



Newmarket

TOWN COUNCIL

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

Councillors, you are hereby summoned to attend the
MEETING OF THE NEWMARKET TOWN COUNCIL
On **Monday 4th May 2020 at 6pm on Zoom**

A G E N D A

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. Any member of the public wishing to do so should email tcn@newmarket.gov.uk to receive an invitation to the Zoom meeting. No special software is required. The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be by show of hands as normal.

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.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

1. **In Remembrance** – the Mayor to make a statement regarding Councillor Ian Kirk who died suddenly on 26th April 2020 and to observe two minutes silence as a mark of respect.
2. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
3. **Apologies** for absence.
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 20th April 2020 and any matters arising.
6. **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)
7. **Committee Meetings** – To receive the minutes and consider any recommendations from the Development & Planning meetings held on 20th and 27th April 2020.
8. **Coronavirus Response** – to receive and note the minutes of the Steering Group meeting held on 21st April 2020.
9. **Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date
10. **Events and bookings** – to receive an update.
11. **Soapbox Derby** – to consider a request to allocate up to £10K to support the Soapbox Derby and to consider the proposal to combine it with the Carnival over the August Bank Holiday weekend .
12. **Finance**
 - a) Presentation of 2019/2020 Budget & Income/Expenditure Report;

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

- b) To approve virement requests for 2020/2021;
- c) To call a meeting of the Finance & Policy Working Group to review the budget in light of the projected impact of the coronavirus pandemic on budgeted income.
- 13. Public Spaces Protection Order** – to respond to the consultation on whether to extend the existing PSPO – deadline extended to 5th May 2020.
- 14. Weatherby Crossing** - to receive an update on the public inquiry and the preparation of the statement of case.
- 15. Traffic Regulation Order** – to consider the draft TRO for the market.
- 16. WSC Service Level Agreement** – to note that all areas of work except hanging baskets will continue in accordance with the SLA.
- 17. Severals cricket pitch** – to note that start of pitch preparation has been approved at no cost to the Council.
- 18. Health and Safety** – to note risk assessments completed.
- 19. Policing** – to receive an update on the operation to manage anti-social behaviour in Newmarket.
- 20. Correspondence** – to note the national postponement of the VE/VJ 75 commemorations until 2021.
- 21. Date of the next Meeting – 18th May 2020 (Annual Town Council Meeting)**

Signed



Deborah Sarson, Acting Town Council Manager

28th April 2020

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 20th April 2020 at 7:00 pm via Zoom

Attendance:

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

Councillor Peter Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor I Kirk
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: Deborah Sarson – Acting TCM and Cathy Whitaker – RFO and Julie Ashton – Minute Assistant, Steve Walsh – Racing Centre, Mandy Corbett, 1 member of the Press and 1 member of the Public.

Minute

20/04/1 WELCOME

The Mayor opened the meeting and announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.

20/04/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

None noted. Cllr Anderson was absent. Cllrs Appleby and Hirst had technical issues preventing them from joining the meeting.

20/04/3 TO RECEIVE AND CONFIRM THE MINUTES OF THE LAST TOWN COUNCIL MEETING HELD ON 24TH FEBRUARY 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 24th February 2020 were presented and the following was agreed:

20/04/3.01 Resolved

That the minutes of the last virtual meeting held on 24th March 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

20/04/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE VIRTUAL MEETINGS OF COUNCILLORS HELD ON 30TH MARCH AND 6TH APRIL 2020 AND ANY MATTERS ARISING.

The Mayor presented the minutes of the virtual meetings held on 30th March and 6th April 2020 and the following was agreed:

20/04/4.01 Resolved

That the minutes of the virtual meetings held on 30th March and 6th April 2020 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

20/04/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION (MAXIMUM 15 MINUTES)

None noted.

20/04/6 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 2ND AND 16TH MARCH 2020

The Chairman of the Development & Planning Committee presented the report and any recommendations from the Development & Planning Committee meetings held on 2nd and 16th March 2020. There were no recommendations.

20/04/7 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETING HELD ON 2ND MARCH 2020

The Chairman of the Leisure Services Committee presented the report and recommendations from the Leisure Services Committee meeting held on 2nd March 2020.

20/04/7.01 Resolved (C/20/03/9.01 Recommendation)

That option 2 be the preferred choice in principle, subject to quotes being validated as up to date and funds availability confirmed and approved by Full Council.

20/04/7.02 Resolved (L/20/03/10.01 Recommendation)

That the Leisure Services Committee suggest to NTC that installing a pedestrian crossing to access the Severals be considered as a priority.

20/04/8 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 9TH MARCH 2020

The Mayor presented the report and recommendations from the Community Services Committee meeting held on 9th March 2020.

20/04/8.01 Resolved (C/20/03/9.01 Recommendation)

That NTC continues to work within Newmarket Vision and requests an increase in representation from one to four Members on the Vision Steering Group.

20/04/9 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 16TH MARCH 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 16th March 2020.

20/04/9.01 Resolved (F/20/03/6.01 Recommendation)

That NTC allocate £10,000 from the General Reserve to a 'Coronavirus Support

Fund' in support of the vulnerable in our community; and to recommend to Council adopting the General Power of Competence which would unlock the potential for further options.

20/04/9.02 Resolved (F/20/03/7.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2020 – 31/03/2020 (Cash Book 1 and 2) be received and adopted.

20/04/10 GENERAL POWER OF COMPETENCE

It was confirmed that NTC met the qualifications for adopting the General Power of Competence and the following was agreed:

20/04/4.10 Resolved

That Newmarket Town Council adopts the General Power of Competence.

20/04/11 TO RECEIVE THE MINUTES OF THE CORONAVIRUS RESPONSE STEERING GROUP HELD ON 31ST MARCH 7TH AND 14TH APRIL 2020

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 31st March 7th and 14th April 2020 and the following was agreed:

20/04/11.01 Resolved

That the minutes of the Coronavirus Response Steering Group meetings held on 31st March 7th and 14th April 2020 be adopted and signed as a correct record.

20/04/12 CORONAVIRUS FINANCIAL UPDATE

Members were given an update on the coronavirus expenditure to date.

Cllr Kerby joined the meeting

Future funding requirements and grant opportunities were considered and the generosity of the Newmarket Festival and Gredley Charity Trust to support the Newmarket community were noted. It was confirmed that NTC had donated £5,000 to the Newmarket Festival hardship funds. Members discussed how to resolve the issue of handling money when shopping for the vulnerable and discussion was held about the option of an organisation, possibly NTC, acting as a 'bank' and the following was agreed:

20/04/12.01 Resolved

That the Acting TCM would undertake further investigation into the issues, options and risks and report back to the next meeting.

Acting TCM presented a breakdown of the Coronavirus Response expenditure and the total cost £7,648.20 to date. Although set up costs for the helpline and website were included there would be ongoing costs to support the NTC response and the following was agreed:

20/04/12.01 Resolved

That an additional £5,000 be allocated to cover future Coronavirus Response expenditure.

The Mayor gave thanks to everyone who had stepped in to support the community of
Minutes of the Newmarket Town Council held on Monday 20th April 2020

Newmarket and noted that it was a huge achievement to see the various organisations swiftly come together to support residents.

20/04/13 FINANCE

RFO presented the draft income & expenditure reports for March 2020 and advised that the end of year report was awaited. The reports were noted.

20/04/14 TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING

Acting TCM advised that the fees for preparing the Statement of Case for the hearing and for representation at the hearing had been received and the following was agreed:

20/04/14.01 Resolved

That Merrow Golden be appointed as the Barrister to prepare the statement of case and to represent NTC at the hearing. That the quote for fees to provide these services be accepted.

20/04/15 APPOINTMENT OF THE TOWN CLERK

Members were advised that the post had been offered and verbally accepted and the following was agreed:

20/04/15.01 Resolved

That the verbal acceptance of the Town Clerk post was noted with a start date to be agreed.

20/04/16 ANNUAL MEETING OF THE TOWN COUNCIL

Members considered whether to hold the Annual Town Council Meeting in May 2020 as per the new legislation that allowed the annual meeting to be deferred and the following was agreed:

20/04/16.01 Resolved

That the Annual Meeting of the Town Council be held on 18th May 2020.

20/04/17 MEETING SCHEDULE

Acting TCM presented the meeting schedule during the pandemic until further notice and the following was agreed:

20/04/17.01 Resolved

That the meeting schedule during the pandemic be adopted until further notice.

20/04/18 COMMITTEE MEMBERSHIPS

The draft Committee Membership was approved. It was noted that Cllr Kirk would be added to all Committees except for Human Resources.

20/04/19 MEETING AGENDA PRIORITIES

Acting TCM presented a list of agenda priorities and the following was agreed:

20/04/19.01 Resolved

That the agenda priorities be approved and a review of priorities be an item on all future agendas until further notice.

20/04/20 **CORRESPONDENCE**

The PCSO reports for February and March 2020 were noted

20/04/21 **DATE OF THE NEXT VIRTUAL MEETING**

Monday 4th May 2020 at 6:00pm.

Meeting closed at 20:15pm

Signed: _____

Date: _____

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 20th April 2020 at 6.00pm at the Memorial Hall Newmarket

Attendance:

Councillor J Lay (Chairman)
 Councillor S Caesar
 Councillor J De'Ath
 Councillor A Drummond
 Councillor Y Fitzgerald
 Councillor W Hirst

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

Also Present: Deborah Sarson – ATCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

	Minute	Action by
D/20/04/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.	
D/20/04/2	<u>APOLOGIES</u> None noted. Cllr Kerby was late joining.	
D/20/04/3	<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> Cllr Kirk declared a nonpecuniary interest in planning application DC/20/0399/TPO.	
D/20/04/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 16TH MARCH 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 16th March 2020 and the following was agreed: <u>D/20/04/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 16th March 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.	

No matters arising.

D/20/04/5 PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/04/6 PLANNING APPLICATIONS

Week 11 – There were no Planning Applications to consider.

Week 12

Cllrs Drummond and Hood declared a nonpecuniary interest in the following application

D/20/04/6/1 DC/20/0458/TCA - Trees in a Conservation Area Notification - 1no. Norway Spruce (T1 on plan) - fell – Beaufort Cottage Stables 140 High Street Newmarket.

It was noted that West Suffolk had approved this application.

Cllr Kirk declared a nonpecuniary interest in the following application.

D/20/04/6/2 DC/20/0399/TPO - TPO/1990/01 - Tree Preservation Order - 1no. Pine (T1 on plan and A1 on the Order) - fell – 64 Churchill Avenue Newmarket Suffolk.

D/20/04/6.02 Resolved

The Committee actively encourages responsible tree management. The Committee strongly OBJECTED to the felling of healthy trees. The Committee requested that the application be submitted to the Tree Officer for consideration and approval.

