



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 24th August 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. The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows: <https://us02web.zoom.us/j/83591126398?pwd=MXppVHVrRmFGT2N5eVVVMURjRERaUT09>
Or by telephone: 0203 481 5237/Meeting ID 835 9112 6398 & password 410584
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 orally, by roll call.

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 report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The meeting will be 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 27th July 2020 and any matters arising (herewith).
5. **Public participation** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes).
6. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a. To receive the minutes and consider any recommendations from the Development & Planning meetings held on 3rd August and 17th August 2020.
 - b. To receive the minutes and consider any recommendations from the Community & Leisure Services meeting held on 3rd August 2020.
 - c. To receive the minutes and consider any recommendations from the Neighbourhood Plan meeting held on 10th August 2020.
 - d. To receive the minutes and consider any recommendations from the Human Resources meeting held on 10th August 2020.

Distribute to the following for information:

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

- e. To receive the minutes and consider any recommendations from the Finance and Policy meeting held on 17th August 2020.
9. **To note the resignation of Councillor Hirst and posting of vacancy notice**
 10. **Coronavirus Response** – (i) To receive and note the minutes of the Steering Group meeting held on 31st July and 4th August 2020 (herewith) and (ii) to receive a verbal report on the future of the Steering Group.
 11. **Coronavirus Financial Update** - To receive an update on coronavirus related expenditure to date (to follow)
 12. **Parking Working Group** – (i) To consider Terms of Reference and approve any changes (ii) to receive a verbal report and authorise any actions
 13. **Neighbourhood Plan Committee** – To consider public participation at Neighbourhood Plan committee meetings and approve any changes
 14. **The Severals** – To receive a report regarding anti social behaviour and consider any recommendations (herewith)
 15. **George Lambton Playing Fields** – To receive an update regarding occupation of the playing field
 16. **Public Space Protection Orders** – To consider a response to the West Suffolk Council Review of Existing Orders (herewith)
 17. **Recycling Centre** – To discuss any matters and and authorise any actions
 18. **West Suffolk Service Level Agreement** – To approve a quotation for the autumn planting scheme
 19. **General Power of Competence (GPC)** – To review status of any resolutions made using GPC
 20. **Correspondence**
 21. **EXCLUSION OF THE PRESS & PUBLIC** - to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.
 22. **Civic event planning**
 23. Date of the next Meeting – **28th September 2020**
 24. **To note meeting dates for remainder of 2020**
 25. Date of Extraordinary Town Council meeting (Health and Wellbeing in Newmarket, survey presentation) – **Thursday 24th September 2020.**

Signed



Debbie Baines, Town Clerk

18th August 2020

<http://www.newmarket.gov.uk>
townclerk@newmarket.gov.uk

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 27th July 2020 at 6.00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
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: Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Nobbs & Soons – WS, Cllr Starkey - EC, Philippa Winter, 1 Member of the Press and 8 Members of the Public.

Minute	Action by
20/07/1 <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.	
20/07/2 <u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)</u> Apologies were received from Cllrs Bowen, Caesar and Kerby. Cllr Anderson was absent.	
20/07/3 <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.	
20/07/4 <u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 29TH JUNE 2020</u> The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 29th June 2020 and the following amendment was made: Page 7 – 20/06/17.01 Resolved – Cllrs Borda, Jefferys and Yarrow were added to the recorded vote to the votes for. Subject to the amendment being made, the following was agreed: <u>20/07/4.01 Resolved</u> That the minutes of the Town Council meeting held on Monday 29th June 2020 be adopted and signed as a correct record by the Town Mayor. There were no matters arising.	

20/07/5 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 spoke to item 22 – car parking.

A resident spoke to item 20/06/23 Code of Conduct from the minutes of 29th June 2020.

20/07/6 COUNCILLOR REPORTS

SCC – Cllr Hood advised that the June newsletter had been sent and that the decision regarding Sizewell C will be made by the Secretary of State along with the decision for the solar park at Burwell/Chippenham.

WS – Cllr Hood advised that Officers at WS had recommended the approval of the advertising sign for McDonalds and Cllr Soons agreed to request that this goes to the Committee for the decision. It was noted that no other fast food outlet in Town, had a sign of this nature.

Cllr Lay reported that activities on the Lady Warburton playing field did not comply with the permitted use and he was taking this matter up with WS.

Cllr Drummond advised that the press report regarding the trickle charging points for cars on lampposts had been omitted from the recent article in the Journal.

Cllr Soons reported that she was working on producing a map for who was responsible for grass cutting around Town.

Cllr Soons left the meeting.

Ward Reports – Cllr Yarrow advised that the grass cutting at Freshfields had been left in a mess and reported to WS and a response was awaited.

20/07/7 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

The Mayor's itinerary for June 2020 included the following:

Visited retailers with the BID manager

Met with the manager of the Racing Centre and National Horse Racing Museum.

Provided a monthly column for Chainmail.

20/07/8 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 6th & 20TH JULY 2020

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

The Vice Chairman of the Development & Planning Committee in the absence of the Chairman presented the report and recommendations from the Development & Planning Committee meetings held on 6th & 20th July 2020.

20/07/8.01 Resolved (D/20/07/23.02 Recommendation)

The Committee voiced no objections.

20/07/9 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES COMMITTEE MEETING HELD ON 6TH JULY 2020

The Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 6th July 2020.

20/07/9.01 Resolved (C/20/07/10.01 Recommendation)

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii); subject to approval at Full Town Council meeting on 27/7/2020.

20/07/9.02 Resolved (C/20/07/13.01 Recommendation)

That measures to bring the Kiosk up to standard be investigated.

20/07/9.03 Resolved (C/20/07/18.01 Recommendation)

That the strimmer be retained and other equipment be subject to an audit.

20/07/10 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 13TH JULY 2020

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 13th July 2020.

20/07/10.01 Resolved (N/20/07/10.01 Recommendation)

That Working Groups be set up to cover the following Community Actions:

B8 – The Severals

C3 – Trees

C7 – Yellow Brick Road Linear Park

E4 – Cycling

E9 – Public Transport Services

E10 – Car Parking

F3 – Public Realm

20/07/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 13TH JULY 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on

13th July 2020.

20/07/11.01 Resolved (H/20/07/10.01 Recommendation)

That the authorised contacts going forward would be Town Clerk, Finance Manager, Town Keeper, Events Manager, Mayor, Deputy Mayor, Chairman of HR Committee.

20/07/11.02 Resolved (H/20/07/11.01 Recommendation)

That a Working Group consisting of the Chairman and Vice Chairman of the Human Resources Committee and the Town Clerk will meet to discuss and provide a recommendation for the next HR agenda.

20/07/11.03 Resolved (H/20/07/14.01 Recommendation)

That the requests for staff training be approved.

20/07/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 20TH JULY 2020

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

20/07/12.01 Resolved (F/20/07/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/06/2020 – 30/06/2020 (Cash Book 1, 2 and 4) be received and adopted.

20/07/12.02 Resolved (F/20/07/9.01 Recommendation)

That congratulation be given to the RFO on the outstanding Internal Audit report with no recommendations to action.

20/07/12.03 Resolved (F/20/07/10.01 Recommendation)

That subject to the job title for the Town Clerk being changed and the revision date being changed to June 2021, the Social Media Policy be received and adopted.

20/07/13 TO RECEIVE THE FINAL ACCOUNTS FOR 2019/2020

The final accounts for 2019/2020 were presented and the following was agreed:

20/07/13.01 Resolved

That the final accounts for Newmarket Town Council be received.

20/07/14 BANK SIGNATORIES

RFO advised that new signatories needed to be appointed and the following was agreed:

20/07/14.01 Resolved

That the Mayor, Deputy Mayor, Former Mayor and Chairmen of Committees be appointed as bank signatories for 2020/2021.

20/07/15 INTERNAL AUDIT REPORT

The Internal Auditor's Report and Certificate for 31st March 2020 were presented and the following was agreed:

20/07/15.01 Resolved

That the Internal Auditor's Report and Certificate for 31st March 2020 be received and that thanks be given to the RFO for the outstanding report.

20/07/16 ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement Section 1, Annual Governance Statement 2019/20, of the Annual Governance & Accountability Return 2019/20 was presented and the following was agreed:

20/07/16.01 Resolved

That the Annual Governance Statement Section 1, Annual Governance Statement 2019/20, of the Annual Governance & Accountability Return 2019/20 be approved.

20/07/17 ACCOUNTING STATEMENT

The Accounting Statement Section 2, Accounting Statements 2019/20, of the Annual Governance & Accountability Return 2019/20 was presented and the following was agreed:

20/07/17.01 Resolved

That the Accounting Statement Section 2, Accounting Statements 2019/20, of the Annual Governance & Accountability Return 2019/20 be approved.

20/07/18 GENERAL RESERVE

RFO presented the revised General Reserve and the following was agreed:

20/07/18.01 Resolved

That the revised General Reserve be received and adopted.

20/07/19 NEIGHBOURHOOD PLAN

The West Suffolk Final Decision Statement was presented and the following was agreed:

20/07/19.01 Resolved

That the West Suffolk Final Decision Statement be received and noted.

20/07/20 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 7TH & 21ST JULY 2020

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 7th & 21st July 2020.

20/07/20.01 Resolved

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

That the minutes of the Coronavirus Response Steering Group held on 7th & 21st July 2020 be received and noted.

20/07/21 CORONAVIRUS FINANCIAL UPDATE

The Coronavirus Financial update was noted.

20/07/22 CONSTITUTION

Standing Orders – TC presented the changes the following was agreed:

20/07/22.01 Resolved

That Standing Orders be amended in respect of voting arrangements for virtual meetings to be undertaken audibly by roll call (6d) and that membership of working parties include members of the public who would be permitted voting rights (31a).

