



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

Councillors, you are hereby summoned to attend the
ANNUAL MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 23rd May 2022 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. **Welcome** – The Mayor to read the fire safety notice and announce that proceedings are being recorded
2. **Election of Mayor** – to elect a Mayor for Newmarket Town Council for the 2022/23 Municipal Year and to sign the Declaration of Acceptance of Office
3. **Election of Deputy Mayor** - to elect a Deputy Mayor for Newmarket Town Council for the 2022/23 Municipal Year and to sign the Declaration of Acceptance of Office
4. **Apologies** for absence – to receive and accept apologies for absence
5. **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
6. **Minutes of the previous meeting held 25th April 2022**
 - a) To consider and adopt the minutes as a true record of the proceedings
 - b) To consider any matters arising.
7. **Public participation** – an invitation to members of the public to make representations to Councillors. *The maximum time permitted for this item is 15 minutes and no person may speak for longer than 3 minutes in total. This is the only opportunity during the meeting, for members of the public to address councillors.*
8. **Councillor Reports** – To receive and note reports from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the out-going Town Mayor's and Deputy Mayor's Announcements (if any)
10. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 3rd May 2022 and 16th May 2022

Distribute to the following for information:

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

- b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 3rd May 2022
 - c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 16th May 2022
 - d) To receive the minutes and consider and approve any recommendations from the Neighbourhood Planning meeting held on 9th May 2022
 - e) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 9th May 2022
- 11. Committee Terms of Reference and Membership**
- a) To review Terms of Reference and delegation arrangements to committees (to follow)
 - b) To appoint members to committees (for June 2022 to May 2023) – councillor preferences to be tabled at the meeting
- 12. Delegation Arrangements** – to review delegation arrangements to staff
- 13. Standing Orders and Financial Regulations**
- a) To note that revised Financial Regulations were reviewed and adopted in November 2021
 - b) To note that revised Standing Orders were reviewed and adopted in November 2021
 - c) To approve an update to the Standing Orders regarding the membership of the Human Resources Committee
- 14. Subscriptions to other bodies** – To review council/staff subscriptions to other bodies
- 15. Arrangements for other bodies** – To confirm Town Councillor representatives on other bodies and arrangements for reporting back
- 16. Arrangements with other local authorities** – To review arrangements for the West Suffolk Council SLA for grounds maintenance and cemetery management (verbal)
- 17. Asset Register** – to review the 31/3/22 Asset Register
- 18. Insurance Cover** – To confirm arrangements for insurance cover in respect of all insurable risks
- 19. Meeting Dates** – To approve dates and times of council meetings (June 2022 to May 2023)
- 20. General Power of Competence** – To review council's expenditure incurred under the General Power of Competence during 2021/2022
- 21. LGA Code of Conduct** – To adopt the new LGA code of conduct
- 22. Palace Street Coach House** – To discuss renting the Old Coach House for community use PART 1
- 23. PCSO** – to receive the monthly report
- 24. High Street Regeneration** – To discuss a proposal to carry out a study and consultation
- 25. Consultation** – To form a response to the East Cambridgeshire Local Plan Single Issue Review
- 26. Correspondence**
- a) **Sunnica** – to receive an update regarding the Landscape Review and associated costs
 - b) To receive any other correspondence received since issue of agenda
- 27. Date of the next Meeting** – Monday 27th June 2022
- 28. 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 or disclosure of sensitive information**
- 29. Palace Street Coach House** – To discuss renting the Old Coach House for community use PART 2

Signed:



Cathy Whitaker, Town Clerk

17th May 2022

Distribute to the following for information:

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



Election of Town Mayor

NOMINATION PAPER

2022/2023

I, _____ nominate

Councillor _____

as a candidate for the Office of Town Mayor of Newmarket Town Council for
the Municipal year 2022/2023

Signature of proposer _____

Date _____

I, _____ second the nomination

Signature of seconder _____

Date _____

Candidate's consent to nomination

I, _____ consent to be nominated as a
candidate for the Office of Town Mayor of Newmarket Town Council for the
Municipal year 2022/2023

Signature of candidate _____

Date _____

Completed forms to be returned to the Town Clerk by 4pm, Monday 23rd May 2022

Blank



Election of Deputy Town Mayor

NOMINATION PAPER

2022/2023

I, _____ nominate

Councillor _____

as a candidate for the Office of Deputy Town Mayor of Newmarket Town Council for the Municipal year 2022/2023

Signature of proposer _____

Date _____

I, _____ second the nomination

Signature of seconder _____

Date _____

Candidate's consent to nomination

I, _____ consent to be nominated as a candidate for the Office of Deputy Town Mayor of Newmarket Town Council for the Municipal year 2022/2023

Signature of candidate _____

Date _____

Completed forms to be returned to the Town Clerk by 4pm, Monday 23rd May 2022

Blank



Minutes of the Meeting of Newmarket Town Council held on Monday 25th April 2022 at 6:15pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor M Anderson
Councillor J Borda
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond
Councillor J Ferries
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor C O'Neill
Councillor S Perry
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllrs Nobbs and Soons – West Suffolk Council, 1 Member of the Press and 5 Members of the Public

Minute

22/04/1 Welcome

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

22/04/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Berry and Clover.

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

Cllr O'Neill declared a non-pecuniary interest in item 13. There were no member dispensation requests.

22/04/4 To Receive and Confirm the Minutes of the Town Council Meetings held on 28th March 2022 and any Matters Arising.

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

22/04/4.01 Resolved

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

There were no matters arising.

22/04/5 Public Open Session

None noted.

22/04/6 Councillor Reports

Suffolk County Council (SCC) – Cllr Hood reported that the Suffolk Annual Report had been published and SCC had planted 100,000 trees last year and that 99 % of pupils had received preferred primary school places.

West Suffolk Council (WSC) – Cllr Soons had been working with Cllrs Anderson and Ferries at Studlands and Newmarket North. The shop has agreed to put an extra bin outside the shop. She had met with a Director from WSC who reported that Newmarket was the only town in Suffolk where the Civil Enforcement Officers had to go around in pairs due to intimidation.

Cllr Anderson reported that a bench had been vandalised again and that Cllr Drummond is helping with this in his role as a County Councillor.

Cllr Drummond reported that WSC had requested a public apology from Cllr O'Neill for the posts that he put on Facebook regarding Civil Enforcement Officers. Related to agenda item 15.

Two members of the public joined meeting.

Ward – Cllr Ferries reported that Open Door had set up a pop-up shop in the Studlands Social Club and volunteers are being sought to run it. A video, taken by a resident, was shown regarding the maintenance work taking place on the flyover on the A142 at 02:00am that went on for hours, keeping residents awake. He had had not been able to get any information about this work

Photos of the A142 were presented showing the shoddy state of the road at the entrance to the town and that nothing had been done to rectify the damage caused by lorries. Highways England are responsible for the roads and an item will be added to the Community & Leisure agenda to formulate a complaint.

Cllr Drummond advised that the road works were necessary to make emergency repairs to the bridge at the flyover. It was noted that this work had now been completed.

Cllr Hulbert reported that he had met with Network Rail to discuss train times, frequency and connections with buses regarding the Cambridge to Ipswich transport facilities. The issues raised were taken on board and that he would be kept informed of any developments.

Outside bodies – Cllr Borda, speaking as Chair of Churches Together in Newmarket and District, passed on thanks from attendees for the use of the Bill Tutte and loan of the PA system. The event went well, after 2 years cancelled due to COVID, and people were very glad it was back.

22/04/7

Mayors Announcements

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

29th March – Visited Newmarket Academy to meet the new Headteacher.

22nd April – Attended the tree planting at Eurofins in Depot Road to celebrate Earth Day.

26th April – Interview with Radio Suffolk regarding the Clocktower.

He reminded Members of the Civic Reception to be held on 29th April and to confirm attendance with the Admin Officer.

22/04/8

To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 4th and 19th April 2022

Item 6

The Chairman of the D&P Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 4th and 19th April 2022.

22/04/8.01 Resolved (D/22/04/24.05 Recommendation)

The Committee objected on the following points:

- That the plans regarding access to the site were unclear.
- That the A142 is an important main road into Newmarket and is already congested. It is important that any new roads do not add to this.
- That the cycle and pedestrian paths must be integral to the whole scheme.

22/04/9

To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 4th April 2022

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 4th April 2022.

22/04/9.01 Resolved (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.

22/04/9.02 Resolved (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.

Town Clerk reported that a further quote to supply and install a storage shed in the Memorial Garden had been received. The quotes were re-considered and the following recommendation was changed as follows:

22/04/9.03 Resolved (CL/22/04/13.01 Recommendation)

That a metal shed be purchased and installed by Portable Spaces, Stowmarket for £5,100.

Town Clerk was asked to look at additional security for the shed.

22/04/9.04 Resolved (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.

22/04/9.05 Resolved (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.

22/04/9.06 Resolved (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.

22/04/9.07 Resolved (CL/22/04/15.01 Recommendation)

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

22/04/9.08 Resolved (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.

22/04/9.09 Resolved (CL/22/04/18.02 Recommendation)

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

22/04/9.10 Resolved (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.

22/04/9.11 Resolved (CL/22/04/18.04 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 1am, with clear-up by 2am.

22/04/10 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 19th April 2022

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 19th April 2022.

22/04/10.01 Resolved (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.

22/04/10.02 Resolved (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.

22/04/10.03 Resolved (F/22/04/10.02 Recommendation)

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

22/04/10.04 Resolved (F/22/04/12.01 Recommendation)

That the revised Risk Management Schedule be received and adopted.

22/04/10.05 Resolved (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.

22/04/11 Budget 2021/2022

The report on the final outcome of the 2021/2022 budget was received and noted and the following transfers of surpluses to ear-marked reserves were made as follows:-

22/04/11.01 Resolved

- 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 generation 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

22/04/12 Suffolk Constabulary

The monthly PCSO report was received and noted.

22/04/13 Meeting Schedule Review Proposal

The proposal to amend the meeting schedule from June 2022 for a trial period of 6 months was considered and the following was agreed:

22/04/13.01 Resolved

That the proposed amended meeting schedule be approved for a 6-month trial period commencing June 2022.

22/04/14 Committee Membership

It was noted that new Councillor, Susan Perry wishes to join the C&L and NNP Committees.

Cllr O'Neill declared a non-pecuniary interest in the following item

22/04/15 Lexington Link

The process for selecting an artist for the Lexington Link art project was questioned.

The Mayor took full responsibility and had hoped that Newmarket Community Arts would be able to provide a suitable artist. However, time was running out and an artist relative of Cllr O'Neill was suggested. A vote was taken 28th February 2022 to select them which was carried and Lexington Link are delighted with the designs submitted.

22/04/16 Jubilee torch Relay

Town Clerk reported that the rickshaw could take 2 people and that only one of the three nominees had confirmed availability. The Mayor had agreed to take up the other space.

22/04/17 Civil Parking Enforcement

West Suffolk Council had requested that a statement of NTC support for the WSC Civil Enforcement be included in the minutes:

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

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

(ENDS)

The statement will be submitted to West Suffolk Council.

22/04/18 Correspondence

Item 6

An update on the plans for a Jubilee courtyard for Newmarket Hospital and the funds raised so far was given. A request for donations was made and an item will be added to the F&P Committee agenda to consider.

22/04/19 Date of the next Meeting

Monday 23rd May 2022 in the Memorial Hall and will be the Annual Meeting of the Council

22/04/20 Items for the next Agenda

None noted.

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.

22/04/22 *Market*****

The WSC options for the new location of the market were considered and discussed. It was noted that the scoring system was heavily weighted in favour of the Market Square without taking into account the loss of parking spaces and that no action had been taken to resolve the safety issues at the other locations. The following was agreed:

*****22/04/22.01 Resolved*****

That Cllr Winter sets up a Working Group to report to the NNP Committee and that the NNP Committee be given delegated powers to submit a response to West Suffolk Council.

Meeting closed at 7:10pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>22/04/8.01 Resolved (D/22/04/24.05 Recommendation)</u>	The Committee objected on the following points: • That the plans regarding access to the site were unclear. • That the A142 is an important main road into Newmarket and is already congested. It is important that any new roads do not add to this. • That the cycle and pedestrian paths must be integral to the whole scheme.
<u>22/04/9.01 Resolved (CL/22/04/8.01</u>	That the quote from Mead Construction to create a soil

Item 6

<u>Recommendation)</u>	and spoil facility at the Cemetery for £23,020 be approved.
<u>22/04/9.02 Resolved (CL/22/08.02 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>22/04/9.03 Resolved (CL/22/04/13.01 Recommendation)</u>	That a metal shed be purchased and installed by Portable Spaces, Stowmarket for £5,100.
<u>22/04/9.04 Resolved (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>22/04/9.05 Resolved (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>22/04/9.06 Resolved (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>22/04/9.07 Resolved (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>22/04/9.08 Resolved (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 5 th May 2022 be approved.
<u>22/04/9.08 Resolved (CL/22/04/18.02 Recommendation)</u>	That the request from Churches Together to use the Bill Tutte area on 15 th April 2022 be approved.
<u>22/04/9.08 Resolved (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>22/04/9.08 Resolved (**CL/22/04/18.04 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 1am, with clear-up by 2am.
<u>22/04/10.01 Resolved (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>22/04/10.02 Resolved (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>22/04/10.03 Resolved (F/22/04/10.02 Recommendation)</u>	That the request for a grant of £250 from the Community Nature Reserve Group be approved.
<u>22/04/10.04 Resolved (F/22/04/12.01 Recommendation)</u>	That the revised Risk Management Schedule be received and adopted.
<u>22/04/10.05 Resolved (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.
<u>22/04/11.01 Resolved</u>	• 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

Item 6

	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
<u>22/04/13.01 Resolved</u>	That the proposed amended meeting schedule be approved for a 6-month trial period commencing June 2022.
<u>***22/03/22.01 Resolved***</u>	That Cllr Winter sets up a Working Group to report to the NNP Committee and that the NNP Committee be given delegated powers to submit a response to West Suffolk Council.

