



Newmarket TOWN COUNCIL

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

Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 25th April 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

AGENDA

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 meeting held 28th 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 for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 4th April 2022 and 19th April 2022 (19th To Follow)
 - b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 4th April 2022
 - c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 19th April 2022 (19th To Follow)
9. **Budget 2021/2022** – To receive a report regarding the final outcome of the budget for the 2021/2022 financial year
10. **Suffolk Constabulary** – to receive a report
11. **Meeting Schedule Review Proposal** – to receive a proposal for an amended meeting schedule from June 2022 for a trial period of six months
12. **Committee Membership** – to note committee membership for a new councillor

Distribute to the following for information:

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

13. **Lexington Link** – regarding possible breach of Standing Orders; Predetermination; and representations made to Councillors on 28 February, 2022 in connection with a painting project
14. **Jubilee Torch Relay** – to discuss the route and event for Friday 13th May
15. **Civil Parking Enforcement** – Statement of support by Newmarket Town Council
16. **Correspondence**
17. **Date of the next Meeting – Monday 23rd May 2022 (Annual Meeting of the Council)**
18. **Items for the next Agenda**
19. **Exclusion of the press & public** - To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals
20. **Market** – to formulate a council response to WSC options appraisal

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

19th April 2022

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 28th March 2022 at 6:15pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor M Anderson
Councillor J Berry
Councillor J Borda
Councillor J Clover
Councillor A Drummond

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

Also Present: C Whitaker – Town Clerk, Tracey Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Soons – West Suffolk Council, Inspector Connor Lyon & PCSO Butcher – Suffolk Constabulary, 1 Member of the Press and 1 Member of the Public

Minute

22/03/1 Welcome

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

22/03/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs De'Ath, Crissall, Ferries & Yarrow.

22/03/3 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.

22/03/4 To Receive and Confirm the Minutes of the Town Council Meetings held on 28th February 2022 and any Matters Arising.

The minutes of the meeting held on 28th February 2022 were presented and the following was agreed:

22/03/4.01 Resolved

That the minutes of the meeting held on 28th February 2022 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

22/03/5 Public Open Session

None noted.

22/03/6 Councillor Reports

Suffolk County Council (SCC) – There was nothing to report.

West Suffolk Council (WSC) – Cllr Soons reported that there were litter issues at the shop in Studlands and although residents were using the bin at the car park, the shop should be asked to provide a bin outside of their property. This issue will be referred to

West Suffolk Council.

Cllr Lay reported that he had visited Newmarket Hospital and noted that the courtyard was in a poor state. He had met with management who confirmed that there were no funds to make improvements. He then met with Wish Charity and they had plans for a Jubilee Garden which it was hoped would be opened by the Queen on her next visit. £10,000 had been raised so far and a further £15,000 was being sought. The gardens will be a big benefit for staff, visitors and patients

Cllr Hood joined the meeting

Ward – Cllr Yarrow had provided a written report:

18/03/22: attended a lighting workshop outside St David's Icewell Hill Flats with Councillor Anderson and members of the public. Presentation by Lighting Workshop, who were proposing lighting changes to the Icewell Hill estate. A summary is awaited from Flagship.

21/03/22: Conversation with Callum James, regeneration Project Manager for Flagship. Around 28/03/22 they are demolishing some 20 garages adjacent to St David's; this is a consequence of consultation with residents. Concerns about what replaces these garages. Conversations around parking places and of green spaces. Consultation will take place with residents. No time line given.

Cllr Hulbert reported that he had attended an exhibition at the Scout hut along with his guide dog Oliver and the Scouts showed a real interest in the abilities of the dog.

Outside bodies – There was nothing to report.

22/03/7

Mayors Announcements

The Mayor reported that in addition to attending committee meetings, working groups and other meetings, his activities included the following:

1st March – Spoke at the Rotary Lunch

9th March – Visited the Love Newmarket Business Exhibition at the Bedford Lodge Hotel

28th March – Attended the Jockey Club's Let's Play Our Part exhibition in the Memorial Hall.

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

22/03/7.01 Resolved

That item 9 Suffolk Constabulary be brought forward.

22/03/8

Suffolk Constabulary

The monthly PCSO report was received and noted.

Inspector Lyon introduced himself and gave an update on recent activities. Current priorities include ASB, County Lines, modern slavery and people trafficking.

It was noted that when residents phone Newmarket Police the call was answered by Mildenhall Police. Inspector Lyon advised that the calls should be answered by Newmarket Police and he would look into this.

The Safer Neighbourhood website would be updated in April.

A member of public joined the meeting. Cllr Soons and the Police left the meeting.

22/03/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 7th and 21st March 2022

The Chairman of the D&P Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 7th and 21st March 2022.

22/03/9.01 Resolved (D/22/03/4.02 Recommendation)

The Committee voiced no objections.

22/03/10 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 7th March 2022

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 7th March 2022.

22/03/10.01 Resolved (CL/22/03/8.01 Recommendation)

That the quote from Mead Construction to remove the shed, break up the concrete base and lay topsoil ready for planting at a cost of £1,300 be approved.

22/03/10.02 Resolved (CL/22/03/9.01 Recommendation)

That the quote from Hayden's Arboricultural Consultants to carry out a survey of NTC trees at a cost of £1982.50+VAT be approved.

22/03/10.03 Resolved (CL/22/03/10.01 Recommendation)

That the quote from Harris Steel to install fencing in the memorial Gardens for a cost of £10622.80+VAT be approved.

22/03/10.04 Resolved (CL/22/03/11.01 Recommendation)

That nominations to represent Newmarket for the Newmarket leg of the torch relay on 14th May 2022 be sought via an article in the Journal.

22/03/10.05 Resolved (CL/22/03/12.01 Recommendation)

That free Yoga classes are provided in the Memorial Gardens during the summer for a total cost of £750.

Cllr Berry joined the meeting.

22/03/11 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 14th March 2022

The Mayor presented the minutes and recommendations from the Neighbourhood Plan Committee meetings held on 14th March 2022.

This recommendation was amended as follows:

22/03/11.01 Resolved (N/22/03/8.01 Recommendation)

That the publication of the WSC Overview and Scrutiny Committee Market Review will be awaited, with a request for Newmarket Town Council to be consulted on any decisions.

22/03/11.02 Resolved (N/22/03/9.01 Recommendation)

That Swifts are adopted as the species for 2022/2023 and that the Climate Change Working Group recommends the next 2 year's species to adopt and to regularly report back to the NNP Committee.

22/03/11.03 Resolved (N/22/03/11.01 Recommendation)

That NTC supports the group's endeavours to defend the area. The matters of NTC membership of the group and donation will be deferred to the Finance and Policy Committee for consideration.

