



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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 28th June 2021 at 6pm

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

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

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

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

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

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 of the previous meetings held 24th May, 7th June 2021 and 21st June 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
 - c) To consider the minutes of 2019 Annual Meeting of the Town to consider and adopt the minutes, as a true record of the proceedings
5. **Virtual Presentation** by Curtin and Co. working on behalf of Hill and L&Q Estates regarding the Westley Green development near Six Mile Bottom
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.
7. **Suffolk Constabulary**: to receive a report
8. **Councillor Reports** - to receive and note reports (if any) from County and 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 07th June 2021 and 21st June 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 07th June 2021
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood

Distribute to the following for information:

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

Plan meeting held on the 14th June 2021

d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting on the 14th June 2021

e) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 21st June 2021

11. Newmarket Community Network - To receive a report (verbal)

12. Working Groups – To receive a list of current Full Town Council committee working groups and confirm their terms of reference and membership

13. Neighbourhood Plan Committee - To consider engaging a member of the public onto the Neighbourhood Plan Committee

14. Car Parking:

a) To discuss the WSC car park increases from 5th July 2021

b) To discuss the start time of council meetings.

15. Hybrid Meetings: To consider provision of mixed in-person/virtual meeting

16. Correspondence

a. **Festival of Suffolk 2022**

b. **Memorial Bench or tree request**

c. **Recycling facility at supermarket**

d. **Any other correspondence received**

17. Date of the next Meeting – 26th July 2021,

Signed: 
Cathy Whitaker, Town Clerk

22nd June 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



Item 4
Newmarket
T O W N C O U N C I L

Minutes of the Annual Meeting of Newmarket Town Council
held on Monday 24th May 2021 at 6:00 pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Berry
Councillor J Borda
Councillor J Clover
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond

Councillor Y Fitzgerald
Councillor D Hall
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor C O'Neill
Councillor P Winter
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, G Colby – Administrator, J Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute

21/05/1 Welcome

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.

21/05/2 Election of Town Mayor

Town Clerk advised that there were two nominations for the position of Town Mayor.

Cllr Drummond nominated Cllr Jefferys, seconded by Cllr O'Neill. Cllr O'Neill also nominated Cllr Jefferys, seconded by Cllr Hall. There were no other nominations and a vote was taken, and the following was agreed:

21/05/2.01 Resolved

Cllr Jefferys was duly elected to serve as Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.

The Mayor gave thanks for the support from Members and gave a summary of last year's achievements during difficult times. This was the last week for the Town Clerk who had been a key member in keeping the Council going during the pandemic and will be sorely missed.

Cllr Berry joined the meeting

21/05/3 ELECTION OF DEPUTY TOWN MAYOR

The Mayor invited nominations for the position of Deputy Town Mayor. Town Clerk advised that one nomination had been received.

Cllrs Borda nominated Cllr O'Neill, seconded by Cllr Hall. There were no other nominations and a vote was taken, and the following was agreed:

21/05/3.01 Resolved

Cllr O'Neill was duly elected to serve as Deputy Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

- 21/05/4** **Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Anderson and Lay.
- 21/05/5** **To Welcome Newly Elected Councillors and note receipt of Declarations of Acceptance of Office**
The Mayor introduced the newly elected Members Cllrs J Berry, J Clover, L Crissall, D Hall, J Harvey and P Winter. Their Declaration of Acceptance of Office were received and noted.
- 21/05/6** **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**
Cllrs Drummond and Hood declared a non-pecuniary interest in item 26 – Cumulative Impact and Exning Road consultations.
- 21/05/7** **To Receive and Confirm the Minutes of the Town Council Meeting held on 26th April 2021 and any Matters Arising.**
The minutes of the virtual meeting held on 26th April 2021 were presented and the following was agreed:
- 21/05/7.01 Resolved**
That the minutes of the virtual meeting held on 26th April 2021 be adopted and would be signed as a correct record by the Town Mayor.
- There were no matters arising.
- 21/05/8** **Public Open Session**
A resident congratulated the newly elected Members.
- 21/05/9** **Councillor Reports**
SCC – Cllr Hood will provide her report tomorrow at the Annual meeting of the Town.
- West Suffolk Council (WSC)** – Cllr Drummond will provide his report tomorrow at the Annual meeting of the Town.
- Ward** – None noted
- Outside bodies** – Cllr Borda reported that an interactive Monster trail throughout the Town was being organised. The Town Pastors are doing first aid training and will resume patrols in the near future.
- 21/05/10** **To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 4th and 17th May 2021**
The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 4th and 17th May 2021.
- 21/05/10.01 Resolved (D/21/05/12.01 Recommendation)**
That the following Working Group statement be submitted to East Cambs:

As ECDC wards adjacent to Newmarket look to Newmarket as their home town,

any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.

21/05/11 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 4th May 2021

The Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 4th May 2021.

21/05/11.01 (CL/21/05/7.01 Recommendation)

That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT.

21/05/11.02 (CL/21/05/10.01 Recommendation)

That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.

21/05/11.03 Resolved (CL/21/05/10.02 Recommendation)

That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14th August 2021.

21/05/12 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 17th May 2021

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 17th May 2021.

21/05/12.01 Resolved (F/21/05/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.

21/05/12.02 Resolved ((F/21/0/9.01 Recommendation)

That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the funds allocated to the Neighbourhood Plan be transferred to an ear-marked reserve for Town maintenance and improvement. That the calculation for the General Reserve Fund for 2021/22 be approved.

21/05/12.03 Resolved (F/21/05/10.01 Recommendation)

That the request for Grant Funding from Newmarket Festival for £1,500.00 to support the Food & Drink Festival to be held on 11th – 12th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.

21/05/13 Committee Terms of Reference

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

21/05/13.01 Resolved

That the Committee Terms of Reference and delegation arrangements be referred to the F&P Committee to be reviewed.

21/05/14 Committee Membership

The Town Council agreed to the following Committee memberships.

1. Development & Planning Committee

21/05/14.01 Resolved

That Cllrs Appleby, Berry, Clover, Crissall, Drummond, Fitzgerald, Hall, Hood, Hulbert, Jefferys, and O'Neill be members of the Development & Planning Committee for the year 2021/22.

2. Community and Leisure Services Committee

21/05/14.02 Resolved

That Cllrs Anderson, Appleby, Borda, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, Winter and Yarrow be members of the Community Services Committee for the year 2021/22.

3. Neighbourhood Plan Committee

21/05/14.03 Resolved

That Cllrs Appleby, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Neighbourhood Plan Committee for the year 2021/22.

4. Finance & Policy Committee

21/05/14.04 Resolved

That Cllrs Appleby, Borda, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill and Yarrow be members of the Finance & Policy Committee for the year 2021/22.

5. Human Resources Committee

21/05/14.05 Resolved

That Cllrs Drummond, Hall, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Human Resources Committee for the year 2021/22.

Chairmen and Vice Chairmen would be elected at the first meeting of each Committee.

21/05/15 To Review Delegation arrangements to staff

The delegation arrangements to staff were noted.

21/05/16 To Review and Adopt the Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were considered and the following was agreed:

21/05/16.01 Resolved

That the Financial Regulations, along with other Newmarket Constitution documents, be referred to the F&P Committee Working Group to review.

21/05/17 To Confirm Town Councillor Representatives on Other bodies and Arrangements

for Reporting Back

It was noted that some of the other body organisations were no longer relevant and this item would be referred to the F&P Committee to review and report back.

21/05/18 To Review Arrangements with other Local Authorities

The arrangements with other Local Authorities were noted and the West Suffolk SLA was referred to the F&P Committee to consider arrangements for when the current contract ends next year.

21/05/19 To Review the Asset Register

The Asset Register was considered and the following was agreed:

21/05/19.01 Resolved

That the Asset Register be referred to the F&P Committee to review and update.

21/05/20 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks

The Zurich Insurance Policy was noted.

21/05/21 To Review Council's Expenditure Incurred under the General Power of Competence

The expenditure incurred under the General Power of Competence was noted. The General Power of Competence was still valid and would continue.

21/05/22 To Approve dates and times of Ordinary Councils Meetings for 2021/2022

The dates and times of the ordinary Council meetings for 2021/2022 were noted. There will be a change to the start time for second meetings to start at 6:45pm or following the end of the previous meeting.

21/05/23 Internal Audit Report

The Internal Audit Report for 2021/2022 was presented and it was noted that there were no matters arising that required any formal comment or recommendation. Thanks were given to the RFO for an excellent report.

21/05/24 Annual Governance and Accountability Return (external audit) 2020/2021

The Annual Governance and Accountability Return were presented and the following was agreed:

21/05/24.01 Resolved

That Section 1 of the Annual Governance Statement indicating systems of internal control and arrangements for preparation of the accounting statements and Section 2 Accounting Statements be approved and signed.

Cllrs Drummond declared a non-pecuniary interest in the following item

21/05/25 To Consider Consultation Responses

Newmarket Cumulative Impact Assessment - consultation end date 28th June. It was noted that if it is not renewed it would lapse. The following was agreed:

21/05/25.01 Resolved

That the Newmarket Cumulative Impact Assessment consultation be referred to the D&P Committee to consider any further evidence to support West Suffolk.

Cllr Hood declared a non-pecuniary interest in the following item

Exning Road Traffic Regulation Order – the response was considered and an additional sentence was added to request that SCC look at the safety of the Studlands Park Avenue/Exning Road junction.

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

21/05/25.02 Resolved

That the responses to the Exning Road Traffic Regulation Order be approved and submitted.

21/05/26 PCSO Monthly Report

The PCSO monthly report was received and noted.

21/05/27 Correspondence

Letter from the Newmarket Dementia Alliance – it was noted that there were some suggestions for the Council to consider and the following was agreed:

21/05/28.01 Resolved

That the letter from the Newmarket Dementia Alliance be referred to the Community & Leisure Services to consider any further actions.

21/05/28 Date of the next Meeting

Monday 28th June 2021 in the Memorial Hall.

21/05/29 Exclusion of the Press & Public

With the vote being unanimous, it was:

21/05/29.01 Resolved

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

The press and public left the meeting

21/05/30 *Staff Update*****

Town Clerk presented a report giving an update on the Town Clerk vacancy and the following was agreed:

*****21/05/30.01 Resolved*****

That the Town Clerk job description be reviewed along with an increase to the salary band. That the RFO be given extra hours and be temporarily promoted to Acting Town Clerk to cover the post in the interim.

