



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 24th February 2020 at 6.00pm**

A G E N D A

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 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. **Welcome** Mayor to read fire safety notice and announce that proceedings may be filmed or recorded and to ask whether anyone intends to record the meeting.
2. **Apologies** for absence
3. **Police** - To receive an update from Inspector Mark Shipton
4. **Interests** - 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.
5. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 27th January 2020 and any matters arising.
6. **Presentations** – to receive the following presentations
 - a) **Citizens Advice Bureau** – to receive information about the CAB with a focus on issues relevant to Newmarket and consider a request for grant funding
7. **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. (maximum 15 minutes)
8. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any).
10. **Committee Meetings** –
 - a) To receive the minutes and consider any recommendations from the Development & Planning meetings held on 17th February 2020
 - b) To receive the minutes and consider any recommendations from the Leisure Services meeting held on 3rd February 2020
 - c) To receive the minutes and consider any recommendations from the Community Services

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Website

Meeting held on 10th February 2020

- d) To receive the minutes and any recommendations from the Human Resources meeting held on 10th February 2020
- e) To receive the minutes and any recommendations from the Finance & Policy meeting held on 17th February 2020

11. Newmarket BID

- a) To appoint a representative to the BID from Newmarket Town Council
- b) To consider the Business Awards sponsorship request

12. Cricket in Newmarket – to consider a request to provide cricket at the Severals (report herewith)

13. S106 Monies – to receive a report setting out the definitive amount of s106 monies available for projects in Newmarket

14. Hatchfield Farm – to consider whether it is appropriate for the Town Council to be now revisiting this planning application

15. Neighbourhood Plan

- a) to note the referendum approval
- b) to receive a report from the Newmarket Neighbourhood Plan Steering Group
- c) to note the date of a workshop style meeting scheduled for Monday 30 March 2020 from 6pm – 8pm with Newmarket Town Councillors to review the community actions

16. Vision Review Working Group - to receive a verbal report

17. Committees Workshop - to consider recommendations from the workshop to review committee membership and cross party working held on 20th February including amendments to Standing Orders (to be tabled)

18. Litter Working Group - to consider proposals (to be tabled)

19. Newmarket Car Park Charges – to discuss following the recent decision by West Suffolk Council to renovate the car parks this year and increase car park charges

20. Indoor Market – to consider reinstating

21. Sun Lane Arch Designs – to discuss

22. Newmarket Recycling Centre – to receive an update

23. Rural Market Towns Group - to consider a request to join (supporting papers herewith)

24. PCSO Report – to note (herewith)

25. Correspondence

- a) **Suffolk Police** - report on Civil Parking Enforcement transfer to West Suffolk Council (herewith)

26. EXCLUSION OF THE PRESS & PUBLIC - 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.

27. Staff update – to receive a staffing update

28. Items for the next Agenda

29. Date of the next Meeting – Monday 23rd March 2020

Signed



Deborah Sarson, Acting Town Council Manager 21st February 2020

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Website



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council
held on Monday 27th January 2020 at 6:00 pm
at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Attendance:

Councillor J Lay (Deputy Town Mayor)
Councillor M Ali
Councillor Appleby
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor A Drummond

Councillor Y Fitzgerald
Councillor W Hirst
Councillor M Jefferys
Councillor T Kerby
Councillor I Kirk
Councillor C O'Neill
Councillor R Yarrow

Also Present: Deborah Sarson – Acting TCM, Cathy Whitaker - RFO, Julie Ashton - Minute Assistant, Inspector Shipton – Suffolk Constabulary, 2 Representatives from All Saints Church – Cornerstone Project, Sophie Able – Racecourse, 3 Members of the Press and 1 Member of the Public.

Minute

In the absence of the Town Mayor, the Deputy Mayor chaired the meeting

20/01/1 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 and asked whether anyone intended to record the meeting; nobody did.

20/01/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs De'Ath, Hood and Hulbert. Cllr Anderson was absent.

20/01/3 TO RECEIVE AN UPDATE FROM INSPECTOR MARK SHIPTON

Inspector Shipton gave an update on recent Police activities and advised that the murder last week was not a threat to the general public. There had been an issue with 2 persistent beggars in the High Street and action had been taken. A group of youths had been hanging out at Muswell Hill and there had been a couple of robberies on the Yellow Brick Road. Both areas would be monitored by patrols including non-uniformed officers. The antisocial issues in Newmarket caused by a group of youths named the Op Brandon Group had been relatively quiet with 1 arrest and 1 awaiting a court appearance. There had also been a drug related arrest at the weekend.

Cllr Bowen joined the meeting.

Inspector Shipton was thanked for the update and the proactive action taken on

the Yellow Brick Road. NTC were committed to making it safer for everyone. The 100 penalty notices that had been issued by the PCSO were noted.

The Deputy Mayor thanked Inspector Shipton for the work of his team which was much appreciated and he left the meeting.

A Member of the Press joined the meeting.

20/01/4 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

Cllr Borda declared a nonpecuniary interest in item 6.

The Acting TCM advised that she had issued hard copies of Members declaration forms and a blank form to declare any new interests if necessary which needed to be completed, signed and returned as soon as possible.

The Deputy Mayor proposed that agenda items 6 & 14 be brought forward and the following was agreed:

20/01/4.01 Resolved

That agenda items 6 & 14 be brought forward.

20/01/5 CORNERSTONE PROJECT PRESENTATION

The Chairman of the Cornerstone redevelopment project at All Saints Church spoke about the project which included a short video on the vision of the project.

The project aimed to open up the facilities for the community and to encourage more community groups. The project included a new entrance accessible by all, removing the pews and replacing them with modern chairs to make better use of the space. New meeting rooms, kitchen and a lift to the upper floor where there would be a gallery. New disabled toilets and a Changing Places accessible toilet would be available for the community to use which would have its own door accessed by a key.

Funding for the whole project would be via a number of sources with more information available on the website www.allsaintsnewmarket.org. A request was made for NTC to consider funding the capital provision of the Changing Places accessible toilet which would be available to the whole of the community at a cost of £19.5K and covering the annual revenue costs of cleaning and maintenance when next budget setting. The Deputy Mayor advised that the budgets for next year had already been set but as this was a valuable additional community facility, this item would be passed to the Community Services Committee to consider and the following was agreed:

20/01/5.01 Resolved

That NTC fully supports the Cornerstone Project and that the request be passed to the Community Services Committee to consider funding the capital provision of the Changing Places accessible toilet which would be

available to the whole of the community at a cost of £19.5K and covering the annual revenue costs of cleaning and maintenance in the 21/22 budget, subject to legal confirmation of authority to spend.

The Deputy Mayor gave thanks for the presentation and the two representatives left the meeting.

20/01/6 PCSO MONTHLY REPORT AND ANTI SOCIAL BEHAVIOUR AT THE RAILWAY STATION

The PCSO monthly report for December 2019 was received and noted.

Sophie Able from the Racecourse advised that they were keen to find solutions to the issues raised by residents on race days/nights. They were talking with the Police and Network Rail to look at the provision of toilets, rubbish bins and security. All options would be looked at with solutions being implemented before the start of the season in April 2020.

The Deputy Mayor suggested that Cllr Kerby should join the group looking at the options and the following was agreed:

20/01/6.01 Resolved

That Cllr Kerby joins the Racecourse Group looking at the options to mitigate antisocial behaviour following race meetings.

Sophie welcomed the addition of Cllr Kerby to the Group and advised she would report back to Council in the near future and she left the meeting.

20/01/7 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 16TH DECEMBER 2019 AND ANY MATTERS ARISING

The Deputy Mayor presented the minutes of the Town Council meeting held on Monday 16th December 2019 and the following was agreed:

20/01/7.01 Resolved

That the minutes of the Town Council meeting held on Monday 16th December 2019 be adopted and signed as a correct record by the Town Mayor.

Matters arising:

Page 3 – 19/12/12 – The Deputy Mayor advised that he and the Mayor had attended the licence hearing for Heaven Awaits and West Suffolk had granted a new licence.

Page 6 – 19/12/27 – Members were advised that the first meeting of the Hazardous Road Junctions Working Group would be held in the near future.

20/01/8 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

Minutes of the Town Council Meeting held on Monday 27th January 2020

THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

20/01/9 REPORT FROM COUNTY COUNCILLORS

None noted. A request was made for regular briefings and updates on SCC work to be provided.

20/01/10 REPORT FROM DISTRICT COUNCILLORS

None noted. A request was made for regular briefings and updates on West Suffolk work to be provided. The Deputy Mayor would take this forward.

20/01/11 WARD REPORTS FROM TOWN COUNCILLORS

Cllr Yarrow advised that youths had been running down a road in Freshfields smashing car windows and lights. The Police had responded within 4 minutes and private CCTV was checked but no evidence found. The positive Police response was welcomed.

20/01/12 TO RECEIVE REPORTS FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES

None noted.

20/01/13 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

Owing to the Christmas break, the Mayor had attended only one event, the Newmarket Interfaith Forum Community Event held on Sunday 19th January.

20/01/14 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 16TH DECEMBER 2019 AND 6TH, 13TH AND 20TH JANUARY 2020

The Deputy Mayor presented the report and recommendations from the Development & Planning Committee meeting held on 16th December 2019 and 6th, 13th and 20th January 2020. There were no recommendations.

20/01/15 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETING HELD ON 6TH JANUARY 2020

The Deputy Mayor presented the report and recommendations from the Leisure Services Committee meeting held on 6th January 2020. There were no recommendations.

20/01/16 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 13TH JANUARY 2020

The Chairman of the Community Services Committee presented the report and recommendations from the Community Services Committee meeting held on 13th January 2020. There were no recommendations.

Cllr Drummond declared a nonpecuniary interest in the following item and did not vote.

20/01/17 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS

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FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 20TH JANUARY 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 20th January 2020.

20/01/17.01 Not Resolved (F/20/01/4.01 Recommendation)

That NTC donates £500 to sponsor the BID 2020 Business Awards for the Best Dressed Christmas Shop Window category subject to the Acting TCM confirming the Council has the Power to spend.

Given that the BID was supposed to be self-financing, a request was made for an update on the financial position of the BID with consideration of sponsorship for the 2020 Business Awards to follow at the next meeting.

20/01/17.02 Resolved (F/20/01/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/12/2019 – 31/12/2019 (Cash Book 1 and 2) be received and adopted.

20/01/17.03 Resoled (F/20/01/11.01 Recommendation)

That the Internal Audit Report for 19/20 be received and adopted.

20/01/18 NEWMARKET RECYCLING CENTRE

Members were advised that West Suffolk and East Cambs supported the reopening of the Newmarket Recycling Centre and pressure would continue to be put on SCC to deliver this initiative.

