



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 26th July 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 28th June 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 05th July 2021 and 19th July 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 05th July 2021
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on the 12th July 2021
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting on the 12th July 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 19th July 2021

- 10. Newmarket Community Network** - To receive a report (verbal)
- 11. Boundary Commission Changes**
- 12. Matters related to WS Constituency MP**
- 13. Policing Matters** – to discuss recent events
- 14. Soapbox Derby 2021** – to receive an update
- 15. Council Meetings-** to discuss future meetings
- 16. Licencing** – to discuss an application for a licence renewal
- 17. Correspondence**
 - a. **Stour Valley Path Trail race**
 - b. **WSC Newmarket Shop Report June 2021**
- 18. Date of the next Meeting – 23rd August 2021**
- 19. Items for the next Agenda**

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

20th July 2021

Distribute to the following for information:

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



Item 4

Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council

held on Monday 28th June 2021 at 6:00 pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)

Councillor Y Fitzgerald

Councillor M Anderson

Councillor A Appleby

Councillor D Hall

Councillor J Berry

Councillor J Harvey

Councillor J Borda

Councillor P Hulbert

Councillor L Crissall

Councillor C O'Neill

Councillor J De'Ath

Councillor P Winter

Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Martin Curtin (Curtin & Co), Colin Campbell (HILL), Gareth Wilson (Barton Willmore), Sgt Fricker & PCSO W Butcher – Suffolk Constabulary, 1 Member of the Press and 2 Members of the Public.

Minute

21/06/1 Welcome

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

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

Apologies were received from Cllrs Clover, Drummond and Hood. Cllr Lay was absent.

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 To Receive and Confirm the Minutes of the Town Council Meeting held on 24th May 2021 and any Matters Arising.

The minutes of the meeting held on 24th May 2021 were presented and the following was agreed:

21/06/4.01 Resolved

That the minutes of the meeting held on 24th May 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

21/06/5 To Receive and Confirm the Minutes of the Town Council Meeting held on 7th June 2021 and any Matters Arising.

The minutes of the meeting held on 7th June 2021 were presented and the following was agreed:

21/06/5.01 Resolved

That the minutes of the meeting held on 7th June 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

21/06/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 21st June 2021 and any Matters Arising.

The minutes of the meeting held on 21st June 2021 were presented and the following amendment was made:

21/06/14 – Diamond was changed to read Platinum.

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

21/06/6.01 Resolved

That the minutes of the meeting held on 21st June 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

21/06/7 To Receive and Confirm the Minutes of the Annual Meeting of the Town held on 21st May 2019 and any Matters Arising.

The minutes of the meeting held on 21st May 2019 were presented: they will be approved at the Annual Meeting of the Town in May 2022.

21/06/8 Presentation

A presentation was given by representatives of Curtin & Co, HILL and Barton Willmore on behalf of L&Q Estates regarding the Westley Green development near Six Mile Bottom.

The Mayor thanked Curtin & Co for the presentation and they left the meeting

21/06/9 Public Open Session

No members of the public wished to speak.

21/06/10 Suffolk Constabulary

The monthly PCSO report was received and noted.

Sgt Fricker – gave an update on the following incidents; robbery at a newsagents in All Saints Road, stabbing in Mill Hill, death at the Golden Lion pub and rape in Mill Hill. All incidents were being investigated.

He also gave an update on Police actions for County lines issues and antisocial behaviour at the Air BnB property on Mill Hill and reported that Cambridgeshire Council had issued an enforcement notice on a similar property to shut it down.

21/06/11 Councillor Reports

SCC – a SCC written report was received from Cllr Hood.

West Suffolk Council (WSC) – Cllr Anderson reported that there had been several incidents of smashed car windows and fly-tipping in Studlands and the green areas, which should be maintained by WSC, were in a poor condition. He was grateful for the grass cutting by volunteers.

Ward – Cllr Yarrow reported that the West Suffolk Council office in Newmarket will

be closed. This item was referred to the Community and Leisure Services Committee to consider.

Outside bodies – None noted.

21/06/12 Mayors Announcements

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

11th May – Attended a Rotary meeting
19th May – Met with the Mayor of Newmarket, Ontario
27th May – Virtual twinning meeting with Maison Lafitte & Mesnil Le Roi
3rd June – Meeting with Jill Korwin (Director at West Suffolk Council)
10th June – Opened the Turkoman Restaurant
21st June – Attended the Suffolk Day Procession through Clare
24th June – Attend the St John's Ambulance event at the Clock Tower

21/06/13 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 7th and 21st June 2021

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 7th and 21st June 2021.

21/06/13.01 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.

21/06/14 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 7th June 2021

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

21/06/14.01 (CL/21/05/7.01 Recommendation)

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

21/06/14.02 (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.

21/06/14.03 Resolved (CL/21/06/11.01 Recommendation)

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

21/06/14.04 Resolved (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.

21/06/14.05 Resolved (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.

21/06/14.06 Resolved (CL/21/06/14.02 Recommendation)

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

21/06/14.07 Resolved (CL/21/06/14.03 Recommendation)

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

21/06/14.08 Resolved (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.

21/06/14.09 Resolved (CL/21/06/17.01 Recommendation)

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

21/06/15 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 14th June 2021

The Chairman of the Neighbourhood Plan Committee presented the minutes and recommendations from the Neighbourhood Plan Committee meeting held on 14th June 2021.

21/06/15.01 Resolved (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.

21/06/15.02 Resolved (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.

21/06/16 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 14th June 2021

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Human Resources Committee meetings held on 14th June 2021.

21/06/16.01 Resolved (H/21/06/12.01 Recommendation**)**

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

21/06/16.02 Resolved (H/21/06/12.02 Recommendation**)**

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

21/06/16.03 Resolved (H/21/06/12.03 Recommendation**)**

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

21/06/16.04 Resolved (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.

21/06/17 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 21st June 2021

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 21st June 2021.

21/05/17.01 Resolved (F/21/06/6.01 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.

21/06/17.02 Resolved (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.

21/06/17.03 Resolved (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.

21/06/17.04 Resolved (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.

21/06/17.05 Resolved (F/21/06/15.01 Recommendation)

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

21/06/17.06 Resolved (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.

21/06/17.07 Resolved (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.

21/06/17.08 Resolved (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.

21/06/17.09 Resolved (F/21/06/17.01 Recommendation)

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

21/06/18 Newmarket Community Network

The Mayor reported that there will be a Community Action day on Saturday 3rd July and

that volunteers were being sought to clear up the Yellow Brick Road area.

21/06/19 Working Groups

The Health & Wellbeing Working Group's terms of reference and membership were confirmed.

21/06/20 Neighbourhood Plan Committee

The Mayor proposed Rachel Wood to be a non-council member of the Neighbourhood Plan Committee and the following was agreed:

21/06/20.01 Resolved

That Rachel Wood be added as a non-council member of the Neighbourhood Plan Committee.

21/06/21 Carparking

The West Suffolk increase to car parking charges and times from 5th July 2021 were discussed and the following was agreed:

21/06/21.01 Resolved

That the West Suffolk increases to car parking charges be referred to the Parking Working Group.

As a result of the change of time for free car parking starting at 6:00pm, the start time of NTC Committee meetings was discussed and the following was agreed:

21/6/21.02 Resolved

That owing to the impact of the West Suffolk increase to parking charges and times, the start time of all NTC Committee meetings will start at 6:15pm from 5th July 2021.

21/06/22 Hybrid Meetings

Members discussed the mix of attendance at meetings in-person and/or virtually and the following was agreed:

21/06/22.01 Resolved

That a Working Group be set up comprising of Cllrs Borda, Hall and O'Neill and the Town Clerk with a remit of looking at Hybrid meeting arrangements and any associated costs.

21/06/23 Correspondence

Festival of Suffolk 2022 – Suffolk Community Foundation are looking for details of any planned events to be held between May and October 2022 to celebrate Suffolk during the Queen's Platinum Jubilee. The Newmarket Carnival will be added and the C&L Committee will consider any additional events

Memorial Bench or tree request – the request was considered and was referred to the C&L Committee.

Recycling facility at supermarket – a request for Tesco to reinstate a plastic recycle facility at the Newmarket store was considered and it was reported that Tesco had reinstated the facility.

21/06/24 **Date of the next Meeting**
Monday 26th July 2021 in the Memorial Hall.