Social Media Policy – the following was agreed:

20/07/22.02 Resolved

That the Social Media Policy be received and adopted.

20/07/23 GENERAL POWER OF COMPETENCE

Following the appointment of the new Town Clerk the following was agreed:

20/07/23.01 Resolved

That Newmarket Town Council qualifies and adopts the General Power of Competence.

Town Clerk was asked to check that no resolutions were made using the General Power of Competence since it was resolved with the Locum Clerk in post.

20/07/24 COMMITTEE MEMBERSHIP

The co-option of Phillipa Winter to the Community and Leisure Services Committee was considered and the following was agreed:

20/07/24.01 Resolved

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii).

20/07/25 DRAFT MODEL CODE OF CONDUCT

A report from the Draft Model Code of Conduct Consultation Working Group regarding a response to the consultation was presented and the following was agreed:

20/07/25.01 Resolved

That the report from the Draft Model Code of Conduct Consultation Working Group regarding a response to the consultation be received and submitted.

20/07/26 CAR PARKING

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

The report and survey results were presented and the Working Group were commended for their good work. The following was agreed:

20/07/26.01 Resolved

That the following be arranged with West Suffolk and SCC:

- Discuss the findings supporting an essential review of current parking restrictions, pocket spaces and car park charges and usage, a possible one-way system and the feasibility of well-designed Residents' Parking Zones (RPZ).
- Establish from West Suffolk what else is required to move this forward at pace (such as consultation with non-residential properties in the area).
- Establish from West Suffolk what measures they can implement in the short-term to mitigate the impact of the current parking issues.

20/07/27 CRICKET

Members were advised that Cricket events on the Severals should be organised by the Council so that the Council's Public Liability insurance can cover these events at no extra cost. The following was agreed

20/07/27.01 Resolved

That all cricket events on the Severals be organised by the Council and be covered by the Council's Public Liability insurance. That the following cricket events be held on the Severals:

- 2nd August – soft ball match starting at 2:00pm
- 9th, 16th, 23rd & 30th August – Mayor's XI and other XI matches for adults and ladies
- From 5th August – every Monday, Wednesday and Friday – junior soft ball 20/20 matches

20/07/28 REOPENING PLAN

Memorial Gardens and Public Toilets - The closure of the Memorial Gardens and public toilets were considered and the following was agreed:

20/07/28.01 Resolved

That the Memorial Gardens and Public Toilets be opened on 4th August 2020.

Returning to face to face Council meetings was discussed and the current guidance to continue to hold meetings remotely was noted. Members were asked to email their views on returning to meetings in person to the Town Clerk, who would provide a report on the options to the F&P Committee.

Event bookings – the following requests to hold events on the Severals were considered and the following was agreed:

20/07/28.02 Resolved

That a running event at the Memorial Hall 15th August and theatre club

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

be held on the Severals 17th, 18th & 19th August (subject to the starting time being confirmed).

20/07/29 WARD REPORTS

This item was covered under item 6.

20/07/30 TO CONSIDER CORRESPONDENCE

The PCSO monthly report was noted. The use of the Memorial Hall defibrillator at an incident was also noted and thanks were given to Philippa Winter who ensured that the defibrillator was located at the Memorial Hall.

20/07/31 DATE OF NEXT TOWN COUNCIL MEETING

Monday 24th August 2020 at 6:00pm.

**20/07/32 DATE OF EXTRAORDINARY TOWN COUNCIL MEETING –
HEALTH & WELLBEING SURVEY PRESENTATION**

Thursday 24th September 2020

Meeting closed at 7:15pm

Signed: _____

Date: _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 3rd August 2020 at 6.00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys

Also Present: Debbie Baines – town Clerk, Cathy Whitaker – RFO, Julie Ashton –Minute Assistant and 1 Member of the Public.

Minute	Action by
D/20/08/1 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no requests from others to record the meeting.	
D/20/08/2 <u>APOLOGIES</u> Apologies were received from Cllrs Caesar, Fitzgerald, Hirst and Hood. Cllr Kerby was absent.	
D/20/08/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/08/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 20TH JULY 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 20th July 2020 and the following amendment was made. Page 2 – D/20/07/22- title amended to read Neighbourhood Plan Policies Subject to the amendment being made, following was agreed: <u>D/20/08/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 20th July 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	

Page 4 – D/20/07/28 – Planning Application DC/20/0134/FUL – it was confirmed that a letter had been sent regarding the Granby Street development and a response was awaited. Town Clerk would follow this up.

D/20/08/5 PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/08/6 NEWMARKET NEIGHBOURHOOD PLAN POLICIES

None noted.

D/20/08/7 PLANNING APPLICATIONS

Week 29

D/20/08/7/1 DC/20/1054/FUL - Planning Application - (i) ground floor extension to courtyard (ii) first floor extension with flat roof dormers - Hamilton Stables Hamilton Road Newmarket.

D/20/08/7.01 Resolved

The Committee voiced no objections.

D/20/08/7/2 DC/20/1091/TPO - TPO 04 (2000) Tree Preservation Order- 1no. Beech (T1 on plan and order)- Overall crown reduction by up to 3 metres – Portland Cottage Hamilton Road Newmarket Suffolk.

D/20/08/7.02 Resolved

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

Week 30

D/20/08/7/3 DC/20/1189/TCA – Trees in a Conservation Area Notification – 1no. Sycamore (t1 on plan) – fell – Fairstead House School Fordham Road Newmarket Suffolk.

D/20/07/7.03 Resolved

The Committee voiced no objections.

D/20/08/8 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/08/9 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/08/10 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 29 &30.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0174/VAR	Application to vary condition 25 of DC/17/1881/FUL to enable the use of an automated sprinkler system in place of fire hydrants to allow for the creation of 69no. extra care apartments within class (C2), access, parking, landscaping and other associated works	Development Site Adj South Drive Exning Road Newmarket Suffolk	Approved	No objections
DC/20/0886/TPO	TPO 001(2014) Tree Preservation Order- 1 no. Sycamore (T1 on plan) Fell	Prestige Place Snailwell Road Newmarket Suffolk	Withdrawn	Objected
DC/20/0805/FUL	Planning Application – Raising of roof to create additional storey for 1no. dwelling	27A Old Station Road Newmarket Suffolk	Withdrawn	Objected
DC/20/0865/HH	Householder Planning Application - Householder Planning Application –(i) Two storey rear extension to North of dwelling and two story rear extension to South (part retrospective) (ii) cartlodge	Long Cottage Fordham Road Newmarket	Approved	No objections
DC/20/0936/FUL	Planning Application – Change of use from Light industrial (Class B1) to Dry food preparation (Class B2)	11 Craven Way Newmarket	Approved	No objections
DC/20/0961/TCA	Trees in a Conservation Area Notification – (i) 1no. Horse Chestnut (T1 on plan) – Crown lift upto 5 metres (ii) 1no. Yew (T2 on plan) 1no. Sycamore (T3 on plan) 1no. Prunus (T4 on plan) and 1no. Ash (T5 on plan) -fell (iii) 3no. Holly/Laurel (G1 on plan) - Fell	50 Bury Road Newmarket	Approved	Objected
DC/20/1046/TCA	Trees in a Conservation Area Notification – (i) 1no. Sycamore (sycamore on plan) reduce branch over BT line by 3 metres and extending/lower branches by up to 6 metres adjacent to cedar and wall.	Lincoln Lodge Rayes Lane Newmarket	Approved	No objections

D/20/08/11 DELEGATION PANEL DECISIONS

None noted. Members were advised that Cllr Soons had successfully requested that planning application DC/20/0817/ADV - Application for advertisement consent (1 no. internally illuminated freestanding totem sign - land adjacent to Tesco Petrol Station, Willie Snaith Road) be considered at Committee level.

D/20/08/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/08/13 CORRESPONDENCE

None noted, however an email regarding a consultation of public space protection orders had been received and this item would be added to the next agenda and an extension would be requested.

D/20/08/14 DATE OF NEXT MEETING

Monday 17th August 2020 at 6.00pm via Zoom.

D/20/08/15 TO NOTE ANY ITEMS FOR NEXT MEETING

Public Space Protection Order Consultation

Meeting closed at 6:16pm.

Signed _____ Date _____



Item 8

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 17th August 2020 at 6.00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor Y Fitzgerald
Councillor M Jefferys

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker- RFO, Julie Ashton – Minute Assistant, and 4 Members of the Public.

Minute	Action by
D/20/08/16 <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/20/08/17 <u>APOLOGIES</u> Apologies were received from Cllrs Caesar and Kerby.	
D/20/08/18 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> Cllr Hood declared a pecuniary interest in planning application DC/20/1251/TCA.	
D/20/08/19 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 3RD AUGUST 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 3rd August 2020 and the following was agreed: <u>D/20/08/19.01 Resolved</u> That the minutes of the Development & Planning Committee held on 3rd August 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/20/08/20 <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</u>	

COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

Three residents spoke to item 13 DC/20/0134/FUL – 1 no. dwelling - Land to the rear of 58 Granby Street.

The Chairman proposed that item 13 be brought forward and the following was agreed:

D/20/08/20.01 Resolved

That item 13 be brought forward.

D/20/08/21 CORRESPONDENCE

DC/20/0134/FUL – 1 no, dwelling - Land to the rear of 58 Granby Street – Response to the NTC letter by West Suffolk Planning Development

The response from West Suffolk regarding the decision of the Delegation Panel to approve the application was discussed and the following was agreed:

D/20/08/21.01 Resolved

That the District Councillors request that the planning application goes to the Planning Committee and to request that the Enforcement Officer inspects the property immediately to report on the noncompliance with the approved application and conditions.