Meeting closed at 6:50pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/05/2.01 Resolved</u>	Cllr Jefferys was duly elected to serve as Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.
<u>21/05/3.01 Resolved</u>	Cllr O'Neill was duly elected to serve as Deputy Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.
<u>21/05/10.01 Resolved (D/21/05/12.01 Recommendation)</u>	That the following Working Group statement be submitted to East Cambs: As ECDC wards adjacent to Newmarket look to Newmarket as their home town, any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.
<u>21/05/11.01 (CL/21/05/7.01 Recommendation)</u>	That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT.
<u>21/05/11.02 (CL/21/05/10.01 Recommendation)</u>	That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.
<u>21/05/11.03 (CL/21/05/10.02 Recommendation)</u>	That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14 th August 2021.
<u>21/05/12.01 Resolved (F/21/05/9.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/05/12.02 Resolved (F/21/05/6.01 Recommendation)</u>	That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the funds allocated to the Neighbourhood Plan be transferred to an ear-marked reserve for Town maintenance and improvement. That the calculation for the General Reserve Fund for 2021/22 be approved.
<u>21/05/12.03 Resolved (CL/21/05/10.01 Recommendation)</u>	That the request for Grant Funding from Newmarket Festival for £1,500.00 to support the Food & Drink Festival to be held on 11 th – 12 th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.
<u>21/05/13.01 Resolved</u>	That the Committee Terms of Reference and delegation arrangements be referred to the F&P Committee to be reviewed.
<u>21/05/14.01 Resolved</u>	That Cllrs Appleby, Berry, Clover, Crissall, Drummond, Fitzgerald, Hall, Hood, Hulbert, Jefferys, and O'Neill be members of the Development & Planning Committee for the year 2021/22.
<u>21/05/14.02 Resolved</u>	That Cllrs Anderson, Appleby, Borda, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys,

	Winter and Yarrow be members of the Community Services Committee for the year 2021/22.
<u>21/05/14.03 Resolved</u>	That Cllrs Appleby, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Neighbourhood Plan Committee for the year 2021/22.
<u>21/05/14.04 Resolved</u>	That Cllrs Appleby, Borda, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill and Yarrow be members of the Finance & Policy Committee for the year 2021/22.
<u>21/05/16.01 Resolved</u>	That the Financial Regulations, along with other Newmarket Constitution documents, be referred to the F&P Committee Working Group to review.
<u>21/05/19.01 Resolved</u>	That the Asset Register be referred to the F&P Committee to review and update.
<u>21/05/24.01 Resolved</u>	That Section 1 of the Annual Governance Statement indicating systems of internal control and arrangements for preparation of the accounting statements and Section 2 Accounting Statements be approved and signed.
<u>21/05/25.01 Resolved</u>	That the Newmarket Cumulative Impact Assessment consultation be referred to the D&P Committee to consider any further evidence to support West Suffolk.
<u>21/05/25.02 Resolved</u>	That the responses to the Exning Road Traffic Regulation Order be approved and submitted.
<u>21/05/28.01 Resolved</u>	That the letter from the Newmarket Dementia Alliance be referred to the Community & Leisure Services to consider any further actions.
<u>***21/05/30.01 Resolved***</u>	That the Town Clerk job description be reviewed along with an increase to the salary band. That the RFO be given extra hours and be temporarily promoted to Acting Town Clerk to cover the post in the interim.



Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of Newmarket Town Council

held on Monday 7th June 2021 at 8:00

Attendance:

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

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor C O'Neill
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Acting Town Clerk and J Ashton – Minute Assistant.

Minute

21/06/1 Welcome

The Mayor opened the meeting and read out the Fire Safety Notice and announced that the meeting was being recorded.

21/06/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Berry, Clover, Crissall, De'Ath, Fitzgerald and Lay.

21/06/3 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.

21/06/4 Public Open Session

No members of the public were in attendance.

Cllr Drummond declared a non-pecuniary interest in the following item.

21/06/5 Newmarket Cumulative Impact

The recommendation from the D&P Committee meeting held on 7th June 2021 was received and the following was agreed:

21/06/5.01 Resolved D/21/06/15/.01 Recommendation)

That in the absence of any recent evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.

21/06/6 Exclusion of the press & public

With the vote being unanimous, it was:

21/06/6.01 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.

Acting Town Clerk left the meeting.

21/06/7 *Staffing Matters*****

The Mayor gave a verbal update on the Town Clerk vacancy and the following was agreed:

*****21/06/7.01 Resolved*****

That the post of Town Clerk be offered to the Acting Town Clerk and that the Town Clerk reviews the staffing structure and put forward any recommendations.

Meeting closed at 8:21pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/06/5.01 Resolved D/21/06/15/.01 Recommendation)</u>	That in the absence of any recent evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.
<u>***21/06/6.01 Resolved***</u>	That the post of Town Clerk be offered to the Acting Town Clerk and that the Town Clerk reviews the staffing structure and put forward any recommendations.



Newmarket

TOWN COUNCIL

Minutes of the Extraordinary Meeting of Newmarket Town Council

held on Monday 21st June 2021 at 7:30

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
Councillor Y Fitzgerald
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor C O'Neill
Councillor P Winter

Also Present: C Whitaker –Town Clerk and J Ashton – Minute Assistant.

Minute

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- 21/06/8 Welcome**
The Mayor opened the meeting and read out the Fire Safety Notice and announced that the meeting was being recorded.
- 21/06/9 Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Clover, Drummond and Yarrow. Cllrs Anderson, De'Ath, Berry, Lay and Crissal were absent.
- 21/06/10 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.
- 21/06/11 Public Open Session**
No members of the public were in attendance.
- 21/06/12 Pavilion**
A report on emergency maintenance was presented and the following was agreed:
21/06/12.01 Resolved
That the quote to carry out emergency maintenance at the Pavilion from Allied for £1,407.31+VAT be approved.
- 21/06/13 Exclusion of the press & public**
With the vote being unanimous, it was:
21/06/13.01 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.
- 21/06/14 ***Diamond Jubilee*****
A proposal was made to submit an application to the Civil list and the following was agreed:

*****21/06/14.01 Resolved*****

That an application be submitted to the Civil List.

Meeting closed at 7:45pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/06/12.01 Resolved</u>	That the quote to carry out emergency maintenance at the Pavilion from Allied for £1,407.31+VAT be approved.
<u>***21/06/14.01 Resolved***</u>	That an application be submitted to the Civil List.



Minutes of the Annual Town Meeting of Newmarket
Electors
Tuesday 21st May 2019 at 6.00pm at the Memorial Hall,
High Street, Newmarket, Suffolk, CB8 8JP

Attendance:

Cllr, Hood (Town Mayor), Cllrs Anderson, Appleby, Borda, Bowen, Ceasar, Drummond, Hirst, Hudson, Jefferys, Lay, Lindsay, O'Neill and Yarrow.

From West Suffolk: Cllrs Anderson, Drummond, Hood, Lay, Millar and Nobbs.

From SCC: Cllrs Hood and Millar

From East Cambs: Cllr Starkey

Also present: : Roberta Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, 78 Members of the Public and 2 Members of the press.

The Mayor opened the meeting and thanked everyone for coming and that she was looking forward to a positive meeting.

1. APOLOGIES

Apologies were received from Cllrs Cooke and former Cllr Morrey.

2. INTRODUCTIONS AND WELCOME FROM THE TOWN MAYOR,
CLLR ANDY DRUMMOND

The Mayor advised that NTC had achieved a number of achievements last year including the following:

- Funded the CCTV on the Yellow Brick Road
- Funded and acquired a PCSO which had taken 2 years to achieve
- Submitted the Neighbourhood Plan
- Staff had facilitated the successful Market event which was moved to the High Street with Cllr Winter designing the stalls
- TCM made representations to the East Cambs Local Plan
- Funded the statuettes for the There but Not There Memorial event which was hosted in the Heritage Centre
- Hosted the Lexington exchange
- Hosted the French Twinning Association
- Took over the responsibility for lost property from the Police
- Delivered the Memorial Master Plan on time and within budget. Thanks were given to the Community Services Committee and Cllrs, Winter, Starkey, Nobbs and the TCM for their huge imagination, resourcefulness, effort and hard work to ensure an outstanding play area for the children of

the Town. This was a phenomenal achievement and a round of applause was given.

3. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 29TH MAY 2018

The Mayor presented the amended minutes of the meeting held 29th May 2018 and the following amendment was made:

Page 4 – 7 para 2 – typo amended to read decriminalised.

Subject to the amendment being made the following was agreed:

19/05/3.01 Resolved

That the minutes of Annual Town Meeting held on 29th May 2019 be adopted and signed as a true record by the Mayor.

There were no matters arising.

4. TO RECEIVE VERBAL REPORTS RELATED TO THE FOLLOWING COMMITTEES:

Cllr Andy Drummond presented the report from the Community Services Committee – attached at Annex 1

Cllr James Lay - Chairman of the Development & Planning Committee presented the D&P Committee Report – attached at Annex 2

The Mayor presented the report from the Leisure Services Committee – attached at Annex 3

Cllr Andy Drummond - Chairman of the Finance & Policy Committee presented the report from the F&P Committee – attached at Annex 4

Thanks were given to the RFO for her fantastic work.

The Mayor - Chairman of the Human Resources Committee presented the report from the HR Committee – attached at Annex 5

Thanks were given to the TCM and staff for their exceptional work throughout the year. A round of applause was given.

Sara Beckett – presented the Neighbourhood Plan Report

Sara advised that the document had taken a number of years to complete and consisted of a number of policies and if adopted by residents would form the blue print for the future development of the Town. The work had included a lot of dedication, research and consultations with residents and businesses by way of a leaflet drop and drop in events. The document had been submitted to West Suffolk for examination and it would then be presented to residents for a vote. Thanks were given to NTC and officers.

Cllr Jefferys advised that this was an important document for Newmarket, setting out the vision for the future development of the Town. The document was available online and everyone was encouraged to read it.

The Mayor advised that the group had included Cllrs, residents and businesses and thanks were given to Cllr Jefferys, Sara Beckett and Rachel Wood for delivering a tremendous piece of work.

5. TO RECEIVE ANY REPORTS FROM WEST SUFFOLK DISTRICT COUNCILLORS

The Mayor advised that Newmarket had 6 District Councillors with 4 of them being Town Cllrs Anderson, Drummond, Hood and Lay. Cllr Starkey was introduced as an East Cambs District Councillor.

A member of the Press joined the meeting.

Cllr Starkey advised that whilst it was easy to be negative, people should be proud and stand up for the NTC achievements over the last 4 years and that the new Council would continue to build on this work.

6. TO RECEIVE ANY REPORTS FORM SUFFOLK COUNTY COUNCILLORS

The Mayor introduced herself and Robin Millar as being Cllrs of SCC

Cllr Millar gave an update on the following:

- Care issues
- Schools
- Highways – traffic calming at Studlands, footpath and crossing next to Homebase and a chicane in Bakers Road to slow down cyclists
- County Lines issues with a number of arrests being made.
- Installation of CCTV on the Yellow Brick Road and the community would be getting involved with a number of projects planned for this year.

Cllr Hood gave an update on the following:

- SCC Highways – the new officer was more pro-active and it was not easier to report issues
- Policy development for special education needs
- Children's services in Suffolk had recently been judged as outstanding
- Newmarket Academy was now in the top 30% having been put into special measure in 2013 and the refurbishment and new library would encourage further achievements
- An investigation was being carried out to identify the source of the bad odour at the Yellow Brick Road and it could be from the incorrectly fitted storm drain and sewage pipes at the flats in Bury Road.

7. OPEN SESSION – QUESTIONS FORM ELECTORS TO REPRESENTATIVES OF THE THREE LOCAL AUTHORITIES RESPONSIBLE FOR THE TOWN OF NEWMARKET

Graham Philpott – Newmarket BID Manager gave thanks to past and present Cllrs Winter, Starkey, Nobbs and Morrey for their help with the Christmas Lights and

he was looking forward to working with the new Council to see what can be achieved for the Town.

A number of residents raises the matter of the membership of all of the Committees being from one political party and that 9 other Cllrs, who had been elected to represent residents being excluded. They felt that this had divided the Town.

Cllr Jefferys made the following proposal:

“That all Town Councillors shall be able to be members of all Town Council Committees if they so wish”

The majority of those in attendance were in favour of the proposal however a formal vote and count was not taken.

The Mayor advised that members were elected to sit on each Committee with the Mayor having the casting vote. This was in accordance with Standing Orders, however the comments were noted and the Standing Orders were being reviewed to address the issues raised.

The following comments were also made:

- Queensbury Lodge issue had been going on for over 40 years with a number of applications being made – there was no current application and it was hoped that the larger District Council would push hard to get a suitable resolution
- Air BnB issues – a hotel at Queensbury Lodge would help solve this – this was a nationwide issue with there being no regulation or licensing
- Increasing footfall and successful businesses – the Heritage Centre and moving the Market to the High Street had increased footfall and further efforts would be made
- Installing a crossing opposite Market Street to allow children and the elderly to cross the road safely
- Taxis issues regarding parking and u turns – West Suffolk would be looking into the issues and the Taxi drivers were invited to contact the TCM to arrange a meeting
- The pedestrian crossing at the Clock Tower was dangerous – this was a courtesy crossing and not a full pedestrian crossing
- A community litter pick would take place 21st June and Cllrs were invited to join – community groups were hugely supported by NTC and the event would be added to the Event Calendar on the website to encourage others to join in
- Why was the Council opposed to the sex establishment Heaven – the location of the club contravenes the criteria set out in the West Suffolk Sex Establishment Policy
- Where was the PCSO based and what hours do they work – TCM read out a report from the PCSO outlining their current activities. She does not have an office but is constantly out and about the Town and welcomed interaction with residents.