Town Mayor's Announcements (23rd May 2022)

In addition to attending committee meetings, working groups and other meetings:

Date	Event
26 th April	I visited the Jobs and Skills Fair in the Memorial Hall
28 th April	I attended the QIPCO Hall of Fame award at the NHRM
29 th April	I hosted the Mayor's Civic Event
8 th May	I attended the Mayor of Haverhill's Civic Service
13 th May	I held the Platinum Jubilee Torch as it travelled down the High Street
13 th May	I greeted our friends from Maison Lafitte and Mesnil Le Roi
13 th May	I attended the Chair of West Suffolk Council's Civic dinner
14 th May	I attended the Twinning Association dinner at the Heath Court Hotel

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Tuesday 3rd May 2022 at 6.15pm

Attendance:

Councillor C O'Neill (Chairman)
Councillor J Berry
Councillor J Clover

Councillor A Drummond
Councillor P Hulbert
Councillor M Jefferys

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter (attended as member of public) and 1 Member of the Press.

Minute

D/22/05/1 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/22/05/2 Apologies

Apologies were received from Cllrs Ferries, Hall and Hood.

D/22/05/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

Cllr Jefferys declared a non-pecuniary interest in application DC/22/0497/TPO. There were no requests for dispensations.

D/22/05/4 To Confirm the Minutes of the Meeting Held on 19th April 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 19th April 2022 and the following was agreed:

D/22/05/4.01 Resolved

That the minutes of the Development & Planning Committee held on 19th April 2022 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/22/05/5 Public Open Session

None noted.

D/22/05/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 tree applications and Policy 32 entrances to the Town.

Cllr Berry joined the meeting.

D/22/05/7 Planning Applications

Week Commencing 11/04/2022 and 18/04/2022

D/22/05/7/1 DC/22/0420/RM – Reserved Matters Application - Submission of details under

Book Number 10 2021 - 2022

outline planning permission DC/13/0408/OUT (Granted by the Secretary of State under reference APP/H3510/V/14/2222871) - details of the two vehicle site accesses (Phase 1) and internal spine road (Phase 2) - Hatchfield Farm Fordham Road Newmarket Suffolk.

The plans were now clearer and a new resolution was made as follows:

D/22/05/7.01 Resolved

The Committee requested that the traffic congestion problem be looked at holistically and that Highways England be consulted to look at the A142/A14, j37 junction. The consequence of adding the junctions in these plans will be further congestion, particularly at certain times of the day, and measures will need to be taken to ameliorate this. Thought should also be given as to the effects of the horse crossings in the area on congestion.

Cycle and pedestrian paths must be integral to the whole scheme.

This is an entrance to the town and reference to the Newmarket Neighbourhood Plan, Policy No 32, should be considered – any changes in this area must make the best possible attractive town entrance.

D/22/05/7/2 DCON(A)/20/0624 – Application to discharge condition 22 (Phase 2 investigation strategy) of DC/20/0624/FUL - 143A All Saints Road Newmarket Suffolk.

D/22/05/7.02 Resolved

No response was required.

D/22/05/7/3 DCON(A)/19/2064 - Application to discharge condition three (arboriculture method statement) of DC/19/2064/FUL - Solario Tattersalls The Avenue Newmarket Suffolk.

D/22/05/7.03 Resolved

No response was required.

D/22/05/7/4 DC/22/0656/TCA – Trees in a conservation area notification – one Robinia and one Bay laurel (on plan) fell - 5 Balaton Place Snailwell Road Newmarket Suffolk.

D/22/05/7.04 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/22/05/7/5 DC/22/0510/TPO – TPO 03 (1990) tree preservation order - one Pine (T1 on plan in area G2 on order) remove lowest 3 laterals over driveway: one Lime (T2 on plan in area G2 on order) crown lift by six metres above ground level over driveway: one Lime (T3 on plan in area G2 on order) remove two lowest laterals back to main stem and reduce remaining branches back to boundary - 36 Leaders Way Newmarket Suffolk.

D/22/05/7.05 Resolved

Book Number 11 2021 - 2022

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

D/22/05/7/6 DC/22/0550/HH - Householder planning application - conversion of two outbuildings to create home office, works shop, gym and stores - 4 Bridge Cottages Snailwell Road Newmarket Suffolk.

D/22/05/7.06 Resolved

The Committee voiced no objections.

D/22/05/7/7 DC/22/0517/HH - Householder planning application - single storey rear Extension - 47 Rous Road Newmarket Suffolk.

D/22/05/7.07 Resolved

The Committee voiced no objections.

D/22/05/7/8 DCON(A)/21/0913 - Application to discharge condition 6 (construction method statement) of DC/21/0913/FUL - Land Rear Of 2 Park Avenue Newmarket Suffolk.

D/22/05/7.08 Resolved

No response was required.

Cllr Jefferys declared a non-pecuniary interest in the following applications and did not vote.

D/22/05/7/9 DC/22/0497/TPO – TPO/1990/01 - Tree preservation order - one Scots Pine (T1 on plan) reduce the overhang of the main stem by 3.6 metres; one Beech (T2 on plan) remove large lower limbs north facing; one Scots Pine (T3 on plan) reduce the height by 7.2 metres - 112 Churchill Avenue Newmarket Suffolk.

D/22/05/7.09 Resolved

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

D/22/05/8 Amended and Deferred Planning Applications

None noted.

D/22/05/9 East Cambs Planning Applications

None noted.

D/22/05/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 11/04/2022 & 18/04/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/22/0291/LB	Application for listed building consent - repair and re -paint existing windows and doors to front and rear elevations t	St Aubyns Wellington Street Newmarket Suffolk	Approved	No objections
DC/22/0278/TPO	TPO 032 (1960) tree p reservation order - group of 18 conifers (G1 on plan within A1 on order) fell	Soham House Snailwell Road Newmarket Suffolk	Approved	Objected
DC/22/0439/TCA	Trees in a conservation area notification - one Cedar (T1 on plan) fell	Southernwood Fordham Road Newmarket Suffolk	Approved	Objected

D/22/05/11 Delegation Panel Decisions

It was noted that the following application was granted by the Delegation Panel:

DC/21/117/FUL - Planning application - partial change of use of first floor from offices/retail (class E) to residential (class C3) to create five flats - 116-118 High Street Newmarket.

D/22/05/12 Licensing

It was noted that a licence had been granted to Merkur Slots and the following was agreed:

D22/05/12.01 Resolved

That, out of concern for residents' welfare, a letter be sent to West Suffolk Council to inform them that the Committee were disappointed to see that a licence had been issued to Merkur Slots, despite its requests to refer this matter to the WSC Licensing Committee members instead of delegating to WSC planning officers. The Committee reiterated its previous objections and concerns regarding the number of gambling outlet applications and stated that there should be a balance between gambling and retail outlets.

It was noted that WSC had responded to NTC's letter offering training to members regarding formulating licence objections.

D/22/05/13 Correspondence

None noted.

D/22/05/14 Date of Next Meeting

Monday 16th May 2022 at 6.15pm at the Memorial Hall.

D/22/05/15 To Note any Items for Next Meeting

- Parking issues on Noel Murless/Elliot Close

Meeting closed at 6:40pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/05/7.01 Resolved</u>	The Committee requested that the traffic congestion problem be looked at holistically and, that Highways England be consulted to look at the A142/A14, j37. The consequence of adding the junctions in these plans will be

Book Number 13 2021 - 2022

	further congestion, particularly at certain times of the day, and measures will need to be taken to ameliorate this. Thought should also be given as to the effects of the horse crossings in the area on congestion. Cycle and pedestrian paths must be integral to the whole scheme. This is an entrance to the town and reference to the Newmarket Neighbourhood Plan, Policy No 32, should be considered – any changes in this area must make the best possible attractive town entrance.
<u>D/22/05/7.02 Resolved</u>	No response was required.
<u>D/22/05/7.03 Resolved</u>	No response was required.
<u>D/22/05/7.04 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 the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/22/05/7.05 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/05/7.06 Resolved</u>	The Committee voiced no objections.
<u>D/22/05/7.07 Resolved</u>	The Committee voiced no objections.
<u>D/22/05/7.08 Resolved</u>	No response was required.
<u>D/22/05/7.09 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D22/05/12.01 Resolved</u>	That, out of concern for residents' welfare, a letter be sent to West Suffolk Council to inform them that the Committee were disappointed to see that a licence had been issued to Merkur Slots, despite its requests to refer this matter to the WSC Licensing Committee members instead of delegating to WSC planning officers. The Committee reiterated its previous objections and concerns regarding the number of gambling outlet applications and stated that there should be a balance between gambling and retail outlets.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 16th May 2022 at 6.15pm

Attendance:

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

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 Press.

Minute

D/22/05/16 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 Notice and that the meeting may be filmed or recorded.

D/22/05/17 Apologies

Apologies were received from Cllrs Berry, Clover and Hall.

D/22/05/18 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no requests for dispensations.

D/22/05/19 To Confirm the Minutes of the Meeting Held on 3rd May 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 3rd May 2022 and the following was agreed:

D/22/05/19.01 Resolved

That the minutes of the Development & Planning Committee held on 3rd May 2022 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

A member of the press joined the meeting

D/22/05/20 Public Open Session

No members of the public wished to speak.

D/22/05/21 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The following policies applied Policy 14 – trees, Policy 4 - Horse Racing and Policy 30 - shopfronts

D/22/05/22 Planning Applications

Week Commencing 25/04/2022 and 02/05/2022

Book Number 15 2022 - 2023

Minutes of Development & Planning Committee held on Tuesday 16th May 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Tuesday 3rd May 2022 at 7:00 pm**

Attendance:

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

Councillor P Hulbert
 Councillor M Jefferys
 Councillor S Perry

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

Minute

CL/22/05/1 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/22/05/2 Apologies for Absence

Apologies were received from Cllrs Anderson, De'Ath, Drummond, Ferries, Hall, Harvey and Hood. Cllr Yarrow was absent.

CL/22/05/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

Cllr Borda declared a non-pecuniary interest in item 9c. There were no requests for dispensations.

CL/22/05/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 4th April 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 4th April 2022 and the following amendment was made:

*****CL/22/04/22.01 Recommendation***** - the finishing times of bookings was changed to read 1am and 2am.

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

CL/22/05/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 4th April 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

There were no matters arising.

CL/22/05/5 Public Open Session

No members of the public wished to speak.

Book number 6 2022 -2023

CL/22/05/6 To Receive the Accounts

The draft accounts for April 2022 were received and noted.

CL/22/05/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

Events Manager joined the meeting.

CL/22/05/8 Council Vehicle

Three quotes were considered for leasing an electric van and the following was agreed:

CL/22/05/8.01 Recommendation

That a Citroen e-Berlingo XL electric van be leased from CVC Finance.

A proposal to install a charging point at the Pavilion was considered and the following was agreed:

CL/22/05/8.02 Recommendation

That a charging point be installed at the Pavilion.

CL/22/05/9 Events

Lexington Link – twinning event July 2022. The requirements to facilitate the event were considered and the following was agreed:

CL22/05/9.01 Recommendation

That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments.

CL22/05/9.02 Recommendation

That NTC makes a donation of £2,000 to support the visit.

Town Clerk to make further enquiries regarding the requirements.

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

Soapbox Derby – This item was referred to the Leisure Services Committee – to decide charity donation(s).

CL/22/05/10 Newmarket Venues

Bookings - The Events Manager presented a report on the bookings for April, noting that £1,692.35 income was received in April 2022; £1,692.35 Year-To-Date.

Bookings for May include 1x Children birthday party 1 x business meeting 1 x Christening reception until 2am – security is confirmed by the client 1 x Dance party 1 x three-day competition – East Anglia Chess union 1 x Sport club weekly use of Severals 1x outdoor exercise class in the Severals on weekly basis

Hire Charges – the hire charges and Terms of Conditions were considered and the following was agreed:

CL/22/05/10.01 Recommendation

That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.

CL/22/05/11 Roadworks

This item was referred to the next Community Services Committee.

CL/22/05/12 Correspondence

Letter of thanks and appreciation from a resident for the NTC planting of daffodils and cherry trees was welcomed and noted.

A request to put on another student concert in the Memorial Gardens on Saturday 9th July was considered and the following was agreed:

CL/22/05/12.01 Recommendation

That the request to put on another student concert in the Memorial Gardens on Saturday 9th July be approved.

CL/22/05/13 Date of Next Meeting

Monday 6th June 2022 at 7pm at the Memorial Hall.

CL/22/05/14 Items for Next Agenda

- A142 Roadworks.

CL/22/05/15 *Exclusion of the press & public*****

With the vote being unanimous, it was:

*****22/05/15.01 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/22/05/16 *Security*****

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

*****CL/22/05/16.01 Recommendation*****

That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.

