

Membership as from May 2021

Councillor Berry
Councillor Clover
Councillor Drummond
Councillor Ferries
Councillor Hall
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill

Quorum = 3



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

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

TEL: 01638 667227

You are hereby summoned to attend a meeting of the
Development and Planning committee
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 04th April at 6.15pm

A G E N D A

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

- 1. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2. Apologies** - To receive and accept 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 previous meeting held 21st March 2022**
 - 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 speak 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. To consider where Newmarket Neighbourhood Plan policies impact on planning applications for consideration**
- 7. Planning applications** – West Suffolk Council, weeks commencing 14/03/2022, 21/03/2022
- 8. Planning applications** – Amended and Deferred Plans
- 9. Planning applications** – East Cambs
- 10. Planning decisions and plans withdrawn** – West Suffolk Council-week commencing 14/03/2022, 21/03/2022
- 11. Delegation Panel decisions** - To discuss any decisions by Delegation Panel
- 12. Licensing** – To discuss any Licensing Applications
- 13. WSC Consultation** – To receive information regarding the WSC consultation on changes to the Hackney Carriage and Private Hire Conditions Policy Handbook (31/3/2022 to 18/5/2022)
- 14. Correspondence**
- 15. Date of next meeting** – Tuesday 19th April 2022
- 16. Items for consideration at the next meeting**

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 29th March 2022

To: Chair & Members of D&P Committee, Other Council Members, Press & the Public

Material Planning Considerations	
Site specific issues	• adequacy for turning, loading • availability/capacity of local infrastructure (eg public drainage or water systems) • car parking • deficiencies in community/social facilities (eg spaces in schools) • design, appearance and materials • layout and density of building(s) • road access • traffic generation
Environmental effects	• effect on street scene • hazardous materials, contaminated land • landscaping • light (including overshadowing) • loss of trees • nature conservation & biodiversity issues • noise & disturbance resulting from use • overlooking/loss of privacy • smells and fumes • visual amenity
Listed buildings/conservation areas	• The need to preserve or enhance the special character or appearance of designated conservation areas and protect listed buildings • Effect on archaeological interest
Usage	• Incompatible or unacceptable uses • Desire to retain and promote certain uses e.g. stables in Newmarket.
Previous decisions	• Previous planning decisions, including appeal decisions
Policies	• Statutory provisions contained in planning acts, statutory regulations & planning case law • Central Government planning policy and advice • National Planning Policy Framework (NPPF) • Supplementary planning guidance/documents eg. Affordable Housing SPD, Master plans, development briefs • WSC Local Plan policies • Newmarket Neighbourhood Plan • Newmarket Conservation Area Appraisal (adopted September 2009)
Key principle of the NPPF – presumption in favour of sustainable development. For decision-taking this means granting permission unless: • the application of policies in the NPPF that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or • <i>any adverse impacts of doing so would significantly and demonstrably outweigh the benefits</i>	
Matters which are not material planning considerations	
<i>Greater weight is attached to issues raised which are supported by evidence rather than solely by assertion.</i>	
Competition (unless in relation to adverse effects on a town centre as a whole)	Moral and religious issues
Breach of private covenants or other private property or access rights, including boundary disputes	Council interests (eg land ownership or contractual matters)
Devaluation of property	Identity or motives of an applicant or occupier
Protection of a private view	Private disputes between neighbours
Impact of construction work	

Parking Guidance for Use Classes C3 and C4: Dwelling houses and houses in multiple occupation

Family houses, or house occupied by up to six residents living together as a single household, or Houses in Multiple Occupation (HMO)¹³, including a household where care is provided for residents.

Standard: Flats and Houses are to be treated the same.

