



Newmarket TOWN COUNCIL

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

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

NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL

Monday 26th October 2020 at 6pm on Zoom

The link to join the meeting is:

<https://us02web.zoom.us/j/84572137709?pwd=OVNzRWcrblJnSkFVaVY5MIRHOUMZz09>

Meeting ID: 845 7213 7709 & password: 749447 Or by telephone: +442030512874

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.

The meeting is open to the public who are encouraged to join and participate at the appropriate time

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.

Councillors are hereby summoned to attend for the purpose of transacting the business that follows

A G E N D A

1. **Welcome** - The 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 28th September 2020 and any matters arising (herewith).
5. **Public participation** – The meeting is adjourned to enable members of the public to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility or which affects the Town. No person may speak on more than two items and in total for no longer than 3 minutes. 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 time permitted 15 minutes. *This is the only opportunity during the meeting, for members of the public to address Councillors.*

Distribute to the following for information:

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

6. **To hear a presentation from the Newmarket Business Improvement District (BID)**
7. **To receive notice of postponed election (Scaltback Ward)**
8. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
10. **Committee Meetings**
 - a) To receive the minutes and consider any recommendations from the Development & Planning meetings held on 5th October and 19th October 2020.
 - b) To receive the minutes and consider any recommendations from the Community & Leisure Services meeting held on 5th October 2020.
 - c) To receive the minutes and consider any recommendations from the Neighbourhood Plan meeting held on 12th October 2020.
 - d) To receive the minutes and consider any recommendations from the Human Resources meeting held on 12th October 2020.
 - e) To receive the minutes and consider any recommendations from the Finance and Policy meeting held on 19th October 2020.
11. **TERMS OF REFERENCE**- To consider and approve amended terms of reference for the Human Resources Committee.
12. **SUFFOLK ASSOCIATION OF LOCAL COUNCILS AREA FORUM (SALC)** - To consider and approve the nomination of a representative to the SALC Area Forum.
13. **WEATHERBY CROSSING PUBLIC INQUIRY** - To receive an update and authorise any actions.
14. **PARKING WORKING GROUP**- To receive a report (verbal) and authorise any actions.
15. **PUBLIC REALM** – To authorise planting of trees and bulbs at various locations in the Town, and agree a budget for this purpose.
16. **CLOCK TOWER** – To consider a Memorandum of Agreement and quotation for the Tendering and Contract Management of landscape works.
17. **SIX-MONTH BUDGET PROJECTION 2020/2021** – To receive the budget projection from the RFO.
18. **Correspondence**
19. Date of the next Meeting – **23rd November 2020**

Signed: *D. Baines*
Debbie Baines, Town Clerk

20th October 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020, permitting local authority meetings to be held remotely, including by video and telephone conferencing. This arrangement is currently in effect until May 2021.

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 28th September 2020 at 6:00 pm via Zoom**

Attendance:

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

Councillor Y Fitzgerald
 Councillor R Hood
 Councillor Peter Hulbert
 Councillor T Kerby
 Councillor J Lay
 Councillor C O'Neill
 Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Christy Argyoudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Soons and Nobbs - West Suffolk Council, 1 member of the Press and 6 members 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 Cllr Anderson. Cllr De'Ath would join the meeting later.

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 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 24TH AUGUST, TUESDAY 15TH SEPTEMBER AND THURSDAY 24TH SEPTEMBER 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 24th August and 15th September 2020 were presented and the following was agreed:

20/09/4.01 Resolved

That the minutes of the last virtual meetings held on 24th August and 15th September 2020 be adopted and would be signed as a correct record by the Town Mayor.

Matters arising 24th August 2020:

Page 4 – 20/08/11 – A concern was raised regarding an increase to salary and

pension costs. The Mayor advised that the changes to staff Terms of Employment had been resolved in August and there was no reason to revisit the item.

Matters arising 15th September 2020:

Page 2 – 20/09/6 – The D&P Working Group had met to complete a response to part 2 of the Reform or the Planning System and a further meeting would be held 29th September, to complete part 3. The responses would need to be ratified by full Council or delegated powers could be given to the D&P Committee. The following was agreed:

20/09/4.02 Resolved

That delegated powers be given to the D&P Committee to consider and resolve the responses to parts 2&3 of the Reform of the Planning System.

Matters arising 24th September 2020:

The meeting had been postponed due to a change in COVID-19 government guidance and would be rescheduled as a virtual meeting.

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 RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION (MAXIMUM 15 MINUTES)

Chris Hibble – Narcotics Anonymous reported that he had tested the seating arrangements at the Pavilion to accommodate 15 attendees 2m apart and confirmed that this is achievable. The current Government advice allows groups of 15 to meet for self help groups and he asked for the NTC guidance to be changed from 11 to 15 attendees.

A proposal was made to bring forward a part of item 14 and the following was agreed:

20/09/5.01 Resolved

That a part of item 14 be brought forward to consider bookings at the Pavilion.

20/09/6

TOWN COUNCIL EVENTS AND BOOKINGS

The request to change the numbers of people attending meetings at the Pavilion for self help groups was considered and the following was agreed:

20/09/6.01 Resolved

That the guidance for the numbers attending meetings for self help groups at the Pavilion be increased from 11 to 15.

20/09/7

COUNCILLOR REPORTS

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted to the Town Clerk for circulation.

Cllr Drummond – gave a verbal update on the merger of the Taxi Policies and both Policies would be maintained and be reviewed in 2 years. The Hackney livery

Minutes of the Newmarket Town Council held on Monday 28th September 2020

would be removed for Bury St Edmunds and the Policy had been changed for new joiners regarding electric vehicles and safeguarding. He had been given delegated powers to make further minor changes.

WS – Karen Soons reported that she had met with residents in Studlands to discuss community allotments at the old disused cycle park at Emerald Orchard. The Mayor would contact the Friends of the Yellow Brick Road to seek views on a community project and report back.

Ward – Cllr O'Neill thanked Cllr Drummond for addressing the issue of repairing a large hole in the wire fence in Cheveley Road.

Cllr Lay reported that he did not believe that West Suffolk were doing enough to promote the market and he would follow this up and report back. He had received a letter regarding the provision of disabled parking in Park Lane and he would forward the letter to West Suffolk to resolve.

Cllr Yarrow welcomed the planting of cherry trees in his Ward.

20/09/8

ANNOUNCEMENTS

The Mayor's itinerary for September 2020 in addition to the normal schedule of meetings and Working Groups, included the following:

30th August - played in a cricket match with the Inter-Faith team on the Severals

14th September - attended the award of cheques to the Bill Tutte Scholarship students

20th September - attended the Battle of Britain Service at St Mary's Church, BSE

22nd September - met with West Suffolk officers to discuss the Yellow Brick Road

20/09/9

TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 7TH AND 21ST SEPTEMBER 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 7th and 21st September 2020. There were no recommendations.

20/09/10

TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES COMMITTEE MEETING HELD ON 7TH SEPTEMBER 2020

The Vice Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 7th September 2020.

20/09/10.01 Resolved (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.

20/09/10.02 Resolved (CL/20/09/10.01 Recommendation)

That the quote from Massey & Harris for £3,634 + VAT with an integral

Minutes of the Newmarket Town Council held on Monday 28th September 2020

mound of raised earth be accepted.

20/09/10.03 Resolved (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.

20/09/10.04 Resolved (CL/20/09/11.01 Recommendation)

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

20/09/10.05 Resolved (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.

20/09/10.06 Resolved (CL/20/09/15.01 Recommendation)

That lights with timers be put on the planters.

20/09/10.07 Resolved (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.

20/09/10.08 Resolved (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.

20/09/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 14TH SEPTEMBER 2020

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 14th September 2020.

20/09/11.01 Resolved (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.

Cllr De'Ath joined the meeting

20/09/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 14TH SEPTEMBER 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 14th September 2020.

20/09/12.01 Resolved (H/20/09/7.01 Recommendation)

That the amended Newmarket Town Council Member/Officer Protocol be received and adopted.

20/09/12.02 Resolved (H/20/09/8.01 Recommendation)

Minutes of the Newmarket Town Council held on Monday 28th September 2020

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.

20/09/12.03 Resolved (H/20/09/9.01 Recommendation)

That the NALC NJC pay scales for 2020/2021 be adopted.

20/09/12.04 Resolved (H/20/09/13.01 Recommendation)

That the quote from Abbey Security for £375.50 per property per year plus £40 per visit (plus VAT) to cover out of hours be accepted.

20/09/12.05 Resolved (H/20/09/14.01 Recommendation)

That the requests for staff training be approved.

20/09/13

TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 21ST SEPTEMBER 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 21st September 2020.

20/09/13.01 Resolved (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.

20/09/13.02 Resolved (F/20/09/10.01 Recommendation)

That the amended Financial Regulations be adopted.

20/09/13.03 Resolved (F/20/09/10.02 Recommendation)

That the reviewed Health & Safety Policy be adopted.

20/09/13.04 Resolved (F/20/09/11.01 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.

20/09/13.05 Resolved (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.

20/09/13.06 Resolved (F/20/09/14.01 Recommendation)

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

20/09/14 TO NOTE THE RESIGNATION OF COUNCILLOR CEASAR AND POSTING OF VACANCY NOTICE

The resignation of Cllr Caesar was regrettably noted and her valued contributions would be sadly missed.

20/09/15 TOWN COUNCIL CONSTITUTION

The revised Committee Terms of Reference were reviewed and the following was agreed:

20/09/15.01 Resolved

That the revised Committee Terms of Reference for Council, D&P and F&P be adopted and that the HR Committee Terms of Reference be deferred to take account of any changes to the staff appraisal system.

20/09/16 LOCAL COMMUNITY AWARDS

A proposal from the Rotary Club to collaborate on the introduction and holding of an 'acts of kindness' awards scheme, for town residents in the CB8 post code was presented and considered. The following was agreed:

20/9/16.01 Resolved

That NTC supports the proposal to introduce a Community Awards scheme and that the Mayor attends any meetings and to report back.

20/09/17 MEETING WITH FOREST HEATH DISTRICT LOCAL POLICING COMMANDER

The meeting had been rescheduled to take place on 1st October 2020.

20/09/18 PLANNING APPLICATION – DC/20/817/ADV – LAND ADJACENT TO TESCO PETROL STATION WILLIE SNAITH ROAD NEWMARKET

Members considered and discussed the options for signage at the site and the following was agreed:

20/09/18.01 Resolved

That there be no sign at all, however if there is to be a sign, then it be similar to the sign in Ely and be no more of 3m high with reduced lighting.

20/09/19 TOWN COUNCIL EVENTS AND BOOKINGS

The proposed Christmas event was discussed and the following was agreed:

20/09/19.01 Resolved

That due to the current circumstances, that the Christmas Event be regrettably cancelled

Booking requests for the Memorial Hall and Gardens and the Pavilion and Severals were considered and following was agreed:

20/09/19.02 Resolved

To allow bookings for "exceptions" only – support groups and organised sport or licensed outdoor physical activity for under-18s, subject to NTC COVID 19 booking guidelines and compliance with Government guidelines and policies

Minutes of the Newmarket Town Council held on Monday 28th September 2020

on social distancing.