20/01/19 TO RECEIVE AN UPDATE ON NEWMARKET MARKET

Members were advised that following a meeting with the West Suffolk Market Development Officer, there were 8 regular and 4 casual stalls. A number of points were discussed including safety, costs to stall holders and a discount for new stall holders. A monthly list of stalls would be provided to the Community Services Committee and efforts would be made to promote the Market to new stall holders and charitable stalls as well as to the wider public to help promote footfall and make the market a more profitable prospect for traders. It was noted that the Market Charter stated that the Market be held on a Tuesday and Saturday and could not be changed.

20/01/20 TO RECEIVE AN UPDATE ON THE NEWMARKET VISION STEERING GROUP

Members were advised that the last meeting was held on 20th January 2020 which was Chaired by Paul West from SCC. The outcomes of the Vision Conference were discussed and the youth engagement was noted. They had produced a mural which would be framed and displayed in the Memorial Hall. Other items discussed included, transport, expanding cycle networks, anti-social behaviour at the Train Station and reopening of the Recycling Centre.

The Acting TCM read out the allocations of Section 106 money for the High Street redevelopment and skate park however a different set of figures had been supplied to Cllr Kerby and she would seek clarity on this and also ascertain

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who decides the allocations.

The Acting TCM suggested that NTC should lead on Community Planning using the Actions in the Neighbourhood Plan as a strategy for the next few years.

Members discussed the work of the Steering Group and there were a number of differing opinions of what they represented and had accomplished. The following was agreed:

20/01/20.01 Resolved

That a Working Group be set up comprising of Cllrs Kirk (Chairman) Kerby, Jefferys and Appleby to review the value of the Newmarket Vision Steering Group.

20/01/21 TO DISCUSS THE SUN LANE ARCH DESIGNS

Members were advised that the designs were not yet ready to be presented.

20/01/22 STANDING ORDERS WORKSHOP

It was agreed with the Acting TCM that the date of the workshop would be 13th February 2020 in the Council Chamber at 7:00pm all Members should make efforts to attend.

20/01/23 COMMITTEE MEMBERSHIP – TO CONSIDER A REQUEST BY CLLR FITZGERALD TO JOIN THE D&P, LEISURE SERVICES AND COMMUNITY SERVICES COMMITTEES

The request was considered and the following was agreed:

20/01/23.01 Resolved

That Cllr Fitzgerald be appointed as a member of the D&P, Leisure Services and Community Services Committees.

20/01/24 TO REVIEW THE USE OF COUNCILLOR EMAILS

Acting TCM advised that a survey was being conducted because it appeared there were a number of Members not using their NTC email address. All NTC correspondence is being sent to these addresses. Use of private email addresses for council business is contrary to GDPR and should only be used in exceptional circumstances. It was noted there had been some issues since the server was moved and all email access issues should be advised to the Acting TCM.

20/01/25 TO NOTE THE DECISION OF THE SECRETARY OF STATE REGARDING THE HATCHFIELD DEVELOPMENT

The Acting TCM advised that a decision was still awaited and she would attempt to find out when it was expected. It was proposed that the Town Council reconsider its position on this development and it was advised that this would have no material effect on the outcome of the decision by the Secretary of State and that a decision such as this could not be made under an agenda item for noting. It was agreed that the Town Council's decision would be reviewed at the next meeting on the basis of new information received.

A Member of the Press left the meeting.

20/01/26 QUEENSBURY LODGE

Members were advised that West Suffolk Officers had been negotiating with the owner and a report to West Suffolk Cabinet would be available soon.

20/01/27 TO CONSIDER CORRESPONDENCE

The following correspondence was noted:

- a. Life Link Expansion – the offer to give a presentation was accepted - date to be agreed.
- b. Weatherby Crossing – letter from Cheveley Parish Council in support of the footpath to be added to the Definitive Map and Statement for the area was noted.
- c. West Suffolk Parish and Town Forum – date of the next forum to be held on 17th March 6pm – 8pm at the Memorial Hall.
- d. Suffolk Police Crime Commissioner Survey on a proposed precept increase of 4% for 2020/2021 – Members were advised to make individual responses to the survey.

20/01/28 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

20/01/28.01 Resolved

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

A Member of the Press and Public left the meeting

20/01/29 *STAFF UPDATE****

Acting TCM advised that the advertising of the Town Clerk vacancy had been increased to reach a wider audience of candidates. The closing date for applications is 17th February 2020. It was:

20/01/29.01 Resolved

That Councillors Drummond and Jefferys and the Acting TCM would form the interview panel and that a recommendation for appointment would be made to the March meeting of Full Council.

20/01/30 *MEMORIAL GARDENS*****

A request to close the Memorial Gardens for one morning per week for the sole use of specific groups was considered. The request was welcomed and the following was agreed:

20/01/30.01 Resolved

That the Memorial Gardens be closed to the general public one morning per week during term time for 2 hours for the sole use by specific groups.

20/01/31 DATE OF THE NEXT MEETING OF THE TOWN COUNCIL

Monday 24th February 2020.

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Meeting closed at 8:02pm

Signed : _____

Date : _____

DRAFT



January 2020 Monthly Parish Newsletter

Suffolk celebrates CQC success

Suffolk's recent Care Quality Commission statistics are in and Suffolk is now top of the table for comparator local authority areas.

In Suffolk, 89.04% of Adult Social Care locations are rated as 'Good' or 'Outstanding' by the Care Quality Commission, the standards agency for adult care.

When it comes to the national rankings, Suffolk is performing equally well. Ranked as fourth nationally for 'Good' or 'Outstanding' rated care locations, Suffolk shines out as a great area for adult social care.

This is particularly impressive when it is considered that Suffolk has over 100 more adult social care locations than any of the other areas listed in the top ten.

Councillor Rebecca Hopfensperger, Cabinet Member for Adult Care, said:

"This is an incredible achievement and something that is worth celebrating. This to me, illustrates that Suffolk is a great place for Adult Social Care, with a wealth of care providers who do fantastic work.

"There are of course, still areas where we can improve and I know work is continuing to raise standards where it is required, but I am confident that we are working hard to address any concerns.

"These results make me incredibly proud and grateful to our care providers for the fantastic way that we are caring for local people."

More information regarding the CQC ratings of local authority areas or individual care locations can be found on the [Care Quality Commission website](#).

A Statement from Councillor Matthew Hicks, Leader of Suffolk County Council, on the Ipswich Northern Route

(This statement was issued on 30 January 2020)

Since Suffolk's Public Sector Leaders (SPSL) first took the decision to pursue development of an Ipswich Northern Route (INR), I have been clear, as leader of Suffolk County Council (SCC), that the project must be fully collaborative and follow the processes set out by the Department for Transport (DfT) if it is to enjoy any realistic chance of success.

This week, SCC met our commitment to SPSL to undertake phase one of the DfT process, by publishing the Strategic Outline Business Case (SOBC). This concluded

that there was a good economic business case to continue the project to phase two. However, alongside the SOBC, SCC outlined five issues which would need to be considered if SCC were to recommend whether the project proceeds. These issues are:

- The way Government allocates funding for road projects has evolved since 2016. There is now a need to provide not only a compelling business case for the road itself, but also to show how the road will enable or support additional housing growth. This need for additional housing falls under the remit of district and borough councils. SCC, as the transport authority for Suffolk, will need clarity on the willingness and ability of the district and borough councils to deliver such growth, beyond that already committed to in their respective local plans.
- The need for widespread political support, both at a national and local level, to proceed to the next stage, factoring in the levels of public support and any local changes to the political landscape as a result of the May 2019 and December 2019 elections.
- A petition received from the STOP! campaign, which is against the project, is scheduled to be responded to by a meeting of Suffolk County Council on 13 February 2020.
- Serious consideration of the climate emergency declared in 2019.
- Acceptance that the scheme has no realistic chance of succeeding in gaining government funding as a "road only scheme".

So far, we have received responses from Ipswich Borough Council, East Suffolk Council, Mid Suffolk District Council and Babergh District Council. We have also received a response from Tom Hunt, MP for Ipswich. Dr Dan Poulter, MP for Central Suffolk and North Ipswich, and Dr Therese Coffey, MP for Suffolk Coastal, have also made their views on the Ipswich Northern Route clear prior to publication of the SOBC this week.

This is a complex issue for everyone in Suffolk. The SOBC suggests there is a strong business case to proceed. However, pursuing a project of this scale and financial size clearly needs widespread political support as, without this, Government is unlikely to even support the next phase when £3m is needed to complete the Full Business Case.

Furthermore, without agreement of the district and borough councils to build the additional houses necessary to secure government funding (above those already agreed within their local plans), I do not believe this project can proceed with any degree of success.

Therefore, after careful consideration of the above and the wider political views, along with the very real concerns of families and businesses located close to any of the proposed routes, and all the responses received, it has become increasingly clear that, as Leader of Suffolk County Council, I am now in a position to recommend to my Cabinet that the Ipswich Northern Route should not proceed to the next phase of development.

To bring the uncertainty surrounding this issue to an end for all concerned, I will be bringing a paper to a meeting of Cabinet on 25 February where the final decision will be made, which we must do as the highways' authority for Suffolk. To avoid pre-empting my own Cabinet's decision, I do not intend to offer further commentary beyond this statement.

New permit scheme aims to address roadwork disruption

On 28 January, Suffolk County Council's Cabinet gave the go-ahead for a new permit scheme that they hope will reduce delays on Suffolk's roads caused by roadworks.

The introduction of a roadworks permit scheme for the county's roads will give Suffolk County Council's Network Assurance Team enhanced powers to place conditions on work carried out by utility companies and other organisations, including Suffolk Highways.

At present, public utilities simply need to inform Suffolk County Council of the dates when they are planning to do their works. Under a permit scheme, they would have to ask for permission and the council can either approve, refuse or amend their request as they see fit.

Applicants would also have to pay a fee when applying for a permit to do roadworks. The cost will vary depending on the duration of the proposed work, the strategic importance of the affected road, and the time of day the work is due to take place. If roadworks occur outside of the peak congestion periods, the fee could be reduced.

The permit scheme is used successfully elsewhere in the country and there is typically a reduction in congestion on the network.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Affairs, said:

"A permit scheme will provide more power to control proposed roadworks. It places responsibility on the applicant to better plan their work. I hope a permit scheme could reduce the impact of that work on the road network and our residents.

"A permit scheme should result in less disruption and less time that vehicles spend in traffic/delays. Consequently, there should also be a reduction in fuel consumption and greenhouse gas emissions.

"According to the Department for Transport, other counties that have run a permit scheme have seen a reduction in disruption and so we will endeavour to ensure those who live, work and visit our county also benefit."