Use	Vehicle	Cycle	PTW	Disabled
	Minimum*	Minimum	Minimum	Minimum
1 bedroom	1 space per dwelling	2 secure covered spaces per dwelling. (Satisfied if garage or secure area is provided within curtilage of dwelling to minimum dimensions)	N/A	N/A if parking is in curtilage of dwelling, otherwise as Visitor/unallocated
2 bedrooms	2 spaces per dwelling**			
3 bedrooms	2 spaces per dwelling			
4+ bedrooms	3 spaces per dwelling			
Retirement developments (e.g., warden assisted independent living accommodation)	1 space per dwelling	2 spaces per 8 units (visitors)	2 PTW spaces and 1 space per 2 dwellings for mobility scooters	
Visitor/unallocated	0.25 spaces per dwelling (unallocated)	If no garage or secure area is provided within curtilage of dwelling, then 2 covered & secure spaces per dwelling in a communal area for residents plus 2 spaces^ per 8 dwellings for visitors	1 space + 1 per 20 car spaces (for 1 st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	

¹³ Houses in multiple occupation (Class C4) are defined in The Town and Country Planning (Use Classes) Order 1987 (as amended) as 'small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom'.

Informative notes:

*Standards exclude garages under 6m x 3m (internal dimension) as a parking space but can include undercroft parking and car ports providing, they have no other current or potential use.

**Reduction in this figure may be considered with robust and agreed highway mitigation

^Mobility vehicle spaces should be secure and covered with charging facilities.

Visitor/unallocated vehicle parking can, subject to appropriate design, be located on street.

Unallocated cycle parking for residents to be secure and covered, located in easily accessible locations throughout the development. These guidelines will be applied to all development (including infill developments, extension applications and change of use).

Where grouped, unassigned parking is proposed, more flexible and efficient use of the parking may be achieved than with allocated parking. Subject to discussion with the Highway Authority this may potentially reduce the nominal on-street parking provision standards required by up to 25%.

Where an individual dwelling may require more than two spaces these additional spaces may be provided as part of unallocated on street parking, providing this is designed in.

An allowance will be required for visitor cycle and car parking, refer para 3.2 and 4.5.

Suffolk Guidance for Parking 2019 {excerpt}

Car clubs should be promoted in low provision/car free residential developments and car club spaces provided. Electric vehicle charging infrastructure should also be provided in new developments.

Research was undertaken to derive the residential parking guidance for Suffolk. The research included a questionnaire survey to approximately 9000 dwellings. The results of the survey and the 2001 and 2011 Census data for Suffolk car ownership can be found in Appendix 1.

Electric Vehicle recharging points to be provided to support the use of low emission vehicles. See EV Parking Guidance table within this document for further guidance.

Reductions to the minimum parking guidance

This advisory residential parking guidance is the minimum required; however a range of factors will be taken into account. For main urban areas a reduction to the parking guidance may be considered where a proposal has been designed to be exceptionally sustainable in transport terms and which effectively promotes an overall reduction in the use of high emission vehicles and avoids the provision of car parking adjacent or close to dwellings within the main layout.

Main urban areas are defined as those having frequent and extensive opportunities for public transport and cycling and walking links; close proximity to local services (including accessing education, healthcare, food shopping and employment); and on street parking controls at all times e.g. double yellow lines. Where there is evidence that these factors are in place, local planning authorities may, after consultation with the Highway Authority, bring forward local parking policies to limit the scale of parking in specific areas.

When making their recommendation to local planning authorities considering reduced parking proposals for residential development, the Highway Authority must be:

- able to recommend a condition for suitable cycle storage and secure parking facilities;
- satisfied that servicing vehicles would be able to operate efficiently i.e. not restricted by loading restrictions or road layout;
- able to determine how highly sustainable the location is in terms of proximity to services, shops etc. and public transport (high frequency and wide ranging) and suitable cycling and walking routes;
- made aware of the likelihood of a viable Car Club (the provision of a car club would need to be secured through a Planning Obligation on Condition);
- able to determine the possible impact that a single application may have in setting a precedent in an area;
- satisfied by the availability of visitor parking (off street public car parks may be acceptable for visitor use); and
- satisfied that the likely impact of additional road parking in the vicinity would not cause inconsiderate and unsafe obstructions to the surrounding road or footpath network or add pressure onto an already densely utilised parking network.

If all the above criteria are satisfied on a site by site basis then the Highways Authority would be more likely to approve of reduced parking proposals.

However, it is not possible to make the assumption that occupiers will be car free; although it may be possible to accept this to some degree where the units are single bed. Furthermore, if the neighbouring streets are controlled by Residents Parking then any new development is prohibited from joining the scheme.