Members were advised that the Cricket club had requested to start preparing the pitch in October and to book every Sat/Sun Apr to Sep next year. All dates would be agreed with the Events Manager

The proposals in the report were considered and the following was agreed:

20/09/19.03 Resolved

That proposals 3&4 in the report be accepted and reviewed periodically and in response to any changes in Government guidance.

Town Clerk advised that Oktober Festival organisers had been selling tickets for an event 17th October at the Severals and that 350 tickets had been sold. Relevant paperwork for plans and risk assessments had been submitted to West Suffolk Council and they were planning for the event to go ahead. The plans for the event were considered and in light of the current COVID-19 situation, the following was agreed

20/09/19.04 Resolved

That the Oktober Festival 2020 event be cancelled

20/09/20 WEATHERBY CROSSING PUBLIC INQUIRY

The Notice of Public Local Inquiry regarding the Weatherby Crossing, to be held on Wednesday 14th – 16th October 2020 at 10:00am at the Memorial Hall was noted.

Town Clerk advised that all of the paperwork had been submitted within the deadline and she would test the technical equipment next week.

20/09/21 CORRESPONDENCE

The PCSO monthly report was noted.

20/09/22 DATE OF THE NEXT VIRTUAL MEETING

Monday 26th October 2020 at 6:00pm.

Meeting closed at 7:25pm

Signed: _____

Date: _____

Love Newmarket BID

Working together
to shape a successful
town centre

Love Newmarket
Business Improvement District

Business Plan

2021 - 2026



Contents

- 3** What is a BID & Additional Income
- 4** Introduction
- 5** COVID Recovery Plan
- 6** Why Vote YES
- 7** What a YES vote will mean
- 8** Welcome & Security
- 9** Marketing & Promotion
- 10** Events
- 12** Business Support
- 13** Town Investment
- 14** The BID Area
- 16** The Levy
- 17** Budget Forecast
- 18** Our New Business Plan
- 19** BID Ballot
- 20** BID Rules
- 21** FAQs
- 22** Company Structure
- 23** For a succesful YES vote & What if you vote NO?

What is a BID?

Newmarket Business Improvement District

A Business Improvement District (BID) is a formal arrangement between businesses in a designated area that come together to fund, manage and ultimately enhance the local trading environment for all businesses that are within that area.

This business plan outlines our ambitions for Newmarket over the next five years and will be voted on by all businesses within the area and are in addition to services already provided by the Council.

All businesses with a rateable value of £5,000 or more will be entitled to vote.

Additional Income

Although the vast majority of the BID income originates from levy payments from members the organisation will continue to work hard to generate additional funds from other sources including voluntary membership and sponsorship income.

Additional income allows the BID to deliver over and above the projects outlined in the Business Plan and add extra value for businesses that can provide more return at no extra cost to them.

Voluntary Contributions

The BID in its second term will continue to encourage businesses to become a BID member and take advantage of the membership benefits that are available. The minimum cost is £90 per annum, but the rateable value of each premises will be taken into consideration in arriving at an annual fee, for each voluntary member.

BID Membership

Any mandatory BID levy payee or equivalent financial contributor can become a member of Love Newmarket (Newmarket BID Limited). This enables them to take part in the decision making process as well as stand for and vote during Board of Director elections.

Introduction

from the Chairman

John Morrey

Chairman of Love Newmarket



It was a privilege to be voted the new chairman of Love Newmarket back in February this year. The organisation has achieved so much since its formation in 2016 and this business plan outlines our ambitions for the next five years.

Times are very challenging at the moment for all businesses in town, but the last few months have reminded how important a role Love Newmarket has in both preserving and shaping the future of our town. Newmarket has a unique and iconic high street in terms of its setting and architectural styles, providing a solid foundation on which a vibrant and eclectic mix of both national and independent retailers can develop their businesses.

"We have reduced the current levy by 10% for the first two years to reflect the current trading conditions."

We have carefully constructed a business plan that both reflects the current climate while looking to the future and the type of town we all want in years to come. One of the key areas we want to enhance is the current signage in the town centre by investing in new digital signage for the high street along with a strong focus on marketing our businesses to new customers. In years three to five we intend to fully restart our popular events which help drive footfall into the town, but also new events that cater for the needs of members such as our office sector.

"The first two years is focused on recovery and helping our members get back on their feet."

After reading through this plan I hope you can see the number of exciting opportunities and initiatives that we plan to undertake and urge you to vote yes so that the BID can continue to shape a successful town centre.

COVID Recovery Plan

We appreciate the unprecedented trading environment that we find ourselves amidst and we are committed to support our members both in terms of present day cashflows and future business operations.

Our Five Point Plan

1 Help Present Day Cashflow

In terms of present day cashflows, we have committed to **reducing the current levy by 10% for the first two years** of the new term.

2 Help Future Cashflow

In terms of future cashflows, in years 3 to 5 (2023-26) the levy will revert back to its current level, i.e. we undertake that **no member will pay an increase on their 2019/20 levy** throughout the duration of the second term.

3 Support Future Business

In terms of supporting the future business operations of our members, we will continue to **lobby hard on your behalf** on business rate reform, commercial rent levels and car parking charges.

4 Improve the Local Environment

In terms of creating an attractive local environment for our members, we will work closely with all relevant stakeholders including Newmarket Town Council and West Suffolk Council to **ensure that our town centre presents an attractive, welcoming and safe place** to work, shop, visit and live.

5 Upgraded Signage

In terms of supporting future business growth, we will **invest £44,000 across 2021-22** on upgrading to a new digital signage platform to help visitors and shoppers navigate the town better, but also give our members additional advertising opportunities.



Why Vote Yes

As a Director of Love Newmarket I have seen the huge amount of work that goes on behind the scenes to be able to support the local Business Community and would urge any business who are members to become as engaged as possible with Love Newmarket and fully understand how much support is available to them.



Sue Foster
Business Manager | Barclays Bank



BID to me is crucial for the town of Newmarket. It is the extraordinary investment that makes the difference for the town, but in particular the member businesss. We all pay towards the BID, and all have a vested interest in the ongoing vital growth and development of the High Street and all the businesss either in it, or attached to it. I am proud to say I am a Director of Love Newmarket.

Noel Byrne

Chief Executive Officer | The Bedford Lodge Hotel & Spa



I am proud to be Director of Love Newmarket BID. During these uncertain times the BID will play a key role in enabling Newmarket to recover from the Coronavirus crisis and gain commercial success. Love Newmarket BID will help improve the infrastructure and services in the town that will lead to economic success for the town as a whole. This will assist in attracting new investment to our much loved town.



Ross McKittrick
Centre Manger | Guineas Shopping Centre



Since taking over as BID Manager in November 2019 Love Newmarket has come a long way in communicating and engaging better with our members. We have laid the key foundations to now move forward and build a better town. This business plan is both ambitious and bold and is exactly what our members need and deserve during these challenging times.

Paul Brown

BID Manager | Love Newmarket



What a YES vote will mean for Love Newmarket

A renewal of Love Newmarket
for a further five years will mean:

300 + businesses will continue to be supported and serviced by the BID.

Over **£1 million** of investment for Newmarket Town Centre.

The continuation of existing popular **projects, events** and **promotions**.

The introduction of **new initiatives**, as appropriate, to improve business for our members.

What will BID2 (second term) do?

Invest in our
high street

Market our
members through
both digital and
traditional media

Business
support

Restart our
events

Security





Welcome & Security

What we will continue to provide...

It is important that the town presents an attractive and positive first impression.

Love Newmarket has supported several programmes designed to achieve this, namely:



Hanging Baskets



Hard & Soft Landscaping



and the Visibility of the Town Ranger who acts as a 'go to' individual, to heighten visibility in the light of creating a safer environment and to help provide an improved visitor experience

What will be new...

Two town rangers with additional community safety accreditation powers, including:



Penalty Notices for Disorder
Penalty Notices for Dog Fouling & Littering



Power to Deal with Begging

**UK Town
Ranger of
The Year**



Ed Vince
Town Ranger

Marketing & Promotion

What we will continue to provide...

Love Newmarket continues to invite members to showcase their businesses through regular advertising and editorial investments as well as bi-monthly consumer and corporate newsletters.

This includes a structured on-line presence across:

 Total Fans: **2,758**
 Total Fans: **1,529**
 Total Followers: **910**
Instagram, Facebook and Twitter

through The Newmarket Journal
& The Flyer publications

through E-newsletters to over 2,000 members of the public sent out bi-monthly

What will be new...

Advertising opportunities through new digital town signage.



Our Events

Love Newmarket Events

What we've achieved...

Whilst 2020 has seen a curtailment in the provision of events due to the COVID19 restrictions, the BID is proud of the number and variety of events that it has organised during its first term. From the traditional Christmas lights switch-on which has brought in over 24k visitors between 2017 to 2019 to our Essential First Aid training, we have received positive feedback and will continue to work hard to ensure that any event is both 'relevant' and 'value adding'.

What will be new...

We are planning a **'Business to Business'** event for 2021 that will help promote our office members which will include hosting guest speakers, a networking event, and a workshop providing access to subject matter experts.

Some of the events we've delivered:



BACK TO THE 1940s

GIANT EASTER Dash





LIFE'S A BEACH

RACECOURSE NETWORKING EVENT



Newmarket Service Excellence Awards 2018-2019

THE Newmarket Nutcracker TRAIL



CHRISTMAS LIGHTS SWITCH-ON & MAKING MAGICAL MEMORIES 2016-2020





Business Support

What we will continue to provide...

Love Newmarket facilitates a lobbying function on behalf of its members, and has access to officials at Town, District and County Council level, the British BID network and various other Town Centre stakeholders.

Alongside this function, Love Newmarket provides a tangible business support programme through The Business Champion initiative and has of late, been proactive in supplying COVID19 related protection in the guise of sneeze-guards, customer signage and floor stickers.



PLEASE STAND BEHIND THIS LINE



Floor Stickers & Sneeze Guards



Town Investment

What we plan to do in our second term...

Love Newmarket has invested in relevant and strategic infrastructure, including enhanced signage to help visitors better navigate their way around the town, aimed at making the visitor experience more aesthetically pleasing.

In our second term we are committed to spending:



£44,000

On updating current signage while also introducing new digital signage along the high street, giving members access to free advertising to promote their goods and services.



Before



After



Proposed new digital signage

The BID Area

2021-2026

The map shows our Love Newmarket BID2 area that will contribute and benefit from the projects laid out in this business plan.*



BID2 Area Map

Businesses located on the streets (part and whole) shown and listed are included in the BID. If you are unsure as to whether you are included and therefore will pay the BID levy, please contact a member of the BID Team.

