



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 25th January 2021 at 6pm on Zoom

The link to join the meeting is:

<https://us02web.zoom.us/j/84934020940?pwd=c0RNa1JqblAweUhnT2l5Uk9VV1dYQT09>

Meeting ID 849 3402 0940 & password: 907641 Or by telephone: +441314601196

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. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 21st December 2020 and any matters arising (herewith)
5. **Newmarket Health and Wellbeing Survey** - To hear a presentation from Chris Pyburn (Public Health Manager, Suffolk County Council) and authorise any actions
6. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 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

7. **Suffolk Constabulary:** to receive a report (to follow)
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 and approve any recommendations from the Development & Planning meetings held on 04th January and 18th January 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 4th January 2021
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on the 11th January 2021
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting on the 11th January 2021
 - e) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 18th January 2021
11. **Newmarket Community Network** - To receive a report (verbal)
12. **Parking Working Group** - To receive a report and authorise any actions
13. **Clock Tower Project** – To receive a report, and authorise any actions
14. **Newmarket Soapbox Derby 2021** – To receive a report, and authorise any actions
15. **Cherry Tree Project** – To receive an update
16. **Correspondence**
17. Date of the next Meeting – **22nd February 2021**

Signed: *D. Baines*

Debbie Baines, Town Clerk

19th January 2021

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 21st December 2020 at 6:00 pm via Zoom**

Attendance:

Councillor M Jefferys (Town Mayor)
 Councillor Appleby
 Councillor J Borda
 Councillor J De'Ath
 Councillor A Drummond
 Councillor Y Fitzgerald

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

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, Sgt Vann – Suffolk Constabulary, P Winter, 1 Member of the Press and 5 Members of the Public.

Minute

- 20/12/1 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.
- 20/12/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)**
 Apologies were received from Cllrs Anderson and Bowen.
- 20/12/3 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.
- 20/12/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 23rd November 2020 and any Matters Arising.**
 The minutes of the last virtual meeting held on 23rd November 2020 were presented and the following was agreed:
- 20/12/4.01 Resolved**
That the minutes of the last virtual meeting held on 23rd November 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.
- 20/12/5 Public Open Session**
 Resident, Douglas Hall, gave thanks to Cllrs and NTC staff who helped the Community Network event "Father Christmas comes to Newmarket" to be a huge success.

Resident, Ian Young requested a response to an email he had sent to Cllr Hood

regarding the letters that were in the Newmarket Journal last week. He also thanked NTC for all of their hard work that they had done for the Community and wished everyone a Merry Christmas

20/12/6

Suffolk Constabulary

Sgt Vann wished everyone Merry Xmas and advised that a report on the recent meetings held with NTC had been circulated prior to meeting and congratulated NTC on their achievements under exceptional circumstances. He invited questions which included the following.

Was it possible to extend the hours of the PCSO to include later evenings? Sgt Vann advised that the PCSO was not an officer but part of the Police staff and it was not possible to extend their hours.

How much Police cover does Newmarket receive? Newmarket is covered 7 days a week by a pool of resources, Forest Heath Neighbourhood Response, Safer Neighbourhood team, pulse patrols, mobile patrols, civil investigators and the PCSO.

It was noted that the PCSO was not eligible for a smart phone provided by police and given that NTC fund the PCSO, Sgt Vann was asked to revisit this with the Constabulary.

The reports of the meetings held in December 2020 were received and noted.

Sgt Vann left meeting

20/12/7

Councillor Reports

Suffolk County Council (SCC) – None noted

West Suffolk Council (WSC) – Cllrs Drummond advised that he had sent reports to the Town Clerk who would forward to Members.

Cllr Kerby had watched the SCC meeting regarding recycling and noted the additional funds being available for Suffolk but noted there was no mention of any plans for Newmarket.

Cllr Hood advised that she was determined to get a facility for Newmarket and would continue her efforts to get it reinstated with the SCC Cabinet Member responsible for recycling.

Cllr Drummond advised that regular meeting were held with SCC however, the lease for the Newmarket site was held by Newmarket Open Door and efforts were being made to bring it back into SCC assets.

Ward -Cllr Yarrow advised that Flagship Housing were making arrangements to engage with residents at Icewell Hill.

Several potholes were reported in New Cheveley Road, Old Station Road, Hamilton Road, Rowley Drive and Elizabeth Avenue. Cllr Hood requested that photos of the potholes be sent to her along with the dates that they were reported to SCC Highways and she would take them forward.

Minutes of the Newmarket Town Council held on Monday 21st December 2020

Cllr Kerby reported that he was now a Trustee of the Voluntary Network and would report back on future meetings.

20/12/8

Announcements

The Mayor advised that in addition to normal Committee meetings and Working Groups his activities included the following:

26th November – Attended the opening of the Pop-Up Shop at the Racing Centre
2nd December - Newmarket Evolution and Transformation Project
4th December - Attended the Civic Leaders briefing RAF Mildenhall & Lakenheath
7th December - Judged the Christmas shop window display
17th December - Awarded 1st prize to Flowers Made with Love (Sun Lane)

The Deputy Mayor had no activities to report but expressed his disappointment regarding recent letters from councillors published in the Newmarket Journal, and in particular in respect of the debate regarding the PCSO SLA Renewal. He argued that NTC is not a place for party politics and urged everyone to continue to work together for the benefit of the residents that they all represented.

To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 30th November and 14th December 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 30th November and 14th December 2020.

14th December 2020 - DC/20/2047/ADV - Application for advertisement consent - two internally illuminated digital totem signs with static BID map to replace existing signage - Totem signs opposite No 15 and No 98 Highstreet Newmarket.

D/20/12/7.04 Resolved

The Committee voiced no objections and fully supports the application.

Town Clerk advised that the above comment had been submitted to West Suffolk and it was noted that Cllr Drummond had abstained and did not vote on this matter.

20/12/9.01 Resolved (D/20/12/13.01 Recommendation)

That the response from the Working Group to the Cambridge Eastern Access Consultation be adopted and submitted.

20/12/9

To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 7th December 2020

The Vice Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 7th December 2020.

20/12/10.01 Resolved (CL/20/12/7.01 Recommendation)

That the draft budget for the Community & Leisure Services Committee be received and adopted.

