



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 22nd November 2021 at 6.15pm

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

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

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

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

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meetings held 25th October 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 1st November and 15th November 2021
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 1st November 2021
 - c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 15th November 2021
9. **Christmas Events** – to receive an update on planned events (to follow)
10. **PA System** – to receive a report and approve the purchase of a portable system in time for the Christmas events (to follow)

- 11. Climate Change** – to discuss actions to mitigate the effects of global warming
- 12. Bombing Plaque** – to approve a plaque for the front of the Memorial Hall
- 13. Suffolk Constabulary** - to receive a monthly report
- 14. Christmas closure** – to authorise closure of town council offices and services for the 3 working days between Christmas and New Year, with the approval of two decretionary days and members of staff to take one annual leave day
- 15. Correspondence**
- 16. Date of the next Meeting** – **20th December 2021**
- 17. Items for the next Agenda**
- 18. Exclusion of the press & public** - 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 relating to individuals
- 19. Staff update** – To receive an update on staff matters and consider any actions

Signed: *TSymonds* Tracey Symonds, Deputy Town Clerk

16th November 2021



Newmarket

TOWN COUNCIL

held on Monday 25th October 2021 at 6:15 pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Berry
Councillor J Borda
Councillor L Crissall
Councillor J Ferries
Councillor A Drummond

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

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr K Soons – WSC,
1 Member of the Press and 1 Member of the Public.

Minute

- 21/10/1 Welcome**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.
- 21/10/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Anderson, Clover and De'Ath.
- 21/10/3 Declaration Of Acceptance of Office**
It was confirmed that Cllr Ferries had signed the Acceptance of Office and requested that he be a member of the C&L, D&P and NNP Committees and the following was agreed:
- 21/10/3.01 Resolved**
That Cllr Ferries be appointed as a member of the Community & Leisure, Development & Planning and Neighbourhood Plan Committees.
- 21/10/4 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. There were no member dispensation requests.
- 21/10/5 To Receive and Confirm the Minutes of the Town Council Meetings held on 27th September 2021 and any Matters Arising.**
The minutes of the meeting held on 27th September 2021 were presented and the following was agreed:
- 21/10/5.01 Resolved**
That the minutes of the meeting held on 27th September 2021 be adopted and signed as a correct record by the Town Mayor.
- There were no matters arising.
- 21/10/6 Public Open Session**
None noted.

21/10/7 **Suffolk Constabulary**
The monthly PCSO report was received and noted.

21/10/8 **Councillor Reports**
SCC – The September Town and Parish Newsletter was noted. Cllr Hood reported that she had visited Foley House and met with the CAB. They were now up and running in the new premises and appointments can be booked by phone or email.

West Suffolk Council (WSC) – Cllr Soons congratulated Cllr Ferries on his election and thanked him for his efforts on the fly tipping issues. She was keen to push for allotments on the Studlands BMX track. However, the Mayor reported that a request had recently been made to re-instate the BMX track with improvements. Residents would need to be consulted on what they want for this site. NTC policy remains to support allotments wherever they are sited.

Ward – Cllr Yarrow (Freshfields Ward) reported that the litter picking equipment was now stored at the Memorial Hall and collection/returns will be managed by NTC staff. There was still no response regarding weeding of pavements from SCC and there was uncertainty regarding responsibility for the area. Residents were being urged to contact SCC Highways direct.

The Mayor reported that the High Street had been cleared but further action was required for residential areas.

Outside bodies – There was nothing to report

21/10/9 **Mayors Announcements**
The Mayor reported that in addition to normal Committee meetings and Working Groups his activities included the following:

6th October - launched the Newmarket Samba Band.

21/10/10 **To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 4th and 18th October 2021**
The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 4th and 18th October 2021.

(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.**

A proposal was made to defer this item to be considered under item 15 and the following was agreed:

D/21/10/10.01 Resolved

That Recommendation D/21/10/12.01 be considered under item 15.

Cllr Soons left the meeting

D/21/10/10.02 Resolved (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.

21/10/11 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 4th October 2021

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

21/10/11.01 Resolved (CL/21/10/8.01 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.

21/10/11.02 Resolved (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 the spoil area and install a hedge for the a 2-bay spoil area.

21/10/11.03 Resolved (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.

21/10/11.04 Resolved (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.

21/10/11.05 Resolved (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 and that action is taken to address the weed issues as a priority.

21/10/11.06 Resolved (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.

21/10/12 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 11th October 2021

The Chairman of the Neighbourhood Plan Committee presented the minutes and recommendations from the Neighbourhood Plan Committee meeting held on 11th October 2021.

21/10/12.01 Resolved (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.

21/10/12.02 Resolved (N/21/10/9.01 Recommendation)

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

The Mayor asked for the selected NNP Priorities to be sent to admin by 1st November 2021.

21/10/13 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 11th October 2021

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Human Resources Committee meetings held on 11th October 2021.

21/10/13.01 Resolved (*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.

21/10/14 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 18th October 2021

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 18th October 2021.

21/10/14.01 Resolved (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.

21/10/14.02 Resolved ((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.

21/10/14.03 Resolved ((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.

21/10/14.04 Resolved (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.

21/10/15 Soapbox Accounts 2021

The Soapbox Accounts 2021 were received and noted.

A query was raised regarding the fees paid to Derek Thompson as it was understood that his services had been offered for free. The Mayor confirmed that this was a genuine misunderstanding and the Town Clerk had recommended that any future offers of free services are made in writing.

A discussion was held on what to do with the excess funds from the event and the following was agreed:

21/10/15.01 Resolved

That the excess funds from the Soapbox event be referred to the F&P Committee to consider.

21/10/16 Meeting Schedule

A report was presented and discussed on the review of Committee process, delegation and terms of reference. After further debate the following was agreed:

A recorded vote was requested:

Votes For: Cllrs Appleby, Borda, Crissall, Ferries, Jefferys, Hall, Harvey, O'Neill and Yarrow.

Votes Against: Cllrs Berry, Drummond, Hood, Hulbert and Lay.

