



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 25th October 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 Acceptance of Office:** Cllr J Ferries to sign the acceptance form
4. **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
5. **Minutes of the previous meetings held 27th September 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
6. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may 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.
7. **Suffolk Constabulary:** to receive a report
8. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
10. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 4th October and 18th October 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 4th October 2021
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on the 11th October 2021
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on the 11th October 2021

Distribute to the following for information:

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

- e) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 18th October 2021
- 11. Soapbox** – to receive the final Soapbox 2021 accounts
 - 12. Meeting Schedule** – to receive proposals for changes to the committee process
 - 13. Parking Working Group report** – to receive an update regarding plans for an All Saints Resident Parking Zone
 - 14. High Street Improvements** – discussions regarding High Street regeneration
 - 15. Former St Felix Middle School site** – to discuss the emerging draft development plan options
 - 16. Correspondence**
 - a. **Forest Heath Parishes Group**
 - 17. Date of the next Meeting – 22nd November 2021**
 - 18. Items for the next Agenda**

CE Whitaker

Cathy Whitaker, Town Clerk

19th October 2021



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council

held on Monday 27th September 2021 at 6:15 pm at the Memorial Hall

Attendance:

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

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, C Argyroudi, – Events Manager, J Ashton – Minute Assistant, R Hancock – SCC Housing Programme Manager, Michael Calder, Lead Planning Consultant for Phase 2 Planning, Joe Hall and Emilie Farrimond, Concertus, 1 Member of the Press and 2 Members of the Public.

Minute

- 21/09/1** **Welcome**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.
- 21/09/2** **Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Berry, De'Ath and Lay.
- 21/09/3** **Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
Cllr Hall declared a non-pecuniary interest in item 11. There were no member dispensation requests.
- 21/09/4** **To Receive and Confirm the Minutes of the Town Council Meetings held on 23rd August and 13th September 2021 and any Matters Arising.**
The minutes of the meeting held on 23rd August 2021 were presented and the following amendment was made:

Page 1 – 21/08/4 – typo corrected to read Cllr Anderson.

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

21/09/4.01 Resolved

That the minutes of the meeting held on 23rd August 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

The minutes of the meeting held on 13th September 2021 were presented and the following amendment was made,

Page 2 – as per Standing Orders abstentions are not recorded for a recorded vote and they were removed.

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

21/09/4.02 Resolved

That the minutes of the meeting held on 13th September 2021 be adopted and signed as a correct record by the Town Mayor.

Matters arising

Page 2 – 21/09/04 – the financial arrangements for the Cricket Club to use the Pavilion were referred to the F&P Committee rather than the C&L Committee.

- 21/09/5** **Presentation – R Hancock Housing Programme Manager – Suffolk County Council**
R Hancock introduced three consultants who were working with SCC on the Development Brief.

Michael Calder, a consultant, presented the Emerging Development Brief for the old St Felix Middle School site which will be in 2 stages, with the first being a public consultation to be held in October 2021 for 6 weeks, before being submitted to West Suffolk Council, the Planning Authority for this development, for consideration and adoption by the end of the year. The second stage would be in 2022 when the planning applications would be placed. The brief includes building up to 50 houses, retaining the tennis courts and protecting open spaces, and the George Lambton Playing Fields for developing a sports hub depending on demand and future funding. The Development Brief will adhere to the West Suffolk Local Plan allocations policy.

NTC have always pushed for a sports hub and to combine St Felix School with the George Lambton Playing Fields and after further discussion, the following was agreed:

21/09/5.01 Resolved

That the Development Brief for the St Felix School site be referred to the D&P Committee.

The Mayor thanked the team for the presentation and they left the meeting.

- 21/09/6** **Public Open Session**
A member of the public spoke to item 11; stating that The Severals is a public open space, not a sports ground and that it is not the most suitable place in Newmarket to play cricket in the long-term. The George Lambton Fields may be more suited to cricket long-term and this may fit well with the previous presentation regarding plans for the St Felix site.

- 21/09/7** **Suffolk Constabulary**
The monthly PCSO report was received and noted.

- 21/09/8** **Councillor Reports**
SCC – The August Town and Parish Newsletter was noted.

West Suffolk Council (WSC) – A report from Councillor Drummond was noted regarding his portfolio change details at WSC and SCC.

Ward – There was nothing to report

Outside bodies – Cllr Borda attended the Newmarket InterFaith Forum annual event and Cllr Hall attended meetings with the BID Manager and Inspector Shipton.

21/09/9 **Mayors Announcements**

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

25th August – Interviewed on Radio Suffolk regarding the Covid-19 cases.
29th August – Radio interview with Derek Thompson regarding the Soapbox derby.
3rd September – Attended the High Sheriff of Cambridgeshire's Garden Party.
7th September – Cut the ribbon at the reopening of Newmarket Library.
10th September – Attended the Autumn reception at RAF Lakenheath.
16th September – Bill Tutte Scholarship Awards.
19th September – Attended the Henry Cecil Open weekend and helped to judge the Racing Yards. This was a very impressive and well-run event.
20th September – Greeted the Princess Royal to the MAGPAS reception and the Jockey Club
24th September – Attended the Joan Mann Special Sports Day at RAF Mildenhall.

He highlighted the up-coming Community Bulb Planting on the Yellow Brick Road on 4th October.

21/09/10 **To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 6th and 20th September 2021**

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 6th and 20th September 2021.

D/21/09/10.01 Resolved (D/21/09/7.01 Recommendation)

The Committee requested an extension until the end of the month to allow for a site visit. The Committee welcomed the new facility and were pleased to support the new building, but requested that other sites be considered; in particular site C, and that the opinions of nearby residents should be seriously considered.

D/21/09/10.02 Resolved (D/21/09/8.03 Recommendation)

The Committee commented regarding the cumulative impact of development on and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.

D/21/09/10.03 Resolved (D/21/09/32.01 Recommendation)

That a response to the consultation be sent regarding the insufficient bus services into Newmarket which is not regular and a total absence of a service on Sunday evenings.

21/09/11 **To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 6th September 2021**

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 6th September 2021.

21/09/11.01 Resolved (CL/21/09/7.01 Recommendation)

That 3 quotes be obtained to tender for the outside services SLA and a Working Group be set up consisting of the Town Clerk, Cllrs Winter, Jefferys, De'Ath, Hall and Crissall to negotiate a new SLA for April 2022.

21/09/11.02 Resolved (CL/21/09/8.01 Recommendation)

That NTC requests that the bodies responsible for the SLA in the Newmarket area do not use glyphosate-based products to control the weeds. That the SLA Working Group explores the practicalities of the alternatives and their effectiveness.

21/09/11.03 Resolved (CL/21/09/10.01 Recommendation)

That a trial of volunteer Councillors be used to clear weekend litter and conduct safety checks in the Memorial Gardens starting from 11th September for a period of 2 months.

21/09/11.04 Resolved (CL/21/09/10.02 Recommendation)

That the Chairman takes forward the proposal to offer exclusive use of the Memorial Hall Gardens for carers of special needs children and their siblings for two hours one morning per week.

21/09/11.05 Resolved (CL/21/09/10.03 Recommendation)

That a re-assessment of the small play area equipment and surfacing be carried out within the 2022-23 budget preparation.

21/09/11.06 Resolved (CL/21/09/11.01 Recommendation)

That a licence from SCC be obtained for £150 to move the street furniture and that the COVID-19 grant be used to install new cycle rings. That a plan and quotes be presented to the Community and Leisure Committee for approval. That the quote from Lister Decorators to paint the Memorial Hall windows for £2,285 be approved.

21/09/11.07 Resolved (CL/21/09/12.01 Recommendation)

That the request from Newmarket Community Arts to be given free use of the Pavilion for 16+ Samba and adult dance classes be approved; this for a maximum of one year, with a review after six months.

21/09/11.08 Resolved (CL/21/09/12.02 Recommendation)

That the request to use the Memorial Hall for lantern making workshops in November 2021 be approved.

21/09/11.09 Resolved (CL/21/09/12.03 Recommendation)

That NTC enters into discussions with Jockey Club Estates regarding the lease of a High Street premises for £1.00pa for Newmarket Community Arts to use as an Arts Centre.

21/09/11.10 Resolved (CL/21/09/13.01 Recommendation)

That quotes be sought to carry out the recommended refurbishment work at the Clock Tower.

21/09/11.11 Resolved (CL/21/09/13.02 Recommendation)

That a new Platinum Jubilee flower bed be created in the Memorial Gardens and

that the hanging baskets and High Street planting be planted in the Queen's racing colours of red, purple and yellow.

21/09/11.12 Resolved (CL/21/09/14.01 Recommendation)

That the Clock Tower Lighting system be upgraded and that further quotes be obtained.

21/09/11.13 Resolved (CL/21/09/16.01 Recommendation)

That a letter of thanks be sent to Jockey Club Estates for their support with the Soapbox Derby event.

21/09/10.14 Resolved (CL/21/09/16.02 Recommendation)

That the Summer Entertainment event for next year be rebranded to "Earth Arts Festival" and that the organisation and running of the event be assigned to Market Place and Newmarket Community Arts.

21/09/11.15 Resolved (CL/21/09/16.03 Recommendation)

That the Summer entertainment budget for 2022/23 be increased by £3,450 to cover production costs.

21/09/11.16 Resolved (CL/21/09/16.04 Recommendation)

That free yoga classes be added to the 2022 Event calendar and that 1 class per week be booked from May to the end of August 2022 with the Pavilion/Memorial Hall being used as a backup venue for inclement weather.

21/09/11.17 Resolved (CL/21/09/16.05 Recommendation)

That refreshments are not served following the Service at Tattersalls.

21/09/11.18 Resolved (CL/21/09/17.01 Recommendation)

That the request from Hughes Electrical to use the Bill Tutte Memorial be approved, with a condition that the surfacing be left undamaged.

21/09/11.19 Resolved (CL/21/09/14.01 Recommendation**)**

That the current agreement for opening and closing the Memorial Gardens be terminated and that the duties be covered by the Town Keeper/Abbey Security.

21/09/12 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 13th September 2021

The Chairman of the Neighbourhood Plan Committee presented the minutes and recommendations from the Neighbourhood Plan Committee meeting held on 13th September 2021.

21/08/12.01 Resolved (N/21/09/7.01 Recommendation)

That NTC approve that the Working Group would create a plan to consult on whether a Community Land Trust would be beneficial to Newmarket and seek views from the community at large, with a view to encourage interested people to come together to setup a Community Land Trust. That the Working Group work with other organisations, such as Eastern Community Homes, to get advice and support on developing plans for a Community Land Trust.

21/08/12.02 Resolved (N/21/09/7.02 Recommendation)

That NTC becomes a member of the National Community Land Trust Network for

£75 for the first year, and £150 per year thereafter.

21/09/13 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 20th September 2021

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 20th September 2021.

21/09/13.01 Resolved (F/21/09/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/08/2021 – 31/08/2021 (Cash Book 1 - 4) be received and adopted.

21/09/13.02 Resolved ((F/21/09/09.01 Recommendation)

That the grant application from quote from Abbeycroft Leisure to support a Teen Chill project for £3,000 be approved.

21/09/13.03 Resolved ((F/21/09/11.01 Recommendation)

That Merrow Golden be instructed to represent NTC at the Network Rail Inquiry.

21/09/13.04 Resolved (F/21/09/12.01 Recommendation)

That the request from the Cricket Club to extend the agreement to use the Pavilion for the 2022 season, subject to amendments to the financial details under the Terms & Conditions and subject to full town council approval of the non-financial Terms & Conditions, be approved.

21/09/13.05 Resolved (F/21/09/12.02 Recommendation)

That the 2022/23 budget for Pavilion income make provision for the anticipated reduction with regard to the Cricket Club contract for the 2022 cricket season.

A member of the public joined the meeting

21/09/14 Cricket

A detailed report on the Cricket Club request to extend the agreement to use the Pavilion for the 2022 season was considered and the following was agreed:

21/09/14.01 Resolved

NTC looks forward to the Cricket Club's continued use of the Severals and that a Working Group be set up consisting of the Town Clerk, Cllrs Jefferys, Drummond, Hall, Hood and Winter to finalise the contract for the use of the Pavilion and Severals, in consultation with the Town Council's solicitors.

21/09/15 Newmarket Community Arts (NCA)

This item was withdrawn and not discussed.

21/09/16 Christmas Event

A report on proposals for the Christmas Event was presented and considered. The following was agreed:

21/09/16.01 Resolved

That NTC does not host a separate Christmas Event and uses the budget to support the Newmarket Community Arts Christmas Event on the Yellow Brick Road and other organisation's events.