20/12/10.02 Resolved (CL/20/12/8.01 Recommendation)

Minutes of the Newmarket Town Council held on Monday 21st December 2020

That the venue hire fees be reduced from 1st April 2021 to ensure that they remain competitive and to encourage community use, as detailed in the report and be reviewed in 6 months' time.

20/12/10.03 Resolved (CL/20/12/8.02 Recommendation)

That option 2, izettle be accepted as the credit card processing provider.

20/12/10.04 Resolved (CL/20/12/8.03 Recommendation)

That the request to book the Memorial Hall for the Newmarket Jigsaw Festival and British Jigsaw Championships on Sunday 20th June 2021, be approved subject to compliance with any COVID safety regulations being applied at the time.

20/12/10.05 Resolved (CL/20/12/10.01 Recommendation)

That the quote from Green Wood Tree Surgery for £2,250+VAT to carry out the tree work in the Memorial Gardens be accepted.

20/12/10.06 Resolved (CL/20/12/11.01 Recommendation)

That the quote for hanging baskets for £5892.79+VAT for 2021 be accepted subject to confirmation of resources being available to water the baskets reviewed in February 2021.

20/12/10.07 Resolved (CL/20/12.14.01 Recommendation)

That a system be set up for old plants to be offered to Newmarket residents free of charge.

20/12/10.08 Resolved CL/20/12/15.01 Recommendation)

That the fence at the New Cheveley Road Allotments be repaired as a priority using £2500 from the EAR marked reserve with West Suffolk Council matching the NTC funding.

20/12/10 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 14th December 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 14th December 2020.

20/12/11.01 Resolved (F/20/12/10.01 Recommendation)

That thanks be given to the RFO for an excellent External Audit Report.

20/12/11.02 Resolved (F/20/12.112.01 Recommendation)

That the policy C2 Social Media & Electronic Communication Policy be adopted and be reviewed in two years' time.

20/12/11.03 Resolved (F/20/12/11.02 Recommendation)

That a Working Group be set up comprising of Cllrs Jefferys, O'Neill, Appleby and Yarrow and Douglas Hall representing the Public, with a remit of reviewing Standing Orders and reporting back to a future meeting.

20/12/11 **Budget 2021/2022**

A report outlining budget and precept proposals for the financial year 1st April 2021 to 31 March 2022 had been circulated with the meeting papers. The draft budget submitted for approval represented a 0% increase compared to that of the previous financial year.

Councillors were asked to:

1. approve the Budget for 2021/2022:

<i>Committee</i>	<i>Income</i>	<i>Expenditure</i>	<i>Net Expenditure</i>
Finance & Policy	£ 1,075.00	£ 158,645.00	£ 157,570.00
Human Resources	£ -	£ 174,000.00	£ 174,000.00
Community Services	£ 65,100.00	£ 209,645.00	£ 144,545.00
Leisure Services	£ 27,700.00	£ 206,699.00	£ 178,999.00
Neighbourhood Plan	£ -	£ 10,000.00	£ 10,000.00
Total	£ 93,875.00	£ 758,989.00	£ 665,114.00

2. agree a 2021/2022 Precept for submission to West Suffolk Council of £665,114

The draft Committee budgets and precept proposal were considered and the following was agreed:

20/12/12.01 Resolved

That the draft Committee budgets for 2021/2022 be received and adopted and that the cash Precept required from West Suffolk Council for 2021/2022 be set at £665,114

20/12/12 **West Suffolk Local Plan Consultation**

The Working Group response to the West Suffolk Local Plan Consultation was presented and considered and the following was agreed:

20/12/13.01 Resolved

That the Working Group response to the West Suffolk Local Plan Consultation be received and submitted.

20/12/13 **COVID-19 – Impact on Town Council Functions and Services**

Closure of the Memorial Hall – Town Clerk confirmed that following current advice, the Memorial Hall would remain closed with staff working from home where possible and that the situation would be reviewed in January 2021.

Virtual Town Council and Committee Meetings

Town Clerk confirmed that following the current advice, all Town Council and Committee meetings should continue to be held via Zoom and that current legislation permitted council meetings to take place virtually up until May 2021

20/12/14 **Newmarket Community Network**

The Mayor advised that the Newmarket Community Network event held on Friday night had been a huge success and showed how the Community of Newmarket could come together to bring a feeling of Christmas to residents and children. He gave thanks to the Cllrs and staff and the numerous organisations that had stepped in to help deliver this uplifting event. Well done to everyone involved.

Minutes of the Newmarket Town Council held on Monday 21st December 2020

20/12/15 Parking Working Groups

The Chairman of the Parking Working Group advised that there was nothing further to report, however, the process of introducing a Residents Parking Zone to the All Saints area had started and further updates would follow.

20/12/16 Correspondence

- Residents requests to ease parking restrictions at the layby by the Clock Tower would be referred to the Parking Working Group.
- Weatherby Crossing 2018 Inquiry – the Secretary of State’s decision not to include Weatherby in a list of Suffolk crossings earmarked by Network Rail for closure was welcomed and noted.
- Letter from Cheveley Parish Council confirming a contribution of £1,000 to the Weatherby Crossing 2020 Inquiry costs was received and welcomed.
- SALC Member Survey – Town Clerk would respond on behalf of NTC. Any views or comments should be sent to the Town Clerk.
- West Suffolk consultation on the cumulative Impact Policy was expected to commence mid-January 2021.
- Invitation to councillors to attend a Beat the Streets presentation via Teams on 13th January 2021 BID was noted.

20/12/17 DATE OF THE NEXT VIRTUAL MEETING

Monday 25th January 2021 at 6:00pm.

The Mayor wished everyone a Merry Christmas.

Meeting closed at: 6:45pm

Signed: _____

Date: _____

Newmarket Town Council

Summary update: Improving the mental and physical health of Newmarket Residents: Next steps for the Town Survey

Meeting Date: Monday 25 January, 2021

Author: Chris Pyburn
Public Health Manager
Public Health, Suffolk County Council

Summary of work to date

1. Suffolk's Public Health team has been working with the Newmarket community to improve residents' mental and physical health. This is informed by data which demonstrates indicators of poor health in some areas and a higher prevalence of suicide in the town compared to other Suffolk towns.
2. One specific activity that has been identified is to develop and conduct a town survey among those who live and work in Newmarket. The survey is being conducted in stages, with the two most recent surveys including connected communities and young people's emotional wellbeing. A summary of survey results has been shared previously as part of the June and October 2020 meetings.

