



Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP

Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

Councillors, you are hereby summoned to attend the

MEETING OF THE NEWMARKET TOWN COUNCIL

On Monday 28th September 2020 at 6pm on Zoom

The meeting is open to the public who are encouraged to join and participate at the appropriate time (under agenda item 5). The meeting is held on the online Zoom platform, no special software is required.

The link to join the meeting is <https://us02web.zoom.us/j/87000076529?pwd=ZWhjSk1HQXVpQ3RmeUFjMTRuSzA2dz09>
Meeting ID: 870 0007 6529 & password: 585413. Or by telephone: 0203 0512874

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be orally, by roll call. Occasionally matters relating to contractual or staffing issues have to be held in the confidential part of the meeting.

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

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

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

AGENDA

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 Meetings held on Monday 24th August Tuesday 15th September and Thursday 24th September 2020(to follow) and any matters arising (herewith).
5. **Public participation** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes).
6. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a. To receive the minutes and consider any recommendations from the Development & Planning meetings held on 7th September and 21st September 2020.
 - b. To receive the minutes and consider any recommendations from the Community & Leisure Services meeting held on 7th September 2020.
 - c. To receive the minutes and consider any recommendations from the Neighbourhood Plan meeting held on 14th September 2020.

Distribute to the following for information:

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

- d. To receive the minutes and consider any recommendations from the Human Resources meeting held on 14th September 2020.
 - e. To receive the minutes and consider any recommendations from the Finance and Policy meeting held on 21st September 2020.
9. **Councillor resignation** – to note the resignation of Councillor Caesar
 10. **Town Council Constitution** – to review and approve revised Committee Terms of Reference. (To follow)
 11. **Local Community Awards** – to receive a proposal from the Rotary Club to collaborate on the introduction and holding of an ‘acts of kindness’ awards scheme, for town residents.
 12. **Meeting with Forest Heath District Local Policing Commander** - to receive a report and authorise any actions.
 13. **Planning application: DC/20/0817/ADV – LAND ADJACENT TO TESCO PETROL STATION WILLIE SNAITH ROAD NEWMARKET. Application for Advertisement Consent - 1 no. internally illuminated freestanding totem sign.** To consider options for signage at the site and agree the Town Council’s preferred option, for issue to West Suffolk Council.
 14. **Town Council Events and Bookings** to consider both Newmarket Town Council proposed Christmas event and booking requests for the Memorial Hall and Gardens, the Pavilion and the Severals, and approve any actions (to follow)
 15. **Weatherby Crossing Public Inquiry** - to note receipt of the Notice Of Public Local Inquiry and authorise any actions (herewith).
 16. **Correspondence**
 17. Date of the next Meeting – **26th October 2020**

Signed:



Debbie Baines, Town Clerk

22nd September 2020

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 24th August 2020 at 6:00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor Appleby
Councillor J Borda
Councillor A Drummond

Councillor Y Fitzgerald
Councillor R Hood
Councillor Peter Hulbert
Councillor T Kerby
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Gemma Colby - Administrator, Julie Ashton – Minute Assistant, Karen Soons – West Suffolk, 1 member of the Press and 6 members of the Public.

Minute

20/08/1 WELCOME

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

20/08/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Caesar, De'Ath and Yarrow. Cllr Bowen was absent.

20/08/3 DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION

Cllr Borda declared a nonpecuniary interest in item 20 Correspondence.

20/08/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27TH JULY 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 27th July 2020 were presented and the following amendment was made:

Page 2 – 20/07/6 – Typo corrected to read Wolverton playing fields.

Subject to the amendment being made, the following was agreed:

20/08/4.01 Resolved

That the minutes of the last virtual meeting held on 27th July 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

Matters arising:

Page 2 – 20/07/6 - Karen Soons was successful in getting the advertising sign for

McDonalds to be considered by full Committee.

Page 7 -20/07/27 – there had been three junior cricket matches with another one due to be played on Saturday. It was hoped that the Mayor's 11 would be played on Sunday.

20/08/5 **PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION (MAXIMUM 15 MINUTES)**

Two residents spoke to item 8 d) one in favour of the recommendation to revise the terms and conditions of employment and one against.

20/08/6 **COUNCILLOR REPORTS**

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted for circulation by Cllr Drummond.

WS – Karen Soons had sent in the maps of Studlands for consideration and was happy to report that Foley House would remain open full time however, it was noted that some services would not be available.

Ward – Cllr O'Neill reported that there was a large hole in the wire fence in Cheveley Road and requested that West Suffolk arrange for repairs.

20/08/7 **ANNOUNCEMENTS**

The Mayor's itinerary for July & August 2020 included the following:

30th July – Attended the reopening of the National Horse Racing Museum.

31st July – Attended the first meeting of the Newmarket Community Network.

4th August – Attended the last Coronavirus Response Steering Group.

6th August – Attended a meeting with NTC staff

15th August – Laid a wreath at the War Memorial on VJ Day – The Mayor explained that the event was not publicised due to Royal British Legion guidelines restricting attendance due to COVID-19 and social distancing measures.

20/08/8 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 3RD AND 17TH AUGUST 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 3rd and 17th August 2020.

20/08/8.01 Resolved (D/20/08/22.01 Recommendation)

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

D/20/8/21.01 Resolved – Land to the rear of 58 Granby Street – Cllr Drummond confirmed that he had attended a site visit with the Enforcement Officer and there

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had been a breach of the planning application regarding the height of the roof. West Suffolk Council would take up this matter with the developer.

20/08/9

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES
COMMITTEE MEETING HELD ON 3RD AUGUST 2020**

The Vice Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 3rd August 2020.

20/08/9.01 Resolved (CL/20/08/7.01 Recommendation)

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

20/08/9.02 Resolved (CL/20/08/7.02 Recommendation)

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

20/08/9.03 Resolved (CL/20/08/7.03 Recommendation)

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

20/08/9.04 Resolved (CL/20/08/8.01 Recommendation)

That further quotes be sought to bring the Kiosk up to standard including a quote from inhouse staff.

20/08/9.05 Resolved (CL/20/08/8.02 Recommendation)

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

20/08/9.06 Resolved (CL/20/08/8.03 Recommendation)

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

20/08/9.07 Resolved (CL/20/08/10.01 Recommendation)

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

20/08/10

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN
COMMITTEE MEETING HELD ON 10TH AUGUST 2020**

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 10th August 2020.

20/08/10.01 Resolved (N/20/08/8.01 Recommendation)

Community Actions F3 & C3 – Public Realm & Associated Initiatives, that the membership of the Working Group be comprised of Cllrs De'Ath, Phillipa Winter, Alison Hayes and Rachel Wood. That the Terms of Reference be to

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consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back.

20/08/10.02 Resolved (N/20/08/8.02 Recommendation)

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

20/08/10.03 Resolved (N/20/08/8.03 Recommendation)

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

20/08/10.04 Resolved (N/20/08/8.04 Recommendation)

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

20/08/10.05 Resolved (N/20/08/8.05 Recommendation)

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

20/08/10.06 Resolved (N/20/08/9.01 Recommendation)

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

20/08/11

TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 10TH AUGUST 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 10th August 2020.

Cllr Hood requested that a vote be taken to accept all of the recommendations and a vote was taken as follows:

Votes for: Cllrs Jefferys, Kerby, O'Neill, Appleby, Borda and Fitzgerald

Votes against: Cllrs Hood, Hulbert and Drummond.

20/08/11.01 Resolved (H/20/08/9.01 Recommendation)

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

20/08/11.02 Resolved (H/20/08/9.02 Recommendation)

That the contributions to the Staff Pension Scheme be increased to 10% and be

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reviewed in six months' time. That employees be made aware of the option to make additional payments to their pension pots.

20/08/11.03 Resolved (H/20/08/11.01 Recommendation)

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

20/08/11.04 Resolved (H/20/08/12.01 Recommendation)

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

20/08/12

TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 17TH AUGUST 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 17th August 2020.

20/08/12.01 Resolved (F/20/08/6.01 Recommendation)

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

20/08/12.02 Resolved (F/20/08/10.01 Recommendation)

That the quote from Kallkwik for £2750 +VAT and Annual Host fee £160 +VAT be accepted.

20/08/12.03 Resolved (F/20/08/10.02 Recommendation)

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

20/08/12.04 Resolved (F/20/08/11.01 Recommendation)

That the schedule of Policy Review be accepted.

20/08/12.05 Resolved (F/20/08/13.01 Recommendation)

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

20/08/12.06 Resolved (F/20/08/14.01 Recommendation)

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

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20/08/13 TO NOTE THE RESIGNATION OF COUNCILLOR HIRST AND POSTING OF VACANCY NOTICE

The resignation of Cllr Hirst and the posting of the vacancy notice was noted.