Meeting closed at 7:09pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/06/13.01 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>21/06/14.01 (CL/21/05/7.01 Recommendation)</u>	That NTC secure sponsorship and organise the Community Bulb Planting Event in October 2021.
<u>21/06/14.02 (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. The Acting Town Clerk will have delegated spending powers to action the work.
<u>21/06/14.03 Resolved (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>21/06/14.04 Resolved (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>21/06/14.05 Resolved (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>21/06/14.06 Resolved (CL/21/06/14.02 Recommendation)</u>	That Cllr O'Neill be appointed to oversee the Twinning activities.
<u>21/06/14.07 Resolved (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>21/06/14.08 Resolved (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>21/06/14.09 Resolved (CL/21/06/17.01 Recommendation)</u>	That the request from the RAF & Army Cadets to use the Severals during the summer be approved.
<u>21/06/15.01 Resolved (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>21/06/15.02 Resolved (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.
<u>21/06/16.01 Resolved</u> <i>(**H/21/06/12.01 Recommendation**)</i>	That a member of staff will be paid in lieu of notice from 16/6/21.
<u>21/06/16.02 Resolved</u> <i>(**H/21/06/12.02 Recommendation**)</i>	That a member of staff will be supported through the Council Sick Pay Scheme.
<u>21/06/16.03 Resolved</u> <i>(**H/21/06/12.03 Recommendation**)</i>	That an agency Caretaker be sought in the interim period and job advertisement posted locally.
<u>21/06/16.04 Resolved</u> <i>(**H/21/06/12.04 Recommendation**)</i>	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.
<u>21/05/17.01 Resolved (F/21/06/6.01 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>21/06/17.02 Resolved ((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>21/06/17.03 Resolved (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>21/06/17.04 Resolved (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>21/06/17.05 Resolved (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>21/06/17.06 Resolved (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>21/06/17.07 Resolved (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>21/06/17.08 Resolved (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.
<u>21/06/17.09 Resolved (F/21/06/17.01 Recommendation)</u>	That the request for new and existing Councillor training be approved.
<u>21/06/20.01 Resolved</u>	That Rachel Wood be added as a non-council member of the Neighbourhood Plan Committee.
<u>21/06/21.01 Resolved</u>	That the West Suffolk increases to car parking charges be referred to the Parking Working Group
<u>21/06/21.02 Resolved</u>	That owing to the impact of the West Suffolk increase to parking charges and times, the start time of all NTC Committee meetings will start at 6:15pm from 5 th July 2021.
<u>21/06/22.01 Resolved</u>	That a Working Group be set up comprising of Cllrs

	Borda, Hall and O'Neill and the Town Clerk with a remit of looking at Hybrid meeting arrangements and any associated costs.
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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 5th July 2021 at 6.15pm**

Attendance:

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

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

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

Minute

With great sadness, the Mayor announced the sudden death of Keith Bovill, a former Mayor of NTC and a minute's silence was held.

D/21/07/1 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/21/07/2 Apologies

Apologies were received from Cllrs Berry and Fitzgerald.

D/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

A proposal to seek a group dispensation for application DC/21/1184/FUL was made and the following was agreed:

D/21/07/3.01 Resolved

That the request for a group dispensation for application DC/21/1184/FUL be approved.

D/21/07/4 To Confirm the Minutes of the Meeting Held on 21st June 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 21st June 2021 and the following was agreed:

D/21/07/4.01 Resolved

That the minutes of the Development & Planning Committee held on 21st June 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/07/5 Public Open Session

A Studlands resident requested that a SID be sited on the estate to tackle speeding.

A proposal was made to bring forward item 12a – Correspondence and the following

was agreed:

D/21/07/5.01 Resolved

That item 12a Correspondence – request to site a SID on Studlands be brought forward.

D/21/07/6 Correspondence

A request to deploy a SID on Studlands was considered and the following was agreed:

D/21/7/6.01 Resolved

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

This item was referred to the C&L Committee for further action

Cllr Winter joined the meeting as an observer

D/21/07/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy applied to the tree applications and policy 17 for YBR.

D/21/07/8 Planning Applications

Week commencing 14/06/2021

Cllr Clover declared a non-pecuniary interest in the following application

D/21/07/7/1 DC/21/1289/TCA - Trees in a conservation area notification - one Acacia (T1 on plan) two Small fruit tree (T3 and T4 on plan) fell - Tanglewood Fordham Road Newmarket.

Cllr Crissal joined the meeting as an observer.

D/21/07/7.01(a) Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. There was no reason given for felling the trees and the Committee objected and requested that the application be submitted to the Tree Officer to consider applying a TPO. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/07/7.01(b) Resolved

That in light of application DC/21/1289/TCA, a letter be sent to West Suffolk Planning to raise a concern that the new building does not meet the planning permission granted.

D/21/07/7/2 DC/21/1256/P3OPA – Prior approval application under part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - change of use from office (class E - commercial, business and service) to dwellinghouse(s) (class C3) to create two dwellings - 116-118 High Street Newmarket Suffolk.

D/21/07/7.02 Resolved

The Committee voiced no objections.

D/21/07/7/3 DC/21/1201/FUL – Planning application - change of use from E(g) commercial, business and service and (B2) general industrial to (B8) storage or distribution - 10 Victoria Way Newmarket.

D/21/07/7.03 Resolved

The Committee voiced no objections.

D/21/07/7/4 DC/21/1190/FUL – Planning application - storage building with ancillary offices and trade counter (following demolition of existing store) - Studlands Park Industrial Estate, Unit 14 Studlands Park Avenue Newmarket.

D/21/07/7.04 Resolved

The Committee voiced no objections.

Cllrs declared a non-pecuniary interest in the following application

D/21/07/7/5 DC/21/1184/FUL – Planning application - installation of shutters to veranda -The Severals Sports Pavilion Bury Road Newmarket Suffolk.

D/21/07/7.05 Resolved

The Committee voiced no objections.

D/21/07/7/6 DC/21/1662/LB - Application for listed building consent - a. internal alterations to convert floors into three separate flats b. replacement windows c. two additional windows d. re- painting of front and rear doors, high level soffit and cornice details - St Aubyns Wellington Street Newmarket.

D/21/07/7.06 Resolved

The Committee voiced no objections subject to the approval of the Historical Buildings Officer.

D/21/07/7/7 DC/21/1112/HH – Householder planning application - single storey side extension - 1 Durham Way Newmarket.

D/21/07/7.07 Resolved

The Committee voiced no objections.

Week commencing 21/6/2021

D/21/07/7/8 DC/21/1161/FUL – Planning application - conversion of house in multiple occupation (HMO) into three separate flats - St Aubyns Wellington Street Newmarket.

D/21/07/7.08 Resolved

The Committee voiced no objections.

D/21/07/9 **Amended and Deferred Planning Applications**
None noted.

D/21/07/10 **East Cambs Planning Applications**
None noted.

D/21/07/11 **To Receive Results of Applications as Determined by West Suffolk and Plans**

Withdrawn

West Suffolk Planning Determinations received during weeks commencing,
14/06/2021& 21/06/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/0335/FUL	additional door to North East elevation b. associated change to patio layout	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0335/FUL	Application to discharge condition six (lighting) of DC/21/0335/FUL	Land At Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/21/0055/VAR	Discharge of conditions for DC/21/0055/VAR - condition 13 - landscape management plan	Proposed Building Site Cemetery Hill Newmarket Suffolk	Approved	No objections
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	Approved	No objections
DC/21/0883/TPO	TPO/1990/03 - Tree preservation order - one Beech (T1 on plan, G2 on order) remove unfused crossing branches; reduce mid and lower crown by 1.5-2 meters from the north easterly crown through to the south westerly crown; remove hanging branches and tidy sprags	57 Drinkwater Close Newmarket	Approved	No objections
DC/21/0845/TPO	TPO 01 (1990) tree preservation order - one Beech (T1 on plan within A1 on order) - reduce limb growing to left of garden by one metre, crown raise all round to 4 metres above ground level.	6 Churchill Avenue Newmarket	Approved	No objections
DC/21/0787/HH	Householder planning application - 1. single storey side extension 2. fibre cement cladding to south-west elevation	2 Andrew Road Newmarket	Approved	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	Approved	No objections
DC/21/0683/HH	Householder planning application - detached garage	1 Seymour Close Newmarket	Approved	No objections
DC/21/0364/LB	Application for listed building consent - a. refurbishment of ground floor retail unit b. internal alterations to upper floors to convert to residential use c. insertion of soft wood solid boarded front door to ground floor d. repairs to existing shop front	37 High Street Newmarket	Withdrawn	
DC/21/0363/FUL	Planning application - a. refurbishment of ground floor retail unit b. change of use of first and second floors from class E (commercial, business and service) to two residential flats (class C3	37 High Street Newmarket	Withdrawn	
DC/21/0256/ADV	Application for advertisement consent - a. Two internally illuminated fascia signs; b. two non-illuminated hanging sign; c. 16 non-illuminated signs; d. one illuminated sign e. one non-illuminated fascia sign	Waitrose Ltd Fred Archer Way Newmarket	Approved	No objections
DC/20/1485/CLE	Application for Lawful Development Certificate for Existing Use or Development - Continued use of Sports Pavilion for Assembly and Leisure (Class D2)	The Severals Sports Pavilion Bury Road Newmarket Suffolk	Withdrawn	
DC/21/1055/TCA	Trees in a conservation area notification - one Pine (T1 on plan) - fell	3 Falmouth Gardens Newmarket	Approved	Objected
DC/21/0978/HH	Householder planning application - single storey extension to side and rear elevations	60 Weston Way Newmarket	Approved	No objections
DC/21/0803/TPO	TPO 13 (2005) tree preservation order - one Horse chestnut (T1 on plan and order) re-pollard overall crown by up to three metres to previous pollard points	8 Saint Albans Newmarket	Approved	No objections
DC/21/0767/VAR	Planning application - variation of condition 2 of DC/20/0729/FUL to allow use of revised plans for seven commercial use units (use class B1) and associated works (demolition of existing commercial unit)	7 Laureate Paddocks Newmarket	Approved	No objections
DC/21/0711/HH	Householder planning application - a. single storey front extension; b. two storey side extension	116 Windsor Road Newmarket	Approved	No objections

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Minutes of Development & Planning Committee held on Monday 5th July 2021

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D/21/07/12 Delegation Panel Decisions

None noted.