Survey Stage	Focus (N.B. General wellbeing is included as a topic at each stage of the survey)	When conducted	Results available
1	Opportunities for physical activity; general wellbeing	November-December 2018	June 2019
2	'Connected communities' (i.e. what voluntary/ formal support is available to avoid issues associated with social isolation, crime and anti-social behaviour and other issues that can have positive and negative impacts on local communities)	September – October 2019	March 2020
3	Young people's emotional wellbeing and the impact of the local environment on mental health (aged 9-24)	January - March 2020	March 2020

3. This paper provides a brief overview of progress and current status with the Town Survey and invites Town Council to consider where the continuing work to deliver the action plan should be positioned. Town

Council are also asked to consider whether a fourth survey is necessary.

Making the connection – Next steps and links with strategic planning in Newmarket

4. In October 2020, an extraordinary meeting of the Town Council considered feedback from the second and third stage surveys and sought to categorise them against community actions within Newmarket's Neighbourhood Plan. The collated outcome of this exercise is available in **Appendix 1**.
5. There was broad agreement that the survey feedback relating to connected communities (survey stage 2) and young people's emotional wellbeing (survey stage 3) is consistent with priorities set by the Neighbourhood Plan and Young People's Strategy (NB the latter is set to be discussed by Town Council at the end of January).
6. The Town Survey and its outcomes have prompted considerable discussion and action since the commencement of the survey in 2019 and has instilled a focus on supporting community wellbeing among local partners over the past 18 months.
7. Since the Town Survey timeline was established, supported by a multi-agency steering group, much has changed. The West Suffolk Alliance group has been established, as has the development of the Young People's Strategy, and – as of early 2021 - a new stakeholder group focusing on increasing movement through physical activity has also convened.
8. The Town Council is asked to consider where the responsibility for delivering the outcomes of the Town Survey should be positioned within the context of the forums listed above, and how best to collaborate with existing forums to deliver on the outcomes of the Town Survey. One option could be the establishment of a sub-group with a focus on this work, or alternatively integrating this within the remit of another strategic forum.

Fourth survey topic

9. The original timeline for the Town Survey proposed four stages to inform the plan to improve the physical and mental health and emotional wellbeing of Newmarket residents. This is informed by health indicators and the county's suicide audit. In late 2020, Public Health Suffolk updated the Place Based Needs Assessment for Newmarket, which highlighted priorities for health and wellbeing partners to improve the health of the population. In December 2020, the Director of Public Health published his Annual Report, with a focus on addressing health inequalities.

10. With the wealth of data offered by the publications listed above, the ongoing COVID-19 pandemic, latest national Census set to take place in March and County Council elections due in May, it may be timely to review the original commitment to conduct four surveys. Therefore, Town Council are asked to consider one of the following options:

Option 1: Agree not to continue with a fourth survey

Option 2: Agree to continue with a fourth survey and the resulting timeline

Option 3: Postpone a further survey pending further review later in 2021

11. Should Town Council agree the need for a fourth survey, the following topics are proposed for consideration:

- The impact of the COVID-19 pandemic on physical and mental health
- Increasing physical activity among Newmarket residents (all-age)
- Another topic proposed by the Town Council

Next steps

12. Newmarket Town Council is invited to consider how it can continue to support a programme of work to improve the mental and physical health outcomes for the residents of Newmarket

13. Public Health will provide future updates on progress and will involve the group as appropriate at future events and activities, ensuring this work links in with other initiatives in and around Newmarket.

References and Additional Information

Newmarket Place Based Needs Assessment

<https://www.healthysuffolk.org.uk/jsna/pbna>

Suffolk's Annual Public Health Report: A Time to Change – Working Towards Better Health For All www.healthysuffolk.org.uk

Newmarket Health Profile <https://fingertips.phe.org.uk/profile/health-profiles>

Suffolk Lives Matter (suicide prevention)

<https://www.healthysuffolk.org.uk/projects/suffolk-lives-matter>

Improving health and wellbeing in Newmarket

<https://www.healthysuffolk.org.uk/projects/5-ways-to-wellbeing/wellbeing-in-newmarket>



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 4th January 2021 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
 Councillor T Kerby

Also Present: D Baines – Town Clerk, J Ashton – Minute Assistant and 1 Member of the 4 Members of the Public.

Minute

- D/21/01/1 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/21/01/2 Apologies**
 Apologies were received from Cllr Yarrow.
- D/21/01/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
 Cllr Hood declared a nonpecuniary interest in planning applications DC/20/2135/FUL and DC/20/2110/FUL and abstained from voting.
- D/21/01/4 To Confirm the Minutes of the Meeting Held on Monday 14-December 2020 and Matters Arising**
 Members received the minutes of the Development & Planning Committee held on 14th December 2020 and the following was agreed:
- D/21/01/4.01 Resolved**
That the minutes of the Development & Planning Committee held on 30th December 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.
- There were no matters arising.
- D/21/01/5 Public Open Session**
 No member of the public wished to speak.
- D/21/01/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered**
 The NNP Tree Policy applied to the tree applications and Policy 30 Shop Fronts would

apply to applications DC/20/2122/FUL, DC/20/2123/LB - 37 The High Street.

D/21/01/7 Planning Applications

There were no applications to be considered for Week 50

Week 51

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

D/21/01/7/1 DC/20/2135/FUL - Full Planning Application Planning Application - detached American barn - Woodlands Stables The Severals Newmarket, Suffolk.

D/21/01/7.01 Resolved

The Committee voiced no objections.

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

D/21/01/7/2 DC/20/2110/FUL - Full Planning Application - Planning application - detached hay barn - Somerville Lodge Fordham Road Newmarket.

D/21/01/7.02 Resolved

The Committee voiced no objections.

D/21/01/7/3 DC/20/2158/HH - Householder planning application - conversion of existing garage and garden store into games room and office -10 Cecil Lodge Close Falmouth Avenue Newmarket.

