



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 23rd August 2021 at 6.15pm

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 read the fire safety notice and 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 26th July 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **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 for 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.
6. **Suffolk Constabulary**: to receive a report
7. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
9. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 2nd August and 16th August 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 2nd August 2021
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on the 9th August 2021
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting on the 9th August 2021
 - e) To receive the minutes and consider and approve any recommendations from the Finance and

Distribute to the following for information:

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

Policy meeting held on 16th August 2021

- 10. Soapbox Derby 2021** – to receive an update
- 11. Licencing** – to discuss any applications received
- 12. Weatherby Crossing** – to receive information regarding an objection by Network Rail to ROW/3221975M Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018
- 13. Youth Pledge for Employers Scheme** – to discuss the scheme
- 14. Correspondence**
 - a. **Newmarket Community Arts**
 - b. **Any other correspondence received**
- 15. Date of the next Meeting – 27th September 2021**
- 16. Items for the next Agenda**

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

17th August 2021

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

held on Monday 26th July 2021 at 6:15 pm at the Memorial Hall

Attendance:

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

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

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr K Soons – West Suffolk Council, 1 Member of the Press and 3 Members of the Public.

Minute

21/07/1 Welcome

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

21/07/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Berry and Clover.

21/07/3 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.

21/07/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 28th June 2021 and any Matters Arising.

The minutes of the meeting held on 28th June 2021 were presented and the following was agreed:

A member of the press joined the meeting.

21/07/4.01 Resolved

That the minutes of the meeting held on 28th June 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

21/07/5 Public Open Session

No members of the public wished to speak.

21/07/6 Suffolk Constabulary

The monthly PCSO report was received and noted.

21/07/7 Councillor Reports

SCC – Cllr Drummond reported that due to the disruption to traffic that the work Anglian Water were doing outside of Tesco, he had intervened and managed to move the rest of the work to be done in the early hours of the morning. The monthly SCC

written report will be circulated to Members.

West Suffolk Council (WSC) – Cllr Soons thanked Cllr Anderson for his work to resolve the damaged cars at Studlands and reported that a map that was issued in 2020, showed who was responsible for cutting the grass in Town. There continues to be an issue with fly tipping and whilst SCC had quickly removed the rubbish, she was working with them to find a long-term solution.

Cllr Soons left the meeting

Cllr Lay reported that he had met with the Police Crime Commissioner and requested a high Police presence at a memorial event for a member of the travelling community planned for 4th September 2021.

Cllr Anderson thanked Cllrs Hood and Drummond for their quick action last Sunday regarding the Anglian Water work. He also thanked residents for their help with cutting the grass. The Friendship Group has resumed and there is a new drop-in group due to start. The Residents Association is also meeting.

Cllr Drummond reported that additional grass cutting can be requested from West Suffolk and SCC.

Ward – Cllr Yarrow (Freshfields Ward) reported that he had contacted West Suffolk Council regarding grass cutting and weeding but they were slow to respond. The grass is cut on a 2-week cycle and residents were cutting it themselves to keep on top of it. There is a concern regarding the weed killer used by West Suffolk Council that is dangerous to humans and wildlife and he urged that they seek a safe alternative. Cllr Hood confirmed that they are seeking an alternative and she would continue to question them on this issue. This item was referred to the C&L Committee.

Cllr Berry reported in a note, that the footpath on the A142 was overgrown and dangerous and needed attention.

Cllr Hall reported on the West Suffolk affordable housing report and that responses from West Suffolk and SCC were very slow. Residents from Studlands had been contacting him as they were not getting a response from their District Councillors. He suggested that road sweeping would help with the weeds at the side of the road. This item was referred to the C&L Committee.

Cllr Anderson left the meeting.

Outside bodies – None noted.

21/07/8 Mayors Announcements

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

2nd July – Interview with Derek Thompson to support the independent shops.

4th July – Interview on Suffolk Radio about the Soapbox Derby.

6th July – Toured the independent shops in the Town centre.

8th July – Greeted HRH Princess Royal to Newmarket Horse Racing Museum.

10th July – Met with Michael Holding at the Cricket Club.

25th July – Attended Bury St Edmunds Civic service in the Cathedral.

Deputy Mayor:

10th July – Attended the Summer music concert in the Memorial Gardens.

Town Clerk reported that on Wednesday 21st July at 5:30pm the building next door which is being renovated, had removed all of the BT communications infrastructure leaving the Town Council without any internet or phone service. On Friday two temporary lines were installed and service has been resumed. To resolve this issue fully, the pavement will need to be dug up. Staff were now two days behind in their work with intermittent phone/internet service. The outage has affected the alarm and other software systems: support was received to rectify this.

21/07/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 5th and 19th July 2021

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 5th and 19th July 2021.

The following amendment was made to the minutes of 5th July 2021.

D/21/07/6.01 Resolved – was changed to a Recommendation.

21/07/9.01 Recommendation (D/21/07/6.01 Recommendation)

That Cllr Drummond requests that SCC Highways provide an ANPR device for Studlands.

21/07/9.02 Resolved (D/21/07/21.01 Recommendation)

That NTC writes to West Suffolk Council to inform them of the situation and to seek an explanation for the changes and request that a full re-consultation is conducted with the taxi drivers within the next calendar month. That NTC will host the meeting between West Suffolk Council and the taxi drivers.

21/07/10 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 5th July 2021

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 5th July 2021.

21/07/10.01 Resolved (CL/21/07/6.01 Recommendation)

That the proposal to put a Community mural on the white wall facing the childrens' swings in the Memorial Gardens during the Summer entertainment programme be approved.

21/07/10.02 Resolved (CL/21/07/8.01 Recommendation)

That the safety bark and sand be replenished and that delegated power be given to the Chairman and Town Clerk to negotiate the best possible price.

21/07/10.03 Resolved (CL/21/07/10.01 Recommendation)

That the Chairman seeks the views of the Jockey Club Estate regarding the request for a bench/tree on their land.

21/07/10.04 Resolved (CL/21/07/12.01 Recommendation)

That refreshments for Remembrance Sunday be held at Tattersalls following the

Remembrance Service.

21/07/10.05 Resolved (CL/21/07/13.01 Recommendation)

That the request from the Food & Drink Committee to have stalls in the Memorial Hall be approved free of charge.

21/07/10.06 Resolved (CL/21/07/14.01 Recommendation)

That the request from Newmarket Library to use the Memorial Hall to host Top Time sessions for vulnerable residents on a Thursday morning from 10:30 –11:30 whilst the Library is refurbished during July, August and September be approved.

21/07/10.07 Resolved * (CL/21/07/18.01 Recommendation) *****

That the CCTV in the Memorial Gardens be upgraded to allow 360degree coverage.

21/07/10.08 Resolved * (CL/21/07/18.02 Recommendation) *****

That anti-climb paint be applied to both sides of the wall between Rossdale's and the Memorial Gardens by the Town Keeper.

21/07/10.09 Resolved * (CL/21/07/18.03 Recommendation) *****

That Abbey Security be engaged to carry out random 3 nightly visits per week at a cost of £30 per week for a trial period of a month.

21/07/10.10 Resolved * (CL/21/07/19.01 Recommendation) *****

That a plaque be added to the tree planted by NTC, to remember all who died due to the Covid-19 pandemic.

