



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 23rd November 2020 at 6pm on Zoom

The link to join the meeting is:

<https://us02web.zoom.us/j/82570637872?pwd=TGM1TzN3RUk2MFd6SIEzVGJOSFRSdz09>

Meeting ID: 825 7063 7872 & password: 487118 Or by telephone: +442034815240

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 26th October 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. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 2nd November and 16th November 2020
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 2nd November 2020
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on 9th November 2020
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 9th November 2020
 - e) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 16th November 2020
9. **Newmarket Community Network** - to receive a report (verbal)
10. **Council Working Groups** – to receive and note a list of current council working groups, their terms of reference and activities (herewith)
11. **Newmarket Cemetery** – To receive and approve a quotation for road surface repairs (herewith)
12. **Weatherby Public Inquiry** - To receive an update and authorise any actions
13. **Sunnica Energy Farm** – To receive a working group report and approve a response to the consultation (to follow)
14. **Parking Working Group** - To receive a report and authorise any actions
15. **Public consultation: Committee on Standards in Public Life** – To receive a working group report and authorise any actions (to follow)
16. **Meeting dates** – To receive and note meeting dates for remainder of 2020 and for 2021 (herewith)
17. **Christmas closure** – To receive and approve Christmas closure dates
18. **Correspondence**
19. **Exclusion of the Press and Public** - To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters
20. To consider correspondence of a confidential or sensitive nature and authorise any actions
21. Date of the next Meeting – **21st December 2020**

Signed: *D. Baines*

Debbie Baines, Town Clerk

17th November 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 26th October 2020 at 6:00 pm via Zoom

Attendance:

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

Councillor Y Fitzgerald
Councillor R Hood
Councillor P Hulbert
Councillor T Kerby
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cllrs R Nobbs and K Soons - West Suffolk, Philippa Winter, Julie Ashton – Minute Assistant, Paul Brown and Steve Elsom – Newmarket BID, 1 Member of the Press and 5 Members of the Public.

Minute

20/10/1 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.

20/10/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs De'Ath and Lay. Cllr Bowen was absent.

20/10/3 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.

20/10/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 28TH SEPTEMBER 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 28th September 2020 were presented and the following amendment was made:

Page 3 – Ward Reports – the words “in his Ward” were deleted from the Cherry Trees item.

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

20/10/4.01 Resolved

That the minutes of the last virtual meeting held on 28th September 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

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 (MAXIMUM 15 MINUTES)**

None noted.

20/10/6 **PRESENTATION FROM NEWMARKET BUSINESS IMPROVEMENT DISTRICT (BID)**

Paul Brown (BID Manager) presented the new BID Business Plan setting out the objectives for the next term and gave a summary of what the BID had achieved. Going forward, digital signage was being considered to replace the current outdated signs as this would be easier to maintain. He was looking for NTC to support the planning application for digital signage when it is submitted.

Paul introduced Steve Elsom, the BID Vice Chairman who advised that they wanted to enhance the visitor experience and that the proposed digital signage will be able to give a wide range of information and adding value to the businesses and organisations in the Town.

It was noted that the appointed NTC representative had not been consulted on drafting the Business Plan and had not been invited to any meetings. Mr Elsom apologised for this oversight, confirming that should the BID election be successful, closer collaboration would take place.

The Mayor thanked Paul Brown and Steve Elsom for the update and wished them every success for the election and looked forward to working together in the future.

The BID representatives left the meeting.

20/10/7 **TO RECEIVE NOTICE OF POSTPONED ELECTION (SCALTBACK WARD)**

The notice of postponed elections until to 6th May 2021 was noted.

20/10/8 **COUNCILLOR REPORTS**

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted for circulation and highlighted the section on SCC's decision not to support the Sizewell application at this time. Cllrs Hood and Drummond were working on the Sunica energy farm Statutory consultation.

WS – Cllr Drummond advised that the Cumulative Impact Policy was due for renewal and that he would be developing it for the night time economy when it returns.

Ward – Cllr Yarrow advised that he was continuing to engage with Flagship Housing to improve conditions for residents.

20/10/9 **ANNOUNCEMENTS**

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The Mayor advised that sadly, there were no other activities outside of his normal duties due to the pandemic.

20/10/10 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 5TH AND 19TH OCTOBER 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 5th and 19th October 2020.

20/10/10.01 Resolved (D/20/10/26.02 Recommendation)

The Committee voiced no objections.

20/10/10.02 Resolved (D/20/10/26.03 Recommendation)

The Committee voiced no objections.

20/10/10.03 Resolved (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).

20/10/10.04 Resolved (D/20/10/26.07 Recommendation)

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

20/10/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES COMMITTEE MEETING HELD ON 5TH OCTOBER 2020

The Mayor presented the minutes of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 5th October 2020.

20/10/11.01 Resolved (CL/20/10/8.01 Recommendation)

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

20/10/11.02 Resolved (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.

201/10/11.03 Resolved (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.

20/10/11.04 Resolved (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.

Minutes of the Newmarket Town Council held on Monday 26th October 2020

20/10/11.05 Resolved (CL/20/10/13.01 Recommendation)

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

20/10/11.06 Resolved (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.

20/10/11.07 Resolved (CL/20/10/15.01 Recommendation)

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.

20/10/11.08 Resolved (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.

20/10/11.09 Resolved (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.

20/10/12

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN
COMMITTEE MEETING HELD ON 12TH OCTOBER 2020**

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 12th October 2020.

Page 2 – St Mary’s Square – Members were advised that West Suffolk had put up no parking on the grass signs and it was noted that they appeared to be effective. West Suffolk were prepared to install a picket fence if NTC were to contribute to the costs. The following was agreed:

20/10/12.01 Resolved

That the installation of a picket fence at St Mary’s Square be deferred to allow further monitoring of parking issues.

20/10/12.02 Resolved (N/20/10/8.01 Recommendation)

That a working group be set up 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.

20/10/12.03 Resolved (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.

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20/10/12.04 Resolved (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.

20/10/13 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 12TH OCTOBER 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 12th October 2020.

20/10/13.01 Resolved (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.

20/10/13.02 Resolved (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.

20/10/13.03 Resolved (H/20/10/13.01 Recommendation)

That the job description for the Caretaker be issued.