*****CL/22/05/16.02 Recommendation*****

That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/05/8.01 Recommendation</u>	That a Citroen e-Berlingo XL electric van be leased from CVC Finance.
<u>CL/22/05/8.02 Recommendation</u>	That a charging point be installed at the Pavilion.
<u>CL/22/05/9.01 Recommendation</u>	That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments.
<u>CL/22/05/9.02 Recommendation</u>	That NTC makes a donation of £2,000 to support the visit.
<u>CL/22/05/10.01 Recommendation</u>	That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.
<u>CL/22/05/12.01 Recommendation</u>	That the request to put on another student concert in the Memorial Gardens on Saturday 9th July be approved.
<u>***CL/22/05/16.01 Recommendation***</u>	That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.
<u>***CL/22/05/16.02 Recommendation***</u>	That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.

D/22/05/22/1 DCON(B)/20/0624 – Application to discharge condition 21 (construction method statement) of application DC/20/0624/FUL - 143A All Saints Road Newmarket Suffolk.

D/22/05/22.01 Resolved

No comments were required.

D/22/05/22/2 DC/22/0639/FUL – Planning application - conversion of existing annexe and nursery into two residential units – Louisville Fordham Road Newmarket Suffolk.

D/22/05/23.02 Resolved

The Committee voiced no objections.

D/22/04/23/3 DC/22/0583/FUL - Planning application - Construction of lunging ring Solario Yard Tattersalls The Avenue Newmarket Suffolk.

D/22/05/22.03 Resolved

The Committee voiced no objections and were encouraged to see expansion of facilities for the horse racing industry.

D/22/05/22/4 DC/22/0713/TCA – Trees in a conservation area notification - one Silver Birch (T1 on plan) fell - Fairstead House School Fordham Road Newmarket Suffolk.

D/22/05/22.04 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee does not object to this application as it will be replaced with three trees. The Committee look forward to being told what the replacements will be.

D/22/05/22/5 DC/22/04807/P3CMA – Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015 - change of use from Osteopathic clinic (class E) at first floor to one dwelling (class C3)- The Newmarket Osteopathic Clinic 18 Park Lane Newmarket Suffolk.

D/22/05/22.05 Resolved

The Committee voiced no objections.

D/22/05/22/6 DC/22/0511/FUL - Planning application - change of use from takeaway (Sui Generis) to Adult Gaming Centre (Sui Generis) - 104 High Street Newmarket Suffolk.

D/22/05/22.06 Resolved

The Committee objected to this application and delegated to the Town Clerk to check WS policy DM38 and to submit a suitably worded objection based on the imbalance between retail and other outlets on the High Street.

D/22/05/23 Amended and Deferred Planning Applications

D/22/05/23/1 DC/22/0097/ADV - Application for advertisement consent - a. one externally illuminated fascia; b. two non illuminated fascias; c. one externally illuminated projecting sign - 98 High Street Newmarket.

D/22/05/23.01 Resolved

The Committee objected on the grounds that it does not comply with the WS shopfront policy to the Town Clerk to check the WS Shopfront Policy and submit a suitably worded objection.

D/22/05/24 Planning Appeals

D/22/05/24/1 DC/21/2009/FUL – Parish Consultation for: Planning application - retail unit with two floors above to create six flats (following demolition of existing shop unit) and associated works - Replacement Unit 2 - 3 Crown Walk Newmarket Suffolk.

D/22/05/24.01 Resolved

The Committee requested the Clerk checks the expiry date for this appeal and, if possible, to bring back in two weeks to the Committee – otherwise to delegate to the Clerk to modify previous comments submitted objecting to the original application after seeking assistance from WSC planning officers.

D/22/05/25 Tree Preservation Orders

The following TPO was noted:

Tree Preservation Order – TPO/005(2022) – TPO Paget Place And Wyndham Way Newmarket Suffolk – applied 28th April 2022.

Town Clerk to send a letter of thanks to the WS Tree Officer.

D/22/05/26 East Cambs Planning Applications

22/00472/RMM – Reserved matters pursuant to outline planning permission 18/00752/ESO, to cc 324no. one, two, three and four bedroom dwellings, 15no. plots for self-build and housing, CLT office, associated infrastructure and public open space as the first part of the residential development at Kennett Garden Village – Phase 1B (First Residential Phase) Kennett Garden Village Land Southwest of 98 Station Road Kennett.

D/22/05/25.01 Resolved

The Committee noted that this development would place a further burden on the already over-stretched infrastructure of the neighbouring town of Newmarket and therefore seeks a significant contribution for support from the developers to improve the infrastructure.

22/00471/RMM – Reserved matters pursuant to outline planning permission 18/00752/ESO, to Perimeter road around the south and west sides of the site, linking the roundabout junctions to deliver the by-pass to the village and the main access to Kennett Garden Village – Phase 1A (Perimeter Road) Kennett Garden Village Land Southwest of 98 Station Road Kennett.

D/22/05/25.02 Resolved

The Committee noted that this development would place a further burden on the already over-stretched infrastructure of the neighbouring town of Newmarket and therefore seeks a significant contribution for support from the developers to improve the infrastructure.

D/22/05/27 Consultations

East Cambs Single Issue Review for public consultation – was considered and the

Book Number 17 2022 - 2023

following was agreed:

D/22/05/27.01 Resolved

That this item be added to the next full Town Council agenda.

D/22/05/28 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 25/04/2022 & 02/05/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/22/0716/TCA	Trees in a conservation area notification - one Horse Chestnut (as indicated on plan) re-pollard to previous cutting points; one Horse Chestnut (as indicated on plan) fell	Clarehaven Stable 57 Bury Road Newmarket Suffolk	Withdrawn	
DC/22/0543/HPA	Householder prior approval - single storey rear extension which extends beyond the rear wall of the original house by 5 metres with a maximum height of 3 metres and a height of 3 metres to the eaves	12 Falmouth Gardens Newmarket Suffolk	Approved	No objections
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	Withdrawn	
DC/22/0411/HH	Householder planning application - a. single storey rear extension (following demolition of conservatory) b. widening of drop kerb, hedge removal and block paving to be laid adjacent to gravel driveway	51 Edinburgh Road Newmarket Suffolk	Approved	No objections
DC/21/2408/CLE	Application for lawful development certificate for existing use or development - change of use stables to dwelling	Coach House 50 Exeter Road Newmarket	Approved	No comments
DC/21/2406/CLE	Application for lawful development certificate for existing use or development - occupation of first floor flat in breach of an occupancy condition	Coach House 50 Exeter Road Newmarket	Approved	No objections
DC/21/24170/FUL	Planning application - Conversion and extension of existing garage to form a residential dwelling	107 Exning Road Newmarket	Rejected	Objected
DC/21/2135/FUL	Planning application - roof extension with five dormer windows to second floor	Flat 2 Sun Lane Newmarket	Approved	No objections
DC/ON(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	Approved	No comment
DC/21/1753/FUL	Planning application - one dwelling and vehicular access	Land Adjacent To 26 Paget Place Newmarket Suffolk	Rejected	No objections

D/22/05/29 Delegation Panel Decisions

DC/21/1753/FUL - Planning application - one dwelling and vehicular access - Land adjacent to 26 Paget Place, Newmarket – WSC Officer Minded to Refuse

Cllr Yarrow joined the meeting as an observer and Cllr Drummond left the meeting.

D/22/05/30 Licensing

West Suffolk email – offer to meet to discuss representations at licence hearings.

The offer was accepted and Town Clerk was asked to seek members of the committee to form a Working Group and arrange a meeting as soon as possible.

Book Number 18 2022 - 2023

D/22/05/31 Parking

The parking issues at Noel Murless Drive/Elliott Close were discussed and Town Clerk will ask the Enforcement Officers to check that cars are not parking on double yellow lines at the junction of George Lambton and Croft Road.

D/22/05/32 Correspondence

East West Main Line Strategic Statement - was noted.

Wooditton Parish Council letter - East Cambs approval for funding traffic calming at the railway bridge was noted.

D/22/05/33 Date of Next Meeting

Monday 6th June 2022 at 6.15pm at the Memorial Hall.

D/22/05/34 To Note any Items for Next Meeting

None noted.

Meeting closed at 6:55pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/05/22.01 Resolved</u>	No comments were required.
<u>D/22/05/22.02 Resolved</u>	The Committee voiced no objections.
<u>D/22/05/22.03 Resolved</u>	The Committee voiced no objections and were encouraged to see expansion of facilities for the horse racing industry.
<u>D/22/05/22.04 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee does not object to this application as it will be replaced with three trees. The Committee look forward to being told what the replacements will be.
<u>D/22/05/22.05 Resolved</u>	The Committee voiced no objections.
<u>D/22/05/22.06 Resolved</u>	The Committee objected to this application and delegated to the Town Clerk to check WS policy DM38 and to submit a suitably worded objection based on the imbalance between retail and other outlets on the High Street.
<u>D/22/05/23.01 Resolved</u>	The Committee objected on the grounds that it does not comply with the WS shopfront policy to the Town Clerk to check the WS Shopfront Policy and submit a suitably worded objection.
<u>D/22/05/24.01 Resolved</u>	The Committee requested the Clerk checks the expiry date

	for this appeal and, if possible, to bring back in two weeks to the Committee – otherwise to delegate to the Clerk to modify previous comments submitted objecting to the original application after seeking assistance from WSC planning officers.
<u>D/22/05/25.01 Resolved</u>	The Committee noted that this development would place a further burden on the already over-stretched infrastructure of the neighbouring town of Newmarket and therefore seeks a significant contribution for support from the developers to improve the infrastructure.
<u>D/22/05/25.02 Resolved</u>	The Committee noted that this development would place a further burden on the already over-stretched infrastructure of the neighbouring town of Newmarket and therefore seeks a significant contribution for support from the developers to improve the infrastructure.
<u>D/22/05/27.01 Resolved</u>	That this item be added to the next full Town Council agenda



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th May 2022 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor R Hood

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

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

Minute

- F/22/05/1** **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 Safety Notice was not required and confirmed that proceedings may be filmed or recorded.
- F/22/05/2** **Apologies for Absence**
Apologies were received from Cllr Drummond.
- F/22/05/3** **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/22/05/4** **To Confirm the Minutes of the Meeting Held on 19th April 2022 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 19th April 2022 and the following was agreed:

F/22/05/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 19th April 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:
F/22/04/10.02 – Community Nature Reserve grant – a community planting event will be held at Mill Bank on Sat 4th June 2022 at 10:00am.
- F/22/05/5** **Public Open Session**
No members of the public wished to speak.
- F/22/05/6** **Submission of Schedules of Payments for Information CB1 - CB4 2022**
Members reviewed CB1 - CB4 for April 2022 and the following was agreed:

F/22/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2022 – 30/04/2022 (Cash Book 1 - 4) be received and adopted.

F/22/05/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/04/2022 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/05/8 To Receive the Income and Expenditure

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

F/22/05/9 Reserves

The Ear-Marked Reserve and General Reserve funds were reviewed and noted.

F/22/05/10 Policy Review

The NTC Protection of Children and Vulnerable Adults Policy was reviewed and further amendments were made. The following was agreed:

F/22/05/10.01 Recommendation

That subject to further amendments being made, the NTC Protection of Children and Vulnerable Adults Policy be received and approved.

F/22/05/11 Living with COVID Grant Application

A report regarding an application by the Town Council for grant funding was considered and a grant application will be submitted for £5,000 to go towards funding an ice rink, £2000 for two gazebos and £3,000 for other activities for the Winter event.

F/22/05/12 Net Zero

A report on a NTC Net Zero Project were considered and the following was agreed:

F/22/05/12.01 Recommendation

That NTC commits to consider what actions it could take to help mitigate the effects of global warming by engaging in a programme of assessment, review and reduction of its carbon footprint.

F/22/05/12.02 Recommendation

That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations.

F/22/05/13 Health and Safety

The monthly health and safety report was received and noted.

F/22/05/14 Correspondence

None noted.

F/22/05/15 Date of Next Meeting

Monday 18th July 2022 at the Memorial Hall.

Meeting closed at 7:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/05/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/04/2022 – 30/04/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/05/10.01 Recommendation</u>	That subject to further amendments being made, the NTC Protection of Children and Vulnerable Adults Policy be received and approved.
<u>F/22/05/12.01 Recommendation</u>	That NTC commits to consider what actions it could take to help mitigate the effects of global warming by engaging in a programme of assessment, review and reduction of its carbon footprint.
<u>F/22/05/12.02 Recommendation</u>	That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee **Held on Monday 9th May 2022 at 6:15pm**

Attendance:

Councillor K Yarrow (Chairman)
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond
Councillor J Ferries
Councillor D Hall
Councillor J Harvey

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor S Perry
Councillor P Winter

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, R Fletcher – Trustee NHRM, Nick Patton – Jockey Club Estates, 1 Member of the Press and 1 Member of the Public.
Minute

N/22/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

N/22/05/2 Apologies for Absence
None noted.

N/22/05/3 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.

N/22/05/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held on Monday 14th March 2022 and Any Matters Arising
Members received the minutes of the Neighbourhood Plan Committee Meeting held on Monday 14th March 2022 and the following was agreed:

N/22/05/4.01 Resolved

That the minutes of the Neighbourhood Plan Committee meeting held on Monday 14th March 2022 be adopted and would be signed as a true record by the Chairman of the Neighbourhood Plan Committee.