The presumption that occupiers are required to use off road public car parks for parking of their vehicles is not generally supported. The Highways Authority will only consider any identified use of off-road public car parks as a means of resident parking in exceptionally sustainable developments that are located in main urban areas (as defined above). In such cases, the Highway Authority must first be satisfied that the car park/s in question are viable long-term parking options for affected residents and that the development has been designed to be extremely sustainable in transport terms.

To summarise, the key questions the Highways Authority will seek to address when considering proposals for reduced parking are:

- Where might residents park?
- What real harm would these vehicles cause?
- Are the roads heavily regulated in terms of prohibition of parking?
- Are the streets already under significant pressure?



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 21st March 2022 at 6.15pm

Attendance:

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

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and Member of the Press.

Minute

D/22/03/17 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, and advised that the Fire Notice was not required and that the meeting may be filmed or recorded.

D/22/03/18 Apologies

There were no apologies received.

D/22/03/19 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no requests for dispensations.

D/22/03/20 To Confirm the Minutes of the Meeting Held on 7th March 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 7th March 2022 and the following was agreed:

D/22/03/20.01 Resolved

That the minutes of the Development & Planning Committee held on 7th March 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/22/03/21 Public Open Session

No members of the public were present.

D/22/03/22 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy 14 applied to the tree applications.

D/22/03/23 Planning Applications

Week Commencing 28/02/2022 and 07/03/2022

D/22/03/23/1 DCON(B)/21/1612 – Application to discharge condition 5 (contaminated land) and partially discharge condition 13 (construction management strategy) of

DC/21/1612/FUL - Newmarket Community Hospital 56 Exning Road Newmarket Suffolk.

D/22/03/23.01 Resolved
No comment is required.

D/22/03/23/2 DC/22/0392/DE1 – Notification under Part 11 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - demolition of block of garages comprising 20 garage units - Garages Icewell Hill Newmarket Suffolk.

D/22/03/23.02 Resolved
No comment is required.

D/22/03/23/3 DC/22/0385/TCA - Trees in a conservation area notification - group of 20 Lime Sycamore and Horse Chestnut (G1 on plan) re-pollard trees to up to one metre below previous pollarding points - Warren Hill Cottage 27 Bury Road Newmarket Suffolk.

D/22/03/23.03 Resolved
The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

D/22/03/23/4 DCON(A)/21/0988 – Application to discharge condition 5 (biodiversity enhancement strategy) of application DC/21/0988/FUL Clubhouse Scaltback Middle School Elizabeth Avenue Newmarket Suffolk.

D/22/03/23.04 Resolved
No comment is required.

D/22/03/23/5 DC/22/0407/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 one dwelling (class C3) - 18 Park Lane Newmarket Suffolk.

D/22/03/23.05 Resolved
The Committee voiced no objections.

D/22/03/24 **Amended and Deferred Planning Applications**
None noted.

D/22/03/25 **East Cambs Planning Applications**
None noted.

D/22/03/26 **To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn**
West Suffolk Planning Determinations received during weeks commencing, 28/02/2022 & 07/03/2022

Applications	Description	Address	WS Decision	NTC Decision
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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	Approved	No comments
DC/22/0392/DE1	Notification under Part 11 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - demolition of block of garages comprising 20 garage units	Garages Icwel Hill Newmarket Suffolk	Approved	No objections
DC/22/0282/VAR	Planning application - variation for removal of condition (2) of DC/19/2064/FUL to enable the use of plans for the Stone clad hump bridge (following demolition of wooden footbridge)	Solario Yard Tattersalls The Avenue Newmarket Suffolk	Withdrawn	
DC/22/0110/TCA	Trees in a conservation area notification - a. one Robinia (T1 on plan) reduce to six metres above ground level; b. five Lime (T2,4,6,7 and 8 on plan) and three Chestnut (T3.5. and 9 on plan crown lift to eight metres above ground level	Bedford Lodge Hotel 11 Bury Road Newmarket	Approved	No objections
DC/21/2436/HH	Householder planning application - a. single storey rear extension b. dormer to rear elevation	12 Paget Place Newmarket	Approved	No objections
DC/21/2356/TPO	TPO 01 (1990) tree preservation order - one Beech (T1 on plan, within A1 on order) reduce lateral crown spread to north-east, by up to 2 metres, to appropriate pruning points; one Beech (T2 on plan, within A1 on order) crown raise to 5 metres above ground level, pruning secondary branch structures only	104 Churchill Avenue Newmarket	Approved	No objections

D/22/03/27 Delegation Panel Decisions

None noted.