A request was made for ideas of any additional events for the Queens Platinum Jubilee to be sent to the Chairman of the CL Committee.

21/07/11 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 12th July 2021

The Chairman of the Neighbourhood Plan Committee presented the minutes and recommendations from the Neighbourhood Plan Committee meeting held on 12th July 2021. There were no recommendations.

21/07/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 12th July 2021

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 12th July 2021.

21/07/12.01 Resolved (*H/21/07/11.01 Recommendation***)**

That the proposal for a new staffing team structure be approved.

21/07/12.02 Resolved (*H/21/07/11.02 Recommendation***)**

That the proposal for staff re-grading of four positions be approved.

21/07/12.03 Resolved (*H/21/07/11.03 Recommendation***)**

That a transfer of £10,000 from EMR 332 (Human Resources EMR) to the HR committee account be approved.

21/07/13 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 19th July 2021

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 19th July 2021.

21/07/13.01 Resolved (F/21/07/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.

21/06/13.02 Resolved ((F/21/07/09.01 Recommendation)

That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.

21/07/14 Newmarket Community Network

The Mayor reported that there was no report available as the last meeting was cancelled. The litter picking event had taken place successfully.

21/07/15 Boundary Commission Changes

The Boundary Commission Changes were noted. Members were invited to comment on the consultation individually.

21/07/16 Matters Related to West Suffolk Constituency MP

A proposal was made and discussed at length regarding the recent actions of our West Suffolk MP and the statement from the West Suffolk Conservative Association in support of the MP was read out in full. A full and frank civilised debate was held including a proposed amendment that was not seconded and a recorded vote was requested as follows:

Votes For – Cllrs Crissall, Jefferys, Hall, Yarrow and O’Neil

Votes Against – Cllrs Lay, Hood, Drummond, De’Ath and Hulbert

Abstentions – Cllrs Winter, Borda, Appleby and Harvey.

With the vote being tied, the Mayor used his casting vote in favour and the following was agreed:

21/07/16.01 Resolved

That NTC states its concerns that the West Suffolk MP, Matthew Hancock has neglected the best interests of his constituents. That, as Secretary of State for Health, he has demonstrated hypocrisy and hubris in the pursuit of his own interests. That NTC states that we no longer have confidence in Matthew Hancock MP.

Cllrs Hood, Drummond and Lay left the meeting.

The Mayor was pleased that a civilised debate was held but was disappointed with the behaviour of the councillors that had left the meeting.

21/07/17 Policing Matters

Details regarding the use of a property on the High Street were noted as part of the PSCO report

A Closure Order on a Newmarket property that was granted to West Suffolk on 14/07/2021) by Ipswich Magistrates Court was noted; the order was obtained under the Anti-Social Behaviour, Crime and Policing Act 2014.

21/07/18 Soapbox Derby 2021

A report from the Events Manager was presented and the commentary of the event by Derek Thompson would be given free of charge. It was noted that Derek had cancelled a booking at the Great Yarmouth races to be able to attend and this gesture was greatly appreciated.

The Events Manager was concerned that the event could go over budget and the following was agreed:

21/07/18.01 Resolved

That delegated power be given to the Town Clerk, Events Manager, Chairman of the C&L Committee and Chairman of the Soapbox Working Group to take funds from the Earmarked reserve for the Soapbox Derby as required.

21/07/19 Council Meetings

Members discussed the format for future meetings and the following was agreed:

21/07/19.01 Resolved

That all Committee and Town Council meetings continue to be held in the Memorial Hall for the foreseeable future and that improvements to the sound quality and seating be looked into.

21/07/20 Licensing

The renewal licence for Heaven Awaits was discussed and the following was agreed:

21/7/20.01 Resolved

That no comment be made on the renewal licence for Heaven Awaits.

This item was referred to the D&P Committee to look at lobbying West Suffolk Council to change their licensing policy.

21/07/21 Correspondence

Stour Valley Path Trail Race 14th August 2021 – was noted

West Suffolk Council Newmarket Shop Report June 2021 – was noted. It was noted that this information was mis-leading as it included offices and businesses, therefore affecting the percentage number of shops vacant figures.

Animal Welfare Licence policy – Members were invited to respond individually.

Resignation from Cllr Fitzgerald – was accepted. Discussion took place regarding the cost of recent by-elections to the council (14 in the last 4 years) with hope being expressed that an agreement to co-opt could be reached to save tax-payers money, especially this late in the electoral term.

Cllr Yarrow stated for the minutes that he was appalled at the theatre that had taken place at this meeting with the three councillors who left.

21/07/22 **Date of the next Meeting**
Monday 23rd August 2021 in the Memorial Hall.

Meeting closed at 7:30pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/07/9.01 Resolved (D/21/07/12.01 Recommendation)</u>	That Cllr Drummond requests that SCC Highways provide an ANPR device for Studlands.
<u>21/07/9.02 Resolved (D/21/07/12.01 Recommendation)</u>	That NTC writes to West Suffolk Council to inform them of the situation and to seek an explanation for the changes and request that a full re-consultation is conducted with the taxi drivers within the next calendar month. That NTC will host the meeting between West Suffolk Council and the taxi drivers.
<u>21/07/10.01 (CL/21/07/6.01 Recommendation)</u>	That the proposal to put a Community mural on the white wall facing the children's swings in the Memorial Gardens during the Summer entertainment programme be approved.
<u>21/07/10.02 (CL/21/07/8.01 Recommendation)</u>	That the safety bark and sand be replenished and that delegated power be given to the Chairman and Town Clerk to negotiate the best possible price.
<u>21/07/10.03 (CL/21/07/10.01 Recommendation)</u>	That the Chairman seeks the views of the Jockey Club Estate regarding the request for a bench/tree on their land.
<u>21/07/10.04 (CL/21/07/2.01 Recommendation)</u>	That refreshments for Remembrance Sunday be held at Tattersalls following the Remembrance Service.
<u>21/07/10.05 (CL/21/07/13.01 Recommendation)</u>	That the request from the Food & Drink Committee to have stalls in the Memorial Hall be approved free of charge.
<u>21/07/10.06 (CL/21/07/14.01 Recommendation)</u>	That the request from Newmarket Library to use the Memorial Hall to host Top Time sessions for vulnerable residents on a Thursday morning from 10:30 –11:30 whilst the Library is refurbished during July, August and September be approved.
<u>21/07/10.07 *** (CL/21/07/18.01 Recommendation) ***</u>	That the CCTV in the Memorial Gardens be upgraded to allow 360degree coverage.
<u>21/07/10.08 *** (CL/21/07/18.02 Recommendation) ***</u>	That anti-climb paint be applied to both sides of the wall between Rossdale's and the Memorial Gardens by the Town Keeper.
<u>21/07/10.09 *** (CL/21/07/18.03 Recommendation) ***</u>	That Abbey Security be engaged to carry out random 3 nightly visits per week at a cost of £30 per week for a trial period of a month.
<u>21/07/10.10 Resolved *** (CL/21/07/19.01 Recommendation) ***</u>	That a plaque be added to the tree planted by NTC, to remember all who died due to the Covid-19 pandemic.