There will be a cost to the local authority to administer the permit scheme because they will need to recruit additional staff and amend existing software to cater for permits. However, the costs associated with the additional work involved will be recovered through the fee income associated with the scheme, making it cost neutral.

The permit scheme will be in place from 1 April 2020.

Don't let your waste be fly tipped

Suffolk residents are being urged to dispose of their waste safely to protect the countryside as part of a new fly-tipping campaign.

Last year in Suffolk, there were 3,496 incidents of fly-tipping reported to councils, which costs taxpayers and landowners hundreds of thousands of pounds to clear. Incidents ranged in size from a few bags of household waste left on street corners, up to tipper loads of industrial waste discarded in Suffolk's countryside.

The SCRAP fly-tipping campaign is aimed at residents and businesses whose waste is sometimes fly-tipped by unlicensed operators. It aims to remind people that they should only allow licensed waste carriers to take waste away for them.

The fly-tipping campaign brings together all of Suffolk's councils, along with the Environment Agency, Suffolk Constabulary, the Forestry Commission, the Broads Authority and rural business groups the National Farmers' Union (NFU) and the Country Land and Business Association (CLA).

Peter Stevens, chair of the Suffolk Waste Partnership, said: "Fly-tipping is a blight on our local environment; a source of pollution; a potential danger to public health and a hazard to wildlife. This campaign will help us to inform householders and others about their duty of care to prevent waste ending up in the wrong place."

Paul West, cabinet member for waste at Suffolk County Council said: "This campaign will raise awareness of the simple steps that members of the public can take to ensure their waste doesn't end up dumped in the corner of a field or on a roadside verge.

"We look forward to working with our partners to tackle fly-tipping."

The Suffolk Waste Partnership says people can avoid an unlimited fine by following the SCRAP code:

- Suspect ALL waste carriers.
- Check with the Environment Agency on 03708 506 506, or on their website, that the provider taking your waste away is licensed.
- Refuse unexpected offers to have waste taken away.
- Ask what will happen to your waste.
- Paperwork should be obtained – get a full receipt.

For more information about fly-tipping and legal ways to get rid of unwanted items, please see www.suffolkrecycling.org.uk/fly-tipping

Bury St Edmunds set for £150,000 worth of improvements to Angel Hill

Suffolk Highways plans to repair areas of blockwork, and improve two existing crossing points, on Angel Hill and Crown Street in Bury St Edmunds. While onsite,

teams will also be upgrading and reprogramming the traffic signals on Northgate Street junction.

The £150,000 project is due to take place between 17 February and 27 March 2020.

Suffolk Highways has worked in collaboration with Bury St Edmunds Town Council and West Suffolk Council to agree suitable construction methods and timeframes. Businesses have also been engaged with to address their concerns and ensure the works cause minimal disruption to trade.

The works will require Angel Hill and Crown Street to be closed in two phases.

- **Phase 1 – Honey Hill to Northgate Street:** Vehicles travelling from Crown Street will be provided access to Churchgate Street and Angel Hill. Vehicles entering Angel Hill via Abbeygate Street may turn left and proceed via Northgate or Eastgate Street. Pedestrian access will be maintained at all times.
- **Phase 2 – Churchgate Street to The Athenaeum:** Vehicles travelling from Northgate or Eastgate Street can access Angel Hill. Vehicles travelling from Crown Street can access Churchgate Street. Pedestrian access will be maintained at all times.

In an attempt to alleviate parking issues for Zone D permit holders, West Suffolk Council has agreed to allow them to make use of Ram Meadow car park, free of charge.

Whilst Suffolk Highways currently is unable to provide an exact date on which the road closure setup will switch from Phase 1 to Phase 2, both key stakeholders and residents of Angel Hill and Crown Street will be updated once works have commenced onsite.

Councillor Andrew Reid, Cabinet Member for Highways, Transport and Rural Affairs said:

“I am delighted that the longstanding road surface issues on Angel Hill and Crown Street in Bury St Edmunds are soon to be addressed by Suffolk Highways. A lot of planning and collaborative work has taken place to ensure disruption to local residents is kept to a minimum while this maintenance is carried out.”

“While Suffolk Highways understand that there is never a good time to close roads as important as Angel Hill and Crown Street, we hope that both residents and visitors of Bury St. Edmunds will appreciate and benefit from the improved road surface in the future.”

New recycling centre opens in Bury St Edmunds

The £3.9million flagship site in Fornham Road, Bury St Edmunds, opened on 16 January and replaces the now closed recycling centre at Rougham Hill.

The new recycling centre is part of the West Suffolk Operational Hub, a £23million project by West Suffolk Council and Suffolk County Council to manage waste by relocating a number of facilities to a single site.

The centre is the first open air site in Suffolk where all containers can be accessed by the public from ground level, removing the need for steps. Visitors are able to recycle the same wide range of materials as they did at the Rougham Hill recycling centre.

There is also an onsite Reuse shop selling items either reclaimed from the skips or donated directly by the public, with proceeds going to the Benjamin Foundation.

Paul West, Cabinet Member for Waste at Suffolk County Council, said:

“This new flagship site will be a significant asset to people in west Suffolk.

“It is purpose-built to enable the growing communities of west Suffolk to recycle and reuse their rubbish safely and efficiently. And, as all the containers are now on one level, there are no steps to contend with. It is also a safer site with lorries emptying containers in a totally separate area.”

Suffolk to host final stage of The Women’s Tour in 2020

The world’s top cyclists will return to Suffolk this June as the county hosts the final stage of The Women’s Tour on Saturday 13 June.

It will be the first time since 2014 that Suffolk has hosted the final stage of The Women’s Tour, with riders tackling a route from Haverhill to Felixstowe.

To mark the announcement, organisers joined Suffolk partners at the Port of Felixstowe, the UK’s biggest and busiest container port, and one of the largest in Europe, which will feature in the closing kilometres of the 2020 race.

Clemence Cheng, CEO of Hutchison Ports (UK) Limited and the Port of Felixstowe said:

“We are delighted to be working with the organisers to bring the 2020 Women’s Tour to the Port of Felixstowe. We are working hard to attract more women into our industry, and we hope that hosting the country’s leading cycling event for women here will help more people to realise the opportunities that exist in our sector.”

The news comes as organisers SweetSpot announced the first details of the seventh edition of The Women’s Tour, which will take place from Monday 8 to Saturday 13 June 2020, and is the UK’s only round of the UCI Women’s WorldTour in 2020.

Councillor James Reeder, Suffolk County Council Cabinet Member for Public Health and Prevention said:

“The Women’s Tour has become a staple of our sporting calendar, here in Suffolk. This is the sixth time in the last seven years that we have hosted the race, and we are very excited that this year we will host the finishing stage of this prestigious international sporting event.

“I have seen first-hand how The Women’s Tour and events like it inspire people to get involved in cycling events, such as Women on Wheels, and the wide array of activities the county has to offer.

“The Women’s Tour is always a much-celebrated event and I look forward to welcoming the tour back to Suffolk.”

Since 2014, The Women's Tour has covered more than 560 kilometres of racing in Suffolk, with the county hosting the opening stage of the race in 2015, 2016, 2018 and 2019, as well as the final stage of the first edition in 2014.

The six stages during that period (in 2014 two stages of the race visited Suffolk) have seen over 250,000 spectators cheer on the riders at the roadside in the county, with a net economic impact since 2014 of in excess of £5.3 million for the Suffolk economy.

This will be the first time that Haverhill has hosted The Women's Tour, while Felixstowe last hosted the race in 2014, when Stage Three began in the East Suffolk town. In addition to Suffolk County Council and East Suffolk Council, the stage is also supported by local sponsors Palmer Group and Vertas Group, and West Suffolk Council and Babergh & Mid Suffolk Council.

More details of the 2020 Women's Tour route will be announced in the coming weeks, as well as further information about the route of the Suffolk stage of the race.

Date agreed for plans to tackle Suffolk's parking problems

Councils in Suffolk are ramping up activity in order to take on responsibility for local parking management from 6 April 2020.

Parking patrols in Suffolk will soon be managed by district and borough councils, in a bid to improve parking locally and drive down nuisance and unlawful parking in towns and villages across Suffolk.

Traditionally, roadside parking offences were a matter for the Police. However, parking has become a lower priority for them, so Suffolk County Council is transferring this responsibility to local district and borough councils under a process known as civil parking enforcement, or CPE.

Councils already manage public car parks in many towns and villages, so the changes make sense. Suffolk Constabulary is supportive of the move because the transfer of responsibilities will enable them to spend additional time on keeping communities safe and arresting and bringing offenders to justice.

Moving the responsibility from the police to local councils requires that statutory notice is given in Parliament. The parliamentary order was laid on 9 January 2020.

CPE has been running successfully in Ipswich since 2005. Both Ipswich Borough Council and all the district councils have been working collaboratively with Police and Suffolk County Council in the planning stages to ensure a smooth implementation county-wide.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Affairs, said:

"Civil parking enforcement powers will soon sit with our district and borough councils across Suffolk. It is essential in enabling our communities to have closer management of their local parking challenges.

“A lot of residents come to us with concerns that people parking in their towns and villages are becoming more inconsiderate, and something needs to be done about it. We agree, and as a result are committed to seeing these parking issues managed locally to ensure fair and safe parking for all.

“I very much welcome the cross-council collaborative working in order to deliver better parking for residents and those visiting Suffolk. Our colleagues will continue working together to ensure CPE is successfully launched and I look forward to seeing the benefits locally that these changes will bring.”

Help us review countywide Children's Centre services to expand the offer for families and children aged 0 to 19

On 10 January, Suffolk County Council launched a review of its Children's Centre service, with a view to strengthening its current family offer and expanding services.

There will be no reduction in service budget as a result of this review. In fact, any savings made through the process, such as on existing building costs, will be re-invested back into the 0-19 service to strengthen the current offer to families and to help develop future provision for young people and their families across Suffolk. It is important to note that this also means there will be no staff redundancies as part of this review.

The consultation will run for seven weeks until 5pm on Sunday 1 March 2020. Details of the process, all supporting information and the consultation questionnaire can be found on the council's website at www.suffolk.gov.uk/ccconsultation.

Anyone who does not have internet access can complete the online questionnaire at their local library for free or request a hard copy or easy read version of the questionnaire by calling 0345 603 1842.

An extensive period of research and evaluation into current service provision was undertaken ahead of developing the proposal. This involved local analysis of each centre to understand how many local families have access to the site, who uses it, and how far it is from other community facilities that deliver family services, including local libraries.