D/22/03/28 Licensing

It was noted that there was another application for a gambling licence for the High Street. Information will be requested from WSC Licensing.

D/22/03/28.01 Resolved

NTC requests that all licensing matters associated with gambling arcades in Newmarket should be decided by WSC committee, rather than by WSC officers.

D/22/03/29 Former St Felix School Site

The development brief and update from West Suffolk Cabinet were noted.

D/22/03/29.01 Resolved

A working group with a task and finish remit will be set up to formulate a proposal for a NTC response to the consultation regarding the former St Felix School site. Members of the group are Cllrs O'Neill, Hall, Jefferys and Ferries, meetings to be held via Zoom.

D/22/03/30 Rutland Arms

A verbal update was given. WSC has informed the Clerk that all documents were ready to sign and that this was due on 17/3/2022.

D/22/03/31 Correspondence

Quod – Transport Assessment information regarding proposed Costa development.

West Suffolk Council - Relevant Representation of West Suffolk Council under section 56 of the Planning Act 2008 in respect of the Sunnica Energy Farm application.

D/22/03/31.01

A vote of thanks was made to West Suffolk Council's work on the response to the Sunnica Energy Farm proposal. NTC endorses its submission.

D/22/03/32 Date of Next Meeting

Monday 4th April 2022 at 6.15pm at the Memorial Hall.

D/22/03/33 To Note any Items for Next Meeting

None noted.

Meeting closed at 6.35pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D22/03/23.01 Resolved</u>	No comment is required.
<u>D/22/03/23.02 Resolved</u>	No comment is required.
<u>D/22/03/23.03 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/22/03/23.04 Resolved</u>	No comment is required.
<u>D/22/03/23.05 Resolved</u>	The Committee voiced no objections.
<u>D/22/03/28.01 Resolved</u>	NTC requests that all licensing matters associated with gambling arcades in Newmarket should be decided by WSC committee, rather than by WSC officers.
<u>D/22/03/29.01 Resolved</u>	A working group with a task and finish remit will be set up to formulate a proposal for a NTC response to the consultation regarding the former St Felix School site.
<u>D/22/03/31.01</u>	A vote of thanks was made to West Suffolk Council's work on the response to the Sunnica Energy Farm proposal. NTC endorses its submission.

Application	Constraints	Case Officer	Applicant name	Ward Member	Consultation expiry date
Week beginning 14 th March					
Planning application - one log cabin Lady Wolverton Pavilion Adastral Close Newmarket CB8 0PX Ref. No: DC/21/2118/FUL Received: Thu 21 Oct 2021 Validated: Mon 14 Mar 2022 Status: Pending Decision *WSC website not available due to maintenance		Savannah Cobbold	Ms Susan Norman	Councillor Andy Drummond Councillor James Lay	Fri 15 Apr 2022
Trees in a conservation area notification - two Cedar (T1 and T2 on plan) fell Southernwood Fordham Road Newmarket Suffolk Ref. No: DC/22/0439/TCA Received: Tue 15 Mar 2022 Validated: TBC Status: Pending Decision *WSC website not available due to maintenance	Conservation Area	Falcon Saunders	Ms Yasmin Armaghan		Tue 5 Apr 2022
Week beginning 21 st March					
Householder planning application - Single story extension to side and rear and widening of the vehicular access 51 Edinburgh Road Newmarket Suffolk CB8 0QE Ref. No: DC/22/0411/HH Received: Tue 22 Mar 2022 Validated: TBC Status: Pending Decision *WSC website not available due to maintenance		Clare Oliver	Mr & Mrs Hogden		Tue 12 Apr 2022

