



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 29th June 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. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
2. **Apologies** for absence.
3. **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.
4. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 15th June 2020 and any matters arising (herewith).
5. **Presentation** – to receive a short presentation from Chris Pyburn on the results of the health and well being survey (supporting documentation herewith) with a view to calling a separate meeting to discuss the findings in detail.
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. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any).
9. **Committee Meetings**
 - a. To receive the minutes and consider any recommendations from the Development & Planning meeting held on 22nd June 2020.
 - b. To receive the minutes and consider any recommendations from the Finance and Policy meeting held on 22nd June 2020.

Distribute to the following for information:

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

- 10. New Committees Terms of Reference** – to approve terms of reference for the Community & Leisure Services and Neighbourhood Plan Committees (herewith)
- 11. Committee Membership** – to approve committee membership for the Community & Leisure and Neighbourhood Plan committees (herewith)
- 12. Coronavirus Response** – to receive and note the minutes of the Steering Group meeting held on 9th and 16th June 2020 (herewith).
- 13. Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date (to be tabled)
- 14. Draft Model Code of Conduct** to discuss a response to the consultation https://research.local.gov.uk/jfe/form/SV_blupYNXmiJ0xECV on the draft model code of conduct (herewith)
- 15. Car Parking** – to discuss residents’ parking zones, CPE and car parking generally (relevant information herewith)
- 16. Suffolk Children’s Centres** - to discuss the proposed closures in July of the county’s Children’s Centres (information to be sent separately).
- 17. Speed Indicator Device** – to receive a report regarding the Speed Indicator Devices, the locations & timetable.
- 18. Reopening Plan** –
 - a. to receive an update
 - b. note the expenditure approved under delegated authority following consultation with councillors for a deep clean of the Memorial Hall prior to staff returning to work (herewith).
- 19. The Guineas** – to receive an update on issues raised about the current social distancing measures.
- 20. Correspondence** –
 - a. Matt Hancock MP regarding the Council response to the pandemic (herewith)
 - b. Member of the Public regarding Councillors reporting to meetings (herewith)
 - c. Member of the Public regarding conduct at a Working Party meeting (herewith).
- 21. Freedom of Information Requests** - Explanation of the procedure which resulted in a confidential F&P Working Group meeting being circulated to a resident in response to a Freedom of Information request (relevant information herewith).
- 22. Code of Conduct** – to note the outcome of three Code of Conduct complaints (herewiths).
- 23. Date of the next Meeting** – **27th July 2020.**

Signed



Deborah Sarson, Acting Town Council Manager

23rd June 2020

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council held on Monday 15th June 2020 at 6.00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond

Councillor Y Fitzgerald
Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: Deborah Sarson Acting TCM, Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Steve Walsh - UNEX Group, 1 Member of the Press and 10 Members of the Public.

Minute		Action by
20/06/1	<u>WELCOME</u> 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.	
20/06/2	<u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)</u> Apologies were received from Cllrs Anderson and Kerby.	
20/06/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
20/06/4	<u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 1ST JUNE 2020</u> The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 1 st June 2020 and the following amendment was made: Page 4 - 20/06/11.01 Resolved – The date of the first Neighbourhood Plan Committee was changed to read as soon as practicable. <i>Cllr Bowen joined the meeting.</i> Subject to the amendment being made, the following was agreed: <u>20/06/4.01 Resolved</u> That the minutes of the Town Council meeting held on Monday 1st June 2020 be adopted and signed as a correct record by the Town Mayor.	

There were no matters arising.

20/06/5

PRESENTATION FROM THE UNEX GROUP REGARDING THE PROPOSAL FOR DEVELOPING FITZROY PARK AND QUEENSBURY LODGE

Steve Walsh gave a presentation on the development brief for the Queensbury Lodge site which would include 123 dwellings, including a proportion of affordable homes, restoration of the White Lion pub for use as a commercial unit, a trainer's house with office for a starter yard with the cottage to be used for staff accommodation and a dedicated horse walk. A land swap with the Shell Garage who would like to upgrade the former showroom is underway.

The proposal has been developed to comply with the West Suffolk Local Plan site allocation and this brief is intended for discussion and consultation prior to submission of a formal planning application.

The dwellings will consist of a mix of houses and flats including terraced houses. A woodland area would be created in the area where the existing trees are. Mr Walsh asked Members to indicate if they would support the concept.

A resident asked for scaled drawings relating to neighbouring properties and if there would be further consultation. Mr Walsh advised that the nearest dwellings would be 45 metres away from the nearest house on the High Street. There would be further consultation following the Approval of the brief by West Suffolk. The no vehicle access from Falmouth Avenue was welcomed.

The Mayor thanked Mr Walsh for the helpful briefing. There was a general view that the proposed scheme was welcomed as an opportunity to develop that end of town in a positive way and to satisfactorily end the long running saga of Queensbury Lodge. Councillors were asked to indicate by show of hands whether they supported the scheme and all voted in favour apart from Councillors Hood and Appleby who declared a nonpecuniary interest and did not vote.

It was noted this was not binding on the Council and was without prejudice to consideration of the full planning application.

Steve Walsh left the meeting

20/06/6

PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA OR MATTERS RELATING TO THE BUSINESS OF THE COUNCIL

A resident gave thanks to the volunteers and Cllrs who had provided support to the community during the pandemic and spoke to item 11. He raised concerns about the conduct and behaviour of the former Town

Mayor at the Finance & Policy Working Group meeting held on 11th May 2020 and stated that he would email his comments on this matter to be included in correspondence for the next meeting of Full Council.

Douglas Hall advised that volunteers were to be given parking permits and he thanked the Acting TCM for her support in achieving this. However, the timing and lack of publicity to reintroduce parking charges and civil parking enforcement was unhelpful. Not all residents had returned to work and this would put additional pressure on many people trying to make ends meet. There was also a need to look at parking permit schemes for residents.

The Mayor read out a note provided by a resident regarding a need for resolutions to include a narrative to make policies of the Neighbourhood Plan clear and to ensure that membership of the proposed Neighbourhood Plan Committee should be extended to members of the community.

20/06/7 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETING HELD ON 8TH JUNE 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 8th June 2020. There were no recommendations.

20/06/8 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE PUBLIC PART OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 8TH JUNE 2020**

The Chairman of the Human Resources Committee presented the Public part of the report and recommendations from the Human Resources Committee meeting held on 8th June 2020. There were no recommendations.

20/06/9 **TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 2ND JUNE 2020**

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 2nd June 2020.

The Mayor once again thanked call handlers, the volunteer network and all the organisations supporting the Community.

20/06/10 **CORONAVIRUS FINANCIAL UPDATE**
The Coronavirus Financial update was noted.

20/06/11 **FINANCE**
The Income and Expenditure reports for all Committees for May 2020 were noted.

20/06/12 WORKING GROUPS

The Mayor advised that Working Groups provide a lot of benefits, should be a key feature of the Council's work and are to be encouraged. Their role is limited to 'task and finish' and to make recommendations to Committees and full Council. They have no powers but allow the Council to consider specific issues in greater detail and to generate ideas with the Terms of Reference agreed by Committees or the Council.

Cllr Hood advised that NALC had confirmed that the Finance & Policy Working Group did not have clear Terms of Reference and Standing Order 31 did permit recorded votes.

Acting TCM had sought further guidance from SALC which confirmed that there was no requirement for Working Groups to have formal Terms of Reference and the decisions made by Council on the recommendations of the Working Group are not invalidated. It was noted that Working Groups are a very useful way for the Council to consider various matters which are easier to discuss in an informal setting and report back to the Council with recommendations and the more formal the terms of reference, the more like a committee they become and the less they serve the purpose for which they are intended.

The points raised were noted.

20/06/13 SPEED INDICATOR DEVICE

RFO advised that a response was still awaited and the item was deferred to the next meeting 29th June 2020.

The Mayor confirmed that a post had been installed on Elizabeth Avenue.

20/06/14 REOPENING PLAN

The Events Manager presented the draft plan and risk assessments for the reopening of the Memorial Hall. The plans were considered and the following was agreed:

20/06/14.01 Resolved

That the office in the Memorial Hall be opened for three staff to return on 29th June 2020 and prepare for the public to make enquiries from 6th July 2020.

The plans for taking bookings were considered and the following was agreed:

20/06/14.02 Resolved

That bookings continue to be suspended until Government guidance advises when it is safe to do so. To be reviewed 29th June 2020 and onwards.

The plans for opening the Memorial Hall Gardens and public toilets were

considered and the following was agreed:

20/06/14.03 Resolved

That current Government guidance for all playgrounds to continue to be closed be applied to the Memorial Hall Gardens and that the public toilets also remain closed.

20/06/15 MEMORIAL GARDENS

RFO advised that an inspection of the Kiosk by Environmental Health had been requested and a response was awaited. This item was deferred to the next meeting 29th June 2020.

The quote to upgrade the launch pad for the aerial runway was considered and the following was agreed:

20/06/15.01 Resolved

That further quotes be sought from playground suppliers.

20/06/16 SKATE PARK

The Mayor thanked Cllr Hood for her support to the project. The request for funding to assist phase two of the skate park development was considered and the following was agreed:

20/06/16.01 Resolved

That NTC donate £5,000 for lighting and CCTV for phase two of the skate park development.

20/06/17 WSC SERVICE LEVEL AGREEMENT

It was reported that the bank at the Queen's statue was not being maintained properly and the Tesco roundabouts also needed attention.

Acting TCM advised that the planters would be planted in the next three days and watered daily followed by watering three times per week. West Suffolk were also experiencing staffing issues due to the pandemic and she would remind them of the outstanding work.

Members were asked to identify areas that needed attention and to report them to the Acting TCM.

20/06/18 THE GUINEAS

The proposal for social distancing measures were considered and a number of issues were raised regarding the current one-way system and the adverse effect they were having on those with mobility issues. Suggestions were made to improve the system and the following was agreed:

20/06/18.01 Resolved

That a letter be sent to the Guineas Management expressing the dissatisfaction of customers, retailers and those with disabilities.

20/06/19 CAR PARKING

The reintroduction of car park charges was discussed and it was noted that it had not been well publicised and the timing was ill considered. Lots of people had not returned to work yet (meaning they either have to pay for day time parking or park on the streets, further exacerbating problems) and distancing measures were resulting in additional shopping time to allow for queueing to enter stores which is impacting on the amount of time required for parking. To exacerbate all of that, the residents in All Saints are further impacted by the planned closure of the car park for resurfacing work for a week from Monday.

The Mayor intervened to propose that Standing Orders be suspended to allow the meeting to continue longer than 2 hours. The following was agreed:

20/06/19.01 Resolved

That Standing Orders be suspended to allow the meeting to continue to conduct business for longer than 2 hours.

The discussion on the car park charges resumed and the following was agreed:

20/06/19.02 Resolved

That NTC does not support the reintroduction of car park charges which will have a detrimental effect on the High Street and the Town with social distancing measures resulting in longer shopping trips and an increase of time required to park.

ATCM to inform WSC.

20/06/20 SUFFOLK CHILDREN'S CENTRES

The proposed closure of the County's children's centres was discussed and there were significant differences in the information presented. This item was deferred to the next meeting 29th June 2020 to allow time for a full report to be provided.

20/06/21 WARD REPORTS

Cllr Lay advised that he was dissatisfied with the West Suffolk decision on the McDonalds application and would be pursuing the matter.

Cllr Yarrow reported grass cutting issues and drug paraphernalia at Icewell Hill which he would follow up.

Cllr Drummond requested an item on a car parking permit scheme for residents for the next agenda

Cllrs Bowen and Fitzgerald reported that the community organised Black Lives Matter event at the Severals had been well attended and that social distancing measures had been followed.

Cllr Hood reported receiving several emails regarding parking enforcement and she would take this up with West Suffolk along with the work to resurface the car parks.

20/06/22 MEETING SCHEDULE

The Mayor presented the draft meeting schedule and the following was agreed:

20/06/22.01 Resolved

That the draft meeting schedule be adopted, subject to review of the merger of the Community and Leisure Services Committees at the August Full Council meeting.

20/06/23 TO CONSIDER CORRESPONDENCE

- Suffolk County Council Parish Newsletter was noted.
- PCSO report for June 2020 was noted.

20/06/24 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

20/06/24.01 Resolved

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

Members of the Press and Public left the meeting

20/06/25 *TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE PUBLIC EXEMPT PART OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 8TH JUNE 2020*****

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 8th June 2020.

The Mayor advised that the new Town Clerk had confirmed a start date of 13th July 2020 and the following was agreed:

20/06/25.01 Resolved

That the confirmed start date of the Town Clerk for 13th July 2020 be approved.

20/06/25.02 Resolved (H/20/06/11.01 Recommendation)

That the Acting TCM and Town Clerk carry out the staff appraisals together.

20/06/25.03 Resolved (H/20/06/11.02 Recommendation)

That the probation period of the Caretaker be extended for three months until 11th August 2020.

20/06/25.04 Resolved (H/20/06/11.01 Recommendation)

That following successful completion of the probation period, the Administrator be offered a permanent position.

It was noted that from 15th June the Events Manager would be preparing for reopening the office for herself and two other members of the administrative team with a view to returning full time to the Memorial Hall from 29th June.

20/06/25.05 Resolved (H/20/06/12.01 Recommendation)

That the Events Manager prepare for herself and two staff to return to the Memorial Hall from 29th June 2020 and to reopen to the public from 6th July 2020.

20/06/25.06 Resolved (H/20/06/13.01 Recommendation)

That the post for the Marketing Manager be deferred and reconsidered in six months.

20/06/25.07 Resolved (H/20/06/13.02 Recommendation)

That an agency cleaner be recruited to cover the next few weeks with a permanent contract to be offered once the longer-term cleaning protocols are better understood.

20/06/25.08 Resolved (H/20/06/14.01 Recommendation)

That the requests for staff training be approved. That the Acting TCM be given delegated authority to source additional staff training.

20/06/25.09 Resolved (H/20/06/15.01 Recommendation)

That the contract issued to the Town Clerk, including the salary, be accepted and approved by Council with the Mayor to agree a formal start date in July with the appointee and report back to Council.