D/21/01/7.03 Resolved

The Committee voiced no objections.

A member of the public joined the meeting.

D/21/01/7/4 DC/20/2122/FUL - Planning application - a. change of use of first and second floor from Class E (Commercial, business and service) to two residential flats (class C3) b. single storey rear extension - 37 High Street Newmarket.

D/21/01/7.04 Resolved

The Committee voiced no objections subject to complying with the Shop Front Policy and building regulations regarding fire safety measures.

D/21/01/7/5 DC/20/2123/LB - Application for listed building consent - a. refurbishment of existing shop front including re-opening of door to the left b. staircase leading to first floor following demolition of existing staircase and in filling first floor c. single storey rear extension d. removal of rear flat roof e. partition wall between shop unit and staircase f. stud wall and door to create staff room at the rear of shop g. replacement ceiling to ground, first and second floor and removal of existing finishes, fixtures and fittings for redecoration h. over landing first and second floor i. partitions to first and second floor to separate proposed rooms j. installation of shower room and kitchen at first and second floor k. internal fire doors soft skirting and architraves to first and second floor l. replacement staircase from first to second floor m. improvements to existing roof n. all existing windows to be refurbished and decorated with double glazing - 37 High Street Newmarket.

D/21/01/7.05 Resolved

The Committee voiced no objections, subject to approval of the application by the Listed Building Officer.

D/21/01/7/6 DC/20/2214/TCA - Trees in a conservation area notification - two Norway maple (T11, T13 on plan) reduce branches on east side of canopy 3 metres; one Lime (T14 on plan) reduce branches to neighbouring side by 2.5 metres - Peel House, 1 Cheveley Road Newmarket.

D/21/01/7.06 Resolved

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

D/21/01/8 Amended and Deferred Planning Applications

D/21/01/8/1 DC/20/0624/FUL - Planning Application - four flats to rear of 143 All saints Road (including vehicular access) - 143A All Saints Road, Newmarket, Suffolk.

D/21/01/8.05 Resolved

The Committee reiterated their previous objections on the grounds of it being an over development of the site and lack of parking provision.

D/21/01/9 East Cambs Planning Applications

D/21/01/9/1 20/0141/FUL - Construction of 3no terraced 3-bedroom houses, 1no 2-bedroom storey and one-half house, 2no detached 3-bedroom houses and 2 no storey and one-half semidetached houses, together with new access road - Newmarket Town Football Club Cricket Field Road Newmarket Suffolk.

D/21/01/9.01 Resolved

The Committee objected on the grounds of it being an over development of the site, adding to significant existing parking problems, light and noise pollution for residents.

Town Clerk was asked to copy NTC's comments to East Cambridgeshire Cllrs A Starkey and A Sharp.

D/21/01/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks 50 & 51.

Applications	Description	Address	WS Decision	NTC Decision
DC/18/2305/FUL	Application to discharge condition 3 (refuse/recycling bins) of application DC/18/2305/FUL - Discharge of Condition(s)	Land at Willie Snaith Road Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/20/1894/TCA	Works to trees in Conservation Area 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	Approved	No objections
DC/20/1897/TCA	Works to trees in Conservation Area Trees in a conservation area notification - two Horse chestnut (T6 and T8 on plan) two Sycamore (T25 and red mark in G2 on plan) one Elm (T29 on plan) fell	The Kremlin 1 Bury Road Newmarket Suffolk	Approved	Objected
DC/20/1854/TCA	Works to trees in Conservation Area 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	Approved	No objections
DC20/1796/P20P	Prior Approval Offices to dwellings	30-32 High Street	Approved	No objections

A	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	Newmarket Suffolk		
DC20/1669/FUL	Full Planning Application 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)	Somerville Lodge Fordham Road Newmarket	Approved	No objections
DC/20/1242/TPO	Works to TPO's TPO181(1972) Tree preservation order - one Horse chestnut (T1 on plan) - fell; T2 Lime reduce to previous pollard reduction points (crown height reduction of approximately 4-6 metres)	2 Seymour Close Newmarket	Approved	Objected
DC/20/1636/HH	Householder planning application - (i) first floor side extension (ii) chimney to gable end	4 Malcolm Way Newmarket	Approved	No objections

D/21/01/11 Delegation Panel Decisions

As a member of the WSC Development Control Committee, Cllr Drummond abstained from voting on this application.

D/21/01/11/1 DC/20/1708/HH - Householder planning application - (i) single storey rear extension (ii) conversion of garage into habitable space - 11 St Marys Square.

Members were advised that this application to demolish the existing extension and to build a newly designed building, would be considered by WSC Development Control Committee on 6th January. The following was agreed:

D/21/01/11.01 Resolved

That the Town Clerk and the Ward Member District Cllr Lay, attend and speak at the Committee hearing to submit the previous objections of the D&P Committee.

D/21/01/12 To Discuss any Licensing Applications

None noted.

D/21/01/13 Correspondence

West Suffolk Tree Officer's comments regarding DC/20/1993/TPO – Prestige Stables were noted.

D/21/01/14 Date of Next Meeting

Monday 18th January 2021 at 6.00pm via Zoom.

D/21/01/15 To Note any Items for Next Meeting

- Feedback on attendance at the hearing for application DC/20/1708/FUL.

Meeting closed at 6:36pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 18th January 2021 at 6.00pm via Zoom**

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

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

Minute

D/21/01/16 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/21/01/17 Apologies

Apologies were received from Cllrs Drummond and Hood. Cllr Kerby was absent.

D/21/01/18 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/21/01/19 To Confirm the Minutes of the Meeting Held on Monday 04th January 2021 and Matters Arising

Members received the minutes of the Development & Planning Committee held on 04th January 2021 and the following amendment was made:

Page 1 - D/21/04 – date of the previous meeting was changed to 14th December 2020.

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

D/21/01/19.01 Resolved

That the minutes of the Development & Planning Committee held on 04th January 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

Matters arising:

Page 2 – DC/20/2158/HH – this application had been considered at the 4th January 2021 meeting and there were no objections.

D/21/01/20 Public Open Session

No member of the public wished to speak.

D/21/01/21 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

None noted.

