



# 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 15<sup>th</sup> June 2020 at 6pm on Zoom

### **A G E N D A**

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

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

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

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

1. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
2. **Apologies** for absence.
3. **Interests** - Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> June 2020 and any matters arising.
5. **Presentation** – to receive a presentation from the Unex Group regarding proposals for developing Fitzroy Park and Queensbury Lodge sites (supporting documentation herewith).
6. **Public participation** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes).
7. **Committee Meetings**
  - a. To receive the minutes and consider any recommendations from the Development & Planning meeting held on 8<sup>th</sup> June 2020.
  - b. To receive the minutes and consider any recommendations from the Human Resources meeting held on 8<sup>th</sup> June 2020.
8. **Coronavirus Response** – to receive and note the minutes of the Steering Group meeting held on 2<sup>nd</sup> June 2020 (herewith).
9. **Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date (herewith)
10. **Finance** To note the income and expenditure for all committees for May 2020 (herewith).

Distribute to the following for information:

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

- 11. Working Groups** – to consider the purpose, function and future of working groups given the response from SALC regarding terms of reference (herewith).
- 12. Speed Indicator Device** – to receive a report regarding the Speed Indicator Devices, the locations & timetable (to follow).
- 13. Reopening Plan** – to note the draft plan for reopening Council facilities including risk assessments (herewith).
- 14. Memorial Gardens**
  - a. Kiosk** – to receive an update regarding the operation of the Kiosk (to be tabled);
  - b. Aerial Runway** – to consider a quote for the upgrade to the launch pad (herewith).
- 15. Skate Park** – to consider a request for funding to assist with a phase two funding shortfall (herewith)
- 16. WSC Service Level Agreement** – to receive an update on the planters in the High Street.
- 17. The Guineas** – to discuss issues with social distancing measures.
- 18. Car Parking** – to receive an update on the reintroduction of car parking charges.
- 19. Suffolk Children's Centres** - to discuss the proposed closures in July of the county's Children's Centres.
- 20. Ward Reports** – to receive.
- 21. Meeting Schedule** – to consider a draft meeting schedule for July (herewith).
- 22. Correspondence** –
  - a.** Suffolk County Council Parish Newsletter – May 2020 (herewith);
  - b.** PCSO Report – June 2020 (herewith).
- 23. Exclusion of Public and Press** To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting owing to the confidential matters to be discussed.
- 24. Date of the next Meeting – 29<sup>th</sup> June 2020.**

Signed



Deborah Sarson, Acting Town Council Manager

9<sup>th</sup> June 2020

Distribute to the following for information:

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



# Newmarket

## TOWN COUNCIL

### **Minutes of the Meeting of the Newmarket Town Council** **held on Monday 1<sup>st</sup> June 2020 at 6.00 pm via Zoom**

#### **Attendance:**

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

Councillor A Drummond  
Councillor Y Fitzgerald  
Councillor R Hood  
Councillor P Hulbert  
Councillor C O'Neill  
Councillor K Yarrow

Also Present: Deborah Sarson Acting TCM, Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Starkey – ECDC, Cllr Nobbs – WS, 1 Member of the Press and 2 Members of the Public.

| Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action by |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p><b>20/06/1</b>    <b><u>WELCOME</u></b></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| <p><b>20/06/2</b>    <b><u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) &amp; (2)</u></b></p> <p>Apologies were received from Cllrs Kerby, Hirst and Lay. Cllr Bowen was absent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| <p><b>20/06/3</b>    <b><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></b></p> <p>None noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| <p><b>20/06/4</b>    <b><u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 4<sup>TH</sup> MAY 2020</u></b></p> <p>The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 18<sup>th</sup> May 2020 and the following amendment was made:</p> <p>Page 2 - 20/05/6.01 Resolved – Matters Arising – “agreed” was changed to read “suggested”</p> <p>Page 4 – 20/05/13.01 Resolved - Newmarket Festival Grant Sub Committee was removed from the list of other bodies for 2020/21.</p> <p>Subject to the amendment being made, the following was agreed:</p> <p><b><u>20/06/4.01 Resolved</u></b></p> |           |

**That the minutes of the Town Council meeting held on Monday 18<sup>th</sup> May 2020 be adopted and signed as a correct record by the Town Mayor.**

Matters arising:

Page 3 – 20/05/9 – It was confirmed that clarification had been sought from SALC regarding the Terms of Reference for Working Groups, a response was awaited.

**20/06/5     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**

Margo Walsh and Amy Starkey gave an outline of the plans to open racing again and the strict security arrangements that had been set by British Horseracing. There are strict entry requirements for access to the racecourse and only designated people will be permitted to attend. The first meeting will be held on Thursday 4<sup>th</sup> June and the Rowley Mile from Hamilton Road to the Devils Dyke will be closed to the Public to meet the strict social distancing rules. However, Devils Dyke would remain open and people could still use other parts of the Jockey Club Estates on race days. They were hoping that the community would give their support and stay away from the Rowley Mile course for the meetings.

Members were delighted to hear that racing would return to the Town and the hard work of everyone involved was noted and appreciated.

Amy thanked Members and the Acting TCM for their support during the pandemic and was looking forward to working with NTC more closely in the future.

The Mayor thanked Margo and Amy for the briefing adding that NTC always welcomed being involved in all aspects of the Town.

**20/06/6     TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 26<sup>TH</sup> MAY 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 26<sup>th</sup> May 2020. There were no recommendations.

**20/06/7     TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 19<sup>TH</sup> & 26<sup>TH</sup> MAY 2020**

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 19<sup>th</sup> & 26<sup>th</sup> May 2020.

**20/06/7.01 Resolved**

**That the minutes of the Coronavirus Response Steering Group held on 19<sup>th</sup> & 26<sup>th</sup> May 2020 be received and noted.**

The Mayor thanked call handlers, volunteer network and all the organisations supporting the Community. Thanks were also given to Douglas Hall for the new call handling system which had made it easier and more efficient.

**20/06/8 CORONAVIRUS FINANCIAL UPDATE**

The Coronavirus Financial update was noted.

**20/06/9 FINANCE**

The Asset Register for March 2020 was reviewed and the following was agreed:

**20/06/9.01 Resolved**

**That the Asset Register for March 2020 be received and approved.**

The Risk Management Scheme was reviewed and it was noted that the dates and Neighbourhood Plan section needed to be updated. The following was agreed:

**20/06/9.02 Resolved**

**That the Risk Management Scheme be adopted and referred to the F&P Committee for further review.**

The level of Earmarked Reserves was reviewed and the following was agreed:

**20/06/9.03 Resolved**

**That the level of Earmarked Reserves be approved and referred to the F&P Committee for further review.**

A proposal was made to move item 10 Lawful Procedure, to the confidential part of the meeting and the following was agreed:

**20/06/9.04 Resolved**

**That item 10 Lawful Procedure be moved to the confidential part of the meeting.**

**20/06/10 TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING**

Acting TCM advised that the Statement of Case was submitted by the deadline of 26<sup>th</sup> May 2020. Thanks were given to the Barrister, Rachel Wood and the Acting TCM for their tremendous commitment and efforts to get the Statement of Case submitted within the deadline. Although the Planning inspector had not deferred the deadline for the Statement of Case, it was possible that the inquiry date may be rescheduled and a decision was awaited for the date and venue. SCC had agreed to fund the

venue for the Inquiry.

The Town Clerk thanked the Acting TCM for the work she had put in to the Statement of Case and she would pick up the work for the Inquiry when fully in post.

**20/06/11 NEWMARKET NEIGHBOURHOOD PLAN**

It was noted that considering WSC's view that the relevant policy of the Neighbourhood Plan did not create 'a material conflict' for the application in relation to the unattractive industrial area for the planned location of the McDonalds restaurant, it was urgent that the views of NTC in relation to the Neighbourhood Plan were made clear.

Merging the Community and Leisure Services Committees would be considered under the review of the Committee structure; however, a separate Neighbourhood Plan Committee was now required. The following was agreed:

**20/09/11.01 Resolved**

**That the Neighbourhood Plan policies and Community Actions be sent to all Members. That a Neighbourhood Plan Committee be set up to be included in the meeting cycle with the date of the first meeting to be Monday 29<sup>th</sup> June 2020.**

*Cllr Anderson lost connection and left the meeting*

**20/06/12 SPEED INDICATOR DEVICE**

RFO advised that she had investigated the New Cheveley Road location and found it was still waiting for a post to be installed by SCC. The same applies for Elizabeth Avenue. The second SID has been ordered and is on a delivery schedule of 6 weeks. There was confusion about whether there were now three SIDs and all the locations for them. RFO would investigate all the locations, review what applications had been submitted and their progress and report back.

**20/06/13 MEMORIAL GARDENS**

Members considered the revised quotations for the sensory wall canopy options and the following was agreed:

**20/06/13.01 Resolved**

**That the quote of £17,638.10 from Setter Limited for the Memorial Garden Sensory Wall Canopy be accepted.**

RFO advised that the existing traders of the Snack Shack had indicated that they wanted to carry on, however the arrears for last year had not been paid and there had been no response to requests for payment. Environmental Health had been due to carry out an inspection, however this had been cancelled due to lockdown. The following was agreed:

**20/06/13.02 Resolved**

**That Environmental Health be invited to carry out an inspection and**

**provide advice and guidance for the future running of the Snack Shack.**

The Mayor reported that he had inspected the repair work for the splash pad and proposed that the retention period for the warranty should be paid. The following was agreed:

**20/06/13.03 Resolved**

**That the balance for the warranty period for the Splash Pad be paid in full.**

**20/06/14 WSC SERVICE LEVEL AGREEMENT**

A concern regarding the state of the grass bank at the Queen's Statue was raised. Acting TCM advised that NTC would water it and that WSC would arrange for the grass to be cut tomorrow.

The planters in the High Street were due to be planted up next week with the summer bedding scheme. The Acting TCM advised that flowerbeds near to the bus station were ready to be planted with either bedding plants or shrubs. The options for planting were considered and the following was agreed:

**20/06/14.01 Resolved**

**That the flowerbeds at the bus station be planted with bedding plants for this year and that shrubs be considered for the following year.**

It was reported that the grass had not been cut in several areas however it was noted that there were different schedules for grass cutting carried out by WS and SCC. Details of areas should be sent to the Acting TCM.

**20/06/15 SEVERALS CRICKET PITCH**

Members were advised the Cricket Club were keen to play as soon as possible using a soft ball to avoid injury and were looking to start league matches next year.

**20/06/16 COMMITTEE MEMBERSHIP**

The request from Cllr Yarrow to join the Human Resources Committee was considered and the following was agreed:

**20/06/16.01 Resolved**

**That the request from Cllr Yarrow to join the Human Resources Committee be accepted.**

**20/06/17 TO CONSIDER CORRESPONDENCE**

None noted.

**20/06/18 EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**20/06/18.01 Resolved**

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

*Members of the Press and Public left the meeting*

**20/06/19    \*\*\*WSC PROPOSALS FOR EASING LOCKDOWN RESTRICTIONS\*\*\***

The Power Point presentation from WS regarding opening up the town centre and maintaining social distancing measures was noted. Any comments to be sent to the Acting TCM by lunchtime on Wednesday 3<sup>rd</sup> June 2020.

**20/06/20    \*\*\*LAWFUL PROCEDURE\*\*\***

Members were advised that the procedure for appointing the Town Clerk had been carried out as set out in the Employee Handbook. After further debate the following was agreed:

**20/06/20.01 Resolved**

**To refer the matter to the HR Committee.**

**20/06/21    DATE OF NEXT MEETING**

Monday 15<sup>th</sup> June 2020 at 6:00pm.

Meeting closed at 19:46pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Schedule of Accommodation:**

| Houses                                                          | Flats                                                                                          |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Type 1 (two story) = 13no<br>125sqm<br>4 Bed - 5 Person         | Ground Floor = 8no 1 Bed (225m <sup>2</sup> )<br>4no 2 Bed (230m <sup>2</sup> )                |
| Type 2 (two and half story) = 8no<br>107sqm<br>3 Bed - 4 Person | 1-3th Floors = 12no 1 Bed (485m <sup>2</sup> )<br>18no 2 Bed (1,058m <sup>2</sup> )            |
| Type 3 (three story) = 36no<br>107sqm<br>3 Bed - 4 Person       | Stairs and Lifts = 335m <sup>2</sup>                                                           |
| Type 4 (three story) = 12no<br>107sqm<br>3 Bed - 4 Person       | Corridors = 308m <sup>2</sup>                                                                  |
|                                                                 | Total Flats = 18no 1 Bed Flats (634m <sup>2</sup> )<br>22no 2 Bed Flats (1,293m <sup>2</sup> ) |

Total Number of House Units = 73  
Total Number of Flat Units = 40  
Total Number of Proposed Dwellings = 112  
Proposed Dwellings on Shell Site = 11

**Open Space Calculations**  
Area of Open Space = 11,882sqm

**Note**  
The proposed 4 bedroom houses will be offered with the option of 4 bedrooms or 3 bedrooms plus an office/study

0 10 20 30 40 50m  
Scale 1:500

**Blank**

## **Presentation to Newmarket Town Council**

**15<sup>th</sup> June 2020**

**Fitzroy Park and Queensbury Lodge, High Street,  
Newmarket**

**Site Allocation Ref: SA6(b)**

**Development Brief Pre-App**

## **1 INTRODUCTION**

1.1. This is an extract from a 73 page detailed development brief for the development of a site in Newmarket which has been submitted to West Suffolk District Council for formal pre-app advice. The site, which is identified as Site SA6 (b) in the Council's Site Allocations Local Plan comprises the former swimming pool site, the former White Lion public house and the Queensbury Lodge buildings ( all of which front onto the High Street ) together with the former Fitzroy Paddocks which are bounded by Rowley Drive and Black Bear Lane.

1.2. In addition, the overall site area includes a small parcel of land which sits behind the Shell petrol station. This parcel of land is brownfield land whose current permitted use is for car sales and it is not allocated in the Council's Site Allocations Local Plan. This parcel of land forms part of a land swap to enable Shell to redevelop their service station to provide a more modern facility with improved access / egress and a new convenience store. The new petrol station facility will be subject to a separate planning application by Shell and is not covered by this development brief.

1.3 The overall site is in different ownerships as follows;

The former swimming pool site and the former White Lion public house are owned by Unex ( No.3 ) Limited.

The former Shell parcel of land is currently owned by Shell but is being acquired by Unex (No.3 ) Limited with completion of the transfer imminent.

The former Fitzroy Paddocks is owned by TAP Investments Limited.

The Queensbury Lodge site and buildings are owned by Oftenfact Limited.

## **KEY DESIGN ISSUES**

### **2. The mix of uses to be provided on the site will be as follows;**

- i) residential including both market and affordable homes,
- ii) the former White Lion being converted and restored for commercial use,
- iii) a racehorse training starter yard in the Queensbury Lodge part of the site,
- iv) a dedicated horsewalk from Queensbury Lodge through to The Rows horsewalk,
- v) public open space and landscaping.

### **3. The mix of housing and affordable housing provision for the site and the density of housing across the site**

3.1 The proposed residential development will include a mix of houses and flats.

3.2 In accordance with the Core Strategy Policy CS9, 30% of the dwellings shall be provided as affordable homes.

3.3 The proposed development shall include a block of 40 flats of which 18 will be one bedroom flats and 22 will be two bedroom flats.

3.4 The proposed development will include 83 houses of which 11 shall be situated on the former Shell parcel of land.

3.5 The total number of dwellings shall consequently be 123.

3.6 The split between private market dwellings and affordable dwellings shall be 86 private market dwellings and 37 affordable dwellings.

3.7 The houses shall be provided predominantly in a range of terraced and semi-detached houses.

3.8 The mix of house sizes shall include a range of three, four and five bedroom houses in a range of styles.

3.9 The final mix of house sizes shall be submitted as part of a full planning application.

3.10 The density will vary across the site. There are effectively four zones as indicated on the density parameter plan. The overall density will be circa 36 dwellings per hectare.

#### **4. Open space / recreation provision**

4.1 The proposed development will include a new central landscaped public square.

4.2 The existing avenue of mature trees will be developed into a communal woodland garden. The existing trees will be thinned as required to allow space for the canopies of the trees to develop.

4.3 The proposed development will include a locally equipped area of play and two informal areas of play.

4.4 Approximately 11,500sqm of open space will be provided on site. In addition the site is directly opposite the large community-access playing fields.

4.5 Every house will have a front and a back garden. The block of flats will be surrounded by communal green space.

#### **5. landscaping and structural planting**

5.1 The site is already enclosed on the north, east and northwest boundaries by existing high, mixed-species hedgerows interspersed with mature trees. These hedgerows will be reinforced, and any gaps filled, by new native species hedging. In addition, additional light standard native and light standard formal trees will be planted along these hedgerows to increase the variety and interest and to add to the screening which is already provided.

5.2 New light standard native and light standard formal trees will be planted along the southern part of the western boundary, and around the former Shell parcel of land, together with native species hedging, to complete the “green edge” to the western boundary and to provide screening between the new development and the existing houses on Falmouth Avenue.

5.3 Part of the existing boundary with Fitzroy Stables is already screened by tall, mature trees with the remaining part having a tall hedgerow behind a close boarded fence. New light standard native and light standard formal trees will be planted along this boundary to increase the screening between the new development and Fitzroy Stables.

5.4 On the southern boundary, where the existing houses on the High Street back onto the site, a green landscaped area will be provided together with large standard native trees to provide visual screening and green separation between the existing houses on the High Street and the new development.

5.5 New large standard native trees will be planted in the green-landscaped new public square.

## **6. wildlife**

6.1 The main landscape features which support wildlife are the existing mature hedgerows and trees. There are no water bodies on, or close to, the site so no amphibians will be present and previous ecology surveys have shown an absence of reptiles.

6.2 The existing mature trees and hedgerows may provide opportunities for bats to forage and/or roost. To support this, all street lighting within the development will be selected to provide downward illumination, with the luminaires orientated to avoid light-spill into the trees, and with an automatic light-dimming during night time hours.

6.3 In addition, integrated brick bat boxes, swift bricks or swallow cups will be provided within 15% of the new houses. Four woodcrete bat boxes will also be erected in the existing mature trees; two of which will be in the central avenue, one on the western boundary and one on the eastern boundary.

6.4 Two owl nest boxes will also be erected in the existing mature trees in the central avenue.

6.5 The existing hedgerows and the rough grass beneath them will provide green corridors for birds and small mammals and, as noted above, these hedgerows are to be maintained and enhanced. In addition, wildlife pipes will be provided beneath the new on-site roads to provide connectivity between the main green landscaped areas.

## **7. Footpaths and cycling**

7.1 As the main entrance to the proposed development is on the High Street, its footpath connections to the existing High Street pavements give walking access to all of the town centre's shops, services, workplaces and community facilities.