A member of the public joined the meeting

D/20/0/6/3 DC/20/0434/FUL - Planning Application - (i) sub division of existing single dwelling into 2no. apartments (ii) associated parking and amenity area to the rear - 140 Exning Road Newmarket.

D/20/04/6.03 Resolved

The Committee voiced no objections.

D/20/04/6/4 DC/20/0436/HH - Householder Planning Application - first floor side extension – 7 Brookfields Close Newmarket.

D/20/04/6.04 Resolved

The Committee voiced no objections.

Week 13 – There were no Planning Applications to consider

Week 14

D/20/04/6/5 DC/20/0162/FUL - Planning Application - Change of use of basement from office (B1) to Escape Room Assembly and Leisure (D2) – Godolphin House Basement Office 2 The Avenue Newmarket.

D/20/03/6.05 Resolved

The Committee voiced no objections.

D/20/04/6/6 DC/20/0448/FUL - Planning Application - Change of use from Class A1 (retail) to Class D2 (gymnasium) with ancillary café and retail outlet – Unit 1 2 Exeter Road Newmarket Suffolk.

D/20/04/6.06 Resolved

The Committee voiced no objections.

D/20/04/6/7 DC/20/0505/HH - Householder Planning Application - (i) Two storey side extension (ii) single storey side extension to existing porch – 1 Manderston Road Newmarket.

D/20/04/6.07 Resolved

The Committee voiced no objections.

D/20/04/6/8 DC/20/0514/FUL - Planning Application - (i) 4no. van charging points (ii) 4no. van parking spaces – Waitrose Ltd Fred Archer Way Newmarket Suffolk.

D/20/04/6.08 Resolved

The Committee voiced no objections and supported the application because of the environmental benefits.

D/20/04/6/9 DC/20/0527/VAR - Planning Application - Variation of conditions 2 and 7 of DC/16/1634/FUL to allow use of revised drawings for revised customer parking provision for 1no. retail warehouse (Class A1) including mezzanine floorspace, outdoor project centre and secure compound (with external racking system); access and servicing arrangements; car parking, landscaping and associated works

D/20/04/6.09 Resolved

The Committee voiced no objections.

D/20/04/6/10 DC/20/0579/TPO - TPO/1956/012 - Tree Preservation Order - 1no. Lime (T1 on plan, A7 on order) - Re pollard to previous pollarding points – 23 Collings Place Newmarket Suffolk.

D/20/04/6.10 Resolved

The Committee encourages responsible tree management. The Committee does not object to this application.

D/20/04/7 **AMENDED AND DEFERRED PLANNING APPLICATIONS**

D/20/04/7/1 DC/18/2210/FUL – Planning Application (i) 2no drive-through

café/restaurant units (Use Class A1/A3 for Costa and Use Class A3/A5 for McDonald's) with associated parking and landscaping and (ii) McDonald's Climbing box – Land at Willie Snaith Road Newmarket.

D/20/04/7.01 Resolved

The Committee supported the objection from Suffolk Highways and OBJECTED to this Planning Application on highway issues and that it was in contravention of the Newmarket Neighbourhood Plan, specifically Policy NKT32.

D/20/04/8 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN West Suffolk Planning Determinations received during weeks 11, 12, 13 & 14.

Applications	Description	Address	WS Decision	NTC Decision
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	Approved	No objections
DC/19/2429/FUL	Planning Application - (i) temporary siting of 2no. container homes for 12 months (ii) engineering works associated with container homes (part retrospective)	Florizel Hamilton Road Newmarket	Refused	No objections
DC/19/2459/HH	Householder Application - Single storey side and rear extension (following demolition of existing storage area)	27 Exning Road Newmarket	Approved	No objections
DC/19/2465/FUL	Planning Application - replacement of existing windows	St Louis Catholic Academy Fordham Road Newmarket	Refused	No objections
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	Approved	No objections
DC20/0072/FUL	Planning Application - (i) replace wooden posts and metal railings to the patio with wooden picket fence (ii) install 2metre high close boarded fence to left side of patio area	White Hart Hotel 134 High Street Newmarket	Approved	No objections
DC/20/0212/TCA	Trees in a Conservation Area Notification - (i) 2no. line of Conifers (T1 red line and T2 black line on plan) - fell (ii) Mixed species (T3 orange line on plan) - fell any trees under 100mm in diameter and reduce to give 2 metres clearance from structures (iii) 2no. line of Conifers (T4 green line and T5 blue line on plan) - fell (iv) 1no. line of Conifers (T6 pink line on plan) - fell any trees under 100mm in diameter (v) 1no. line of Ash and Sycamore (T7 on plan brown on plan) - reduce in height to 2 metres above ground level (vi) 1no. group of Conifer (purple on plan) Reduce in height by up to 5 metres	Shalfleet 17 Bury Road Newmarket	Approved	Objected
DC/20/0235/TCA	Trees in a Conservation Area Notification - 1no. Silver birch - Crown lift to 2 metres above ground level	15 The Avenue Newmarket Suffolk	Approved	Objected

It was noted that Ward Cllrs had not been notified of the delegated panel decisions for DC/20/0212/TCA as previously agreed and the Acting TCM work with the Chairman to devise a system of notification.

D/20/04/9 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/04/10 TREE PRESERVATION ORDERS

The following Tree Preservation Order was noted:

TPO/015 (2019) – Fairstead House School Fordham Road Newmarket
Suffolk.

D/20/04/11 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/04/12 CORRESPONDENCE

None noted.

D/20/04/13 DATE OF NEXT MEETING

Monday 27th April 2020 at 6.00pm via Zoom.

D/20/04/14 TO NOTE ANY ITEMS FOR NEXT MEETING

- Notification system for delegated panel decisions

Meeting closed at 6:45pm.

Signed _____

Date _____

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 27th April 2020 at 6.00pm at the Memorial Hall Newmarket

Attendance:

Councillor J Lay (Chairman)
 Councillor S Caesar
 Councillor Andy Drummond
 Councillor Y Fitzgerald

Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor C O'Neill

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

Minute	Action by
The Chairman opened the meeting and tributes were paid to Councillor Ian Kirk who died suddenly over the weekend by the Mayor and Councillor Jefferys followed by a 2-minute silence.	
D/20/04/15 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.	
D/20/04/16 <u>APOLOGIES</u> Apologies received from Cllrs De'Ath, Hirst and Kerby.	
D/20/04/17 <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/20/04/18 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 20TH APRIL 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 20th April 2020 and the following was agreed: <u>D/20/04/18 Resolved</u> That the minutes of the Development & Planning Committee held on 20th April 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.	

There were no matters arising.

D/20/04/19 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/20/04/20 PLANNING APPLICATIONS

Week 15

D/20/04/20/1 DC/20/0541/ADV - Application for Advertisement Consent - (i) 2no. internally illuminated fascia signs (ii) 2no. non-illuminated panels to totem pole (iii) 1no. loading bay sign – Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk.

D/20/04/20.01 Resolved

The Committee voiced no objections.

D/20/04/20/2 DC/20/0542/FUL - Planning Application - Installation of entrance doors and side screens together with 2no. bays of curtain walling to front elevation - Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk

D/20/04/20.02 Resolved

The Committee voiced no objections.

Week 16

D/20/04/20/3 DC/20/0583/FUL - Planning Application - Change of use from financial service (class A2) to hot food takeaway (class A5) – 104 High Street Newmarket Suffolk.

D/20/04/20.03 Resolved

The Committee voiced no objections subject to compliance with the Shopfront Policy, Newmarket Neighbourhood Plan and Conservation Area requirements for any future application once a tenant is identified; the historical significance of this building was noted as it was bombed in 1941.

D/20/04/21 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted

D/20/04/22 EAST CAMBS PLANNING APPLICATIONS

18/00752/ESO – Sustainable Garden Village – Land Southwest of 98 to 138 Station Road Suffolk.

Members were disappointed with the East Camb's decision to approve this application without taking account of cross-border contributions and no consideration of contributing S016 monies to cover the additional demand on Newmarket resources and infrastructure. It was noted that there were plans to

introduce a half hourly train service from Kennett. The following was agreed:

Cllr Fitzgerald lost connection and gave apologies for absence

20/04/20/22.01 Resolved

That the Mayor, Acting TCM and Chairman write to East Cambs to express our disappointment at the lack of consultation, especially in light of the likely impact of the development on Newmarket, and to request a timetable for development of the infrastructure to be delivered when the reserved matters application is considered and to confirm the timetable for delivery of the half hourly train service at Kennett given the lack of parking proposed within the development. That a letter also be sent to West Suffolk to request that they take similar action.

D/20/04/23 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN
West Suffolk Planning Determinations received during weeks 15 & 16.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0160/FUL	Planning Application - Change of use from hotel (Class C1) to house of multiple occupancy (Class C4)	Ashley House 13 Old Station Road Newmarket	Approved	No objections
DC/20/0171/FUL	Planning Application - Fire exit door to rear elevation	Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk	Approved	No objections
DC/18/22119ADV	Application for Advertisement Consent (i) 3no internally illuminated fascia signs, (ii) 1no internally illuminated height barrier, (iii) 2no internally illuminated key seller boards, (iv) 1no double menu board, (v) 1no banner, (vi) 1no totem (vii) parking signs and (viii) 2no directional sign	Land at Willie Snaith Road Newmarket Suffolk	Withdrawn	
DC/20/0220/FUL	Planning Application - (i) Conversion of roof space to form 2 no. self-contained flats (ii) Enclosed external staircase on rear elevation (iii) insertion of pitched roof dormer windows to front elevation	Sycamore House New Cheveley Road Newmarket	Approved	No objections
DC/20/0326/HH	Householder Planning Application - Single storey rear extension (following demolition of existing rear conservatory)	42 Rous Road Newmarket	Approved	No objections
DC/20/0458/TCA	Trees in a Conservation Area Notification - 1no. Norway Spruce (T1 on plan) - fell	Beaufort Cottage, Stables 140 High Street Newmarket	Approved	Objected

D/20/04/24 DELEGATION PANEL DECISIONS

None noted.

D/20/04/25 TREE PRESERVATION ORDERS

None noted.

D/20/04/26 TO DISCUSS ANY LICENSING APPLICATIONS

None noted. The Chairman suggested that preparation work should start for the Heaven Awaits reapplication that was due in 6 months.

D/20/04/27 CORRESPONDENCE

- WSC Planning Office – Parish Newsletter April 2020 was noted.
- Communication with WSC Planning Office – regarding being informed of delegated matters. A response is awaited.

D/20/04/28 DATE OF NEXT MEETING

Monday 11^h May 2020 at 6.00pm via Zoom.

D/20/04/29 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 18:45pm.

Signed _____ Date _____

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 7th April 2020 at 6.00pm via Zoom video conferencing**

In attendance: Deborah Sarson (Acting TCM), Margo Walsh & Michelle Kerr (Jockey Club), John Gilbert (Racing Centre), Douglas Hall, Cllrs Ian Kirk, Sarah Caesar, Andrew Appleby, Mick Jefferys, Tom Kerby, John Borda, Emily Krich (Orbit Housing), Aimee Hockley-Righton (Racing Welfare), Penny Taylor (Godolphin) and Julie Ashton (Minute Assistant)

1: Welcome & Introductions.