22/03/11.02 Resolved (N/22/03/12.01 Recommendation)

That the Health and Well-Being Working Group will meet with a view to discussing a calendar of 12-18 months of achievable activities and a program of work.

22/03/12 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 21st March 2022

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 21st March 2022.

22/03/12.01 Resolved (F/22/03/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.

22/03/12.02 Resolved (F/22/03/9.01 Recommendation)

To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.

22/03/12.03 Resolved (F/22/03/10.01 Recommendation)

That the request for a grant of £500 for Newmarket First Responders be approved.

22/03/12.04 Resolved (F/22/03/15.01 Recommendation)

That the Risk Management Schedule be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to the Finance and Policy Committee.

22/03/12.05 Resolved (F/22/03/17.01 Recommendation)

That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer.

22/03/13 Jubilee torch Relay

To be discussed under Confidential.

22/03/14 Discover Newmarket

The Stakeholder report 2021 was received and noted.

22/03/15 BID Business Awards

To be discussed under Confidential.

22/03/16 High Street Lamp-post Banners

A request from the Jockey Club regarding further banners at the Queen's Statue for the Queen's Jubilee period was considered and the Town Clerk reported that she was working on the additional work that was required to ensure safety and the following was agreed:

22/03/16.01 Resolved

That the request from the Jockey Club regarding High Street banners for the

Queen's Jubilee period be approved, dependent on the correct safety and licencing permissions being in place.

22/03/17 Marketing

Consultancy – a proposal for marketing consultancy services to promote the council, its services and events for a three-month trial period project was considered and the following was agreed:

22/03/17.01 Resolved

That Acacia Marketing be appointed on a three-month trial period project at £375 per month initially; following that to review and consider engaging on an ad-hoc as-necessary basis.

Market Stall - a proposal for a 4/6-weekly Town Council presence at Newmarket Market was considered and the following was agreed:

22/03/17.02 Resolved

That the proposal for a free 4-6-weekly Town Council presence, staffed by Councillors at Newmarket Market be approved in principle.

22/03/18 The Women's Tour

It was noted that there was a lot involved in hosting the finish of the second stage of the 2022 Women's Tour on 7th June 2022 and that the Town Council does not have a budget to support this. Further enquiries be made at West Suffolk.

22/03/19 Correspondence

Jockey Club – the dates of the Let's Play Our Part exhibition to be held in the Memorial Hall 28th – 30th March were noted and that feedback is due by 22/4/2022.

BID report - was noted.

22/03/20 Date of the next Meeting

Monday 25th April 2022 in the Memorial Hall.

22/03/21 Items for the next Agenda

- Jockey Club - Lets Play our Part Exhibition.

22/03/22 *Exclusion of the Press & Public*****

With the vote being unanimous, it was:

*****22/03/22.01 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.

22/03/23 *Jubilee Torch Relay*****

Three nominations for the torch bearer for the Newmarket section of the relay were considered and votes were taken. The following was agreed:

*****22/03/23.01 Resolved*****

That enquiries be made to nominate all three, if this is not possible, that Jun Thompson be nominated to be the torch bearer for the Newmarket section of the

relay.

22/03/24 *BID Business Awards*****

Nominations for the BID Business Awards were proposed and the following was agreed:

****22/03/24.01 Resolved****

That the following be nominated for a BID Business Award: John Morrey, Busy Bee, The Rocking Rabbit, The Pantry, Amy Starkey and Open Door.

Additional information to support the nominations would be provided by Councillors.

Meeting closed at 7:15pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>22/03/9.01 Resolved (D/22/03/4.01 Recommendation)</u>	The Committee voiced no objections.
<u>22/03/10.01 Resolved (CL/22/03/8.01 Recommendation)</u>	That the quote from Mead Construction to remove the shed, break up the concrete base and lay topsoil ready for planting at a cost of £1,300 be approved.
<u>22/03/10.02 Resolved (CL/22/09.02 Recommendation)</u>	That the quote from Hayden's Arboricultural Consultants to carry out a survey of NTC trees at a cost of £1982.50+VAT be approved.
<u>22/03/10.03 Resolved (CL/22/03/10.01 Recommendation)</u>	That the quote from Harris Steel to install fencing in the memorial Gardens for a cost of £10622.80+VAT be approved.
<u>22/03/10.04 Resolved (CL/22/03/11.01 Recommendation)</u>	That nominations to represent Newmarket for the Newmarket leg of the torch relay on 14th May 2022 be sought via an article in the Journal.
<u>22/03/10.05 Resolved (CL/22/0/12.01 Recommendation)</u>	That free Yoga classes are provided in the Memorial Gardens during the summer for a total cost of £750.
<u>22/03/11.01 Resolved (N/22/03/8.01 Recommendation)</u>	That the publication of the WSC Overview and Scrutiny Committee Market Review will be awaited, with a request for Newmarket Town Council to be consulted on any decisions.
<u>22/03/11.02 Resolved (N/22/03/9.01 Recommendation)</u>	That Swifts are adopted as the species for 2022/2023 and that the Climate Change Working Group recommends the next 2 year's species to adopt and to regularly report back to the NNP Committee.
<u>22/03/11.03 Resolved (N/22/03/11.01 Recommendation)</u>	That NTC supports the group's endeavours to defend the area. The matters of NTC membership of the group and donation will be deferred to the Finance and Policy Committee for consideration.

<u>22/03/11.04 Resolved (N/22/03/12.01 Recommendation)</u>	That the Health and Well-Being Working Group will meet with a view to discussing a calendar of 12-18 months of achievable activities and a program of work.
<u>22/03/12.01 Resolved (F/22/03/6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.
<u>22/03/12.02 Resolved (F/22/03/9.01 Recommendation)</u>	To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.
<u>22/03/12.03 Resolved (F/22/03/10.01 Recommendation)</u>	That the request for a grant of £500 for Newmarket First Responders be approved.
<u>22/03/12.04 Resolved (F/22/03/15.01 Recommendation)</u>	That the Risk Management Schedule be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to the Finance and Policy Committee.
<u>22/03/12.05 Resolved (F/22/03/17.01 Recommendation)</u>	That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer
<u>22/03/16.01 Resolved</u>	That the request from the Jockey Club regarding High Street banners for the Queen's Jubilee period be approved, dependent on the correct safety and licencing permissions being in place.
<u>22/03/17.01 Resolved</u>	That the proposal for marketing consultancy services to promote the council, its services and events for a three-month trial period project be approved.
<u>22/03/17.02 Resolved</u>	That the proposal for a free 4-6-weekly Town Council presence, staffed by Councillors at Newmarket Market be approved in principle.
<u>***22/03/23.02 Resolved***</u>	That enquiries be made to nominate all three, if this is not possible, that Jun Thompson be nominated to be the torch bearer for the Newmarket section of the relay.
<u>***22/03/24.01 Resolved***</u>	That the following be nominated for a BID Business Award: John Morrey, Busy Bee, The Rocking Rabbit, The Pantry, Amy Starkey and Open Door.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 4th April 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, J Ashton – Minute Assistant, 1 Member of the Public and 1 Member of the Press.

