



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 31st January 2022 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 20th December 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. **Newmarket Charitable Foundation**- to receive a presentation from David Hall, Director
7. **Inspector Mark Shipton** – to receive Insp. Shipton's final report
8. **Health & Well-being Group** – to receive a report
9. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
10. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
11. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 10th January 2022 and 24th January 2022
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 10th January 2022
 - c) To receive the minutes and consider and approve any recommendations from the Neighbourhood Plan meeting held on the 17th January 2022
 - d) To receive the minutes and consider and approve any recommendations from the Human

- 12. Suffolk Constabulary** – to receive a report
- 13. Newmarket BID Business Awards 2022** – to consider sponsorship of a category at the awards
- 14. Interim Audit 2021/2022** – to receive the internal auditor's interim report and Clerk's response
- 15. Projected Current Year Budget Outcome** – to receive a report regarding the projected outcomes for the budget on 31st March 2022
- 16. BUDGET 2022/23** – to consider and approve the budget and set the precept amount for Newmarket Town Council for the financial year of 2022/2023
- 17. Public Rights of Way (PROW)** – to discuss the reinstatement of the path between Laureate School Road and Willie Snaith Road in the context of the definitive map (DMMO)
- 18. Youth Strategy** – to set up a Youth Strategy Working Group and seek membership
- 19. Councillor Training** – to confirm councillor training dates
- 20. Meeting dates** – to approve April and May schedules and Annual Town Meeting 2022 date
- 21. Meeting venue** – to discuss returning to the Council Chamber
- 22. Correspondence**
 - a. **WSC Council Tax Payments** – email from a resident
 - b. **Any other correspondence received since agenda issue**
- 23. Date of the next Meeting – 28th February 2022**
- 24. Items for the next Agenda**

Signed: 
Cathy Whitaker, Town Clerk

25th January 2022



Newmarket

TOWN COUNCIL

held on Monday 20th December 2021 at 7:00pm at the Memorial Hall

Attendance:

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

Councillor J Ferries
Councillor J Harvey
Councillor P Hulbert
Councillor C O'Neill
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

21/12/1 Welcome

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

21/12/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Appleby, Hall, Lay and Yarrow. Cllrs Anderson, Drummond and Hood were absent.

21/12/3 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. There were no member dispensation requests.

21/12/4 To Receive and Confirm the Minutes of the Town Council Meetings held on 22nd November 2021 and any Matters Arising.

The minutes of the meeting held on 22nd November 2021 were presented and the following amendment was made.

Page 2 - 21/11/5 "A resident spoke to item 8" was changed to read "A member of the public spoke to item 8"

It was noted that members of the public acting for organisations should be recorded.

Subject to the amendment being made the following was agreed:

21/12/4.01 Resolved

That the minutes of the meeting held on 22nd November 2021 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

21/12/5 Public Open Session

None noted.

21/12/6 Councillor Reports

SCC – None noted.

West Suffolk Council (WSC) – None noted.

Ward – Cllr Hulbert reported that he attended the opening of the new Soham Railway Station on 13/12/21.

Cllr Yarrow provided a report (presented by the Chairman) on the rat issue at Freshfields and the Asset Management Team were taking the lead and liaising with Environmental Health. Anglian Water had confirmed that there were no collapsed drains and no areas where rats could gain access. Essex and Suffolk Pest Control had capped off potential access points and reported no further issues. The situation will continue to be monitored and any necessary action will be taken.

Outside bodies – There was nothing to report.

21/12/7 **Mayors Announcements**

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

3rd December – Presented cheques to Open Door and the SOS Bus

6th December – Helped to judge the Best Christmas Shop Display

9th December – Awarded the 1st prize of the shop window competition to Martha V

17th December – Assisted the Inter-Faith Forum lunch at Kingfisher House

18th December – Visited the Christmas Events: Yellow Brick Road Trail; Carols around the Christmas tree at the Bill Tutte Memorial and the children's arts workshop in the Memorial Hall. It was a super day and there was a great atmosphere with smiles all round. Thanks were given to all staff and Cllrs that helped, to the Newmarket Choir, Town Band and to Bill Butcher for taking on the role of Santa in the snow globe.

21/12/8 **To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 6th December 2021**

The Mayor presented the minutes and recommendations from the Development & Planning Committee meetings held on 6th December 2021.

21/12/8.01 Resolved (D/21/12/8.02 Recommendation)

The Committee continues to support the outline planning application and look forward to seeing the detailed plans.

21/12/9 **To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 6th December 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 December 2021.

21/12/9.01 Resolved (CL/21/12/9.01 Recommendation)

That the C&L Budget for 2022/2023 be approved.

21/12/9.02 Resolved (CL/21/12/10.01 Recommendation)

That the location of the car boot sales be relocated to the George Lambton Field for a trial period in the 2022 summer season.

21/12/10 **To Receive the Minutes and Consider any Recommendations from the**

Neighbourhood Plan Committee Meetings held on 13th December 2021

The Mayor presented the minutes and recommendations from the Neighbourhood Plan Committee meetings held on 13th December 2021.

21/12/10.01 Resolved (N/21/12/7.01 Recommendation)

That the draft Neighbourhood Plan committee budget for 2021/2023 be approved.

21/12/11 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 13th December 2021

The Vice Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 13th December 2021.

21/12/11.01 Resolved (F/21/12/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.

21/12/11.02 Resolved ((F/21/12/11.01 Recommendation)

That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.

21/12/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 13th December 2021

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Human Resources Committee meetings held on 13th December 2021. There were no recommendations.

21/12/13 Suffolk Constabulary

The monthly PCSO report was received and noted.

21/12/14 Parking Working Group Report

Cllr Harvey gave a verbal update on the consultation for an All Saints Resident Parking Zone which had attracted a lot of interest at the drop-in sessions at the Memorial Hall. The consultation closed on 13th December 2021 and the results are awaited.

21/12/15 Weatherby Crossing Inquiry

Town Clerk presented a report on the Statements of Case for NTC and Network Rail following the Network Rail objection to the Planning Inspector's decision from the 2020 Inquiry along with the details for the Inquiry to be held on 1st February 2022. Due to the COVID situation, it is likely that the Inquiry will be held remotely online, with the NTC team being situated at the Memorial Hall.

The legal costs for the work on the Inquiry were also presented and there are sufficient funds in the Legal Expense account to cover the outstanding invoices.

21/12/16 Bury Road and St Mary's Square Horse Walks

The Jockey Club's plans to improve horse and traffic safety were welcomed and noted and would be referred to the D&P Committee to consider further. An invitation will be sent to the Jockey Club Estates to attend a meeting in January 2022 to present the plans.

21/12/17 Correspondence

None noted.

21/12/18 Date of the next Meeting
Monday 31st January 2022 in the Memorial Hall.

21/12/19 Items for the next Agenda
None noted.

The Mayor thanked staff and Councillors for their work and achievements so far and wished everyone a Happy Christmas.

Meeting closed at 7:15pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/12/8.01 Resolved (D/21/12/8.02 Recommendation)</u>	The Committee continues to support the outline planning application and look forward to seeing the detailed plans
<u>21/12/9.01 Resolved (CL/21/12/7.01 Recommendation)</u>	That the C&L Budget for 2022/2023 be approved.
<u>21/12/9.01 Resolved (CL/21/12/10.01 Recommendation)</u>	That the location of the car boot sales be relocated to the George Lambton Field for a trial period in the 2022 summer season.
<u>21/12/10.01 Resolved (N/21/12/7.01 Recommendation)</u>	That the draft Neighbourhood Plan committee budget for 2021/2023 be approved.
<u>21/12/11.01 Resolved (F/21/12/6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/12/11.01 Resolved (F/21/12/11.01 Recommendation)</u>	That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.

Newmarket Town Council

Report Title:

Improving the mental and physical health of Newmarket residents:
Recommendations from the Health and Wellbeing Working Group

Meeting Date: Monday 31 January, 2022

Author: Chris Pyburn

Public Health Manager

Public Health, Suffolk County Council

Recommendations:

Based on the work of the Health and Wellbeing Working Group, Newmarket Town Council is asked to:

1. Note the work and outcomes of the group
2. Approve the five themes for priority focus outlined in this paper, which will underpin all activity to support health and wellbeing in Newmarket. The themes are:
 - a. increasing opportunities for physical activity
 - b. encouraging volunteering and participation in different activities
 - c. reducing health inequalities by promoting support to marginalised or seldom heard communities
 - d. encouraging pride in our town
 - e. embedding healthy behaviours
3. Hold a series of virtual and face-to-face events to raise awareness of and highlight the assets and opportunities to support wellbeing, from volunteering to being physically active
4. Improving health and wellbeing in Newmarket by prioritising the five themes outlined above. This would be delivered in collaboration with groups and networks, co-opting other key partners as required.

Summary of work to date

1. Since 2017, Suffolk's Public Health team has been working alongside the Town Council and wider Newmarket community to improve residents' mental and physical health. This work is informed by data which demonstrates indicators of poor health in some areas and a higher prevalence of suicide in the town compared to other Suffolk towns.
2. In November 2018, the town survey was introduced focusing on priority areas of health and wellbeing including increasing opportunities for physical activity, community connectedness and children and young people's emotional wellbeing (see Table 1).

Survey Stage	Focus (N.B. General wellbeing is included as a topic at each stage of the survey)	When conducted	Results available
1	Opportunities for physical activity; general wellbeing	November-December 2018	June 2019
2	'Connected communities' (i.e. what voluntary/ formal support is available to avoid issues associated with social isolation, crime and anti-social behaviour and other issues that can have positive and negative impacts on local communities)	September – October 2019	March 2020
3	Young people's emotional wellbeing and the impact of the local environment on mental health (aged 9-24)	January - March 2020	March 2020

Table 1 – Summary overview of Town Survey topics and timescales

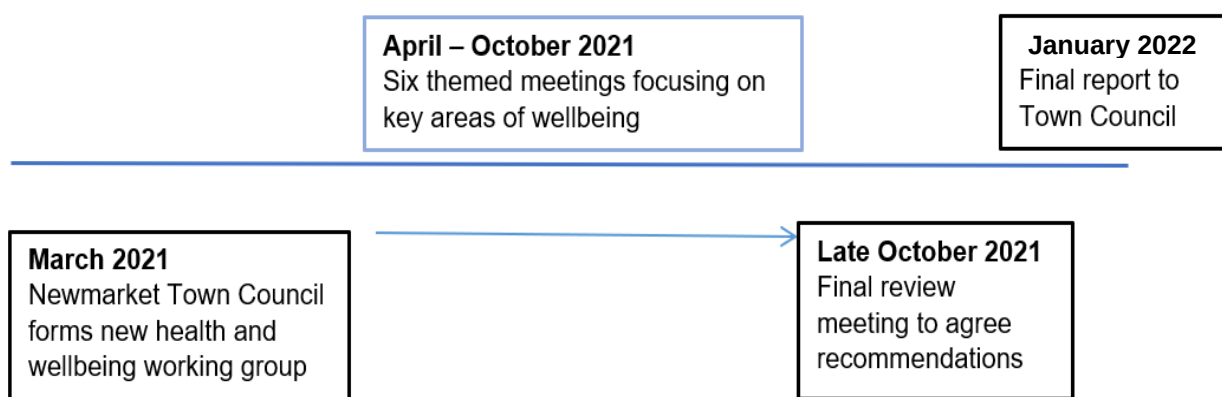
3. In January 2021, the Town Council received a report on the combined results of the town survey and agreed to convene a dedicated Health and Wellbeing Working Group to act on this information and to report back with recommendations.
4. This paper comprises a summary of the work of the Health and Wellbeing Working Group throughout 2021 and sets out recommendations for action.

About the Health and wellbeing Working Group

5. The Health and Wellbeing Working Group was established in March 2021 as a sub-group of Newmarket Town Council. Its remit was to improve the emotional and physical health of Newmarket residents, including those who live and work in the town. The group met once a

month to understand some of the key factors affecting wellbeing in the town, its many assets and how it could collectively act to influence this important agenda.

Health and Wellbeing Working Group - Timeline



6. The group comprised Town Councillors and Suffolk Public Health Manager. Depending on the topic for each meeting, the group co-opted other members of the community who are expert in their area. The terms of reference and membership of the group are included in **Appendix 1**.
7. The group's work drew from health indicators and evidence provided by Newmarket's Place Based Needs Assessment, health profile and other local data. At its opening meeting, the group received a presentation from the West Suffolk Alliance with the intention that the group's work would inform and complement that of other health and wellbeing partners.
8. At the first meeting of the group, its terms of reference were aligned to the Community Actions within Newmarket Neighbourhood Plan, and six theme areas were selected accordingly to guide the work of the group:

Topic	Link to Neighbourhood Plan Community Action	Timescale (indicative and subject to change)	Subject lead to join group
Health needs of the Newmarket population: Place-Based Needs Assessment (review options for fourth survey)	B – To improve and promote the wellbeing of all residents	April meeting	Alison Matthews, Senior Joint Strategic Needs Assessment Researcher, Public Health
Young people's mental health	B – To improve and promote the wellbeing of all residents	May meeting	Elaine Wilson, Deputy Principal, Newmarket Academy
Promoting community assets to support healthy lifestyles / post Covid	A – To promote and maintain the prosperity of the town B – To improve and promote the wellbeing of all residents	June meeting	Frank Carn-Pryor, AC Leisure Callum James, Flagship

resilience			Fiona Butcher, Orbit Housing
Increasing opportunities for physical activity	B – To improve and promote the wellbeing of all residents	August meeting	Ian Jackson, Sports Partnership Manager, Newmarket Academy
Older people's health (focus on social isolation and loneliness)	B – To improve and promote the wellbeing of all residents	September meeting	
Review and evaluate impact of group / prepare report to Town Council meeting	B – To improve and promote the wellbeing of all residents	October meeting	NA

Outcome and recommendations

9. Each meeting heard from subject matter experts, supported by health data wherever available. This prompted specific actions including the following examples:

- Promoting support to students through the Kooth service, Emotional Wellbeing Hub and opportunities for support to teachers and teaching staff from Suffolk Mind
- Coordinating volunteering opportunities in the town through local promotion and awareness raising events
- Sharing leisure classes, and opportunities for increasing physical activity at all ages
- Reviewing the Place Based Needs Assessment to understand local strengths and areas for improvement

10. The focused approach to tackle each topic in turn was felt to be effective and the group has recommended a continuing joint focus by leading a wider partnership to bring together community leads and other partners as a successor to the group.