The Chairman welcomed everyone and made introductions where necessary.

2: Orbit Housing

Discussion was held about how we could work collaboratively. EK advised that Orbit Housing has a high level of stock in Newmarket, particularly in Studlands, and has designated Newmarket for Place Making where the housing association targets resources at helping both their own tenants and supporting projects and initiatives in the wider community. The accommodation they provide meets general needs with social housing ranging from bedsits to 3-bedroom houses. They operate Brough Scott House as a community centre. They have grant funds available and have contributed some money to Newmarket Festival to help with the Covid 19 response.

It was suggested that data could be collected on Orbit Housing tenants needing help and DH agreed look at how to capture this data.

They can help hardship cases with a "Better Days" fund for Orbit customers. Debt advisers are able to make referrals to provide laptops to help people get online and they also provide a mental health service.

3: Tesco box scheme

MW – quieter last week but they had a request today to put shopping into a resident's home for a hospital patient who was due to be discharged and needs additional help on release. AH-K advised that a care package would have to be put in place prior to discharge from hospital and the carers should be contacted to time shopping deliveries. It was suggested that the Day Centre may be able to help with providing supplies when delivering meals.

4: Safeguarding

JG reported a quiet week with no concerns. Referrals were made to CAB and the foodbank. The referrals were being logged on the tickets.

DH – confirmed no issues had been reported.

5: Residents

Feedback on the letters and leaflet that were delivered last week had led to an increase in referrals for Tesco boxes; TK nothing to report but did follow-up calls last week and residents were happy with the service.

6: Handling Money

Discussion on how to handle cash payments and hardship cases. The Racing Centre would be happy to be the financial controller however, it was noted that protocols and parameters would need to be set up to manage the system. JG and DH would have further discussions to start documenting the protocols for the system.

It was reported that a lot of people were helped by their neighbours and although this was not being recorded, it takes the pressure off our system.

7: Helpline

Acting TCM – reported that Mark Scully & Katherine from JCE had joined the helpline team and she would also contact Amy. The additional resource had helped to cover some slots and give councillors a break. CA was looking at the volume of calls to identify busy times to help manage the rota and the coordinators were asked to add the time of calls to their spreadsheets and to send them to CA. It was noted that IK had taken 18 calls between 4:00pm and 6:00pm and that JD had a busy morning. The rota times would be reviewed to use resources more effectively.

IK reported that there were regular requests for prescriptions and asked if there should be a process to deal with repeat customers. It was felt that no change was required and to carry on passing referrals to DH and JCE for the Tesco boxes. DH would look at a couple of ideas for recording what help is being provided to discuss later in the week.

8: Data

Linkspace was now up to date and being used by all callers following training delivered by DH. JCE now had access to it and would arrange training for staff with DH. Acting TCM advised that GDPR statements needed to be signed to protect the data.

9: Communications

- a) **Website** – An advert had been placed on Facebook to promote it and pharmacy open times and daily updates were being added. It was noted that the NTC website had far more and better information than other comparable websites.
- b) **Social media** – JCE had offered the services of Ayse who does their social media and she had created a logo; two draft logos were considered and the one with the yellow background was preferred and Newmarket should be added above the “Community Helpline” tag. Lockdown photographic competitions had been proposed which was supported and themes such as baking or pets were suggested. Liaising with Newmarket Library had been suggested but this may be challenging as they’re currently closed but they would be contacted for ideas. Palace House was also suggested but all staff are currently furloughed. Wizard Marketing were working with the Cambridge Science Centre to design science experiments for children aged 7 – 11 and we are looking at ways to help them disseminate the information.
- c) **Leaflet**– Chairman thanked all who delivered them. DH reported that 91.5% of streets had been done with 200/300 hundred left to be delivered. Some had gone out with the Tesco boxes and other information could be added in the future. AA to would contact the Gredley Charity Trust for information on addresses for the elderly.

10: Grant funding

PT reported that a sub-committee had been set up to manage the Newmarket Festival funding and confirmed that the Gredley Charitable Trust donation had been received. The Chestnut Group who were working with the young and vulnerable people had received some funding; staged funding had been agreed for the Day Centre. It was noted that Montaz were donating 5% from each sale. The NTC donation of £5K was confirmed.

MW reported an increase in demand for hot lunches and Churches Together; Montaz, Powters, Chestnut Group, Day Centre and JCE were all contributing to this initiative. Donations to cover the £2.50 per portion cost were being made by several organisations with demand increasing to over 110 meals this week.

An offer of extra Vehicles had been made by Smarter Motoring and MW would chase this up. It was noted that there had been lots of volunteers and services being offered. Orbit Housing could fund microwaves etc to heat meals for families without facilities for their tenants.

It was noted that continuity would be required when the crisis is over and an exit plan would be required. It was agreed that sustainability would be added as an item to the next agenda.

11: Other organisations

It was suggested that Alison Hayes should be invited to join the Steering Group to record how Newmarket is dealing with the crisis and to keep a record for social history. Acting TCM would contact Alison.

Caroline from the Voluntary Network had declined the invitation.

The BID manager had been contacted but had not joined the meeting tonight.

12: Any other areas for discussion

IK reported that he had not received a response from Waitrose and another contact was suggested for MW to follow up.

The Chairman thanked everyone and was humbled by the effort put in from all parts of the Community.

13. Date for a future meeting

Tuesday 28th at 6pm on Zoom

NEWMARKET TOWN COUNCIL
CORONAVIRUS RESPONSE COSTS BREAKDOWN

<i>Date</i>	<i>Details</i>	<i>Cost</i>	
16/03/2020	TCM extra hours w/beg. 16/3 42 x £30.00	£ 1,260.00	
	RFO extra hours w/beg. 16/3 23hrs	£ 338.36	
18/03/2020	Heavy Duty Wipes and Sprays	£ 118.25	April Payroll
19/03/2020	SD card for camera (ID cards)	£ 14.16	
	Batteries for camera (ID photos)	£ 2.99	
	SNOM x 3 telephone power cables for WFH	£ 20.79	
22/03/2020	CV new domain name	£ 29.59	
	New domain reg 12 months	£ 9.99	
23/03/2020	Masks and sterile gloves	£ 32.01	
	Laminating Sheets for ID cards	£ 51.65	
	TCM extra hours w/beg. 23/3 x31 £30.00	£ 930.00	
	RFO extra hours w/beg. 23/3 36 hrs	£ 607.72	
24/03/2020	CV 20,000 flyers for doorstep drop	£ 298.00	April Payroll
	Database Structure work	£ 375.00	
	Website Design for CV website	£ 499.00	
	TCM accommodation at Newmarket x 2	£ 85.00	
	ADMIN - additional hours 9hrs(16th) / 35 hrs (23rd) = 44hrs	£ 590.04	
23/03/2020	badge making supplies	£ 141.72	April Payroll
25/03/2020	wifi mouse and ethernet cable for TCM WFH	£ 32.15	
	website misc costs	£ 19.80	
29/03/2020	Zoom conferencing licence (1 month)	£ 11.99	
31/03/2020	VPN costs for WFH	£ 78.84	
	Database Creation	£ 225.00	
05/04/2020	TCM extra hrs w/beg. 30/3 - 17.5 hrs x £30.00	£ 525.00	
06/04/2020	WFH Host Seating fees	£ 162.98	
	TCM extra hours w/beg. 30/3 x25 £30.00	£ 750.00	
09/04/2020	Amendments to NTC website relating to CV	£ 40.00	
	MINSEC extra hrs March - 15.25hrs x £9.24	£ 165.17	April Payroll
14/04/2020	Cubiq for second leaflet design and print	£ 758.00	
17/04/2020	TCM extra hrs w/beg. 6/4 & 13/4 - 30.5 hrs x £30.00	£ 915.00	
20/04/2020	Grant to Newmarket Festival for Hardship Fund	£ 5,000.00	
21/04/2020	Amendments to NTC website relating to CV	£ 40.00	
23/04/2020	RFO extra hours 1-13 April- 24hrs	£ 469.54	
01/05/2020	TCM extra hrs w/beg 20/4 - 10.5 hrs x £30.00	£ 315.00	
TOTAL COSTS TO DATE		£ 14,912.74	

Still outstanding

£10,000 from general reserves for CV Response Costs (general)
£5,000 from 2019/20 underspend on budet for Hardship Fund (via Newmarket Festival)

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NTC ANALYSIS OF 2019/2020 BUDGET & INCOME/EXPENDITURE

	Total Budgeted	Total Actual YTD	Under / Over Spend
Finance & Policy	£ 114,112	£ 120,533	-£ 6,421
Community Services	£ 128,046	£ 102,580	£ 25,466
Leisure Services	£ 150,464	£ 141,553	£ 8,911
Human Resources	£ 168,850	£ 155,386	£ 13,464
Development & Planning	£ 2,000	£ 2,531	-£ 531
TOTAL BUDGET	£ 563,472	£ 522,583	£ 40,889
			UNDERSPEND

Total underspend from 2019/2020 Budget	£ 40,889
Finance & Policy overspend	-£ 6,421
Development & Planning overspend	-£ 531
Town Centre Regeneration EMR (for Clock Tower Project) from 4109/207	-£ 8,000
Memorial Garden Canopy EMR from 4069/306	-£ 7,700
Human Resources EMR from total underspend of committee budget	-£ 13,464
TOTAL BUDGET UNDERSPEND ONCE ADJUSTMENTS MADE	£ 4,773

Resolution requested from NTC Full Town Council to transfer underspent funds to EMRs as follows:-

£8,000 from CS 2109/207 (Town Centre Regeneration) to Town Regeneration EMR 313

£7,700 from LS 4069/306 (Memorial Gardens Masterplan) to Memorial Gardens Canopy EMR 345

Create a new EMR for 'Human Resources'