20/10/13.04 Resolved (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.

20/10/13.05 Resolved (H/20/10/13.03 Recommendation)

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

20/10/13.06 Resolved (H/20/10/14.01 Recommendation)

That the requests for staff training be approved.

20/10/14 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 19TH OCTOBER 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 19th October 2020.

20/10/14.01 Resolved (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.

20/19/14.02 Resolved (F/20/10/09.01 Recommendation)

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

20/10/14.03 Resolved (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.

20/10/14.04 Resolved (F/20/10/12.01 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.

20/10/14.05 Resolved (F/20/09/12.01 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.

20/10/14.06 Resolved (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.

20/10/15 TERMS OF REFERENCE – HUMAN RESOURCES COMMITTEE

Town Clerk presented the revised Terms of Reference for the HR Committee and the following was agreed:

20/10/15.01 Resolved

That the revised Terms of Reference for the HR Committee be received and adopted.

20/10/16 SUFFOLK ASSOCIATION OF LOCAL COUNCILS AREA FORUM (SALC)

Cllr Appleby advised that he had attended meetings with the West Suffolk branch of SALC and had been asked to stand for the Vice Chairman role. The Mayor nominated Cllr Appleby as NTC representative at the Forum, seconded by Cllr Kerby. There were no other nominations and the following was agreed:

20/10/16.01 Resolved

That Cllr Appleby be appointed to represent NTC at the SALC Area Forum.

20/10/17 WEATHERBY CROSSING PUBLIC INQUIRY UPDATE

Town Clerk gave a verbal report and advised that despite the technical issues experienced at the beginning, the Inquiry had gone ahead as intended. The staff with the help of Cllr O'Neill had done their best to alleviate the issues, providing technical and other support to those in attendance. The Inquiry continued for three days and would resume on the 2nd November. The contributions of the NTC Barrister were noted; it was felt that the council was well represented legally. Thanks were extended to those residents who had provided witness statements and

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who attended to give evidence.

Cllr O'Neill reported that it had not been made clear how a blended Inquiry would work or recognised just how challenging this would be. Staff had exceeded expectations and excelled at meeting the needs of residents, the Planning Inspector and witnesses.

Town Clerk advised that there were additional fees for the Barrister and expert witness amounting to costs in the region of £20,000. She had written to neighbouring councils for support and so far, East Cambs had declined as had Suffolk County Council who indicated their requirement to remain neutral. The Mayor asked for any suggestions for other funding streams to be put to the Town Clerk.

20/10/18 PARKING WORKING GROUP

A verbal report was given including that the group had met in August with a representative from West Suffolk, who are jointly responsible with Suffolk County Council for implementing residents parking zones. The group had been told at this point that the process to implement resident parking zones in Newmarket in the areas identified by the Working Group would then begin, however it was unclear if any action had been taken. The delay could be due to questions as to who would fund the project, as West Suffolk had asked NTC to contribute £10,000. This was felt to be unprecedented as it was understood that other local councils had not been asked to contribute to their residents parking zones and that it was not the Town Council's place to fund the scheme.

With the responsibility for implementing resident parking zones being with West Suffolk and SCC the following was agreed:

20/10/18.01 Resolved

That a letter be sent to West Suffolk to implore them to waste no more time and start the process of implementing a resident parking zone in the areas identified by the Working Group survey and that funding should come from car parking revenue or the appropriate locality budgets.

That they consider more seriously and vigorously the possible measures (a number of which have been suggested by the group and deployed elsewhere in Suffolk), that could mitigate the immediate impact of enforcement on residents who are disproportionately affected so as to ease unnecessary stress and anguish currently being experienced.

It was noted and welcomed that the All Saints car park had been resurfaced by WSC and that others would also be updated in due course.

20/10/19 PUBLIC REALM

The Public Realm Working Group reported that a programme of work had been discussed to plant trees and bulbs at various locations in the Town, including at Icewell Hill. Planting at the latter would require identification of the owners of the land, to ask them to remove existing dead cherry trees and permission to replant. A

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budget was also required for this work and the following was agreed:

20/10/19.01 Resolved

That £1,000 from the Neighbourhood Plan Committee budget be used to start the Public Realm project for planting trees and bulbs at various locations in the Town.

20/10/20 CLOCK TOWER

It was reported that the project still needed to go out to tender and that a contractor to manage work on public projects was required before this could be done. The Memorandum of Agreement and quotation for the Tendering and Contact Management of landscape works was presented and considered and the following was agreed:

20/10/20.01 Resolved

That the Town Clerk be authorised to sign the contract and accept the quote from Thomas Hoblyn Garden Design for £5,151 to manage the Clock Tower Project.

20/10/21 SIX MONTH BUDGET PROJECTIONS 2020/2021

It was noted that the underspend was due to reduced expenditure for putting on events. The six-month budget projection for 2020/2021 was noted.

20/10/22 CORRESPONDENCE

The invitation to attend the West Suffolk and Town Forum 4th November 2020 via Microsoft Teams was noted.

20/10/23 DATE OF THE NEXT VIRTUAL MEETING

Monday 23th November 2020 at 6:00pm.

Meeting closed at 7:00pm

Signed: _____

Date: _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 2nd November 2020 at 6.00pm via Zoom

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

Also Present: Debbie Baines – Town Clerk, Cllr Yarrow – NTC, Julie Ashton – Minute Assistant, Nick Patton – Jockey Club Estates, 1 Member of the Press and 2 Members of the Public.

	Minute	Action by
D/20/11/1 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no requests from others to record the meeting.		
D/20/11/2 <u>APOLOGIES</u> Apologies were received from Cllrs Fitzgerald and Kerby.		
D/20/11/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> Cllr Hood declared a nonpecuniary interest in DC/20/1695/FUL.		
D/20/11/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 19TH OCTOBER 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 19th October 2020 and the following amendments were made: Page 2 – D/20/10/24 - Cllr Lay was changed from resident to member of the public. Page 2 – D/20/10/26.02 Recommendation – changed to Resolved Page 2 – D/20/10/26.03 Recommendation – changed to Resolved Page 3 – D/20/10/26.04 Recommendation – changed to Resolved Page 3 – D/20/10/26.07 Resolved – was changed to Recommendation Subject to the amendments being made, the following was agreed: <u>D/20/11/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 19th		

October 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/20/11/5 PUBLIC PARTICIPATION

A member of the Press spoke to application DC/20/1708/HH – a retrospective planning application in a conservation area. West Suffolk had advised that planning approval was not required for this application.