Minute

D/22/04/1 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/22/04/2 Apologies

None noted.

D/22/04/3 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 requests for dispensations.

D/22/04/4 To Confirm the Minutes of the Meeting Held on 21st March 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 21st March 2022 and the following was agreed:

D/22/04/4.01 Resolved

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

There were no matters arising.

Cllr Clover joined the meeting

D/22/04/5 Public Open Session

A resident spoke to item 13, West Suffolk Council Taxi Consultation, and the lack of wheelchair accessible vehicles available in Newmarket in the evenings.

D/22/04/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy 14 applied to the tree applications.

D/22/04/7 Planning Applications

Week Commencing 14/03/2022 and 21/03/2022

D/22/04/7/1 DC/21/2118/FUL – Planning application - one log cabin - Lady Wolverton Pavilion
Adastral Close Newmarket.

D/22/04/7.01 Resolved

The Committee voiced no objections.

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

D/22/04/7/2 DC/22/0439/TCA – Trees in a conservation area notification – two Cedar (T1 and T2 on plan) fell - Southernwood Fordham Road Newmarket Suffolk.

D/22/04/7.02 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that a TPO be applied to the two Cedar Trees.

Cllr Winter joined the meeting as an observer.

D/22/04/7/3 DC/22/0411/HH - Householder planning application - Single storey extension to side and rear and widening of the vehicular access - 51 Edinburgh Road Newmarket Suffolk.

D/22/04/7.03 Resolved

The Committee voiced no objections.

D/22/04/7/4 DC/22/0431/FUL – 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.

D/22/04/7.04 Resolved

The Committee objected on the grounds of adequacy for turning, road access and overdevelopment of the site.

D/22/04/7/5 DC/22/0402/TPO – TPO 03 (1990) one Horse Chestnut - Reduce four over extended limbs by two metres growing towards property - 23 Rochfort Avenue, Newmarket, Suffolk.

D/22/04/7.05 Resolved

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

D/22/04/8 Amended and Deferred Planning Applications

D/22/04/8/1 DC/21/1753/FUL - Planning application - one dwelling and vehicular access - Land Adjacent To 26 Paget Place Newmarket Suffolk.

D/22/04/8.01 Resolved

The Committee voiced no objections.

D/22/04/9 East Cambs Planning Applications

None noted.

D/22/04/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

Book Number 2 2021 - 2022

West Suffolk Planning Determinations received during weeks commencing,
14/03/2022 & 21/03/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/22/0233/TCA	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	Approved	No objections
DC/22/0208/TCA	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	Approved	No comments
DC/22/070/TPO	Planning application - entrance lobby	St Louis Catholic Academy Fordham Road Newmarket	Approved	No objections
DC/22/0051/FUL	Planning application - two additional flats adjoining existing apartment block	2 St Fabians Close Newmarket Suffolk	Rejected	Objected
DC/21/2169/HH	Householder planning application - a. first floor rear extension b. single storey rear extension	107 Exning Road Newmarket	Approved	No objections

D/22/04/11 Delegation Panel Decisions

None noted.

D/22/04/12 Licensing

None noted.

D/22/04/13 WSC Consultation

The Consultation on changes to the Hackney Carriage and Private Hire Conditions Policy Handbook was noted and discussed. The following was agreed:

D/22/04/13.01 Resolved

That this item be deferred to the next meeting to conduct further research and to formulate a response to the consultation.

Cllr Crissall and Yarrow joined the meeting as observers

D/22/04/14 Correspondence

None noted.

D/22/04/15 Date of Next Meeting

Tuesday 19th April 2022 at 6.15pm at the Memorial Hall.

D/22/04/16 To Note any Items for Next Meeting

- WSC Consultation – Hackney Carriage and Private Hire Conditions Policy Handbook

Meeting closed at 6:47pm.

Book Number 3 2021 - 2022

Minutes of Development & Planning Committee held on Monday 4th April 2022

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/04/7.01 Resolved</u>	The Committee voiced no objections.
<u>D/22/04/7.02 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that a TPO be applied to the Cedar Trees.
<u>D/22/04/7.03 Resolved</u>	The Committee voiced no objections.
<u>D/22/04/7.04 Resolved</u>	The Committee objected on the grounds of adequacy for turning, road access and overdevelopment of the site.
<u>D/22/04/7.05 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/04/8.01 Resolved</u>	The Committee voiced no objections.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 4th April 2022 at 7:00 pm**

Attendance:

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

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

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

Minute

CL/22/04/1 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/22/04/2 Apologies for Absence

Apologies were received from Cllrs Borda and Harvey. Cllr Anderson was absent.

CL/22/04/3 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/22/04/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 7th March 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 7th March 2022 and the following amendment was made:

CL/22/03/10.01 Recommendation – 'Subject to planning permission being sought' was added to the end of the recommendation.

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

CL/22/04/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 7th March 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

A member of the public joined the meeting
 Matters arising

CL/22/03/7 - Samphire Homes – it was confirmed that approximately 20 garages had

Book number 1 2021 -2022

been demolished this week; pressure must be put on Samphire Homes for the planned designated parking spaces and play area to follow.

CL/22/04/5 Public Open Session

No members of the public wished to speak.

CL/22/04/6 To Receive the Accounts

The draft accounts for March 2022 were received and noted.

CL/22/04/7 Committee 2021/2022 Budget

The preliminary outcome for the CL Committee for 2021/2022 budget was presented and the estimated surplus was noted.

CL/22/04/8 Newmarket Cemetery

Cemetery Waste Area – two quotes for a new waste area at the Cemetery were considered and the following was agreed:

CL/22/04/8.01 Recommendation

That the quote from Mead Construction to create a soil and spoil facility at the Cemetery for £23,020 be approved.

Cemetery Tree Screening – quotes to provide 25m of Portuguese Laurel instant hedge for Jockey Club Estates to plant was considered and the following was agreed:

CL/22/04/8.02 Recommendation

That the quote from Elveden Farms Ltd to provide 25m of Portuguese Laurel instant hedge for £3,599 and for Jockey Club Estates to plant them for £450 be approved.