20/06/25.10 Resolved (H/20/06/15.02 Recommendation)

That the Acting TCM and Town Clerk review the staff terms and conditions and present a report to the next meeting of the HR Committee.

20/06/26 DATE OF NEXT MEETING

Monday 29th June 2020 at 6:00pm via Zoom.

They Mayor apologised for the late ending of the meeting.

Meeting closed at 8:31pm

Signed: _____

Date: _____

Newmarket Town Council

Summary update: Improving the mental and physical health of Newmarket Residents: Town Survey results – stages 2 and 3

Meeting Date: Monday 29 June, 2020

Author: Chris Pyburn
Public Health Manager
Public Health, Suffolk County Council

Summary of work to date

1. Suffolk's Public Health team has been working with the Newmarket community to improve residents' mental and physical health. This is informed by data which demonstrates indicators of poor health in some areas and a higher prevalence of suicide in the town compared to other Suffolk towns.
2. One specific activity that has been identified is to develop and conduct a town survey among those who live and work in Newmarket. The survey is being conducted in stages, with the two most recent surveys including connected communities and young people's emotional wellbeing.

Survey Stage	Focus (N.B. General wellbeing is included as a topic at each stage of the survey)	When conducted	Results available
1	Opportunities for physical activity; general wellbeing	November-December 2018	June 2019
2	'Connected communities' (i.e. what voluntary/ formal support is available to avoid issues associated with social isolation, crime and anti-social behaviour and other issues that can have positive and negative impacts on local communities)	September – October 2019	March 2020
3	Young people's emotional wellbeing and the impact of the local environment on mental health (aged 9-24)	January - March 2020	March 2020
4	To be agreed	TBC	TBC

3. This paper provides a summary overview of survey stage 2 and 3 results ahead of an invitation for a more detailed discussion in September 2020.

Newmarket Town Survey – Stage 3 (Young people's emotional wellbeing)

4. Between January and March 2020, the third stage of the town survey invited young people aged 9-24 to answer questions on their emotional wellbeing and how the place in which they live and go to school has a positive and negative impact on their physical and mental health.
5. A total of 515 young people took part from primary age to higher education. The survey was also shared with a number of other schools and sixth form colleges including those in Bury and elsewhere in the county where students travel from Newmarket.
6. General wellbeing was measured according to Office for National Statistics standard questions.
7. The four health and wellbeing questions for 9-11 year olds and 12-16 year olds are broadly positive, and there are some parallels with the results of the stage 2 survey ('connected communities' – see below). There are higher numbers of 9-11 and 12-16 year olds stating that they feel anxious which warrants further analysis.
8. When asked what has the greatest positive benefits to physical wellbeing, the most popular answers were sports centres, green spaces, playgrounds and walking/cycle groups.
9. When asked what helps their mental wellbeing, young people also cited sports centres, library, green spaces and walking/cycle groups.
10. Notably, approximately half of all respondents said they don't use or visit community clubs or organisations.
11. Both age groups (9-11 and 12-16 year olds) were clear on what they liked about living in Newmarket. The common areas for improvement were having enough suitable activities, and a perception of antisocial behaviour and crime.
12. The stage 3 survey results will be made available to accompany and shape the youth strategy, which is expected to come to Town Council in September.

Newmarket Town Survey – Stage 2 (Connected Communities)

13. Between September and October 2019, Public Health conducted its second stage town survey. The primary topic was 'connected communities'. In other words, what voluntary and formal support is available to avoid issues associated with social isolation, crime and

anti-social behaviour and other issues that can have positive and negative impacts on local communities.

14. A total of 283 people responded to the survey, which compares to 290 responses for stage 1.

15. A summary outline of the main results is included below:

Who took part?

- 85% live in Newmarket or surrounding area (28% work or study)
- A high proportion are 15 or under (35%) followed by 45-54 (18%)
- 65% are female
- 84% are white British or variation on this (eg Welsh, Scottish)
- The proportions of respondents in the ethnicity categories are very close to the population figures available from ONS based on the 2011 census
- A higher proportion of males than females responded in the under 24yrs age range
- A higher proportion of females than males responded in the ranges from 25 to 64
- A slightly higher proportion of males responded in age ranges above 65

Health and wellbeing

- 78% of respondents rated their satisfaction with life nowadays from 6-10 (on a 10-point scale)
- When asked to what extent respondents felt the things they do in life are worthwhile, 77% scored 6-10
- When asked how they felt yesterday, 68% answered between 6-10
- When asked how anxious they felt yesterday, 67% answered between 0-5 (0 being 'not at all anxious')
- 68% answered between 6-10 when asked how happy they were with their overall health
- 53% said they felt lonely often/always, some of the time or occasionally
- 95% said their health was very good, good or fair
- 100% of females aged 16-24 reported that they had felt anxious the day before completing the survey in a rating of 5 out of 10 or above
- 83.4% of males aged 16-24 reported that they had felt anxious the day before completing the survey in a rating of 5 out of 10 or above

Loneliness

- A third of under 25s reported feeling lonely often or some of the time. This links to national findings based on a YouGov poll of more than 2,000 UK adults in 2019. The survey found that 31 per cent of 18 to 24-year-olds said they felt lonely often or all the time, compared to 17 per cent of over 55s.

Belonging to your community

- 39% said “not very strongly” or “not at all strongly” when asked if they felt they belonged to their immediate neighbourhood
- 83% said they would agree or definitely agree that if they needed help, there would be someone there for them
- 81% said they would agree or definitely agree that if they wanted company or to socialise there are people they can call on
- Only 27% take part in volunteering activities
- The amount of time involved with volunteering varied from 30 hours every week to 2-3 hours (most agreed it varies)
- Only 32% belong to or volunteer with a local organisation

Perceptions of Newmarket

- 59% said they were fairly or very satisfied with Newmarket as a place to live; 23% were very or fairly dissatisfied
- 35% said Newmarket had high or very high levels of anti-social behaviour
- 29% said high or very high levels of crime
- 38% said Newmarket had very low or low levels of neighbourliness/community spirit
- 30% said Newmarket had a very low or low standard of environment (eg too much litter/graffiti, poor open spaces/maintenance of area)

Which three words best sum up this area? (NB the most frequently used words appear the largest in the word cloud)



Next steps

- 16.** A dedicated working group will continue to scrutinise and coordinate actions informed by the results of the survey. The group comprises West Suffolk Council locality officers, Norfolk and Suffolk NHS Foundation Trust, West Suffolk Clinical Commissioning Group, 'Love Newmarket' business manager, Public Health and other community organisations.
- 17.** Based on the results of the town surveys, working group partners are continuing to develop and work to a simple outline action plan. This will align with local priorities in the town.
- 18.** The working group will develop its approach to the fourth stage survey, informed by discussion at Town Council.
- 19.** Newmarket Town Council is invited to consider how it can support a programme of work to improve the mental and physical health outcomes for the residents of Newmarket
- 20.** Public Health will provide future updates on progress and will involve the group as appropriate at future events and activities, ensuring this work links in with other initiatives in and around Newmarket.

References and Additional Information

Newmarket Place Based Needs Assessment

<https://www.healthysuffolk.org.uk/jsna/pbna>

Newmarket Health Profile <https://fingertips.phe.org.uk/profile/health-profiles>

Suffolk Lives Matter (suicide prevention)

<https://www.healthysuffolk.org.uk/projects/suffolk-lives-matter>

Improving health and wellbeing in Newmarket

<https://www.healthysuffolk.org.uk/projects/5-ways-to-wellbeing/wellbeing-in-newmarket>

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 22nd June 2020 at 6.00pm via Zoom

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Julie Ashton –Minute Assistant and 3 Members of the Public.

	Minute	Action by
D/20/06/19	<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 and asked if anyone else intended to record the meeting. There were no requests.	
D/20/06/20	<u>APOLOGIES</u> Apologies were received from Cllrs Fitzgerald, Hirst and Kerby.	
D/20/06/21	<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/20/06/22	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 8TH JUNE 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 8th June 2020 and the following was agreed: <u>D/20/06/22.01 Resolved</u> <u>That the minutes of the Development & Planning Committee held on 8th June 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.</u> There were no matters arising.	
D/20/06/23	<u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO</u>	

THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/06/24 NEWMARKET NEIGHBOURHOOD PLAN COMMUNITY ACTIONS

Acting TCM advised that the list of Community Actions would be sent out to Members by the end of this week. It was noted that the Committee only needed to refer to the Community Policies when considering applications and the agenda item would be changed to reflect this.

D/20/06/25 PLANNING APPLICATIONS

Week 23

D/20/06/25/1 DC/20/0805/FUL - Planning Application - Raising of roof to create additional storey for 1no. dwelling - 27A Old Station Road Newmarket Suffolk.

D/20/06/25.01 Resolved

That this application be deferred to allow for a site visit.

It was noted that Members should conduct site visits prior to meetings to avoid opportunities to comment on applications being missed.

D/20/06/25/2 DC/20/0817/ADV - Application for Advertisement Consent - 1 no. internally illuminated freestanding totem sign - Land Adjacent to Tesco Petrol Station Willie Snaith Road Newmarket.

D/20/06/25.02 Resolved

The Committee strongly objected on the following material planning considerations:

- **Scale and dominance of the sign**
- **Impact on character of the area**
- **The proposal does not comply with NKT 32 Attractive Entrances to the Town nor the general spirit of the Newmarket Neighbourhood Plan which seeks to achieve improvement in quality of design within the Town.**

The Neighbourhood Plan Policies apply to this application and Acting TCM would draft a suitable narrative to be agreed by email.

Week 22

D/20/06/25/3 DC/20/0821/FUL - Planning Application - (i) 1no. dwelling for staff accommodation (ii) 1no. stable block (iii) extension to existing barn to house horsewalker and treadmill (iv) access alterations (following demolition of front stable block, garage and open sided lean- tos) - St Gatien Cottage Stables Vicarage Road Newmarket Suffolk

D/20/06/25.03 Resolved

The Committee welcomed the investment and development but objected on the following material planning considerations:

- **Loss of light on neighbouring properties**
- **Drainage and flood risk**
- **Highway safety – new entrance close to a primary school**
- **The proposal does not comply with Policy NKT2 Key Views in the Newmarket Neighbourhood Plan and the impact on the historic flint wall.**

The Neighbourhood Plan Policies apply to this application and Acting TCM would draft a suitable narrative to be agreed by email.

Cllr Hood declared a nonpecuniary interest in the following application and did not vote.

D/20/06/25/4 DC/20/0843/TCA - Trees in a Conservation Area Notification - (i) 4no. Lime, 1no. Yew and 1no. Ash (T1,T2,T3,T4, T5 and T6 on plan) crown lift by up to 6 metres (ii) 1no. Ash and 1no. Robinia (T139 and T140 on plan) fell (iii) 1no. Walnut (T142 on plan) overall crown reduction of up to 2 metres (iv) 1no. Robinia (T143 on plan) overall crown reduction of up to 3.5 metres (v) 1no. Hornbeam hedge (H1 on plan) hedge height reduction by up to 50% - Jockey Club Chambers 101 High Street Newmarket.

D/20/06/25.04 Resolved

The Committee actively encourages responsible tree management and requested that the application be referred to the Tree Officer for consideration and approval. If the trees are to be felled, the Committee requests that suitable replacement trees be planted.

D/20/06/25/5 DC/20/0865/HH - Householder Planning Application - (i) single storey rear extension (ii) cartlodge (part retrospective) - Long Cottage Fordham Road Newmarket.

D/20/06/25.05 Resolved

The Committee voiced no objections.

D/20/06/25/6 DC/20/0869/TCA - Trees in a Conservation Area Notification - 1no. Horse Chestnut (red circle on plan) repollard to previous pollard points - Bedford House Stables 7 Bury Road Newmarket.

D/20/06/25.06 Resolved

The Committee actively encourages responsible tree management. The Committee DOES NOT OBJECT to this application.

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

D/20/06/25/7 DC/20/0884/TCA - Trees in a Conservation Area Notification - (i) 1no. Sycamore, 2no. Maple, 1no. Cypress and 1no. Conifer (G1, T1 and T3 on plan) - Crown lift to 6 metres above ground level (ii) 2no. Conifer (T2 and T4 on plan) - fell - Fairway Lodge 18A The Avenue Newmarket Suffolk.

D/20/06/25.07 Resolved

The Committee actively encourages responsible tree management and

requested that the application be referred to the Tree Officer for consideration and approval. If the trees are to be felled, the Committee requests that suitable replacement trees be planted.

Week 24

D/20/06/25/8 DC/20/0843/TPO - TPO001(2014) - Tree Preservation Order - 1no. Sycamore (T006 on plan and within area G3 on order) and 1no. Sorbus (T1 on plan and within area G2 on order) - fell - Prestige Place Snailwell Road Newmarket Suffolk,

D/20/06/25.08 Resolved

The Committee actively encourages responsible tree management. The Committee **OBJECTED** to this application and requested that the application be submitted to the Tree Officer for consideration and approval. If the trees are to be felled, the Committee requests that a suitable replacement trees be planted.

D/20/06/25/9 DC/20/0848/TPO - TPO 032 (1960) Tree Preservation Order - 1no. Horse chestnut (T1 on plan and A1 on order) reduce by 2 metres back to boundary - 14 Paget Place Newmarket Suffolk.

D/20/06/25.09 Resolved

The Committee actively encourages responsible tree management. The Committee **DOES NOT OBJECT** to this application.

D/20/06/26 **AMENDED AND DEFERRED PLANNING APPLICATIONS**

DC/20/0753/HH – Manderston Road Newmarket.

An extension was requested. West Suffolk advised that changes had been made to the proposed works and there would be a re-consultation, therefore an extension was not required.

D/20/06/26.01 Resolved

The Committee voiced no objections.

D/20/06/27 **EAST CAMBS PLANNING APPLICATIONS**

None noted.

D/20/06/28 **SCC PLANNING APPLICATIONS**

None noted.