D/21/07/13 Licensing

None noted.

D/21/07/14 Air BnB Properties

A Working Group report was presented and considered and the following was agreed:

D/21/07/14.01 Resolved

That a further Working Group meeting be held to gather additional evidence.

D/21/07/15 Date of Next Meeting

Monday 19th July 2021 at 6.15pm at the Memorial Hall.

D/21/07/16 To Note any Items for Next Meeting

- Air BNB Properties

Meeting closed at 6:59pm.

Signed: Byt eh Chairman

Date:19/07/2021

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/07/3.01 Resolved</u>	That the request for a group dispensation for application DC/21/1184/FUL be approved.
<u>D/21/07/5.01 Resolved</u>	That item 12 Correspondence – request to site a SID on Studlands be brought forward.
<u>D/21/07/6.01 Resolved</u>	That Cllr Drummond requests that SCC Highways provide an ANPR device for Studlands.
<u>D/21/07/7.01(a) Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. There was no reason given for felling the tree and the Committee objected and requested that the application be submitted to the Tree Officer to consider applying a TPO. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/07/7.01(b) Resolved</u>	That in light of application DC/21/1289/TCA, a letter be sent to West Suffolk Planning to raise a concern that the new building does not meet the planning permission granted.
<u>D/21/07/7.02 Resolved</u>	The Committee voiced no objections.

<u>D/21/07/7.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/07/7.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/07/7.05 Resolved</u>	The Committee voiced no objections.
<u>D/21/07/7.06 Resolved</u>	The Committee voiced no objections subject to the approval of the Historical Buildings Officer.
<u>D/21/07/7.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/07/7.08 Resolved</u>	The Committee voiced no objections.
<u>D/21/07/14.01 Resolved</u>	That a further Working Group meeting be held to gather additional evidence.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 19th July 2021 at 6.15pm**

Attendance:

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

Councillor A Drummond
Item Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

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

Minute

D/21/07/17 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/21/07/18 Apologies

Apologies were received from Cllrs Hall and Fitzgerald.

D/21/07/19 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

Cllr Appleby declared a non-pecuniary interest in applications DC/21/1238/LB and DC/21/1237/FUL – Queensbury Lodge.

D/21/07/20 To Confirm the Minutes of the Meeting Held on 5th July 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 5th July 2021 and the following was agreed:

D/21/07/20.01 Resolved

That the minutes of the Development & Planning Committee held on 5th July 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

A proposal was made bring forward item 12 - Licensing and the following was agreed:

D/21/07/20.01 Resolved

That item 12 – Licensing be brought forward.

D/21/07/21 Licensing

A discussion was held regarding the West Suffolk change to taxi licensing and the requirement to have a wheelchair access vehicle for all new licenses.

Cllr Borda and 10 taxi drivers representing 30+ drivers joined the meeting.

The Chairman invited comments from the taxi drivers and they set out the concerns that they had regarding the changes to the West Suffolk Council licencing requirements and how impracticable they were. They were also angry and upset that they had not been consulted. The feelings were so strong that strike action has been threatened.

Cllr Hood advised that there were taxi driver forum meetings and asked if they had attended. The response was that they had tried to attend the meetings but were denied access. They also pointed out then, when contacting West Suffolk Council, their calls were not answered.

Cllr Drummond advised that, as a West Suffolk Councillor with the Portfolio for Regulatory, he had been involved with this matter. West Suffolk Council had consulted on the change and the change was due to the newly formed council. The wheelchair regulations are a national requirement.

Cllr Jefferys stated that the Town Council recognises the frustration of the taxi drivers and that they had come en masse to express their disappointment with the new regulations that had been put in place without adequate consultation.

A member of the public left the meeting.

The Committee agreed with the comments raised and the following was agreed:

D/21/7/21.01 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.

Those wishing to attend the meeting were asked to send their contact details to the Chairman.

The taxi drivers left the meeting

D/21/07/22 Public Open Session

None noted.

D/21/07/23 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

None noted.

A proposal was made to bring forward applications DC/21/1238/LB and DC/21/1237/FUL and the following was agreed:

D/21/07/23.01 Resolved

That applications DC/21/1238/LB and DC/21/1237/FUL be brought forward.

D/21/07/24 Planning Applications

Five members of the public joined the meeting

Cllrs Appleby and Hood declared a non-pecuniary interest in the following two applications.

D/21/07/23/1 DC/21/1238/LB – Application for listed building consent - a. demolition of two stables to create access b. installation of gates and associated fencing in new opening - Queensbury Stables Queensbury Lodge High Street Newmarket Suffolk.

D/21/07/23.01 Resolved

The Committee voiced no objections subject to the approval of the Historical Buildings Officer and subject to it being part of the wider scheme presented to NTC in June 2020.

D/21/07/23/2 DC/21/1237/FUL – Application for listed building consent - a. demolition of two stables to create access b. installation of gates and associated fencing in new opening - Queensbury Stables Queensbury Lodge High Street Newmarket Suffolk.

D/21/07/23.02 Resolved

The Committee voiced no objections subject to it being part of the wider scheme presented to NTC in June 2020.

Cllr Drummond left the meeting

Week commencing 05/07/2021

D/21/07/23/3 DC/21/1107/HH – Householder planning application - dropped kerb - 292 Exning Road Newmarket.

D/21/07/23.03 Resolved

The Committee voiced no objections

Week commencing 28/06/2021

2 members of the public left the meeting and 1 member of the public joined the meeting.

D/21/07/23/4 DC/21/1318/HH - Householder planning application - a. two storey side and rear extension (following demolition of existing garage, workshop and shed) b. single storey rear extension - 14 Exning Road Newmarket.

D/21/07/23.04 Resolved

The Committee voiced no objections

D/21/07/23/5 DC/21/1310/HH – Householder planning application - a. single storey front extension b. two storey rear and side extension - 80 Weston Way Newmarket.

D/21/07/23.05 Resolved

The Committee voiced no objections.

A member of the public left the meeting

D/21/07/23/6 DC/21/1312/HH – Householder planning application - single storey partial front extension and single storey side extension with one roof light - 11 Golden Miller Close Newmarket.

D/21/07/23.06 Resolved

The Committee voiced no objections.

D/21/07/23/8 DC/21/1298/HH – Householder planning application - alterations to fenestration of

front elevation - 80 Drinkwater Close Newmarket.

D/21/07/23.08 Resolved

The Committee voiced no objections.

D/21/07/23/9 DC/21/1265/FUL - Planning application – single storey rear extension with mezzanine floor above - Studlands Park Industrial Estate, Caps Cases Studlands Park Avenue Newmarket.

D/21/07/23.09 Resolved

The Committee voiced no objections.

D/21/07/25 Amended and Deferred Planning Applications

None noted.

D/21/07/26 East Cambs Planning Applications

None noted.

2 members of the public left the meeting.

D/21/07/27 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 28/06/2021& 05/07/2021

Applications	Description	Address	WS Decision	NTC Decision
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	Approved	Objected
DC/21/0899/TPO	TPO 02 (1980) tree preservation order - a. one Sycamore (T86 on plan) reduce height and spread above stables by up to three metres b. one Horse chestnut (T83 on plan) overall crown reduction by up to four metres	8 Cecil Lodge Close Falmouth Avenue Newmarket	Approved	No objections
DC/21/0872/HH	Householder planning application - a. two storey side extension b. porch to side elevation	Willoughby Cottage Fordham Road Newmarket	Approved	No objections
DC/21/0783THH	Householder planning application - side porch	23 Drinkwater Close Newmarket	Approved	No objections
DC/21/1695/FUL	Planning application - Extension to existing all-weather gallop	Racecourse Access Roads From A1304 To Newmarket Race Course Newmarket Suffolk	Approved	No objections
DC/21/1239/TCA	Trees in a conservation area notification - 21 Laurel (outlined in red on plan) overall crown reduction by up to one metre	Memorial Hall 144 High Street Newmarket	Withdrawn	
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	10 Cecil Lodge Close Falmouth Avenue Newmarket	Approved	No objections
DC/21/0994/TPO	TPO 013 (1991) tree protection order - one Sycamore (T016 on plan in area A4 on order) one Elm (T017 on plan in area A4) two Beeches (T020 and T015 on plan in area A4) fell	Tree Belt Godolphin Stables Snailwell Road Newmarket Suffolk	Approved	Objected
DC/21/0943/ADV	Application for advertisement consent - internally illuminated double sided advertising	Footpath Outside Mce House 351 Exning	Approved	No objections

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	panel forming one end to an existing bus shelter	Road Newmarket Suffolk		
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D/21/07/28 Delegation Panel Decisions

None noted.

