



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227

You are hereby summoned to attend the
MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
THE MEMORIAL HALL, HIGH STREET, NEWMARKET
On **Monday 19th August 2019 at 7.00pm**

AGENDA

The meeting is held in public and the public are encouraged to attend and participate. Occasionally matters relating to contractual or staffing issues 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. Mayor to read fire safety notice and announce that proceedings may be filmed or recorded.
 2. Apologies for absence.
 3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
 4. To receive and confirm the Minutes of the Town Council Meeting held on Monday 22nd July 2019 and any matters arising.
 5. Public participation 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
 6. To appoint Cllr Jefferys to the Leisure Services, Community Services and Development & Planning Committee.
 7. To appoint Cllr Anderson to the Community Services Committee.
 8. To receive and note the report (if any) from County Councillors
 9. To receive and note the report (if any) from District Councillors
 10. To receive Ward Reports (if any) from Town Councillors
 11. To receive reports (if any) from Town Councillors elected as representatives on other bodies
 12. To receive the Town Mayor's and Deputy Mayor's Announcements.
 13. To receive the minutes and consider any recommendations from the Development & Planning meetings held on 5th and 19th August 2019
 14. To receive the minutes and consider any recommendations from the Leisure Services meeting held on 5th August 2019
 15. To receive the minutes and consider any recommendations from the Community Services Meeting held on 12th August 2019
 16. To receive the minutes and any recommendations from the Human Resources meeting held on 12th
- Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Web-site

August 2019

17. To receive the minutes and any recommendations from the Finance & Policy meeting held on 12th August 2019
18. **Weatherby Crossing** – To Consider actions in advance of planning Inspections
19. **Newmarket Soap Box Race** – To receive an update
20. **Newmarket Post Office** – To view the changes
21. Correspondence:
 - a. **Flagship Letter**
 - b. **Planning Inspectorate**
 - c. **West Suffolk Affordable Housing**
22. Date of the next Meeting– **Monday 23rd September 2019**

Signed

Roberta Bennett

Roberta Bennett, Town Council Manager, 14th August 2019

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Web-site



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council
held on Monday 22nd July 2019 at 6:00 pm
at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Attendance:

Councillor R Hood (Town Mayor)
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond

Councillor W Hirst
Councillor P Hulbert
Councillor T Kerby
Councillor J Lay
Councillor K Lindsay
Councillor C O'Neill
Councillor R Yarrow

Also Present: Roberta Bennet – TCM, Julie Ashton - Minute Assistant, Chris Pyburn – Public Health SCC, 1 Member of the Press and 2 Members of the Public.

Minute

19/07/1 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.

Cllrs Bowen and O'Neill joined the meeting

19/07/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Appleby, Cooke, and Jefferys. Cllr Ali was absent.

19/07/3 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.

19/07/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE PUBLIC PART OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 24TH JUNE 2019 AND ANY MATTERS ARISING

The Town Mayor presented the minutes of the Town Council meeting held on Tuesday 24th June 2019 and the following was agreed:

19/07/4.01 Resolved

That the minutes of the Town Council meeting held on Tuesday 24th June 2019 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

19/07/5 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.

19/07/6 TO RECEIVE A PRESENTATION ON MENTAL HEALTH AND PHYSICAL HEALTH

A presentation was given by Chris Pyburn, Public Health SCC on the first survey conducted looking at physical activity for Newmarket residents. The details were circulated in a report issued to Members at the last meeting. The survey included 100 face to face interviews by West Suffolk College and 190 online responses. The responses to the survey had formulated an action plan which NTC was asked to support. The 2nd phase would concentrate on questions regarding Community Connectiveness and West Suffolk College would again be supporting this survey starting in mid-September to October.

A member of the public joined the meeting.

Members suggested visiting the Memorial Gardens to seek feedback from parents and children. Racing Welfare were also conducting a mental health awareness campaign.

Cllr Hirst joined the meeting

Thanks were given for the presentation and the following was agreed:

19/07/6.01 Resolved

That NTC support the co-ordination of the delivery of the action plan to improve the mental and physical health of Newmarket residents.

19/07/7 REPORT FROM COUNTY COUNCILLORS

The Mayor advised that the SCC report would be circulated at the end of the month.

19/07/8 REPORT FROM DISTRICT COUNCILLORS

The Mayor advised that the District Cllrs were meeting with West Suffolk regarding Queensbury Lodge.

19/07/9 WARD REPORTS FROM TOWN COUNCILLORS

Cllr Bowen thanked the Newmarket Festival for the Colour Run event and asked for clarity on the cause of the bad odour at the Yellow Brick Road. He advised that Anglian Water had supplied him with an explanation and this would be forwarded to the TCM. TCM would invite Anglian Water to the next meeting to give a full explanation regarding the issue. Around 200 people attended the Colour Run event and the following was agreed:

19/07/9.01 Resolved

That a letter of thanks be sent to the Newmarket Festival for the organisation of the Colour Run event.