£13,464 from HR Committee underspend to Human Resources EMR

Newmarket Town Council

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Finance & Policy

Finance & Policy	2018-2019		2019-2020					2020-2021			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101 Administration											
1003 Banner Income	0	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1005 Misc Income	0	1,201	0	0	0	0	0	0	0	0	0
1103 Rent Receivable	0	75	0	0	0	0	0	75	75	0	0
1174 Grants Received SCC	0	2,875	0	0	0	0	0	0	0	0	0
1476 Precept Received	550,474	550,474	0	0	566,779	0	566,779	566,779	665,114	0	0
1190 Interest Received	250	221	0	0	254	0	254	35	50	0	0
Total Income	550,424	555,546	0	0	567,033	0	567,033	566,869	666,239	0	0
4008 Staff Training	2,500	4,488	0	-1,000	2,500	0	1,500	1,631	2,500	0	0
4009 Staff Travel	350	130	0	0	200	0	200	315	250	0	0
4018 Software/Computer Consumables	1,007	1,147	0	0	1,500	0	1,500	1,375	1,500	0	0
4019 New IT System/Hardware	2,993	3,686	0	0	2,030	0	2,030	3,926	2,030	0	0
4021 Telephone and Fax	7,100	11,761	0	0	2,500	0	2,500	1,979	2,000	0	0
4022 Postage	3,000	1,726	0	0	2,000	0	2,000	1,783	2,100	0	0
4023 Stationery	2,200	2,416	0	0	2,233	0	2,233	2,186	2,000	0	0
4025 Subscriptions&Licences	1,800	3,088	0	0	2,800	0	2,800	5,178	4,000	0	0
4026 Insurance	12,000	7,593	0	-3,500	12,180	0	8,680	8,590	12,400	0	0
4028 Office Maintenance	5,000	6,335	0	-250	6,000	0	5,750	10,781	7,500	0	0
4030 Recruitment Advertising	400	0	0	1,200	406	0	1,606	1,671	406	0	0
4051 Bank Charges/Interest	500	1,123	0	0	900	0	900	672	600	0	0
4056 Legal Expenses	8,000	3,591	0	0	8,000	0	8,000	3,793	13,750	0	0
4057 Audit & Accountancy Fees	2,500	2,746	0	0	2,538	0	2,538	3,526	3,500	0	0

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Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Finance & Policy

	2018-2019		2019-2020					2020-2021			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4058 Professional Fees	0	1,183	0	0	0	0	0	0	0	0	0
4059 web site	500	2,628	0	0	508	0	508	253	550	0	0
4060 Councillors Training	500	0	0	0	508	0	508	404	508	0	0
4061 Councillors Expenses	250	54	0	0	254	0	254	0	254	0	0
4062 Civic Regalia	300	237	0	0	305	0	305	0	305	0	0
4064 Town Mayor's Allowance	1,000	144	0	0	1,000	0	1,000	457	1,000	0	0
4075 Grant to CAB	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4076 Grants	8,000	7,200	0	0	3,000	0	3,000	2,250	5,000	0	0
4077 Marketing	5,000	1,718	0	-1,100	4,000	0	2,900	1,696	5,000	0	0
4079 Grant to Royal British Legion	25	25	0	0	25	0	25	25	25	0	0
4083 PCSO	22,000	0	0	0	34,000	0	34,000	33,346	34,000	0	0
4090 Biodegradable Dog Poo Bags	950	806	0	0	964	0	964	614	964	0	0
4091 Elections Expenses	-1,500	0	0	0	0	0	0	0	0	0	0
4095 Assets Purchased	0	2,875	0	0	0	0	0	0	0	0	0
4097 Election Costs	0	2,815	0	5,400	12,500	0	17,900	17,871	3,500	0	0
4113 Rolling Capital Reserve	0	0	0	0	0	0	0	0	20,000	0	0
4114 Other Projects / Reserves	0	0	0	0	0	0	0	0	34,561	0	0
4115 Coronavirus Response Costs	0	0	0	0	0	0	0	3,737	0	0	0
4180 Civic Functions	4,000	2,101	0	-1,000	1,015	0	15	0	2,000	0	0
4220 Discover Nmkt Stakeholder Fee	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
4221 Yellow Brick Road	0	0	0	0	2,000	0	2,000	1,800	2,000	0	0
4222 Tourism Stakeholder Fee	0	0	0	0	1,000	0	1,000	1,000	1,000	0	0
Overhead Expenditure	93,375	74,615	0	-250	114,866	0	114,616	118,859	173,203	0	0
Movement to/(from) Gen Reserve	457,049	480,931			452,167		452,417	448,030	493,036		

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Newmarket Town Council
Annual Budget - By Committee
Note: as at 31 March 2020 FINAL YEAR END Finance & Policy

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>103 Health & Safety</u>											
4020 Misc. Staff Costs	0	120	0	0	0	0	0	189	250	0	0
4028 Office Maintenance	0	70	0	250	0	0	250	95	250	0	0
4058 Professional Fees	2,500	2,500	0	0	500	0	500	2,500	2,500	0	0
Overhead Expenditure	2,500	2,690	0	250	500	0	750	2,784	3,000	0	0
Movement to/(from) Gen Reserve	(2,500)	(2,690)			(500)		(750)	(2,784)	(3,000)		
Finance & Policy - Income	550,424	555,546	0	0	567,033	0	~~125,514~~ 567,033	~~1,110~~ 567,033	666,239	0	0
Expenditure	95,875	77,305	0	0	115,366	0	115,366	121,643	176,203	0	0
Movement to/(from) Gen Reserve	454,549	478,241			451,667		~~451,667~~ 114,112	~~445,246~~ 120,533	490,036		
Total Budget Income	550,424	555,546	0	0	567,033	0	~~567,033~~	~~566,999~~	666,239	0	0
Expenditure	95,875	77,305	0	0	115,366	0	115,366	121,643	176,203	0	0
Movement to/(from) Gen Reserve	454,549	478,241			451,667		~~451,667~~	~~445,246~~	490,036		

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community Services</u>											
<u>200</u>	<u>Outside Services</u>										
4029	General Equipment	500	255	0	0	500	0	500	482	500	0
4039	Vehicle Costs	4,200	706	0	0	4,200	0	4,200	951	4,200	0
4326	Outside Services SLA	67,515	69,811	0	0	79,891	0	79,891	70,915	72,716	0
	Overhead Expenditure	72,215	70,772	0	0	84,591	0	84,591	72,348	77,416	0
	Movement to/(from) Gen Reserve	<u>(72,215)</u>	<u>(70,772)</u>			<u>(84,591)</u>		<u>(84,591)</u>	<u>(72,348)</u>	<u>(77,416)</u>	
<u>201</u>	<u>General Town Planting</u>										
1007	Sponsorship Income	5,100	5,770	0	0	4,750	0	4,750	4,830	4,750	0
1009	Roundabout Sponsorship	5,000	5,293	0	0	5,200	0	5,200	5,368	5,200	0
1100	Grants Received	2,395	0	0	0	0	0	0	0	0	0
	Total Income	12,495	11,063	0	0	9,950	0	9,950	10,198	9,950	0
4100	Seasonal Planting	3,000	1,628	0	0	3,000	0	3,000	3,509	3,000	0
4101	Hanging Baskets	7,000	8,714	0	0	3,000	0	3,000	3,783	4,000	0
4102	Other Planting Expenses	50	0	0	0	50	0	50	42	50	0
	Overhead Expenditure	10,050	10,343	0	0	6,050	0	6,050	7,334	7,050	0
	Movement to/(from) Gen Reserve	<u>2,445</u>	<u>720</u>			<u>3,900</u>		<u>3,900</u>	<u>2,864</u>	<u>2,900</u>	
<u>202</u>	<u>Cemetery</u>										
1000	Burial Fees	24,000	28,050	0	0	30,000	0	30,000	33,350	29,000	0
1020	Interment Income	10,000	3,830	0	0	7,500	0	7,500	3,000	6,000	0

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Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1021	Monumental Income	11,000	5,705	0	0	4,500	0	4,500	5,000	0	0
1022	Grave Space Purchase Income	12,200	13,500	0	0	16,000	0	16,000	16,000	0	0
1029	Income Commemorative Bench	1,050	1,050	0	0	1,066	0	1,066	1,500	0	0
	Total Income	58,250	52,135	0	0	59,066	0	59,066	57,500	0	0
4011	Rates	1,948	2,698	0	536	2,500	0	3,036	3,100	0	0
4012	Water Rates	350	230	0	0	355	0	355	250	0	0
4014	Electricity	2,200	-551	0	0	2,233	0	2,233	1,600	0	0
4016	Cleaning	0	0	0	0	0	0	0	100	0	0
4017	Fire Precautions	150	35	0	0	152	0	152	152	0	0
4019	New IT System/Hardware	0	53	0	0	0	0	0	0	0	0
4035	Equipment	200	0	0	0	200	0	200	200	0	0
4036	R&M - Buildings	8,000	733	0	0	2,000	0	2,000	2,000	0	0
4037	R&M - Grounds	1,000	13,094	0	3,000	13,500	0	16,500	16,500	0	0
4040	Trade Refuse Collections	1,500	0	0	0	1,500	0	1,500	0	0	0
4047	Grave Digging	13,000	11,216	0	0	13,500	0	13,500	12,000	0	0
4084	Commemorative Bench Cemetery	1,000	0	0	0	0	0	0	0	0	0
4325	Cemetery SLA	8,880	9,182	0	0	9,240	0	9,240	10,071	0	0
4995	Budgeted Reserve Amount	5,000	0	0	-3,000	3,000	0	0	3,000	0	0
	Overhead Expenditure	43,228	36,690	0	536	48,181	0	48,717	48,973	0	0
	Movement to/(from) Gen Reserve	15,022	15,445			10,885		10,349	8,527		
203	Disused Churchyards										
4037	R&M - Grounds	1,500	261	0	3,000	1,000	0	4,000	4,000	0	0

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Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

	<u>2018-2019</u>		<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4995		0	0	0	0	0	0	0	1,000	0	0
4996		3,000	0	-3,000	3,000	0	0	0	0	0	0
	Overhead Expenditure	4,500	261	0	4,000	0	4,000	4,412	5,000	0	0
	Movement to/(from) Gen Reserve	<u>(4,500)</u>	<u>(261)</u>		<u>(4,000)</u>		<u>(4,000)</u>	<u>(4,412)</u>	<u>(5,000)</u>		
204	<u>Memorial - War,Cooper,Tutte</u>										
1005		0	950	0	0	0	0	0	0	0	0
	Total Income	0	950	0	0	0	0	0	0	0	0
4014	Electricity	0	78	0	100	0	100	64	100	0	0
4036	R&M - Buildings	500	950	0	500	0	500	14	500	0	0
4037	R&M - Grounds	7,000	3,794	0	0	0	0	7,193	500	0	0
	Overhead Expenditure	7,500	4,822	0	600	0	600	7,271	1,100	0	0
	Movement to/(from) Gen Reserve	<u>(7,500)</u>	<u>(3,872)</u>		<u>(600)</u>		<u>(600)</u>	<u>(7,271)</u>	<u>(1,100)</u>		
205	<u>Clocks</u>										
4014	Electricity	300	158	0	300	0	300	186	200	0	0
4036	R&M - Buildings	0	404	0	500	0	500	0	500	0	0
4177	Clock Tower Expenses	1,200	1,302	0	700	0	700	1,210	1,400	0	0
4995	Budgeted Reserve Amount	0	0	-1,000	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	1,500	1,864	-1,000	2,500	0	1,500	1,396	3,100	0	0
	Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(1,864)</u>		<u>(2,500)</u>		<u>(1,500)</u>	<u>(1,396)</u>	<u>(3,100)</u>		
206	<u>Bus Shelters</u>										