There were no matters arising.

N/22/05/5 Public Open Session

A member of the public spoke to item 9 - WSC Local Plan regarding taking

Minutes of the Neighbourhood Plan Committee held on 9th May 2022

into account the need for review of the Newmarket Neighbourhood Plan (it being a live document) and item 7k the Development Brief for the St Felix site.

A member of the press joined the meeting

N/22/05/6 To Receive the Accounts

The accounts for April 2022 were received and noted.

N/22/05/7 Working Groups

Public Rights of Way – A proposal was made to contact Alliance Mechanical regarding a creation agreement for the Laureate School Road/Willie Snaith Road footpath and the following was agreed:

N/22/05/7.01 Recommendation

That a meeting be arranged with Allied Mechanical for Cllrs Drummond and O'Neill to arrange to discuss the PROW for the Laureate School Road/Willie Snaith Road footpath and a creation agreement to enable reinstatement.

Yellow Brick Road - The daffodils that were planted last year raised the profile of the YBR and really brightened up the area and were appreciated by residents. WSC had cleared the Brook and Anglia Water were looking at their responsibilities. It was reported that parts of the brook were full of rubbish and Cllrs Jefferys and Ferries would conduct a site visit and report back.

Market

Letters of Support – it was noted that all supported the market being located on the High Street and not the Market Square. Town Clerk was asked to forward the letters to WSC.

WSC feedback on the re-instated makers' Market – was noted. There was no information on how success was measured. The next one is on Saturday 14th May 2022 and Members were encouraged to visit to see how it goes.

Market Working Group

The Chairman proposed that the next item be discussed in Confidential as requested by WSC and the following was agreed:

N/22/05/7.02 Resolved

That the report from the Market Working Group be discussed in Confidential.

Museum

The Chairman proposed that the next item be discussed in Confidential due to Commercial sensitivity and the following was agreed:

N/22/05/7.03 Resolved

That the leasing of the Coach House be discussed in Confidential.

Community Museum – it was reported that the Working Group had responded to the letter from NHRM regarding their involvement in running a Community Museum, thanking them for their offer of assistance and advice.

Parking – Results of the consultation for a residents parking zone in the All Saints' areas will be discussed in an imminent meeting with West Suffolk Council. Exning Road, along with other areas of the town, are on a list of areas that also have issues due to new houses being built. These will be looked at by the Working Group once the results for All Saints are confirmed.

Public Realm & Associated Initiatives – There was nothing to report.

SEND Provision - There was nothing further to report. SCC were taking steps to improve services to support children with educational needs. Councillor Hood stated that figures quoted in a recent report in the EADT newspaper (supplied by a SEND parents' group) were incorrect. Cllr Hood agreed to provide an update.

Climate Change – Town Clerk reported that quotes were being sought for assessment and plans regarding the council's carbon footprint and these will be introduced at the next F&P meeting.

Affordable Housing - There was nothing to report.

Horse & Public Safety - There was nothing to report.

Cllr Drummond declared a non-pecuniary interest in the following item and did not vote

St Felix Former School Site (Task & Finish) – The online NTC responses to the consultation on the Development Brief were read out by the Chairman and the following was agreed:

N/22/05/7.04 Recommendation

That the following online responses be submitted by NTC to WSC:

Q1. NTC thinks that it is inappropriate to build houses on a site that can be better used for sport facilities.

Q2. NTC is unsure if all opportunities for PROW, footpath & cycle network for the site have been explored; particularly to and from the area of the George Lambton playing field site.

Q3. NTC would re-state that it prefers that this site should be a community sports facility in totality, as referenced in the Town Council's submission comments to the Local Plan Consultation in 2017 and the Newmarket Neighbourhood Plan (para 7.2)

NTC believes that opportunities of meeting the housing needs on other

available sites have not been explored (Pinewood Stud (JCE) and Hatchfield Farm and other sites in Newmarket).

NTC believes that there should be further opportunities for sourcing funding to develop all or any of the site for sports and recreation use.

Q4. NTC re-states that the whole site should be used for sporting and leisure facilities and believes that there has been inadequate consultation with Newmarket sports clubs regarding their actual needs and the current lack of facilities.

Q5. NTC does not feel that there has been any consultation regarding a) the proposed housing on this site, as opposed to b) the need for Newmarket to have sporting facilities on this site.

This will not achieve the objectives of the brief because the design almost eliminates sports facilities from the St Felix site.

Volunteer – NTC to consider being a conduit to holding a volunteer register (for CS agenda).

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

N/22/05/8 **Jockey Club Estates ‘Let’s Play Our Part’ Consultation**

Exning New River Report – the report was presented and noted as a standalone document.

A response to the Jockey Club Estate’s consultation was considered and the following was agreed:

N/22/05/8.01 Recommendation

That the following response be submitted:

NTC approves and endorses the Jockey Club Estate plans as set out in the consultation ‘Let’s Play Our Part’ as: -

- 1. A cinema at the Subscription Rooms**
- 2. A new park for Newmarket**
- 3. A potential residential development**
- 4. An all-weather training and race facility**
- 5. Expansion of training facilities**

R Fletcher left the meeting.

N/22/05/9 **Correspondence**

WSC Local Plan Programme – It was reported that the Town Clerk along with Cllrs Jefferys, Ferries and Hall had attended the WSC meeting regarding the Local Plan Programme on 26th April 2022. A schedule of the timetable for the programme was received.

N/22/05/10 *****Exclusion of the Press & Public*****

With the vote being unanimous, it was:

*****H/22/05/10.01 Resolved*****

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

Members of the press and public left the meeting

N/22/05/11 ***** Market Working Group *****

Cllr Hall left the meeting

A response to the WSC Market locations Appraisal report was presented and considered. The following was agreed:

Cllr Hall returned to the meeting

*****N/22/05/11.01 Resolved*****

That the following response be submitted to WSC, this committee having been given delegated authority to resolve the response by full council on 23/4/2022:

Contest to the site location of Newmarket market: summary options appraisal matrix

- ‘Capacity for future growth’ – the difference between the High Street and Market Square is skewed as the High Street has lay-bys on both sides (and was on both sides in previous years).
- ‘Safety’ – the High Street is actually a better location in terms of impact for the town generally; therefore, the adverse safety issues should be properly addressed, thereby negating the difference in score which would make the two venue scores comparable. If infrastructure is necessary to make it safe, a costing should be provided to enable consideration of funding. TROs are already in place for the High Street location in the bays and there is current electricity supply. Is there a necessity for barriers to be erected along the entire length of the High Street bays when there are only a few bays occupied?
- The review needs to factor in that moving to the High Street would enable additional income from parking on the Market Square, which could offset the running costs; but in any case, these could be reduced by a more permanent and robust infrastructure in the High Street location.
- ‘Footfall’ – this should carry the highest weighting in the scoring system. Markets need footfall to flourish.
- The WSC appraisal document requires a proper business plan to

support its findings.

General Comment and suggestions

- **Location is not the main issue for Newmarket market**
- **Other more significant factors are reduced footfall, which is fundamental to the success of the market, and diminishing number of traders**
- **Footfall reductions in Newmarket town centre has been affected by the loss of M&S and other shops which have closed**
- **Can some of the empty shops be utilised for ‘pop-up’ indoor market as an alternative?**
- **Newmarket requires more facilities as a draw for increased footfall: e.g. a cinema**
- **Free parking on market days from 8am to 2pm would encourage visitors**
- **The market needs to be enhanced to attract more traders to enable its growth**
- **The market needs to be a fully visible presence to succeed and prosper**
- **The location review needs to include ways to improve the above factors where possible so that the market is viable and attractive for existing and new traders**
- **The High Street is the preferred location of Newmarket Town Council**
- **Funding opportunities should be explored to improve infrastructure in the High Street e.g. Living with Covid funding.**

Suffolk CC to be asked to do an estimate of installing automatic barriers and also to provide NTC with a current cost breakdown for putting on each market in Newmarket.

*****N/22/05/11.02 Recommendation*****

That a face-face meeting be requested with WSC to further discuss the market.

N/22/05/12 *Museum*****

Museum - The leasing of the Coach House on Palace Street as a location for the Museum was discussed and the following was agreed:

N/22/05/12.01 Recommendation

That a Working Group be set up comprising of the Town Clerk, Cllrs Jefferys, Winter, O’Neill, Hall and Drummond to conduct further research and to arrange a meeting with WSC to discuss the leasing of the Coach House.

Town Clerk was asked to arrange a site visit.

N/22/05/13 Date of Next Meeting

This is the last Neighbourhood Plan Committee Meeting. The new

Performance & Audit Committee will meet on Monday 20th June 2022 at 7pm.

Meeting closed at 7:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>N/22/05/7.01 Recommendation</u>	That a meeting be arranged with Allied Mechanical for Cllrs Drummond and O'Neil to arrange to discuss the PROW for the Laureate School Road/Willie Snaith Road footpath and a creation agreement to enable reinstatement.
<u>N/22/05/7.04 Recommendation</u>	That the following online responses be submitted by NTC to WSC: Q1. NTC thinks that it is inappropriate to build houses on a site that can be better used for sport facilities. Q2. NTC is unsure if all opportunities for PROW, footpath & cycle network for the site have been explored; particularly to and from the area of the George Lambton playing field site. Q3. NTC would re-state that it prefers that this site should be a community sports facility in totality, as referenced in the Town Council's submission comments to the Local Plan Consultation in 2017 and the Newmarket Neighbourhood Plan (para 7.2) NTC believes that opportunities of meeting the housing needs on other available sites have not been explored (Pinewood Stud (JCE) and Hatchfield Farm and other sites in Newmarket). NTC believes that there should be further opportunities for sourcing funding to develop all or any of the site for sports and recreation use. Q4. NTC re-states that the whole site should be used for sporting and leisure facilities and believes that there has

	been inadequate consultation with Newmarket sports clubs regarding their actual needs and the current lack of facilities. Q5. NTC does not feel that there has been any consultation regarding a) the proposed housing on this site, as opposed to b) the need for Newmarket to have sporting facilities on this site. This will not achieve the objectives of the brief because the design almost eliminates sports facilities from the St Felix site.
<u>N/22/05/8.01 Recommendation</u>	That the following response be submitted: NTC approves and endorses the Jockey Club Estate plans as set out in the consultation ‘Let’s Play Our Part’ as: - 1. A cinema at the Subscription Rooms 2. A new park for Newmarket 3. A potential residential development 4. An all-weather training and race facility 5. Expansion of training facilities
<u>***N/22/05/11.01 Resolved***</u>	That the following response be submitted to WSC, this committee having been given delegated authority to resolve the response by full council on 23/4/2022: Contest to the site location of Newmarket market: summary options appraisal matrix • ‘Capacity for future growth’ – the difference between the High Street and Market Square is skewed as the High Street has lay-bys on both sides (and was on both sides in previous years). • ‘Safety’ – the High Street is actually a better location in terms of impact for the town generally; therefore, the adverse safety issues should be properly addressed, thereby negating the difference in score which would make the two venue scores comparable. If infrastructure is necessary to make it safe, a costing should be provided to enable consideration of funding. TROs are already in place for the High Street location in the bays and there is current electricity supply. Is there a necessity for barriers to be erected along the entire length of the High Street bays when there are only a few bays occupied? • The review needs to factor in that moving to the High Street would enable additional income from parking

	on the Market Square, which could offset the running costs; but in any case, these could be reduced by a more permanent and robust infrastructure in the High Street location. • ‘Footfall’ – this should carry the highest weighting in the scoring system. Markets need footfall to flourish. • The WSC appraisal document requires a proper business plan to support its findings. General Comment and suggestions • Location is not the main issue for Newmarket market • Other more significant factors are reduced footfall, which is fundamental to the success of the market, and diminishing number of traders • Footfall reductions in Newmarket town centre has been affected by the loss of M&S and other shops which have closed • Can some of the empty shops be utilised for ‘pop-up’ indoor market as an alternative? • Newmarket requires more facilities as a draw for increased footfall: e.g. a cinema • Free parking on market days from 8am to 2pm would encourage visitors • The market needs to be enhanced to attract more traders to enable its growth • The market needs to be a fully visible presence to succeed and prosper • The location review needs to include ways to improve the above factors where possible so that the market is viable and attractive for existing and new traders • The High Street is the preferred location of Newmarket Town Council • Funding opportunities should be explored to improve infrastructure in the High Street e.g. Living with Covid funding.
N/22/05/11.02 Recommendation	That a face-face meeting be requested with WSC to further discuss the market.
N/22/05/12.01 Recommendation	That a Working Group be set up comprising of the Town Clerk, Cllrs Jefferys, Winter, O’Neill, Hall and Drummond to conduct further research and to arrange a meeting with WSC to discuss the leasing of the Coach House.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 9th May 2022 at 7:35pm**

Attendance:

Councillor K Yarrow (Chairman)
 Councillor A Drummond
 Councillor D Hall
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys
 Councillor C O'Neill
 Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

-
- H/22/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The notice was not required.
- H/22/05/2 Apologies for Absence**
 None noted.
- H/22/05/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Member's Dispensation**
 None noted. There were no requests for dispensations.
- H/22/05/4 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 14th February 2022 and Any Matters Arising**
 Members received the minutes of the Human Resources Committee Meeting held on Monday 14th February 2022 and the following was agreed:
- H/22/05/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 14th February 2022 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.
- There were no matters arising.
- H/22/05/5 Public Open Session**
 No members of the public were present.
- H/22/05/6 To Receive the Accounts**
 The accounts for April 2022 were noted.
- H/22/05/7 Items for Inclusion on Next Agenda**
 None noted.