21/10/16.01 Resolved

That NTC approves the proposed changes to the Committee Process in principle and that Councillors to provide feedback. That the final proposals be presented to Finance & Policy Committee and full Council in the next (November 2021) committee cycle with a view of implementation from February 2022, initially for a 6-month period after which, this is reviewed.

The Financial Regulations were revised to support the principle and will be presented to F&P Committee and full Council in November 2021.

21/10/17 Parking Working Group Report

The group presented a report on the All Saints Resident Parking Zone and the plans of SCC Highways to consult residents. The consultation will close 5th November.

21/10/18 High Street Improvements

Proposals for the agenda for a Meeting of the Town on High Street Regeneration were considered and the following was agreed:

21/10/18.01 Resolved

That an Extraordinary Meeting of the Town be held on High Street Regeneration and that a Working Group be set up to organise the agenda.

21/10/19 Former St Felix Middle School Site

The D&P Recommendation D/21/10/12.01 was considered.

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.**

After further debate the following was agreed:

21/10/19.01 Resolved

That the whole of the St Felix site and George Lambton Playing Fields are retained

solely for sports use

21/10/20 Correspondence

The Forest Heath Parishes Group initial meeting postponed to be held on Wednesday 3rd November 2022 was noted.

A member of the public left the meeting

PCC Consultation on the new Police and Crime Plan with a closing date of 22nd November 2021 was deferred to C&L Committee to consider a response.

21/10/21 Date of the next Meeting

Monday 22nd November 2021 in the Memorial Hall.

21/10/22 Items for the next Agenda

None noted

Meeting closed at 7:22pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>D/21/10/10.02 Resolved</u>	That Recommendation D/21/10/12.01 be considered under item 15.
<u>D/21/10/10.02 Resolved (D/21/10/23.01 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>21/10/11.01 Resolved (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>21/10/11.02 Resolved (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>21/10/11.03 Resolved (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>21/10/11.04 Resolved (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 2022/23 budget to purchase an additional device.
<u>21/10/11.05 Resolved (CL/21/10/12.0 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>21/10/11.06 Resolved (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.
<u>21/10/12/10.01 Resolved (N/21/10/07.01 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>21/10/12/10.02 Resolved (N/21/10/09.01 Recommendation)</u>	That each Cllr selects 5 priorities with a short brief to explain the reasoning.
<u>21/10/13.01 Resolved</u> <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.
<u>21/10/14.01 Resolved (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>21/10/14.02 Resolved ((F/21/10/09.01 Recommendation)</u>	That the grant application from Magpas Air Ambulance to support the Future 50 Appeal for £1,000 be approved.
<u>21/10/14.03 Resolved ((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>21/10/14.04 Resolved (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.
<u>21/10/15.01 Resolved</u>	That the excess funds from the Soapbox event be referred to the F&P Committee to consider.
<u>21/10/16.01 Resolved</u>	That NTC approves the proposed changes to the Committee Process in principle and that Councillors to provide feedback. That the final proposals be presented to Finance & Policy Committee and full Council in the next (November 2021) committee cycle with a view of implementation from February 2022, initially for a 6-month period after which, this is reviewed.
<u>21/10/18.01 Resolved</u>	That an Extraordinary Meeting of the Town be held on High Street Regeneration and that a Working Group be set up to organise the agenda.
<u>21/10/19.01 Resolved</u>	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 1st November 2021 at 6.15pm**

Attendance:

Councillor C O'Neill (Chairman)
 Councillor J Berry

Councillor J Ferries
 Councillor D Hall
 Councillor P Hulbert

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Crissall, Woodditton Parish Cllr D White and 1 Member of the Press

Minute

D/21/11/1 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/21/11/2 Apologies

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

D/21/11/3 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/21/11/4 To Confirm the Minutes of the Meeting Held on 18th October 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 18th October 2021 and the following was agreed:

D/21/11/4.01 Resolved

That the minutes of the Development & Planning Committee held on 18th October 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

Cllr Berry joined the meeting

There were no matters arising.

D/21/11/5 Public Open Session

Woodditton Parish Councillor D White offered to answer any questions regarding item 14.

The Chairman proposed that item 14 be brought forward and the following was agreed:

D/21/11/5.01 Resolved

That item 14 Woodditton Road be brought forward.

D/21/11/6 Woodditton Road

Cllr White gave details of the incidents of speeding and that speed signs alone do not work as the evidence of SID cameras proves and other options need to be considered especially on the railway bridge.

The request from Woodditton Parish Council to support the Woodditton planning application for traffic calming along Woodditton Road from the junction with St John's Avenue was considered and the following was agreed:

D/21/11/6.01 Recommendation

That NTC fully supported and approved the proposal for traffic calming along Woodditton Road.

Deputy Town Clerk was asked to contact Woodditton Parish Council to give thanks for Cllr White's attendance tonight and for the consultation with NTC. To also offer any further support with their proposal and that the Chairman and Cllrs would be willing to attend Woodditton Parish Council meetings.

D/21/11/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Tree Policies applied to the tree applications.

D/21/11/8 Planning Applications

Week Commencing 11/10/2021 – There were no applications to consider.

Week Commencing 18/10/2021

D/21/11/7/1 DC/21/2019/P3CMA - Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015 - change of use from commercial (class E) to 15 dwellings (class C3) - 136 - 142 High Street Newmarket Suffolk.

Cllr Winter joined the meeting as an observer.

D/21/11/7.01 Recommendation

The Committee objected on the grounds of it being an overdevelopment of the site, the flats do not meet minimum permitted size, no provision for parking and that the ground floor should be kept for commercial use as it is located in a prime commercial area.

D/21/11/7/2 DC/21/1748/FUL - Planning application - a. Change of use from shop (class A1) to cafe (class A3) b. rear ventilation/extraction system c. external seating area - 128 High Street Newmarket.

D/21/11/7.02 Recommendation

The Committee voiced no objections subject to fire safety regulations being met.

D/21/11/7/3 DC/21/2051/TCA - Trees in a conservation area notification - a. one Mulberry (T1 on plan) overall crown reduction by two metres b. one Silver Birch (T2 on plan) reduce height by four metres and sides by two metres c. one Magnolia (T3 on plan) - overall crown reduction by up to two metres d. one Hawthorn (T4 on plan) fell - 19

The Avenue Newmarket.