11. This steering group would be accompanied by a series of community events to highlight opportunities to improve health and wellbeing, celebrate local groups and assets and encourage greater community participation such as volunteering.

12. Based on work over the last few months, the group has developed five priority areas for continuing this work. If developed into a more comprehensive strategy, and aligned to wider work in the town, these priorities will embed better physical and mental health:

- a. Increasing opportunities for physical activity
- b. Encouraging volunteering and participation in different activities

- c. Reducing health inequalities by promoting support to marginalised or seldom heard communities
- d. Encouraging pride in our town
- e. Embedding healthy behaviours

13. A more detailed plan, setting out dependencies and links with Community Actions, measures of success and recommendations is set out in **Appendix 2**.

14. This group will provide future updates on progress and will involve the group as appropriate at future events and activities, ensuring this work links in with other initiatives in and around Newmarket.

Next steps

15. Newmarket Town Council is asked to review the outcomes of the Health and Wellbeing Group and agree the recommendations set out in this paper.

16. The Town Council will continue to lead in this area and receive regular monthly reports on progress.

References and Additional Information

Kooth is a website for young people aged 11-25 in Suffolk, providing anonymous support with emotional wellbeing, including the option to speak to a counsellor. Visit www.kooth.com

Suffolk Mind's mission is to make Suffolk "the best place in the world for talking about and taking care of mental health." They deliver a comprehensive education programme to schools, businesses and other settings based on the Emotional Needs and Resources Model. Visit www.suffolkmind.org.uk

Newmarket Place Based Needs Assessment
<https://www.healthysuffolk.org.uk/jsna/pbna>

Suffolk's Annual Public Health Report 2020: A Time to Change – Working Towards Better Health For All www.healthysuffolk.org.uk

Newmarket Health Profile <https://fingertips.phe.org.uk/profile/health-profiles>

Suicide prevention in Suffolk
www.healthysuffolk.org.uk/projects/suicideprevention

Improving health and wellbeing in Newmarket
<https://www.healthysuffolk.org.uk/projects/5-ways-to-wellbeing/wellbeing-in-newmarket>

Appendix 1

Newmarket Town Council Health & Wellbeing Sub-group

Terms of Reference

The Health & Wellbeing group is a sub-group of Newmarket Town Council. Its remit is to improve the emotional and physical health of Newmarket residents, including those who live and work in the town. It has been established to support the implementation of actions from the Newmarket Town Survey (2018-20) and wider objective to improve residents' health.

Objectives:

1. To lead on the implementation of actions resulting from the Newmarket Town Survey and related work, reporting back to the Town Council
2. To ensure alignment with the wider objectives of the Town Council, including the Neighbourhood Plan and Young People's Strategy
3. To ensure join-up with other forums to coordinate activity in Newmarket such as the West Suffolk Alliance, Newmarket Vision and other overarching groups

Principles

The Health and Wellbeing Sub-group will:

- Operate as a time-limited group
- Make recommendations and agree actions based on evidence
- Develop, implement and evaluate measures that show progress against the objectives of the group
- Work with other forums, groups and individuals, co-opting them to support the work of this group as required

Membership

Cllr Michael Jefferys, Mayor of Newmarket and Chairman of Newmarket Town Council
Cllr John Borda
Cllr Christopher O'Neill
Cllr Douglas Hall
Cllr Kevin Yarrow
Chris Pyburn, Public Health Suffolk
Will Wright, West Suffolk Council

Reporting frequency

Reports to Town Council on completion of first phase of work and shared with other Newmarket forums.

Appendix 2 – Key themes summary

Theme 1: Increasing opportunities for physical activity
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Focus of theme/key audience: All demographics

Community assets that support theme:

Sports Centre, Newmarket Academy, sports & activity clubs, youth organisations, the Racing Centre, Social clubs. Potentially the St Felix site. Family Trails programme. Run Newmarket.

Health and Wellbeing Working Group recommendations:

Collaborate and support other organisations to promote opportunities for physical activity to residents of all ages. Develop junior boot camp / mini assault course (consider equipment needed).

Measures of success:

Increasing participation (to be determined)

Community Action	Descriptor of Community Action / other dependencies or links
B7	Community Sports and Recreation Area As a priority, NTC will investigate and take forward options to improve and consolidate the delivery of outdoor sports and informal recreation activities in Newmarket, focusing initially on the George Lambton Playing Fields and St Felix site. The George Lambton Playing Fields, the Yellow Brick Road and the Severals would all be good locations for trim trails (open air gyms)
E4i	NTC will encourage the connection of Cycle Route 51 with other cycle ways in the town, and promote the use of the whole network. 4 3 3 SCC/East Cambs
E4ii	NTC will request that the SCC should consider which pavements in the town shall be developed for safe shared use by both pedestrians and cyclists, and that where the road is wide enough, major thoroughfares should have designated cycle paths or lanes. Particular consideration for cycle paths should be given to Fordham Road, Old Station Road and Cheveley Road.
E4iii	NTC will discuss with SCC and Cambridgeshire County Council how junctions could be made safer for cyclists.
E4iv	NTC will liaise with SCC to develop safe cycling initiatives
E4v	Cycling: NTC will work with the Newmarket Vision Transport Delivery Group to carry out a consultation and audit to establish the need for further cycle racks and their most suitable location.

Theme 2: Encouraging volunteering and participation in different activities
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Focus of theme/key audience: All demographics

Community assets that support theme:

Newmarket Community Arts, The NHRM, church organisations, Islamic community centre (former 5 Bells), schools, skateboard park. Link to Volunteer Suffolk. Local clubs, groups and societies.

Health and Wellbeing Working Group recommendations:

Showcase and support voluntary and community organisations in the town and promote volunteer opportunities through local events and the Town Council's website. Introduce and promote small grants scheme to support local groups.

Measures of success:

Increasing support and coordination around volunteering and the groups run by volunteers

Community Action	Descriptor of Community Action / other dependencies or links
B5i	Participation in the Arts: NTC will encourage and support collaboration between organisations to promote engagement across the community with the Arts (including music, drama and dance as well as the visual arts).
B5ii	Participation in the Arts: NTC will promote and publicise organisations in the town which enable residents to appreciate and participate in the Arts.
B5iii	Participation in the Arts: NTC will continue to help develop the annual Newmarket Music and Arts Festival.
B5iv	Participation in the Arts: NTC will encourage use of local churches as possible spaces for Arts activities.
B6i	Leisure Activities for All: NTC will work with other agencies, including the District Council, to identify sites for leisure activities for all ages and backgrounds (such as cinema, youth drop-in centre, soft play area, ten pin bowling, horse riding for recreation).
B6ii	Leisure Activities for All: NTC will promote the development of the existing skate park site (on the George Lambton Playing Fields, adjacent to the Yellow Brick Road) as a playground, once the new skate park has been opened.
B6iii	Leisure Activities for All: NTC will encourage the placing of trim trails (open air gyms) suitable for older children and adults around the town; possible locations might include the Yellow Brick Road, The Severals and the George Lambton Playing Fields.
B6iv	Leisure Activities for All: NTC will work with all partners to develop youth provision.

Theme 3: Reducing health inequalities by promoting support to marginalised or seldom heard communities

Focus of theme/key audience: Isolated elderly, different communities such as Islamic community.

Community assets that support theme:

Churches together. Schools. Social clubs. Foley House, Racing centre. Newmarket Dementia Action Alliance. Befriending service. Coronavirus Action Group.

Health and Wellbeing Working Group recommendations:

Developing a directory of support services to advise people in need. Implement training for community leads (eg town councillors) to signpost to support.

Measures of success:

Integrating and involving seldom heard communities through local events that increase participation and engagement.

Community Action	Descriptor of Community Action / other dependencies or links
B2	Social Hubs - NTC will support well-being by promoting the sustainable growth of social hubs, working in partnership with them to build strong community networks, and publicising their work with the intention of reaching any member of our community who is isolated or vulnerable.
B4i	Learning Hubs: NTC will enable and encourage the sustainable growth of widely advertised learning hubs in the community, promoting collaboration between councils, businesses and voluntary groups.
B4ii	Learning Hubs: NTC will encourage partnerships with Newmarket Academy, West Suffolk College and other academic bodies to deliver courses for literacy, numeracy and skills for life, as well as adult education and the possibility of vocational and academic further education courses.
B4iii	Learning Hubs: NTC will publicise learning opportunities in the Town Calendar.

Theme 4: Encouraging pride in our town

Focus of theme/key audience: Young people, all residents

Community assets that support theme:

Litter picking (NTC). Planting. Empty shop window displays

Health and Wellbeing Working Group recommendations:

To recognise the importance of a clean and tidy town to the wellbeing of residents and to work with other authorities to improve the cleanliness of the town. To improve the planting throughout the town to enhance the natural environment.

Measures of success:

To increase the sense of pride in the town. To increase participation among residents in maintaining and enhancing the local environment (eg litter picking).

Community Action	Descriptor of Community Action / other dependencies or links
B9	Open Spaces - NTC will encourage the development of open spaces, which can be enjoyed by all and are beneficial to all (such as play areas, pocket parks, community woodland, sensory garden or smellscape). These open public spaces and children's play areas shall be dispersed throughout the town
F3i	Public Realm: NTC will work with appropriate partners with the aim of ensuring that the town is well presented throughout the year, with regular maintenance and cleaning; all litter shall be removed, damaged signs should be repaired immediately and the owner of any buildings, particularly listed buildings, which are falling into disrepair shall be required to remedy the problem.
F3ii	NTC will work with appropriate partners with the aim of ensuring that any future redesign of the High Street delivers high quality public realm, including sufficient accessible seating areas, appropriately sited litter bins, and a planting scheme for flowers and trees in the town centre.
F3iii	Public Realm: NTC will work with appropriate partners with the aim of ensuring that any road signage does not detract from the attractive street scene.
F3iv	Public Realm: NTC will work with appropriate partners with the aim of ensuring that in any redesign of Newmarket High Street, the emphasis should be changed from vehicles towards pedestrians and cyclists, by creating safer pedestrian crossing points.
F3v	Public Realm: NTC will work with appropriate partners with the aim of ensuring that there is appropriate provision of public toilets and changing facilities, including a 'Changing Places' fully accessible toilet for the disabled.
F3vi	Public Realm: NTC will work with appropriate partners with the aim of ensuring that Newmarket is a 'dementia-friendly town'

Theme 5: Embedding healthy lifestyles

Focus of theme/key audience: All residents

Community assets that support theme:

Community activities, sporting and cultural. Newmarket Alliance.

Health and Wellbeing Working Group recommendations:

To work with schools and medical practitioners to improve healthy lifestyles. To work with partners such as Abbeycroft Leisure on whole town approach to healthy eating. Create directory of healthy lifestyle support and services on Town Council website and through wider promotion (eg newsletter).

Measures of success:

Reduction in obesity / improved health indicators. Increasing use and participation in open spaces.

Community Action	Descriptor of Community Action / other dependencies or links
B11	Allotments - NTC will continue to value and celebrate the two allotment sites within the designated area, which are recognised as community assets, and continue to invest in their infrastructure, including security
B7	Community Sports and Recreation Area - As a priority, NTC will investigate and take forward options to improve and consolidate the delivery of outdoor sports and informal recreation activities in Newmarket, focusing initially on the George Lambton Playing Fields and St Felix site. The George Lambton Playing Fields, the Yellow Brick Road and the Severals would all be good locations for trim trails (open air gyms)
B9	Open spaces - NTC will encourage the development of open spaces, which can be enjoyed by all and are beneficial to all (such as play areas, pocket parks, community woodland, sensory garden or smellscape). These open public spaces and children's play areas shall be dispersed throughout the town
E4i – E4v	See above.
F3iii	Public Realm: NTC will work with appropriate partners with the aim of ensuring that any road signage does not detract from the attractive street scene.
F3iv	Public Realm: NTC will work with appropriate partners with the aim of ensuring that in any redesign of Newmarket High Street, the emphasis should be changed from vehicles towards pedestrians and cyclists, by creating safer pedestrian crossing points.
F3v	Public Realm: NTC will work with appropriate partners with the aim of ensuring that there is appropriate provision of public toilets and changing facilities, including a 'Changing Places' fully accessible toilet for the disabled.
F3vi	Public Realm: NTC will work with appropriate partners with the aim of ensuring that Newmarket is a 'dementia-friendly town'

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Item 9

Dear Cathy,

At the next Full Council I want to make a report about Icewell Hill flats under Ward reports .

The pictures below will illustrate the points I need to make.

Can they go to councillors with the agenda items please?

Hanks,

Kevin



1. The underpass from St Mary's Square to the Icewell Hill flats.



2. The underpass as in 1



3. Icewell Hill garages

4. Water stains on walls



5. Icewell Hill garages

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 10th January 2022 at 6.15pm**

Attendance:

Councillor M Jefferys (Chairman)
 Councillor J Berry
 Councillor J Clover

Councillor A Drummond
 Councillor R Hood
 Councillor P Hulbert

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, 2 Representatives from Jockey Club Estates, 1 Member of the Press and 3 Members of the Public.

Minute

D/22/01/1 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.

A member of the Press joined the meeting

D/22/01/2 Apologies

Apologies were received from Cllrs, Appleby, Berry (arrived later in meeting), Ferries, Hall and O'Neill.

D/22/01/3 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 Jeffreys declared a non-pecuniary interest in Planning Application DC/21/2536/TPO - 104 Churchill Ave. There were no requests for dispensations.

D/22/01/4 To Confirm the Minutes of the Meeting Held on 20th December 2021 and any Matters Arising

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

D/22/01/4.01 Resolved

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

There were no matters arising.

D/22/01/5 Public Open Session

No members of the public wished to speak.

Cllr Berry joined the meeting and Cllr Winter joined the meeting as an observer

D/22/01/6 Horse Walk Plans

R Achner and Lindsay Devin from the Jockey Club Estates gave an update on the Horse Walk Plans and took questions from Committee Members. The following was agreed:

D/22/1/6.01 Recommendation

That NTC welcomes the upgrades to the horse crossings by Jockey Club Estates.

D/22/01/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Tree Policies applied to the tree applications and Policy 24 Horsewalks.

D/22/01/8 Planning Applications

Week Commencing 13/12/2021, 20/12/2021 and 27/12/2021

D/22/01/8/1 DC/21/2317/FUL - Planning application - a. automatic smoke vent at roof level on north elevation of main building b. infill ground floor window on north elevation of coach house - The Coach House High Street Newmarket.

D/22/01/8.01 Resolved

The Committee voiced no objections.