1 member of the public left the meeting.

D/21/07/29 Air BnB Properties

Cllr Appleby advised the he had corresponded with West Suffolk Council on this issue and a further response is awaited.

D/21/07/30 Correspondence

None noted.

D/21/07/31 Date of Next Meeting

Monday 2nd August 2021 at 6.15pm at the Memorial Hall.

D/21/07/32 To Note any Items for Next Meeting

- Air BnB Properties

Meeting closed at 7:08pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

<u>Resolution/Recommendation</u>	<u>Resolution/Recommendation Wording</u>
<u>D/21/0721.01 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>D/21/0723.01 Resolved</u>	The Committee voiced no objections subject to the approval of the Historical Buildings Officer and subject to it being part of the wider scheme presented to NTC in June 2020.
<u>D/21/0723.02 Resolved</u>	The Committee voiced no objections subject to it being part of the wider scheme presented to NTC in June 2020.
<u>D/21/0723.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.05 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.06 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.08 Resolved</u>	The Committee voiced no objections.
<u>D/21/0723.09 Resolved</u>	The Committee voiced no objections.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee Held on Monday 5th July 2021 at 7:05 pm

Attendance:

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

Councillor D Hall
Councillor J Harvey
Councillor R Hood
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 1 Member of the Public.

Minute

With great sadness, the Mayor announced the sudden death of Keith Bovill, a former Mayor of NTC and a minute's silence was held.

CL/21/07/1 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/21/07/2 Apologies for Absence

Apologies were received from Cllr Anderson.

CL/21/07/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

Cllr De'Ath declared an interest in the Food & Drink Festival item.

CL/21/07/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 7th June 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 7th June 2021 and the following was agreed:

CL/21/07/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 7th June 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/21/07/5 Public Open Session

The Events Manager introduced Jenna, a professional artist who suggested putting a Community mural on the white wall facing the children's swings during the Summer entertainment programme.

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Minutes of Community & Leisure Services Committee held on Monday 5th July 2021

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

CL/21/07/5.01 Resolved

That item 12 - Summer Entertainment be brought forward.

CL/21/07/6 Summer Entertainment

The proposal for a Community mural was discussed and a site visit was made in the Memorial Gardens. The following was agreed:

CL/21/07/6.01 Recommendation

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.

The Chairman asked for suggestions of a theme/title to be sent by email and these will be discussed further with Jenna.

Jenna left the meeting

CL/21/07/7 To Receive the Accounts

The accounts for June 2021 were received and noted.

CL/21/07/8 Memorial Gardens

A report was presented with quotes to replenish the safety bark and sand and the following was agreed:

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.

CL/21/07/9 Planting

The Chairman reported that three areas around Town had been identified for planting bulbs; St Marys Square, the top of Mill Hill and the YBR. Grants were available from West Suffolk and an application for a grant had been submitted.

CL/21/07/10 Memorial Bench/Tree

It was noted that areas suggested by the family belong to Jockey Club Estates and the following was agreed:

CL/21/7/10.01 Recommendation

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

CL/21/07/11 Condition of Roads in Newmarket

A report was not yet available.

CL/21/07/12 Remembrance Sunday

A verbal report on plans for Remembrance Sunday was given and a proposal to have refreshments at Tattersalls instead of the Bowls Club was considered and the

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following was agreed:

CL/21/07/12.01 Recommendation

That refreshments for Remembrance Sunday be held at Tattersalls following the Remembrance Service.

CL/21/07/13 Update on Newmarket Events

The Events Manager reported on the following:

Queen's Platinum Jubilee/Festival of Suffolk – The Committee stated its full support for Jubilee events. Councillors were asked to think of a project for the Platinum Jubilee and pass suggestions to the Chairman or Town Clerk. Chairman reported that also a tree would be planted jointly by NTC and Jockey Club Estates. Members were asked to send in additional ideas.

Cllr De'Ath declared and non-pecuniary interest in the following item

Food & Drink Festival

A request to have stalls relating to the Food & Drink Festival in the Memorial Hall was considered and the following was agreed:

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.

Soap Box Derby 2021 – Events Manager presented a report on the costs and expected revenue. Tickets are being booked online and 13 teams have entered. Planning will continue and further updates will be reported.

Summer Entertainment – The Events Manager gave a verbal update on the events schedule and a big party with live music is planned for the last day.

CL/21/07/14 Correspondence

A 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 was considered and the following was agreed:

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.

The consultation on the new Studlands litter bins was noted. It was noted that additional bins were needed in some areas around Town and some needed to be replaced. A report on the bins in Town will be produced for the Committee to consider.

CL/21/07/15 Date of Next Meeting

Monday 2nd August 2021 at the Memorial Hall.

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CL/21/07/16 Items for Next Agenda

- Litter Bins
- Events
- Queen's Platinum Jubilee
- Soap Box Derby

CL/21/07/17 Exclusion of the Press & Public

With the vote being unanimous, it was:

21/06/17.01 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.

A member of the press left the meeting.

CL/21/07/18 **Memorial Gardens******

A report on upgrading the CCTV, Anti-Climb paint and signage and security arrangements was considered and the following was agreed:

*****CL/21/07/18.01 Recommendation*****

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

A further meeting will be held with West Suffolk to discuss and negotiate the costs.

*****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.

*****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.

CL/21/07/19 *Cemetery Matters*****

The request for a memorial will be passed to the Cemetery Manager to consider if it meets the policy criteria.

The electronic gates are still awaited and when installed, the opening times will change to bring them in line with Bury St Edmunds.

A proposal to add a plaque to the newly planted tree by NTC was considered and the following was agreed:

*****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.

Meeting closed at 8.06pm

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Minutes of Community & Leisure Services Committee held on Monday 5th July 2021

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/07/5.01 Resolved</u>	That item 12 - Summer Entertainment be brought forward.
<u>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>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>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>CL/21/07/12.01 Recommendation</u>	That refreshments for Remembrance Sunday be held at Tattersalls following the Remembrance Service.
<u>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>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>***CL/21/07/18.01 Recommendation***</u>	That the CCTV in the Memorial Gardens be upgraded to allow 360degree coverage.
<u>***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>***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>***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.

Book number 19 2021 -2022

Minutes of Community & Leisure Services Committee held on Monday 5th July 2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 12th July 2021 at 6:15pm**

Attendance:

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

Councillor C O'Neill
 Councillor P Winter
 Councillor K Yarrow
 R Wood

Also Present: C Whitaker – Town Clerk, Cllr A Sharp – ECDC/CCC, N Patton and R Achner – Jockey Club Estates, 1 Member of the Press and 1 Members of the Public.

Minute

N/21/07/1 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/21/07/2 Apologies for Absence

Apologies were received from Cllr Hall, Hood, Hulbert and Jefferys.

N/21/07/3 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/21/07/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 14th June 2021 and Any Matters Arising

Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 14th June 2021 and the following was agreed:

N/21/07/4.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 14th June 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/21/07/5 Presentation – Jockey Club Estates – Horse and Public Safety

Nick Patton gave a presentation on the work Jockey Club Estates were doing to improve horse/public safety. A project had started in 2017 to look at standardising all of the signs and crossings around Town. Examples of

different signs and crossings were shown and it was noted that the Pegasus traffic light system was the most expensive and was high maintenance. The preferred system is the tap and flash system with warning signs on the approach to the crossing. There were also plans to tidy up the crossings such as replacing the metal railings at St Mary's Square and trialing different road surfaces. An example of the replacement railings is available for viewing. He had good support from the Head Teachers at the schools on Fordham Road and was dealing with SCC and East Cambs.

Next steps would be to produce a Public consultation on the proposals and he would appreciate support from NTC.

The Chairman thanked Nick for the presentation and looked forward to seeing the proposals.

Cllr Hall joined the meeting as an observer and Cllr Sharp left the meeting.

N/21/07/6 Public Open Session

A resident spoke to the item regarding affordable housing and requested that West Suffolk undertakes an analysis of housing needs in Newmarket. Reference was also made regarding the Newmarket Neighbourhood Plan which will require reviewing in due course.

N/21/07/7 To Receive the Accounts

The accounts for June 2021 were received and noted.

Cllr Hall left the meeting.

N/21/07/8 Community Actions Working Group Reports

Parking & Transport Strategy (E4/E9/E10) – It was reported that a 'Walk & Talk' meeting had been held with West Suffolk and residents to look at proposals for a Residents' Permit Zone. A Public consultation will take place on the proposals in the near future.

The Working Group would now start to look at the issues on the Studlands estate.

Public Realm & Associated Initiatives (F3/C3) – There was nothing further to report.

Yellow Brick Road (C7) – It was reported that the planned clean-up had been postponed due to bad weather and would now take place on 17th July. Notice regarding possible grant funding is awaited.