The streets included are:

- All Saints Road (*in part*)
- Bury Road (*in part*)
- Church Lane
- Crown Walk
- Exeter Road (*in part*)
- Fitzroy Street (*in part*)
- Fred Archer Way
- Grosvenor Yard
- High Street
- Kingston Passage
- Market Street
- Mill Hill (*in part*)
- Moulton Road (*in part*)
- New Cut
- Old Station Road (*in part*)
- Palace Street
- Park Lane (*in part*)
- Rous Road
- St Marys Square
- Sun Lane
- The Avenue (*in part*)
- The Guineas
- Wellington Street

** District can change between now and up to 42 days before ballot papers are sent out.*

MAP KEY

-  BID2 Boundary Line
-  Pedestrians Only
-  Pedestrian Crossing
-  Toilets
-  Short Stay Car Park
-  Long Stay Car Park
-  Coach Parking
-  Bus Stops
-  Tourist Information Centre
-  Defibrillator

The Levy

BID Rates 2021-2026

Every eligible business in the BID area will pay the BID levy which is split into 12 bands based on the premise's rateable value. While the band you are allocated in will not change during the term, the levy you pay will vary between the first two years and years 3 to 5.



Over 75% of independent businesses will pay less than £1 a day

What will you pay?

The table below shows examples of what you will pay:

Rateable Value	Levy 1 (Years 1 & 2)	Levy 2 (Years 3 - 5)
	90% of Current Levy	Current Levy
Between £5,000 & £7,500	£90	£100
Between £7,501 & £10,000	£180	£200
Between £10,001 & £20,000	£329	£365
Between £20,001 & £30,000	£450	£500
Between £30,001 & £40,000	£675	£750
Between £40,001 & £50,000	£900	£1,000
Between £50,001 & £60,000	£1,350	£1,500
Between £60,001 & £70,000	£1,800	£2,000
Between £70,001 & £100,000	£2,250	£2,500
Between £100,001 & £200,000	£3,150	£3,500
Between £200,001 & £400,000	£5,850	£6,500
Over £400,000	£9,000	£10,000

It is anticipated that during its second term Love Newmarket will generate approximately £1,150,000 from a variety of sources but predominately through the collection of the annual levy. It is possible the amount generated could vary throughout the life of BID2.

Budget Forecast

for BID2

	COVID Recovery		Year 3	Year 4	Year 5	TOTAL
	Year 1	Year 2				
Levy						
Levy	(90% of Current Levy)		(Current Levy)			-
Levy Rate	Levy 1	Levy 1	Levy 2	Levy 2	Levy 2	-
Income						
Income	£198,000	£198,000	£220,000	£220,000	£220,000	£1,056,000
Additional Income	£18,000	£18,000	£20,000	£20,000	£20,000	£96,000
	£216,000	£216,000	£240,000	£240,000	£240,000	£1,152,000
Expenditure Projects & Services						
Welcome & Security	£54,000	£54,000	£65,000	£65,000	£65,000	£303,000
Marketing & Promotion	£35,000	£35,000	£35,000	£35,000	£35,000	£175,000
Business Support	£4,900	£3,000	£4,500	£4,500	£4,500	£21,400
Investment in Town Centre	£22,000	£22,000	£10,000	£8,000	£6,000	£68,000
Events	£10,000	£10,000	£41,000	£41,000	£41,000	£143,000
Overheads						
Staff & Training	£37,500	£39,400	£41,500	£43,500	£45,500	£207,400
Office & IT	£15,000	£15,000	£15,000	£15,000	£15,000	£75,000
Levy Collection Costs	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
Insurance	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000
Professional Fees	£5,000	£5,000	£5,000	£5,000	£5,000	£25,000
Contingency*	£21,600	£21,600	£12,000	£12,000	£12,000	£79,200
	£216,000	£216,000	£240,000	£240,000	£240,000	£1,152,000
Surplus/Deficit	£0	£0	£0	£0	£0	£0

Due to impact of the COVID19 pandemic, the board has set the contingency fund at 10% of total income for the first two years of the new term, which will then decrease to 5% for years 3-5 inclusive. The budget is subject to regular review by the Finance and Governance Group and BID board and will be presented to the BID's membership as part of its annual report.

The BID will seek to maintain management and overhead beneath the industry benchmark of 20% and aim to leverage voluntary income to enable 100% of BID member contributions to be allocated to work programmes which directly benefit business and the local area in general.

Our New Business Plan

Over a year in the making

The steps in constructing the new business plan started back in November 2019 when Paul Brown was appointed as the new BID manager. Over the first couple of months Paul visited over 80% of members to find out what they wanted from the BID and the town going forward.

After listening to members and working closely with the board of directors the first draft of the business plan was signed off end of September 2020.

The next steps in the process are as follows:

01

October/November 2020

Members receive an electronic version of the first draft for them to review and critic.

03

January 2021

The Business Plan will be mailed out to all BID businesses.

05

23rd March 2021

Postal Ballot closes.

02

December 2020

BID Board approves final Business Plan based on member's feedback.

04

22nd February 2021

Postal Ballot Papers are issued.

06

24th March 2021

Declaration of ballot results.

BID Ballot

Key Facts

- All eligible businesses have the opportunity to vote.
- The ballot will be conducted through an independent, confidential postal vote by Civica Election Services, on behalf of West Suffolk Council which is the responsible body as determined by the BID legislation.
- Each eligible business ratepayer will have one vote in respect of each hereditament within the BID area, provided that are listed on the National Non Domestic Rates list for the defined area as provided by West Suffolk Council. Organisations occupying more than one hereditament will have more than one vote.
- A proxy vote is available and details will be sent out by Civica Election Services.
- Ballot papers will be distributed to the appropriate person/organisation by 22nd February 2021, to be returned no later than 5pm on 23rd March 2021.
- For the BID to continue two conditions **MUST** be met:
 - More than 50% of businesses that vote must vote in favour
 - Of the businesses that vote, the 'yes' votes must represent more than 50% of the total rateable value of all votes cast.
- The results of the ballot will be declared on 24th March 2021.

Under the legislation, if the BID is approved, all businesses regardless of how or if they voted will be legally obliged to pay the levy amount as outlined on page 16 per annum for five years.

Get in Touch

For more information, please contact us using the following details:

BID Manager | Paul Brown

(01638) 333 103

manager@newmarketbid.com

BID Office

Suite 9, Rookery House

The Guineas Shopping Centre

NEWMARKET

CB8 8EQ

lovenewmarket.co.uk



HERE TO
**HELP
YOU**

BID Rules

for BID Renewal

Levy Rules

The Business Improvement Districts (England) Regulations 2004 as approved by the Government, sets out the legal framework within which BIDs have to operate, including the BID rules which define the way in which the levy is charged and collected.

- The renewal BID term will be five years from 1st April 2021 to 31st March 2026;
- The BID levy will be applied to all eligible business ratepayers within the defined area of the Love Newmarket BID with a rateable value of £5,000 or more;
- The BID Levy rate is fixed as outlined in the BID levy bandings, using the business rating list as at 1st April 2021;
- The BID levy will not be subject to variation by the annual rate of inflation.
- The liability for the daily BID levy will fall on the eligible ratepayer;
- The BID levy will be paid by any new ratepayer occupying any existing hereditaments within the BID area;
- New hereditaments will be charged from the point of occupation based on the rateable value at the time it enters the rating list;
- Charitable organisations which do not employ any staff are exempt from the BID levy;
- Empty properties will be liable for the BID levy with no void period, for as long as the hereditament remains on the NNDR list;
- Where the rateable value for individual hereditaments (rated properties) results in a lower BID levy, it will only come into effect from the start of the financial year in which the change is made. No refunds of the BID levy will be made for previous years;
- The BID levy will not be affected by the small business rate relief scheme, service charges paid to landlords, exemptions, relief or discounts prescribed in the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 made under Local Government Finance Act 1988;
- The BID levy will not be increased other than as specified in the BID rules;
- The BID levy is to be paid in full within 14 days of receipt of invoice;
- There will be no VAT charged on the BID levy;
- Refunds will be at the discretion of the BID;

Collection and enforcement arrangements will be similar to those for collection and enforcement of non-domestic business rates with the BID Company responsible for any debt write off. Details can be found in the Operating Agreement between the BID and Council (see website).

The BID area and BID rules cannot be altered without a re-ballot of members.

A photograph of two horses, one dark and one light, in a field of autumn leaves. The dark horse is in the foreground, looking towards the camera. The light horse is in the background, partially obscured. The leaves are in shades of orange, yellow, and brown.

FAQs

Questions & Answers

The BID has been running for five years, why can't it just continue?

BIDs last for a maximum of five years and once that term is over the BID is required to re-ballot. It reviews its projects, produces a new Business Plan stating its objectives for the next five years and this plan is then voted by BID businesses that will be required to pay the levy. This is known as a renewal ballot.

How much will I pay?

On behalf of Love Newmarket BID, West Suffolk Council will collect a levy from each BID business that will be transferred to the BID company and used to implement the projects laid out in this plan. All eligible BID businesses will pay an annual levy as outlined on page 16 based on their rateable value.

My business isn't part of Love Newmarket BID, can I still be a part of it?

Yes, any businesses that are exempt from paying the BID levy can contribute voluntarily. If you join the BID in this way, you have exactly the same rights to the governance and management of the company as any other business. To discuss voluntary membership please contact the BID Team on page 19.

When will the second mandate projects start being delivered?

The first term of the BID is due to end on the 31st March 2021. The second term will then start to be rolled out from April 1st 2021 and levy bills will be issued. If the renewal ballot is unsuccessful, all BID services will cease on 31st March 2021.

Is this just another tax and will it substitute those services that West Suffolk Council already provide?

A BID cannot replace or substitute local authority statutory services i.e. those covered by your business rates. These are; a level of street cleansing and maintenance, highways and road and emergency services. Love Newmarket can choose to enhance and add to these services using BID levy income.

West Suffolk Council has provided baseline statements as part of the BID renewal for both its statutory and discretionary services. This can be viewed on our website.

Company Structure & Governance

Newmarket BID Ltd is a private not for profit company and since 2016 has been governed by a board of BID levy payers together with other key stakeholders.

Board positions are unpaid and voluntary and include a mixture of all sectors of businesses that operate within the BID area. Every year at the Annual General Meeting at least three directors stand for election.

The Board is composed of the following seats:

There are 14 directors of which 8 are fixed as follows:

- 2 Retail Independent
- 2 Retail National
- 1 Office
- 1 Food, Drink & Public Houses
- 1 Entertainment, Leisure, Clubs & Societies and Accommodation
- 1 West Suffolk Council

That leaves 6 seats left to fill but with the following conditions:

1. At least half the seats must be filled by national and independent retailers.
2. The remaining seats can be filled by members from the other sectors including voluntary, charities, the town council and racing.
3. The sectors excluding national and independent retailers cannot have more than two directors per sector present on the board at any time.



Fixed Seats:

- | | |
|---|---|
|  Retail Independent |  Retail National |
|  Offices |  Food, Drink & Public Houses |
|  Entertainment, Leisure, Clubs & Societies and Accommodation |  Local Authority |

For a successful 'YES' vote:

Over 50% of businesses that vote must vote in favour of Love Newmarket BID2

+

Of the businesses that vote yes, their combined rateable value must be greater than 50% of the total rateable value of voters

=YES!