As a result of this research, a proposal has been developed, which suggests the following approach:

- Develop 16 full-time Family Hubs.
- Develop 11 part-time Family Hubs.
- Re-purpose nine sites that do not offer suitable accommodation for a Family Hub or are in an area where there are not enough nursery places. The sites will be re-purposed for nursery provision or school provision.
- Increase the existing Outreach service across Suffolk
- Close two buildings that cannot be re-purposed as a Family Hub and are unsuitable for use as nursery or school provision.
- Retain and improve the existing service offer through Suffolk Libraries.

What is a Family Hub?

Family Hubs will be at the heart of the service going forward and will provide the location from where services are delivered and coordinated. The proposal is to have at least one main Family Hub in each area of Suffolk and provide services from other community sites closer to families. A Family Hub offers a range of services to families for all children and young people aged 0-19 and carers, with a particular focus on supporting the most vulnerable.

Part-time Family Hubs will be smaller sites incorporating a number of services e.g. Midwifery, Speech and Language, Child Health Clinics, and group work delivered by the council or its partners. Part-time Family Hubs allow staff to provide Outreach services at other venues in nearby rural communities. When the part-time Family Hub is not in use by Family Hub staff, the building can be used by partners to maximise usage.

What is Outreach?

One way to support the most vulnerable families is by bringing services closer to them through Outreach. Outreach refers to services that the council can deliver on a mobile basis, in locations where they are needed. This will support existing community activities such as parent and toddler groups and use some of the community venues such as community centres, village halls, and sports centres to deliver Outreach services.

Working with the community ensures delivery of the right services for families. This could be providing a Stay and Play group or offering tailored individual family support. Outreach provides help, information, advice and guidance to isolated families who, without it, might not otherwise have access to such services.

What is meant by Re-purposing?

Some existing Children's Centre buildings have been identified as potential sites to support the delivery of much needed additional nursery and school provision. These sites would be re-designated from their current use and provide primarily nursery services in addition to some Outreach services for families.

Underpinning the review is the fact that no savings are being made as result of adopting this approach. Any potential savings made through re-purposing or closing current sites will be reinvested into the service to support the additional Outreach offer and support services managed through Family Hubs.

Suffolk County Council's Cabinet Member for Children's Services, Education and Skills, Councillor Mary Evans said:

"I want to make it very clear that this review is all about improving our current and future offer for the most vulnerable families and communities in Suffolk who need access to such services, including Early Years.

"I encourage everyone to take part and offer your valued opinion and ideas as part of the process, particularly if you and your family currently access the range of services we provide or might look to use them in the future."

Suffolk's Anglo-Saxon past to be revealed with £500,000 National Lottery grant for community archaeology project

On 9 January, it was reported that a National Lottery Heritage Fund grant has been awarded to Suffolk County Council Archaeological Service (SCCAS).

The grant is to fund a large, community archaeological project to uncover the hidden archaeology in the Deben valley in south-east Suffolk.

Rendlesham Revealed: Anglo-Saxon Life in South-East Suffolk will connect the unique stories of the princely burials of Sutton Hoo and the site of the royal palace at Rendlesham. This will put them into the context of the wider Anglo-Saxon communities and landscapes of which they were part.

Made possible by money raised by National Lottery players, the £517,300 grant will unlock at least a further £200,000 in match funding from local and national partners, universities and volunteers. This match funding includes smaller cash grants generously given by the Institute of Archaeology at University College London, the Suffolk Institute of Archaeology and History, The Sutton Hoo Society and Council of British Archaeology East. This project has also been made possible by the kind support of local landowners.

Local people will be a vital part of this four-year community archaeology project. SCCAS and their partners will directly engage local residents, schools, young people and volunteers from south-east Suffolk and Ipswich.

Supported through The National Lottery Heritage Fund, there will be a range of opportunities for local people to volunteer and be trained in on-site archaeological survey and excavation, as well as taking part in hands-on experimental archaeology events, specialist and family workshops, guided walks and exhibitions. These activities will take place in south-east Suffolk and Ipswich from summer 2020-2023.

Councillor Richard Rout, Suffolk County Council Cabinet Member for Environment and Public Protection, said:

“This is excellent news and I am thrilled that the National Lottery Heritage Fund has chosen to support Rendlesham Revealed. It is an exciting opportunity to work with new partners and to bring professionals and communities together. This project will leave a lasting legacy for heritage and the people of Suffolk and will boost the profile of our county.”

Events, workshops and volunteer opportunities will be widely advertised, follow @SCCArchaeology on [Twitter](#), [Instagram](#) and @SCCArchaeologicalService on [Facebook](#) to keep up-to-date.

Popular Most Active County initiatives inspire Suffolk residents to get active and change their lives

The Great East Swim and Run programmes have been inspiring Suffolk residents to get active for the last eight years.

The programmes offer an opportunity for individuals who are not currently physically active to take part in a progressive programme of training and support, with the goal of taking part in the Great East Swim or Great East Run.

More than 470 individuals looking to make a positive change to their health and wellbeing have taken part in the programmes to date, with more than 85% completing the full 12 and 16-week programmes, respectively. Participants have cited that, as well as weight loss and more energy, they felt a boost in confidence, improved self-esteem, and a real sense of pride and achievement through completing the programme. On average, more than 70% of participants who were inactive when they registered for the programme, continue to be regularly active three months after completing the course.

The programmes are suitable for all ages, with participants from 18 to 80+ taking part in previous years. Nearly 6,000 participants took part in the main Great East Swim and the Great East Run events last year, many of whom were Suffolk residents. Entries are now open for the 2020 events.

Councillor James Reeder, Cabinet Member for Public Health and Prevention, said:

“I have seen first-hand the impact this programme can have on individuals who sign up and it is inspiring to see them complete the challenge of the Great East Swim or the Great East Run. The testimonials from those who have taken part over the last 8 years just go to show that these programmes are making a real difference to the lives of participants”.

This year's Great East Swim outreach programme will take place at Crown Pools in Ipswich and Bury St Edmunds Leisure Centre, between March and June, culminating on Saturday 20 June at the Great East Swim at Alton Water reservoir near Ipswich.

The 2020 programme is delivered by Suffolk County Council in partnership with Ipswich Borough Council, Abbeycroft Leisure Trust, Active Suffolk and Allied Health professionals.

Individuals who sign up for the programme will receive an extensive package of support, which aims to provide them with the confidence, stamina and self-belief to complete their personal challenge and become active for life.

96 places are available for the programme and entries opened on 6 January. To apply for a place, visit www.activesuffolk.org/greateastswim and complete the registration form.

If you are interested in taking part in the training for the Great East Swim 2020 but would like further information, please contact Carol Lukins, Programme Coordinator on 07955 735514 or at carol.lukins@suffolk.gov.uk.

Entries for the Great East Run programme will open in March 2020.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 17th February 2020 at 6.00pm at the Memorial Hall Newmarket

Attendance:

Councillor S Caesar (Chairman)
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk
Councillor C O'Neill

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Press.

Minute	Action by
D/20/02/1 <u>ELECTION OF THE CHAIRMAN</u> With apologies being received from the Chairman, the following was agreed: <u>D/20/02/1.01 Resolved</u> That Cllr Caesar be elected as Chairman for this meeting.	
D/20/02/2 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED AND TO ASK WHETHER ANYONE INTENDS TO RECORD THE MEETING</u> The Chairman opened the meeting and read out the Fire Safety Notice and asked if anyone intended to record the meeting. There were no requests.	
D/20/02/3 <u>APOLOGIES</u> Apologies were received from Cllrs De'Ath, Fitzgerald, Kerby and Lay. Cllr Hirst was absent.	
D/20/02/4 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/02/5 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 20TH JANUARY 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 20 th January 2020 and the following was agreed: <u>D/20/02/5.01 Resolved</u> That the minutes of the Development & Planning Committee held on 20 th January 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. Matters arising:	

Page 4 – S/20/01/38 – The items noted for the next meeting were not on the current agenda and would be added to the next agenda.

D/20/02/6 **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.

D/20/02/7 **PLANNING APPLICATIONS**

Week 03 & 04 – There were no planning applications to consider

Week 05

D/20/02/7/1 DC/20/0009/FUL - Planning Application - (i) Construction of flow forge cage (ii) install air conditioning/refrigeration plant with the forming of 2no. opening to external cladding/wall - Unit 3A Newmarket Retail Park Oaks Drive Newmarket.

D/20/02/7.01 Resolved

The Committee voiced no objections.

D/20/02/7/2 DC/20/0072/FUL - Planning Application - (i) replace wooden posts and metal railings to the patio with wooden picket fence (ii) install 2 metre high close boarded fence to left side of patio area - White Hart Hotel 134 High Street Newmarket.

D/20/02/7.02 Resolved

The Committee voiced no objections.

Week 06

D/20/02/7/3 DC/20/0105/FUL - Planning Application - Change of use from Financial and Professional Services (Class A2) to Restaurant (Class A3) - 48 High Street Newmarket Suffolk.

D/20/02/7.03 Resolved

The Committee voiced no objections.

D/20/02/7/4 DC/20/0118/FUL - Planning Application - Construction of concrete skate park (removal of existing skate equipment) including access road - George Lambton Playing Fields Fordham Road Newmarket Suffolk.
Cllrs Drummond & Hood stated a non-pecuniary interest: both would vote.

D/20/02/7.04 Resolved

The Committee fully supported this application.

D/20/02/7/5 DC/20/0134/FUL - Planning Application - 1no. dwelling - Land Ro 58 Granby Street Newmarket Suffolk.

D/20/02/7.05 Resolved

The Committee objected on the grounds of it being an overdevelopment of the site, layout and density of the building, Highway safety and traffic and parking issues.

D/20/02/7/6 DC/20/0174/VAR - Application to vary condition 25 of DC/17/1881/FUL to enable the use of an automated sprinkler system in place of fire hydrants to allow for the creation of 69no. extra care apartments within class (C2), access, parking, landscaping and other associated works - Development Site Adj South Drive Exning Road Newmarket Suffolk.

D/20/02/7.06 Resolved

The Committee voiced no objections.

D/20/02/8 **AMENDED AND DEFERRED PLANNING APPLICATIONS**

D/20/02/8/1 DC/19/2055/FUL – Planning Application (i) 2no. dwellings (ii) vehicular access – Rear of 51A Bury Road Newmarket.

D/20/02/8.01 Resolved

The Committee objected on the following grounds:

- **Development in a Conservation area**
- **Overdevelopment of the site**
- **Horsewalk in front of the plot**
- **Traffic congestion due to the volume of horses crossing the heath**
- **Contravention of the Horse Racing Policy**
- **Damage to additional trees**

D/20/02/8/2 DC/19/2465/FUL – Planning Application – replacement of existing windows – St Lois Catholic Academy Fordham Road Newmarket.