D/22/01/8/2 DC/21/2347/FUL - Planning application - a. conversion of existing dwelling to two flats; and b. conversion of existing double garage to one flat and associated external works - Fern Villa 126 Exning Road Newmarket Suffolk.

D/22/01/8.02 Resolved

The Committee objected regarding the conversion of the existing garage on the grounds that it is an overdevelopment of the site.

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

D/22/01/8/3 DC/21/2091/FUL - Planning application - a. hardstanding and perimeter fencing for equestrian transport yard; b. access and access road to serve equestrian transport yard - Wyck Hall Stud Dullingham Road Newmarket Suffolk.

D/22/01/8.03 Resolved

The Committee voiced no objections; however, they would prefer that the style of the gates be more suitable in appearance and in keeping with the training establishment that it is and in line with the Newmarket Neighbourhood Plan aspirations for the appearance of the town.

D/22/01/8/4 DC/21/2499/CLP – Application for lawful development certificate for proposed use or development - alterations to existing outbuildings - 4 Bridge Cottages Snailwell Road Newmarket.

D/22/01/8.04 Resolved

The Committee voiced no objections.

D/22/01/8/5 NMA(B)13/0408 – Non material amendment to DC/13/0408/OUT – Minor alterations to the layout of the two approved vehicle accesses (requiring the rewording of conditions 13, 21, 29 and 31). Amendment to allow electric vehicle charging details to be provided with submission of reserved matters (requiring the rewording of condition 33) - Hatchfield Farm Fordham Road Newmarket Suffolk.

D/22/01/8.05 Resolved

The Committee requested an extension to establish what the changes are to the previous plans; however, it does support the inclusion of electric vehicle charging points.

D/22/01/8/6 NMA(A)21/1612 – Non-material amendment for DC/21/1612/FUL - realign road with alterations to existing site drainage - Newmarket Community Hospital 56 Exning Road Newmarket.

D/22/01/8.06 Resolved

The Committee voiced no objections.

D/22/01/8/7 DC/21/2377/TPO – TPO/1972/234 - Tree preservation order - one Beech (as indicated on plan, A2 on order) crown thin by 30 percent - 75 Weston Way Newmarket.

D/22/01/8.07 Resolved

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

Cllr Jefferys declared a non-pecuniary interest in the following application, whilst remaining in the chair, did not vote or take part in the discussion

D/22/01/8/8 DC/21/2536/TPO – TPO 01 (1990) tree preservation order - one Beech (T1 on plan, within A1 on order) crown reduction in height by up to four metres and lateral crown reduction by up to four metres; one Beech (T2 on plan, within A1 on order) crown lift to five metres above ground level and reduce lower crown on northern/north eastern aspect by up to one metre - 104 Churchill Avenue Newmarket.

D/22/01/8.08 Resolved

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

D/22/01/8/9 DC/21/2351/TPO – TPO 012 (1956) tree preservation order - one Horse chestnut (TPO1 on plan in area A5 on order) reduce low limb over garage by up to 1.5 metres; remove limb over neighbours' property and overall crown reduction of up to one metre - 1 Halifax Way Newmarket.

D/22/01/8.09 Resolved

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

D/22/01/9 Amended and Deferred Planning Applications

D/22/01/9/1 DC/21/2264/FUL – Installation of plant - Unit 2 To 4, St Leger Drive, Newmarket, Suffolk.

D/22/01/9.01 Resolved

The Committee voiced no objections.

D/22/01/9/2 DC/21/1980/HH - Householder planning application - two storey side extension with associated internal alterations - 2 Cardigan Street Newmarket.

D/22/01/9.02 Resolved

The Committee voiced no objections and noted the changes made to improve the plans.

Cllr Yarrow joined the meeting as an observer

D/22/01/10 East Cambs Planning Applications

21/01001/FUL – Use of stables at National Stud and outside paddock or the purpose of conducting an off and on line auction sale limited to 30 horses in training and no new buildings of fixtures – The National Stud Cambridge Road Newmarket Suffolk.

The committee noted that this application had been withdrawn

D/22/01/11 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 13/12/2021, 20/12/2021 & 27/12/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/2201/FUL	Planning application - five bay car port	Rathmoy Stables, Rathmoy House Hamilton Road Newmarket	Approved	No objections
DC/21/2070/FUL	Planning application - external covered seating area within existing garden	The Yard Grosvenor Yard Newmarket	Approved	No objections
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	Approved	No objections
DC/21/1748/FUL	Planning application - a. new shop front and canopy b. rear ventilation/extraction system	128 High Street Newmarket	Approved	No objections
DC/21/1749/ADV	Advertisement application - new signage	128 High Street Newmarket	Approved	No objections
DC/21/0978/HH	Non material amendment to DC/21/0978/HH - removal of proposed cladding to the exterior of the extension	60 Weston Way Newmarket Suffolk	Approved	No objections
DC/21/0301/HH	Application to discharge conditions 3 (working method statement) and 4 (construction management statement) of DC/21/0301/HH	Shalfleet Cottage 13 Bury Road Newmarket Suffolk	Approved	No objections
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	Approved	No objections
DC/21/2063/HH	Householder planning application - a. front porch b. two storey side extension	59 Beaverbrook Road Newmarket	Approved	No objections
DC/21/11924/FUL	Planning application - a. change of use from retail (class E(a)) to hot food takeaway and restaurant (sui generis) b. installation of ducting system	Alma House 10A Market Street Newmarket Suffolk	Approved	No objections
DC/21/1720/VAR	Planning application - Variation of condition 2 of DC/17/2676/FUL (allowed on appeal AP/19/0014/STAND) to use revised plans to allow for improvements to the design and operation of (i) 63no.bed care home for the elderly including car park, bicycle, refuse and garden store (ii) alterations to vehicular and pedestrian access from Fordham Road (Demolition of existing house including associated swimming pool, outbuildings and hard-standing).	Kininvie Fordham Road Newmarket	Approved	No objections

DC/21/2214/TPO	TPO 13 (1991) tree preservation order - one Beech (marked in blue on plan, within A4 on order) fell	Godolphin Stables Snailwell Road Newmarket	Approved	No objections
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D/22/01/12 Delegation Panel Decisions

None noted.

D/22/01/13 Licensing

None noted.

D/22/01/14 Notice of Consultation

East Cambs Local Plan 2015 – Single Issue Review – Housing Requirements was noted. Councillors to submit individual responses.

D/22/01/15 Correspondence

None noted.

D/22/01/16 Date of Next Meeting

Monday 24th January 2022 at 6.15pm at the Memorial Hall.

D/22/01/17 To Note any Items for Next Meeting

None noted

Meeting closed at 6:44pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/01/6.01 Recommendation</u>	That NTC welcomes the upgrades to the horse crossings by Jockey Club Estates.
<u>D/22/01/8.01 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/8.02 Resolved</u>	The Committee objected regarding the conversion of the existing garage on the grounds that it is an overdevelopment of the site.
<u>D/22/01/8.03 Resolved</u>	The Committee voiced no objections; however they would prefer that the style of the gates be more suitable in appearance and in keeping with the training establishment that it is and in line with the Newmarket Neighbourhood Plan aspirations for the appearance of the town.
<u>D/22/01/8.04 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/8.05 Resolved</u>	D/22/01/8.05 Resolved The Committee requested an extension to establish what the changes are to the previous plans; however, it does support the inclusion of electric vehicle charging points.

<u>D/22/01/8.06 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/8.07 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/22/01/8.08 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application
<u>D/22/01/8.09 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application
<u>D/22/01/8.01 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/9.01 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/9.02 Resolved</u>	The Committee voiced no objections and noted the changes made to improve the plans.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 24th January 2022 at 6.15pm**

Attendance:

Councillor M Jefferys (Chairman)
Councillor J Berry
Councillor J Clover
Councillor A Drummond

Councillor J Ferries
Councillor D Hall
Councillor P Hulbert

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

Minute

D/22/01/18 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/22/01/19 Apologies

Apologies were received from Cllrs, Hood and O'Neill.

D/22/01/20 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. There were no requests for dispensations.

D/22/01/21 To Confirm the Minutes of the Meeting Held on 10th January 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 10th January 2022 and the following was agreed:

D/22/01/21.01 Resolved

That the minutes of the Development & Planning Committee held on 10th January 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/22/01/22 Public Open Session

No members of the public were present.

D/22/01/23 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 19 – Housing Needs in Newmarket and Policy 32 – Attractive Entrances to the Town.

D/22/01/24 Planning Applications

Week Commencing 03/01/2022 and 10/01/2022

D/22/01/24/1 DCON(A)/21/1484 - Application to discharge conditions three (new/replacement doors) and four (minor additions) of DC/21/1484/LB - 37 High Street Newmarket.

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Minutes of Development & Planning Committee held on Monday 24th January 2022

D/22/01/24.01 Resolved

The Committee made no comment.

- D/22/01/24/2** DC/22/0042/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.

D/22/01/24.02 Recommendation

MAJOR DEVELOPMENT. The Committee objected on the material grounds that the ground floor should be retained for commercial purposes and that the number of flats is an overdevelopment of the site.

- D/22/01/24/3** DC/21/2474/HH - Householder planning application - single storey rear extension (following demolition of existing extension) - 4 Bridge Cottages Snailwell Road Newmarket.

D/22/01/24.03 Resolved

The Committee voiced no objections.

- D/22/01/24/4** DC/21/2483/ADV – Application for advertisement consent - a. one non-illuminated fascia b. replacement panels to existing pole mounted sign - Hermes 7 Victoria Way Newmarket.

D/22/01/24.04 Resolved

The Committee voiced no objections.

- D/22/01/24/5** DC/21/2498/FUL – Planning application - Cross boundary application (East Cambridgeshire District Council) - six dwellings and associated external works - Land West of 104 Crockford Road Woodditton Road Newmarket.

D/22/01/24.05 Resolved

The Committee voiced no objections subject to consideration of using Section 106 money to enhance safety and improve pedestrian access over the railway bridge.

- D/22/01/24/6** DC/21/2500/FUL – Planning application - a. conversion of existing former police station and magistrates court into 17 self- contained flats and one detached dwelling b. associated parking and vehicular access - Police Station Vicarage Road Newmarket.

D/22/01/8.06 Recommendation

MAJOR DEVELOPMENT. The Committee objected given the parking issues associated with the All Saints Ward and the pending outcome of the parking review, the Committee considers that the number of parking spaces allocated to be insufficient.

D/22/01/25 Amended and Deferred Planning Applications

- D/22/01/25/1** DC/21/1242/OUT – DC/21/1242/OUT Outline planning application - (means of access to be considered) - a. provision of up to 123 residential dwellings (class C3); b. the part demolition, extension and conversion of the former White Lion public
Book Number 102 2021 - 2022

house to provide up to 562 sqm of commercial space (classes E(c) (i), e(c)(ii); e(c)(iii)); c. convenience store providing up to 371 sqm of floor space (class E(a)); together with public open space, landscaping and land reserved for a dedicated horse walk - Land at Black Bear Lane, High Street, Newmarket.

D/22/01/25.01 Recommendation

MAJOR DEVELOPMENT. The Committee continued to Support the outline planning application and looked forward to seeing the detailed plans.

D/22/01/26 East Cambs Planning Applications

None noted.

D/22/01/27 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 03/01/2022 & 10/01/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/21/2331/HPA	Householder prior approval - single storey rear extension which extends beyond the rear wall of the original house by 4.8 metres with a maximum height of 3.5 metres and a height of 2.2 metres to the eaves	26 King Edward VII Road Newmarket Suffolk	Prior approval not required	No objections
DC/21/2247/TPO	TPO/1972/234 tree preservation order - one Sycamore (T1 on order) crown lift to five metres above ground level	1 Weston Way Newmarket	Approved	No objections
DC/21/2224TPO	TPO 05 (2000) tree preservation order - a. one Prunus and one Willow (T1 and T2 on plan within A1 on order) fell b. one Cypress (T3 on plan within A1 on order) reduce crown height by up to 1 metre, pruning secondary branch structures only, crown raise over driveway to 3 metres, pruning secondary branch structures only c. one Holly and one Apple (G1 on plan within A1 on order) reduce away from building leaving one metre clearance	Paddock View 6 Exning Road Newmarket	Approved	No objections
DCON(F)/17/1881	Discharge of conditions for DC/17/1881/FUL - conditions 6 - construction management plan and 7 - deliveries management plan	Development Site Adj South Drive Exning Road Newmarket Suffolk	Approved	No objections

D/22/01/28 Delegation Panel Decisions

None noted.

D/22/01/29 Licensing

None noted.

D/22/01/30 Correspondence

None noted.

D/22/01/31 Date of Next Meeting

Monday 7th February 2022 at 6.15pm at the Memorial Hall.

D/22/01/32 To Note any Items for Next Meeting

- Car parking allocations for developments in a Town

Book Number 103 2021 - 2022

Meeting closed at 6:42pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/01/24.01 Resolved</u>	The Committee made no comment.
<u>D/22/01/24.02 Recommendation</u>	MAJOR DEVELOPMENT. The Committee objected on the material grounds that the ground floor should be retained for commercial use purposes and that the number of flats is an overdevelopment of the site.
<u>D/22/01/24.03 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/24.04 Resolved</u>	The Committee voiced no objections.
<u>D/22/01/24.05 Resolved</u>	The Committee voiced no objections subject to consideration of using Section 106 money to enhance safety and improve pedestrian access over the railway bridge.
<u>D/22/01/24.06 Recommendation</u>	MAJOR DEVELOPMENT. The Committee objected given the parking issues associated with the All Saints Ward and the pending outcome of the parking review, the Committee considers that the number of parking spaces allocated to be insufficient .
<u>D/22/01/25.01 Recommendation</u>	MAJOR DEVELOPMENT. The Committee continued to Support the outline planning application and looked forward to seeing the detailed plans



Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 10th January 2022 at 7:00 pm

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor J Harvey

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant, 2 Representatives from Jockey Club Estates, 1 Member of the Press and 3 Members of the Public.

Minute

CL/22/01/1 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/22/01/2 Apologies for Absence

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

CL/22/01/3 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. There were no requests for dispensations.

CL/22/01/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 6th December 2021 and Any Matters Arising

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

CL/22/01/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 6th December 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/22/01/5 Public Open Session

A member of the public spoke of how he volunteered to help the Cricket Club progress their operational plans by liaising with various groups/organisations to resolve any issues that arise.

The Chairman advised that a meeting regarding the Cricket Club was planned for

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tomorrow and it would be helpful if any current issues could be emailed ahead of the meeting so that they can be considered.