Nick Patton of the Jockey Club Estates spoke to item 20/1695/FUL and was happy to take any questions

A resident praised the work of the Council on the residents parking campaign.

D/20/11/6 IMPACT OF NEWMARKET NEIGHBOURHOOD PLAN POLICIES ON APPLICATIONS BEING CONSIDERED

DC/20/1708/HH – Policy 3 impact of developments in an environmental improvement area and green space to be considered.

DC/20/1695/FUL – Policy 4 – in support of improvements to the horse racing industry to be considered.

D/20/11/7 PLANNING APPLICATIONS

Week 42

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

D/20/11/7/1 DC/20/1695/FUL - Planning application - Extension to existing all-weather gallop – Racecourse Access Roads from A1304 To Newmarket Race Course Newmarket Suffolk.

D/20/11/7.01 Resolved

The Committee voiced no objections and supported the application in line with Neighbourhood Plan Policy 4.

D/20/11/7/2 DC/20/1708/HH - Householder planning application - (i) single storey rear extension (ii) conversion of garage into habitable space – 11 St Mary's Square Newmarket.

D/20/11/7.02 Resolved

The Committee strongly objected on the grounds of it being an overdevelopment of the site with a negative impact on open green spaces and not compliant with Neighbourhood Plan Policy 3.

D/20/11/7/3 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/20/11/7.03 Resolved

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

Nick Patton left the meeting

- D/20/11/7/4** DC/20/1720/VAR - Planning application - Variation of condition 2 of DC/17/2676/FUL (allowed on appeal AP/19/0014/STAND) to use revised plans to allow for improvements to the design and operation of (i) 63no.bed care home for the elderly including car park, bicycle, refuse and garden store (ii) alterations to vehicular and pedestrian access from Fordham Road (Demolition of existing house including associated swimming pool, outbuildings and hard-standing) - Kininvie Fordham Road Newmarket.

D/20/11/7.04 Resolved

The Committee voiced no objections.

- D/20/11/7/5** DC/20/1722/HH - Householder planning application - access ramp to front - 6 Guineas Close Newmarket.

D/20/11/7.05 Resolved

The Committee voiced no objections.

- D/20/11/7/6** DC/20/1730/HH - Householder planning application - 1no. detached garage – 4 Norfolk Avenue Newmarket.

D/20/11/7.06 Resolved

The Committee voiced no objections

Week 43

- D/20/11/7/7** DC/20/1766/TPO - TPO 323 (1973) Tree preservation order - 6 No. Limes (x on plan within G4 on order) pollard to previous pollarding points – 12 The Hamiltons Newmarket.

D/20/11/7.0 Resolved

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

- D/20/11/7/8** DC/20/1796/P30PA - Prior approval application under part 3 of the Town and Country Planning (general permitted development) (amendment and consequential provisions) (England) order 2015 - Change of use from office (class B1) to dwellinghouse(s) (class C3) to create 6 no. dwellings – 30-32 High Street Newmarket Suffolk.

D/20/11/7.08 Resolved

The Committee strongly objected on it being an overdevelopment of the site with the rooms being too small, lack of fire escapes and no parking provision. The Committee requests that a holding objection be submitted to WSC, with full response to be issued pending a response from SCC Highways and West Suffolk Planning on parking arrangements.

D/20/11/8 AMENDED AND DEFERRED PLANNING APPLICATIONS

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

D/20/11/8.01 Resolved

The Committee voiced no objections.

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.

Town Clerk reported that additional information was still awaited.

D/20/11/9 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/11/10 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 42 & 43.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0193/HH	Householder planning application - single storey rear garage extension	100 Weston Way Newmarket Suffolk	Approved	No objections
DC/20/1431/ADV	Application for advertisement consent - 1no. non-illuminated fascia sign	Goodwin Business Park, Unit 6 Willie Snaith Road Newmarket	Approved	No objections
DC/20/14337TCA	Trees in a conservation area notification - (i) 1 no. Magnolia (T1 on plan) - reduce and reshape by up to 33% giving 1 metre clearance from house (ii) 1no. Cherry (T2 on plan) - overall crown reduction by 33% giving 1 metre clearance from house (iii) 1no. Horse Chestnut (T3 on plan) - lower lateral branches pruned back by up to 3 metres and crown lift to a height of 4 metres	12 Falmouth Gardens Newmarket Suffolk	Approved	No objections
DC/20/1307/HH	Householder Planning Application - detached annexe (following demolition of existing building)	8 Hamilton Road Newmarket	Approved	No objections

D/20/11/11 DELEGATION PANEL DECISIONS

None noted.

D/20/11/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/11/13 CORRESPONDENCE

East Cambs Supplementary Planning Document consultation regarding changes to the Environment and Climate Change section of the Local Plan – this item would be added to the next agenda for further discussion.

West Suffolk – Notice that the McDonald’s advertising planning application would be considered by Committee 4th November 2020. Town Clerk would circulate the details for submitting further comments and write to express the views of the Committee.

D/20/11/14 DATE OF NEXT MEETING

Monday 16th November 2020 at 6.00pm via Zoom.

D/20/11/15 TO NOTE ANY ITEMS FOR NEXT MEETING

- Report on the McDonald's advertising application
- DC/20/1796/P30PA – 30-32 High Street
- East Cambs Supplementary Planning Document consultation I ca.

Meeting closed at 6:46pm.

Signed _____

Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 16th November 2020 at 6.00pm via Zoom**

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

Also Present: Debbie Baines – Town Clerk, Julie Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute

D/20/11/16 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

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/20/11/17 Apologies

There were no apologies. Cllr Kerby was absent. Cllr Fitzgerald had resigned from the Committee.

D/20/11/18 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.

D/20/11/19 To Confirm The Minutes Of The Meeting Held On Monday 2nd November 2020 And Matters Arising

Members received the minutes of the Development & Planning Committee held on 2nd November 2020 and the following was agreed:

D/20/11/19.01 Resolved

That the minutes of the Development & Planning Committee held on 2nd November 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/20/11/20 Public Open Session

None noted.