Item 4c

- It was suggested that the hanging baskets should be entered into a gardening competition – TCM would add this item to a future Community Services agenda.
- Budget for the Civic Event – this was funded by the Mayors Allowance
- The fencing at the market was there to protect the stall holders from traffic and everyone agreed that they were an eye sight. A request had been made for the colour to be changed to blue but Highways advised that this was not allowed. TCM advised that the move the High Street was in a trial period which was due to end soon, however when it is made permanent a better solution would be looked at.

The Mayor thanked everyone for coming and contributing to the meeting and the points raised would be looked at.

The meeting closed at 8:00pm

Signed _____

Dated _____

ANNEX 1 – COMMUNITY SERVICES 2018 - 2019

Minutes for the Annual Town Meeting held on 22nd May 2019

Chairman – Cllr Winter Vice Chairman – Cllr Starkey

The last year has been a busy year for the Community Services Committee and we would like to take this opportunity to thank Philippa Winter, Amy Starkey and the rest of the committee for the fantastic work they have carried out over the past years. Cemetery Management continues to be carried out by West Suffolk under the Service Level Agreement which is working well. The committee reviewed the cemetery regulations over the last year and fees are now in line with other West Suffolk cemeteries.

The committee work with the grounds team at West Suffolk to ensure the cemetery is kept to a high standard and that the town's green spaces, hanging baskets and flowerbeds look "blooming marvellous". Proposals for the Sakura Cherry Tree project were considered by the committee and the ideas for the area by the Clock Tower continued to be developed.

Around the town, the committee looked after the community assets, arranging cleaning of the bus shelters and replacing grit bins where necessary. The beginning of the year saw the final public meetings relating to Weatherby Railway Crossing, an outcome of this public inspection is still awaited.

Sites visits were carried out at the allotment sites, which are thriving under the management of the Allotment Association. The Town Council were delighted to take part in a community day to clear some problem areas. After working hard to prove ownership, the council have been successful in arranging for the boundary wall of the allotment to be rebuilt by the owner, this has just been completed.

Whilst we were unsuccessful in lobbying against the closure of Marks and Spenser, committee members worked with town partners and West Suffolk Council to successfully move the weekly market to a new location on the High Street.

We engaged with Flagship Housing and Public Transport providers, raising issues that had been brought to us by members of the public.

The War Memorial Gardens were opened as a Centenary Field in Trust and we were delighted to support the fundraising initiative for Peter O'Sullivan house brought forward by the Injured Jockey Fund.

The committee continued to work with Newmarket BID to bring forward the stunning Christmas light scheme. Improvements for the year included moving the Christmas tree which looked fantastic against the backdrop of the Rutland Arms.

For the latter part of the year, the committee joined forces with the Leisure Services Committee to bring forward the Memorial Gardens Project. The project which opened in April has been hugely successful. The Community Services Committee in particular led on project management and financial scrutiny, included arranging sponsorship of the Sensory Wall installation.

ANNEX 2 DEVELOPMENT & PLANNING COMMITTEE 2018 - 2019

Chairman – Cllr Morrey Vice Chairman – Cllr Lay

Minutes for the Annual Town Meeting held on 22nd May 2019

The Development and Planning committee comment on all planning and licencing applications in Newmarket. This committee has also worked over the last year to form responses to Local Plan consultations from Forest Heath District Council and East Cambridgeshire District Council.

The committee have been working with the now West Suffolk Council to inform policies relating to equine treadmills.

The committee have responded to the Suffolk County Council Car Parking Strategy, National Planning Policy Framework Consultation, West Suffolk Homelessness Strategy consultation and a consultation on Newmarket's Cumulative Impact Policy. We have continued our fiercely lobbying on a number of issues that residents have raised with us including seeking progress at Queensbury Lodge, raising questions about the site at Valley Way Garages and calling for scrutiny on Air BnB houses within the town and the issues that arise from Houses of Multiple Occupation (HMO's). Once again, the committee made representations against the reissuing of the licence for sex establishment on the High street and representation was made to East Cambridgeshire District Council opposing the sustainable garden village proposals at Kennett.

Newmarket Town Council continue to speak out on tree issues, asking that proper evidence is provided if it is necessary to remove trees and we are working hard to ensure that new trees are planted when trees must be removed.

With regard to highways and byways, an audit of A boards was carried out and those without permission were reported to the District Council. The committee arranged the purchase and installation of the Speed Indicator Device that is now active in Newmarket and supported the proposals from Suffolk County Council to make Grosvenor Yard Car Park one way.

In recent months, the committee lobbied for pedestrian improvements on the A142 and Hyperion Way, a scheme now being taken forward by a Suffolk County Councillor.

ANNEX 3 LEISURE SERVICES COMMITTEE 2018 – 2019

The past and present Leisure Services Committee would like to thank the Town Council Team for their continued support, as without their continued hard work we

Minutes for the Annual Town Meeting held on 22nd May 2019

would not have been able to deliver all that we have. Thanks should also be offered to Robert Nobbs and Dave Hudson, Chair and Vice Chair of the committee last year. We delivered the monthly tea dances which are a delightful way to spend a Friday afternoon. For a nominal fee, people from far and wide attend and try out some of their strictly moves! Thanks to the Heath Court Hotel for their help and ongoing support. We were joined at one event by the Rt Hon Matt Hancock MP to promote Silver Sunday; a special day in the national calendar when everyone can come together to celebrate older people: a day in the nation's hearts where older people feel valued and are given new opportunities to get out of the house, keep their minds and bodies active, learn new skills, make new friends and connect with the communities and generations around them.

We were pleased to provide public toilets during the summer season by the Memorial Hall and Gardens and the strategies put in place to minimise antisocial use had seen a positive outcome.

The Leisure Committee would like to thank Tracy & Julie Williams for delivering the carnival on behalf of the Town. We were able to offer financial support and use of the Severals to ensure this Town event continued to be a great success.

The Pavilion continues to be a hidden gem in the town and the Committee promoted the venue for Community and Commercial events. We were pleased to give free use of Pavilion and Severals to support the Newmarket Inter Faith Forum Community Cricket Match and to the BID for the Christmas festivities.

Our annual Summer Entertainment in the Gardens was a great success and we hosted a variety of shows and workshops throughout the summer. This free event was well supported by the Community and we are delighted to welcome the Institute of Silly Ideas to join us over the summer.

September saw the High Street closed for a day as we held a Medieval Market celebrating a Market Charter in Newmarket for over 800 years. This coincided with the return of the weekly market to the High Street and the Newmarket Food Festival creating a wonderful day out for all.

As in previous years, we arranged for a specialist company to deliver a two-day Lantern Workshop at the Memorial Hall, which we were able to bring to the community free of charge. Some magnificent structures were built, and participants were able to make smaller individual lanterns. Thanks to the fantastic turn out and engagement from the Community this formed a spectacular display at the Christmas Light Switch on with the parade joined by the "Brass Santa's" and costumed entertainers.

We held a number of Community and Civic events including Purple Tuesday, supported Macmillan with a coffee morning and welcoming delegations from both France and America celebrating our twinning link. From November we worked with the Community Services committee on a master plan to rejuvenate the Memorial Gardens. A committed team worked tirelessly to ensure that the children's designs were turned into a reality and we were thrilled to open the gardens in April. The new gardens include an all new water splash pad,

Item 4c

feature play equipment, landscaping and design ensuring the gardens are able to be enjoyed by the whole community going forward.

DRAFT

ANNEX 4 FINANCE & POLICY COMMITTEE 2018 -2019

The monthly work of the Finance and Policy committee includes reviewing all cash books over the year, confirming monthly bank balances and reviewing the income and expenditure of Newmarket Town Council.

Minutes for the Annual Town Meeting held on 22nd May 2019

In addition to the above, in the past year, the committee have led on a review of Standing Orders and Financial Regulations and a review of the Medium-Term Financial Plan to include the additional costs relating to the Memorial Gardens project.

The other documents reviewed were the Corporate Strategy and the Communications and Marketing policy. The audit reports were fully scrutinised by the committee. The committee looked at the agenda for the Annual Meeting and brought forward a refreshed format in 2018, reviewing the layout, information sharing and included a networking session at the start of the meeting to fully engage with the electors.

This year's scrutiny of health and safety items included ensuring the legionella and risk assessment training and procedures were up to date. The committee facilitated Emergency Plan Training for staff and councillors to allow the Memorial Hall to be used as a community rest centre should the need ever arise.

Whilst we were unsuccessful, the committee lobbied hard for the parish wards to be aligned with the district wards as part of the boundary review.

Other notable items for the committee this year were the replacement of the telephone system which will lead to significant savings in future years, awarding a grant to the CAB, and the purchasing of the "There but not there" soldiers in commemoration of end of the First World War.

Finally, in March this year, we were delighted to hear that after years of work, Newmarket Town Council had been successful in appointing PCSO to the town via Suffolk Constabulary.

ANNEX 5 HUMAN RESOURCES COMMITTEE 2018 -2019

This committee is responsible for overseeing staffing matters for Newmarket Town Council. This year has been a quiet year for the committee – which is a good thing! An apprentice joined the team in July and has fitted in well. The post of Caretaker remains vacant.

Minutes for the Annual Town Meeting held on 22nd May 2019

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The committee reviewed training requests and were pleased to note that staff were considering their personal development and training needs.

A wellbeing survey had been carried out and no significant issues were raised.
Appraisals were carried out and pay increases recommended to Full Town Council.

DRAFT



Welcome to my monthly Partnership Funded PCSO report.

Below are some of the activities I have been involved in alongside actively supporting the Police with tasks regarding crimes reported in Newmarket, this has involved requesting and collecting CCTV and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates as well as regular intelligence submissions.(10 this Month)



- **POLICE CADETS** There are currently 15 Police Cadets in the Forest Heath area 3 of whom are students at Newmarket Academy. I put together a training package for the Police Airwaves Radio system which I then along with colleagues presented before carrying out an exercise to give the cadets an opportunity to practice their new skills.



- **OLISE SUMMER PICNIC** This is an annual event held in the grounds of the CATHOLIC Church in Newmarket for vulnerable families. This year Ten families attended over two days and I attended on the second day to lend a hand and engage with the families.
- **NEWMARKET DAY CENTRE** Reopened on 14/06/2021 and I will be making regular weekly visits to support and engage with the users of this valuable resource.
- **TRAVELLER FUNERAL** Having been made aware of a funeral for a member of the travelling community which was to take place at Newmarket cemetery on 03/06/2021 I was able to arrange liaison with the Funeral director and in the event the arrangements took place with very little or no disruption.

Item 7

- SHOPWATCH APP Was launched on 07/06/2021 and is now available to shops and businesses in Newmarket.



The app has been developed by Shopsafe who also provide the shop radios for the town businesses. It is actively supported by BID for Newmarket. This will hopefully be utilised as a valuable crime reduction tool by the retail community.

Item 7

- **CRIME SCENE PRESERVATION** There have been five incidents in The Town this month which have required Crime Scene Preservation and I was utilised for two of these.



POLICE ADVICE AND GUIDANCE

I am Happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am ideally placed to seek advice from other professionals. Member of the public wanting advice on police-related matters can be signposted to the Suffolk Constabulary.

<https://www.suffolk.police.uk/contact-us>.

Bill Butcher

PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team

Newmarket Police Station

101 (non-emergency)/ 999 (Emergency only).

Suffolk Police has recently launched "1st Principle".