CL/22/04/9 Studlands Street Lighting

Town Clerk reported that SCC had upgraded the lights that they were responsible for at Studlands to LED lights. They had provided a quote to upgrade the lights owned by NTC however there was no budget available this year; a plan will be made during the 2023/2024 budgeting process. A breakdown of maintenance and running costs along with a map showing the location of the NTC lights would be circulated.

CL/22/04/10 Speed Indicator Device Data

A report on the data for February/March was presented and noted. A request was made for the location of the devices to be added to the reports. The speeding incidents in Snailwell Road will be raised at the next PCSO meeting.

CL/22/04/11 Bus Timetables

It was reported that SCC were awaiting funds to add real-time digital bus information for Suffolk buses however Stagecoach systems were not currently compatible with this system. Further updates will be provided in due course.

CL/22/04/12 Bulb Planting

The Chairman reported that some of the bulbs planted at Icewell Hill did not flower due to cars parking on the grass verge. Cllr Hood agreed to look at installing

Book number 2 2021 -2022

permanent bollards.

A grassed area in the Market Square area had been sprayed with chemical weed killer which also killed the grass. This area is owned by WSC and the use of chemical weed killer will be discussed with them at the next SLA meeting along with a request to reinstate the grass that was damaged.

Funds are available to plant additional bulbs by mechanical process this year in the area near to the Queen's Statue. Town Clerk was asked to look into sponsorship for planting.

CL/22/04/13 Memorial Hall

A report was presented on alterations to the backyard area to create a new storage facility and the following was agreed:

CL/22/04/13.01 Recommendation

That an apex metal shed be purchased from Lifelong Steel Sheds Ltd for £6,512.

CL/22/04/13.02 Recommendation

That the quote from Melcon Construction Ltd to landscape the area for the shed for £6,480 be approved.

CL/22/04/14 Memorial Gardens

Garden Kiosk - A report on options to make the kiosk fit for purpose were considered and the following was agreed:

CL/22/04/14.01 Recommendation

That the quote from Melcon Construction Ltd to remove the existing kiosk and install fencing for £940 be approved.

CL/22/04/14.02 Recommendation

That temporary mobile vans be used to provide refreshments in the Memorial Garden until a new kiosk is purchased.

Charges for potential vendors to be considered.

West Suffolk Council – the Memorial Garden safety report was received and noted.

CL/22/04/15 Events

Platinum Jubilee – updated plans to celebrate the event and costs were noted.

Soapbox jumps – A builder had been approached to quote for three jumps that would be suitable for advertisement. The quote was considered and the following was agreed:

CL/22/04/15.01 Recommendation

That the quote to build 3 jumps suitable for advertising by BuildMark for £2,950 be approved.

CL/22/04/16 Newmarket Venues

A report from the Events Manager was presented on the bookings for March, noting that £4,466 income was received in March 2022; £34,860.64 Year-To-Date. Bookings for April include 3-day children's theatre workshop, a blood donation session, a Children's birthday party, start of 12 weekly bookings for pregnancy yoga sessions at the Pavilion, weekly fitness classes at the Pavilion and fitness classes 3 times a week at the Severals. Thanks were given to the Events Manager for all her good efforts over a difficult time to keep venue bookings coming in.

CL/22/04/17 Security

To be discussed under Confidential.

CL/22/04/18 Correspondence

Newmarket Joggers – request to use the Pavilion for the Heath Race was considered and the following was agreed:

CL/22/04/18.01 Recommendation

That the request from the Newmarket Joggers to use the Pavilion for the Heath Race free of charge on 5th May 2022 be approved.

Churches Together – request to use the Bill Tutte area for an event on 15th April 2022 was considered and the following was agreed:

CL/22/04/18.02 Recommendation

That the request from Churches Together to use the Bill Tutte area on 15th April 2022 be approved.

Colourbox Montessori Nurseries – a request for a discounted room hire rate was considered and the following was agreed:

CL/22/04/18.03 Recommendation

That the request from Colourbox Montessori Nurseries to hire the Memorial Hall at the Community rate of £15 per hour be approved.

CL/22/04/19 Date of Next Meeting

Tuesday 3rd May 2022 at 7pm at the Memorial Hall.

CL/22/04/20 Items for Next Agenda

None noted.

CL/22/04/21 *Exclusion of the Press & Public*****

With the vote being unanimous, it was:

*****22/04/21.01 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.

CL/22/04/22 *Security*****

Book number 4 2021 -2022

The security for venues and bookings was discussed and the following was agreed:

*****CL/22/04/22.01 Recommendation*****

That a security company be employed to lock up after late night parties and that the additional security costs be included in the price of the hire charge and that all bookings will finish by 1pm, with clear-up by 2pm.

Further discussion will be held regarding other actions that can be taken to mitigate the security issues raised.

Meeting closed at 8:10pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/04/8.01 Recommendation</u>	That the quote from Mead Construction to create a soil and spoil facility at the Cemetery for £23,000 be approved.
<u>CL/22/04/08.02 Recommendation</u>	That the quote from Elveden Farms Ltd to provide 25m of Portuguese Laurel instant hedge for £3,599 and for Jockey Club Estates to plant them for £450 be approved.
<u>CL/22/04/13.01 Recommendation</u>	That an apex metal shed be purchased from Lifelong Steel Sheds Ltd for £6,512.
<u>CL/22/04/13.02 Recommendation</u>	That the quote from Melcon Construction Ltd to landscape the area for the shed for £6,480 be approved.
<u>CL/22/04/14.01 Recommendation</u>	That the quote from Melcon Construction Ltd to remove the existing kiosk and install fencing for £940 be approved.
<u>CL/22/04/14.02 Recommendation</u>	That temporary mobile vans be used to provide refreshments in the Memorial Garden until a new kiosk is purchased.
<u>CL/22/04/15.01 Recommendation</u>	That the quote to build 3 jumps suitable for advertising by BuildMark for £2,950 be approved.
<u>CL/22/04/18.01 Recommendation</u>	That the request from the Newmarket Joggers to use the Pavilion for the Heath Race free of charge on 5th May 2022 be approved.
<u>CL/22/04/18.02 Recommendation</u>	That the request from Churches Together to use the Bill Tutte area on 15th April 2022 be approved.
<u>CL/22/04/18.03 Recommendation</u>	That the request from Colourbox Montessori Nurseries to hire the Memorial Hall at the Community rate of £15 per hour be approved.
<u>***CL/22/04/22.01 Recommendation***</u>	That a security company be employed to lock up after late night parties and that the additional security costs be included in the price of the hire charge and that all bookings will finish by 1pm, with clear-up by 2pm.