D/20/06/29 **TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN**

West Suffolk Planning Determinations received during weeks 23 & 24.

Applications	Description	Address	WS Decision	NTC Decision
DC/19/2058/FUL	Planning Application - Cross Boundary Application (majority within East Cambridgeshire District Council) - 4 no. dwellings	Land West Of 104 Crockford Road Woodditton Road Newmarket Suffolk	Approved	No objections

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	Approved	No objections
DC/18/2210/FUL	Planning Application - (i) 2no drive-through cafe/restaurant units (Use Class A1/A3 for Costa and Use Class A3/A5 for McDonald's) with associated parking and landscaping and (ii) McDonalds Climbing box	Land At Willie Snaith Road Newmarket Suffolk	Approved	Objected
DC/19/0021/ADV	Application for Advertisement Consent - 7no. internally illuminated fascia signs	Land At Willie Snaith Road Newmarket Suffolk	Approved	Objected
DC/192119/TPO	TPO 04 (1994) Tree Preservation Order - 1no Copper Beech (T6 on Order) overall crown reduction by 2 metres	7 Heasman Close Newmarket Suffolk	Refused	No objections
DC/20/0505/HH	Householder Planning Application - (i) Two storey side extension (ii) single storey front extension	1 Manderston Road Newmarket	Approved	No objections
DC/20/0655/LB	Application for Listed Building Consent - Retention of alterations to facilitate the conversion of office space and function rooms into 32 no. en-suite guest rooms	Marlborough Club Kingston Passage Newmarket	Approved	No objections
DC/20/0673/VAR	Planning Application - Variation of condition 2 of DC/19/2181/VAR - to allow use of revised plans to increase number of guest rooms to 32 no. ensuite guest rooms (retrospective)	Marlborough Club Kingston Passage Newmarket	Approved	No objections

D/20/06/30 DELEGATION PANEL DECISIONS

None noted. Ward Members to be asked to request McDonalds application for a totem pole be referred to committee.

D/20/06/31 McDONALDS APPLICATION DC/20/2210/FUL

Members were advised that a Judicial review could be called as West Suffolk had failed to give proper consideration of the Newmarket Neighbourhood Plan when considering this application. The Planning Officer had not requested a report on Public Health issues in relation to the proximity of the development to the George Lambton Playing Field. It was noted that the estimated cost of a judicial review would be circa £10,000.

It was proposed and seconded and a recorded vote was requested. Cllrs Drummond, Hood and Hulbert voted in favour of the proposal and Cllrs Appleby, Caesar, Jefferys and O'Neill voted against, so it was not carried. However, it was noted this could be reconsidered at Full Council.

D/20/06/32 OVERHANGING VEGETATION

It was noted that along with the overhanging trees on both sides of the A142 from the Burger King roundabout the trees on the Fordham Road footpath also needed to be cut back.

It was noted that this work should be carried out in the Autumn after the bird nesting period and the following was agreed:

D/20/06/32.01 Resolved

That a letter be sent to SCC Highways requesting the trees on the A142 and along the Fordham Road footpath be cut back in the Autumn.

Acting TCM requested that notification of any other areas identified so that one

request can be sent detailing all the areas.

D/20/06/33 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/06/34 TREE POLICY

This item was deferred to the next meeting.

The Chairman requested that the number of new TPO's made in the last decade be provided.

D/20/06/35 CORRESPONDENCE

None noted.

D/20/06/36 DATE OF NEXT MEETING

Monday 6th July 2020 at 6.00pm via Zoom.

D/20/06/37 TO NOTE ANY ITEMS FOR NEXT MEETING

- Tree policy

Meeting closed at 7:13pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 22nd June 2020 at 7:00pm via Zoom

Attendance:

Councillor A Drummond (Chairman)
Councillor A Appleby
Councillor J Borda

Councillor R Hood
Councillor M Jefferys
Councillor C O'Neill

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

Minute	Action by
F/20/06/1 <u>TO ELECT A CHAIRMAN</u> The Chairman invited nominations for the Chairman of the F&P Committee and Cllr O'Neill nominated Cllr Jefferys. There were no further nominations. A vote was taken and the following was agreed: <u>F/20/06/1.01 Resolved</u> That Cllr Jefferys be elected as the Chairman of the F&P Committee for 2020/21. <i>Cllr Jefferys took the Chair.</i>	
F/20/06/2 <u>TO ELECT A VICE CHAIRMAN</u> The Chairman invited nominations for the Vice Chairman of the F&P Committee and Cllr O'Neill nominated Cllr Kerby. There were no further nominations. A vote was taken and the following was agreed: <u>F/20/06/2.01 Resolved</u> That Cllr Kerby be elected as the Vice Chairman off the F&P Committee for 20/21.	
F/20/06/3 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHARMAN HAS INVITED TO SPEAK</u> The Chairman announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
F/20/06/4 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Hirst and Kerby.	
F/20/06/5 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	

F/20/06/6 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16TH MARCH 2020 AND ANY MATTERS ARISING**
Members received the minutes of the Finance & Policy Committee meeting held on 16th March 2020 and the following was agreed:

F/20/0/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 16th March 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

Page 3 – F/20/03/11 – the review of the rent and terms of lease for the land adjacent to Field Terrace Road was noted to be outstanding.

Page 3 – F/20/03/12 - Paper policy – a request was made to stop blank pages being included in the minute packs. This was included for double-sided printing and would be looked into.

F/20/06/7 **PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**
None noted.

F/20/06/8 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (MAY 2020)**
Members reviewed CB1, CB2 and CB4 and the following was agreed:

F/20/06/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2020 – 31/05/2020 (Cash Book 1, 2 and 4) be received and adopted.

F/20/06/9 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE**
RFO advised that this had not been done for March 2020 but that it had gone through the audit. April and May 2020 would be emailed to the Chairman for signature.

F/20/06/10 **TO RECEIVE THE INCOME AND EXPENDITURE FOR MAY 2020**
Members received and noted the income and expenditure for May 2020.

F/20/06/11 **MEMORIAL GARDENS KIOSK**
The RFO advised that the arrears amounted to £600 for hire fees for the last 6 months September 2019 – March 2020. Environmental Health had been contacted but they were not carrying out inspections during lockdown. However, it was noted

on the last inspections that as there was no hand washing facility in the Kiosk food should not be sold from there under the current circumstances.

Contact had been made on numerous occasions with no response and the following was agreed:

F/20/06/11.01 Recommendation

That the current tenants be asked to clear out the Kiosk and leave it in a clean and tidy state. If they are not able to do this, NTC will arrange for it to be cleaned and cleared and the costs will be recharged to the tenants. Should no payment be received, the outstanding monies will be pursued through the County Court.

The issue of no handwashing facilities prohibiting the sale of food would be referred to the Community and Leisure Services Committee to consider the future for the Kiosk.

F/20/06/12 EARMARKED RESERVES

Members reviewed the Earmarked Reserves and it was suggested that the headings with zeros in both columns be removed. However some were noted to be relevant to retain for future reserves accrual. The following was agreed:

F/20/06/12.01 Recommendation

That the identified Earmarked Reserves (EMR 311 Play equipment; EMR 328 Vehicle replacement; EMR 342 Grants; EMR 341 Water feature) be referred to the appropriate Committee to decide how much of the respective budgets should be put into the Earmarked Reserves.

F/20/06/13 RISK MANAGEMENT SCHEME

RFO advised that full Council had referred this item to the committee and suggested that a Working Group be tasked with this to report back. Acting TCM advised that this was part of the internal controls for the Council and management of Public funds and all relevant paperwork could be reviewed by the Working Group. The following was agreed:

F/20/06/13.01 Recommendation

That the F&P Committee set up a Working Group in October 2020 to review all relevant internal control documents including the Risk Management scheme and reassess the risk score ratings.

Members went through the risks with a score of 9 and made suggestions for how some of the risks could be mitigated. The Working Group would be tasked with reassessing them.

F/20/06/14 HEALTH & SAFETY

The report was received and it was noted that with gardens being closed, this was a good time to get any issues with the play equipment sorted out.

The accident incident related to using the strimmer without appropriate PPE and

training. The strimmer had now been decommissioned and the following was agreed:

F/20/06/14.01 Recommendation

That the strimmer and other obsolete equipment be sold.

The monthly report for May 2020 was received and noted.

F/20/06/15 CORRESPONDENCE

None noted.

F/20/06/16 DATE OF NEXT MEETING

Monday 20th July 2020 via Zoom.

F/20/06/17 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 8:11pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: COMMUNITY and LEISURE SERVICES COMMITTEE

Adopted by Council 22nd June 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher.

Function of the Council Column 1	
1.	All functions as set out in the Terms of Reference; the committee has no delegated powers
2	Grounds Maintenance and Management
2.1	To maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10
2.2	To deal with all matters relating to the management, upkeep and maintenance of public open space under the Town Council's control.
2.3	To provide, control and monitor, either directly or through a third party, the horticultural maintenance relating to grass cutting, seasonal planting, planters, hanging baskets and trees under the Town Council's control, including the Severals and land at Birdcage Walk.
2.4	To promote and support floral and planting Initiatives, Local Government Act 1972. s 144
3	Public Realm & Public Facilities
3.1	Provision of litter receptacles, Litter Act 1983, S5&6
3.2	Provision and maintenance of street furniture, benches and signs
3.3	Matters relating to the provision, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas within the Town Council's responsibility. Fixed penalty notices for littering, graffiti & fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005
3.4	To provide public conveniences, Public Health Act 1936, s87. Maintenance and management of public conveniences within Town Council control.
3.5	To maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, s11 as extended by Local Government Act 1948, s133. Maintenance of the War Memorial, related gardens and Cooper Memorial.
4	Bus Shelters
4.1	To provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.
5.	Clocks
5.1	To provide public clocks, Parish Councils Act 1957, S2, including upkeep of Jubilee Clock Tower.
6	Allotments
6.1	To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.
6.2	To work with the Newmarket Allotment Association in the upkeep, maintenance and general management of allotments at Field Terrace and new Cheveley Road

7	Burial Facilities
7.1	To acquire, provide & maintain; The Local Authorities' Cemeteries Order 1977 and Local Government Act 1972, s214. Management and operation of the Town Cemetery
7.2	To agree to maintain monuments & Memorials, Open Spaces Act 1906, Ss 9&10; Local Government Act 1972, s214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, s1.
7.3	To contribute towards expenses of cemeteries, Local Government Act 1972, s214.
7.4	Maintenance of closed churchyards, Local Government Act 1972, s215, including at St Mary's and All Saints churches
7.5	To provide Mortuaries, Public Health Act 1936, s198
8.	Street Lighting
8.1	To light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sch 14 para 27. Council to maintain within designated areas of the Town
9.	Community Engagement
9.1	To promote the social wellbeing of the Town and to promote social inclusion within communities.
9.2	To support the implementation of the Newmarket Vision Plan.
9.3	To facilitate and support local community and voluntary organisations
9.4	To support a CAB for the Town, Local Government Act 1972, s 142
9.5	To promote Fair Trade in the Town
9.6	Provision, amendments & updates to layout of Website and ensuring it is compliant with relevant legislation The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018; Local Government Transparency Code 2015
10	Young People
10.1	Support public and community services and facilities for the young.
10.2	Co-ordinate the involvement of young people in decision making within the Town.
10.3	Support to young people in their communities
11.	Environment
11.1	To promote the environmental wellbeing of the Town
11.2	Conservation of the built & natural environment
11.3	Issues involving ancient monuments & areas of archaeological interest
11.4	To approve & action Environmental Audits
11.5	To promote environmental awareness
11.6	To lead on sustainability and transition for the Town
12	Personal Health Well Being
12.1	To work with partner organisations to improve the health of people in the Town
12.2	To improve access to services which can contribute to health
12.3	To promote healthy living

13	Highways, Transport & Traffic Management
13.1	To make recommendations to Council relating to Traffic Management issues relating to Newmarket including: • Making observations on highway or transportation consultations. • Consent for ending maintenance at public expense or stopping up or diversion of highway. • To complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.
13.2	To maintain footpaths & bridleways
13.3	To provide parking places for vehicles & cycles
13.4	To enter into agreement as to dedication & widening
13.5	To provide roadside seats & shelters
13.6	To contribute financially to traffic calming Schemes; Highways Act 1980, s274A
13.7	To provide traffic signs and other objects or devices warning of danger
13.8	To plant trees and lay grass verges and to maintain them
13.9	To support approved community transport schemes. (Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, s26, 28, 29)
13.10	To erect flagpoles in highway land. Highways Act 1980, s 144
14	Environmental & Public Health
14.1	To utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, s125
14.2	To deal with ponds & ditches, Public Health 1936, s260
14.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,
14.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)
14.5	Waste & recycling
15.	Community Safety
15.1	To install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, s31.
15.2	To support initiatives of the Community Safety/ Crime Reduction Partnership.
15.3	To lobby for road safety improvement schemes
15.4	To liaise with the Police to develop a safer community
15.5	To support and promote Home Safety initiatives in the Town
16.	Culture and Heritage
16.1	To promote, enable and facilitate cultural, artistic activities and heritage throughout the Town, through its own efforts and partnership working with other groups and organisations
16.2	To directly or indirectly conserve the cultural heritage of the Town.
16.3	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4

17. Public Buildings 17.1 To provide & encourage the use of conference facilities, Local Government Act 1972, s144; To provide public buildings & halls. Local Government Act 1972, s215; To provide and equip community buildings, Local Government Act 1972, s 133; To provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 s19 17.2 To manage the public office in the Memorial Hall and to provide a gateway to the District and County councils, the Police and other public bodies to provide a coordinated public service hub for the Town.
18 Public Relations 18.1 To administer Town Twinning. 18.2 To administer Civic Hospitality and related public relations activities.
19. Leisure and Sport 19.1 To promote, enable and facilitate leisure and sporting activities and events throughout the Town, through its own efforts and partnership working. 19.2 To acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, s44, Local government (Miscellaneous Provisions) Act s19; Public Health Act 1961, s54 19.3 Management & enhancement of Play areas 19.4 To develop and oversee the implementation of a programme of events for the Town either directly or in partnership Power to provide entertainment and support of the arts, Local Government Act 1972, s145 19.5 To organise the Town's Carnival 19.6 To oversee the provision and manage the operation but not and maintenance of the Memorial Gardens. 19.7 The provision of activities and events in the Memorial Hall and Gardens including the letting of concessions. 19.8 To consider applications for and promote car boot sales and other activities at the Severals
20 Economic Wellbeing & Tourism 20.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors 20.2 To promote tourism within the Town and power to encourage visitors 20.3 To promote regeneration in the Town 20.4 To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment 20.5 To support skills & training for local businesses 20.6 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.

Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: NEIGHBOURHOOD PLAN COMMITTEE

Adopted by Council 22nd June 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher.

Function of the Council Column 1	
1.	All functions as set out in the Terms of Reference; the committee has no delegated powers
2.	To work towards delivering the objectives set out in the Neighbourhood Plan (NNP) namely: - A: To Promote and Maintain the Character and Prosperity of the Town - B: To Improve and Promote Well-Being for All Residents - C: To Value and Protect Our Environment - D: To Develop Sustainable Housing within the Boundary of the Designated Area - E: To Develop a Sustainable Transport Network - F: To Create a Vibrant, Attractive Town Centre which Enhances Newmarket as a Major Tourist Destination
3.	To work towards delivering the community actions set out in the Neighbourhood Plan under each objective set out above
4.	To work with the Development and Planning Committee to ensure robust responses to planning applications where a relevant policy in the NNP applies.
5.	To work with the Community and Leisure Services Committee to ensure that relevant matters are developed in accordance with the community actions in the NNP, specifically those in A, B, C, E & F

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.

Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.

Blank



Newmarket Town Council

Committee	Yes	Total
Community and Leisure services	Cllr De'Ath Cllr Yarrow Cllr Fitzgerald Cllr Hulbert Cllr Borda Cllr Jefferys Cllr O'Neill Cllr Drummond Cllr Kerby Cllr Appelby Cllr Hood Cllr Anderson	12
Neighbourhood Plan Committee	Cllr De'Ath Cllr Yarrow Cllr Fitzgerald Cllr Hulbert Cllr Jefferys Cllr O'Neill Cllr Drummond Cllr Kerby Cllr Appelby Cllr Hood	10

No response has been received from Cllrs Hirst and Cllr Bowen.

Blank

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 9th June 2020 at 6.00pm via Zoom video conferencing**

In attendance: Deborah Sarson (Acting TCM), Margo Walsh and Michelle Kerr (Jockey Club), Douglas Hall, Cllrs Andrew Appleby, Mick Jefferys (Chairman), Sarah Caesar, Chris O'Neill and John Borda, Ruth Allen (Sharing Parents) and Julie Ashton (Minute Assistant).

1: Welcome & Introductions. *Apologies were received from Cllr Kerby and John Gilbert.*

The Chairman welcomed everyone and made introductions where necessary.

2: To agree the minutes and discuss any matters arising

The minutes were agreed and there were no matters arising.

3: Future Sustainability

The Group would like to keep this model going forward and the NTC Neighbourhood Plan Community Actions could be an opportunity to work together on their delivery.

DH – is working with John Gilbert to set up a constituted group to take forward the work being undertaken by the volunteers. It was noted that Council staff will continue to take calls into the helpline and refer them on.

AA – to provide a report on potential action points for the next meeting.

DH- gave feedback from the meeting with the Lions who were pleased to know that they were not expected to take over and would welcome any volunteers to help with fund raising.

4: Helpline – to receive an update

ATCM – reported that there were 75 calls received last week and DH reported 57 calls so far this week. The stats showed that the mornings were busier and it was noted that some calls do not require a ticket but call handlers were still happy to help.

DH – will update the flowchart to add contact details of JG and DH as back up for call handlers this will release the work of the coordinators and free up resource.

5: Volunteers

DH – the current number of volunteers is 90+ with 30 being very active. Some that had gone back to work were still helping when they can. Some calls were not being logged with residents contacting volunteers directly for daily/weekly repeat tasks. The Chairman added that this reflects the community spirit of Newmarket.

DH – reported that volunteers were having to wait in queues at Waitrose and CO would like to speak to them to see what can be arranged.

DH – had drafted the letter to volunteers and it was ready for the Chairman to add to it.

6: Grant Funding – Newmarket Festival Grant Funding and allocation

The spreadsheet was noted with £48,000 left to spend it was in a reasonably healthy position. £25,000 had been spent over 12 weeks and it was thought that this would be enough to keep going for a while.

7: Hardship in the community

DH – reported that they had helped a resident who had been moved into new accommodation by West Suffolk, but they had no access to a fridge or cooker and was relying on neighbours. These have now been installed and a food parcel was provided.

RA – reported that with schools being semi open, more families were struggling and there was a need to get information about the help available out to them. MW – the Newmarket Festival had done something similar at the start with Churches Together for the Bridging the Gap project. Will Wright should be able to help with emailing head teachers. MJ would also ask Nick Froy to help disseminate the information.

Action point - email to be sent to all schools asking for the relevant information about the helpline to be sent out on a parent email.

DH – suggested putting a banner outside of Tesco and MK agreed to make enquiries. Leaflets could also be put in GP surgeries, pharmacies, corner shops etc. It was felt that with more people out and about, it was the right time for a poster campaign based on the leaflet design.

The Events manager will be asked to start work on A3/A4 posters with help from Cubiq Design for the graphics and to continue to push the helpline on social media. MJ will ask the Journal to do an article on the helpline.

8: Tesco Box Scheme

MW – reported that 5 free boxes were provided last week with some repeat customers. There were more requests at the end of month as people's money was running out. They were still doing daily and bespoke shopping trips. John Gilbert had been informed of the free box referrals for follow up and monitoring.

9: Safeguarding

DH – reported that 2 volunteers had reported a domestic abuse case and they were glad that they had done the visit together. Police were involved and food was provided. All volunteers have been instructed not to enter properties.

10: To consider proposals for any other organisations that could be invited to join the Steering Group

DH was asked to attend the next Rotary Club meeting and head teachers would be asked for a representative to join the group.

11: Any other areas for discussion

DH – a shopkeeper had reported that residents were asking to use their toilet as there were no public toilets open. ATCM – reported that West Suffolk were keeping the opening of the toilets at the Guineas under review but there were a lot of risk assessments involved.

The Chairman thanked everyone once again for the efforts and good work of everyone involved.

12. Date for a future meeting

Tuesday 16th June at 6pm on Zoom

End 19:00

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 16th June 2020 at 6.00pm via Zoom video conferencing**

In attendance: Deborah Sarson (Acting TCM), Michelle Kerr (Jockey Club), Douglas Hall, Cllrs Andrew Appleby, Mick Jefferys (Chairman), Sarah Caesar, Rachel Hood, Chris O'Neill and John Borda, Aimee Hockley-Righton (Racing Welfare), John Gilbert (Racing Centre) and Julie Ashton (Minute Assistant).

1: Welcome & Introductions. *Apologies were received from Cllr Kerby, Margo Walsh, Ruth Allen and Debbie Baines*
The Chairman welcomed everyone and made introductions where necessary.

2: To agree the minutes and discuss any matters arising

The date of the previous minutes of the meeting held on 5th May 2020 was amended.

Matters arising: MJ to email schools asking them to help promote the helpline to families in need.

3: Future Sustainability

DH – reported that in a phone call with Churches Together it was agreed that the work that we do is valuable. He is planning to meet with Community Action Suffolk who are offering sessions to provide help in developing plans to take initiatives like this forward and would report back.

JG – is planning to keep the ball rolling as people return to work and would constitute the Newmarket Volunteer Network. The NTC helpline number would be kept running for now but may change after the crisis.

ATCM – NTC staff should be able to cope with calls to the helpline and continue to use the DH system for referrals as well as calls generally to the Town Council.

JG – looking at a new app for volunteer referrals and should have an update soon.

AA – suggested that the Volunteer policy making could be part of the Community Actions from the Neighbourhood Plan and members of this steering group could join the Neighbourhood Plan Committee to assist.

DH - advised that there needs to be separate powers and clear lines between NTC and the duties of the Volunteer Network.

MJ – noted that this was very positive work and would be kept on the agenda.

DH - was looking at the National Mutual Aid Group's response to the Government on lessons learned during the pandemic.

4: Helpline – to receive an update including promotion

ATCM – reported that there 50 calls up to 10th June and DH agreed that it had been a quieter week with 50 calls in the last 7 days. There were 8 calls yesterday showing a gradual slowing down but would see what the figures look like at the end of the month as people start running short of money.

ATCM – advised that 50 calls per week was still too much for 2 staff to cover and they would need assistance at least until the end of the month. She would no longer be working for NTC after 30th June and the Town Clerk would start 13th July. JB would take over managing the phone system in the interim.

CO – reported 3 calls at the weekend compared to 0 calls for the previous one. He was still furloughed and happy to continue to help, perhaps it was time to consider just covering office hours.

DH – reported that volunteers were carrying out tasks that were not recorded on the system and were bypassing the helpline but that it was good that help was still being provided.

Promotion of the helpline was discussed and it was suggested that the banners in the High Street would be enough for now and that posters were not required at this time. However, there was still a need to get the message out that the helpline was for anyone in difficulty and the posters were still being designed.

Discussion was held about whether to delay the letter thanking volunteers until there was a clearer picture about future sustainability but it was agreed to send the letter sooner than later.

Action Point: DH agreed to send his proposed wording to MJ; ATCM would arrange for printing and posting letters to volunteers once finalised.

ATCM – advised that NTC were organising a Civic Event to thank the volunteers to be held in the coming months. The Racing Centre and others were also looking at events so perhaps there could be one joint event or several.

5: Volunteers

DH – reported that West Suffolk had implemented parking permits for the volunteers which was welcomed.

CO – reported that he had spoken to Waitrose and there had been no further negative feedback.

6: Grant Funding – Newmarket Festival Grant Funding and allocation

It was noted that last week the grant awards were less than £1,000.

7: Hardship in the community

JG – reported that there were no new cases and he was dealing with recurring issues. The referral that came in at the weekend was in hand and West Suffolk were dealing with the case.

RA - Parent Sharing and Epic Dads were continuing to offer online support.

8: Tesco Box Scheme

MK – reported that things were ticking along and there were more requests for bespoke shopping with only 1 free box this week. Most people were able to pay but free boxes were still available.

9: Safeguarding

JG – reported that a serious case had been reported regarding a volunteer delivering a prescription to someone who was too inebriated to safely take the medication which could have had serious consequences. This individual was a known potential safeguarding issue so precautions had been taken when delivering the prescription. The Police had given clear advice for volunteers to contact them and to not deliver medication in circumstances where they were concerned. In this case, the medication was not delivered, the Police carried out a welfare check and a free food box had been provided. Volunteers were now aware of this policy but would still need to inform JG of any incidents.

10: To consider proposals for any other organisations that could be invited to join the Steering Group

MJ – reported that he had sent invitations to schools but had not received any response.

11: Any other areas for discussion

None noted.

The Chairman thanked everyone involved once again for their efforts and good work and noted how remarkably well it was all working.

12. Date for a future meeting

Tuesday 23rd June at 6pm on Zoom

End 6:38

Local Government Association Model Member Code of Conduct

Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



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For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.

REF 11.197

West Suffolk Council
Civil Parking Enforcement

Briefing to Councillor Drummond as a WS Newmarket ward member from Mark Walsh - assistant director (operations) at WS Council

Businesses and the public, together with local councils, have been asking for Civil Parking enforcement powers. This means that parking enforcement is in the hands of councils and not the Police who, understandably, have had other priorities. Bad parking causes congestion, harms the environment, stops emergency and service vehicles getting through, it can be dangerous as well and it can prevent people using footpaths. Since April Councils across Suffolk have had the power to enforce which has been well publicised. During the last few months some of our enforcement officers have undergone training (difficult to do at a time of lockdown) or have been helping with other priority services such as making sure bins have been emptied or street cleansing. As we start to emerge from shielding and lockdown now we have more capacity to patrol the streets on the frequency set out in our agreement with the Highways Authority or dictated through parking problems highlighted to us by the public or businesses. I would like to emphasise they have been enforcing existing rules but the consequence is that people who have become used to illegally parking without penalty are now being ticketed. As with any human process, mistakes can sometimes happen but officers are well trained and there are appeal procedures, including an independent adjudicator, in place. You may have seen some stories in the media or have been approached yourselves. If someone feels they have not been given a ticket fairly then please signpost them to the [appeals procedure](#).

You will understand that the room for exercising judgement around parking enforcement is necessarily very limited. In enforcing the streets under very technical legislation and relative to the prevailing lines and signs, parking is clearly either legal or it is illegal and subject to a penalty. Any attempt to enforce using judgement in terms of what is fair or reasonable in one place compared to another would rapidly unravel the whole system.

A small number of residents that have been able to park illegally near their homes without penalty, perhaps for many years, are likely to demand that the council addresses this issue for them now the long awaited enforcement is in place and they are faced with less convenient parking options. Whilst arguably it is not the responsibility of the council to provide convenient on-street parking for residents outside their homes, we do operate resident permit schemes in places where this is viable and the majority of local residents wanted it. However, these schemes are often oversubscribed given the layout and space available on our town centre streets, most of which were established well before the motor car was invented.

The process for reviewing and setting up Resident Parking Zones (RPZs) is set out in legislation and the requirements of Road Traffic Regulation Orders (RTRs) which govern enforcement of parking on our streets and in our car parks. This is a relatively long and expensive process requiring consultation and can take between 12 - 24 months based on previous schemes and the level of local support.

We plan to carry out a review of RPZs as soon as resources will allow but we will need to manage the expectations of our residents on this. Such a process will not be quick and may not be able to provide the outcome they seek given the demand and

the limited available space on our streets. Discounted permits for our car parks remain an option for residents unable to park on the streets outside their homes.