A successful yes vote will result in all businesses with a rateable value of £5,000 or more within the designed bid area paying an annual levy. This will enable us to deliver the contents of this business plan.

'What would a 'NO' vote mean to the town?

A 'No' vote will mean Newmarket Town Centre will lose a great number of benefits that the BID currently brings to its members and the town centre.

We would lose:

- Over £1m of BID levy investment in the town centre over the next 5 years,
- The town ranger role together with its heightened visibility and security role,
- The popular, free and subsidised essential training courses,
- The online marketing campaigns and the digital platforms like Facebook, Instagram and Twitter where 'Love NEWMARKET' has a strong footprint,
- The many organised events that drive footfall to the town centre,
- The Christmas Lights 'switch on' event,
- The ongoing lobbying of the Town and the District council, in terms of making the town centre a cleaner, brighter and safer place to work in and visit,
- The free advertising and marketing support that our relationship with Newmarket Journal and Newmarket Flyer both present.

HERE TO
HELP
YOU

Contact Us

BID Manager | Paul Brown

(01638) 333 103

manager@newmarketbid.com

BID Office
Suite 9, Rookery House
The Guineas Shopping Centre
NEWMARKET
CB8 8EQ



NOTICE OF POSTPONED ELECTION

West Suffolk Council

ELECTION OF TOWN COUNCILLORS

FOR NEWMARKET TOWN COUNCIL

Town Council (Ward)	Number of Councillors to be elected
Newmarket (Scaltback)	Two

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

Dated Tuesday 29 September 2020

Ian Gallin
Returning Officer



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE

Adopted by Council 23rd July 2018

Presented for review: 28th September 2020

Formatted: Superscript

A minimum of 8 members of Council (to include Mayor and Deputy Mayor). Membership will be restricted to 9 councillors, to ensure an appeal committee can be formed if required. Should more than 9 councillors wish to join the committee, this will be resolved by ballot.

Quorum = 3

Comment [t1]: Item for consideration

Function of the Council Column 1	
1.	All functions are set out in the Terms of Reference; the committee has no delegated powers.
2.	To recommend to Council the overall staffing structure and approval of additional posts.
3.	To agree the pay and conditions of staff
4.	Approval of personnel policies & Employee Handbook
➤	5. Management and Appointment of Staff (Local Government Act 1972 s112-119)
	➤ Make a recommendation to Full Council to fill vacant positions
	➤ Approval of job descriptions & person specifications.
	➤ Recommend appointment of new Town Clerk to be endorsed by Council. Selection of long list by Town Clerk with personnel assistance if appropriate. Selection of final short list and final interview by Chairman & Vice Chairman + Mayor & Deputy Mayor. Final Interview Committee
	➤ Appointment of other staff (once decision to appoint is approved by full Council), undertaken by Town Clerk in consultation with 2 members of Committee.
	➤ Town Clerk for casual staff and temporary appointments to approved positions below managerial level
	➤ Issue of Contracts of Employment
	○ Town Clerk except Committee in the case of Town Clerk
	➤ Decision on whether to fill vacant positions is delegated to Town Clerk.
6.	Employee Performance Management Scheme and assessment at end of Probationary period
	➤ undertaken by the Town Clerk and Chair of Human Resources Committee (or in their absence the Mayor)
	➤ In the case of the Town Clerk undertaken by Chair of Human Resources Committee and the Mayor (or in their absence the Vice Chair)
7.	Training & Development Plan for staff
	➤ Town Clerk to draw up plans for consideration by committee
➤	8. Disciplinary matters under the Council's Disciplinary Procedure.
	➤ Town Clerk with appeal to HR Committee
	➤ Town Clerk except Committee in the case of Town Clerk
9.	Absence issues under the Council's Staff Sickness Scheme.
	➤ Town Clerk except Committee in the case of Town Clerk

Formatted: Highlight

Formatted: Indent: Left: 0 cm, Hanging: 0.61 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 4 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: No bullets or numbering

Formatted: Highlight

Formatted: Strikethrough

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 0.61 cm, Hanging: 0.75 cm

Formatted: Indent: Left: 0.61 cm, Hanging: 0.75 cm

Formatted: No bullets or numbering

Formatted: Indent: Left: 0.61 cm, Hanging: 0.75 cm

Formatted: Indent: Left: 2.54 cm, No bullets or numbering

Formatted: Highlight

10. Competence Procedure ➤ Town Clerk except Committee in the case of Town Clerk	
11. Grievance Procedure	
12. Appeals Procedure under personnel policies.	
13. ~~7~~ -Determination of individual grading issues and job evaluation	
14. ~~8~~ -Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.	
9. Approval of job descriptions & person specifications.	
10. Absence issues under the Council's Attendance Management Guidelines. ➤ Town Clerk except Committee in the case of Town Clerk	
11. Appeals Procedure under personnel policies.	
15. ~~2~~ -To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	
13. Competence Procedure ➤ Town Clerk except Committee in the case of Town Clerk	
14. Issue of Contracts of Employment ➤ Town Clerk except Committee in the case of Town Clerk	
16. ~~5~~ Redundancy & Redeployment.	
17. ~~6~~ Monitoring Equalities Policy in relation to employment.	
18. ~~7~~ Approval of Officer Codes of Conduct Approval of Member-Officer Protocol	
19. ~~8~~ Health & Safety ➤ Town Clerk for routine management	
10. Grievance Procedure	
20. ~~20~~ Administration of other Personnel procedures ➤ Routinely undertaken by Town Clerk except Committee in the case of Town Clerk	
21. Employee Performance Management Scheme and assessment at end of Probationary period ➤ undertaken by the Town Clerk and Chair of Human Resources Committee (or in their absence the Mayor) ➤ In the case of the Town Clerk undertaken by Chair of Human Resources Committee and the Mayor (or in their absence the Vice Chair)	
22. Training & Development Plan for staff ➤ Town Clerk to draw up plans for consideration by committee	
21. ~~3~~ To administer the Volunteers Policy ➤ Town Clerk to administer ➤ Committee to monitor & recommend to Council	
22. ~~4~~ To administer the Child & Vulnerable Adult Policy ➤ Town Clerk to administer ➤ Committee to monitor & recommend to Council	
23. ~~5~~ To administer the Council's Equality Policy ➤ Town Clerk to administer for employees, services, volunteers and democratic processes ➤ Committee to monitor & recommend to Council	

Comment [t2]: Item for consideration

Formatted: No bullets or numbering

Comment [t3]: Item for consideration

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: Indent: Left: 0 cm

Formatted: No bullets or numbering, Pattern: Clear

NB. Any actions delegated to the Town Clerk/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 Clerk's return.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 5th October 2020 at 6.00pm via Zoom**

Attendance:

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

Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor T Kerby

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 3 Members of the Public; Councillor K Yarrow.

	Minute	Action by
D/20/10/1 <u>TO ELECT A CHAIRMAN</u> Following the resignation of Cllr Caesar, a Chairman and Vice Chairman (if required) needed to be elected. The Mayor nominated Cllr O'Neill. There were no other nominations and a vote was taken and the following was agreed: <u>D/20/10/1.01 Resolved</u> That Cllr O'Neill be elected as the Chairman of the D&P Committee for the remainder of 2020/201 <i>Cllr O'Neill took the Chair</i>		
D/20/10/2 <u>TO ELECT A VICE CHAIRMAN</u> The Mayor nominated Cllr Appleby. There were no other nominations and a vote was taken and the following was agreed: <u>D/20/10/2.01 Resolved</u> That Cllr Appleby be elected as the Vice Chairman of the D&P Committee for the remainder 2020/21.		
D/20/10/3 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> 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/20/10/4 <u>APOLOGIES</u> No apologies were received.		
D/20/10/5 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR</u>		

REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION

None noted.

D/20/10/6 TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 21ST SEPTEMBER 2020 AND MATTERS ARISING

Members received the minutes of the Development & Planning Committee held on 21st September 2020 and the following was agreed:

D/20/10/6.01 Resolved

That the minutes of the Development & Planning Committee held on 21st September 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/20/10/7 PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

A Resident spoke to items 20/10/1 and 20/10/2.

D/20/10/8 REFORM OF THE PLANNING SYSTEM

The working group membership was confirmed by the Chairman of the Working Group and a response to the White Paper consultation was presented. It was noted that some of the questions were of a highly technical nature and impossible to answer and a statement was produced instead. The Committee had been given delegated powers to consider the response and the following was agreed:

20/10/8.01 Resolved

That the response to parts two & three to the MHCLG/NALC consultation on the reform of the Planning System be approved.

D/20/10/9 IMPACT OF NEWMARKET NEIGHBOURHOOD PLAN POLICIES ON APPLICATIONS BEING CONSIDERED

None noted

D/20/10/10 PLANNING APPLICATIONS

Week 38

D/20/10/10/1 DC/20/1485/CLE - Application for Lawful Development Certificate for Existing Use or Development - Continued use of Sports Pavilion for Assembly and Leisure (Class D2) – The Severals Sports Pavilion Bury Road Newmarket Suffolk.

This item was submitted by NTC and the following was agreed:

D/20/10/10.01 Resolved

That all Members of this Committee be given dispensation to vote on this

item and the Committee voiced no objections

D/20/10/10/2 DC/20/1489/FUL - Planning application - (i) demolition and alterations to north-west corner to create new glazed entrance porch/welcome area (ii) demolition and alterations to north-east door to increase width of existing door opening (iii) internal alterations to provide new meeting rooms, kitchen and WC's (iv) heating system including new air source heat pumps to south-east corner - All Saints Church All Saints Road Newmarket Suffolk.

D/20/10/10.02 Resolved

The Committee strongly supported the proposals, and the attempts of the applicant to make modern day improvements to a listed building; nothing in particular the installation of an air source heat pump.

Week 39

D/20/10/10/3 DC/20/1537/TCA - Trees in a conservation area notification - (i) 3no. hollies (T1, T8 and T9 on plan) 1no. fruit species (T2 on plan) 2no. horse chestnuts (T3 and T5 on plan) 1no. beech (T4 on plan) 1no. maple (T6 on plan) crown lift by up to 3 metres (ii) 1no. horse chestnut (T10 on plan) 1no. holly (T12 on plan) 1no. yew (T13 on plan) 1no. robinia (T14 on plan) 1no. beech (T15 on plan) 1no. oak (T16 on plan) 1no. mulberry (T17 on plan) 2no. sycamore (T21 and T23 on plan) 1no. chestnut (T25 on plan) 1no. copper beech (T26 on plan) lift crowns by up to 3 metres and by up to 4 metres over play equipment (iii) 2no fig (T19 and T20 on plan) reduce to previous pollard points by up to 3 metres – Fairstead House School Fordham Road Newmarket Suffolk.

D/20/10/10.03 Resolved

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

D/20/10/10/4 DC/20/1561/HH - Householder planning application - single storey side and rear extension - 85 Weston Way Newmarket.