Report to	Matters Arising from Community & Leisure Minutes of 4/4/22
Subject	<u>CL/22/04/13.01 Recommendation</u> That an apex metal shed be purchased from Lifelong Steel Sheds Ltd for £6,512
Purpose	Information/Decision
Classification	Unrestricted/Confidential
Meeting date	23rd April 2022
Item number	8b
Written By	Cathy Whitaker CLERK

Summary: This report outlines new information regarding the proposed type of storage and asks councillors to re-consider the proposal.

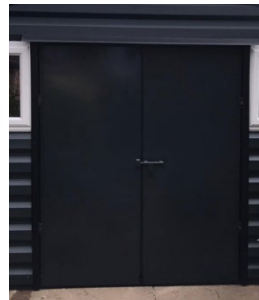
1.	Introduction
a.	At the Community & Leisure Meeting on 4/4/22 a recommendation was made to purchase a metal shed.
2.	Context
a.	Further research has come to light giving a more suitable shed; the advantages being: 1: More secure – the area has had security issues historically 2: Cheaper by £1,412 3: Shorter lead time for installation – storage is urgently required 4: More local company – useful in case of any issues arising
b.	The green option is not unattractive. However, the portion of the neighbouring flats which overlook the area are not main windows.
3.	Proposal/Options
a.	Replace the original recommendation with a new recommendation to purchase a shed from Portable Spaces of Stowmarket.
4.	Financial/Resource Implications
a.	A saving of £1,412 on previous recommendation option.
5.	Next Steps/Recommendations
a.	To approve the purchase of a shed from Portable Spaces for £5,100.

NEW OPTION - PREFERRED



4m x 4.2m £4,828 including delivery and installation. Additional security bars with Yale padlock £136 each.
Doors 1.25m
TOTAL £5,100
Lead time 3-4 weeks (**Portable Spaces, Stowmarket**)

ORIGINAL OPTION



3.7m x 5.1m £5,852 including delivery and installation. Double door £540 1.64m. Additional deadlock £120.
TOTAL £6,512
12-14 weeks lead time
(**Lifelong Sheds, Hinkley, Leics**)



Current view of side of hall
through railings

The portion of the flats that
overlook the area





Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Tuesday 19th April 2022 at the Memorial Hall at 7:00pm**

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

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

Minute

F/22/04/1 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/22/04/2 Apologies for Absence

Apologies were received from Cllrs O'Neill and Yarrow.

F/22/04/3 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/22/04/4 To Confirm the Minutes of the Meeting Held on 21st March 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 21st March 2022 and the following was agreed:

F/22/04/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 21st March 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

A member of the public joined the meeting.

F/22/04/5 Public Open Session

No members of the public wished to speak.

F/22/04/6 Submission of Schedules of Payments for Information CB1 - CB4 2022

Members reviewed CB1 - CB4 for March 2022 and the following was agreed:

F/22/04/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.

F/22/04/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/03/2022 (months 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/04/8 To Receive the Income and Expenditure

The Income and Expenditure reports for March 2022 were received and noted.

F/22/04/9 Committee 2021/2022 Budget

The preliminary budget outcome for the Finance & Policy Committee for 2021/2022 was received and noted.

F/22/04/10 Grant Applications

The request for a grant from the Rotary Local Community Awards to be held on 1st July 2022 was considered and the following was agreed:

F/22/04/10.01 Recommendation

That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.

The request for a grant from the Community Nature Reserve Group was considered and the following was agreed:

F/22/04/10.02 Recommendation

That the request for a grant of £250 from the Community Nature Reserve Group be approved.

F/22/04/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/04/12 Risk Management Schedule

The revised Risk Management Schedule was presented and the following was agreed:

F/22/04/12.01 Recommendation

That the revised Risk Management Schedule be received and adopted.

F/22/04/13 Scheme of Delegation to Officers

The draft terms of Delegation to Council Officers were presented and a request was made to ask Ellis Whitam to review them.

F/22/04/14 Standing Committee Terms of Reference

The revised Committee Terms of Reference were presented and the following

was agreed:

F/22/04/14.01 Recommendation

That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.

F/22/04/15 Correspondence

Community Governance Review – confirmation of the Ward names and the 2nd stage consultation were noted.

F/22/04/16 Date of Next Meeting

Monday 16th May 2022 at the Memorial Hall.

F/22/04/17 Items for the Next Agenda

None noted.

Meeting closed at 7:20 pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/04/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/04/10.01 Recommendation</u>	That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.
<u>F/22/04/10.02 Recommendation</u>	That the request for a grant of £250 from the Community Nature Reserve Group be approved.
<u>F/22/04/12.01 Recommendation</u>	That the revised Risk Management Schedule be received and adopted.
<u>F/22/04/14.01 Recommendation</u>	That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.



Report to	Full Town Council
Subject	2021/2022 final budget outcome
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	25th April 2022
Item number	9
Written By	Cathy Whitaker CLERK

Summary: This report outlines the final outcome of the 2021/2022 Budget.

1. Gives details per committee.
2. Gives recommendations for transfers for the surplus amounts.

1.	Introduction
a.	The accounting system year end will be carried out on 20 th April; the final internal audit to follow that before the external audit later in the year.
2.	Context
a.	Attached is the Final Outcome report showing every committee is in surplus against its budget.
3.	Proposal/Options
a.	See recommendations for year-end transfer of surplus amounts to relevant ear-marked reserves in Point 5 of this report.
b.	The review of the General Reserve (and all Ear-Marked Reserves) will be considered, with any recommendations necessary, at the Finance & Policy Committee meeting in May.
4.	Financial/Resource Implications
a.	The total budget is £111,099 underspent for the completed year of 2021/2022.
5.	Next Steps/Recommendations
a.	Approval of the following transfers of budget underspends to specified ear-marked reserves.
	Finance & Policy: £13,176 budgeted rolling capital to boost the general reserve £11,804 remaining surplus to Elections EMR 326 Human Resources: £3,376 surplus to Human Resources EMR 332 Community Services: £30,000 to Town Regeneration EMR 313 (proposed Clock Tower Jubilee refurbishment) £16,294 remaining surplus to Cemetery EMR 330 (ongoing flint walling) Leisure Services: £10,000 to Memorial Gardens EMR 342 (fencing) £20,449 remaining surplus to Play Equipment EMR 311 (small play area refurbishment project) Neighbourhood Plan: £6,000 surplus to Town Improvement EMR 331