D/20/11/21 Impact Of Newmarket Neighbourhood Plan Policies On Applications Being Considered

The NNP tree Policy applied to the tree applications.

D/20/11/22 Planning Applications

Week 44

Cllrs Hood and Drummond declared a nonpecuniary interest in the following application.

- D/20/11/22/1** DC/20/1790/VAR - Planning application - variation of condition 2 (approved plans) of DC/19/2372/FUL to use revised plans to change office position to (i) create kitchen on ground floor and (ii) office space to first floor of existing stable block – St Gatien 185 All Saints Road Newmarket.

D/20/11/22.01 Resolved

The Committee voiced no objections.

- D/20/11/22/2** DC/20/1854/TCA - Trees in a conservation area notification - one Eucalyptus (T1 on plan) reduce lateral spread over the car park by up to three metres – 2 Rockingham Villas Church Lane Newmarket.

D/20/11/22.02 Resolved

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

Week 45

Cllr Hood declared a nonpecuniary interest in the following application.

- D/20/11/22/3** DC/20/1798/TCA - Trees in a conservation area notification - two Walnuts (T1 and T2 on plan) overall crown reduction by up to one metre to previous pruning points; two Pines (T3 and T4 on plan) crown thin by 15 per cent by reducing overextended limbs by up to 1.5 metres; Conifer Hedge (H5 on plan) trim annual regrowth by up to 300 millimetres – Induna Stables Fordham Road Newmarket.

D/20/11/22.03 Resolved

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

- D/20/11/22/4** DC/20/1894/TCA - Trees in a conservation area notification - Seven Leylandii (on plan) fell and 12 Leylandii (on plan) crown reduce by 40 per cent – The Old Vicarage 14 Bury Road Newmarket Suffolk.

D/20/10/26.04 Resolved

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

- D/20/11/22/5** DC/20/1897/TCA - Trees in a conservation area notification – Two Horse chestnut (T6 and T8 on plan) two Sycamore (T25 and T26 on plan) one Elm (T29 on plan) one group of 25 Sycamore (G2 on plan) fell - The Kremlin 1 Bury Road Newmarket Suffolk.

D/20/11/22.05 Resolved

The Committee actively encourages responsible tree management. The Committee OBJECTED to this application and requested that the application be submitted to the Tree Officer for consideration and to request a full tree report on all trees to be felled. If the trees are to be felled, the Committee requests that suitable replacements be planted.

D/20/11/23 Amended And Deferred Planning Applications

D/20/11/23/1 DC/1796/P30PA - Prior approval application under part 3 of the Town and Country Planning (general permitted development) (amendment and consequential provisions) (England) order 2015 - Change of use from office (class B1) to dwelling house(s) (class C3) to create 6 no. dwellings – 30-32 High Street Newmarket Suffolk.

The Committee had previously submitted a holding objection to this application pending a response from SCC Highways, who had now requested a parking and cycling statement be submitted by the applicant. A request by NTC for an extension before responding fully, had been sought.

D/20/11/23/2 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.

D/20/11/23.02 Resolved

The Committee voiced no objections.

D/20/11/23/3 DC/20/1242/TPO - Tree Preservation Order - (i) 1no. Horse Chestnut (T1 on plan) - Fell (ii) T2 Lime reduce to previous pollard reduction points (crown height reduction of approximately 4-6 metres) - 2 Seymour Close, Newmarket.

D/20/11/23.03 Resolved

The Committee actively encourages responsible tree management. The Committee OBJECTED to the felling of healthy trees. If the tree is to be felled, the Committee requests that a suitable replacement be planted.

D/20/11/23/4 DC/20/1336/HH - Householder planning application - (i) single storey front extension (ii) two storey rear and side extension - 80 Weston Way, Newmarket.

D/20/11/23.04 Resolved

The Committee voiced no objections.

D/20/11/24 East Cambs Planning Applications

None noted.

D/20/11/25 Outline Planning Application

DC/20/1661/OUT - OUT Land At Black Bear Lane, The Former Swimming Pool, Rowley Drive, Former White Lion And High Street Newmarket Suffolk.

Town Council meeting of 26th October, had objected to this outline planning application. The committee noted however, that the development brief for the site presented to full Council on 15th June 2020, outlined a set of proposals that the council could support, as an opportunity to both meet the needs of Newmarket and retain Queensbury Lodge as an historic building and a return to

the horse racing industry.

D/20/11/25.01 Recommendation

The Committee re-asserted it's support for the development brief for the site as presented to full Council 15th June 2020.

D/20/11/26 To Receive Results Of Applications As Determined By West Suffolk And Plans Withdrawn

West Suffolk Planning Determinations received during weeks 44 & 45.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0769/TPO	TPO 032 (1960) Tree Preservation Order - (a) 1no. Lime (T1 on plan A1 on order) fell (b) 1no. sycamore (T2 on plan A1 on order) reduction of crown by upto two metres to side growth	26 Paget Place Newmarket Suffolk	Refused	Objected
DC/20/1489/FUL	Planning application - (a) demolition and alterations to north-west corner to create new glazed entrance porch/welcome area (b) demolition and alterations to north-east door to increase width of existing door opening (c) internal alterations to provide new meeting rooms, kitchen and WC's (d) heating system including new air source heat pumps to south-east corner	All Saints Church All Saints Road Newmarket Suffolk	Approved	No objections
DC/20/1609/TCA	Trees in a conservation area notification - 1no. Silver Birch (marked on plan) - (a) reduce height by upto 3 metres (d) trim sides by upto 0.75 metres	26 The Severals Newmarket Suffolk	Approved	No objections
DC/20/0817/ADV	Application for Advertisement Consent - 1 no. internally illuminated freestanding totem sign	Land Adjacent To Tesco Petrol Station Willie Snaith Road Newmarket	Approved	Objected
DC/20/1561/HH	Householder planning application - single storey side and rear extension	85 Weston Way Newmarket	Approved	No objections
DC/20/1605/TPO	TPO 05 (2012), TPO 015 (2019) and TPO 010 (2020) Tree preservation orders - 1no. Lime (T24 on plan T1 on order) 1no. Tree of Heaven (T11 on plan T1 on order) 1no Sycamore (T21 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	Approved	No objections

D/20/11/27 Delegation Panel Decisions

None noted.