D/20/02/8.02 Resolved

The Committee voiced no objections.

D/20/02/9 **EAST CAMBS PLANNING APPLICATIONS**

18/01435/OUM – Proposal for 41 new homes to include 12 affordable dwellings, 250sqm commercial units (Class B1a office, Class D1 community uses), accessible bungalows, over 55's bungalows and public open spaces with public footpaths/cycle ways – Site East of Clare House Stables Stetchworth Road Dullingham Suffolk.

The Committee noted the approved application.

D/20/02/10 **TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN**
West Suffolk Planning Determinations received during weeks 03, 04, 05 & 06.

Applications	Description	Address	WS Decision	NTC Decision
DC/19/2033/FUL	Planning Application - (i) 1no. storage building (ii) 3no. single storey range buildings comprising of horse boxes and tack boxes (iii) 7no. horse walks (iv)	Solario Yard Tattersalls The Avenue Newmarket Suffolk	Approved	No objections

	1no. muck bunker with wash bay (v) resurfacing of yard surfaces (demolition of straw store and hay barn and partial demolition of american barn)			
DC/19/1938/HH	Householder Planning Application - (i) Alteration to roof to allow for loft conversion and (ii) relocate vehicular access	Albion Lodge Fordham Road Newmarket Suffolk	Approved	No objections
DC/19/2176/LB	Application for Listed Building Consent - Alterations to facilitate the conversion of office space and function rooms into 31no. en-suite guest rooms (Retrospective)	Marlborough Club Kingston Passage Newmarket	Approved	No objections
DC/19/2181/VAR	Planning Application - Variation of condition 2 of DC/16/1212/FUL - to allow use of revised plans to increase number of guest rooms to 31no. ensuite guest rooms (retrospective)	Marlborough Club Kingston Passage Newmarket	Approved	No objections
DC/19/2258/TPO	TPO 1972 (234) Tree Preservation Order - 1 no. Maple (T1 on plan and within A2 on order) remove 3 overhanging limbs (indicated yellow on attached photographs)	76 Weston Way Newmarket Suffolk	Withdrawn	
DC/19/0895/FUL	Planning Application - (i) 1no. dwelling with attached annexe (ii) 1no. staff accommodation pod (iii) 1no. stable (iv) open barn (v) cycle store (vi) muck heap (vii) horse walk and (viii) improved access	Brickfields Stud, Barnside Cemetery Hill Newmarket	Approved	No objections
DC/19/2372/FUL	Planning Application - (i) create kitchen on ground floor and (ii) office space to first floor of existing stable block	St Gatien 185 All Saints Road Newmarket	Approved	No objections
DC/19/2378/FUL	Planning Application - (i) 2 no. temporary cabins/office accommodation units (ii) 1no. additional window to main building (iii) installation of A/C units to main building	The Grosvenor 146 High Street Newmarket	Approved	Objected
DC/19/2385/FUL	Planning Application - Single storey front extension (demolition of existing conservatory)	Newmarket Day Centre Fred Archer Way Newmarket	Approved	No objections
DC/19/2434/TPO	TPO 008 (2019) Tree Preservation Order - (i) 2no Horse Chestnut (T1 and T2 on plan T2 and T3 on order) Crown lift to 5 metres above ground (ii) 2no Horse Chestnut (T4 and T5 on plan T5 and T6 on order) fell (iii) 1no Walnut (T6 on plan T7 on order) Prune to give 2 metres clearance of vets (iv) 1no Walnut (T7 on plan T8 on order) pollard to 7 metres	Street Record Abernant Drive Newmarket Suffolk	Approved	No objections
DC/20/0046/TPO	TPO 234 (1972) Tree Preservation Order- (i) 3no Beech (GRP1 on plan within A8 on order) cut back branches by 2.5 metres to the boundary	21 Elliott Close Newmarket Suffolk	Withdrawn	

D/20/02/11 PLANNING APPLICATION DC/19/2418/HH

The Committee noted the West Suffolk recommendation to approve the application which the Committee had objected to and the following was agreed:

D/20/02/11.01 Resolved

That West Suffolk be asked to provide the reasons for the approval of application DC/19/2418/HH.

D/20/02/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/02/13 CORRESPONDENCE

- West Suffolk Planning January 2020 Parish Council Newsletter was noted.
- West Suffolk Local Plan Programme was noted.
- Publication of the West Suffolk SHELAA 2020 was noted.

D/20/02/14 DATE OF NEXT MEETING

Monday 2nd March 2020 at 6.00pm at the Memorial Hall.

D/20/02/15 TO NOTE ANY ITEMS FOR NEXT MEETING

- To review the standard response for tree applications
- To set up a Tree Working Group
- To appoint tree Champions
- AirBnB

Meeting closed at 6:40pm.

Signed _____

Date _____

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd February 2020 at 6.00 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor W Hirst

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk

Also present: Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Appleby and O'Neill, Treasurer of a bookings client, 2 Representatives of Cricket and 1 Member of the Press.

Minute	Action by
L/20/02/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety briefing and confirmed that proceedings may be filmed or recorded.	
L/20/02/2 <u>APOLOGIES</u> Apologies were received from Cllrs Fitzgerald and Lay.	
L/20/02/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
L/20/02/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 6TH JANUARY 2020</u> Members received the minutes of the Leisure Services Committee meeting held on 6 th January 2020 and the following was agreed: <i>Cllr O'Neill joined the meeting.</i> <u>L/20/02/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 6th January 2020 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising. The Chairman proposed to bring forward items 7 & 14 and the following was agreed: <u>L/20/02/4.02 Resolved</u>	

That Items 7 & 14 be brought forward.

L/20/02/5 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager advised that a hinge on a toilet cubicle at the Pavilion had been broken for the fourth time and there was additional damage to the cubicle. The Treasurer of the group involved explained that the incident had been reported and discussed with the group and it could be down to not knowing which way the door opened and if opened the wrong way then this is how the hinge gets damaged. Now that the group were aware, it should not happen again but clear signage would help.

Members discussed the costs and responsibility to carry out repairs and the following was agreed:

L/20/02/5.01 Resolved

That the hinge and toilet cubicle at the Pavilion be repaired and that clear signage be displayed for the operation of the door. That any further incidents be reported immediately.

The Treasurer of the group left the meeting.

L/20/02/6 TO DISCUSS THE CRICKET PITCH

Cllr Jefferys introduced Frank Stennett who made a proposal to reintroduce cricket at the Severals with the use of the facilities at the Pavilion. He advised that if and when West Suffolk install a sports hub, the established clubs could move to the new facilities. He asked NTC to support a request to establish and maintain a cricket pitch at the Severals with an aim to have teams playing in the 2021 league.

The request was considered and the following was agreed:

L/20/02/6.01 Recommendation

That, subject to further discussions with the Acting TCM and Events Manager about the constraints of the Severals, the principle of reintroducing cricket to Newmarket was supported.

Two Cricket Representatives left the meeting.

L/20/02/7 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.

L/20/02/8 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR DECEMBER 2019 & JANUARY 2020

RFO presented the income and expenditure reports for December 2019 and January 2020 and advised that the invoice for CCTV equipment in the Memorial Gardens had been paid and she was looking into the next steps.

The separate lines for Twinning had now been merged into one line. The income and expenditure reports for December 2019 and January 2020 were noted.

L/20/02/9 BOOKINGS, EVENT STAFFING AND REQUIREMENTS (ITEM 7 REVISITED)

The Events Manager advised that the Tea Dance on Friday had been the most successful to date with 54 people in attendance. She had discussed the results of the survey that showed 7% had answered no to recommending the dance to friends. She was advised that this was not the case and to ignore this result, they were very happy with the event. A dance teacher had been trialled but it was felt that she favoured ballroom dancing whereas the members preferred sequence dancing. The Events Manager would stop looking for a dance teacher. The comments regarding the raffle prizes had been noted and alternatives had been supplied. Waitrose had been approached to donate prizes.

A new long term booking had been secured at the Pavilion for a Martial Arts class every Friday.

Parking issues at the Pavilion had been reported by parents waiting for children to finish their club. It was noted that this had always been an issue and the Chairman and Events Manager would look into it further and report back at the next meeting.

Cllr O'Neill left the meeting.

L/20/02/10 MEMORIAL GARDENS

- Play Safety Report – was noted. RFO would contact the contractor for a launch platform for the zip wire.
- CCTV – equipment and solicitors fee had been paid for and a grant was awaited from West Suffolk. Next steps would be looked into.

L/20/02/11 NEWMARKET CALENDAR

The Events Manager advised that the meeting to discuss the Calendar had gone well. The format had been discussed with a recommendation for NTC to use the same calendar format as Discover Newmarket. The different formats were looked at and the Committee preferred the current NTC format, although it was noted that NTC used the same format as Discover Newmarket for bigger events. The flyer to promote the Calendar had also been discussed and there had been objections to the use of the NTC logo. Members felt that as the flyer was promoting the NTC Calendar the logo should be displayed. The Events Manager would contact Cllr Starkey to seek further advice.

L/20/02/12 VE DAY

The Events Manager advised that NTC should put on an event to support the 75th Anniversary of VE Day. It was suggested that the Town Cryer could do a reading for peace around the world at 7:00pm to start the event along with all of the Church bells being rung. This could be followed by

Street parties or a film and picnic in the Memorial Gardens. Other entertainment options would be looked at and the following was agreed:

L/20/02/10.01 Resolved

That NTC supports an event to mark the 75th Anniversary of VE Day and delegated powers be given to the Chairman and Events Manager to look at the options and book suitable entertainment for the event.

L/20/02/13 CHRISTMAS 2020 EVENT

The Events manager advised that the date for the Christmas 2020 event would be Saturday 12th December 2020 and the following was agreed:

L/20/02/11.01 Resolved

That the Christmas 2020 event be held on Saturday 12th December 2020.

L/20/02/14 CARNIVAL 2020 UPDATE

The Events Manager advised that Carnival Committee had recommended that the theme of the event would be A Carnival for the Future and the nominated charity would be Suffolk Wildlife. The Committee were looking at the details for the event including a solar powered stage for local bands to provide music in the evening.

L/20/02/15 TWINNING

The Events Manager advised that the Maisons-Laffitte contingent would be visiting Newmarket 30th -31st May 2020. So far 18 had registered for the visit and the maximum number was 25. Registration will close at the end of February when final numbers would be known but more accommodation was required. Anyone who could accommodate visitors over this weekend should contact the Events Manager. Activities and visits were being arranged including a welcome reception, visits to the Museum and Audley End House in Cambridge. All Cllrs would be invited to attend the welcome reception.