FINAL OUTCOME Budget Summary 21/22

Newmarket Town Council

Committee	Income	Expenditure	Net Expenditure	Tfrs From EMRs	Tfrs To EMRs	TOTAL OUTCOME	BUDGET	SURPLUS/DEFICIT
Finance & Policy	£ 57,895.00	£ 177,397.00	£ 119,502.00	£ 46,057.00	£ 56,820.00	£ 130,265.00	£ 155,245.00	£ 24,980.00
Human Resources	£ 360.00	£ 181,330.00	£ 180,970.00	£ 10,346.00	-	£ 170,624.00	£ 174,000.00	£ 3,376.00
Community Services	£ 83,441.00	£ 279,333.00	£ 195,892.00	£ 95,466.00	£ 150.00	£ 100,576.00	£ 146,870.00	£ 46,294.00
Leisure Services	£ 56,214.00	£ 226,027.00	£ 169,813.00	£ 23,968.00	£ 2,705.00	£ 148,550.00	£ 178,999.00	£ 30,449.00
Neighbourhood Plan	£ -	£ 4,000.00	£ 4,000.00	£ -	-	£ 4,000.00	£ 10,000.00	£ 6,000.00
Total	£ 197,910.00	£ 868,087.00	£ 670,177.00	£ 175,837.00	£ 59,675.00	£ 554,015.00	£ 665,114.00	£ 111,099.00



**SUFFOLK
CONSTABULARY**

Welcome to my latest partnership funded PCSO report.

Included below are just some of the activities undertaken by myself. This is in addition to actively supporting the police with taskings which relate to incidents reported in Newmarket. This would typically involve the request and or collection of CCTV. The submission of Intelligence reports (6 this month) as well as engaging with victims or witnesses of crime to offer Support, Advice, and updates.

- **Neighbourhood Priority's**

Effective and Legitimate use of Stop Search Powers to be used against known dealers, runners, or users.

Proactive patrols in and around the Town based on current intelligence and knowledge of where drug dealing is taking place.

Review intelligence submissions for the area to ensure that officer knowledge is maintained around County Lines Suspects and locations in Newmarket.

- **County Lines Intensification Week-**

W/C 28/02/2022 Suffolk Constabulary conducted warrants, Dedicated Patrols, and intelligence gathering across the County as part of a crackdown on the threat posed by organised criminals. This resulted in a total of 29 arrests for a variety of offences including one Newmarket individual being issued with an Interim Slavery and Trafficking Risk Order.

- **COVID Vaccination Clinics**

Pop up COVID vaccination Clinics were hosted by the Leisure Centre on Weds 16/03/2022 and also Tesco's



Express on 25/03/2022 I again dropped in to offer reassurance throughout the day.

- **Community Engagement-**

This month as well as supporting The DAA, Open door, Newmarket Health Walks Group, Barlings Court, and the BID I have also been helping out at the Aid for Ukraine distribution centre this has included traffic control and assisting in loading lorries. I also had Suffolk Constabularies Diversity officer Stella Frangleton join me on foot patrol to explore more opportunities for engagement with the different communities in Newmarket

- **British Racing School- On 19/03/2022 The British Racing School were kind enough to invite our Police Cadets along for a guided tour of the facility. This was an excellent opportunity to get an insight into what the Racing School offers to young persons looking to a career within the racing industry we were also able to meet students who are currently at the facility and watch them training on the Horses. Additionally, we got a look at the new Pony Academy which has been set up for Primary School pupils from the local area. The Pony Academy will also be open to referrals from the local authority and Police for vulnerable young persons.**
- **SURGERIES- Now that I am able to hold face to face meetings again I have begun holding weekly surgeries. The Surgeries run on a Tuesday between 10:30 and 12:30 alternating between the Stables Café on weeks One and Three and The Guineas Shopping Centre on Weeks Two and Four. Initial interest has been good, and I will continue to monitor and develop the Surgeries as time goes on.**

- **Homeless Outreach- I have been liaising with outreach officers following an increase in Street begging/homelessness in Newmarket.**

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

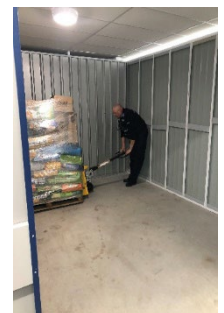
REPORT CRIME ONLINE



Young visitor to surgery



One of the residents at The BRS



Blank



Newmarket

TOWN COUNCIL

Report to	All Councillors
Subject	Review of the Committee process
Purpose	Review of Town Council Committee Structure and meetings schedule
Classification	Unlimited
Meeting date	Monday 25 April 2022, 6.15pm
Report by/contact(s)	Councillors Douglas Hall (Chair of Finance & Policy) and John Harvey (Vice-Chair of Finance & Policy), Cathy Whitaker CLERK

1. Summary:

- 1.1. This report recommends changes to the Town Council Committee Structure and meetings schedule.

2. Introduction/context:

- 2.1. At the Finance & Policy (F&P) Committee meeting on 21 June 2021 a “task and finish” working group was established to “look at whether the committee meeting schedule can be optimised, whether the delegation arrangements for committees and staff can be improved and whether the terms of reference are appropriate for the next few years. “
- 2.2. So as to develop further the proposals that have previously been seen at F&P and Council and to agree a consensus for the proposals in this report, Town Councillors attended 2 workshops to consider a number of options. Supporting information provided included comparator information from 40 exemplar authorities and an outcomes evaluation matrix. This report therefore includes the resulting proposals for a revised committee structure and meetings timetable.
- 2.3. Other improvements to the committee process will continue to be developed including: agenda preparation and contents, financial reporting, responses to planning applications, use of technology, associated policies such as delegations and terms of reference and any other regarding the process.

3. Options considered:

- 3.1. After discussion at the first workshop Appendix A illustrates the main options which were subsequently considered for the frequency of Council and the committees (currently monthly, potentially 2 monthly), Development & Planning (D&P) (currently 2 weekly but potentially 3 weekly or even monthly), Neighbourhood Plan (NNP) and Human Resources (HR) (currently monthly, potentially quarterly). Also, with the largest portfolio, the possibility of splitting Community & Leisure (C&L) committee into C&L(a) and C&L(b) with appropriate naming to be decided.

3.2. The conclusion and therefore the proposal here is that, rather than all committees meeting monthly:

- to move to a 2 monthly cycle, but retaining a monthly Council and fortnightly D&P. The main changes are for C&L (which tends to have many agenda items) to be split into 2 committees each meeting once in the 2 monthly cycle, F&P also meeting once and NNP/HR (which tend to have fewer items) to meet quarterly (so 6 slots are provisionally in the 2 monthly cycle of which 4 will be planned meetings).
- Also for August and December reduce meetings where possible, so potentially D&P to meet once in those months.

4. Next steps / recommendations:

Recommendation:

4.1. Approve implementation of the new committee meetings schedule as shown in Appendix A, option D and as described in paragraph 3.2 above. Implementation with effect from the new Municipal Year, starting in June 2022 for a trial period of 6 months, then to be reviewed at that stage.