<u>21/07/12.01 Resolved</u> <i>(***H/21/07/11.01 Recommendation***)</i>	That the proposal for a new staffing team structure be approved.
<u>21/07/12.02 Resolved</u> <i>(***H/21/07/11.02 Recommendation***)</i>	That the proposal for staff re-grading of four positions be approved.
<u>21/07/12.03 Resolved</u> <i>(***H/21/07/11.03 Recommendation***)</i>	That a transfer of £10,000 from EMR 332 (Human Resources EMR) to the HR committee account be approved.
<u>21/07/13.01 Resolved</u> <i>(F/21/07/6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/07/13.02 Resolved</u> <i>(F/21/07/9.01 Recommendation)</i>	That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.
<u>21/07/16.01 Resolved</u>	That NTC states its concerns that the West Suffolk MP, Matthew Hancock has neglected the best interests of his constituents. That as Secretary of State for Health, he has demonstrated hypocrisy and hubris in the pursuit of his own interests. That NTC states that we no longer have confidence in Matthew Hancock MP.
<u>21/07/18.01 Resolved</u>	That delegated power be given to the Town Clerk, Events Manager, Chairman of the C&L Committee and Chairman of the Soapbox Working Group to take funds from the Earmarked reserve.
<u>21/07/19.01 Resolved</u>	That all Committee and Town Council meetings continue to be held in the Memorial Hall and that improvements to the sound quality and seating be looked into.
<u>21/7/20.01 Resolved</u>	That no comment be made on the renewal licence for Heaven Awaits.



**SUFFOLK
CONSTABULARY**

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)

- **ABBEYCROFT LEISURE** The Eight travelling families who took up residence in the Leisure Centre car park overnight on 20/07/2021. Finally left after they were served with a court order by NSGRTS ordering them to leave on 28/07/2021 having already failed to comply with the section 77 notices requiring them to vacate by noon on 25/07/2021.

Whilst the travellers were in situ Daily liaison took place between the Police, West Suffolk Council and Abbeycroft. Police dealt with six reported incidents these related to ASB, Theft and low-level assaults on leisure centre staff.

- **ASB AWARENESS WEEK** Culminated in the arrest of two individuals responsible for multiple Thefts from Tesco stores across the County. The two individuals were seen by Security entering the Tesco store on Fordham Rd and officers from both the SNT and NRT attended within minutes resulting in both being arrested as they attempted to leave the store with stolen items. The vehicle they were using was also located and seized for forensic examination.
- **NEW CHEVELY ROAD** Following the tragic incident which took place on 07/08/2021 A crime scene was in place until 10/08/2021. As well as assisting with managing the crime scene I have also conducted additional Reassurance patrols in the vicinity.
- **STATISTICS** To view crime stats for your area visit the Police.uk website here; [Home | Police.uk](https://www.police.uk) and by simply entering a postcode you will receive up to date figures of crime data and interactive maps on the main crime types in your area. The site also contains further details on Policing along with prevention advice, performance data and further support.



- **ALL SAINTS CHURCH** On 01/08/2021 As part of an ongoing initiative I attended a family service and engaged with around 60 parishioners. This was very well received and is a valuable contribution to Community Cohesion.
- **MEMORIAL GARDENS** Events for families which are currently taking place on Thursday Afternoons between 1 PM and 4PM have proven to be extremely popular and well attended providing an excellent opportunity for public engagement.



- **THE RACING CENTRE** In conjunction with the YMCA are holding drop-in sessions for young people. These are taking place on Fridays between 11AM and 1PM at the moment but there are plans to run evening sessions from September. I have been along to support and engage with the young persons in attendance.
- **SOAP BOX DERBY** I have put together a team which we have named **THE THIN BLUE LINERS** who will be competing on the 29th August



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".

POLICE ADVICE AND GUIDANCE

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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 2nd August 2021 at 6.15pm**

Attendance:

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

Councillor D Hall
 Councillor P Hulbert
 Councillor M Jefferys

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 3 Members of the Public

Minute

D/21/08/1 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/21/08/2 Apologies

Apologies were received from Cllrs Berry, Clover and Hood.

D/21/08/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

Cllr Appleby declared a non-pecuniary interest in application DC/21/1242/OUT.

D/21/08/4 To Confirm the Minutes of the Meeting Held on 19th July 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 19th July 2021 and the following was agreed:

D/21/08/4.01 Resolved

That the minutes of the Development & Planning Committee held on 19th July 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

Matters arising:

D/21/07/21 – Town Clerk confirmed that the resolution regarding the taxi drivers had been sent to West Suffolk Council.

A letter in support of disabled access taxis from a resident was received and noted.

D/21/08/5 Public Open Session

A resident spoke to item DC/21/1242/OUT and commented that it was about time something was done about Queensberry Lodge and how shabby the Town was looking. Also West Suffolk Council needs to start bringing investment to Newmarket.

D/21/08/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy 14 applied to the tree applications and Policy 32 relating to attractive entrances to the town applied to the application DC/21/1242/OUT.

D/21/08/7 Planning Applications

Week Commencing 12/07/2021

D/21/08/7/1 DC/21/1389/FUL - Planning Application - a. sub-division of existing residential site to create one additional semi-detached dwelling b. vehicular access and on-site parking 326 Exning Road Newmarket

D/21/08/7.01 Resolved

That an extension is requested to allow individual site visits.

D/21/08/7/2 DC/21/1371/HH- Householder planning application - timber storage shed Southview Cottage 28 Bury Road Newmarket – no objections

D/21/08/7.02 Resolved

The Committee voiced no objections.

Cllr Appleby declared a non-pecuniary interest in the following application and did not vote.

D/21/08/7/3 DC/21/1242/OUT – Outline planning application (means of appearance, landscaping, layout and scale to be considered) - a. provision of up to 123 residential dwellings (class C3) together with the part demolition; b. extension and conversion of the former White Lion public house to provide up to 562 sqm of commercial space (classes E(c)(i), E(c)(ii), E(c)(iii)); c. convenience store providing up to 371 sqm of floor space (class E(a)); with public open space, landscaping and land reserved for a dedicated horse walk - Land At Black Bear Lane High Street Newmarket Suffolk.

D/21/08/7.03 Recommendation

The Committee supported the application subject to there being no vehicular (other than emergency) access onto Rowley Drive with only pedestrian and cycle access over the horsewalk. The Committee looks forward to seeing the detailed plans to improve an important entrance to the Town.

Week commencing 19/07/2021

D/21/08/7/4 DC/21/1425/HH – Householder planning application - single story rear extension (following demolition of part of utility room) - 6 Valley Way Newmarket.

D/21/08/7.04 Resolved

The Committee voiced no objections.

D/21/08/7/5 DC/21/1408/TPO – TPO 012 (1956) tree preservation order - two Lime (T1 and T2 on plan withing A7 on order) pollard by up to four metres to previous points - 19 Collings Place Newmarket.

D/21/08/7.05 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/21/08/7/6 DC/21/1417/ADV - Advertisement application - non illuminated vinyl graphic on Medpoint machine Rookery House, Office 10 40 The Rookery Newmarket.

D/21/08/7.06 Resolved

The Committee voiced no objections

D/21/08/7/7 DC/21/1416/FUL – Planning application - installation of Medpoint machine - Rookery House, Office 10 40 The Rookery Newmarket.

D/21/08/7.07 Resolved

The Committee voiced no objections.

D/21/08/7/8 DC/21/1400/TPO – TPIO 04 (1994) tree preservation order - one Copper beech (T1 on plan and T4 on order) overall crown reduction by 2.5 metres and crown thin by 15 percent - 10 Heasman Close Newmarket Suffolk.