7.2 Additional footpath connections link to the existing pavements on Falmouth Avenue and two new pedestrian crossings will be provided on Black Bear Lane to link new pedestrian access points to the existing pavement on the east side of Black Bear Lane. Adjacent to where the Black Bear Lane pavement turns the corner onto Rowley Drive there is an existing pedestrian crossing which gives access to the large community-access playing fields on the opposite side of Rowley Drive.

7.3 A new footpath will also provide a direct access to the new Shell convenience store.

7.4 The site is very well connected for linking to the national cycle network with national cycle route 51 running through the town. Cyclists can access national cycle route 51 to head into the countryside travelling north or west via Newmarket's Yellow Brick Road which begins on Exeter Road which is less than 5 minutes from the site by bicycle.

## **8. Vehicular movement, parking and public transport**

4.7.1 The main vehicular access will be from a new access onto the High Street adjacent to the former White Lion. There will be a secondary vehicular access, utilising the existing vehicular access, from The Rows.

4.7.2 Every home will have off-street parking and there will be a dedicated parking court for the block of flats and separate parking provision for the commercial use within the former White Lion.

4.7.3 No vehicular access will be permitted from Falmouth Avenue. The existing entrance there will be landscaped with only pedestrian and cycle paths created.

4.7.4 The site is well served by public transport with bus stops on Rowley Drive and immediately adjacent to the main site access on the High Street.

4.7.5 The main bus and rail stations are both easily accessible by foot and are both approximately a 10 minute walk away.

## **9. Materials and design features**

9.1 In order to achieve local distinctiveness, and to reflect the local vernacular, the houses should be arranged primarily in terraces, with some semi-detached or detached properties, to reflect the character of the surrounding streets. The flats, which will be positioned closest to the Churchill Court flats, will be in a linear block fronting onto Rowley Drive.

9.2 The houses will be predominantly 2 and 3 storeys, together with some 1 ½ and 2 ½ storey properties, again to reflect the immediately surrounding area. The flats will be 4 storeys in order that they are not as tall as the 5 storey Churchill Court flats.

9.3 To reflect the materials used in the surrounding residential areas the properties should be built from red or gault white bricks with some rendered houses to add variety, as per the local vernacular, with a mix of clay tiles and slates on the roofs.

9.4 A variety of traditional, vernacular details should be incorporated including brick soldier courses ( including red brick soldier courses on some gault white brick houses ), reconstituted stone cills and lintels on some houses and bay windows on some houses.

## **10. Sustainable design and construction**

10.1 Each home will have an air source heat pump to provide its heating. There will be no gas or oil boilers.

10.2 Photovoltaic panels will be included on south facing roofs.

10.3 The electricity connections to the site arranged by the developer are to be from a “green” electricity supplier. There will be no gas to the site at all.

10.4 Rainwater and grey water will be harvested, filtered and re-used.

10.5 The buildings are to have high insulation standards and low air-leakage standards.

10.6 Deciduous trees will be planted in the front and rear gardens of every dwelling to provide summer shade and prevent south facing rooms from over-heating. Rooms will still benefit from low winter sun when the trees are not in leaf.

10.7 Every home will have an electric vehicle charging point.

## **11. Sustainable living**

11.1 Every home will have secure bicycle storage to encourage residents to cycle.

11.2 The former White Lion will be converted in part to “shared workspace” offices which will provide an opportunity for residents to work in an office which is minutes away from their home on foot.

11.3 Ultra-fast broadband will be provided to all homes which will provide the opportunity for home working and avoid the need to commute.

11.4 The four bedroom houses will offer the option of four bedrooms or three bedrooms with an office / study for home working.

11.5 A direct footpath link will be provided from the site to the new Shell convenience store which will allow residents to shop for convenience items minutes away from their home on foot.

11.6 Sustainable travel welcome packs will be provided to the first new resident of every dwelling outlining the walking and cycle routes and times to all local facilities and providing details of all nearby bus stops and routes and including a current railway timetable.

## **12. Queensbury Lodge**

12.1 The Queensbury Lodge part of the site will be renovated and the listed buildings restored and refurbished to form the new Queensbury Lodge racehorse training starter yard.

12.2 The main Queensbury Lodge will be refurbished and fitted-out as the trainer’s house and office. The Cottage will be refurbished as a lads’ house.

12.3 With the exception of the end stable, which will be demolished to allow the horsewalk link through to the land at the back, the existing stables will be refurbished and retained as stables.

12.4 A new dedicated horsewalk will be provided from the northwest corner of Queensbury Lodge, through where the end stable will be removed, and this horsewalk will follow the boundary of Fitzroy Stables to Black Bear Lane where it will run inside the existing hedgerow to meet the existing new Queensbury horsewalk network on The Rows. This horsewalk will provide dedicated access for the horses from the Lodge starter yard and also for Fitzroy Stables to access The Rows horsewalk.

12.5 With the exception of an unsuccessful attempt lasting approximately one year, the buildings and stables were last used for racehorse training in 1955 ( over 60 years ago ). It is their current derelict condition which impacts negatively on their appearance and setting.

12.6 The restoration of these buildings, as part of the overall development proposals, to return them to their original use as the Queensbury Lodge racehorse training starter yard will significantly enhance their appearance and setting and will protect them for years to come.

12.7 Because of the derelict state of the buildings, the necessary restoration works will be extensive. These works will be subject to a Listed Building Application but the scope of the works will involve the following;

- i. Necessary structural repairs including injected damp courses.
- ii. Replacement of the roof timbers and providing new roofing membranes and insulation. The existing tiles and slates will be re-used with additional new matching tiles and slates where necessary. New guttering and downpipes.
- iii. Brickwork repairs and then fully rendering the buildings with a lime render.
- iv. Replacement of the doors and windows.
- v. New floors ( other than the concrete or brick floors in the stables ).
- vi. New insulated plasterboard wall linings and plasterboard ceilings in the Lodge and Cottage. The walls of the stables will be lined throughout with plywood.
- vii. New electrics and plumbing.
- viii. New kitchens in the Lodge and Cottage.
- ix. New toilets and bathrooms in the Lodge and Cottage.

12.8 The impact of the restoration works on the Queensbury Lodge listed buildings and their setting will be positive with their character and appearance restored and with them being brought back to life as a racehorse training starter yard.

### **13. Legal agreement**

13.1 In order to deliver a comprehensive development, each of the landowners will be a party to the Section 106 Agreement.

13.2 The Section 106 Agreement will include a restriction / trigger confirming that none of the market houses may be occupied until the restoration of the Queensbury Lodge listed buildings to form the new Queensbury Lodge racehorse training starter yard has been completed.

## **14. Openness and historic character**

14.1 The former paddocks do not have an “openness” in the sense that they are not accessible by the public. Because of the existing mature trees and high hedges along the site boundaries which enclose the land, the majority of the site is not even visible to passers-by and consequently the land provides no public benefit.

14.2 The Council’s Conservation Area Appraisal document confirms that there are no “important views” or even “glimpses” into the site

14.3 The former paddocks have not been used for over 32 years.

14.4 Development on the former paddocks is now accepted by the allocation of the site for mixed uses in the Site Allocations Local Plan.

14.5 The historical character is the link to the paddocks former use associated with the horse racing industry. This association will continue because the proposed development includes the new dedicated horsewalk which will allow riders and their horses from the restored Queensbury Lodge starter yard and from Fitzroy Stables to access the existing horsewalk network on The Rows.

14.6 The proposed development will lead to a greater sense of openness than currently exists. At present, the former paddocks are not visible from the High Street because they sit behind where the former swimming pool was demolished and where there is currently a large timber fence / hoarding. The new vehicular access at this point will immediately open up the land to views from the High Street. Similarly, at the end of Falmouth Avenue, there are currently high timber close-boarded gates which prevent any views into the site. As part of the development these gates will be removed ( with access for pedestrians and cyclists but no vehicular access ) and this will also give open views into the site. Similar views will be opened-up where new pedestrian accesses are created onto Black Bear Lane.

14.7 In addition to the views into the site creating a new sense of openness, for the first time the public will be able to access the site via the new roads and footpaths and will be able to appreciate the new landscaped public square and the communal woodland garden. The public will also be able to appreciate the historic character by being able to see the riders and their horses using the new dedicated horsewalk.

## **15. Public open space provision**

15.1 The first step in calculating the amount of on-site and off-site public open space required is to calculate the assumed number of people who will live on the development in accordance with Table 7 of the Open Space, Sport and Recreation SPD, as follows;

18 one bedroom flats equates to 36 people

22 two bedroom flats equates to 66 people

31 three bedroom houses equates to 124 people

52 four bedroom houses equates to 260 people

The assumed total number of residents is therefore 486 people.

15.2 In order to calculate the maximum number of children and young people within the overall total, an assumption is made that the first two people per dwelling are adults. Thereafter each additional person per dwelling is assumed to be a child or young person.

18 one bedroom flats equates to 0 children or young people

22 two bedroom flats equates to 22 children or young people

31 three bedroom houses equates to 62 children or young people

52 four bedroom houses equates to 156 children or young people.

The assumed total number of children or young people is therefore 240.

15.3. Three types of open space are normally sought on site for a development of this size.

i. Children and young people's space. The space requirement is 3 sqm per child / young person.  $240 \times 3$  sqm gives a total space requirement of 720 sqm.

ii. Informal open space. The space requirement is 5 sqm per person.  $486 \times 5$  sqm gives a total space requirement of 2430 sqm.

iii. Natural green space. The space requirement is 10 sqm per person.  $486 \times 10$  sqm gives a total space requirement of 4860 sqm.

15.4 The total amount of open space normally required on site is therefore  $720 + 2430 + 4860$  which equates to 8010 sqm. The actual provision of open space on site is in excess of this at approximately 11500 sqm.

15.5 In terms of access to off-site facilities, the site is approximately 250 metres from the Memorial Gardens and all of the dwellings would be within the 480 metres distance standard for Parks, Gardens and Recreation Grounds. The site is also approximately 30 metres from the Newmarket Academy sports and recreation grounds and all of the dwellings would be within the 480 metres distance standard for Outdoor Sports Space ( and the 480 metres distance standard for Parks, Gardens and Recreation Grounds ).

15.6 The nearest / only allotments in Newmarket are the allotments at New Cheveley Road.

## **16. Design and layout rationale**

16.1 As noted in the section above on the Policy Framework, the Government has made it clear in the NPPF that the supply of additional housing is a main priority and that housing numbers should be maximised where possible.

16.2 Paragraph 38 of the NPPF states that Councils should "work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area" whilst paragraph 59 of the NPPF reiterates the Government's "objective of significantly boosting the supply of homes".

16.3 The Government has made it clear that land should be used effectively and efficiently and not wasted. Paragraph 117 of the NPPF states that “planning policies and decisions should promote an effective use of land in meeting the need for homes” and this is reiterated in paragraph 122 which states that “planning policies and decisions should support development that makes efficient use of land”.

16.4 Paragraph 123a of the NPPF requires that “plans should contain policies to optimise the use of land in their area and meet as much of the identified need for housing as possible” and that “standards should seek a significant uplift in the average density of residential development”.

16.5 It would clearly NOT be in accordance with Government policy if Site SA6(b) was not fully developed in an efficient and effective way. This alone is justification for the proposed development of 123 dwellings.

16.6 The Council’s Core Strategy includes Spatial Objective H1 “to provide enough decent homes to meet the needs of Forest Heath’s urban and rural communities in the most sustainable locations”. When Aecom carried out their Sustainability Appraisal of the draft Site Allocations Local Plan on behalf of the Council they assessed all of the proposed sites using a green, amber and red scoring system with “green” being good and “red” being poor in terms of sustainability. The Fitzroy Park site scored more “green” sustainability points than any other site in Newmarket. In accordance with the Council’s Core Strategy it is consequently justified to make the best and full use of this sustainable town site for housing and consequently the proposed 123 dwellings are fully justified.

16.7 The site has long been recognised as the most sustainable town centre site available for housing. As early as 2009 Tattersalls commissioned a report from the planning consultants Barton Willmore which was expressly stated to be endorsed by the Jockey Club, the Horsemen’ Group and all of the leading associations and key members of the Newmarket horse racing industry. That report suggested that the Fitzroy Park site could be developed for around 150 dwellings. The proposed development of 123 dwellings is consequently fully justified because it is well within the capacity suggested by the independent planning consultants.

16.8 West Suffolk Council’s Strategic Land Availability Assessment gave an early indicative capacity range for the site of between 71 dwellings and 178 dwellings. These figures did not include the former White Lion site which already had consent for 7 flats nor the Shell land-swap site. The mid-point of this range is 124 dwellings. The proposed development of 123 dwellings is consequently fully justified because it is only at the mid-point of the Council’s own indicative capacity range.

16.9 West Suffolk Council’s own Decision Plan Report No. CAB/WS/19/047 for the period of 1/11/2019 to 31/05/2020 notes that the Council are seeking a range of actions and interventions which the Council can take to increase the rate of housing delivery. When a highly sustainable site is available it is consequently justified to make the best and full use of it to increase the rate of housing delivery.

16.10 The proposed development is fully justified because in addition to providing 86 much-needed market homes it also provides 37 affordable dwellings on a highly sustainable site which is within walking distance of all of the town centre’s shops, services, schools and facilities including the bus and railway stations.

16.11 The proposed development is also justified because of the social, environmental and townscape benefits which it will bring. At present the key western approach gateway into Newmarket is dominated by an out-of-date and tired petrol filling station, the hoarding surrounding where the former swimming pool was demolished, the dilapidated and boarded-up former White Lion and the scaffolding on the pavement in front of the dilapidated and boarded-up Queensbury Lodge buildings. The proposed development will bring significant improvements to the character and appearance of the area. The land swap with Shell will also facilitate, via Shell's separate planning application, the provision of a new modern, efficient and aesthetically pleasing petrol filling station with improved access / egress / road safety and with an integral convenience store which will benefit the local community as well as motorists. The proposed development will completely transform this gateway into Newmarket with significantly improved appearance and public realm to bring a vitality and life back to this end of the High Street.

16.12 A major significant justification for the proposed development is that it not only fully restores the Queensbury Lodge listed buildings but it returns them to their original intended use as the Queensbury Lodge racehorse training starter yard. In addition, for the first time in the history of Queensbury Lodge, the yard will be linked to the town's horsewalk network via a new dedicated off-road horsewalk through the land at the back to directly link with the existing horsewalk on The Rows.

16.13 The proposed development also creates jobs and employment in the commercial uses in the refurbished and converted former White Lion.

16.14 The proposed development is also justified because it not only preserves the character and appearance of the conservation area, it actually enhances it. As indicated in 5.10.11 above the view into the conservation area from the western approach is currently marred by the vacant sites, boarded-up dilapidated buildings, hoardings and scaffolding on the pavement. The proposed works will significantly improve the character and appearance of the conservation area whilst the development on the former paddock land will continue to be screened by the existing mature trees and tall hedgerows along the boundaries of the site.

16.15 The design and layout reflect the local vernacular as the new dwellings are predominantly provided in terraced rows, together with semi-detached houses, as per the typical street typologies within the conservation area immediately adjoining the site. In addition, the block of flats at the north east corner of the site reflects the taller Churchill Court flats on the opposite corner of Black Bear Lane. The dwellings will be built from a range of bricks to match those locally used with other materials and design details reflecting the local vernacular.

16.16 The proposed development of 123 dwellings, conversion of the former White Lion, restoration of the Queensbury Lodge part of the site as a racehorse training starter yard, new dedicated horsewalk, public open space and landscaping is fully justified and in accordance with Government Policy and with the Council's own policies.

**BLANK**



**Minutes of a Meeting of the Development & Planning Committee**  
**Held on Monday 8<sup>th</sup> June 2020 at 6.00pm via Zoom**

**Attendance:**

Councillor S Caesar (Chairman)  
Councillor A Appleby  
Councillor W Hirst  
Councillor R Hood

Councillor P Hulbert  
Councillor M Jefferys  
Councillor C O'Neill

Also Present: Deborah Sarson – ATCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant 1  
Member of the Press and 2 Members of the Public.

| Minute    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action<br>by |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| D/20/06/1 | <p><b><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></b></p> <p>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.</p>                                                                                                                                                                                                                                                                            |              |
| D/20/06/2 | <p><b><u>APOLOGIES</u></b></p> <p>Apologies were received from Cllrs Drummond, Fitzgerald and Kerby.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| D/20/06/3 | <p><b><u>DECLARATION OF MEMBERS INTERESTS &amp; 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></b></p> <p>None noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| D/20/06/4 | <p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 26<sup>TH</sup> MAY 2020 AND MATTERS ARISING</u></b></p> <p>Members received the minutes of the Development &amp; Planning Committee held on 26<sup>th</sup> May 2020 and the following amendment was made:</p> <p>Page 1 – D/20/05/17 – the following sentence was removed “Cllr Hulbert nominated Cllr Hood, however Cllr Hood declined the nomination.”</p> <p>Subject to the amendment being made the following was agreed:</p> <p><b><u>D/20/06/4.01 Resolved</u></b><br/><b><u>That the minutes of the Development &amp; Planning Committee held on 26<sup>th</sup> May 2020 be adopted and signed as a true record by the Chairman of the Development &amp; Planning Committee.</u></b></p> |              |

There were no matters arising.

The Chairman proposed that item 15 be brought forward and the following was agreed:

**D/20/06/4.02 Resolved**

**That item 15 McDonalds planning application DC/20/2210/FUL be brought forward.**

**D/20/06/5 McDONALDS APPLICATION**

**DC/20/2210/FUL** – The decision to approve the application at the West Suffolk Development Control Committee held on 3<sup>rd</sup> June was noted with disappointment. The Committee felt that the Neighbourhood Plan was not being taken seriously by West Suffolk and the following was agreed:

**D/20/06/5.01 Resolved**

**That the West Suffolk decision for the McDonalds planning application be added to the next agenda.**

**D/20/06/6 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**

A resident spoke to item 15 and observed that the Committee could have asked for additional conditions for bus shelters and litter picking rather than just flatly objecting. It appeared that the Committee does not stress what they want when considering applications. The Neighbourhood Plan refers to an action to keep the signs at the entrance of the Town clean. However, the signs and the lampposts were not clean, and hedges were overhanging. He also pointed out that there was a notice on the old skate park advising that it was closed due to building works and the new park was not yet open when it had been advised that the old park would remain open until the new one was completed and that this was ill timed given there were now fewer lockdown restrictions.

The Mayor advised that the Committee were stressing the principle of the Neighbourhood Plan. The cleaning of the signs would be the responsibility of the soon to be formed Neighbourhood Plan Committee along with all of the Community actions.

**D/20/06/7 PLANNING APPLICATIONS**

*Week 21*

**D/20/07/1 DC/20/0769/TPO - TPO 032 (1960) Tree Preservation Order - (i) 1no. Lime (T1 on plan A1 on order) fell (ii) 1no. sycamore (T2 on plan A1 on order) reduction of crown by upto two metres to side growth – 26 Paget Place Newmarket Suffolk.**

**D/20/06/7.01 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.**

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

**D/20/06/7/2** DC/20/0774/HH - Householder Planning Application - Single storey rear extension - 97 Freshfields Newmarket.