D/21/01/22 Planning Applications

Week 52

D/21/01/22/1 DC/20/2158/HH - Householder planning application - conversion of existing garage and garden store into games room and office - 10 Cecil Lodge Close Falmouth Avenue Newmarket.

This application was considered on the 4th January 2021 and no objections had been raised.

There were no applications to be considered for Week 53

Week 01

D/21/01/22/2 DC/20/2179/FUL - Planning application - partial change of use of first floor shop (Class A1) to two residential dwellings (class C3) - 6-7 Crown Walk Newmarket.

D/21/01/22.02 Resolved

The Committee voiced no objections.

D/21/01/23 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks 52 & 53.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/1905/HH	Householder planning application - single storey rear extension (following demolition of utility and conservatory)	29 Edinburgh Road Newmarket	Approved	No objections
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	Refused	Objected
DC/20/1991/TPO	TPO 04 (2012) tree preservation order - one Yew (T1 and on plan and T15 on order) crownraise to 3.5 metres above ground all round, reduce lateral crown spread to East-North-East by up to 1 metre	1 Arborfield Drive Newmarket Suffolk	Approved	No objections
DC/20/1990/TPO	TPO 001 (2014) Tree preservation order - one Prunus (134 on plan within G2 on order) and one Elm (86 on plan and within G3 on order) fell, one Sycamore (6 on plan within G3 on order) pollard at regrowth points, approximately 3 metres above ground level	Prestige Stables Snailwell Road Newmarket Suffolk	Approved	Objected
DCON(A)/20/0193	Application to discharge condition 4 (arboricultural method statement) and 5 (tree protection measures) of DC/20/0193/HH	100 Weston Way Newmarket Suffolk	Approved	Not considered
DC20/1955/HH	Householder planning application - a. single storey rear extension b. single storey extension to garage	6 Wyndham Way Newmarket	Approved	No objections
DC/20/1917/HH	Householder planning application - dropped kerb to enable vehicular access	47 Freshfields Newmarket	Approved	No objections

DC/20/1893/TPO	TPO 012 (1956) Tree preservation order - one Horse Chestnut (T1 on plan within A1 on order) – pollard to previous points	17 Collings Place Newmarket Suffolk	Approved	No objections
DC/20/1230/HH	Householder planning application - summerhouse to rear garden	16 Brickfields Avenue Newmarket	Approved	No objections

D/21/01/24 Planning Decision DC/20/1708/HH – 11 St Mary’s Square

D/21/01/24/1 DC/20/1708/HH - Householder planning application - (i) single storey rear extension (ii) conversion of garage into habitable space - 11 St Marys Square.

It was noted that this application had been approved.

D/21/01/25 Delegation Panel Decisions

None noted.

D/21/01/26 To Discuss any Licensing Applications

None noted.

D/21/01/27 Correspondence

Newmarket Cumulative Impact Assessment – Decision to delay the public consultation further due to the current lockdown was noted

D/21/01/28 Date of Next Meeting

Monday 1st February 2021 at 6.00pm via Zoom

D/21/01/29 To Note any Items for Next Meeting

- Queensbury Lodge

Meeting closed at 6:15pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 4th January 2021 at 7:00 pm via Zoom**

Attendance:

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

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

Also Present: D Baines – Town Clerk, C Argyroudi – Events manager, J Ashton – Minute Assistant, 1 Member of the Press and 3 Members of the Public.
 Minute

CL/21/01/1 Chairman To Read Fire Safety Notice And Announce That Proceedings May Be Filmed Or Recorded

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/21/01/2 Apologies For Absence

Apologies were received from Cllr Yarrow. Cllrs Anderson and Bowen were absent.

CL/21/01/3 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

None noted.

CL/21/01/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 7th December 2020 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 7th December 2020 and the following amendment was made:

Page 3 - CL/20/12/11.01 Recommendation – was amended to include hanging baskets and all Town planting.

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

CL/21/01/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 7th December 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/21/01/5 Public Open Session

No members of the public wished to speak.

CL/21/01/6 To Receive the Accounts for December 2020

The accounts for December 2020 were received and noted.

CL/21/01/7 Cemetery

There were no matters to report.

CL/21/01/8 Memorial Gardens

Monthly Play Area Inspection (December) – There were no matters of concern to report.

CL/21/01/9 Clock Tower Project

Quotations for the works had been submitted, were being reviewed and would be reported to the next meeting.

CL/21/01/10 Christmas Lights 2021

The Mayor reported that with the current contract ending, swift action was required to find an alternative supplier and the following was agreed:

CL/21/01/10.01 Recommendation

That a Working Group be set up comprising of the Mayor, Town Clerk, Events Manager and Philippa Winter with a remit of recommending an alternative supplier for next year.

Town Clerk was asked to conduct an inventory all lighting and infrastructure belonging to NTC.

CL/21/01/11 Commemorative event to mark 80 years since the Newmarket Bombing

The Events Manager reported that the planned event in February 2021 had been cancelled and she was asked to agree a new date with the History Society possibly for September 2021. The following was agreed:

CL/21/01.11.01 Recommendation

That the planned event to be held in February 2021 be postponed and that a new date be agreed.

Members were asked to consider a location for a Commemorative plaque on the outside of the Memorial Hall or in the Memorial Gardens. This will be considered when the design has been submitted.

CL/21/01/12 Correspondence

None noted.

Date Of Next Meeting

Monday 1st February 2021 via Zoom.

CL/21/01/13 ITEMS FOR NEXT AGENDA

- Cemetery matters
- Memorial Gardens
- Clock Tower
- Christmas lights
- Newmarket Bombing event
- Queen's Jubilee

Meeting closed at 7:17pm

Signed _____

Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee Held on Monday 11th January 2021 at 6:00 pm via Zoom

Attendance:

Councillor A Appleby (Chairman)
Councillor J De'Ath
Councillor A Drummond
P Winter

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

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, Cllr A Starkey – ECDC, Tracey Harding – Discover Newmarket, 3 Members of the Newmarket Rail Group, 1 Member of the Press and 5 Members of the Public.