D/20/10/10.04 Resolved

The Committee voiced no objections.

D/20/10/10/5 DC/20/1605/TPO - TPO 05 (2002), TPO 015 (2019) and TPO 010 (2020) Tree preservation orders - 1no sycamore (T18 on Plan T1 on order) 1no. lime (T24 on plan T1 on order) 1no. tree of heaven (T11 on plan T1 on order) - crown lift by up to 3 metres and over play equipment by up to 4 metres - Fairstead House School Fordham Road Newmarket Suffolk.

D/20/10/10.05 Resolved

The Committee actively encourages responsible tree management. The Committee DOES NOT OBJECT to this application subject to the TPO applications being deferred and be referred to the Tree Officer for consideration.

D/20/10/11 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/10/12 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/10/13 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

There were no West Suffolk Planning Determinations received during weeks 38 & 39.

D/20/10/14 DELEGATION PANEL DECISIONS

None noted.

D/20/10/15 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/10/16 DC/20/0134/FUL – 58 GRANBY STREET – MEETING WITH WEST SUFFOLK

The Chairman advised that a virtual meeting with West Suffolk had been arranged for Friday 9th October at 2:00pm via Teams. Members wishing to attend should contact the Town Clerk.

D/20/10/17 CORRESPONDENCE

None noted.

D/20/10/18 DATE OF NEXT MEETING

Monday 19th October 2020 at 6.00pm via Zoom.

D/20/10/19 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:30pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 19th October 2020 at 6.00pm via Zoom

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor Kerby
Councillor M Jefferys

Also present: Debbie Baines - Town Clerk, Cathy Whitaker- RFO, Gemma Colby - Administrator, Member of the Press and 5 Members of the Public.

Minutes		Action by
D/20/10/20	<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/20/10/21	<u>APOLOGIES</u> There were no apologies.	
D/20/10/22	<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/20/10/23	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5TH OCTOBER 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 5th October 2020 and the following was agreed: <u>D/20/10/23.01 Resolved</u> That the minutes of the Development & Planning Committee held on 5th October 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/20/10/24	<u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT</u>	

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

The applicant spoke to DC/20/1661/OUT - Land At Black Bear Lane, The Former Swimming Pool, Rowley Drive, Former White Lion

Cllr Lay spoke as a resident and non-committee member to DC/20/1661/OUT

D/20/10/25 IMPACT OF NEWMARKET NEIGHBOURHOOD PLAN POLICIES ON APPLICATIONS BEING CONSIDERED

None noted.

D/20/10/26 PLANNING APPLICATIONS

Week 40

D/20/10/26/1 DC/20/1609/TCA - Trees in a conservation area notification - 1no. Silver Birch (marked on plan)- (i) reduce height by upto 3 metres (ii) trim sides by upto 0.75 metres – 26 The Severals Newmarket Suffolk.

D/20/10/26.01 Resolved

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

D/20/10/26/2 DC/20/1636/HH - Householder planning application - (i) first floor side extension (ii) chimney to gable end – 4 Malcolm Way Newmarket.

D/20/10/26.02 Recommendation

The Committee voiced no objections.

D/20/10/26/3 DC/20/1639/ADV - Application for advertisement consent - Installation of non-illuminated metalwork sign over pedestrian gate from Rous Road car park to museum - Museum Palace House Stables Palace Street Newmarket Suffolk.

Cllr Hood declared a non-pecuniary interest in this matter and left the meeting while it was discussed. Cllr Drummond abstained from this matter.

D/20/10/26.03 Recommendation

The Committee voiced no objections.

Cllr Hood re-joined the meeting

D/20/10/26/4 DC/20/1645/ADV - Application for advertisement consent - (i) 1no. double sided H mounted internally illuminated totem displaying Aldi logo sign (ii) 1no. internally illuminated store opening times sign (iii) 4no. non illuminated graphic vinyl signs (iv) 3no. internally illuminated fascia signs - Aldi Foodstore Ltd Exning Road Newmarket Suffolk.

Documentation submitted for this application was reviewed and it was noted that no details had been provided for the proposed elevations of signs (i) and (ii). It was agreed that the Town Clerk should request this information and that the application be brought back to a future meeting.

D/20/10/26.04 Recommendation

The Committee voted to defer this application to a future meeting. The Town Clerk was asked to request from WSC further details of signs (i) and (ii)

Week 41

D/20/10/26/5 DC/20/1550/TPO - TPO234(1972) - Tree preservation order - 1no. Silver Maple (marked red on plan and within area A2 on order) fell – Land To Rear Of 76 Weston Way Newmarket Suffolk.

D/20/10/26.05 Resolved

The Committee actively encourages responsible tree management and is keen to ensure that should the tree be felled, a suitable replacement be planted.

D/20/10/26/6 DC/20/1625/FUL - Planning application - extractor flue for restaurant to side elevation – 146A High Street Newmarket

D/20/10/26.06 Resolved

The Committee voiced no objections.

D/20/10/26/7 DC/20/1661/OUT - Outline planning application (all matters reserved) (i) 123no. dwellings (ii) 1no. commercial unit with public open space and landscaping (iii) land reserved for dedicated horse walk - Land At Black Bear Lane, The Former Swimming Pool, Rowley Drive, Former White Lion And High Street Newmarket Suffolk.

As a major application, any decision on this matter will be made at a meeting of full Town Council

Councillors noted Local Plan policy for the site SA6(b),

- 50 houses
- Requirement for restoration of the listed buildings
- Requirement for horse racing industry activity at the site

It was agreed that the current application was not compliant with this policy and as such it could not be supported.

D/20/10/26.07 Resolved

That the Committee made a Recommendation to FTC as follows: the committee had wanted to and been prepared to support the application of 15 June and is extremely disappointed that the application as it now stands does not allow for either renovation of Queensbury Lodge or the provision for horse racing industry activity at the site and as a result cannot be supported.

D/20/10/26/8 DC/20/1669/FUL - Planning application - (i) temporary re-siting of 2 no. container homes for race horse worker accommodation for a further two years -

amendment to DC/16/2135/FUL (ii) horse walk and staff car park (demolition of existing timber stables) (iii) realignment of access wall - Somerville Lodge Fordham Road Newmarket.

D/20/10/26.08 Resolved

The Committee voiced no objections.

D/20/10/26/9 DC/20/1676/FUL - Planning application - new roof for existing horsewalker – Saffron Stables Saffron House Hamilton Road Newmarket.

D/20/10/26.09 Resolved

The Committee voiced no objections.

D/20/10/26/10 DC/20/1711/TPO - TPO 234 (1972) Tree preservation order - 1no. Beech (T1 on plan within A2 on order) selectively reduce branches on the southern, south western and western aspects by up to 2 metres - 6 Weston Way Newmarket.

D/20/10/26.10 Resolved

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

D/20/10/27 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/10/28 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/10/29 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 40 & 41.

Applications	Description	Address	WS Decision	NTC Decision
DC/16/2063/FUL	Planning Application - Artificial 'uphill training' gallop with lagoon, car park, access and all associated works	Land West Of Hamilton Road Newmarket Suffolk	Approved	No objections
DC/20/1188/FUL	Planning application - 1no dwelling with associated landscaping and access	Plot North Of 10 Weston Way Newmarket Suffolk	Refused	Objected
DC/20/1276/TPO	TPO 004 (2012) Tree preservation order - 1no. Yew (T1 on plan T15 on order) raise crown to 3 metres above ground level	1 Arborfield Drive Newmarket Suffolk	Approved	No objections
DC/20/1450/TCA	Trees in a conservation area notification - 1no. Sycamore (T1 on plan) and 1no. Beech (T2 on plan) - Fell	50 Bury Road Newmarket	Approved	Objected

D/20/10/30 DELEGATION PANEL DECISIONS

None noted.

D/20/10/31 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/10/32 MCDONALDS APPLICATION FOR ADVERTISEMENT

DC/20/8017/ADV- Application for Advertisement Consent - 1 no. internally illuminated freestanding totem sign - Land Adjacent To Tesco Petrol Station Newmarket.

D/20/10/33.01 Resolved

The Committee objected and asked that previous proposals for signage agreed at Town Council meeting of 28th September be taken in to consideration by WSC. The Ward Member was asked to take this matter up, on behalf of the Town Council.

D/20/10/33 SUNICA ENERGY FARM – STATUTORY CONSULTATION

A statutory consultation will be held between 22nd September and 2nd December 2020. Given the scale and significance of the proposals, it was agreed to form a working party to consider and report back to a future meeting.

D/20/10/34.01 Resolved

That a working group be formed, consisting of Cllrs, Appleby, O'Neill, Hood, Lay, Jefferys and Fitzgerald, terms of reference being to consider the proposals and report back to FTC in November 2020

D/20/10/34 DC/20/0134/FUL - GRANBY STREET- MEETING WITH PLANNING OFFICER

The Chairman gave a verbal update of a recent meeting with the West Suffolk Planning Officer for the site.

D/20/10/35 CORRESPONDENCE

Notification received from East Cambridgeshire District Council regarding adoption of supplementary planning documents – Approach to the Natural Environment and Custom and Self-Build Housing.

D/20/10/36 DATE OF NEXT MEETING

Monday 2nd November 2020 at 6.00pm via Zoom.

D/20/10/37 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 07:04pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee Held on Monday 5th October 2020 at 7:00 pm via Zoom

Attendance:

Councillor J Borda (Chairman)
Councillor A Appleby
Councillor M Anderson
Councillor A Drummond
Councillor Y Fitzgerald
Philippa Winter

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

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

Minute	Action by
CL/20/10/1 <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.	
CL/20/10/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr De'Ath. Cllr Bowen was absent.	
CL/20/10/3 <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 should any matters relating to the SOS Bus be considered under Item 16.	
CL/20/10/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 7TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 and the following was agreed: <u>CL/20/10/4.01 Resolved</u> That the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services	

Committee.

There were no matters arising.

CL/20/10/5 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

None noted.

CL/20/10/6 TO RECEIVE THE ACCOUNTS FOR SEPTEMBER 2020

The accounts for September 2020 were received and noted.

CL/20/10/7 WEST SUFFOLK SLA

Philippa Winter gave a report of a site visit with West Suffolk looking at the town in general which had been satisfactory on the whole. Regular visits would be conducted going forward. Responsibilities for grass cutting and weeding were discussed, however West Suffolk had stopped spraying weeds last year and she had requested that it be resumed in the spring. She asked the District Cllrs to support the request however, there was little support for using harmful chemical sprays. Members were advised that the RHA could supply an environmental solution and further enquiries would be made.

CL/20/10/8 SAKURA CHERRY TREES

Philippa Winter advised that 100 cherry trees would be delivered in November, a proportion of which would be donated to the Town Council. The proposed locations on NTC land were identified as the Birdcage Walk, Cemetery, Memorial Gardens, St Marys Churchyard and the War Memorial. A request was made that Freshfield be included in the planting plans. Future maintenance was considered and the following was agreed:

CL/20/10/8.01 Recommendation

That the proposed locations on NTC land for the donated Sakura Cherry trees to be planted be accepted.