The Chairman proposed that items 10 and 14 be brought forward and the following was agreed:

CL/22/01/5.01 Resolved

That items 10 and 14 be brought forward.

CL/22/01/6 Rayes Lane Parking

Parking - The Chairman reported that an update was awaited at the next committee meeting.

Horse safety/fencing – Jockey Club Estates gave an update on plans to make the area safer and to separate the footpath from the horsewalk to deter children getting under the fence. They are currently consulting Suffolk Highways on the materials to be used and they were looking for SCC to pay for the materials and they would install the new fence.

SCC Cllr Drummond suggested that he be officially requested to make a contribution to funding and the following was agreed:

CL22/01/6.01 Recommendation

That NTC supports the initiative to improve the safety at Rayes Lane and would request a contribution for funding from SCC Cllr Drummond.

CL/22/01/7 Newmarket Community Nature Reserve

The plans of the Community Nature Reserve were presented by Laura Nunes and a request was made for NTC support; specifically with obtaining permissions to plant. The following was agreed:

CL/22/017.01 Recommendation

That NTC supports the initiative and looks forward to receiving further information.

CL/22/01/8 Samphire Homes (Flagship)

An update was given on the issues raised at Freshfields and Icewell Hill garages and Cllr Yarrow would be meeting with a manager in February to look at the garages and flats. Samphire had set up a project group to address the garage issues and planned to consult residents during January/February to engage them regarding ideas for change.

Helen Majoram from Samphire Homes will be invited to attend the next committee meeting.

The Events manager joined the meeting and the Jockey Club Estates representatives along with 2 members of the public, left the meeting.

CL/22/01/9 To Receive the Accounts

The draft accounts for December 2021 were received and noted.

CL/22/01/10 Budget 2022/2023

A revised draft C&L budget for 2022/2023 was considered and the following was agreed:

CL/22/01/10.01 Recommendation

That the revised C&L Budget for 2022/2023 be approved.

CL/22/01/11 Cemetery Deeds Management

A quote for scanning the remaining deeds held at the Memorial Hall was considered and the following was agreed:

CL/22/01/11.01 Recommendation

That the quote by Scripti Ltd for £2,000 to scan the remaining deeds held at the Memorial Hall be accepted.

CL/22/01/12 Memorial Gardens

The play inspection safety report for December 2021 was received and noted.

CL/22/01/13 Clock Tower

The Chairman gave an update on the project and expected that the costs would be quite high and efforts would be made to secure grants etc. A report on the work required will be provided in February and could start with repairs to the roof.

CL/22/01/14 Listed Buildings

The Chairman proposed that enquires be made on what SCC and West Suffolk Council were doing about the listed property. The following was agreed:

CL/22/01/14.01 Recommendation

That letters be sent to ask SCC what action they were taking to resolve the issues of the listed building in St Marys Square and to West Suffolk Council to ask what enforcement action is being taken on the property.

The Chairman proposed that item 15 be deferred and considered under item 17 – Events. The following was agreed:

CL/22/01/14.02 Resolved

That item 15 - Jubilee Beacon be deferred and considered under item 17 – Events.

CL/22/01/15 Lexington Link

A verbal report was given on how NTC could support the Twinning students this year and talks were ongoing with Newmarket Academy in this respect.

Lexington had set up an art project to paint fibreglass horses and had invited NTC to participate. The Committee would need to nominate a local artist and Newmarket Community Arts would be contacted to assist.

CL/22/01/16 Events

Jubilee Beacon - The Chairman gave a verbal report on the Jubilee Beacon which had good support and talks will be held with Jockey Club Estates on a suitable site. Other

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suggestions included a Jubilee Savoury Tart to be offered on the evening of the beacon lighting (2nd June) along with music from a piper and Newmarket Choir. A Town Crier will be researched for the official Proclamation. A further report, including the style of beacon, will be given following the meeting with Jockey Club Estates.

The Events Manager reported on the following up-coming events:

Bombing Ceremony – the event will be held on the evening of 18th February and a proposal was made to book the Town Band to play relevant music from the period and to offer refreshments. S Easom from Newmarket History Society will be preparing the presentation as in previous years. The following was agreed:

CL/22/01/16.01 Recommendation

That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.

Soapbox Derby August 2022 – feedback on how to make the course more exciting and where ramps could be stored to be used each year was discussed. The following was agreed:

CL/22/01/16.02 Recommendation

That a Soapbox Derby be held in August 2022.

The Events Manager was requested to consult with Jockey Club Estates and to provide a report on costs for improved jumps and details of storage facilities.

Town Clerk proposed that a part time assistant be employed to assist the Events Manager to organise the events for 2022. A request was made that a report on the job role, hours and salary be presented to be considered.

Jubilee Celebration June 2022 – a verbal update was given on the plans for the event and included: closing the High Street for a parade ending at the Severals with a carnival and live music. The following was agreed:

CL/22/1/16.03 Recommendation

That in principle, an event be held for the Jubilee Celebration on Friday 3rd and Sunday 5th June 2022.

A request was made for suggestions for Sunday 5th June 2022.

CL/22/01/17 Newmarket Venues

The Events Manager gave a verbal report on the bookings for December, noting that £1,900 income was received in December 2021; £2,735 Year-To-Date. Bookings for January were quieter with 2 some meetings for January.

CL/22/01/18 Correspondence

Newmarket Inter-Faith Forum – Letter of thanks for NTC's support was received and

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noted.

Electric Vehicle Charging Points on Studlands – A query from a resident regarding any plans for more vehicle charging points on Studlands and in Newmarket was noted and will be referred to West Suffolk Council.

Traffic Calming on Studlands – the response from Suffolk Highways Support was noted and would be added as an item on the next agenda. Cllr Drummond suggested that he may be able to support this via his SCC Locality Budget.

CL/22/01/19 Date of Next Meeting

Monday 7th February 2022 at the Memorial Hall.

CL/22/01/20 Items for Next Agenda

- Studlands traffic – yellow lines in the area of the traffic calming
- Clock Tower
- Flagship – Icewell Hill Garages
- Rayes Lane – parking permits

Meeting closed at 8:00pm

Signed _____ Date _____
Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/01/6.01 Recommendation</u>	That NTC supports the initiative to improve the safety at Rayes Lane and would request a contribution for funding from SCC Cllr Drummond.
<u>CL/22/01/7.01 Recommendation</u>	That NTC supports the initiative and look forward to receiving further information.
<u>CL/22/01/10.01 Recommendation</u>	That the revised C&L Budget for 2022/2023 be approved.
<u>CL/22/01/11.01 Recommendation</u>	That the quote by Scripti Ltd for £2,000 to scan the remaining deeds held at the Memorial Hall be accepted.
<u>CL/22/01/14.01 Recommendation</u>	That letters be sent to ask SCC what action they were taking to resolve the issues of the listed building in St Marys Square and to West Suffolk Council to ask what enforcement action is being taken on the property.
<u>CL/22/01/16.01 Recommendation</u>	That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.

Book number 48 2021 -2022

<u>CL/22/01/16.02 Recommendation</u>	That the Town Band be booked to play music from the period of the bombing and that refreshments be offered at the Bombing Event on 18th February 2022 subject to any Covid-19 restrictions.
<u>CL/22/01/16.03 Recommendation</u>	That in principle, an event be held for the Jubilee Celebration on Friday 3rd and Sunday 5th June 2022.

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 17th January 2022 at 6:15pm**

Attendance:

Councillor K Yarrow (Chairman)
Councillor L Crissall
Councillor A Drummond
Councillor M Jefferys

Councillor J Harvey
Councillor P Hulbert
Councillor P Winter
R Wood

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Richard Fletcher – NHRM Trustees, 1 Member of the Press and 2 Members of the Public.

Minute

N/22/01/1 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/22/01/2 Apologies for Absence

Apologies were received from Cllrs De'Ath, Ferries, Hall, Hood and O'Neill.

N/22/01/3 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 9. There were no requests for dispensations.

N/22/01/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 13th December 2021 and Any Matters Arising

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

N/22/01/4.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 13th December 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/22/01/5 Public Open Session

Richard Fletcher wished to speak to item 9.

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

N/22/01/5.01 Resolved

That item 9 be brought forward.

N/22/01/6

Town Museum

A report on the Working Group's investigation into premises for a Town museum was presented and noted.

Richard Fletcher - NHRM trustees, raised the following points:

- The NHRM trustees support the proposal to establish a separate Community Museum in Newmarket.
- If the Community Museum was located in the Old Coach House in Palace Street, the NHRM sees there being mutual benefit for the two museums and would be prepared to consider offering professional advice and assistance. We understand that West Suffolk Council takes the view that without such professional interest, the concept of a Community Museum is unviable.
- The NHRM is aware that West Suffolk Council refused NTC's current offer of £7,500 pa rental for the Old Coach House for such a purpose, although they might be prepared to accept a higher offer. Meanwhile, search for alternative premises will continue but without much hope of finding such a suitable location.
- The NHRM recognises that it might take some time to locate and obtain suitable premises and to establish a properly managed Community Museum. In the meantime, it is prepared to offer the Newmarket LHS space in Palace House for a limited local history exhibition and to assist in its preparation. Such an interim exhibition could help gauge interest in the concept of a Community Museum and thereby assist in the preparation of a meaningful business plan. The NHRM could benefit from additional community interest and footfall.
- Whether or not an interim local history exhibition is mounted, the NHRM is prepared to offer the Newmarket LHS suitable space for the temporary storage of records and artefacts that are currently in unsuitable locations. (This offer could be extended to the Newmarket Journal who is also understood to be seeking suitable storage space for their archives.)

He believed that the NHRM's interest in this matter had been misrepresented in some quarters and welcomed the opportunity to set the record straight.

R Wood joined the meeting.

It was noted that the business case for the Community Museum that was submitted to West Suffolk Council had not been approved by full Council. The Committee felt they had to submit it to get a response due to the amount of expenditure involved.

A proposal was made to appoint Cllr Harvey as the Chairman of the Community Museum Working Group and the following was agreed:

N/22/01/6.01 Resolved

Minutes of the Neighbourhood Plan Committee held on 17th January 2022

That Cllr Harvey takes the role of Chairman for the Community Museum Working Group.

N/22/01/7 To Receive the Accounts

The accounts for December 2021 were received and noted.

R Fletcher and a member of the public left the meeting.

N/22/01/8 Working Groups

Reports from the Working Groups were presented as follows:

Affordable Housing Working Group – reported on the activities of the group and that a consultation on a Community Land Trust will be held in March 2022.

Public Realm Working Group – reported on the activities of the group and that there was disappointment at the lack of progress made. They had planned to use a previously agreed budget amount to plant replacement trees and the work had been costed, however the SCC Tree Officer disagreed that the Cherry trees were dead. The work of the group to date was noted and enquiries would continue.

All Saints Car Parking Working Group – reported that the closing date of the parking zone survey had passed and that the data was being analysed by SCC and West Suffolk Council. A report was awaited to set out the next steps to address the parking issues in the area.

N/22/01/9 Community Action Priorities

The results of priorities to form a 5-10-year plan were presented as follows:

Market 5 votes
Trees 3 votes
Waste 3 votes
Community land trust 3 votes
Leisure facilities 3 votes

A suggestion regarding the Market Charter was raised and there would be a future agenda item to discuss this issue further.

A proposal was made to use the Neighbourhood Plan Bio-diversity Community Action to select a species each year for a 3-year plan to focus on; e.g., swift bird nesting sites in the Town. The following was agreed:

N/22/01/9.01 Recommendation

That the bio-diversity Community Action be discussed as a priority.

A request was made to link the SCC tree planting project to the Queen's Platinum Jubilee tree planting project.

A proposal was made to add Public rights of way to the Community Action priorities and the following was agreed:

N/22/01/9.02 Recommendation

That a Public Rights of Way Working Group be set up to take this Community Action forward.

N/22/01/10 Correspondence

West Suffolk Newmarket Shop Survey Report November 2021 – was noted.

N/22/01/11 Date of Next Meeting

Monday 14th February 2022.

N/22/01/12 Items for Next Agenda

- **Community Museum**
- **Newmarket Market – discussion regarding the Charter**
- **Public Rights of Way Working Group**

Meeting closed at 6:48 pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>N/22/01/6.01 Resolved</u>	That Cllr Harvey takes the role of Chairman for the Community Museum Working Group.
<u>N/22/01/9.01 Recommendation</u>	That the bio-diversity Community Action be discussed as a priority.
<u>N/22/01/9.02 Recommendation</u>	That a Public Rights of Way Working Group be set up to take this Community Action forward.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 17th January 2022 at 7:00pm**

Attendance:

Councillor K Yarrow (Chairman)
 Councillor A Drummond

Councillor P Hulbert
 Councillor M Jefferys
 Councillor P Winter

Also present: C Whitaker – Town Clerk.

Minute

- H/22/01/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The notice was not required.
- H/22/01/2 Apologies for Absence**
 Apologies were received from Cllrs Hall, Hood and O'Neill.
- H/22/01/3 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. There were no requests for dispensations.
- H/22/01/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 13th December 2021 and Any Matters Arising**
 Members received the minutes of the Human Resources Committee Meeting held on Monday 13th December 2021 and the following was agreed:
- H/22/01/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 13th December 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/22/01/5 Public Open Session**
 No members of the public were in attendance.
- H/22/01/6 To Receive the Accounts**
 The accounts for November and December 2021 were noted.
- H/22/01/7 Budget 2022/2023**
 It was proposed that discussion of the Human Resources draft budget for 2022/2023 would be considered under the confidential section of the meeting and the following was agreed:

H/22/01/7.01 Resolved

That the draft HR Budget for 2022/2023 be considered in the confidential section of the meeting, due to potential privacy issues whilst discussing staff posts.

H/22/01/8 Items for Inclusion on Next Agenda

None suggested.

H/22/01/9 Date of Next Meeting

Monday 14th February 2022

H/22/01/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/01/10.01 Resolved

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

H/22/01/11 *Staff Update*****

Town Clerk gave an update on the current staffing situation and informed that the Town Keeper and Administration Assistant posts are now vacant and being advertised with an agency, a recruitment website and the Newmarket Journal.

The draft budget for the HR committee was discussed in the context of a report tabled by the Town Clerk which recommended a re-grading of the staff team in the light of the April 2022 increase in the National Living Wage, the introduction of the Health and Social Care Levy and the outstanding cost of living increase which is being awaited for settlement from the NJC. The following was agreed:

H/22/01/11.01 Resolved

To approve staff re-grading as presented from April 2022.