Two members of the public left the meeting

D/20/08/22 NEWMARKET NEIGHBOURHOOD PLAN COMMUNITY ACTIONS

None noted.

D/20/08/23 PLANNING APPLICATIONS

Week 31

D/20/08/22/1 DC/20/1190/TPO - TPO 032 (1960) Tree Preservation Order- 3no. Silver Birch (T3 on plan within A1 on order) fell – 5 Wyndham Way Newmarket Suffolk.

D/20/08/22.01 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees, however in this instance, the Committee welcomed the agreement of the applicant to replace the trees and requested that the application be referred to the Tree Officer for approval. The Committee DOES NOT OBJECT to this application.

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

D/20/08/22/2 DC/20/1218/TCA - Trees in a Conservation Area Notification - (i) 1 no. Chestnut (T1 on plan) crown reduce by 4 metres and crown lift up to 3 metres (ii) 1 no. Chestnut (T2 on plan) crown lift up to 3 metres (iii) 1 no. Hazel (T3 on plan) crown thin by 20% and remove branches over summerhouse (iv) 3 no. Prunus (T4 on plan) crown reduce height by 2 metres and reduce on roadside by 2 metres and remove diseased limb over lawn – Park Lodge 10 Park Lane Newmarket.

D/20/08/22.02 Recommendation

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

Week 32

D/20/08/22/3 DC/20/1242/TPO - TPO181(1972) Tree Preservation Order - 1no. Horse Chestnut (T1 on plan) - Fell - 2 Seymour Close Newmarket.

D/20/08/22.03 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees, however in this instance, the Committee welcomed the agreement of the applicant to replace the trees and requested that the application be referred to the Tree Officer for approval. The Committee DOES NOT OBJECT to this application.

Cllr Hood declared a pecuniary interest in the following application and left the meeting.

D/20/08/22/4 DC/20/1251/TCA - Trees in a Conservation Area Notification - 1no. Horse Chestnut (T1 on plan) - remove overhanging branches adjacent roof line to give 3 metre clearance - Clarehaven Stable 57 Bury Road Newmarket Suffolk.

D/20/08/22.04 Resolved

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

Cllr Hood re-joined the meeting and declared a nonpecuniary interest in the following application and did not vote.

D/20/08/24 AMENDED AND DEFERRED PLANNING APPLICATIONS

DC/20/0819/TPO – Prestige Place, Snailwell Road Newmarket.

It was noted that this application had already been approved.

D/20/08/24.01 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 tree is to be felled, the Committee requests that a suitable replacement be planted.

D/20/08/25 EAST CAMBS PLANNING APPLICATIONS

19/00518/FUM – Land Opposite 1 – 8 Dalham Road Ashley Suffolk.

Cllr Drummond left the meeting.

The Notice of Appeal by the Secretary of State against the decision of ECDC to refuse the planning application was noted and the following was agreed:

D/20/08/25.01 Resolved

That the previous objections of the Committee be re-submitted.

D/20/08/26 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 31 & 32.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0162/FUL	Planning Application - Change of use of basement from office (B1) to Escape Room Assembly and Leisure (D2)	Godolphin House, Basement Office 2 The Avenue Newmarket	Approved	No objections
DC/20/0729/FUL	Planning Application - 7 no. commercial use units (use class B1) and associated works (demolition of existing commercial unit)	7 Laureate Paddocks Newmarket Suffolk	Approved	No objections
DC/20/0819/TPO	TPO001(2014) - Tree Preservation Order - (i) 1no. Sycamore (T006 on plan and within area G3 on order) (ii) 1no. Sorbus (T1 on plan and within area G2 on order) fell (iii) 1 no. Sycamore (tag 49) - crown raise to 5 metres over trackway	Prestige Place Snailwell Road Newmarket Suffolk	Approved	Objected
DC/20/0895/FUL	Planning Application - Alterations and additions to existing boundary treatment including brick walls to packing areas and fencing to service courtyard	Black Bear Harley Davidson Black Bear Lane Newmarket Suffolk	Approved	No objections
DC/20/0968/TPO	TPO 06 (2006) Tree Preservation Order - 1no. Cedar (T1 on plan T15 on order) Reduce all extended lateral branches by up to 2 metres	20 Meridian Gardens Newmarket	Approved	No objections
DC/20/1035/FUL	Planning Application - Full height curtain walling to middle bay above entrance doors (previously approved under DC/20/0542/FUL)	Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk	Approved	No objections
DC/20/06884/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 4 metres above ground level, laterally reduce to give 2 metres clearance from adjacent building (ii) 2no. Conifer (T2 and T4 on plan) - fel	Fairway Lodge 18A The Avenue Newmarket Suffolk	Approved	No objections

D/20/08/27 DELEGATION PANEL DECISIONS

None noted.

D/20/08/28 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/08/29 DATE OF NEXT MEETING

Monday 7th September 2020 at 6.00pm via Zoom.

D/20/08/30 TO NOTE ANY ITEMS FOR NEXT MEETING

- Consultation on changes to planning regulations

Meeting closed at 6:43pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 3rd August 2020 at 7:00 pm via Zoom

Attendance:

Councillor J De'Ath (Chairman)
 Councillor A Appleby
 Councillor J Borda
 Councillor A Drummond

Councillor P Hulbert
 Councillor M Jefferys
 Councillor C O'Neill
 Councillor K Yarrow

Also Present: Debbie Baines, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Philippa Winter, and 2 Members of the Public.

Minute

**Action
by**

- | | | |
|------------|---|--|
| CL/20/08/1 | <p><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and announced 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.</p> | |
| CL/20/08/2 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllrs Anderson, Bowen, Fitzgerald, Hirst and Hood. Cllr Kerby was absent.</p> | |
| CL/20/08/3 | <p><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></p> <p>Cllr Appleby declared a nonpecuniary interest in item 7c Rabbit Control.</p> | |
| CL/20/08/4 | <p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY & LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 6TH JULY 2020 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Community & Leisure Services Committee meeting held on 6th July 2020 and the following was agreed:</p> <p><u>CL/20/08/4.01 Resolved</u></p> <p>That the minutes of the Community & Leisure Services Committee meeting held on 6th July 2020 be adopted and signed as a true record by the Chairman of the Leisure & Community Services Committee.</p> <p>There were no matters arising.</p> | |
| CL/20/08/5 | <p><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE</u></p> | |

PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

A member of the public praised the quality of the reports related to this meeting.

CL/20/08/6 TO RECEIVE THE ACCOUNTS FOR JUNE 2020

The accounts for July 2020 were received and noted.

CL/20/08/7 CEMETERY

Anti-social behaviour – the quotes for a replacement padlock and automatic sliding gates were considered. It was noted that a replacement padlock was required now and increasing the cost for keyholders to £10 was discussed. It was also noted that for the long-term automatic gates would have to be considered. The following was agreed:

CL/20/08/7.01 Recommendation

That the quote for a replacement padlock and duplicate keys be accepted. That the cost of duplicate keys to keyholders be increased to £10. That further quotes from local providers for automatic sliding gates be sought.

Path and hardstanding – quotes were awaited and this item was deferred.

Cllr Appleby declared a nonpecuniary interest and did not vote.

Rabbit control – 3 quotes for rabbit control were considered and the following was agreed:

CL/20/08/7.02 Recommendation

That the quote from CRC Pest Control for £2000 for 12 months be accepted.

Cemetery bench – the stolen cemetery bench had been reported to the Police and the Cemetery Manager was looking into ordering a replacement. NTC would look at the insurance to cover the cost of a replacement and the following was agreed:

CL/20/08/7.03 Recommendation

That NTC covers the cost of a replacement bench via a claim on the insurance with £100 excess charge.

CL/20/08/8 MEMORIAL GARDENS

Kiosk – The guidance from West Suffolk on the design and construction of the kiosk was considered and it was noted that some of the work to bring it up to standard could be done in-house. The Kiosk would not be available until next year owing to the amount of work required. The following was agreed:

CL/20/08/8.01 Recommendation

That further quotes be sought to bring the Kiosk up to standard including

a quote from inhouse staff.

Play equipment quotes – the quotes for the play equipment were considered and the following was agreed:

CL/20/08/8.02 Recommendation

That the quote from Massey & Harris for the Castle slide and structure be accepted and that further quotes be sought for the aerial runway launchpad.

Separate Water Metering for Gardens – A quote to install a separate water meter was considered and the following was agreed:

CL/20/08/8.03 Recommendation

That the quote to supply and install separate water meter in the Memorial Gardens for £294.77 be accepted.

CL/20/08/9 WEBSITE

This item would be referred to the F&P Committee.

CL/20/08/10 BILL TUTTE MEMORIAL

Cleaning – the quotes to carry out an initial deep clean of the area and seating area were considered and the following was agreed:

CL/20/08/10.01 Recommendation

That the quote from Rothwell's to deep clean the Bill Tutte Memorial area for £650 per day for 1-2 days be accepted. That intermittent cleaning be carried out by NTC staff by hiring a pressure washer/water browser annually.

The cleaning of the seating area was discussed. Removal of chewing gum from the stone seating would require a stonemason and quotes would be sought. NTC staff would maintain the wooden seating area.

Bollard damage – the damage to the bollard that was not witnessed 25th November 2019 was reported to the Police. However, Parcelforce had also hit two bollards on 11th June 2020, This had been witnessed, photographic evidence was available and the matter taken up with Parcelforce.

An alternative design for the bollards and the work of the Parking Working Group to restrict vehicle access were discussed and a recommendation was awaited. This item was deferred to the next meeting.