The first phase of a new library of crime prevention, security and personal safety advice.



www.suffolk.police.uk/1stprinciple



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 7th June 2021 at 6.00pm**

Attendance:

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

Councillor D Hall
 Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys

Also Present: C Whitaker, Acting Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 1 Member of the Public

Minute

D/21/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr O'Neill. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/1.01 Resolved

That Cllr O'Neill be elected as the Chairman of the D&P Committee for 2021/2022

D/21/06/2 To Elect a Vice Chairman

Cllr Appleby nominated Cllr Jefferys. There were no other nominations and a vote was taken. The following was agreed:

D/20/06/2.01 Resolved

That Cllr Jefferys be elected as the Vice Chairman of the D&P Committee for 2021/2022.

D/21/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

D/21/06/4 Apologies

Apologies were received from Cllrs Berry, Clover and Fitzgerald. Cllrs Crissall has stepped down from the committee.

D/21/06/5 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/21/06/6 To Confirm the Minutes of the Meeting Held on 17th May 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 17th May 2021 and the following was agreed:

Book Number 21 2021 - 2022

Minutes of Development & Planning Committee held on Monday 7th June 2021

D/21/06/.01 Resolved

That the minutes of the Development & Planning Committee held on 7th May 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/06/7 Public Open Session

A member of the Press raised a concern regarding issues with an Air BnB property in Mill Hill where the owner is not in residence. Cllr Hood advised that West Suffolk Council were aware and were taking actions. This item will be added to next D&P agenda.

D/21/06/8 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy applied to the tree applications along with Policies 1 & 4.

D/21/06/9 Planning Applications

Week commencing 10/05/2021

D/21/06/9/1 DC/21/1055/TCA - Trees in a conservation area notice – one Pine (T1 on plan) – fell - 3 Falmouth Gardens Newmarket.

D/21/06/9.01 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree being felled, outside of the bird nesting season.

Councillor Hood declared a non-pecuniary interest.

D/21/06/9/2 DC/21/1010/TCA – Trees in a conservation area notification - one Yew (T004 on plan) lateral crown reduction by 2 metres from corner of building - Bassett House 29 Bury Road Newmarket Suffolk.

D/21/06/9.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

A member of the public joined the meeting.

D/21/06/9/3 DC/21/0943/ADV – Application for advertisement consent - internally illuminated double sided advertising panel forming one end to an existing bus shelter - Footpath Outside Mce House 351 Exning Road Newmarket.

D/21/06/9.03 Resolved

The Committee voiced no objections.

D/21/06/9/4 DC/21/0913/FUL – Planning application – one dwelling - Land Rear of 2 Park Avenue Newmarket Suffolk.

D/21/06/9.04 Resolved

Book Number 22 2021 - 2022

The Committee voiced no objections subject to the Fire Service advice to install sprinklers being applied and that the start of the driveway be paved leading on to the road.

D/21/06/9/5 DC/21/0863/FUL – Planning application – one dwelling - Land 257 Hethersett Close Newmarket.

D/21/06/05 Resolved

The Committee objected on the grounds of it being an overdevelopment of the site, lack of parking, loss of privacy to adjoining properties, impact on nature and conservation, bio diversity issues and the effect on the character of the street scene.

D/21/06/9/6 DC/21/0787/HH - Householder planning application - 1. single storey side extension 2. Fibre cement cladding to southwest elevation - 2 Andrew Road Newmarket.

D/21/06/9.06 Resolved

The Committee voiced no objections.

Week commencing 17/05/2021

D/21/06/9/7 DC/21/0978/HH – Householder planning application - single storey extension to side and rear elevations - 60 Weston Way Newmarket.

D/21/06/9.07 Resolved

The Committee voiced no objections.

D/21/06/9/8 DC/21/0970/HH – Householder planning application - dropped kerb and gravelled parking area - 302 Exning Road Newmarket.

D/21/06/9.08 Resolved

The Committee voiced no objections.

D/21/06/9/9 DC/21/0945/HH – Householder planning application - dropped kerb - 300 Exning Road Newmarket.

D/21/06/9.09 Resolved

The Committee voiced no objections.

D/21/06/9/10 DC/21/0940/HH – Householder planning application - dropped kerb - 304 Exning Road Newmarket.

D/21/06/9.10 Resolved

The Committee voiced no objections.

D/21/06/9/11 DC/21/0604/FUL – Planning application - a. construction of one dwelling b. conversion of existing detached garage to dwelling c. associated car port, outbuildings, parking, garden and associated infrastructure - Nowell Lodge Fordham Road Newmarket.

Book Number 23 2021 - 2022

D/21/06/9.11 Resolved

The Committee voiced no objections.

Week commencing 24/05/2021

D/21/06/9/12 DC/21/1167/TCA – Trees in a conservation area notification – one Sycamore (T1 on plan) fell - Fairstead House School Fordham Road Newmarket.

D/21/06/9.12 Resolved

The Committee voiced no objections, but requested that replanting be carried out

D/21/06/9/13 DC/21/1126/TCA – Trees in a conservation area notification – Two Silver birch (T1 and T2 on plan) and one Holly (t3 on plan) – fell – Jockey Club Chambers 11 High Street Newmarket.

D/21/06/9.13 Resolved

The Committee deferred this application to receive the documentation.

D/21/06/9/14 DC/21/1026/FUL – Planning application – a. extension and refurbishment of existing stables with two apartments at first floor; b. three detached dwellings with associated landscaping and parking - Calder Park Stables Hamilton Road Newmarket.

D/21/06/9.14 Resolved

The Committee voiced no objections subject the dwelling only being used by staff employed at the stable and on condition that the dwellings cannot be sold separately.

D/21/06/9/15 DC/21/0994/TPO – Tree protection order – one Sycamore (T016 on plan in area A4 on order) one Elm (To17 on plan in area A4) two Beeches (T020 and T015 on plan in area A4) fell – Tree Belt Godolphin Stables Snailwell Road Newmarket

D/21/06/9.15 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the trees being felled outside of the bird nesting season and that the tree belt be maintained with suitable replacement planting.

D/21/06/10 Amended and Deferred Planning Applications

DC/21/0597/FUL - conversion of first floor storage area into two flats - 83 High Street Newmarket.

The Committee had objected on the grounds that the living spaces are below the permitted minimum size and that it is an overdevelopment of the site.

Revised plans were submitted to WSC to amend the internal arrangement of the 2no flats to address concerns raised by the Public Health and the Housing Officer. The development now complies with National Space Standards.

D/21/06/10.01 Resolved**The Committee voiced no objections.**

DC/21/0681/TPO - TPO 12 (2005) tree preservation order - one Silver birch (T1 on plan and order) fell b. one Walnut (T2 on plan and order) reduce lateral limbs by up to one metre back to previous reduction points - 6 Balaton Place Snailwell Road Newmarket.

D/21/06/10.02 Resolved**The Committee voiced no objections.**

DC/21/0114/HH - Householder planning application - a. single storey rear extension b. first floor rear extension over existing kitchen and play room c. detached cartlodge d. associated parking and dropped kerb - 10 Doris Street Newmarket.

D/21/06/10.03 Resolved**The Committee objected to the detached cartlodge and the associated parking and dropped kerb on the grounds of parking issues and the effect to the character of the street scene.****D/21/06/11 East Cambs Planning Applications**

None noted.

D/21/06/12 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 10/05/2021, 17/05/2021 & 24/05/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/0735/TCA	Trees in a conservation area notification - five Conifer (marked green on plan) fell	7 Balaton Place Snailwell Road Newmarket Suffolk	Approved	Objected
DC/21/0665/TCA	Trees in a conservation area notification - a. one Lime (T1 on plan) reduce height by six metres and lateral spread by one metre b. one Sycamore (T2 on plan) overall crown reduction by two metres and remove damaged limb back to source c. one Lime (T3 on plan) reduce height by three metres and lateral spread by 1.5 metres d. one Hornbeam (T4 on plan) overall crown reduction by two metres e. group of Limes (G1 on plan) remove epicormic growth	St Louis Catholic Academy Fordham Road	Approved	No objections
DC/21/0393/ADV	Application for advertisement consent – various site signage including - a. 27 non illuminated directional signs, b. four internally illuminated digital screen signs, c. one internally illuminated playland sign.	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0391/ADV	Application for Advertisement Consent - six illuminated fascia signs, three illuminated booth lettering signs and one illuminated digital booth screen	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0394/ADV	Application for advertisement consent – one internally illuminated freestanding totem sign	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0335/FUL	Planning application - a. freestanding restaurant with drive-thru facility, car parking, landscaping and associated works b. including customer order displays (COD), goal post height restrictor and play frame	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0654/TPO	TPO 026 (1958) tree preservation order – one Pine (T1 on plan within A1 on order) fell	12 Stirling Gardens Newmarket	Withdrawn	

Book Number 25 2021 - 2022

DC/21/0650/HH	Householder planning application - a. two storey side extension b. single storey rear extension	13 Adastral Close Newmarket	Approved	No objections
DC/21/0636/HH	Householder planning application – single storey rear extension	41 Norfolk Avenue Newmarket Suffolk	Approved	No objections
DC/21/0613/HH	Householder planning application - a. two storey front extension (following demolition of existing single and two storey extension) b. raising of existing roof c. two dormers to front elevation	10 Birdcage Walk Newmarket	Approved	No objections
DC/21/0626/CLP	Application for lawful development certificate for proposed use or development - rear single storey extension	21 Valley Way Newmarket	Approved	No objections
DC/21/0656/HH	Householder planning application – single storey front extension	7 Leaders Way Newmarket	Approved	No objections
DC/21/0258/HH	Householder planning application - a. front porch b. parking area to front of property	27 Greville Starkey Avenue Newmarket	Approved	No objections
DC/21/0159/HH	Householder planning application - a. removal of render from front elevation and replace with brick b. first floor side extension c. single storey rear extension (following demolition of existing conservatory) c. replace flat roof of porch and front of garage with lean-to roof d. cladding to part of ground and first floor replacement windows	31 Norfolk Avenue Newmarket	Approved	No objections
DC/20/2237/FUL	Planning application - one dwelling (following demolition of existing dwelling)	Tanglewood Fordham Road Newmarket Suffolk	Approved	No objections
DC/21/0941/TCA	Trees in a conservation area notification - one Horse chestnut (T1 on plan) - crown lift to 7 metres above ground level on north side only; one Sycamore (T2 on plan) - crown lift to 7 metres above ground level on north side; reduce remaining lower lateral limbs on the north side only by up to 1 metre to clear the boundary fence	14 Malcolm Way Newmarket	Withdrawn	
DC/21/0898/TCA	Trees in a conservation area notification - one Horse chestnut (marked yellow on plan) crown reduction in height by 2 metres, lateral crown reduction by 3 metres and remove lowest branches above footpath and garden	31 Old Station Road Newmarket	Approved	No objections
DC/21/0897/TCA	Trees in a conservation area notification - three cypresses (grp 1 on plan) reduce height by 4.5 metres and cut back overhang over neighbours garden by two metres	20 Mill Hill Newmarket Suffolk	Approved	No objections
DC/21/0896/TCA	Trees in a conservation area notification - one Horse Chestnut (T1 on plan) reduce south west lowest limb up to two metres, one Walnut (T2 on plan) overall crown reduce by two metres, one Sycamore (T3 on plan) lateral reduction to clear building by two metres, one Cypress (T4 on plan) fell, one Walnut (T5 on plan) overall crown reduce by two metres, four Sycamore (T6, T7, T8, T9 on plan) pollard to eight metres above ground level	The Belt 56 And 58 Bury Road Newmarket Suffolk	Approved	Objected
DC/21/0861/TCA	Trees in a conservation area notification – one Lime (L1 on plan) – Fell	The Lodge 23 Bury Road Newmarket	Approved	Objected
DC/21/0865/TCA	Trees in a conservation area notification - five Sycamore (T1, T2, T3, T4 and T5 on plan) crown lift to five metres above ground level	Fitzroy Stables Black Bear Lane Newmarket	Approved	No objections
DC/21/0820/TCA	Trees in a conservation area notification - one Robinia (T3 on plan) overall crown reduction by up to 50cm to compact crow	6 Balaton Place Snailwell Road Newmarket	Approved	No objections
DC/21/0809/TCA	Trees in a conservation area notification - a. 10 Ash (T012,T013,T025,T026,T029,T030,T033,T036,T043 on plan) fell; b. one Elm (T035 on plan) fell; c. three Horse chestnut (T007,T040, A002 on plan) fell; d. four Maple (T011,T047, A001 on plan) fell; e. four Sycamore (T005,T031,T032,T034 on plan) fell; f. one Lime (T027 on plan) prune branches from cables by 1.5 metres, g. one Beech (T001 on plan) remove epicormic growth; f. group of one Lime, one Whitebeam, one Leylandi (A002 on plan) fell	Tree Belt Godolphin Stud Snailwell Road Newmarket Suffolk	Approved	Objected
DC/1/0660/HH	Householder application - drop kerb to create access and paved driveway	Pernataen Snailwell Road Newmarket	Approved	No objections
DC/21/0617/CLP	Application for lawful development certificate for proposed use or development - loft conversion to habitable space	2 Cecil Lodge Close Falmouth Avenue Newmarket	Approved	No objections
DC/21/0520/TPO	TPO 026 (1958) tree preservation order – one Pine	18 Stirling Gardens	Withdrawn	