4.2. Note that linked to this are recommendations to follow from Finance & Policy Committee for Committee Terms of Reference (revised) and Scheme of Delegations to Officers (new).

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

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

5.2. The proposal here reduces the number of meetings (from over 80 to around 60) whilst retaining regular public scrutiny. The second Monday in each month will have no planned meetings, but could be used for other Council business such as working Groups, workshops, etc. In exceptional circumstances should the need arise then of course additional meetings can be called.

6. Appendix included: Appendix C(a) Committee structure and cycle

7. Background papers/information:

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

8. If you have any queries on the report please contact:

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

Appendix C(a) Committee structure and cycle

Week number		Currently	Option A		Option B/C		Option D	
Monthly cycle	Two monthly cycle		Council & Committees 2 monthly/C&L split, D&P 3 weekly, NNP/HR quarterly		Council monthly	except Aug, Dec	D&P 2 weekly	
Start time:	Week in month	6.15pm	7pm or after previous committee	6.15pm	7pm or after previous committee	6.15pm	6.15pm	7pm or after previous committee
1 st	1 st	D&P	C&L	D&P	C&L(a)	D&P	D&P	C&L(a)
2 nd	2 nd	NNP	HR					
3 rd	3 rd	D&P	F&P		Council		D&P	NNP / HR
4 th	4 th	Council		D&P	C&L(b)	D&P	Council	
1 st	1 st	D&P	C&L				D&P	C&L(b)
2 nd	2 nd	NNP	HR	NNP	HR	NNP		
3 rd	3 rd	D&P	F&P	D&P	F&P	D&P	D&P	F&P
4 th	4 th	Council		Council		Council		Council

Highlighted slots indicates dates with no meetings. NNP,HR to meet quarterly so 4 out of the 6 slots available.

Blank

LEXINGTON LINK: TIMELINE:

1. 14th December, 2021: Email received from Lexington Link;
2. 17th December: Deputy Mayor Chris O'Neill emailed Lexington Link saying Newmarket has a Community Arts Group that would help to find an artist;
3. 10th January, 2022: Verbal report by Mayor Jefferys that the matter would be brought back to C&L;
4. 31st January, 2022: No update mentioned;
5. 7th February, 2022: C&L—Nothing mentioned in matters arising and no Agenda item relating to this item;
6. 14th February, 2022: Mayor Jefferys emails Lexington Link (copying in Deputy Mayor Chris O'Neill) saying they thought they had found an artist and it was the Deputy Mayor's younger brother, Nick O'Neill;
7. 16th February, 2022: Deputy Mayor Chris O'Neill emails a design to Lexington Link;
8. Since 16th February, 2022: Nick O'Neill and Lexington Link personnel have been in correspondence;
9. 28th February: item on Agenda: Lexington Link – to discuss a painting project (to follow). No papers were provided, despite a request for a CV, examples of work etc.
10. 28th February, 2022: a non-unanimous vote was taken to send the Deputy Mayor's brother, Nick O'Neill, on an all expenses paid 2 week trip to Lexington.
11. 3 March, 2022: three examples of Nick O'Neill's work provided to Councillors later that week;
12. 8th March, 2022: a CV for Nick O'Neill (having been promised to Councillors on 28th February) sent to Councillors.

NEWMARKET



List of Artworks

If you would like to purchase any of the pieces for sale in this exhibition, please visit the NHRM shop and ask a member of staff to assist you.

The final day of the exhibition is Sunday 24th April. Purchased artworks may be collected after this date.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Susan Abbs	Daily Exercise	£600
Stephen Alpe	Roshko Big Country Fire	£525
Amanda Barrett	Newmarket High St, Evening Sun	£320
	Six Mile Bottom, 13.15, Waiting	£380
Peter Bungay	Figure x8	£250
	Walk in North Norfolk	£250
Debora Cane	The Jockey Club	£319
Anine Cockwell-De Jong	Colin	£1200
	War Horse	£1500
	Ripe	£1500
Carolyn Cope	Seascape	£75
	Ski-Slopes	£75
Di Cope	Burwell Lode (South)	£340
	Globe Thistles at Dusk	£320
Emma Copley	Sea Water	Not For Sale
	Kitchen Sink	Not For Sale
Mara Fox	Dessert	£210
	Papaya after Berthe-Hoola-Van-Nooten	£195
Caroline S. Furlong	And The Sun Shone (Ely)	£230
	And It Had Rained	£230



The Jockey Club - Debora Cane



Mr. McGregor in Worlington - Heath Rosselli

Nikki Goldup	Uprights	£230
	Vernacular Structures I	£150
	Vernacular Structures II	£150
	Vernacular Structures III	£150
	Residuals	Individual blocks £25-£100
Joss Goodchild	Fen Hedgecutter	£300
	Geometric Fen & Fox	£200
	Fen Hare	Not For Sale
Emma Greenwood	Copper Glow	£1200
	Obedience	£750, Prints: A4: £80, A3: £120
Keith Hopewell	String System Study Number 1	£4500
	String System Test Number 2	£7000
Hannah Hutchings	Lockdown Roses	£585
	Déjà View	£185
Albert King	Tom	£360
	Goshawk on Stump	£450
Chihiro Kinjo	Morning Exercise	£285
Judy Logan	Black Phoenix	£425
Maureen Mace	New Pastures	£1200
	Tree of Learning	£2200
Colleen McLaughlin Barlow	Glacier Caves	£210
	Dancing Vertebrae	£180
	Fetlock	£190



Fen Hare - Joss Goodchild



Ely Cathedral - Kevin Yarrow



Felixstowe - Tony Redman

Clare Millen	Shoreline	£550
	Blue Pool	£375
Penny Newman	Suffolk Squall	£150
	Knettishall Procera	£150
Regina Ray	Bottled Memories	£350
	Saudade I	£350
	Saudade II	£350
	Saudade III	£350
Tony Redman	Aldeburgh	£250
	Felixstowe	£175
Heath Rosselli	Evelyn	Not For Sale
	Mr. McGregor in Worlington	£625
Victoria Smith	White Sky	£400
	Moondance	£150
Andrew Taylor	Estuary 6	£250
	Laguna 2	£250
Chris Winch	Mackerel	£325
	Tern Again	£425
	Red Gurnard	£425
Kevin Yarrow	Interior: The Old Greenhouse	£660
	Cathedral Across the Fens	£540
	Ely Cathedral	£660



Papaya after Berthe-Hoola-Van-Nooten - Mara Fox



Figure x8 - Peter Bungay



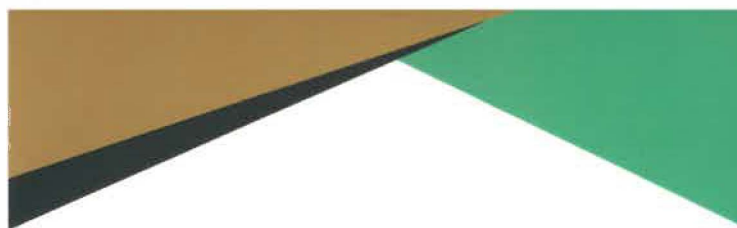
Morning Exercise - Chihiro Kinjo



**Saturday 12th February -
Sunday 24th April**

Newmarket Open is an exhibition
of works from artists based in
Suffolk and Cambridgeshire.