Planning application - a. conversion of existing dwelling into two flats and associated external works b. addition of second storey to rear with flat roof Fern Villa 126 Exning Road Newmarket Suffolk CB8 0AF Ref. No: DC/22/0431/FUL Received: Thu 25 Mar 2022 Validated: TBC Status: Pending Decision *WSC website not available due to maintenance		Ed Fosker	Ben Warren		Fri 15 Apr 2022
TPO 03 (1990) one Horse Chestnut - Reduce four over extended limbs by two metres growing towards property 23 Rochfort Avenue, Newmarket, Suffolk, CB8 0DL Ref. No: DC/22/0402/TPO Received: Wed 23 Mar 2022 Validated: TBC Status: Pending Decision *WSC website not available due to maintenance		Clare Oliver	V Moore		Wed 13 Apr 2022

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Newmarket Neighbourhood Plan

Please ask for: Sarah Drane
Direct Line: 07825 403407
Email: planning.help@westsuffolk.gov.uk

Application no: DC/21/1753/FUL
Date received: 25 August 2021
Determination date: 2 December 2021
Today's date: 15 March 2022

**RE-CONSULTATION ON APPLICATION RECEIVED BY
West Suffolk Council LOCAL PLANNING AUTHORITY**

PROPOSAL **Planning application - one dwelling and vehicular access**

LOCATION **Land Adjacent To 26 Paget Place Newmarket Suffolk**

APPLICANT **Mr And Mrs Michael Waters, Hole Architects**

You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received:

amended plans and arboricultural information received

The changes are available to view in the planning section of our website for your consideration.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QYE1YNPDLCX00>

Would you please let me know in writing by 29 March 2022 if you have any observations to make regarding this proposal. You can email your response to planning.help@westsuffolk.gov.uk. Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations. You will be notified details of the decision electronically.

Sarah Drane

Sarah Drane
Principal Planning Officer

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Decision List

Week commencing 14th March 2022

Trees in a conservation area notification - one Cherry (T3 on plan) - crown lift low canopy to 3 metres over roadside; one Silver Birch (T6 on plan) crown reduction to top by 3 metres; one Lime (T19 on plan) re-pollard back to previous points; one Crab Apple (T21 on plan) cut away from building by 1- 1.5 metres; one Silver Birch (T23 on plan) crown reduction to top by 3 metres and sides by 1 metre; one Acacia (T24 on plan) crown reduction all round by 1 metre from top and 0.5 metre from sides; one Sycamore (NB1 on plan) lift over hanging branches off of garage block

The Severals Newmarket Suffolk

DC/22/ 0233/TCA

APPROVED

Trees in a conservation area notification - a. one Acacia (A1 on plan) pollard to previous pollarding points b. one Holly (H1 on plan) reduce height by up to three metres

45 Rous Road Newmarket Suffolk CB8 8DH

DC/22/ 0208/TCA

APPROVED

Planning application - entrance lobby

St Louis Catholic Academy Fordham Road Newmarket CB8 7AA

DC/22/ 0070/TPO

APPROVED

Week commencing 21st March 2022

TPO 002 (2021) tree preservation order - three Lime (marked on plan) crown lift to 3.5m over the footpath

45 Rous Road Newmarket Suffolk CB8 8DH

DC/22/ 0208/TCA

APPROVED

Planning application - two additional flats adjoining existing apartment block

2 St Fabians Close Newmarket Suffolk

DC/22/ 0051/FUL

REJECTED

Householder planning application - a. first floor rear extension b. single storey rear extension

107 Exning Road Newmarket CB8 0EL

DC/21/ 2169/HH

APPROVED

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Contact: Councillor Andy Drummond

Email address:

Andy.Drummond@westsuffolk.gov.uk

25 February 2022

Dear Town / Parish Clerk

I am writing to make you aware of on my intention to consult on changes to our Hackney Carriage and Private Hire Conditions Policy Handbook that we will be consulting on next month (March).

As you will be aware, West Suffolk Council holds a legal responsibility for the licensing of taxis. The council recognises the significant contribution that taxis make to the local economy and the role they play in supporting leisure, education, and tourism. We, also, know that the needs and safety of the travelling public must be paramount within our policy.