D/20/11/28 To Discuss Any Licensing Applications

None noted.

D/20/11/29 Public Consultation East Cambs supplementary planning document: Climate Change

Members were invited to respond individually to the consultation.

D/20/11/30 Correspondence

Cumulative Impact Policy assessment – the decision of West Suffolk Council to delay the consultation, due to the pandemic was noted.

The October West Suffolk Newsletter from the Planning Department was noted.

D/20/11/31 Date Of Next Meeting

Monday 30th November 2020 at 6.00pm via Zoom.

D/20/11/32 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 Community & Leisure Services Committee
Held on Monday 2nd November 2020 at 7:00 pm via Zoom

Attendance:

Councillor J Borda (Chairman)
 Councillor A Appleby
 Councillor R Hood
 Philipp Winter

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

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

Minute	Action by
CL/20/11/1 <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/20/11/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath, Drummond, Kerby and Fitzgerald. Cllrs Anderson and Bowen were absent.	
CL/20/11/3 <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.	
CL/20/11/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 5TH OCTOBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 5th October 2020 and the following amendment was made: Page 2 – CL/20/10/8 – the following sentence was removed “A request was made that Freshfield be included in the planting plans” Subject to the amendment being made, the following was agreed:	

CL/20/11/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 5th October 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

Matters arising.

Page 2 - CL/20/10/7 – weed spraying – this would be considered again in the Spring

Page 3 – CL/20/10/12 – Remembrance Sunday - The Events Manager confirmed the numbers that would be in attendance for wreath laying only and that Government guidance permitted the event to go ahead with social distancing being adhered to. A bugler would be in attendance and NTC would cover their travel expenses.

CL/20/11/5 PUBLIC PARTICIPATION

No members of the public wished to speak.

CL/20/11/6 TO RECEIVE THE ACCOUNTS FOR OCTOBER 2020

The accounts for October 2020 were being prepared and would be circulated.

CL/20/11/7 BUDGET PROPOSAL FROM THE WORKING GROUP

The Working Group had gone over the proposed budget in detail, it was agreed that figures be reviewed in an attempt to reduce expenditure. The following was agreed:

CL/20/11/7.01 Recommendation

That the Mayor and RFO look at the draft budget again and try to reduce the increase and report findings at the next meeting.

CL/20/11/8 NEWMARKET VENUES

The Events Manager reported that other venues had reduced hire charges due to the pandemic and requested that councillors consider current charges to ensure they were competitive. It was noted that the Terms & Conditions did not currently allow payments by credit card. The following was agreed:

CL/20/11/8.01 Recommendation

That a Working Group be set up comprising of Cllrs Borda, Jefferys, O'Neill and Phillipa Winter (with Cllr De'Ath as Chairman if able to attend) with a remit of reviewing the hire charges for Newmarket venues, review the terms and conditions and present recommendations at the next meeting.

CL/20/11/9 CEMETERY

Cemetery gate automation – RFO reported that she could only get 2 local quotes and that one had suggested using solar power. West Suffolk already use solar powered gates at other cemeteries. The two quotes to install automatic gates at the Cemetery were considered and the following was agreed:

CL/20/11/9.01 Recommendation

That the quote from Suffolk Gate Automation to install a solar powered automated gate at the Cemetery for £4687+VAT with a fob system and 20 fobs £634+VAT and a free exit loop for cars £432+VAT be accepted.

A West Suffolk report on managing unauthorised memorabilia items on graves at the Cemetery was considered and the following was agreed:

CL/20/11/9.01 Recommendation

That the West Suffolk report on managing unauthorised memorabilia items on graves at the Cemetery be adopted and be sensitively applied.

A West Suffolk report for a solution to deter the use of artificial grass on new graves in the Cemetery by providing alternative temporary coverings was considered and the following was agreed:

CL/20/11/9.02 Recommendation

That the West Suffolk solution to deter use of artificial grass on new graves at the Cemetery be adopted.

Town Clerk reported the recent theft of a vehicle from the cemetery and a number of additional thefts that had occurred over recent months, and suggested that a policy for introducing opening hours could help to prevent thefts in the future. The following was agreed:

CL/20/11/9.03 Recommendation

That a policy for introducing opening hours at the Cemetery be implemented when the automatic gates were installed.

CL/20/11/10 MEMORIAL GARDENS

Monthly Play Area Inspection (October) – There no urgent matters to be considered, a small number of minor issues were noted to be monitored and actioned when necessary.

Update on Play Area Improvements – RFO reported that installation of additional equipment to deter anti-social behaviour was awaited, and that a solution to the need for improvements to the mound was still being considered.

Quotes for tree work – This item was deferred in order to determine which trees required work as a priority.

CL/20/11/11 CLOCK TOWER PROJECT

Town Clerk report that there was no further update.

CL/20/11/12 MARKET

The West Suffolk report on the Market was noted and in addition that they intended holding a Christmas market every Saturday in December using both the High Street and Bill Tutte Memorial area.

Town Clerk would arrange a meeting with West Suffolk in the New Year, to discuss the market.

CL/20/11/13 PLANTING RECYCLING

This item was deferred to the next meeting.

CL/20/11/14 CORRESPONDENCE

A request from the support group Lifecraft. to hold a meeting at the Pavilion was considered and the following was agreed:

CL/20/11/14.01 Recommendation

That the Charity Lifecraft be allowed to use the Pavilion 26th November 2020 for 2 hours.

DATE OF NEXT MEETING

Monday 7th December 2020 via Zoom.

CL/20/11/15 ITEMS FOR NEXT AGENDA

- History Trail
- Tree work in the Memorial Garden
- Clock Tower project
- Plant recycling

Meeting closed at 8:08pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee Held on Monday 9th November 2020 at 6:00 pm via Zoom

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor K Yarrow

Members of the public, attending as member of a working party: Philippa Winter (Public Realm)

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute		Action by
N/20/11/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
N/20/11/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath and O'Neill. Cllr Bowen was absent.	
N/20/11/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
N/20/11/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH OCTOBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 12th October 2020 and the following amendment was made: Page 2 – N/20/10/8 – last para “A tree garden was being looked at, with residents becoming tree guardians to maintain them” was removed. Subject to the amendment being made, the following was agreed: <u>N/20/11/4.01 Resolved</u> That the minutes of the Neighbourhood Plan Committee meeting held on	

Monday 12th October 2020 be adopted and would be signed as a true record by the Chairman of the Neighbourhood Plan Committee after the meeting.