Further amendment will be made to the draft HR committee budget and tabled at the full Town Council meeting on 31/1/2022.

A report was received from the Town Clerk regarding a case for the employment of a new post – Event Co-ordinator and the following was agreed:

H/22/01/11.02 Resolved

That a new post of Event Co-ordinator would be advertised and interviewed.

Meeting closed at 7.20pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/01/7.01 Resolved</u>	That the draft HR Budget for 2022/2023 be considered in the confidential section of the meeting, due to potential privacy issues whilst discussing staff posts.
<u>H/22/01/11.01 Resolved</u>	To approve staff re-grading as presented from April 2022.
<u>H/22/01/11.02 Resolved</u>	That a new post of Event Co-ordinator would be advertised and interviewed.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 24th January 2022 at the Memorial Hall at 7:00pm**

Attendance:

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

Councillor J Harvey
 Councillor M Jefferys

Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Ferries, Paul Rayner – Newmarket Community First Responders and 1 Member of the Public.

Minute

-
- F/22/01/1** **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/22/01/2** **Apologies for Absence**
 Apologies were received from Cllrs Hood, and O'Neill.
- F/22/01/3** **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. There were no requests for dispensations.
- F/22/01/4** **To Confirm the Minutes of the Meeting Held on 13th December 2021 and any Matters Arising**
 Members received the minutes of the Finance & Policy Committee meeting held on 13th December 2021 and the following was agreed:
- F/22/01/4.01 Resolved**
That the minutes of the Finance & Policy Committee meeting held on 13th December 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.
- There were no matters arising.
- F/22/01/5** **Public Open Session**
 Paul Rayner spoke to item 10 and gave an outline of the work of the Newmarket Community First Responder Scheme volunteers.
- The Chairman proposed that item 10 be brought forward and the following was agreed:

F/22/01/5.01 Resolved

That item 10 – Grant Applications be brought forward.

F/22/01/6 Grant Applications

A grant application from the Newmarket Community First Responder Scheme was considered and the following was agreed:

F/22/01/6.01 Recommendation

That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.

Mr Rayner left the meeting.

F/22/01/7 Submission of Schedules of Payments for Information CB1 - CB4 2021

Members reviewed CB1 - CB4 for December 2021 and the following was agreed:

F/22/01/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/12/2021 – 31/12/2021 (Cash Book 1 - 4) be received and adopted.

F/22/01/8 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2021, 30/11/2021 and 31/12/2021 (months 7, 8 & 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/01/9 To Receive the Income and Expenditure

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

F/22/01/10 Budget Virements

Town Clerk presented a request to vire £8,500 from the Other Projects/Reserves account 4115/101 to the Recruitment Advertising account 4030/101 – to address the existing overspend against budget and allow for the costs of recruitment over the next month(s). The following was agreed:

F/22/01/10.01 Recommendation

That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

F/22/01/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/01/12 Committee Meeting Schedule Workshop

The Workshop will be held on Wednesday 16th March 2022 at the Memorial

Hall at 6:15pm.

F/22/01/13 Risk Management Scheme

The Risk Management Scheme will be reviewed by the Working Group.

F/22/01/14 Field Terrace Road Allotment land

The Chairman reported that the Solicitors had advised that the land should be offered for sale at market rates. A report on costs will be provided at a future meeting to be considered.

Cllr Drummond left the meeting.

F/22/01/15 Correspondence

West Suffolk Community Governance Review was considered and the Town Clerk will send out a report on the current position to all Councillors to seek their views.

A member of the public left the meeting.

F/22/01/16 Date of Next Meeting

Monday 21st February 2022 at the Memorial Hall.

F/22/01/17 Items for the Next Agenda

- Risk Management Scheme
- Field terrace Road Allotment Land
- West Suffolk Community Governance Review

Meeting closed at 7:24pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/01/6.01 Recommendation</u>	That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.
<u>F/22/01/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/12/2021 – 31/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/22/01/10.01 Recommendation</u>	That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

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



- **PURSE THEFTS-** Leading up to the Christmas break we had an increase in Purse/Wallet thefts in response to this I had additional pop-up stalls in and around the town, offering crime reduction advice and also free cat bells to be used as an early warning/deterrent. Additionally, I also had a small number of audible alarms which I was able to offer free of charge to particularly vulnerable persons.
 - **SPEEDING-** Following reports of speeding and inappropriate use of horns by motorists on Fordham Road I arranged for additional checks to be conducted resulting in a number of drivers being dealt with for exceeding the speed limit. I Will continue to deliver the additional speed checks in and around the town in conjunction with our speed camera units.
- **VACCINATION SITES-** Newmarket continues to host regular pop-up vaccination sites around the town at venues such as The Racing Centre and I ensure that these are visited periodically for reassurance purposes.
- **KNIFE CRIME-** I will be attending Newmarket Academy daily WC 17/01/2022 at their request to help in delivering five presentations on knife crime. This follows on from a number of incidents where students have brought knives onto the site.
- **STREET PARTY-** The Town Council Organised Street Party on 18/12/2021 was an enormous success and I was able to engage with large numbers of the community albeit in a quite different guise...
- **CHRISTMAS LUNCHS-** OLISE Took the decision to cancel their planned Christmas Lunch event on 20/12/2021 opting instead to deliver a small hamper to each family/person that would have attended. I was happy to help with delivering these. The Day Centre however did host their Christmas Lunch on 21/12.2021 with 80 pensioners in attendance and I helped with serving and clearing up.
- **MEMORIAL GARDENS-** Criminal damage was reported Christmas eve when council owned signage was damaged/removed from the entrance gates. The person responsible was successfully identified from CCTV and is currently being dealt with having made a full admission.
- **CHRISTMAS EVE-** Police in Newmarket experienced a remarkably busy night and with both public order and criminal damage offences escalating a dispersal order was put in place by the duty inspector.



****SANTA'S IN TOWN ****



****SPEED CHECKS FORDHAM ROAD ****



****DAY CENTRE****

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

[CRIME PREVENTION ADVICE](#)

[REPORT CRIME ONLINE](#)



Cathy Whitaker

From: Manager @ Love Newmarket BID <manager@newmarketbid.com>
Sent: 08 December 2021 13:32
To: Cathy Whitaker
Subject: Love Newmarket Business Awards

Importance: High

Hi Cathy,

I hope you are keeping well. I was wondering if could put on the agenda for the next council meeting whether the council would like to sponsor a category at the Love Newmarket business awards next year? The cost of sponsorship is £500 and includes two tickets to the event which will be held at the Bedford Lodge in May – exact date TBC.

Best wishes,

Paul Brown



Paul

Paul Brown

Manager @ Love Newmarket BID

t: 01638 333 103 | m: 07809 907 185

e: manager@newmarketbid.com | lovenewmarket.co.uk

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HEELIS&LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Newmarket Town Council – 2021/2022

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. Without a qualified Clerk, the General Power of Competence will last until the meeting following the next Ordinary Election (May 2023). Following this date the Clerk will need to have achieved the CiLCA, or other relevant qualification, for the Council to resolve to continue the use of GPC.

The Council operate the RBS Omega accounting software. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 22/11/2021 (Ref: 21/11/12.09) F&P (Ref: F/21/11/14)
Financial Regulations in place: Yes
Reviewed: 22/11/2021 (Ref: 21/11/12.07) F&P (Ref: F/21/11/13)

VAT reclaimed during the year: Yes

1/4/2021 - 30/6/2021 £13,765.32
1/7/2021 – 30/9/2021 £17,665.11

Registered: Yes

General Power of Competence: Yes

Financial Regulations and Standing Orders are reviewed by the Finance and Policy Committee with recommendations to the full Council.

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: ZA090217)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit and was reviewed at a meeting of the full Council on 24/5/2021 (Ref: 21/05/19.01). Insurance was renewed on 7/1/2022. The Statement of Internal Controls was reviewed at a meeting of the Finance and Policy Committee on 22/4/2021 (Ref: F/21/04/10.01) and ratified at a meeting of the full Council held on 26/4/2021 (Ref: 21/04/13.2). The Risk Management Scheme was last reviewed at a meeting of the full Council held on 25/1/2021 (Ref: 21/01/14.05).

Reminder: *To ensure the annual review of the Risk Management Scheme is carried out prior to 31/3/2022.*

Recommended inclusions in the Risk Management Scheme:

<i>Precept</i>	<i>Not paid by District Council</i>	<i>Maintain adequate general reserves to meet any delay in payment</i>
<i>Data Protection</i>	<i>Security of data</i> <i>Risk: breach of data/ financial penalties</i>	
<i>Petty Cash</i>	<i>Allowed up to the sum of £250</i>	

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions. The Chairman of the Finance and Policy Committee signs off the bank reconciliation each month to confirm scrutiny of the individual accounts.

Monthly payment schedules are scrutinised by the Finance and Policy Committee prior to approval at the full Council meetings.

A monthly Health and Safety report is considered by the Finance and Policy Committee.

The annual play area inspection has been undertaken during the year (Ref: 7/6/2021 – item CL/21/06/9).

A selection of transactions were examined from April 2021 – December 2021 for accuracy and audit trail. All were found to be in order.

Fidelity Cover: £500,000

The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept, ie £470,000 + £330,000 = £800,000

Recommendation: *To review the level of Fidelity cover.*

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.newmarket.gov.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

External audit report

2021 Annual Return, Section One Published – Yes

2021 Annual Return, Section Two Published – Yes

2021 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date 14/6/2021

End Date 23/7/2021

The Council have met the AGAR publishing requirements for the audit year of 2021-2022.

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £665,114 (2021-2022)

Date: 21/12/2020 (Ref: 20/12/12.01)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Cemetery fees and charges were reviewed at a meeting held on 6/4/2021 (Ref: CL/21/04/6.02 and ratified at the full Council meeting held on 26/4/2021 (Ref: 21/04/10.02).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2021 to December 2021 and cross referenced with vouchers and the cash book. Limit £150 (Ref: Risk Management Scheme/£250 Financial Regulations). Regular reconciliations are undertaken. VAT is recorded on petty cash payments.

Payroll controls

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment

PAYE System in place: Yes

Employer's Reference: 126/N254

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is managed in house. Supporting paperwork is in place. The Council have joined the People's Pension scheme.

It is noted that the Council undertook a review of salaries at a meeting held on 12/7/2021 (Ref: H/21/07/11).

A selection of payments were examined for audit trail purposes and all was found to be in order.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

*A separate asset register is in place. Valuation basis appears to be cost value. The asset register is currently a relatively generic document. It is **suggested** that the Council may like to hold a more detailed register in addition to the published register, containing more detail on the assets eg location, purchase date (where known), disposal date, quantities, asset details (such as play equipment), which would result in a comprehensive record of assets.*

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 December 2021 were confirmed as:

Unity Trust Current #1	xxxx4770	£580,659.94
Petty Cash		£74.45
Barclaycard		(£1,332.88)
Unity Trust Current #2	xxxx9458	£15,392.86

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

To be carried out at the year end. It is noted that the general reserves balance is set at 25% of net turnover (Ref: Risk Management Scheme).

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be carried out at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2021 Internal Audit report was considered by the Council at a meeting held on 24/5/2021 (Ref: 21/05/23). It was noted that there were no matters arising that required any formal comment or recommendation.

A review of the effectiveness of the Internal Audit was carried out at the Finance and Policy Committee meeting held on 16/8/2021 (Ref: F/17/08/9).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 23/8/2021 (Ref: 21/08/15.02) following a recommendation by the Finance and Policy Committee on 16/8/2021 (Ref: F21/08/09.01).

External Audit

The Council formally approved the AGAR at a meeting of the full Council held on 24/5/2021 (Ref: 21/05/24.01).

The External Auditor's report was considered at a meeting held on 27/9/2021 (Ref: 21/09/18).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 24/5/2021. The first item of business was the Election of Town Mayor, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and for a set of well-presented documentation.



Heather Heelis
Heelis & Lodge
17 January 2022

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Newmarket Town Council
Memorial Hall
High Street
Newmarket
CB8 8JP

Invoice No: HL9211

Date 17 January 2022

Details	Quantity	Amount (£)	Total (£)
To carry out Interim Internal Audit for Newmarket Town Council for the year ended 31 March 2022	1	350.00	350.00
Total			350.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 30 days

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

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Report to	Full Town Council
Subject	Projected End of Year Budget Analysis for current financial year 2021-22
Purpose	Information
Classification	Unrestricted
Meeting date	31st January 2022
Item number	15
Written By	Cathy Whitaker CLERK
Summary: This report outlines the projected end of year (31 st March 2022) budget balances for the committees as estimated at 14 th January 2022. This report is for information only.	

1.	Introduction
a.	This report is a projected analysis of the outcome of the budget for 2021-22.
b.	Figures are estimations only and could change between now and 31 st March 2022.
2.	Context
a.	I am currently projecting underspend for each committee at this time.
b.	The total budget underspend is currently projected at £43,047; considerably less than the total underspend on last year's budget. This is due to the effects of the pandemic last year when the council offices and facilities were closed for much of the year and spending was down due to lack of progress with projects and the ongoing business of the council. In the current year council business has progressed with many ongoing projects.
c.	The precept was also frozen with no increase for the current financial year.
3.	Proposal/Options
a.	At this time I am minded to be recommending the following for the projected underspends for each committee (this may change by 31 st March 2022):- i) Finance & Policy: Projected underspend of £10,023 [transfer into Elections EMR in entirety] ii) Community & Leisure Services - Community Services: Projected underspend of £6,875 [transfer into Vehicle Replacement EMR in entirety] - Leisure Services: Projected underspend of £15,142 [transfer into Play Equipment EMR in entirety] iii) Human Resources: Projected underspend of £5,007 [transfer into HR EMR in entirety] iv) Neighbourhood Plan: Projected underspend of £6,000 [transfer into Town Improvement EMR in entirety]
b.	There may be further funds available for transfer due to the re-calculation of the General Reserve at 31 st March 2022. However, I cannot confirm that at this time.
5.	Next Steps/Recommendations
a.	None at this time.