D/21/08/7.08 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/21/08/8 Amended and Deferred Planning Applications

None noted.

D/21/08/9 East Cambs Planning Applications

None noted.

D/21/08/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 12/07/2021& 19/07/2021

Applications	Description	Address	WS Decision	NTC Decision
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	Approved	No objections
DC/21/1551/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	Approved	No objections
DC/21/0913/FUL	Planning application - one dwelling	Land Rear Of 2 Park Avenue Newmarket Suffolk	Approved	No objections
DC/21/11843/FUL	Planning application - installation of shutters to veranda	The Severals Sports Pavilion Bury Road Newmarket Suffolk	Approved	No objections
DC/21/0970/HH	Householder planning application - dropped kerb	302 Exning Road Newmarket	Approved	No objections
DC/21/0945/HH	Householder planning application - dropped kerb	300 Exning Road Newmarket	Approved	No objections
DC//21/0940/HH	Householder planning application - dropped	304 Exning Road	Approved	No objections

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	kerb	Newmarket		
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D/21/08/11 Delegation Panel Decisions

None noted.

D/21/08/12 Licensing

None noted.

D/21/08/13 Air BnB Properties

Cllr Appleby advised that West Suffolk had considered his correspondence and denied that it is a change of use. The following was agreed:

D/21/08/13.01 Resolved

That a meeting with the West Suffolk Planning Officer and Cllrs O'Neill, Hall and Appleby be arranged to discuss the matter further

D/21/08/14 Correspondence

None noted.

D/21/08/15 Date of Next Meeting

Monday 16th August 2021 at 6.15pm at the Memorial Hall.

D/21/08/16 To Note any Items for Next Meeting

- Air BnB Properties
- DC/21/1389/FUL - 326 Exning Road

Meeting closed at 6:41pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/08/7.01 Resolved</u>	That an extension is requested to allow individual site visits.
<u>D/21/08/7.02 Resolved</u>	The Committee voiced no objections.
<u>D/21/08/7.03 Recommendation</u>	The Committee supported the application subject to there being no vehicle vehicular (other than emergency) access onto Rowley Drive with only pedestrian and cycle access over the horsewalk. and The Committees looks forward to seeing the detailed plans to improve an important entrance to the Town.
<u>D/21/08/7.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/08/7.05 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this

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	application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/08/7.06 Resolved</u>	The Committee voiced no objections.
<u>D/21/08/7.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/08/7.08 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/21/08/13.01 Resolved</u>	That a meeting with the West Suffolk Planning Officer and Cllrs O'Neill, Hall and Appleby be arranged to discuss the matter further.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 16th August 2021 at 6.15pm**

Attendance:

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

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

Also Present: G Colby - Administrator, J Ashton – Minute Assistant and 3 Members of the Public

Minute

D/21/08/17 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/21/08/18 Apologies

Apologies were received from Cllr Drummond.

D/21/08/19 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 Appleby and Hood declared a non-pecuniary interest in the appeal to application DC/20/1661/OUT.

D/21/08/20 To Confirm the Minutes of the Meeting Held on 2nd August 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 2nd August 2021 and the following was agreed:

D/21/08/20.01 Resolved

That the minutes of the Development & Planning Committee held on 2nd August 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

A member of the public joined the meeting.

D/21/08/21 Public Open Session

None noted.

D/21/08/22 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Policy 30 relating to shop fronts.

D/21/08/23 Planning Applications

Week Commencing 26/07/2021

D/21/08/23/1 DC/21/1484/LB - Application for listed building consent - a. refurbishment of ground floor retail unit b. repair and re-decoration works to windows c. demolition and removal of dilapidated flat felted roof d. removal and replacement of existing rear staircase - 37 High Street Newmarket.

D/21/08/23.01 Resolved

The Committee voiced no objections, subject to the approval of the Historical Buildings Officer, compliance with the Shop Front policy and that adequate sound insulation is installed between the flats and neighbouring building.

A member of the public joined the meeting

D/21/08/23/2 DC/21/1483/FUL- Planning application - a. refurbishment of ground floor retail unit b. conversion of first and second floors from class E (commercial, business and service) to two residential flats (class C3) - 37 High Street Newmarket

D/21/08/23.02 Resolved

The Committee voiced no objections, subject to the approval of the Historical Buildings Officer, compliance with the Shop Front policy and that adequate sound insulation is installed between the flats and neighbouring building.

D/21/08/23/3 DC/21/1242/OUT – Application for advertisement consent - four internally illuminated gantry signs Unit 1, 2, 3A And 3B Newmarket Retail Park Oaks - Drive Newmarket Suffolk

D/21/08/23.03 Resolved

The Committee voiced no objections.

Week commencing 02/08/2021 – There were no applications to consider.

D/21/08/24 Amended and Deferred Planning Applications

D/21/08/24/1 DC/21/1242/OUT - Land at Black Bear Lane, High Street, Newmarket.

The Committee noted the comments.

D/21/08/24/2 DC/21/1389/FUL – 326 Exning Road Newmarket – following site visits by councillors the following was agreed:

D/21/08/24.02

The Committee objected; in agreement with the objection of Suffolk Highways and that it is an overdevelopment of the site. It was noted that the owners appear to have extended their land on to common land.

D/21/08/24/3 DC/21/0114/HH – 10 Doris Street Newmarket.

D/21/08/24.03

The Committee voiced no objections.

D/21/08/25 East Cambs Planning Applications

None noted.

D/21/08/26 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing,
26/07/2021 & 02/08/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1201/FUL	Non-material amendment to DC/21/1201/FUL - amend the wording of condition seven to read "The area occupied by the trade counter shall be no greater than 36.80 m2 as shown on the submitted plan, drawing number 1821150/P01 Rev 2"	10 Victoria Way Newmarket	Approved	No objections
DC/21/1289/TCA	Trees in a conservation area notification - one Acacia (T1 on plan) one Conifer (T2 on plan) two Small fruit tree (T3 and T4 on plan) fell	Tanglewood Fordham Road Newmarket	Approved	Objected
DC/21/1201/FUL	Planning application - change of use from Class E(g) commercial, business and service and (B2) general industrial to (B8) storage or distribution	10 Victoria Way Newmarket	Approved	No objections
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	Approved	No objections
DC/21/1079/HH	Householder planning application - two storey rear extension	27 Paddocks Drive Newmarket Suffolk	Approved	No objections
DC/21/1112/HH	Householder planning application - single storey side extension	1 Durham Way Newmarket	Approved	No objections

D/21/08/27 Delegation Panel Decisions

None noted.

Cllrs Appleby and Hood declared a non—pecuniary interest in the following item

D/21/08/28 Planning Appeal

DC/20/1661/OUT - former Swimming Pool & Former White Lion PH, High Street, together with land at Black Bear Lane & Rowley Drive, Newmarket.

The appeal was noted.

D/21/08/29 Licensing

A discussion was held on whether to lobby West Suffolk Council to change its licensing policy regarding Heaven Awaits and this item was deferred to the next meeting to gather research of action taken by other Local Authorities.

A response from West Suffolk Council regarding taxi drivers licensing was noted and the following was agreed:

D/21/08/29.01 Resolved

The Committee welcomed the West Suffolk Council re-consultation with the taxi drivers.