20/08/14 TO RECEIVE THE MINUTES OF THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 31ST JULY & 4TH AUGUST 2020

The Chairman of the Coronavirus Response Steering Group presented the report and recommendations from the Coronavirus Response Steering Group meetings held on 21st April 2020 and the following was agreed:

20/08/14.01 Resolved

That the minutes of the Coronavirus Response Steering Group meetings held on 31st July and 4th August 2020 be received and noted.

The Mayor advised that the Steering Group had been handed over to Community Voluntary Network and some members of the Steering Group would be incorporated into the new organisation. The following was agreed:

20/08/14.01 Resolved

That the Mayor represents NTC at the new Community Voluntary Network.

20/08/15 CORONAVIRUS FINANCIAL UPDATE

The coronavirus expenditure to date was noted.

20/08/16 PARKING WORKING GROUP UPDATE

A verbal report was given on the work of the Working Group to review parking problems in All Saints. A recent meeting with West Suffolk Council Officer indicated that a further survey was not necessary and that WSC / SCC could produce a report on Residents parking Zones for consultation.

West Suffolk planned to introduce a reduction of annual permits, although this would not apply to the TKMax car park. Enforcement of parking restrictions in Rous Road and All Saint's Road would continue.

The Working Group meets weekly and the survey had covered over 800 residents. A request was made to extend the Working Group remit to include a parking strategy for all of Newmarket

The Terms of Reference were considered and the following was agreed:

20/08/16.01 Resolved

That the Terms of the Parking Working Group be extended to include a parking strategy for all of Newmarket and to make recommendations to full Council and SCC Highways on how parking in Town can be improved. To request that the 1-hour TRO for Rous Road and All Saint's Road be changed.

20/08/17 NEIGHBOURHOOD PLAN COMMITTEE

Members considered the participation of the public at NNP Committee meetings and the following was agreed:

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20/08/17.01 Resolved

That Standing Orders be changed to allow Members of the Public who are members of Working Groups to contribute to debate on items on the Agenda, at the discretion of the Chair.

20/08/18 THE SEVERALS

Quotes to install electric shutters at the Pavilion were considered and the following was agreed:

20/08/18.01 Resolved

That the quote from Cambridge Doors for £11,903 +VAT to install electric shutters at the Pavilion be accepted, subject to the successful application for a lawful development certificate.

Other measures to combat antisocial behaviour and threats to staff attending the Pavilion and the lack of Police response were considered and the following was agreed:

20/08/18.02 Resolved

That a letter be sent to the Police and Crime Commissioner copied to Inspector Shipton and MP, to raise the safety concerns and to request Police action.

Town Clerk to arrange quotes for antisocial paint for the roof of the Pavilion.

20/08/19 GEORGE LAMBTON PLAYING FIELDS

The report on the unauthorised encampment of George Lambton playing fields and the swift action taken by West Suffolk was noted and welcomed. West Suffolk have repaired the fence and put in a ditch to deter further unauthorised entries.

20/08/20 PUBLIC SPACES PROTECTION ORDER

Members considered the West Suffolk review of existing Orders and the following was agreed:

20/08/20.01 Resolved

That the existing Public Spaces Protection Orders remain in place and be renewed.

20/08/21 RECYCLING CENTRE

The recent efforts to look at a private enterprise taking on the recycling site and the public response to charging was discussed. However, the fact remains that Newmarket does not have a County recycling facility that is free to use and more work needs to be done on a cross County agreement.

20/08/22 WEST SUFFOLK SERVICE LEVEL AGREEMENT

Members considered the quotes for the autumn planting scheme and the following was agreed:

20/08/22.01 Resolved

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That the quote from Woolpit Nurseries Ltd. for £1413.72 +VAT to provide the autumn planting scheme be accepted.

20/08/23 GENERAL POWER OF COMPETENCE

Town Clerk reported that SALC had advised that it was irrelevant that a Locum Clerk was in post when the General Power of Competence was adopted, so long as they held the correct qualification.

20/08/24 CORRESPONDENCE

Weatherby Crossing Hearing date 14th, 15th and 16th October 2020 was noted. RFO raised a concern regarding expenditure to date, for this would be referred to a Committee to discuss.

Cllr Borda declared a nonpecuniary interest in the following item

The request for a grant to go towards the costs of repairs to the SOS bus was considered and this item would be referred to the F&P Committee.

The PCSO monthly report was noted.

20/08/25 DATE OF THE NEXT VIRTUAL MEETING

Monday 28th September 2020 at 6:00pm.

20/08/26 MEETING DATES FOR THE REMAINDER OF 2020

The meeting dates for the remainder of 2020 were noted.

20/08/27 DATE OF EXTRAORDINARY TOWN COUNCIL MEETING

Thursday 24th September 2020.

20/08/28 EXCLUSION OF THE PRESS AND PUBLIC

With the vote being unanimous, it was:

20/08/28.01 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 press and public left the meeting

20/08/29 CIVIC EVENT PLANNING

Town Clerk advised that the plans for civic events were being updated and notification of civic events would be by email.

Meeting closed at 7:20pm

Signed: _____

Date: _____



Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of Newmarket Town Council

held on Tuesday 15th September 2020 at 6:00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
Councillor O Bowen
Councillor A Drummond
Councillor Y Fitzgerald

Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor T Kerby
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Julie Ashton – Minute Assistant, Karen Soons – West Suffolk District & County Councillor, Adam Ford – West Suffolk Officer, Paul Valentine, Paul Thomas and Ben Fox – McDonalds and 1 member of the Public.

Minute

20/09/1 WELCOME

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

20/09/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Caesar, De'Ath and Yarrow. Cllr Anderson was absent.

20/09/3 DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION

None noted.

20/09/4 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION (MAXIMUM 15 MINUTES)

A resident spoke to item 5 advising that there was no change to the objections that he had sent to West Suffolk.

20/09/5 DC/20/0817/ADV – LAND ADJACENT TO TESCO PETROL STATION WILLIE SNAITH ROAD NEWMARKET - Application for Advertisement Consent - 1 no. internally illuminated freestanding totem sign

The Mayor invited the McDonald's representatives to speak and in response, a request was put to councillors to explain their concerns regarding the application.

The Mayor read out the Neighbourhood Plan policy NKT32: Attractive Entrances to the Town, “Any new development or re-development at the gateways to the town and in particular along the A142, should be of high quality and sympathetic to the locality”. It was hoped that a compromise for the sign could be reached with something both appealing and appropriate to the setting and acceptable to the applicant.

Cllr Soons joined the meeting

Councillors discussed both the need for signage at that location and what form it should take. The installation of a heritage sign rather than the standard McDonalds style was discussed as a more suitable alternative to that proposed. The applicants explained that the McDonalds brand had global design standards, which they had to adhere to and in addition, that the sign was intended to advertise the presence of both McDonalds and Costa Coffee shop.

Cllrs Hulbert and Bowen joined the meeting

The applicant presented examples of existing local McDonalds signs and explained that different signs were used for drive through restaurants to those sited in city centres - similar to the one in Cambridge which is in a historical building. Councillors suggested that the colours could be muted with less lettering and lighting, similar to that of Starbucks and Paddy Power and that the height be reduced with some reference to Newmarket being added.

The Planning Officer present advised that West Suffolk Council was bound by national guidance on planning and could only take visual impact and public safety issues into account. He added that the Newmarket Neighbourhood Plan policies had been taken in to account when the application was considered.

The Mayor gave thanks for the opportunity to work with McDonalds to reach a compromise and welcomed their input.

The Planning Officer and McDonalds representatives left the meeting.

20/09/6 REFORM OF THE PLANNING SYSTEM

The working group had met and considered stage one of the Planning White Paper, and a written response was circulated to councillors prior to the meeting. The consensus of the group being that the proposals went against the principles of localism. The response was considered and the following was agreed:

20/09/6.01 Resolved

That the first response to the MHCLG/NALC consultation on the reform of the Planning System be approved.

Further meetings would be held to consider parts 2&3 of the proposal.

20/09/7 DATE OF THE NEXT MEETING

Extraordinary meeting Thu 24th September 2020 at 6:00pm at the Memorial Hall.

Meeting closed at 7:10pm

Signed: _____

Date: _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 7th September 2020 at 6.00pm via Zoom

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

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

	Minute	Action by
D/20/09/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no requests from others to record the meeting.	
D/20/09/2	<u>APOLOGIES</u> Apologies were received from Cllrs Caesar, Kerby and Fitzgerald.	
D/20/09/3	<u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/09/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 17TH AUGUST 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 17th August 2020 and the following was agreed: <u>D/20/09/4.01 Resolved</u> <u>That the minutes of the Development & Planning Committee held on 17th August 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.</u> There were no matters arising.	
D/20/09/5	<u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO</u>	

THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/09/6 IMPACT OR NEWMARKET NEIGHBOURHOOD PLAN POLICIES ON APPLICATIONS BEING CONSIDERED

The policies were considered for the applications for weeks 33, 34 & 35. Policy 17 regarding green spaces would apply to application DC/20/1188/FUL.