**D/20/06/7.02 Resolved**

**The Committee voiced no objections.**

*Week 22*

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

**D/20/06/7/3** DC/20/0794/FUL - Planning Application - Proposed new horsewalker - Shalfleet, Stables 17 Bury Road Newmarket.

**D/20/06/7.03 Resolved**

**The Committee voiced no objections.**

**D/20/06/8 AMENDED AND DEFERRED PLANNING APPLICATIONS**

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.

There had been no response to the request for an extension, however following a site visit the following was agreed:

**D/20/06/8.01 Resolved**

**The Committee voiced no objections.**

**D/20/06/9 EAST CAMBS PLANNING APPLICATIONS**

None noted.

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

**D/20/06/10 SUFFOLK COUNTY COUNCIL APPLICATIONS**

SCC/0038/20F - Demolition of the HORSIA hut type building within the curtilage of the Foley House site. Including internal remodelling and refurbishment of the main Foley House building to accommodate the Citizens Advice Bureau currently working from the building to be demolished - Foley House Wellington Street Newmarket.

**D/20/06/10.01 Resolved**

**The Committee voiced no objections.**

**D/20/06/11 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN**

West Suffolk Planning Determinations received during weeks 21 & 22.

| Applications | Description | Address | WS Decision | NTC Decision |
|--------------|-------------|---------|-------------|--------------|
|--------------|-------------|---------|-------------|--------------|

|                |                                                                                                                           |                                                                       |          |               |
|----------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|---------------|
| DC/19/0742/FUL | Planning Application - Erection of a 6 bedroom Grooms Hostel (following the previous demolition of the existing hostel)   | Chestnut Tree Stables<br>Hamilton Road<br>Newmarket Suffolk           | Approved | No objections |
| DC/20/0118/FUL | Planning Application - Construction of concrete skate park (removal of existing skate equipment) including access road    | George Lambton<br>Playing Fields<br>Fordham Road<br>Newmarket Suffolk | Approved | No objections |
| DC/20/0579/TPO | TPO/1956/012 Tree Preservation Order - 1no. Lime (T1 on plan, A7 on order) - Re pollard to previous pollarding points     | 23 Collings Place<br>Newmarket Suffolk                                | Approved | No objections |
| DC/20/0448/FUL | Planning Application - Change of use from Class A1 (retail) to Class D2 (gymnasium) with ancillary café and retail outlet | Unit 1, 2 Exeter Road<br>Newmarket Suffolk                            | Approved | No objections |

**D/20/06/12 DELEGATION PANEL DECISIONS**

None noted.

**D/20/06/13 TO DISCUSS ANY LICENSING APPLICATIONS**

None noted.

**D/20/06/14 NEIGHBOURHOOD PLAN COMMUNITY ACTIONS AND POLICY**

It was noted that there was a consensus to form a Neighbourhood Plan Committee which would be responsible for applying policies to future applications and developments. However, a standard item would also be added to the D&P Committee agenda to come before the consideration of the weekly lists.

**D/20/06/15 TREE POLICY**

The tree policy in the Neighbourhood plan was discussed along with appointing a tree champion and setting up of a working group to look at creating new woodland areas, increasing the conservation area and identifying trees for TPOs to be applied. Existing groups such as the Woodland Trust, Tree Council and Wild about Newmarket could be involved. Members were asked to think about options to be discussed at the next meeting.

**D/20/06/16 CORRESPONDENCE**

None noted.

**D/20/06/17 DATE OF NEXT MEETING**

Monday 22<sup>nd</sup> June 2020 at 6.00pm via Zoom.

**D/20/06/18 TO NOTE ANY ITEMS FOR NEXT MEETING**

- DC/20/2210/FUL – McDonalds planning decision
- Neighbourhood Plan Community Actions
- Tree policy.

Meeting closed at 19:00 pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Newmarket

## TOWN COUNCIL

### Minutes of a Meeting of the Human Resources Committee Held on Monday 8<sup>th</sup> June 2020 at 7:00pm via Zoom

#### Attendance:

Councillor R Hood (Chairman)  
Councillor O Bowen  
Councillor S Ceasar  
Councillor A Drummond

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

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

| Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action by |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p><i>As the outgoing Chairman, Cllr Hood took the chair for this item</i></p> <p><b>H/20/06/1 <u>TO ELECT A CHAIRMAN</u></b></p> <p>Cllr Jefferys nominated Cllr O'Neill, Cllr Hulbert nominated Cllrs Hood and Caesar who both declined. A named vote was requested and the vote was taken as follows:</p> <p>Votes for – Cllrs Bowen, Caesar, Jefferys, O'Neill and Yarrow<br/>Votes against – Cllrs Drummond, Hood and Hulbert.</p> <p>There were no abstentions and the following was agreed:</p> <p><b><u>H/20/06/1.01 Resolved</u></b><br/><b>That Cllr O'Neill be elected as the Chairman of the HR Committee for 2020/21.</b></p> |           |
| <p><i>Cllr O'Neill took the chair</i></p> <p><b>H/20/06/2 <u>TO ELECT A VICE CHAIRMAN</u></b></p> <p>Cllr O'Neill nominated Cllr Caesar. There were no other nominations. A named vote was requested and the vote was taken as follows:</p> <p>Votes for – Cllrs Bowen, Caesar, Drummond, Hood, Hulbert Jefferys, O'Neill and Yarrow.</p> <p>There were no votes against, or abstentions and the following was agreed:</p> <p><b><u>H/20/06/2.01 Resolved</u></b><br/><b>That Cllr Caesar be elected as the Vice Chairman of the HR Committee for 2020/21.</b></p>                                                                         |           |
| <p><b>H/20/06/3 <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></b></p>                                                                                                                                                                                                                                                                                                                                                                                                      |           |

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/20/06/4 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Kerby.

**H/20/06/5 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**

None noted.

**H/20/06/6 TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10<sup>TH</sup> FEBRUARY 2020 AND ANY MATTERS ARISING**

Members received the minutes of the Human Resources Committee Meeting held on Monday 10<sup>th</sup> February 2020 and the following was agreed:

**H/20/06/6.01 Resolved**

**That the minutes of the Human Resources Committee meeting held on Monday 10<sup>th</sup> February 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/20/06/7 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**H/20/06/8 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts for May 2020 were received and noted.

*RFO left the meeting.*

**H/20/06/9 HELPLINE COVER**

Acting TCM gave an outline of the plan to gradually increase the NTC staff cover on the helpline. There had been 74 calls received last week and volunteers were still required to cover the busy shifts. The volume of calls would continue to be monitored and NTC staff would progress to providing full cover during the week as volunteers and councillors return to work.

**H/20/06/10 EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**H/20/06/10.01 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 left the meeting.*

**H/20/06/11 \*\*\*STAFF UPDATE\*\*\***

Acting TCM gave an update on the report that had been sent to Members.

*Town Clerk joined the meeting*

Town Clerk confirmed that she had yet to submit her notice but that her employer had been informed and that a month's notice was required.

Acting TCM advised that HMRC had confirmed that she was self-employed and responsible for her Tax and National Insurance. The Acting TCM costs to date were noted and included the costs relating to the Covid-19 response. The staff activities were also noted.

The Events Manager had made a number of suggestions for events that could be organised for 2020/21 and also proposed holding a Civic event for volunteers.

Staff appraisals had not taken place due to lockdown and the following was agreed:

**H/20/06/11.01 Recommendation**

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

Acting TCM advised that the three-month probation period for the Caretaker had expired last month but she had not been able to work due to lockdown. The following was agreed:

**H/20/06/11.02 Recommendation**

**That the probation period of the Caretaker be extended for three months until 11<sup>th</sup> August 2020.**

The probation period for the Administrator, who had worked throughout the lockdown period, had been completed satisfactorily and the following was agreed:

**H/20/06/11.01 Recommendation**

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

The staff annual leave and sick leave report was noted.

**H/20/06/12     \*\*\*RECOVERY PLAN\*\*\***

The draft recovery plan was discussed and the risk assessment for opening the Memorial Hall on 15<sup>th</sup> June 2020 for staff to return to work was noted. The risk assessment would be ongoing and be updated to reflect Government guidance. The practicalities for social distancing measures for the public would also be looked at along with minor adaptations for staff/public movements. The following was agreed:

**H/20/06/12.01 Recommendation**

**That the Events Manager returns to the Memorial Hall on 15<sup>th</sup> June 2020 to prepare for the return of all staff and the public.**

The Events Manager would provide reports to full Council on staff returning to the Memorial Hall. Government guidance for taking bookings and the opening of the Memorial Hall Gardens and public toilets was awaited.

The Chairman proposed that item 13 be deferred to the end of the agenda and the following was agreed:

**H/20/06/12.02 Resolved**

**That item 13 Contract Matters be deferred to the end of the agenda.**

**H/20/06/13     \*\*\*VACANCY UPDATE\*\*\***

Acting TCM advised that interviews had been held for the Marketing Administrator post prior to lockdown but it would now be difficult to justify the role. The following was agreed:

**H/20/06/13.01 Recommendation**

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

**H/20/06/13.02 Recommendation**

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

**H/20/06/14     \*\*\*TO CONSIDER A REQUEST FOR STAFF TRAINING\*\*\***

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

**H/20/06/14.01 Recommendation**

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

**H/20/06/15     \*\*\*CONTRACT MATTERS\*\*\***

The arrangements for a smooth hand-over were discussed with the last day of the Acting TCM being 30<sup>th</sup> June 2020 and the start date of the Town Clerk to be agreed for a date in early July 2020.

*The Town Clerk left the meeting.*

The report on the timeline for the decision-making process along with the salary and terms of employment offered to the new Town Clerk were discussed. It was noted that there was a need for a document to specify the procedure to appoint a Town Clerk in the future to avoid any confusion. Further debate was held on the terms and conditions for all staff and the following was agreed:

**H/20/06/15.01 Recommendation**

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

**H/20/06/16 DATE OF NEXT MEETING**

Monday 13<sup>th</sup> July 2020 via Zoom.

**H/20/06/17 ITEMS FOR INCLUSION ON NEXT AGENDA**

- Terms and conditions for all staff

Meeting closed at 20:56pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Blank**

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting  
Tuesday 2<sup>nd</sup> June 2020 at 6.00pm via Zoom video conferencing**

*In attendance: Deborah Sarson (Acting TCM), Debbie Baines (Town Clerk), Michelle Kerr (Jockey Club), Douglas Hall, Cllrs Andrew Appleby, Mick Jefferys (Chairman), Rachel Hood, Chris O'Neill and John Borda, Jen Gates (Racing Welfare) Ruth Allen (Sharing Parents) Bradley Rackham (PCSO), Nick Froy (Newmarket Academy) Mark Golder (Lions) and Julie Ashton (Minute Assistant).*

**1: Welcome & Introductions.** *Apologies were received from Cllrs Caesar and Kerby and Margo Walsh.*  
The Chairman welcomed everyone and made introductions where necessary.

**2: To agree the minutes and discuss any matters arising**  
The minutes were agreed and there were no matters arising.

**3: Future Sustainability**

NF - gave an update on how the Academy had coped during lockdown. At the start disadvantaged families were using the food voucher scheme followed by another donation of vouchers to cover the free breakfasts scheme. The curve of need is increasing and there are more disadvantaged families asking for help. The main concern is access to learning and bridging the gap between the disadvantaged students. 25% of students were using mobile phones to access learning. The Academy had been open to cater for students of key workers and they were planning for year 10 students to return in a couple of weeks. The school holidays would go ahead as scheduled.

The main assistance required was to supply students with laptops. There were 459 students without access to a laptop, although they had received funds to buy 21 laptops for year 10 students which was very much appreciated. They had a technical team in place to support them.

The 6<sup>th</sup> form colleges were accepting predicted grades provided by the professional judgement of the teachers as well as from data, some students may need to resit Maths and English exams.

Thanks were given to the wider community for the support that the schools had received. The provision for meals had been a real help and he was proud of the fantastic work done.

MJ thanked Nick for joining.

*NF left the meeting*

Mark Golder - the membership of the Lions had reduced significantly and they were looking to recruit more members. It was hoped that some of the volunteers would be interested in joining them after the Covid-19 crisis.

MJ - lots of organisations had joined together to provide help to Newmarket and the Steering Group were looking at how to keep it going after Covid-19.

The Lions appreciated the support of NTC and would continue with a membership drive to provide a community service. They would like to work with NTC on future projects. Due to lockdown, they were unable to raise funds, but Lions usually raise funds at fetes, motor shows, car boot sales, soapbox etc. and he would be grateful if the members of the volunteer network could be asked if they want to join the Lions.

DH – would be joining the Lion's meeting next Thursday and he had promoted the Lions to the voluntary group.

MJ Introduced Bradley (PCSO) – the police world had changed during lockdown and it was going well in Newmarket. His main aim tonight was to get an insight and information to see what help he could give.

DH – the group had established a need for a community response going forward and other areas were doing good neighbour schemes. He was having talks with John Gilbert looking at continuing a local service to signpost people to available services that they may not be aware of. They were looking at the best way to organise this perhaps keep the community helpline number and then look at the resources/funding it would require.

AA – added that the data DH was building up would be useful to target leaflets and other information.

MJ – this item will be kept on the agenda.

#### **4: Helpline**

- a) **Update on the flowchart for call handlers and agree an end date for the old system** – the new system was working with the information being available to the volunteers when calls come through. Two NTC staff were also now using the new system. Acting TCM - most call handlers are now using the new system and an end date for the old system needs to be agreed. It was agreed that the new system would be used from Monday 8<sup>th</sup> June 2020. CO offered to be a back up for call handlers to deal with any issues that fell outside the parameters of the flowchart 7 days a week and to cover the hours of the helpline. DH would add the contact details of CO to the system.
- b) **To note the call volumes over the past two weeks** – DH advised that there had been a higher volume of calls, with 74 from 21 -27 May which was the highest number of calls since April. So far there had been 58 calls since 27<sup>th</sup> May. A breakdown of calls per hour was available and a request was made for a breakdown of calls by type of request.
- c) **To receive an update on the revised timetable** – there were 2 volunteers and 2 staff along with councillors covering the helpline and NTC staff hours were gradually being increased. Call volumes would be monitored to identify busy shifts. In the long term NTC staff should be able to cover calls to the community helpline.

#### **5: Volunteers**

DH – there had been a drop in the number of requests and volunteers are now going back to work. Some volunteers had reported that they had not received ID cards or been asked to help. It was suggested that a letter should be sent to volunteers to thank them and to give information on how they could continue to help or volunteer their time in the future. Acting TCM confirmed that the NTC Covid-19 fund could cover postage and DH agreed to draft the letter and liaise with Acting TCM. The Mayor would sign the letter.

#### **6: Grant Funding – Newmarket Festival Grant Funding and allocation**

DH asked what would be done with any left-over funds. MK – Newmarket Festival Committee had been considering the same question but were hoping that all the funds would be spent. Mr Gredley was being asked for his thoughts and the Steering Group were asked to put forward ideas for future discussion.

#### **7: Hardship in the community**

RA – it was getting harder for some families with some being made redundant. There were difficulties getting children back to school for parents wanting to go back to work and whose children aren't in the returning year groups. The food boxes were doing well along with the book packs.

#### **8: Tesco Box Scheme**

MW – getting more requests for bespoke shopping which they were able to handle. Racing Welfare were paying for some boxes that are being delivered to their users. DH - happy to receive all requests for shopping but he was not getting the stats for the Racing Welfare requests. MK would send the weekly totals to DH.

#### **9: Safeguarding**

JG and WS were taking referrals which were working well. Safeguarding training is now available online.

#### **10: Communications – to receive an update on the photo competition**

Acting TCM - there had been 13 entries received and the winners had been digitally selected. Three winners had been picked out and they were advised on 27th May. There was no plan to run any more competitions.

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

None noted.

#### **11: Any other areas for discussion**

None noted.

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

#### **14. Date for a future meeting**

Tuesday 9<sup>th</sup> June at 6pm on Zoom

End 19:02

**Blank**

# NEWMARKET TOWN COUNCIL CORONAVIRUS RESPONSE COSTS BREAKDOWN

as at 8/6/2020

| Date                       | Details                                                     | Cost               |             |
|----------------------------|-------------------------------------------------------------|--------------------|-------------|
| 16/03/2020                 | TCM extra hours w/beg. 16/3 42hrs                           | £ 1,260.00         | via payroll |
|                            | RFO extra hours w/beg. 16/3 23hrs                           | £ 338.36           |             |
| 18/03/2020                 | Heavy Duty Wipes and Sprays                                 | £ 118.25           |             |
| 19/03/2020                 | SD card for camera (ID cards)                               | £ 14.16            |             |
|                            | Batteries for camera (ID photos)                            | £ 2.99             |             |
|                            | SNOM x 3 telephone power cables for WFH                     | £ 20.79            |             |
| 22/03/2020                 | CV new domain name                                          | £ 29.59            |             |
|                            | New domain reg 12 months                                    | £ 9.99             |             |
| 23/03/2020                 | Masks and sterile gloves                                    | £ 32.01            |             |
|                            | Laminating Sheets for ID cards                              | £ 51.65            |             |
|                            | TCM extra hours w/beg. 23/3 x31hrs                          | £ 930.00           | via payroll |
|                            | RFO extra hours w/beg. 23/3 36 hrs                          | £ 607.72           |             |
| 24/03/2020                 | CV 20,000 flyers for doorstep drop                          | £ 298.00           |             |
|                            | Database Structure work                                     | £ 375.00           |             |
|                            | Website Design for CV website                               | £ 499.00           |             |
|                            | TCM accommodation at Newmarket x 2 nights                   | £ 85.00            |             |
|                            | ADMIN - additional hours 9hrs(16th) / 35 hrs (23rd) = 44hrs | £ 590.04           | via payroll |
| 23/03/2020                 | badge making supplies                                       | £ 141.72           |             |
| 25/03/2020                 | wifi mouse and ethernet cable for TCM WFH                   | £ 32.15            |             |
|                            | website misc costs                                          | £ 19.80            |             |
| 29/03/2020                 | Zoom conferencing licence (1 month)                         | £ 11.99            |             |
| 31/03/2020                 | VPN costs for WFH                                           | £ 78.84            |             |
|                            | Database Creation                                           | £ 225.00           |             |
| 05/04/2020                 | TCM extra hrs w/beg. 30/3 - 17.5 hrs                        | £ 525.00           |             |
| 06/04/2020                 | WFH Host Seating fees                                       | £ 162.98           |             |
| 09/04/2020                 | Amendments to NTC website relating to CV                    | £ 40.00            |             |
|                            | MINSEC extra hrs March - 15.25hrs x £9.24                   | £ 165.17           | via payroll |
| 14/04/2020                 | Cubiq for second leaflet design and print                   | £ 758.00           |             |
| 17/04/2020                 | TCM extra hrs w/beg. 6/4 & 13/4 - 30.5 hrs                  | £ 915.00           |             |
| 21/04/2020                 | Amendments to NTC website relating to CV                    | £ 40.00            |             |
| 23/04/2020                 | RFO extra hours 1-13 April- 24hrs                           | £ 469.54           | via payroll |
| 30/04/2020                 | WFH Host Seating fees & purchase of a VPN licence           | £ 192.34           |             |
|                            | MINSEC extra hrs April - 18hrs x £9.24                      | £ 166.32           |             |
| 01/05/2020                 | TCM extra hrs w/beg 20/4 - 10.5 hrs                         | £ 315.00           |             |
|                            | Zoom conferencing licence (1 month)                         | £ 11.99            |             |
| 10/05/2020                 | Facebook promotion of NTC CV website                        | £ 23.63            |             |
| 19/05/2020                 | Ink Cartridges for ADMIN WFH                                | £ 66.66            |             |
| 27/05/2020                 | CV cleansing & safety supplies for re-opening prep          | £ 608.54           |             |
| 01/06/2020                 | WFH Host Seating fees                                       | £ 133.50           |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
|                            |                                                             |                    |             |
| <b>TOTAL COSTS TO DATE</b> |                                                             | <b>£ 10,365.72</b> |             |