In terms of Newmarket, in making any change to on-street parking restrictions to establish new RPZs, the following process would need to be followed in compliance with changing the Road Traffic Regulation Order (RTRO):

- Before committing resources, residents must demonstrate that the vast majority of the local area would support the introduction of a RPZ which is supported by the local member and Town/Parish Council. This for example can be done by way of a petition.
- The council (West Suffolk) would need to be satisfied of parking stress in the area
- Funds would need to be identified to develop the scheme and the annual permit charges should offset the cost of management and enforcement of the scheme
- Liaison with residents on what is required and then plans drawn up for informal consultation. Again, majority of residents must support plan.
- Formal Traffic Regulation Order process including formal consultation
- Order sign off and street works

The whole process can take between 12-24 months based on previous schemes and the level of local support.

We draw your attention to the crucial need to demonstrate local support for a RPZ before we commit resources and money to developing a scheme. We are minded that two schemes were developed in Newmarket by Suffolk County Council at some expense in 2015 at which time less than a third of residents indicated support for the proposals, and therefore they were never implemented. The parking team are currently developing formal procedures with Suffolk County Council (along the lines of the above) and we will ask them to send them to you as soon as they are available. This will include a form seeking key information, including the proposed area/roads seeking a permit scheme – we are minded of some local support for a scheme but unclear as to whether the thinking is for the previous plans to be consulted on again, or that you would rather canvas support in specific streets within the All Saints ward?

With regards discounted parking across the car parks in Newmarket, we offer an annual or 6 monthly season ticket for all our long stay car parks. The annual permit represents a 50% discount price compared to the purchase of a standard weekly ticket and significantly more when compared to buying a daily ticket. Details and application forms are available on line using the following link:

<https://www.westsuffolk.gov.uk/parking/carparkseasontickets.cfm?aud=resident>

We trust that you find the helpful. Please be assured that your request for an RPZ has been registered and we will endeavour to pass more information to you shortly. We are also engaging with local members and the Town Council, and a coordinated approach I suggest will be needed. We will discuss with colleagues on how best we can facilitate discussion and will get back to you in due course.

From: [Councillor Appleby](#)
To: [Councillor De"ath](#); [tcm](#); [councillors](#)
Cc: [Cathy Whitaker](#); [Debbie Baines](#); [REDACTED]
Subject: Re: Cllr Appleby... Newmarket - All Saints Ward - Parking for Residents
Date: 16 June 2020 16:25:46
Attachments: [image001.png](#)

There have been various surveys / consultations re RPZ's, particularly in the in All Saints area, over the years. The general opinion has been that a majority of residents have not favoured RPZ's being introduced, largely on the grounds of anticipated costs to residents. RPZ's require policing ie staff, which costs money, which would be covered mostly, probably totally, from income for permits for residents.

When the All Saints housing was built it was not foreseen that most households might have one, let alone more than one, vehicle. A further factor was that the introduction of charging in car parks led to many seeking side street parking to avoid charges, which led to conflict with residents' requirements and increased illegal parking, especially on pavements.

The suspension of parking charges due to Covid saw little change in parking habits, with residents not availing themselves of free parking in the car parks.

The recent commencement of Civil Parking Enforcement did see more using what was (until 15/06) free parking, including free overnight parking, which latter continues.

Last year WSC commissioned a Parking Review Group of councillors. The Group purports it consulted on parking throughout WS. I contend they merely conducted a survey. Councillors may recall the survey being mentioned at the CS meeting on 09/09/2015 as follows ..

WEST SUFFOLK CAR PARK USERS SURVEY TCM presented the survey and Members were invited to complete it individually. A number of comments were taken regarding Newmarket car Minutes of Community Services Committee held on 9th September 2019 Page 3 of 3 parks and TCM would submit these to West Suffolk along with the section on car parks from the Neighbourhood Plan. The Following was agreed: C/19/09/9.01 Resolved That the section on Newmarket car parks in the Neighbourhood plan be submitted to West Suffolk in addition to the NTC response to the car park survey.

The PRG presented a report to WSC's O&S Committee, which in January produced proposals which excluded reference to Newmarket.

Recommendations for Newmarket, including increasing charges and charging periods, were first seen in Agenda documents a week before being considered by WSC Cabinet on 11/02/2020. RPZ's were not mentioned in these recommendations.

I have made an application for a Judicial Review of the Cabinet decision of 11/02/2020.

Currently WSC's decision is in abeyance. Charges and charging periods remain as they were, excepting there is free parking on Mondays after 3pm rather than 4pm, as on other days,, with charging still starting at 9am. This in contrast with the decision to increase the charging period to 8am to 6pm, with "free after three" on Mondays.

Whatever the progress of the Judicial Review, I believe that Newmarket's parking problems and strategies (including RPZ's) should be considered holistically and comprehensively before any changes to the charging system, especially in current circumstances, where footfall will require every encouragement.

To this end, I request that Car Parking is considered as an Item at NTC on 29/06/2020.

Councillor Andrew Appleby

Newmarket Town Council

www.newmarket.gov.uk

COVID-19 Newmarket Helpline: 01638 667227

From: Councillor De'ath <CouncillorDe'ath@newmarket.gov.uk>

Sent: 16 June 2020 15:20

To: tcm <tcm@newmarket.gov.uk>; councillors <councillors@newmarket.gov.uk>

Cc: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>; Debbie Baines

[REDACTED]

Subject: Re: Cllr Appleby... Newmarket - All Saints Ward - Parking for Residents

Dear All

Just a follow up on the discussion around parking.

My daughter lives in Green Road and today needed to pop out to Tesco very briefly with two of her three children, one aged 2 and the other only 9 months. When she returned home with a bag of shopping and two young children, she had absolutely nowhere to park anywhere near her home and in fact had to park in Warrington Street.

Vehicles in Park Lane had been ticketed which is possibly why vehicles had moved to Green Road and Stamford Street to park. The situation is currently untenable. It discriminates the elderly, the disabled, families with young children and residents of these areas of Newmarket that are being pushed to park in other streets away from their homes, thereby compounding the problem.

I have always said that our car parking charges are very reasonable in comparison to Bury and Cambridge but I do agree that they have been reintroduced far too early. Why is it not possible to have residents parking? No doubt there will be residents that won't want to pay to park outside their home when it has been free for so many years but surely freeing up space for residents is preferable to the carnage that is occurring at the present time?

Cllr Julie De'Ath

[REDACTED]

Cllr Julie De'Ath
[REDACTED]

From: tcm <tcm@newmarket.gov.uk>
Sent: Monday, June 15, 2020 9:54:55 AM
To: councillors <councillors@newmarket.gov.uk>
Cc: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>; Debbie Baines
[REDACTED]
Subject: FW: Cllr Appleby... Newmarket - All Saints Ward - Parking for Residents

FYI

Kind regards,

Deborah Sarson
Acting Town Council Manager



King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 661777
www.newmarket.gov.uk Privacy Policy click [HERE](#)
newmarketcoronavirus.co.uk

Coronavirus Helpline Number 01638 667227

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From: John [REDACTED]
Sent: 14 June 2020 13:29
To: tcm <tcm@newmarket.gov.uk>
Subject: Cllr Appleby... Newmarket - All Saints Ward - Parking for Residents

.... suggested that I forward on this email to you that I sent initially to All Saints Wards Town, District and County Councillors plus West Suffolk Parking Services and that he has had sight of - for circulation to all councillors .. discuss under item on Agenda at tomorrow's Town Council meeting.

Many thanks and regards, John [REDACTED].

-----Original Message-----

From: John Harvey [REDACTED]
To: rachel.hood@westsuffolk.gov.uk <rachel.hood@westsuffolk.gov.uk>;
robert.nobbs@westsuffolk.gov.uk <robert.nobbs@westsuffolk.gov.uk>; rachel.hood@suffolk.gov.uk
<rachel.hood@suffolk.gov.uk>; councilloroneill@newmarket.gov.uk

<councilloro'neill@newmarket.gov.uk>; councillorkerby@newmarket.gov.uk

<councillorkerby@newmarket.gov.uk>

Sent: Thu, 11 Jun 2020 22:33

Subject: Newmarket - All Saints Ward - Parking for Residents

Dear Town, District and County Councillors,

I am sure that you have plenty on your plate but one long-festering issue that has come to the fore I believe must now receive **URGENT attention as the situation is now frankly becoming unacceptable...**

Parking provision for residents in the absence of long-overdue ameliorative measures which should have been in place following the introduction of parking charges.

... and i hope that you feel able to move this forward as, given the issues involved and the strength of feeling, to not address this would surely be a dereliction of responsibility to your tax-paying electorate.

No doubt similar issues will be experienced in other wards that may require bespoke / similar solutions so I will focus on All Saints Ward as this directly affects us and neighbouring households. I am happy to discuss with any or all of you (in normal times it would have been good to have got together with many of the other residents who have also voiced their discontent to me, on social media, etc).

What area are we looking at? attached is a map showing (in bold) the main streets in the vicinity of All Saints Car Park (All Saints Road, Palace street, Park Lane, Park Avenue, Granby Street, Queen Street, Vicarage Road).

What was the situation before parking charges? most of these streets have a combination of double/single yellow or time-limited restrictions so All Saints car park provided an area in which residents could park (which, even though it was a bit of a walk, was a factor in us moving here 25 years ago) and therefore keep the streets clear during the day e.g. for emergency vehicles.

How have parking charges impacted on residents? the introduction of parking charges over 10 years ago (despite a referendum voting almost unanimously against) has undoubtedly displaced residents, shoppers and workers from the car park which now adds to the pressure on parking on residential streets. ***Note that parking at this car park since charges were introduced has continually been well below capacity.***

Where can residents park during the day? probably contrary to popular belief many of the residents nearby (including us) do require day-time parking with many working from home, shifts or are retired even before the pandemic and are likely to continue to do so.

What is the impact of parking enforcement on residents? I certainly welcome decriminalisation and transfer to West Suffolk so good news that dangerous and illegal parking would at last be dealt with and hopefully now a co-ordinated approach to parking on and off-street. However, despite the West Suffolk press release that enforcement was focusing on dangerous parking, officers appeared in our area yesterday (Wednesday 10 June 2020) - **without notice** - and tickets issued to therefore unsuspecting residents. Interestingly on the same day as the notice through the door about the car park closing for a week which will exacerbate the situation. Footnote: we did however appreciate the advance notice, despite the ramifications.

Where does that leave residents? if you look on the map at the number of properties, many of which require day-time parking - then if the options are passes for All Saints car park at £250 annually or a pocket car park pass at £170 (which used to be a more reasonable £60 before charges were introduced and of course are limited) then you don't have to be a mathematician to see the shortfall in provision but also that this is an exorbitant charge for the privilege of parking some distance from your home - so for a 2 car household a mere £500 per annum ! Footnote: I used to have a pocket space

at £60 until the charge increased to £300 (before this was reduced) so now begrudgingly pay £250 for an annual pass on our 1 car.

In addition: residents are of course even more likely to be at home on Saturday (competing with shoppers and workers parking on-street to avoid parking charges) and of course also now Sunday since day-time charges were also introduced.

So what now? ...

a) **Relax enforcement on single yellow lines:** at least until All Saints car Park resurfacing is complete.

b) **Resident permits for car parks:** it was great that car parks were free over the recent period for essential workers and (per West Suffolk) "to provide places for residents working from home...", so... could this policy not be continued for residents who need day-time parking via a resident car park permit either free or at a more reasonable price? (this could also be used say for Lisburn Rd area in TK Max and Doris Street area in Grosvenor Yard). **Benefit to Council: secure source of car park permit income.**

c) **Resident parking off / on-street:** enforcement appears to have been introduced without any review of existing parking restrictions which are historic and clearly there are areas where extra parking could be provided (e.g. single yellow line currently on both sides from All Saints car park towards Palace Street but could easily accommodate one side day-time parking, similarly along Park Lane) which would make a residents' parking scheme proposal more attractive if residents are more likely to get a space. Depending on numbers perhaps allocate some spaces / area in the car parks too? With civil parking officers there would be marginal cost of enforcing a scheme so **Benefit to Council: secure source of permit income.**

d) **One way system to improve traffic movement:** per minutes of Nkt Town Council Community Services on 10 Feb minutes: "ALL SAINTS WARD TRAFFIC ISSUES - C/20/02/15.01
Recommendation: That NTC accepts the Working Group recommendations to introduce several one-way systems to the Streets in the All Saints Ward and submit them to Suffolk Highways.

I have not yet been able to get the detail of what was considered and what the the proposals are from the Working Group but I believe they include permanent closure of **Palace Street which is an essential access for residents** in our area and likely to result in **increased traffic (including lorries delivering to shops that back on to Palace Street) travelling extra distances including past All Saints School and along All Saints Road which is unsatisfactory.** It may be that a one way system could improve traffic movement (I have suggested it myself in the past) but a) may not be necessary if parking enforcement keeps the roads clear or b) there may be more optimum options / routes.

e) **Parking charges and policy generally:** on a more general issue I dream of seeing a cohesive parking strategy for the town (I know there have been versions that have bitten the dust) including a proper review of parking provision generally which balances needs (short-stay shoppers/visitors, long-stay workers, residents, etc) and income rather than the "cash cow principle" of merely maximising income via raising parking charges particularly given the potential impact on visitors to the High Street already under pressure before the slow recovery from lockdown, so I therefore welcome Cllr Appleby's application for judicial review and hope that this gives the authority an opportunity to properly review the implications.

Hopefully you have got to the end here so I would appreciate if you could let me have your thoughts on how this can be progressed. I can assure you that many people that I have spoken to in this area are not happy bunnies and seek a swift resolution.

Thanks in anticipation. John [REDACTED].

■ All Saints Road, Newmarket, Suffolk, CB8 8ET. ■

Company Address:

James Reynolds
ICE Cleaning
One Elmfield Park
Bromley
London
BR1 1LU



Tel: 0333 577 5805

Email: enquiries@ice-cleaning.com

Quote for:

Christy Argyroudi
Newmarket Town Council
Memorial Hall High Street
CB8 8JP
christy.argyroudi@newmarket.gov.uk

Quote name: Covid-19 Defence Treatment

Quote date: 19 Jun 2020

Quote reference: ICE-1592561232

Description Of Work

Following our site survey we have been asked to quote for a covid-19 defence treatment to the memorial hall to eliminate bacteria and viruses (inc all three strains of Coronavirus).