D/20/09/7 PLANNING APPLICATIONS

Week 33

D/20/09/7/1 DC/20/1188/FUL - Planning Application - 1no dwelling with associated landscaping and access – Plot North of 10 Weston Way Newmarket Suffolk.

D/20/09/7.01 Resolved

The Committee objected on the grounds of a loss of amenity, and green open space and impact on neighbouring properties.

D/20/09/7/2 DC/20/1268/ADV - Application for Advertisement Consent - 1no. externally illuminated fascia sign – Goodwin Business Park, Ucatt Willie Snaith Road Newmarket Suffolk.

D/20/09/7.02 Resolved

The Committee voiced no objections.

D/20/09/7/3 DC/20/1276/TPO - TPO 004 (2012) Tree Preservation Order - 1no. Yew (T1 on plan T15 on order) reduce by up to 1.5 metres over driveway - 1 Arborfield Drive Newmarket Suffolk.

D/20/09/7.03 Resolved

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

D/20/07/7/4 DC/20/1293/TCA - Trees in a Conservation Area Notification - (i)1no. Cherry (C1 on plan) Fell (ii) 1no. Beech (B1 on plan) and 1no. Sycamore (S1 on plan) raise crown by up to 2 metres from property roof and wall and cut back lower limbs over neighbouring property by up to 3 metres - Terrace House Queensberry Road Newmarket.

D/20/09/7.04 Resolved

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

Week 34- There were no applications to consider

Week35

D/20/09/7/5 DC/20/1336/HH - Householder Planning Application - (i) single storey front extension (ii) 1st floor extension above garage with single storey link to main dwelling – 8 Western Way Newmarket.

D/20/09/7.05 Resolved

The Committee voiced no objections.

D/20/09/8 AMENDED AND DEFERRED PLANNING APPLICATIONS

DC/20/0821/FUL - Planning Application - (i) 1no. stable block (ii) extension to existing barn to house horsewalker and treadmill (iii) access alterations (following demolition of front stable block, garage and open sided lean-tos) - St Gatian Cottage Stables, Vicarage Road, Newmarket. The amended application to remove the proposed bungalow was considered and the following was agreed:

D/20/09/8.01 Resolved

The Committee voiced no objections.

D/20/09/9 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/09/10 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN
West Suffolk Planning Determinations received during weeks 33, 34 & 35.

Applications	Description	Address	WS Decision	NTC Decision
DC/19/0928/HH	Householder Planning Application - (i) single storey front extension incorporating alterations to garage (ii) single storey rear extension (iii) replacement render (iv) replacement and alterations to windows (v) replace chimney stack (following removal of existing)	Barkway House 18 Bury Road Newmarket	Approved	No objections
DC/20/0848/TPO	TPO 032 (1960) Tree Preservation Order - 1no. Horse chestnut (T1 on plan and A1 on order). Reduce lateral crown spread of upper crown to south by up to 1.5 metres. Crown raise to 4 metres above ground level to south.	14 Paget Place Newmarket Suffolk	Approved	No objections
DC/20/1033/ADV	Application for Advertisement Consent - 1no. internally illuminated freestanding gantry sign	Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk	Refused	No objections
DC/20/1091/TPO	TPO/2012/04 Tree Preservation Order - 3no. Sycamores (G2 on plan T3,T4 and T5 on order) - reduce to previous reduction points	TPO 04 (2000) Tree Preservation Order- 1no. Beech (T1 on plan and order)- Overall crown reduction by up to 3 metres	Approved	No objections

D/20/09/11 DELEGATION PANEL DECISIONS

The following Delegated Panel decisions were noted:

Ashley House – Approved
3 Newmarket Retail park – ADV – Refused

Cllr Drummond advised in his role as District Councillor that as Portfolio Holder for Planning at West Suffolk Council, should a town or parish council submit an objection to an application, he would be asking that these be considered by Planning Committee as a matter of course.

D/20/09/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/09/13 REFORM OF THE PLANNING SYSTEM – MHCLG/NALC CONSULTATION

The importance off the reform to the planning system and the relevant deadlines for a response were noted and the following was agreed:

D/20/09/13.01 Resolved

That a Working Group be set up comprising of Cllrs O'Neill, Jefferys, Hood and Appleby with terms of reference to formulate a response to the Reform of the Planning System. That an Extraordinary Full Council meeting be held on Tuesday 15th September 2020 at 6:00pm to consider the first response.

D/20/09/14 CORRESPONDENCE

DC/20/0134/FUL – 58 Granby Street Newmarket – the responses from West Suffolk were noted.

A request from West Suffolk to attend a meeting regarding the McDonald's advertising application was considered and an invitation to attend the Extraordinary Council meeting to be held on Tuesday 15th September 2020 at 6:00pm would be sent.

D/20/09/15 DATE OF NEXT MEETING

Monday 21st September 2020 at 6.00pm via Zoom.

D/20/09/16 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:35pm.

Signed _____ Date _____



Item 8a

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 21st September 2020 at 6.00pm via Zoom

Attendance:

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

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

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

Minute		Action by
D/20/09/17	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings 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.	
D/20/09/18	<u>APOLOGIES</u> There were no apologies. Cllr Kerby was absent.	
D/20/09/19	<u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/09/20	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 7TH SEPTEMBER 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 7th September 2020 and the following was agreed: <u>D/20/09/20.01 Resolved</u> That the minutes of the Development & Planning Committee held on 7th September 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/20/09/21	<u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO</u>	

THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/09/22 IMPACT OR NEWMARKET NEIGHBOURHOOD PLAN POLICIES ON APPLICATIONS BEING CONSIDERED

None noted.

D/20/09/23 PLANNING APPLICATIONS

Week 36

D/20/09/23/1 DC/20/1307/HH - Householder Planning Application - Timber framed granny annexe (following demolition of existing building) – 8 Hamilton Road Newmarket.

D/20/09/23.01 Resolved

The Committee voiced no objections.

D/20/09/23/2 DC/20/145/TCA - Trees in a Conservation Area Notification - 1no. Sycamore (T1 on plan) and 1no. Beech (T2 on plan) - Fell – 5 Bury Road Newmarket.

D/20/09/23.02 Recommendation

The Committee STRONGLY OBJECTED to this application on the grounds of the felling of healthy trees in a conservation area and for no apparent reason and requested that the application be submitted to the Tree Officer for consideration. The Committee actively encourages responsible tree management, should the trees be felled, the Committee requests that suitable replacements be planted.

Week 37

D/20/09/23/3 DC/20/1301/HH - Householder Planning Application - Single Storey front extension – 31 Paddocks Drive Newmarket.

D/20/09/23.03 Resolved

The Committee voiced no objections.

D/20/09/23/4 DC/20/1431/ADV - Application for Advertisement Consent - 1no. non-illuminated fascia sign – Goodwin Business Park, Unit 6 Willie Snaith Road Newmarket.

D/20/09/23.04 Resolved

The Committee voiced no objections.

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

D/20/09/23/5 DC/20/1433/TCA - Trees in a Conservation area Notification - (i) 1 no. Magnolia (T1 on plan) - reduce and reshape by up to 33% giving 1 metre clearance from house (ii) 1no. Cherry (T2 on plan) - overall crown reduction by 33% giving 1 metre clearance from house (iii) 1no. Horse Chestnut (T3 on plan) - lower lateral branches pruned back by up to 3 metres and crown lift to a height of 4 metres -

D/20/09/23.05 Resolved

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

D/20/09/24 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/09/25 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/09/26 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 36 & 37.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0436/HH	Householder Planning Application - (i) first floor side extension (ii) garage conversion as amended plans received 19th May 2020	7 Brookfields Close Newmarket	Approved	No objections
DC/20/1218/TCA	Trees in a Conservation Area Notification - (i) 1 no. Chestnut (T1 on plan) crown reduce by 4 metres and crown lift up to 3 metres (ii) 1 no. Chestnut (T2 on plan) crown lift up to 3 metres (iii) 1 no. Hazel (T3 on plan) crown thin by 20% and remove branches over summerhouse (iv) 3 no. Prunus (T4 on plan) crown reduce height by 2 metres and reduce on roadside by 2 metres and remove diseased limb over lawn	Park Lodge 10 Park Lane Newmarket	Approved	No objections
DC/20/0947/VAR	Planning Application – variation of condition (2) of DC/19/0063/FUL To enable use of amended plans for two storey industrial unit (B8) and associated external works	July Court Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/20/1054/FUL	Planning Application -(i) ground floor canopy extension into courtyard to create stores (ii) first floor extension with flat roof dormers.	Hamilton Stables Hamilton Road Newmarket	Approved	No objections
DC/20/1190/TPO	TPO 032 (1960) Tree Preservation Order- 3no. Silver Birch (T3 on plan within A1 on order) fell	5 Wyndham Way Newmarket Suffolk	Withdrawn	Objected
DC/20/1251/TCA	Trees in a Conservation Area Notification - 1no. Horse Chestnut (T1 on plan) - remove overhanging branches adjacent roof line to give 3 metre clearance	Clarehaven Stable 57 Bury Road Newmarket Suffolk	Approved	No objections

D/20/09/27 DELEGATION PANEL DECISIONS

None noted.