CL/20/08/11 REMEMBRANCE DAY CEREMONY AND PARADE 2020

The update on arrangements provided by the Royal British Legion was noted. The Mayor would be meeting with the Royal British Legion tomorrow and all was in hand.

It was noted that in order to hold a parade the event would have to become an

annual event of NTC and this would be added to the next agenda.

CL/20/08/12 PARKING ISSUES

The issue of parking on the grass at Icewell Hill flats was discussed and further inquiries would be sought from West Suffolk for a solution. This item was deferred to the next meeting.

CL/20/08/13 SID DEVICE

A SID had been installed at Elizabeth Avenue but it was not working. This had been reported and would be remedied.

A survey had been sent out regarding the location for a SID on Fordham Road. It was suggested that the area between St Albans and St Felix schools going out of town would be suitable and this would be tried out.

CL/20/08/14 ADDITIONAL PEDESTRIAN CROSSINGS IN NEWMARKET

Several suggestions for additional pedestrian crossings were discussed for Old Station Road, Fordham Road, Bury Road and A142 near Tesco.

Members were advised that a crossing on Exning Road was being looked at by Suffolk County Council; costs of installation amounted to over £100k.

It was noted that this was a Community Action for the Neighbourhood Plan Committee to produce a good narrative on safety for Highways to consider. This item would be referred to the Neighbourhood Plan Committee to consider priorities.

CL/20/08/15 SEVERALS PAVILION

The Events Manager advised that further quotes were awaited and that information regarding planning permission would be sought. This item was deferred to the next meeting.

CL/20/08/16 CORRESPONDENCE

None noted.

CL/20/08/17 DATE OF NEXT MEETING

Monday 7th September 2020 via Zoom.

CL/20/08/18 ITEMS FOR NEXT AGENDA

- Cemetery - rabbit control
- Memorial Hall Kiosk
- Play equipment
- Cleaning of the Bill Tutte area
- Remembrance Day arrangements
- Shutters for the Pavilion
- Additional pedestrian crossings

Meeting closed at 8:05pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee Held on Monday 10th August 2020 at 6:00 pm via Zoom

Attendance:

Councillor A Appleby
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Philippa Winter, 1 Member of the Press and 4 Members of the Public.

Minute	Action by
<i>The Mayor reported that Cllr Hirst had sadly resigned due to ill health and his time and achievements at the Council since 2003 were noted. He would be missed, but it was hoped that he would be seen around Town for a catch up.</i>	
N/20/08/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced 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.	
N/20/08/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Bowen & Kerby. Cllr De'Ath was absent.	
N/20/08/3 <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.	
N/20/08/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 13th July 2020 and the following was agreed: <u>H/20/08/4.01 Resolved</u> That the minutes of the Neighbourhood Plan Committee meeting held on Monday 13th July 2020 be adopted and would be signed as a true record by the Chairman of the Neighbourhood Plan Committee after the meeting. There were no matters arising.	

N/20/08/5

CHAIRMAN OPENING REMARKS

The Chairman advised that it would be very easy to have a plethora of Working Groups doing a lot of talking and not achieving very much. Often, with Action Plans you get a lot of plans and little action and this should be avoided. He would like to see solutions being found for problems rather than just identify them.

Some Community Actions would not require multi membership Working Groups and could be tackled by one or two Members to report back to Committee to seek to expedite solutions. It was noted that all Members have special interests and knowledge and sharing this would best help the Committee, Council and Town.

The Mayor added that it was hoped the Committee could be launched at a full Council Workshop but this had not been possible. Members were asked to indicate which Community Actions should be prioritised.

N/20/08/6

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

Douglas Hall asked how open forums would work and would it apply to the whole agenda. The Chairman would investigate and report back.

Douglas also suggested that someone with cycling experience should join the Working Group for Cycling and Public Transport.

N/20/08/7

TO RECEIVE THE ACCOUNTS FOR JULY 2020

RFO advised that the expenditure related to fees for changing the website. The accounts for July 2020 were received and noted.

N/20/08/8

COMMUNITY ACTIONS WORKING GROUP

The Membership and Terms of Reference for the following Working Groups were considered and the following was agreed:

N/20/08/8.01 Recommendation

Community Actions F3 & C3 – Public Realm & Associated Initiatives, that the membership of the Working Group be comprised of Cllr De’Ath and residents Phillipa Winter, Alison Hayes and Rachel Wood. That the Terms of Reference be to consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back.

N/20/08/8.02 Recommendation

Community Action E10 - Parking Strategy - that this Community Action be deferred to the Parking Working Group to consider problems and suggest possible solutions re parking & transport strategies and report back.

N/02/08/8.03 Recommendation

Community Actions E4 & E9 – Cycling & Public Transport, that the membership of the Working Group be comprised of Cllrs Appleby, Hulbert, O'Neill & resident Douglas Hall. That the Terms of Reference be to consider requirements for improved services and provision of same and report back.

N/02/08/8.04 Recommendation

Community Action C7 – Yellow Brick Road, that the membership of the Working Group be comprised of Cllrs Jefferys & Yarrow. That the Terms of Reference be to consider improvements for the Yellow Brick Road and report back.

The Mayor would seek to resurrect the Friends of the Yellow Brick Road group and report back at the next meeting,

N/02/08/7.05 Recommendation -

Community Actions B3i - SEND provision, that the membership of the Working Group be comprised of Cllrs Hood & Hulbert. That the Terms of Reference be to draw up a report of SEND provision in the Town and report back.

It was noted that Opendoor and Cllr Drummond had been seeking options for a private enterprise to take on the recycling site and an item would be added to the next full Council meeting.

Philippa Winter reported that she would be meeting with West Suffolk to look at planting options for the Town.

N/20/08/9

PEDESTRIAN CROSSINGS

The additional pedestrian crossings suggested by the Community & Leisure Committee were discussed. Owing to the high cost of pedestrian crossings, it was noted that courtesy crossings would be better than nothing. After further debate, the following was agreed:

N/20/08/9.01 Recommendation

That a letter be sent to SCC Highways to seek their views on improving safety at junctions (Community Action E2) and the costs for courtesy crossings.

N/20/08/10

FUTURE MATTERS

Cleaning of the Town signs and grass cutting by community volunteers were discussed. Cllr Appleby offered to circulate details of the Volunteer Initiative. Philippa Winter would look at matters relating to community grass cutting at her SLA meeting with West Suffolk and report back.

N/20/08/11

DATE OF NEXT MEETING

Monday 14th September 2020 via Zoom.

N/20/08/12 ITEMS FOR NEXT AGENDA

- **Working Group reports**
- **Voluntary community initiatives**
- **Grass cutting protocols**

Meeting closed at 6:51pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 10th August 2020 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

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

Minute		Action by
H/20/08/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no other requests to record the meeting.	
H/20/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Caesar and Kerby.	
H/20/08/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
H/20/08/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 13th July 2020 and the following was agreed: <u>H/20/08/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 13th July 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/20/08/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE</u>	

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

Two residents spoke to item 9 one in favour and the other was opposed to revised Term & Conditions for staff.

**H/20/08/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN
RESOURCES**

The HR accounts for July 2020 were received and noted.

H/20/08/7 HELPLINE COVER

The Town Clerk advised that the system had now been changed to a voice mail service and there was no further need for call handlers. The Helpline message would have options to point people with urgent requests, to alternative support resources.

H/20/08/8 MEMBER/ OFFICER PROTOCOL

At the last meeting the Town Clerk had been tasked with comparing existing and proposed policy with that of West Suffolk. As a number of differences were noted, it was agreed to defer this item to the next meeting.

H/20/08/9 TERMS & CONDITIONS OF EMPLOYMENT

The report on the Sickness Absence Scheme and Policy were considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.01 Recommendation

That the National Joint Council Staff Sickness Scheme be adopted. That the Sickness Absence Policy be approved and implemented. That a variation of contract letter be sent to employees.

The report on the level of contributions to the Staff Pension Scheme was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.02 Recommendation

That the contributions to the Staff Pension Scheme be increased to 10% and be reviewed in six months' time. That employees be made aware of the option to make additional payments to their pension pots.

H/20/08/10 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/08/10.01 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.

The public and Minute Assistant left the meeting

H/20/08/11 * NATIONAL JOINT COUNCIL SCALES *****

The report on NJC Salary Scales was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/11.01 Recommendation

That Town Council staff salaries be aligned with NJC Salary Scales. To introduce progression through the defined pay scales annually at 1st April (unless identified as inappropriate through an Appraisal scheme). That formation of an Appraisal Policy Working Group be added as an agenda item at the next meeting

H/20/08/12 *STAFF UPDATE*****

Town Clerk advised that the probation period for the Caretaker had been completed and the following was agreed:

H/20/08/12.01 Recommendation

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

H/20/08/13 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

The requests for staff training were considered and the following was agreed:

H/20/08/12.01 Recommendation

That the requests for staff training be approved and that costings be presented to Town Council Meeting.

H/20/08/14 DATE OF NEXT MEETING

Monday 14th September 2020 via Zoom.

H/20/08/15 ITEMS FOR INCLUSION ON NEXT AGENDA

- Appraisal Scheme Working Group
- Member - Officer Protocol

- Caretaker – Job Description
- Introduction to Local Council Administration (ILCA) course

Meeting closed at 19:55 pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 17th August 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jeffreys (Chairman)
Councillor A Appleby

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

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

Minute	Action by
F/20/08/1 <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 CHAIRMAN 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/20/08/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Drummond and Kerby.	
F/20/08/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
F/20/08/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20th July 2020 and the following was agreed: <u>F/20/08/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20th July 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Page 2 – Power of Competence will be added to the next full Council Agenda.	
F/20/08/5 <u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u> A resident spoke to an item that was not on the agenda and referred to an item on	

the last HR meeting H/20/08/9 Terms & Conditions of Employment.