Volunteer Working Group – There was nothing further to report.

SEND Provision (B3i) – There was nothing further to report.

Museum Working Group (A7)/ Local History Trail – It was reported that a meeting had been held on 23/6/2021 to look at suitable sites.

Newmarket Market (A9) – There was nothing further to report.

Horse & Public Safety (E6/E7) – No further report was made.

Affordable Housing (D3) – it was reported that productive meetings had been held and a representative from a CLT (Community Land Trust) had given useful information on what they had done in their area. Further meetings will be held with other CLTs.

N/21/07/9 **Correspondence**
None noted.

N/21/07/10 **Date of Next Meeting**
Monday 9th August 2021.

N/21/07/11 **Items for Next Agenda**
• **Working Group reports**

Meeting closed at 7:10pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>NONE</u>	



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 12th July 2021 at 7:15pm**

Attendance:

Councillor K Yarrow (Chairman)
Councillor A Drummond

Councillor C O'Neill
Councillor P Winter

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

Minute

- H/21/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The notice was not required.
- H/21/07/2 Apologies for Absence**
Apologies were received from Councillors Hood, Hulbert and Jefferys.
Councillor Hall was absent.
- H/21/07/3 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/21/07/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 14th June 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 14th June 2021 and the following was agreed:

H/21/07/4.01 Resolved
That the minutes of the Human Resources Committee meeting held on Monday 14th June 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/21/07/5 Public Open Session**
No members of the public were in attendance.
- H/21/07/6 To Receive the Accounts**
The accounts for June 2021 were received and noted.
- H/21/07/7 Performance Management**
Town Clerk reported that staff Performance Management reviews would be held in October.
- H/21/07/8 Items for Inclusion on Next Agenda**

Minutes of Human Resources Committee held on 12th July 2021

None noted.

H/21/07/9 **Date of Next Meeting**
Monday 9th August 2021

H/21/07/10 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/07/10.01 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 left the meeting.

H/21/07/11 *****Staff Update*****

Town Clerk presented a report on a proposal for a new staffing structure and the following was agreed:

*****H/21/07/11.01 Recommendation*****

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

*****H/21/07/11.02 Recommendation*****

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

*****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.

Meeting closed at 7:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>***H/21/07/11.01 Recommendation***</u>	That the proposal for a new staffing team structure be approved.
<u>***H/21/07/11.02 Recommendation***</u>	That the proposal for staff re-grading of four positions be approved.
<u>***H/21/07/11.03 Recommendation***</u>	That a transfer of £10,000 from EMR 332 (Human Resources EMR) to the HR committee account be approved.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 19th July 2021 at the Memorial Hall at 7:10pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor A Appleby
Councillor J Borda

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

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

Minute

- F/17/07/1 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/17/07/2 Apologies for Absence**
Apologies were received from Cllrs Drummond, Hall and Yarrow.
- F/17/07/3 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/17/07/4 To Confirm the Minutes of the Meeting Held on 21st June 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 21st June 2021 and the following was agreed:

F/21/07/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 21st June 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/17/07/5 Public Open Session**
No members of the public wished to speak.
- F/17/07/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for June 2021 and the following was agreed:

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.

F/17/07/7 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 30/06/2021 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2021 were received and noted. Town Clerk reported that she had improved the transaction descriptions.

F/17/07/9 Purchase Order System

Town Clerk/RFO presented a report for a quote to purchase RBS Purchase Order software to give a tighter internal control purchasing system. The report was considered and the following was agreed:

F/21/07/9.01 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.

F/17/07/10 Health and Safety

The monthly Health and Safety report was received and noted. The new pump had been installed at the Pavilion and the other pumps needed further work. Disinfection would be carried out when all pumps are working. The Clerk confirmed that new staff will be picking up some of the outstanding issues as soon as possible.

F/17/07/11 Correspondence

None noted.

F/17/07/12 Date of Next Meeting

Monday 16th August 2021 at the Memorial Hall.

F/17/07/13 Items for the Next Agenda

- Working Group Reports

Meeting closed at 7:25pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/07/6.01 Recommendation</u>	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>F/21/07/9.01 Recommendation</u>	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.

DRAFT

Townclerk

From:



Subject:

Closure Order - Brewers Lane, Newmarket

Good afternoon

I am getting in contact to notify you of a Closure Order that was granted to West Suffolk Council yesterday (14/07/2021) by Ipswich Magistrates Court, the order was obtained under the Anti-Social Behaviour, Crime and Policing Act 2014.

This proactive piece of work, is as a result of a partnership approach taken between West Suffolk Council, Hastoe Housing Group and police through the multiagency Anti-Social Behaviour meeting. The reason for the Closure Order is as a result of persistent antisocial behaviour (ASB) issues occurring at 6 Brewers Lane, Newmarket, Suffolk CB8 7FH.

The order will remain in place for a period of three months initially and does not allow the occupier of the property to remain living at the address, whilst also prohibiting anyone else from being there, other than those deemed as requiring access, such as Hastoe Housing Group.

The objective of the Closure Order is to address the activity taking place at the named property and cease the detrimental impact it is causing to residents and businesses in the locality.

If you wish to discuss further please let me know.



#TeamWestSuffolk

West Suffolk Council supports our staff to work flexibly and we respect the fact that you may also be working at different times to suit you and your organisation's needs. Please do not action or respond to this message outside your own working hours.

West Suffolk Council is playing its part to support our communities and businesses during the COVID outbreak. Prioritising this work may mean other services are impacted or you may get a slower response than normal.

[Report, pay and apply online 24 hours a day](#)
[Find my nearest for information about your area](#)

Townclerk

From: Matthew Hearne
Sent: 04 July 2021 16:59
Subject: SVP100 - organising a trail running event for August 14th 2021
Attachments: Coronavirus - additional race guidelines for 2021.pdf; 2021-06-26 SVP100 Risk Assessment v4.1.pdf

Dear Sir / Madam,

I hope this email finds you well.

I'm contacting you to make you aware of a trail running event that I'm organising along the Stour Valley Path on the 14th August 2021. The footpath passes through your town / parish so I wanted to inform you about my plans.

I've been carefully reading all the government information issued over recent months and now believe that the event will be safe to go ahead in August, as long as government guidance and social distancing guidelines are followed. As such, I've attached both a risk assessment in addition to a document that outlines the measures we will implement to ensure the safety of runners, volunteers and members of the public along the Stour Valley Path public footpath on the race day. We had no cases of Covid-19 related to the event in August last year and have never had cause to contact the emergency services.

We are expecting around 350 runners in total, with approximately 150 persons in the 100k race starting from Newmarket (grassy area outside Newmarket Cemetery) between 6:30am and 7am, and another 200 persons in the 50k race starting from Sudbury (edge of Friars Meadow) between 12:30pm and 1pm. All runners will be aged 21 or older. Given the distances involved, runners will be well dispersed and generally be travelling at a slow pace along the trail / footpaths, so should not pose a threat to other members of the public.

All participants will be fully briefed before the race and will be told to adhere to the Highway Code and Countryside Code, and we will provide marshals at any busy road crossings to ensure that runners do not take unnecessary risks crossing the roads. We also have sweepers running behind the last runners to ensure that any route markings (drapers tape) and items accidentally dropped by runners are collected. Runners will run with their own water bottles and will be disqualified for littering. We will clear any litter at the various aid stations along the route and ensure that everything is bagged and disposed of in the appropriate manner. The runners and volunteers will be liberally using hand sanitiser throughout the day.

I wanted to share these documents with you and inform you of the plans. Please do let me know if there are any issues or concerns to address, as we wish to minimise any disruption to the local residents, environment and other public footpath users, whilst keeping everyone safe and minimising the risk of Covid transmission.

I look forward to hearing from you and thank you for your time.

Best regards,
Matthew Hearne
Race Director

This document covers both the Stour Valley Path 100km and 50km ultra runs (www.svp100.co.uk)

Author of document: Matthew Hearne (Race Director)

Coronavirus – race safety

There are a number of steps we are planning to implement in order to ensure that all our runners, volunteers and other members of public are kept as safe as possible and to minimise risks. These are based upon current government guidance which may change between now and race day (August 14th). We will refine these steps over the coming weeks based upon changing guidance and feedback.

Should the government Coronavirus alert levels for the UK increase, or should local lockdown measures be implemented anywhere along the route, we will postpone the race to later in the year. We will continually evaluate the information provided by the government on the lead up to the event, but we remain optimistic that things will improve further over the weeks ahead.

We want to communicate these measures to you in advance of the event to ensure that everyone is prepared before race day and that appropriate social distancing is adhered to, before, during and after the race.

The entire race will safely take place outdoors, including the starting area, aid stations and finish area. As such, the risk of transmission associated with the event is already greatly reduced.