Minute

-
- N/21/01/1 Chairman to Announce that Proceedings May be Filmed or Recorded**
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/21/01/2 Apologies for Absence**
Apologies were received from Cllrs Hood and Kerby. Cllr Bowen was absent.
- N/21/01/3 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**
None noted.
- N/21/01/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 9th November 2020 and Any Matters Arising**
Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 9th November 2020 and the following was agreed:
- N/21/01/4.01 Resolved**
That the minutes of the Neighbourhood Plan Committee meeting held on Monday 9th November 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/21/01/5 Presentation by Newmarket Rail Group**
Cllr A Starkey gave a presentation outlining the work of the Newmarket Rail Group. They are currently working of a Strategic Outline Business Case to be submitted to Network Rail and the Department of Transport in the Spring. The presentation will be circulated to all Members.

The Chairman thanked the Rail Group for the informative presentation and the Group left the meeting.

N/21/01/6 Public Open Session

No members of the public wished to speak.

N/21/01/7 To Receive the Accounts for December 2020

The accounts for December 2020 were received and noted.

N/21/01/8 COMMUNITY ACTIONS WORKING GROUP

Cycling & Public Transport (E4/E9) – SCC would resume work on their masterplan in the Spring with a Public Consultation. Changes to yearly railway season tickets from covering a full working week to 2-3 days, in order to reduce costs were being considered.

Public Realm & Associated Initiatives (F3/C3) – It was planned to replace 3 trees at Icewell Kill to prevent parking on the verge, however the Tree Officer had confirmed that the remaining cherry tree was not dead and could not be removed.

Parking Strategy (E10) – There were no matters to report.

SEND Provision (B3i) – There were no matters to report.

Yellow Brick Road (C7) – A report on a recent survey of the Newmarket Brook was presented showing that the overgrown vegetation was the main issue preventing access to the Brook to remove debris and litter. Cllr Drummond had already reported this to West Suffolk and a response was awaited.

Museum Working Group (A7)/ Local History Trail – There were no matters to report.

Volunteer Working Group – There were no matters to report.

N/21/01/9 PEDESTRIAN CROSSINGS

There was no update available.

N/21/01/10 RECYCLING IN NEWMARKET

There was no update available.

N/21/01/11 FUTURE MATTERS

Presentation on horse crossings

N/21/01/12 DATE OF NEXT MEETING

Monday 8th February 2021 via Zoom.

N/21/01/13 ITEMS FOR NEXT AGENDA

- **Working Group reports**

Meeting closed at 6:53pm

Signed _____ Date _____

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 11th January 2021 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant and 2 Members of the Public.

Minute

H/21/01/1 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 were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.

H/21/01/2 Apologies for Absence

Apologies were received from Cllrs Hood and Kerby. Cllr Bowen was absent.

H/21/01/3 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 Member's Dispensation

None noted.

H/21/01/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 11th November 2020 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 11th November 2020 and the following was agreed:

H/21/01/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 11th November 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/21/01/5 Public Open Session

No members of the public wished to speak.

H/21/01/6 To Receive the Financial Accounts for Human Resources

The HR accounts for December 2020 were received and noted.

H/21/01/7 Date of Next Meeting

Monday 8th February 2021 via Zoom.

H/21/01/8 **Items for Inclusion on Next Agenda**
None noted

H/21/01/9 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/01/9.01 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/21/01/10 *****Staff Update*****

Town Clerk presented 3 options for appointing a cleaner to cover future commitments. Clarity on the termination of the agency contract was required and the following was agreed:

*****H/21/01/10.01 Recommendation*****

That the Town Clerk, Chairman and Cllr Drummond review the agency contract for the cleaner and seek clarification on termination fees. That they be given delegated powers to appoint a permanent cleaner to cover future commitments.

Town Clerk reported that Staff reviews were being scheduled.

H/21/01/11 *****To Consider Requests for Staff Training*****

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

*****H/21/01/11.01 Recommendation*****

That the requests for Staff training be approved.

Meeting closed at 7:21pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th January 2021 at 7:00pm via Zoom**

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor J Borda

Councillor A Drummond
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, Cllr P Hulbert - NTC, 1 Member of the Press and 1 Member of the Public.

Minute

F/21/01/1 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/21/01/2 Apologies for Absence

Apologies were received from Cllr Hood. Cllrs Bowen and Kerby were absent.

F/21/01/3 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

None noted.

F/21/01/4 To Confirm the Minutes of the Meeting Held on 14th December 2020 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 14th December 2020 and the following was agreed:

F/21/01/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 14th December 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/21/01/5 Public Open Session

Resident Douglas Hall spoke to item 11 Discover Newmarket and item 9 Weatherby Crossing fees.

Cllr Hulbert also spoke to item 9 and was advised that no costs could be awarded to NTC by Network Rail.

-
- F/21/01/6** **Submission of Schedules of Payments for Information CB1 - CB4 for (December 2020)**
Members reviewed CB1 - CB4 and the following was agreed:
- F/21/01/6.01 Recommendation**
That the ratification of the schedules of payments for the period 01/12/2020 – 31/12/2020 (Cash Book 1 - 4) be received and adopted.
- F/21/01/7** **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 31/12/2020 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
- F/21/01/8** **To Receive the Income and Expenditure for December 2020**
The Income and Expenditure reports for December 2020 were received and noted.
- F/21/01/9** **Weatherby Crossing Inquiry Fees**
A report regarding the final invoice and total costs was received and noted. Options for payment of the invoice were considered and the following was agreed:
- F/21/01/9.01 Recommendation**
That the following transactions be made:
- Virement of £2,537 from 4114/101 Other Projects/Reserves 20/21 to 4056/101 Legal Fees; virement of £7,000 from 4113/101 Rolling Capital Reserve 20/21 to 4056/101 Legal Fees; virement from 4026/101 Insurance at £2,971 & 4071/101 Publicity at £470.**
- It was noted that this option would impact the General Reserve target by reducing the planned booster by £7,000.
- F/21/01/10** **Newmarket PCSO**
Town Clerk advised that she was meeting with the PCSO every two weeks and encouraged councillors to notify her of any issues they would like raised. There had been no update on the Police supplying a mobile phone and the following was agreed:
- F/21/01/10.01 Recommendation**
That provision of a mobile phone for the PCSO be explored at a minimum cost.
- F/21/01/11** **Discover Newmarket**
A report on past contributions was noted and the option to extend the contribution was considered. The following was agreed:
- F/21/01/11.01 Recommendation**
That the NTC contribution to Discover Newmarket be continued with a contribution of £5,000 for 2021/22 and be reviewed next year.