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Minutes of Development & Planning Committee held on Monday 7th June 2021

	(T1 on plan within A1 on order) crown thin by 15%	Newmarket		
DC/21/0420/ADV	Application for advertisement consent - Replacement of one non-illuminated fascia sign	Unit 8 St Leger Drive Newmarket	Approved	No objections

D/21/06/13 Delegation Panel Decisions

The following applications were approved:

DC/20/2237/FUL - Planning application - one dwelling (following demolition of existing dwelling) - Tanglewood Fordham Road Newmarket.

DC/21/0449/FUL - Planning application - change of use from office (class E) to residential (class C3) to create 2 flats - Godolphin House 2 The Avenue Newmarket.

DC/21/0450/LB - Application for listed building consent - conversion of first floor to two flats - Godolphin House 2 The Avenue Newmarket.

D/21/06/14 To Discuss any Licensing Applications

None noted.

Cllr Drummond declared a non-pecuniary interest in the following item.

D/21/06/15 Newmarket Cumulative Impact Assessment Consultation

The consultation was considered and the following was agreed:

D/21/06/15.01 Recommendation

That in the absence of any recent of evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.

D/21/06/16 Correspondence

The West Suffolk Council Parish Newsletter May 2021 – was noted

D/21/06/17 Date of Next Meeting

Monday 21st June 2021 at 6.00pm at the Memorial Hall.

D/21/06/18 To Note any Items for Next Meeting

- Air BnB Properties

Meeting closed at 6:52pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/06/1.01 Resolved</u>	That Cllr O'Neill be elected as the Chairman of the D&P Committee for 2021/2022
<u>D/21/06/2.01 Resolved</u>	That Cllr Jefferys be elected as the Vice Chairman of the D&P Committee for 2021/2022.
<u>D/21/06/9.01 Resolved</u>	The Committee actively encourages responsible tree

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	management. The Committee does not object to this application subject to the tree being felled, outside of the bird nesting season.
<u>D/21/06/9.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/06/9.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.04 Resolved</u>	The Committee voiced no objections subject to the Fire Service advice to install sprinklers being applied and that the start of the driveway be paved leading on to the road.
<u>D/21/06/9.05 Resolved</u>	The Committee objected on the grounds of it being an overdevelopment of the site, lack of parking, loss of privacy to adjoining properties, impact on nature and conservation, bio diversity issues and the effect on the character of the street scene.
<u>D/21/06/9.06 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.08 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.09 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.10 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.11 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/9.12 Resolved</u>	The Committee voiced no objections, but requested replanting be carried out.
<u>D/21/06/9.13 Resolved</u>	The Committee deferred this applications to receive the documentation.
<u>D/21/06/9.14 Resolved</u>	The Committee voiced no objections subject the dwelling only being used by staff employed at the stable and on condition that the dwellings cannot be sold separately.
<u>D/21/06/9.15 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the trees being felled, outside of the bird nesting season and that the tree belt be maintained with suitable replacement planting.
<u>D/21/06/10.01 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/10.02 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/10.03 Resolved</u>	The Committee objected to the detached cartlodge and the associated parking and dropped kerb on the grounds of parking issues and the effect to the character of the street scene.
<u>D/21/06/15/.01 Recommendation</u>	That in the absence of any recent evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 21st June 2021 at 6.00pm

Attendance:

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

Councillor D Hall
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

Also Present: C Whitaker -Town Clerk, J Ashton – Minute Assistant, 2 Members of the Press and 1 Member of the Public

Minute

D/21/06/19 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

D/21/06/20 Apologies

Apologies were received from Cllrs Clover and Drummond.

D/21/06/21 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

A proposal to seek a group dispensation for application DC/21/1239/TCA was made and the following was agreed:

D/21/06/21.01 Resolved

That the request for a group dispensation for application DC/21/1239/TCA be approved.

D/21/06/22 To Confirm the Minutes of the Meeting Held on 7th June 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 7th June 2021 and the following was agreed:

D/21/06/22.01 Resolved

That the minutes of the Development & Planning Committee held on 7th June 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/06/23 Public Open Session

A member of the press and a resident spoke to item 13 regarding the West Suffolk decision on the Air BnB property at 38 Mill Hill.

A proposal was made to bring forward item 13 and the following was agreed.

D/21/06/23.01 Resolved

That item 31 Air BnB be brought forward.

D/21/06/24 Air BnB Properties

The West Suffolk Council report on 38 Mill Hill and the decision to close the enforcement file was noted.

The Committee agreed with the views raised regarding 38 Mill Hill and that it was evidently a material change of use for the property. It was noted that correspondence with West Suffolk Council on this issue goes back to June 2017 and council was disappointed with the current decision.

After further debate the following was agreed:

D/21/06/24.01 Resolved

That a Working Group be set up comprising of Cllrs O'Neill, Fitzgerald, Hall, Hood Hulbert and Jefferys with a remit of producing an evidence pack on previous correspondence with West Suffolk Council and the actions of other Local Authorities to support a demand that enforcement action is taken. That the report be produced at the next D&P meeting.

A member of the press and public left the meeting giving thanks for the support from NTC on this issue.

D/21/06/25 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy applied to the tree applications.

Cllr Borda joined the meeting as a member of the public

D/21/06/26 Planning Applications

Week Commencing 31/05/2021

D/21/06/26/1 DC/21/1079/HH - Householder planning application - two storey rear extension 27 Paddocks Drive Newmarket Suffolk.

D/21/06/26.01 Resolved

The Committee voiced no objections.

D/21/06/26/2 DC/21/1081/TPO – TPO 1980/02 tree preservation order - one Holly (T1 on plan and T100 on order) crown reduce height by two metres and spread by 75 centimetres, one Sycamore (T2 on plan and T101 on order) overall crown reduce by up to three metres, one Cherry (T3 on plan and T104 on order) fell - 10 Cecil Lodge Close Falmouth Avenue Newmarket.

D/21/06/26.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to clarification of the type of trees in the application.

D/21/06/26/3 DC/21/0988/FUL – Planning application - Installation of six floodlights to

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existing rugby pitch - Scalback Middle School, Clubhouse Elizabeth Avenue Newmarket.

D/21/06/26.03 Resolved

The Committee voiced no objections.

D/21/06/26/4 DC/21/0987/HH – Householder planning application - dropped kerb - 290 Exning Road Newmarket.

D/21/06/26.04 Resolved

The Committee voiced no objections.

Week commencing 07/06/2021

Cllrs declared a non-pecuniary interest in the following application

D/21/06/26/5 DC/21/1239/TCA - Trees in a conservation area notice – 21 Laurel (outlined in red on plan) overall crown reduction by up to one metre - Memorial Hall 144 High Street Newmarket.

D/21/06/26.05 Not Resolved

This application was withdrawn.

D/21/06/26/6 DC/21/1204/TCA – Trees in a conservation area notification - one Silver birch (T1 on plan) overall crown reduction by up to two metres to previous pruning points - 6 Brookfields Close Newmarket.

D/21/06/26.06 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out outside of the bird nesting season.

D/21/06/26/7 DC/21/1144/FUL – Planning application - a. outbuilding (following removal of existing hut) b. two vehicular access gates and associated fencing -Tattersalls The Avenue Newmarket Suffolk.

D/21/06/26.07 Resolved

The Committee voiced no objections.

D/21/06/26/8 DC/21/1151/HH - Householder planning application - a. single storey front extension incorporating alterations to garage b. single storey rear extension c. replacement render d. replacement and alterations to windows e. replace chimney stack (following removal of existing) f. reduce two chimney stacks g. enlarged rear dormer -Barkway House 18 Bury Road Newmarket.

D/21/06/26.08 Resolved

The Committee voiced no objections subject to the approval of the Conservation officer. It was noted that extensive work had already started, including demolition, and a request that the Conservation Officer investigates and provides a report to Committee was made.

D/21/06/26/9 DC/21/1074/FUL – Planning application - three dwellings and associated works

(following demolition of existing dwelling) - 28 St Fabians Close Newmarket.

D/21/06/26.09 Resolved

The Committee voiced no objections.

Cllr Hood declared a non-pecuniary interest and did not vote.

D/21/06/27 Amended and Deferred Planning Applications

DC/21/1126/TCA - Trees in a conservation area notification - two Silver birch (T1 and T2 on plan) and one Holly (T3 on plan) - fell - Jockey Club Chambers 101 High Street Newmarket.

D/21/06/27.01 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season and that suitable replacements are planted.

D/21/06/28 East Cambs Planning Applications

None noted.

D/21/06/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 31/05/2021 & 07/06/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/0967/TCA	Trees in a conservation area notification - two Cherry (T1 and T2 on plan) overall crown reduction by up to two metres	Memorial Hall 144 High Street Newmarket	Approved	No objections
DC/21/0966/TCA	Trees in a conservation area notification - one Maple (on plan) fell	Clifton House 41 Old Station Road Newmarket	Approved	Objected
DC/21/0732/TPO	TPO 012 (1956) Tree preservation order - one Scots pine (T1 on plan within A7 on order) fell	13 Collings Place Newmarket	Withdrawn	
DC/21/0596/TPO	TPO 012 (1956) tree preservation order - a. one Horse chestnut (T1 on plan within A5 on order) fell b. one Lime (T2 on plan within A5 on order) reduce to previous reduction points (equating to a crown reduction of up to approximately 6 metres)	7 Halifax Way Newmarket Suffolk	Approved	No objections
DC/21/0597/FUL	Planning application - conversion of first floor storage area into two flats	83 High Street Newmarket	Approved	No objections
DC/21/0449/FUL	Planning application - change of use from office (class E) to residential (class C3) to create 2 flats	Godolphin House 2 The Avenue Newmarket	Approved	No objections
DC/21/0654/TPO	TPO 026 (1958) tree preservation order - one Pine (T1 on plan within A1 on order) fell	12 Stirling Gardens Newmarket	Withdrawn	
DC/21/0650/HH	Householder planning application - a. two storey side extension b. single storey rear extension	13 Adastral Close Newmarket	Approved	No objections
DC/21/0636/HH	Householder planning application - single storey rear extension	41 Norfolk Avenue Newmarket Suffolk	Approved	No objections
DC/21/0613/HH	Householder planning application - a. two storey front extension (following demolition of existing single and two storey extension) b. raising of existing roof c. two dormers to front elevation	10 Birdcage Walk Newmarket	Approved	No objections
DC/21/0626/CLP	Application for lawful development certificate for proposed use or development - rear single storey extension	21 Valley Way Newmarket	Approved	No objections
DC/21/0656/HH	Householder planning application - single storey front extension	7 Leaders Way Newmarket	Approved	No objections
DC/21/0258/HH	Householder planning application - a. front porch b. parking area to front of property	27 Greville Starkey Avenue Newmarket	Approved	No objections
DC/21/0159/HH	Householder planning application - a. removal of render from front elevation and replace with brick b.	31 Norfolk Avenue Newmarket	Approved	No objections