H/22/05/8 Date of Next Meeting
Monday 17th October 2022.

H/22/05/9 Exclusion of the Press & Public
With the vote being unanimous, it was:

H/22/05/09.01 Resolved
To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

H/22/05/10 *Staff Update*****
Town Clerk gave an update on the current staffing and reported that her appraisal had been completed and that she was organising appraisals for staff. She also reported that a grievance had been lodged and this is being investigated with support from the Town Council's employment consultants, Work Nest (formerly Ellis Witham). The NTC Grievance Policy will be applied to the letter.

Meeting closed at 7:40pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>There were no recommendations</u>	

CURRENT COUNCILLOR COMMITTEE CHOICES 2021/2022 MUNICIPAL YEAR

Committee	Cllr	TOTAL
Development and Planning	**Cllr O'Neill *Cllr Jefferys Cllr Berry Cllr Clover Cllr Drummond Cllr Ferries Cllr Hall Cllr Hood Cllr Hulbert	9
Community and Leisure Services	**Cllr Winter *Cllr De'Ath Cllr Jefferys Cllr Anderson Cllr Borda Cllr Crissall Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Perry Cllr Yarrow	14
Newmarket Neighbourhood Plan	*Cllr Yarrow Cllr Crissall Cllr Jefferys Cllr De'Ath Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr O'Neill Cllr Perry Cllr Winter	13
Finance and Policy	**Cllr Hall *Cllr Harvey Cllr Jefferys Cllr Borda Cllr Drummond Cllr Hood Cllr Hulbert Cllr O'Neill Cllr Yarrow	9
Human Resources	**Cllr Yarrow *Cllr O'Neill Cllr Jefferys Cllr Drummond Cllr Hall Cllr Hood Cllr Hulbert Cllr Winter	8
FULL TOWN COUNCIL	ALL COUNCILLORS	18

NEW COUNCILLOR COMMITTEE CHOICES 2022/2023 MUNICIPAL YEAR

Committee	Cllr	TOTAL
Development and Planning (Planning and Transport)		
Community Services (Assets and Services)		
Leisure Services (Civic, Community and Environment)		
Finance and Policy		
Human Resources		9
Performance and Audit		
FULL TOWN COUNCIL	<i>ALL COUNCILLORS</i>	18



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

Terms of Reference and Delegation

Scheme of Delegation to Officers

Newmarket Town Council

Document Number NTC2.3n

CONTROLLED DOCUMENT

This document is uncontrolled when downloaded or printed. The controlled copy is the electronic copy maintained in the Constitution Section of the Newmarket Town Council website.

Document Type	Terms of Reference and Delegation			
Document Reference:	NTC2.3n			
Document Purpose	To detail the delegated powers of council officers.			
Standards & Legislation	Local Government Act 1972			
Author(s):	Douglas Hall, John Harvey			
Approved by:	Finance and Policy Committee			
Approved date:	Enter date here in YYYY-MM-DD format			
Adopted by:	Newmarket Town Council			
Adopted date:	Enter date here in YYYY-MM-DD format			
Review date:	Enter date document should be reviewed by, usually 2 years from last adoption date			
Version Number:	This should be the current version number			
Version Control and Revision Information				
1	First published			2021-03-21
Version	Paragraph	Description of change	Resolution	Date

DEFINITIONS

Certain terms are used throughout these terms of reference and delegation. These terms and their definitions for the purposes of these standing orders are set out below.

“Council” shall mean NEWMARKET TOWN COUNCIL unless otherwise indicated.

“Estimates” shall mean the revenue estimates approved by the council.

“Responsible Financial Officer” shall mean the person appointed by the council to be responsible for their financial affairs under the Local Government Act 1972 §151. Unless otherwise directed, this will be the Town Clerk.

“Town Clerk” shall mean the person responsible for implementing the decisions and acting as the Proper Officer, appointed by the council under the Local Government Act 1972 §112(1).

PREAMBLE

The delegations in this document are subject to any limitations imposed by law, the budget and the council's Standing Orders and Financial Regulations.

Grant of a delegated power does not imply any budget provision for the exercise of that power or the consequences of such exercise.

The Authorised Officer referred to is the least senior member of staff who may exercise that delegated power. Every officer more senior in the Council's staffing structure including the Town Clerk shall also enjoy the same power.

The Town Clerk may withdraw a delegated power from an officer for such period of time as they consider appropriate.

DELEGATIONS

1. Staffing Matters

Function	Authorised Officers
1.1. To appoint staff below the level of the Deputy Town Clerk if there is an approved budget for the vacant post.	• Town Clerk.
1.2. To engage temporary staff as and when required within the estimates.	• Town Clerk.
1.3. To authorise overtime working for staff on salary spinal point ~~XX~~ or below, within the estimates.	• Town Clerk.
1.4. The approval of individual salary gradings within any job evaluation grading structure approved by the Council.	• Town Clerk.
1.5. The approval of financial allowances to staff for travelling, subsistence, relocation expenses, telephone and car allowances, including variations to local terms to reflect variation in nationally agreed schemes or in line with inflation.	• Town Clerk.
1.6. The granting of long service awards; the award of increments within salary grades following the criteria of the relevant conditions of service.	• Town Clerk.
1.7. The exercise of disciplinary powers over staff, including the power to immediately suspend and to dismiss.	• Town Clerk.
1.8. On the recommendation of a Doctor following a medical examination of the individual, to authorise the retirement of staff on the grounds of permanent ill-health.	• Town Clerk.

2. Corporate and Miscellaneous

Function	Authorised Officers
2.1. In consultation with the appropriate ward members, to submit comments and/or objections on planning and licensing matters in circumstances where such matters are likely to be determined, under delegated powers or otherwise, before a meeting of the relevant committee or the council can be held to consider the matter(s).	• Deputy Town Clerk
2.2. To arrange all civic ceremonies and ancillary events in consultation with the mayor.	• Officers reporting to Town Clerk
2.3. To represent the council at any conference meeting or inquiry to which the council is invited unless the council has indicated otherwise and to exercise any voting rights conferred by corporate membership of any body.	• Officers reporting to Town Clerk
2.4. To offer training to councillors.	• Town Clerk
2.5. To appoint substitute Proper Officers as required so that the powers conferred on the Proper Officer can be exercised in the case of an emergency.	• Town Clerk
2.6. In the absence of the Town Clerk, to exercise any functions delegated to the Town Clerk.	• Deputy Town Clerk
2.7. To enter into contracts for the purchase and supply of goods and services for use in their respective services within the estimates.	• Officers reporting to Town Clerk
2.8. To hire plant from contractors and engage specialist sub-contractors.	• Officers reporting to Town Clerk
2.9. To sell surplus materials, vehicles, plant, equipment and goods, salvage scrap, and other waste.	• Town Clerk
2.10. To incur urgent expenditure in respect of any disaster within the Town Council's area until a meeting of the Council can be called and designate officers to carry out emergency functions.	• Town Clerk

3. Legal

Function	Authorised Officers
3.1. To instruct solicitors, counsel or agents to act on behalf of the council as required.	• Town Clerk
3.2. Subject to prior consultation with the mayor and relevant committee chair to take and defend proceedings in any court or tribunal.	• Town Clerk
3.3. Subject to prior consultation with the mayor and relevant committee chair (if available) to take all appropriate steps to secure the council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions.	• Town Clerk
3.4. To issue notices and conclude agreements necessary to protect the council's assets or in aid of its statutory functions.	• Town Clerk
3.5. To authorise a member of the council's staff to appear on behalf of the council before the Magistrates' Court.	• Town Clerk
3.6. To act as, or nominate a member of staff to act as, Data Protection Officer, including levying charges for the provision of information.	• Town Clerk

4. Financial

Function	Authorised Officers
4.1. To operate the council's banking arrangements.	• Responsible Financial Officer
4.2. To pay salaries and allowances.	• Responsible Financial Officer
4.3. To pay all sums properly authorised as due.	• Responsible Financial Officer
4.4. To collect all income due to the council, including appropriate interest and costs.	• Responsible Financial Officer
4.5. To submit appeals against valuations of the council property.	• Responsible Financial Officer
4.6. To determine rates of interest in respect of any sums due where such interest is properly chargeable.	• Responsible Financial Officer
4.7. To make a compensatory payment of up to £200, or higher if sanctioned by the Finance and Policy Committee	• Responsible Financial Officer
4.8. To write off debts of up to £500 where the sum is considered irrecoverable.	• Responsible Financial Officer
4.9. To manage project expenditure within a tolerance of 10% and to notify the relevant committee if such tolerance is likely to be exceeded.	• Responsible Financial Officer
4.10. To manage expenditure and vire budgets within individual cost centres such that the overall cost centre budget is not exceeded. Where a cost centre budget is likely to be or has exceeded the budget then the officer shall notify the chair of the relevant committee and the chair of the Finance and Policy Committee.	• Responsible Financial Officer

5. Operational, Property and Technical/Engineering

Function	Authorised Officers
5.1. To make applications for all statutory consents necessitated by any approved council proposal or development.	• Town Clerk
5.2. Within the provisions of the capital and revenue estimates to incur expenditure to repair and maintain the buildings owned by the council.	• Town Clerk
5.3. To grant or refuse wayleaves and easements to utilities over, on or under the council's land.	• Town Clerk
5.4. Subject to any necessary approvals, to erect or authorise street furniture, including barriers, bus stops, signs, etc.	• Officers reporting to Town Clerk
5.5. To let and manage pitches for promotional activities and commercial activities.	• Officers reporting to Town Clerk
5.6. To manage events held in the Town.	• Officers reporting to Town Clerk

6. Proper Officer

Function	Authorised Officers
6.1. Where a statute, regulation or order confers functions or duties on the “Proper Officer”.	• Town Clerk

Number	RESPONSIBILITY
Full Town Council	
Key Responsibilities	To carry all statutory functions reserved to Council and consider all other matters outside of any other committee's terms of reference.
FC1	General Governance
FC1.1	To adopt the corporate strategy.
FC1.2	To make observations on policy or strategy documents by any public body at the local, regional or national level that are outside the scope of other committees.
FC1.3	To adopt new policies and amendments to existing policies.
FC1.4	To respond to major consultations (e.g. Boundary Review, Core Strategy, Major Developments, Site Allocation) and those outside the scope of other committees.
FC1.5	To adopt any changes to the Standing Orders, Financial Regulations, or Terms of Reference.
FC1.6	To appoint members to committees.
FC1.7	To approve a schedule of routine meetings of the Council and its standing committees.
FC1.8	To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
FC1.9	To make, amend, revoke, re-enact or adopt byelaws.
FC1.10	To authorise the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
FC1.11	To produce the annual report.
FC1.12	To take appropriate action on the recommendations of committees, advisory committees or working groups of the council.
FC1.13	To consider any matters within the terms of reference of a committee.
FC1.14	To consider all matters outside of the terms of reference of any committee.
FC2	Human Resources
FC2.1	To adopt the overall staffing structure.
FC2.2	To authorise requests for additional council officers.
FC2.3	To deal with all matters affecting the appointment, probation, promotion, discipline, salary and conditions of service of the Town Clerk.
FC4	Devolved Services
FC4.1	To take on services from other local authorities or public bodies.
FC5	Finance
FC5.1	To approve the annual return and end of year accounts.
FC5.2	To receive the external audit report.
FC5.3	To approve the annual budget and precept.

FC5.4	To authorise virements in accordance with the Financial Regulations.
FC5.5	To borrow money.
Finance and Policy Committee	
Key Responsibilities	To review Council governance, oversee the management of Council finances, development of council policies and business plans, including the recommendation to Council of the annual budget and precept in accordance with the Financial Regulations.
FP1	Delegated Functions
FP1.1	To arrange extra meetings of the committee.
FP1.2	To monitor actions on minutes of the committee.
FP1.3	To manage services for which the committee is responsible within an approved budget and policy.
FP1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
FP1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
FP1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
FP2	Strategy and Policy
FP2.1	To advise the council in formulating its objectives and priorities and in establishing programmes and to recommend such steps as are necessary to achieve these objectives.
FP2.2	To review all policies of the council and recommend changes or additional policies.
FP2.3	To advise the council on the development and review of the constitution.
FP3	Performance and Business Management
FP3.1	Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
FP3.2	To be responsible for monitoring the performance of the council.
FP3.3	To monitor the progress of the capital programme.
FP3.4	To approve the Corporate Business Plan.
FP4	Quality and Integrated Management System
FP4.1	To promote efficiency, value for money and an integrated approach to management
FP4.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes
FP4.3	To promote customer care and equality in service delivery and access.
FP4.4	To manage the Local Council Award scheme accreditation.
FP5	Resources
FP5.1	To oversee and direct the use of financial and technological resources of the council.