D/21/08/30 Air BnB Properties

This item was deferred to the next meeting.

D/21/08/31 Correspondence

None noted.

D/21/08/32 Date of Next Meeting

Monday 6th September 2021 at 6.15pm at the Memorial Hall.

D/21/08/33 To Note any Items for Next Meeting

- Air BnB Properties
- West Suffolk Licensing policy regarding Heaven Awaits
- DC19/0063/FUL - Laureate School Road closure by Allied Mechanical
- Unauthorised signage
- Update on the appeal for application DC/20/1661/OUT

Meeting closed at 6:38pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/08/23.01 Resolved</u>	The Committee voiced no objections, subject to the approval of the Historical Buildings Officer, compliance with the Shop Front policy and that adequate sound insulation is installed between the flats and neighbouring building.
<u>D/21/08/23.02 Resolved</u>	The Committee voiced no objections, subject to the approval of the Historical Buildings Officer, compliance with the Shop Front policy and that adequate sound insulation is installed between the flats and neighbouring building.
<u>D/21/08/23.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/08/24.02</u>	The Committee objected; in agreement with the objection of Suffolk Highways and that it is an overdevelopment of the site. It was noted that the owners appear to have extended their land on to common land.
<u>D/21/08/24.03</u>	The Committee voiced no objections.
<u>D/21/08/29.01</u>	The Committee welcomed the West Suffolk Council re-consultation with the taxi drivers.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 2nd August 2021 at 7:00 pm**

Attendance:

Councillor J De'Ath (Chairman)
 Councillor A Appleby
 Councillor J Borda
 Councillor L Crissall
 Councillor A Drummond

Councillor D Hall
 Councillor J Harvey
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor K Yarrow

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

Minute

CL/21/08/1 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/21/08/2 Apologies for Absence

Apologies were received from Cllr Hood and Winter. Cllrs Anderson was absent.

CL/21/08/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

CL/21/08/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 5th July 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 5th July 2021 and the following was agreed:

CL/21/08/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 5th July 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/21/08/5 Public Open Session

No members of the public wished to speak.

CL/21/08/6 To Receive the Accounts

The accounts for July 2021 were received and noted.

CL/21/08/7 Memorial Gardens

Book number 20 2021 -2022

Town Clerk reported that the zip wire platform was still awaited along with delivery of the replacement bark and sand.

The opening of the summer entertainment had been a great success and there was a fantastic happy atmosphere and the splashpad was now open.

The matter of children playing on and over the boundary walls was discussed.

CL/21/08/8 Memorial Hall

A report on replacing the dishwasher in the Memorial Hall was considered and the following was agreed:

CL/21/08/8.01 Recommendation

That the quote from Cater-Kwik Ltd to replace the dishwasher in the Memorial Hall for £1,748.99 including a two-year parts and labour warranty be approved.

CL/21/08/9 Waste Facilities

An update from West Suffolk Council regarding a plan for new and additional bins/dog bins was welcomed and noted. Clarification will be sought regarding the location of one of the bins on the report and also regarding timescales.

CL/21/08/10 Speeding

A request from a resident to install a speed activated sign in Exning Road to prevent speeding was received and noted. Cllr Drummond confirmed that he had requested the ANPR device from SCC which records the number plate and a warning letter is then sent by the Police.

It was noted that the NTC SIDs were not of the best design and the following was agreed:

CL/21/08/10.01 Recommendation

That SCC are requested to improve the quality and diversity of speed devices that they allow to be installed.

CL/21/08/11 Update on Newmarket Events

Soap Box Derby 2021 – Events Manager reported that there were 21 teams and 1822 tickets had been booked. There will be 3 trophies and gift vouchers for the winners awarded by the judging panel. 9 food stalls and 3 charity stalls have been confirmed. There will also be a Classic Car show and the car parking will be staffed by security. With three weeks to go to the event, members were asked to volunteer to help if possible.

A family day will be held at the Leisure Centre on Wednesday, which the Events Manager will attend to promote the SoapBox Derby.

CL/21/08/12 Correspondence

A request for the Memorial Hall public toilets to be open for the same duration as the Gardens are open over the summer period was considered. Town Clerk will present a report on costs for locking the toilets at 7:00pm along with budget options at the next

Book number 21 2021 -2022

Committee meeting.

The Mayor announced that NTC was in receipt of a substantial Government grant being provided by West Suffolk Council to support the town in the recovery from Covid-19. The grant will cover bulb and other planting around Town, the installation of cycle rings and extra benches.

CL/21/08/13 Date of Next Meeting

Monday 6th September 2021 at the Memorial Hall.

CL/21/08/14 Items for Next Agenda

- Memorial Gardens Security Report
- Soap Box Derby – debrief
- Summer entertainment - debrief
- Yoga and Pilates- debrief
- Weed killer used by West Suffolk Council
- Speed Signs Report

The Mayor announced that there will be a meeting held on 13th September with the Cricket Club to discuss the future of cricket in Newmarket.

Meeting closed at 7:23pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/08/8.01 Recommendation</u>	That the quote from Cater-Kwik Ltd to replace the dishwasher in the Memorial Hall for £1,748.99 including a two-year parts and labour warranty be approved.
<u>CL/21/08/10.01 Recommendation</u>	That SCC are requested to improve the quality and diversity of speed devices that they allow to be installed.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 9th August 2021 at 6:15pm**

Attendance:

Councillor A Appleby (Chairman)
Councillor L Crissall
Councillor A Drummond
Councillor D Hall
Councillor M Jefferys

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

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant and 3 Members of the Public.

Minute

N/21/08/1 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/21/08/2 Apologies for Absence

Apologies were received from Cllr De'Ath, Winter and Yarrow.

N/21/08/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

N/21/08/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 12th July 2021 and Any Matters Arising

Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 12th July 2021 and the following amendment was made:

N/21/07/6 – Public open session – paragraph was changed to read “A resident spoke to the item regarding affordable housing and requested that an analysis of housing needs in Newmarket be undertaken. Reference was also made regarding the Newmarket Neighbourhood Plan which will require reviewing in due course”

Subject to the amendment being made, following was agreed:

N/21/08/4.01 Resolved

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

Minutes of the Neighbourhood Plan Committee held on 9th August 2021

the Chairman of the Neighbourhood Plan Committee.

Matters arising:

21/07/08 – Affordable Housing (D3) - The matter of affordable housing needs in Newmarket will be considered by the Affordable Housing Working Group.

N/21/08/5 Public Open Session

A resident gave thanks to the Jockey Club Estates for clearing the Newmarket Brook and also spoke to the item on SEND facilities provided by SCC that, in his opinion, were far from excellent.

Cllr Hood confirmed that an Ofsted report had adjudged the services to be outstanding but there was still work to be done on SEND provision.

N/21/08/6 To Receive the Accounts

The accounts for July 2021 were received and noted.

N/21/08/7 Community Actions Working Group Reports

Parking & Transport Strategy (E4/E9/E10) – There was nothing further to report.

Public Realm & Associated Initiatives (F3/C3) – It was reported that a Government post-Covid grant had been secured for bulb planting around Newmarket and sponsorship had been secured for 10,000 daffodil bulbs to be planted along the YBR. Volunteers will be sought to help with a community planting event.