21/09/17 Council Meeting Location

A proposal to hold future meetings in the Council Chamber was considered and the following was agreed:

21/09/17.01 Resolved

That future Council meetings are held in the Council Chamber and be reviewed at each full Council meeting if necessary.

21/09/18 Notice of Conclusion of Audit

The External Audit report from PJK Littlejohn LLP was presented and the following was agreed:

21/09/18.01 Resolved

That The External Audit report from PJK Littlejohn LLP be received and approved.

21/09/19 Town Market

The Letter from West Suffolk Council informing that the Market would be moving back to Market Square temporarily from Tuesday 28th September 2021 due to safety reasons and that work would continue to find a suitable permanent location was noted.

Newmarket Vision would be taking this forward and the following was agreed:

21/09/19.01 Resolved

That the future permanent location for the market be referred to the NNP Committee to consider.

21/09/20 Correspondence

Highways England – A14 Junction Schemes were noted

21/09/21 Date of the next Meeting

Monday 25th October 2021 in the Memorial Hall.

21/09/22 Items for the next Agenda

- High Street improvements – a discussion regarding empty shops.

Meeting closed at 7:12pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/09/5.01 Resolved</u>	That the Development Brief for the St Felix School site be referred to the DP Committee.

<u>D/21/09/10.01 Resolved (D/21/09/7.01 Recommendation)</u>	The Committee requested an extension until the end of the month to allow for a site visit. The Committee welcomed the new facility and were pleased to support the new building, but requested that other sites be considered; in particular site C, and that the opinions of nearby residents should be seriously considered.
<u>D/21/09/10.02 Resolved (D/21/09/8.03 Recommendation)</u>	The Committee commented regarding the cumulative impact of development on and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.
<u>D/21/09/10.03 Resolved (D/21/09/32.01 Recommendation)</u>	That a response to the consultation be sent regarding the insufficient bus services into Newmarket which is not regular and a total absence of a service on Sunday evenings.
<u>21/09/11.01 Resolved (CL/21/09/7.01 Recommendation)</u>	That 3 quotes be obtained to tender for the outside services SLA and a Working Group be set up consisting of the Town Clerk, Cllrs Winter, Jefferys, De'Ath, Hall and Crissall to negotiate a new SLA for April 2022.
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	Arts Centre.
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<u>21/09/11.19 Resolved (**CL/21/09/14.01 Recommendation**)</u>	That the current agreement for opening and closing the Memorial Gardens be terminated and that the duties be covered by the Town Keeper/Abbey Security.
<u>21/09/12.01 Resolved (F/21/09/6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/08/2021 – 31/08/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/09/12.02 Resolved ((F/21/09/09.01 Recommendation)</u>	That the grant application from quote from Abbeycroft Leisure to support a Teen Chill project for £3,000 be approved.
<u>21/09/13.03 Resolved ((F/21/09/11.01 Recommendation)</u>	That Merrow Golden be instructed to represent NTC at the Network Rail Inquiry.
<u>21/09/13.04 Resolved (F/21/09/12.01 Recommendation)</u>	That the request from the Cricket Club to extend the agreement to use the Pavilion for the 2022 season, subject to amendments to the financial details under the Terms & Conditions and subject to full town council approval of the non-financial Terms & Conditions, be approved.
<u>21/09/13.05 Resolved (F/21/09/12.02 Recommendation)</u>	That the 2022/23 budget for Pavilion income make provision for the anticipated reduction with regard to the Cricket Club contract for the 2022 cricket season, in consultation with the Town Council's solicitors.
<u>21/09/14.01 Resolved</u>	NTC looks forward to the Cricket Club's continued use of the Severals and that a Working Group be set up consisting of the Town Clerk, Cllrs Jefferys, Drummond, Hall, Hood and Winter to finalise the contract for the

	use of the Pavilion and Severals.
<u>21/09/16.01 Resolved</u>	That NTC does not host a separate Christmas Event and uses the budget to support the Newmarket Community Arts Christmas Event on the Yellow Brick Road and other organisation's events
<u>21/09/17.01 Resolved</u>	That future Council meetings are held in the Council Chamber and be reviewed at each full Council meeting if necessary
<u>21/09/18.01 Resolved</u>	That The External Audit report from PJK Littlejohn LLP be received and approved.
<u>21/09/19.01 Resolved</u>	That the future permanent location for the market be referred to the NNP Committee to consider.



Welcome to my Latest Partnership Funded PCSO Report.

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



- PULSE PATROLS- are continuing at both Icewell Hill and the Guineas shopping centre and both locations have had significantly less ASB as a result. I Also had meetings with Youth offending to discuss some joint working in the town
- Acting on local intelligence on 27th Sept The Police Sentinel team carried out a stop search on a vehicle recovering a large amount of cash notes amounting to around £15000 and a further search revealed a plastic bag containing over 100 wraps of class drugs with an estimated street value of £2500

This was followed up on the 29th Sept with another stop search on a vehicle which this time yielded £4000 in cash along with two wraps of class A drugs.



- ROYAL VISIT- On 20th Sept, the Princess Royal paid a flying visit to the town to conduct an engagement at the Jockey Club. I was utilised as one of the two local officers assigned to assist the royal protection officers to ensure that the visit went as smoothly as possible.



- NEWMARKET BROWNIES-On Monday 27th Sept I visited Newmarket Brownies to talk about my role and with the assistance of PC Hart gave them the chance to view the kit that a Police officer would normally carry on a daily basis such as Handcuffs, PAVA spray, Fast straps, Baton and radio. For added realism I 'Volunteered' to be handcuffed and fast strapped!



- COMMUNITY BULB PLANTING on 02nd October I joined with the local Community on The Yellow Brick Road Green to help plant bulbs that will hopefully add a Dash of colour every Spring for many years to come.

- SCHOOLS- We are now able to get back into schools to meet the students face to face rather than virtually and so on Monday 04th Oct I visited St louis school council in the morning to discuss any issues that they wanted to raise These included CLIMATE CHANGE,, HOMELESS PERSONS, WAYS TO CONNECT WITH THE COMMUNITY,A CULTURAL DAY and a CAROL CHOIR. This was followed up with an input to the Reception Classes on the COMMUNITY POLICE This was to tie in with their PEOPLE WHO HELP US PROJECT and I brought along our CEO PC HELEN SELF who demonstrated all her Police kit which once again involved me getting hand cuffed.

POLICE ADVICE AND GUIDANCE

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

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

Bill Butcher

PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team
Newmarket Police Station

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

Suffolk Police has recently launched "1st Principle".

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

www.suffolk.police.uk/1stprinciple

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 4th October 2021 at 6.15pm

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor A Drummond
Councillor J Ferries (non-voting)

Councillor D Hall
Councillor R Hood
Councillor P Hulbert

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Press.

Minute

D/21/10/1 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/21/10/2 Apologies

Apologies were received from Cllrs Berry, O'Neill and Clover.

D/21/10/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted.

D/21/10/4 To Confirm the Minutes of the Meeting Held on 20th September 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 20th September 2021 and the following was agreed:

D/21/10/4.01 Resolved

That the minutes of the Development & Planning Committee held on 20th September 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/10/5 Public Open Session

No members of the public were present

D/21/10/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Tree Policy 14 and Policy 11 relating to sporting facilities in Newmarket.

D/21/10/7 Planning Applications

Week Commencing 13/09/2021

D/21/10/7/1 DC/21/1677/TPO - TPO (1960) 032 -Tree preservation order - a. one Elm (T1 on

plan, within A1 on order) - fell, b. one silver birch (T2 on plan, within A1 on order) - reduce by up to 3 metres to previous points, c. one yew (T3 on plan, within A1 on order)- overall reduction to 1.5 metres to create bush - The Garden Cottage 6 Argent Place Newmarket.

D/21/10/7.01 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration.

A member of the press joined the meeting

Week Commencing 20/09/2021 – There were no applications to be considered.

D/21/10/8 Amended and Deferred Planning Applications

None noted.

D/21/10/9 East Cambs Planning Applications

None noted.

D/21/09/8 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 13/09/2021 & 20/09/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1389/FUL	Planning application - a. sub-division of existing residential site to create one additional semi-detached dwelling b. vehicular access and on-site parking	326 Exning Road Newmarket	Rejected	Objected
DC/21/1371/HH	Householder planning application - timber storage shed	Southview Cottage 28 Bury Road Newmarket	Approved	No objections
DC/21/1310/HH	Householder planning application - a. single storey front extension b. two storey rear and side extension	80 Weston Way Newmarket	Approved	No objections
DC/21/1425/HH	Householder planning application - single story rear extension (following demolition of part of utility room)	6 Valley Way Newmarket	Approved	No objections
DC/21/1400/TPO	TPIO 04 (1994) tree preservation order - one Copper beech (T1 on plan and T4 on order) Crown reduce by up to 1.5 metres all round, to appropriate pruning points, in line with BS3998:20	10 Heasman Close Newmarket Suffolk	Approved	No objections

D/21/10/10 Delegation Panel Decisions

None noted.

D/21/10/11 Licensing

None noted.

D/21/10/12 Former St Felix Middle School site

The draft Development Brief was discussed; in particular the proposal for up to 50 houses that is included in the West Suffolk Local Plan allocations. After further discussion the following was agreed:

Cllr Winter joined the meeting

D/21/10/12.01 Recommendation

That NTC considers the following two alternatives:

- 1. To select an option in the Development Brief presented at the last full Council meeting.**
- 2. That the whole of the St Felix site and George Lambton Playing Fields are retained solely for sports use.**

D/21/10/13 Correspondence

None noted.

D/21/10/14 Date of Next Meeting

Monday 18th October 2021 at 6.15pm at the Memorial Hall.

D/21/10/15 To Note any Items for Next Meeting

None noted.

Meeting closed at 6:42pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/10/7.01 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration.
<u>D/21/10/12.01 Recommendation</u>	That NTC considers the following two alternatives: 1. To select an option in the Development Brief presented at the last full Council meeting. 2. That the whole of the St Felix site and George Lambton Playing Fields are retained solely for sports use

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 18th October 2021 at 6.15pm**

Attendance:

Councillor C O'Neill (Chairman)
Councillor P Hulbert
Councillor M Jefferys

Councillor D Hall
Councillor A Drummond

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and 1 member of the press

Minute

D/21/10/16 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/21/10/17 Apologies

Apologies were received from Cllrs Appleby, Berry, Clover and Hood.

D/21/10/18 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

All councillors declared a non-pecuniary interest in item 7, application DC/21/1917/TCA; a dispensation had been applied for and granted.

D/21/10/19 To Confirm the Minutes of the Meeting Held on 4th October 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 4th October 2021 and the following was agreed:

D/21/10/19.01 Resolved

That the minutes of the Development & Planning Committee held on 4th October 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/10/20 Public Open Session

No members of the public were present.

D/21/10/21 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NKT 1 – Traditional materials, NKT14- Tree Management, NKT30 Shop Fronts.

D/21/10/22 Planning Applications

Week Commencing 27/09/2021

D/21/09/22/1 DC/21/1945/TCA - Trees in a conservation area notification - one Yew (Y1 on plan)

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remove branches by one metre clearance to roof of neighbour property - St Marys Church St Marys Square Newmarket.

D/21/10/22.01 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application.

- D/21/09/22/2** DC/21/1917/TCA - Trees in a conservation area notification - one London plain (marked with black x and one on plan) crown reduction in height by 1.5 metres and crown lift to 3.5 metres above ground level - Planting Beds Adjacent Clocktower Roundabout High Street Newmarket Suffolk.

D/21/10/22.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application.

- D/21/09/22/3** DC/21/1925/TCA - Trees in a conservation area notification - group of mixed species (G1 on plan) crown lift to 2.5 metres above ground level on The Maltings side and crown reduction to previous pruning points or two metres clear of building The Maltings Fordham Road Newmarket.

D/21/10/22.03 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application.

- D/21/09/22/4** DC/21/1852/HH - Householder planning application - single storey side extension (following demolition of Woodland House) - Woodland The Severals Newmarket.

D/21/10/22.04 Resolved

The Committee voiced no objections.

- D/21/09/22/5** DC/21/1834/TPO - TPO/1992/04 – Tree preservation order – pollard one Lime (T10 on plan and T10 order) pollard tree back to previous points - 25 Exeter Road Newmarket.

D/21/10/22.05 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application.

- D/21/09/22/6** DC/21/1749/ADV - Advertisement application - new shop front with new signage and retractable canopy 128 High Street Newmarket.

D/21/10/22.06 Resolved

The Committee voiced no objections.