Minutes of the Town Council Meeting held on Monday 22nd July 2019

Cllr Yarrow advised that an elderly lady had been found lying on the floor of her Flagship accommodation for 2 days. The accommodation did not have a full time warder and the following was agreed:

19/07/9.02 Resolved

That Flagship Housing be invited to the next meeting to clarify the warden arrangements for the accommodation in question.

19/07/10 TO RECEIVE REPORTS FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES

The Mayor advised that she had attended a Newmarket Vision Steering Group meeting and that a conference would be held 24th September 2019 to look at the progress for the Newmarket vision.

19/07/11 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

TBA

19/07/12 TO APPOINT MEMBERS TO COMMITTEES

The Mayor invited Members present at the meeting to indicate the Committees they wished to join.

Councillor O'Neill disrupted the meeting and refused to allow the item to proceed.

The Mayor repeatedly asked Councillor O'Neill to cease the disruption and then closed the meeting until it was possible for the meeting proceed in an orderly fashion.

The Mayor reopened the meeting and recommenced the item, inviting councillors again to indicate which committee they wished to join.

Development & Planning Committee

The following members were appointed:

19/07/12.01 Resolved

That Cllrs Hirst and O'Neill be appointed to the Development & Planning Committee.

Leisure Services Committee

The following members were appointed:

19/07/12.02 Resolved

That Cllrs Borda and Hirst be appointed to the Leisure Services Committee.

Community Services Committee

The following members were appointed:

19/07/12.03 Resolved

That Cllrs Borda, Bowen, Hirst, Lay, O'Neill and Yarrow be appointed to the Community Services Committee.

19/07/13 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 1ST & 15TH JULY 2019

The Chairman of the Development and Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 1st & 15th July 2019. There were no recommendations.

A resident asked to speak about Development and Planning and the following was agreed:

19/07/13.01 Resolved

That agenda item 5 – Public Participation be revisited.

A resident advised that a bulldozer had started taking down the old swimming pool and she had raised concerns with West Suffolk regarding the planning permission for the site and the preservation of the historical buildings. The Mayor thanked the resident for bringing this information and the District Cllrs would carry out a site visit following the meeting.

The Mayor proposed that the meeting should resume and the following was agreed:

19/07/13.02 Resolved

That the meeting resumes with item 14.

19/07/14 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETINGS HELD ON 1ST JULY 2019

The Chairman of the Leisure Services Committee presented the report and recommendations from the Leisure Services Committee meeting held on 1st July 2019.

19/07/14.01 (C/19/07/7.01 Recommendation)

That the Terms of Reference for the Leisure Services Committee be adopted.

19/07/15 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 8TH JULY 2019

The Deputy Mayor presented the report and recommendations from the Community Services Committee meeting held on 8th July 2019.

19/07/15.01 Resolved (19/07/8.01 Recommendation)

That the recommendations from the Christmas Lights working group to permanently light up the Clock Tower and to hire lights for the Memorial Hall windows for a total cost of £13,937 be accepted subject to

Minutes of the Town Council Meeting held on Monday 22nd July 2019

confirmation of the guarantee arrangements and terms.

19/07/16 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 8TH & 15TH JULY 2019

The Deputy Mayor presented the report and recommendations from the Human Resources Committee meeting held on 8th & 15th July 2019. There were no recommendations.

19/07/17 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 15TH JULY 2019

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 15th July 2019.

19/07/17.01 Resolved (F/19/07/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/06/2019 – 30/06/2019 (Cash Book 1, 2 and 4) be received and adopted.

19/07/17.02 Resolved (F/19/07/9.01 Recommendation)

That the Community & Social Policy be adopted.

19/07/17.03 Resolved (F/19/07/9.02 Recommendation)

That the Community Engagement Policy be adopted.

19/07/17.04 Resolved (F/19/07/9.03 Recommendation)

That the Quality Policy be adopted.

19/07/17.05 Resolved (F/19/07/9.04 Recommendation)

That the Protection of Children & Vulnerable Adult Policy be adopted.

19/07/17.06 Resolved (F/19/07/9.05 Recommendation)

That the Volunteers Policy be adopted.

19/07/17.07 Resolved (F/19/07/9.06 Recommendation)

That the Grants & Funding Policy be adopted.

19/07/17.08 Resolved (F/19/07/9.07 Recommendation)

That the Treasury Management Policy be adopted.

19/07/18 TO RECEIVE AN UPDATE ON THE SOAP BOX RACE

Members were advised that the planning had gone well and that 2 thirds of the funding had been secured. Tickets were ready to be bought via the website and 5,000 would be available for sale on the day. A sound check had been conducted at Warren Hill and a few adjustments had been made. A further check would be conducted 10 days before the event. A request was made for additional volunteers to help manage the event and the following staff volunteered:

Cllrs, Borda, Caesar, Drummond, Hirst, Hood, Hulbert, O'Neill, Yarrow, TCM and Minute Assistant.