Matters arising.

Page 2 - N/20/10/8 – it was noted that no cars had been parking on the grass verge at St Mary's Square since the signs were installed and they appeared to be effective. However, the land belongs to West Suffolk and it will be their decision to install a fence if it is required.

N/20/11/5 PUBLIC OPEN SESSION

None noted.

N/20/11/6 TO RECEIVE THE ACCOUNTS FOR OCTOBER 2020

The accounts for October 2020 were received and noted.

N/20/11/7 DRAFT BUDGET PROPOSAL

The draft budget was considered and the Committee affirmed that no increase should be made to the precept, giving the current circumstances. It was proposed that the figures be reduced from £10,000 to £5,000 for both town maintenance and town improvements. The following was agreed:

N/20/11/7.01 Recommendation

That the draft budget for the Neighbourhood Plan Committee subject to being amended to £5,000 for Town Maintenance and £5,000 for Town Improvements, be received and adopted.

N/20/11/8 COMMUNITY ACTIONS WORKING GROUP

Cycling & Public Transport (E4/E9) – It was noted that SCC were encouraging walking or cycling to school and work, had updated their map of cycling and walking routes and were looking for feedback. The Town Clerk would forward the SCC email for comments to be made. It was reported that there was no public transport from town to the train station as the number 16 bus had been withdrawn.

Public Realm & Associated Initiatives (F3/C3) – A tour of the town with the press and Officers from West Suffolk Council had been conducted to look at what improvements could be made. A suggestion of taking on the services of a bulb planting firm was discussed, but it was agreed that it was too late to do so this year, and that the budget next year was unlikely to permit the level of expenditure required.

Parking Strategy (E10) – The Working Group Chairman would report to full council.

SEND Provision (B3i) – It was reported that Exning Primary school's new building with excellent SEND facilities would be opening in September 2021 and that Specialist Units were made available in September 2020 for children

aged 7-11 years at Holdsworth Valley School and at Newmarket High School for those aged 11-16 years. These measures were seen as being very positive steps towards improving the SEND provision to students of Newmarket. With regards to alternative provision, a report was due to be considered by SCC Cabinet in the near future.

Yellow Brick Road (C7) – It was reported that an ecology report from WSC was awaited and that bulb planting would be looked at next year. The right of way for the site was also being looked at.

Safety at Crossing Points and Junctions (E2) – It was reported that there was no further news from SCC Highways and the Chairman would follow it up

N/20/11/9 PEDESTRIAN CROSSINGS

No further update available.

N/20/11/10 RECYCLING IN NEWMARKET

The Chairman advised that an email had been sent to Open Door and a response was awaited.

N/20/11/11 FUTURE MATTERS

Litter picking - The Chairman reported that 12 litter picking packs had been received and advertising for volunteers would now be started. Town Clerk confirmed that NTC insurance would cover the activities, however detailed records of the activities undertaken must be kept.

Town Museum – Possible sites were being looked at.

N/20/11/12 DATE OF NEXT MEETING

Monday 11th January 2021 via Zoom.

N/20/11/13 ITEMS FOR NEXT AGENDA

- **Working Group reports**

Meeting closed at 6:22pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 9th November 2020 at 7:00pm via Zoom

Attendance:

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

Councillor P Hulbert
 Councillor M Jefferys
 Councillor T Kerby
 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/20/11/1	<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/20/11/2	<u>APOLOGIES FOR ABSENCE</u> There were no apologies.	
H/20/11/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
H/20/11/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH OCTOBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 12th October 2020 and the following was agreed: <u>H/20/11/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12th October 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. Matters arising It was reported that the Budget Working Group had not formally met, as it had been considered that no changes should be made to the proposals presented to HR Committee on the 12th October.	

- H/20/11/5 PUBLIC OPEN SESSION**
No members of the public wished to speak.
- H/20/11/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**
The HR accounts for October 2020 were received and noted.
- H/20/11/7 DRAFT BUDGET PROPOSAL**
It was proposed that the draft submitted by the RFO be accepted. The following was agreed:
- N/20/11/7.01 Recommendation**
That the draft budget for the Human Resources Committee be received and adopted.
- H/20/11/8 DATE OF NEXT MEETING**
Monday 11th January 2021 via Zoom.
- H/20/11/9 ITEMS FOR INCLUSION ON NEXT AGENDA**
None noted
- H/20/11/10 EXCLUSION OF THE PRESS & PUBLIC**
With the vote being unanimous, it was:
- H/20/11/10.01 Resolved**
To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The public left the meeting

- H/20/11/11 ***STAFF UPDATE*****
Town Clerk confirmed that all office staff were able to work from home and she would be hosting weekly Zoom meetings to keep in touch. A summary of current tasks was given.

Employing the agency cleaner was discussed and the following was agreed:

H/20/11/11.01 Recommendation
That the agency cleaner be offered permanent employment at the revised rate, subject to clarification of any placement fees.

- H/20/11/12 ***TO CONSIDER REQUESTS FOR STAFF TRAINING*****
There were no requests for staff training.

Meeting closed at 7.23pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th November 2020 at 7:00pm via Zoom**

Attendance:

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

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, 1 Member of the Press and 3 Members of the Public.

Minute

F/20/11/1 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

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/20/11/2 Apologies For Absence

No apologies were received. Cllrs Bowen and Kerby were absent.

F/20/11/3 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

Cllr Borda declared a nonpecuniary interest in item 14 Correspondence (Churches Together)

F/20/11/4 To Confirm The Minutes Of The Meeting Held On 19th October 2020 And Any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 19th October 2020 and the following was agreed:

F/20/11/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 19th October 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

It was noted that a presentation from Discover Newmarket had been postponed until the next meeting.

