIC PART OF THE TOWN COUNCIL MEETING HELD ON MONDAY 25<sup>TH</sup> FEBRUARY 2019 AND ANY MATTERS ARISING**

The Town Mayor presented the minutes of the Town Council meeting held on Monday 25<sup>th</sup> February 2019 and the following amendments were made:

Page 1 – Also present - typo amended to read “Gittus”

Page 2 – 19/02/6 - typo amended to read “Gittus”

Page 2 – 19/02/6.01 – a query was raised regarding a statement made in the presentation on Highway matters and the resolution. However, the accuracy was confirmed by the Minute taker and TCM. A request was made for a copy of the letter sent to SCC Highways to be sent to all Members.

Subject to the amendments being made, the following was agreed:

**19/03/4.01 Resolved**

**That the minutes of the Town Council meeting held on Monday 25<sup>th</sup> February 2019 be adopted and signed as a correct record by the Town Mayor.**

Matters arising:

Page 2 – The Mayor advised that the refusal of Cllr O’Neill to apologise to Cllr Drummond, the Mayor and NTC had been reported to the Monitoring Officer and had subsequently been referred to the Standards Committee.

Page 3 – 19/02/7 – The Mayor advised that the first Lifecraft session had 7 attendees and it was anticipated that the numbers would increase over time.

Page 4 19/02/13 – report from Cllr Drummond – it was clarified that the complaint had come from residents who were unable to access Guineas Close or to park due to businesses parking there during the day.

Page 7 – 19/02/29 – The Mayor advised that there continued to be issues with taxis parking in front of the Memorial Hall and that the behaviour of some of the taxi drivers had been unpleasant. TCM would request an update on the issues reported from the FHDC Licensing Committee. A question was raised regarding keeping the traditional colour of Newmarket taxis when West Suffolk takes over. Members were advised that this was under consideration and an item would be placed on the next agenda to discuss this further.

Page 7 – 19/02/30 – TCM advised that the speed activated sign in Bury Rd had slowed down the speed of users and it would be situated in Fitzroy Street during the Easter holidays then return to Bury Road. Residents had complained about a sign being placed in Edinburgh Road when an attempt to install it had been made as it was too close to the properties.

Page 7 – 19/02/31 – The Mayor advised that the policy regarding lost property was in progress.

Page 8 – 19/02/33 – The Mayor advised that work regarding Twinning was ongoing.

**19/03/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**19/03/6 REPORT FROM COUNTY COUNCILLORS**

The Mayor advised that her report had been circulated to Members.

**19/03/7 REPORT FROM DISTRICT COUNCILLORS**

Members were advised that FHDC had approved the plan for a multi-screen cinema to be situated at the Guineas. Other sites had been considered but the

decision was based on using a property in the control of FHDC. Cllr Appleby had objected at FHDC to the location proposed for the cinema.

**19/03/8 TO RECEIVE AN UPDATE ON NEWMARKET VISION**

The Mayor advised that she had attended a meeting along with the TCM where a presentation on the new skate park had been given. Fund raising efforts by the Academy students were going well. A Newmarket Vision conference would be held in September 2019 and improvements to the communications visual aspect would be made.

**19/03/9 WARD REPORTS FROM TOWN COUNCILLORS**

None noted.

**19/03/10 TO RECEIVE REPORTS FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES**

None noted

**19/03/11 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS**

The Mayor reported the following:

1<sup>st</sup> March – Attended the Racing Centre meeting with Inspector Shipton and men from the Muslim Community.

Attended the Civic Reception.

5<sup>th</sup> March – Attended a meeting with residents, regarding charitable fundraising day for muscular dystrophy.

7<sup>th</sup> March – Attended International Women's Day meeting at 10 Downing Street.

8<sup>th</sup> March – Attended a meeting with solar panel environmental developers  
Attended a meeting with Suffolk Highways and Cllr Winter regarding Highways matters at Birdcage Walk.

11<sup>th</sup> March – Attended a meeting in Ipswich with Deputy SCC Leader, regarding the cost of Studlands street lighting.

Attended a meeting regarding the Soapbox Derby with TCM and Cllr Lay.  
Had photos taken with Alternative Giving group.

12<sup>th</sup> March - Attended a meeting with Cllr Drummond at the Skate Park.