D/21/11/7.03 Recommendation

The Committee actively encourages responsible tree management and does not object to this application. The Committee does not object to the felling of the dead Hawthorn tree subject to approval of Tree Officer and requested that a suitable replacement tree be planted

D/21/11/7/4 DC/21/2020/TE1 – Determination in respect of Development by Telecommunications Code systems operators - proposed 18.0 metre phase 8 Monopole C/W wrapround cabinet at base and associated ancillary works - George Lambton Avenue Studlands Park.

D/21/11/7.04 Recommendation

The Committee voiced no objection.

D/21/11/9 Amended and Deferred Planning Applications

None noted.

D/21/11/10 East Cambs Planning Applications

None noted.

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

West Suffolk Planning Determinations received during weeks commencing, 11/10/2021 & 18/10/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1074/FUL	Planning application - three dwellings and associated works (following demolition of existing dwelling)	28 St Fabians Close Newmarket	Approved	No objections
DC/21/0987/HH	Householder planning application - dropped kerb	290 Exning Road Newmarket	Approved	No objections
DC/21/1190/FUL	Planning application - storage building with ancillary offices and trade counter (following demolition of existing store)	Studlands Park Industrial Estate, Unit 14 Studlands Park Avenue Newmarket	Approved	No objections
DC/21/1190/HH	Householder planning application - dropped kerb	292 Exning Road Newmarket	Approved	No objections

D/21/11/12 Delegation Panel Decisions

None noted.

D/21/11/13 Appeals

DC/20/1661/OUT – Outline planning application (all matters reserved) - Outline planning application (all matters reserved) (i) 123no. dwellings (ii) 1no. commercial unit with public open space and landscaping (iii) land reserved and dedicated horse walk – Land at Black Bear lane, The Former Swimming Pool, Rowley Drive, Newmarket, Suffolk.

It was noted that the appeal made to the Secretary of State against the refusal of outline planning permission of DC/20/1661/OUT has now been withdrawn by the appellant.

Book Number 74 2021 - 2022

D/21/11/14 Licensing
None noted.

Cllr White left the meeting.

D/21/11/15 Correspondence
Equine World parking request – to be discussed at the C&L Committee.

D/21/11/16 Date of Next Meeting
Monday 15th November 2021 at 6.15pm at the Memorial Hall.

D/21/11/17 To Note any Items for Next Meeting
• Update on the Rutland Arms Development

Meeting closed at 6:49pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/11/5.01 Resolved</u>	That item 14 Woodditton Road be brought forward.
<u>D/21/11/6.01 Recommendation</u>	That NTC fully supported and approved the proposal for traffic calming along Woodditton Road.
<u>D/21/11/7.01 Resolved</u>	The Committee objected on the grounds of it being an overdevelopment of the site, the flats do not meet minimum permitted size, no provision for parking and that the ground floor should be kept for commercial use as it is located in a prime commercial area.
<u>D/21/11/7.02 Resolved</u>	The Committee voiced no objections subject to fire safety regulations being met.
<u>D/21/11/7.03 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application. The Committee does not object to the felling of the dead Hawthorn tree subject to approval of Tree Officer and requested that a suitable replacement tree be planted
<u>D/21/11/7.04 Resolved</u>	The Committee voiced no objections.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 15th November 2021 at 6.15pm**

Attendance:

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

Councillor J Ferries
 Councillor D Hall
 Councillor P Hulbert
 Councillor M Jefferys

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

Minute

D/21/11/18 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/21/11/19 Apologies

Apologies were received from Cllrs Clover and Hood.

D/21/11/20 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/21/11/21 To Confirm the Minutes of the Meeting Held on 1st November 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 1st November 2021 and the following was agreed:

D/21/11/21.01 Resolved

That the minutes of the Development & Planning Committee held on 1st November 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/11/22 Public Open Session

None noted.

D/21/11/23 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Tree Policy 14 applied to the tree applications and Policy 30 Shopfronts.

D/21/11/24 Planning Applications

Week Commencing 25/10/2021

D/21/11/24/1 DC/21/2119/TCA - Trees in a conservation area notification - four Sycamore (T1-T4 on plan) fell - Godolphin Stables Snailwell Road Newmarket.

D/21/11/24.01 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application and requests that suitable replacements be planted.

D/21/11/24/2 DC/21/2112/CLE - Application for lawful development certificate for existing use or development - domestic ancillary buildings - 4 Bridge Cottages Snailwell Road Newmarket.

D/21/11/24.02 Resolved

The Committee voiced no objections.

D/21/11/24/3 DC/21/2009/FUL - Planning application – retail unit with two floors above to create six flats (following demolition of existing shop unit) and associated works Replacement -Unit 2 - 3 Crown Walk Newmarket Suffolk.

D/21/11/24.03 Resolved

The Committee voiced no objections.

The Committee noted that there are more Town centre accommodation developments without parking provision.

D/21/11/24/4 DC/21/2014/TPO – TPO 234(1972) tree preservation order – one Beech overall crown reduction of 1.5 metres - 12 Elliott Close Newmarket.

D/21/11/24.04 Resolved

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

D/21/11/24/5 DC/21/1994/TPO – TPO 03 (1991) tree preservation order – two Sycamore (one and two on plan within G1 on order) crown lift over neighbouring property and car park by two metres - St Marys Church St Marys Square Newmarket.

D/21/11/24.05 Resolved

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

D/21/11/24/6 DC/21/1980/HH – Householder planning application - two storey side extension with associated internal alterations - 2 Cardigan Street Newmarket.

Cllr Winter joined the meeting as an observer.

D/21/11/24.06 Resolved

The Committee objected on the grounds of it being an overdevelopment of the site, layout and density and loss of light to neighbouring properties.

D/21/11/24/7 DC/21/1960/TCA – Trees in a conservation area notification - a. one Pine (blue star on plan) remove lowest south facing limb by 5 metres; b. one Lime (red star on plan)

fell - 1 Somerville Lodge Fordham Road Newmarket.