F/20/11/5 Public Open Session

Resident, Ian Young spoke regarding councillor attendance at the Remembrance Day Service. The Mayor confirmed that Cllrs Drummond and Hood were in attendance to represent SCC and that he would be taking up the matter of councillor attendance at the event.

F/20/11/6 Submission Of Schedules Of Payments For Information CB1 - CB4 For (October 2020)

Members reviewed CB1 - CB4 and the following was agreed:

F/20/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2020 – 31/10/2020 (Cash Book 1 - 4) be received and adopted.

F/20/11/7 To Confirm The Bank Statement Balances & Related Bank Reconciliation Have Been Signed By The Chairman Of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2020 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/20/11/8 To Receive The Income And Expenditure For October 2020

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

F/20/11/9 Partner Funded PCSO Services

It was noted that the current SLA would expire 31st March 2021 and could either be renewed or terminated. Both options were considered taking the costs, lack of meetings to give direction and the civil parking enforcement now in place into account. The following was agreed:

F/20/11/9.01 Recommendation

That the SLA for the PCSO not be renewed and the contract be terminated.

F/20/11/10 Draft Budget Proposal

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

F/20/11/10.01 Recommendation

That the draft budget for the F&P Committee for 2021/2022 be approved.

F/20/11/11 Town Council Constitution – To Review Policy Documents

The Corporate Strategy was reviewed, it was agreed that the Mayor would write an introduction regarding a commitment to implement the NNP Community Actions and report back at the next meeting.

The IT Website and E-mail Policies were reviewed and it was noted that they overlapped with the Social Media Policy. Merging the policies would be looked at and be brought back to the Committee.

A new Policy for a Protocol for Online Meetings was considered and the following was agreed:

F/20/11.11.01 Recommendation

That the Protocol for Online Meetings Policy be adopted.

F/20/11/12 Public Consultation – Committee on Standards in Public Life
A Working Group consisting of Cllrs Jefferys, O'Neill and Appleby would meet to prepare a response to the NALC Consultation and report to the November meeting of full Council.

F/20/11/13 Health & Safety
The monthly Health & Safety reports for October 2020 were received and noted.

F/20/11/14 Correspondence
An e-mail received from Ellis Whittam, the council's health and safety and human resource advisors announced that their company had been acquired by the Marlowe Group.

Cllr Borda declared a nonpecuniary interest in the following item and did not vote.

The request for funding for the Churches Together Drive in Carol Service 12th December 2020 at 3:00pm at the Rowley Mile Carpark was considered and the following was agreed:

F/20/11/14.01 Recommendation

That NTC supports the request for funding for the Churches Together Drive in Carol Service 12th December 2020 and agreed to provide a grant of £1,000 from the Events budget.

F/20/11/15 Date Of Next Meeting
Monday 14th December 2020 via Zoom.

F/20/11/16 Items For The Next Agenda

- Discover Newmarket.

Meeting closed at 7:32

Signed _____ Date _____

Working Groups

Item 10



**Newmarket
Town Council**

Updated: 16/11/2020

Name:	Date set up:	Reporting to:	Membership:	Terms of reference:	Progress	End Date:
Cycling & Public Transport (Community Actions E4, E9)	10/08/2020	Neighbourhood Plan Committee	Cllr Appleby, Cllr Hulbert, Cllr O'Neill, Douglas Hall	Consider requirements for improved services and provision of same and report back.	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and Finish
Parking Strategy (Community Action E10) Parking Working Group	10/08/2020	Neighbourhood Plan Committee (Parking Strategy E10) Council (Parking Working Group)	Cllr O'Neil, Cllr Appleby, Cllr De'Ath, Cllr Borda, Cllr Hood, Cllr Hulbert Cllr Drummond, Cllr Kerby, Cllr Bowen, Nicole Hutchinson, Johnathan Richer, Jonny Edge, John Harvey, Douglas Hall, Jim Flower, Jamie Maguire, Ally Bighton, James Teale, Neil Hughes, David Moore, Craig Warren, Diana Alburquerque	Consider problems and suggest possible solutions regarding parking & transport strategies and report back.	Ongoing. Provides regular reports to Council	Task and Finish

Item 10

Working Groups



Newmarket
Town Council

Public Realm & Associated Initiatives (Community actions F3,C3)	10/08/2020	Neighbourhood Plan Committee	Cllr De'Ath, Philippa Winter, Alison Hayes, Rachel Wood	Consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back. Hanging plants and town planting	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and Finish
SEND Provision (Community Action B3i)	10/08/2020	Neighbourhood Plan Committee	Cllr Hood, Cllr Hulbert	Draw up a report of SEND provision in the Town and report back	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and Finish
Yellow Brick Road (Community Action C7)	10/08/2020	Neighbourhood Plan Committee	Cllr Jefferys, Cllr Yarrow	Consider improvements for the Yellow Brick Road and report back.	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and Finish
Museum Working Group	12/10/2020	Neighbourhood Plan Committee	Cllrs Appleby De'Ath, O'Neill Richard Fletcher Sandra Easom Joan Shaw Alison Hayes	To produce a viable business plan for a local History Museum.	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and finish
Volunteer Working Group	12/10/2020	Neighbourhood Plan Committee	Cllr Appleby, Cllr Jefferys, Cllr Yarrow	To organise, supervise and co-ordinate Community initiatives.	Ongoing. Provides regular reports to Neighbourhood Plan Committee	Task and Finish
Pavilion & Seaverls Working Group	07/09/2020	Community and Leisure services committee	Cllr O'Neill, Cllr Jefferys, Cllr Appleby, Cllr Yarrow	Draw up a Report ASB at the pavilion and report back.	First meeting 24/09/20, reported to C&L 05/10/20. Date of next meeting: tbc	Task and Finish