**Funded from:**

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| £10,000 from general reserves and £5,000 from 'Other Project Reserve' for CV Response Costs (general) |
|-------------------------------------------------------------------------------------------------------|

**Blank**

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>Finance &amp; Policy</b>        |                       |                        |                       |                          |                          |                    |               |                         |
| <b>100 Precept</b>                 |                       |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept Received              | 0                     | 665,114                | 665,114               | 0                        |                          |                    | 100.0%        |                         |
| Precept :- Income                  | <b>0</b>              | <b>665,114</b>         | <b>665,114</b>        | <b>0</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| <b>Net Income</b>                  | <b>0</b>              | <b>665,114</b>         | <b>665,114</b>        | <b>0</b>                 |                          |                    |               |                         |
| <b>101 Administration</b>          |                       |                        |                       |                          |                          |                    |               |                         |
| 1003 Banner Income                 | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%          |                         |
| 1103 Rent Receivable               | 0                     | 0                      | 75                    | 75                       |                          |                    | 0.0%          |                         |
| 1174 Grants Received SCC           | 0                     | 2,625                  | 0                     | (2,625)                  |                          |                    | 0.0%          |                         |
| 1190 Interest Received             | 0                     | 1                      | 50                    | 49                       |                          |                    | 2.3%          |                         |
| Administration :- Income           | <b>0</b>              | <b>2,626</b>           | <b>1,125</b>          | <b>(1,501)</b>           |                          |                    | <b>233.4%</b> | <b>0</b>                |
| 4008 Staff Training                | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 4009 Staff Travel                  | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4018 Software/Computer Consumables | 0                     | 63                     | 1,500                 | 1,438                    |                          | 1,438              | 4.2%          |                         |
| 4019 New IT System/Hardware        | 0                     | 0                      | 2,030                 | 2,030                    |                          | 2,030              | 0.0%          |                         |
| 4021 Telephone and Fax             | 39                    | 249                    | 2,000                 | 1,751                    |                          | 1,751              | 12.5%         |                         |
| 4022 Postage                       | 500                   | 440                    | 2,100                 | 1,660                    |                          | 1,660              | 21.0%         |                         |
| 4023 Stationery                    | 0                     | 46                     | 2,000                 | 1,954                    |                          | 1,954              | 2.3%          |                         |
| 4025 Subscriptions&Licences        | 34                    | 2,466                  | 4,000                 | 1,534                    |                          | 1,534              | 61.6%         |                         |
| 4026 Insurance                     | 0                     | 0                      | 12,400                | 12,400                   |                          | 12,400             | 0.0%          |                         |
| 4028 Office Maintenance            | 703                   | 1,220                  | 7,500                 | 6,280                    |                          | 6,280              | 16.3%         |                         |
| 4030 Recruitment Advertising       | 0                     | 0                      | 406                   | 406                      |                          | 406                | 0.0%          |                         |
| 4051 Bank Charges/Interest         | 0                     | 12                     | 600                   | 588                      |                          | 588                | 2.0%          |                         |
| 4056 Legal Expenses                | 0                     | 0                      | 13,750                | 13,750                   |                          | 13,750             | 0.0%          |                         |
| 4057 Audit & Accountancy Fees      | 0                     | 560                    | 3,500                 | 2,940                    |                          | 2,940              | 16.0%         |                         |
| 4059 web site                      | 0                     | 0                      | 550                   | 550                      |                          | 550                | 0.0%          |                         |
| 4060 Councillors Training          | 0                     | 0                      | 508                   | 508                      |                          | 508                | 0.0%          |                         |
| 4061 Councillors Expenses          | 0                     | 0                      | 254                   | 254                      |                          | 254                | 0.0%          |                         |
| 4062 Civic Regalia                 | 0                     | 0                      | 305                   | 305                      |                          | 305                | 0.0%          |                         |
| 4064 Town Mayor's Allowance        | 0                     | 96                     | 1,000                 | 904                      |                          | 904                | 9.6%          |                         |
| 4075 Grant to CAB                  | 3,000                 | 3,000                  | 3,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4076 Grants                        | 5,000                 | 5,000                  | 10,000                | 5,000                    |                          | 5,000              | 50.0%         |                         |
| 4077 Marketing                     | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4079 Grant to Royal British Legion | 0                     | 0                      | 25                    | 25                       |                          | 25                 | 0.0%          |                         |
| 4083 PCSO                          | 0                     | 0                      | 34,000                | 34,000                   |                          | 34,000             | 0.0%          |                         |
| 4090 Biodegradable Dog Poo Bags    | 0                     | 0                      | 964                   | 964                      |                          | 964                | 0.0%          |                         |
| 4097 Election Costs                | 0                     | 0                      | 12,790                | 12,790                   |                          | 12,790             | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                         | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4113 Rolling Capitol Reserve            | 0                     | 0                      | 20,000                | 20,000                   |                          | 20,000             | 0.0%          |                         |
| 4114 Other Projects / Reserves          | 0                     | 0                      | 8,799                 | 8,799                    |                          | 8,799              | 0.0%          |                         |
| 4115 Coronavirus Response Costs         | (4,289)               | 4,158                  | 5,000                 | 842                      |                          | 842                | 83.2%         |                         |
| 4180 Civic Functions                    | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |                         |
| 4220 Discover Nmkt Stakeholder Fee      | 0                     | 5,000                  | 5,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| 4221 Yellow Brick Road                  | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |                         |
| 4222 Tourism Stakeholder Fee            | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| Administration :- Indirect Expenditure  | <b>4,986</b>          | <b>22,310</b>          | <b>166,731</b>        | <b>144,421</b>           | <b>0</b>                 | <b>144,421</b>     | <b>13.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(4,986)</b>        | <b>(19,684)</b>        | <b>(165,606)</b>      | <b>(145,922)</b>         |                          |                    |               |                         |
| <b>103 Health &amp; Safety</b>          |                       |                        |                       |                          |                          |                    |               |                         |
| 4020 Misc. Staff Costs                  | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4028 Office Maintenance                 | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4058 Professional Fees                  | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| Health & Safety :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>3,000</b>          | <b>3,000</b>             | <b>0</b>                 | <b>3,000</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                  | <b>0</b>              | <b>0</b>               | <b>(3,000)</b>        | <b>(3,000)</b>           |                          |                    |               |                         |
| Finance & Policy :- Income              | <b>0</b>              | <b>667,740</b>         | <b>666,239</b>        | <b>(1,501)</b>           |                          |                    | <b>100.2%</b> |                         |
| Expenditure                             | <b>4,986</b>          | <b>22,310</b>          | <b>169,731</b>        | <b>147,421</b>           | <b>0</b>                 | <b>147,421</b>     | <b>13.1%</b>  |                         |
| <b>Movement to/(from) Gen Reserve</b>   | <b>(4,986)</b>        | <b>645,430</b>         |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                               | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Community Services</b>                     |                       |                        |                       |                          |                          |                    |              |                         |
| <b>200 Outside Services</b>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4029 General Equipment                        | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4039 Vehicle Costs                            | 268                   | 641                    | 4,200                 | 3,559                    |                          | 3,559              | 15.3%        |                         |
| 4326 Outside Services SLA                     | 0                     | 0                      | 72,716                | 72,716                   |                          | 72,716             | 0.0%         |                         |
| Outside Services :- Indirect Expenditure      | <b>268</b>            | <b>641</b>             | <b>77,416</b>         | <b>76,775</b>            | <b>0</b>                 | <b>76,775</b>      | <b>0.8%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(268)</b>          | <b>(641)</b>           | <b>(77,416)</b>       | <b>(76,775)</b>          |                          |                    |              |                         |
| <b>201 General Town Planting</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1007 Sponsorship Income                       | 0                     | 0                      | 4,750                 | 4,750                    |                          |                    | 0.0%         |                         |
| 1009 Roundabout Sponsorship                   | 0                     | 0                      | 5,200                 | 5,200                    |                          |                    | 0.0%         |                         |
| General Town Planting :- Income               | <b>0</b>              | <b>0</b>               | <b>9,950</b>          | <b>9,950</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4100 Seasonal Planting                        | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%         |                         |
| 4101 Hanging Baskets                          | 0                     | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |                         |
| 4102 Other Planting Expenses                  | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| General Town Planting :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>7,050</b>          | <b>7,050</b>             | <b>0</b>                 | <b>7,050</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>0</b>              | <b>0</b>               | <b>2,900</b>          | <b>2,900</b>             |                          |                    |              |                         |
| <b>202 Cemetery</b>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 1000 Burial Fees                              | 0                     | 0                      | 29,000                | 29,000                   |                          |                    | 0.0%         |                         |
| 1020 Interment(Ashes) Income                  | 0                     | 0                      | 6,000                 | 6,000                    |                          |                    | 0.0%         |                         |
| 1021 Monumental Income                        | 0                     | 0                      | 5,000                 | 5,000                    |                          |                    | 0.0%         |                         |
| 1022 Grave Space Purchase Income              | 0                     | 0                      | 16,000                | 16,000                   |                          |                    | 0.0%         |                         |
| 1029 Income Commemorative Bench               | 0                     | 0                      | 1,500                 | 1,500                    |                          |                    | 0.0%         |                         |
| Cemetery :- Income                            | <b>0</b>              | <b>0</b>               | <b>57,500</b>         | <b>57,500</b>            |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4011 Rates                                    | 355                   | 707                    | 3,100                 | 2,393                    |                          | 2,393              | 22.8%        |                         |
| 4012 Water Rates                              | 511                   | 511                    | 250                   | (261)                    |                          | (261)              | 204.4%       |                         |
| 4014 Electricity                              | 0                     | (5)                    | 1,600                 | 1,605                    |                          | 1,605              | (0.3%)       |                         |
| 4016 Cleaning                                 | 45                    | 45                     | 100                   | 55                       |                          | 55                 | 45.0%        |                         |
| 4017 Fire Precautions                         | 0                     | 0                      | 152                   | 152                      |                          | 152                | 0.0%         |                         |
| 4035 Equipment                                | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4036 R&M - Buildings                          | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4037 R&M - Grounds                            | 5,792                 | 14,702                 | 16,500                | 1,798                    |                          | 1,798              | 89.1%        |                         |
| 4047 Grave Digging                            | 0                     | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%         |                         |
| 4325 Cemetery SLA                             | 0                     | 0                      | 10,071                | 10,071                   |                          | 10,071             | 0.0%         |                         |
| 4995 Budgeted Reserve Amount                  | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%         |                         |
| Cemetery :- Indirect Expenditure              | <b>6,703</b>          | <b>15,961</b>          | <b>48,973</b>         | <b>33,012</b>            | <b>0</b>                 | <b>33,012</b>      | <b>32.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(6,703)</b>        | <b>(15,961)</b>        | <b>8,527</b>          | <b>24,488</b>            |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|-----------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>203 Disused Churchyards</b>                      |                       |                        |                       |                          |                          |                    |             |                         |
| 4037 R&M - Grounds                                  | 0                     | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%        |                         |
| 4995 Budgeted Reserve Amount                        | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Disused Churchyards :- Indirect Expenditure         | <b>0</b>              | <b>0</b>               | <b>5,000</b>          | <b>5,000</b>             | <b>0</b>                 | <b>5,000</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>0</b>               | <b>(5,000)</b>        | <b>(5,000)</b>           |                          |                    |             |                         |
| <b>204 Memorial - War,Cooper,Tutte</b>              |                       |                        |                       |                          |                          |                    |             |                         |
| 4014 Electricity                                    | 0                     | 22                     | 100                   | 78                       |                          | 78                 | 21.8%       |                         |
| 4036 R&M - Buildings                                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4037 R&M - Grounds                                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| Memorial - War,Cooper,Tutte :- Indirect Expenditure | <b>0</b>              | <b>22</b>              | <b>1,100</b>          | <b>1,078</b>             | <b>0</b>                 | <b>1,078</b>       | <b>2.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>(22)</b>            | <b>(1,100)</b>        | <b>(1,078)</b>           |                          |                    |             |                         |
| <b>205 Clocks</b>                                   |                       |                        |                       |                          |                          |                    |             |                         |
| 4014 Electricity                                    | 0                     | (53)                   | 200                   | 253                      |                          | 253                | (26.3%)     |                         |
| 4036 R&M - Buildings                                | 0                     | 140                    | 500                   | 360                      |                          | 360                | 28.0%       |                         |
| 4177 Clock Tower Expenses                           | 0                     | 220                    | 1,400                 | 1,180                    |                          | 1,180              | 15.7%       |                         |
| 4995 Budgeted Reserve Amount                        | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Clocks :- Indirect Expenditure                      | <b>0</b>              | <b>307</b>             | <b>3,100</b>          | <b>2,793</b>             | <b>0</b>                 | <b>2,793</b>       | <b>9.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>(307)</b>           | <b>(3,100)</b>        | <b>(2,793)</b>           |                          |                    |             |                         |
| <b>206 Bus Shelters</b>                             |                       |                        |                       |                          |                          |                    |             |                         |
| 4036 R&M - Buildings                                | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%        |                         |
| Bus Shelters :- Indirect Expenditure                | <b>0</b>              | <b>0</b>               | <b>1,500</b>          | <b>1,500</b>             | <b>0</b>                 | <b>1,500</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>0</b>               | <b>(1,500)</b>        | <b>(1,500)</b>           |                          |                    |             |                         |
| <b>207 General Town Maintenance</b>                 |                       |                        |                       |                          |                          |                    |             |                         |
| 4037 R&M - Grounds                                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4092 Infrastructure                                 | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%        |                         |
| 4108 Town Centre Regeneration                       | 0                     | 0                      | 8,000                 | 8,000                    |                          | 8,000              | 0.0%        |                         |
| 4140 Dog Waste Collection/Disposal                  | 0                     | 628                    | 812                   | 184                      |                          | 184                | 77.4%       |                         |
| 4995 Budgeted Reserve Amount                        | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| General Town Maintenance :- Indirect Expenditure    | <b>0</b>              | <b>628</b>             | <b>12,812</b>         | <b>12,184</b>            | <b>0</b>                 | <b>12,184</b>      | <b>4.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>              | <b>(628)</b>           | <b>(12,812)</b>       | <b>(12,184)</b>          |                          |                    |             |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>208 Public Conveniences</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1100 Grants Received                        | 0                     | 0                      | 3,300                 | 3,300                    |                          |                    | 0.0%         |                         |
| Public Conveniences :- Income               | <b>0</b>              | <b>0</b>               | <b>3,300</b>          | <b>3,300</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4011 Rates                                  | 0                     | 1,472                  | 1,472                 | (0)                      |                          | (0)                | 100.0%       |                         |
| 4012 Water Rates                            | 0                     | 0                      | 152                   | 152                      |                          | 152                | 0.0%         |                         |
| 4014 Electricity                            | 0                     | 0                      | 260                   | 260                      |                          | 260                | 0.0%         |                         |
| 4016 Cleaning                               | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4036 R&M - Buildings                        | 0                     | 0                      | 900                   | 900                      |                          | 900                | 0.0%         |                         |
| 4046 Opening/Closing Costs                  | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| Public Conveniences :- Indirect Expenditure | <b>0</b>              | <b>1,472</b>           | <b>5,084</b>          | <b>3,612</b>             | <b>0</b>                 | <b>3,612</b>       | <b>29.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>0</b>              | <b>(1,472)</b>         | <b>(1,784)</b>        | <b>(312)</b>             |                          |                    |              |                         |
| <b>211 The Queens Statue</b>                |                       |                        |                       |                          |                          |                    |              |                         |
| 4012 Water Rates                            | 0                     | 0                      | 203                   | 203                      |                          | 203                | 0.0%         |                         |
| 4014 Electricity                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4037 R&M - Grounds                          | 62                    | 62                     | 1,000                 | 938                      |                          | 938                | 6.2%         |                         |
| The Queens Statue :- Indirect Expenditure   | <b>62</b>             | <b>62</b>              | <b>1,503</b>          | <b>1,441</b>             | <b>0</b>                 | <b>1,441</b>       | <b>4.2%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(62)</b>           | <b>(62)</b>            | <b>(1,503)</b>        | <b>(1,441)</b>           |                          |                    |              |                         |
| <b>215 Allotments</b>                       |                       |                        |                       |                          |                          |                    |              |                         |
| 1010 Allotment Fees                         | 0                     | 0                      | 900                   | 900                      |                          |                    | 0.0%         |                         |
| Allotments :- Income                        | <b>0</b>              | <b>0</b>               | <b>900</b>            | <b>900</b>               |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4037 R&M - Grounds                          | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| Allotments :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>1,500</b>          | <b>1,500</b>             | <b>0</b>                 | <b>1,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>0</b>              | <b>0</b>               | <b>(600)</b>          | <b>(600)</b>             |                          |                    |              |                         |
| <b>220 Studlands</b>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4045 Street Lighting - Maint Cont           | 0                     | 0                      | 15,500                | 15,500                   |                          | 15,500             | 0.0%         |                         |
| 4052 Street Lighting - Repair               | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Studlands :- Indirect Expenditure           | <b>0</b>              | <b>0</b>               | <b>16,500</b>         | <b>16,500</b>            | <b>0</b>                 | <b>16,500</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(16,500)</b>       | <b>(16,500)</b>          |                          |                    |              |                         |
| <b>308 Christmas</b>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4310 Christmas Lights                       | 0                     | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%         |                         |
| 4811 CP - Christmas Lights Infrast          | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| 4995 Budgeted Reserve Amount                | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Christmas :- Indirect Expenditure           | <b>0</b>              | <b>0</b>               | <b>23,000</b>         | <b>23,000</b>            | <b>0</b>                 | <b>23,000</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(23,000)</b>       | <b>(23,000)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|----------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>309 Newmarket Bombing Memorial</u>              |                       |                        |                       |                          |                          |                    |             |                         |
| 4099 NBM contribution to overall co                | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Newmarket Bombing Memorial :- Indirect Expenditure | <u>0</u>              | <u>0</u>               | <u>1,000</u>          | <u>1,000</u>             | <u>0</u>                 | <u>1,000</u>       | <u>0.0%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                             | <u>0</u>              | <u>0</u>               | <u>(1,000)</u>        | <u>(1,000)</u>           |                          |                    |             |                         |
| Community Services :- Income                       | 0                     | 0                      | 71,650                | 71,650                   |                          |                    | 0.0%        |                         |
| Expenditure                                        | 7,033                 | 19,093                 | 205,538               | 186,445                  | 0                        | 186,445            | 9.3%        |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <u>(7,033)</u>        | <u>(19,093)</u>        |                       |                          |                          |                    |             |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>Leisure Services</b>               |                       |                        |                       |                          |                          |                    |             |                         |
| <b>120 Memorial Hall</b>              |                       |                        |                       |                          |                          |                    |             |                         |
| 1001 Hall Hire Standard Rate          | 620                   | 1,380                  | 20,000                | 18,620                   |                          |                    | 6.9%        |                         |
| 1016 Refreshments Income              | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%        |                         |
| Memorial Hall :- Income               | <b>620</b>            | <b>1,380</b>           | <b>21,000</b>         | <b>19,620</b>            |                          |                    | <b>6.6%</b> | <b>0</b>                |
| 4011 Rates                            | 599                   | 1,196                  | 6,000                 | 4,804                    |                          | 4,804              | 19.9%       |                         |
| 4012 Water Rates                      | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%        |                         |
| 4014 Electricity                      | 0                     | 33                     | 5,000                 | 4,967                    |                          | 4,967              | 0.7%        |                         |
| 4015 Gas                              | 0                     | 0                      | 6,000                 | 6,000                    |                          | 6,000              | 0.0%        |                         |
| 4016 Cleaning                         | 48                    | 48                     | 7,000                 | 6,952                    |                          | 6,952              | 0.7%        |                         |
| 4017 Fire Precautions                 | 0                     | 0                      | 510                   | 510                      |                          | 510                | 0.0%        |                         |
| 4036 R&M - Buildings                  | 0                     | 442                    | 15,480                | 15,038                   |                          | 15,038             | 2.9%        |                         |
| 4038 Furniture/Fixtures/Fittings      | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%        |                         |
| 4040 Trade Refuse Collections         | 0                     | 1,771                  | 1,700                 | (71)                     |                          | (71)               | 104.2%      |                         |
| 4044 Public Toilet Cleansing          | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4078 Refreshment Costs Hall Hire      | 0                     | 0                      | 800                   | 800                      |                          | 800                | 0.0%        |                         |
| 4080 PWLB Loan Charges (CAP + INT)    | 0                     | 0                      | 88,919                | 88,919                   |                          | 88,919             | 0.0%        |                         |
| 4995 Budgeted Reserve Amount          | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%        |                         |
| Memorial Hall :- Indirect Expenditure | <b>647</b>            | <b>3,490</b>           | <b>141,109</b>        | <b>137,619</b>           | <b>0</b>                 | <b>137,619</b>     | <b>2.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(27)</b>           | <b>(2,110)</b>         | <b>(120,109)</b>      | <b>(117,999)</b>         |                          |                    |             |                         |
| <b>301 Arts</b>                       |                       |                        |                       |                          |                          |                    |             |                         |
| 1043 Income - Tea Dance               | 0                     | 0                      | 1,550                 | 1,550                    |                          |                    | 0.0%        |                         |
| Arts :- Income                        | <b>0</b>              | <b>0</b>               | <b>1,550</b>          | <b>1,550</b>             |                          |                    | <b>0.0%</b> | <b>0</b>                |
| 4440 Costs - Childrens' Events        | 0                     | 0                      | 3,350                 | 3,350                    |                          | 3,350              | 0.0%        |                         |
| 4443 Costs - Tea Dance                | 0                     | 0                      | 1,624                 | 1,624                    |                          | 1,624              | 0.0%        |                         |
| Arts :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>4,974</b>          | <b>4,974</b>             | <b>0</b>                 | <b>4,974</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>0</b>              | <b>0</b>               | <b>(3,424)</b>        | <b>(3,424)</b>           |                          |                    |             |                         |
| <b>302 Winter Event</b>               |                       |                        |                       |                          |                          |                    |             |                         |
| 1059 Income - Winter Event            | 0                     | 0                      | 3,000                 | 3,000                    |                          |                    | 0.0%        |                         |
| Winter Event :- Income                | <b>0</b>              | <b>0</b>               | <b>3,000</b>          | <b>3,000</b>             |                          |                    | <b>0.0%</b> | <b>0</b>                |
| 4453 Cost - Winter Event              | 0                     | 0                      | 9,000                 | 9,000                    |                          | 9,000              | 0.0%        |                         |
| Winter Event :- Indirect Expenditure  | <b>0</b>              | <b>0</b>               | <b>9,000</b>          | <b>9,000</b>             | <b>0</b>                 | <b>9,000</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>0</b>              | <b>0</b>               | <b>(6,000)</b>        | <b>(6,000)</b>           |                          |                    |             |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                          | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>303 Entertainments</b>                |                       |                        |                       |                          |                          |                    |             |                         |
| 4096 Purple Tuesday Initiative cost      | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4098 SoapBox Derby - costs               | 200                   | 200                    | 0                     | (200)                    |                          | (200)              | 0.0%        |                         |
| 4179 Entertainment                       | 30                    | 30                     | 6,000                 | 5,970                    |                          | 5,970              | 0.5%        |                         |
| Entertainments :- Indirect Expenditure   | <b>230</b>            | <b>230</b>             | <b>6,500</b>          | <b>6,270</b>             | <b>0</b>                 | <b>6,270</b>       | <b>3.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>(230)</b>          | <b>(230)</b>           | <b>(6,500)</b>        | <b>(6,270)</b>           |                          |                    |             |                         |
| <b>304 Tourism</b>                       |                       |                        |                       |                          |                          |                    |             |                         |
| 4311 Christmas Tree                      | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4320 Legends of the Turf                 | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Tourism :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>2,000</b>          | <b>2,000</b>             | <b>0</b>                 | <b>2,000</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>0</b>              | <b>0</b>               | <b>(2,000)</b>        | <b>(2,000)</b>           |                          |                    |             |                         |
| <b>305 Carnival</b>                      |                       |                        |                       |                          |                          |                    |             |                         |
| 4312 Newmarket Carnival                  | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%        |                         |
| Carnival :- Indirect Expenditure         | <b>0</b>              | <b>0</b>               | <b>10,000</b>         | <b>10,000</b>            | <b>0</b>                 | <b>10,000</b>      | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>0</b>              | <b>0</b>               | <b>(10,000)</b>       | <b>(10,000)</b>          |                          |                    |             |                         |
| <b>306 Memorial Gardens</b>              |                       |                        |                       |                          |                          |                    |             |                         |
| 1004 Kiosk Income                        | 0                     | 0                      | 1,200                 | 1,200                    |                          |                    | 0.0%        |                         |
| Memorial Gardens :- Income               | <b>0</b>              | <b>0</b>               | <b>1,200</b>          | <b>1,200</b>             |                          |                    | <b>0.0%</b> | <b>0</b>                |
| 4012 Water Rates                         | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4014 Electricity                         | 0                     | 0                      | 105                   | 105                      |                          | 105                | 0.0%        |                         |
| 4037 R&M - Grounds                       | 0                     | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%        |                         |
| 4041 R&M - play-equipment                | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%        |                         |
| 4046 Opening/Closing Costs               | 0                     | 0                      | 4,500                 | 4,500                    |                          | 4,500              | 0.0%        |                         |
| 4112 Water Feature                       | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%        |                         |
| 4142 Memorial Garden Kiosk               | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4995 Budgeted Reserve Amount             | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| Memorial Gardens :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>22,805</b>         | <b>22,805</b>            | <b>0</b>                 | <b>22,805</b>      | <b>0.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>0</b>              | <b>0</b>               | <b>(21,605)</b>       | <b>(21,605)</b>          |                          |                    |             |                         |
| <b>307 Twinning</b>                      |                       |                        |                       |                          |                          |                    |             |                         |
| 4181 Twinning Expenses                   | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 0.0%        |                         |
| Twining :- Indirect Expenditure          | <b>0</b>              | <b>0</b>               | <b>3,500</b>          | <b>3,500</b>             | <b>0</b>                 | <b>3,500</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>0</b>              | <b>0</b>               | <b>(3,500)</b>        | <b>(3,500)</b>           |                          |                    |             |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                                               | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|---------------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>310 The Severals Sports Facilities</b>                     |                       |                        |                       |                          |                          |                    |             |                         |
| 1002 Sports Hire Income                                       | 105                   | 105                    | 8,000                 | 7,895                    |                          |                    | 1.3%        |                         |
| 1016 Refreshments Income                                      | 0                     | 0                      | 150                   | 150                      |                          |                    | 0.0%        |                         |
| <b>The Severals Sports Facilities :- Income</b>               | <b>105</b>            | <b>105</b>             | <b>8,150</b>          | <b>8,045</b>             |                          |                    | <b>1.3%</b> | <b>0</b>                |
| 4011 Rates                                                    | 0                     | 0                      | 2,380                 | 2,380                    |                          | 2,380              | 0.0%        |                         |
| 4012 Water Rates                                              | 410                   | 595                    | 1,000                 | 405                      |                          | 405                | 59.5%       |                         |
| 4014 Electricity                                              | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4015 Gas                                                      | 0                     | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%        |                         |
| 4016 Cleaning                                                 | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%        |                         |
| 4017 Fire Precautions                                         | 224                   | 224                    | 152                   | (72)                     |                          | (72)               | 147.5%      |                         |
| 4036 R&M - Buildings                                          | 0                     | 129                    | 1,000                 | 871                      |                          | 871                | 12.9%       |                         |
| 4037 R&M - Grounds                                            | 0                     | 0                      | 600                   | 600                      |                          | 600                | 0.0%        |                         |
| 4038 Furniture/Fixtures/Fittings                              | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4040 Trade Refuse Collections                                 | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%        |                         |
| 4044 Public Toilet Cleansing                                  | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%        |                         |
| 4995 Budgeted Reserve Amount                                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| <b>The Severals Sports Facilities :- Indirect Expenditure</b> | <b>634</b>            | <b>948</b>             | <b>10,632</b>         | <b>9,684</b>             | <b>0</b>                 | <b>9,684</b>       | <b>8.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                            | <b>(529)</b>          | <b>(843)</b>           | <b>(2,482)</b>        | <b>(1,639)</b>           |                          |                    |             |                         |
| <b>Leisure Services :- Income</b>                             | <b>725</b>            | <b>1,485</b>           | <b>34,900</b>         | <b>33,415</b>            |                          |                    | <b>4.3%</b> |                         |
| <b>Expenditure</b>                                            | <b>1,512</b>          | <b>4,668</b>           | <b>210,520</b>        | <b>205,852</b>           | <b>0</b>                 | <b>205,852</b>     | <b>2.2%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b>                         | <b>(787)</b>          | <b>(3,183)</b>         |                       |                          |                          |                    |             |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b><u>Human Resources</u></b>         |                       |                        |                       |                          |                          |                    |              |                         |
| <b><u>102 Staff Costs</u></b>         |                       |                        |                       |                          |                          |                    |              |                         |
| 4010 Staff Uniform/Workwear           | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |
| 4020 Misc. Staff Costs                | 0                     | 0                      | 1,400                 | 1,400                    |                          | 1,400              | 0.0%         |                         |
| 4501 Staff Salaries                   | 12,939                | 24,930                 | 163,500               | 138,570                  |                          | 138,570            | 15.2%        |                         |
| 4503 Employers National Insurance     | 530                   | 1,326                  | 11,200                | 9,874                    |                          | 9,874              | 11.8%        |                         |
| 4504 Employers Pension                | 177                   | 425                    | 7,500                 | 7,075                    |                          | 7,075              | 5.7%         |                         |
| Staff Costs :- Indirect Expenditure   | <b>13,647</b>         | <b>26,681</b>          | <b>184,000</b>        | <b>157,319</b>           | <b>0</b>                 | <b>157,319</b>     | <b>14.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(13,647)</b>       | <b>(26,681)</b>        | <b>(184,000)</b>      | <b>(157,319)</b>         |                          |                    |              |                         |
| Human Resources :- Income             | 0                     | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Expenditure                           | <b>13,647</b>         | <b>26,681</b>          | <b>184,000</b>        | <b>157,319</b>           | <b>0</b>                 | <b>157,319</b>     | <b>14.5%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(13,647)</b>       | <b>(26,681)</b>        |                       |                          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 31/5/2020