TOTAL BUDGET - Projected Analysis for Current Year 2021/22

Committee	Budget	Projected Actual before EMR transfers applied	Projected Underspend after EMR transfers applied
Finance & Policy	£ 155,245	£ 138,959	£ 10,023
Community Services (C&L)	£ 146,870	£ 206,333	£ 6,875
Leisure Services (C&L)	£ 178,999	£ 179,095	£ 15,142
Human Resources	£ 174,000	£ 178,893	£ 5,007
Neighbourhood Plan	£ 10,000	£ 4,000	£ 6,000
TOTALS	£ 665,114	£ 707,280	£ 43,047

projected total

£4,391 tfrd FROM EMR321

Rec: to Elections EMR

[illegible]

[illegible]

REC: to EMR 328 Vehicle Replacement



	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
	Budget	Year to Date at 14/1/2022	Projected to 31/3/2022	Projected Over/Under Spend 31/3/2022	After EMR transfers / virements applied 31/3/2022	NOTES
120 Memorial Hall						
4011 Rates	£ 6,170.00	£ 5,389.00	£ 5,988.00	£ 182.00	£ 182.00	
4012 Water Rates	£ 5,000.00	£ 2,028.00	£ 3,500.00	£ 1,500.00	£ 1,500.00	
4014 Electricity	£ 5,000.00	£ 2,822.00	£ 4,000.00	£ 1,000.00	£ 1,000.00	
4015 Gas	£ 6,000.00	£ 2,123.00	£ 4,000.00	£ 2,000.00	£ 2,000.00	
4016 Cleaning	£ 2,000.00	£ 4,660.00	£ 5,000.00	£ -£ 3,000.00	£ 401.00	£3,401 tfrd FROM EMR332
4017 Fire Precautions	£ 510.00	£ 523.00	£ 523.00	£ -£ 13.00	£ -£ 13.00	
4036 R&M - Buildings	£ 4,000.00	£ 9,372.00	£ 10,000.00	£ -£ 6,000.00	£ -£ 6,000.00	
4038 Furniture/Fixtures/Fittings	£ 2,500.00	£ 905.00	£ 1,200.00	£ 1,300.00	£ 1,300.00	
4040 Trade Refuse Collections	£ 1,860.00	£ 1,860.00	£ 1,860.00	£ -	£ -	
4044 Public Toilet Cleansing	£ 200.00	£ 149.00	£ 149.00	£ 51.00	£ 51.00	
4078 Refreshment Costs Hall Hire	£ 800.00	£ 77.00	£ 250.00	£ 550.00	£ 550.00	
4080 PWLB Loan Charges (CAP + IN	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ -	£ -	
4995 Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ -	
OverHead Expenditure	£ 123,904.00	£ 119,772.00	£ 126,334.00	£ -£ 2,430.00	£ 971.00	
1001 Hall Hire Standard Rate	£ 7,000.00	£ 22,981.00	£ 25,000.00	£ -£ 18,000.00	£ -£ 18,000.00	
1016 Refreshments Income	£ 500.00	£ 193.00	£ 250.00	£ 250.00	£ 250.00	
Total Income	£ 7,500.00	£ 23,174.00	£ 25,250.00	£ -£ 17,750.00	£ 17,750.00	
				£ -		
301 Arts						
4440 Costs - Childrens' Events	£ 3,500.00	£ 4,903.00	£ 4,903.00	£ -£ 1,403.00	£ -£ 1,403.00	
4443 Costs - Tea Dance	£ 1,800.00	£ -	£ -	£ 1,800.00	£ -£ 1,800.00	
OverHead Expenditure	£ 5,300.00	£ 4,903.00	£ 4,903.00	£ 397.00	£ -£ 3,203.00	
1043 Income - Tea Dance	£ -	£ -	£ -	£ -	£ -	
1101 Donations Received	£ -	£ -	£ -	£ -	£ -	
1181 WSC Grants Received	£ -	£ 2,396.00	£ 2,396.00	£ -£ 2,396.00	£ -£ 2,396.00	
1174 SCC Grants Received	£ -	£ -	£ -	£ -	£ -	



	Total Income	£	-	£	2,396.00	£	2,396.00	-£	2,396.00	-£	2,396.00	
								£	-			
	302 Winter Event							£	-			
4453	Cost of Winter Event	£	11,000.00	£	4,775.00	£	6,000.00	£	5,000.00	£	5,000.00	
	Overhead Expenditure	£	11,000.00	£	-	£	6,000.00	£	5,000.00	£	5,000.00	
								£	-			
1059	Income - Winter Event	£	3,000.00	£	1,670.00	£	1,670.00	£	1,330.00	£	1,330.00	
	Donations Received	£	-	£	-	£	-	£	-	£	-	
	Total Income	£	3,000.00	£	1,670.00	£	1,670.00	£	1,330.00	£	1,330.00	
	303 Entertainment											
4098	Soapbox Derby	£	10,000.00	£	16,462.00	£	16,462.00	-£	6,462.00	-£	6,462.00	
4179	Entertainment	£	5,000.00	£	3,726.00	£	5,000.00	£	-	£	-	
	Overhead Expenditure	£	15,000.00	£	20,188.00	£	21,462.00	-£	6,462.00	-£	6,462.00	
								£	-			
1172	Soapbox Derby - Income	£	10,000.00	£	11,075.00	£	11,075.00	-£	1,075.00	-£	1,075.00	
	Total Income	£	10,000.00	£	11,075.00	£	11,075.00	-£	1,075.00	-£	1,075.00	
								£	-			
	304 Tourism							£	-			
4311	Christmas Tree	£	1,000.00	£	1,338.00	£	1,338.00	-£	338.00	-£	338.00	
4320	Legends of the Turf	£	-	£	-	£	-	£	-	£	-	
	Overhead Expenditure	£	1,000.00	£	1,338.00	£	1,338.00	-£	338.00	-£	338.00	
	305 Carnival											
4312	Newmarket Carnival	£	10,000.00	£	-	£	-	£	10,000.00	£	10,000.00	
	Overhead Expenditure	£	10,000.00	£	-	£	-	£	10,000.00	£	10,000.00	
1026	Carnival income	£	1,000.00	£	-	£	-	£	1,000.00	£	1,000.00	
	Total Income	£	1,000.00	£	-	£	-	£	1,000.00	£	1,000.00	
	306 Memorial Gardens											
4012	Water Rates	£	200.00	£	1,643.00	£	2,000.00	-£	1,800.00	-£	1,800.00	splashpad/watering
4014	Electricity	£	105.00	£	-	£	-	£	105.00	£	105.00	
4037	R&M - Grounds	£	5,000.00	£	5,344.00	£	5,500.00	-£	500.00	-£	500.00	

[illegible]

Leisure Services Committee
Projected Analysis of Budget Result for Current Year 2021/22

REC: to EMR 311 Play Equipment

[illegible]



	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	
	Budget	Year To Date at 14/01/2022	Projected to 31/3/2022	Projected Over/Under Spend 31/3/2022	NOTES	
209 Neighbourhood Plan						
4116 Town Maintenance	£ 5,000.00	£ -	£ -	£ 5,000.00		
4117 Town Improvement	£ 5,000.00	£ 2,000.00	£ 4,000.00	£ 1,000.00		
4089 Costs - N.Plan	£ -	£ -	£ -	£ -		
Net Expenditure	£ 10,000.00	£ 2,000.00	£ 4,000.00	£ 6,000.00		
1100 Grants Received	£ -	£ -	£ -	£ -		
1174 Grants Received SCC	£ -	£ -	£ -	£ -		
Net Income	£ -	£ -	£ -	£ -		
Net Expenditure	£ 10,000.00	£ 2,000.00	£ 4,000.00	£ 6,000.00	projected underspend	
					REC: to EMR331 Town Improvement	

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Report to	Full Town Council
Subject	BUDGET 2022/2023
Purpose	Decision
Classification	Unrestricted
Meeting date	31st January 2022
Item number	16
Written By	Cathy Whitaker CLERK

Summary: This report outlines the proposal for the 2022/2023 budget and precept figure.

1.	Introduction
a.	The Finance & Policy, Customer & Leisure Services and Neighbourhood Plan committees have considered their budgets and made recommendation to full council.
b.	The Human Resources committee made a last-minute adjustment suggestion and this is now brought to the full council in this report.
2.	Context
a.	The attached committee spreadsheets show the recent history of the annual budgets/precept figures and the proposed figures for the 2022/2023 budget/precept figure.
3.	Proposal/Options
a.	The 2022/23 total budget be approved.
b.	The Precept be set at £715,210.00 for 2022/23.
4.	Financial/Resource Implications
a.	The 'real-term effect' on a Band D property will be a £5.78 increase; this being a 3.73% rise.
b.	Income increase to the council will be £50,096.00.
5.	Next Steps/Recommendations
a.	That the proposed budget for 2022/2023 be approved; with a precept application of £715,210.00 being submitted to West Suffolk Council.

DRAFT Budget Summary 22/23

Newmarket Town Council

Committee	Income	Expenditure	Net Expenditure
Finance & Policy	£ 1,100.00	£ 166,549.00	£ 165,449.00
Human Resources	£ -	£ 189,700.00	£ 189,700.00
Community Services	£ 65,100.00	£ 225,984.00	£ 160,884.00
Leisure Services	£ 41,700.00	£ 230,377.00	£ 188,677.00
Neighbourhood Plan	£ -	£ 10,500.00	£ 10,500.00
Total	£ 107,900.00	£ 823,110.00	£ 715,210.00

	2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023
	Budget	Spend	Budget	Spend	Budget	Year To Date	Proposed Draft Budget
Committee							
Finance & Policy	£ 114,112.00	£ 120,308.00	£ 168,606.00	£ 145,387.00	£ 157,570.00	£ 42,089.00	£ 165,449.00
Human Resources	£168,850.00	£ 155,388.00	£ 184,000.00	£ 153,732.00	£ 174,000.00	£ 89,248.00	£ 189,700.00
Community Services	£128,046.00	£ 102,678.00	£ 133,888.00	£ 93,458.00	£ 144,545.00	£ 55,094.00	£ 160,884.00
Leisure Services	£150,464.00	£ 141,875.00	£ 175,620.00	£ 106,510.00	£ 178,999.00	£ 80,215.00	£ 188,677.00
Neighbourhood Plan	£2,000.00	£ 2,531.00	£ 3,000.00	£ 160.00	£ 10,000.00	£ 2,000.00	£ 10,500.00
Total	£563,472.00	£ 522,780.00	£ 665,114.00	£ 499,247.00	£ 665,114.00	£ 268,646.00	£ 715,210.00
Taxbase	5409.14		5554.21		5388.18		5611.06
Band D	£104.60		£119.75		£121.68		£127.46

Total Increase

5% £7,879.00

9% £15,700.00

11% £14,014.00

5% £9,678.00

5% £500.00

7.53% £50,096.00

REAL-TERM EFFECT

£5.78

Increase of 3.73% to residents

		2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	% change
		Budget	Actual	Budget	Actual	Budget	Year To Date	Proposed Draft Budget	
101	Administration								
4008	Staff Training	£ 1,500.00	£ 1,631.00	£ 2,500.00	£ 1,946.00	£ 2,500.00	£ 1,592.00	£ 3,000.00	cover courses for new staff 20%
4009	Staff Travel	£ 200.00	£ 315.00	£ 250.00	£ -	£ 250.00	£ 67.00	£ 250.00	0%
4018	Software/Computer Consumables	£ 1,500.00	£ 1,375.00	£ 1,500.00	£ 555.00	£ 1,500.00	£ 605.00	£ 2,500.00	for hybrid meetings and upgrades 67%
4019	New IT System/Hardware	£ 2,030.00	£ 3,926.00	£ 2,030.00	£ 341.00	£ 2,030.00	£ 973.00	£ 5,000.00	146%
4021	Telephone and Fax	£ 2,500.00	£ 1,979.00	£ 2,000.00	£ 1,566.00	£ 2,000.00	£ 886.00	£ 2,000.00	0%
4022	Postage	£ 2,000.00	£ 1,783.00	£ 2,100.00	£ 1,310.00	£ 2,100.00	£ 538.00	£ 2,100.00	0%
4023	Stationery	£ 2,233.00	£ 2,186.00	£ 2,000.00	£ 1,066.00	£ 2,000.00	£ 1,015.00	£ 2,000.00	0%
4025	Subscriptions&Licences	£ 2,800.00	£ 4,953.00	£ 4,000.00	£ 3,329.00	£ 5,700.00	£ 3,488.00	£ 5,700.00	0%
4026	Insurance	£ 8,680.00	£ 8,590.00	£ 8,129.00	£ 8,128.00	£ 10,000.00	£ 195.00	£ 10,000.00	0%
4028	Office Maintenance	£ 5,750.00	£ 10,781.00	£ 7,500.00	£ 10,886.00	£ 11,500.00	£ 8,407.00	£ 11,500.00	0%
4030	Recruitment Advertising	£ 1,606.00	£ 1,671.00	£ 406.00	£ -	£ 500.00	£ 3,835.00	£ 500.00	0%
4051	Bank Charges/Interest	£ 900.00	£ 672.00	£ 600.00	£ 280.00	£ 200.00	£ 134.00	£ 200.00	0%
4056	Legal Expenses	£ 8,000.00	£ 3,793.00	£ 41,205.00	£ 44,205.00	£ 10,000.00	£ 3,328.00	£ 10,000.00	Ellis Whittam plus Weatherby contingency 0%
4057	Audit & Accountancy Fees	£ 2,538.00	£ 3,526.00	£ 3,500.00	£ 2,750.00	£ 3,850.00	£ 2,605.00	£ 3,850.00	0%
4058	Professional Fees	£ -	£ -	£ -	£ 100.00	£ 200.00	£ -	£ 200.00	new
4059	web site	£ 508.00	£ 253.00	£ 3,050.00	£ 3,199.00	£ 1,000.00	£ 712.00	£ 1,000.00	0%
4060	Councillors Training	£ 508.00	£ 404.00	£ 508.00	£ 50.00	£ 550.00	£ -	£ 550.00	0%
4061	Councillors Expenses	£ 254.00	£ -	£ 254.00	£ -	£ 275.00	£ -	£ 275.00	0%
4062	Civic Regalia	£ 305.00	£ -	£ 305.00	£ 50.00	£ 325.00	£ -	£ 325.00	0%
4064	Town Mayor's Allowance	£ 1,000.00	£ 457.00	£ 1,000.00	£ 96.00	£ 1,000.00	£ 170.00	£ 1,000.00	0%
4075	Grant to CAB	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	0%
4076	Grants	£ 3,000.00	£ 2,250.00	£ 13,300.00	£ 13,300.00	£ 5,000.00	£ 6,500.00	£ 5,000.00	0%
4220	Discover Newmarket Stakeholder Fee	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%
4221	CCTV WSC SLA Monitoring	£ 2,000.00	£ 1,800.00	£ 2,000.00	£ 1,829.00	£ 2,000.00	£ 461.00	£ 2,000.00	0%
4222	Tourism Stakeholder Fee	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	no longer required -100%
4077	Marketing	£ 2,900.00	£ 1,696.00	£ 315.00	£ 199.00	£ 3,000.00	£ 150.00	£ 3,000.00	0%
4079	Remembrance Event Expenses	£ 25.00	£ 25.00	£ 25.00	£ 103.00	£ 25.00	£ 225.00	£ 1,000.00	NTC taking over event contract inc 3900%
4083	PCSO	£ 34,000.00	£ 33,346.00	£ 34,000.00	£ 34,000.00	£ 34,000.00	£ 18,000.00	£ 36,000.00	0%
4090	Biodegradable Dog Poo Bags	£ 964.00	£ 614.00	£ 964.00	£ 307.00	£ 1,000.00	£ -	£ 1,000.00	0%
4097	Election costs	£ 17,900.00	£ 17,871.00	£ 12,790.00	£ -	£ 5,000.00	£ -	£ 5,000.00	for bi-elections or save into bi-election EMR 0%
4180	Civic Functions	£ 15.00	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	Civic function costs around £2K Recommended by the int auditors to increase general reserve 5%
4113	Capital Reserve	£ -	£ -	£ 13,000.00	£ -	£ 13,176.00	£ -	£ 13,800.00	0%
4115	Coronavirus Response Costs	£ -	£ 3,737.00	£ 5,000.00	£ 8,738.00	£ 5,000.00	£ 1,854.00	£ 5,000.00	0%
4114	Other Projects / Reserves	£ -	£ -	£ -	£ -	£ 18,964.00	£ -	£ 19,799.00	n/a
	Expenditure	£ 114,616.00	£ 118,634.00	£ 173,231.00	£ 146,333.00	£ 155,645.00	£ 63,740.00	£ 163,549.00	5%
1003	Lamppost banner Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	Jockey Club Racecourses 0%
1005	Misc Income	£ -	£ -	£ -	£ 370.00	£ -	£ -	£ -	
1103	Rent receivable	£ -	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ -	£ 100.00	land adj to allotments 33%
1181	Grants Received WSC	£ -	£ -	£ -	£ 2,000.00	£ -	£ 24,320.00	£ -	
1100	Grants Received	£ -	£ -	£ -	£ 1,000.00	£ -	£ -	£ -	interest is minimal
1190	Interest Received	£ 254.00	£ 35.00	£ 50.00	£ -	£ -	£ -	£ -	
					£ 1.00	£ -	£ -	£ -	
	Income	£ 1,254.00	£ 1,110.00	£ 1,125.00	£ 3,446.00	£ 1,075.00	£ 24,320.00	£ 1,100.00	2%
103	Health & Safety								
4020	Misc. Staff Costs	£ -	£ 189.00	£ 250.00	£ -	£ 250.00	£ 100.00	£ 250.00	0.00%
4028	Office Maintenance	£ 250.00	£ 95.00	£ 250.00	£ -	£ 250.00	£ 69.00	£ 250.00	0.00%
4058	Professional Fees	£ 500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0.00%