F/21/01/12 Health & Safety

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

F/21/01/13 Town Council Constitution – To Review Policy Documents

The Internal Controls Working Group had reviewed the Risk Management Scheme, and the Internal Controls document. The following was agreed:

F/21/01.13.01 Recommendation

That the reviewed and amended Risk Management Scheme and Internal Controls document be received and adopted.

A revised Corporate Strategy document was received and the following was agreed:

F/21/01.13.02 Recommendation

That the reviewed and amended Corporate Strategy be received and adopted.

The Medium-Term Financial Plan, would be presented to a future meeting.

The Standing Orders Working Group had held their first meeting and would report back with recommendations to a future meeting of the F&P committee.

F/21/01/14 Suffolk Chamber of Commerce

The renewal of the subscription was considered and the following was agreed:

F/21/01/14.01 Recommendation

That the annual membership subscription of £300 +VAT be renewed for 2021-2022 and that a presentation by the Suffolk Chamber of Commerce be made at a future date to F&P.

F/21/01/15 Correspondence

West Suffolk financial support for the impact of Covid-19 on the tax base for 2021 – 2022 with a one-off grant was welcomed and noted.

F/21/01/16 Date of Next Meeting

Monday 15th February 2020 via Zoom.

F/21/01/17 Items for the Next Agenda

- Presentation by the Suffolk Chamber of Commerce.

Meeting closed at 7:30pm

Signed _____ Date _____



Report to	Full Town Council	
Subject	Clock Tower Roundabout Project	
Purpose	Decision	
Classification	Unrestricted	
Meeting date	25/1/2021	Item number: 13
Written By	Cathy Whitaker RFO	

Summary: This report outlines details regarding the proposed Clock Tower Roundabout Project. Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Receive and consider quotes for the proposed Clock Tower Roundabout Project works.
2. Resolve to proceed with the project.
3. Approve a contractor quote.
4. Consider options for care and maintenance.

1.	Introduction
a.	Thomas Hoblyn has been engaged to project manage the tender process.
b.	Three quotes have been tendered for the Clock Tower Roundabout Project work.
2.	Context
a.	The Clock Tower Roundabout Project has been in the planning for the last two years, with financial preparation being made within annual budgets and funds transferred into the Ear-Marked Reserve for that purpose.
3.	Proposal/Options
a.	EASTSCAPE: Quote attached - £35,661.00
b.	PRO-SCAPE: Quote attached - £48,335.15 – known contractor; this contractor carried out the Memorial Garden Masterplan Project
c.	GADD BROTHERS: Quote attached - £51,551.00 – excludes kerbing works which it is estimated would be a further c. £18K
4.	Financial/Resource Implications
a.	Total funds available for this project from current and next year budget and Ear-Marked Reserves = £58,662
b.	It is recommended that there is a first-year maintenance plan to care for the extensive planting and landscaping whilst it settles in and a further reduced maintenance plan for following years, which would require budgeting. <i>One quotation received to cover year one: Proscape, £1,440 for 18 visits to include weeding, pruning, litter collection and watering. Additional watering visits should the weather dictate £70 per visit.</i>
5.	Next Steps/Recommendations
a.	To consider the quotes for the Clock Tower Roundabout Project
b.	To resolve to proceed with a preferred contractor
c.	To consider a quotation for maintenance and watering of the planting for year one



Thomas Hoblyn
GARDEN DESIGN

Newmarket Roundabout
Tender Summary

Item	Eastscape		Pro-Scape		Gadd Brothers	
1. Clearance	£	4,240.00	£	2,893.70	£	16,840.00
2. Soil	£	4,625.50	£	4,796.22	£	Incl. above
3. Kerbs	£	5,205.00	£	18,550.32	£	Excl.
4. Planting	£	Incl. below	£	6,656.00	£	Incl. below
5. Plants	£	19,346.00*	£	13,021.21	£	29,291.00
6. Preliminaries	£	2,245.00	£	2,417.70	£	5,420.00
Total	£	35,661.00	£	48,335.15	£	51,551.00

All prices are exclusive of VAT.

This document is to be read in conjunction with:

- the quotes and additional reports/documents submitted by the tenderers.
- the more detailed tender report (Summary and Notes) prepared by THGD.

EAST SCAPE

james@eastscape.net

07962 174615

Thank you for asking me to look at this work.

Site safety

To supply the relevant licences and documentation to suffolk council

To supply Protective fencing and welfare facilities

£2245

Clearance

Removal of existing vegetation and excavation of existing soil to a depth of 450mm

£4240

Hard landscaping

To install 147lm of curb stones 100mm above existing pavement level within the planting boarder.

£5205

Topsoil

Import 98 ton of topsoil to a minimum depth of 450mm covering the whole landscaped area.