The National Horseracing
Museum is proud to showcase
the creativity of our community.



NATIONAL HORSERACING MUSEUM

Entry to the exhibition is free*, just
pick up a wristband from the shop.

Discover the work of talented
local artists and be inspired by
their creativity. Don't miss your
opportunity to purchase a piece of
original art; prices start from £75.

For more information, please visit
www.nhrm.co.uk

*Entry to the rest of the museum is not included.



   @NHRMuseum



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Item 14

Townclerk

From: Mark Brennan
Sent: 16 April 2022 08:51
To: tracydtc@newmarket.gov.uk; Townclerk
Subject: Festival of Suffolk Torch Relay

Dear all

I am the chap organising the torch relay, which will be coming in to Newmarket at approx 15:10 of Fri 13 May 22. Further to our telephone conversations just before the Easter weekend, I have attached the map which hopefully explains what we would like to do.

In simple terms, we pick up your torch bearer at the Pavilion (A), then proceed down the High Street to the Memorial Hall (B) for a group photo. The torch bearer will be carried aboard an e-rickshaw. The torch bearer will need to make their own way to and from the pick up / drop off points.

Once that is complete then you can use the torch for other evening events, for example the Twinning event. I will be on hand all night with the torch and so will escort it to where ever you want it to appear.

After you have finished with it, I will take it to the race course where we are going to spend the night.

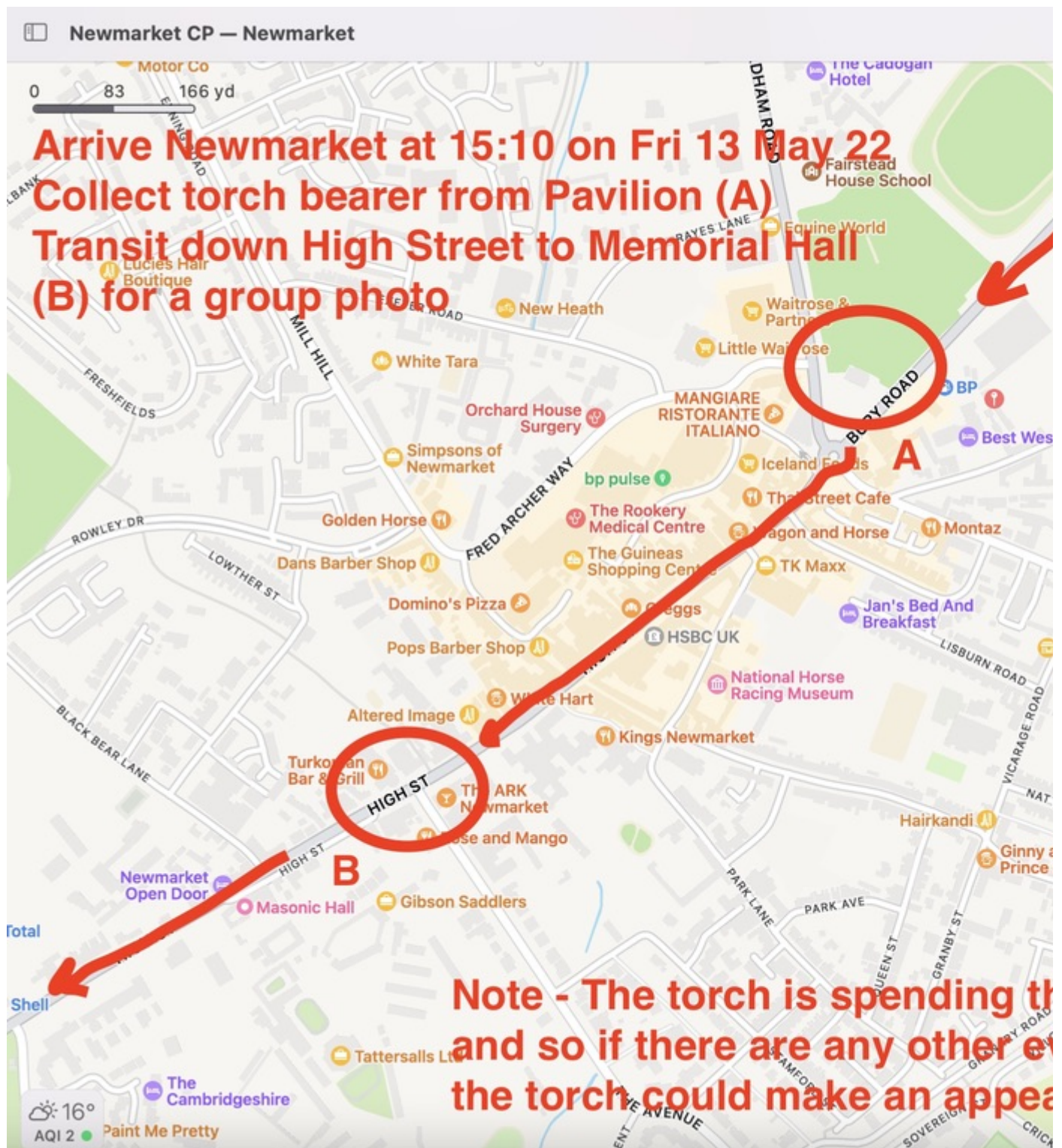
We will depart from the races at around 1 on the Saturday, but you don't need to worry about that, we will probably slip out of town in a vehicle.

Any questions then please just shout.

Regards

Mark

Mark Brennan





Blank



Item 15

Newmarket

TOWN COUNCIL

THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP
Telephone: 01638 667227

Town Mayor: Councillor Michael Jefferys

Town Clerk: Cathy Whitaker

Statement from Newmarket Town Council. Town Council Meeting 25th April 2022

“NEWMARKET TOWN COUNCIL fully supports and values the work of the West Suffolk Council Civil Enforcement Officers in Newmarket and does not condone disrespectful or inflammatory actions and comments made against them in person and on social media whilst they go about their jobs.”

{ENDS}