increase from previous year's committee budget

[illegible]



		2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	% change	Notes
		Budget	Actual	Budget	Actual	Budget	Year To Date	Proposed Draft Budget		
200	Outside Services									
4029	General Equipment	£ 500.00	£ 482.00	£ 500.00	£ 449.00	£ 500.00	£ 631.00	£ 500.00	0%	
4039	Vehicle Costs	£ 4,200.00	£ 951.00	£ 4,200.00	£ 940.00	£ 5,000.00	£ 1,445.00	£ 5,000.00	0%	Van Lease, Elec Charger bal to EMR Vehicles
4095	Assets Purchased				£ 2,625.00					
4326	Outside Services SLA	£ 79,891.00	£ 70,915.00	£ 72,716.00	£ 54,150.00	£ 74,878.00	£ 17,923.00	£ 76,310.00	2%	
	OverHead Expenditure	£ 84,591.00	£ 72,348.00	£ 77,416.00	£ 58,164.00	£ 80,378.00	£ 19,999.00	£ 81,810.00	2%	
	Miscellaneous Income									
1174	SCC Grants Received				£ 2,625.00	£ -	£ 150.00			
	Total Income			£ -	£ 2,625.00	£ -	£ 150.00	£ -		
201	General Town Planting									
	R&M - Grounds									
4100	Seasonal Planting	£ 3,000.00	£ 3,509.00	£ 3,000.00	£ 3,033.00	£ 3,300.00	£ 1,250.00	£ -		20/21 was ICE Cherry tree watering
4101	Hanging Baskets	£ 3,000.00	£ 3,783.00	£ 4,000.00	£ -	£ 4,300.00	£ 3,988.00	£ 4,500.00	5%	
4102	Other Planting Expenses	£ 50.00	£ 42.00	£ 50.00	£ -		£ 127.00	£ -	5%	
	OverHead Expenditure	£ 6,050.00	£ 7,334.00	£ 7,050.00	£ 3,033.00	£ 7,600.00	£ 7,270.00	£ 7,950.00		
1007	Hanging Baskets Sponsorship Income	£ 4,750.00	£ 4,830.00	£ 4,750.00	£ -	£ 5,200.00	£ 60.00	£ 5,200.00	0%	
1009	Roundabout Sponsorship	£ 5,200.00	£ 5,368.00	£ 5,200.00	£ 4,056.00	£ 5,200.00	£ -	£ 5,200.00	0%	
	Total Income	£ 9,950.00	£ 10,198.00	£ 9,950.00	£ 4,056.00	£ 10,400.00	£ 60.00	£ 10,400.00	0%	
202	Cemetery									
4011	Rates	£ 3,036.00	£ 3,036.00	£ 3,100.00	£ 3,547.00	£ 3,700.00	£ 2,426.00	£ 4,608.00	25%	under-budget current year - re-aligning/no info from WSC
4012	Water Rates	£ 355.00	£ 281.00	£ 250.00	£ 652.00	£ 1,000.00	£ 118.00	£ 1,000.00	0%	
4014	Electricity	£ 2,233.00	£ 430.00	£ 1,600.00	£ 368.00	£ 1,600.00	£ 750.00	£ 1,600.00	0%	
4016	Cleaning		£ 133.00	£ 100.00	£ 45.00	£ 100.00		£ 500.00	400%	new regular cleaning of toilets on contract
4017	Fire Precautions	£ 152.00	£ 30.00	£ 152.00	£ -	£ 155.00	£ -	£ 163.00	5%	
4035	Equipment	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	0%	
4036	R&M - Buildings	£ 2,000.00	£ 248.00	£ 2,000.00	£ 343.00	£ 2,000.00	£ 1,388.00	£ 2,000.00	0%	
4037	R&M - Grounds	£ 16,500.00	£ 21,784.00	£ 20,500.00	£ 27,356.00	£ 18,000.00	£ 18,335.00	£ 26,000.00	0%	flint wall repairs - ongoing / CEMETERY MONUMENT
									44%	SAFETY MITIGATION
4040	Trade Refuse Collections	£ 1,500.00	£ -	£ -	£ -	£ 1,500.00	£ -	£ 1,500.00	0%	
4047	Grave Digging	£ 13,500.00	£ 10,655.00	£ 12,000.00	£ 11,395.00	£ 11,500.00	£ 1,819.00	£ 11,500.00	0%	
4325	Cemetery SLA	£ 9,240.00	£ 10,071.00	£ 10,071.00	£ 10,232.00	£ 10,540.00	£ 2,580.00	£ 10,837.00	3%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
	OverHead Expenditure	£ 48,716.00	£ 46,668.00	£ 49,973.00	£ 53,938.00	£ 51,295.00	£ 27,416.00	£ 60,908.00	19%	
1000	Burial Fees	£ 30,000.00	£ 33,350.00	£ 29,000.00	£ 32,175.00	£ 29,000.00	£ 3,885.00	£ 29,000.00	0%	
1020	Interment Income (Ashes)	£ 7,500.00	£ 3,000.00	£ 6,000.00	£ 1,435.00	£ 4,000.00	£ 2,475.00	£ 4,000.00	0%	
1021	Monumental Income	£ 4,500.00	£ 6,648.00	£ 5,000.00	£ 3,000.00	£ 4,000.00	£ 1,692.00	£ 4,000.00	0%	
1022	Grave Space Purchase Income	£ 16,000.00	£ 20,261.00	£ 16,000.00	£ 19,014.00	£ 12,000.00	£ 5,414.00	£ 12,000.00	0%	
1029	Income Commemorative Bench	£ 1,066.00	£ 1,091.00	£ 1,500.00	£ 2,730.00	£ 1,500.00	£ -	£ 1,500.00	0%	
	Total Income	£ 59,066.00	£ 64,350.00	£ 57,500.00	£ 58,354.00	£ 50,500.00	£ 13,466.00	£ 50,500.00	0%	

[illegible]

4012	Water Rates	£	152.00	£	51.00	£	152.00	£	-	£	152.00	£	-	£	152.00	0%	re-align after previous under-budgeting
4014	Electricity	£	609.00	£	349.00	£	260.00	£	252.00	£	400.00	£	101.00	£	400.00	0%	
4016	Cleaning	£	-	£	265.00	£	300.00	£	-	£	300.00	£	-	£	300.00	0%	
4036	R&M - Buildings	£	508.00	£	872.00	£	900.00	£	9.00	£	900.00	£	55.00	£	900.00	0%	
4044	Public toilet cleansing	£	600.00	£	-	£	-	£	-	£	100.00	£	-	£	100.00	0%	
4046	Public Toilet Opening and closing	£	-	£	1,490.00	£	1,000.00	£	520.00	£	2,400.00	£	960.00	£	2,400.00	0%	Abbey Security weekend
	OverHead Expenditure	£	2,990.00	£	4,475.00	£	4,084.00	£	2,253.00	£	5,772.00	£	2,588.00	£	4,252.00	-26%	
1005	Misc Income	£	-	£	-	£	-	£	-	£	-	£	2,944.00	£	-	0%	WSC grant for toilets
1100	Grants Received	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	-	£	3,300.00	0%	
	Total Income	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	2,944.00	£	3,300.00		
211	The Queens Statue																
4012	Water Rates	£	203.00	£	-	£	203.00	£	-	£	200.00	£	-	£	200.00	0%	
4014	Electricity	£	300.00	£	-	£	300.00	£	-	£	300.00	£	-	£	300.00	0%	
4037	R&M - Grounds	£	1,000.00	£	350.00	£	1,000.00	£	62.00	£	1,000.00	£	-	£	1,000.00	0%	
	OverHead Expenditure	£	1,503.00	£	350.00	£	1,503.00	£	62.00	£	1,500.00	£	-	£	1,500.00	0%	
215	Allotments																
4037	R&M - Grounds	£	-	£	-	£	1,500.00	£	106.00	£	1,500.00	£	-	£	1,500.00	0%	
	OverHead Expenditure	£	-	£	-	£	1,500.00	£	106.00	£	1,500.00	£	-	£	1,500.00	0%	
1010	Allotment Fees	£	900.00	£	900.00	£	900.00	£	900.00	£	900.00	£	-	£	900.00	0%	
	Total Income	£	900.00	£	900.00	£	900.00	£	900.00	£	900.00	£	-	£	900.00	0%	
220	Stadlands																
4045	Street Lighting - Enerby fees & Maint Cont	£	13,500.00	£	12,864.00	£	15,500.00	£	15,022.00	£	17,825.00	£	-	£	19,964.00	12%	
4052	Street Lighting - Repair	£	1,000.00	£	-	£	1,000.00	£	2,143.00	£	1,000.00	£	-	£	1,000.00	0%	
	OverHead Expenditure	£	14,500.00	£	12,864.00	£	16,500.00	£	17,165.00	£	18,825.00	£	-	£	20,964.00	11%	
308	Christmas																
4310	Christmas Lights	£	11,207.00	£	11,207.00	£	12,000.00	£	15,546.00	£	15,500.00	£	527.00	£	15,500.00	0%	xmas new contract
4811	CP - Christmas Lights Infrast	£	12,793.00	£	10,370.00	£	10,000.00	£	-	£	10,000.00	£	422.00	£	8,000.00	-20%	
4995	Budgeted Reserve Amount	£	-	£	-	£	1,000.00	£	-	£	1,000.00	£	-	£	1,000.00	0%	
	OverHead Expenditure	£	24,000.00	£	21,577.00	£	23,000.00	£	15,546.00	£	26,500.00	£	949.00	£	24,500.00	-8%	
309	Newmarket Bombing Memorial																
4099	Contribution to overall costs	£	-	£	-	£	1,000.00	£	-	£	-	£	-	£	-	7%	
	OverHead Expenditure			£	-	£	1,000.00	£	-	£	-	£	-	£	-	0%	

Platinum Jubilee Event

[illegible]

	2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2021/2022	2021/2022	2021/2022	2022/2023	% change	Notes
		Budget									
209 Neighbourhood Plan											
4116 Town Maintenance										5%	
4117 Town Improvement										5%	
4089 Costs - N.Plan	£ 4,000.00	£ 2,531.00	£ 3,000.00	£ 160.00	£ 160.00	£ -	£ -	£ -	£ -	5%	
Net Expenditure	£ 4,000.00	£ 2,531.00	£ 3,000.00	£ 160.00	£ 160.00	£ 10,000.00	£ 2,000.00	£ 10,500.00	£ 10,500.00		
1100 Grants Received	£ 2,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
1174 Grants Received SCC	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Net Income	£ 2,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Net Expenditure	£ 2,000.00	£ 2,531.00	£ 3,000.00	£ 160.00	£ 160.00	£ 10,000.00	£ 2,000.00	£ 10,500.00	£ 10,500.00	5%	

increase from previous year's committee budget

Blank

Townclerk

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Sent: 22 October 2021 19:59
To: Mary George
Cc: Rachel Hood (SCC Councillor)
Subject: RE: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Mary

Thank you – this is very helpful – I shall discuss with my colleague Cllr Hood.

Best regards,

Andy

=====

Cllr Andy Drummond
Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

From: Mary George <Mary.George@suffolk.gov.uk>
Sent: 22 October 2021 15:30
To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Cc: Rachel Hood (SCC Councillor) <Rachel.Hood@suffolk.gov.uk>
Subject: RE: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Councillor Drummond

I have now checked our files and spoken to my colleague Andrew Rogers. I had a feeling this issue sounded familiar and when I looked in our files I remembered that it came up last year.