£4625

Planting

Trees - To supply and plant with anchors and root barriers size 12-14

£1640

Shrubs - To supply and plant as specified size 5l

£5279

Roses - To supply and plant as bare root specimens

£396

Perennials - To supply and plant as specified size 3l

£3771

Pc sum

Bulbs - To be planted in the Autumn when in season and available

£8260

All prices are excluding VAT charged at 20%

Please don't hesitate to contact me if you have any questions

Regards



Thomas Hoblyn Garden Design

Mansard House
Low Street
Bury St Edmunds
IP31 1AR

Burnside
Bury Road
Whepstead
Bury St Edmunds
Suffolk, IP29 4SZ

Location : - Newmarket High Street

Job No: - 9008

Item	Qty	Unit	Description	Size	@	Rate	Total
Phase 1							
1	1	Item	To clear out and dispose of existing shrubs		@	2,893.70	2,893.70
2	1	Item	To supply and incorporate soil improver to the planting beds, approximately 150mm over the beds		@	4,796.22	4,796.22
3	148	LM	To supply and install Charcon Ecokerb 145x255mm		@	125.34	18,550.32
4	1	Item	To prepare and mulch beds To receive delivery and plant plants		@	6,656.00	6,656.00
5			To supply only the following plants				
			Trees				
	5	No	Platanus acerifolia	10-12cm	@	51.30	256.50
			Shrubs				
106	No		Euonymus 'Jean Hughes'	5 Ltr	@	7.76	822.56
108	No		Hebe rakaiensis	5 Ltr	@	7.09	765.72
4	No		Ilex aquifolium	10 Ltr	@	13.43	53.72
137	No		Pittosporum tenuifolium 'Tom Thumb'	5 Ltr	@	8.03	1,100.11
			Roses				
4	No		Rosa 'Buff Beauty'	BR	@	3.98	15.92
4	No		Rosa 'Cecil Brunner'	BR	@	17.48	69.92
3	No		Rosa 'Kew Gardens'	BR	@	17.48	52.44
3	No		Rosa 'Nevada'	BR	@	17.48	52.44
4	No		Rosa 'Penelope'	BR	@	5.33	21.32
4	No		Rosa 'Suffolk'	BR	@	3.98	15.92
			Perennials				
174	No		Alchemilla mollis	9cm	@	1.76	306.24
149	No		Hakonechloa macra	9cm	@	2.63	391.87
168	No		Pachysandra terminalis	9cm	@	1.49	250.32
			Bulbs				
507	No		Allium 'Globemaster'	BULB	@	2.36	1,196.52
597	No		Allium 'Pink Jewel'	BULB	@	1.62	967.14
539	No		Allium caeruleum	BULB	@	0.34	183.26
385	No		Allium 'Purple Sensation'	BULB	@	0.34	130.90

QUOTATION



406	No	Allium sphaerocephalon	BULB	@	0.34	138.04
605	No	Hesperantha 'Jennifer'	BULB	@	1.01	611.05
587	No	Hesperantha 'William H. Bryant'	BULB	@	1.01	592.87
670	No	Hesperantha coccinea	BULB	@	1.01	676.70
6	6	Wk	To supply, install and maintain a small compound for storage, toilet and fencing for work areas for 6 weeks. - Including fee to SCC for use of the public street for storage			
				@	118.38	710.28
7	6	Wk	Additional cones, barriers and signage to be moved around various work areas when required			
				@	218.32	1,309.92
8	5	No	Root barrier to each tree pit Irrigation pipe to each tree			
				@	79.50	397.50

TOTAL:	£ 43,985.42
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Phase 2 - Supply and plant the following during the Autumn

613	No	Nerine bowdenii	BULB	@	2.66	1,630.58
728	No	Nerine sarniensis	BULB	@	2.66	1,936.48
339	No	Tulipa 'Angelique'	BULB	@	0.57	193.23
179	No	Tulipa 'Cardinal Mindszenty'	BULB	@	0.64	114.56
399	No	Tulipa 'Irene'	BULB	@	0.64	255.36
343	No	Tulpia 'Request'	BULB	@	0.64	219.52

TOTAL:	£ 4,349.73
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All the above prices are exclusive of VAT, which should be added at the current rate

This quotation is valid for 60 days

All subject to a site meeting to assess logistics

Maintenance not included

Quote 2044

14 December 2020

£61,861.20



Gadd Brothers Trees And Landscapes

Wood Farm
Vicarage Farm Lane
Great Barton

Bury St. Edmunds

Suffolk IP31 2QF

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01284 788794

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Thomas Hoblyn
Mansard House,
Bardwell,
Bury St. Edmunds
Suffolk IP31 1AR

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
	Newmarket Roundabout, High Street, Newmarket			
Service	Preliminaries -Parking charges. -Welfare.	350.00	20%	350.00
Service	Traffic management for works - Pedestrian barrier and signing and guarding. - Road space licence. - Installation of 4 way traffic signals as required.	5,070.00	20%	5,070.00
Service	Reduce planting bed levels and import 450mm of Hortloam top soil. -The muck away and soil deliveries would be undertaken in the evening with traffic 4 way traffic management. - Muck away - Infill planting beds with 450mm of Hort loam topsoil.	16,840.00	20%	16,840.00
Service	Supply and plant trees - 5 xPlatanus x acerifolia. - Install suitable anchoring / staking. - Install perforated irrigation pipe to each rootball.	2,530.00	20%	2,530.00
Service	Supply and plant roses and perennial planting. - Plant roses as stated on Planting plan Drawing	6,862.00	20%	6,862.00

	No. NEW.6.0.00 -Plant perennials as stated on planting plan Drawing No. NEW.6.0.00 - Mulch beds to finish.			
Service	Supply and plant shrubs - plant shrubs as stated on planting plan Drawing No. NEW.6.0.00 - Mulch base to finish.	4,340.00	20%	4,340.00
Service	Supply and plant bulbs as stated on Drawing No. NEW.6.0.00	15,559.00	20%	15,559.00

Net Total 51,551.00

VAT 10,310.20

GBP Total £61,861.20

We hold public liability insurance up to £5,000,000 which covers all of the work we carry out. We are happy to provide a copy of our insurance certificate as well as certificates of qualifications at anytime.

Prices are valid for 30 days from date of quotation. VAT is charged at the current rate.

Soapbox Derby

Report to FTC 25/01/2021, from Councillor Lay

1. Agreement from the Jockey Club for the use of Warren Hill. This has been agreed subject to a review after Easter to agree the state of the Nation ref outdoor events.
2. Sponsorship has been agreed with Iliffe Media to be the main sponsor. Iliffe own the Journal and 20 titles across Eastern England. They will provide FOC all the promotional support to recruit the competitors and the drive of forward ticket sales.
3. Website needs updating and need less than £400 budget to update. Some work has been done FOC however we need a little budget to make small adjustments.
4. In 2019 we used the services of a Clacton company to provide the timing and computer services FOC to the event I have asked for their support again.
5. The event management on the day will be by the organiser of Great Dunmows Soapbox Derby. This event is the second largest in the UK.
6. Funding will be needed and in 2021 NTC agreed a budget of £6000 for the event however very little was spent. Ticket sales and entrance fees plus sponsorship provided 95% of funding.
7. Forward plan for the event will need little to be done until after Easter. I expect to use Iliffe to announce the event in local papers and open the Newmarket Soapbox Derby website in early February.
8. Organisation of the event was provided by Christy and I in 2019 and I would not expect to need any other support however between us we will provide a monthly report to NTC.