Month No: 2

Committee Report ALL COMMITTEES

|                                            | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|--------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b><u>Development &amp; Planning</u></b>   |                       |                        |                       |                          |                          |                    |             |                         |
| 209 <u>Neighbourhood Plan</u>              |                       |                        |                       |                          |                          |                    |             |                         |
| 4089 Costs - Neighbourhood Plan            | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%        |                         |
| Neighbourhood Plan :- Indirect Expenditure | <u>0</u>              | <u>0</u>               | <u>3,000</u>          | <u>3,000</u>             | <u>0</u>                 | <u>3,000</u>       | <u>0.0%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                     | <u>0</u>              | <u>0</u>               | <u>(3,000)</u>        | <u>(3,000)</u>           |                          |                    |             |                         |
| Development & Planning :- Income           | 0                     | 0                      | 0                     | 0                        |                          |                    | 0.0%        |                         |
| Expenditure                                | 0                     | 0                      | 3,000                 | 3,000                    | 0                        | 3,000              | 0.0%        |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <u>0</u>              | <u>0</u>               |                       |                          |                          |                    |             |                         |
| Grand Totals:- Income                      | 725                   | 669,225                | 772,789               | 103,564                  |                          |                    | 86.6%       |                         |
| Expenditure                                | 27,178                | 72,753                 | 772,789               | 700,036                  | 0                        | 700,036            | 9.4%        |                         |
| <b>Net Income over Expenditure</b>         | <u>(26,453)</u>       | <u>596,472</u>         | <u>0</u>              | <u>(596,472)</u>         |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <u>(26,453)</u>       | <u>596,472</u>         |                       |                          |                          |                    |             |                         |

| <u>A/c</u> | <u>Description</u>                    | <u>Actual</u> |         |
|------------|---------------------------------------|---------------|---------|
|            | <u>Current Assets</u>                 |               |         |
| 101        | Debtors                               | 1,726         |         |
| 105        | Vat Due                               | 6,964         |         |
| 201        | Current Account                       | 875,601       |         |
| 204        | Staff Salary Bank Account             | 30,410        |         |
| 208        | Barclaycard Account                   | (396)         |         |
| 210        | Petty Cash                            | 150           |         |
|            | Total Current Assets                  |               | 914,454 |
|            | <u>Current Liabilities</u>            |               |         |
| 501        | Creditors                             | (113)         |         |
| 514        | Peoples Pension Control               | (9)           |         |
| 565        | Bookings Deposit                      | 1,216         |         |
|            | Total Current Liabilities             |               | 1,094   |
|            | Net Current Assets                    |               | 913,360 |
|            | Total Assets less Current Liabilities |               | 913,360 |
|            | <u>Represented by :-</u>              |               |         |
| 301        | Current Year Fund                     | 596,472       |         |
| 310        | General Fund                          | 104,846       |         |
| 312        | EMR Street Light Maintenance          | 1,500         |         |
| 313        | EMR Town Regeneration                 | 43,557        |         |
| 316        | EMR Clocks/Memorials                  | 7,205         |         |
| 317        | EMR Buildings-M Hall Fund             | 19,632        |         |
| 318        | EMR Buildings - Pavilion Fund         | 25,000        |         |
| 319        | EMR Disused Churchyard                | 2,836         |         |
| 320        | EMR Cooper Memorial                   | 2,008         |         |
| 322        | EMR Studland Park Timers              | 3,500         |         |
| 323        | EMR Allotments                        | 4,839         |         |
| 327        | EMR Legends of the Turf               | 2,844         |         |
| 330        | EMR Cemetery                          | 35,346        |         |
| 332        | EMR Human Resources                   | 13,646        |         |
| 333        | EMR Carnival                          | 5,267         |         |
| 334        | EMR Christmas Lights                  | 2,275         |         |
| 342        | EMR Memorial Gardens Masterplan       | 8,857         |         |
| 343        | EMR Workwear                          | 818           |         |
| 344        | EMR Asset Sales                       | 8,950         |         |
| 345        | EMR - MGdn Canopy                     | 17,700        |         |
| 346        | EMR Coronavirus Support Fund          | 6,263         |         |
|            | Total Equity                          |               | 913,360 |

|                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <b>Finance &amp; Policy</b>    |                       |                        |                       |                          |                          |                    |         |
| Income                         | 0                     | 667,740                | 666,239               | (1,501)                  |                          |                    | 100.2%  |
| Expenditure                    | 4,986                 | 22,310                 | 169,731               | 147,421                  | 0                        | 147,421            | 13.1%   |
| Movement to/(from) Gen Reserve | <u>(4,986)</u>        | <u>645,430</u>         |                       |                          |                          |                    |         |

**Community Services**

|                                |                |                 |         |         |   |         |      |
|--------------------------------|----------------|-----------------|---------|---------|---|---------|------|
| Income                         | 0              | 0               | 71,650  | 71,650  |   |         | 0.0% |
| Expenditure                    | 7,033          | 19,093          | 205,538 | 186,445 | 0 | 186,445 | 9.3% |
| Net Income over Expenditure    | <u>(7,033)</u> | <u>(19,093)</u> |         |         |   |         |      |
| plus Transfer from EMR         | 0              | 0               |         |         |   |         |      |
| Movement to/(from) Gen Reserve | <u>(7,033)</u> | <u>(19,093)</u> |         |         |   |         |      |

**Leisure Services**

|                                |              |                |         |         |   |         |      |
|--------------------------------|--------------|----------------|---------|---------|---|---------|------|
| Income                         | 725          | 1,485          | 34,900  | 33,415  |   |         | 4.3% |
| Expenditure                    | 1,512        | 4,668          | 210,520 | 205,852 | 0 | 205,852 | 2.2% |
| Net Income over Expenditure    | <u>(787)</u> | <u>(3,183)</u> |         |         |   |         |      |
| plus Transfer from EMR         | 0            | 0              |         |         |   |         |      |
| Movement to/(from) Gen Reserve | <u>(787)</u> | <u>(3,183)</u> |         |         |   |         |      |

**Human Resources**

|                                |                 |                 |         |         |   |         |       |
|--------------------------------|-----------------|-----------------|---------|---------|---|---------|-------|
| Income                         | 0               | 0               | 0       | 0       |   |         | 0.0%  |
| Expenditure                    | 13,647          | 26,681          | 184,000 | 157,319 | 0 | 157,319 | 14.5% |
| Movement to/(from) Gen Reserve | <u>(13,647)</u> | <u>(26,681)</u> |         |         |   |         |       |

**Development & Planning**

|                                |          |          |       |       |   |       |      |
|--------------------------------|----------|----------|-------|-------|---|-------|------|
| Income                         | 0        | 0        | 0     | 0     |   |       | 0.0% |
| Expenditure                    | 0        | 0        | 3,000 | 3,000 | 0 | 3,000 | 0.0% |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> |       |       |   |       |      |

|                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income          | 725                   | 669,225                | 772,789               | 103,564                  |                          |                    | 86.6%   |
| Expenditure                    | 27,178                | 72,753                 | 772,789               | 700,036                  | 0                        | 700,036            | 9.4%    |
| Net Income over Expenditure    | <u>(26,453)</u>       | <u>596,472</u>         | <u>0</u>              | <u>(596,472)</u>         |                          |                    |         |
| plus Transfer from EMR         | 0                     | 0                      |                       |                          |                          |                    |         |
| Movement to/(from) Gen Reserve | <u>(26,453)</u>       | <u>596,472</u>         |                       |                          |                          |                    |         |

**From:** [Jim Friend SALC](#)  
**To:** [Rachel Hood](#)  
**Cc:** [Sally Longmate SALC](#); tcm; [REDACTED]  
**Subject:** RE: Terms of Reference for a TC working group  
**Date:** 08 June 2020 12:46:26  
**Attachments:** [image001.png](#)

---

Dear Rachel,

We are all keeping well thank you, hope you are likewise.