	first floor side extension c. single storey rear extension (following demolition of existing conservatory) c. replace flat roof of porch and front of garage with lean-to roof d. cladding to part of ground and first floor replacement windows			
DC/20/2237/FUL	Planning application - one dwelling (following demolition of existing dwelling)	Tanglewood Fordham Road Newmarket Suffolk	Approved	No objections
DC/21/0941/TCA	Trees in a conservation area notification - one Horse chestnut (T1 on plan) - crown lift to 7 metres above ground level on north side only; one Sycamore (T2 on plan) - crown lift to 7 metres above ground level on north side; reduce remaining lower lateral limbs on the north side only by up to 1 metre to clear the boundary fence	14 Malcolm Way Newmarket	Withdrawn	
DC/21/0898/TCA	Trees in a conservation area notification - one Horse chestnut (marked yellow on plan) crown reduction in height by 2 metres, lateral crown reduction by 3 metres and remove lowest branches above footpath and garden	31 Old Station Road Newmarket	Approved	No objections
DC/21/0897/TCA	Trees in a conservation area notification - three cypresses (grp 1 on plan) reduce height by 4.5 metres and cut back overhang over neighbours garden by two metres	20 Mill Hill Newmarket Suffolk	Approved	No objections
DC/21/0896/TCA	Trees in a conservation area notification - one Horse Chestnut (T1 on plan) reduce south west lowest limb up to two metres, one Walnut (T2 on plan) overall crown reduce by two metres, one Sycamore (T3 on plan) lateral reduction to clear building by two metres, one Cypress (T4 on plan) fell, one Walnut (T5 on plan) overall crown reduce by two metres, four Sycamore (T6, T7, T8, T9 on plan) pollard to eight metres above ground level	The Belt 56 And 58 Bury Road Newmarket Suffolk	Approved	Objected
DC/21/0861/TCA	Trees in a conservation area notification – one Lime (L1 on plan) – Fell	The Lodge 23 Bury Road Newmarket	Approved	Objected
DC/21/0865/TCA	Trees in a conservation area notification - five Sycamore (T1, T2, T3, T4 and T5 on plan) crown lift to five metres above ground level	Fitzroy Stables Black Bear Lane Newmarket	Approved	No objections
DC/21/0820/TCA	Trees in a conservation area notification - one Robinia (T3 on plan) overall crown reduction by up to 50cm to compact crow	6 Balaton Place Snailwell Road Newmarket	Approved	No objections
DC/21/0809/TCA	Trees in a conservation area notification - a. 10 Ash (T012,T013,T025,T026,T029,T030,T033,T036,T043 on plan) fell; b. one Elm (T035 on plan) fell; c. three Horse chestnut (T007,T040, A002 on plan) fell; d. four Maple (T011,T047, A001 on plan) fell; e. four Sycamore (T005,T031,T032,T034 on plan) fell; f. one Lime (T027 on plan) prune branches from cables by 1.5 metres, g. one Beech (T001 on plan) remove epicormic growth; f. group of one Lime, one Whitebeam, one Leylandi (A002 on plan) fell	Tree Belt Godolphin Stud Snailwell Road Newmarket Suffolk	Approved	Objected
DC/1/0660/HH	Householder application - drop kerb to create access and paved driveway	Pernataen Snailwell Road Newmarket	Approved	No objections
DC/21/0617/CLP	Application for lawful development certificate for proposed use or development - loft conversion to habitable space	2 Cecil Lodge Close Falmouth Avenue Newmarket	Approved	No objections
DC/21/0520/TPO	TPO 026 (1958) tree preservation order – one Pine (T1 on plan within A1 on order) crown thin by 15%	18 Stirling Gardens Newmarket	Withdrawn	
DC/21/0420/ADV	Application for advertisement consent - Replacement of one non-illuminated fascia sign	Unit 8 St Leger Drive Newmarket	Approved	No objections

D/21/06/30 Delegation Panel Decisions

None noted.

D/21/06/31 To Discuss any Licensing Applications

None noted.

D/21/06/32 Correspondence

Reach (East Cambridgeshire) Neighbourhood Plan – Pre-Submission Consultation (Regulation 14) – was noted.

Cllrs to provide any comments to TC to formulate a response

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D/21/06/33 Date of Next Meeting

Monday 5th July 2021 at 6.00pm at the Memorial Hall.

D/21/06/34 To Note any Items for Next Meeting

- Air BnB properties

Meeting closed at 6:39pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/06/23.01 Resolved</u>	That item 13 Air BnB be brought forward.
<u>D/21/06/24.01 Resolved</u>	That a Working Group be set up comprising of Cllrs O'Neill, Fitzgerald, Hall, Hood Hulbert and Jefferys with a remit of producing an evidence pack on previous correspondence with West Suffolk Council and the actions of other Local Authorities to support a demand that enforcement action is taken. That the report be produced at the next D&P meeting.
<u>D/21/06/26.01 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/26.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to clarification of the type of trees in the application
<u>D/21/06/26.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/26.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/26.05 Not Resolved</u>	This application was withdrawn
<u>D/21/06/26.06 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out outside of the bird nesting season.
<u>D/21/06/26.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/26.08 Resolved</u>	The Committee voiced no objections subject to the approval of the Conservation officer. It was noted that extensive work had already started and requested that the Conservation Officer investigates and provides a report to Committee.
<u>D/21/06/26.09 Resolved</u>	The Committee voiced no objections.
<u>D/21/06/27.01 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out outside of the bird nesting season and that suitable replacements are planted.



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor J Borda
 Councillor A Appleby
 Councillor A Drummond
 Councillor D Hall
 Councillor J Harvey

Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor P Winter
 Councillor K Yarrow

Also Present: C Whitaker – Acting Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllr O'Neill, M Walsh – Newmarket Community Network, – L Eatock - Newmarket Community Arts, 1 Member of the Press and 1 Member of the Public.

Minute

CL/21/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Winter. There were no other nominations and a vote was taken. The following was agreed:

CL/21/06/1.01 Resolved

That Cllr Winter be elected as the Chairman of the C&L Committee for 2021/2022.

Cllr Winter took the Chair.

CL/21/06/2 To Elect a Vice Chairman

Cllr Winter nominated Cllr De'ath. There were no other nominations and a vote was taken. The following was agreed:

CL/21/06/2.01 Resolved

That Cllr De'Ath be elected as the Vice Chairman of the C&L Committee for 2021/2022.

CL/21/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

CL/21/06/4 Apologies for Absence

Apologies were received from Cllrs Anderson, Crissall and De'Ath.

CL/21/06/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

CL/21/06/6 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Tuesday 4th May 2021 and Any

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Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 4th May 2021 and the following was agreed:

CL/21/06/6.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 4th May 2021 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

There were no matters arising.

CL/21/06/7 Presentation on the Yellow Brick Road

Margo Walsh gave an update on the work of the Newmarket Community Network on Yellow Brick Road and gave a summary of future actions to improve the area including the following:

- A Litter Picking Event – West Suffolk Council to assist
- A Bulb Planting Event – NTC to organise
- A Christmas Trail Community Event

They were also fund raising for the following:

- Adding a pump track
- Tree planting for 'Tree-bilee'
- A BMX track
- To purchase gym equipment for the St Felix site

There will also be opportunities for education and they were working with the Academy.

The Mayor reported that sponsorship had been found for the Bulb Planting Event and the following was agreed:

CL/21/06/7.01 Recommendation

That NTC secure sponsorship and organise the Community Bulb Planting Event in October 2021.

The Chairman proposed that Item 15 – Summer Entertainment be brought forward and the following was agreed:

CL/21/06/7.02 Resolved

That item 15 – Summer Entertainment be brought forward.

Louise Eatock gave an update on the planned Summer entertainment in the Memorial Gardens by Community Arts which included the following:

- 5th August – Sculpture – Willow/Samba workshop
- 19th August – Performance – NOMADS/Newmarket School of Dance/Story telling
- 26th August – Carnival Crafts – Willow – Live Music Event

They planned to commission outside arts companies to run the Woodland Crafts/Eco Mosaics, Samba workshop, recycled arts, story teller and carnival crafts. Louise and at least 5 volunteers will run the Willow workshops.

Cllr O'Neill, Louise and Margo left the meeting.

Public Open Session

Resident, Ian Young, reported that the George Lambton playing fields were not being maintained and the grass was boot high. He asked NTC to pressure West Suffolk Council into keeping the grass cut.

The Chairman advised that this had already been reported to West Suffolk and she had been reassured that it would be cut within two weeks.

Ian left the meeting

CL/21/06/8 To Receive the Accounts

The accounts for May 2021 were received and noted.

CL/21/06/9 Memorial Gardens Annual Play Inspection Report

The Annual Play Inspection Report and recommendations were noted.

A report on the Aerial Runway Launch Pad was considered and the following was agreed:

CL/21/06/9.01 Recommendation

That the metal launch pad be purchased from Massey& Harris at a cost of £878 and a quote be sought from Pro-Scape to install it and to remove the grassy mound. The Acting Town Clerk will have delegated spending powers to action the work.

CL/21/06/10 Cemetery Matters

Acting Town Clerk reported that the new electric gates were still awaiting installation.

CL/21/06/11 Street Lighting

A report on the Studlands Park street lighting was considered and the following was agreed:

CL/21/06/11.01 Recommendation

That the quote from SCC to replace the damaged street lighting for £1,316.29 be approved.

Cllr O'Neill returned to the meeting.

CL/21/06/12 Clock Tower Project

Chairman advised that Pro-Scape would complete the jointing on 16th June and that a meeting would be held on 18th June to sign off phase 1.

CL/21/06/13 Pavilion

Two quotes considered from Pro-scape and Jockey Club Estates to jet wash and varnish the balustrade and uprights at the Pavilion were considered and the following was agreed:

CL/21/06/13.01 Recommendation

That the quote from Jockey Club Estates for £1,440 to jet wash and varnish the balustrade and uprights at the Pavilion be approved.

A further two quotes from Lubron and Allied to replace and install the booster pump for the showers at the Pavilion were considered and the following was agreed:

CL/21/6/13.02 Resolved

That owing to the urgency of this work, the quote from Allied for £1,407.31 be approved and the work be carried out immediately.

CL/21/06/14 Update on Newmarket Events

The Events Manager reported on the following:

Soap Box Derby 2021 – Events Manager - reported that there were 10 teams entered and 541 ticket reservations. A meeting would be held with some of the teams from the 2019 race to get their feedback. The current breakdown of costs was presented.

Summer Entertainment – Events manager asked for views on the Event title either “Earth Arts Day” or “Summer Events for the Future”. The Committee delegated the decision for the title to the Events Manager.

The following additional events with costs were presented:

- Free inflatables/obstacle course – 2 members of staff £2,000 +VAT
- 29th July - Lion Learners - £208.33+VAT
- Newmarket Community Arts Centre - £1,200+VAT
- 12th August – Sharing Parenting – Clay craft Session

The report was considered and the following was agreed:

CL/21/06/14.01 Recommendation

That the quote from AAA Inflatables Ltd to provide inflatables for a cost of £2,000+VAT be approved.

Student Concert – a student concert will be held in the Memorial Gardens 10th July 2021 starting at 6:30pm

Online Twinning Event - Events Manager reported that the event had been well received and there were 60 attendees on the Zoom call. The Mayor gave thanks to the Events Manager for this very well organised and successful event.

Nomination of a Cllr to oversee Twinning – Cllr O'Neill was nominated and the following was agreed:

CL/21/06/14.02 Recommendation

That Cllr O'Neill be appointed to oversee the Twinning activities.