F/20/08/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (JULY 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2020 – 31/07/2020 (Cash Book 1 - 4) be received and adopted.

F/20/08/7 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED
BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN
OF F&P COMMITTEE**

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/07/2020 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be countersigned by the Chairman of the F&P Committee as soon as possible.

F/20/08/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR JULY 2020**

Members received and noted the income and expenditure for July 2020.

F/20/08/9 **GRANT**

The request from West Suffolk to ring-fence a grant for the Abbeycroft Explore Outdoors Adventure Days for 2021 was considered and the following was agreed:

F/20/08/9.01 Resolved

That a grant for Abbeycroft Explore Outdoors Adventure Days for 2021 be ring-fenced.

F/20/08/10 **WEBSITE**

Quotes to update the Website were considered and the following was agreed:

F/20/08/10.01 Recommendation

That the quote from Kallkwik for £2750 +VAT and Annual Host fee £180 +VAT be accepted.

Members noted that the budget allocated to the website for the year was £550, with some expenditure already incurred and considered a virement from marketing funds to meet the shortfall, The following was agreed:

F/20/08/10.02 Recommendation

That a virement of the outstanding balance from the Marketing budget be approved.

F/20/08/11 **POLICIES – SCHEDULE OF POLICY REVIEW**

The Schedule of Policy review was presented and considered. The following was agreed:

F/20/08/11.01 Recommendation

That the schedule of Policy Review be accepted.

F/20/08/12 MEETING TIMES

The proposal to change the start time of meetings was withdrawn.

F/20/08/13 VIRTUAL MEETINGS

The guidance for virtual meetings was reviewed and the following was agreed:

F/20/08/13.01 Recommendation

To continue to hold full Town Council and Committee meetings virtually. To permit small informal meetings to take place at the Town Hall, respecting regulations around social distancing and maintaining COVID responsible behaviour. To permit the Extraordinary Council meeting 24th September (Newmarket Town Survey/Health and Wellbeing presentation) to take place in the Memorial Hall should a sufficient number of councillors be able and willing to attend in person, respecting regulations around social distancing and maintaining COVID responsible behaviour. To review the decision to continue holding meetings remotely, at the next Finance and Policy meeting.

It was noted that small informal meetings could be held and that the Extraordinary meeting 24th September for Health and Wellbeing meets this category and will go ahead. Cllr O'Neill would look at using the PA system to assist with social distancing.

F/20/08/14 MEMORIAL GARDENS KIOSK

RFO reported that the lease holders had not come in to clear up and collect their equipment. The next step would be to employ a company to clear it for them and add the charges to the outstanding invoice for hire fees. The following was agreed:

F/20/08/14.01 Recommendation

That a cleaning company be employed to clean and clear the Kiosk and that the charges be added to the outstanding lease holder invoice for hire fees.

F/20/08/15 HEALTH & SAFETY

Town Clerk reported that she had met with Ellis Whitham to identify areas that require action and the lone worker policy would be reviewed.

The monthly Health & Safety reports for July 2020 was received and noted.

F/20/08/16 CORRESPONDENCE

None noted.

F/20/08/17 DATE OF NEXT MEETING

Monday 21st September 2020 via Zoom.

F/20/08/18 ITEMS FOR THE NEXT AGENDA

- Power of Competence to be added to the full Council Agenda

Meeting closed at 7:33pm

Signed _____ Date _____

DRAFT

NOTICE OF POSTPONED ELECTION

West Suffolk Council

ELECTION OF A TOWN COUNCILLOR

FOR NEWMARKET TOWN COUNCIL

Town Council (Ward)	Number of Councillors to be elected
Newmarket (Studlands)	One

1. Further to the recent Notice of Vacancy published for the above Town Council, a valid request by ten local government electors to fill this casual vacancy via a by-election has been received by the Returning Officer.
2. In response to the Covid-19 emergency, the UK government has passed The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020 and the Coronavirus Act 2020, which postpones all polls up to 6 May 2021.
3. A revised Notice of Election detailing the election timetable will be published by the Returning Officer once a date for the Poll to take place has been fixed.

Dated Wednesday 19 August 2020

Ian Gallin
Returning Officer

**Meeting minutes 31st July 2020
13h30 at The Racing Centre**

Attendees: John Gilbert (JG), Mick Jefferys (MJ), Margo Walsh (MW), Michelle Kerr (MK), Douglas Hall (DH), Angela Davies (AD), Debbie Baines (DB)

JG opened with giving the constitution, that had been emailed before. This was just an outline of the plans, that gives some formality to what the group have been doing, to give some form of infrastructure to getting things in place. This is more about the sustainability going forward.

MW and **JG** had spoken about Open Door, as they are experiencing some financial issues, John had volunteered to go as company secretary and assist to help from the top down. **MW** offered help.

DH asked if this was the figure because they are doing so many more food parcels, **JG** said no, so Open door was always run by John Durrant for many years, who was the former mayor of Cambridge, that passed away last year. Unfortunately, most of this was in his head rather than being written down, John Durrant was not one for policy and procedure, planning type of person. When he passed away everything was left, for Charles (who most of us have dealt with) to pick up, who is the **COO** at the moment, Charles was a trustee, but stepped down and went on to a payed position instead, and is unpicking what John had set up. They still have the unit where the food bank is, which is full of a mixture of goods. Charles said that he has pulled boxes of rubbish down that they have not seen for 10 years, which is a big expense to the charity.

MW said to be honest with you, we have talked about education being a key one, and had been talking to someone, that potentially had been looking for a community project that they would anonymously fund, maybe helping vulnerable women, who have found themselves in very difficult situations, and because of dependants they are struggling with a way out.

Another project that **MW** is involved in now, is with families, that mostly consist of single mums that cannot read and causing unnecessary issues for not only parents but other children in the family, so it feels like there is firstly a huge opportunity around assisting these people, and secondly if you help the parent, you help the children, and hopefully finding a way you can help these people in to a way of employment when suits, if we manage to put together a solid programme, which could be tied in and for this to be an obligation to help out at Open Door.

JG said we have had that with other projects and aimed to help households take responsibility and ownership of their money and create a reward system whereby help is offered when commitment is shown.

MW I do think there are plenty of places that just need man power, and help and volunteers and plenty of people that need help, and if we could tie the two together, to give those people a leg up, also people find it very difficult personally to take without giving, There is a big pride factor there.

From the point of view open door has a license for the recycling, now what a gift to the local community. If we could make that run by volunteers that have been assisted by the education programme, the whole thing about turning up to work, if you have never been employed, then potentially there is the understanding the importance of time keeping, and the responsibility of being a key holder looks really good on your CV , if you're going to be a caretaker, or if you're going to be a key holder as a cleaner or anything like that, it's really valuable, so we could do quite a lot of skills and training around that and **MW** picked up with Anna from the National Stud last week and

they would support they have a lecture theatre and a lot of outdoor space that we can look at, we can assist with community education, so if we could put together something solid enough, then there's a possibility that there would be people that could put the money towards it and then win win.

AD asked how does that link with the one on the high street, The open door one, **JG** stated that it is all under one charity, but you have the food bank, you have the recycling and then the actual open door where they do their placements and accommodation, its where their offices are.

AD stated that they have 20 rooms there, for young people and where she took a boot load of food there which had been given to her, as this is the only one that is open 24 hours.

MW mentioned that at the end of each race day we take food there, as we have to guess how many owners would turn up, so there is normally a surplus amount and that **MK** often delivers as much as she can fit in her car to Portland house on the high street.

AD stated that her husband had offered to go and teach them how to cook at the centre. A couple of the people that she shops for had asked what else goes on, as they had done a Chilli Con Carne night for all the residence and we went in and was having a chat to the young ones, about having the skills, so wasn't sure if this all linked in to what you were saying.

MW stated that she had linked in on education at the end of last year, West Suffolk college, and Cambridge regional college do apprenticeships, and what would be amazing is to find a place, like Jamie Oliver did, is to find a place where they could cook and could learn some basic skills.

JG stated that The Racing Centre did do a cooking course here last year through WSC.

MJ asked is Open Door was the avenue in which this group wanted to go. **MW** said she had gone down every avenue, but from a point of view of educating them, on a broader scale, whether its two separate projects, rather than the teenagers being one project, looking what works for them, as you don't want to shove them in to a career they don't want. It's about the importance, if you just turned up at school and dropped out, it's not just about time keeping. But it is all about support, for open door and skills.

MJ stated they didn't have a good model there; they would assess how much you would pay on arrival.

MW noted that the racecourse produces a lot of waste, and its far more complex than you would imagine. Their tender is up for renewal, and should she put in about local community training maybe, looking at annual training, and apprenticeships as well.

JG mentioned that the charity has a number of volunteers at open door, but quite often don't have anyone to pick up the food that gets distributed by fareshare.

MJ asked what the vision was for this group, **JG** responded that this would give more than just a helpline and that by bringing the stakeholders and members together to give back and help the community.

AD raised the issues of loneliness and that there needs to be a facility to accommodate it, **MW** noted that The Voluntary Network already has that alongside Racing Welfare. **AD** noted that those that she

dealt with didn't know about the service and that further signposting needs to happen through the helpline.

DH spoke about how streamline prescriptions have become and that more is needed to help facilitate getting more people on this and speaking to doctors and pharmacies about how this happens.

MW noted that when this was initiated that Newmarket had wonderful things, but nobody wants to speak to each other and that resistance amongst those in the community is present. Further gaps are missing and that a bridge needs to be in place to get people onto the services that they require.