D/20/09/28 TO DISCUSS ANY LICENSING APPLICATIONS

None noted. The Heaven Awaits application had been withdrawn due to the pandemic.

D/20/09/29 CORRESPONDENCE

West Suffolk TPO/010 9(202) – Fairstaid house School was noted.

West Suffolk email updates on Granby Street – the Committee were not happy with the response regarding the dormer windows or the height of the building

and in order to be able to support the objections of residents, the following was agreed:

F/20/09/30.01 Resolved

That the Chairman requests a meeting on site with the West Suffolk Planning Officer and residents.

Town Clerk agreed to arrange a date with West Suffolk and circulate the details to Members and residents.

D/20/09/30 DATE OF NEXT MEETING

Monday 5th October 2020 at 6.00pm via Zoom.

D/20/09/31 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:23pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor J De'Ath (Chairman)
Councillor A Appleby
Councillor M Anderson
Councillor J Borda
Councillor A Drummond
Philippa Winter

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

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, 1 Member of the Press and 4 Members of the Public.

		Action by
C/20/09/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
C/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Fitzgerald and Kerby. Cllr Bowen was absent.	
C/20/09/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
C/20/09/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 3RD AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 3rd August 2020 and the following was agreed: <u>C/20/09/4.01 Resolved</u> That the minutes of the Community and Leisure Services Committee meeting held on 3rd August 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.	

There were no matters arising.

C/20/09/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

A resident spoke to item 11 regarding lobbying for funds for pedestrian crossings.

A resident spoke to item 15 – regarding the reopening of the Pavilion at the Severals for Narcotics Anonymous meetings.

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

CL/20/09/5.01 Resolved
That item 15 be brought forward.

C/20/09/6 NTC VENUE BOOKINGS

The Events Manager presented a report on the revised guidance for the use of community buildings during the COVID-19 pandemic. The recommendations were discussed and the following was agreed:

CL/20/09/6.01 Recommendation
That the Recommendations in the report to resume taking bookings for events taking place 1st October onwards at NTC venues be approved, subject to following the revised guidelines.

C/20/09/7 TO RECEIVE THE ACCOUNTS FOR AUGUST 2020

The accounts for August 2020 were received and noted.

C/20/09/8 WEST SUFFOLK SLA

Philippa Winter advised that a credit to the SLA accounts would be requested in respect of watering of hanging baskets and maintaining St Marys church yard which had not been done during lockdown. Officers from West Suffolk had agreed to visit and view areas of concern in the town.

C/20/09/9 CEMETERY

Flint work on the Cemetery wall 2020/2021 – the recommendations in the report to use earmarked reserves for additional work for repairs to the wall this year were considered; the RFO would seek a quote for extra days for any necessary additional work.

A member of the Public left the meeting

Introduction of opening times – the recommendation in the report was discussed and was supported in principle. Town Clerk would seek quotes and get costs for all options.

C/20/09/10 MEMORIAL GARDENS

Play equipment quotes for launch pad of aerial slide – the quotes to replace the aerial slide launch pad were considered and the following was agreed:

CL/20/09/10.01 Recommendation

That the quote from Massey & Harris for £3,634 + VAT with an integral mound of raised earth be accepted.

Closure date for the public toilets – The closure date was considered and the following was agreed:

CL/20/09/10.02 Recommendation

That the public toilets be closed after the half term break and opened for the start of the Easter holiday 2021.

C/20/09/11 BILL TUTTE MEMORIAL

RFO advised that the damaged bollard was beyond repair and the cost of a new one will be £846+VAT. The company responsible for the damage would be requested to pay for the replacements. The following was agreed:

CL/20/09/11.01 Recommendation

That the damaged bollard be replaced at a cost of £836+VAT.

C/20/09/12 ADDITIONAL PEDESTRIAN CROSSING

Town Clerk advised that a response from SCC regarding costs was awaited. This item was deferred to the next meeting.

C/20/09/13 SEVERALS PAVILION

The recommendations in the ASB report were discussed and the following was agreed:

CL/20/09/13.01 Recommendation

That a working group be set up comprising of Cllrs De'Ath, O'Neill, Jefferys, Appleby and Yarrow with terms of reference to consider the recommendations in the ASB report and report back to the next meeting.

C/20/09/14 CLOCK TOWER PROJECT

It was noted that the project had stalled and Philippa Winter agreed to pick it up again and take it forward. Tenders for the planting scheme would be sought and the maintenance costs would be looked at.

C/20/09/15 CHRISTMAS LIGHTING AND INFRASTRUCTURE

Town Clerk advised that the Christmas lights would be delivered and installed on 4th/5th November 2020 with the switch on taking place on 20th November 2020.

Changing the colour of the lights at the Clock Tower were discussed and having the ability to change them without cost would be looked into.

A proposal to put lights with timers on the planters was considered and the following was agreed:

CL/20/09/15.01 Recommendation

That lights with timers be put on the planters.

C/20/09/16 WINTER FAIR

The Events Manager presented the report on the options for the NTC Christmas event and the following was agreed:

CL/20/09/16.01 Recommendation

That the recommendation to deliver the Christmas event with an ice-rink and huts be approved, subject to being able to carry forward the deposits if the event is cancelled due to COVID-19.

C/20/09/17 CORRESPONDENCE

Request to hold a Family Band Day May 2021 at the Severals was considered and the following was agreed:

CL/20/09/17.01 Recommendation

That the request to hold a Family Band Day in May 2021 be accepted. Dates to be agreed with the Jockey Club Estates.

Request from the Cricket Club to use the Pavilion and Severals would be considered when the dates are known.

C/20/09/18 DATE OF NEXT MEETING

Monday 5th October 2020 via Zoom.

C/20/09/19 ITEMS FOR NEXT AGENDA

- Cemetery opening times
- Pavilion ASB recommendation
- Pedestrian Crossings
- Clock Tower Project
- Request from the Cricket Club to use the Pavilion
- A History Trail
- Fire alarms at the Memorial Hall

A proposal was made to revisit item 15 to consider adding lights to the planters and the following was agreed:

CL/20/09/19.01 Resolved

That item 15 be revisited.

Meeting closed at 8.25pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee
Held on Monday 14th September August 2020 at 6:00 pm via Zoom

Attendance:

Councillor A Appleby (Chairman)
Councillor A Drummond
Councillor J De'Ath
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor C O'Neill

Philippa Winter (member of Public Realm working group)
Douglas Hall (member of Cycling/Public Transport and Parking Strategy working groups)

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

Minute		Action by
N/20/09/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
N/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Yarrow. Cllr Bowen was absent.	
N/20/09/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
N/20/09/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10TH AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 10th August 2020 and the following was agreed: <u>N/20/09/4.01 Resolved</u> That the minutes of the Neighbourhood Plan Committee meeting held on Monday 10th August 2020 be adopted and would be signed as a true record by the Chairman of the Neighbourhood Plan Committee after the meeting. There were no matters arising.	

N/20/09/5 CHAIRMAN OPENING REMARKS

The Chairman welcomed everyone.

N/20/09/6 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 indicated that they would speak to item 9.

N/20/09/7 TO RECEIVE THE ACCOUNTS FOR AUGUST 2020

The accounts for August 2020 were received and noted.

N/20/09/8 COMMUNITY ACTIONS WORKING GROUP

Cycling & Public Transport (E4/E9) – The group had done extensive research to produce reports on the current services and facilities.

A meeting had been held with the Newmarket Rail Group and they agreed to give a presentation to the Committee in the near future. The reports were presented and the following was agreed:

N/20/09/8.01 Recommendation

That the details of public transport for buses and rail along with cycling routes be promoted on the NTC website and social media.

West Suffolk were working on a project to introduce a new cycle path on Elizabeth Avenue and a route from Newmarket to Bottisham which would then link to Cambridge routes.