Working Groups



Newmarket
Town Council

Internal Control Working Group	12/11/2020	Full town Council	Cllr Jefferys, C. Whittaker, Cllr O'Neill, Cllr Appleby	To review internal control documents to include the Risk Management Scheme, with a reassessment of the risk score ratings and report back to full Town Council	First meeting 11/11/20. Reporting to F&P 14/12/20	Task and Finish
Newmarket Venues	02/11/20	Community and Leisure services committee	Cllr Borda Cllr Jefferys Cllr O'Neill P.Winter C.Argyroudi	Remit of reviewing the hire charges & terms and conditions for Newmarket Venue hire and present recommendations at the next meeting.	First meeting 12/11/20 Reporting to C&L 03/12/20	Task and Finish
Sunnica Energy farm	19/10/2020	Full Town Council	Cllr Appleby Cllr O'Neill, Cllr Jefferys, Cllr Hood, Cllr Lay, Cllr Fitzgerald	To consider the proposals and report back to FTC	First meeting 18/11/20 Reporting to Council 23/11/20	Task and finish
Committee on Standards in Public Life	16/11/20	Finance & Policy	Cllr Jefferys Cllr O'Neill Cllr Appleby	To draw up a response to the consultation and report back to FTC	First meeting 18/11/20 Reporting to Council 23/11/20	Task and finish
Appraisal Working Group	14/09/2020	HR committee	Cllr Jefferys, Cllr O'Neill, Cllr Hulbert	To review the appraisal system and make recommendations for improvement	Reported to HR committee 12/10/20	Task completed
Planning Policy	7/09/2020	Full Town Council	Cllr O'Neill Cllr Jefferys, Cllr Hood, Cllr Appleby	Consider Government changes to planning policy.	1 st Report 15/09/2020 2 nd Report 28/09/2020 Delegated Powers given to D&P to consider and draw up final responses	Task Completed

Cathy Whitaker
Newmarket Town Council

28/10/20

Our ref: 9888/MEM

Dear Philipa

Site Address: Newmarket Cemetery access road

Thank you for your enquiry regarding the works at the above site, for which I am pleased to provide you with the attached quotation.

We hope that this is of interest and should you have any questions please do not hesitate to get in touch. If you wish to proceed with the works, please contact us and we will arrange a convenient start date.

Kind Regards,

A handwritten signature in dark ink, appearing to read 'M. Mead', with a long, sweeping horizontal stroke extending to the right.

Martin Mead

A trading name of

Mead Construction (Cambridge) Limited

Liberty Barns, Heath Road, Swaffham Prior
Cambridge, CB25 0LA

Tel: 01638 742463 **Fax:** 01638 743486

Web: www.mead-construction.co.uk



VAT Number: 770743813
Company Number: 04077576

Mead Construction (Cambridge) Ltd

Liberty Barns

Heath Road, Swaffham Prior

Cambridge, CB25 0LA

**QUOTATION FOR WORKS**

CLIENT NAME	Cathy Whitaker	QUOTE REFERENCE	9888/MEM
CLIENT ADDRESS	Newmarket Town Council	PHONE NUMBER	01638675915
		EMAIL ADDRESS	cathy.whitaker@newmarket.gov.uk
COMPANY NAME		SITE ADDRESS	Newmarket Cemetery access road
DATE	28/10/20		

DESCRIPTION OF WORK

Scarify existing surface to remove potholes. If possible form 50mm high spot through the centre of the road to drain water to edges.

Consolidate surface and lay 30mm thickness of 20mm shingle.

Material requirements

8 ton of 20mm shingle £320

8 ton of 20mm hardcore £320

Roller £100

Mini Digger £100

Labour FOC

Total £840.00 Plus VAT

The next drive down which we did about 2 years ago needs about 3 ton of shingle to top up where it is wearing thin before pot holes start forming. The cost to supply and lay this at the same time would be £220.00 Plus VAT

QUOTATION COMPILED BY

Martin Mead

TOTAL EXC VAT

VAT

TOTAL



VAT Number: 770743813
Company Number: 04077576

November

Monday 2 nd	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 9 th	Neighbourhood Plan	6pm
	Human Resources	7pm
Monday 16 th	Development and Planning	6pm
	Finance and Policy	7pm
Monday 23 rd	Town Council	6pm
Monday 30 th	D&P	6pm

December

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

January 2021

Monday 4 th	Development and Planning	6pm
	Community & Leisure Services	7pm
Monday 11 th	Neighbourhood Plan	6pm
	Human Resources	7pm
Monday 18 th	Development and Planning	6pm
	Finance and Policy	7pm
Monday 25 th	Town Council	6pm

Christmas Closure arrangements

2019 Arrangements

The office closed from Tuesday 24th December 2019 at 12:00 until Thursday 2nd January 2020 at 09:00.

Staff were allocated two discretionary days leave and would need to take one day's personal leave for 31st December 2019.

Proposal for 2020

That the office close Thursday 24th December at 12:00 until Monday 4th January at 9AM.

Monday 28th December, is Boxing Day bank holiday (substitute day)

That staff be allocated two discretionary days (29th and 30th December) and take one day of personal leave (31st December).

NB Memorial Gardens will require usual litter pick and checks to be undertaken by council staff throughout the holiday period.

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Cambridge Eastern Access consultation now open

Greater Cambridge Partnership sent this bulletin at 26-10-2020 09:48 AM GMT

[View as a webpage](#)



Good Morning,

We wrote to you earlier this year about the Cambridge Eastern Access project pre-consultation engagement.

Since then our Executive Board agreed at its meeting on 1 October to go ahead with a public consultation and we are pleased to be able to tell you that the consultation has launched today.

Full details of the options and ways in which you can respond are on our website at www.greatercambridge.org.uk/CEA-Consultation

The consultation is seeking views at an early stage in the project on five possible options to improve public transport and active travel to the east of Cambridge. We want to hear from anyone who lives in, works in, travels to or from, or has a business or commercial interest in the area.

We would usually hold public events as part of a consultation such as this. However, due to the Covid-19 pandemic and the ongoing need for social distancing we won't be holding face to face events. To enable people to find out more about the project and the options we will be holding online events so look out for details on our website and social media.

We recognise that not everyone has internet access or wants to use it and we don't want to exclude people from being able to respond. Brochures are being delivered to households and businesses in the area over the coming weeks and if you'd like to speak to us about the consultation please call us on 01223 699906.

We would also be very happy to attend virtual meetings to talk about the consultation. Please email contactus@greatercambridge.org.uk if you would like us to attend a virtual meeting.

The consultation closes at midday on Friday 18 December 2020. We look forward to hearing what you think of the options.

Kind regards,

Greater Cambridge Partnership

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If you wish to contact the Greater Cambridge Partnership, please email: contactus@greatercambridge.org.uk