L/20/02/16 TO DISCUSS THE CINEMA

Members were advised that owing to the delays of West Suffolk providing a cinema, NTC should start looking at alternative providers as residents had been waiting for a cinema for years. Members were advised that West Suffolk were committed to providing a cinema and that funding was being looked into following the 1% increase to public works loans impacting on plans. After further debate the following was agreed:

L/20/02/16.01 Resolved

That continued pressure be put on West Suffolk and that Cllr Drummond provides an update on timescales at the next full Council Meeting. If the update is unacceptable, NTC to start looking at viable alternatives.

L/20/02/17 COUNCIL CHAMBER FURNITURE

A number of quotes and styles were considered but none were a perfect match for the current furniture. Further efforts would be made to establish the provider of the current furniture. The details of the provider could be held in storage records.

L/20/02/18 TO REVIEW THE MEETING START TIME

Members were advised that the D&P meeting held before the Leisure Services meeting often finished before 7.15pm and that the start time of the Leisure Services meeting should change to start at 7:00pm or directly following the D&P meeting if finishing later than 7:00pm. The proposal was considered and the following was agreed:

L/20/02/18.01 Resolved

That the start time of the Leisure Services Committee be changed to start at 7:00pm or directly following the preceding D&P Committee meeting.

L/20/02/19 CORRESPONDENCE

Newmarket & Neighbours letter to request the use of the Bill Tutte area for a stall to promote UK Aid, International Development and climate change was considered and the following was agreed:

L/20/02/19.01 Resolved

That Newmarket & Neighbours be allowed to use the Bill Tutte area on Saturday 15th February 2020 for a street stall to promote UK Aid, International Development and climate change.

L/20/02/20 MEMORIAL HALL ROOF REPAIRS

RFO advised that the previous quotes were not like for like and could not be compared. It was suggested that a Structural Engineer should conduct a survey to establish the work to be carried out and the following was agreed:

L/20/02/20.01 Resolved

That delegated power be given to the Acting TCM and RFO to arrange for a Structural Engineer to conduct a survey of the Memorial Hall roof with the cost being up to £1,000.

L/20/02/21 TO NOTE ANY ITEMS FOR NEXT MEETING

- Twinning
- Carnival 2020
- Bombing Exhibition
- VE Day
- Memorial Gardens – canopy for the sensory wall
- Parking at the Pavilion

L/20/02/22 DATE OF NEXT MEETING

Monday 2nd March 2020 in the Memorial Hall

Meeting closed at 7:32pm.

Signed _____

Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee
Held on Monday 10th February 2020 at 6:00 pm at the Memorial Hall Newmarket

Attendance:

Councillor T Kerby (Chairman)
Councillor J Borda
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond
Councillor Y Fitzgerald

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk
Councillor C O'Neill
Councillor R Yarrow

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Appleby – NTC, 1 Member of the Press and 1 Member of the Public.

Minute		Action by
C/20/02/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u> The Chairman opened the meeting and read out the Fire Safety Notice and asked if anyone intended to film or record the meeting. There were no requests made.	
C/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Hirst and Lay. Cllrs Anderson and Bowen were absent.	
C/20/02/3	<u>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</u> Cllr Borda declared a nonpecuniary interest in items 8 & 9 and Cllr Jefferys declared a nonpecuniary interest in item 14.	
C/20/02/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JANUARY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community Services Committee meeting held on 13th January 2020 and the following amendment was made: Page 1 – Attendance list – Cllr Kirk was added to the list Subject to the amendment being made, the following was agreed: <u>C/20/02/4.01 Resolved</u> <u>That the minutes of the Community Services Committee meeting held on</u>	

13th January 2020 be adopted and signed as a true record by the Chairman of the Community Services Committee.

Cllr Hood joined the meeting

There were no matters arising.

C/20/02/5 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 TO BE BROUGHT TO THEIR ATTENTION

A resident spoke to item 16 and urged NTC to object to the West Suffolk proposal to increase parking charges and to extend the end of chargeable time from 4:00 to 6:00pm. This would impact on residents attending activities in the evening.

The Committee were disappointed that West Suffolk had not consulted NTC on the proposal and the Mayor advised that she had made it clear that the poor standard of the car parks needed to be addressed before any increase to charges were considered. The proposal estimated that the increases would give West Suffolk an additional £400K per year and this would effectively result in an additional tax on residents. It was noted that there were no planned increases for Mildenhall and Brandon.

The proposal would be considered by West Suffolk Cabinet tomorrow evening and this item would be added to the next full Council agenda for debate and comment.

C/20/02/6 TO RECEIVE THE ACCOUNTS FOR JANUARY 2020

RFO advised that the third quarter invoice for the SLA had been received. The accounts for January 2020 were received and noted.

C/20/02/7 WEST SUFFOLK SLA

RFO advised that the Acting TCM had met with the SLA manager and that a further meeting would be arranged with the Facilities Manager to look at monitoring and reporting. The poor standard of the cleaning of the Bill Tutte area had been reported and would be addressed.

C/20/02/8 CAR BOOT SALES

Members considered the Conditions of Use and Hire for car boot sales and it was suggested that item 3 should be amended to add that the type of event would be considered by the Events Manager and the Leisure Services Committee.

C/20/02/9 CORNERSTONE PROJECT

RFO advised that NALC and SALC had both advised that the current legislation was unclear, and it would be unwise to spend on land/buildings belonging to the Church which could be challenged in the Courts.

C/20/02/10 CLOCK TOWER FLOODLIGHTING

RFO advised that it had been reported that the lights were not bright enough and this was due to when the lights changed colour. They could not be altered due to the location being on a busy road junction. A proposal was made for NTC to take control of the lights and for a Clock Tower Lighting Policy. Further enquiries would be made to ascertain who currently controls and selects the colour of the lights.

C/20/02/11 STREET LIGHTING ON STUDLANDS PARK

RFO presented a report from Suffolk Highways with various options with costs for the Street lights at Studlands Park. It was felt that savings could be made if the lights were changed to energy saving LED. A loan would be required to purchase the lights, but this would be offset by the savings made and be better for the environment in the long term. The following was agreed:

C/20/02/11.01 Resolved

That further enquiries be made into the possibility of upgrading the Street lights at Studlands Park to LED lights with full costings and savings.

C/20/02/12 LITTER IN NEWMARKET

The report from the Litter Working Group was noted and the next meeting would be held on Friday 14th February 2020 at 6:00pm in the Memorial Hall Council Chamber.

C/20/02/13 TO CONSIDER A DESIGN COMPETITION FOR THE HANGING BASKETS 2021

Members were advised that there was an urgency regarding holding a competition as the planting would need to be done now to allow the results to be judged in September for a competition in 2021.

C/20/02/14 BILL TUTTE MEMORIAL

RFO presented a photo of the Bill Tutte area after it had been cleaned and advised that the poor standard had been reported which would be addressed. NTC and the Bill Tutte Committee needed to know when the area is due to be cleaned and the Mayor agreed to take this up with West Suffolk.

C/20/02/15 ALL SAINTS WARD TRAFFIC ISSUES

The Working Group report was received and noted. The following was agreed:

C/20/02/15.01 Recommendation

That NTC accepts the Working Group recommendations to introduce several one-way systems to the Streets in the All Saints Ward and submit them to Suffolk Highways.

C/20/02/16 TRANSPORT MATTERS

This item was deferred to the next meeting.

C/20/02/17 DOG FOULING AT THE PADDOCKS

RFO presented the cost for a dog bin and the following was agreed:

C/20/0217.01 Resolved

That a dog bin be purchased for Paddocks Drive at a cost of £124 and be emptied by West Suffolk for £2.96 per week.

C/20/02/18 ADDITIONAL SID DEVICE

This item was deferred to the next meeting.

C/20/02/19 TO RECEIVE AN UPDATE ON NEWMARKET MARKET

This item was deferred to the next meeting.

C/20/02/20 NEWMARKET BID

Members were advised that at the last meeting held on 23rd January 2020 the BID looked at Governance and electing a new Chairman. The election would be held at the next meeting on Wednesday 12th February 2020.

C/20/02/21 HIGH STREET VISION

Members were advised that the Section 106 monies could be used now to improve the area for the market stalls, and this would be looked at by the Working Group. Further details of the Newmarket Vision were available on the West Suffolk website.

C/20/02/22 CORRESPONDENCE

None noted.

C/20/02/23 DATE OF NEXT MEETING

Monday 9th March 2020 6:00pm at the Memorial Hall.

C/20/02/24 ITEMS FOR NEXT AGENDA

- Street Lighting – Studlands Lighting Upgrade proposal
- Clock Tower Lighting Policy
- Newmarket Vision
- Transport matters
- A142 Pedestrian Crossing
- SID update
- Market update
- West Suffolk SLA
- Hanging baskets
- BID update

Meeting closed at 7:00pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee

Held on Monday 10th February 2020 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Ceasar

Councillor J De'Ath

Councillor A Drummond

Councillor T Kerby

Also Present: Cathy Whitaker - RFO.

	Minute	Action by
H/20/02/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND TO ASK IF ANYONE INTENDS TO FILME OR RECORD THE MEETING</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required.	
H/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Lay.	
H/20/02/3	<u>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 MEMBER'S DISPENSATION</u> None noted.	
H/20/02/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 9TH DECEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 9th December 2020 and the following was agreed: <u>H/20/02/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 9th December 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/20/02/5	<u>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 TO BE BROUGHT TO THEIR ATTENTION</u> None noted.	

H/20/02/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for January 2020 were received and noted.

H/20/02/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/02/7.01 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.

H/20/02/8 *STAFF UPDATE*****

RFO advised that there were no other issues further to the items listed on the agenda.

H/20/02/9 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES AND CONSIDER AY ISSUES*****

RFO advised that 8 applications had been received for the Town Clerk vacancy. The advert is still live until 18th February 2020. Cllrs Drummond, Jeffreys and Acting TCM will review the applications after that date.

H/20/02/10 *STAFF APPOINTMENTS**

Members considered a recommendation from the Acting TCM and to employ a Marketing/Admin Assistant and a Permanent Cleaner and the following was agreed:

H/20/02/10.01 Resolved

That a Marketing/Admin Assistant and a permanent cleaner be employed.

H/20/02/11 *LEAVE REQUEST*****

Members consider a staff request for leave and the following was agreed:

H/20/02/11.01 Resolved

That the staff request to take leave be approved.

H/20/02/12 *UPDATE ON TOIL*****

Members receive a report of time off in lieu accrued and the following was agreed:

H/20/02/12.01 Resolved

That from December 2019 the extra hours accrued by the RFO be paid instead of accruing more time off in lieu.