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Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	R&M - Buildings	630	0	0	1,500	0	1,500	3,989	1,500	0	0
	Overhead Expenditure	630	0	0	1,500	0	1,500	3,989	1,500	0	0
	Movement to/(from) Gen Reserve	(630)			(1,500)		(1,500)	(3,989)	(1,500)		
<u>207</u>	<u>General Town Maintenance</u>										
1100	Grants Received	0	0	0	0	0	0	2,455	0	0	0
	Total Income	0	0	0	0	0	0	2,455	0	0	0
4037	R&M - Grounds	0	0	0	0	0	0	529	500	0	0
4092	Infrastructure	87	0	0	2,500	0	2,500	0	2,500	0	0
4108	Town Centre Regeneration	4,544	0	0	8,000	0	8,000	0	8,000	0	0
4140	Dog Waste Collection/Disposal	0	0	0	812	0	812	616	812	0	0
4995	Budgeted Reserve Amount	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	4,632	0	0	11,312	0	11,312	1,144	12,812	0	0
	Movement to/(from) Gen Reserve	(4,632)			(11,312)		(11,312)	1,311	(12,812)		
<u>208</u>	<u>Public Conveniences</u>										
1005	Misc Income	200	0	0	0	0	0	0	0	0	0
1100	Grants Received	3,300	0	0	3,300	0	3,300	3,300	3,300	0	0
	Total Income	3,500	0	0	3,300	0	3,300	3,300	3,300	0	0
4011	Rates	1,416	0	1,121	0	0	1,121	1,448	0	0	0
4012	Water Rates	-218	0	0	152	0	152	51	152	0	0
4014	Electricity	61	0	0	609	0	609	349	260	0	0

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4016	Cleaning	0	120	0	0	0	0	265	300	0	0
4036	R&M - Buildings	500	142	0	0	508	0	508	900	0	0
4044	Public Toilet Cleansing	0	0	0	0	600	0	600	0	0	0
4046	Opening/Closing Costs	0	760	0	0	0	0	1,490	2,000	0	0
Overhead Expenditure		2,950	2,281	0	1,121	1,869	0	2,990	3,612	0	0
Movement to/(from) Gen Reserve		50	1,219	1,431		310		(1,176)	(312)		
<u>211 The Queens Statue</u>											
4012	Water Rates	200	0	0	0	203	0	203	203	0	0
4014	Electricity	1,000	0	0	0	300	0	300	300	0	0
4037	R&M - Grounds	3,000	400	0	0	1,000	0	1,000	1,000	0	0
Overhead Expenditure		4,200	400	0	0	1,503	0	1,503	1,503	0	0
Movement to/(from) Gen Reserve		(4,200)	(400)	(1,503)		(1,503)		(350)	(1,503)		
<u>215 Allotments</u>											
1010	Allotment Fees	900	900	0	0	900	0	900	900	0	0
Total Income		900	900	0	0	900	0	900	900	0	0
4037	R&M - Grounds	1,500	665	0	-1,500	1,500	0	0	1,500	0	0
Overhead Expenditure		1,500	665	0	-1,500	1,500	0	0	1,500	0	0
Movement to/(from) Gen Reserve		(600)	235	(600)		900		900	(600)		
<u>220 Studlands</u>											
4045	Street Lighting - Maint Cont	10,000	10,048	0	3,500	10,000	0	13,500	10,500	0	0

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Community Services

	<u>2018-2019</u>		<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4052	Street Lighting - Repair	1,500	0	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	11,500	10,048	0	3,500	11,000	0	14,500	12,864	0	0
	Movement to/(from) Gen Reserve	(11,500)	(10,048)		(11,000)		(14,500)	(12,864)	(11,500)		
308	Christmas										
4310	Christmas Lights	15,000	16,504	0	-9,793	21,000	0	11,207	11,207	0	0
4811	CP - Christmas Lights Infrast	3,000	3,640	0	9,793	3,000	0	12,793	10,370	0	0
4995	Budgeted Reserve Amount	0	0	0	-1,000	1,000	0	0	0	0	0
	Overhead Expenditure	18,000	20,144	0	-1,000	25,000	0	24,000	21,577	0	0
	Movement to/(from) Gen Reserve	(18,000)	(20,144)			(25,000)		(24,000)	(21,577)		
309	Newmarket Bombing Memorial										
4099	NBM contribution to overall co	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(1,000)		
	Community Services - Income	74,645	68,548	0	0	73,216	0	73,216	81,202	0	0
	Expenditure	197,943	163,551	0	1,657	199,605	0	201,262	183,783	0	0
	Movement to/(from) Gen Reserve	(123,298)	(95,003)			(126,389)		(128,046)	(102,580)		

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Leisure Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Leisure Services</u>											
<u>120</u>	<u>Memorial Hall</u>										
1001	Hall Hire Standard Rate	35,000	15,534	0	0	35,000	0	35,000	20,000	0	0
1003	Banner Income	0	100	0	0	0	0	0	0	0	0
1016	Refreshments Income	6,000	2,946	0	0	6,120	0	6,120	1,000	0	0
	Total Income	41,000	18,579	0	0	41,120	0	41,120	21,000	0	0
4011	Rates	7,000	5,760	0	-1,248	7,140	0	5,892	6,000	0	0
4012	Water Rates	3,000	2,045	0	2,000	2,700	0	4,700	5,000	0	0
4014	Electricity	5,000	-1,495	0	0	4,000	0	4,000	5,000	0	0
4015	Gas	6,000	7,295	0	0	4,500	0	4,500	6,000	0	0
4016	Cleaning	0	913	0	0	0	0	0	7,000	0	0
4017	Fire Precautions	500	449	0	0	510	0	510	510	0	0
4036	R&M - Buildings	11,000	16,531	0	0	11,000	0	11,000	15,480	0	0
4038	Furniture/Fixtures/Fittings	3,150	3,184	0	0	2,500	0	2,500	2,500	0	0
4040	Trade Refuse Collections	1,600	1,594	0	0	1,632	0	1,632	1,700	0	0
4044	Public Toilet Cleansing	650	218	0	0	0	0	0	200	0	0
4078	Refreshment Costs Hall Hire	1,200	2,716	0	0	1,224	0	1,224	800	0	0
4080	PWLB Loan Charges (CAP + INT)	68,000	67,990	0	0	88,919	0	88,919	88,919	0	0
4995	Budgeted Reserve Amount	0	0	0	-2,000	2,000	0	0	2,000	0	0
	Overhead Expenditure	107,100	107,198	0	-1,248	126,125	0	124,877	141,109	0	0
	Movement to/(from) Gen Reserve	(66,100)	(88,619)			(85,005)		(83,757)	(120,109)		
<u>301</u>	<u>Arts</u>										

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Leisure Services

<u>2018-2019</u>			<u>2019-2020</u>					<u>2020-2021</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4094	Market Event	10,000	8,135	0	0	0	0	0	0	0	0
4096	Purple Tuesday Initiative cost	0	310	0	0	0	0	876	500	0	0
4098	SoapBox Derby - costs	0	0	0	0	0	0	23,431	0	0	0
4179	Entertainment	0	0	0	-2,000	6,000	0	121	6,000	0	0
	Overhead Expenditure	10,000	8,445	0	-2,000	6,000	0	24,427	6,500	0	0
	Movement to/(from) Gen Reserve	(10,000)	(7,945)		(6,000)		(4,000)	(1,808)	(6,500)		
304	<u>Tourism</u>										
1178	Transfer from Reserves	1,000	0	0	0	0	0	0	0	0	0
	Total Income	1,000	0	0	0	0	0	0	0	0	0
4311	Christmas Tree	1,000	0	0	0	1,000	0	1,000	1,000	0	0
4320	Legends of the Turf	1,000	0	0	0	1,000	0	1,000	1,000	0	0
	Overhead Expenditure	2,000	0	0	0	2,000	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	0		(2,000)		(2,000)	0	(2,000)		
305	<u>Carnival</u>										
1026	Carnival income	350	0	0	0	0	0	0	0	0	0
1039	Carnival Contribution Income	1,500	0	0	0	0	0	0	0	0	0
1040	Income - Carnival Fundraisers	405	500	0	0	0	0	0	0	0	0
	Total Income	2,255	500	0	0	0	0	0	0	0	0
4312	Newmarket Carnival	5,000	5,500	0	0	5,000	0	5,000	10,000	0	0
	Overhead Expenditure	5,000	5,500	0	0	5,000	0	5,000	10,000	0	0

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Leisure Services

	<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>	
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD
<u>307 Twinning</u>								
4181 Twinning Expenses	2,500	2,500	0	-2,500	2,500	0	0	0
4184 Lexington Link	1,000	978	0	2,500	1,000	0	3,500	2,693
Overhead Expenditure	3,500	3,478	0	0	3,500	0	3,500	2,693
Movement to/(from) Gen Reserve	(3,500)	(3,478)			(3,500)		(3,500)	(2,693)
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	8,000	5,759	0	0	8,120	0	8,120	14,378
1016 Refreshments Income	0	622	0	0	0	0	0	602
Total Income	8,000	6,381	0	0	8,120	0	8,120	14,980
4011 Rates	2,700	2,280	0	-409	2,741	0	2,332	2,332
4012 Water Rates	2,000	-191	0	0	2,030	0	2,030	485
4014 Electricity	1,400	1,129	0	0	1,421	0	1,421	726
4015 Gas	1,000	1,903	0	500	1,015	0	1,515	1,419
4016 Cleaning	0	0	0	0	0	0	0	303
4017 Fire Precautions	150	68	0	0	152	0	152	71
4036 R&M - Buildings	1,000	1,918	0	0	550	0	550	1,538
4037 R&M - Grounds	0	0	0	0	550	0	550	0
4038 Furniture/Fixtures/Fittings	1,000	503	0	0	1,000	0	1,000	0
4040 Trade Refuse Collections	200	0	0	0	200	0	200	0
4044 Public Toilet Cleansing	0	443	0	0	0	0	0	0
4200 Capital Expenditure	2,500	0	0	0	0	0	0	0
4995 Budgeted Reserve Amount	0	0	0	-500	500	0	0	0

Continued on next page

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Leisure Services

	<u>2018-2019</u>		<u>2019-2020</u>						<u>2020-2021</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	11,950	8,052	0	-409	10,159	0	9,750	6,873	10,632	0	0
Movement to/(from) Gen Reserve	(3,950)	(1,671)			(2,039)		(1,630)	8,106	(2,482)		
Leisure Services - Income	61,055	307,285	0	0	56,990	0	56,990	66,336	34,900	0	0
Expenditure	218,850	668,497	0	-1,657	209,111	0	207,454	207,889	210,520	0	0
Movement to/(from) Gen Reserve	(157,795)	(361,212)			(152,121)		(150,464)	(141,553)	(175,620)		
Total Budget Income	61,055	307,285	0	0	56,990	0	56,990	66,336	34,900	0	0
Expenditure	218,850	668,497	0	-1,657	209,111	0	207,454	207,889	210,520	0	0
Movement to/(from) Gen Reserve	(157,795)	(361,212)			(152,121)		(150,464)	(141,553)	(175,620)		