Public Realm & Associated Initiatives (F3/C3) – A verbal update was given and a lot of issues were identified from graffiti to tree management. The Chairman would contact Flagship housing regarding the demolishing of the unused garages to be replaced with car parking. Fothergill Seeds would be approached regarding the provision of wild flower seeds and residents approached to see if they would volunteer with grass cutting and planting.

Philippa Winter would be meeting with West Suffolk to prioritise the issues and to look at the costs to cover this work

It was noted that next month Committees would be reviewing their budgets and this Committee could consider allocating funds for small projects. An email report from WSC indicated works to repair the bus shelter at Fred Archer Way were scheduled for October 2020. The report (to be circulated) also provided costings for installation of knee-high fence to prevent parking on the verge at St Mary's Square from West Suffolk..

Trees needed further pollarding and a volunteer had been spotted tidying up the Yellow Brick Road further details would be provided at the next meeting.

Parking Strategy (E10) – A verbal update was given on the survey and a meeting would be arranged with West Suffolk to discuss the findings. The survey had reached 50% of properties.

SEND Provision (B3i) – A verbal report was given and a report from SCC on how excluded children and those with special educational needs will be catered for was awaited.

Yellow Brick Road (C7) – A verbal report was given and a report on the site visit by West Suffolk will be presented at the next meeting

N/20/09/9 PEDESTRIAN CROSSINGS

Town Clerk advised that a response on costs was awaited. Controlled and uncontrolled (courtesy crossings) were discussed further and a response was awaited from the relevant Officer at SCC.

N/20/09/10 VOLUNTARY COMMUNITY INITIATIVES

The Chairman introduced the SCC Self Help Scheme for residents to volunteer to deliver minor maintenance work within their communities. PPE and equipment will be supplied.

N/20/09/11 NEWMARKET TOWN TOUR PHOTOGRAPHS

Photographs of areas in Town that required attention were presented and Phillippa Winter reported she had asked West Suffolk for a site visit to look at the problem areas and to agree responsibilities.

N/20/09/12 GRASS CUTTING PROTOCOLS

This would also be covered on the site visit with West Suffolk.

N/20/09/13 RECYCLING FACILITIES

A report from SCC was awaited, however the only option for the Newmarket recycling centre to be opened would be through a private initiative.

N/20/09/14 FUTURE MATTERS

Members were invited to submit any ideas by email.

N/20/09/15 DATE OF NEXT MEETING

Monday 12th October 2020 via Zoom.

N/20/09/16 ITEMS FOR NEXT AGENDA

- **Working Group reports**
- **Pedestrian crossings**
- **Recycling**

Meeting closed at 6:56pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 14th September 2020 at 7:00pm via Zoom

Attendance:

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

Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys

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

	Minute	Action by
H/20/09/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.	
H/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Caesar and Yarrow.	
H/20/09/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
H/20/09/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10TH AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 10th August 2020 and the following was agreed: <u>H/20/09/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 10th August 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. Matters arising. Page 2 – H/20/08/9 – The Terms & Conditions of Employment were discussed again and there was no further action.	

- H/20/09/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**
A resident spoke in support of the recommendation for the item that was raised in matters arising.
- H/20/09/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**
The HR accounts for August 2020 were received and noted.
- H/20/09/7 MEMBER/ OFFICER PROTOCOL**
Town Clerk presented the amended Protocol and the following was agreed:
- H/20/09/7.01 recommendation**
That the amended Newmarket Town Council Member/Officer Protocol be received and adopted.
- H/20/09/8 STAFF APPRAISAL SCHEME**
The Chairman proposed that a Working Group be set up to review the Staff Appraisal Scheme and to consider applying for the Investors in People award and the following was agreed:
- H/20/09/8.01 Recommendation**
That a Working Group be set up comprising of Cllrs O'Neill, Jefferys and Hulbert to report back to the next HR committee meeting with the terms of reference to review the Staff Appraisal Scheme and to consider applying for the Investors in People award.
- H/20/09/9 NALC NJC NATIONAL PAY SCALES FOR 2020/2021**
Town Clerk presented the NALC NJC pay scales for 2020/2021 and a recorded vote was requested.
- Votes for: Cllrs Jefferys, Kerby, O'Neill and Bowen
Votes against: Cllrs Hulbert, Drummond and Hood
There were no abstentions. The following was agreed:
- H/20/09/9.01 Recommendation**
That the NALC NJC pay scales for 2020/2021 be adopted.
- H/20/09/10 DATE OF NEXT MEETING**
Monday 12th October 2020 via Zoom.
- H/20/09/11 ITEMS FOR INCLUSION ON NEXT AGENDA**
 - Working Group report on staff appraisals
- H/20/09/12 EXCLUSION OF THE PRESS & PUBLIC**
With the vote being unanimous, it was:

H/20/09/12.01 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/20/09/13 *STAFF UPDATE*****

Town Clerk advised that a member of staff had been off work waiting for the results of a Covid-19 test which was negative and gave details of staff annual leave being taken during September.

Out of office hours key holder responsibilities and call outs to Town Council properties was discussed. A quote to provide this service for £337.50 per property per year plus £40 per visit was considered and the following was agreed:

H/20/09/13.01 Recommendation

That the quote from Abbey Security for £337.50 per property per year plus £40 per visit (plus VAT) to cover out of hours be accepted.

H/20/09/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

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

H/20/09/14.01 Recommendation

That the requests for staff training be approved.

A training plan for Health and Safety training provided by Ellis Whitham would be set up.

Meeting closed at 7:35pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st September 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jeffreys (Chairman)
 Councillor A Appleby
 Councillor A Drummond

Councillor J Borda
 Councillor R Hood
 Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Yarrow- NTC, Sofie Able and Margo Walsh – Jockey Club and 4 Members of the Public.

	Minute	Action by
F/20/09/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHARMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
F/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Kerby. Cllr Bowen was absent.	
F/20/09/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> Cllr Borda declared a nonpecuniary interest in item F/20/09/13.	
F/20/09/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 17th August 2020 and the following was agreed: <u>F/20/09/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 17th August 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/09/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT</u>	

TO THEIR ATTENTION

A resident spoke to item F/20//9/4.

F/20/09/6

JOCKEY CLUB PRESENTATION – CAMBRIDGESHIRE MEETING AT NEWMARKET RACECOURSES

Sophie Able, General Manager gave a presentation on the plans to manage spectators at the race meeting scheduled to be held 24th – 26th September at Newmarket.

The plans had been reviewed in detail and will follow the latest guidance on social distancing. The course will be split into three zones for personnel (green), owners and hospitality (amber) and Annual Members (blue) with one-way systems put in place to maintain social distancing at bars and food outlets. There will also be separate parking zones with no movement between them and all attendees will use private transport. The gates will be opened 2 hours prior to the start of the racing to allow for a staggered approach with face masks being worn, 2m distancing and no groups of more than 6.

There will be no tickets available on the day and all booking must be pre-registered with contact details, photo ID and post codes being supplied. All post codes will be checked and any that are found to be in a regional lockdown area will not be admitted. Attendees will be required to sign a strict Code of Conduct policy and monitors comprising of senior members of the racecourse team wearing high-vis vests will be onsite.

The Police are part of the Safety Advisory Group and have been informed of these plans. They will manage public conduct following the meeting. The plans have been formed by the Safety Advisory Group including Public Health England and will be subject to change if the advice changes.

The Mayor thanked Sophie for the update and Members wished her every success.

Margo Walsh (Racing Operations Manager) advised that the Covid-19 Steering Group had been put forward for the Suffolk Awards and had been listed as finalists.

Sophie Able and Margo Walsh left the meeting

F/20/09/7

**SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (AUGUST 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/09/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/08/2020 – 31/08/2020 (Cash Book 1 - 4) be received and adopted.

F/20/09/8

TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/08/2020 (month 5) for the Town Council's

Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be countersigned by the Chairman of the F&P Committee as soon as possible.

- F/20/09/9** **TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2020**
Members received and noted the income and expenditure for August 2020. RFO confirmed that the signatories needed to sign the form to close the Barclay's staff salary account, which has a zero balance.

- F/20/09/10** **TOWN COUNCIL CONSTITUTION – TO REVIEW FINANCIAL REGULATIONS AND HEALTH & SAFETY POLICY**
The Financial Regulations and Health & Safety Policy were reviewed and the following was agreed:

F/20/09/10.01 Recommendation

That the amended Financial Regulations be adopted.

F/20/09/10.02 Recommendation

That the reviewed Health & Safety Policy be adopted.

- F/20/09/11** **MEMORIAL GARDENS KIOSK**
RFO presented the invoice for cleaning and removal of equipment which will be added to the outstanding rent giving a total of £1275.60. The equipment includes two freezers, a microwave and quality shelving. The following was agreed:

F/20/09/11.1 Recommendation

That the removed equipment be retained and the costs for cleaning be added to the outstanding rent invoice bringing the total to £1275.60 and if payment is not received that the matter be referred to the Small Claims Court.