A note of thanks was made to the RFO for covering extra hours since October 2019.

H/20/02/13 **DATE OF NEXT MEETING**
Monday 10th March 2020 at the Memorial Hall.

H/20/02/14 **ITEMS FOR INCLUSION ON NEXT AGENDA**
None noted.

Meeting closed at 7:40pm

Signed _____ Date _____

DRAFT

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 17th February 2020 at 6:55pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor S Caesar

Also Present: Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

Minute		Action by
F/20/02/1	<u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required and asked if anyone intended to record the meeting. There were no requests.	
F/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath, Kerby and Lay.	
F/20/02/3	<u>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</u> None noted.	
F/20/02/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH JANUARY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20th January 2020 and the following amendments were made Page 1 – spelling of Cllr Caesar's name was corrected. Page 3 – F/20/01/12 "Viring" was change to read "the virement of funds" in the title. Page 3 – F/20/01/12 – Recommendation numbering changed to F/20/01/12.01 Subject to the amendments being made, the following was agreed: <u>F/20/02/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20th January 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/02/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN</u>	

3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

None noted.

F/20/02/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JANUARY 2020)

Members reviewed CB1, CB2 and CB4 and the following was agreed:

F/20/02/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2020 – 31/01/2020 (Cash Book 1 and 2) be received and adopted.

F/20/02/7 FINANCE

The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of 31/01/2020 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

The Income and Expenditure reports for January 2020 were received and noted.

The Committee noted that account signatories had been updated so that there were now 5 Cllrs able to sign cheques. The RFO would work on setting up online accounts for the signatories to pay by BACS for the start of the Financial Year 20/21. Following this, the Barclays Bank Salaries Account would be closed and balances transferred to the Unity Trust Salaries Account.

The Committee noted the RBS scheduled shut down of accounts software for the financial year end for 28th April 2020.

The Committee discussed how to settle the WSC invoice for the Scalback by-election £6,395.22 as the remaining funds in Election Costs £1,015 were insufficient and the following was agreed:

F/20/02/7.01 Resolved

That funds from the following F&P budget be transferred to 4097 Election Costs:

- **4008 – Staff Training £1,000**
- **4026 – Insurance £2,300**
- **4180 – Civic Functions £1,000**
- **4077 – Marketing £1,100**

To settle the West Suffolk invoice for the Scalback by-election £6,395.22.

F/20/02/8 TO RECEIVE THE PCSO MONTHLY REPORT AND TO CONSIDER THE TERMS OF REFERENCE

The January 2020 PCSO report was not available and would be presented to full Council. The Terms of Reference were reviewed and the RFO was asked to send it to all Cllrs for comments at the next full Council meeting.

F/20/02/9 HEALTH AND SAFETY MONTHLY REVIEW

The Health and Safety Monthly report was received and noted.

F/20/02/10 CORRESPONDENCE

None noted.

F/20/02/11 DATE OF NEXT MEETING

Monday 16th March 2020 at the Memorial Hall, High Street, Newmarket.

F/20/02/12 ITEMS FOR THE NEXT AGENDA

- To review the meeting start time
- To review the rent & terms of lease for NTC land at Field Terrace Road
- To review the Paper Policy for NTC

Meeting closed at 7:25pm

Signed _____ Date _____

Blank

Author: Acting Town Council Manager

Date: 18th February 2020

Subject: Cricket at the Severals Proposal

Please find attached a proposal from Frank Stennett for a sports hub at the Severals to include the Pavilion.

Council need to be aware of a number of matters within the proposal that require careful consideration as follows:

- i) The Pavilion – proposed to create a sports and social club on a membership only basis
Consideration
 - a) the Pavilion is already let to other organisations and it would appear this proposal would specifically exclude existing users
 - b) there is no mention of any fees being paid for use of the Pavilion
- ii) The Severals – proposed granting of full access on a permanent unconstrained basis from February 2020
Consideration
 - a) A copy of the lease agreement is awaited but it is not within our gift to offer “full unconstrained access” if that means 24 hours a day, 7 days a week because access to the land is restricted to after 1pm only
 - b) It is highly unlikely agreement will be reached in time for access to be granted from February 2020
- iii) Netting – it is intended to examine the possibility of installing netting around the sports ground
Consideration
 - a) This would require planning consent which is unlikely to be granted given the prominent location of the site on the edge of the town centre
 - b) It would also require the consent of the Landlord which is unlikely to be granted
- iv) Sports Hub – designating the Severals as sports hub and junior and young adult social club
Consideration
 - a) It is unclear what is meant exactly by a “sports hub” but if a cricket wicket is to be maintained in the centre of the Severals, it would surely automatically exclude other types of sport (eg rugby/football/hockey) being played on the same ground.
- v) Consortium – In other correspondence, Mr Stennett states that he heads a consortium.
Consideration
 - a) In order for the Town Council to consider entering any formal agreements, it needs to know the constitution of this consortium

A meeting has been arranged with Mr Stennett for Friday 21st February and an update on these matters will be provided to Council.

Blank

The Rural/Market Towns Group



RURAL/MARKET
TOWNS GROUP

A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network. Our website is www.rsnonline.org.uk

What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

What we have achieved to date:



The first general rural parliamentary groups in history



Better finance settlements for rural authorities



Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability



The creation of Rural Crime, Rural Health and Rural Research organisations

The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.

What we can give you back:



Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda. (Representation on this Group can be by Council Clerk or Member)



Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG



Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns



Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)



Where made possible by published material - provision of some benchmark statistics about rural/market towns



Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole



Free RSN community membership for your local organisations



Entry onto a bulletin calendar of the major local rural/market town events



The ability to establish and present the collective voice of rural/market towns



The ability to say what your council think about English rural issues which affect their area as and when they arise



An expectation that those views will be taken forward



Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually



Involvement in the English Rural Sounding Board system



Discounted rates at the National Rural Conference every September

If you don't receive these currently you will also get:



The weekly Rural Bulletin



The monthly RSN Funding Digest

Summary:

Our target is to form a Rural Market Towns Group of approximately 125 towns in 2020 and harness the argument of these rural areas. Both the town councils, people in the towns, and their surrounding hinterlands will be better placed to put their arguments across and contribute to the rural voice. We hope you can help us grow from the start!

As we exit the EU we are currently calling on government to produce a 'Rural Strategy' giving both direction and promise to rural areas. Our wish is that Rural and Market Towns should be given clear opportunities in such a Strategy. To date government has received this call somewhat negatively. It is only by working together and by establishing and pursuing common goals that your town can input into the national picture. Please back us to back your town and your area.

LET'S BRING & ARGUE THE RURAL CASE TOGETHER

If you would like further information about the Rural/Market Towns Group please contact us:

Rural Services Network
Kilworthy Park,
Tavistock, Devon
PL19 0BZ
01822 851370
www.rsnonline.org.uk
david.inman@sparse.gov.uk
twitter: @rsnonline



**RURAL/MARKET
TOWNS GROUP**

Dear Deborah,

Sorry to be writing again but over the last few weeks we have had some questions from Local Councils regarding the **Rural Market Towns Group** membership that we have been in touch with you previously about. We thought you might find the information given below helpful to Newmarket Council in arriving at their decision when they look at this matter. We also take the opportunity to attach previous correspondence so it all in the one place. We do need a local council in your area involved in this Group. I apologise to be doing this whilst on a train - I hope it transmits okay.

How much would we be charged if we decide to join the Rural Market Towns Group and how many councils are joining?

Firstly, no subscription would be levied for 2019/2020 financial year. The membership subscription would begin in the 2020/2021 financial year.

Towns/ Parishes with population size of 5000 will be charged £110 per year.

Towns/ Parishes with population size between 5000 and 10 000 will be charged £130 per year.

Towns/ Parishes with population size of 10 000 and over will be charged £150 per year.

The prices above exclude VAT. There would be no charges above and beyond the amounts outlined for the service.

Over sixty councils have joined to date and we expect that figure to double within the coming months. the current list of market towns that have joined this group so far.

How much time and commitment would this membership require?

We accept this is an important consideration for local councils. We wish to ensure that for councillors prepared to be involved it will be a question of minutes per year and not hours. There is a real need for this grouping but time input has to be limited. We want to achieve a strong input from as many councils as possible across England at an affordable amount both financially and in time spent. In return we wish to provide a helpful service but not one that would be asking a lot of a nominated councillor or the clerk. Occasionally we will have physical meetings in London for those wishing to attend (once a year is probably considered appropriate - but we will canvass members on this question). Regardless of attendance, we will ensure that all councils get full benefits of the service and every opportunity for input.

How will this group work?

- We think that a total of three targeted survey monkey questionnaires each year will give us that strong input from members and the councils the opportunity to present their views. Two of these questionnaires will be more detailed but even so the questionnaires should not take an individual more than fifteen minutes each to complete. We recommend that therefore there be a nominated member so that he or she can deal with these on the Council's behalf. (If however authorities want to nominate more than one person, or a small group that is fine., or even all of their individual councillors that is also fine. We emphasise again we are talking of minutes to deal with these surveys.

- The third of the annual questionnaires (see the final bullet point below in relation to the annual special survey) will involve the whole council collectively but it will be a very short, one question exercise allowing this survey to be considered as a single and short agenda item and not to disturb in any way current meeting patterns.
- We wish to get through this system of consultation, the grass-root local councillor and council view on rural issues. Because of the number of local councils involved that will create a mechanism for the rural councillor and rural council consensus view on issues and situations as they occur. That we do feel will be invaluable in achieving the overall cross rural - market town stance. It will be really powerful to be able to have mechanisms to establish and argue this rural- market town consensus opinion. The more Councils (and Councillors) become involved with the group, the stronger that view becomes. The number of councils involved is a really important factor in taking issues forward.

What would the Rural Market Towns Group want from Newmarket?

Essentially we want the involvement of the Council and, through the Council, the community of your town or parish. We are looking for towns who want to start the ball rolling from every rural area in the country. We are initially approaching one rural local council in each of the District Councils who have a rural location inside their area or are predominately rural in character. That has led us to 200 approaches initially and we would move forward from the base of that founding group. We do very much hope your council would wish to be a founding member and have a full say in how we go forward. If we are to take this group forward successfully the number of founding members is key.

We would hope that as the opportunity arose the council would be prepared to run a brief article about their Rural Market Town Group membership on their council website with a link to our website so that members of your community can be aware of our (and indeed your rural work) and for the opportunity to exist for these members of your community to sign up themselves to receive the rural bulletin service.

One of the reasons that 'the rural voice' doesn't come across to decision makers is that rural areas by their very nature are inevitably more disparate - certainly in locational terms- resulting in collective work being less common than elsewhere. We wish to do everything we can to improve that situation.