D/21/11/24.07 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application and requests that a suitable replacement be planted.

Week Commencing 01/11/2021

D/21/11/24/8 DC/21/2089/HH – Householder planning application - single storey side and rear extension (following demolition of existing garage) - Instow 32 Green Road Newmarket.

D/21/11/24.08 Resolved

The Committee voiced no objections.

D/21/11/24/9 DC/21/2064/HH – Householder planning application – garage conversion to habitable space, with single storey side and rear extensions - 43 Leaders Way Newmarket.

D/21/11/24.09 Resolved

The Committee voiced no objections.

D/21/11/24/10 DC/21/2063/HH – Householder planning application - a. front porch b. two storey side extension - 59 Beaverbrook Road Newmarket.

D/21/11/24.10 Resolved

The Committee voiced no objections.

D/21/11/24/11 DC/21/2060/VAR – Planning application - variation of condition 2 of application DC/21/1265/FUL to allow use of amended plans for single storey rear extension with mezzanine floor above - Studlands Park Industrial Estate, Caps Cases Studlands Park Avenue Newmarket.

D/21/11/24.11 Resolved

The Committee voiced no objections.

D/21/11/24/12 DC/21/2122/TCA – Trees in a conservation area notification - two groups of Leylandii (red lines on plan) reduce height by one metre and trim back overgrowth by 0.5 metre - Adjacent to Flint Cottage Stables Rayes Lane Newmarket Suffolk.

D/21/11/24.12 Resolved

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

D/21/11/24/13 DC/21/1924/FUL – Planning application - a. change of use of retail shop to restaurant/cafe on ground floor b. installation of ducting system - Alma House 10A Market Street Newmarket Suffolk.

D/21/11/24.13 Resolved

The Committee voiced no objections.

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Week Commencing 08/11/2021

D/21/11/24/14 DC/21/2206/TCA – Trees in a conservation area notification - one Sycamore (marked on plan) fell; one Lilac (marked on plan) lateral crown reduction on all aspects by up to one metre - Piers House Rayes Lane Newmarket.

D/21/11/24.14 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application and were pleased to see that a suitable replacement will be planted.

D/21/11/24/15 DC/21/2144/FUL – Planning application - entrance lobby - 3 High Street Newmarket.

D/21/11/24.15 Resolved

The Committee voiced no objections subject to complying with the West Suffolk Council Shopfront Policy.

D/21/11/24/16 DC/21/2135/FUL – Planning application - roof extension with five dormer windows to second floor - Flat 2 Sun Lane Newmarket.

D/21/11/24.16 Resolved

The Committee deferred this application to the next meeting.

D/21/11/24/17 DC/21/2104/FUL – Planning application - installation of external wall insulation system and render to all external elevations of seven properties on Exning Road Newmarket 278, 286, 298, 310, 312, 316, 318 - Exning Road Newmarket Suffolk.

D/21/11/24.17 Resolved

The Committee supported the initiative and recognise the importance of this work.

D/21/11/24/18 DC/21/2103/FUL – Planning application - installation of external wall insulation system and render to all external elevations of 11 properties on Exning Road Newmarket 283, 287, 289, 291, 293, 295, 297, 307, 315, 327 And 337 - Exning Road Newmarket Suffolk.

D/21/11/24.18 Resolved

The Committee supported the initiative and recognise the importance of this work.

D/21/11/24/19 DC/21/2102/FUL – Planning application - installation of external wall insulation system and render to all external elevations of 11 properties on Exning Road Newmarket 222, 224, 226, 230, 234, 236, 240, 242, 244, 248, 250, 254, 260, 264, 266, 268, 272 - Exning Road Newmarket Suffolk.

D/21/11/24.19 Resolved

The Committee supported the initiative and recognise the importance of this work.

D/21/11/24/20 DC/21/2090/TPO – TPO/1977/04 – Tree preservation order – one Maple (102 on plan; G2 on order) overall crown reduction by 3 metres; one Maple (104 on plan, G2 on order) remove basal epicormic growth; one Elm (118 on plan, G1 on order) crown raise by 4 metres TPO/1956/01 -Tree preservation order – one Horse Chestnut (0204 on plan, A3 on plan) remove basal epicormic growth; one Lime (209 on plan, A1 on order) remove basal epicormic growth - Amenity Land To The Rear Of 9 To 41 Norfolk Avenue Churchill Avenue Collings Place Newmarket Suffolk.

D/21/11/24.20 Resolved

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

D/21/11/24/21 DC/21/2070/FUL – Planning application - external covered seating area within existing garden - The Yard Grosvenor Yard Newmarket.

D/21/11/24.21 Resolved

The Committee voiced no objections.

A member of the public joined the meeting

D/21/11/24/22 DC/21/2057/HH – Householder planning application - a. raising height of existing roof b. two storey front extension c. two and half storey side extension (following demolition of existing garage/playroom and utility) d. two storey part single storey rear extension e. dormer window on rear elevation f. solar panels on front and side elevations g. new entrance gates - 24 Hamilton Road Newmarket.

D/21/11/24.22 Resolved

The Committee voiced no objections.

D/21/11/24/23 DC/21/2032/TPO – TPO 032 (1960) - one robinia (T1 on plan, within A1 on order) reduce lateral limbs growing over property back to suitable growth points - 17 Wyndham Way Newmarket.

D/21/11/24.23 Resolved

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

D/21/11/25 Amended and Deferred Planning Applications

D/21/11/25/01 DC/21/1162/LB - Application for listed building consent - a. internal alterations to convert floors into three separate flats b. replacement windows c. two additional windows d. re-painting of front and rear doors, high level soffit and cornice details - St Aubyns, Wellington Street, Newmarket.

D/21/11/25.01 Resolved

The Committee objected to the application and supports the findings of the Conservation Officer. The Committee will support any developments approved by the Conservation Officer.

D/21/11/25/02 DC/21/1104/HH - Householder planning application - a. single storey rear extension b. first floor rear extension over existing kitchen and play room c. replacement front wall d. increase in height of existing rear lodge - 10 Doris Street, Newmarket.