Overview:

Memorial Hall (2 floors).
Total area: 718.94m2.

Electrostatic Decontamination:

*** A Full Decontamination Certificate is issued upon job completion and is valid for 28 days due to the persistent solution 'Control' we use ***

Once a room is treated the occupants can re-enter the room 10mins later meaning there is no need for people to leave the property as we use 100% natural product that has all the approvals and certifications required to eliminate the above. We apply the solution using electro-static technology with the below method:

Tackling Coronavirus Effectively & safely Using Electrostatic Technology & Persistent Solutions

Persistent solutions means they continue to be effective even when they have dried unlike alternative chemicals that are only effective when wet.

Alternative chemicals need a minimum 5/10 minute wet contact time - E-Shield starts to be effective after 10 seconds

Alcohol based hand sanitisers and disinfectants are fine when wet & will eliminate pathogens unfortunately once they have dried they are ineffective BUT they leave behind a perfectly clean surface for pathogens to replicate. Our Chemicals are all persistent and Electrostatic technology ensures vastly improved coverage of objects - 4 times faster than 'conventional' means.

Using the accompanying products - Ultra & Control - both EN 14476 (virucidal) & EN 1276 (bactericidal) - a log reduction of 4 is achieved in 5 minutes. Ultra kills Coronavirus SARS associated - Coronavirus Humane - Coronavirus Canine in 2 minutes ULTRA & CONTROL in 5 minutes. Control provides a persistent antimicrobial action helping keeping surfaces and the environment clean and resistant to reinfection.

The positively charged mist that the sprayers produce, means 65% less solution is needed or 300% more

coverage than traditional spray methods achieving a superior coverage. The protocol is tried and tested and has proven extremely successful in tackling Norovirus - Influenza Virus SARS - SERS - MRSA in challenging environments.

Name	Quantity	Net Amount	Net Total
Covid-19 Defence Treatment	1.74	£718.94 each	£1,250.96
Total Net Amount			£1,250.96
Total VAT Amount			£250.19
Total			£1,501.15

Terms and Conditions

PAYMENT Payment is requested on arrival on the day of the cleaning session. Payment should be made before the clean takes place by BACS payment or via Credit/Debit card. For other contractors and account customers, payment should be made within 14 days of receipt of the invoice unless otherwise agreed. Customer understands that any 'late payments' may be subject to additional charges. **COMPLAINTS/CLAIMS** The customer accepts and understands that poor service, breakage/damage or theft must be reported within 24 hours from the service date. Failure to do so will not entitle the customer to any refunds or recovery cleanings. ICE Cleaning require the presence of the customer or his/hers representative at the beginning and at the end of the cleaning session as an inspection will be carried out and any corrections made, the same day. If the customer has scheduled an inventory check then it must be scheduled to commence no later than 24 hours after the cleaning job has been carried out. ICE Cleaning allow up to 7 working days to respond to a complaint. ICE Cleaning will not accept a complaint based on an Inventory check report, filed more than 24-hour after the cleaning session. Complaints are accepted verbally over the phone or by email. Complaints must be reported on completion or within the following 24 hours. ICE Cleaning agrees to keep all customers' information confidential. **CUSTOMER SATISFACTION** Customer understands that he/she is not entitled to any refunds. If the customer is not completely satisfied with a cleaning job, ICE Cleaning will re-clean any areas and items to customer's satisfaction. Therefore the customer must allow the cleaner to return. Customer must be present at all times during the recovery-clean. We reserve the right not to return a cleaner more than once. **LIABILITY** ICE Cleaning reserves the right not to be liable for completing tasks which are not stated on our task list: We are not liable for: *Third parties entering or present at the customer's premises during the cleaning process. *Wear or discolouring of fabric becoming more visible once dirt has been removed; Failing to remove old/permanent stains that cannot be removed using standard carpet cleaning methods; *Existing damage or spillage that cannot be cleaned/removed completely using customer provided cleaning detergents and equipment or standard carpet cleaning equipment; *Any damages caused by a faulty or not in full working order detergents/equipment supplied by the customer. **CANCELLATIONS** If keys are provided they must open the lock without any special efforts or skills. Customer agrees to pay the full price of one cleaning visit in case of a termination of the service if the customer has given less than one week advanced notice. Customer agrees to pay 50% of the quote as a cancellation fee if the customer cancels or changes the date/time less than 48 hours prior to the scheduled appointment. Customer agrees to pay 50% of the quote as a cancellation fee in the event of a lock-out causing our cleaners to be turned away; no one home to let them in; no water or power available at customer's premises; or problem with customer's keys.



HOUSE OF COMMONS

LONDON SW1A 0AA

Cllr Rachel Hood
The Mayor
Newmarket Town Council
High Street
Newmarket
CB8

11 May 2020
MH/hd

Dear Rachel,

I am writing to thank Newmarket Town Councillors for setting up a dedicated helpline to support the most vulnerable people in Newmarket, during the coronavirus pandemic.

As the MP for West Suffolk and Secretary of State for Health and Social Care, I wanted to thank you and the town councillors for all your hard work in volunteering to man the helpline seven days a week. To help vulnerable people in the community who need assistance, with shopping, prescription collection, and other tasks, will be a lifeline to many individuals.

I warmly applaud Newmarket Town Council's initiative for acting as a hub for volunteers and working with partner organisations to find ways in which support those organisations already working with the vulnerable in our community.

Thank you again for your valuable contribution to the community during this difficult time.

Yours ever,

A handwritten signature in blue ink, appearing to read 'Matt'.

Working for West Suffolk

London: 020 7219 7186

www.matt-hancock.com
matt@matt-hancock.com
[@MattHancock](https://twitter.com/MattHancock)

Suffolk: 01284 701 807

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Item 20b

From: [Douglas Hall](#)
To: [tcm](#)
Cc: [Councillor Jefferys](#)
Subject: District and County Council Reports to Town Council
Date: 23 June 2020 09:58:16
Attachments: [TPC-Minutes-February-2020.pdf](#)
[20-02-27 OrdinaryMeeting WPCMinutes Dig.Sig .pdf.pagespeed.ce.k5K_L1rOdx.pdf](#)

Dear Town Council Manager and Mayor,

There are usually items on Full Town Council meeting agendas for Councillor Reports from County Councillors, District Councillors and Ward reports from Town Councillors.

This item has been absent from recent agendas, which I assume is due to the Covid-19 pandemic, but reports have been very sporadic in recent years and lacking any useful information about the work our District and County Councillors are doing and an opportunity to question them on what they've been up to.

The most recent County Councillor report, other than a press release from the Council, appears to have been last September when Councillor (now MP) Millar gave an update on Children's services.

Since Forest Heath and St Edmundsbury Councils merged operations, became West Suffolk Council and now based in Bury St Edmunds it seems more important than ever for our area in the far west of the district to be well represented, and seen to be represented, at District Council and for regular dialogue between our County and District Councillors and Newmarket Town Council.

It is disappointing to see, month after month, a dearth of information in the meeting minutes on this agenda item. I don't consider the occasional Council newsletter to fulfil the function of a councillor report and I don't think Newmarket Town Council should either. Our District and County Councillors are well remunerated for their work and it would be nice to see evidence of what they have been doing to represent the interests of Newmarket as a whole and feedback information pertinent to the town. When was the last time District or County councillors held surgeries for members of the public to raise issues

This is all the more relevant at the moment over parking issues. How it possible that Councillors at District level did not seem to be aware that bring CPE into force would not have an effect on residential areas surrounding the Town Centre, or if they were, why didn't they ever raise any issues at Town Level!

I note from the January 27th Town Council Meeting that the issue of reports was raised (Items 20/01/9 and 20/01/10) but there is little evidence that any action has since been taken.

It would be also nice to see more ward reports from the Councillors, although I note that a few Councillors do raise issues on occasion. Perhaps the lack of Ward Reports is due to members of the public having little confidence that raising any issues will result in any action. Who knows, but the Council should be actively encouraging participation and involvement in the community.

I have attached a couple of minutes of some other recent Parish Council meetings in West Suffolk and you can see that the District and County Councillors not only attend when they are not members of the Parish Council but also provide comprehensive oral and written reports. Perhaps this would be helpful to Newmarket's representatives on other bodies.

Finally, I note that the Town Mayor's and Deputy Mayor's announcements have been extremely sporadic over the last year or so, and when they have been published often include items that don't relate to their roles and Mayor and Deputy Mayor.

I would be grateful if you would add this to the next Town Council meeting as an item of correspondence.

Douglas Hall

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From: [Ian Young](#)
To: [Councillor Jefferys](#)
Cc: [tcm](#)
Subject: Correspondence
Date: 15 June 2020 23:07:42

Dated as sent.

Dear Mayor Jeffreys

Correspondence regarding the Full Newmarket Town Council Meeting held on the 15th June, 2020.

Thank you for the opportunity of speaking tonight but due to running out of time during the public representation part of tonight's meeting I thought I would put my points in writing.

Firstly let me thank all the Town Councillors, employees and the fantastic army of volunteers that were involved for their response and efforts during the last three months to help our community during the coronavirus crisis. You have all done our town proud. Thank you so much for all your efforts in helping our community. You have all been truly fantastic and your efforts are very much appreciated. Especially the ones having to face people face to face. To put yourself before others in the face of danger is the ultimate act of bravery, even more so in the face of this invisible enemy. Thank you doesn't seem enough for all you have done.

I would like to draw your attention to the Finance and Planning Working Party Meeting held on the 11th of May, 2020. If you haven't watched it I recommend you do.

After watching the meeting I was appalled by the behaviour of the then mayor, Councillor Hood, during the meeting.

It clearly shows Cllr Hood went into that meeting with a closed mind, the soul purpose being of undermining the whole process. It appeared to me the Cllr Hood was more concerned with being disruptive than actually achieving anything, using protocols, etc as a way to achieve her goal. Even after it was explained to Cllr Hood on several occasions, by the TCM and other councillors, that it was agreed during a prior full Town Council Meeting in May to enable the Town Council to deal with urgent matters more quickly during the crisis, still she persisted.

It was after all, decided at a Full meeting of the Town Council, a meeting Cllr Hood chaired as the then mayor and later claimed to not fully understand what they had actually passed, but Cllr Hood was the chair of that meeting and put the matter to a vote, if Cllr Hood didn't understand what the council were voting for why did Cllr Hood continue and put it to a vote? It was passed, which Cllr Hood declared as passed. It is my view that was just another excuse to try to get the meeting cancelled or delayed.

Over 17 minutes of councillors time was wasted while Cllr Hood was on her crusade to undermine and control proceedings at the beginning. She can quite clearly be seen arguing over who should be chair, why was there a need to vote a new chair she stated, etc.

Thankfully after a monumental delay and many reminders from the TCM and Cllr Jeffreys a chair was eventually voted for and the actual meeting began.

Towards the end of the meeting it came to the process of voting what had been proposed during that meeting.

Please could you explain to me when exactly was Councillor Hood elected to represent the

wards of Councillor Lay and Drummond, the elected representatives for St Mary's Ward?

Councillor Lay was Deputy Mayor at the time of the meeting. A very experienced local councillor as is councillor Drummond.

Can Councillors Lay and Drummond not speak for themselves or even vote for themselves? Why Cllr Hood even objected to the voting process for them!

Councillor Lay can quite clearly be seen raising his hand to abstain during the video but then Councillor Hood tells the Chairman that herself, Councillor Lay and Councillor Drummond are not voting and made a statement regarding it not being a properly convened meeting. This was after further delaying tactics claiming to not have a full meeting agenda pack.

When did a councillor get the right to vote on block or make decisions in a meeting for other councillors? If I lived in St Mary's Ward I would be extremely upset that Cllr Hood is representing my ward and not my elected councillors?

Cllrs Lay and Drummond are after all, both extremely experienced councillors, as previously mentioned, who hold positions of great responsibility also on the district council. In the case of Cllr Hood and Drummond they also hold positions of county councillors.

It is clear that all three councillors, Cllr Hood, Ley and Drummond, went into that meeting with a closed mind after some sort of discussion/collusion of what their actions would be prior to the meeting. Cllr Hood doing so without the full facts, claiming to have an incomplete agenda pack. Ask yourself why she waited so long into the meeting to bring it up? Why all three subsequently were not proactive in any debate regarding the meeting and would not vote under the terms of that meeting which had the authority of the full council.

It also begs the question, if they can go into a meeting with such a closed mind and attitude, do they collude prior to other meetings they partake in with the same attitude, especially at important planning meetings prior to them taking place?

How can you ensure they don't?

From what I witnessed it doesn't inspire confidence in me that they don't.

How can other members of the council and the general public have any confidence that they don't?

The attitude and behaviour of the then mayor, Cllr Hood, at that meeting was quite frankly, disgraceful from start to finish. The way she spoke, her body language and her whole persona quite clearly show that. It was quite clear Cllr Hood's sole objective was to get the meeting cancelled or just make it as unworkable for the others in attendance as possible. Thankfully to use a phrase of Cllr Drummond's, her or their, cunning plan, failed.

This is not something that I or no doubt other members of the council or the public would expect from any councillor let alone a councillor with Cllr Hood's experience and one holding such a high office at the time on Newmarket Town Council. Cllr Hood should be ashamed of her behaviour as should Cllr's Lay and Drummond be of theirs.

Councillors Hood actions along with Cllr's Lay and Drummond as councillors who have all held high office within the Town Council have tarnished the reputation of Newmarket Town Council, bringing into question its integrity and severely reducing the confidence which the public have in the council and its councillors to perform their duties with impartiality.

As to Cllr Hood's comments after my representation to full council regarding this matter, Cllr Hood's claims of our previous dealings should not be allowed to divert

attention away from her or Cllr Lay's and Drummond's behaviour on the night in question.