Twenty entries had been received and the Tattersall's cart could be viewed on U-Tube.

19/07/19 TO RECEIVE QUOTES FOR CCTV IN THE MEMORIAL GARDEN

TCM presented a quoted for the installation of CCTV in the Memorial Gardens and the following was agreed:

19/07/19.01 Resolved

That the quote for £5,383.75 be accepted to install CCTV in the Memorial Garden.

It was noted that a considerable amount had been spent to improve and enhance the Memorial Garden and it needed to be protected.

19/07/20 TO CONSIDER CORRESPONDENCE

- a. New Cheveley Road – Request for traffic calming. The request was considered and the following was agreed:

19/07/20.01 Resolved

That a post be installed at New Cheveley Road for the mobile speed indicator.

Members were requested to send details of any incidents to the TCM and she would send a report to Suffolk Highways. The Mayor would also take up the issues with Suffolk Highways to seek a resolution.

- b. SCC – Green Access Strategy – Public consultation from 8th July – 20th on rights of way improvement plan was noted.

19/07/21 DATE OF THE NEXT MEETING OF THE TOWN COUNCIL

Monday 27th August 2019

Meeting closed at 7:20pm

Signed : _____

Date : _____



6 August 2019

**Newmarket Post Office®
103 High Street, Newmarket, CB8 8JJ**

I'm writing to let you know that we are changing the way we operate Newmarket Post Office.

From November 2019 the branch will be operated by an independent franchise partner ZCO Ltd, from the current premises, offering the same great range of products and services with extended opening on Saturday afternoons.

There will be no changes to the branch layout until our new retail partner refurbishes the existing premises next year. Please see the information sheet below for planned changes. Should this require a temporary closure period, posters will be displayed in branch nearer the time to provide customers with information on alternative services they may choose to use in the interim.

We are making this change in order to maintain Post Office services in this location. You will be aware of unprecedented changes on our high streets and the challenges facing many retailers. The needs of our customers are evolving too. Our priority is to provide secure and commercially sustainable services in all communities, continuing to meet customer needs now and into the future. We believe the changes we are making at Newmarket are the best way to secure Post Office services at this location. The vast majority of our 11500 Post Office Branches, large and small, are already successfully operated by independent franchisees.

What happens next?

We have provided posters for display in the branch, and information leaflets will also be available to let customers know about these changes. We've also written to local representatives. If you are a local representative, it would be helpful if you could share this information with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to Newmarket Post Office. If you would like a supply of these posters, please let us know. Our contact details can be found at the end of this letter.

We are now engaging with customers in accordance with our Principles of Community Engagement on changes to the Post Office Network (which are annexed to this letter), and will welcome comments until 4 September 2019. We won't be responding to you individually but as we finalise plans for the branch a summary of the key issues raised and our response will be provided online and in branch.

The change in the way we operate this branch is a commercial decision for Post Office Ltd and we are not seeking feedback on this aspect of the change. However we welcome feedback and comments that can help inform our plans, particularly on the following areas:

- Do you have any comments about access into the premises?
- Do you have any comments about access to Post Office services once inside the premises?

You can share your views on the proposed change through our easy and convenient online questionnaire via postofficeviews.co.uk. When entering the site you can use the search function to find the engagement for this branch. The unique code for this branch is 005113

You can also share your views by email, post or telephone and our contact details are below.

Thank you for considering our plans. Any information we receive will be considered as we finalise our plans for the new branch.

Yours sincerely



Steve Blampied
Head of Directly Managed Branch Network
Post Office Limited

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments

**Please note this is the full address to use
and no further address details are required.**

Want to tell us what
you think right here
and now? Scan here.

If you don't have a QR
code scanner on your
phone, you can find
one in your app store.



Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at postoffice.co.uk/privacy.

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

We are committed to engaging with and supporting our customers and their representatives as we make changes to the Post Office network. This engagement is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. A copy is available at the end of this letter.

Newmarket Post Office Information Sheet				
Planned Change in November 2019				
Post Office Opening hours	Current		New	
	Mon	09:00 – 17:30	Mon	09:00 - 17:30
	Tue	09:30 – 17:30	Tue	09:00 - 17:30
	Wed	09:00 – 17:30	Wed	09:00 - 17:30
	Thu	09:00 – 17:30	Thu	09:00 - 17:30
	Fri	09:00 – 17:30	Fri	09:00 - 17:30
	Sat	09:00 – 12:30	Sat	09:00 - 17:30
	Sun	Closed	Sun	Closed
	Products & Services	The same wide range of products and services will still be available.		
	Access & Facilities	Access into the branch is via steps or a ramp with a handrail. A low level serving counter, pin pads, low level writing desk and hearing loop will continue to be available.		
Planned Refurbishment in 2020				
Serving positions	There will be four serving positions in total; one screened, two open plan and a Post Office serving point at the retail counter. The total number of serving positions has been based on current and future predicted business levels.			
Retail	Cards and stationery			

To get this information in a different format, for example, in larger print, audio or braille, please call 03452 66 01 15 or Textphone 03457 22 33 55.