In 2020, Cabinet agreed to review a number of our licensing policies relating to taxis. Consequently, over the Autumn of 2021, the council has carried out an in-depth study of taxi provision (Hackney Carriage Vehicles – HCV's) in West Suffolk, focusing on the following areas:

- Wheelchair accessible vehicle (WAV) provision
- The impact of merging taxi zones (currently we have two zones, Zone A former Forest Heath and Zone B former St Edmundsbury)
- The age of the taxi fleet

Consideration was, also, given to future requirements of an environmentally friendly taxi fleet and the impact of COVID-19.

We have combined feedback from user surveys carried out by an independent consultant, with a range of data and evidence, as well as reviewing practices from other authorities to help inform our future policy.

Today, I am announcing my decision to consult over three proposals before Cabinet decide on whether to adopt these into our policy. However, as with any portfolio holder decision, we cannot go straight out to consult due to one of our processes that allows fellow councillors to have a period of time during which they can call in my decision for further scrutiny. However, if this does not

Jennifer Eves • Director (HR, Governance & Regulatory Services)

West Suffolk Council • West Suffolk House • Western Way • Bury St Edmunds • Suffolk • IP33 3YU
Or West Suffolk Council • Mildenhall Hub • Sheldrick Way • Mildenhall • Suffolk • IP28 7JX

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happen, the intention is that consultation will start on 23 March 2022. The full report will be available for people to review once consultation opens.

The three proposals that we plan to be consulting on are:

- To remove all Wheelchair accessible vehicle (WAV) requirements for Hackney Carriage Vehicle (HCV) licensees
- To merge the two taxi zones into one single zone
- To increase the maximum age of vehicle limit to 15 years old

Please find below the thinking behind these changes:

- Some people do have difficulty accessing wheelchair accessible vehicles in certain areas, but WAVs do not meet the needs of all people with disability or mobility issues. As such, a mixed fleet of vehicles is required. The current policy does not allow for this, as it requires all newly plated hackney carriage vehicles to be a WAV.
- The taxi fleet that is licensed by West Suffolk Council includes a larger proportion of Wheelchair Accessible Vehicles than the average council area in England. While this number will fluctuate, it would suggest the balance is right across the district to meet demand at this time. However, there is not a balanced provision of WAVs across the two existing taxi zones, and if we want to change our approach, we need to have one zone to ensure we maintain enough WAVs to meet demand. A previous study in 2019 identified that there was a shortfall of WAVs in Zone A and because WAV vehicles are not evenly distributed across the taxi zones, it could impact availability.
- Merging zones will open markets for drivers, maximising opportunities to obtain fares and, importantly, enable our existing WAVs provision to balance out across the district, to ensure that disabled passengers receive the service they need. Once the zones are merged it cannot be reversed and there are some risks, such as over-ranking, where taxis may flood what they perceive to be a more profitable area, leaving some places short of vehicles. The council, however, believes that given the regular demand on taxis and the geographical spread of West Suffolk, the risk of drivers leaving their usual custom base to travel to another town in the hope of picking up more trade is low. We will monitor this to make sure that there are no adverse effects or unmet demand.
- In 2025, we currently have the planned introduction of the 10-year age limit policy on HCVs. However, looking at the existing age of vehicles we can see there will be a large proportion of taxis that will need replacing at this time including a third of our existing WAVs. This current policy could have repercussions in terms of ensuring we have a sufficient level of WAV provision in place. By extending this age limit to 15 years, it allows time to plan for future policy requirements that will support an on-going transition to a greener and accessible fleet, while ensuring that we will limit the impact on provision, and still remove the oldest cars with the highest carbon emissions from 2025.

The three proposals should not be considered in isolation to each other. The changes to the WAV requirement, for instance, cannot happen without the changes to the taxi zones. As such these proposals should be considered as one complete package of changes to benefit both the taxi trade and customers alike.