Week Commencing 04/10/2021

- D/21/09/22/7** DC/21/1877/FUL - Planning application - a. replacement existing windows and doors with alterations as per design and access document b. automatic smoke vent at roof level - The Coach House 168 High Street Newmarket.

D/21/10/22.07 Resolved

The Committee OBJECTED to the use of PVC windows in a prominent building in a Conservation Area

D/21/09/22/8 DC/21/1895/FUL - Planning application - proposed first floor extension to form additional office accommodation Varian Stable Bury Road Newmarket Suffolk.

D/21/10/22.08 Resolved

The Committee voiced no objections.

D/21/09/22/9 DC/21/1862/FUL - Planning application – install two rapid electric vehicle charging stations within the car park of McDonalds with associated equipment McDonalds Willie Snaith Road Newmarket Suffolk.

D/21/10/22.09 Resolved

The Committee voiced no objections.

D/21/09/22/10 DC/21/1813/HH - Householder planning application - a. single storey front extension with two roof lights b. two storey side extension (following demolition of existing garage) c single storey rear extension d. install gated entrance - Meynell House Snailwell Road Newmarket.

D/21/10/22.10 Resolved

The Committee voiced no objections.

D/21/09/22/11 DC/21/1753/FUL - Planning application – one dwelling and vehicular Access - Land Adjacent To 26 Paget Place Newmarket Suffolk.

D/21/10/22.11 Resolved

The Committee voiced no objections, subject to a resolution of the objections set by The Highways Authority.

D/21/10/23 Amended and Deferred Planning Applications

D/21/10/23/01 DC/20/0624/FUL - Planning Application - four flats to rear of 143 All saints Road - 143A All Saints Road Newmarket Suffolk.

D/21/10/23.01 Resolved

The Committee restated their original comments and objected on the grounds of overdevelopment of the site, parking issues and overlooking/encroachment onto Nat Flatman Street.

Cllr Borda entered the public gallery.

D/21/10/23/02 DC/21/1721/HH - Householder planning application - first floor front extension over existing garage - 1 Station Approach, Newmarket.

D/21/10/23.02 Resolved

The Committee voiced no objections.

D/21/10/23/03 DC/21/0152/FUL - Hybrid Planning Application - A. Full planning for 205

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dwelling, garages, new vehicular accesses, pedestrian/cycle accesses, landscaping and associated open space and B. Outline planning - early years education facility - Land South Of, Burwell Road, Exning, Suffolk.

D/21/10/23.03 Recommendation

The Committee commented regarding the cumulative impact of development on and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.

D/21/10/24 East Cambs Planning Applications

None noted.

D/21/10/25 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 27/09/2021 & 04/10/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1570/HH	Householder planning application - front porch	211 Tulyar Walk Newmarket	Approved	No objections
DC/21/1563/HH	Householder planning application - single storey rear extension (following demolition of existing conservatory)	10 Hill Close Newmarket	Approved	No objections
DC/21/0988/FUL	Planning application - Installation of six floodlights to existing rugby pitch, following removal of existing three floodlights on South-Eastern boundary	Scaltback Middle School, Clubhouse Elizabeth Avenue Newmarket	Approved	No objections
DC/21/076/VAR	Planning application - removal of conditions five and six and variation of condition two of DC/17/1614/FUL to allow the use of UPVC windows.	Oakfield Surgery Vicarage Road Newmarket	Approved	Objected

D/21/10/26 Delegation Panel Decisions

D/21/10/26/1 DC/21/0706/VAR - Planning application - removal of conditions five and six and variation of condition two of DC/17/1614/FUL to allow the use of UPVC windows - Oakfield Surgery, Vicarage Road, Newmarket.

It was noted that this application was referred to the Development Control Committee and the application was approved.

Cllr Drummond informed council that the Queensbury Lodge Appeal, set for 2-4 November has been withdrawn.

D/21/10/27 Licensing

None noted.

D/21/10/28 Proposed 5G Telecommunications Installation for H3G UK

The information on the proposal for an impending planning application to install a mast at George Lambton Avenue was noted.

D/21/10/29 Correspondence

None noted.

D/21/10/30 Date of Next Meeting

Monday 1st November 2021 at 6.15pm at the Memorial Hall.

D/21/10/31 To Note any Items for Next Meeting

Meeting closed at 6.39pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/10/22.01 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/10/22.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/19/22.03 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/10/22.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/22.05 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/10/22.06 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/22.07 Resolved</u>	The Committee OBJECTED to the use of PVC windows in a prominent building in a Conservation Area
<u>D/21/10/22.08 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/22.09 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/22.10 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/22.11 Resolved</u>	The Committee voiced no objections, subject to a resolution of the objections set by The Highways Authority.
<u>D/21/10/23.01 Resolved</u>	The Committee restated their original comments and objected on the grounds of overdevelopment of the site.
<u>D/21/10/23.02 Resolved</u>	The Committee voiced no objections.
<u>D/21/10/23.03 Resolved</u>	The Committee commented regarding the cumulative impact of development on and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.

Blank



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor P Winter (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor P Hulbert
Councillor J D'Ath

Councillor A Drummond
Councillor D Hall
Councillor J Harvey
Councillor R Hood
Councillor M Jefferys

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant and 1 Member of the Press.

Minute

CL/21/10/1 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/21/10/2 Apologies for Absence

Apologies were received from Cllrs Anderson, Crissall and Yarrow.

CL/21/10/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted.

CL/21/10/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 6th September 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 6th September 2021 and the following was agreed:

CL/21/10/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 6th September 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/21/10/5 Public Open Session

There were no members of the public in attendance.

CL/21/10/6 To Receive the Accounts

The accounts for September 2021 were received and noted.

CL/21/10/7 Memorial Gardens

An update report was presented and included the following:

Security – Abbey Security were now responsible for the closing of the Memorial Gardens during all days and opening at weekends and this will be on-going. The night-time temporary visits have now ceased as there were no reports of any issues.

Anti-climb paint is being applied to the walls, however damage was still occurring and alternatives will need to be considered in the 2022/2023 budget.

Play Equipment – Plans to incorporate inclusive play equipment in the play area are on-going. Advice and quotes are being actively sought to establish budget provision requirements for 2022/23.

CL/21/10/8 Memorial Hall

Street Furniture - A report on the plans to relocate the street furniture was considered and the following was agreed:

CL/10/8.01 Recommendation

That the project proceeds when the relevant licence has been obtained and that delegated powers be given to the Town Clerk to select quotes for the work and purchase of new cycle rails within delegated spending powers.

CL/21/10/9 Cemetery

Memorial Safety - A report on Memorial safety checks was presented and it was noted that the Town Keeper is now qualified to carry out these checks and take action to make them safe.

Cemetery Spoil Facility – A report on how the current spoil facility is managed and proposals to improve this were considered and the following was agreed:

CL/21/10/9.01 Recommendation

That quotes be obtained to remove the tin shed and concrete base to allow for re-grassing the area, to concrete and install a hedge for a 2-bay spoil area.

CL/21/10/10 Newmarket Clock Tower

A report to upgrade the lighting system at the Clock Tower was reconsidered and the following was agreed:

CL/21/10/10.01 Recommendation

That further quotes be obtained and that delegated powers be given to the Town Clerk to select an appropriate quote to proceed

CL/21/10/11 Speeding

A report on the location and rotation plan for the current SIDs along with a quote to purchase an additional appliance were considered and the following was agreed:

CL/21/10/11.01 Recommendation

**That further quotes be obtained for a mini SID unit and that applications for site suitability at Icewell Hill, Edinburgh Road and Fordham Road be progressed.
That £4000 be allocated to the 2022/223 budget to purchase an additional device.**

A request was made to reassess the location of the SID on the Bury Rd

CL/21/10/12 Highway

The state of the paths and roads that are covered in weeds was discussed and that the work to address the issues by the responsible Local Authorities had not been carried out leading to residents not being able to be proud of the Town. All Towns in Suffolk should be regularly maintained by the responsible authorities and the following was agreed:

CL/21/10/12.01 Recommendation

That a letter be sent to SCC and West Suffolk Council to point out that residents want to be proud of their Town with a request that action is taken to address the weed issues as a priority.

CL/21/10/13 Newmarket Venues

The Events Manager gave a verbal report on the bookings for September 2021, noting that £2,568 income was received in September 2021; £20,736 Year-To-Date.

CL/21/10/14 Update on Newmarket Events

Remembrance Day Arrangements – The Events Manager confirmed that the road closure, bugler, vicar, Tattersalls and Town Band had been booked and that all arrangements were in hand.

The Chairman asked for volunteers who are able to do a 2-hour shift on the poppy stall at Waitrose to contact Mr Pringle to book a slot.

YBR Planting Event Debrief – The Chairman reported that this was a very successful day and all of the allocated bulbs were planted within the scheduled time. Thanks were given to the Town Keeper for digging the holes, to the Events Manager for the refreshments, the Cubs, Scouts and Brownies, PCSO Butcher and to Tesco.

The Mayor reported that this was a fantastic successful team event with at least 25 children and 15 adults helping to plant the bulbs and we are all looking forward to seeing the daffodils in bloom in the Spring. This was another good example of what the community can achieve by working together.

Christmas 2021 – NTC will not be holding a separate event, but will be using the Christmas budget to support the Discover Newmarket event on the Yellow Brick Road and other organisation's events.

1: The Events Manager reported that there are plans to support the Christmas lights switch on and the YBR Wizard of Oz trail (Discover Newmarket) on 19th November 2021 by providing a photo booth and themed entertainment on the YBR between 4:00pm – 7:00pm. This is to encourage people to walk through the YBR into Town for the Christmas lights switch-on event.

2: Working with Newmarket Community Arts, a proposal was made to hold 2 weekend lantern workshops on 20th-21st November and 4th-5th December and have an exhibition of the lanterns in the Memorial Gardens with music and food stalls on Saturday 18th December. This will have the Wizard of Oz theme also.

3: There will be a Christmas Carol event around the Bill Tutte Christmas tree; date to be confirmed. Newmarket Community Choir will be invited to lead the singing.

The Events Manager was asked to provide a full report with costs for full Council to consider.

Silver Sunday – Previously for this event, 20 free tickets were offered to residents to attend a tea dance in December. The Committee considered doing the same this year but owing to the current climate and safety concerns, the tea dance in December will now be postponed.

CL/21/10/15 Correspondence

Community litter picking request for support - A resident has been clearing weeds and litter singlehandedly along Rowley Drive and St Mary's Square and made a request for NTC support this initiative by supplying volunteers with litter picking equipment. A social media campaign will be run to recruit volunteers and suggested that, if successful, this initiative could be expanded to other areas. The request was considered to be a great example of the Community getting involved to keep Newmarket tidy and the following was agreed:

CL/21/10/15.01 Recommendation

That NTC facilitates the setting up of a volunteer group by promoting the initiative on social media and to provide a hub to co-ordinate a litter picking rota and the collection of equipment.

Mural proposal – the proposal was considered and was deferred until the costs for the proposed refurbishment of the Clock Tower are received.

CL/21/10/16 Date of Next Meeting

Monday 1st November 2021 at the Memorial Hall.

CL/21/10/17 Items for Next Agenda

- Soapbox accounts
- Clock Tower costs

Meeting closed at 7:54pm

Signed _____ Date _____

Summary of Recommendations

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Minutes of Community & Leisure Services Committee held on Monday 4th October 2021

Recommendation	Recommendation Wording
<u>CL/21/10/8.01 Recommendation</u>	That the project proceeds when the relevant licence has been obtained and that delegated powers be given to the Town Clerk to select quotes for the work and purchase of new cycle rails within delegated spending powers.
<u>CL/21/10/9.01 Recommendation</u>	That quotes be obtained to remove the tin shed and concrete base to allow for re-grassing the area, to concrete the spoil area and install a hedge for the a 2-bay spoil area.
<u>CL/21/10/10.01 Recommendation</u>	That further quotes be obtained and that delegated powers be given to the Town Clerk to select an appropriate quote to proceed
<u>CL/21/10/11.01 Recommendation</u>	That further quotes be obtained for a mini SID unit and that applications for site suitability at Icewell Hill, Edinburgh Road and Fordham Road be progressed. That £4000 be allocated to the 2022/223 budget to purchase an additional device.
<u>CL/21/10/12.01 Recommendation</u>	That a letter be sent to SCC and West Suffolk Council to point out that residents want to be proud of their Town with a request and that action is taken to address the weed issues as a priority.
<u>CL/21/10/15.01 Recommendation</u>	That NTC facilitates the setting up of a volunteer group by promoting the initiative on social media and to provide a hub to co-ordinate a litter picking rota and the collection of equipment.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 11th October 2021 at 6:15pm**

Attendance:

Councillor A Appleby (Chairman)
Councillor L Crissall
Councillor A Drummond
Councillor J De'Ath
Councillor D Hall
Councillor M Jefferys

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Press.