Principles of Community Engagement on changes to the Post Office network

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives², the Consumer Advocacy Bodies and selected charities³, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch⁴
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week⁵ local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

postofficeviews.co.uk
comments@postoffice.co.uk
FREEPOST Your Comments
Call: 03452 66 01 15
Textphone: 03457 22 33 55

¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

³ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

⁴ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

⁵ If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.

Roberta Bennett
Town Council Manager
The King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

29 July 2019

Dear Roberta Bennett,

Thank you for your letter dated 26 July 2019.

Wardened accommodation

We were sorry to hear of our customer's fall and are assured she is now fine.

We take steps to ensure the safety of our customers, attending weekly to check communal areas and external spaces are safe. A central pull cord alarm system is in place for all communal areas, with an option for residents to purchase individual alarms for their personal dwellings.

Resident wardens have not been in place since c 2000. A floating support service (provided by Orwell Housing) ended on 31 March 2018 following the cessation of government funding. Suffolk County Council provide personal care packages where required and we have provided residents with information where they can seek advice, access support services and care packages.

The customer is now being assessed by the relevant support agencies to ensure the right care package is in place.

Flagship properties in Newmarket

We are aware of the issues in this area and are working with the police as well as other agencies. As I'm sure you are aware, due to GDPR I am unable to provide further information. However, I would like to reassure you that we do take these reports seriously.

We ask that any residents who witness illegal activity contact the police and encourage residents to contact their housing officer or anti-social behaviour officer if they have any other concerns.

Should you have any other questions, please don't hesitate to contact me (sam.greenacre@flagship-group.co.uk / 0845 258 6153) or my colleague Nick Bunn (nick.bunn@flagship-group.co.uk / 0845 258 6345).

Warm regards,

A handwritten signature in grey ink, appearing to read 'Sam Greenacre', with a small dot at the end.

Sam Greenacre, Head of Housing

BLANK



The Planning Inspectorate

3G
Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line: 0303 444 5502

Customer Services:
0303 444 5000

Email:
clive.richards@planninginspectorat
e.gov.uk

www.gov.uk/planning-inspectorate

Town Council Manager
Newmarket Town Council
Memorial Hall, High Street
Newmarket
Suffolk
CB8 8JP

Your Ref:

Our Ref: ROW/3221975

07 August 2019

Dear Sir/Madam,

Wildlife and Countryside Act 1981 - Section 53
Order Making Authority: Suffolk County Council
Title of Order: Definitive Map & Statement for the Parish of Newmarket in the District
of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

I confirm that the date for the Local Inquiry into the above named Order is 18 March 2020.
I confirm that we have an available Inspector.

The case officer will contact you shortly about the arrangements for the Local Inquiry.

Yours sincerely,

Clive Richards
Clive Richards

BLANK

From: planning.policy <planning.policy@westsuffolk.gov.uk>

Sent: 26 July 2019 14:14

Subject: West Suffolk Affordable Housing Supplementary Planning Document (SPD) 2019 consultation

Dear Sir/Madam

We are emailing you to notify you of an upcoming consultation as you have previously asked to be kept updated on the local plan and associated planning documents.

West Suffolk Council have produced an updated West Suffolk Affordable Housing SPD which will ultimately replace the current SPD adopted in 2013. The document will not be a part of the formal development plan for West Suffolk, but it will inform and be a material consideration in the determination of planning applications and will provide advice to developers and registered providers (RPs) on the council's approach to affordable housing provision.

West Suffolk Council are consulting on the document for the nine weeks from **29 July 2019 (11am) to 30 September 2019 (4pm)**

How to respond

We are not sending out multiple paper copies of the document due to environmental considerations, unnecessary paper document production, the costs involved and acknowledging the Government's encouragement to use electronic communications where possible. The document is available to view and comment on at <https://westsuffolk.oc2.uk/>.

Hard copies of the document and paper response forms are available to view and comment on at the following locations:

West Suffolk House Haverhill House
Western Way Lower Downs Slade
Bury St Edmunds Haverhill
IP33 3YU CB9 9EE

West Suffolk Council Newmarket Customer Information
College Heath Road 63 The Guineas
Mildenhall Newmarket
IP28 7EY CB8 8HT

Brandon Library
The Brandon Centre
Bury Road
Brandon
IP27 0BQ

Responses should be received by **4pm on Monday 30 September 2019.**

After the consultation has finished the comments will be considered and any necessary changes made to the SPD, before seeking approval, through the Council's Cabinet Planning to formally adopt the document.