AD noted that we should never underestimate someone picking up the phone and asking for help and that something needs to be kept in place to capture those requests and act on them.

The group agreed that signposting was the best option to which **MJ** noted that the helpline is key to the process.

DH noted that paid deliveries need to be pushed through the delivery system of each of the food shops and that at the current moment the volunteers are almost being used as a taxi service. **AD** mentioned that the speed of reaction by the volunteers has created an unrealistic expectation to be actioned very quickly. **MW** agreed that further online shopping needs to happen with residents that do not find themselves in hardship.

MW noted that action points need to be raised and actioned by the group and that key points are needed for the group. Tesco box scheme can continue until September, but bespoke shops need to move to online shopping or through the prepaid card system.

JG presented the Manigo card system and that a streamline process could happen by using the system and a third party to process the payment and order for the resident. **AD** noted that we needed to give sufficient notice to those that currently use the bespoke shop. **DH** noted that expectation needs to change from 24 hours to standard Tesco delivery and that planning needs to happen by residents to allow for them to receive food before they run out. **MW** noted that sustainability needs to be thought about before implementing a change. **DH** also mentioned that we need to be conscious that a second wave could come, and the helpline change as and when the need changes. **MJ** noted that at the moment he cannot guarantee that he can cover the helpline shift but if we returned a stricter lockdown that he would happily return to answering calls.

DH asked for the call handler rota to continue for a week after the next steering group meeting, and that a clear message be sent out about the answering system during that last week by the call handlers.

AD noted that a demarcated areas be defined for where help can be given, **DH** suggested that a few people look at a weeks' worth of data and see who would fall out of that area or could be signposted to a more local service.

MJ noted that the elderly group are those that would struggle the most moving to online shopping and that we family support networks need to be encouraged and only after that would we step in.

DH noted that this would have been happening prior to Covid and what support was in place.

DH asked that a mission statement needs to be written. **MW** asked is the name was accurate and that if the group represented more than a volunteer network. **MJ** responded that it could be an umbrella organisation that works within the community on different projects. **MW** asked if the

group was too small and who should be involved. **DH** and **MJ** asked if we need to approach other organisations to ask if they would get involved and if there is anything, we could do to help their organisation and that creating links would be the main priority.

MW suggested that the committee members identify individuals that each of the members could call upon for input and when needed to contribute, suggestion that each of the members create a black book and make a stronger committee going forward.

JG noted he attended the Newmarket Festival meeting and gave an update to the committee on hardship in the community. **MK** encouraged **JG** to attend further meeting to encourage the festival to address hardship using the financial means available.

DH mentioned Newmarket Vision was similar and **MJ** noted that no actions arise from those meetings and possibly has become ineffective. **MK** stressed that this should not happen with this committee.

MW asked where the next steps are, **JG** responded that the following meeting have notes, action points and full agenda as agreed. **MJ** asked that call handlers be able to return to cover the calls should we return to a full lockdown.

Actions arising from meeting:

- **Meetings to be set for the year **JG**.**
- **Black-book contacts to be emailed to **JG** and discussed at next meeting – **All****
- **Charles Dore to be invited to next meeting – **JG****
- **Organise steering group meeting for Tuesday 4th August – **JG, MJ** to chair**
- **Meeting 10th August at 10h30, venue TRC - **All****

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 4th August 2020 at 6.00pm via Zoom video conferencing**

In attendance: Debbie Baines (Town Clerk), Michelle Kerr & Margo Walsh (Jockey Club), Douglas Hall, Cllrs Andrew Appleby, Mick Jefferys (Chairman), Rachel Hood and John Borda, John Gilbert (Racing Centre) and Julie Ashton (Minute Assistant).

1: Welcome & Introductions. *Apologies were received from Chris O'Neil*

The Chairman welcomed everyone to the last meeting of the Steering Group and looked back at what had been achieved, creating something from nothing. Within a week, Newmarket had set up a response group to help people from the beginning of the pandemic and at such a speed, it was unbelievable. In the beginning, there was pressure on the call handlers who stepped up to the mark and just got on with what had to be done. It was a wonderful response and he gave a huge thanks to all involved. The future was unknown, but he hoped that the good work will carry on.

2: To agree the minutes and discuss any matters arising

The minutes were agreed.

3: Future Sustainability

MJ – reported that a meeting would be held with the new Community Voluntary Network to take the work forward.

4: Helpline – to receive an update

MJ – reported that a decision had been made to move to a voice mail system with a menu of choices to get the support required. The demand had decreased so there was no need for call handlers.

MK – reported that the Jockey club would stand down from providing weekend shopping.

DH – would contact the Town Clerk to put together a message for call handlers about the change to voice mail.

JG – reported that most requests were now for prescriptions. He suggested that the helpline message should have a different voice other than NTC staff to mark the changeover.

DH – confirmed that if a call is taken relating to NTC and a ticket is not created, then it would not be included in the statistics. He had called the County helpline and noted that there was an option to speak to someone for urgent requests. This would be considered for the new system.

5: Volunteers

DH – reported that they were coping well and that there was nothing more to add.

MK - requested help with deliveries from the Day Centre and this will be arranged, it was noted that this may not be sustainable.

6: Grant Funding – Newmarket Festival Grant Funding and allocation

The spreadsheet was not available.

7: Hardship in the community

JG – nothing to add and he reported that they were continuing to work with Adult Services.

8: Tesco Box Scheme

MK – reported that requests had tailed off and that it had been a quiet week.

9: Safeguarding

JG – reported that there was nothing to add.

10: Items for future agenda

Not required.

11: To set the date for the next meeting

Not required. JG – suggested producing a newsletter for information on calls and activities carried out to members of the Steering Group. The Community Voluntary Network would meet next week.

DH – reported that with shielding over, people not requiring assistance.

MW – reported that she had nominated the Steering Group to the Suffolk Business Awards which will go to a public vote on social media.

JG – reported that Adult Services had been amazed by the help provided, which had been seen anywhere else and it was an achievement to be proud of.

MJ would include this in his next article and added that it had been a pleasure to work with everyone and a magnificent achievement.

12. Date for a future meeting

Not required.

End 6:24

Item 13

Neighbourhood Plan Committee

To consider public participation at Neighbourhood Plan Committee meetings

Proposal: that members of the public who are also members of Working Groups be permitted to participate in discussion relevant to their working group

Unauthorised Encampment George Lambton Playing Fields (12 to the 16th August 2020)

Update from West Suffolk Council 19/08/20

A group of travellers gained access onto the George Lambton Playing Fields at around 6pm on the evening of Wednesday 12th August. Their method of access was different from past encampments, this time they chose to chainsaw through the wooden boundary fence by the Wickes car park to get onto the site. Their entry onto site was witnessed and reported to the police.

On the 13th August a welfare assessment of the group was conducted, in line with the Suffolk & Norfolk protocol for managing unauthorised encampments. Following the assessment, the decision was taken that the encampment would not be tolerated, and a section 77 order was served, by an officer from West Suffolk Council, on the encampment. The order gave the encampment till mid-day on Sunday 16th August to vacate the site.

The travellers vacated the site over the weekend of the 15-16th of August and West Suffolk Council have since reinstated the damaged section of fencing and a contractor has been commissioned to install a ditch along that boundary.

The George Lambton Playing Fields were previously subject to an unauthorised encampment in May 2020.

West Suffolk Council are looking at other legal controls to deter unauthorised encampment on its land.

As per covering email

Contact: Nigel Yeates
Ref: NY/DP/PSPO/Dog/Cllr
Direct Dial: 01284 757620
Email: nigel.yeates@westsuffolk.gov.uk

Date: 24 July 2020

Dear Councillor

Public Space Protection Orders (Dogs) 2017 – Review of Existing Orders

I am writing to you in relation to the Public Space Protection Orders (PSPOs) that are currently in place. This letter provides an overview of the legislation covering implementation of PSPOs and changes to existing Orders.

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

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

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

The current PSPOs adopted by the former Forest Heath District Council and St Edmundsbury Borough Council in 2017 will expire in September 2020. In order to provide continuity of protection across the district, it is proposed that a single West Suffolk PSPO (Dogs) reflecting the current controls be adopted upon their expiry.

The current PSPO conditions we are requesting your views on are:

- 1) Dog Fouling - a requirement on those in control of a dog to clean up after them
- 2) Restricting access to dogs from certain specific areas (including children's play areas, a War Memorial Garden and fenced football pitch areas, during the football season. Note a minor change to include two relatively small areas within Brandon Country Park (play area & walled garden)

If you'd like to view the details relating to the current PSPOs please refer to the

Council's webpages which can be found via the following link:
<https://www.westsuffolk.gov.uk/community/pspo/index.cfm>

As part of the process of adopting any new PSPO the Council is duty bound to consult on the matter and officers will be contacting stakeholders as part of this process.

I would welcome your views on the existing PSPOs and our proposal to replace content on a like for like basis under a single Order. As stated above a wider consultation will also be sought before Cabinet makes a decision later this year.

If you have any comments on the PSPOs it would be helpful if we could receive these by **Monday 17 August 2020**. Please send your comments to Nigel Yeates at nigel.yeates@westsuffolk.gov.uk

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

I look forward to hearing from you.

Yours sincerely

Damien Parker
Service Manager (Operations Leisure and Culture)
Leisure & Culture
West Suffolk Council

tcm

From: Yeates, Nigel <nigel.yeates@westsuffolk.gov.uk>
Sent: 01 August 2020 11:49
Subject: Public Space Protection Orders (PSPO) – Review of Existing Orders - Newmarket (ASB)
Attachments: Original Letter template for PSPO's - Newmarket - STAKEHOLDERS.docx; PSPOAlcoholNewmarket1.pdf; PSPOAlcoholNewmarketRestrictedArea.PDF

Dear Councillor/Stakeholder

In early April 2020 you were invited to make comment regarding existing Public Space Protection Orders (PSPOs) which are subject to regular review by West Suffolk Council.