FP6	Finance
FP6.1	To be responsible for the overall management and control of the finances of the council, under the direction of the council.
FP6.2	To monitor the council's capital and revenue budgets.
FP6.3	To make recommendations to the council on the budget and precept requirements, having considered proposals by other committees.
FP6.4	To monitor the level of council income/expenditure compared with approved estimates
FP6.5	To advise the council on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained in the budget.
FP6.6	To advise the council on borrowing policy, investment and treasury management.
FP6.7	The policy management of the council's financial resources- in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.
FP6.8	To determine policy and supervise the council's insurance arrangements.
FP6.9	To supervise the council's banking arrangements.
FP6.10	To be responsible for all matters related to the full range of financial and accountancy functions.
FP6.11	To review all fees and charges and make recommendations to the council.
FP6.12	To control the collection of revenues, consider reports on outstanding debts due to the council, to undertake recovery, and to recommend to the council the writing off of irrecoverable amounts.
FP6.13	To approve all security arrangements of the council in respect of computers and financial issues.
FP6.14	To authorise investments and debt repayment in accordance with the Council's Policy
FP6.15	To recommend to the council all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets.
FP6.16	To review the financial regulations annually and to advise the council on the regulation and control of the council's finances
FP7	Grant Scheme
FP7.1	To administer the council's grant scheme in accordance with policy.
FP7.2	Any venue fee concessions in accordance with policy.
FP7.3	To advise the council on amendments to the grants policy.
FP8	Information Technology Services
FP8.1	To oversee the use of information technology in support of the council's business and service commitments.
FP9	Procurement
FP9.1	To co-ordinate and oversee the council's Corporate Procurement and advise it on policy.
FP10	Communications / Public Relations and Marketing
FP10.1	To co-ordinate and promote access to council services and public information, and to advise the council on a communications and marketing policy.
FP10.2	To promote the public face of the council through the management of public and media relations.

FP10.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.
FP10.4	To approve the content of the annual report and other publicity material relating to policies, responsibilities and outcomes of the council.
FP11	Audit
FP11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.
FP11.2	To receive, approve and recommend to the Council any necessary actions on interim audit reports.
FP11.3	To advise the council on matters of data protection, access to information, freedom of information and transparency regulations.
FP12	Emergency Planning
FP12.1	The policy management of the council's financial resources- in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.
Assets and Services Committee (Community Services Committee)	
Key Responsibilities	To oversee the management and maintenance of the Council's land and property assets and those related services directly provided or commissioned by the council.
AS1	Delegated Functions
AS1.1	To arrange extra meetings of the committee.
AS1.2	To monitor actions on minutes of the committee.
AS1.3	To manage services for which the committee is responsible within an approved budget and policy.
AS1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
AS1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
AS1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
AS2	Grounds Maintenance and Management
AS2.1	The management, control, upkeep, maintenance and development of all playing fields, open spaces, play areas, and other leisure and recreational facilities in the control or ownership of the Council.
AS3.1	Health and Safety
AS3.1	All matters relating to Health and Safety relating to assets, buildings, equipment, land and persons within the council's responsibility.
AS4	Public Realm & Public Facilities
AS4.1	The provision, management, control, upkeep and maintenance of all land, buildings and equipment in the management or ownership of the council.
AS4.2	The provision, management, control, upkeep and maintenance of street furniture, benches and signs in the management or ownership of the council.

AS4.3	The provision, management, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas in the management or ownership of the council.
AS4.4	To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
AS5	Strategy and Policy
AS5.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.
Civic, Community and Environment Committee (Leisure Services Committee)	
Key Responsibilities	To oversee, support and develop community projects, in conjunction with other stakeholders as appropriate, and to raise the profile of events and services supported by the Town Council.
LS1	Delegated Functions
LS1.1	To arrange extra meetings of the committee.
LS1.2	To monitor actions on minutes of the committee.
LS1.3	To manage services for which the committee is responsible within an approved budget and policy.
LS1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
LS1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
LS1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
LS2	Community Engagement
LS2.1	To promote the social wellbeing of the town and to promote social inclusion within communities.
LS2.2	To support the implementation of the Newmarket Vision Plan.
LS2.3	To facilitate and support local community and voluntary organisations.
LS2.4	To provide a gateway to the district and county councils, the police and other public bodies to provide a coordinated public service hub for the town.
LS3	Culture and heritage
LS3.1	To promote, enable and facilitate cultural, artistic activities and heritage throughout the town, through the council's own efforts and partnership working with other groups and organisations
LS3.2	To directly or indirectly conserve the cultural heritage of the town.
LS3.3	To manage, preserve and promote the use of the town's historic records, artefacts and treasures.
LS4	Economic wellbeing and tourism
LS4.1	To promote the economic wellbeing of the town through partnership with the business and community sectors
LS4.1	To promote tourism within the town and power to encourage visitors.
LS4.2	To promote regeneration in the town.

LS4.3	To lobby for sufficient high-quality employment sites in the town and support initiatives promoting inward investment.
LS4.4	To support skills and training for local businesses.
LS4.5	To support the provision, directly or indirectly, of Christmas lights.
LS4.6	To promote and support floral and planting initiatives on land outside of the control of the council.
LS5	Environment
LS5.1	To promote environmental awareness and the environmental wellbeing of the town.
LS5.2	To conserve the built and natural environment.
LS5.3	Issues involving ancient monuments and areas of archaeological interest.
LS5.4	To approve and action environmental audits.
LS5.5	To lead on sustainability and transition for the town.
LS5.6	To make recommendations to the council on the transition to net zero.
LS6	Leisure and sport
LS6.1	To promote, enable and facilitate arts, educational, entertainment, leisure and sporting activities and events throughout the town, through the council's own efforts and partnership working.
LS7	Public Relations
LS7.1	To administer town twinning.
LS7.2	To administer civic events and related public relations activities.
LS7.3	To encourage community groups and partnerships.
LS8	Safety and Crime Reduction
LS8.1	To install and maintain equipment for detection and prevention of crime.
LS8.2	To support initiatives of the Community Safety and Crime Reduction Partnership.
LS8.3	To lobby for road safety improvement schemes.
LS8.4	To liaise with the police to develop a safer community.
LS8.5	To support and promote Home Safety initiatives in the town.
LS9	Wellbeing
LS9.1	To work with partner organisations to improve the health of people in the town.
LS9.2	To improve access to services which can contribute to health.
LS9.3	To promote healthy living.
LS10	Young People
LS10.1	To support public and community services and facilities for the young.
LS10.2	To promote the involvement of young people in decision making within the town.

LS11	Strategy and Policy
LS11.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.
Planning and Transport Committee (Development and planning)	
Key Responsibilities	As a consultee of the planning authority, to consider all planning applications received from West Suffolk and East Cambridgeshire Councils, and make recommendations on behalf of the Town Council. To consider all matters relating to planning policy, infrastructure and development. To consider all matters relating to licensing.
PT1	Delegated Functions
PT1.1	To arrange extra meetings of the committee.
PT1.2	To monitor actions on minutes of the committee.
PT1.3	To manage services for which the committee is responsible within an approved budget and policy.
PT1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
PT1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
PT1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
PT2	Environmental
PT2.1	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, and animal welfare issues.
PT2.2	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).
PT2.3	Waste and recycling.
PT3	Highways, Transport and Traffic Management
PT3.1	To consider and make representations on matters relating to public highways including footpaths and bridleways.
PT3.2	To consider and make representations on matters relating to public transport.
PT4	Housing
PT4.1	To promote, enable and develop a Community Land Trust.
PT4.2	To lobby for sufficient affordable housing and an adequate range of housing types for the Town.
PT5	Licensing
PT5.1	To make observations on any matter relating to gaming or gambling.
PT5.2	To make observations on applications and other matters under the licensing legislation.
PT6	Planning and Development Control
PT6.1	To make observations to the local planning authority on all planning applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.

PT6.2	To make observations to the local planning authority on all listed building applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.
PT6.3	To make observations to the local planning authority on all conservation area consents.
PT6.4	To make observations to the local planning authority on all certificates of existing or proposed lawful use or development.
PT6.5	To make observations to the local planning authority on all display of advertisement regulations.
PT6.6	To make observations to the local planning authority on all developments involving telecommunications.
PT6.7	To refer any planning enforcement issues to the relevant local planning authority.
PT6.8	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications
PT6.9	To comment on tree preservation applications or the making of orders.
PT6.10	To make observations on planning consultation documents from any public body at the local, regional or national level.
PT6.11	To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.
PT6.12	To make observations on hazardous substance applications.
PT6.13	To make observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the local planning authority.
PT6.14	To make observations on applications and other actions in relation to hedgerows.
PT6.15	To make observations on street naming or numbering.
PT6.16	To liaise with the relevant local authority on any matter relating to building control.
PT6.17	To monitor proposals from developers under Section 106 Agreements or the Community Infrastructure Levy.
PT6.18	To request a district councillor to “call in” applications to be determined by the relevant committee of the local planning authority.
PT6.19	To undertake the council’s role in the making, review or management of conservation areas.
PT7	Strategic Planning
PT7.1	To make observations on local authority local plan, county waste, and mineral plans.
PT7.2	To make observations on local authority supplementary planning documents.
PT8	Strategy and Policy
PT8.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.
Human resources committee	
Key Responsibilities	Matters relating to the recruitment and management of the Council's employees and volunteers.
HR1	Delegated Functions
HR1.1	To arrange extra meetings of the committee.
HR1.2	To monitor actions on minutes of the committee.

HR1.3	To manage services for which the committee is responsible within an approved budget and policy.
HR1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
HR1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
HR1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
HR2	Human resources
HR2.1	To recommend to the council the overall staffing structure and approval of additional posts.
HR2.3	To approve human resources policies and the employee handbook.
HR2.6	Employee performance management scheme.
HR2.7	Training and development plan for officers.
HR2.8	Disciplinary matters under the Council's Disciplinary Procedure, unless otherwise delegated.
HR2.10	To manage the grievance procedure.
HR2.13	Issues relating to the nominated pension scheme as it affects individual employees and administration of retirement.
HR2.14	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working
HR2.15	Redundancy and redeployment.
HR2.16	Monitoring the equalities policy in relation to employment.
HR2.17	Approval of officer codes of conduct.
HR2.18	Approval of member-officer protocol.
HR2.19	To administer other personnel procedures.
HR2.20	To administer the policies relating to volunteering.
HR2.21	To administer the child and vulnerable adult policy
HR2.22	To administer the council's equality policy.
HR3	Strategy and Policy
HR3.1	To make recommendations to the council regarding policy and strategic matters relating to all of the above
Appeals committee	
Key Responsibilities	To act as the second stage in matters relating to disciplinary matters, grievance and complaints.
A1	Delegated Functions
A1.1	To arrange extra meetings of the committee.
A1.2	To monitor actions on minutes of the committee.
A1.3	To manage services for which the committee is responsible within an approved budget and policy.
A1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.

A1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
A1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
A2	Appeals
A2.1	To determine whether any appeal made by a member of staff under any of the council's human resources policies are valid.
A2.2	To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies
A2.3	To determine any appeals under the council's complaint procedures.
A2.4	To determine any appeal under freedom of information or data protection legislation.
Scrutiny Committee / Neighbourhood Plan Advisory Committee	
Key Responsibilities	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided, and to review the progress of the Neighbourhood Plan. Not to be chaired by the chair or vice-chair of the council or any other committee.
S1	Delegated Functions
S1.1	To arrange extra meetings of the committee.
S1.2	To monitor actions on minutes of the committee.
S1.3	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
S1.4	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
S1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
S2	Scrutiny
S2.1	To review the effectiveness of all the Council's work and the standards and levels of service provided, and provide recommendations to Full Council.
S2.2	To review the progress of the Neighbourhood Plan community objectives and provide recommendations to Full Council on the objectives to progress over the full term of the council.

Blank

Exert from existing Standing Orders of Newmarket Town Council with proposed change.

100. The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall determine the place, notice requirements, and quorum for a meeting of a committee, sub-committee or working group which, in any case, shall be no less than three;
- v. shall determine if the public may participate at a meeting of a committee;
- vi. shall determine if the public and press are permitted to attend the meetings of a sub-committee or working group and also the advance public notice requirements, if any, required for the meetings of a sub-committee or working group;
- vii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
- viii. may dissolve a committee or sub-committee;
- ix. shall make the allocation of members to standing committees at the annual meeting of the council; and
- x. all members of the council are allowed to sit on any standing committee, except for the Human Resources committee, which shall be limited to the chair and deputy chair of the council and 7 additional members. **The total membership of the Human Resources committee shall be decided by proportionality.** Should there be an oversubscription to the human resources committee, a ballot will be used to decide membership **in line with proportionality.** The remaining members who are not on the human resources committee may be required to form an appeals committee or disciplinary committee.



Newmarket

TOWN COUNCIL

Adopted: 26th October 2020

A minimum of 8 members of Council (to include Mayor and Deputy Mayor). Membership will be restricted to 9 councillors, to ensure an appeal committee can be formed if required. Should more than 9 councillors wish to join the committee, this will be resolved by ballot.

TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE

Quorum= 3

Function of the Council

1. All functions are set out in the Terms of Reference; the committee has no delegated powers.
2. To recommend to Council the overall staffing structure and approval of additional posts.
3. To agree the pay and conditions of staff.
4. Approval of personnel policies & Employee Handbook
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)
 - Make a recommendation to Full Council to fill vacant positions
 - Approval of job descriptions & person specifications.
 - Recommend appointment of new Town Clerk to be endorsed by Council. Selection of long list by Town Clerk with personnel assistance if appropriate. Selection of final short list and final interview by Chairman & Vice Chairman + Mayor & Deputy Mayor.
 - Appointment of other staff (once decision to appoint is approved by full Council), undertaken by Town Clerk in consultation with 2 members of Committee.
 - Town Clerk for casual staff and temporary appointments to approved positions below managerial level
 - Issue of Contracts of Employment
 - Town Clerk except Committee in the case of Town Clerk
6. Employee Performance Management Scheme and assessment at end of Probationary period
 - Undertaken by the Town Clerk and Chair of Human Resources Committee (or in their absence the Mayor)
 - In the case of the Town Clerk undertaken by Chair of Human Resources Committee and the Mayor (or in their absence the Vice Chair)
7. Training & Development Plan for staff
 - Town Clerk to draw up plans for consideration by committee
8. Disciplinary matters under the Council's Disciplinary Procedure.
 - Town Clerk with appeal to HR Committee
 - Town Clerk except Committee in the case of Town Clerk
9. Absence issues under the Council's Staff Sickness Scheme.
 - Town Clerk except Committee in the case of Town Clerk
10. Competence Procedure
 - Town Clerk except Committee in the case of Town Clerk
11. Grievance Procedure
12. Appeals Procedure under personnel policies.

13. Determination of individual grading issues and job evaluation
14. Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.
15. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working
16. Redundancy & Redeployment
17. Monitoring Equalities Policy in relation to employment.
18. Approval of Officer Codes of Conduct
Approval of Member-Officer Protocol
19. Health & Safety
 - Town Clerk for routine management
20. Administration of other Personnel procedures
 - Routinely undertaken by Town Clerk except Committee in the case of Town Clerk
21. To administer the Volunteers Policy
 - Town Clerk to administer
 - Committee to monitor & recommend to Council
22. To administer the Child & Vulnerable Adult Policy
 - Town Clerk to administer
23. Committee to monitor & recommend to Council
 - To administer the Council's Equality Policy
20. Town Clerk to administer for employees, services, volunteers and democratic processes
25. Committee to monitor & recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return.

Blank



Report to	Annual Meeting of the Council
Subject	Subscriptions/levies to other bodies
Purpose	Information
Classification	Unrestricted
Meeting date	23rd May 2022
Item number	14
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding the council/staff current annual subscriptions for review.

Chamber of Commerce	£300
Community Land Trust (CLT)	£75
Discover Newmarket (Stakeholder Fee)	£5,000
Institute of Cemetery & Crematoria Management (ICCM)	£95
Love Newmarket BID	£329
Society of Local Council Clerks (SLCC)	£391
Suffolk Association of Local Councils (SALC)	£1,743

Blank



Report to	Annual Meeting of the Council
Subject	NTC representation on other bodies and reporting back
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	23rd May 2022
Item number	15
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding arrangements for council representation of other bodies and the system of reporting back to full town council meetings.

OUTSIDE BODY	REPRESENTATIVE for 2022/23	REPORTING ARRANGEMENTS
Discover Newmarket		
Forest Heath Parish Alliance		After each meeting
Forest Heath Parish Alliance – Sunnica Group		After each meeting / communication
Great Local Run		
Love Newmarket BID		Monthly
MARPA		
Newmarket Community Network		Monthly
Newmarket Rail Group		
Newmarket Vision Steering Group		After each steering meeting
PCSO & Suffolk Police & Crime Commissioner		
Suffolk Association of Local Councils (SALC)		After each WS area meeting
Twinning Association – Lexington Link		
Twinning Association – Maison Laffitte		
West Suffolk Council Parish Forum		After each area meeting

Blank



At 31 March the following assets were held:

	2022 Value £	2021 Value £	Change
Freehold Land and Buildings			
KE VII Memorial Hall	£ 2,609,263	£ 2,609,263	£ -
Chapel Workshops	£ 170,352	£ 170,352	£ -
Sports Pavilion - The Severals	£ 554,455	£ 554,455	£ -
Field Terrace Allotments	£ 1	£ 1	£ -
New Cheveley Road Allotments	£ 1	£ 1	£ -
The Severals Allotments	£ 1	£ 1	£ -
All Saints Churchyard	£ 1	£ 1	£ -
St Mary's Churchyard	£ 1	£ 1	£ -
Land at 45 Field Terrace Road	£ 1	£ 1	£ -
Public Toilets	£ 1	£ 1	£ -
	£ 3,334,077	£ 3,334,077	£ -
Vehicles and Equipment			
Office & Memorial Hall Furniture & Equipment	£ 151,396	£ 149,210	£ 2,186
Memorial Hall Stage Lighting etc	£ 36,142	£ 36,142	£ -
Grounds Maintenance Tools & Equipment	£ 7,298	£ 5,052	£ 2,246
Signage	£ 6,392	£ 6,392	£ -
Display Cases	£ 2,952	£ 2,514	£ 438
Play Equipment	£ 167,190	£ 166,083	£ 1,107
Computer Hardware - fixed and portable	£ 6,514	£ 6,514	£ -
P A System	£ 2,857	£ 1,313	£ 1,544
Speed Device	£ 5,748	£ 5,748	£ -
Telephone Hardware	£ 1,327	£ 1,327	£ -
Severals Pavilion Furniture and Equipment	£ 18,524	£ 6,487	£ 12,037
Artificial Cricket Wicket	£ 5,610	£ 5,610	£ -
Cricket Roller	£ 7,500	£ 7,500	£ -
Scaffold Tower	£ -	£ 1,170	-£ 1,170
Rotavator	£ 499	£ 499	£ -
Fiat Doblo Cargo Van CV61 PTX	£ 8,032	£ 8,032	£ -
CCTV equipment	£ 7,625	£ 7,625	£ -
Flagpole	£ 950	£ 950	£ -
Clock Tower Lighting System	£ 18,750	£ 13,300	£ 5,450
Cemetery Automated Gate Equipment	£ 5,753	£ 2,014	£ 3,739
Navaho Information Screen	£ 1,707	£ 1,707	£ -
	£ 462,766	£ 435,189	£ 27,577
Infrastructure Assets			
Planters	£ 23,073	£ 23,073	£ -
Benches	£ 34,924	£ 34,474	£ 450
Bus Shelters (11)	£ 61,305	£ 61,305	£ -
Street Lights (184)	£ 92,000	£ 92,000	£ -
Bins	£ 3,894	£ 3,894	£ -
Shed	£ 662	£ 662	£ -
Water Feature	£ 80,682	£ 80,682	£ -
Cycle Racks	£ 8,942	£ 8,942	£ -
Cemetery Shed	£ 4,026	£ 4,026	£ -
Christmas Lights Infrastructure	£ 16,985	£ 16,985	£ -
Grit Bins	£ 180	£ 180	£ -
Memorial Gardens Kiosk	£ 2,125	£ 2,125	£ -
	£ 328,798	£ 328,348	£ 450
Community Assets			
Civic Regalia	£ 3,677	£ 3,677	£ -
Cooper Memorial	£ 96,061	£ 96,061	£ -
Clock Tower	£ 266,971	£ 266,971	£ -
War Memorial/Bombing Plaque (MH)	£ 42,087	£ 40,123	£ 1,964
Bill Tutte	£ 1	£ 1	£ -
Queens Statue	£ 1	£ 1	£ -
Cemetery	£ 1	£ 1	£ -
	£ 408,799	£ 406,835	£ 1,964
	£ 4,534,440	£ 4,504,449	£ 29,991

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurances values have been used as approximate current replacement cost.

**Fixed Assets - Additions and Disposals for the year ended
31st March 2022**

	Additions		Removals		Change	
	£	31,161	£	1,170	£	29,991
Commercial Dishwasher	£	1,809	£	-	£	1,809
Projector equipment	£	377	£	-	£	377
Water Bowser - electrically powered	£	1,499	£	-	£	1,499
Tongue Rivitor	£	40	£	-	£	40
Portable PA system	£	1,544	£	-	£	1,544
Leaf Blower Backpack	£	430	£	-	£	430
Bird/Bug housing/Swift boxes	£	277	£	-	£	277
Scaffold Tower	£	-	£	1,170	-£	1,170
Pavilion Shutters	£	12,037	£	-	£	12,037
Cemetery Automated Gate installation	£	3,739	£	-	£	3,739
Computer Hardware (Clock Tower Lighting System)	£	5,450	£	-	£	5,450
Display Boards for bus shelters	£	438	£	-	£	438
Bench (Severals)	£	450	£	-	£	450

Mrs Cathy Whitaker
Newmarket Town Council
Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272021-0693
Insured	Newmarket Town Council
Business	Parish / Town Council
Period of Insurance	
From	14 th January 2022
To	13 th January 2023
and any other period for which cover has been agreed.	

Renewal Premium	£ 8,112.85
-----------------	------------

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	93379353
Long term agreement active until	14 th January 2024
Preparation Date	23 rd December 2021
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACD05

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Memorial Gardens Public Conveniences, Memorial Gardens Public Conveniences, Newmarket, CB8 8JP	£137,001.18	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Chapel/Workshops/Public Toilets, Dullingham Road, Newmarket, Suffolk, CB8 9JT	£278,591.92	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. King Edward VII Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP	£2,936,242.26	N/A	£140,277.04	£756.44	£15,131.22	£301.79	£0.00	£0.00	£0.00
4. Sports Pavilion, The Severals, Bury Road, Newmarket, Suffolk, CB8 7YN	£791,633.95	N/A	£6,549.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£86,000	24	N/A		£160,000	24

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Grounds Maintenance Tools and Equipment	£4,268.20	£100
Sound and Lighting System	£39,493.34	£100
PA System with additional microphones	£1,891.07	£100
Navaho Information Screen	£1,865.29	£100
Cricket Roller	£10,384.43	£100
Play Equipment inc kiosk, benches and bins	£264,696.90	£100
Clock Tower	£388,435.62	£100
Bank House Furniture and Equipment	£1,704.65	£100
2 x Display Cases	£2,416.87	£100
Cemetery CCTV	£852.33	£100
Civic Regalia	£5,347.71	£100
Street Lights	£100,530.88	£100
Laptops/ Computers	£3,387.45	£100
Cooper Memorial	£139,772.05	£100
War Memorial	£58,376.84	£100
Christmas Lights Infrastructure	£14,582.44	£100
47 x Benches	£35,069.98	£100
38 x Planters	£25,212.49	£100
Bins	£2,904.47	£100
Cycle Racks	£9,771.17	£100
Shed	£723.39	£100
Cemetery Shed	£4,399.32	£100
11 x Bus Shelters	£66,989.62	£100
Scaffolding Tower	£1,366.39	£100
5 Stainless Steel Bollards	£2,484.35	£100
Memorial Paving (Bill Tutte Memorial)	£37,265.17	£100
Bill Tutte Memorial	£115,927.41	£100

Ice Cream Freezer in Kiosk	£453.80	£100
Fridge in icecream kiosk	£162.29	£100
Defibrillator x 2	£3,933.82	£100
Kiosk	£3,939.28	£100
Speed Indicator Device	£3,883.01	£100
Sensory Wall	£27,318.18	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

3. **Officials Indemnity**

Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements**Part G – Employers Liability**

Limit of Indemnity: £10,000,000

Operative Endorsements:

Part H – Libel and Slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£500,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital	5.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

7. Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including "All Risks" Items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability		
Professional negligence		
Hirers liability		
Fidelity guarantee		
Libel and slander		
Engineering insurance		
Engineering – Deterioration of stock		
Business travel		
Motor	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH

Registered in England and Wales | Company Number 103274 Website: www.das.co.uk

DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL

Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk

DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

Zurich Municipal is a trading name of Zurich Insurance plc. A public limited company incorporated in Ireland Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park. Dublin 4, Ireland. UK Branch registered in England and Wales, Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

TRIAL MEETINGS SCHEDULE

Item 19

DATE	TIME	COMMITTEE	PREVIOUS	NEXT	PLANNING LISTS (office use)
06-Jun	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	16-May	20-Jun	9 MAY, 16 MAY, 23 MAY
	7.00	COMMUNITY SERVICES (Assets & Services)	03-May	01-Aug	
13-Jun NO MEETINGS					
20-Jun	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	06-Jun	04-Jul	30 MAY, 6 JUN
	7.00	PERFORMANCE & AUDIT/HR (formerly Neighbourhood Plan)	09-May	17-Oct	
27-Jun	6.15	FULL TOWN COUNCIL	23-May	25-Jul	
04-Jul	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	20-Jun	18-Jul	13 JUN, 20 JUN
	7.00	LEISURE SERVICES (Civic, Community & Environment)	03-May	05-Sep	
11-Jul NO MEETINGS					
18-Jul	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	04-Jul	01-Aug	27 JUN, 4 JUL
	7.00	FINANCE & POLICY	16-May	19-Sep	
25-Jul	6.15	FULL TOWN COUNCIL	27-Jul	22-Aug	
01-Aug	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	18-Jul	15-Aug	11 JUL, 18 JUL
	7.00	COMMUNITY SERVICES (Assets & Services)	06-Jun	03-Oct	
08-Aug NO MEETINGS					
15-Aug	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	01-Aug	05-Sep	25 JULY, 1 AUG
	7.00	NO CURRENTLY SCHEDULED MEETING			
22-Aug	6.15	FULL TOWN COUNCIL	25-Jul	26-Sep	
29-Aug NO MEETINGS					