If you no longer wish to be notified of future local plan and associated consultations please email or call using the details at the top this letter and we will remove your details from the database.

Yours faithfully



Marie Smith
Strategic Planning Manager

Please note: due to an upgraded planning policy consultation system and General Data Protection Regulations (GDPR) legislation, for all future planning policy related consultations, you will need to 'opt in' to planning topic(s) to receive direct updates on these topics.

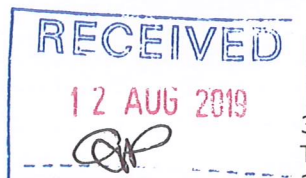
Please log in to your account and update your preferences. If you need further assistance please contact us 01284 757368 or planning.policy@westsuffolk.gov.uk.

***** This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error please contact the Sender. This footnote confirms that this email message has been swept for the presence of computer viruses and content security threats. WARNING: Although the Council has taken reasonable precautions to ensure no viruses are present in this email, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

*****-W-S-



The Planning
Inspectorate



3G Hawk
Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line: 0303 444 5437
Customer Services:
0303 444 5000

Email:
jean.mcentee@planninginspector.
te.gov.uk

www.gov.uk/planning-inspectorate

Town Council Manager
Newmarket Town Council
Memorial Hall, High Street
Newmarket
Suffolk
CB8 8JP

Your Ref:

Our Ref: ROW/3221975

08 AUG 2019

Dear Sir/Madam,

Wildlife and Countryside Act 1981 - Section 53

Order Making Authority: Suffolk County Council

Title of Order: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Thank you for confirming that you are prepared to present the case in support of the above named Order at a public local inquiry, following their decision to take a neutral stance.

I can confirm that an inquiry into the above Order will be held at Newmarket Football Club, Newmarket Town Grounds, Cricket Field Road, Newmarket, Suffolk CB8 8BT on Wednesday 18 March 2020 at 10.00am. The Inquiry is currently scheduled to last one day. The length of the inquiry will partly depend on the number of witnesses who give evidence. To ensure we have allowed enough inquiry time, please let me know as soon as possible whether you intend to call witnesses, and if so, how many. Please let me know within 7 days if you think more time is needed.

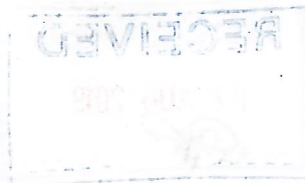
The **start date** for this Order is as stated on the enclosed notice of order.

The enclosed notice, which will appear on our website, contains information about the Order, where queries about the Order should be directed, when and where documents relating to the Order can be inspected by the public and the **timetable for sending statements of case and proofs of evidence**. Please ensure you read the notice carefully.

However, as you have agreed to present the case for confirmation of the Order (in the place of the Order Making Authority) please make sure that you adhere to the Councils deadline for submitting a statement of case, rather than the deadline for objectors and supporters.

All parties must keep to the timetable to ensure that statements of case and proofs of evidence are with us on time. Late documents will be returned. As I have given details of the timetable, I will not send you reminders.

In addition to the above, I also refer to our Advice Note No.1 on inquiry procedures where



the Order Making Authority does not actively support an order

The inquiry procedure is summarised in sections 4 and 5 of our booklet *Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England*. Guidance on how to prepare statements of case and proofs of evidence can be found at Annex E. Your attention is also drawn to section 6 of the booklet, which identifies the various matters to be considered by the Secretary of State or Inspector in deciding whether or not to confirm an order.

Our advice notes and the booklet are available to view/download online at <https://www.gov.uk/government/collections/rights-of-way-advice-notes> and <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet>. Hard copies are also available on request.

If you are disabled and concerned about what facilities will be available at the Inquiry, you should write to or contact the Council to confirm that the provisions to meet your specific needs will be available. Additionally, please contact the Council if you would like to know what equipment (over head projector, screen etc.) will be available at the venue for you to use.

Definitions:

Statement of case – a written statement containing full particulars of the case which a person proposes to put forward at a hearing or inquiry; it includes copies of any supporting documents which that person intends to refer to or put in evidence, and a list of those documents.

Proof of evidence - a document containing the written evidence which a person at a public inquiry will speak about. It should not rehearse all of the available evidence but should focus on the matters in dispute. It should not contain supporting documents.

Yours sincerely,

Jean McEntee

Jean McEntee

NOTICE OF ORDER

Wildlife and Countryside Act 1981 Section 53
Suffolk County Council

Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket)
Modification Order 2018

Notice is hereby given that the above referenced Order has been submitted to the Secretary of State for Environment, Food and Rural Affairs for determination. An Inspector will be appointed by the Secretary of State to determine the Order.

The **start date** for the above Order is 16 September 2019.

Consideration of the **Order** will take the form of a public local inquiry.