I said 'in the circumstances' partly because the purpose of the task had been agreed by Council and included in the minutes, and partly as it appeared to be an existing working group, presumably with existing terms of reference - both the agenda and minutes talk about calling a meeting of THE Finance & Policy Working Group to review the budget.

I have spoken to NALC Legal who say that if it was a new working group, or there were no terms of reference, then they would expect there to be more than is included in the minute.

Councils need to ensure they provide sufficient clarity to committees etc. on what is expected and any limitations, and where this hasn't been done adequately then it should be addressed.

I hope this helps.

Regards,  
Jim

**Jim Friend | Advice Manager | Email:** [REDACTED]

**Suffolk Association of Local Councils** - Unit 11a Hill View Business Park, Claydon, Ipswich, IP6 0AJ

**Direct dial:** 01473 551793     **Main office:** 01473 833713

**CORONAVIRUS - Please ensure you check our website for the latest information. Any enquiries not answered by this should be e-mailed to [admin@salc.org.uk](mailto:admin@salc.org.uk)**

**Website** [www.salc.org.uk](http://www.salc.org.uk)

**Twitter** [@SuffolkALC](https://twitter.com/SuffolkALC)



**Confidentiality and Privilege:** This email and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please reply to this email and highlight the error. This document is privileged and the benefit of the privilege belongs to SALC. The provision of this document does not amount to any waiver of privilege. This document is provided to SALC members in complete confidence and should not be disclosed to any other person without SALC's prior consent. Click here to view our [privacy policy](#).

Security Warning and Viruses: Please note that this email has been created in the knowledge that Internet email is not a 100% secure communications medium. We advise that you understand and accept this lack of security when emailing us. Although we have taken steps to ensure that this email and attachments are free from any virus, we advise that in keeping with good computing practice the recipient should ensure they are actually virus free.

---

**From:** Rachel Hood [REDACTED]  
**Sent:** 04 June 2020 11:42  
**To:** Jim Friend SALC [REDACTED]  
**Cc:** Sally Longmate SALC <ceo@salc.org.uk>; tcm <tcm@newmarket.gov.uk>; [REDACTED]  
**Subject:** RE: Terms of Reference for a TC working group

Dear Jim,

How nice to hear from you. Thank you and I do hope that you (and yours) are well and safe in these difficult times.

Regarding your reply, I can see that we are in agreement regarding 'voting' matters.

That leaves ToR. I certainly agree with your comments in your second paragraph (below), and remain somewhat confused as to why a F&P 'working group' was set up in the first place, rather than holding an F&P meeting when there was time to properly Notice a F&P meeting etc. However, for these purposes, I won't dwell on that issue.

I would like to examine your conclusion 'that it would probably be reasonable to consider the reference in minutes of 4<sup>th</sup> May to be sufficient in the circumstances'. What circumstances are those? There were, in my understanding, no 'circumstances'. Why is it 'reasonable' when there are TC SOs which state that the Council **'must** determine the terms of reference [.....] as for a committee'. **'Must'** is an imperative, not a choice. So as I've said, the underlined statement in the sentence (below), in my view, cannot amount to ToR 'as for a Committee' if one looks at the ToRs for our NTC Committees and, having researched other Council's ToRs for Working Groups, I am still clear that the one line (below) does not amount to ToRs for a NTC Working Group.

"Agenda of 4<sup>th</sup> May: A proposal was made to call a Finance & Policy Working Group 'to review the budget in light of the projected impact of the coronavirus pandemic on budgeted income'".

Therefore, I'd be very grateful if you could please have Sally Longmate confirm her view or indicate if we should ask NALC (or would you prefer that I asked NALC?) or otherwise review relevant case law. Various other qualified contacts of mine appear to take the same view as me, so it would be nice to clarify this once and for all.

Apologies for asking you to go to additional trouble to clarify this issue. Thank you so much.

Best wishes,

Rachel

**Rachel D. S. Hood**, Councillor  
Newmarket Town Council  
Mobile: 07713 211555

**DISCLAIMER :** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message is issued on the basis that the sender disclaims all responsibility and accepts no liability for the consequences of any person acting, or refraining from acting on it. It must not be disseminated, copied, disclosed, modified, distributed and/or published without the express written authority of the sender. Please note that electronic mail may be monitored in accordance with the Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000.

---

**From:** Jim Friend SALC [REDACTED]  
**Sent:** 01 June 2020 18:23  
**To:** Rachel Hood [REDACTED]  
[REDACTED] <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>  
**Subject:** RE: Terms of Reference for a TC working group

Dear Cllr Hood,

Your enquiry has been passed to me as the SALC Advice Manager.

A council can arrange for the discharge of its functions by a committees or sub-committee and it is important that those have formally agreed terms of reference, which you would expect to see articulated either in a stand-alone document or council minutes. A council cannot delegate functions to a working group and there is a school of thought that if a working group has terms of reference from the Council, then in real terms it is a committee but that is another issue.

Newmarket's standing orders require the council to determine terms of reference, but do not specify what areas these should include. Therefore, although very brief, in my view it would probably be reasonable to consider the reference in the minutes of 4<sup>th</sup> May to be sufficient in the circumstances.

Regarding the voting arrangements, I confirm that from your extracts of standing orders that the voting arrangements for working groups are the same as for committees.

There is often confusion about the differences between working groups and committees and I would be happy to assist the Council with this if necessary in the future.

Kind regards,

**Jim Friend | Advice Manager | Email:** [REDACTED]  
**Suffolk Association of Local Councils** - Unit 11a Hill View Business Park, Claydon, Ipswich, IP6 0AJ  
**Direct dial:** 01473 551793     **Main office:** 01473 833713

**CORONAVIRUS - Please ensure you check our website for the latest information. Any enquiries not answered by this should be e-mailed to**

[admin@salc.org.uk](mailto:admin@salc.org.uk)

Website [www.salc.org.uk](http://www.salc.org.uk)

Twitter [@SuffolkALC](https://twitter.com/SuffolkALC)



Confidentiality and Privilege: This email and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please reply to this email and highlight the error. This document is privileged and the benefit of the privilege belongs to SALC. The provision of this document does not amount to any waiver of privilege. This document is provided to SALC members in complete confidence and should not be disclosed to any other person without SALC's prior consent. Click here to view our [privacy policy](#).

Security Warning and Viruses: Please note that this email has been created in the knowledge that Internet email is not a 100% secure communications medium. We advise that you understand and accept this lack of security when emailing us. Although we have taken steps to ensure that this email and attachments are free from any virus, we advise that in keeping with good computing practice the recipient should ensure they are actually virus free.

---

**From:** Admin SALC <[admin@salc.org.uk](mailto:admin@salc.org.uk)>  
**Sent:** 01 June 2020 09:52  
**To:** Jim Friend SALC <[REDACTED]>  
**Subject:** FW: Terms of Reference for a TC working group

---

**From:** Rachel Hood [REDACTED]  
**Sent:** 31 May 2020 20:08  
**To:** Admin SALC <[admin@salc.org.uk](mailto:admin@salc.org.uk)>  
**Cc:** [REDACTED] James Lay [REDACTED]  
[REDACTED] >  
**Subject:** Terms of Reference for a TC working group

Dear Sally,

I have been authorised to contact you by NTC regarding concerns I have relating to the absence of Terms of Reference (ToR) for a NTC Working Group.

NTC Standing Order 31a states: 'The Council may create working parties to look at specified issues and advise it accordingly. **It must determine the terms of reference** and membership as for a committee,...Usually working groups will operate on a task and finish basis.'

Our Acting Town Council Manager believes that the ToR for the Working Group in question: 'are clearly stated both on the agenda and in the attached minutes'.

On the relevant Agenda of 4<sup>th</sup> May, it is stated that a proposal was made to call a Finance & Policy Working Group 'to review the budget in light of the projected impact of the coronavirus pandemic on budgeted income'. This statement does not, in my view, amount to ToR pursuant to SO31a which mandates that the Council '**must** determine the terms of reference [.....] as for a committee'. The underlined statement in the preceding sentence doesn't seem to amount to ToR 'as for a Committee' if one looks at the ToRs for our NTC Committees and, having researched other Council's ToRs for Working Groups, I feel that the one line above does not amount to ToRs for a NTC Working Group.

It would be helpful and clarify matters if you please confirm whether, and if so how, the one line underlined above can satisfy the SO 31a requirement that ToR.

Additionally, I was also informed that pursuant to SOs, voting in Working Groups did not include being able to take votes by 'named ballot'. However, SO 31a(i) states: 'Voting in a working group will be as for a committee. See SO32 below'. SO32, which is titled: VOTING IN COMMITTEES, states at 32a: Members of committees and sub-committees entitled to vote shall by show of hands or, if at least one member so requests, by named ballot'.

I look forward to hearing from you with regard to the two questions outline in this email.

Thank you very much.

Kind regards,

Rachel Hood

**Rachel D. S. Hood**, Councillor  
Newmarket Town Council  
Mobile: 07713 211555

DISCLAIMER : This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message is issued on the basis that the sender disclaims all responsibility and accepts no liability for the consequences of any person acting, or refraining from acting on it. It must not be disseminated, copied, disclosed, modified, distributed and/or published without the express written authority of the sender. Please note that electronic mail may be monitored in accordance with the Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000.

**Blank**

## NEWMARKET TOWN COUNCIL



*A safe return to the physical workplace*

## Town Council Office Reopening – 15<sup>th</sup> June 2020

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

**Objective:** Everyone should work from home, unless they cannot work from home.

- ✓ Consider who is needed to be on-site
- ✓ Planning for the minimum number of people needed on site to operate safely and effectively.
- ✓ Clinically extremely vulnerable individuals have been strongly advised not to work outside the home
- ✓ Enabling workers to work from home while self-isolating, if appropriate.

**Objective:** To treat everyone in your workplace equally.

### **Steps that will usually be needed:**

- 1) Carrying out virus containment cleaning (deep cleaning) any site that has been closed or partially operated
- 2) Establish cleaning services on daily basis
- 3) Providing hand sanitiser in multiple locations, in addition to washrooms like entry/exit points
- 4) Checking whether we need to service or adjust ventilation systems
- 5) Check the air conditioning
- 6) Review layouts and processes to allow people to work further apart from each other.
- 7) To maintain 2m social distancing, including while arriving at and departing from work
- 8) Using floor tape or paint to mark areas to help workers keep to a 2m distance. 1 person per time in staff **canteen**
- 9) Introducing one-way flow through the building - **one-way systems for access /egress routes**
- 10) Establish pick-up and drop-off collection points for deliveries
- 11) A risk assessment for all sites, or parts of sites, that have been closed, before restarting work.
- 12) Workplaces should not encourage the precautionary use of extra PPE
- 13) Providing clear guidance on social distancing and hygiene to people on arrival at the reception - Using floor tape
- 14) Install a screen at the reception to create a physical barrier between the council staff and public
- 15) **Display the 'Staying Covid-19 Secure' poster in the office (supplied at end of this document)**

## Meeting Bookings (Memorial Hall & Sport Pavilion) – 1<sup>st</sup> July 2020

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

**Objective:** To reduce transmission due to face-to-face meetings and maintain social distancing in meetings. To ensure people are social distancing, the government has prohibited by law all public gatherings of more than two people, except for where the gathering is essential for work purposes – but workers should try to minimise all meetings and other gatherings in the workplace

### **Steps that will usually be needed:**

- 1) Carrying out virus containment cleaning (deep cleaning) any site that has been closed or partially operated
- 2) Establish cleaning services on daily basis – surface cleaning.
- 3) Providing hand sanitiser in meeting rooms
- 4) Checking whether we need to service or adjust ventilation systems
- 5) Check the air conditioning
- 6) Holding meetings in well-ventilated rooms or outdoors whenever possible
- 7) Reducing the capacity of the meeting rooms and the maximum occupancy for lifts to 50%
- 8) To maintain 2m social distancing, including while arriving at and departing from work
- 9) Using floor tape or paint to mark areas to help delegates keep to a 2m distance.
- 10) Introducing more one-way flow through building.
- 11) Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.
- 12) Keeping the activity time involved as short as possible.

**ALL EVENTS ARE POSTPONED UNTIL FURTHER NOTICE**



## Government Guideline for Public spaces/Outdoor activities/exercise

<https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do/coronavirus-outbreak-fags-what-you-can-and-cant-do#public-spaces--outdoor-activities--exercise>  
<https://www.gov.uk/government/news/coronavirus-guidance-on-access-to-green-spaces>

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>• spend time outdoors, including private gardens and other outdoor spaces, in groups of up to six people from different households, following social distancing guidelines</li><li>• visit car showrooms and outdoor markets</li><li>• in line with the arrangements made by your school, send your child to school or nursery if they are in early years, reception, year 1 or year 6, if you could not before</li><li>• if you are an elite athlete as defined by this guidance train and compete using the specified gyms, pools and sports facilities you need - which will, in the coming weeks, we hope enable others to watch live sport on TV</li></ul> |
| Don't                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>• visit friends and family inside their homes</li><li>• stay overnight away from your own home, except for in a limited set of circumstances, such as for work purposes</li><li>• exercise in an indoor sports court, gym or leisure centre, or go swimming in a public pool</li><li>• use an outdoor gym or playground</li><li>• gather outdoors in a group of more than six (excluding members of your own household)</li></ul>                                                                                                                                                                                                                               |
| <b>Can I meet my friends and family in the park?</b> From Monday 1 June, you can meet in a group of up to six people, including children, if you are outdoors. You should ensure you stay at least 2 metres away from the people you do not live with. Public gatherings of more than six people from different households will be prohibited in law. There is no limit to the size of a gathering in an outdoor space if you are all members of the same household. Outdoor gyms, playgrounds and outdoor and indoor swimming pools will remain closed to the public due to the higher risk of close contact and touching surfaces. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Memorial Gardens – 1<sup>st</sup> July 2020

- ✓ Social distancing signs will be in place and we will remind the public to observe these measures. (2m apart)
- ✓ Fence off the playground area with no entry signs.
- ✓ Share the results of the Risk Assessment.
- ✓ “Snack Shack” to provide a Risk Assessment.

## Memorial Gardens Public Toilets – 1<sup>st</sup> July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

**Objective:** Maintaining hygiene, through handwashing, sanitisation facilities and toilets

### **Steps that will usually be needed:**

- 1) Carrying out virus containment cleaning (deep cleaning) on the facilities that has been closed.
- 2) Establish cleaning services on daily basis
- 3) Distribute appropriate PPE to front line employees where required
- 4) Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- 5) Providing regular reminders and signage to maintain hygiene standards
- 6) Providing hand sanitiser in the washrooms & floor marking for queuing
- 7) Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible
- 8) Enhancing cleaning for busy areas
- 9) Providing more waste facilities and more frequent rubbish collection
- 10) Replacing hand dryers with paper towels in handwashing facilities

## Cemetery Toilets - on request

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

**Objective:** Maintaining hygiene, through handwashing, sanitisation facilities and toilets

### **Steps that will usually be needed:**

- 1) Carrying out virus containment cleaning (deep cleaning) on the facilities that has been closed.
- 2) Establish cleaning services prior to funeral date.
- 3) Distribute appropriate PPE to front line employees where required
- 4) Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- 5) Providing regular reminders and signage to maintain hygiene standards
- 6) Providing hand sanitiser in the washrooms & floor marking for queuing
- 7) Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible
- 8) Enhancing cleaning for busy areas
- 9) Providing more waste facilities and more frequent rubbish collection
- 10) Replacing hand dryers with paper towels in handwashing facilities



GET READY  
TO REOPEN

| Safety Check List: Equipment and supplies you will need in place |                                                                                            |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|                                                                  | Signs to communicate traffic flow throughout including floor arrows and distance reminders |
|                                                                  | Covid-19 policy & public health information posters for staff, handwash reminders          |
|                                                                  | Hand sanitisation stations - wall mounted and/or free standing units                       |
|                                                                  | Reception screens, sneeze guards, queue barriers, and anti microbial pens for sign in      |
|                                                                  | Employee hygiene kits for every work station with sanitiser, sprays, paper towels & bags   |
|                                                                  | Increased cleaning supplies like anti bacterial sprays, paper towels, bins and bin bags    |
|                                                                  | Personal pens, mug, bottle, cutlery & glass for each staff member with labelling           |
|                                                                  | Disposable gloves & gowns for cleaning staff                                               |
|                                                                  | Increased number of bins for staff                                                         |
|                                                                  | Contact log books for visitors                                                             |
|                                                                  | Covid-19 policy & public health information signs for Memorial Gardens                     |
|                                                                  | Temporary fences to barricade the playground area in the Memorial Gardens                  |

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

- FIVE STEPS TO SAFER
- WORKING TOGETHER

- ☒ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ☒ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ☒ We have taken all reasonable steps to **help people work from home**
- ☒ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ☒ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)





# QUOTE Q24240

**Invoice Address**  
Newmarket Council

**Date:** 26 Mar 2020  
**Expiry Date:** 25 Apr 2020

**Massey & Harris (Engineering) Ltd**  
Unit 5, The Hollygate  
Albert Street  
Stockport  
Cheshire. SK3 0BD  
UNITED KINGDOM  
**Telephone:** +44(0)161 480 5243  
**Email:** accounts@masseyandharris.com  
**Our Ref:** Q24240 NMG

| Description                         | Quantity | Unit Price | VAT | Amount GBP      |
|-------------------------------------|----------|------------|-----|-----------------|
| 2039 - Aerial Runway Start Platform | 1.00     | 642.00     | 20% | 642.00          |
| Delivery and Installation           | 1.00     | 2,992.00   | 20% | 2,992.00        |
| <b>Subtotal</b>                     |          |            |     | 3,634.00        |
| <b>Total VAT 20%</b>                |          |            |     | 726.80          |
| <b>TOTAL GBP</b>                    |          |            |     | <b>4,360.80</b> |

- All prices, unless otherwise stated, are ex-works.
- Structural calculations will be provided on request at an additional cost.
- If equipment is to be installed into loose fill please specify.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

**THANK YOU FOR YOUR ENQUIRY**

Zipwire launch pad.