Yellow Brick Road (C7) – It was reported that Jockey Club Estates had cleared the northern end of the Newmarket Brook and a meeting will be held with West Suffolk Council to discuss how to take this forward. The following was agreed:

N/21/08/7.01 Recommendation

That a letter of thanks be sent to Nick Patton for the Jockey Club Estates' work to clear Newmarket Brook.

It was also reported that the area between YBR and Exeter Road was also overgrown and West Suffolk Council would be working on this area in October 2021.

It was noted that this on-going work was the product of several months of community groups, JCE and council officers working together to make the YBR an attractive area.

Volunteer Working Group – There was nothing further to report.

SEND Provision (B3i) – It was reported that a commissioned independent review of services had been completed and a report by Lincolnshire County

Council on the findings will be provided in September.

Museum Working Group (A7)/ Local History Trail – It was reported that the Town Clerk was discussing a possible site with West Suffolk Council.

Newmarket Market (A9) – It was reported that the West Suffolk Council Overview and Scrutiny Committee were undertaking a review of all markets and a report is awaited.

Horse & Public Safety (E6/E7) – There was nothing further to report.

Affordable Housing (D3) – It was reported that Stretham and Wilburton Community Land Trust will be speaking at the next meeting, scheduled for 17/08/21.

N/21/08/8 **Correspondence**
None noted.

N/21/08/9 **Date of Next Meeting**
Monday 13th September 2021.

N/21/08/10 **Items for Next Agenda**
• **Working Group reports**

Meeting closed at 6:28pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>N/21/08/7.01 Recommendation</u>	That a letter of thanks be sent to Nick Patton for the Jockey Club Estates' work to clear Newmarket Brook.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 9th August 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

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and 2 Members of the Public.

Minute

H/21/08/1 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.

H/21/08/2 Apologies for Absence

Apologies were received from Cllr Yarrow.

H/21/08/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Member's Dispensation

None noted.

H/21/08/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 12th July 2021 and Any Matters Arising

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

H/21/08/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th July 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/21/08/5 Public Open Session

No members of the public wished to speak.

H/21/08/6 To Receive the Accounts

The accounts for July 2021 were received and noted.

H/21/08/7 Ellis Whittam

Draft Contract of Employment – The revised draft contract of employment was presented and considered and the following was agreed:

H/21/08/7.01 Resolved

That further enquires be made regarding overtime and other proposed amendments.

Revised Staff Handbook - The revised staff hand book was presented and considered and further enquires would be made along with proposed amendments.

H/21/08/8 Items for Inclusion on Next Agenda

Ellis Whittam draft new contract of employment and staff handbook.

H/21/08/9 Date of Next Meeting

Monday 11th October 2021

H/21/08/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/08/10.01 Resolved

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

The Minute Assistant and members of the public left the meeting.

H/21/08/11 *Staff Update*****

Town Clerk gave a report regarding recruitment and staffing matters.

It was noted that, subject to references being received, Mrs Tracey Symonds would commence as Deputy Town Clerk on 1st September.

The following was agreed:

*****H/21/08/11.02 Recommendation*****

That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.

*****H/21/08/11.03 Recommendation*****

That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.

*****H/21/08/11.04 Recommendation*****

That Ellis Whittam be consulted regarding correspondence from a past employee.

Meeting closed at 7.32pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/08/7.01 Resolved</u>	That further enquires be made regarding overtime and other proposed amendments.
<u>***H/21/08/11.02 Recommendation***</u>	That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.
<u>***H/21/08/11.03 Recommendation***</u>	That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.
<u>***H/21/08/11.04 Recommendation***</u>	That Ellis Whittam be consulted regarding correspondence from a past employee.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th August 2021 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor R Hood

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

Also Present: G Colby – Administrator, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

- F/17/08/1** **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/17/08/2** **Apologies for Absence**
Apologies were received from Cllrs Drummond and Harvey.
- F/17/08/3** **Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation**
None noted.
- F/17/08/4** **To Confirm the Minutes of the Meeting Held on 19th July 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 19th July 2021 and the following was agreed:
F/21/08/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 19th July 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/17/08/5** **Public Open Session**
No members of the public wished to speak.
- F/17/08/6** **Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for July 2021 and the following was agreed:
F/21/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.

F/17/08/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/07/2021 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/08/8 To Receive the Income and Expenditure

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

F/17/08/9 Internal Audit

A report was presented on an agreement of terms letter from Audit Solutions Ltd the current internal audit provider since 2016/2017. It was noted that it is good practice to review and consider changing the internal audit company and three quotes were considered. The following was agreed:

F/21/08/09.01

That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.

A proposal was made to move item 10 into the confidential part of the meeting and the following was agreed.:

F/21/08/9.02 Resolved

That item 10 – Land Lease be moved the confidential part of the meeting.

F/17/08/10 Standing Orders Review Working Group

The working group gave a verbal update about meeting weekly and will provide a report with recommendations to the next Finance & Policy meeting.

F/17/08/11 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/08/12 Social Media

The use of Council social media was discussed and the following was agreed:

F/21/08/12.01 Recommendation

That delegated powers be given to the Town Clerk to pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.

F/17/08/13 Correspondence

None noted.

F/17/08/14 Date of Next Meeting

Monday 20th September 2021 at the Memorial Hall.

F/17/08/15 Items for the Next Agenda

None noted

F/17/08/16 Exclusion of the Press & Public

With the vote being unanimous, it was:

*****F/21/08/16.01 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.

Members of the public left the meeting.

F/17/08/17 Land Lease

The lease agreement for land adjacent to 45 Field Terrace Road was considered and the following was agreed:

*****F/21/08/17.01 Recommendation*****

That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.

Meeting closed at 7:19pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/08/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/08/9.01 Recommendation</u>	That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.
<u>F/21/08/9.02 Resolved</u>	That item 10 – Land Lease be moved the confidential part of the meeting.
<u>F/21/08/12.02 Resolved</u>	That delegated powers be given to the Town Clerk to

	pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.
<u>***F/21/08/17.01 Recommendation***</u>	That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.

DRAFT

Report to	Community & Leisure Services Council meeting
Subject	Soapbox Derby 2021
Purpose	Update
Classification	Unrestricted
Meeting date	23rd August 2021
Item number	
Written By	Events Manager

Teams enter the race: **20**

Ticket's registration: **2.477 as of 13/08/21**

Food & Drink vendors: **8 food/drinks + 1 Sensory toys**

Event Production: £13,986.91 plus vat

Road closure application: **£50**

West Suffolk Road Closure: **£1000**

Traffic management: **Free**- Sponsored by Pheonix Events

Ramp and jumps: **Free** -Sponsored by Ajak Scaffolding

Safety: **£2.200 plus vat**

Radio hire: **Free** – Sponsored by Jockey Club

8 Security officers: **£720 plus vat**

Parking Stewards: **£150 plus vat**

Crew: **£200 plus vat** (2pax 12-2pm & 2pax 4-6pm) (£12.50per hour)