The Inquiry will be held at **Newmarket Football Club, Newmarket Town Grounds, Cricket Field Road, Newmarket, Suffolk CB8 8BT** on **18 March 2020** at 10.00am.

The effect of the Order, if confirmed without modifications, will be to modify the definitive map and statement for the area by adding a public footpath from Ordnance Survey Grid Reference (OSGR) 56474,26295 on Cricket Field Road to OSGR 56472,26297 on Granary Road as shown on the Order plan.

Any queries relating to this Order should be referred to Jean McEntee at The Planning Inspectorate, Rights of Way Section, Room 3/A Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. Telephone: 0303 444 5437. Email: jean.mcentee@planninginspectorate.gov.uk. Please quote reference number ROW/3221975 on all correspondence.

Any person wishing to view the statements of case and other documents relating to this Order may do so by contacting Suffolk County Council. Telephone: 01473 264770. The case officer at the Council will be able to advise parties where requested documents can be viewed by appointment at various locations.

As Suffolk County Council has indicated that they will not be supporting the Order at the Inquiry, the case for the Order will be presented by Newmarket Town Council. The Town Council will be expected to adhere to the following timetable as if they were Suffolk County Council.

Timetable for sending in statements of case and proofs of evidence

Within 8 weeks of the start date by [by 11 November 2019]

The Order Making Authority must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a copy (excluding copies of any supporting documents - these will be available to view at the Authority's offices) to everyone who has made an objection or representation and the applicant and any other person who has written to us in respect of the Order.

Within 14 weeks of the start date [by 23 December 2019]

Everyone who has made an objection or representation and anyone who wishes to give evidence at the Inquiry must ensure their statement of case¹ is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send full copies to the Authority. Copies will also be sent to the applicant, every person who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

Within the same period the applicant (if applicable) must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a full copy to the Authority. Copies will also be sent to everyone who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

4 weeks before the date of the inquiry [by 19 February 2020]

The Authority, everyone who has made an objection or representation, the applicant (if applicable) and anyone who wishes to give evidence at the Inquiry must ensure their proof of evidence (together with any summary) is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send copies of:

- i) the Authority's proof of evidence to everyone who has made an objection or representation, the applicant and anyone who has submitted a statement of case (excluding copies of any supporting documents - although none should be submitted with a proof of evidence);
- ii) the applicant's proof of evidence to the Authority, everyone who has made an objection or representation and anyone else who has submitted a statement of case (excluding copies of any supporting documents - although none should be submitted with a proof of evidence); and
- iii) all other proofs of evidence to the Authority, the applicant, everyone who has made an objection or representation and anyone else who has submitted a statement of case (excluding copies of any supporting documents - although none should be submitted with a proof of evidence).

All parties must keep to the timetable set out above and ensure that statements of case and proofs of evidence are received by the Secretary of State on time. Late documents will be returned.

We cannot accept any libellous, racist or abusive comments. Any documents containing such comments will be returned.

Notice of order for inquiry

¹ If you wish to make a legal submission, this should be submitted at the same time as your statement of case. Otherwise legal submissions will have to be submitted in writing on the day of the inquiry.



CONDUCT OF INQUIRIES AND HEARINGS INTO RIGHTS OF WAY ORDERS WHERE ORDER MAKING AUTHORITIES DO NOT ACTIVELY SUPPORT AN ORDER

Introduction

1. This Advice Note sets out the procedures to be followed where an order making authority (OMA) does not actively support a definitive map or public path order.
2. The booklet '*Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England*' has been prepared by the Planning Inspectorate and is available to the public on our website at <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet>. Parts 3 and 4 describe what typically happens when a public hearing or inquiry into a rights of way order takes place. However, where an OMA chooses not to support an order, the Inspector will need to consider adopting different procedures from those set out in the booklet. When this happens, the Inspector will explain to the inquiry or hearing why and how the procedure is being changed. The guidance in this Advice Note is intended to assist all concerned in preparing for such circumstances where these can reasonably be foreseen.
3. This Advice Note is publicly available but has no legal force.

Background

4. In most cases, an OMA will not make an order unless it is satisfied that the circumstances justify it. Exceptions to this occur when an OMA declines to make the requested order but the applicant successfully appeals to the Secretary of State. This will result, in the case of definitive map orders, in the OMA being directed to make the order under Schedule 14 of the Wildlife and Countryside Act 1981.
5. In such circumstances, where an OMA has previously assessed the facts of the case and decided the making of an order is not justified, it may opt to oppose confirmation of the order or it may choose to adopt a neutral stance whereby it neither supports nor objects to confirmation.
6. There may also be occasions where the OMA supported the initial making of the order but subsequently found new information, further evidence or valid objections which caused it to conclude that confirmation was not justified. Again, the OMA may opt to oppose confirmation of the order or it may choose to remain neutral as regards confirmation.
7. Sometimes an OMA is content to make the requested order but is not prepared to support it at an inquiry if it is opposed. This often occurs when an order is made under the Town and Country Planning Act 1990 to enable development to proceed, or an order to divert a path is made under the Highways Act 1980 in the interests of a landowner; the developer or the landowner is often asked to

make the case for confirmation. The OMA may choose to remain neutral as regards confirmation of the order, to passively support it or even to oppose it if new information or objections following advertisement cause a change of mind.