Andrew Rogers was provided with the contact details for the developer's agent by Kerri Cooper, the West Suffolk planning officer. He had a telephone conversation with the agent, Andrew Fleet, who was going to speak to his client regarding the proposed replacement footpath. This was immediately before the first lockdown in March 2020 and we have received no further information from the agent or developer. The area rights of way officer was unable to visit the site at the time due to restrictions and the issue fell off the rights of way team radar in the flood of reports from the public during lockdown.

I have attached a copy of the email that Andrew Rogers sent you on 4 April last year as it sets out the situation clearly. As Andrew said, it would be possible to make a formal application based on user evidence. The user evidence would need to cover a period of use dating back 20 years from the date on which use was first challenged/obstructed.

The problem with the formal application process is that a claim could only be made for the path that was in use, which is presumably now obstructed by car-parking bays etc. If a claim were successful the claimed path would then need to be diverted, requiring a further legal process! This would all take a significant amount of time and resources. The cost of determining the formal application and a def map modification order, if recommended, would fall to the County Council, the landowner would have to cover the cost of a subsequent public path diversion order application.

It really would be in all interests if the owner of the Allied site would provide the path as set out in the drawing approved as part of the planning application. However, a formal application with sufficient

supporting user evidence to potentially result in a confirmed definitive map modification order might help to persuade the developer/landowner that it would be simpler to provide the path as originally proposed.

If this could be negotiated I think it would then be advisable to ensure that the path was secured as a public right of way through creation agreements under the Highways Act 1980 s25, after which a formal application could be withdrawn. The claimed route/a potential footpath creation agreement would need to connect to the end of the publicly maintainable highway on Laureate School Road. In 2019 I understand the land between the development site and the end of the maintainable highway was owned by West Suffolk Council so there would be two landowners would need to be involved in a potential creation agreement.

Andrew's attached email provides a link to information about making a formal application for a definitive map modification order and the following link will take you directly to the necessary forms:

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/definitive-map-and-statement/apply-for-a-definitive-map-modification-order/>

An application could be submitted by any member of the public, or the Town Council if they wished. It would be necessary to go through the process of completing schedules 7, 8 and 9 and collecting supporting user evidence forms. It may be worth approaching the landowner first to see whether the threat of a potential claim might be sufficient to move things forward.

I hope this information is helpful. Please do not hesitate to contact me if you have any questions.

Kind regards

Mary George
Senior Definitive Map Officer
Rights of Way and Access Team

Tel: 01473 264742

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Sent: 20 October 2021 17:38

To: Mary George <Mary.George@suffolk.gov.uk>

Cc: Rachel Hood (SCC Councillor) <Rachel.Hood@suffolk.gov.uk>

Subject: RE: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Mary

That's brilliant; thank you.

I can make the planning application number know if that helps plus contacts in WS planning and the headteacher at Laureate Primary – and the town clerk if we have to go that route.

Awaiting you preliminary findings with some excitement!

Best regards,

Andy

=====

Cllr Andy Drummond
Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

From: Mary George <Mary.George@suffolk.gov.uk>

Sent: 20 October 2021 16:47

To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Cc: Rachel Hood (SCC Councillor) <Rachel.Hood@suffolk.gov.uk>

Subject: RE: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Councillor Drummond

Thank you for your email. I'm looking into your enquiry and will come back to you shortly.

Kind regards

Mary George
Senior Definitive Map Officer
Rights of Way and Access Team

Tel: 01473 264742

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Sent: 20 October 2021 12:35

To: Mary George <Mary.George@suffolk.gov.uk>

Cc: Rachel Hood (SCC Councillor) <Rachel.Hood@suffolk.gov.uk>

Subject: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Mary

We met yesterday at D&R committee over the Crab Lane Great Cornard Definitive Map Modification Order and I noted your name as I have an uncannily similar situation in my division.

A path that connects Laureate School Road in Newmarket to Willie Snaith Road has been temporarily stopped up while a company called Allied complete a building complex – it was always intended that this should open after construction but it appears West Suffolk omitted to make this a condition in the planning approval.

Several residents have contacted me – so too has the headteacher from the adjoining school – Laureate Primary as many parents/pupils used this route.

Learning yesterday how the parish council worked with you to provide evidence to get this route on the definitive map, this could well be the way to restore this blocked route.

Following that process – would Newmarket Town Council need to make an official request to you, and there be a formal round of gaining user evidence, of which I'm sure there would be many responses? Or can I as the division councillor start this process?

I can certainly give you more information if necessary.

I look forward to hearing from you.

Many thanks.

Best regards,

Andy

Townclerk

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Sent: 06 January 2022 17:32
To: Townclerk; Councillor Jefferys
Cc: .
Subject: FW: Allied building path
Attachments: RE: Laureate School Road to Willie Snaith Road path - temporarily stopped up for the Allied building work.

Dear Cathy, Mick & Dave

Happy New Year!

I hope you had an enjoyable holiday and managed to avoid the dreaded Covid.

The email below and attachment explain what needs to be done to get the path between Laureate School Road and Willie Snaith Road reinstated by getting it added to the definitive map (DMMO).

There is quite a process to follow – perhaps it needs to go onto the town council agenda and I can speak to it?

As you can see from the thread WS planning officers have asked Allied to reinstate the path and they have said they plan to delete it.

It's my belief that it can be reinstated as a very similar case came to SCC's planning committee last year and the path was added successfully.

Best regards,

Andy

=====

Cllr Andy Drummond
Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

From: Mary George <Mary.George@suffolk.gov.uk>
Sent: 06 January 2022 17:06
To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Cc: Steve Kerr <Steve.Kerr@suffolk.gov.uk>; Will Wright <will.wright@westsuffolk.gov.uk>; rachel.almond@westsuffolk.gov.uk; Claire Dickson <Claire.Dickson@suffolk.gov.uk>; Andrew Woodin <Andrew.woodin@suffolk.gov.uk>
Subject: RE: Allied building path

Dear Councillor Drummond

Happy New Year to you too.

I have attached a copy of my previous email to you for ease of reference because it contains a link to information on the County Council website about making a formal application for a definitive map modification order (DMMO), together with the forms required to complete the process.

It would be necessary for someone to take responsibility for gathering user evidence to support a formal application and to submit an application to add the claimed path to the definitive map, this could be one of the local residents, or the Town Council if they wish. As I explained previously a formal application could only succeed if there is sufficient evidence provided to support the existence of public rights on the path alignment that was previously in use.

If the local residents who formerly used the path can put together a strong formal application with sufficient supporting user evidence to potentially result in a confirmed definitive map modification order this might help to persuade the affected landowner that it would be simpler to provide the path as originally proposed. If public rights are found to have been acquired over the claimed route through use i.e. 'presumed dedication' under the Highways Act 1980 section 31, those rights would *not* cease to exist because the landowner deleted them from the plans associated with his planning application.

If a DMMO were subsequently confirmed and the claimed path added to the definitive map as a public right of way, the affected landowner would either have to make the path available for public use at all times on the DMMO alignment, or apply to the district council for a public path diversion order, for which there is a fee, and no guarantee that a diversion would be confirmed on their preferred alignment.

For your information, we have also been contacted by Will Wright at West Suffolk Council about this matter and for ease of reference I am copying both Will and Rachel Almond into this email. Please do not hesitate to contact me if you would like clarification on any of the information above prior to meeting with the landowner.

Kind regards

Mary George
Senior Definitive Map Officer
Rights of Way and Access Team

Tel: 01473 264742

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

From: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>

Sent: 05 January 2022 17:51

To: Mary George <Mary.George@suffolk.gov.uk>

Subject: FW: Allied building path

Dear Mary

Happy New Year! I trust you had an excellent break - lets hope 2022 sees the end of Covid!

You will recall we discussed the Laureate School Road path and you suggested that a potential resolution was to go back to Allied - I put this in the hands of Rachel Almond and you can see from below email trail that its sadly their decision to delete the path despite being made aware that I have suggested that the path should be added to the definitive map.

As a consequence please can you start the necessary proceedings to get the path added to the definitive map so that Allied cannot delete the path which many local residents have enjoyed the use of for many years?

Thank you.

Best regards,

Andy

=====

Cllr Andy Drummond

Newmarket & Red Lodge Division
Suffolk County Council
Mobile: 07710 027 343

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

From: Drummond, Andy <andy.drummond@westsuffolk.gov.uk>
Sent: 22 December 2021 17:02
To: Andy Drummond (SCC Councillor) <Andy.Drummond@suffolk.gov.uk>
Subject: Fwd: Allied building path

Cllr Andy Drummond
Portfolio holder for Regulatory & Environment Member for Newmarket West ward Tel 07710 027 343

----- Forwarded message -----

From: Almond, Rachel <rachel.almond@westsuffolk.gov.uk>
Date: 22 December 2021 at 16:05:43 GMT
Subject: Allied building path
To: Drummond, Andy <andy.drummond@westsuffolk.gov.uk>

Dear Andy,

I spoke to the owner this morning – he wants to amend the plans to delete the path. He also has a query about another condition. I explained to him again what your intentions are and that it would be better to resolve the matter informally.

He has asked for a meeting to discuss the matter with a planning officer. I have asked Dave and Sarah to allocate an officer to have a meeting with him in the new year (as Kerri Cooper, who was the case officer, has been seconded to the policy team). I will ensure the allocated officer will be fully briefed on matters relating to the path.

So, not brilliant news, but if he submits an application to delete the path from the plans we will consult fully on it and the community will have an opportunity to comment. In the meantime, you might want to consider starting the formal process with the PROW team at SCC. Please let me know if you decide to do that.

Many thanks

Rachel



Report to	Full Town Council
Subject	Councillor Training Dates confirmation
Purpose	Information
Classification	Unrestricted
Meeting date	31st January 2022
Item number	19
Written By	Cathy Whitaker CLERK

Summary: This report outlines confirms the dates of the six SALC councillor training sessions, as previously agreed and gives information regarding session content.

Please ensure that these dates are entered into your diary if you wish to attend.

The training dates will be via Zoom as below. All training begins at 7pm and the duration is 1.5 hours. Zoom links will be sent out in advance of each session.

3 March – Roles & responsibilities

This module introduces new councillors to their new role and their responsibilities within the council. It provides an opportunity for new and more experienced councillors to develop their knowledge and skills to give them confidence in carrying out their duties.

24 March - Powers, duties & precept

Following on from module 1, this session introduces the power and duties a local council has and how they link to both policies and priorities. It also highlights the importance of the councillor's role in financial matters including setting budgets, monitoring and auditing.

31 March – Effective meetings

This module is an opportunity for new and experienced councillors to consider meetings and the procedural rules. It will cover understanding that an agenda demonstrates that a council is acting lawfully and provides guidance and a framework to help councillors prepare for meetings.

7 April – Code of Conduct

This module covers what it means to act within the Suffolk Code of Conduct and in the spirit of the Nolan Principles. It includes understanding and identifying both pecuniary and non-pecuniary interests and the dispensation process.

28 April – Development control and planning

This module offers a very basic introduction to the planning system and includes what constitutes material and non-material considerations.

5 May – Working with your community

This final module in the series covers forward planning and the importance of adopting relevant policies. It also considers the benefits of community engagement and connections that can help influence, support and deliver local solutions.

Four further dates are still awaited for the 'Chairperson and Leadership' training course for those who wish to attend and will be supplied as soon as received: SALC are currently forecasting that this will be September at the earliest.

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Item 20



Proposed meeting dates:

04-Apr	6.15	DEVELOPMENT & PLANNING
	7.00	COMMUNITY & LEISURE
11-Apr	6.15	NEIGHBOURHOOD PLAN
	7.00	HUMAN RESOURCES
18 th – Easter Monday		
19-Apr TUES	6.15	DEVELOPMENT & PLANNING
	7.00	FINANCE & POLICY
25-Apr	6.15	FULL TOWN COUNCIL
2 nd – May Day BH		
03-May TUES	6.15	DEVELOPMENT & PLANNING
	7.00	COMMUNITY & LEISURE
09-May	6.15	NEIGHBOURHOOD PLAN
	7.00	HUMAN RESOURCES
16-May	6.15	DEVELOPMENT & PLANNING
	7.00	FINANCE & POLICY
23-May	6.15	ANNUAL TOWN COUNCIL MEETING

suggested dates for :

Wednesday

11th May

Wednesday

18th May

ANNUAL MEETING OF THE TOWN

Blank

Townclerk

From: .
Sent: 17 January 2022 11:39
To: Townclerk
Subject: FW: PAYMENT OF COUNCIL TAX BY CHEQUE?

When the Council Offices in the Rookery were closed it was reported that a councillor was heard to say "They can always be contacted by telephone". At that time my reaction was rather cynical. Another cost cutting exercise and reduction in service. Prior to Christmas I tried three different telephone numbers each referring me to web sites to answer my problem. Useless, there are still people who do not have a computer and are becoming isolated more and more by both public services and private industry. Even an email, copy attached does not appear to warrant a reply. Surely it should not be unreasonable to have access to an individual to speak to in the West Suffolk County Council. -Newmarket Council should address the problem on behalf of those who do not have an understanding of computers and web sites.

Why cannot council tax be paid for by cheque, posted to an appropriate address in the West Suffolk administration? An old system, but understood by people born long ago. I would appreciate this being raised at a Council Meeting, as at least a complaint against the Service not being provided to a sector of the population the West Suffolk Authorities are required to serve. Thank you, Regards, .

From: .
Sent: 07 January 2022 16:16
To: 'counciltax@angliarevenues.gov.uk' <counciltax@angliarevenues.gov.uk>
Subject: FW: PAYMENT OF COUNCIL TAX BY CHEQUE?

Appreciating that Christmas, New Year plus covid are all reasons for just an automatic response to my initial response 23rd December, I would appreciate a response with either the name of an individual and a telephone number that people without ability to operate on the internet, can telephone and talk to. Thank you, Season's Greetings,.

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

From: .
Sent: 23 December 2021 10:19
To: 'counciltax@angliarevenues.gov.uk' <counciltax@angliarevenues.gov.uk>
Subject: PAYMENT OF COUNCIL TAX BY CHEQUE?

My wife does not operate a computer nor experience of operating electronic systems of paying by card. In trying to prepare for the future we are looking into methods that would enable her to settle her commitments by cheque, a system that is understood by the elderly. Paying into the local POST OFFICE PAYPOINT would appear the only way possible but as severe arthritis prevents her walking any distance that method has drawbacks. It would appear that West Suffolk is guilty of the assumption many civil and large private organisations make that we are all computer literate and able to operate telephone with numbers and hash keys. Sadly some born in the 1930's still need to rely on the cheque and the Post Office mail service.

Any suggestions please as I would dearly love to ease my wife's concern.
Thank you, Regards, .

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