As we are all too aware the events surrounding COVID-19 exerted significant pressures and required widespread adjustments in order to support communities in the best possible way. As we move forward from lockdown it is considered appropriate to again seek views of interested parties.

At this stage PSPOs have not been amended but you can be assured that all previous comments, including requests for variations to geographic areas, have been noted and will be subject of additional consideration in September 2020.

To assist I have attached material circulated in April which explains the procedure and your role in the process.

Comments via my email should be received no later than **Monday 17 August 2020** and provide supporting evidence where possible. Please note that this concerns the existing anti-social behaviour PSPO in relation to Newmarket. You may, in the course of this process, receive additional email concerning other PSPOs which will be specified in the subject line.

Regards

Nigel Yeates
Families & Communities Officer
Normal working days: Monday, Tuesday and Wednesday
Families and Communities
Direct dial: 01284 757620
Email: nigel.yeates@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

West Suffolk Council is playing its part to support our communities and businesses during the COVID-19 outbreak. Prioritising this work may mean other services are impacted or you may get a slower response than normal.

[Report, pay and apply online 24 hours a day](#)
[Find my nearest for information about your area](#)

West Suffolk Council is the Data Controller of the information you are providing. Any personal information shared by email will be processed, protected and disposed of in accordance with the General Data Protection Regulations and Data Protection Act 2018. In some circumstances we may need to disclose your personal details to a third party so

As per covering email

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

Date: 7 April 2020

Dear Stakeholder

Extension of existing Public Space Protection Orders

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

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

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

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

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

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

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

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

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

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

I look forward to hearing from you.

With kind regards.

Yours sincerely

Cllr Robert Everitt

Cabinet Member for Families and Communities

NEWMARKET

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

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

PRELIMINARY

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

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

and that:

the effect, or likely effect of the activities:

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

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

THE ACTIVITIES AND PROHIBITION

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

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

PERIOD FOR WHICH THIS ORDER HAS EFFECT

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

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

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

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

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

FIXED PENALTY

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

APPEALS

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

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

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

Dated 29th September 2017

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

)
)
)



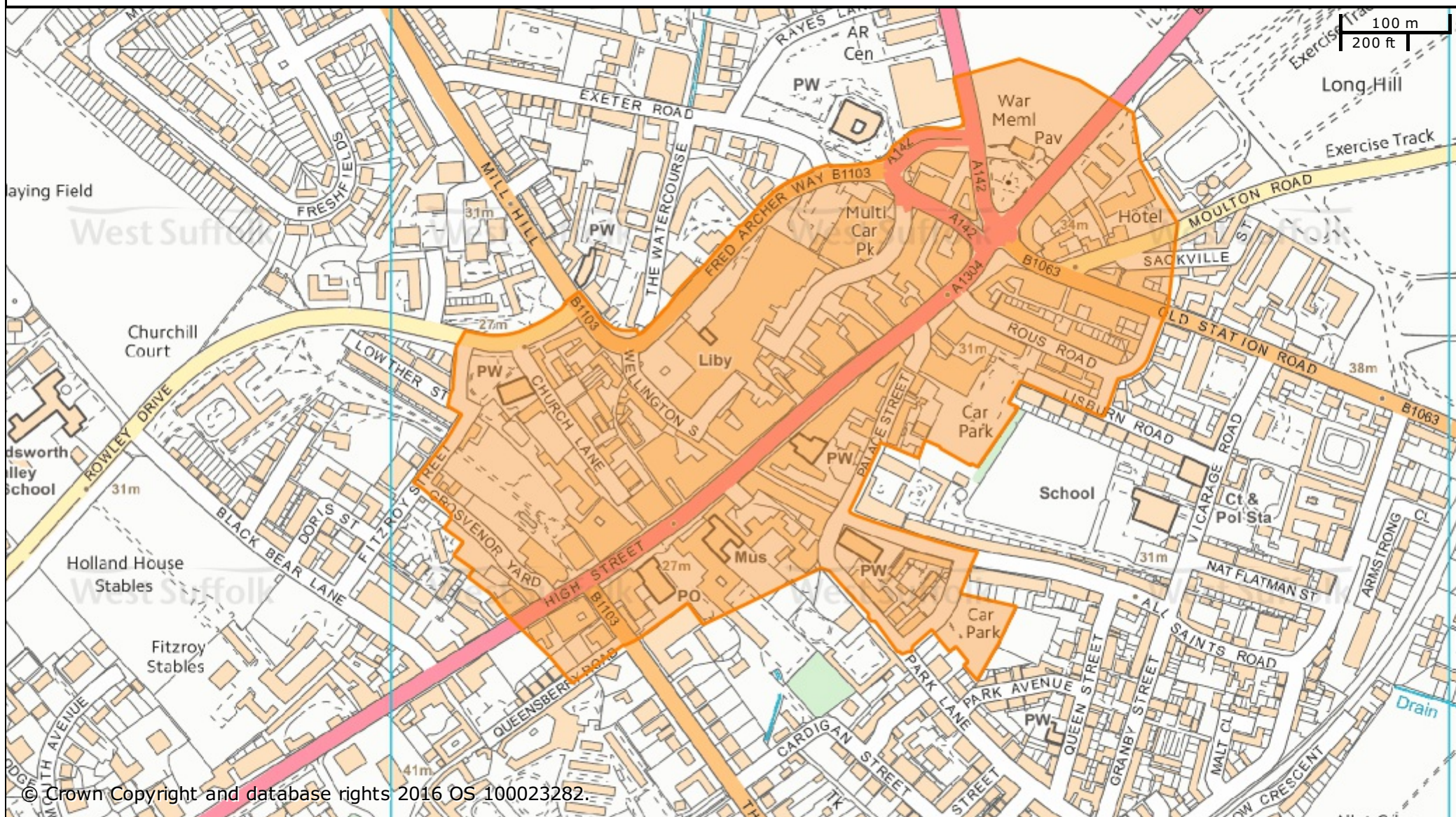
Patricia Sunday
Authorised Signatory

This is a detailed street map of a residential area in Long Hill. The map shows a network of streets including Mill Hill, Church Lane, High Street, and others. Key landmarks and buildings are labeled, such as the War Memorial, Hotel, School, Church, and various houses and stables. A scale bar in the top left corner indicates distances of 100m and 200ft. The map also shows a watercourse and a drain. The area is characterized by a mix of residential buildings and public facilities.

Forest Heath & St Edmundsbury councils
West Suffolk
working together
Forest Heath DC
College Heath Road
Mildenhall
IP28 7EY
01638 719000
www.westsuffolk.gov.uk

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Newmarket PSPO RESTRICTED AREA



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

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

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

Scale: 1:5000

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As per covering email

Contact: Nigel Yeates
Ref: NY/DP/PSPO/Dog/Cllr
Direct Dial: 01284 757620
Email: nigel.yeates@westsuffolk.gov.uk

Date: 24 July 2020

Dear Councillor

Public Space Protection Orders (Dogs) 2017 – Review of Existing Orders

I am writing to you in relation to the Public Space Protection Orders (PSPOs) that are currently in place. This letter provides an overview of the legislation covering implementation of PSPOs and changes to existing Orders.

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

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

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

The current PSPOs adopted by the former Forest Heath District Council and St Edmundsbury Borough Council in 2017 will expire in September 2020. In order to provide continuity of protection across the district, it is proposed that a single West Suffolk PSPO (Dogs) reflecting the current controls be adopted upon their expiry.

The current PSPO conditions we are requesting your views on are:

- 1) Dog Fouling - a requirement on those in control of a dog to clean up after them
- 2) Restricting access to dogs from certain specific areas (including children's play areas, a War Memorial Garden and fenced football pitch areas, during the football season. Note a minor change to include two relatively small areas within Brandon Country Park (play area & walled garden)

If you'd like to view the details relating to the current PSPOs please refer to the

Council's webpages which can be found via the following link:
<https://www.westsuffolk.gov.uk/community/pspo/index.cfm>

As part of the process of adopting any new PSPO the Council is duty bound to consult on the matter and officers will be contacting stakeholders as part of this process.

I would welcome your views on the existing PSPOs and our proposal to replace content on a like for like basis under a single Order. As stated above a wider consultation will also be sought before Cabinet makes a decision later this year.

If you have any comments on the PSPOs it would be helpful if we could receive these by **Monday 17 August 2020**. Please send your comments to Nigel Yeates at nigel.yeates@westsuffolk.gov.uk

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

I look forward to hearing from you.

Yours sincerely

Damien Parker
Service Manager (Operations Leisure and Culture)
Leisure & Culture
West Suffolk Council



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Estimate

ADDRESS

Newmarket Council

ESTIMATE NO. 1003

DATE 17/08/2020

ACTIVITY	QTY	RATE	AMOUNT
Winter Bedding Plants	3,366	0.42	1,413.72
This includes the 10% extra we spoke about. I would reccomend 1/3rd Pansies, 1/3rd Violas and 1/3rd Polyanthus. Kind regards Andrew			SUBTOTAL 1,413.72
			VAT TOTAL 282.74
			TOTAL £1,696.46

Accepted By

Accepted Date

CORRESPONDENCE: SOS Bus Committee

On behalf of the SOS Bus committee, which I chair, I would like to ask the council for a grant towards repairing the bus and getting it on the road. While the estimated costs for this would be about £10,000, I do not expect the council to completely fund this, and have other applications outstanding. However, a sum of £1000 would allow a significant part of the work to begin.