D/21/11/25.02 Resolved

The Committee were unable to make a judgement as the changes were not clear on plans.

D/21/11/26 East Cambs Planning Applications

21/01557/FUL – New football club car park and development of 6 single storey dwellings with associated off-road parking – Newmarket Football Club Cricket Field Road Newmarket Suffolk.

D/21/11/26.01 Resolved

The Committee voiced no objections.

D/21/11/27 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 25/10/2021, 01/11/2021 & 08/11/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1721/HH	Householder planning application - first floor front extension over existing garage	1 Station Approach Newmarket	Approved	No objections
NMA(A)21/0683	Non material amendment to DC/21/0683/HH to move the double garage 600mm from the installed fence	1 Seymour Close Newmarket Suffolk	Approved	No objections
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	Approved	No objections
DC/21/1917/TCA	Trees in a conservation area notification - one London plane (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	Approved	No objections
DC/21/1814/CLP	Application for lawful development certificate for proposed use or development - detached workshop/garage	Meynell House Snailwell Road Newmarket	Approved	No objections
DC/21/1693/HH	Householder planning application - single storey rear extension following demolition of existing conservatory	49 Heasman Close Newmarket	Approved	No objections
DC/21/1945/TCA	Trees in a conservation area notification - one Yew (Y1 on plan) remove branches by one metre clearance to roof of neighbour property	St Marys Church St Marys Square Newmarket	Approved	No objections
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	Withdrawn	
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	Approved	No objections
DC/21/1834/TPO	TPO/1992/04 - Tree preservation order - pollard one Lime (T10 on plan and T10 order) reduce to previous reduction points (approximate crown height reduction of 6 metres)	25 Exeter Road Newmarket	Approved	No objections
DC/21/0604/FUL	Planning application - construction of one dwelling, as amended by plans received 21 October 2021	Nowell Lodge Fordham Road Newmarket	Refused	

D/21/11/28 Delegation Panel Decisions

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Minutes of Development & Planning Committee held on Monday 15th November 2021

None noted.

D/21/11/29 Licensing
None noted.

D/21/11/30 Rutland Arms Development
A verbal update was given on the delays to the development and the current issues are with West Suffolk Council Legal department to resolve.

D/21/11/31 Correspondence
None noted.

D/21/11/32 Date of Next Meeting
Monday 6th December 2021 at 6.15pm at the Memorial Hall.

D/21/11/33 To Note any Items for Next Meeting
• DC/21/2135/FUL - 2 Sun Lane

Meeting closed at 7:03pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/11/24.01 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application and requests that suitable replacements be planted.
<u>D/21/11/24.02 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.04 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/11/24.05 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/11/24.06 Resolved</u>	The Committee objected on the grounds of it being an overdevelopment of the site, layout and density and loss of light to neighbouring properties
<u>D/21/11/24.07 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application and requests that a suitable replacement be planted.
<u>D/21/11/24.08 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.09 Resolved</u>	The Committee voiced no objections.

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<u>D/21/11/24.10 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.11 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.12 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/11/24.13 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.14 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application and were pleased to see that a suitable replacement will be planted.
<u>D/21/11/24.15 Resolved</u>	The Committee voiced no objections subject to complying with the West Suffolk Council Shopfront Policy.
<u>D/21/11/24.16 Resolved</u>	The Committee deferred this application to the next meeting.
<u>D/21/11/24.17 Resolved</u>	The Committee supported the initiative and recognise the importance of this work.
<u>D/21/11/24.18 Resolved</u>	The Committee supported the initiative and recognise the importance of this work.
<u>D/21/11/24.19 Resolved</u>	The Committee supported the initiative and recognise the importance of this work.
<u>D/21/11/24.20 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/11/24.21 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.22 Resolved</u>	The Committee voiced no objections.
<u>D/21/11/24.23 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/11/25.01 Resolved</u>	The Committee objected to the application and supports the findings of the Conservation Officer. The Committee will support any developments approved by the Conservation Officer.
<u>D/21/11/25.02 Resolved</u>	The Committee were unable to make a judgement as the changes were not clear on plans.
<u>D/21/11/26.01 Resolved</u>	The Committee voiced no objections.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 1st November 2021 at 7:00 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor M Anderson
Councillor L Crissall
Councillor J Borda

Councillor J Ferries
Councillor D Hall
Councillor J Harvey
Councillor P Hulbert

Also Present: T Symonds – Deputy Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllr O'Neil, Sgt McConnell – Army Cadets, 2 Members of the public and 1 Member of the Press.

Minute

CL/21/11/1 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/21/11/2 Apologies for Absence

Apologies were received from Cllrs, Appleby, J De'Ath, Drummond, Hood Jefferys and Yarrow.

CL/21/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

Cllr Harvey declared a non-pecuniary interest in item 12 a and Correspondence – Local History Society. Cllr Anderson declared a non-pecuniary interest in item 9 – Rayes Lane.

CL/21/11/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 4th October 2021 and Any Matters Arising

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

CL/21/11/4.01 Resolved

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

There were no matters arising. The Chairman would seek confirmation that letters were sent to SCC and West Suffolk Council regarding weeding.

CL/21/11/5 Public Open Session

Sgt McConnell spoke to item 9 - Rayes Lane and requested that NTC support their application for set permits for loading and unloading on a single yellow line at their

premises.

The Chairman proposed that item 9 be brought forward and the following was agreed:

CL/21/11/5.01 Resolved

That item 9 – Rayes Lane be brought forward.

CL/21/11/6 Rayes Lane

The parking restrictions in Rayes Lane were discussed and there were two options to be looked at, supporting the request for set parking permits at a cost of £1500 or lifting restrictions along the single yellow line after 1:00pm to allow all of the business in the Lane to load and unload without penalty.

Cllr Anderson agreed to pursue this issue with West Suffolk Council and the Chairman would consult Jockey Club Estates and report back to the Committee.

Sgt McConnell and 2 members of the public left the meeting

CL/21/11/7 To Receive the Accounts

The accounts for October 2021 were received and noted.