General

- Runners and volunteers should not turn up at the event if they have:
 1. A fever of $\geq 37.8^{\circ}\text{C}$ on the day of the event;
 2. Had any signs or symptoms of COVID-19 in the past 14 days. Such as a new continuous cough, fever, change/loss of taste/smell;
 3. Been in contact with anyone who is sick in the past 14 days;
 4. Travelled within the past 14 days to any international location with widespread ongoing local COVID-19 transmission.
- Anyone who tests positive for COVID-19 up to 7 days after the event should report it to the [race organiser](#) and we will email everyone who attended so they can make the choice to isolate or test;
- High risk individuals or anyone quarantining from travel abroad are advised not to attend the event;
- We will check the temperature of every runner as they line up at the start. Anyone with a temperature of $\geq 37.8^{\circ}\text{C}$ will not be allowed to start the race. Should any runner be measured at or above this temperature, we will ask them to step away from the starting area and we will measure their temperature again after a short period of time has elapsed;
- All volunteers to be provided with face masks, Nitrile gloves and hand sanitiser;

- Supporters and other spectators must remain socially distanced whilst attending the event. Spectator groups must be restricted in size and spread out, in line with wider government guidance. Crowding or congregation must be strictly avoided. As such, supporters and spectators should keep well clear of the start area, aid stations and finish line. There will be an exception for runners who have special needs, where we will allow their support teams to meet them shortly before or after the aid stations;
- Runners should consider their safety and the safety of others when travelling to and from the event. Ideally getting someone from their household to drive them, or if using public transport, ensuring that they are following the advice of the operator concerning distancing and face covering. Full details of government guidance on this matter can be found [here](#).

The weeks leading up to the race

- Final instructions will be emailed to runners a week before the race;
- Race briefing will be provided by video in advance of the race;
- Race numbers with an attached timing chip will be posted to runners. Runners who have not received this by post will be able to pick up a number from the start location;
- Runners will be expected to sign an electronic liability waiver in advance of the race;
- Runners will be expected to check their address and medical details are correct on the Race Director website where they previously registered for the event.

Registration

- There will be no kit-check at the start but random checks will be implemented during the race by volunteers with face masks and gloves;
- Toilets will be available at both the start venues: Memorial Hall, High Street, Newmarket, CB8 8JS (100k) or Quay Theatre, Sudbury, CO10 2AN (50k). If they are not available due to restrictions at the venues, suitable local alternatives will be found;
- Bag drop will remain the same as before, but bags must be pre-labelled with running numbers before arrival at the bag drop area. Bags will be left at the start locations with our van driver (see addresses above) and will be transported to the finish area. The van driver will be wearing protective equipment when handling the bags. Runners should sanitise their hands before dropping and collecting bags.

Race start

- Runners will be expected to turn up at the race start with their running numbers attached and visible, and ready to start when instructed by the team;
- We will have a mass start if government restrictions have been fully lifted, or a rolling start if restrictions remain in place;
- Rolling start – small groups of runners (no more than 6 persons) to be set off at a minimum of 30 second intervals over a period of 30 minutes;

- If we have a rolling start, the race start times will be 06:30-07:00 hrs for the 100k race and 12:30-13:00 hrs for the 50k race. If we have a mass start, the races will commence at 07:00 hrs and 13:00 hrs respectively;
- We have separate start locations and times for the 100k and 50k races which will naturally reduce the numbers of people being in the same place at the same time.

During race

- Runners will be expected to wear a face covering at aid stations (e.g. Buff, neck gaiter, face mask). A face covering is part of the mandatory kit list for this year, but it does not have to be worn whilst running between aid stations;
- There will be mandatory use of hand sanitiser before entering and leaving aid stations. Bottles of hand sanitiser will be provided for this purpose;
- Appropriate social distancing should be respected at the aid stations. The event will be set up to minimise the chances of congestion at the aid stations, but if there is a small queue please patiently wait your turn should you require food or drink;
- Runners will serve themselves food and drinks at the aid stations;
- Water will be available in bottles / jugs / containers at the aid stations and runners will be expected to fill their own bottles. All runners will carry their own bottles / bladders as part of the mandatory kit list;
- Volunteers at the aid stations will be continually sanitising surfaces touched by the runners;
- In addition to the usual drinks, only packaged foods will be provided at aid stations. There will be less of a selection of food available than in other years, so runners will be expected to more self-sufficient than usual and carry some of their own energy supplies from the start;
- The aid station cut-offs will remain the same and are outlined on the race website [here](#) for the 100k and [here](#) for the 50k - the timings are based upon runners leaving no later than 7am for the 100k and 1pm for the 50k;
- Overall cut-off times are as normal i.e. 15.5* hours for the 100k and 9.5 hours for the 50k. We will be tracking each runner through the timing chip attached to the race number, and will aim to inform a runner if they have missed the cut-off at the aid station. *note, due to the detour in Dedham this year, it has been decided to allow 100k runners an additional 15 minutes on the overall cut-off time i.e. the SVP100 will now have a cut-off of 15hrs 45. There will be no change to the cut-offs for the 50k race;
- Runners should be extremely respectful of other runners and footpath users during the race and ensure that adequate distancing is adhered to when passing others. If encountering another footpath user, the runner should slow down, ensure that the footpath user is aware of their presence, and ideally pass with a minimum of 2m distance;
- When runners are overtaking other runners, they should announce their presence when approaching the runner who is in front. The runner who is in front should then move to their left where possible to ensure there is adequate space on the trail for the other runner to pass. There are some narrow sections along the course so we ask runners to be patient

when overtaking, to avoid taking any unnecessary risks and always observe social distancing guidelines.

Finish area

- There will be no access to showers at the finish area;
- Toilets will be available at the finish area. If they are not available due to restrictions at the venue, suitable local alternatives will be found;
- Runners will be encouraged to depart the finish area as soon as possible after completing the race;
- Medals and t-shirts will be laid out on tables for collection by successful runners;
- Prizes will be handed out promptly rather than at an award ceremony.

Medical cover

- The medical team will be located close to the aid stations so they can observe people entering and leaving for monitoring purposes, but will only get involved if they see an issue;
- The medical team will wear face masks and gloves (as usual) and we will require runners to wear a face mask when we are interacting with them in close proximity and also require them to use gel sanitiser;
- Refusal to wear a mask or sanitise means the runner won't be treated unless there is an urgent requirement to treat something serious;
- Anyone exhibiting Covid-19 symptoms should not attend. If anyone exhibits symptoms at the event they can be asked to leave at the discretion of the medical team via the race director.

Coach and minibus travel

- Details of all those travelling on the coach will be recorded through pre-purchased tickets;
- Runners using the coach from Brantham Leisure Centre to Newmarket will be expected to wear a face covering during the journey;
- Runners who withdraw during the race and therefore use the minibus service will also be expected to wear a face covering. Where possible, minibus windows will be kept open and adequate social distancing should be maintained on the minibus. This may limit the number of runners who can be transported at any one time, so runners will need to be patient and understanding.

It is vital that we adhere to government and England Athletics guidelines to ensure the safety of everyone involved with the race, in addition to people living along the route. It goes without saying that any runners who are feeling unwell in the weeks leading up to the event should not be running the race.

Event name: Stour Valley Path 100km and 50km ultra runs (www.svp100.co.uk)

Author of document: Matthew Hearne (Race Director)

Please refer to any adjustments outlined in "Coronavirus - additional race guidelines for 2020"

#	Heading	Details of arrangements and precautions
1	Race facilities	
1.1	Changing (male and female)	Competitors will be advised to arrive already changed. If they require, toilet facilities will be available at the start location (the Memorial Hall, Newmarket for the 100k and the Quay Theatre, Sudbury) for changing, and there will be changing rooms at the finish location (Brantham Leisure Centre)
1.2	Toilets (male and female)	Toilet facilities will be available at the start location (the Memorial Hall, Newmarket for the 100k and the Quay Theatre, Sudbury) for both males and females. Along the course, there are various locations with public toilets, and there will be toilet facilities available at the finish line (Brantham Leisure Centre).
1.3	Parking	There should be adequate parking close to the starting location for the 100k race, particularly around Birdcage Walk and Falmouth Avenue in Newmarket. Runners participating in the 50k race will be advised to leave cars in the carparks near the train station and leisure centre. Competitors leaving their car will do so at their own risk, as stated on the event website. There will also be adequate parking facilities available at the finish location (Brantham Leisure Centre)
1.4	Registration	Registration for the 100k race will open at 6am (race is scheduled to start at 7am) and for the 50k race will open at 1130am. There will be a registration desk, staffed by volunteers. Competitors will show a form of photo ID (e.g. passport, driving licence) to confirm their identification, sign a waiver, confirm their mobile telephone number (the phone that they are running with) and the emergency contact number they have supplied, and will then be provided a race number with safety pins. Random checks will be undertaken to ensure competitors are carrying the mandatory kit. A full briefing will be provided to all competitors prior to the race, highlighting any risks and emergency procedures
1.5	Signage	Basic signage will be available at the start and finish location. Signage will also be provided along the route in locations where the public footpath is difficult to navigate
2	The course	All course detail, including detailed maps, can be found on the race website
2.1	Start location	The Memorial Hall, Newmarket (CB8 8JS) for the 100k race and the Quay Theatre, Sudbury (CO10 2AN) for the 50k race. The first mile of the 100k race course is along a pavement, which is wide enough three competitors. Alongside the pavement, there is a grass verge with enough space for additional runners. As such, the start of the course should be wide enough for the number of competitors. The start of the 50k route is along an old rail track (the Valley Trail) and is wide enough for 4 or 5 runners. The start assembly area for both events is off-road and large enough for all competitors to congregate prior to the race.
2.2	Nayland Village Hall	The Nayland Village Hall Management Committee have kindly granted permission for the use of the external facilities of the hall in addition to the edge of the playing field for our aid station. We agree to the following: The external toilet will be sanitized after every use. Usage of the