Minute

N/21/10/1 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/21/10/2 Apologies for Absence

None noted.

N/21/10/3 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/21/10/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 13th September 2021 and Any Matters Arising

Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 13th September 2021 and the following was agreed:

N/21/10/4.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 13th September 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/21/10/5 Public Open Session

No members of the public were present.

N/21/10/6 To Receive the Accounts

The accounts for September 2021 were noted.

N/21/10/7 Newmarket Brook Clearance

A request from West Suffolk Council to contribute to the costs for clearing the Brook was discussed and the Neighbourhood Plan puts improving the Brook and YBR as a high priority. It was hoped that in contributing to the costs to clear the Brook that this would encourage residents to take pride in the area and stop incidents of fly-tipping. The request was considered and the following was agreed:

N/21/10/7.01 Recommendation

That a contribution to West Suffolk Council for the clearance of Newmarket Brook of £2,000 from account 4116/209 be approved subject to an ongoing maintenance plan being put in place.

N/21/10/8 NNP Consultation

It was noted that this item had been added to this agenda in error and the application will be considered by the Development & Planning Committee on 18/10/2021.

N/21/10/9 NNP Committee

The Mayor had requested that Cllrs put forward their priority community actions to form a 5-10 year plan and the following was agreed:

N/21/10/9.01 Recommendation

That each Cllr selects 5 priorities with a short brief to explain the reasoning.

N/21/10/10 Future of the NNP Committee

This item was referred to full Council.

N/21/10/11 Correspondence

West Suffolk Civil Parking Enforcement Monthly update – was noted.

N/21/10/12 Date of Next Meeting

Monday 8th November 2021.

N/21/10/13 Items for Next Agenda

None noted.

Meeting closed at 6:50pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>N/21/10/7.01 Recommendation</u>	That a contribution to West Suffolk Council for the clearance of Newmarket Brook of £2,000 from account 4116/209 be approved subject to an ongoing maintenance plan being put in place.
<u>N/21/10/9.01 Recommendation</u>	That each Cllr selects 5 priorities with a short brief to explain the reasoning.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 11th October 2021 at 7:02pm

Attendance:

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

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

Also present: C Whitaker – Town Clerk and T Symonds – Deputy Town Clerk..

Minute

-
- H/21/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The fire notice was not required.
- H/21/10/2 Apologies for Absence**
None noted.
- H/21/10/3 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/21/10/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 9th August 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 9th August 2021 and the following was agreed:
- H/21/10/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 9th August 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/21/10/5 Public Open Session**
No members of the public were in attendance.
- H/21/10/6 To Receive the Accounts**
The accounts for September 2021 were received and noted.
- H/21/10/7 Items for Inclusion on Next Agenda**
None noted.
- H/21/10/8 Date of Next Meeting**

Minutes of Human Resources Committee held on 11th October 2021

Monday 8th November 2021.

H/21/10/9 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/10/09.01 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.

Deputy Town Clerk left the meeting

H/21/10/10 *Staff Update*****

Town Clerk gave an update regarding the position of Assistant Town Keeper, Staff absence and the Deputy Town Clerk's hours and the following was agreed:-

*****H/21/10/10.01 Recommendation*****

That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.

Meeting closed at 7:21pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>***H/21/10/10.01 Recommendation***</u>	That Mr Michael Boocock be employed as Assistant Town Keeper. That the Deputy Town Clerk's contracted hours of work be increased to 30 hours per week.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th October 2021 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor R Hood
Councillor P Hulbert

Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk.

Minute

- F/21/10/1 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/21/10/2 Apologies for Absence**
Apologies were received from Councillors Appleby and Harvey.
- F/21/10/3 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**
Councillor Drummond declared a non-pecuniary interest in item 10.
- F/21/10/4 To Confirm the Minutes of the Meeting Held on 20th September 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 20th September 2021 and the following was agreed:

F/21/10/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 20th September 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/10/5 Public Open Session**
There were no members of the public in attendance.
- F/21/10/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for September 2021 and the following was agreed:

F/21/10/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2021 – 30/09/2021 (Cash Book 1 - 4) be received and adopted.

F/21/10/7 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 30/09/2021 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/21/10/8 To Receive the Income and Expenditure

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

F/21/10/9 Grant Application

A grant application from Magpas Air Ambulance regarding the Future 50 Appeal was considered and the following was agreed:

F/21/10/09.01 Recommendation

That the grant application from Magpas Air Ambulance to support the Future 50 Appeal for £1,000 be approved.

F/21/10/10 Newmarket BID

Sponsorship of window vinyls for empty shops in the High Street was considered and the following was agreed:

F/21/10/10.01 Recommendation

That the request to sponsor window vinyls for empty shops in the High Street for £2,000 be approved. Funding would be via the Neighbourhood Plan Town Improvement budget – account 4117/209.

F/21/10/11 Field Terrace Road Allotment Land

A verbal update was given on the lease, which ends 3/11/21, and the following was agreed:

F/21/10/11.01 Recommendation

That the Town Clerk and the Chair of Finance & Policy look into getting a cost-effective Licence to Use agreement drawn up.

F/21/10/12 Health and Safety

The monthly Health and Safety report was received and noted. It was noted that the risk levels on the report require a legend for identification.

F/21/10/13 Correspondence

None noted.

F/21/10/14 Date of Next Meeting

Monday 15th November 2021 at the Memorial Hall.

F/21/10/15 Items for the Next Agenda

None noted.

Meeting closed at 7.27pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/10/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2021 – 30/09/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/10/9.01 Recommendation</u>	That the grant application from Magpas Air Ambulance to support the Future 50 Appeal for £1,000 be approved.
<u>F/21/10/10.01 Recommendation</u>	That the request to sponsor window vinyls for empty shops in the High Street for £2,000 be approved. Funding would be via the Neighbourhood Plan Town Improvement budget – account 4117/209.
<u>F/21/10/11.01 Recommendation</u>	That the Town Clerk and the Chair of Finance & Policy look into getting a cost-effective Licence to Use agreement drawn up.

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SOAPBOX ACCOUNTS 2021

All amounts are exclusive of VAT

INCOME

DONATIONS, GRANTS, SPONSORSHIP	£	4,670.00
SOAPBOX PROGRAMME SALES	£	441.77
SOAPBOX FOOD STALL FEES	£	929.00
CAR PARKING FEES	£	499.13
BALE SALES	£	4,535.16
	£	11,075.06

EXPENDITURE

TROPHIES	£	44.08
ROAD CLOSURE	£	1,049.00
PROGRAMME PRINTING	£	470.00
PUBLICITY, ADVERTISING	£	575.00
FILMING	£	500.00
SPONSOR PUBLICITY	£	412.50
CHEMICAL TOILETS	£	3,240.00
SAFETY, SECURITY, EVENT MANAGEMENT	£	4,906.20
ENTERTAINMENT	£	650.00
PA SYSTEM, COMMENTARY, MUSIC	£	1,300.00
FOOD VOUCHERS & CATERING COSTS	£	185.78
INCIDENTALS	£	128.64
BALES	£	4,000.00
TOTAL EXPENDITURE	£	17,461.20

safety barriers, 1st Aid, event mgt, event staff
samba and funfair

INCOME - EXPENDITURE =
SOAPBOX 2021 BUDGET
UNSPENT BUDGET FIGURE

-£	6,386.14
£	10,000.00
£	3,613.86

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Report title: Review of committee process, delegations and terms of reference

To:	Council
Report by/contact:	Councillors Douglas Hall (Chair of Finance & Policy) and John Harvey (Vice-Chair of Finance & Policy)
Committee Date:	25 October 2021
Wards affected:	All

1. Executive Summary

- 1.1. At the Finance & Policy (F&P) Committee meeting on 21 June 2021 a “task and finish” working group was established to “look at whether the committee meeting schedule can be optimised, whether the delegation arrangements for committees and staff can be improved and whether the terms of reference are appropriate for the next few years.”
- 1.2. It was considered that the conclusion may be that the existing arrangements are perfectly fine, but having taken the opportunity to review in depth this report makes a number of significant proposals for changes, formulated by Finance & Policy Committee (F&P) Chair (Councillor Hall) and Vice-Chair (John Harvey) in consultation with the Town Clerk (Cathy Whitaker).

2. Background and approach:

Currently...

- 2.1. ...there are committee/council meetings on virtually every Monday following a 4 weekly cycle. Although this enables councillors to meet regularly, this effectively ties up every Monday with potential clashes for those with other commitments, limits time for progress between meetings and presents an ongoing weekly workload for council staff and councillors.

The proposals...

- 2.2. ... are aimed at spreading peak workloads and freeing up time for staff and Councillors, potentially for working group meetings and progressing projects, whilst still keeping councillors informed and able to enact effective decision-making. Implementation to be from January 2022 (to allow time for setting up templates and processes), initially for a 6 month period (3 cycles), after which this is to be reviewed. The key elements are:

- Committee cycle to be 2 monthly rather than monthly with delegations revised to enable day-to-day business to function efficiently (refer to revised Financial Regulations)
- NNP Committee to become a working group providing flexibility for this and working groups in terms of how and when to meet. The NNP working group reporting directly to Council to reflect the importance of progressing the Neighbourhood Plan

- Community & Leisure to meet twice or to split into Community / Leisure (see future terms of reference)
- Items for consideration to follow appropriate paths to enable focus on Decision-making, Financial reporting and/or information via a regular bulletin (refer to Appendix A).

2.3. Delegations and terms of reference are also being reviewed to enable appropriate, relevant and effective decision-making by council staff, committees and councillors.

2.4. Also being considered are options for using technology to increase flexibility of and access to meetings and the potential for enhancing future processes and this will be presented in a separate report.

3. Recommendation:

Council is requested to approve in principle and Councillors to provide feedback on proposed changes to the Committee Process outlined below (refer to Appendices A, B and C) so that final proposals can be presented to Finance & Policy Committee and Council in the next (November) committee cycle. Implementation from January 2022, initially for a 6 month period, after which this is to be reviewed.

Proposals:

- a) Committee cycle (refer to Appendix C):** reduce the committee cycle from monthly to every two months. Options that were considered included keeping Development & Planning fortnightly with committees then spread over the 2 months; Development & Planning reducing to monthly (requesting extensions if necessary for particular schemes to meet consultation deadlines); C&L portfolio split into two, each meeting once during the cycle. HR to have a provisional slot to meet as and when required. The structure considered most efficient is shown in Appendix C where D&P meets weeks 1, 4 and 7 in a 2 monthly cycle with the other committees following on these nights and this is illustrated in Appendix C(a) and in calendar detail at Appendix C(b).
- b) Neighbourhood Plan Committee (refer to Appendix B):** change from committee to working group with responsibility for oversight of the NNP and other projects, reporting directly to Council. Other working groups, where appropriate, to report to their relevant "parent" committee otherwise to the NNP working group, with any decisions and recommendations then going on to Council. Working groups will then be able to meet remotely (via Zoom and potentially be minuted).
- c) Items for committee agendas (refer to Appendix A):** items that do not require decisions should only exceptionally go to committee, usually where discussion between relevant councillors is required. Information items are therefore to go to all councillors in a weekly or fortnightly briefing newsletter format, maybe backward and forward looking as part of the "what's happening this week". This information could also be added to the Town Council web site and Facebook as part of the media strategy previously approved at F&P.
- d) Committee reports, where possible, to follow a template format (this one as an example):** content needs to provide brief background/context, options considered and the reasons behind recommendations; also exemplification of possible implications that are to be taken into account such as Financial, Staffing, Equality and poverty,

Environmental, Procurement, Community Safety, Consultation and Communication, Reputational. Minutes also to be produced in a standard format - also see item j) below.