CL/21/11/8 Budget 2022/2023

The draft C&L budget for 2022/2023 was considered and discussed and was referred for further amendments.

CL/21/11/9 Memorial Gardens

An update report was presented and included the following:

Litter picking and safety checks – the volunteer Cllrs reported that they were happy to continue for the next 3 months until the new SLA is agreed.

Play Equipment – The monthly report was received and noted.

CL/21/11/10 Newmarket Venues

The Events Manager gave a verbal report on the bookings for October, noting that £2,509 income was received in October 2021; £20,736 Year-To-Date. There was one party and 20 meetings in October.

CL/21/11/11 Amplification

The requirements to purchase a portable PA system for events was considered and the following was agreed:

CL/21/11/11.01 Recommendation

That purchasing a portable PA system be agreed in principle and that further quotes be obtained.

CL/21/11/12 Update on Newmarket Events

Car Boots – The Events Manager presented a proposal to move the location from the Severals to the George Lambton Playing fields to avoid traffic congestion on Boot days in Bury Road and Fordham Road. The proposal was discussed and the Events

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Manager was asked to investigate further regarding the football season, parking capacity and to negotiate the fees with West Suffolk Council.

Christmas 2021 – The Events Manager presented a plan for the Christmas Events that NTC will be supporting:

18th December 2021 – Carols at the Bill Tutte Memorial 11:00 – 1200 – costs £200 for the choir and £100 for catering (free mince pies). The following was agreed:

CL/21/11/12.01 Recommendation

That NTC hosts a Carol service at the Bill Tutte Memorial on 18th December from 11:00 – 12:00 offering free mince pies to those in attendance, total cost £300.

18th December 2021 – Discover Newmarket's launch of the Wizard of Oz trail along the Yellow Brick Road. NTC to support the event with walkabout acts from Nomads in exchange for free use of the Memorial Hall 4 times for rehearsals, a photo booth, and symbolic free gifts for the children – costs £400 donation, £700 for a generator and £200 for gifts. The following was agreed:

CL/21/11/12.02 Recommendation

That NTC supports Discover Newmarket's launch of the Wizard of Oz trail along the Yellow Brick Road, total cost £1,300 for a donation, photo booth, generator and free gifts for children.

18th December 2021 – Newmarket Community Arts Taste of Christmas event in the Memorial Hall and Gardens 12:00 -7:00pm. To approve the use of the Memorial Hall free of charge for lantern workshops on 4th and 5th December 2021 and entertainment to create a music mural, Christmas Crafts throughout the day, professional interaction storytelling, theatre performance by local theatre and dance group. In the Memorial Gardens to support the Newmarket Samba Band live performance, a DJ playing Christmas music throughout the day, lantern exhibition, free fun fair, a small Christmas Market with gazebos, and walkabout performances on the High Street to direct people to the Gardens – costs £250 for the DJ, £800 for the fun fair, £1450 for a Snow Globe, £705 for walkabout artists, £500 for the lantern workshops and £200 for materials/lights. The following was agreed:

CL/21/11/12.03 Recommendation

That NTC supports the Newmarket Community Arts event in the Memorial Hall and Gardens 4th -5th lantern workshops and 18th December 2021, total cost £4005 for a DJ, Fun Fair, live Samba band, Snow Globe, walkabout artists, 2 Lantern Workshops and materials/lights.

Newmarket Bombing Memorial – Quotes for a Newmarket Bombing Memorial plaque and a suitable location were considered and discussed and the wording on the plaque was changed to “In Remembrance of those who died as a result of the bombing in Newmarket High Street on 18th February 1941”. The events Manager was asked to obtain further quotes for the revised wording, to be considered at Full Town Council

CL/21/11/13 PCC Police and Crime Plan Consultation

A response to the consultation was proposed and the following was agreed:

CL21/11/13.01 Recommendation

That individual responses be sent to the Chairman to collate a full response by 22nd November 2021.

CL/21/11/14 Correspondence

Newmarket Local History Society – The request to hold the November meeting in the Memorial Hall was considered and the following was agreed:

CL/21/11/14.01 Recommendation

That the request to hold the Newmarket Local History Society meeting 16th November 2021 in the memorial Hall for the same fee that is paid for the Stable be approved subject to availability.

CL/21/11/15 Date of Next Meeting

Monday 6th December 2021 at the Memorial Hall.

CL/21/11/16 Items for Next Agenda

- Rayes Lane
- Draft Budget 2022/2023
- Studlands Lighting
- Car boot sales
- PA system

Meeting closed at 8:07pm

Signed _____ Date _____
Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/11/5.01 Resolved</u>	That item 9 – Rayes Lane be brought forward.
<u>CL/21/11/11.01 Recommendation</u>	That purchasing a portable PA system be agreed in principle and that further quotes be obtained.
<u>CL/21/11/12.01 Recommendation</u>	That NTC hosts a Carol service at the Bill Tutte Memorial on 18th December from 11:00 – 12:00 offering free mince pies to those in attendance, total cost £300.
<u>CL/21/11/12.02 Recommendation</u>	That NTC supports Discover Newmarket's launch of the Wizard of Oz trail along the Yellow Brick Road, total cost £1,300 for a donation, photo booth, generator and free gifts for children.
<u>CL/21/11/14.01 Recommendation</u>	That the request to hold the Newmarket Local History Society meeting 16th November 2021 in the memorial Hall for the same fee that is paid for the Stable be approved subject to availability.

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Minutes of Community & Leisure Services Committee held on Monday 1st November 2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 15th November 2021 at the Memorial Hall at 7:10pm**

Attendance:

Councillor D Hall (Chairman)
Councillor A Appleby
Councillor A Drummond
Councillor J Harvey

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

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter, Cllr Ferries, 1 Member of the Press and 1 Member of the Public.