20 Waste bins: **£640 plus vat**

Toilets: **£2.600 plus vat**

First Aid: **£690 plus vat**

Event Fences: **£1,118 plus vat**

Videography/Photos: **£500 plus vat**

Samba band: **£200 plus vat**

Flyer update **£75 plus vat**

Newmarket Flyer promotion: **£370 plus vat**

Banners: **£80 plus vat**

DJ: **£250**

Generator &PA system: **£800 plus VAT**

Trophy: **£52.91**

Food drink vouchers for sponsors: **£300**

3x Fun Fair rides: partially subsidise **£450**

Print Soapbox program: **£470 plus vat**

Print sponsors banners: **£400 plus vat**

Teams' sticker: **£100 plus vat**

Shavings bales: **£520**

Facebook promotion: **£51**

Estimate revenue: £5,429

Estimated revenue from food/drink vendors: **£979** Sponsorship revenue: **£4,250** Donations: **£200**

Revenue from team's entry: **Free of charge** Spectators Tickets: **Free of charge**

Remaining amount £1,442.79

Estimate revenue received on the day of the event £1,100

Programs: £1000 & Parking: £100

The program contains High Street discount vouchers

High Street Vouchers

Spend in stores and help save the Newmarket High Street

 Paint your own pottery 10% off pottery painting minimum spend £20 Offer Valid until 30/09/2021 Exclusions and terms apply - please show voucher before painting	 20% discount on FOOD ONLY Offer valid until 30/09/21
 £5 off our Champagne afternoon tea www.nancysteashop.co.uk Offer valid Tuesdays - Fridays until 30/09/2021	 20% discount on FOOD ONLY offer valid Monday -Friday until 30/09/21
 FREE ADMISSION before midnight Offer valid until 30/09/21	 FREE DANCE CLASS Contact Stacey on 07798 705355 or email info@sctdance.co.uk to book your free dance class Offer valid until 01/12/21

Item 10

The trophies for the winners plus 3 gift vouchers each.





Report to	Full Council
Subject	Weatherby Crossing
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	23rd August 2021
Item number	Item 12
Written By	Cathy Whitaker CLERK

Summary:

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Network Rail has lodged objections/representations to the Inspector's proposal to modify the order ROW/3221975M Definitive Map & Statement for the Parish of Newmarket Modification Order 2018
2. Attached are relevant emails.

1.	Proposal/Options
a.	To liaise with Merrow Golden and Rachel Wood regarding the way forward.
2.	Financial/Resource Implications
a.	The current year budget has £4,200 for general legal expenses.
3.	Next Steps/Recommendations
a.	To liaise with Rachel Wood.
b.	To instruct Merrow Golden to continue working on the town council's behalf on this matter.

Townclerk

From:
Sent: 05 August 2021 09:36
To: Townclerk
Subject: RE: ROW/3221975M Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Please see attached link to NR objection.

<https://drive.google.com/drive/folders/1qqoOJj3ttJcz9LATArWLab50YTfi4XpZ?usp=sharing>

Regards

From: Townclerk <Townclerk@newmarket.gov.uk>
Sent: 04 August 2021 14:23
To:
Subject: FW: ROW/3221975M Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Townclerk

From: Initial responses from Merrow Golden (solicitor) and Rosalinde Emrys-Roberts
Sent: (expert witness)
To: High

From:
Sent: 05 August 2021 22:14
To:
Subject: Re: ROW/3221975M Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Dear Merrow, Rachel and Cathy,

Apologies for not responding sooner.

Unfortunately, none of Rachel's email attachments came through in a form which I could open. I have not yet looked at what is the on SCC website.

Apropos Merrow's point about what can be challenged, she is right. The Inspector's letter is usually very clear as to what he is seeking objections about, and that it does not allow the parties to re-open the discussion as to the merits of his overall decision; only on his decision as to what has been changed and requires re-advertising.

So thinking this through, Network Rail should be able to challenge on:

- 1) the change to the status (from footpath to Restricted Byway)
- 2) the increase in the width of the route to 30 feet

Many thanks Rachel and hello Cathy!

Cathy, hopefully you have been/are able to be briefed on the history of this case. It all relates to the level crossing and whether there is a right of way over it. We were successful earlier this year in persuading the Inspector (following a gruelling 9-day public inquiry) that a right of way does exist over the crossing.

I am sorry to see that it has been scheduled for a further public inquiry, but hopefully the remit of that inquiry will be made very clear in advance and we will not have a repeat of the evidence that has already been heard and tested.

It might be worth us looking into, legally, what scope the Inspector has to re-examine issues that he has already issued an interim decision on and then drafting a short letter to PINS on that. Ros – don't suppose you have any experience of this?

All
Morrow

best,

From: McEntee, Jean [<mailto:jean.mcentee@planninginspectorate.gov.uk>]

Sent: 04 August 2021 13:02

To: McEntee, Jean <jean.mcentee@planninginspectorate.gov.uk>

Subject: ROW/3221975M Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Dear Sir/Madam,

In view of the objections/representations which have been made in relation to the Inspector's proposal to modify the above-mentioned Order, it is proposed to hold a public local inquiry. A further letter regarding the inquiry arrangements will follow in due course.

All parties to the local inquiry procedure are expected to abide by The Rights of Way (Hearings and Inquiries Procedure) (England) Rules 2007, which can be found at Annex A of our booklet *Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England*. The procedure, which is also summarised in section 4 of the booklet, sets out the timetable for the submission of statements of case and proofs of evidence. Section 7 also refers.

Copies of the objections/representations are available for inspection by contacting Suffolk County Council. Email David.last@suffolk.gov.uk Telephone (Office) 01473 264770

For the reasons set out in paragraph 4.7 of our booklet, should you be aware in advance of any dates you are unavailable over the next 8 months, you should notify us by 18 August 2021. Whilst we will do our best to avoid any dates you provide to us, we are unable to give any guarantees.

Kind Regards,

Jean McEntee
Defra Team (Rights of Way)

Agenda Item

Meeting	Full Council
Date	23 August 2021
Report Title	Councillor Motion
Author	Councillor Douglas Hall

COUNCILLOR MOTION

This motion seeks to raise awareness at council of the Youth Pledge for Employers Scheme run by Suffolk and Norfolk County Councils in partnership with the Mason Trust, notes the usefulness of the [icanbea.org.uk](http://www.icanbea.org.uk) website that helps showcase job opportunities for young people in Suffolk, and requests councillors to help raise awareness of the scheme locally.

It further notes that:

The Youth Pledge for Employers project is funded by the European Social Fund (ESF), led by Norfolk County Council and delivered in partnership with Suffolk County Council and The Mason Trust until December 2023.

The project has employed Business Connectors to engage with a wide range of small and medium enterprises (SMEs) across the New Anglia LEP, and support them to develop opportunities for young people aged 16 to 24. The opportunities created will be promoted on www.icanbea.org.uk, a website run by The Mason Trust, which helps to inspire young people to take control of their career and will include work inspiration events, such as giving a talk or hosting a virtual tour of a workplace, work experience, work placements, apprenticeships or employment.



icanbea...



European Union
European
Social Fund

Youth Pledge for Employers is part funded by the European Social Fund and is being delivered in partnership by Norfolk County Council, Suffolk County Council and the Mason Trust.

If you have any questions or queries about icanbea... please do not hesitate to email or phone Richard or Carole at:

richard.finn@themasontrust.org
carole.opie-baker@themasontrust.org

01379 650041

icanbea...
icanbea.org.uk

Employers from all sectors are invited onto the platform. Please note profile pages are free to employers. If any changes are made to this arrangement in the future all employers profiled on the platform will be notified in advance in order to allow them to make a decision on their involvement.



icanbea...