#	Heading	Details of arrangements and precautions
		toilet will ideally be limited to volunteers only; - The external water tap and extension hose will be used to refill large water containers for use at the drinks station; - A small gazebo and picnic table(s) will be set up on the edge of the playing field close to the external water tap; - Any litter generated by the aid station will be sealed in binbags and disposed of in the correct manner to ensure that no trace of the aid station is left at the site; - The volunteers will park in the car parking spaces outside the village hall; - Spectators / supporters have been discouraged from visiting the aid station location to ensure that adequate social distancing can be maintained; - Further details concerning the structure and operation of the aid station in light of the ongoing pandemic can be found in the document entitled "Coronavirus - additional race guidelines for 2020". This document outlines the measures being taken by the race to minimize the associated risks.
2.3	Finish location	Brantham Leisure Centre (CO11 1RZ). The finish is based at a leisure centre. The leisure centre is large enough for all staff, competitors and spectators. There is also parking available.
2.3	Higher risk areas on the route	A list of hazards is provided on the event website. This includes: - Footpaths - At the very start of the run, you will be running along a footpath alongside the Barbara Stradbroke Avenue (A1304). If you need to overtake people, please use the grass verge the runs alongside the footpath, rather than stepping into the road. Additionally, there are two horse crossings that intersect the footpath on this road. Please ensure that you give way to any horses crossing. - Roads - There are also a number of relatively busy road crossings on the run. In particular, the B1061, the A143, and the A1092. Please make sure that you stop, look and listen before crossing these roads. - Railways - There are two rail crossings on the run, one near the start of the race just after the golf course (when you are running on the Devil's Dyke), and one situated just after the village of Lamarsh (shortly after CP4). The locations of these crossings are shown in the images below. Please ensure that you stop before these crossings and check to your left and right before crossing the tracks. - Rain - There are also a number of other potential hazards on the route. For example, there are a number of stiles that you will need to climb over. Furthermore, some parts of the route may become slippery following heavy rain, particularly where there are exposed roots or where the path runs alongside fields. - Harvest - The footpath crosses fields and country roads where heavy farm machinery may be in use. Please take extra caution when in these areas to ensure your safety and to avoid disrupting the harvesting activities. The farmers should be given priority in all cases. We intend to provide marshals at one road crossing near the start of the race (approximately 2-3 miles into the race) and at the crossing of the A137 near the finish. Later in the race, the competitors will be spread out, therefore minimising the risks of road crossings. Volunteers at the checkpoints will also act as marshals, highlighting any upcoming hazards

#	Heading	Details of arrangements and precautions
		to runners and all runners will be told to adhere to the Highway Code during the briefing before the races. Runners will also be briefed about the Countryside Code. In particular, we will highlight the need to shut all gates when crossing fields to prevent the escape of livestock.
2.4	Surface	The runners will be running along a variety of surfaces, ranging from pavements, to gravel tracks and bare ground.
2.5	Final inspection	A final inspection will be undertaken in the final days before the race to ensure that there are no new hazards. In the event that there is significant flooding on the course, or any other parts of the course are deemed unsafe / dangerous, measures will be undertaken to either reroute the course, or if this is not possible, the event will be postponed or cancelled.
2.6	Food / drink stations	Food / drink stations will be available along the route. The following will be provided for runners at each checkpoint: • Food: Food products such as bananas, sweets, cake, etc. • Drink: Water, cola, energy drinks. Each food / drinks station will be manned by 4-5 volunteers. One person will record the runners' times, another will be responsible for food, and another person for drink. The additional person will manage the overall station and will be the main point of contact if there are missing runners or medical concerns.
3	Race personnel	
3.1	First aid / medical	First aid will be available throughout the race. In addition to having a small number of trained first aiders working on the checkpoints, we will also have a small team of trained medical personnel to help deal with any incident.
3.2	Police presence	The relevant police contacts have been informed about the event. Their officers, if in attendance, will be there to engage with the community.
3.3	Sweeper	We have a couple of volunteers who have offered a sweeping service. They will follow the race, ensuring that there are no injured or lost runners. The sweeper will also be responsible for the removal of any race signage and will also pick up any litter left by the runners (all runners will be expected to abide by the Countryside Code at all times, as detailed on the race website). We will also have a people carrier / minivan available to pick up anyone who drops out of the race.
3.4	Course marshals	All marshals will be fully briefed of their role and responsibilities in writing prior to the race. Those dealing with road / rail crossings, working close to a road, or working in low light conditions, will be provided with high-visibility jackets. Marshals will have a variety of roles, from managing checkpoints / aid stations, to liaising with the medical crew, and any members of the public or the police.
4	Medical	
4.1	Heat	Given that the race is in August, heat is likely to be the biggest issue faced. This may range from sunburn to dehydration. Adequate water will

#	Heading	Details of arrangements and precautions
		be made available at all aid stations, in addition to electrolyte products. Runners will be encouraged to make use of these facilities.
4.2	Cold	In the unlikely event that we experience cold conditions, all runners have been requested to carry a mandatory survival blanket as part of their kit. This will be particularly important if we are to experience wet and windy conditions. The majority of checkpoints along the course are situated adjacent to public houses, so there is an opportunity for shelter and warmth whilst waiting to be picked up, should a competitor decide to retire from the race.
4.3	Injuries	Minor injuries will be dealt with by the first aiders or medical personnel. In the event that a competitor sustains a serious (potentially life threatening) injury, all volunteers will be instructed that they should inform the emergency services (999) immediately, prior to liaising with the first aid / medical personnel
4.4	Exhaustion	Exhausted runners will be encouraged to rest at the checkpoint or aid station. Runners will only be allowed to continue if it is decided that they are in a physical and mental condition to do so, and that they are likely to be able to complete the race without putting themselves or others at risk.
4.5	Other	In the event that a competitor suffers any other serious issues, such as cardiac arrest or anaphylactic shock, all volunteers will be instructed that they should inform the emergency services (999) immediately, prior to liaising with the first aid / medical personnel
5	Communication	
5.1	Runners	All runners are expected to carry a fully charged mobile phone as part of their mandatory kit. A runner will not be allowed to compete without this piece of equipment. As mentioned, we will check the mobile details of each competitor, in addition to their emergency contact details.
5.2	Between race director and volunteers	The race director will communicate with volunteers and vice versa via mobile phone during the race, using an application called WhatsApp.
6	Missing / lost runners	
6.1	Missing / lost runners	The race number of each runner will be recorded at each checkpoint or aid station both digitally (through the timing chip attached to each running number) and manually. In the event that a runner or runners miss the cut-off for the aid station, as outlined on the event website, and the sweeping team have not seen the runner, the volunteers at the aid station will inform the Race Director, who will then try to contact the missing runner(s) via their mobile phone. If the Race Director is unable to obtain an answer from the runner, they will then proceed to call the emergency contact number provided by each number, to determine whether there has been any communication. In the event that we are still unable to trace the runner, we will send out one person from the closest checkpoints to try and find the runner.
7	Low light conditions	
7.1	Low light conditions	It is highly likely that a number of runners will finish the latter stages of the race in low light conditions. All runners will have to carry a head torch as part of their mandatory equipment. They will not be allowed to

#	Heading	Details of arrangements and precautions
		complete without this. To help runners navigate along the path in low light conditions, glow sticks will be placed adjacent to route markers. All volunteers working in the low light conditions near roads will be provided with high visibility jackets or will be required to wear reflective clothing.
8	Cut-offs	
8.1	Cut-offs	Cut-off times have been outlined on the race website. 100k runners will be provided with a total of 15.5 hours to complete the race. As such, runners must reach the finish location by no later than 2230 hours. The 50k runners will also be expected to complete the race by the same time in the evening. Runners who are unlikely to be able to meet the cut-off times throughout the race will be strongly discouraged from continuing and their race numbers will be confiscated to highlight that they are no longer in the race.

Note that a full review of this assessment will be undertaken in the week prior to the race, to ensure that all details are up to date and relevant.



Newmarket Shop Report June 2021

(Last report May 2021)

The following shops have opened:

N/A

The following shops have closed:

Equine World- 15 High Street

Observations:

N/A

Summary: There are **25** Vacancies out of **278** units, a vacancy rate of **9.0%**. The ATCM considers a vacancy rate of 5-10% to be healthy. The national average is **10%**.

167 units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **60.1%**. The national average is **37.5%**.