Other planned events – Events Manager reported that the Yoga sessions had been very popular and all sessions had sold out. A report was presented for an additional 4

Book number 12 2021 -2022

Yoga sessions and the following was agreed:

CL/21/06/14.03 Recommendation

That the request to add 4 new Yoga sessions in July for a cost of £180 be approved.

CL/21/06/15 Working Groups

The terms of reference for the current working groups were reviewed and confirmed as being correct.

A request to set up a Working Group for safety issues on Exning Road was considered and the following was agreed:

CL/21/06/15.01 Recommendation

That the Exning Road issues be referred to the Neighbourhood Plan Committee Parking Working Group with a remit of reviewing the safety issues on Exning Road.

CL/21/06/16 Newmarket Road

A report was not yet available and this item was deferred to the next meeting.

CL/21/06/17 Correspondence

A request from the RAF & Army Cadets to use the Severals during the summer was considered and the following was agreed:

CL/06/17.01 Recommendation

That the request from the RAF & Army Cadets to use the Severals during the summer be approved.

CL/21/06/18 Date of Next Meeting

Monday 5th July 2021 at the Memorial Hall.

CL/21/06/19 Items for Next Agenda

- Newmarket Roads report

Meeting closed at 7:57pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/06/1.01 Resolved</u>	That Cllr Winter be elected as the Chairman of the D&P Committee for 2021/2022.
<u>CL/21/06/2.01 Resolved</u>	That Cllr De'Ath be elected as the Vice Chairman of the

Book number 13 2021 -2022

	D&P Committee for 2021/2022.
<u>CL/21/06/7.01 Recommendation</u>	That NTC secure sponsorship and organise the Community Bulb Planting Event in October 2021.
<u>CL/21/06/9.01 Recommendation</u>	That the metal launch pad be purchased from Massey& Harris at a cost of £878 and a quote be sought from Pro-Scape to install it and to remove the grassy mound.
<u>CL/21/06/11.01 Recommendation</u>	That the quote from SCC to replace the damaged street lighting for £1,316.29 be approved.
<u>CL/21/06/13.01 Recommendation</u>	That the quote from Jockey Club Estates for £1,440 to jet wash and varnish the balustrade and uprights at the Pavilion be approved.
<u>CL/21/06/13.01 Recommendation</u>	That owing to the urgency of this work, the quote from Allied for £1,407.31 be approved and the work be carried out immediately.
<u>CL/21/06/14.01 Recommendation</u>	That the quote from AAA Inflatables Ltd to provide inflatables for a cost of £2,000+VAT be approved.
<u>CL/21/06/14.02 Recommendation</u>	That Cllr O'Neill be appointed to oversee the Twinning activities.
<u>CL/21/06/14.03 Recommendation</u>	That the request to add 4 new Yoga sessions in July for a cost of £180 be approved.
<u>CL/21/06/15.01 Recommendation</u>	That the Exning Road issues be referred to the Neighbourhood Plan Committee Parking Working Group with a remit of reviewing the safety issues on Exning Road.
<u>CL/21/06/17.01 Recommendation</u>	That the request from the RAF & Army Cadets to use the Severals during the summer be approved.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 14th June 2021 at 6:00pm**

Attendance:

Councillor A Appleby (Chairman)
Councillor L Crissall
Councillor A Drummond
Councillor D Hall
Councillor J Harvey
Councillor R Hood

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

Also Present: C Whitaker – Town Clerk, Member of the Press and 2 Members of the Public.
Minute

N/21/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Appleby. There were no other nominations and a vote was taken. The following was agreed:

N/21/06/1.01 Resolved

That Cllr Appleby be elected as the Chairman of the Neighbourhood Plan Committee for 2021/2022.

N/21/06/2 To Elect a Vice Chairman

Cllr Appleby nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

N/21/06/2.01 Resolved

That Cllr Yarrow be elected as the Vice Chairman of the Neighbourhood Plan Committee for 2021/2022.

N/21/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

N/21/06/4 Apologies for Absence

Apologies were received from Cllr De'Ath.

N/21/06/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

N/21/06/6 **To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 12th April 2021 and Any Matters Arising**
Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 12th April 2021 and the following was agreed:

N/21/06/6.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 12th April 2021 be adopted and would be signed as a true record by the Chairman of the Neighbourhood Plan Committee.

There were no matters arising.

N/21/06/7 **Public Open Session**

A member of the public spoke querying if the Town Council would be creating a Community Land Trust Working Group and was referred to Item 11b of this agenda.

A member of the public spoke regarding the Yellow Brick Road cleaning and maintenance, particularly of the drainage ditch and potential flood risk to properties (to be discussed under Item 10d of this agenda). Also raised, was concern that West Suffolk Council is increasing car parking fees whilst the Residents Permit Zone matter is still under review.

N/21/06/8 **To Receive the Accounts**

The accounts for May 2021 were received and noted.

N/21/06/9 **Exning Road**

A proposal was made to set up a working group to look into the issues in Exning Road. This will be considered by the Parking Working Group.

N/21/06/10 **Community Actions Working Group**

Cycling & Public Transport (E4/E9) – It was reported that there had been a meeting with Network Rail Group regarding the proposed Northern Cambridge route. Stagecoach will not be revising bus services to include the new Aldi supermarket on Exning Road, but Stephenson's may consider it.

Parking Strategy (E10) – It was reported that a West Suffolk Council delegation will be meeting with members for a Residents' Permit Zone 'Walk & Talk' on 16/6/2021 in Newmarket.

Public Realm & Associated Initiatives (F3/C3) – It was reported that mechanical planting of bulbs in the autumn will be put to the Community and Leisure committee in due course.

Yellow Brick Road (C7) – It was reported that a presentation to C&L committee had been made by Margo Walsh from the Newmarket Community Network: 3/7/21 – Litter pick and clean-up planned, linked to the Keep Britain Tidy campaign (to extend beyond the Yellow Brick Road). 2/10/21 – Bulb planting (in addition to the Public Realm planting in the wider town). 17/12/21

– Christmas Trail. It is recognised that the Yellow Brick Road is a green artery through the town and a ‘linear park’.

Volunteer Working Group – As per the Yellow Brick Road report.

SEND Provision (B3i) – It was reported that Cllr Hood is the new Suffolk County Council Cabinet Member for SEND and Disability & Skills and that an individual review will start with accessing of services.

Museum Working Group (A7)/ Local History Trail – It was reported that a meeting is due on 23/6/2021.

Newmarket Market (A9) – It was reported that West Suffolk Council has a task force for the market. It was requested that they be invited to attend Newmarket for a visit and their discussions.

Conservation Area Working Group (A1) – it was reported that the Conservation Area was adopted in 2009, although there was no formal document and no plan to review it is scheduled. Government Post-Covid funding is available for improvement of High Streets and an application has been entered.

It was suggested that each working group looks at its responsibilities and clarifies its achievements for the past year and targets for the future; with website information including the publication of the working group details to encourage possible public participation and to widen membership.

Councillor Crissall will join the Parking, Transport and Public Realm Working Group memberships.

The Cycling & Public Transport Working Group and the Parking Working Group will be rationalised into a ‘Transport & Parking Strategy’ Working Group.

The Yellow Brick Road Working Group and the Volunteers Working Group will be rationalised into a ‘YBR/Volunteers’ Working Group.

N/21/06/11 Community Actions Working Group Reports

Horse & Public Safety (E7/E8) – A Horse & Public Safety Working Group will be created. The following was agreed:

N/21/06/11.01 Recommendation

That a working group would be created with Terms of Reference being to consider matters relating to E7 & E8 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Crissall, Drummond, Harvey, Hall, Hood, Hulbert, Jefferys, O’Neill.

Affordable Housing (D3) – An Affordable Housing Working Group will be

created. The following was agreed:

N/21/06/11.02 Recommendation

That a working group would be created with Terms of Reference being to consider matters relating to D3 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Hall, Jefferys, O'Neill, Yarrow & Craig Warren.

N/21/06/12 Correspondence

Correspondence from the Suffolk County Council Transport Delivery Group requesting a report from the Town Council detailing its transport priorities for the group to take forward will be forwarded to the Transport & Parking Strategy Working Group.

N/21/06/13 Date of Next Meeting

Monday 12th July 2021.

N/21/06/14 Items for Next Agenda

- Working Group reports

Meeting closed at 6.38pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>N/21/06/1.01 Resolved</u>	That Cllr Appleby be elected as the Chairman of the Neighbourhood Plan Committee for 2021/2022.
<u>N/21/06/2.01 Resolved</u>	That Cllr Yarrow be elected as the Vice Chairman of the Neighbourhood Plan Committee for 2021/2022.
<u>N/21/06/11.01 Recommendation</u>	That a working group would be created with Terms of Reference being to consider matters relating to E7 & E8 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Crissall, Drummond, Harvey, Hall, Hood, Hulbert, Jefferys, O'Neill.
<u>N/21/06/11.02 Recommendation</u>	That a working group would be created with Terms of Reference being to consider matters relating to D3 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Hall, Jefferys, O'Neill, Yarrow & Craig Warren.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 14th June 2021 at 7:00pm**

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk.

Minute

Cllr Hood joined the meeting.

H/21/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

H/21/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the HR Committee for 2021/2022

H/21/06/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr O'Neill. There were no other nominations and a vote was taken. The following was agreed:

H/20/06/2.01 Resolved

That Cllr O'Neill be elected as the Vice Chairman of the HR Committee for 2021/2022.

H/21/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The notice was not required.

H/21/06/4 Apologies for Absence

None noted.

H/21/06/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Member's Dispensation

None noted.

H/21/06/6 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 12th April 2021 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 12th April 2021 and the following was agreed:

Minutes of Human Resources Committee held on 14th June 2021

H/21/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th April 2021 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/21/06/7 Public Open Session

No members of the public were in attendance.

H/21/06/8 To Receive the Accounts

The accounts for May 2021 were received and noted.

H/21/06/9 Items for Inclusion on Next Agenda

- Staffing Updates
- Job description reviews

H/21/06/10 Date of Next Meeting

Monday 12th July 2021

H/21/06/11 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/06/11.01 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.

H/21/06/12 *Staff Update*****

Town Clerk presented a report on staffing issues and the following was agreed:

H/21/06/12.01 Recommendation

That a member of staff will be paid in lieu of notice from 16/6/21.

H/21/06/12.02 Recommendation

That a member of staff will be supported through the Council Sick Pay Scheme.

H/21/06/12.03 Recommendation

That an agency Caretaker be sought in the interim period and job advertisement posted locally.

H/21/06/12.04 Recommendation

That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to proceed with managing HR issues and scheduling interviews for the post of Town Keeper.

Meeting closed at 8:33pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for 2021/2022
<u>H/21/06/2.01 Resolved</u>	That Cllr O'Neill be elected as the Vice Chairman of the HR Committee for 2021/2022.
<u>H/21/06/12.01 Recommendation</u>	That a member of staff will be paid in lieu of notice from 16/6/21.
<u>H/21/06/12.02 Recommendation</u>	That a member of staff will be supported through the Council Sick Pay Scheme.
<u>H/21/06/12.03 Recommendation</u>	That an agency Caretaker be sought in the interim period and job advertisement posted locally.
<u>H/21/06/12.04 Recommendation</u>	That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to proceed with managing HR issues and scheduling interviews for the post of Town Keeper.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 21st June 2021 at the Memorial Hall**

Attendance:

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

Councillor R Hood
Councillor C O'Neill
Councillor P Hulbert
Councillor J Harvey

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

F/17/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Hall. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/1.01 Resolved

That Cllr Hall be elected as the Chairman of the F&P Committee for 2021/2022

Cllr Jefferys left chair and Cllr Hall took the chair

F/17/06/2 To Elect a Vice Chairman

Cllr O'Neill nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the F&P Committee for 2021/2022.

F/17/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.

F/17/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond and Yarrow.

F/17/06/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation

None noted.