Attended a meeting with the new PCSO and had photos taken at NTC.

14<sup>th</sup> March – Attended a NNP meeting.

Attended a tour of the Newmarket Hospital.

15<sup>th</sup> March – Attended a NNP meeting.

16<sup>th</sup> March – Attended and opened of the new B&M store.

18<sup>th</sup> March – Attended a Newmarket Vision Steering Group meeting.

The Deputy Mayor reported the following:

25<sup>th</sup> February – Attended a CAB meeting, regarding Ray Bolton Funding.

1<sup>st</sup> March – Attended the Civic Reception.

6<sup>th</sup> March – Attended a meeting in Thetford regarding the Soapbox website.

13<sup>th</sup> March – Attended a meeting at West Suffolk House.

17<sup>th</sup> March – Attended a meeting at St Edmunds Cathedral, Judges Service.

19<sup>th</sup> March – Attended a meeting with for High Sheriffs Cambridgeshire Awards to Charity.

22<sup>nd</sup> March – Attended the Ely Cathedral Mayor's Reception.

23<sup>rd</sup> March – Attended the Saffron Walden Mayor's Dinner.

**19/03/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETING HELD ON 4<sup>TH</sup> AND 18<sup>TH</sup> MARCH 2019**

The Chairman of the Development and Planning Committee presented the report and recommendations from the Development & Planning Committee meeting held on 4<sup>th</sup> and 18<sup>th</sup> March 2019. There were no recommendations.

**19/03/13 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETINGS HELD ON 4<sup>TH</sup> MARCH 2019**

The Chairman of the Leisure Services Committee presented the report and recommendations from the Leisure Services Committee meeting held on 4<sup>th</sup> March 2019.

**19/03/13.01 Resolved (L/19/03/6.01 Recommendation)**

**That NTC support the project and work in partnership with Market Place and contribute 25% of the £3,000 costs. That NTC provide volunteers to support the workshops.**

**19/03/13.02 Resolved (L/19/03/10.01 Recommendation)**

**That the quote from Kone for £5,413.05 + VAT be accepted to repair the lift and stair lift.**

**19/03/14 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 11<sup>TH</sup> MARCH 2019**

The Mayor presented the report and recommendations from the Community Services Committee meeting held on 11<sup>th</sup> March 2019.

**19/03/14.01 Resolved (C/19/03/7.01 Recommendation)**

**That the revised SLA from West Suffolk at a cost of £82,785.82 per annum (5.3% increase) to include CCTV and the additional graveyard area for a period of 3 years from 1<sup>st</sup> April 2019 be accepted.**

**19/03/15 TO RECEIVE THE PUBLIC PART OF THE MINUTES AND ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 18<sup>TH</sup> MARCH 2019**

The Chairman of the Human Resources Committee presented the Public report and recommendations from the Human Resources Committee meeting held on 18<sup>th</sup> March 2019. There were no recommendations.

**19/03/16 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 18<sup>TH</sup> MARCH 2019**

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 18<sup>th</sup> March 2019.

**19/03/16.01 Resolved (F/19/03/4.02 Recommendation)**

**That, following the election, a request be sent to the CAB for a NTC Councillor to be appointed as a Member of the CAB Board to attend monthly meetings.**

**19/03/16.02 Resolved (F/19/03/6.01 Recommendation)**

**That the ratification of the schedules of payments for the period 01/02/2019 – 28/02/2019 (Cash Book 1, 2 and 4) be received and adopted.**

**19/03/16.03 Resolved (F/19/03/8.01 Recommendation)**

**That the draft policies for Protocol on Publicity, Marketing and Communications be received and adopted.**

**19/03/16.04 Resolved (F/19/03/10.01 Recommendation)**

**That NTC set up a business PayPal Standard account to enable payments to be made online.**

**19/03/16.05 Resolved (F/19/03/11.01 Recommendation)**

**That NTC set up a Charitable fund.**

**19/03/17 POLICIES - TO ADOPT THE COMMUNICATIONS, MARKETING AND PROTOCOL ON PUBLICITY NOTICES**

TCM presented the policies and advised that they had been split into 3 separate policies and there were no additions. It was noted that a summary of any changes should accompany any further draft policies. Clarification was given on the Communications Policy, Annex 1, paragraph C.3 regarding dealing with the press.