Minute

- F/21/11/1 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/21/11/2 Apologies for Absence**
Apologies were received from Cllrs Borda and Hood.
- F/21/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation**
None noted.
- F/21/11/4 To Confirm the Minutes of the Meeting Held on 18th October 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 18th October 2021 and the following was agreed:

F/21/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 18th October 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/11/5 Public Open Session**
A member of the public spoke to item 12 regarding the proposed revised meeting schedule.
- F/21/11/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for October 2021 and the following was agreed:

F/21/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2021 – 31/10/2021 (Cash Book 1 - 4) be received and adopted.

F/21/11/7 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 reported that scrutiny of the bank reconciliations relating to the end of 31/10/2021 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks would be confirmed at the next F&P Committee meeting in December.

F/21/11/8 To Receive the Income and Expenditure

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

F/21/11/9 Weatherby Crossing

A report on further costs for Merrow Golden to prepare a brief statement of case and expert witness costs was presented and the following was agreed:

F/21/11/9.01 Recommendation

That Merrow Golden be instructed to prepare a brief statement of case for £1450 +VAT and that Rosalinde Emyrs-Roberts be engaged as the expert witness for £1,000.

The further costs will be funded from Legal Fees 4056/11 in the current budget.

F/21/11/10 Soapbox

A report on the income and expenditure for the Soapbox Derby 2021 was presented and the distribution of the revenue was considered. The following was agreed:

F/21/11/10.01 Recommendation

That a grant application from Newmarket Open Door for £945.45 and a grant application from SOS Bus CIO for £945.45 be approved.

F/21/11/11 Budget 2022/2023

A draft F&P Budget for 2022/2023 was presented and considered. Amendments were proposed and the following was agreed:

F/21/11/11.01 Recommendation

That subject to the amendments being made, that the draft F&P Committee budget for 2022/2023 be received and adopted.

F/21/11/12 Committees

A report on a review of Committee process and delegations was presented and considered. A detailed discussion was held and the following was agreed:

F/21/11/12.01 Recommendation

That the revised Committee process and delegations be received and

adopted from February 2022 for a trial period of six months subject to success criteria being presented to full council.

Revised Terms of Reference for standing Committees was deferred to the next F&P Committee meeting.

F/21/11/13 Financial Regulations

The revised Financial Regulations were presented and considered. The following was agreed:

F/21/11.13.01 Recommendation

That the revised Financial Regulation be received and adopted.

F/21/11/14 Standing Orders

The revised Standing Orders were presented and the following changes were considered:

- Amended typos, various minor changes relating to capitalisations, naming, etc.,
- Included references to legislation.
- Removed the ability to make a proposal or motion without having written notice, in line with NALC model standing orders and best practices at other councils, and to increase accountability to the public.
- Removed references to standing orders included as part of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England Wales) Regulations 2020.
- Clarified standing orders around working groups.
- Ensured that standing orders relating to disorderly conduct at council meetings also apply to meetings of committees, sub-committees and working groups.

The following was agreed:

F/21/11.14.01 Recommendation

That all of the above revisions to Standing Orders be received and adopted except for making proposals or motions in writing which will be trialled for F&P Committee agendas from next month.

F/21/11/15 Delegation to Officers

This item was deferred to the next F&P Committee meeting.

F/21/11/16 Forest Heath Parish Forum

A report on the Forest Heath Parish Forum was presented and considered. The following was agreed:

F/21/11/16.01 Recommendation

That NTC actively supports the newly formed Forest Heath Parish Forum and that the Chairman of the F&P Committee and Deputy Mayor be appointed as representatives to attend forum meetings.

F/21/11/17 Health and Safety

The monthly Health and Safety report was received and noted. It was noted that there had been incidents of anti-social behaviour in the Memorial Gardens during the last school half term and strategies were being looked at to prevent any further incidents.

F/21/11/18 Correspondence

None noted.

F/21/11/19 Date of Next Meeting

Monday 13th December 2021 at the Memorial Hall.

F/21/11/20 Items for the Next Agenda

- Revised Terms of Reference for standing Committees.
- Delegations to Officers

Meeting closed at 8.06pm

Signed _____ Date _____

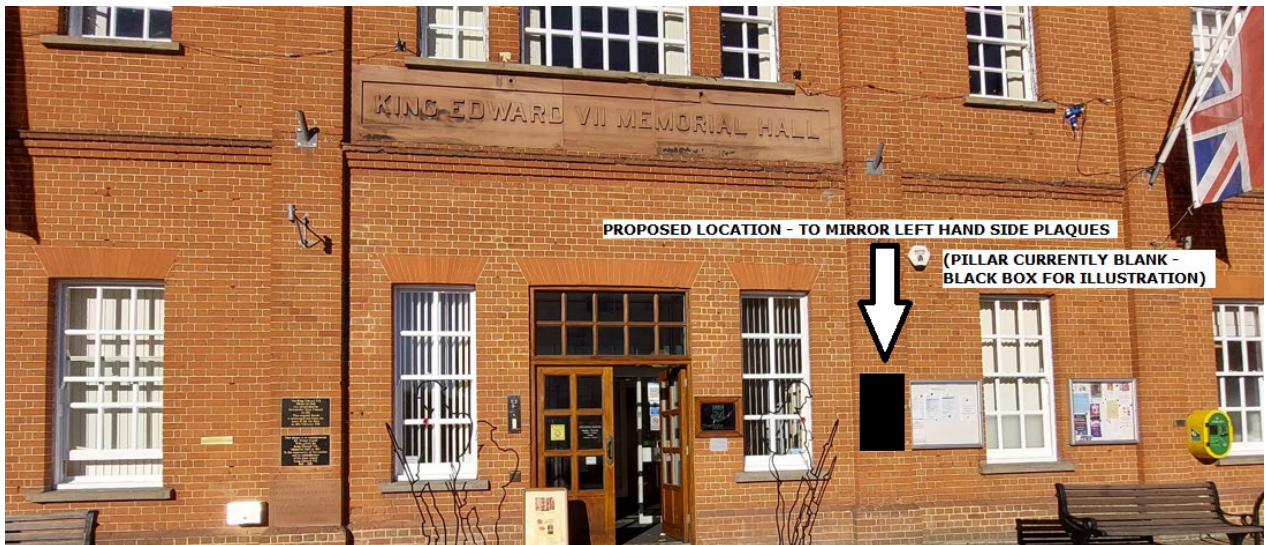
Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/10/2021 – 31/10/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/11/9.01 Recommendation</u>	That Merrow Golden be instructed to prepare a brief statement of case for £1450 +VAT and that Rosalinde Emyrs-Roberts be engaged as the expert witness for £1,000.
<u>F/21/11/10.01 Recommendation</u>	That a grant application from Newmarket Open Door for £945.45 and a grant application from SOS Bus CIO for £945.45 be approved.
<u>F/21/11/11.01 Recommendation</u>	That subject to the amendments being made, that the draft F&P Committee budget for 2022/2023 be received and adopted.
<u>F/21/11/12.01 Recommendation</u>	That the revised Committee process and delegations be received and adopted from February 2022 for a trial period of six months subject to success criteria being