Cllr Hood's behaviour being disgraceful and disruptive during the meeting, Cllr Hood's delaying tactics of claiming only having part of the agenda pack and not understanding what their scope was as agreed at a meeting Cllr Hood chaired as mayor and asked for a vote and passed it, the quite obvious collusion with Cllr's Lay and Drummond, if they had not colluded how else can Cllr Hood possibly speak for them and make statements for them, it is all plain for all to see. If you haven't seen the complete recording, again I quite strongly recommend you do so.

Then at tonight's meeting her claims that she never received the letter from the TCM regarding the TCM's discussion with a Local Govt advisory body, I never caught who unfortunately, stating the F&P Working Party Meeting was indeed quite correct and met the terms of reference or whatever rules governing the meeting are required. I must say rather a lot of information is going astray when sent to Cllr Hood at the moment, yet no other councillors appear to be effected by this issue.

Cllr O Neil also raised the issue of speaking for other councillors, etc, unfortunately my WiFi was playing up at that point and I never quite heard his full statement.

So you have a situation where one elected councillor could have had in effect three votes minimum at that meeting as Cllr's Lay and Drummond appear to me to be no more than her puppets, to use as she sees fit.

It is not a great advert for Newmarket Town Council and has damaged and tarnished the council's reputation but hopefully not the great work done by all who have worked so tirelessly over the last three months during this crisis.

Once again, thank you to all the councillors, employees and marvellous volunteers involved in the relief effort for your service over what has been an extremely difficult period for us all, I am sure we all as a town are all extremely grateful and proud of what you have done and continue to do. I certainly am. Thank you.

Yours sincerely
Ian Young
5 Engelhard Red
Newmarket
Suffolk
CB8 0SA

Get [Outlook for iOS](#)

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PUBLICATION SCHEME

Adopted by Council on 23rd September 2019.

Newmarket Town Council has based this, its Publication Scheme on the statutory Model Publication Scheme for local councils and hopes it will help to develop a greater culture of transparency, awareness and understanding. It is supplemented with an Information Guide which will give greater detail of what information the Council will make available and hopefully make it easier for people to access it.

The purpose of the scheme is to be a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.

Classes of Information:

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact: The Town Council Manager, King Edward VII Memorial Hall, High Street, Newmarket, Suffolk,
CB8 8JP
Telephone: 01638 667227

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DATA PROTECTION AND FREEDOM OF INFORMATION

AD 174 - Information Management: Freedom of Information Act

The Freedom of Information Act 2000 gives to the public a limited right to see information held by public bodies such as local councils. This is so popular amongst journalists and some citizens that the larger local authorities have to employ a member of staff who does nothing but respond to Freedom of Information Act requests. Each local council has to have a “publication scheme”.

Anyone has a right to ask any public authority for any information they hold. Some of the records requested may contain “exempt information” which does not or may not have to be provided when responding to a request. Those exemptions are dealt with in more detail later. The Act allows people access to information held by public authorities regardless of when that information was created or how long it has been held by the public authority.

Requests for information under the General Rights of Access must be made in writing, which includes emails. The request must state the name and address of the person applying for the information and describe the required information. The address is the address for correspondence. It need not be the applicant's personal address. It can be an email address.

Public authorities generally have 20 working days in which to respond to a request. They are required to provide advice and assistance to people who have made or who are thinking of making a request. This will help applicants understand their rights under the Act and identify the information they want.

Public authorities can charge for costs such as photocopying and postage and are allowed to charge a fee for responding to requests but only if the request will involve the local council in a certain number of hours' work. The amount that can be charged is set out in regulations. If a public authority wishes to charge a fee it must inform the applicant in writing. The 20 days for responding to requests is put on hold until the fee is paid. If the fee is not paid within 3 months it is assumed the applicant no longer wants the information.

The applicant can either ask for a copy of the information they seek, the chance to inspect the records, or even to be provided with a summary of the information. The public authority should try to provide the information in the form requested unless it is unreasonable to do so. Section 102 of the Protection of Freedoms Act 2012 has amended the FOI Act to require public authorities, so far as reasonably practicable, to provide datasets in electronic form, where the applicant so requests, and makes provision about the release of datasets for re-use.

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DATA PROTECTION AND FREEDOM OF INFORMATION

AD 175 - Information Management: Freedom of Information Act: Exemptions

If any of the information requested under the FOI Act is “exempt information”, the applicant should be told which of the exemptions has been relied on to withhold the information. There are 24 areas of exemption from the general rights of access and they are set out in Part II of the Act:

- Information accessible to applicant by other means
- Information intended for future publication
- Research
- Information supplied by, or relating to, bodies dealing with security matters
- National security
- Defence
- International relations
- Relations within the United Kingdom
- The economy
- Investigations and proceedings conducted by public authorities
- Law enforcement
- Court records, etc
- Audit functions
- Parliamentary privilege
- Formulation of government policy, etc
- Prejudice to effective conduct of public affairs
- Communications with Her Majesty, etc and honours
- Health and safety
- Environmental information
- Personal information
- Information provided in confidence
- Legal professional privilege
- Commercial interests
- Prohibitions on disclosure

Environmental Information can be accessed through the Environmental Information Regulations (SI 2004/3391) (see below). Personal data about other people cannot be released if to do so would breach the Data Protection Act. If the applicant already has reasonable access to the information they want, then they should use that means. Therefore, if information is available through a publication scheme, the public authority can simply direct the applicant to its scheme.

Exemptions that do not have a public interest test are known as absolute exemptions. Some of the exemptions require the public authority to consider whether it is in the public interest to withhold information. Consideration of the public interest may take longer than the 20 days normally allowed for responding to requests. In these cases the public authority must give the applicant an estimate of when it will have reached a decision on where the public interest lies within 20 days of receiving the request.

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**WEST SUFFOLK COUNCIL'S STANDARDS
PROCEDURES FOR HANDLING COMPLAINTS**

DECISION NOTICE

Member	Councillor Chris O'Neill
Council	Newmarket Town Council
Complainant	Councillor Rachel Hood and Ms Bobby Bennett
Monitoring Officer	Leah Mickleborough, Monitoring Officer
Independent Person	Zoe Finn

Complaint

On 22 August 2019, a letter was published in the Newmarket Journal from Chris O'Neill, Newmarket Town Councillor.

In the letter, Councillor O'Neill reflected on a recent Town Council meeting, and in doing so, made comments about the way that the Mayor oversaw meetings, and referred to Council staff as minions.

Relevant Parts of the Code alleged to have been breached

In writing the letter, Councillor O'Neill is alleged to have breached the following elements of the Code of Conduct:

- (1) You must treat others with respect
- (2) You must not bully any person
- (3) You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute

Capacity

For the Code of Conduct to be engaged, a Councillor must have been acting "in capacity" at the time the incident occurred. This means the Councillor must have done, or said something which indicated they were acting as a Councillor.

The letter written in the Newmarket Journal stated "Newmarket Town Councillor". It was therefore evident to any reader of the letter that Councillor O'Neill was writing in his Town Councillor role and reflecting on the meeting as a Town Councillor. I am therefore satisfied Councillor O'Neill was in capacity as a Councillor in writing the letter, and therefore is bound by the Code of Conduct.

Conclusions

You must treat others with respect

There is an expectation that Members will afford colleagues, members of other groups and officers with the same courtesy and consideration they show to others in their everyday lives, however it is recognised that political debate can, at times, become heated.

A Member's freedom of expression attracts enhanced protection when the comments are political in nature and honestly held. "Political" comments are not confined to those made within the Council chamber and may include comments Members may generally make on the Council's policies or about minority groups policies or views, for example on social media.

As such, Councillor O'Neill may reasonably make comments he believes to be true about policies, decisions or things said at Town Council meetings that go beyond the level of criticism a member of the public or another organisation may expect to receive. His comments that suggest he believes Councillor Hood is "deflecting blame for anything from the Conservatives" would fall within this scope.

However, that would not allow Councillor O'Neill to be unnecessarily rude or disrespectful to Councillors. Referring to the Mayor of Newmarket as "her majesty" would cross this line.

Both Councillor Hood and the former Town Manager raised concern about the comments made by Councillor O'Neill regarding "her minions". Councillor O'Neill has indicated this comment was categorically directed at other councillors and that he has utmost respect for the Council's staff; that the comment was never meant to relate to staff. However, the full comment "rumour has it that when the mayor is presented with cheques to sign her minions tell her they are simply autographs for the horde of serfs". Given that officers of the Council would control the chequebook and provide it to the Mayor to sign, it is evident how staff at the Council could have interpreted it related to them. I note that Councillor O'Neill is willing to apologise to staff for any hurt that was unintentionally caused.

Bullying

Bullying can be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour. Such behaviour may happen once or be part of a pattern

of behaviour directed at a weaker person or person over whom that person has some actual or perceived influence. Bullying behaviour attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability and may adversely affect their health. This can be contrasted with the legitimate challenges which a Member can make in questioning policy or scrutinising performance such as asking officers to explain the rationale for the professional opinions they have put forward. Members are entitled to challenge fellow councillors and officers as to why they hold their views.

I am aware that there has been a degree of friction between Councillor Hood and O'Neill, as has been reflected in previous complaints raised. Whilst the comments made by Councillor O'Neill may have insulted Councillor Hood, they also reflect Councillor O'Neill's frustration and do not read, in isolation, as a form of effort to bully Councillor Hood. Similarly, in relation to staff, as a one-off comment, it may be interpreted as disrespectful but not an effort to bully staff.

Bringing the Council or your office into disrepute

Councillor O'Neill's comments reflect frustration with other members of the Council. However, they do not go as far as to suggest the Council as a whole has done anything untoward or made decisions that were unlawful or inappropriate. Councillor O'Neill has also not purported to be representing the Council or other Councillors in writing his letter.

Independent Person

The Independent Person does not believe the concerns that Councillor O'Neill has bullied anyone or brought his Council or office into disrepute to be substantiated.

However, they have concluded that Councillor O'Neill has failed to show respect, as follows:

"Cllr O'Neill has failed to treat others with respect, by writing the article in the public domain, attacking Cllr Hood and making claims on how she conducts herself during meetings is disrespectful and rude. The referral of council staff as minions is also rude although it is not directed at one particular staff member"

Decision

In conclusion, I consider that Councillor O'Neill has breached section 1 of the Code of Conduct through failing to show respect.

Recommendations

I am aware that since the time of the complaint, there has been changes in the staffing at Newmarket Town Council and as a result. However, Councillor O'Neill has already indicated his intention to apologise to staff for any intentional offence and I recommend he does so.

Councillor O'Neill has previously been required to apologise to the Town Council for a separate incident and, as above, I am aware there has been some friction within the Town Council. Some time has passed since the letter was issued, and it may be that the Town Council has since moved forwards in its dynamics. However, I will raise this matter with the Acting Town Manager to see whether there are any opportunities to assess how Councillors can be supported to form effective working relationships and avoid issues such as this arising again.

This decision is final and there is no right of appeal

7 February 2020

Signed:

A handwritten signature in black ink, appearing to read 'W. M. O'Neill', written over a faint dotted line.

Monitoring Officer

Outcome of Complaint against a Newmarket Town Councillor

West Suffolk Council, as the local District Council, is responsible for considering complaints as to whether Newmarket Town Councillors have breached the Code of Conduct.

If the Code has been breached, the District Council also determines what action should be taken in relation to such breaches. The outcome of such complaints are reported back to the Town Clerk to consider and, where necessary reported to the Town Council for action.

In many cases, where a Councillor has breached the Code of Conduct through something they have said or done, then the most appropriate remedy is for the Councillor to issue a meaningful apology to those that may be offended.

Since the election in May 2019, the Monitoring Officer has received complaints from 9 parties in relation to 2 specific issues at Newmarket Town Council. In addition, the Monitoring Officer has received a number of queries and concerns about Town Councillors and the general situation at the Town Council, albeit these have not escalated into formal complaints.

For several years, a disproportionately high number of complaints have been made about Newmarket Town Councillors. Whilst these have not always been upheld, they have generally demonstrated discord either between Councillors, or between Councillors and members of the public.

It is inevitable within a Town Council there will be disagreements. However, Councillors should then work together to resolve these. If not, they hamper the Town Council in achieving what it exists to do – working together to serve the people of Newmarket and make a positive contribution to the local community.

The Town Council is at risk of being in a situation where disagreements cannot be resolved and issues continue to arise. With this in mind, the normal remedy of an apology would not sufficiently resolve the situation - the Town Council needs to look deeper at how it can work more effectively in future.

Last year, West Suffolk Council received a complaint against Councillor Chris O'Neill. The outcome of this complaint is included in the attached decision notice.

I understand that the Interim Town Manager has made the Council aware of her concerns about the ongoing ability of Councillors to work together to achieve what they want for their community. With this in mind, meetings are being arranged to look at the strategic direction of the Council, and how Councillors can work together more effectively in future.

I very much welcome this development and will continue to liaise with the Town Manager as to how this is progressing. In particular, if the Town Council feels that there are specific areas where West Suffolk Council can support their efforts, we will happily consider these.

Deborah Sarson
Acting Town Council Manager

Contact: Leah Mickleborough
Leah.mickleborough@westsuffolk.gov.uk
07595 428481

Date – 28 May 2020

Dear Deborah,

Confidential: Complaint regarding an alleged breach of the Code of Conduct

I am writing to inform you that I am in receipt of a complaint that one of your Town Councillors was in breach of the Code of Conduct

Complaint subject: Chris O'Neill

Code(s) alleged to have been breached: Failure to show respect

Details of the complaint:

During the Council meeting on 4 May, it is alleged that Councillor O'Neill failed to show respect to the (then) Town Mayor, Councillor Rachel Hood, by virtue of comments made during the meeting.

Initial Assessment

I have assessed the complaint in accordance with the West Suffolk Council complaints procedure and have concluded that Councillor O'Neill was not in breach of the Code of Conduct. My reasons for this are set out below:

The complaint relates to the Council's consideration of matters arising from the minutes of the previous meeting, and a question on whether the Mayor was authorised to have entered into a contract with the new Town Clerk. I would like to thank you for your assistance in providing a recording of the meeting which was of considerable help in assessing the complaint.