8. Similar circumstances may arise where, after having considered the details of a case, the Inspector proposes modifications to an order but advertisement results in objections to these modifications leading to a second or subsequent hearing or inquiry (see paragraphs 29 to 33 below). In this scenario, the parties concerned (including the OMA) may support, oppose or take a neutral position as regards the proposed modifications.

The role of the OMA

9. In normal circumstances, where an OMA supports confirmation of the order at an inquiry, its advocate will present the case in support and call witnesses as required, cross-examine witnesses who oppose the order, and finally draw together the proceedings at the end of the inquiry, summing up the case in support and making any legal submissions as appropriate. At a hearing the OMA's rights of way officer would normally present its case, without introducing witnesses or cross-examining other witnesses.
10. If at any point the OMA decide that they can no longer support the order if it is to be heard at a local inquiry or hearing, they should let the Planning Inspectorate know immediately.
11. Where an OMA has decided not to support confirmation of the order at a forthcoming hearing or inquiry (or otherwise) the Planning Inspectorate should be informed at the earliest opportunity. A clear statement indicating whether the OMA intends to actively oppose the order or to adopt a neutral stance is required, together with an indication of its reasons for doing so.
12. When this occurs, the Planning Inspectorate will ask the OMA to secure the agreement of the applicant or another supporter of the order to take the lead in presenting the case. Should that not be possible, the Planning Inspectorate will try to secure such agreement. If no-one is prepared to take the lead (and assuming the case cannot instead be determined by exchange of written representations) at the hearing or inquiry the Inspector will summarise the case for the order from the information before him or her, with the applicant or any other supporters being invited to take part in the discussion (at a hearing) or give their own evidence (at an inquiry) in due course. The Planning Inspectorate will ask the OMA to find a venue for the inquiry or hearing, and to provide administrative assistance such as photo-copying at the venue.

At the start of the inquiry or hearing

13. At the start of an inquiry, it is normal practice to hear the case for the order from those who support it before hearing the case against from the objectors. Where the OMA is appearing as a supporter or objector to the order, it will be invited to present its case in accordance with that convention.
14. Where the OMA has given notice that it will take a neutral stance at an inquiry, the Inspector will allow its representative to make an opening statement before both the supporters and objectors. However, this statement should be limited to a summary of the background to the making of the order and the reasons

for the OMA choosing to remain neutral as regards its confirmation and should not be necessary if the Inspector has summarised these matters in his or her opening remarks. If the OMA does make a statement in these circumstances, it should not contain submissions for or against the order, but be a factual account of the history of the order and the key issues which influenced the OMA's conclusions leading to its neutral position.

15. Where the OMA has given notice that it will take a neutral stance at a hearing, the Inspector will allow its representative to contribute to the discussion. However, comments should be limited to a summary of the background to the making of the order and the reasons for the OMA choosing to remain neutral as regards its confirmation.
16. At hearings or inquiries it will be helpful if the OMA makes it known that its representative will be happy to answer factual questions about the background to the order.
17. If circumstances arise immediately prior to the hearing or inquiry that cause the OMA to revise its position so that it no longer intends to remain neutral, the Inspector should be informed at the start of the proceedings so that the OMA can be heard as either a supporter or objector in the usual sequence of events.
18. Should the reverse situation occur, where information comes to light at the last minute causing an OMA to withdraw its support for the order, thereby becoming an objector or taking a neutral stance, the Inspector must be advised at the earliest possible opportunity.
19. Unless arrangements can be made before the event (see paragraph 12) when an OMA takes a neutral position, the Inspector will enquire at the start of the hearing or inquiry whether any of the supporters present are prepared to take the lead in presenting the case in support of the order. A request for an adjournment is unlikely to be refused although the length of any adjournment will depend on the circumstances of the individual case. It may vary from a few minutes to allow the applicant or supporter to gather his or her thoughts, to several days or longer to enable a full case to be prepared.
20. If there is no-one prepared to lead the case in support of the order, the Inspector may decide to adjourn until a suitable volunteer can be found or, alternatively, to summarise the main points in support of the order him- or herself, after which the individual supporters will give their evidence to the inquiry or contribute to the discussion at the hearing. In some cases it may be appropriate to close the hearing or inquiry altogether and make alternative arrangements for determining the order.
21. Any last minute changes which significantly delay matters or affect the smooth running of the hearing or inquiry can put the party responsible at risk of a claim for costs against them unless the issues could not reasonably have been foreseen. However this should not cause any party to withhold late evidence which has a significant bearing on the determination of the order.