	presented to full council.
<u>F/21/11/13.01 Recommendation</u>	That the revised Financial Regulation be received and adopted.
<u>F/21/11/14.01 Recommendation</u>	That all of the above revisions to Standing Orders be received and adopted except for making proposals or motions in writing which will be trialled for F&P Committee agendas from next month.
<u>F/21/11/16.01 Recommendation</u>	That NTC actively supports the newly formed Forest Heath Parish Forum and that the Chairman of the F&P Committee and Deputy Mayor be appointed as representatives to attend forum meetings.

Blank

Item 12



DETAIL OF EXISTING PLAQUES ON THE LEFT



DETAIL OF PROPOSED PLAQUE FOR THE RIGHT

AS ABOVE – SIZE WILL MATCH THE SPAN OF
THE TWO



IVETT & REED

ESTABLISHED 1854

8th November 2021

Newmarket Town Council

For the attention of Christy Argyroudi

Dear Christy,

Re: Plaque

Thank you for your email and kind enquiry and we are pleased to submit our quotation as follows:

One 30mm thick Black Granite plaque 680mm high x 460mm wide Sizes approx. – to fit between brick courses	£ 245.00
Inscription cut and gilded with 24 ct gold leaf @ £3 per letter	£1287.00
To fix on site provided the position is not above shoulder height	£ 432.00

All prices are subject to v.a.t. at the prevailing rate

This quotation is valid for 28 days from the date of this letter.

We trust that you will find this information of help to you and hope that we can be of further assistance to you in this matter. Meanwhile, if you should have any queries please do not hesitate to contact us. Assuring you of our best attention at all times.

Yours sincerely,

Sharon Hobbs
For **Ivett & Reed Ltd**

115 Newmarket Road, Cambridge CB5 8PA

tel: 01223 233941 fax: 01223 229150 and info@ivettandreed.co.uk email: www.ivettandreed.co.uk

IVETT & REED LTD. INCORPORATED IN ENGLAND. REG. NO. 3654990. OFFICE: 01223 233941. (1/10/2010 to 31/03/2021)



SUFFOLK CONSTABULARY

PCSO 3036 BILL BUTCHER

Partnership Funded PCSO Report

OCT/NOV 2021

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 submitting intelligence(8 this month) and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates.

- **GERMAN BEER FESTIVAL** This event took place at The Severals on 23/10 with no reported incidents. I had Attended the site in the morning as a precaution to meet with onsite security. Following on from this event however a Section 35 order was put in place for 24 hours following a number of public order incidents in the Town Centre.

- **ASB MEMORIAL GARDENS** During half term week we unfortunately experienced several incidents at this location, these included:

Two Assaults ABH

Two criminal Damage

One stolen Bicycle

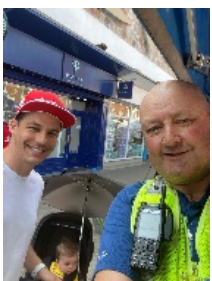
And Ambulance attended to a report of an intoxicated minor.

Police have recorded 5 investigations and the area is currently under consideration for Pulse Patrols. Currently I am working with Youth Offending to deter this unacceptable behaviour.



- **HALLOWEEN** Was well supported by youngsters in Newmarket, but a minority decided to spoil things resulting in Police once again imposing a Section 35 order this had the desired effect and no further incidents were reported.

- **TOWN TRAIL** Over half term I joined families taking part in the first ever Newmarket Family Treasure Hunt. This was a very well put together event and I certainly learned quite a few things about Newmarket that I had previously been unaware of.



- **PURSE THEFTS** Following an increase in purse thefts I have been offering advice and handing out free Purse Bells from my pop-up stall on the market. As the festive season approaches, I will be conducting patrols in shops around the town and watching out for potential victims.



- **SCHOOL INPUTS** I have delivered presentations on ASB and KEEPING SAFE at St Louis and All Saints Primary's

As well as doing an Assembly on COUNTY LINES for Year Sevens at Newmarket College



- **REMEMBRANCE** Leading up to Remembrance Sunday I have been supporting the RBL Poppy Appeal.

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

From: [REDACTED]
To: [Townclerk](#)
Subject: Memorial for those killed in 1941 bombing raid
Date: 09 November 2021 12:47:30

Dear Cathy,

I am forwarding a copy of the letter I have asked Alison Hayes to publish in the Newmarket Journal. It may or may not be published. In case it isn't, could you please forward this email to the Chair of the Committee overseeing the design of the plaque with the request that George Claydon's name is added to it?

Thanks.

Michasel

-----Original Message-----

From: [REDACTED] co.uk <alison.hayes@iliffepublishing.co.uk>
Sent: Tue, 9 Nov 2021 12:35
Subject: Letter for Publication

Dear Alison,

Would you please consider the below letter for publication in the next edition of the Newmarket Journal?

Yours sincerely,

Michael

Michael [REDACTED]
[REDACTED]
Newmarket,
[REDACTED]
[REDACTED]

I note the Town Council is funding a memorial to the 20 people killed in the February 1941 air raid. I trust they will insist that one more name is added to it; that of George Claydon. He was Newmarket's first civilian casualty and died in a raid on 29th October 1940 when a Dornier 17 targeted the railway station – and missed, but killed George when one of the bombs hit his home.

Name and address supplied