CL/20/10/9 DRAFT BUDGET PROPOSAL 2012/2022

It was noted that a detailed review of the budget was required and the following was agreed:

CL/20/10/9.01 Recommendation

That a Working Group be set up comprising of Cllrs De'Ath, Jefferys, Borda, Kerby and Philippa Winter with a remit to look at the draft budget for 2021/2022 in detail.

CL/20/10/10 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 and the following was agreed:

CL/20/10/10.01 Recommendation

That funds in EMR 330 to the value of £4050 be used to carry out 10 days further flint-wall works in the Cemetery.

Town Clerk advised that there had been some minor vandalism to a gate at the Cemetery and this would be repaired. Quotes for automatic gates were awaited and the use of green fabric was being looked at as a temporary measure for new graves to avoid astro-turf being used to cover the bare soil.

CL/20/10/11 MEMORIAL GARDENS

Monthly Play Area Inspection – was not carried out due to the site being closed for an upgrade to the play equipment, the reports would however be a regular agenda item at future meetings.

Update on Play Area Improvements – the Canopy for the sensory wall had been installed however, the wall is not in use due to Covid-19 restrictions and signs were requested to explain this.

A quote to install the anti-social measures on the castle was considered and the following was agreed:

CL/20/10/11.01 Recommendation

That the quote from Pro-Scape for £500 to install anti-social measures on the castle in the Memorial Gardens be accepted.

Options for the zip wire launch pad were being looked at.

CL/20/10/12 REMEMBRANCE SUNDAY

The Events Manager advised that there would be a small service to lay wreaths at the War Memorial by invited attendees only. There would be no parade or service at Tattersalls this year. Any public attending would need to be socially distanced and remain outside of the War Memorial garden. The short service will start at 2:00pm on Sunday 8th November and will be broadcast on social media.

CL/20/10/13 BILL TUTTE MEMORIAL

RFO presented a report on replacing the two damaged bollards and the following was agreed:

CL/20/1/13.01 Recommendation

That the quote from Meads Construction of £1,600 +VAT to replace and install the two damaged bollards. That an insurance claim be registered for bollard one and a full claim be made against Parcelforce for bollard two.

CL/20/10/14 COUNCIL SERVER ROOM

The Ellis Whittam risk assessment had highlighted that the server room is too hot in the summer and quotes for air-conditioning were considered. The

following was agreed:

CL/20/10/14.01 Recommendation

That the quote from Airway to install air conditioning in the server room for £1,786+VAT with a 7-year warranty be accepted.

CL/20/10/15 ADDITIONAL PEDESTRIAN CROSSING

A proposal was made to refer this item to the NNP Committee and the following was agreed:

CL/20/1/15.01 Recommendations

That the item for additional pedestrian crossings be referred to the NNP Committee to set up a Working Group to agree a remit for taking this work forward.

CL/20/10/16 SEVERALS PAVILION

The Working Group report was presented and discussed in detail. The following was agreed:

CL/20/10/16.01 Recommendation

That the recommendations in the report be accepted subject to consultation with the Jockey Club regarding proposals for a trim trail.

CL/20/10/17 CLOCK TOWER PROJECT

Philippa Winter advised that the design and installation contract had been put out to tender to 3 companies and quotes were awaited.

CL/20/10/18 CHRISTMAS LIGHTING AND INFRASTRUCTURE

Town Clerk advised that confirmation of dates for a crane to install the Christmas tree was awaited and that otherwise all was in hand. As the last year of the current contract, new quotes would be sought next year.

CL/20/10/19 HISTORY TRAIL

This item was deferred to receive a report.

CL/20/10/20 PARKING AT ST MARY'S SQUARE

The West Suffolk plan to install picket fencing at St Mary's Square was discussed and the costs were noted. Other options were suggested e.g. a hedge, tree planting, changing the dropped curb and parking enforcement. West Suffolk will put up no parking signs in the first instance and further advice would be sought. An item would be added to the NNP agenda to receive feedback from a meeting with West Suffolk.

CL/20/10/21 VIRTUAL TOWN CRYING COMPETITION

The virtual Town Crying competition was considered and the following was agreed:

CL/20/10/21.01 Recommendation

That NTC hosts a virtual Town Crying competition subject to it requiring

the minimal use of staff resources, with the Mayor and Deputy Mayor being part of the judging panel.

CL/20/10/22 CORRESPONDENCE

Town Clerk advised that the Oktober Festival had found an alternative venue for their event.

A request for a memorial tree to be planted in Birdcage Walk was considered and Town Clerk would ask them to consider the Cemetery, as was usual practice.

CL/20/10/23 DATE OF NEXT MEETING

Monday 2nd November 2020 via Zoom.

CL/20/10/24 ITEMS FOR NEXT AGENDA

- History Trail
- Clock Tower project
- Market update

Meeting closed at 8:40pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee
Held on Monday 12th October 2020 at 6:00 pm via Zoom

Attendance:

Councillor A Appleby (Chairman)
 Councillor O Bowen
 Councillor J De'Ath
 Councillor R Hood
 Philippa Winter

Councillor P Hulbert
 Councillor C O'Neill
 Councillor K Yarrow
 Councillor Y Fitzgerald

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
C/19/07/1	<u>WELCOME</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/20/10/1	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Drummond, Jefferys and Kerby.	
N/20/10/2	<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/20/10/3	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 14TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 14th September 2020 and the following was agreed: <u>N/20/10/4.01 Resolved</u> That the minutes of the Neighbourhood Plan Committee meeting held on Monday 14th September 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/20/10/4	<u>CHAIRMAN OPENING REMARKS</u> The Chairman welcomed everyone.	

N/20/10/5 PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION’

None noted. Residents would speak to items as they appear on the agenda.

N/20/10/6 TO RECEIVE THE ACCOUNTS FOR SEPTEMBER 2020

The accounts for September 2020 were received and noted.

N/20/10/7 DRAFT BUDGET PROPOSAL

Town Clerk proposed that a Working Group be set up to draw up budget proposals for 2021/22, to include Town Maintenance and Town Improvements funds and the following was agreed:

N/20/10/8.01 Recommendation

That a working group consisting of Cllrs Appleby, De’Ath, Jefferys and Yarrow with a remit to consider budget proposals for 2021/22 to include, funds for both Town Maintenance and Town Improvements, and to report back to the next meeting.

N/20/10/8 COMMUNITY ACTIONS WORKING GROUP

Cycling & Public Transport (E4/E9) – A verbal update was given. Cycle maps had been added to the NTC website and shared on social media. It was noted that it would be inappropriate to promote rail and bus travel, and that a presentation by the Newmarket Rail Group was awaited.

Members were advised that SCC had produced a list of cycle routes in the county.

A proposal was made to add a “Things to do” page to the NTC website, councillors were informed that the Events Manager was already working on this. A request was made to add details of existing clubs.

Public Realm & Associated Initiatives (F3/C3) – A verbal update was given and it was noted that a tree legacy project was underway to plant now for subsequent years to improve the landscape. Wild flowers were being looked at for Rayes Lane and a small area would be trialled. It was hoped that the Jockey Club would help to clear the ground to get it ready for planting.

The group expressed concerns about proposals to install a picket fence at St Mary’s Square, as this would make cutting the grass difficult and it was proposed that planting trees would be a better option. A tree garden was being looked at, with residents becoming tree guardians to maintain them. It was noted that the SLA budget does not cover maintenance and the group were exploring employing a part time gardener to do weeding, edging and bulb planting etc.

Residents had raised concerns regarding the donated Sakura Cherry trees from Japan, being planted in the Memorial and War Memorial Gardens. The strong emotions would be respected but it was noted that efforts needed to be made to strengthen relationships for future generations. Philippa Winter requested that any strong views be passed to her. A final decision on planting would be made when the trees arrive and plans can be changed.

Parking Strategy (E10) – A verbal update was given and a report to full Council would be presented following the meeting with SCC and West Suffolk.

SEND Provision (B3i) – A verbal report was given and a report from SCC on the alternative provision for excluded children and those with special educational needs was awaited. It was noted that Bury St Edmunds had announced plans for a special needs school by 2022.

Yellow Brick Road (C7) – A verbal report was given on the site visit by West Suffolk. They had looked at the whole route and identified some quick wins of mowing and trimming to do a general tidy up. The Mayor was taking up issues concerning rights of way and options for bulb planting. Fly tipping issues had been reported to SCC.

A recent survey of the route had identified a discarded trolley and the unpleasant smell was still in evidence. Tyres had been spotted hanging from trees and a play area could be a possibility for the sump area. However, the graffiti sprayed on the walls needed to be removed and the Chairman would make enquiries with West Suffolk and SCC.

Safety at Crossing Points and Junctions (E2) – This item was included in item 10

N/20/10/9

PEDESTRIAN CROSSINGS

The Chairman reported that he was in correspondence with SCC Highways and had requested that they carry out a survey of Newmarket to discuss problems and possible solutions. It was possible that additional crossings would not be the solution and all options would be considered including pedestrian areas, air pollution and slowing down the traffic.

N/20/10/10

VOLUNTARY COMMUNITY INITIATIVES

It was noted that the County Community Help Scheme offers public liability insurance but the West Suffolk litter pick scheme does not. However, the NTC insurers have confirmed that the NTC insurance will cover the litter pick scheme and other initiatives.

A proposal was made to set up a Working Group to organise, supervise and co-ordinate volunteers and the following was agreed:

N/20/10/11.01 Recommendation

That a Working Group be set up consisting of Cllrs Appleby, Jefferys and Yarrow with a remit to organise, supervise and co-ordinate volunteers and

Community initiatives.

N/20/10/11 TO CONSIDER COMMUNITY ACTIONS A7(i) NAD A7(ii) MUSEUM OF LOCAL HISTORY CREATIVE ARTS OPPORTUNITIES

A proposal was made to set up a Working Group to produce a viable business plan for the local History Museum and the following was agreed:

N/20/10/12.01 Recommendation

That a Working Group be set up consisting of Cllrs Appleby, De'Ath, O'Neill, Richard Fletcher, Sandra Easom, Joan Shaw and Alison Hayes with a remit to produce a viable business plan for a local History Museum.

N/20/10/12 RECYCLING FACILITIES

The Chairman reported that it was unlikely that there would be a recycling facility in Newmarket in near future and that this issue would remain a work in progress.

Cllr Bowen joined the meeting

N/20/10/13 FUTURE MATTERS

Members were invited to submit any ideas by email.

N/20/10/14 DATE OF NEXT MEETING

Monday 9th November 2020 via Zoom.