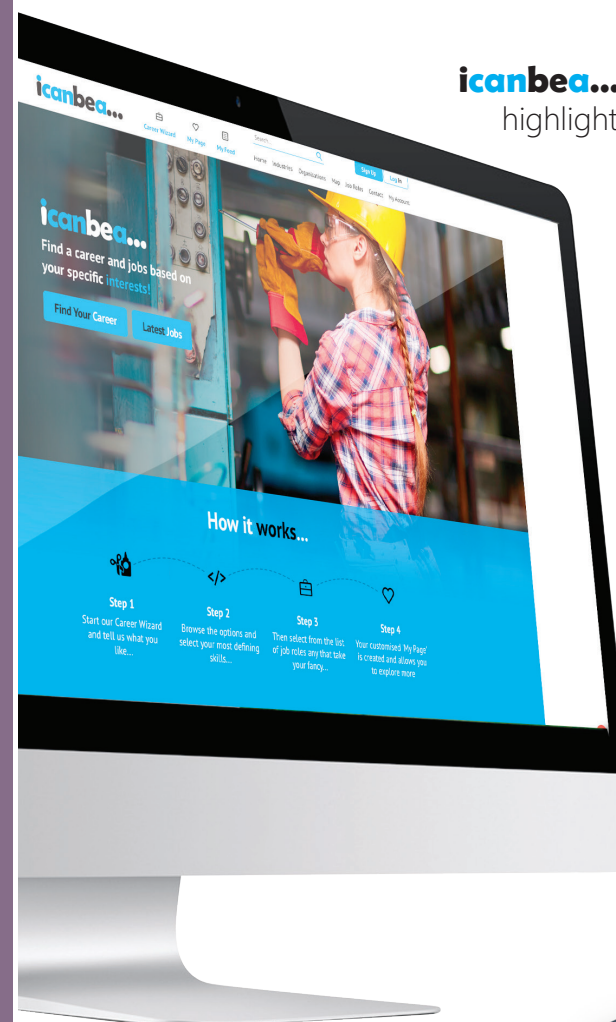
icanbea... is proud to be a delivery partner for Youth Pledge for Employers. We are a free online platform that showcases career opportunities directly to young people in Norfolk, Suffolk and beyond.

icanbea... is the perfect vehicle for you to highlight what working for your business and in your sector is all about.

icanbea... shows prospective employees what potential careers and job roles exist within your organisation and also highlights the skills and capabilities you are looking for.

icanbea... aims to inspire employees of the future to help fill skills gaps and enable the future growth of the industries in our region.

See inside for the benefits to your business, then go to:
icanbea.org.uk



icanbea...

Why not join the many companies that are already using icanbea...? A profile page can help you:

- **Source** your future workforce
- **Alert** young people when you have an upcoming event, job or apprenticeship opportunity or other news
- **Inspire** young people to pursue a career in your sector, debunking common 'myths' and painting a real picture of working life
- **Gain** an insight into the amount of young people interested in your industry
- **Control** your own content with posts and updates
- **Connect** with young people across Suffolk and Norfolk to provide information to parents, carers, teachers and advisers about:
 - The range of opportunities in your sector
 - Full details of your business
 - Upcoming events, work experience, apprenticeships and vacancies
 - Entry requirements for your organisation



icanbea...

By contributing your profile to **icanbea...** you become part of a local service to young people that provides:

- Profiles of key employers across the region
- Sector specific information and what it takes to have a successful career in your industry
- Details of local opportunities available
- Profile pages for schools and colleges
- Workplace inspiration with videos of employees and workplaces across all sectors
- A job roles directory
- The ability to search for employers by location and sector
- Alerts for new opportunities (job vacancies, work experience, apprenticeships, news, events)
- Tools to guide users if they do not have a clear idea of what they wish to do
- Accessibility through a mobile App for Android and IOS

Screen shots below show company profiles of organisations already utilising icanbea...



East of England Co-op

KLM UK Engineering

British Telecom

Find out more.

Talk to a Youth Pledge Business Connector.

Business Connectors have links across Norfolk & Suffolk and will help you to develop an opportunity for young people that fits in with the time you have to give.

Your business and your Youth Pledge opportunity will be advertised on www.icanbea.org to local young people and their families.

Book a call or a meeting.

Email us at youthpledgeforemployers@norfolk.gov.uk with your name, business address and telephone number and your local Business Connector will get in touch.

Take the Youth Pledge.

www.norfolk.gov.uk/youthpledge

Take the Youth Pledge

Guide and shape the next generation of workers

Pledge to support young people into work

- **Got an hour?**
Give a talk to school leavers
- **More time to give?**
Offer a site visit, taster day or online tour
- **Could you do more?**
Offer work experience, set up an apprenticeship or employ a young person

Contact your local Business Connector for more details today: youthpledgeforemployers@norfolk.gov.uk

www.norfolk.gov.uk/youthpledge



icanbea...



Take the Youth Pledge

- **Do you want to attract young people into your business?**
- **Could you support young people to better understand the world of work?**
- **Are you ready to shape our future workforce?**

Businesses need employees with the right skill set to develop and grow the organisation. Young people need to understand what skills businesses want and what the world of work is like, for example, how they're expected to behave in the workplace.

Shaping the next generation of workers is critical. Young people bring a unique energy and enthusiasm, as well as new and different skills that your company may not already have.

Youth Pledge for Employers is running from 1 June 2021 to 31 December 2023 to help local businesses develop opportunities for young people aged 16 to 24.

The Youth Pledge gives Norfolk and Suffolk businesses the opportunity to both support young people and develop your business.

Time is precious, and depending on what time your business can spare, or what commitment you're prepared to make, you can take the Youth Pledge in a variety of ways.



Got an hour or two to pledge?

- Host a site visit (virtual or face to face)
- Give a talk to inspire young people
- Hold a taster morning or afternoon

More time to commit?

- Employ a young person for seasonal work to help them gain experience
- Host a work experience placement
- Support a practice interview panel
- Offer seasonal work

Really want to support young people?

- Provide a work trial or Kickstart placement
- Set up an apprenticeship scheme
- Give a young person a job

Subject: Newmarket community arts

Hey Christy! Here's my email asking you ever so politely to include us on the schedule for the town council meeting on august 23rd. The Newmarket community arts is going to ask the council if they will take on the lease of the Anglian water building, in name only, for one year•

We have been in talks with Nick from the jockeys club, who is willing to lease us the building as long as the bid levy is paid along with a peppercorn rent of £1. The stipulation is that the jockeys club would like the lease to be in the name of the town council as opposed to an individual person/organisation.

The bid levy amount is 2.5k a year but can be paid monthly with payments of roughly £208.

I have started applying and have been in talks with Suffolk county, arts council of England and a few others in regards to funding. On the off chance that funding is not obtained the amount needed to pay the bid levy and expenses each month can easily be paid for each month through art and music classes.

Any funds of course towards the buying of supplies or towards the first few bid payments would be greatly appreciated, but I'm happy to fundraise for any funds we can not obtain. I'm mainly asking for the town council to speak to the jockeys club in regards to renting out 97 high street as a community arts centre, in name only. I, And the Newmarket community arts creative forum are fully prepared to be the driving force behind the arts centre and liable for all costs associated with it.

Let me know if that helps or if I'm missing something!

Thanks so much!