- F/20/09/12** **WEATHERBY CROSSING LEGAL COSTS**
RFO advised that in order to cover the shortfall in the legal costs for the Weatherby crossing hearing, a number of virements would be required.

The Mayor proposed that sharing the costs with other Authorities who will benefit from the crossing remaining open should be explored. The virements were considered and the following was agreed:

F/20/09/12.01 Recommendation

That neighbouring Authorities be requested to donate funds to total costs as follows:

SCC 20%, West Suffolk 10%, East Cambs 10% Cheveley and Wooditton Parish Councils 5% each.

That the proposed virements be made to cover 50% of the total costs by NTC.

Cllr Borda declared a nonpecuniary interest and did not vote

- F/20/09/13** **GRANT**
The request for a grant for the SOS bus was considered and owing to the

uncertainty of the strains on the budget for this year, the following was agreed:

F/20/09/13.01 Resolved

That the request for a grant from the SOS Bus be reconsidered in January 2021 and that funds for this project be considered for allocation in 2021/2022 when the budget is set October/November 2020.

F/20/09/14 STUDLANDS LIGHTING

The report on the Studlands Lighting was considered and the following was agreed:

F/20/09/14.01 Recommendation

That quotes for structural testing be sought and to consider an upgrade to LED lighting.

F/20/09/15 VIRTUAL MEETINGS

Town Clerk advised that there was no change to the NALC guidance and virtual meetings would continue.

F/20/09/16 HEALTH & SAFETY

The monthly Health & Safety reports for August 2020 were received and noted.

F/20/09/17 CORRESPONDENCE

None noted.

F/20/09/18 DATE OF NEXT MEETING

Monday 19th October 2020 via Zoom.

F/20/09/19 ITEMS FOR THE NEXT AGENDA

None noted

Meeting closed at 7:45

Signed _____ Date _____



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: COUNCIL

Adopted by Council 26th June 2017

18 Members of Council

Quorum = 6

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of the Council Column 1	Delegation of Function Column 2
General Governance	
1 Adoption and amendment of the Council's Corporate Strategy.	None, but to receive advice from Finance & Policy Committee
2 Comments on the Forest Heath District and Suffolk County councils' Strategic Plans or strategies	None, but to receive advice from relevant committee.
3 Approval and amendment of Policies of the Council: ◆ Pensions Discretion Policy ◆ Personnel Policies ◆ All other policies	• Human Resources Committee. • Human Resources Committee None, reserved for Council
4 Endorsement of Town Centre Plans, Town Visions and other community documents	None
5 Approval of Neighbourhood Plan	None
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but to receive advice from Finance & Policy Committee
7 Approval of annual budget, Precept, and Medium Term Financial Strategy	None, but to receive advice from Finance & Policy Committee
8 Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
9 Election of the Mayor, appointment of Deputy Mayor, and appointment of Chairmen of committees, sub-committees and Working parties established by Council.	None
10 Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11 Appointment of Members or Officers to outside bodies	None
12 Adopting an allowance scheme for Mayor or other members.	None

13	Changing the name of the Town Council.	None
14	Deciding on honorary titles or awards	None
15	Making, amending, revoking, re-enacting or adopting Bylaws.	None
16	To represent the view of the local community on matters of significance.	None
17	Power to make payments or provide other benefits in cases of Fault or maladministration.	• Finance and Policy Committee up to £1000 • Appeals Committee up to £1000 • Proper Officer up to £200
18	Appeals against any decision made on behalf of the Authority	• As set out in Personnel Policies, the Complaints Procedure and Appeals Committee terms of reference
19	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights.	• Strategic advice from Finance & Policy Committee • .Proper Officer to renew Data Protection Policy and make amendments if necessary and respond to requests from the public and matters raised by the Information Commissioner
20	To monitor and control the Council's Ethical Framework	• Proper Officer to obtain declarations, give up date reminder annually and to act as necessary for Monitoring Officer. • Mayor may obtain declarations in the absence of the Proper Officer. • Granting of a Dispensation is reserved to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place.
21.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally • In cases of urgency, the Town Council Manager in consultation with two of: The Mayor, Deputy Mayor, Finance & Policy Chairman.
22.	1. All powers of the Council in the case of a civil emergency	• The Town Council Manager in consultation with two of: The Mayor, Deputy Mayor, Finance & Policy Chairman, Community Services Chairman.
	2. All powers of the Council in the case of urgency	• The Town Council Manager in consultation with two of: the Mayor, Deputy Mayor, Finance & Policy Chairman, Community Services Chairman subject to reporting justification to the next Council meeting. Financial limit is £20,000.
23	Election issues and filling of vacancies	None
24	Power to direct as to the custody of town documents	None
25	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including Issue of notifications and signing documents	• Town Council Manager, or in his/her absence the nominated deputy to have authority after seeking relevant advice if necessary, if the matter cannot wait for the Town Council Managers return.
26	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	• Responsible Financial Officer or in his/her absence the Town Council Manager to deputise.

27 Attendance at conference	None Town Council Manager for Member training in accordance with policy.
Personnel Issues 28 To direct which post holders will be designated Proper Officer and Responsible Financial Officer to the Council. 29 To determine the overall Staffing structure and approval of additional posts 30 Confirming the appointment of the Town Council Manager 31 Other Personnel matters 32 Health & Safety Policy- General Statement	None- but on recommendation of Finance & Policy Committee None - Interviewing for, subject to confirmation by Council is delegated to a Human Resources Committee (or Panel of) and the Mayor. - As set out in Terms of Reference for Human Resources Committee None - Organisation and Arrangements to Human Resources Committee
Quality & Integrated Management 33 Matters relating to Quality and Integrated Management and the Local Council Awards Scheme. 34 Administration of the Complaints Procedure 35 Customer care and equality in services delivery and access	- Finance & Policy Committee oversee the process. - Resolutions regarding Local Council Awards reserved to Council. - Proper Officer to manage - As set out in Complaints Procedure and Terms of Reference for Appeals Committee - None, but on advice of Finance and Policy Committee
Delegated Services 36 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011) 37. To undertake services for another local authority or public body	None None
Powers of all Committees 38 To arrange extra meetings 39 To monitor actions on minutes of the Committee. 40 To manage services for which they are responsible within an approved budget & policy. 41 To authorise spending/ issue works orders within budgets delegated to a committee 42 To assemble and submit estimates of income and expenditure for each financial year in respect of their services F&P Committee. 43 To contribute to the Annual Report and other publicity materials relating to the responsibilities of this committee 44. To appoint sub-committees including Chairman & Vice Chairman	- Town Council Manager (or nominated deputy) in consultation with Chairman or Vice Chairman - Committee - Committee - Committee - Committee to Finance & Policy Committee - Committee - Committee

Land	
45 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
46 Power to accept gifts of land, Local Government Act 1972, S139	None
47 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Leisure Services Committee and Community Services Committee for maintenance in accordance with respective terms of reference
Finance	
48 Authorisation of Payment of accounts	Council/ Finance Policy Committee/ RFO in accordance with Financial Regulations
49 Approval of Annual Return & Statement of Accounts	None
50 Approval of Banking Arrangements	None
51 Approval of Orders for work, goods or services	Council/ committees/ Proper Officer/ RFO in accordance with Financial Regulations
52 Audit arrangements	- Proper Officer/ RFO to manage in accordance with Financial Regulations - Council to approve annual external audit report, internal audit report and agree responses. - Finance & Resources Policy Committee to consider and action interim internal audit reports and agree internal audit brief - Council to approve body to appoint external auditor
53 Power to accept gifts, Local Government Act 1972, S139	None
54 Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
55 Power to borrow, Local Government Act 1972 S111 & Sch. 13	None
56. Writing off bad debts	None
57 Proceedings or other steps to recover debt owing to the Council	Town Council Manager

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



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: FINANCE AND POLICY COMMITTEE

Adopted by Council 26th June 2017

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen **and vice chairmen** of Leisure Services Committee, Community Services Committee, Development and Planning Committee and the immediate past Mayor.)