N/20/10/15 ITEMS FOR NEXT AGENDA

- Working Group reports

Meeting closed at 7:05pm

Signed _____

Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 12th October 2020 at 7:15pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
 Councillor O Bowen

Councillor R Hood
 Councillor P Hulbert
 Councillor K Yarrow

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

	Minute	Action by
H/20/10/1	<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/20/10/2	<u>ELECTION OF A VICE CHAIRMAN</u> Chairman nominated Cllr Kerby. There were no other nominations and a vote was taken and the following was agreed: <u>H/20/10/2.01 Resolved</u> That Cllr Kerby be elected as the Vice Chairman of the HR Committee for the remainder 2020/21.	
H/20/10/3	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Drummond, Jefferys and Kerby	
H/20/10/4	<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/20/10/5	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 14TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 14th September 2020 and the following was agreed: <u>H/20/10/5.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 14th September 2020 be adopted and would be signed as a true	

record by the Chairman of the Human Resources Committee after the meeting.

There were no matters arising.

H/20/10/6 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 TO BE BROUGHT TO THEIR ATTENTION

None noted.

H/20/10/7 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for September 2020 were received and noted.

H/20/10/8 DRAFT BUDGET PROPOSAL

RFO presented the draft budget for 2021/2022 and a proposal was made to set up a Working Group to look at the details and the following was agreed:

H/20/10/8.01 Recommendation

That a Working Group be set up consisting of the Cllrs O'Neill, Kerby, Jefferys and Bowen with a remit of looking at the details of the draft budget of the HR Committee for 2021/2022, and report back to the next meeting.

H/20/10/9 STAFF APPRAISAL SCHEME

The revised Staff Appraisal scheme had been reviewed and was well received by staff. Ellis Whittam had suggested that a note be added indicating that the policy was non-contractual policy and the following was agreed:

H/20/10/9.01 Recommendation

That the revised Staff Appraisal scheme be received and adopted subject to adding a statement of the policy being a non- contractual commitment and that it be reviewed after one year.

H/20/10/10 DATE OF NEXT MEETING

Monday 9th November 2020 via Zoom.

H/20/10/11 ITEMS FOR INCLUSION ON NEXT AGENDA

- None noted

H/20/10/12 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/10/12.01 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 and Admin Assistant left the meeting

H/20/10/13 *STAFF UPDATE*****

TC gave an update regarding current staff working arrangements in response to the pandemic. Planned responses to any changes to government guidelines or local outbreaks were noted.

A job description for the Caretaker was received, TC reported that it had been reviewed with the staff member and it was agreed that it be formally issued.

H/20/10/13.01 Recommendation

That the job description for the Caretaker be issued

An action agreed under resolution: 20/06/25.07 (H/20/06/13.02) to employ an agency cleaner for an interim period, before looking to recruit a permanent member of staff. was considered. Councillors discussed a proposal to make an offer of employment, on the basis of 15 working hours per week (with the provision for additional hours to be worked in the case of council activities and events), offered at salary grade Option B. It was agreed to authorise the Town Clerk to proceed on this basis.

H/20/10/13.02 Recommendation

That the TC be authorised to make an offer of employment and issue the necessary paperwork, to employ a part-time cleaner (15 hours per week at salary grade B), with additional hours required where council events and activities were planned.

A request by a staff member to take time off was considered.

H/20/10/13.03 Recommendation

That the TC in conjunction with the HR Chairman, be authorised to agree arrangements with the staff member.

H/20/10/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

Staff training was considered and the following was agreed: that requests to take online courses in both Social Media Marketing and Budgeting be approved

H/20/09/14.01 Recommendation

That the requests for staff training be approved.

The meeting closed at 8.05pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 19th October 2020 at 7:00pm via Zoom

Attendance:

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

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO(Minutes), Councillor K Yarrow, Members of the Public.

	Minute	Action by
F/20/10/1	<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/20/10/2	<u>APOLOGIES FOR ABSENCE</u> No apologies were received. Cllr Bowen was absent.	
F/20/10/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
F/20/10/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 21st September 2020 and the following was agreed: <u>F/20/10/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 21st September 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/20/10/5	<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 member of the public spoke to Item 15.

**F/20/10/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (SEPTEMBER 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/10/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2020 – 30/09/2020 (Cash Book 1 - 4) be received and adopted.

**F/20/10/7 TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK
RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P
COMMITTEE**

The Chairman of the Finance & Policy Committee stated that he had not yet scrutinised the bank reconciliations relating to the end of 30/09/2020 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be scrutinised and countersigned by the Chairman of the F&P Committee as soon as possible.

**F/20/10/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER
2020**

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

F/20/10/9 DRAFT BUDGET PROPOSAL

The draft budget for the F&P Committee for 2021/2022 was considered and the following was agreed:

F/20/10/9.01 Recommendation

That, subject to some amendments being made, the draft budget for the F&P Committee for 2021/2022 be approved.

**F/20/10/10 TOWN COUNCIL CONSTITUTION – TO REVIEW POLICY
DOCUMENTS**

F/20/10/10.01 Recommendation

That a Working Group be set up to review the Risk Management Scheme and risk score ratings; to include Councillors Jefferys, O'Neill, and Appleby.

The review of the Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy was deferred.

**F/20/10/11 TOWN COUNCIL BANK ACCOUNTS COMPENSATION LEVEL
THRESHOLDS**

The Financial Services Compensation Scheme threshold levels were noted and the following was agreed:

F/20/10/11.01 Recommendation

That, subject to clarification of the ability to operate the accounts online, four

accounts would be opened with Cambridge & Counties Bank, The Cambridge Building Society, Nationwide Building Society and Nationwide Building Society; each to receive £85,000 from council funds.

F/20/10/12 HIGH STREET BANNER INCOME 220/21

A request to waive the COVID- 19 banner fees for 2020 was considered. Newmarket Town Council is very grateful to The Jockey Club for the Covid-19 response banners on the High Street. The following was agreed:

F/20/10/12.01 Recommendation

That the request for banner fees to be waived for 2020 be approved and that the council looks forward to The Jockey Club utilising this facility in the coming years.

F/20/10/13 LOCAL COUNCIL AWARDS SCHEME

The criteria for the scheme was considered and the following was agreed:

F/20/10/13.01 Recommendation

That Newmarket Town Council will work towards achieving Quality Award status under the Local Council Awards Scheme.

F/20/10/14 STUDLANDS LIGHTING

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

F/20/10/14.01 Recommendation

That quote from Electrical Testing Ltd for £2,214.45 be accepted to carry out structural testing on the Studlands Park lighting columns which are under the responsibility of Newmarket Town Council; utilising funds from the Studlands Ear-marked Reserve as necessary.

F/20/10/15 DISCOVER NEWMARKET

The end of the existing contributions plan was noted. A presentation will be requested for the November council meeting.

F/20/10/16 HEALTH & SAFETY

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

F/20/10/17 CORRESPONDENCE

None noted.

F/20/10/18 DATE OF NEXT MEETING

Monday 16th November 2020 via Zoom.

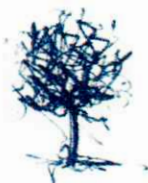
F/20/10/19 ITEMS FOR THE NEXT AGENDA

Discover Newmarket – presentation
Review of Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy

Meeting closed at 7.42pm

Signed _____ Date _____

DRAFT



Thomas Hoblyn

GARDEN DESIGN

Stage 4: Technical Design		
To review technical drawings and specification for works for Newmarket Clock Tower Works	£348.30	
Co-ordinate tender documentation with up to 3no. Landscape Contractors for consideration by Newmarket Town Council (NTC).	£438.30	
Assist NTC with Landscape Contractor appointment.	£108.30	
<i>Client meeting/site visit:</i>		
Meeting with contractors on site, Up to 3no.	£750.00	
Presentation of tender returns to NTC or representative	£250.00	
Totals for Stage 4: Technical Design		£1,895
Stage 5 Manufacturing and construction		
Administration/Contract Administration for the duration of the build, estimated 12 weeks.	£1,398.00	
<i>Client meeting/site visit:</i>		
Site visits during construction	£1,000.00	
Totals for Stage 5 Manufacturing and construction		£2,398
Stage 6: Handover		
Administration/Contract Administration on Practical Completion and end of Rectification period	£358.00	
<i>Client meeting/site visit:</i>		
Snagging visit on Practical Completion	£250.00	
Visit at end of Rectification period (+1Year)	£250.00	
Totals for Stage 6: Handover		£858
TOTAL FEES		£5,151

Excluding VAT and Expenses

30th September 2020



MEMORANDUM OF AGREEMENT

This Agreement is made on the:

.....

Between the Client:

Newmarket Town Council

and

The Consultant:

Thomas Hoblyn Garden Design
Mansard House,
Low Street, Bardwell,
Bury St Edmunds,
Suffolk IP31 1AR
(Company registration number 5601306)

NOW IT IS HEREBY AGREED THAT:

1. The Client wishes to appoint the Consultant in connection with:

The Project: Tendering and Contract Management of Landscape Works

Site Address: Newmarket Roundabout CB8 8LH

And the Consultant has accepted this appointment.

2. This Agreement comprises this Memorandum of Agreement and the following Schedule of Services & Fees and Terms of Engagement.
3. The Consultant will perform the Services for the Client in accordance with the terms of this Agreement.
4. The Client will pay the Consultant on demand for the services, fees and expenses as indicated in the Schedule of Services and Fees and perform the obligations of the Client in accordance with the terms of this Agreement.
 - 4.1 The Consultant shall be entitled to a 25% deposit against fees before works commence and will issue an invoice accordingly.
 - 4.2 The Consultant shall be entitled to and shall deliver invoices for interim payment of fees for work on a percentage or lump sum basis, either at the completion of work stages or at interim stages on a monthly basis, dependant on progress made in relation to the services specified in the Schedule of Services and Fees. The Consultant shall be entitled to and shall deliver invoices for payment of fees for work carried out on a time charge basis at monthly intervals.
 - 4.3 Fees so invoiced shall be due to the Consultant on the date of receipt by the Clients of the invoice. If sent by post, the invoice shall be deemed to have been received two working days after posting.



SCHEDULE OF FEES

A breakdown of the fees is attached. Our fees are based on a 7 hour working day and are either based on a fixed, lump sum arrangement or an hourly rate that can be off set against a ceiling figure.

A fixed lump sum can at times be hard to determine prior to a firm brief and so often a landscape budget can help when estimating your aspirations and where THGD could concentrate their involvement.

The fees as set in the fee proposal are based on the agreed schedule of works. In the event of a revision to the capital cost (contract sum), a change in the scope of works or if the complexity or amount of work involved in the project proves to be greater than we can reasonably estimate at this stage, a revised fee proposal may be agreed between the Client and the Consultant prior to the Consultant carrying out additional work.