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Human Resources

<u>2018-2019</u>			<u>2019-2020</u>				<u>2020-2021</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Human Resources</u>											
<u>102 Staff Costs</u>											
4010 Staff Uniform/Workwear	300	441	0	0	300	0	300	637	400	0	0
4020 Misc. Staff Costs	0	1,210	0	0	1,400	0	1,400	1,033	1,400	0	0
4500 PAYE/NIC 2016/17	0	3,628	0	0	0	0	0	0	0	0	0
4501 Staff Salaries	146,415	135,645	0	0	149,000	0	149,000	141,381	163,500	0	0
4503 Employers National Insurance	11,500	10,379	0	0	10,900	0	10,900	8,806	11,200	0	0
4504 Employers Pension	7,250	5,346	0	0	7,250	0	7,250	3,531	7,500	0	0
Overhead Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
Movement to/(from) Gen Reserve	<u>(165,465)</u>	<u>(156,649)</u>			<u>(168,850)</u>		<u>(168,850)</u>	<u>(155,386)</u>	<u>(184,000)</u>		
Human Resources - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
Movement to/(from) Gen Reserve	<u>(165,465)</u>	<u>(156,649)</u>			<u>(168,850)</u>		<u>(168,850)</u>	<u>(155,386)</u>	<u>(184,000)</u>		
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
Movement to/(from) Gen Reserve	<u>(165,465)</u>	<u>(156,649)</u>			<u>(168,850)</u>		<u>(168,850)</u>	<u>(155,386)</u>	<u>(184,000)</u>		

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Development & Planning

2018-2019			2019-2020					2020-2021			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Development & Planning											
209	Neighbourhood Plan										
1100	Grants Received	0	7,200	0	0	2,000	0	2,000	0	0	0
1174	Grants Received SCC	0	4,000	0	0	0	0	0	0	0	0
	Total Income	0	11,200	0	0	2,000	0	2,000	0	0	0
4089	Costs - Neighbourhood Plan	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0
	Overhead Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)	
Development & Planning - Income											
	Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)	
Total Budget Income											
	Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)	

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REPORT TO NTC FULL TOWN COUNCIL

When setting the 2020/2021 budget, a figure of £34,561 was agreed to be added to the budget with specific spending allocations to be identified in year. Since the budget was set a number of items have been identified for which no funding is currently available.

The following items are therefore requested to be considered for a resolution to vire funds within the 2020/21 Budget by the RFO

Out of code 4114/101 (Other Project Reserve) – Standing at £34,561

- £10,000 to Soapbox Costs code 4098/303 (to cover initial costs)
- £5,000 to Studlands Lighting code 4045/220 (to cover increase following a SCC inventory)
- £1,472 to Public Convenience National Non-Domestic Rates code 4011/208 (to cover rates fees – due to the removal of ‘Toilet Tax’ legislation not being completed by government because of lack of time during the Brexit discussions)

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Projected loss of income to end September						Cumulative Total	
	17 -31st March 2020					20/21	
Memorial Hall	£295.75	Memorial Hall	295.75	Sport Pavilion	£1,243.64		
Sport Pavilion	£1,243.64						
Tea dance	170						
Sum	£1,709.39						
Financial year 20/21							
April							
Memorial Hall	482.26		482.26				
Sport Pavilion	1525.69				1525.69		
Tea dance	170						
Sum	2177.95					£2,177.95	
May							
Memorial Hall	891.67		891.67				
Sport Pavilion	1722.35				1722.35		
Tea dance	170						
Sum	2784.02					£4,961.97	
June							
Memorial Hall	748.75		748.75				
Sport Pavilion	1682.51				1682.51		
Tea dance	170						
Sum	2601.26					£7,563.23	
July							
Memorial Hall	185.6		185.60				
Sport Pavilion	1629.03				1629.03		
Tea dance	170						
Sum	1984.63					£9,547.86	
August							
Memorial Hall	1704.99						
Sport Pavilion	327.5		1704.99		327.5		
Tea dance	170						
Sum	2202.49					£11,750.35	
September							
Memorial Hall	60		60.00				
Sport Pavilion	1567.35				1567.35		
Tea dance	170						
Sum	1797.35						
Total Tea Dance	£775	Total MH	4,369.02	Total Pav	£9,698.07	Overall Total	£14,842.09
							Projected lost income after 6 months

	CLIENTS	COMMENTS
1	Newmarket Festival Function	One off booking (Charity discount)
2	Newmarket Air Cadets awards night	One off booking (Charity discount)
3	East of England Critical Care	Multiple bookings during the year
3	Triple Threat Theatre	Regular Pavilion user
4	M&L School of Performing	One off booking
5	Federation of Self Employees and Small businesses	Multiple bookings during the year
6	Private birthday party	One off booking
7	West Suffolk Elections 7 th May 2020	New date: 6 th May 2021
8	East Anglian Chess Union	Booking once every year. The booking is cancelled and the deposit refunded.
9	Wedding in August	Cancelled, possible future date
10	East Anglian Orienteering Association	Multiple bookings during the year
11	Stour Valley	Booking once every year
13	Derby Clinic	Regular Pavilion user
14	Lifecraft	Regular Pavilion user (Charity discount)
15	AA	Regular Pavilion user (Charity discount)
16	Yoga classes	The client confirmed with us, just before the outbreak. She won't be able to run the yoga classes in the future
17	Oktoberfest	The client is considering a new date: 17 October 2020
18	Vivo Outdoors	Regular Severals user
19	Jiu Jitsu classes	Regular Pavilion user
20	Private party at the Pavilion	The client cancelled and we have refunded the deposit
21	St Louis Academy	One off booking

As per covering email

Contact: Nigel Yeates
Ref: NY/RE/PSPO/Stake/Newmarket
Direct Dial: 01284 757620
Email: nigel.yeates@westsuffolk.gov.uk

Date: 7 April 2020

Dear Stakeholder

Extension of existing Public Space Protection Orders

I am writing to you in relation to the Public Space Protection Order (PSPO) that is currently in place in Newmarket. This letter provides an overview of the legislation covering implementation of PSPOs and extension to existing orders. At this stage, I am seeking your views in relation to the geographical area covered by the existing PSPO and evidence in relation to the continuation of the order.

The Anti-Social Behaviour Crime and Policing Act 2014 gave local authorities and police more effective powers to deal with anti-social behaviour. One of the powers is a Public Spaces Protection Order which can be used to regulate activities in particular public places that can have a detrimental effect on the quality of life of those in the locality.

It is the Council's responsibility to determine which behaviours are included in a PSPO providing those activities:

- Have had, or are likely to have, a detrimental effect on the quality of life of those in the locality
- Are, or are likely to be, persistent or continuing in nature
- Are, or are likely to be, unreasonable and justify the restrictions imposed

The Council implemented a PSPO in September 2017 prohibiting certain behaviours in public spaces in Newmarket. This order will expire on 30 September 2020 and needs to be reviewed before the end of this three-year period. As well as considering whether the current behaviours covered by the PSPO need to remain prohibited, we are seeking information and evidence supporting the current PSPO.

Families and Communities Officers have held discussions with the local police about the effectiveness of the order. The police have stated that the existing order should remain in place with the same conditions and covering the same area of town. A map of the area and the current order is attached.

As you are a key stakeholder in the town, I would welcome your views on the existing PSPO which currently applies to Newmarket. Wider public consultation

will also be sought before Cabinet makes its decision in relation to the PSPO later this year.

If you have any comments on the PSPO it would be helpful if we could receive these by **14 April 2020**. Please send your thoughts to Nigel Yeates at nigel.yeates@westsuffolk.gov.uk

Should you have any questions about the legislation and the Order, please do not hesitate to get in touch with Nigel.

I look forward to hearing from you.

With kind regards.

Yours sincerely

Cllr Robert Everitt

Cabinet Member for Families and Communities

NEWMARKET

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by Forest Heath District Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol) 2017

PRELIMINARY

1. The Council, in making this Order, is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be, of a persistent or continuing nature,
is, or is likely to be, such as to make the activities unreasonable, and
justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

THE ACTIVITIES AND PROHIBITION

4. To prevent public nuisance, anti-social behaviour or disorder, no person shall within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer .

A person shall not engage in the activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 hrs on 30 September 2020.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence if a person, without reasonable excuse, fails to comply with a requirement of a constable or authorised person -

- (a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol;
- (b) to surrender anything in the persons possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A person guilty of an offence under section 63 is liable on conviction in the Magistrates Court to a fine not exceeding level 2 on the standard scale.

FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 29th September 2017

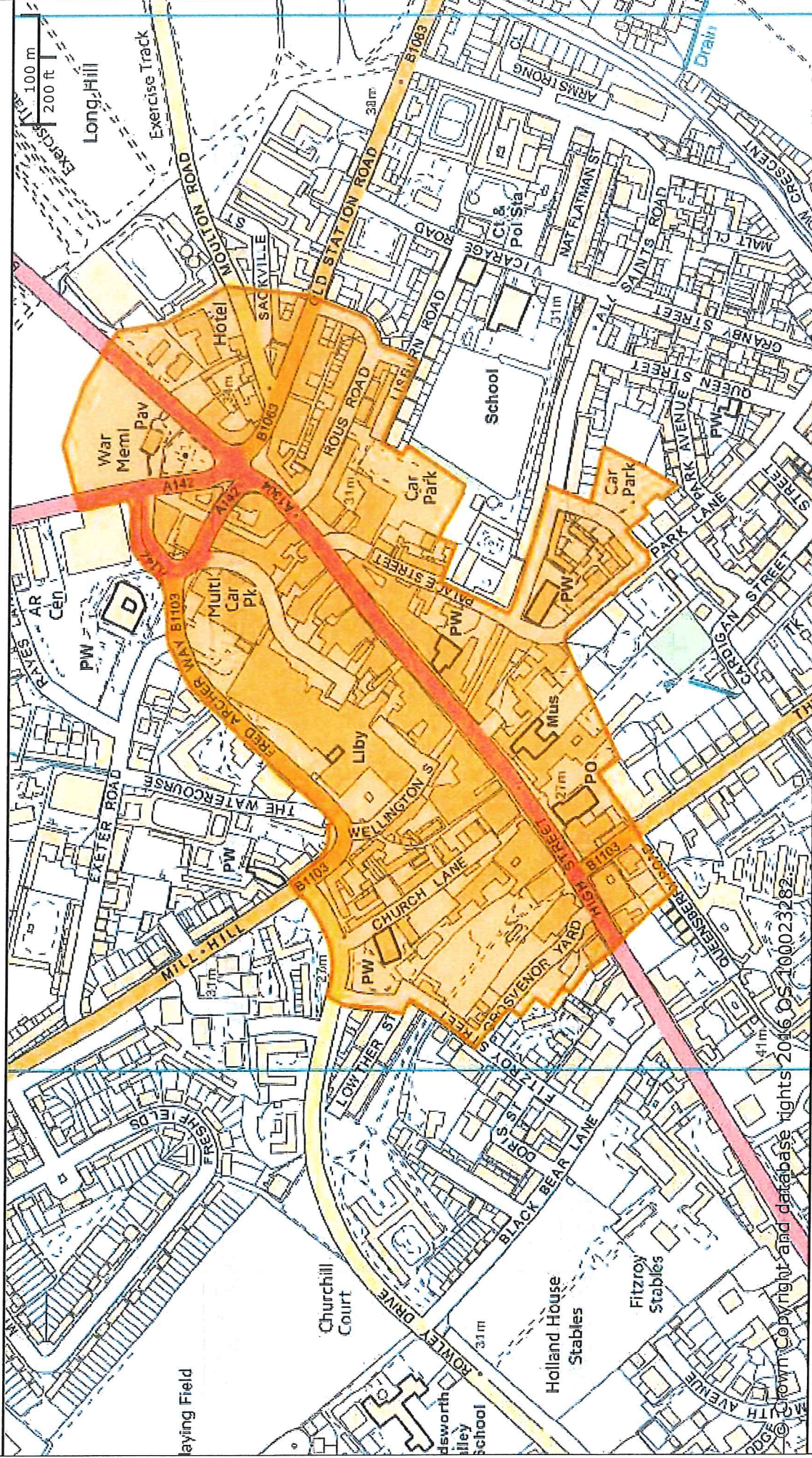
The Common Seal of
FOREST HEATH DISTRICT COUNCIL
was affixed in the presence of