Newmarket Shop Survey June 2021									Key
Street	No	Business	Comments	Reason for vacancy?	Notable Planning Applications	No	Vacant	Indie	Independent business
All Saints Road	7 1st Floor	Return 2 you							Non-independent business
All Saints Road	7	The Tanning Room							Vacant
All Saints Road	5	Coral							Construction/Damaged
All Saints Road	1	DW & RJ Sweets							
						4	0	3	
Palace Street	12--14	Victor and Victoria							
Park Lane	2	Scribbles Ceramics							
Park Lane	6-6a	Head 1st Hairdressers							
						3	0	3	
Sun Lane		Scratchers Nail Salon							
Sun Lane		Gymphobics							
Sun Lane		Passion Barber Shop							
Sun Lane		Flowers Made with Love							
Sun Lane		Moss							
Sun Lane		Moss							
Sun Lane		Second Skin Tattoo							
Sun Lane		Unique Wine Bar							
Sun Lane		C&P Financial Services							
Sun Lane		Sun Lane Tanning							
Sun Lane		VACANT			DC/20/2246/FUL				
Southbound						11	1	9	
High Street	77	Café Nero							
High Street	79	St Nicholas Hospice							
High Street	81	Street Café Restaraunt							
High Street	83	Best One							
High Street	85	Moons Toy Store							
High Street	86	Kings Kitchen + Bar							
High Street	89-95	VACANT		Windows covered, work going on inside.					
High Street	97	Anglian Water Pop Up- Vacant?							
High Street	99	Anglian Water Pop Up- Vacant?							
High Street									
High Street	101	Jockey Club Chambers							
High Street	103	Post Office							
High Street	105	The Dental Surgery							
High Street	107	Betfred							
High Street	109-111	Ark/The Gallery	Was Innocence						
High Street	112	Heaven Gentlemans Club							
High Street	113	TT Nails							
						16	3	9	
The Avenue	3	Cambridge Kitchen and Bathrooms							
The Avenue	4	Rose & Mango	Renamed from Ali Inn						
The Avenue	Godolphin House	Morris Armitage Estate Agents	Moved from 12 Old Station Road Nov 2015.						
The Avenue	Godolphin House	Godolphin Estates/Thump/G.W Business Services/ Les Gough							
Southbound						4	0	2	
High Street	115	Newmarket Masonic Association							
High Street	117	International Racing Burea Ltd							
High Street	119 - Lushington House Offices	Pinhouse Bloodstock, Herveval Bloodstock/ EBF Stallions/BB Ireland/ EU Breeders Fund							
High Street	121	IRT							
High Street	122	Horse Zone	Opened October 2015.						
High Street	123	The Terrace Dental Centre							
High Street	Terrace House	Tattersalls							
High Street	127	Richard Frisby Bloodstock Ltd / Anglo Hibernian Bloodstock Insurance Ltd							
High Street	3	BBA Shipping & Transport Ltd							
Northbound						9	0	9	
High Street	188	Newmarket Open Door							
High Street	182	The Fountain Restaurant							
						2	0	1	
Black Bear Lane		Horse Requisites Ltd							
Black Bear Lane		VACANT	Harley Davidson moved to Oaks Lane						
Black Bear Lane	18	Acacia Property Management							

Black Bear Lane	9	Equinity - Intelligent Training						
Northbound						3	1	3
High Street	2 Black Bear Court	Cheffins						
High Street	1 Black Bear Court	VACANT		Empty				
High Street	168	Jackson Stops and Staff						
High Street	167 Reynoyld's Hou	VACANT						
High Street	166a	Mint Accounting						
High Street	162b	Head Case Hair Studio						
High Street	162a	Superherb and Acupuncture						
High Street	162	Thai Spa						
High Street	160	Khobkhun Thai Restaurant						
High Street	158	Willow Hair Consultants						
High Street	156	David Burr						
High Street	152	Cooperative Funeral Care						
High Street	150	Newmarket Indian Cuisine						
High Street	148	Delish						
High Street	144 - Memorial Hall	Newmarket Town Council						
High Street	136	VACANT		For Sale by Auction				
High Street	134	White Hart Hotel						
High Street	132	Altered Image						
High Street	128	VACANT		To Let				
High Street	126	Spectacular Opticians						
High Street	124	Keylocks						
High Street	122	VACANT		Empty				
High Street	120b	Kodak Express (My Fotoshop)						
High Street	120	Vape and Juice						
High Street	116	VACANT		Empty				
High Street	114	New Look						
High Street	110	Hughes						
High Street	106	Calzone House						
High Street	104	Factory Outlet						
High Street	100-102	VACANT		Work being completed				
						29	7	16
Wellington Street	1	Newmarket Kebab House						
Wellington Street	Unkown	The Codfather						
Wellington Street	5a	Pops Barber Shop						
Wellington Street	5b	Newmarket Journal						
Wellington Street	5c	Farthings Dry Cleaners						
Wellington Street	2	Pocock & Shaw						
Wellington Street	Waterloo House	Ink Couture						
Wellington Street	8	Powters Butchers						
Wellington Street	13a	Newmarket Food Store						
Wellington Street	13b	East of England Co-operative Funeral Service						
Wellington Street	Unit 1	Casino Slots						
Wellington Street	Unit 2	Hidayah						
Wellington Street	Unit 3	Autozone						
Wellington Street	New Cut	William H Brown						
Wellington Street	New Cut	Bobb-in						
Wellington Street	New Cut	VACANT						
Wellington Street	New Cut	Simon Layt						
Wellington Street	Crawford House	Dans Barber Shop						
						18	1	15
Drapery Row	7a	Chinese Medical Centre						
Drapery Row	Wellington House	Job Centre						
Drapery Row	Wellington House	Newmarket Tanning						
						3	0	2
Guineas Close	7	Ladbrokes						
Guineas Close	8a	Golden Bowl Chinese Takeaway						
Guineas Close	8b	Dominos Pizza						
Guineas Close	9	British Red Cross	Was St Nicholas Hospice					
Guineas Close	10b	The Salvation Army						

Guineas Close	10a	William Hill						
Guineas Close	11	Eric Tennant Quality Butchers						
Guineas Close	12	Newmarket Sports						
Guineas Close	13	VACANT		To Let				

Guineas Close	14	Peters Opticians						
Northbound						10	1	4
The Guineas	8	B&M						
The Guineas	1a	Library and Information Centre						
The Guineas	1	Specsavers						
The Guineas	2	British Heart Foundation						
The Guineas	3	Clarks						
The Guineas	4	BLD Café Restaurant						
The Guineas	5	VACANT		To Let				
The Guineas	6	Subway						
The Guineas	6a	Top Gift						
The Guineas	Rookery House	Medical Centre/Care Dry Centre Mangement/GRS/BITC/Newmarket Journal						
The Guineas	50	Cambridge Building Society						
The Guineas	51	VPZ						
The Guineas	52-53	Mountain Warehouse						
The Guineas	54	Boots Opticians	Formerly JD Sports - closed Nov 2014					
The Guineas	55	The Works						
The Guineas	56-57	Argos						
The Guineas	58	Holland & Barrett						
The Guineas	59	CEX Exchange						
The Guineas	60	Pandora Jewellery						
The Guineas	61	Lords Pharmacy						
The Guineas	63	Forest Heath Customer Access Point / TIC						
Southbound						21	1	6
The Guineas	64	Superdrug						
The Guineas	65	Poundland						
The Guineas	68	Roman						
The Guineas	69	Scope						
The Guineas	70	VACANT		To Let				
The Guineas	71	Card Factory						
The Guineas	72	Three						
The Guineas	73	Costa Coffee						
The Guineas	23	Select						
The Guineas	22	O2						
The Guineas	21	Time 2 Vape						
The Guineas	20	Premier Travel						
The Guineas	19	Fish						
The Guineas	18	The Pantry Restaurant						
The Guineas	17	The Pantry Deli						
						15	1	4
Market Street		Bushel Inn	Tables and chairs outside.					
Market Street	16	VACANT		To Let				
Market Street	15	Symposium Restaurant						
Market Street	10a	VACANT		To Let				
Market Street	10b	Remy Nails	Was Artico					
Market Street	8	Shoe Doctor						
Market Street	6	Classic Barbers						
Market Street	5	Sandwich Mill						
Market Street	4	A R Cooper Chiropodist / Ifixit	Sweet Memories closed Dec 14, A R Cooper Chiropodist moved in					
Market Street	1	Rocking Rabbit						
Market Street	22	Deep Blue Fish + Chips	Was Harry Ramson's Fish and Chips					
Market Street	24	Halifax						
Market Street	25	Far Away Foods	Was Ladbrokes					
Market Street	26	Marks Gallery						
Northbound						13	2	10
High Street	98	Shoezone						
High Street	96	Paddypower						
High Street	94	USA Fried Chicken						
High Street	90-92	Harrods/Cue Barton / Jane Anne Managments/ Start Murphy / Stacy + Partners						
High Street	88	Toni & Guy						
High Street	83-84	Bonmarche						

High Street	82	Boots						
High Street	80	WH Smith Stationary						