The policies were resolved when the F&P Committee minutes were adopted above.

**19/03/18 TO RECEIVE AN UPDATE ON THE PCSO**

TCM gave a verbal update on the activities of the PCSO who was undergoing training which was going well and she was looking at the parking issues in Newmarket and how to issue tickets. She would not be able to attend the next Full Council meeting but was looking forward to meeting all Councillors in the near future.

**19/03/19 TO RECEIVE A VERBAL UPDATE ON THE CLOCK TOWER ROUNDABOUT**

Members were advised that the work had gone out to tender 1<sup>st</sup> March 2019 to 3 contractors and the deadline for receipt of bids was 29<sup>th</sup> March 2019.

**19/03/20 TO RECEIVE A VERBAL UPDATE ON QUEENSBURY LODGE**

TCM was asked to write to West Suffolk to request a full update on Queensbury Lodge.

**19/03/21 TO RECEIVE A VERBAL UPDATE ON FOLEY HOUSE**

TCM advised that she had received an email from the Project Manager and gave a verbal update. Plans for the building had been considered and comments from interested parties had been taken into account. New plans would be presented but providing 1-1 rooms for a shared building was proving to be a challenge. The Project Manager would be invited to attend the next full Council meeting to give an update.

**19/03/22 TO RECEIVE A VERBAL UPDATE ON NEWMARKET SOAP BOX RACE**

Members were advised that the website was now available and TCM demonstrated where to find the relevant information on the site for applications, entry fees, health and safety and the specifics for the design of the soap boxes. The Jockey Club had authorised the use of Warren Hill and applications were in progress for the road closure. Everything was going to plan and the event would be advertised during July and August. The Deputy Chairman was thanked for his efforts on the project and the following was agreed:

**19/03/22.01 Resolved**

**That the NTC support and run the Soap Box Race event provided that Councillor Lay undertakes to run it.**

**19/03/23 TO APPROVE THE FINAL VERSION OF THE NEIGHBOURHOOD PLAN FOR SUBMISSION**

The Mayor presented the final version of the Neighbourhood Plan and thanks were given for the work of the team to produce the document. The following was agreed:

**19/03/23.01 Resolved**

**That the final version of the Neighbourhood Plan be received and adopted for submission subject to the ability to make minor amendments to the facts.**

**19/03/24 TO RECEIVE A FINAL UPDATE ON NEWMARKET MEMORIAL GARDENS**

TCM advised that she had contacted the contractor to open/close the public toilets at weekends and Bank holidays and the following was agreed:

**19/03/24.01 Resolved**

**That the contract to open/close the public toilets at weekends and Bank holidays be awarded to Abbey Security at the cost of £10 per visit.**

A company who had been working with the Racecourse had submitted a quote for signage for the Memorial Gardens which had been fully paid for by the Jockey Club and the following was agreed:

**19/03/24.02 Resolved**

**That the quote of £4440 for new signage for the Memorial Gardens be accepted as it had been fully funded by the Jockey Club.**

Members were advised that the project was on target and that the invitations

had been sent out. A resident in Fitzroy Street had accepted the invitation and praised the efforts of NTC.

**19/03/25 TO CONSIDER CORRESPONDENCE**

None noted.

**19/03/26 EXCLUSION OF THE PRESS AND PUBLIC**

**With the vote being unanimous, it was:**

**19/03/16.01 Resolved**

**To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.**

**19/03/27 \*\*\* TO RECEIVE THE PUBLIC EXEMPT PART OF THE MINUTES AND ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 18<sup>TH</sup> MARCH 2019**

The Chairman of the Human Resources Committee presented the Public report and recommendations from the Human Resources Committee meeting held on 18<sup>th</sup> March 2019.

The following amendment was made:

Page 2 - H/19/03/9.01 Resolved was changed to Recommendation.

**19/03/27.01 Resolved**

**That a 2% pay increase be applied to all staff and that the lowest pay band be raised. That the specifics of the new pay band be detailed in a confidential minute and be stored in the HR file.**

**19/03/28 DATE OF THE NEXT MEETING OF THE TOWN COUNCIL**

Tuesday 23<sup>rd</sup> April 2019

Meeting closed at 7.00pm

Signed : \_\_\_\_\_

Date : \_\_\_\_\_