)
)
)



Patricia Endley
Authorised Signatory

Newmarket PSPO RESTRICTED AREA



St Edmundsbury BC
Western Way
Bury St Edmunds
IP33 3YU
01284 763233

Forest Heath & St Edmundsbury councils
West Suffolk
working together
www.westsuffolk.gov.uk

Forest Heath DC
College Heath Road
Mildenhall
IP28 7EY
01638 719000

Scale: 1:5000

Printed on: 15/12/2016 at 17:10 PM by cflitner

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OS 100023282/100019675.

From: [Baylis, Caroline](#)
To: [Baylis, Caroline](#); [David Last](#)
Cc: [McEntee, Jean](#)
Subject: my ref: ROW/3221975 Suffolk ref: CPM904/DL
Date: 28 April 2020 13:30:45

Good Afternoon

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

In response to further requests for postponement of the inquiry scheduled for 28 July 2020, it will not be postponed at the present time. However, the deadlines for evidence are extended to the following:

Newmarket Town Council to submit statement of case in support of the order **by 26 May**; all other parties' statements to be submitted **by 9 June**, then proofs of evidence, in accordance with the regulations, **by 30 June 2020**.

The Inspector will review the position when further guidance is published. He may wish to hold a telephone or video conference with the parties to discuss the best way of moving forward with the inquiry. Could you let me know whether you would be willing to attend a case telephone or video conference and dates when you are not available between 12 and 18 May.

Stay safe

Caroline Baylis
Rights of Way Team
The Planning Inspectorate
Room 3A, Eagle Wing, Temple Quay House
2 The Square, Temple Quay, Bristol BS1 6PN

Tel: 0303 444 5226

Email: Caroline.baylis@planninginspectorate.gov.uk

Website: <https://www.gov.uk/guidance/object-to-a-public-right-of-way-order>

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SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (NEWMARKET MARKET) (PROHIBITION AND RESTRICTION OF WAITING) (VARIATION NO. 2) ORDER 202-

Suffolk County Council proposes to make the above order under Sections 1, 2 and 4 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, which would substitute revision 1 of Map Tiles ED21, ED22 and EE21 in place of revision 0 of the same Map Tile(s) into the above-named 2019 Order, as amended. The effect of this would be to introduce the following restrictions in the existing 'No Waiting At Any Time', limited waiting and blue badge holder bays on the south-eastern side of the High Street from outside of the Rutland Arms Hotel to outside of the Post Office:

- No Waiting from 6:00 p.m. Monday – 6:00 p.m. Tuesday and 6:00 p.m. Friday – 6:00 p.m. Saturday and 1 hour Limited Waiting Monday, Wednesday, Thursday and Friday 8:00 a.m. – 6:00 p.m. (no return within 1 hour) in the bays which are currently '1 hour Limited Waiting Monday – Saturday 8:00 a.m. – 6:00 p.m. (no return within 1 hour)';
- No Waiting from 6:00 p.m. Monday – 6:00 p.m. Tuesday and 6:00 p.m. Friday – 6:00 p.m. Saturday and 1 hour Limited Waiting Monday, Wednesday, Thursday and Friday 8:00 a.m. – 6:00 p.m. (no return within 1 hour) in the bays which are currently 'No Waiting At Any Time'; and
- No Waiting from 6:00 p.m. Monday – 6:00 p.m. Tuesday and 6:00 p.m. Friday – 6:00 p.m. Saturday in the bays which are currently for disabled badge holders only. At all other times, these bays will remain for disabled badge holders only.

Exemptions to the waiting restrictions allow a vehicle to wait during the 'No Waiting At Any Time' restrictions if the vehicle is being used for or in connection with the sale of goods on the market and is being used in accordance with the market byelaws for the time being in force in the District of Forest Heath.

A copy of the draft order and plans showing the road affected, together with a copy of the Council's reasons for this proposal, can be provided via email only, with requests for documents to be sent to George.firth@suffolk.gov.uk. Unfortunately, these cannot be viewed at our offices or made available for viewing at local libraries as normal due to ongoing restrictions in place due to Covid-19.

Objections or any other representations related to the proposed waiting restrictions, specifying the grounds on which they are made, must reach George Firth (Suffolk Legal) at the address below or at george.firth@suffolk.gov.uk, not later than 22 May 2020. Please bear in mind that any such correspondence cannot be regarded as confidential and may be inspected by any interested party.

Date: 23 April 2020

Suffolk County Council
Constantine House
5 Constantine Road
Ipswich
IP1 2DH

NIGEL INNISS
Head of Legal Services

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**SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND
LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES)
(MAP-BASED) ORDER 2019 (NEWMARKET MARKET) (PROHIBITION AND RESTRICTION
OF WAITING) (VARIATION NO. 2) ORDER 202-**

Suffolk County Council in exercise of its powers under Sections 1 (1) and (2), 2 (1) to (3), 4 (2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, (hereinafter referred to as 'the Act of 1984') and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby makes the following order:

1. The provisions of the Suffolk County Council (District of Forest Heath) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (the “2019 Order”), as amended, shall have effect as if set out in full in the 2019 Order, save that:
- Revision 0 of the Map Tiles bearing references ED21, ED22 and EE21 shall be replaced by the amended revision 1 of the Map Tile(s) bearing the same references) attached to this Order;
 - The following definitions be inserted into Article 1 of the 2019 Order, after the definition for ‘Map Tile’:

“‘market day’ means a day designated by the District Council for the holding of a market as set out in the Market Licence Regulations’; and

“‘Market Licence Regulations’ means the West Suffolk Council Market Licence Regulations dated April 2019; and”
 - The following be inserted into the 2019 Order after Article 10, and all references to Articles numbers therein be amended accordingly:

“Exemptions for Newmarket market stall holders

11. Nothing in Articles 2 to 4 shall make it unlawful to cause or permit any vehicle to wait in the 'No Waiting At Any Time', limited waiting and disabled parking bays on the south-eastern side of High Street, Newmarket from outside of the Rutland Arms Hotel to outside of the Post Office from 6:00 p.m. the day before market day to 6:00 p.m. on market day, as sign posted, if the vehicle is being used for or in connection with the sale of goods on the market and is being used in accordance with the Market Licence Regulations."
2. This Order may be cited as the Suffolk County Council (District of Forest Heath) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (Newmarket Market) (Prohibition and Restriction of Waiting) (Variation No. 2) Order 202- and shall come into operation on [].

Date: []

The COMMON SEAL of SUFFOLK)
COUNTY COUNCIL was affixed)
in the presence of:)

(An authorised Officer of the Council)

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SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (NEWMARKET MARKET) (PROHIBITION AND RESTRICTION OF WAITING) (VARIATION NO. 2) ORDER 202-

Statement of Reasons

Suffolk County Council is proposing to introduce No Waiting from 6:00 p.m. Monday – 6:00 p.m. Tuesday and 6:00 p.m. Friday – 6:00 p.m. Saturday in the existing 'No Waiting At Any Time', limited waiting and blue badge holder bays on the south-eastern side of the High Street from outside of the Rutland Arms Hotel to outside of the Post Office, as well as '1hr Limited Waiting Mon, Wed, Thurs & Fri 8am – 6pm (no return within 1 hour)' in the bays which are currently 'No Waiting At Any Time'.

These restrictions are required to accommodate Newmarket Market, which was relocated to these bays in 2018. A temporary traffic regulation order currently operates in these bays, and this Order is required to make these restrictions permanent on market days.

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RISK ASSESSMENT

Risk Assessment ref no:		03/20	Name of responsible person:		Christy Argyroudi					
Date risk assessment completed		27/03/2020	Review date:		30/03/2020					
Activity		Covid-19 Helpline	Newmarket							
Person at risk		Members of public, Volunteers, Council Staff, Councillors.								
Liability insurance		Zurich Municipal: YLL-272021-0693								
What is the Hazards?	Who might be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (residual)			Other Comments
			L	C	R		L	C	R	
Crowding- Social Distance – Queuing	-Member of the public -Volunteers -Council Staff -Councillors	-Avoid contact with someone who is displaying symptoms of coronavirus -Avoid non-essential use of public transport when possible -Avoid large and small gatherings in public spaces -Ensure you practice social distancing at all times, keeping at least 2m apart from service users. -The Town Keeper is not allowed to interact with the public to protect vulnerable people in his household.	5	5	25	-Everyone is instructed to wear mask and gloves at all times provided by the council. -Checking official guidance on the virus on a daily basis.	5	4	20	
Hygiene	Member of the public -Volunteers -Council Staff -Councillors	-washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work or visiting a household, when you blow your nose, sneeze or cough, eat or handle food -avoid touching your eyes, nose, and mouth with unwashed hands -avoid close contact with people who have symptoms -cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands	5	5	25	-Everyone is instructed to wear facemask and gloves at all times provided by the council. -Ensure that there are the necessary cleaning materials available and sufficient resources to support the increased frequency, along with a clear procedure for cleaning activities.	5	4	20	