During the debate, in which a number of Councillors raised concern about the Mayor's actions, it was suggested that Councillor O'Neill had been

disrespectful.

There is an expectation that Members will afford colleagues, opponents and officers with the same courtesy and consideration they show to others in their everyday lives, however it is recognised that political debate can, at times, become heated. A Member's freedom of expression attracts enhanced protection when the comments are political in nature such as comments about a political opponent and there is an expectation that Members have a greater degree of robustness for such comments. I have therefore concluded that, on this occasion, the comments made by Councillor O'Neill do not meet the threshold for him to have breached the Code of Conduct.

Although I have determined that the conduct does not meet this threshold, as you are aware this is not the first time I have received concerns about Newmarket Town Councillors.

In early March, in response to having received several concerns about Newmarket Town Council since the election, I wrote to the Council highlighting my concerns and that in particular "The Town Council is at risk of being in a situation where disagreements cannot be resolved and issues continue to arise"

My understanding, following our meeting, was that you had similarly raised concerns regarding the Council's ability to work together to achieve what it wants for its community. You informed me that initial discussions were held on this point, but I understand these have been put on hold due to the current Covid-19 crisis.

However, this means the issues are unresolved, and leads to situations as was seen at the Town Council's meeting at May; reviewing the debate, there was extensive discussion of the employment status and wishes of you and another individual which, as two Councillors noted, was probably not appropriate and may have been very difficult for you to have been part of. Further, I noticed that throughout the relevant section of the debate, Councillors frequently interrupted each other (including talking over each other, and talking over the Mayor).

It is evident to me that to move forward the Council does need to prioritise the work it had started to look at its strategic direction and how Councillors can work more positively together in future.

In line with our procedures, I have informed both Councillor Drummond and O'Neill of the outcome of this complaint and that, whilst no formal action needs to be taken by the Council in relation to this complaint, I consider the Council needs to progress the work it has started to look at its future as above.

Please do not hesitate to contact me if you have any queries or concerns arising from this letter.

Yours sincerely

Leah Mickleborough
Monitoring Officer

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Complaint against Cllrs Drummond & Hood (Newmarket Town Council)

1. Newmarket Town Council carried out interviews for a new Town Clerk on 5th & 6th March and 20th March. The interview panel consisted of Cllr Drummond, the acting Town Council Manager (TCM) and myself. Hence my involvement in subsequent events.
2. A virtual Town Council meeting (using Zoom) was held on Monday 6th April at which councillors voted on a number of items including to offer the post to 'Candidate 1' but with a start date to be determined when the current coronavirus crisis had abated. This decision was ratified at the first legally convened meeting held on 20th April where the TCM reported that the candidate had verbally agreed to accept the position and that written confirmation would be sent.
3. On 24th April the TCM (Deborah Sarson) wrote to Debbie Baines (the new Town Clerk) offering her the job as agreed at the Town Council meeting.
4. Cllr Drummond sent an aggressive email (25th April) to the TCM, suggesting that a delayed starting date was unnecessary and that the TCM 'had made it up'. In subsequent emails he implied that the TCM wanted to remain in post for as long as possible for personal financial gain.
5. Previously, at the beginning of the crisis, the Town Mayor (Cllr Hood) had questioned the number of hours that the TCM was working and suggested that she was trying to make money out of the crisis. The Town Mayor was supported by Cllr Drummond.
6. Cllrs Drummond and Hood were seen in conversation with [REDACTED], who subsequently posted on FaceBook about the TCM's hourly rate and the cost to the council citing information that could only have come from a councillor.
7. Most Town Councillors have recognized the enormous amount of work necessary to set up and maintain the very successful Newmarket Helpline. Without our TCM we would not have been able to set up the Helpline so quickly and efficiently. The Helpline has been cited as a good example of a community response.
8. Cllr Drummond's emails to the TCM have been abrasive and intimidating. They show a lack of respect. The content in the emails is unsubstantiated.
9. The basis of the complaint against Cllr Drummond is that he has broken the Suffolk local code of conduct by
 - not treating others with respect
 - bullying another person. And

In respect of the Nolan Principles,

- he has not been honest, falsely claiming that the TCM acted without due authority from the Council;
- has not acted with integrity by stating that 'it's not inconceivable that a third party could consider that you (TCM) have a pecuniary interest in delaying the start date of your replacement for as long as practicably possible' which has been perceived as a subtle threat to the TCM that this information would/could be made available to a 'third party' in the same way that it has previously (as evidenced by the social media threads).
- has been slanderous in his emails and is guilty of defamation of character.

Cllr Michael Jefferys
Newmarket Town Council

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Councillor Rachel Hood
By e-mail

Contact: Leah Mickleborough
Leah.mickleborough@westsuffolk.gov.uk
07595 428481

12 May 2020

Dear Councillor Hood,

Confidential: Complaint regarding an alleged breach of the Code of Conduct

I am writing to inform you that I am in receipt of a complaint that you were in breach of the Code of Conduct of Newmarket Town Council.

The complaint:

It is suggested that you have acted to intimidate the Acting Town Council Manager and falsely accused her of seeking personal financial gain.

I have, separate to this letter, attached to my e-mail a copy of the complaint that was received. In addition, I have been provided several e-mails to support the complaint. I have not attached these as you were party to them and due to the conclusions reached, as set out below.

Code(s) alleged to have been breached:

- Not treating others with respect
- Bullying another person
- The Nolan principles of acting with honesty and integrity.

Initial Assessment

Enclosed is a copy of the complaints procedure adopted by West Suffolk when considering allegations of a breach of the Code of Conduct.

I have assessed your complaint in accordance with part 4 of the procedure and have concluded that the complaint will not proceed. My reasons for this are set out below:

Within the complaint that was received, it was suggested that you had questioned the Acting Town Manager in relation to the hours she was working but no information was supplied to me to support the nature of what was said, nor to whom it was said.

It was also suggested that you and Councillor Drummond were seen with [REDACTED], who subsequently "trolled" the Acting Town Manager on Facebook. However, I have not received any information in relation to the conversation or when this took place.

I have also been provided e-mails which have questioned whether you were authorised to enter into a contract with the new Clerk to the Council, but this is not relevant to the complaint that was made.

I have, therefore, concluded that there is insufficient evidence to conclude whether or not the Code of Conduct has been breached, and will not pursue this complaint further.

In accordance with our procedures, I am writing to let you know of this outcome.

Please do not hesitate to contact me if you have any queries or concerns arising from this letter.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Leah Mickleborough'.

Leah Mickleborough
Monitoring Officer



**WEST SUFFOLK COUNCIL'S STANDARDS
PROCEDURES FOR HANDLING COMPLAINTS**

DECISION NOTICE

Member	Andy Drummond
Council	Newmarket Town Council
Complainant	Mick Jeffries
Monitoring Officer	Leah Mickleborough
Independent Person	Arnold Barrow

Complaint

The complainant alleged that Councillor Drummond:

- may have provided confidential information about the Acting Town Council Manager to a third party without her consent; and
- sent the Acting Town Council Manager unacceptable emails containing unsubstantiated allegations about her actions.

Relevant Parts of the Code alleged to have been breached

Councillor Drummond is alleged to have breached the following elements of the Code of Conduct:

1. You must treat others with respect
2. You must not bully any person

It is also alleged that Councillor Drummond has failed to uphold the Nolan Principles of Integrity and Honesty

Initial Assessment

The first part of Councillor Drummond's complaint that he may have provided confidential information about the Acting Town Council Manager to a third party

was resolved at the initial assessment stage due to lack of information available to substantiate the complaint.

Capacity

Councillors are only bound by the Code of Conduct when they are acting or give the impression they are acting as Councillors.

The correspondence subject to the complaint was in relation to the appointment of a new Town Council Clerk. It is specifically about business of the Town Council, and Councillor Drummond was engaged given his role on the Council, as a former Mayor and as a member of the HR Committee.

I am therefore satisfied that Councillor Drummond was in capacity in sending the associated emails.

Detail of the Complaint and information considered

Following initial assessment, information was sought from Councillor Drummond and the Acting Town Council Manager, prior to referring the complaints to an Independent Person.

On reviewing the complaint and associated information, it centres upon 3 emails sent by Councillor Drummond:

On the 25th April, Councillor Drummond writes to the Acting Town Council Manager, querying statements used in a letter sent to the prospective Town Clerk. The email includes "Where on earth does that come from... I can only assume that you have made it up! I haven't been able to get hold of Rachel [Mayor] perhaps you decided it between you".

This email and associated correspondence was subsequently circulated to Councillors. On 28 April, Councillor Drummond wrote to the Acting Town Council manager only, with his thoughts on the process. This included "Given the adverse press on the front page of the Newmarket Journal it's not inconceivable that a third party could consider that you have a pecuniary interest in delaying the start date of your replacement for as long as practically possible. The Mayor can handle all of this quite competently at no cost to the Council"

Following further correspondence, on 29 April, Councillor Drummond sent a further email to the Acting Town Council Manager that started "No need to reply at £30 per hour". This email concluded by suggesting the Acting Town Council Manager could work for the Council in a different role.

Councillor Drummond has, in reply, highlighted that:

- a) The Clerk elected to send the correspondence and emails to other Councillors;

- b) The email on the 25th was firm, but not aggressive
- c) The comment relating to the Clerk's pecuniary interest is [to summarise] right and that an interim officer should not negotiate the start of their successor

Councillor Drummond has also advocated his view that the timing over the starting of the Acting Town Council Manager was being shifted, and that it was Councillor Hood, as the then Mayor, who was the responsible line manager and appointing person for the Town Clerk, not the Acting Town Council Manager.

Councillor Drummond has provided various examples where it has been necessary to amend minutes and records of meetings due to confusion or mis-recording of what was agreed by the relevant meeting / Council. Councillor Drummond has supplied information about potential changes to the hourly rate payable to the Acting Town Council Manager, and the terms of her employment.

I have also been provided with information related to the Clerk's appointment, including minutes of relevant meetings and Town Council procedures.

Independent Person

The Independent Person has reviewed all documentation and comments provided in support of and in response to the complaint. He has noted that there are two areas of concern which have exacerbated the difficulties between Councillor Drummond and the Acting Town Council Manager:

- that no agreement was reached as to who would be responsible for setting out the circumstances in which the appointment of the clerk would take effect and agreeing/confirming the exact starting date. It is acknowledged that whilst the current COVID 19 pandemic might be seen as a complicating factor, there is always a need for clarification in appointments as to 'who does what.' While Councillor Drummond expresses annoyance at what he refers to as the 'moving targets' in respect of the appointment, the only authoritative position is as stated in the resolution of an elected public body.
- it is very unusual and indeed unwise that an employee has the freedom to work & claim an unlimited number of hours without the employer having some control over this, for example agreeing a process by which additional hours are authorised.

In considering the Codes it is alleged Councillor Drummond breached:

Bullying is defined as to seek to harm, intimidate, or coerce' and Custom & practice under the Code of Practice means that the threshold to uphold a claim

of bullying is high. In this case, the Independent Person does not believe this threshold has been met.

The Independent Person has determined that some of the correspondence from Councillor Drummond to the Acting Town Council Manager was "unnecessarily unpleasant and abrasive" and therefore failed to treat the Acting Town Manager with respect.

Decision

It is not the role of the District Council or its Monitoring Officer to assess the decisions or actions of the Town Council, but only to assess whether or not its Councillors were in breach of the Code of Conduct.

As well as a Code of Conduct, Newmarket Town Council has a protocol for how members and officers should behave with each other. This highlights that "In line with the need for "mutual respect" it is important that any dealings between Members and officers should observe standards of courtesy"

It is appropriate that Council officers' actions are subject to scrutiny, and there is a place for legitimate criticism, where warranted, in the interests of open discussion of matters of public concern. However, it is important that officers should be protected from unwarranted comments as otherwise it can have a negative impact on their ability to perform their role effectively and undermine public confidence in the Council. Council officers are not expected to be subject to the same polemic, emotive and at times provocative challenge that a Councillor may be expected to receive and in particular, gratuitous personal comments do not fall within the scope of what may be considered acceptable challenge to officers.

The crux of this complaint is whether or not Councillor Drummond's emails to the Town Council Manager were acceptable.

Bullying can be categorised as offensive, intimidating, malicious, insulting or humiliating behaviour. Whilst this can relate to a small number of incidents, it is more typically reflected in a pattern of behaviour. As the Independent Person highlights, this is a high threshold and I do not consider these emails constitute bullying behaviour.

In terms of respect, several of the comments made in the emails dated 25th, 28th and 30th April by Councillor Drummond were unwarranted and the comment regarding "No need to respond at £30 per hour" was unnecessary. As the emails were not copied to any other party, they were directly to the Acting Town Council Manager only and therefore not part of a wider open discussion. Even if Councillor Drummond was frustrated at the situation, and wanted to seek answers, the emails could have been phrased in a different and more civil way. In that regard, I do consider that Councillor Drummond failed to show respect to the Acting Town Council Manager.

Recommendations

Firstly, I appreciate from reviewing the correspondence that the situation caused frustration and upset. However, it is important that people seek to find ways to work together again and in that regard I recommend that Councillor Drummond apologises to the Acting Town Council Manager for the offence his emails had the potential to cause.

Secondly, this is the third recent occasion where I have had cause to consider a complaint relating to Newmarket Town Councillors and concerns regarding their conduct. Whilst this case is in relation to the Acting Town Council Manager, all complaints fundamentally relate to the Town Council's ability to work together collectively. I understand that initial discussions were held on this matter, but this was understandably put on hold due to the current Covid-19 crisis.

This means the issues are unresolved and can lead to situations as have been outlined during consideration of this complaint and highlighted by the Independent Person as above.

To move forward the Council does need to prioritise the work it had started to look at its strategic direction and how Councillors and the Council can work more positively together in future.

This decision is final and there is no right of appeal

23 June 2020

Signed:

Winnifred

Monitoring Officer

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