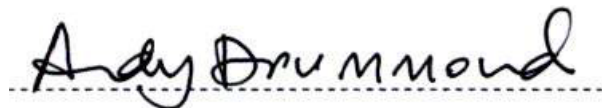
Our suggested approach helps balance the different asks of our taxi trade; by evening up the WAV provision across the district. This means that we can allow time for the taxi service time to recover from COVID-19, and fully consider how we integrate more environmentally friendly vehicles into our hackney carriage fleet, while ensuring that the fleet continues to be accessible now and in the future. This is all part of our long-term vision that we have developed. Going forward our vision is for our taxi fleet to be:

- A safe fleet
- An accessible fleet
- A green fleet
- A thriving fleet

Finally, in proposing these changes, I know that our taxi service plays an important role in enabling people to travel safely around our district and that the needs and safety of the travelling public must be paramount within our policy. Therefore, the focus throughout our work has been to ensure that we maintain a high standard of service and that the fleet continues to meet the diverse accessibility needs of the community. The Licensing Team will be monitoring our approach throughout and will take necessary action if any issues are encountered.

I will write to you again when the consultation opens to encourage you to give your views.

With best wishes

A handwritten signature in black ink, reading "Andy Drummond", is written over a horizontal dashed line.

Councillor Andy Drummond
Cabinet Member for Regulatory and Environment
West Suffolk Council

Contact: Councillor Andy Drummond

Email address:

Andy.Drummond@westsuffolk.gov.uk

23 March 2022

Dear

Further to my earlier correspondence with you in February about the proposed changes to our West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook, I am writing to advise you that consultation will go live on Wednesday 23 March. This is your chance to provide us with feedback about our proposed changes. As a reminder the proposed changes are as follows:

- To merge the two taxi zones into one single zone
- To remove all wheelchair accessible vehicle (WAV) requirements for hackney carriage vehicle (HCV) licensees
- To increase the maximum age of vehicle limit to 15 years old

The three proposals should not be considered in isolation to each other. The changes to the WAV requirement for instance will not happen without the changes to the taxi zones. As such these proposals should be considered as one complete package of changes to benefit both the taxi trade and customers alike.

Accessing the report

While I have already provided you with a high-level overview of the reasons for the changes we are proposing. Read the full report: [West Suffolk Council Hackney Carriage and Private Hire Conditions Handbook - review of taxi zones and wheelchair accessible vehicles \(WAVs\)](#).

A summary report is available. Read the summary report: [Proposed changes to West Suffolk Councils Hackney Carriage and Private Hire Conditions Handbook - summary](#).

Giving us your feedback

The consultation is accessible online. Access the consultation: [West Suffolk Taxi Policy Consultation](#).

Jennifer Eves • Director (HR, Governance & Regulatory Services)

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Drop in sessions

The Licensing team are arranging some drop-in sessions for the taxi trade and wheelchair users, other disabled people and people who have mobility issues but would not identify themselves as being disabled to come and speak to us about the changes and I have provided details for these sessions below.

Taxi trade

In-person drop-in sessions at West Suffolk House will take place on the following dates:

- Wednesday 30 March; 1pm – 4pm
- Tuesday 5 April; 10am-1pm
- Monday 11 April; 10.30am – 1.30pm

Wheelchair users, other disabled people and people who have mobility issues but would not identify themselves as being disabled:

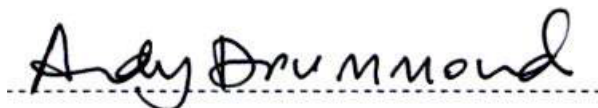
- Virtual drop-in session on Microsoft Teams; 6 April 10am-12.30pm (Please contact the team for details of how to join this session, contact details are shown below)
- Wednesday 13 April (in person, at West Suffolk House) 10.30am – 1.30pm

Next steps

Once consultation closes on 18 May, we will review all the feedback we have received and prepare a report so that our Cabinet can decide whether to take these proposals forward. It is planned that this will take place at our meeting on 19 July.

If you would like to discuss any part of our report in more detail, please contact the Licensing team on (licensing@westsuffolk.gov.uk), or contact our Licensing team Leader, Natasha Wade Guest, (natasha.wade-guest@westsuffolk.gov.uk).

With best wishes

A handwritten signature in black ink that reads "Andy Drummond". The signature is written in a cursive style and is positioned above a horizontal dashed line.

Councillor Andy Drummond
Cabinet Member for Regulatory and Environment
West Suffolk Council

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