Cathy Whitaker

For FTC Agenda 15/6.

**From:** Jamie Saunders <Jamie.Saunders@northmores.com>  
**Sent:** 26 February 2020 14:34  
**To:** Cathy Whitaker  
**Subject:** RE: Newmarket Town Council - zipwire launch pad

Hi Cathy

As Massey & Harris installed the unit I have taken the below from their website:  
<https://www.masseyandharris.com/product/steel-aerial-runway/>



**From:** [Wright, Will](#)  
**Cc:** [tcm](#)  
**Subject:** FW: Newmarket Skate Park  
**Date:** 07 June 2020 12:27:26  
**Attachments:** [Skatepark presentation to NKT Festival.pdf](#)  
[Newmarket Skate Park Project Fact Sheet NF.pdf](#)

Dear Councillor Michael Jeffery ( Mayor), Rachel Hood (Outgoing Mayor) and the Town Council Manager

I am writing to you Michael as the current Mayor of Newmarket, and Rachel as the previous Mayor for the town who has supported the Skate Park project for almost 2 years. This project is set to commence in the coming weeks, the build phase has finally arrived. I am writing to you on behalf of the young people to see if there is any financial support available towards the shortfall of the project. The current funders are West Suffolk Council, Suffolk County Councillors, Orbit Housing, Godolphin, and Anglian Water.

I have attached the Newmarket Skate Park presentation that kicked started the project and also the Project Fact Sheet dated October 2018.

Overview: the project commenced in January 2018 by young people who identified that the old Skate Park was unfit for modern day use, with scooters and BMX bikes etc. the Project was set out in three phases, Phase one to renew the skate park with UpToDate design and materials. This second phase was lighting and CCTV which was highlighted in the survey around safety, and also updating the lighting scheme on the footpath at the rear of George Lambton field to tie in the whole area. The third phase was to look at the overall landscaping of the area and art projects/ additional facilities. The young people from the Academy have led on this project from the initial survey right the way through to the planning and design. You will see in the attached presentation that almost 400 people responded to the survey, and a significant proportion were over 35 years old and users of the park.

Phase one funding has been secured to the sum of £150,000, this is broken down to funders, Orbit Housing, Anglian Water, Section 106 funding and West Suffolk parks budget. Phase two funding of £30-40,000 has a shortfall of £19-25,000. The funding towards this has come from Godolphin, West Suffolk Council Families and Communities portfolio holder budget, West Suffolk Councillor locality budgets and Suffolk County Council locality budgets. There are also increased costs of materials due to the time frame it has taken to get to the planning phase, and before the project went through planning there was a shortfall of funding for lighting and CCTV.

This has been a truly young person led project where they have had to apply all of the skills they have learnt about using the skate park, and also the ones they have learnt in school. The young people have been truly instrumental in the project, they have had support from me and a teacher at the school, however apart from supporting them, they have been the ones to secure the funding to date. This is the last hurdle, with expected build start time to commence in June 2020.

I hope this is enough information for you to circulate and see if there is any funding available through the town council, and or signposting to any other funding in the town. We are currently awaiting any update from Newmarket festival.

Kind regards

Will

---

Will Wright  
 Families and Communities Officer  
 Families & Communities  
 Direct dial: 01638 719763  
 Mobile: 07775 801193  
 Email: [will.wright@westsuffolk.gov.uk](mailto:will.wright@westsuffolk.gov.uk)  
[www.westsuffolk.gov.uk](http://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 that they can provide a service you have requested, fulfil a request for information or because we have a legal requirement to do so. Any information about you that we pass to a third party will be held securely by that party. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: [How we use your information](#)

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



# Newmarket

## TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL  
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP

Telephone: 01638 667227

### **Revised Meeting Dates for 2020**

#### **June**

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

#### **July**

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

---

### **August**

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

---

### **September**

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

---



# May 2020 Monthly Parish Newsletter

**STAY  
ALERT**



**CONTROL  
THE VIRUS**



**SAVE  
LIVES**

For more information, visit [www.suffolk.gov.uk/coronavirus](http://www.suffolk.gov.uk/coronavirus)

**#Covid19Suffolk**

Visit [suffolk.gov.uk/coronavirus](http://suffolk.gov.uk/coronavirus) for health advice, service changes, business support and schools guidance.

Keep up to date on the latest guidance on COVID-19 from central government here: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

## COVID-19 related news

### HOME, BUT NOT ALONE

**HOME, BUT NOT ALONE**  
Connecting volunteers and vulnerable people in Suffolk

DOWNLOAD  
**Tribe - Volunteer**  
APP TO VOLUNTEER



Need a volunteer's help? Call: 0800 876 6926

**#COVID19SUFFOLK**

You can call the Home, But Not Alone phonenumber if you live in Suffolk and need urgent help during the coronavirus (COVID-19) pandemic. This is a free service.

This emergency phonenumber is for people who:

- do not have support available from friends, family or neighbours
- are struggling for food, medicines or other essential supplies
- are feeling lonely and isolated.

If any of these apply to you, call 0800 876 6926 (available 9am to 5pm every day, including weekends). The telephone line is not a general information line for COVID-19 queries.

The Home but Not Alone helpline has now received nearly 9,000 calls, which include calls for support with food, calls for support with collecting medication, and calls relating to loneliness or isolation.

## **Joint Council reaction to EDF Energy's submission of application for Sizewell C**

The Council Leaders of East Suffolk Council and Suffolk County Council have offered a joint response following the submission on 27 May of EDF Energy's application for a Development Consent Order (DCO) to build a new nuclear power station at Sizewell.

Whilst both councils have been supportive of EDF Energy making the DCO submission, they continue to call on the energy provider to talk to the two local authorities before triggering the formal Section 56 process and timescale, which includes a period of formal public engagement. With the ongoing Covid-19 pandemic, there is a high level of concern that the current period of social distancing and restricted movement will not give the community its fullest opportunity to engage with the planning process.

Over the next 28 days, the Planning Inspectorate will assess EDF Energy's submission and determine if they are willing to accept it for Examination. During this period, East Suffolk Council and Suffolk County Council will be asked, as 'host' local authorities, for their opinion on the adequacy of consultation that EDF Energy has carried out in advance of the submission.

If, after the 28-day period, the application is accepted by the Planning Inspectorate, both councils expect to work closely with the Planning Inspectorate and EDF Energy to set an appropriate start time for the Section 56 period, which is a formal time-specific planning process.

### **Cllr Steve Gallant and Cllr Matthew Hicks said:**

"We have written to EDF Energy asking them to delay the Section 56 process given the current Government guidance on social distancing, social isolation and public gatherings. We believe all parties must be satisfied that appropriate public engagement can take place.

"We would like EDF Energy to continue its discussions with both Councils so we can work together to find a suitable solution that works for all our communities."

## **More booking slots released following successful re-opening of Suffolk's recycling centres**

On Thursday 14 May, all of Suffolk's 11 recycling centre sites re-opened on an appointment only basis. Since then, 95% of all slots have been booked. This amounts to 28,500 appointments. The booking system has proved an efficient and

effective way of allowing people to easily dispose of their rubbish and helping manage demand on the service. The system has received widespread public support. It has helped reduce traffic disruption on roads around the sites and supported social distancing on site for staff and members of the public.

The initial road closures that were put in place at Fornham Road, Bury St Edmunds, and Foxhall Road, Foxhall, were lifted after five days. Sir Alf Ramsey Way, Ipswich, remains closed for the time being, with the closure reviewed regularly.

From 28 May, in line with the phased approach, and because of the success of the booking system, car derived vans can access the sites via online booking. Charges for DIY waste from households, like soil, rubble or hardcore, will also be accepted, but trade waste still cannot be taken to the sites. Contactless card payments will be taken at a kiosk on site, in line with social distancing measures. Bags of compost will also be available to buy on site.

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

“The success of the re-opening of the recycling centres has been largely down to the cooperation and willingness of people to comply with the temporary guidelines and support social distancing on site.

“Thank you for playing your part in helping us with the smooth transition of getting Suffolk’s recyclable waste moving again. The positive comments and feedback from our residents have been overwhelming and very much appreciated by site staff.”

Temporary rules still apply, which include:

- No access to sites without pre-booking
- Cars, car derived vans, and pedestrians only – no larger vans, trailers or commercial-type vehicles
- One adult to unload, unless two adults are needed for heavy items
- No staff assistance to unload vehicles
- No trade waste
- No textiles or re-use items accepted.

To make a booking, please visit [www.suffolk.gov.uk/recyclingcentres](http://www.suffolk.gov.uk/recyclingcentres). If you do not have access to the internet, call 0345 606 6067. To prevent dangerous queueing, residents without a booking will not be able to enter the site. Residents must not arrive on site more than five minutes before their allocated time.

Any waste you have which is contaminated, or suspected to have been contaminated, with COVID 19 must be double-bagged and kept at home for 72 hours before it is brought to site.

Suffolk County Council continues to review the temporary rules and will continue to remove restrictions to the service when it is safe to do so.

People who are, or have anyone in their household, suffering from Covid-19 symptoms, or who have been diagnosed as having the virus, must not visit recycling centres. Please follow the government’s guidance on self-isolating and shielding.

## Suffolk creates safer spaces as communities begin to re-open during Covid-19 response

To ensure appropriate safety measures can be put in place for communities across Suffolk, the county council is working closely with its local authority partners, town councils and the business community to develop guidance and advice on how social distancing measures can be maintained as shops and businesses begin to re-open and current lockdown restrictions are relaxed over time.

This will include empowering local councils and the business community to make small-scale temporary changes to enable social distancing, without the need to seek consent from Suffolk County Council.

Where there is a requirement or desire for larger, more detailed changes to be made in the community, these will need to be discussed with county council officers to understand how this can be achieved.

Any of the temporary changes made during this time will be kept under review and Suffolk County Council will continue to work with its partners to adapt to government guidance and review what support is needed to help the local economy.

The council has received a number of enquiries and requests to date, asking for a range of measures related to creating safe spaces in local communities. These requests are being grouped into the following categories, to help the Council understand the highest priorities and what work is required in different areas of the county:

- **Small-scale changes** – changes that communities can make themselves, without contacting Suffolk County Council. These will be local safety measures on pavements that outline queuing areas, social distancing reminders, or simple painted markings on pavement surfaces for pedestrians.
- **Medium-scale changes** – changes that will require communities to contact Suffolk County Council for support. This will be anything that needs to happen off the pavement, or anything that Suffolk Highways will be required to deliver, such as temporary signs, barriers and cones. This may also include simple traffic regulation notices or orders, and licenses for seating, planters and other semi-permanent obstructions.
- **Large-scale changes** – changes that will require communities to contact Suffolk County Council for support. This will include any road closures or extensive changes to how traffic is managed and semi-permanent works, such as painting lines on roads, pothole patching, or works such as installing dropped kerbs.

If the activity that the community wants to carry out requires working on, or in, the road, then the county council will need to be contacted. If communities are unsure where their proposed changes fit, they are encouraged to contact the county council at [transport.schemes@suffolk.gov.uk](mailto:transport.schemes@suffolk.gov.uk).

Local councils and businesses should consider the following when carrying out small-scale changes in their communities:

- Ensure communities work safely at all times when installing local measures; ensure activities are carried out on the pavement, not in the road; and aim to carry out works during quieter periods of the day.
- Consider the needs of people with disabilities, such as wheelchair users or those with impaired visibility, and those with prams, double buggies or trolleys to ensure they have sufficient space on the pavement to pass safely.
- Consider the type of paint being used (i.e. it should be non-toxic) or consider using small thermoplastic markings of appropriate symbols that can be easily removed.
- Laminated signs should be fixed to street furniture (such as lighting columns), with cable ties only to avoid damage. Consideration also needs to be given to having these signs at a safe height and ensuring they are visible.
- Digging into the pavement or road is not permitted, nor is fixing anything to the floor, due to the possibility of there being underground cables and pipes.
- Town councils should monitor and review signs and the condition of paint markings to ensure these are clear and safe.

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

“We have received several requests from local town councils and business groups to make changes to the public highway as their usually-busy high streets and town centres begin to re-open following government lockdown.

“We are working closely with them all to implement these measures safely. As this work continues, we will produce further guidance and advice to support local communities who are keen to undertake some of this work themselves, but in the meantime I am pleased to begin to outline how we are planning to undertake this work and empower our communities where they are able and willing to do so.

“We have already supported Southwold Town Council to implement changes based on the above parameters.

“I am really pleased Suffolk County Council is taking a pragmatic approach in putting forward this guidance, and I thank officers for all their hard work in making this happen.”

[Local areas should follow government guidelines on safer public spaces.](#)

[Read more about safer spaces on the highway.](#)

## **People in Suffolk to benefit from a virtual care response**

Suffolk County Council, in partnership with [RETHINK Partners](#) and [Alcove](#), has launched a new and innovative response to the COVID-19 crisis, by providing virtual care and support to vulnerable or shielded people.

The service is provided through the rapid rollout of the Alcove Video Carephone, a simple communication device that allows people with little or no technological ability to have two-way video contact with care workers, family members and other approved service providers. This will help with tasks that do not require face-to-face

visits and, therefore, limit people's exposure to infection. For example, carers can check visually if medications are being taken, set prompts and reminders, or carry out welfare and wellbeing checks.

Users are being supported to set up the Alcove Video Carephones remotely and their friends and family members can also be added during set-up. The council is working closely with care providers and partners to identify the most appropriate people, to receive the device.

**Councillor Beccy Hopfensperger, Suffolk County Council's Cabinet Member for Adult Care, said:**

"We are rolling out 1,000 of the Video Carephones to those people in our communities who would benefit most from this kind of support. The service will supplement regular care visits and allow residents to receive care virtually for identified tasks. Those people who need face-to-face care will, of course, still receive that level of care.

"There is also the added benefit that friends and family can check-in on their loved ones at any time. This initiative is a prime example of how technology can enhance the care and support provided by carers, helping to keep people connected whilst also providing that extra support."

[Read about Suffolk Virtual Care Response Service here.](#)

## **Domestic abuse helpline extended to offer round the clock support in Suffolk**

On 22 May, Suffolk County Council, working with Anglia Care Trust, extended its Domestic Abuse Helpline to offer 24-hour support. The council is urging anyone experiencing, or at risk of, domestic abuse to make contact, when safe to do so.

With lockdown measures still in place, it is important that those who may find themselves at risk of abuse at home, can access the right support at whatever time they need it. The existing Domestic Abuse Outreach Service has therefore extended its **0800 977 5690** freephone number to be available 24 hours a day, seven days a week. Anyone with concerns, including professionals who are supporting clients and friends and families who are concerned for loved ones, can access this local support.

The government advice encouraging people to stay at home as much as possible can create additional challenges to those at risk of domestic abuse. Domestic abuse remains a priority for partners across Suffolk during this period.

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

"More than ever, it is really important that we look out for each other and if you have concerns about a neighbour, friend or family member please encourage them to reach out for support when it is safe for them to do so.

"This 24-hour free phoneline is a vital lifeline in helping those in need."

The service also includes a live web chat from 9am to 5pm, Monday to Friday, which can be accessed at [angliacaretrust.org.uk](https://angliacaretrust.org.uk).

If people are in immediate danger, they should call the police on 999. If someone is unable to speak or make a sound, but needs immediate help, they should call 999 and stay on the line, and then press 55 when prompted. The call will be transferred to the police, who will know it is an emergency call.

For those looking for help online, 'quick exit' buttons and other mechanisms can be used to increase online privacy. [Information is available from techsafety.org](https://techsafety.org)

The charity Respect offers support for people exhibiting abusive behaviour or who are worried about their own behaviour on **0808 8024040** or at [respectphoneline.org.uk](https://respectphoneline.org.uk)

## **Stick With It Suffolk – continue slowing the spread of coronavirus**

Suffolk residents are being asked to continue their great efforts, which are successfully reducing the spread of COVID-19.

The *Stick With It Suffolk* campaign, launched on 18 May, highlights the things we must all continue doing to keep each other safe and to defeat the virus.

These are:

- Keep staying at home
- Keep working from home if you can
- Keep two metres apart if you go out
- Keep exercising safely
- Keep washing your hands with soap and water
- Keep self-isolating if you, or anyone in your household, has symptoms
- Keep travelling by car, bike or walking
- Keep staying safe at work
- Keep shielding yourself if you're vulnerable
- Keep supporting local businesses
- Keep looking out for each other.

*Stick With It Suffolk* is being rolled out across the county by the Suffolk Resilience Forum, which includes Suffolk's NHS, Emergency and Public Services. These local authorities and organisations are working together around the clock to keep Suffolk as safe as possible.

This is how Suffolk will successfully respond to the government's *Stay Alert, Control The Virus, Save Lives* message.

People are asked to share their stories and how they are managing to stick with it, using the hashtag **#StickWithItSuffolk** on social media.

### **Stuart Keeble, Suffolk Director of Public Health, said:**

"On behalf of all the members of the Suffolk Resilience Forum, I'd like to say thank you to the people of Suffolk for the sacrifices they are making by following these instructions.

“But now, more than ever, it is important that we stick with it - the number of cases can very easily increase if we take our eye off the ball. This would be a backward step, with strict lockdown measures coming back into force.

“With young children of my own, I understand how difficult it is when they can’t see their family and friends, they would love to see their grandparents but I know this increases the risk to my family and Suffolk residents. We are making progress, and we will continue to do so if we Stick With It Suffolk.”

## **Don’t suffer alone – help is available to support your mental health**

If you are experiencing a mental health crisis and need support, help is available – that’s the message from the Suffolk Resilience Forum.

National and local evidence shows a drop in the number of people accessing mental health services during the coronavirus outbreak. It is important that Suffolk people know that help is available all day, every day.

The *FirstResponse* service, launched by Norfolk and Suffolk NHS Foundation Trust, is available 24 hours a day, seven days a week, and provides immediate advice, support and signposting for people with mental health difficulties. If you are experiencing something that makes you feel unsafe, distressed or worried about your mental health you can call the helpline on **0808 196 3494**.

More support is available at any time of day or night from Samaritans, who offer confidential and non-judgmental emotional support whenever you need someone to talk to. Call **116 123**.

For young people, Kooth is a free online counselling and emotional wellbeing support service commissioned by NHS Ipswich and East Suffolk and NHS West Suffolk Clinical Commissioning Groups, and Public Health Suffolk. It launched across the county in October 2019 to provide support to young people aged 11 to 18 years.

Since going live, the service has been accessed over 3,100 times, with 97% of the youngsters who used it saying they would recommend it to a friend. As a result of its popularity, and the Coronavirus outbreak, the Kooth service has been extended to support more young people - up to the age of 25.