Returning commitments from us

In return for this level of involvement we would wish to offer back to members the following:

- Engagement in the Rural Strategy campaign to ensure feedback from Rural Market Town Group is included within consultation.
- Development of good practice and learning material related to the key policy areas and delivery challenges/opportunities for Rural Market Towns. We run this form of service with our 125 principal local authorities members and we do think we can assist those joining us as members in relation to their rural market town role.
- Receiving the 'Rural Bulletin' service, a weekly newsletter provided by the Rural Services Network highlighting rural news issues affecting rural communities, and highlighting the work of the Rural Services Network and opportunities that exist in rural areas. We will send this bulletin directly to everyone associated with the Council providing us with a direct email address.

- Provision of a dedicated newsletter highlighting relevant latest Rural Market Town Group policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities - again this will be sent to all who sign up for the bulletin.
- Analysed results from online surveys of the members of Rural Market Towns Group, held to gather comparative information from councillors who wish to be involved about topics of particular interest to this grouping.
- An annual short survey opportunity for the council as a whole to complete collectively identifying the issue which the council collectively feel is the most important from their viewpoint. (This survey would be one short question each year so that it can be undertaken as a single and quick agenda item as opposed to requiring any longer work than that.)

In this way we will engage with a particular nominated councillor or a group but also with all councillors.

I do hope this email helps and that we can work alongside Newmarket at this time. Fingers crossed we really do want to work with the Town

Many thanks for your interest and support,

Kindest Regards,

David

David Inman
Director
Rural Services Network
www.rsnonline.org.uk
01822 851370

The RSN is calling on the Government to develop a Rural Strategy to ensure that rural areas are properly considered. Too often policies are designed for urban areas and the result is that rural communities miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective.

[Sign up to support our call for action and find out more by visiting our website.](http://www.rsnonline.org.uk)

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the RSN Community Group. The organisation works with Rural England, a stand-alone CIC research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales. Rural England C.I.C. is a registered company (0902 3202) in England & Wales.

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SUFFOLK CONSTABULARY



Welcome to my monthly Partnership Funded PCSO report for January

Below are some of the activities I have been involved in this month.

- ❖ Parking tickets continue to be issued, residents have commented on where they are supposed to park due to more enforcement and a possible increase when traffic wardens come into effect, I have advised them to approach the council to ask about a resident permit scheme.
- ❖ Further to the above once it has handed over in April there may be a question as to what will fill the gap? With this in mind I have already booked onto training courses in the Constabulary to enable me to present the current information to the local schools either in class or assembly's on topics necessary in the curriculum to inform children to help keep them safe, this school liaison role will be good for engagement and the police profile to help the young people of Newmarket, and will certainly fill my time appropriately.
- ❖ I have held Crime prevention stands at The Guineas shopping centre and on the Tuesday Market. I continue to make sure I am present on Market days even if I don't have a stand set up so that I am visible to the community.
- ❖ I also continue to visit and engage with the residents of accommodation with shared social areas to ensure there are no occasions where unwanted visitors are gaining access.
- ❖ The Day centre is always a great place to engage with the elderly residents of Newmarket, Bury and Cambridge – who by the way have said they come to Newmarket as there is nothing as good as our Day centre in Cambridge!
- ❖ I was happy to hear the Green Road ASB information was received positively and have fed back to the residents to advise that it is being looked into.

POLICE ADVICE AND GUIDANCE

As you know I am always happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am obviously ideally placed to seek advice from other professionals. Member of the public wanting advice on many police-related matters can be signposted to the Suffolk Constabulary website advice page at <https://www.suffolk.police.uk/advice>

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Civil parking enforcement (CPE) starts across Suffolk on 6 April 2020

What is CPE?

Civil Parking Enforcement (CPE) is when a local authority takes on responsibility from the police to enforce against illegal parking. This process means parking violations becoming civil offences. CPE applies to both on-street parking (roads and highways) and off-street parking (public car parks run by the local authority).

Why is CPE being introduced across Suffolk?

CPE allows local councils to better promote safe and sensible parking, while also tackling local parking issues concerning residents. It also allows the police to focus more heavily on tackling safety, threats and harm, and more serious crimes.

CPE has operated successfully in Ipswich since 2005, and the transfer will see the other four districts also take on this responsibility.

Through councils employing qualified enforcement officers who can dedicate their time to tackling illegal parking, it means this becomes a higher priority; bringing benefits such as road safety, minimising congestion and improving accessibility on local roads.

By promoting better parking, CPE can take a more targeted approach to dealing with the following parking issues:

- Road or pavement obstructions causing danger for other road users and pedestrians.
- Drivers blocking streets preventing emergency vehicle access – especially when time is critical.
- Avoidable congestion which harms local business and the environment
- Overstaying in car parks, which can reduce can put people off using local businesses when they can't find a space – harming the local economy.

In Suffolk, the move has been widely supported by the public and local businesses.

How is CPE being managed in Suffolk?

Suffolk County Council (SCC) has civil parking enforcement powers and is working with local councils to implement CPE.

Local councils, which already employ parking service teams to manage their public car parks will extend their role to include on-street parking.

East Suffolk, Ipswich Borough and West Suffolk Councils will undertake enforcement in their own areas. Ipswich Borough and West Suffolk Councils will work with Babergh and Mid Suffolk District Councils to undertake enforcement in these two areas. See the [parking enforcement areas](#).

Will the police still be able to take action after 6 April?

The police will retain powers to enforce:

- dangerous or obstructive parking;
- vehicles parked on pedestrian crossings and zig zag lines;
- moving vehicle violations, such as speeding and going through 'no entry' signs.

Most parking violations, however, will become civil offences dealt with by the local authority.

What will be the impact on illegal parking?

CPE will lead to a significant improvement in parking practices across the county, promoting the benefits of good parking and enforcing where necessary. It will reduce unsafe parking, make sure emergency vehicles can get through, reduce impact on local businesses by improving turnover of parking spaces and reduce environmental impact by tackling congestion and idling engines.

How many officers will be patrolling across Suffolk?

Across Suffolk there will be 62 civil enforcement officers patrolling (including Ipswich).

What areas will be patrolled and how often?

All areas where there are traffic regulations.

Teams will be focused on areas where illegal parking has the most impact on road safety and congestion. Busy town centre streets are likely to be checked every day.

Patrolling will be carried out throughout the year.

What type of traffic regulations will be enforced?

CPE applies to parking rules, including stopping and waiting. Some traffic regulations will continue to be enforced by the police (see above).

How can the public get involved?

Members of the public will be able to report areas and incidents of illegal parking, which officers can respond to as required.

What is the penalty for drivers who park illegally?

There are two levels of Penalty Charge:

- £70 for the more serious offences, such as parking on yellow lines
- £50 for less serious offences, such as overstaying in a limited waiting bay.

Both charges are reduced by 50% if paid within 14 days.

What should someone do if they receive a Penalty Charge Notice (PCN)?

The back of the ticket will give information about how to make a payment and, if necessary, how to challenge the charge.

Can a Penalty Charge Notice be challenged?

Yes. A vehicle owner can dispute a Penalty Charge Notice at three stages:

- 'Informal challenges' or 'informal representations' against the PCN before the authority has served a Notice to Owner (NtO);
- 'Formal representation' to the authority once a NtO has been served
- Through an independent adjudicator, if a formal representation is rejected and a Notice of Rejection is issued.

How is the challenge considered?

The informal and formal representations are considered by a qualified notice processing team employed by the issuing authority. These teams are trained to understand, consider and respond to challenges.

It is not possible for elected councillors nor staff not employed in the notice processing team to be involved when considering a challenge.

An appeal against a Notice of Rejection issued by the authority is considered by an independent adjudicator.

At any stage, it is possible that the Penalty Charge Notice could be withdrawn.

When is a Notice to Owner served?

When a vehicle is observed violating parking regulations. This will either be handed to the driver, attached to the vehicle or sent in the post.

The vehicle owner then has 28 days to pay the charge.

What happens if a Penalty Charge Notice or Notice to Owner is not paid?

If payment for either of these is not received within 28 days, nor successfully challenged, the issuing authority will issue a Charge Certificate, which could lead to enforcement agents taking action to recover the debt.

In addition to the penalty charge being collected, the costs of administration and collecting the debt are also collected from the owner of the vehicle.

Will cars be clamped, or towed away?

It is possible for vehicles to be clamped or towed away, in rare circumstances.

The most likely would be if more than three Penalty Charge Notices had been issued for the vehicle which haven't been paid, nor successfully challenged.

Is CPE just a way to make money?

The aim of CPE is to achieve 100% compliance of parking regulations.

If that was to occur there would be no income from penalty charges. However, if drivers choose to park illegally, they should expect to receive a Penalty Charge Notice.

Fines associated with parking will be retained in Suffolk to support the cost of enforcement. Any surplus will be spent on local transport and environmental improvements.

Are cars allowed to park on pavements?

No. If a vehicle is parked on a pavement where there are relevant parking regulations in place, a Penalty Charge Notice will be issued. Parking regulations include the pavement and verge.

Where parking regulations are not present, this becomes a police matter.

I will struggle to park close to home due to regulations. What can I do?

Nobody has a right to park outside their home, but the chances being able to are increased where there is a residents' parking scheme in place, or when a resident has purchased a permit.

Where there is a significant demand for parking, it may be possible to introduce new resident parking schemes.

Yellow lines aid road safety, traffic flow and ease congestion and drivers are not permitted to park on yellow lines during the times specified on site.

Limited waiting bays also provide short-term parking close to town centres and other facilities. These can be used by several people throughout the day, which benefits businesses and visitors.

Where can I report illegal parking from 6 April?

Please use the [parking enforcement areas](#) first to identify the council responsible for enforcement.

Illegal parking can be reported using the following:

East Suffolk Council:	use the website www.eastsuffolk.gov.uk/parking
Ipswich Borough Council:	use the website www.ipswich.gov.uk/content/report-parking-problem
West Suffolk Council:	use the website www.westsuffolk.gov.uk/parking

Further information for councillors

What if one of my electorate asks me to intervene for them after they get a Penalty Charge Notice?

The challenge process has been set up to be fair and is used across the country. It is not possible for elected councillors nor staff not employed in the notice processing team to be involved.

You can, however, point your resident to the information provided on the back of a ticket, or one of the websites listed above for further information.

How will the public know CPE has been introduced?

Motorists should be adhering to the rules that already exist.

We've already started telling people about the introduction of CPE through the local media, social media and other channels.

Councillors will also be able to access more information over coming months until the go live date of 6 April, including information for residents should they have queries.

There will also be information available on all the councils' websites.