Please see the Business Plan and costings sheet (which goes well beyond the initial startup costs) for more information on how that money would be spent. In particular, local businesses would be the ones benefiting from these repair works.

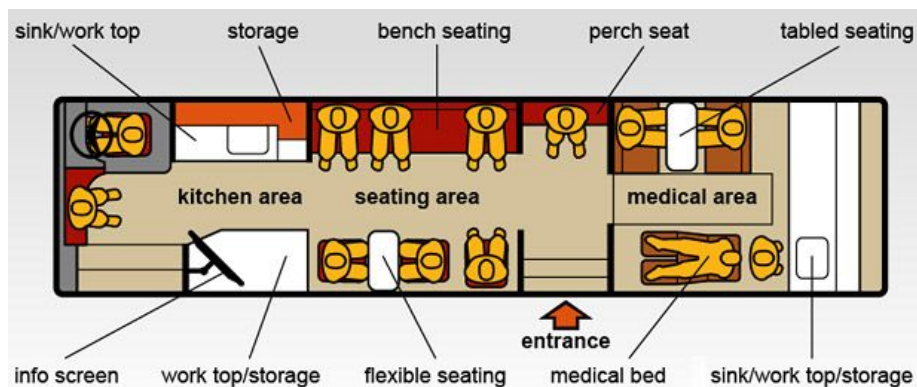
The committee has formed a CIO and achieved charitable status.

John Borda
19/08/2020

SOS Bus Business Plan

Background

The SOS Bus is an adapted bus, originally designed to serve the needs of Newmarket's night time economy (NTE), but with a view to being a community resource during the day in a variety of roles, such as a mobile office, clinic, respite area or information point.



It is laid out in two separate areas, a “reception” seating area, and a private treatment or counselling area (medical area). It also has a kitchen area for hot drinks preparation.

Financials

As can be seen from the costings sheet, it would require an estimated £10,000 to get the Bus running again, and approximately £6000 a year (without a paid administrator) thereafter. A paid part-time admin or driver would be needed if the Bus was used frequently, to manage bookings or deliver the Bus to locations.

While grants will be the main method for getting the project going, it is anticipated that bookings by other charities and agencies with public good in mind will eventually help the project self-fund itself. As an example, if it was hired once a week, 50 weeks per year at £100 a time, it would raise £5000. Private or corporate donations could cover the rest. It may not be possible to reach that target in the first couple of years, but, as the Bus becomes an established part of local events, exceeding it may be possible. In order to boost donations, a card machine is planned, as well as cash collection boxes.

The Need

The SOS Bus was certainly used and appreciated in its role in the NTE, as a meeting point for separated friends, first aid post and shelter. It was also used at events as a first aid and information/advice point. Recent events have made other needs more noticeable, such as the new focus on mental health. The COVID-19 pandemic has left many without jobs and loved ones, and drastically changed working practices. There is more need now for mobile advice centres, going where a permanent facility is not viable. This could be done by partnering with other agencies, such as NHS Outreach, the CAB, social services, etc., who would provide experts aboard the Bus, with Bus volunteers as receptionist/driver. This would extend the reach of partner agencies.

People

John Borda has been involved in the initial phases of modifying the SOS Bus when first introduced, and as a volunteer on board. He is also a founder member and volunteer of Newmarket Town Pastors, so has plenty of experience of Newmarket's night-time economy and what can go wrong, as well as knowing all the main businesses. He was recently elected as a Town Councillor in Newmarket.

Item 20a

ITEM	COSTS		Status
Get on road			
	One-off	recurring (annual)	
MOT		£362.00	Firm
road tax		£200.00	estimate
Vehicle insurance		£1,034.73	firm
repairs?	£1,300.00		unknown
recovery to Manchetts	£150.00		firm
Gazeley checkup	£1,352.34		firm
Gazeley essentials	£1,700.00		firm
TOTALS	£4,502.34	£1,596.73	
Must have			
take over existing bus	£0.00		firm
public liability insurance		£300.00	estimate
contents insurance		£100.00	estimate
Hi-viz	£50.00		Firm
annual fuel		£1,000.00	estimate
budget for maintenance		£1,000.00	estimate
First aid training		£255.00	Firm
Gazeley reversing cam	£600.00		firm
website		£30.00	Firm
TOTALS	£650.00	£2,685.00	
Should have			
4G wi-fi router	£100.00	£240.00	Good
CCTV			
dashcam	£100.00		estimate
shopsafe radio		£200.00	Firm
sat-nav	£80.00		
budget for replacement bus		£2,000.00	estimate
replace caravan fridge	£600.00		firm
LED lighting x15	£75.00		
TOTALS	£955.00	£2,440.00	
Would like to have			
microwave	£100.00		Firm
logo hats			
seat cover	£5.00		firm
Part-time admin/driver		£6,000.00	estimate
chemical toilet	£60.00		good
tent for above			
chemicals budget		£20.00	very vague
TOTALS	£165.00	£6,020.00	
GRAND TOTALS	£6,272.34	£12,741.73	

NOTES

8/2/20

initial check/service of generator and 240V system
quoted essential repairs to 240V system

£6,099.07

approx cost of similar bus
other orgs have similar

10x waistcoats, various sizes, stored on bus

X 10 volunteers
essential for parking

2x web addresses, rest pro bono by BWD

£3,335.00 **£9,434.07**

estimates
£900 for 4-camera unit (needed?)

200/year each

Savings to replace bus at end-of-life
replace stolen
will save 500w on a 2000w system

£3,395.00 **£12,829.07**

Thinsulate x10?
current seat damaged by sun

for small one

toilet chemicals

£6,185.00

£19,014.07



SUFFOLK CONSTABULARY

Item 20b



Welcome to my monthly Partnership Funded PCSO report.

Below are some of the activities I have been involved in alongside actively supporting the Police with tasks regarding crimes reported in Newmarket, this has involved requesting and collecting CCTV and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates.

ACTIVITIES THIS MONTH

- ❖ I have continued to carry out 'Street A Week' surveys regarding ASB in Newmarket, this has become an excellent tool in locating where issues are coming from and also helps to engage with people we may not come necessarily come across.
- ❖ As you may know there was a serious incident on Old Station Road on the 10th August, I did attend and was placed at the edge of the scene, meaning I could reassure local residents who had come out of their homes to show their concern. The residents and members of the public were very patient and understanding which was a great help.
- ❖ Myself and PCSO Darvill have again been carrying out speed checks in Newmarket after residents had raised their concerns. In a 30-minute window we had 20 vehicles speed past us on Fordham Road, all of which will be receiving warning letters in the post.
- ❖ Myself and my colleagues have been carrying out regular patrols of the Severalls building and have now started to see more families and children using the area for its intended purpose. We will continue to monitor the area moving forward and support those who hire the facility.
- ❖ We were asked to attend the VJ Day remembrance service to assist with delivering a safe service. It was a lovely service and we had no issues whilst there.
- ❖ I had a stand on the market recently offering crime prevention advice to members of the public, it was great to see so many people willing to engage, now that lockdown restrictions have eased I am able to do this on a more regular basis. I plan to alternate weekly between the market and inside the Guineas Shopping Centre.
- ❖ You may have heard that we have had a couple of males begging recently on Newmarket High Street, both males have been issued Community Protection Notice warning letters outlining the consequences should this behaviour continue. We will continue to monitor this.

POLICE ADVICE AND GUIDANCE

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



THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP
Telephone: 01638 667227

Revised Meeting Dates for 2020

June

Monday 1 st	Town Council	6:00pm
Monday 8 th	Development & Planning Human Resources	6:00pm 7.00pm
Monday 15 th	Town Council	6:00pm
Monday 22 nd	Development & Planning Finance & Policy	6:00pm 7.00pm
Monday 29 th	Town Council	6.00pm

July

Monday 6 th	Development & Planning Community & Leisure Services	6:00pm 7.00pm
Monday 13 th	Neighbourhood Plan Human Resources	6:00pm 7.00pm
Monday 20 th	Development & Planning Finance & Policy	6:00pm 7.00pm
Monday 27 th	Town Council	6:00pm

August

Monday 3 rd	Development & Planning	6:00pm
	Community & Leisure Services	7.00pm
Monday 10 th	Neighbourhood Plan	6:00pm
	Human Resources	7.00pm
Monday 17 th	Development & Planning	6:00pm
	Finance & Policy	7.00pm
Monday 24 th	Town Council	6:00pm

September

Monday 7 th	Development & Planning	6:00pm
	Community & Leisure Services	7.00pm
Monday 14 th	Neighbourhood Plan	6:00pm
	Human Resources	7.00pm
Monday 21 st	Development & Planning	6:00pm
	Finance & Policy	7.00pm
Monday 28 th	Town Council	6:00pm

October

Monday 5 th	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 12 th	Neighbourhood Plan	6pm
	Human Resources	7pm
Monday 19 th	Development and Planning	6pm
	Finance and Policy	7pm
Monday 26 th	Town Council	6pm

November

Monday 2 nd	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 9 th	Neighbourhood Plan	6pm
	Human Resources	7pm
Monday 16 th	Development and Planning	6pm
	Finance and Policy	7pm
Monday 23 rd	Town Council	6pm

December

Monday 7 th	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 14 th	Neighbourhood Plan	6pm
	Finance and Policy	7pm
Monday 21 st	Town Council	6pm

January 2021

Monday 6 th	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 13 th	Neighbourhood Plan	6pm
	Human Resources	7pm
Monday 20 th	Development and Planning	6pm
	Finance and Policy	7pm
Monday 27 th	Town Council	6pm