- e) **Committee report briefings plus deadlines to be met:** committee chairs are to meet with Town Clerk, where practicable, for an agenda briefing on the Thursday prior to the week of agenda publication and additionally if required. Reports are then due to the Town Clerk by 4pm Monday the following week i.e. the week before committee, so that the complete agenda can be consolidated and numbered (for easier reference) and uploaded on to the Council web site.
- f) **Committee late items:** are only to be accepted on approval by Town Clerk and committee chair where they cannot reasonably wait until the next relevant committee.
- g) **Questions on reports:** councillors are asked to raise any questions regarding clarification, if possible, with the report author prior to the meeting (which may then also be appropriate to highlight at the meeting) so that debate at the meeting can be focused on the decisions at hand.
- h) **Introducing items at committee:** the committee chair or report author to briefly introduce the report explaining the purpose and action required, with any update where circumstances may have changed since the report was published.
- i) **Meeting minutes and recommendations:** committee minutes, as now, are to be agreed with Town Clerk who has ultimate editorial control by committee chair and published as draft on the Council web site within say 3 days and councillors notified via email with a link to those minutes and committee members to make any comments within 7 days of notification. These then to be agreed at the next meeting of that committee and published as final. So then, rather than all the minutes, only the recommendations from committee that require Council approval need to go to Council.
- j) **Presentations to committees and Council or reasons for calling extra-ordinary meetings:** the agenda needs to include a brief explanation of the purpose for example information, consultation, decision, asking for funding, urgency, etc.
- k) **Committee papers:** the default is to send these electronically unless a councillor requests hard copy which will be available on the Tuesday publication date for collection, with one spare copy in case it is needed on the day. Please avoid last minute printing requests.
- l) **Committee start times:** committees now start at 6.15pm then any following committee starts after that at 7pm or after the first committee finishes, whichever is the later but timings may be reviewed.
- m) **Refreshments:** during the break between committees, if practicable and time allows, teas/coffees to be provided via in-house provision for councillors who will be asked to make voluntary financial contributions.

4. Further actions planned in the Committee process review:

4.1. Financial Regulations and Delegations: (refer to Appendix D)

- 4.1.1. The financial regulations have been revised to support the principle that day-to-day budgeted items (within certain parameters) should be actionable without the need for

committee/Council approval, but are to be reported back at the earliest opportunity. These would include:

- 4.1.1.1. **Urgent action:** when required for example in the case of Health & Safety then this to be delegated to the Mayor, Committee Chair and Town Clerk to decide if it can be a) actioned under delegation and cannot wait until a scheduled Council meeting or b) agree to arrange an Extra-ordinary Council meeting at the earliest appropriate opportunity.
- 4.1.1.2. **Delegations to Town Clerk:** (detail to follow) to permit Town Clerk to approve spending on items that are day-to-day, budgeted for or are necessary to provide the service as intended unless the amount exceeds a specified amount or percentage of budget or are new items so require a policy decision. Also to permit budget virement to reflect an ongoing additional cost within the limits contained within the financial regulations (revised - refer to Appendix D).
- 4.1.1.3. **Development & Planning reports:** review the process of obtaining information from the West Suffolk Planning portal which is currently labour intensive. So, rather than Town Clerk/staff trawling through the data, instead produce a template for councillors to review and decide for each application whether: “no objection/comments”, “standard tree response” (or this could be delegated to Town Clerk) or “include for discussion”. Responses to be a) valid grounds for objection (these reproduced in the agenda for clarity) and b) comments/views, although recognising that these are not grounds but expressing councillors’ views.

4.2. Finance and Financial Reporting:

- a) **Financial monitoring reports:** are to follow the same bi-monthly cycle - the process and format is being reviewed by F&P vice-chair and Town Clerk to see whether this can be produced in one pack, showing the overall council position then by committee and including, where practicable, outturn (year-end) projections to assist financial decision-making.
- b) **Review of transactional analysis:** to understand current financial activity, verifying the level of delegations required to permit efficient exercise of day-to-day business and determine whether there may be opportunities for improving value for money.
- c) **Review of:** assets/valuations, Earmarked Funds and General Reserves provision.
- d) **Next year’s budget-setting process:** within a defined budget timetable, draw up forecasts for future years, the proposal being for 5 years with maybe longer-term review for example building in expiry of PWLB loan repayments. Include any potential projects/capital items with prioritisation and phasing for consideration such as renewing grounds contracts, replacing 184 street lights. Thus more detail can be included in a rolling Medium-Term Plan.
- e) **Grants process/locality budgets:** develop the grant process one suggestion being allocations at fixed dates (maybe half yearly) with applicants completing a standard form so that they can be considered, prioritised and awarded. A contingent sum potentially could be reserved for ad hoc applications and / or supplemented by Town Councillor locality/small projects budget (maybe up to £500) for awards such as say £100 to a local scouts group for an event. All to be with appropriate application process/scrutiny. This would enable increased engagement of Councillors with their constituents. Councillors could also pool their allocation(s).

4.3. Committee terms of reference (revised):

4.3.1. The terms of reference to be reviewed, along with recent agendas, to provide a more even spread of workload / decision-making.

4.4. Next steps:

4.4.1. **Implement changes:** assuming approved in principle here and final proposals at November Council, scheduled to start in January 2022 with the revised committee timetable (Appendix C(b)).

4.4.2. **Training programme:** devise for staff and councillors.

4.4.3. **Potential future Town Council development:** seek to develop the Town Council's performance and reputation, for example by applying for LCAS Foundation standard, Investors in People (IIP), Council staff to achieve CILCA to retain power of competence, comparing further with other exemplar councils.

5. Implications: (such as Financial, Staffing, Equality and poverty, Environmental, Procurement, Community Safety, Consultation and Communication, Reputational).

5.1. The recommendations are aimed at reducing / spreading the peak workload for council staff and councillors, enabling a better focus on decision-making, more time for working groups to meet and to work on projects, to provide time for staff and Councillor training and personal development, more flexible access and working using technology. There may be a future financial impact in terms of technology (for example if meetings are to be streamed – see separate report).

6. Background papers/information:

These background papers were used in the preparation of this report: Committee and Council Agendas; Financial monitoring reports; Financial Regulations; Terms of reference; Data from other authorities.

7. Appendices:

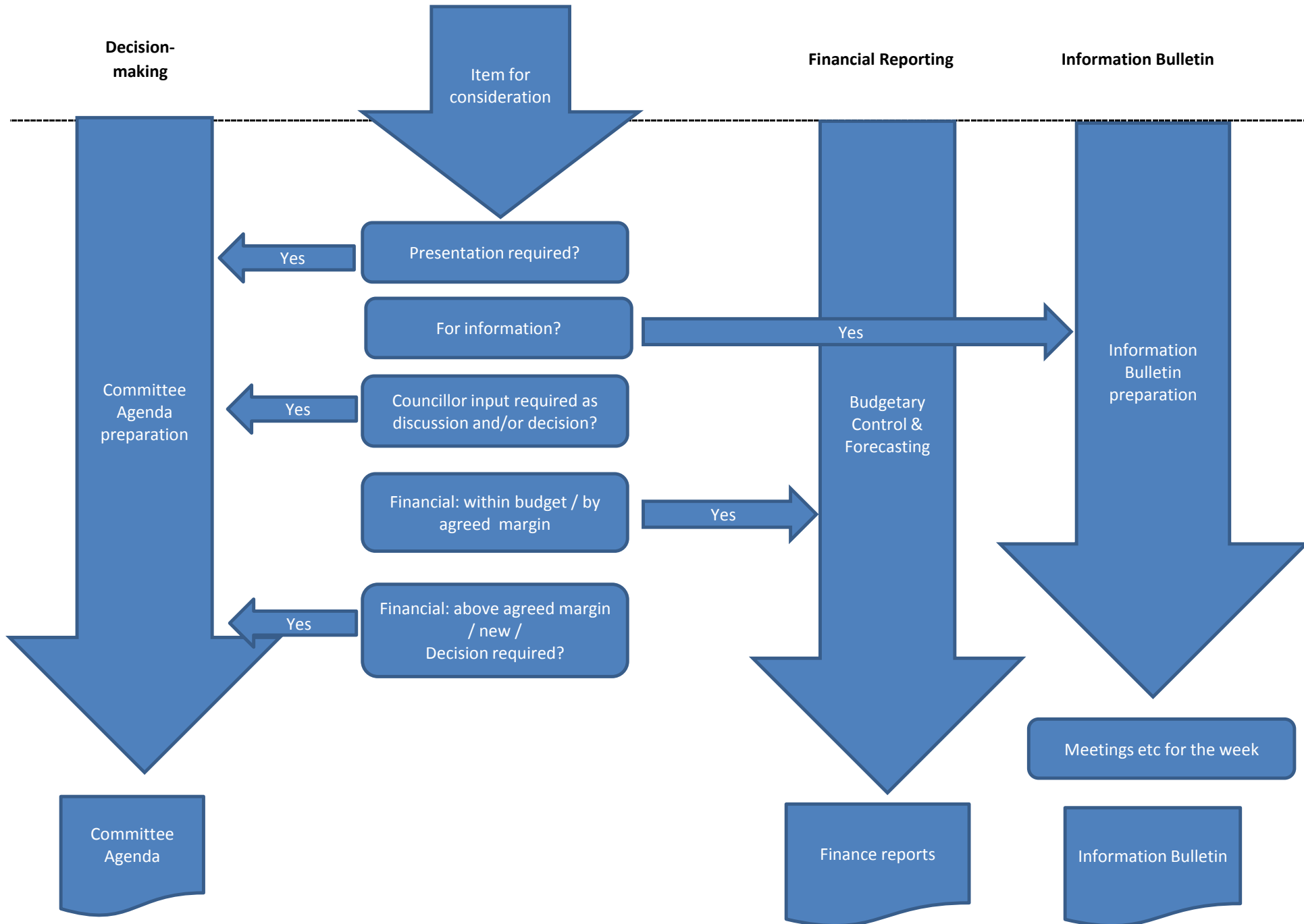
Appendix A: Committee Process Decision Tree
Appendix B: Committee Process Committee Structure
Appendix C(a)/(b): Committee Structure and Schedule
Appendix D: Financial Regulations (revised)

For future: Delegations to Town Clerk, Committee Terms of Reference (revised), Potential use of technology.

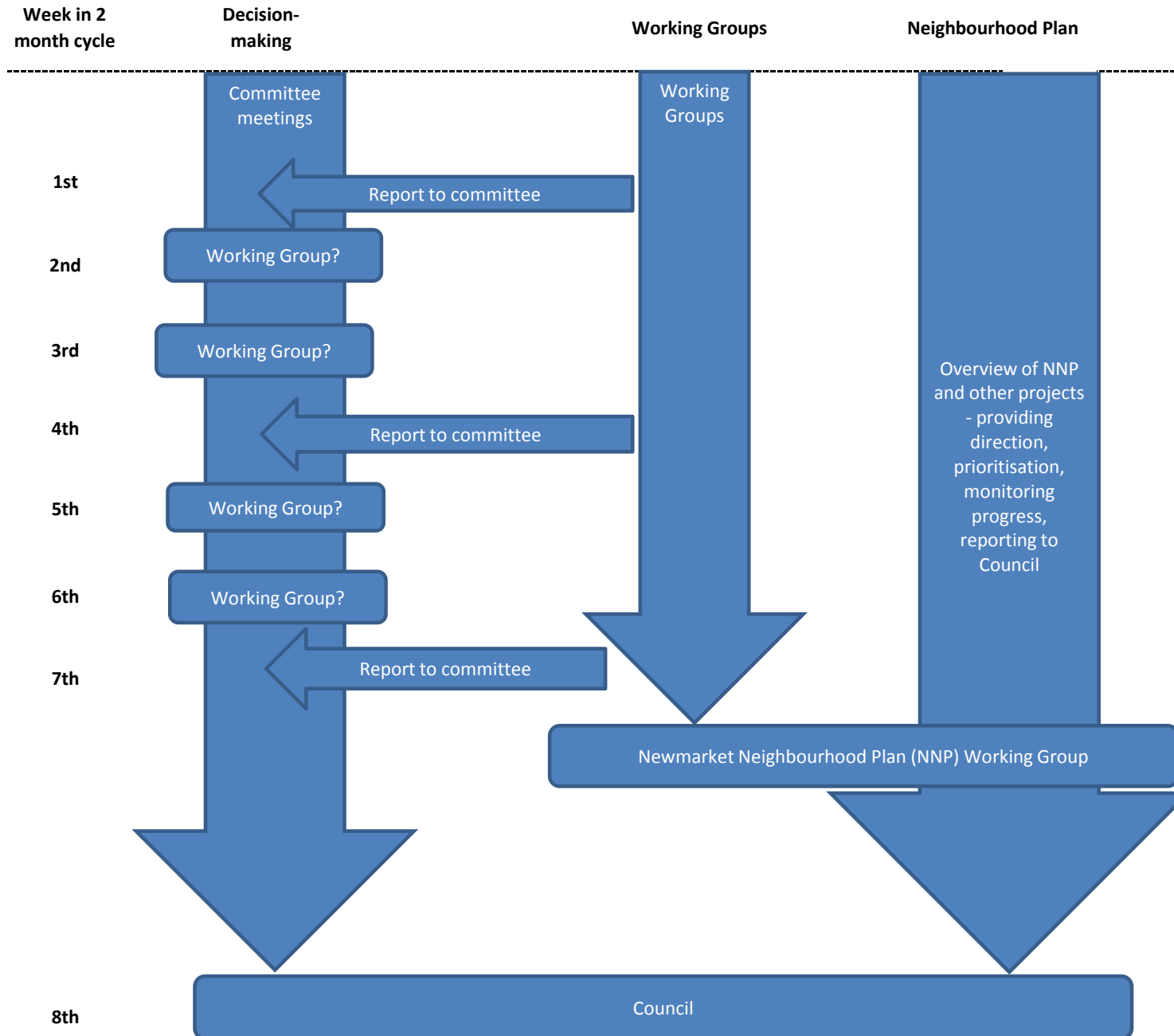
8. If you have a query on the report please contact:

Author/Contact Name(s):	Councillor Douglas Hall Councillor John Harvey
Author/Contact Email(s):	councillorhall@newmarket.gov.uk councillorharvey@newmarket.gov.uk

Appendix A: Committee Process Decision Tree



Appendix B: Committee Process Committee Structure



Appendix C(a): Committee Structure and schedule

Week of month	Currently		Week in 2 month cycle	Proposed	
Start time:	6.15pm	7pm or after previous committee		6.15pm	7pm or after previous committee
1 st	D&P	C&L	1 st	D&P	C&L (a)
2 nd	NNP	HR	2 nd		
3 rd	D&P	F&P	3 rd		
4 th	Council		4 th	D&P	C&L (b)
1 st	D&P	C&L	5 th		
2 nd	NNP	HR	6 th		
3 rd	D&P	F&P	7 th	D&P	F&P
4 th	Council		8 th	Council	

The Monday's where there are no committee meetings plus any weeks where more than 8 in a 2 month period are therefore released, potentially for Working Group remote meetings. HR has a provisional slot following F&P, but is to be arranged as and when required.

Allocate working groups (where appropriate) to committees:

	Committee/Steering Group (SG)	Working Groups reporting to Committees
D&P	Development & planning	To be assigned (with NNP ref if appropriate)
C&L (a)	Community	
C&L (b)	Leisure	
HR	Human Resources	
F&P	Finance & Policy	
Council		Newmarket Neighbourhood Plan (NNP) oversight

Appendix C(b): Committee schedule

If a planned meeting is on a Bank holiday Monday then the meeting will be the following day.

Date	D & P	Community	Leisure	F&P	Full Council	HR
Week number in 2 month cycle	1,4,7	1	4	7	8	
03 January 2022	D & P	Community				
10 January 2022						
17 January 2022						
24 January 2022	D & P		Leisure			
31 January 2022						
07 February 2022						
14 February 2022	D & P			F&P		HR
21 February 2022					Full Council	
28 February 2022						
07 March 2022	D & P	Community				
14 March 2022						
21 March 2022						
28 March 2022	D & P		Leisure			
04 April 2022						
11 April 2022						
18 April 2022	D & P			F&P		HR
25 April 2022					Full Council	
02 May 2022	D & P	Community				
09 May 2022						
16 May 2022						
23 May 2022	D & P		Leisure			
30 May 2022						
06 June 2022						
13 June 2022	D & P			F&P		HR
20 June 2022					Full Council	
27 June 2022						
04 July 2022	D & P	Community				
11 July 2022						
18 July 2022						
25 July 2022	D & P		Leisure			
01 August 2022						
08 August 2022						
15 August 2022	D & P			F&P		HR
22 August 2022					Full Council	

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

Constitution and Governance

Financial Regulations

Newmarket Town Council Constitution

Document Number NTC/2.2

Controlled document

This document is uncontrolled when downloaded or printed. The controlled copy is the electronic copy maintained in the constitution section of the Newmarket Town Council intranet.

Document Title	Financial Regulations			
Document Type	Constitution and Governance			
Document Reference	NTC/2.2			
Document Purpose	The Financial Regulations govern, set out and detail how the council conducts, controls and manages its financial affairs.			
Standards & Legislation	Local Government Act 1972 Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015			
Author(s)	NALC, Standing Orders Working Group			
Approved by	Finance and Policy Committee			
Approved date	Enter date here in YYYY-MM-DD format			
Adopted by	Newmarket Town Council			
Adopted date	Enter date here in YYYY-MM-DD format			
Review date	Enter date document should be reviewed by, usually two years from last adoption date			
Version Number	Enter the current version number			
Version Control and Revision Information				
1	First published			
Version	Paragraph	Description of change	Resolution	Date

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Introduction

These financial regulations are based on the most recent NALC model, last updated in July 2019.

Local councils operate within a broad statutory framework, and these financial regulations reference many statutory requirements to which councils are subject. The statutory requirements to which a council is subject apply whether or not they are incorporated into the financial regulations.

Definitions

In this document, the following definitions apply:

“Accounts and Audit Regulations” or **“The Regulations”** means the regulations issued under the provisions of section 32 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

“Annual Governance Statement” means the annual report prepared, approved and published with the financial statements that reviews the council’s overall governance arrangements.

“Billing Authority” means West Suffolk Council, the authority that directly bills council tax and business rates.

“Capital Expenditure” means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

“Chair” and **“Vice chair”** refer to the offices of the mayor and deputy mayor of the council, except in relation to the person chairing a meeting of the council in the absence of the mayor and deputy mayor, or the person chairing a committee, sub-committee, or working group.

“Clerk” means the town clerk for the time being or a person appointed by the town clerk or Full Council or duly authorised committee to act on the town clerk’s behalf if the town clerk is absent or otherwise indisposed.

“Finance Committee” means any standing committee of the council that has been appointed to regulate and control the finances of the council.

“Financial Regulations” or **“These Regulations”** govern, set out and detail how the council conducts, controls and manages its financial affairs. The Financial Regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the RFO.

“Full Council” or **“The Council”** means any formal meetings of the Council to which all members are summoned to attend.

“Internal Control” is a system of rules, systems and procedures intended to make sure that the council’s financial activities are well managed.

“Proper Practice” or **“Proper Practices”** shall refer to guidance issued in the Practitioners’ Guide issued by the Joint Panel on Accountability and Governance (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

“RFO” means Responsible Financial Officer, described in the Accounts and Audit Regulations as the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of the council or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body.

1 General

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial regulations are one of the council's key governing policy documents providing procedural guidance for members and officers. These Regulations must be observed in conjunction with the council's standing orders, scheme of delegation and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
 - (a) for the timely production of accounts;
 - (b) that provide for the safe and efficient safeguarding of public money;
 - (c) to prevent and detect inaccuracy and fraud; and
 - (d) identifying the duties of officers.
- 1.4 These Regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of These Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members are expected to follow the instructions within These Regulations and not to entice employees to breach them. Failure to follow instructions within These Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9 The RFO:

- (a) acts under the policy direction of the council;
 - (b) administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - (c) determines on behalf of the council its accounting records and accounting control systems;
 - (d) ensures the accounting control systems are observed;
 - (e) maintains the accounting records of the council up to date in accordance with proper practices;
 - (f) assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - (g) produces financial management information as required by the council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- (a) entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - (b) a record of the assets and liabilities of the council; and
 - (c) wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- (a) procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

- (b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- (c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- (d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- (e) measures to ensure that risk is properly managed.

1.13 The Full Council is not empowered by These Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- (a) setting the final budget or the precept (council tax requirement);
- (b) approving accounting statements;
- (c) approving an annual governance statement;
- (d) borrowing;
- (e) declaring eligibility for the General Power of Competence; and
- (f) The Finance Committee may be delegated the following decisions:
 - (i) writing off bad debts under the value of £2,500 (the Clerk shall have the authority to write off bad debts under the value of £500);
 - (ii) addressing recommendations in any report from the internal or external auditors. Changes to standing orders, financial regulations or policies reserved to Full Council on recommendation of the Finance Committee.

1.14 In addition, Full Council must:

- (a) determine and keep under regular review the bank mandate for all council bank accounts; and
- (b) approve any grant, donation or payment-in-kind in excess of £5,000 (the Finance Committee may be delegated the authority to approve such payments under this amount); and

- (c) in respect of the annual salary for any employee, have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2 Accounting and audit (internal and external)

- 2.1 All accounting procedures and financial records of The Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the chair of the council or a payment signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. This is by convention the chair of the Finance Committee. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
 - (a) be competent and independent of the financial operations of the council;
 - (b) report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- (c) to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - (d) have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
 - (a) perform any operational duties for the council;
 - (b) initiate or approve accounting transactions; or
 - (c) direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence” shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all members any correspondence or report from internal or external auditors.
- 2.11 The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration by the Finance Committee.
- 3 Annual estimates (budget) and forward planning
 - 3.1 Each budget holding committee (if any) shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
 - 3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for

the following financial year in the form of a budget to be considered by the relevant committees and Full Council.

- 3.3 The council shall consider annual budget proposals in relation to the council's five-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6 The Council will review and revise its Medium-Term Financial Strategy following the budget process.

4 Budgetary control and authority to spend

- 4.1 The Clerk is authorised to incur expenditure, and delegate authority to officers within the approved expenditure limits, within the approved budget. This will include, for example, the salaries and wages and any other expenses of staff employed within the approved establishment, repairs and maintenance of buildings, grounds and equipment, normal day-to-day requirements of the council including minor works, supplies and replacement of equipment. Approved expenditure limits are:
 - (a) Any proposed capital or revenue expenditure over £10,000 must be subject to Full Council approval regardless of it being financed from a previously approved budget.
 - (b) Any proposed capital or revenue expenditure up to and including £10,000 may be approved by a duly delegated committee of the council from a previously approved budget.
 - (c) Supplies and services costing £5,000 or less, either capital or revenue, may be ordered by an authorised officer from a previously approved budget subject to the receipt of quotations where applicable or other requirements of the Procurement Policy.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

- 4.2 Contracts may not be disaggregated to avoid controls imposed by These Regulations.
- 4.3 Except as provided below no expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of Full Council. Expenditure on the following may be incurred without further approval:
- (a) to meet increases in costs of salaries and other authorised expenses arising as a result of awards by a national negotiating body;
 - (b) to meet unavoidable increases in the cost of day-to-day items included in the estimates;
 - (c) the Clerk may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to, or deterioration of, premises, or to remove danger, or any unforeseen purpose which they are satisfied that delay would be detrimental to the best interest of the Council whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the chair as soon as possible and to the Council as soon as practicable thereafter.
 - (d) Claims which by statute have to be met, including any County Court Judgement.
 - (e) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
 - (f) In addition to the provision in paragraph (c) above, any action under this financial regulation shall be reported to the next meeting of the committee concerned and to the Finance Committee.
- 4.4 Except as provided in regulation 4.5 below, during the budget year, and with the approval of Full Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.5 The Clerk is authorised to approve virements between existing approved budget headings where the overall control total remains the same provided that:
- (g) no policy issues are contravened
 - (h) no virements between committees are approved
 - (i) no virements between capital and revenue are approved
 - (j) no virements affecting earmarked reserves are approved
 - (k) a report on any virements is presented retrospectively to the appropriate committee at the first available opportunity.
- 4.6 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.7 The salary budgets are to be reviewed at least annually by the end of November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the chair of the council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.9 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.10 The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15 per cent of the budget or £500, whichever is greater.
- 4.11 Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

5 Banking arrangements and authorisation of payments

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments for ratification, forming part of the agenda for the meeting and present the schedule to the Finance Committee. The Finance Committee shall review the schedule for compliance and, having satisfied itself shall ratify the payments as appropriate by a resolution of the Finance Committee. A detailed list of all payments shall be disclosed in accordance with the council's policies relating to the Local Government Transparency Code. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, in accordance with suppliers terms or otherwise within 30 days.
- 5.5 Members are subject to the code of conduct that has been adopted by the council and shall comply with the code and standing orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.6 The council will aim to rotate the duties of members in These Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.7 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

6 Instructions for the making of payments

- 6.1 The council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under regulation 5 above (banking arrangements and authorisation of payments), Full Council, a duly delegated committee or, if so delegated, the town clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Full Council or duly delegated committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to Full Council or Finance Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Full Council or Finance Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Full Council or Finance Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of Full Council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are

signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Full Council or Finance Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of Full Council at least every two years.

- 6.10 If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair in a sealed dated envelope. This envelope may not be opened other than in the presence of two other members. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of Full Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or member shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the service administrator. The bank mandate approved by the council shall identify a number of members who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the service administrator alone, or by the service administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used

for council banking work. Breach of this regulation will be treated as a very serious matter under These Regulations.

- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any debit card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Full Council or Finance Committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Full Council or Finance Committee. Transactions and purchases made will be reported to Full Council or Finance Committee and authority for topping-up shall be at the discretion of Full Council or Finance Committee.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in These Regulations.
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7 Payment of salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.

The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Full Council or Finance Committee meeting, as set out in These Regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- (a) by any member who can demonstrate a need to know;
 - (b) by the internal auditor;
 - (c) by the external auditor; or
 - (d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Full Council. Termination payments shall only be authorised by Full Council.
- 7.8 Before employing interim staff, the council must consider a full business case.

8 Loans and investments

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by Full Council. In each case a report in writing shall be provided to the council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an investment strategy and policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by Full Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The Full Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the managing trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).
- 10 Orders for work, goods and services
 - 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
 - 10.2 Order books shall be controlled by the RFO.

- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in financial regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by legal professionals acting in disputes;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the chair and vice-chair of the council); and
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - (vii) In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which

embodies the reason for the exemption in accordance with regulation 18.2 below.

- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- (c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (g) Any invitation to tender issued under this regulation shall be subject to standing order 28.4 (tender process for contracts for the supply of goods, materials, services or the execution of works) and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain 3

quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000, the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, regulation 10.3 above shall apply.

- (i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12 Payments under contracts for building or other construction works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5 per cent or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and the Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13 Stores and equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 Assets, properties and estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a report in writing shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 Insurance

- 15.1 Following the annual risk assessment (per regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16 Charities

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.

17 Risk management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by Full Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 Suspension and revision of Financial Regulations

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to These Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of These Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

Townclerk

To: Cathy Whitaker
Subject: FW: Newmarket Resident Parking Zone Consultation
Attachments: Newmarket RPZ consultation letter final draft.docx

From: Walsh, Mark <mark.walsh@westsuffolk.gov.uk>

Date: 15 October 2021 at 13:54:38 BST

Subject: Newmarket Resident Parking Zone Consultation

To: Anderson, Michael <Michael.Anderson@westsuffolk.gov.uk>, Drummond, Andy <andy.drummond@westsuffolk.gov.uk>, Hood, Rachel <Rachel.Hood@westsuffolk.gov.uk>, Lay, James <James.Lay@westsuffolk.gov.uk>, Nobbs, Robert <robert.nobbs@westsuffolk.gov.uk>, Soons, Karen <Karen.Soons@westsuffolk.gov.uk>

Cc: Stevens, Peter <peter.stevens@westsuffolk.gov.uk>, Dixon, Darren <Darren.Dixon@westsuffolk.gov.uk>, Beaumont, Mark <Mark.Beaumont@westsuffolk.gov.uk>, Korwin, Jill <Jill.Korwin@westsuffolk.gov.uk>, LaThangue, Jacqueline <Jacqueline.LaThangue@WestSuffolk.gov.uk>

Dear Newmarket Councillors,

You will be aware that in conjunction with Suffolk County Council Highways and Newmarket Town Council (representatives from their Parking Working Group) we have been seeking to bring forward proposals for a Resident's Parking Zone (RPZ) in the All Saints area of the town.

I can confirm to that end, SCC Highways will be running a consultation on a proposed scheme, writing to all residents in the area and including a survey for them to complete (see attached). It is proposed that the consultation period will run from 08NOV21 to 05DEC21.

NTC have agreed to door knock residents that have not responded from the halfway point of the consultation period.

The Memorial Hall will host walk-in sessions including maps of the proposed consultation area, and the ability for residents to ask questions (for which we will prepare some FAQs). The proposed dates for this are Tuesday 16th November (daytime), Thursday 18th (evening), Saturday 20th (daytime) which have been reserved.

Over the next week or so we will take any feedback from Councillors and firm-up on our plans for publicity and comms which WSC will lead on.

Depending on the outcome of this first stage consultation, it will go to a second stage consultation in the Spring which will hopefully lead to the introduction of residents' parking thereafter.

Whilst appreciating this has taken some time to arrange with SCC Highways, I think it has potential to reflect some good partnership working between the councils which can hopefully continue and provide a good outcome for our residents.

If you have any detailed questions about the scheme, these can be directed to Darren Dixon who is our lead officer on this project.

Take care and have a great weekend.

Mark

Mark Walsh

Director (Operations)

IMPORTANT INFORMATION

«To»
«Number» «Road»
«Town»
«County» «Postcode»

Your Ref:
Our Ref:
Date: 19 October 2021
Enquiries to:
Tel: 0345 6066171
Email:

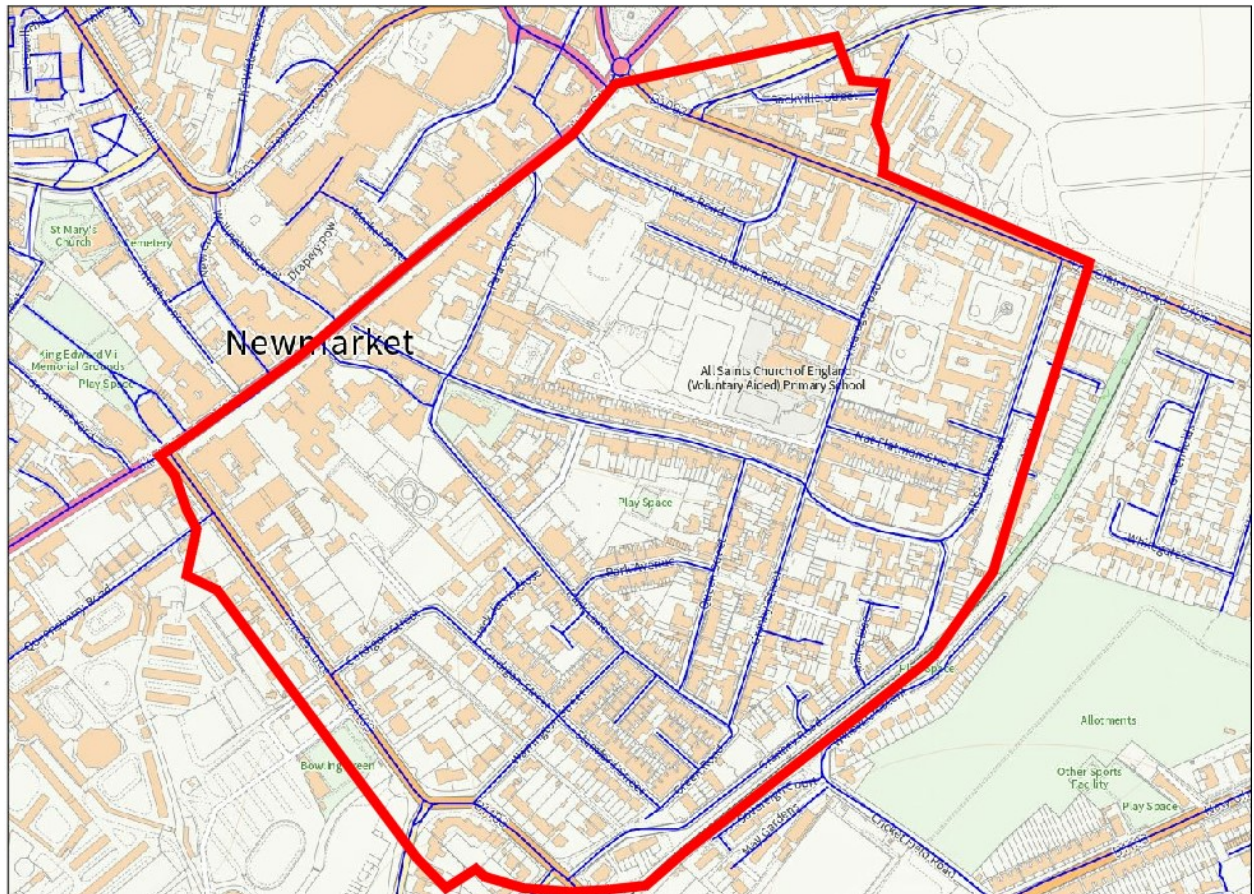
Dear Resident

ALL SAINTS AREA, NEWMARKET – PROPOSED NEW RESIDENT PARKING SCHEME

We are writing to you inform you that Suffolk Highways is looking to establish whether a new Residents Parking Zone within the All Saints Area of Newmarket will be both desirable and practical.

The purpose of a Residents Parking Scheme is to give residents and businesses the priority to park in streets that currently experience difficulties as a result of substantial commuter or shopper related parking.

Newmarket Town Council has sought to explore the opportunities for developing a Resident Parking Scheme in the All Saints area of the town following consultation with residents, which indicated general support. Working in partnership with the Town Council and West Suffolk Council (parking enforcement agents for Newmarket), Suffolk County Council Highways would like to invite you to share your views on the concept of a new Residents Parking Scheme for the area.



Resident Parking Schemes explained

The advantage of introducing a Resident Parking Scheme is to give residents a reasonable opportunity to park close to their homes. If conditions allow, there may be opportunity for households to apply for a second permit, though this would need to be determined during the development of the Scheme.

Permit Holders can park on any street within their Zone.

The Scheme could also improve arrangements for visitors as there may be an option to purchase visitor tickets, if further investigations support this option.

All kerbside space will be controlled to remove commuter and shopper related parking.

However, there are limitations to such a Scheme as the cost of permits to park in the Zone are charged to the residents and in some cases, it can reduce the amount of on street parking which may or may not be of benefit depending on location.

Residents Parking Schemes do not offer any guarantees for space to be available and vehicles without a permit can park in the Zone outside the restricted times.

To be viable, a Residents Parking Zone must contain a reasonable number of streets and cannot be implemented along isolated single streets.

To maintain simplicity, enforcement times could be for example - "Permit Holders Only - Monday to Saturday 8am to 6pm". However, the exact hours of operation would be determined following a review of resident feedback, should the proposed Resident Parking Scheme be progressed.

Suffolk Highways will not impose Residents Parking on streets where there is not a clear majority support.

For reference only, Indicative Residents Parking Scheme fees are as follows:

First Resident Permit (car or motorcycle)	£60 Annual Fee
Second Resident Permit (car or motorcycle)	£80 Annual Fee
Business Permit	£240 Annual Fee
Visitor Permits (booklet of five 1-day Vouchers)	£5
Replacement Permit (lost, stolen or damaged)	£12.50

Please note that these fees are set to cover the cost of enforcing the restrictions and operating the Scheme and not with the intention of making a profit. The fees above are illustrative and may change depending size and terms and conditions of the scheme.

Your Views

Your views are important to us so please take the time to complete and return the enclosed questionnaire. We would also welcome any additional comments and suggestions in relation to this proposal. Please use the space provided at the bottom of the questionnaire.

We would be very grateful to receive your completed questionnaire by Friday 5th November 2021. For postal returns, please use the address shown at the bottom of the questionnaire.

Alternatively you can complete the questionnaire online at:

<https://www.smartsurvey.co.uk/s/Residentsquestionnaire/>

<https://www.smartsurvey.co.uk/s/Businessquestionnaire/>

Thank you for your time, we look forward to hearing from you.

Yours faithfully

For Suffolk Highways

ALL SAINTS AREA, NEWMARKET – PROPOSED NEW RESIDENT PARKING SCHEME

RESIDENTS QUESTIONNAIRE (please see overleaf for Business Questionnaire)

Please provide your address

Do you support the proposal for a Resident Parking Scheme in your area?

Yes

☐

No

☐

Do you support the option of a second permit per household?

Yes

☐

No

☐

How many cars are there in your household?

Do you have off-street parking?

Yes

☐

No

☐

Where do you usually park?

Where do your visitors usually park?

Do you find parking difficult, if so when?

Any further comments or suggestions

Please return to: Highways Communications Team, Suffolk Highways, Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP

ALL SAINTS AREA, NEWMARKET – PROPOSED NEW RESIDENT PARKING SCHEME

BUSINESS QUESTIONNAIRE (please see overleaf for Resident Questionnaire)

Please provide your business address

When does your business operate?

Do you support the proposal for a Resident Parking Scheme in the area?

Yes

☐

No

☐

How many vehicles are used by employees at your business?

Does your business have off-street parking?

Yes

☐

No

☐

Where do you and your employees usually park?

Where do your visitors or clients usually park?

Do you find parking difficult, if so when?