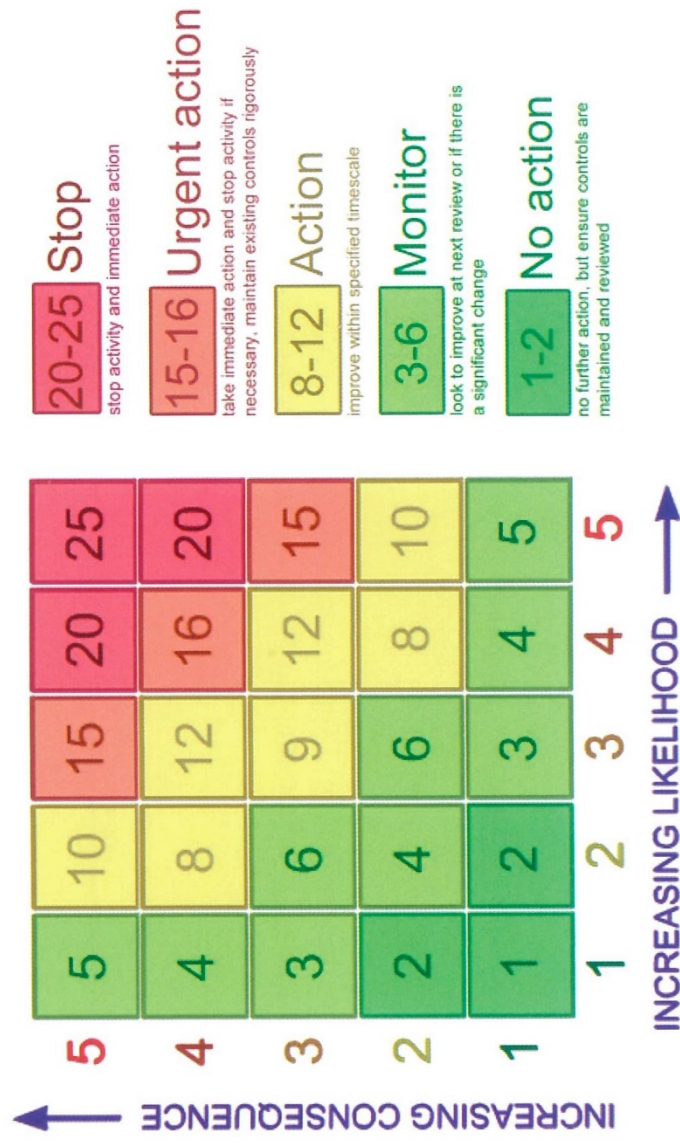
		-clean and disinfect frequently touched objects and surfaces in the work. -If at any point you or a member of your household develop symptoms or you think you have been in contact with someone suffering from COVID-19, you should self-isolate				-Checking official guidance on the virus on a daily basis.		
Goods Delivery	-Volunteers -Council staff	-Do not enter the homes or cars of vulnerable people -Shopping should be left on door steps. When arriving with goods or food, knock, stand back from the door and wait to ensure the service user receives their items -Volunteers are instructed to carry their ID Card at all times whilst carrying out volunteer duties and present it to users. - If you do not have a photo on your ID please ensure you carry another form of photographic ID with you such as a driving licence or passport	4	4	16	Everyone is instructed to wear facemask and gloves at all times provided by the council	4	3
Weather	-Member of the public -Volunteers -Council Staff -Councillors	-Monitor the weather forecast, as prevention is key. -In the event of extreme weather conditions, we will seek external assistance from police and firefighter.	3	3	9			
Medical Incident	-Member of the public -Volunteers -Council Staff -Councillors	-All injuries should be recorded in the Council's accident book. - All volunteers required to declare any vulnerabilities which puts them in the at-risk category and to declare immediately they develop symptoms of Covid-19 and to go into self-isolation.	4	4	16	-Emergency call 999 -Covid -19 call 111 -Communication or hearing problem call 18001111 on a telephone.	4	3
Slips/Trips	-Volunteers -Council Staff -Councillors	-People are discouraged from taking shortcuts over grass or dirt which are likely to become slippery when wet.	3	3	9	-Everyone is instructed to wear facemask and gloves at all times provided by the council	3	2

Missing Vulnerable Persons	Member of the public -Volunteers -Council Staff -Councillors	-Volunteers not to escort any found vulnerable person alone but call another volunteer, preferably female, by keeping at least 2m apart from service user and the volunteers with each other. -ID and age check for person under 18 to be accompanied by their parents or responsible adult.	3	3	9	-Escalation to Police in line with identified operating policies.	3	2	6	
Manual Handling	-Staff & contractors working event	Volunteers will do minimal manual handling, limited to carry shopping bags. -Manual handling procedures to be implemented - Task - Individuals - Load - Environment - Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.	4	3	12	-JCE's Heath Medics -Volunteers to report any incidents/ near misses. -Everyone is instructed to wear facemask and gloves at all times provided by the council	3	3	9	
Violence & Aggression	-Volunteers -Council Staff -Councillors	-Stay calm and removing yourself from the danger -Report any instance of violence and aggression to line managers, however minor.	3	4	12	-Everyone is instructed to wear facemask and gloves at all times provided by the council.	3	3	9	
Lone Working	-Member of the public -Volunteers -Council Staff -Councillors	-Staff may be harmed/killed by physical violence from members of the public -Consider how your volunteering pattern integrates with those of other volunteers, in terms of both time and geography with view to avoid lone working as far as is practicable. <u>On arrival check:</u> parking, lighting, access to property, surroundings, house type. <u>On entry check:</u> groups gathering, front door security, mobile phone signal, condition of the house, hazards, resident	4	5	20	-If lone working is essential mobile communication -When lone working is unavoidable contact the helpline to initiate a check in/check-out presence in a building.	4	4	16	

		attitude/behaviour/numbers, pets, ease of escape. -Always let someone know where you are going and what time you expect to be back							
Cash Handling- Carrying Cash or Medical Supplies	-Volunteers	- Volunteers should avoid handling cash, it harbours the virus and is a risky form of payment for both parties; if at all possible, avoid cash payments. -You must wash your hands or use hand gel or antibacterial wipes after handling cash. -Where gloves/mask during collection and delivery of goods. -Do not accept tips from users.	3	3	9				
Working Hours	Volunteers -Council Staff -Councillors	-Volunteers' ages and medical conditions taken into account when roles and timings assigned. Volunteers encouraged to tell their Team Leader if they require a break or need to return to their home. -Don't over commit yourself – it's very important to look after your own physical and mental well-being	3	3	9	Volunteers encouraged to wear comfortable and suitable clothing and footwear - Volunteers encouraged to take breaks.	3	2	6
Volunteer Tasks	Volunteers -Council Staff -Councillors	-Upon registration, volunteers are requested to declare any relevant medical conditions and to specify if they have a preference for their role. -All volunteers provided with comprehensive information with regard to specific role and actions in event of an emergency. -Let the person who assigned the task to you know when you have either completed the task, or are unable to completed the job for whatever reason.	3	3	9	-Team leader will constantly check back with volunteers throughout the event to ensure their safety and comfort.	3	2	6
Motor Vehicle Accident	Volunteers -Council Staff	-Stick to the limit, keep your distance, be patient and courteous to other road users.	3	3	9				

	-Councillors	-Volunteers and staff driving their personal vehicles you should ensure they have appropriate insurance cover								
Maintaining Data Security and Privacy	Volunteers -Council Staff -Councillors	- Personally, identifiable information that is collected, retained, disclosed and/or destroyed is managed in accordance with the Council's Coronavirus Data Protection Policy. - Do not share personal details of service users or other volunteers without permission – follow GDPR rules regarding personal data	3	3	9					
Receive Angry, Abusive or Wmergency Call.	Volunteers -Council Staff -Councillors	-Depending on the emotions involved in an angry or abusive call, staff may need time away from the phone to recover. - in case of emergency call 999, Covid -19 call 111, Communication or hearing problem call 18001111 on a textphone.	3	4	12	-clean and disinfect your phones before and after use.	3	3	9	
Checking Memorial Gardens & Sport Pavilion during Lockdown	-Council Staff	-keep social distance -Check daily if the closure signs are in place. --It is the duty of the staff member to take reasonable care for their own health and safety and of others, and to co-operate with the employer in relation to health and safety matters. -Gates remain closed to prevent unauthorised entry.	5	5	25	-Everyone is instructed to wear facemask and gloves at all times provided by the council	5	4	20	

DEFINITION OF RISK



From: [Vann, Benjamin](#)
To: [tcm](#)
Cc: [Shipton, Mark](#)
Subject: FAO - Mayor HOOD
Date: 23 April 2020 23:17:07
Attachments: [image001.wmz](#)
[image003.wmz](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Good afternoon,

I am writing to update you with the latest information in relation to the ongoing operation in Newmarket.

As you are aware the police have had a commissioned operation in place for quite some time, to address the ongoing criminality and anti-social behaviour the town was experiencing from certain youth groups.

Following the peak of the issues in summer 2019, a number of youths have had diversionary action and others formally prosecuted through the justice system.

The demand currently being seen in relation to these groups has fallen significantly for a number of months now. Following discussion with Inspector Shipton and the policing command team, a full review has been undertaken.

The review indicates that currently the demand in relation to this operation is currently very low and has actually reduced by around 90%, based upon the peak of the issues.

The majority of the incidents now being logged have been driven from the main town centre locations and are situated in small, isolated pockets around Newmarket. These are being managed by my team individually and we are utilising various agencies to assist in the ongoing management of the youths.

With this in mind, I have discussed the future of the operation and the decision has been made to consider closing the action. This will be considered next week during the tactical reviews for the district.

I wanted to write to you to update you with the current circumstances, but also to assure you that while the operation may be wound down, I will have oversight of the town and the emerging trends. The operation will be "mothballed", should any future issues present themselves alike to that we have experienced, and can be re-instated at any time. This hopefully gives some guarantee that we have the processes and procedures in place to move swiftly to combat any matters that may arise.

The support of the town council and the residents of Newmarket has been instrumental in our ability to tackle these groups and tackle the matters as robustly as possible.

Could I please request that my thanks are passed to the council at your convenience. I would welcome any response or feedback that you, or any of the counsellors may have.

Kind regards,

Ben



This e-mail carries a disclaimer

Go here to view [Suffolk Constabulary
Disclaimer](#)

From: [civic](#)
Subject: FW: Save the Date for VE75 Service
Date: 21 April 2020 09:22:29
Importance: High

This will not be unexpected, but following the Government's latest advice on Covid19 and the extended Lockdown, the County's VE Day and VJ Day Commemorations planned for this year will now be postponed to 2021. This includes the VE Day Eve of Peace Service planned for 7 May at St Edmundsbury Cathedral and the VJ Service, to be held in St Mary's Church, Bury St Edmunds on 16 August.

We will write to you again later in the year when we have more information.

Kind regards
Ruth

Ruth Pusterla
PA to the Chair of the Council
Civic Office
Direct dial: 01284 757135
Mobile: 07760 443183
Email: Ruth.Pusterla@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

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