Kooth offers young people bookable virtual chat sessions with experienced counsellors, live moderated forums to share their experiences, self-help materials, journals and goal trackers to reflect their thoughts and feelings.

Young people can access the service by going to: **[kooth.com](https://kooth.com)**, and registering. For details of other emotional wellbeing support services available to young people in Suffolk visit: **[www.thesource.me.uk/wellbeing](https://www.thesource.me.uk/wellbeing)**

Suffolk GPs and A&E services also remain open, and there are different options available for speaking to a GP including telephone, text, video call or email.

If you need urgent help, feel desperate or unsafe, you should talk to someone nearby immediately if possible, call 999, or visit your nearest A&E department.

The advice remains that you should not travel to A&E or your doctor's surgery if you are experiencing any typical symptoms of coronavirus, such as a high temperature or a new continuous cough.

## **Update on Covid-19 in Suffolk's care homes**

**Opinion piece by Councillor Rebecca Hopfensperger, Cabinet Member for Adult Care. Published 12 May 2020.**

There has been a lot of news reported lately about how the Coronavirus pandemic is playing out in care homes and other residential care settings. Many people are concerned about their family members and friends who live in care homes, especially as they are unable to visit. I want to address some of people's concerns today.

One of the most concerning elements of Coronavirus in care homes is the number of deaths that are happening as a result of the virus. Some statistics released by the Office of National Statistics have led to comparisons on the number of deaths between different areas of the country. The difference in the number of people dying of Covid-19 in care homes could be for a number of reasons, including difference in population size, the number of care homes per area, or more people remaining in their usual place of residence rather than moving into hospital for end of life care. Suffolk has a high number of 'nursing' beds in care homes. This means people can remain in their care home setting for a longer period and get treatment as they become more ill, rather than being transferred to hospital. Also, here in Suffolk, we instigated a local testing regime early on for care homes. With more tests being carried out, we have more results, so we are able to confirm whether Coronavirus contributed to the cause of death.

The number of people who have died in care homes in Suffolk is, thankfully, small. However, this doesn't take away from the fact that people have died because of Coronavirus. It is a tragedy that families are losing their much beloved relatives and friends to this virus and my deepest sympathies and condolences are with those who are grieving during this most difficult time.

What I want to stress is that the reason people are sadly dying in care homes due to Coronavirus isn't down to care homes in Suffolk not doing enough. Care providers in Suffolk are doing everything they can to look after their residents and those receiving support in their own homes.

While we no longer have any council-owned care homes in Suffolk, they are all privately owned and run, the county council still considers looking after the most vulnerable to be its top priority. This means that we have focused on supporting the county's care providers in whatever way we can, to help them face the challenges that Coronavirus presents.

We are in daily contact with providers to support them and respond to their needs and concerns. We have provided a package of financial support that includes a minimum payment guarantee, as well as advance payments to enable providers to stay operational even when faced with staff absence.

We have supported health partners to deploy dedicated infection prevention and control support to providers through a dedicated support line for infection advice, personal protective equipment (PPE) questions, and for requesting testing for residents with symptoms.

Ahead of a national testing site being available we started testing residents in care homes. Since testing began in mid-April, over 600 people have been tested, and testing continues.

Meanwhile care homes and providers are doing an incredible job to protect their residents and staff and control the spread of infection where it arises.

They are following the latest guidance issued by Public Health England and Government for the correct use of PPE such as face masks, visors, goggles, gloves, and aprons.

They are practicing social distancing wherever possible and where it is not, due to the task being carried out, PPE is in use and, of course, hygiene practices are being followed throughout our care homes.

The problems that the care sector faces when trying to get enough PPE have been well documented. While care providers are responsible for sourcing their own supply of equipment, the Suffolk Resilience Forum has set up a PPE centre that is providing the local care market with emergency supplies. So far, we have supplied 219 organisations with PPE and every care provider who has asked for support has received it.

The county council is standing shoulder to shoulder with our care providers as we face this crisis and I want to take one final moment to praise their monumental efforts and their continued dedication and professionalism. The kindness and warmth that they show our most vulnerable each and every day, despite the pressures they face is deeply moving. Please continue to join me at 8pm on Thursday evenings, and applaud our amazing care workers. They are incredible people who are doing their best for the sake of others; they deserve to feel your thanks and appreciation.

## **Other news**

### **Discover Suffolk's history with new Suffolk Heritage Explorer website**

On 20 May, Suffolk County Council's Archaeological Service announced the launch of its new Suffolk Heritage Explorer website at [heritage.suffolk.gov.uk](https://heritage.suffolk.gov.uk). This offers users a completely free resource of interesting, up-to-date information on the archaeology and history of Suffolk.

The new website includes an upgraded searchable interactive map and a database of known archaeological sites, which can be used to discover more about Suffolk's history from the comfort of your home.

Alongside free downloadable publications and resources, there is updated guidance and best practice advice on finds recording and access to the county's archaeological archives.

The website features key archaeological sites and projects, such as Suffolk's World War II heritage. You can find out more about the internationally significant Anglo-Saxon site at Rendlesham, its 12 years of ongoing archaeological research and results, with podcasts and archaeological reports.

A dedicated section on Ipswich also summarises the town's development through the ages, featuring the recently completed 'Urban Archaeological Database' with useful archive and planning guidance. There are also lots downloadable activities for families and children.

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

"The new Suffolk Heritage Explorer website is exciting and will inspire a love of history in the next generation. It will allow the public far and wide to access and celebrate Suffolk's unique heritage online."

The new website will be regularly updated with new content, blog posts and information. Discover the new Suffolk Heritage Explorer website: [heritage.suffolk.gov.uk](https://heritage.suffolk.gov.uk).

## **Delicious Drawings competition: Children to explore the value of food through new competition by #FoodSavvy**

On 20 May, the pioneering food saving campaign #FoodSavvy launched a month-long Delicious Drawings competition in collaboration with the East of England Co-op.

The competition will inspire primary school children in Suffolk to get creative about saving and valuing food. Children are invited to draw a picture which shows how you can stop tasty food from ending up in the bin.

#FoodSavvy is a partnership between the Suffolk Waste Partnership, Norfolk County Council and environmental charity Hubbub.

On average, households across East Anglia waste £810 worth of food every year. However, since the coronavirus restrictions, the country's relationship with food has been changing. Nearly 60% of people say they are valuing food more now. Cooking from scratch, and families eating together more, are just some of the positive shifts in food related behaviours, according to new research commissioned by Hubbub.

The Delicious Drawings competition will provide a great focus for families to talk about the value of food and why eating every bite is important, and it gives children an opportunity to be creative and inspire others to reduce their food waste.

There are some great prizes to be won, from children's cooking kits to East of England Co-op vouchers, and the chance for the drawing to be put up in a local Co-op store. If you know a mini artist, chef, or storyteller you can find more information here: [www.foodsavvy.org.uk/kids-competition](https://www.foodsavvy.org.uk/kids-competition).

The competition is open to all primary aged children across Suffolk and young artists can enter their masterpieces until Friday 20 June. Winners will be announced by 20 July.

The Food Savvy website is packed with recipes and ideas to cut down food waste and make your food go further, from planning your shopping to storing food correctly, plus lots of savvy living tips to help with lockdown life.

## **Highways completes 1,000 extra road improvements during lockdown**

On 13 May, it was reported that Suffolk Highways has increased its number of repairs and road improvements since the Coronavirus lockdown began.

6,334 potholes and other highway faults were repaired in the county during March and April, compared with 5,345 in the same period last year, meaning a 18.5% increase in repairs.

Through Suffolk Highways' careful planning of resource prior to and during the lockdown, teams working out on the network have been supported to continue working effectively, whilst keeping themselves and members of the travelling public safe.

On top of these reactive repairs which are picked up through reports from residents and Suffolk Highways' routine inspections, the service has continued with its larger improvement schemes, completing works on Angel Hill in Bury St Edmunds and continuing with the construction of a new footpath on Heath Lane in Ipswich.

Suffolk Highways has also continued with its cyclical drainage, grass cutting and weed control programmes, ensuring those travelling for essential purposes can do so safely. Furthermore, the resurfacing and surface dressing programmes have begun – laying new surfaces on roads to help stop potholes from forming in future.

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

"Despite the obvious challenges all public services are experiencing at the moment, I am really pleased to see that not only are our highways colleagues continuing business as usual, but they are using the quieter roads to get more done!

"Our teams have had to work in different ways, to ensure they can continue keeping the roads safe and open for use, whilst keeping themselves and those they come into contact with safe and healthy.

"Despite these extra precautions, Suffolk Highways colleagues have increased productivity, repaired more issues and continued with their planned programmes of work. These successes are evidence of the hard work and dedication shown by our key worker operatives - thank you all for what you continue to do to keep our county moving."

## Suffolk Archives commemorate VE Day 75 with new online exhibition

VE (Victory in Europe) Day - Friday 8 May 1945 - was the day the Second World War came to an end across Europe.

In 1945, up and down the country, people came together to celebrate this moment with street parties, parades, and dancing across towns and villages, and a national holiday was declared.

Until earlier this year, Suffolk Archives had intended to recreate this atmosphere at a special event on Ipswich Waterfront. Unfortunately, due to the on-going situation with the Coronavirus pandemic they, like so many others, had to cancel these plans.

Instead, Suffolk Archives are proud to host a special online exhibition, in place of the activities which would have been taking place: [www.suffolkarchives.co.uk/displays-online/ve-day-75](http://www.suffolkarchives.co.uk/displays-online/ve-day-75)

The new online display brings together the many ways in which VE Day was celebrated across the county in 1945. You can explore photographs, extracts from newspaper articles, and oral history recordings, all brought to life through an interactive map. There is even an introductory guide to researching your own family's history during the Second World War, and an appeal for people to share their own family or local stories from 1945. Suffolk Archives are always looking to build a better understanding of local history through personal stories, memories, and documents.

## Women's Tour postponed to June 2021

On 4 May, it was announced that the seventh edition of the UCI Women's WorldTour event will now take place in June 2021.

Commenting on the decision, **Hugh Roberts from SweetSpot Group, organisers of the Women's Tour said:**

"With the extra time now available we look forward to making next year's Women's Tour even bigger and better than before and a fantastic celebration of cycling and Britain.

"We are now working with partners on our plans for the Women's Tour to be live streamed for the first time in 2021 and are also exploring opportunities to bring the race closer to our fans than ever before in these challenging times, such as the opportunity to race and ride past stages on their home trainer."

As planned for June this year, the 2021 Women's Tour will begin in Bicester, Oxfordshire and finish with a sixth and final stage in Suffolk, between Haverhill and Felixstowe.

Organisers have applied to the UCI for dates from Monday 7 to Saturday 12 June 2021 with final confirmation of the dates and the 2021 UCI Women's WorldTour calendar due in the coming months.

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

“I am really pleased that we now have a provisional date to work towards for next year and I’m sure, like many other public events around the country that have had to step back this year, the 2021 Women’s Tour will be an event to remember. We certainly look forward to seeing the world class racers visit us in Suffolk once again and show off our great county to a world-wide audience.”

## **Suffolk County Council begins street light sensor deployment**

Suffolk County Council has begun to install 100 sensors on its smart street lighting infrastructure for a variety of purposes, as part of the Smart Places Live Labs programme.

The council is working with wireless smart city applications specialist Telensa on the deployment under a two-year project funded by the Department for Transport (DfT), and is planning to monitor traffic, road temperature, air quality, wind and waste.

The sensors will provide data to a team at the University of Suffolk who will evaluate the benefits and help the council to decide which types to introduce on a larger scale.

“We’re committed to delivering a better road network and we know that the right smart technologies will play a crucial role,” said Richard Webster, street lighting manager at Suffolk. “We’re delighted to be working with long term partner Telensa as we create a sustainable smart places strategy that can adapt to the county’s evolving urban and rural needs.”

Smart Places Live Labs is being run by the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) to examine the potential and challenges in using digital technology across the local highway network. It is backed by £22.9 million from the DfT.



# SUFFOLK CONSTABULARY

Item 22b



**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 carried out regular pulse patrols in different areas of Newmarket to keep a strong presence around the town, and I am helping to support any changes in the town centre as Government guidelines have eased.**
- ❖ **Myself and PCSO Darvill visited Gracewells of Kentford as they had relatives visiting for the first time during COVID, the relatives drove past in their cars and waved at residents, we were very well received and the support was appreciated. We also got our 15 minutes of fame on BBC and ITV local news!**
- ❖ **The Kings Hotel have continued to house homeless and vulnerable people for the West Suffolk Council Outreach Team, I have been making visits to the hotel and liaising with the West Suffolk Council to ensure the hotel are operating smoothly and getting the support they need.**
- ❖ **I visited the George Lambton Playing Field Following the recent traveller encampment along with our Design Out Crime Officer, we had a look round the site and a report was submitted to the West Suffolk Council to advise on how it could be better protected moving forward.**
- ❖ **I have distributed crime prevention and counter terrorism information to businesses in Newmarket that are either open or likely to be opening soon. Please see attached information that was sent to them for your reference.**
- ❖ **During mental health awareness week, I spent a day on patrol in the town with a PC, we posted on Facebook inviting Newmarket residents to come and speak to us about any concerns they may have.**
- ❖ **The new parking enforcement officers are in town, I have been Liaising heavily with them sharing knowledge of particularly affected areas to help them moving forward in their role.**

## 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>



**CPNI Advice Note:**  
Protecting pedestrian queues from Vehicle As a Weapon Attack

PUBLISH DATE:  
14 May 2020

CLASSIFICATION:  
OFFICIAL

The risk to pedestrians from Vehicle As a Weapon (VAW) attack remains a realistic possibility during the COVID-19 pandemic.

Social distancing measures will require businesses to manage customers flows and numbers going into premises. As such it is likely that customers will form or be asked to form orderly queues to enter premises.



[Vehicle-borne threats](#) range from vandalism to sophisticated or aggressive attack by determined criminals or terrorists.

Vehicles (such as cars, vans and lorries) are widely available, easy to acquire and use. Vehicles may be purchased, rented, stolen or hijacked by terrorists. Consequently, driving a vehicle into crowds of people has been and remains an attack method used by terrorists.

During a VAW attack, the terrorist is unlikely to comply with the rules of the road. Terrorists may park illegally just before the attack then speed, ignore traffic signals, drive

on the wrong side of the road, mount footways and enter pedestrianised zones.

However, as the intent is to harm as many people as possible during a VAW attack, they are less likely to drive in a manner that risks ending the attack prematurely: rendering the vehicle unusable or seriously injuring themselves. Consequently, the terrorist may tend to avoid obstacles, including relatively insubstantial ones.

In general, VAW attacks have been the first part of a layered attack. The attacks frequently begin on public roads with little or no warning and are often followed by a wider firearms or bladed weapon attack.

The end of a VAW attack may look similar to a road traffic incident: the vehicle losing control and crashing into barriers, buildings, street furniture or other vehicles. Individuals may approach the vehicle to help the occupants, inadvertently becoming targets for a follow-on bladed weapon or firearms attacks.



In order to minimise the risk to queues of people, organisations can take practical and achievable measures to either deter or disrupt a Vehicle As a Weapon Attack. The range of options highlighted below provide varying levels of protection and residual risk.

Further advice can be sought from local [Police Counter Terrorism Security Advisers](#) (CTSAs).

- In producing online and local messaging, including signage be mindful of how detailed information can be very useful to those with hostile intent – giving credible, detailed information that could identify an attractive target about queue locations, times and number of people or even security arrangements.



Vigilant security behaviour will show any hostile individual watching that it's not just security guards and CCTV they need to worry about. Alert employees are just as likely to spot suspicious activity and report it.

- Raise awareness of the full range of security risks to the public through staff briefings (which could include the [ACT e-learning package](#)).
- In the first instance queues should be positioned behind existing rated vehicle security barriers.
- Consider and minimise the risks when queues are created outside normally protected areas:

- **Queues**

- Work with near neighbouring premises to develop a plan for queues.
- Queues should not be positioned near live traffic i.e. roads. If they have to be, position away from the kerb edge.
- Move queues to areas where vehicles don't normally access.
- Avoid creating long queues. Consider a secondary marshalling area if required.
- Marshalling can help enforce queue structure, length, social distancing and provide additional vigilance and response to an incident.
- Place "Do not join the queue" signs when its length or position increases the risk to people.
- Where possible, orientate the queues so people can see hazards or dangers approaching.
- Fast dispersal / escape routes for pedestrians should be considered when setting out your queue.
- Where possible and whilst factoring in the need for social distancing and not impeding pedestrian flow on the footway:
  - Orientate queues so they are at right angles to potential vehicle attack routes.
  - Avoid orienting queues in the same direction as potential vehicle attack routes.
  - Positioning queues near or in between street furniture can provide some protection.



- **Traffic management**

- Reducing vehicles in the areas of queues will make it safer for pedestrians.
- Close off vehicle access to shared spaces when queues are present.
- In car parks, create a pedestrian safety zone by preventing or limiting vehicle parking next to queues of people. Consider enforcing 'no parking' as far away from the queues as possible with cones, temporary pedestrian rails or more robust barriers.
- If not possible then introduce reduced speed limit and temporary traffic calming measures.



- **Barriers**

- In the first instance queues should be positioned behind existing rated vehicle security barriers ([IWA14-1](#) & [PAS68](#)).
- The presence of street furniture (e.g. bus stops, signage posts, seating, telephone boxes, including trees) should be viewed as an opportunity to offer some protection.
- Street furniture should not be removed but could be re-located to enhance queue protection.
- Footway widening into the carriageway:
  - If implemented then it should incorporate temporary rated vehicle security barriers (IWA 14-1, PAS 68, [CPNI VADS](#) or [road safety barriers](#)) to ensure people in the vicinity are afforded some protection.
  - Where the above measures cannot be deployed, barriers that are clearly visible and provide a demarcation will be essential.
  - Under Section 115E of the Highways Act 1980, Traffic Authorities should also be asked if the hard measures require licensing. If deployed on the public carriageway, traffic signage should conform to the Department for Transport's The Traffic Signs Regulations and General Directions 20167. Adequate lighting should illuminate the deployment location so that pedestrians and drivers can see the barriers and signage.
- Where long or multiple queues form, consider deploying vehicle barriers (refer above) along the footway to disrupt a vehicle being able to drive down its length.
- Do NOT remove any security features / useful street furniture items without considering protective security in the round.



The information contained in this document is accurate as at the date it was created. It is intended as general guidance only and you should not rely on it. This information should be adapted for use in the specific circumstances required and you should seek specialist independent professional advice where appropriate before taking any action based on it. To the fullest extent permitted by law, CPNI accept no liability whatsoever for any loss or damage incurred or arising as a result of any error or omission in the guidance or arising from any person acting, relying upon or otherwise using the guidance. Full terms and conditions governing the use of this guidance are available on our website at [www.cpni.gov.uk](http://www.cpni.gov.uk).