05-Sep	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	15-Aug	19-Sep	8 AUG, 15 AUG, 22 AUG
	7.00	LEISURE SERVICES (Civic, Community & Environment)	04-Jul	07-Nov	

12-Sep	NO MEETINGS				
---------------	-------------	--	--	--	--

19-Sep	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	05-Sep	03-Oct	29 AUG, 5 SEP
	7.00	FINANCE & POLICY	18-Jul	21-Nov	

26-Sep	6.15	FULL TOWN COUNCIL	22-Aug	24-Oct
---------------	------	-------------------	--------	--------

03-Oct	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	19-Sep	17-Oct	12 SEP, 19 SEP
	7.00	COMMUNITY SERVICES (Assets & Services)	01-Aug	TBA	

10-Oct	NO MEETINGS				
---------------	-------------	--	--	--	--

17-Oct	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	03-Oct	07-Nov	26 SEP, 3 OCT
	7.00	PERFORMANCE & AUDIT/HR (formerly Neighbourhood Plan)	09-May	20-Jun	

24-Oct	6.15	FULL TOWN COUNCIL	26-Sep	28-Nov
---------------	------	-------------------	--------	--------

31-Oct	NO MEETINGS				
---------------	-------------	--	--	--	--

07-Nov	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	17-Oct	21-Nov	10 OCT, 17 OCT, 24 OCT
	7.00	LEISURE SERVICES (Civic, Community & Environment)	05-Sep	TBA	

14-Nov	NO MEETINGS				
---------------	-------------	--	--	--	--

21-Nov	6.15	DEVELOPMENT & PLANNING (Planning & Transport)	07-Nov	TBA	31 OCT, 7 NOV
	7.00	FINANCE & POLICY	19-Sep	TBA	

28-Nov	6.15	FULL TOWN COUNCIL	24-Oct	TBA
---------------	------	-------------------	--------	-----



Report to	Annual Meeting of the Council
Subject	Expenditure under the General Power of Competence for 2021/2022
Purpose	Information
Classification	Unrestricted
Meeting date	23rd May 2022
Item number	20
Written By	Cathy Whitaker CLERK

Summary: This report gives information expenditure made under the council's General Power of Competence.

Love Newmarket BID sponsorship of Business Awards	£500
Newmarket Community First Responders grant	£500
Newmarket Open Door grant	£945
Magpas grant	£1,000
Rotary Club Newmarket grant for Local Community Awards event	£1,000
SOS Bus grant	£945
West Suffolk Citizen's Advice Bureau grant	£3,000
Legal Fees for Weatherby Crossing enquiries	£18,198

Blank



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



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 (10 this month) as well as engaging with victims or witnesses of crime to offer Support, Advice, and updates.

- **Neighbourhood Priority's (Newmarket)**

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.

- **COMMUNITY ENGAGEMENT**

This month I have actively supported Newmarket DAA

Open Door, Barling's Court, Local Authority CEOs, Pop up vaccination clinics and the NIFF.I also attended the Palm Sunday service at St Etelredas as well as the exhibition at



Memorial Hall highlighting the Jockey Clubs vision for the future of Newmarket.

- **CADET PARADE**

In preparation for the annual Police Cadet Parade on 24/04/2022 I have been teaching Drill and inspecting Uniform to ensure a smart turn out.

- **BEECH HOUSE HOSPITAL SITE**

The above site is to be taken over by the Cambian Group who will be opening a new residential children's home in the near future. With this in mind I have arranged a meeting with the area manager on 04/05/2022 to look at the service they will be providing and discuss any impact this will have on the local community. Once open I will ensure that the site receives regular reassurance visits.

- **SOCIAL MEDIA POST** Following a disturbing post on one of Newmarket's Community Forums I identified the relevant location and person involved and was then able to relay this information to response officers who attended and dealt accordingly.

- **CRIMINAL DAMAGE AT STUDLANDS-**
Unfortunately, the new bench which the Jockey Club provided at the Orchard on Studlands has been removed and vandalised. I have instigated an investigation and will also be conducting a series of early evening patrols to identify potential offenders.

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".

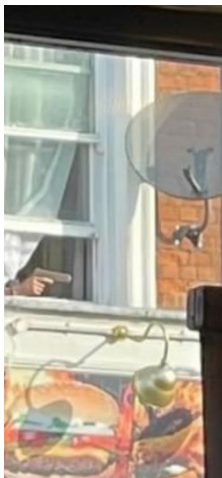
The first phase of a new library of crime prevention, security and personal safety advice.



www.suffolk.police.uk/1stprinciple

[CRIME PREVENTION ADVICE](#)

[REPORT CRIME ONLINE](#)



SOCIAL MEDIA POST



ONE LIFE HEALTH WALKS



STUDLANDS BENCH



HALF TERM AT MEMORIAL GARDENS



NEW WEEKLY SURGERIES HOSTED BY PCSO BILL BUTCHER

Bill Butcher

Now we are finally able to hold face to face public meetings again it is the perfect time to begin holding my new weekly surgeries in Newmarket.

WHEN-Tuesdays 10:30-12:30 Weeks One and Three at The Stable Café Weeks Two and Four at the Guineas Shopping Centre

Please come along for any crime reduction advice you may require or to discuss any issues you may have in and around Newmarket. I will also have a selection of free items such as Cat Bells, Property Marking Pens and Lanyards as well as Stickers and Colouring Sheets for the Children.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555

DX41001 ELY

www.eastcambs.gov.uk

This matter is being dealt with by: Richard Kay

Telephone: 01353 616245

E-mail: planningpolicy@eastcambs.gov.uk

My Ref: SIR Reg.19

Your ref

Date: 3rd May 2022

Dear Sir / Madam

RE: East Cambridgeshire Local Plan Single Issue Review (SIR) - Proposed Submission Consultation, 3rd May to 13 June 2022

I am writing to inform you that East Cambridgeshire District Council (ECDC) is consulting on the latest version of the East Cambridgeshire Local Plan Single Issue Review (SIR), known as the Proposed Submission stage. This consultation is undertaken under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Separately, but linked, ECDC is also consulting on a Sustainability Appraisal of the Proposed Submission SIR Local Plan.

You have received this notification because you:

- made comments on earlier drafts of the Local Plan; or
- are a person or body which has requested to be informed; or
- are a body whom we are obliged to inform.

Full details of the consultation are set out on our website at: <https://www.eastcambs.gov.uk/local-development-framework/local-plan-review>.

Please note that this consultation stage is different to earlier consultation stages. This is a statutory consultation and, if you are to make any comments, you must submit your comments on or before the deadline. Late comments will not be considered. Where possible, we prefer you to use proposed submission stage response form (available from our website) when submitting your comments. This allows you to write your comments next to the policy or paragraph that you want to comment on. If you need any help in completing this form, please read the guidance note available on our website which explains how to make comments and how any comments will be dealt with.

Once the consultation period ends, all representations (comments) received during the **3rd May to 11:59pm on 13 June 2022 consultation period** will be sent by the Council to the Secretary of State for Levelling Up, Housing & Communities, who will subsequently appoint an Inspector to hold an 'Examination' into the soundness of the Single Issue Review of the Plan. If you do make comments, they will be considered by the Inspector (not by the Council) and you may be asked by the Inspector whether you wish to also appear at a Public Examination. You will not be obliged to attend.

May I advise you that representations will not be kept confidential and will be made available to the public (including online).

If you no longer wish to be kept informed on the Local Plan and other planning policy matters for East Cambridgeshire, please let us know - we do not want to contact you unnecessarily.

Yours faithfully,
Richard Kay
Strategic Planning Manager



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

Statement of the Representations Procedure and Arrangements for Inspection of the East Cambridgeshire Single Issue Review Local Plan (Proposed Submission 'Publication Draft' Version)

Notice is hereby given, in accordance with regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, that East Cambridgeshire District Council is publishing the East Cambridgeshire Local Plan Single Issue Review (SIR) for public consultation. This notice gives details of the arrangements for inspection and public involvement.

Title of the document:	East Cambridgeshire Local Plan – Single Issue Review
Subject matter and area covered:	East Cambridgeshire District Council is undertaking a narrowly focused Single Issue Review (SIR) of its adopted Local Plan. The document outlines the scope of the review, the proposals and how you can be involved in helping us with this SIR. The purpose of the SIR is to partially replace a very small part of the Local Plan adopted in April 2015. The intention is for the vast majority of the Local Plan (2015) to remain unaltered and remain part of the development plan for East Cambridgeshire. It covers the whole of East Cambridgeshire to 2031.
Period for representations:	Representations on the document may be made between 9.00am on 3 May 2022 and 11:59pm on 13 June 2022.
Address for representations:	Representations must be made in writing or by electronic communication and may be submitted: By email: planningpolicy@eastcambs.gov.uk Or by post: Local Plan Consultation, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cams CB7 4EE
Queries:	If you have any queries please call 01353 665555
Notification of further stages:	Representations may be accompanied by a request to be notified at a specified address that the East Cambridgeshire SIR Local Plan has been submitted to the Secretary of State for independent examination under section 20 of the aforementioned regulations; of the publication of the recommendations of any person appointed to carry out an independent examination of the Local Plan; and of its adoption.

A copy of the SIR Local Plan, together with the other Proposed Submission Documents (as defined by regulation 17 of the aforementioned regulations) are available for inspection at www.eastcambs.gov.uk and at the offices of East Cambridgeshire District Council (address above) during normal office hours.

East Cambridgeshire District Council, 3 May 2022



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

East Cambridgeshire Local Plan – Single Issue Review (SIR) Proposed Submission Stage Response Form

PLEASE USE BLACK INK TO COMPLETE THIS FORM
Please refer to 'Guidance notes on completing the Representation Form'

From 3 May to 13 June 2022, you can make representations on the soundness and legal compliance of the proposed submission Single Issue Review of the Local Plan. **All comments must be received by 11:59pm on 13 June 2022.** Responses made at this stage will be treated as formal representations and considered by an independent Planning Inspector: late submissions are unlikely to be considered by the Inspector.

Where possible, we prefer you to use this form when submitting your comments. This allows you to type your comments next to the policy or paragraph that you want to comment on. If you need any help in completing this form, please read the guidance note available on our website which explains how to make comments and how any comments will be dealt with. Please send your completed form either via email or through the post.

PART A: YOUR DETAILS

Data Protection and Freedom of Information

All personal information that you provide will be used solely for the purpose of the consultation on the documents listed in this form. Please note that each comment and the name of the person who made the comment will be featured on our website - comments will not be confidential. Full comments, including addresses, will also be available to view on request. **By submitting this response, you are agreeing to these conditions.**

Name:	Agent (if applicable):	
Organisation (if applicable) :	Name:	
Address:	Address:	
Postcode:	Postcode:	
Email:	Email:	
Tel:	Tel:	
Signature:		Date:

We will send all correspondence by email if you provide us with your email address. If Agent details are provided, we will send all correspondence to them.

Do you wish to be notified of any of the following? (Please tick as appropriate)

The Submission of the Local Plan for independent examination:
The Publication of the Inspector's Report:
The Adoption of the Local Plan:

☐
☐
☐

Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and any suggested change. **After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies**

If you need assistance please call 01353 665555

**Please email completed forms to planningpolicy@eastcambs.gov.uk or post to:
Local Plan Consultation, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs CB7 4EE**

East Cambridgeshire Local Plan – Single Issue Review (SIR)



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

for examination.

PART B: QUESTIONS

ONE FORM SHOULD BE COMPLETED FOR EACH REPRESENTATION

Q1. To which part of the SIR Local Plan or Sustainability Appraisal (SA) does this representation relate?

Paragraph		Policy		SA	
-----------	----------------------	--------	----------------------	----	----------------------

Q2. Do you consider the following to be legally compliant?

SIR Local Plan	Yes	☐	No	☐	Don't know	☐
Sustainability Appraisal (SA)	Yes	☐	No	☐	Don't know	☐

Q3. Do you consider the SIR Local Plan is:

Positively Prepared	Yes	☐	No	☐	Don't know	☐
Justified	Yes	☐	No	☐	Don't know	☐
Effective	Yes	☐	No	☐	Don't know	☐
Consistent with national policy	Yes	☐	No	☐	Don't know	☐
In compliance with the Duty to Co-Operate	Yes	☐	No	☐	Don't know	☐

Q4. If you answered 'No' to question 2 or 3 above, please give details below. Please be as precise as possible and follow guidance in our note 'Guidance notes on completing the Representation Form'. You can also use this box to set out your representation if you support the SIR Local Plan or SA.

(Continue on a separate sheet if necessary)

Q5. If you answered 'No' to question 2 or 3 above, please set out what change(s) you consider necessary, and why, to make the SIR Local Plan or SA legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording for any policy or text. Please be as precise as possible.

(Continue on a separate sheet if necessary)

Q6. It is important to note that written and oral representations carry exactly the same weight and will be given equal consideration in the examination. As such, do you consider it necessary to participate at the oral part of the examination?

☐ No I do not wish to participate at the oral examination	☐ Yes I do wish to participate at the oral examination
--	---

THANK YOU FOR TAKING TIME TO RESPOND

If you need assistance please call 01353 665555

Please email forms to: planningpolicy@eastcambs.gov.uk
Or post to: Local Plan Consultation, East Cambridgeshire District
Council, The Grange, Nutholt Lane, Ely, Cambs CB7 4EE

(Office only) Ref:.....