During the hearing or inquiry

22. Particularly in the case of definitive map orders, there may be archival or other documentary evidence which is held by (or has been otherwise discovered by)

the OMA that needs to be taken into account by the Inspector when determining the order. Where the OMA takes a neutral stance at an inquiry or hearing following a successful Schedule 14 appeal, it is important that the applicant or supporter ensures that this evidence is put before the Inspector (as the Inspector will not have received copies of the Schedule 14 application evidence unless it is submitted to the Secretary of State with the order). Where the OMA takes a neutral stance for any other reason, for example because it has discovered further evidence following the making of the order, it is incumbent upon the OMA to provide it. Powers exist [Local Government Act 1972, section 250] under which it may be compelled to do so.

23. The Inspector will decide on the appropriate time for any such evidence to be presented to the hearing or inquiry depending on the nature of the case. Whilst neutral OMAs are still obliged to make such documents available for inspection by the Inspector (if necessary by arrangement with local record offices), there is no requirement for these to be presented by professional witnesses. Depending on the complexity of the documents concerned, it may be helpful to the Inspector if the OMA is able to provide an officer to answer any factual questions in relation to the documents.
24. The most frequent reason for an OMA taking a neutral stance is where an applicant has been successful in obtaining a direction from the Secretary of State/Welsh Ministers under Schedule 14 of the Wildlife and Countryside Act 1981. In such cases, it is not appropriate for any of the parties to simply produce the appeal decision as evidence. The evidence that was submitted to the Secretary of State/Welsh Ministers to support the appeal, together with any other relevant information that has been discovered since, must also be presented to the hearing or inquiry so that the Inspector appointed to determine the order has all the available evidence before him or her so as to reach an independent and impartial decision. It should not be assumed that appeal documents will automatically be transferred.
25. The Inspector is not bound by the decision on the appeal. He or she will have the advantage of hearing evidence given in person by witnesses and (at an inquiry) tested under cross-examination, seeing the order route on site and inspecting at first hand any other relevant evidence. There may therefore be many reasons why an Inspector's conclusions following an inquiry or hearing may be different to those identified in an appeal decision.

Closing submissions at inquiries

26. As the promoter (and a supporter) of the order, the OMA is given the opportunity to make the final closing statement after any made on behalf of the objectors. This may include submissions on points of law relevant to the case as well as summarising the evidence leading to the request for confirmation.
27. Where an OMA has opposed an order, the final closing statement should be made by the applicant or any supporters who took the lead in presenting the case for the order. In these circumstances, the OMA has effectively given up the normal "right of final reply" and will present its closing submissions before the supporters.
28. In the case of an OMA which has taken a neutral stance throughout, the Inspector will first hear closing statements from the objectors and then the

supporters before finally allowing the OMA to make any closing observations. In line with its neutral position, any that are made must not seek to make the case for or against confirmation but are likely to be limited to clarifying factual matters, drawing the Inspector's attention to the main issues of the case and highlighting relevant case law that may have been missed by the other parties.

Second or subsequent hearings or inquiries into advertised modifications to orders

29. As noted above, an Inspector's proposed modifications to an order may result in there being no supporters for the proposed changes at the subsequent inquiry or hearing. In most cases, after explaining the purpose of the inquiry or hearing and dealing with the opening formalities, the Inspector will summarise the reasons for these modifications, based on the matters contained in the interim order decision.
30. If, at a second inquiry, the OMA supports the proposed modifications, it will be given the opportunity to open the case for the supporters and will be invited to make the final closing statement. At a hearing it would contribute to the discussion in the usual way.
31. If, however, the OMA intends to make representations against the proposed modifications, its objections will be heard at the same stage as other objectors, that is, after any representations in support of the modifications have been made. If at an inquiry the OMA wishes to make a closing statement, it may do so along with any other objectors but before the closing submissions of the supporters.
32. Where the OMA takes a neutral stance on proposed modifications to an order, it would not be expected to present any evidence either for or against the proposed changes. The Inspector may, nonetheless, ask whether it would be prepared to assist in clarifying matters not concerned with the merits of the order. At the end of an inquiry, the Inspector will allow the OMA to make any final comments after inviting closing statements from the objectors and then the supporters. Again (see paragraph 28 above) these must not be partial, and are likely to be limited to clarifying factual matters, drawing the Inspector's attention to the main issues of the case and highlighting relevant case law that may have been missed by the other parties.
33. Where a second hearing or inquiry is held to consider both the original order and modifications proposed by the Inspector, the sequence in which the parties are heard is a matter to be determined by the Inspector at the start of the proceedings, in consultation with those concerned.

In conclusion

34. Circumstances will differ from one hearing or inquiry to another. This advice note is not therefore intended to be exhaustive; it is only a guide. Inspectors will continue to exercise their judgement and discretion in these matters, based on each individual case.