Any further comments or suggestions

Please return to: Highways Communications Team, Suffolk Highways, Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP

Objectives

Item 15

The landowner has prepared this Brief on a voluntary basis in the absence of a policy direction to do so. It has therefore been appropriate to establish key objectives for the outcome of this Brief. Initial engagement with WSC, NTC and other stakeholders have identified a clear set of objectives for the delivery of housing from this site, which are:

1. Essential: Implementation of the SALP allocation and other Local Plan and Neighbourhood Plan Policy objectives; and
2. Desirable: Identifying a framework for delivery of stakeholder and landowner objectives.

Essential objectives include, but are not limited to:

- Prioritising the delivery of new homes, including affordable homes, within the Local Plan period up to 2031;
- Ensuring the retention of tennis courts and open space, and making provision for their public use;
- Integrating on site public open space with the George Lambton playing fields;
- Protect and enhance the Yellow Brick Road (a locally named green corridor) and enhance connectivity;
- Achieving a high quality design and protecting local distinctiveness;
- Safeguarding existing horse movements within the local area and wider town, which are key to the Horse Racing Industry, by reducing the impact of additional vehicular traffic;
- Supporting sustainable transport opportunities; and
- Supporting sustainable design principles.

Desirable objectives include, but are not limited to:

- Reserving land within the onsite open space to be made available for the provision of enhanced recreation and sporting opportunities, such as a new indoor sports facility to serve the town;
- Supporting a linked community sports hub with adjacent George Lambton Playing Fields; and
- Responding to the climate emergency through sustainable design measures that exceed local standards.



Accordingly, this Development Brief sets out to fulfil the following core objectives (CO):

CO1: To prioritise the delivery of optimum number of new homes. in accordance with policy objectives

CO2: To produce a design framework that reinforces local distinctiveness through sensitive architecture, public realm and materials

CO3: To create a new network of accessible public open space integrated with George Lambton Playing fields

CO4: To enable the expansion of indoor sporting facilities within the town by reserving land for the future provision

CO5: To protect the horse racing industry and reduce carbon emissions by prioritising sustainable transport options that will reduce the impact of additional vehicular activity

CO6: To enable proposals that respond to climate change through sustainable design that reduces carbon emissions



Site Location

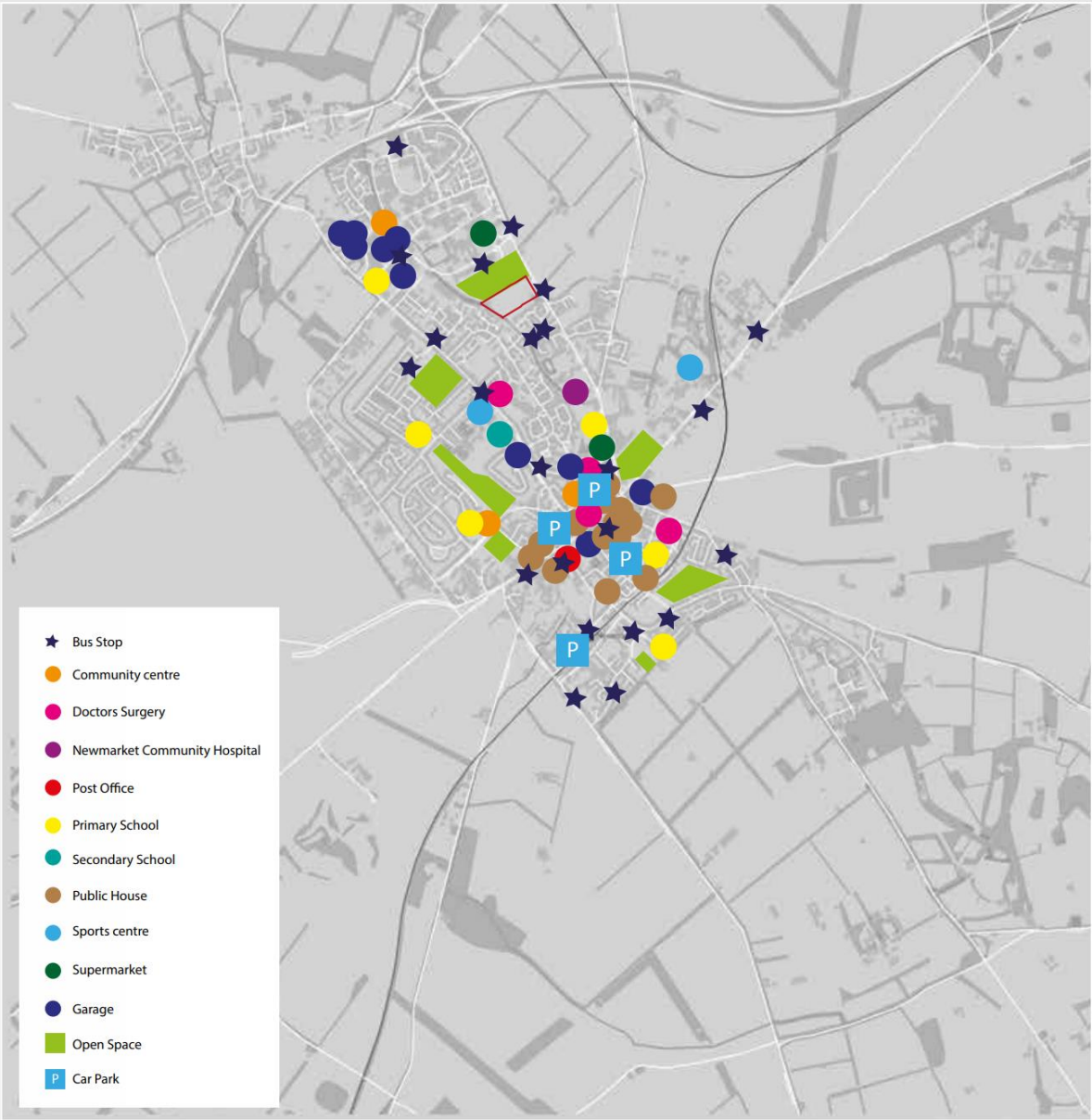
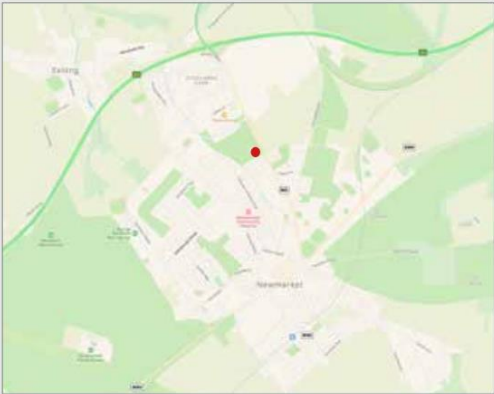
The 'Former St. Felix Middle School' is located to the north of the town and is situated along Fordham Road, approximately 300m south from the Fordham Road roundabout. The Fordham Road is one of the main arterial roads into the town from the A14 located to the north.

Immediately north of the site is an extensive area of playing fields known locally as the George Lambton Playing Fields. Beyond that extensive commercial and retail areas extend north towards further residential development. To the east is open countryside, and the area to the south and west of the subject site is predominantly characterised by modern estate-style residential development consisting of spacious dwellings at either single or two storey in height. House typologies include detached, semi detached and terraced housing. The front and rear gardens are well defined, creating a level of clarity between public and private spaces.

Newmarket town centre is 1.5km to the south. Accordingly, the site is within close proximity to major services and facilities.

The site connects in the west to a green corridor network, known locally as the 'Yellow Brick Road' which permeates through the town providing a Byway and public rights of way for walking and cycling between the town centre and Studlands Park.

The maps adjacent shows the extent of the development, outlined in red, and its location in relation to the rest of Newmarket.



Strategic Map showing the location of key services

The Site

The 'Former St. Felix Middle School' site occupies an area of 4.5ha and is rectangular in shape. It is formed by two distinctive parts comprising as follows:

- the area that previously accommodated the school buildings, which now comprises tennis courts and a MUGA pitch, isolated single storey structures, associated car parking provision and hardstanding; and
- the land to the rear which comprises the former playing fields now providing a larger area of open space, interspersed with bands of mature vegetation and transecting walkways.

The site is predominantly flat in nature. The site is framed on all boundaries by continuous established trees and hedgerows, which contain and screen the site and integrates the site with its surrounding context. Internally there are a number of mature high quality trees and bands of trees that add to the townscape character worthy of preservation. These tree bands subdivide the site in to two distinctive areas comprising of the previously developed parts of the site and the former playing fields now open space.

Two existing vehicular entrances along the eastern boundary provide vehicular accesses onto Fordham Road. A footpath exists in the southern corner of the site providing access to the wider public right of way network.



Opportunities

Based on the foregoing we have identified the following opportunities:

Setting - by retaining the existing trees on the site and on the boundaries of the site there is an opportunity to design a development with the benefit of a mature green infrastructure, adding value to the development whilst also retaining the unique character of the site. By providing detached housing along Fordham Road, behind the trees, the character of Fordham Road will be maintained and enhanced.

Built Form - There is an opportunity to create built forms that are sympathetic to the unique character of Newmarket. This may take the form of detached buildings and courtyard buildings reflecting the stable yard aesthetic of the town.

Public Open Space – the site presents the opportunity to unlock private secured space for public use and create enhanced sports and recreation opportunities. The site can be integrated with the adjoining George Lambton Playing Fields to facilitate a recreation hub. This will be facilitated through new public access between the two sites.

Connectivity – the site is well connected to an extensive range of local services and facilities within a short distance of the site. There are a number of opportunities to integrate the site within the existing public right of way network and support enhanced pedestrian and cycle links around the town aiding an extension of the existing movement corridors.

Green Corridors – the locally known Yellow Brick Road linear park passes the southern boundary of the site, and there is an opportunity to integrate the site within this movement and recreation corridor further enhancing the green corridor network.

Ownership - The entire site is in the single ownership of the Applicant – Suffolk County Council. Therefore, it can be readily developed subject to necessary planning permission.



Design Development (options)

This section explores the design framework and illustrates site-specific principles to guide the design of future proposals. It has regard to the foregoing assessment of the sites context, policy, technical evidence base and opportunities and constraints, which are focussed around meeting the objectives of this Development Brief.

Design Development

Policy SA6(d) identifies the requirement to retain the existing tennis court and open space, which is depicted by scenario 1. However there is concern that the existing tennis courts would prove difficult to operate in their current location due to the potential for conflict between residential and sport in such close proximity and the disproportionate land take required to observe an amenity buffer and provide the parking areas for the tennis courts, and therefore a further scenario of moving the tennis courts to a more appropriate location on site was considered as shown by scenario 2.

A further scenario of facilitating further enhancements to sporting provision on the site was considered and would include the opportunity for reserving an area of land for indoor sport facility as shown in scenario 3.

The character of the surrounding area, analysis of townscape, built form, appearance and materials are described on [pages 67 and 68](#)

A study of different densities in the neighbourhood was carried out to assess the existing urban grain and its variations within the town and are illustrated on [pages 62 and 63](#).

Following design development stages outlined above, two broad development options are recommended to be progressed through the planning application process. These are set out as Preferred Option 1 and Alternative Option 2 in this document.



Scenario 1



Scenario 2



Scenario 3

Blank

Townclerk

Subject: FW: New Parish Group

From: beckrowparish council [<mailto:beckrowparishcouncil@gmail.com>]

Sent: 15 October 2021 16:58

To:

Subject: Re: New Parish Group

Dear All

Following our Parish Council meeting on Tuesday and having had it brought to our attention that the planned meeting on Tuesday 19th October does infact clash with a Sunnica meeting, we have made the decision to postpone our initial meeting of the Parish Council Group until **Wednesday 3rd November at 1900hrs.**

Apologies if this causes any inconvenience for anyone.

If you could please provide a response regarding availability for the new date.

Kind regards

Jane Spenser

Assistant Clerk to Beck Row, Holywell Row and Kenny Hill Parish Council.

On Mon, Feb 22, 2021 at 4:44 PM Jennifer Gates <beckrowparishcouncil@gmail.com> wrote:

Dear Fellow Clerks

My Councillors have asked me to write to you asking if your Councillors would be interested in forming a local group of Parish Councils initially to meet up via Zoom.

My Council feels that since Forest Heath amalgamated with St. Edmundsbury, our area (the former Forest Heath) is now very much the 'poor relations' of St. Edmundsbury and the specific requirements of our individual areas are not being addressed and are overlooked

We feel that if we show a united front on issues such as planning, highways, lack of litter clearing, development etc. we have a much better chance of being heard.

I would be grateful if, at your next meeting, you could put this idea to your Council and let me know how they feel about it.

Many thanks and please feel free to contact me if you need any more information.

Kind regards

Mrs Jennifer Gates

Clerk/RFO to Beck Row, Holywell Row

& Kenny Hill Parish Council

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