Exclusions:

- Milage and travel expenditure is not included in our fee proposal unless otherwise stated.
- Some expenses and disbursements may occur in connection with our Agreement. We have allowed for these as far as reasonably possible in the Schedule of Services and Fees but further costs may arise which we will obtain your prior agreement for if possible.
Expenses might, for example, include purchase of documents, production of additional drawings, maps, models or photographs, outside specialist services, planning application fees, land survey and soil testing. Charges will be invoiced by us (or the supplier) to you at the appropriate time and outside of our agreed invoice schedule.
 - o We are happy to offer advice on which services need to be carried out by specialists.
 - o If we are required to manage a specialist and/or settle an account on your behalf, a handling charge may be added to our costs. You may of course appoint a supplier/specialist separately and settle their account directly.
 - o If further drawings are required for detailing by your contractors we will advise any additional cost.
- Supply of plants are not included in our fee proposal unless otherwise stated.
- Printed drawings included, as part of this fee proposal, are one set for the Client and one set (up to 3no.) for Contractors invited to tender. Additional printed sets are available and charges will be invoiced by us to you at a cost to be advised. Electronic PDF (only), are supplied by email are free of charge. We do not supply working drawings in any format.
- Any work outside the scope of that described above will be agreed with the client in advance and quoted for.
- No survey fees are included in the above fee proposal.
- If you do not provide a current topographical survey any additional works that we incur as a direct result of not having this information will be charged to you at an hourly rate.

...to deliver the following

1. ... to 3no. Landscape Contractors
2. Admin. ... contract for works to Newmarket roundabout.

Coordination and advisory

1. Assist NTC in appointment of Landscape Contractor for Works
2. Assist Landscape Contractor in obtaining the relevant permits for Landscape Works

Please be aware of your obligations as a Client under the *Construction Design and Management Regulations 2015 (CDM Regulations 2015)* please see the following link with regards to your responsibilities:

www.hse.gov.uk/pubns/indg411.htm

Work Stages Include:

Stage 4 – Technical Design

To coordinate all tender documents for up to 3no. Landscape Contractors including site visits to discuss scope of works. Upon receipt of tender returns, THGD to present to NTC and advise on appointment.

Stage 5 Manufacturing and construction

Undertake contract administration for the duration of the build including 1no. pre-start meeting and up to 4no. progress meetings including snagging.

Stage 6 – Handover

Upon completion of the Works, attend 1no. site visit for Practical Completion and sign off and 1no. site visit to review works at the end of the Rectification Period, up to 1 year later.

Programme and staffing:

THGD will be able to begin the project within two weeks of a commission. Thomas Hoblyn will oversee the project and attend client and planning meetings. The project will be run by Romain Bardin and other members of staff as appropriate.



- 4.4 Not later than 5 days after the date of receipt of an invoice in accordance with clause 3.1 hereof, the Clients shall acknowledge receipt of the invoice and give notice to the Consultant specifying the amount (if any) of the payment to be made and the basis on which that amount is calculated.
- 4.5 The range and content of other services (which are not detailed in the Schedule of Services and Fees) may be the subject of variation by agreement between the Clients and Consultant.
- 4.6 In the event of revision to the capital cost (contract budget) or a change in scope of the works, a revised fee may be agreed between the Clients and the Consultant prior to the Consultant carrying out additional work. The additional cost for additional work would be on the pro-rata basis and similar percentage to this Agreement and Schedule of Services and Fees.
- 4.7 The Final Date of Payment of any sum due from the Contractor shall be 14 days after the sum becomes due.
- 4.8 Any notice given by the Client of intention to withhold payment pursuant to section 144(1) of the Local Democracy, Development and Construction Act 2009 shall be given not later than 7 days before that Final Date for Payment of any sum due to the Consultant.

AS WITNESS the hands of the parties the day and year first above written

Client:

Signature:

Name:

Address:

.....

Consultant:

Signature:



Name: Thomas Hoblyn

Address: Low Street,
Mansard House
Bardwell,
Suffolk
IP31 1AR

Clerk to Parish/Town Council

Our ref: ParishForum 04.11.20
Contact: Will Wright
will.wright@westsuffolk.gov.uk
01284 751763

08 October 2020

Dear Colleague,

West Suffolk Parish and Town Forum – 04 November 2020 presented via Microsoft Teams.

I am pleased to invite you to the virtual West Suffolk Parish and Town Forum which will be held on 04 November 2020 via Microsoft teams.

The forum will give you the opportunity to hear from a range of guest speakers, ask questions and discuss future topics. The forum will start at 6pm and finish by 8pm.

The link to join the meeting alongside the agenda for the event will be sent to you directly upon confirmation of your attendance.

Please email: families.communities@westsuffolk.gov.uk by **28 October 2020** to let us know whether you will be attending.

A guide to using Microsoft Teams is attached within this invitation, you do not need a Microsoft account to join the meeting and you are able to join through your web browser if you wish.

If you want to contact me directly with questions or suggestions before the meeting, then you can email me on Robert.everitt@westsuffolk.gov.uk

I look forward to continuing working with you.

Cllr Robert Everitt
Cabinet Member for Families and Communities

Instructions for the West Suffolk Parish and Town Forum.

The purpose of this document is to provide you with guidance for joining the West Suffolk Parish and Town Forum. Due to the number of people joining the meeting, we request that you are on mute for parts of the forum in order to avoid background noise. Please read the instructions below for further details.

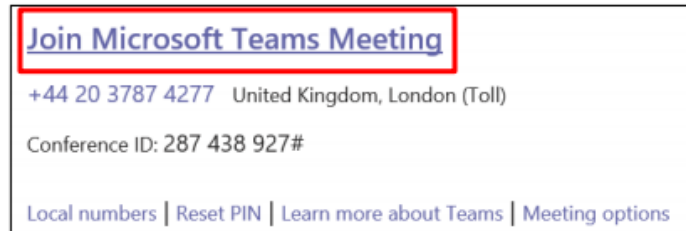
Before the meeting:

- You will be able to join the forum from 5:45pm onwards, this will give people time to sort out any technical issues if they occur and give everyone time to join the meeting before we start.
- Prior to the workshop we ask that you read the agenda we have shared regarding the Parish and Town Forum and make yourself familiar with the topics that will be discussed in the meeting.

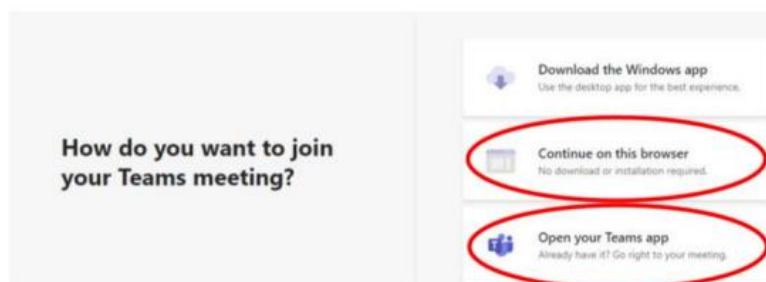
How to join the Parish and Town Forum:

• If you are joining from a laptop or desktop computer:

Click '[Join Microsoft Teams Meeting](#)' in the meeting invite. We recommend using Google Chrome as your web browser.



If you have Microsoft Teams installed on your laptop or computer already, please choose '**open Microsoft Teams**'. If you don't have Microsoft Teams installed, please choose '**continue on this browser**'.

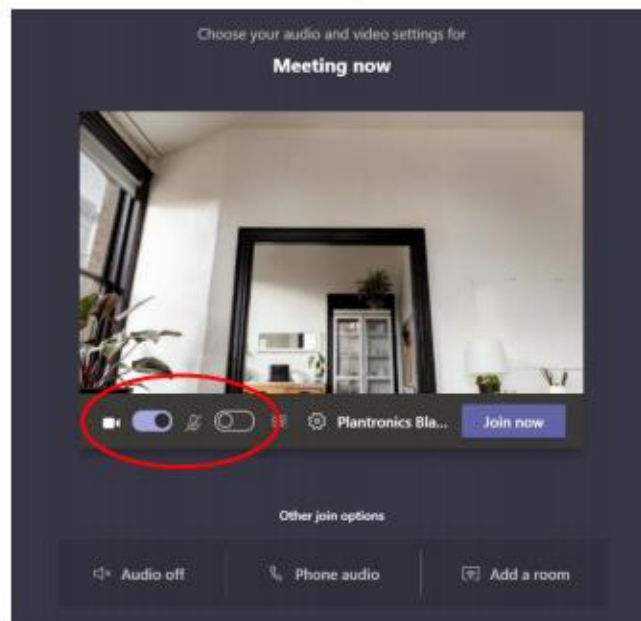


If you are joining from a mobile device or tablet:

Please download the Microsoft Teams app for free from the app store. Note that you do not need a Microsoft Teams account to join the meeting.

Once downloaded, click '[Join Microsoft Teams Meeting](#)' in the meeting invite.

- When you join the meeting please ensure your video camera is switched on/enabled and your microphone is switched off/muted. This is to help ensure everyone can hear our presenters and avoid sound interference at the start of the workshop.

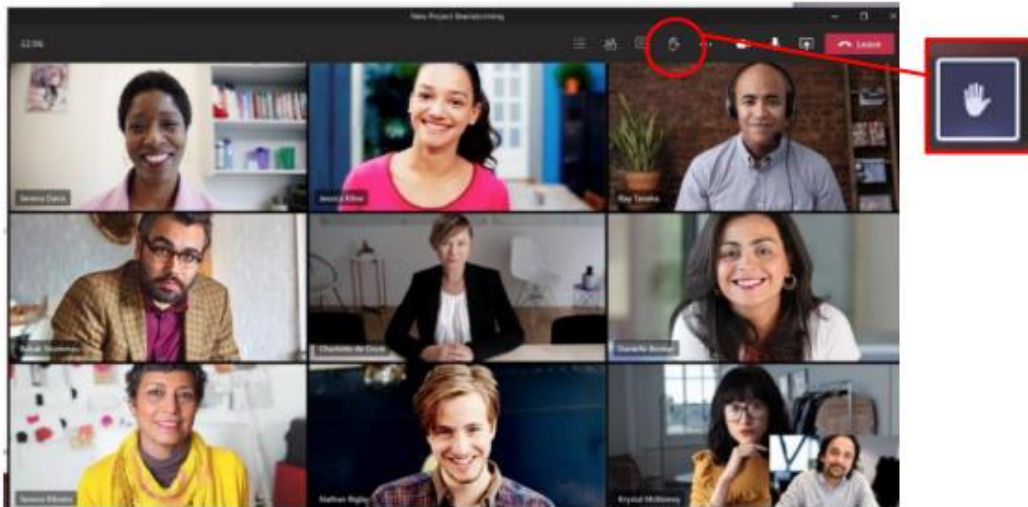


Once you are in the meeting you will see a similar screen to what is shown below with other attendees showing on the screen. Please check that your webcam is on and you are muted.



During the Presentations:

- During the presentations please keep your microphones on mute to minimise sound interference and so everyone can hear the speaker clearly.
- If you have a question during or after the presentation, please click on the 'raise hand' icon to make the organisers aware you would like to speak. When asked by the presenter or facilitator, please unmute your microphone, state your full name and the Council/organisation you represent, followed by your question. Afterwards, please click the 'raise hand' icon again to lower your hand and mute your microphone.



If you would prefer to ask a question via the chat function, please state your full name and the Council/organisation you represent, followed by your question.

We will have facilitators within the meeting to help with answering questions and IT support.