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee
2 Strategy and Policy 2.1 To advise the Town Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives. 2.2 To overview all policies of the Council and recommend changes or additional policies. 2.3 To advise the Council on the development and review of governance documents	- Committee - Committee - Committee
3 Performance & Business Management 3.1 Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service. 3.2 To be responsible for monitoring the performance of the Council. 3.3 To monitor the progress of the Capital Programme. 3.4 Approval of Corporate Business Plan	- Committee to make recommendations to Council and advise other committees. Operational Management to Town Council Manager - Committee to overview Operational Management to Town Council Manager - Committee Town Council Manager to determine underlying Action & Project Plans - Committee
4 Quality & Integrated Management System 4.1 To promote efficiency, value for money and an integrated approach to management 4.2 To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes 4.3 To promote customer care and equality in service delivery and access.	- Strategic overview to Committee Operational management & approval of operational procedures to Town Council Manager - Strategic overview to Committee Operational management to Town Council Manager Committee for approval of Business and Financial risk assessments. - Strategic overview to Committee Operational management to Town Council Manager

5 Resources 5.1 To oversee and direct the use of financial and technological resources of the Council.	• Committee for strategic overview Operational Management to Responsible Financial Officer (RFO), & other officers in accordance with Financial Regulations. Strategic advice by Town Council Manager
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6 Finance Under the direction of the Council: 6.1 To be responsible for the overall management and control of the finances of the Council. 6.2 To monitor the Council's capital and revenue budgets. 6.3 Approval of variation, overspend, and virement in accordance with Financial regulations 6.4 To make recommendations to the Council on Budget & Precept requirements, having considered proposals by other committees. 6.5 To monitor the level of Council income/expenditure compared with approved Estimates 6.6 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained in Budget. 6.7 To advise Council on borrowing policy, investment & treasury management 6.8 The policy management of the Council's financial resources- in particular capital funds, repairs and renewals fund. To regularly monitor the performance of all funds invested. 6.9 To determine policy and supervise the Council's insurance arrangements. 6.10 To supervise the Council's banking arrangements. 6.11 To be responsible for all matters related to the full range of financial and accountancy functions. 6.12 Approval of all fees and charges 6.13 To control the collection of revenues, consider reports on outstanding debts due to the Council and to undertake recovery To recommend to Council the writing off of irrecoverable amounts. 6.14 To issue orders for work, goods & services. 6.15 To approve all security arrangements of the Council in respect of computers and financial issues. 6.16 To authorise investments and debt repayment in accordance with the Council's Policy 6.17 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget. 6.18 To review the Financial Regulations annually and to advise Council on the regulation and control of the Council's finances	- Committee for strategic overview RFO & Town Council Manager in accordance with Financial Regulations and for operational management - Committee/ RFO in accordance with Financial Regulations. - Committee, Town Council Manager & RFO in accordance with Financial Regulations - Committee Town Council Manager/RFO to prepare draft Budget & Budget Report - Committee, but to keep Council informed - Committee - Committee with advice from RFO and accountant. - Committee, Town Council Manager/RFO - Town Council Manager for renewal & operational matters and minor changes in cover. Committee for tendering & significant changes of cover raising premium by more than 15%. - RFO Authorised signatories to authorise Mandate Tenders to be at discretion of committee, but change of bank to be ratified by Council. - Strategic overview to Committee Operational management to RFO/Proper Officer.. - Committee following advice from appropriate committees - Committee in accordance with Financial regulations - Committee/Town Council Manager/ RFO in accordance with Financial Regulations Other officers as approved Budget holders if set out at the end of this Terms of Reference. Exemption from Financial Regulations reserved to Council. - Committee/Town Council Manager in accordance with Financial Regulations - Committee - Committee/Town Council Manager in accordance with Financial Regulations - Committee
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7 Grant Scheme 7.1 To administer the Council's Grant Scheme in accordance with Policy. 7.2 To approve grants up to £5000 and to recommend to Council grants in excess of this 7.3 Any Venue fee concessions in accordance within Policy 7.4 To advise Council on the formulation and amendment of its Grants Policy	• Committee for Strategic Overview Operational Management to Town Council Manager • Committee • Town Council Manager in consultation with Chairman & Vice Chairman of Committee • Committee
8 Information Technology Services 8.1 To oversee the use of information and other technology in support of the Council's business and service commitments.	• Operational Management to Town Council Manager Strategic Overview to Committee & Contracts within approved budget.
9 Procurement 9.1 To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	• Committee for strategic overview Town Council Manager for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
10 Communications / Public Relations and Marketing 10.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy 10.2 To promote the public face of the Council through the management of public and media relations. 10.3 To promote implementation of the Council's policies in respect of corporate marketing and communication. 10.4 To advise Council on adoption of a publicity Code and Information & Data Protection Policy. 10.5 To approve the content of the Annual Report and other publicity material relating to policies, responsibilities and outcomes of the Council	• Strategic overview to Committee. Delegated authority within policy and budget Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Committee Town Council Manager for routine press releases and literature
11 Audit 11.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference. 11.2 To receive, approve and action interim audit reports. 11.3 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and	• Committee Town Council Manager to support with operating procedures • Council to receive external & internal audit reports and respond to recommendations. Committee to advise and determine response to interim internal audit Proper Officer/RFO to advise on response with advice from accountant as appropriate. • Strategic overview to Committee

Transparency.	Policies reserved to Council Operational management to Town Council Manager
12 Emergency Planning	
12.1 To recommend a Town Emergency Plan to Council and lead in its implementation.	Committee Operational management to Town Council Manager

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

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



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: DEVELOPMENT & PLANNING COMMITTEE

Adopted by Council 25th June 2018

Minimum of 6 Members of Council

Quorum = 3 or one third of members, whichever is higher

Function of the Council Column 1	Delegation of Function Column 2
Planning and Development Control - To make observations on all district council and county council Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations - Referring any Planning enforcement issue to the principal Council - To make observations on all planning aspects and licensing aspects of waste applications or mineral applications. - To comment on Tree Preservation applications or the making of Orders. - To make observations on Planning consultation documents from the district or county councils or other bodies. - To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council. - To make observations on Hazardous Substance applications. - Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the district or county councils. - Making observations on applications and other actions in relation to hedge rows. - Making observations on Street naming or numbering. - To liaise with the district council on any matter relating to building control. - To monitor proposals from developers under Section	- Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Reserved to Council in the case of a major application¹ - Town Council Manager Reserved to Council - Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. - Committee - Committee - Committee - Committee - Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. - Committee - Town Council Manager - Committee

106 Agreements or Community Infrastructure Levy.	
13 To request a district councillor to “call in” applications to be determined by the Development Control Committee. 14 To undertake the Council’s role in the making, review or management of conservation areas	• Committee • Committee
Strategic Planning	
15 Making observations on district Local Plan and County Waste and Mineral Plans 16 Making observations on district or county supplementary planning documents 17 To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan	• Council on the advice of Committee • Committee • Committee Approval of Plan reserved to Council
Licensing	
18 Making observations on any matter relating to gaming or gambling 19 Making observations on applications and other matters under the Licensing legislation..	• Committee • Committee Town Council Manager after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Housing	
20 To lobby for sufficient affordable housing and an adequate range of housing types for the Town.	• Committee under the direction of Council

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

Town Clerk’s return

1. The definition of a Major application in the Development Management

Order is development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwelling houses where -
 - (i) the number of dwelling houses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: HUMAN RESOURCES COMMITTEE

Adopted by Council 23rd July 2018

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen of Leisure Services Committee, Community Services Committee, Development and Planning Committee and the immediate past Mayor. By convention, Chairman is either the Mayor or Deputy Mayor)

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee,
2 To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3 To agree the pay and conditions of staff	- Town Council Manager reserved for Council - All other staff to Committee including payment of honoraria providing within agreed budget.
4 Approval of personnel policies & Employee Handbook	Committee, including discretionary provisions of National Joint Agreement if appropriate.
5 Management and Appointment of Staff (Local Government Act 1972 s112-119)	- Recommend appointment of new <u>Town Council Manager</u> to be endorsed by Council Selection of long list by Town Council Manager with personnel assistance if appropriate Selection of final short list-Chairman & V Chairman + Mayor & Deputy Mayor Final Interview-Committee - Appointment of other managerial staff to Town Council Manager in consultation with 2 members of Committee. - Appointment of other Staff to Town Council Manager and Chairman or Vice Chairman of appropriate committee. - Town Council Manager for casual staff and temporary appointments to approved positions below managerial level - Decision on whether to fill vacant positions is delegated to Town Council Manager. - Decision on recruitment of contract staff or interim contract staff to Committee - Management of staff in accordance with Council policy, procedures and budget to Town Council Manager.