F/17/06/6 To Confirm the Minutes of the Meeting Held on 17th May 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held

on 17th May 2021 and the following amendment was made:

Book number 6 – F/21/05/10.01 Recommendation - the amount of the Grant was changed to read £1,500.00

Subject to amendment being made, the following was agreed:

F/21/06/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 17th May 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/17/06/7 Public Open Session

No public in attendance.

F/17/06/8 Submission of Schedules of Payments for Information CB1 - CB4 for May 2021

Members reviewed CB1 - CB4 and the following was agreed:

F/21/06/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.

F/17/06/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The preceding Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/05/2021 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/06/10 To Receive the Income and Expenditure

The Income and Expenditure reports for May 2021 were received and noted.

F/17/06/11 Budget Virements

Town Clerk RFO presented a report on a request for budget virements. The report was considered and the following was agreed:

F/21/06/11.01 Recommendation

That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved

Cllr Winter joined the meeting as a member of the public

F/17/06/12 To Consider a Request for Grant Funding

The request from Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 was considered and the following was agreed:

F/21/06.12.01 Recommendation

That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.

F/17/06/13 PCSO Report

The Monthly PCSO report was received and noted and would be added to the NTC website.

F/17/06/14 Working Groups

The list of current Working Groups was reviewed and the terms of reference and membership were confirmed.

A proposal was made to set up a Working Group to consider Terms of Reference and delegation arrangements for Committees and the following was agreed:

F/21/06/14.01 Recommendation

That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.

F/17/06/15 Outside Bodies

The outside bodies list was reviewed and the following was agreed:

F/21/06/15.01 Recommendation

That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.

F/21/06/15.02 Recommendation

That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.03 Recommendation

That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.04 Recommendation

That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.

F/17/06/16 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/06/17 Training

The Training needs of the newly elected Councillors were discussed and the following was agreed:

F/21/06/17.01 Recommendation

That the request for new and existing Councillor training be approved.

F/17/06/18 Correspondence

A request from a resident to purchase a piece of NTC land by the allotments, which is currently leased, was considered and deferred to the next meeting.

F/17/06/19 Date of Next Meeting

Monday 19th July 2021 at the Memorial Hall.

F/17/06/20 Items for the Next Agenda

- Land by the Allotments

Meeting closed at 7:22pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/06/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/06/11.01 Recommendation</u>	That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved
<u>F/21/06/12.01 Recommendation</u>	That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.
<u>F/21/06/14.01 Recommendation</u>	That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.
<u>F/21/06/15.01 Recommendation</u>	That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.
<u>F/21/06/15.02 Recommendation</u>	That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

<u>F/21/06/15.03 Recommendation</u>	That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.
<u>F/21/06/15.04 Recommendation</u>	That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.

DRAFT

Item 12

WORKING GROUPS

Updated: 18/05/2021



**Newmarket
Town Council**

Name:	Date set up:	Reporting to:	Membership:	Terms of reference:	Progress	End Date:	Officer	Comments
Health & Wellbeing	25/01/2021	Full Town Council	Cllr O'Neill, Cllr Jefferys, Cllr Borda, Cllr Yarrow, Chris Pyburn (SCC), Will Wright (WSC), John Gilbert (Racing Centre), Fiona Butcher (Orbit), Trisha Stevens (SCC), Alison Matthews (SCC)	To consider the options to take forward the work on health and wellbeing in Newmarket and report back to full Council within 3 months.	First meeting 18/01/21	Task and Finish	TC	

Festival of Suffolk 2022

RECOVER.RESET.RECHARGE.

LED BY
THE SUFFOLK
LIEUTENANCY



ABOUT THE FESTIVAL

2022 will see communities and generations unite to celebrate Suffolk during the Queen's Platinum Jubilee.

As well as the joy of live events and activities after the restrictions we have all faced, we'll be creating a powerful legacy to improve local lives and increase the visibility of our special county for many years to come.

The Festival of Suffolk is for everybody.

From May until October 2022, exciting events and initiatives will be built around the themes of championing culture, the environment, health and wellbeing, enterprise, opportunity and supporting communities to thrive.

COULD YOU BE A FESTIVAL COMMUNITY CHAMPION?

We are looking for people to join a network of volunteer community champions, ensuring no corner of our county is left out of the celebrations and their positive impact.

WHAT'S INVOLVED?

You'd be part of a county-wide team of volunteers, working together to develop and share ideas, get the news out, and connect people and organisations with the Festival. You'll be the driving force for the celebrations in your community, encouraging and motivating friends, neighbours, local groups and residents to take part.

HELP YOUR COMMUNITY FIND OUT ABOUT THE FESTIVAL

You know how your community uniquely shares its news: the local newsletters, noticeboards, websites, meeting places, people and groups - use them to update your community about Festival of Suffolk events.

Pass on Festival news and updates to people and community groups. We will support you by sharing information and guidance about fundraising opportunities, street parties, tree planting, and many other good ideas.

Encourage your community leaders to plan special celebration events, and help them to adopt the Festival theme for existing local events.

HELP THE FESTIVAL OF SUFFOLK TO CELEBRATE YOUR LOCAL COMMUNITY

Share your stories about Festival events and activities in your community with us, so we can celebrate them too!

Tell us about your community heroes. Whether individuals or groups, we'd love to find them and recognise them through Festival events and publicity in the run up to the Festival.

TO FIND OUT MORE VISIT US AT **FESTIVALOFSUFFOLK.ORG**

Festival of Suffolk 2022

RECOVER.RESET.RECHARGE.

WE ARE LOOKING FOR FESTIVAL COMMUNITY CHAMPIONS WHO:



SOME IDEAS TO START WITH

When it comes to community events the only limit is everyone's imagination! This is about getting people together and having fun. Here are some first thoughts to get your ideas flowing:

Street parties

Arts and crafts festivals

Exhibitions

Live entertainment, gigs and concerts

Multi-cultural events and celebrations

Sporting challenges

Tree planting for the Queen's Green Canopy

NOMINATE A CHAMPION TODAY!

You can nominate yourself or someone else to be your local Festival Community Champion. Please email champions@suffolkcf.org.uk and Kate Paul from the Suffolk Community Foundation will be in touch.

BE PART OF THE COMMUNITY CASCADE

We are working on a plan for Festival Community Champions to take part in a countywide event that will cascade the spirit of the Festival from the central organisers out into their communities. More details about this exciting project will follow nearer the time.

CHAMPION YOUR COMMUNITY TO HELP CELEBRATE ALL THAT IS BEST ABOUT SUFFOLK



Lieutenancy Office
Endeavour House
Russell Road
Ipswich
IP1 2BX

Clare, Countess of Euston
H.M. Lord-Lieutenant for Suffolk

For the Immediate Attention of the Chairman

Dear Chairman

Festival of Suffolk 2022

The past year has been immensely challenging, and the resilience of individuals, communities, voluntary organisations, and businesses across our wonderful county has been sorely tested. We remember those who have succumbed to Covid, and those still suffering its effects. We think too of their family and friends, and we thank from the bottom of our hearts all those in the NHS, emergency services, the armed forces, key workers, education, community volunteers and local councils who have worked together to keep us as safe and well as possible.

Envisaging the future, we look forward to families, friends and communities coming back together, to recover, reset and recharge making sure that no-one in Suffolk is left behind.

Next year, we celebrate The Queen's Platinum Jubilee and Her Majesty's remarkable and historic 70 years as Monarch. I would like to invite you to join me in making this a celebration of all that is best about your community, and Suffolk too, and to ensure that everyone can be part of this joyful celebration. To that end, a *Festival of Suffolk* is being planned with many exciting events being organised across the county.

If you are already planning community events in 2022, we hope that you would like to join in with the Festival theme. Perhaps you would like to organise something new and special? So that we can share plans and ideas for events and celebrations, and make sure that your community is kept fully up to date with all the arrangements, please may I invite you to nominate a ***Festival Community Champion*** to be part of our county-wide network that will help to make 2022 an exciting and historic celebration. You can find more information in the attached leaflet and we would be grateful to receive your nomination by the end of July 2021 please.

Continued...

I hope that everyone in the county will be inspired to share ideas and explore new opportunities, to re-build confidence, encourage community celebration and fundraise for those in need. Together we can create a powerful legacy for all Suffolk communities, to support all generations and improve local lives for many years to come.

In coming months, the Festival of Suffolk website [www.festivalofsuffolk.org] will keep everyone up to date with events and activities, and where you can sign up for updates and more information as our exciting plans develop.

I look forward to welcoming your Festival Community Champion to our team and send my thanks and best wishes to you and council colleagues for your help and support.

Clare, Countess of Euston
H.M. Lord Lieutenant of Suffolk

Yours ever
Clare Euston

Festival of Suffolk planned for 2022 - here's what it could involve

Published: 5:01 PM May 28, 2021 - East Anglian Daily Times

Seafront activities could be a part of the Festival of Suffolk in 2022 -
Credit: Denise Bradley

Plans for a Festival of Suffolk next year have emerged to help showcase the county and help communities recover from the devastating effects of Covid-19 - and a seven-figure legacy project is also on the cards.

Deputy Lieutenant for Suffolk Mark Pendlington teased the early ideas at Thursday's annual Suffolk County Council meeting, with the aim to tie in with the Festival of Britain, Commonwealth Games and the Queen's platinum anniversary of her accession to the throne.

Details are sparse as a more formal launch is set to happen over the coming weeks, but early ideas include concerts, seafront activities, a business and entrepreneurs expo, a special race card at Newmarket and a marathon.

In addition, a £5million pot for the next three years is also planned, which Mr Pendlington said was to "help people recover, reset and recharge, to begin to look at how organisations can begin to recover from the hurt and trauma of Covid, to make sure we get those organisations and those people and those communities back on track."

He stressed that the festival would not duplicate or compete with any of the scores of events which take place in Suffolk each year, and would involve people of all ages, faiths, communities and locations.

Deputy Lieutenant for Suffolk, Mark Pendlington, unveiling early details for the Festival of Suffolk at the Suffolk County Council annual meeting in Wherstead Park - Credit: Suffolk County Council

"There is a national Festival of Britain happening next year and also the Commonwealth Games are coming to Birmingham, so we hope next year the mood will be different, there will be a feeling of relief and celebration, we will be in the mood to recover, reset and recharge ourselves as we look to the future with renewed confidence," he said.

"It's not going to be a festival that we announce grand events, and say 'this is where you can buy your tickets'. It is a festival we want to be for all parts of Suffolk, whatever community you are in, wherever you live, whatever your geography is, whatever age you are, we want the festival to touch everyone in Suffolk."

The Lord Lieutenant Lady Euston is understood to be the driving force behind the event, which is being designed to incorporate ideas from communities right across the county.

Mr Pendlington added: "We are looking to focus the festival on culture and tourism, on opportunities for young people, aspiration jobs and skills, on enterprise, restoring and recovery growth for the world class businesses we have here, for bringing communities back together and improving numbers of volunteers, for the environment based on the UN sustainability targets to make sure that our environment is sustainable and remains as beautiful as we all know it to be."

Item 16b

From: [REDACTED]
To: [Admin](#)
Subject: Memorial Bench/Tree
Date: 07 June 2021 10:53:21

Dear Gemma, thankyou again for your help.

I have spoken to Suzanne Macdonald, and she deals with cemetery matters, and my family were hoping to place a bench or tree in town.

She suggested you may be able to put forward locations, for evaluation to the town council.

We would greatly appreciate if somewhere on either Bury Road, heading out passed St Agnes Church, or Moulton Road up towards the Heath/Plantation.

I look forward to hearing from you, kind regards, [REDACTED]

Item 16d

Request from resident

Could the town council ask the local supermarkets to provide recycling bins for their plastic wrapping? Much of it has the words: recycle with bags at larger stores. Tesco, before covid-19 came along, did have a large blue canvas receptacle for this type of plastic, but it was taken away and hasn't been put back. Both Waitrose and Tesco have these, or the like, at their Cambridge stores - of course. Perhaps Asda, as the new kid on the block, can show the others how it's done?