6 Disciplinary matters under the Council's Disciplinary Procedure.	• Town Council Manager with appeal to HR Committee • HR Committee in the case of the Town Council Manager with appeal to Appeals Panel. • Dismissal of Town Council Manager to be ratified by Council
7 Determination of individual grading issues and job evaluation	• Committee, except Town Council Manager reserved to Council
8 Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.	• Committee (Council in case of Town Council Manager) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via appointed Personnel advisors • Pensions Policy or Pensions Discretions Policies to Committee.
9 Approval of job descriptions & person specifications.	• Committee
10. Absence issues under the Council's Attendance Management Guidelines.	• Town Council Manager except Committee in the case of Town Council Manager
11. Appeals Procedure under personnel policies.	• Appeals Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	• Council
13. Competence Procedure	• Town Council Manager except Committee in the case of Town Council Manager
14. Issue of Contracts of Employment	• Town Council Manager except Committee in the case of Town Council Manager • Model Contract approved by Committee
15. Redundancy & Redeployment.	• Committee
16. Monitoring Equalities Policy in relation to employment.	• Committee • Approval of Equalities Policy to Council
17. Approval of Officer Codes of Conduct Approval of Member-Officer Protocol	• Committee • Council
18. Health & Safety	• Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Council Manager for routine management
19. Grievance Procedure	• Town Council Manager except Committee in the case of Town Council Manager • Appeals to Appeals Committee.
20. Administration of other Personnel procedures	• Town Council Manager except Committee in the case of Town Council Manager

21. Employee Development Review and assessment at end of Probationary period	• Town Council Manager for all staff, often delegated to direct manager. • Two of Mayor, Deputy Mayor or Chairman of Committee for Town Council Manager
22. Training & Development Plan for staff	• Town Council Manager
23. To administer the Volunteers Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
25 To administer the Council's Equality Policy	• Town Council Manager to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council

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

NOTICE OF PUBLIC LOCAL INQUIRY WILDLIFE AND COUNTRYSIDE ACT 1981

Notice is hereby given that an Inspector will be appointed by the Secretary of State for Environment, Food and Rural Affairs to determine

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

The appointed Inspector will open the public Inquiry as a blended event at **King Edward VII Memorial Hall, High Street, Newmarket, Suffolk C88 8JP** on **Wednesday 14 October 2020** at 10.00am.

A blended event is one where there may be a combination of physical attendees as well as a virtual element. There will be limited capacity available at the venue and people wishing to observe or participate should, where possible, do so virtually.

Anyone wishing to attend the inquiry virtually must register that interest with the Planning Inspectorate Case Officer as soon as possible prior to the Inquiry either by email or telephone, details of which are set out at the bottom of this notice.

To take part using video, participants will need to have access to Microsoft Teams (via an app or web browser). The link <https://support.office.com/en-us/teams> gives further information on how to use this. Alternatively, you can take part by telephone. Registered participants will receive individual joining instructions, providing details of any requirements, guidance and support, whether joining by Teams or telephone.

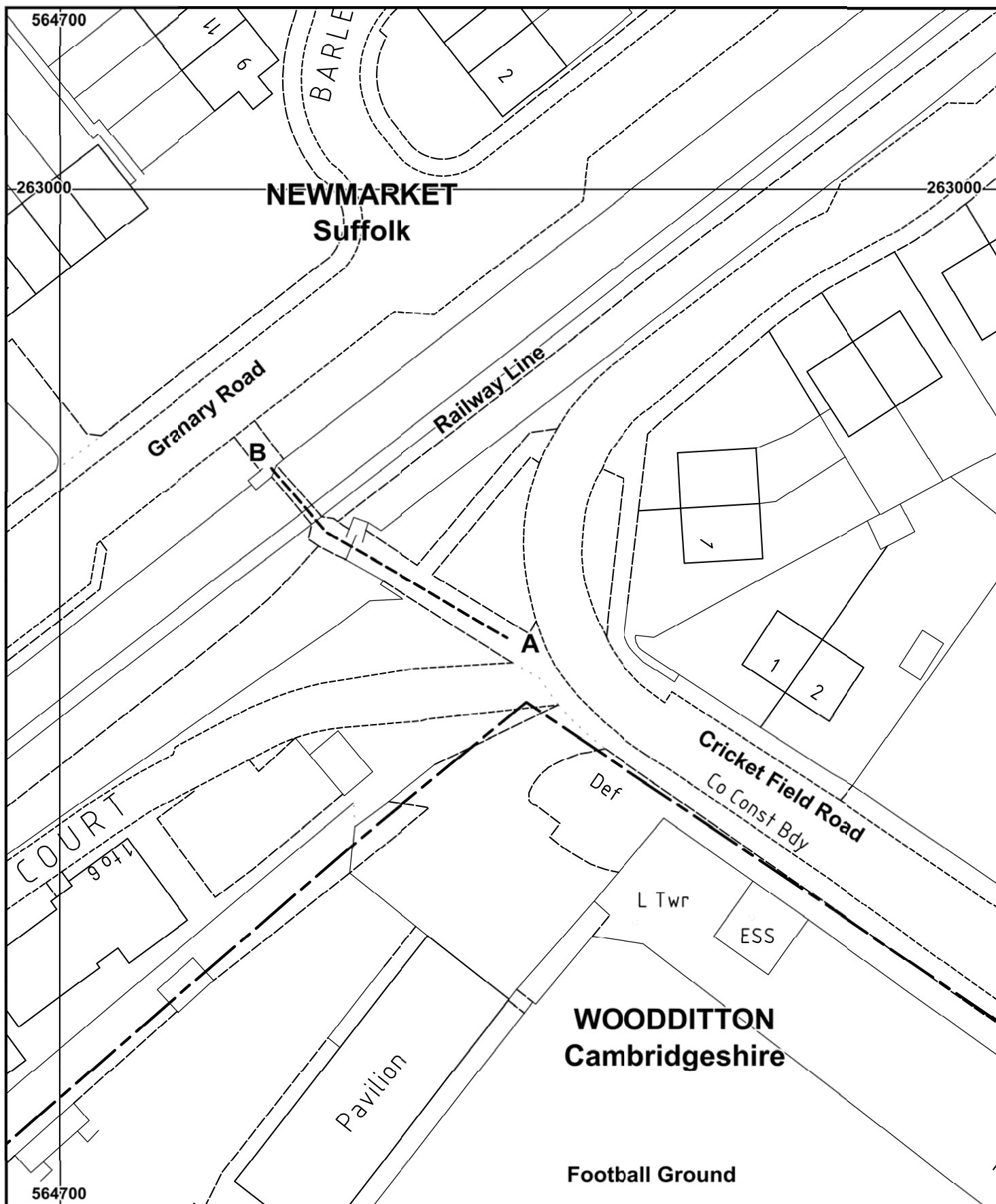
The effect of the Order, if confirmed without modifications, will be to modify the definitive map and statement for the area by adding a public footpath from Ordnance Survey Grid Reference (OSGR) 56474,26295 on Cricket Field Road to OSGR 56472,26297 on Granary Road as shown on the Order plan.

Any person wishing to view the statements of case and other documents relating to this Order may do so by prior appointment at Suffolk County Council, Phoenix House, Goddard Road, Ipswich IP1 5NP. Contact David Last, tel: 01473 264770.

Planning Inspectorate Reference: ROW/3221975

Contact point at the Planning Inspectorate: Jean McEntee, Rights of Way Section, Room 3/A, Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.

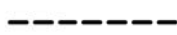
Tel: 0303 444 5437 Email: jean.mcentee@planninginspectorate.gov.uk



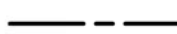
PROPOSED PUBLIC FOOTPATH - CRICKET FIELD RD TO GRANARY RD, NEWMARKET



Director of Growth, Highways and Infrastructure,
Endeavour House, 8 Russell Road, Ipswich, Suffolk. IP1 2BX



Proposed Public Footpath



Parish and County Boundary

Scale 1:500

Ordnance Survey MasterMap

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Filed at:



SUFFOLK CONSTABULARY

Item 15c



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 again continued to carry out 'Street A Week' surveys regarding ASB in Newmarket, these really help us evidence issues and helps reassure the residents of Newmarket that their problems are being heard and dealt with.
- ❖ I have held three more crime prevention stands this month, these are becoming a very good tool in spreading crime prevention advice and being more visible in town.
- ❖ The week commencing the 14th September was County Lines week, as a contribution to this I have sent the letting agents and housing associations of Newmarket crime prevention material and advice surrounding the issue of county lines. This information advises how to proactively monitor tenants and explains the responsibilities of landlords. I have attached a copy of this to my email.
- ❖ Myself and PCSO Darvill have been supporting Newmarket Academy in their first two weeks back at school. We have attended the school daily at the end of the school day, reassuring children, parents and teachers as they are all having to adapt.
- ❖ Exning football club were unfortunately victim to criminal damage recently and had asked to see an officer for some advice moving forward. I conversed with our Design Out Crime Officer and paid the club a visit to go over material available from our website and look at ways they can better protect themselves.
- ❖ With more businesses opening and gatherings now being restricted again, I have been on the Highstreet and green spaces of Newmarket offering as much reassurance and advice as I can in the hopes that Newmarket's residents stay safe during the current pandemic.

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>