



Newmarket TOWN COUNCIL

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

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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 26th September at 7.30pm

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

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

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

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

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 22nd August**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 5th September 2022
 - b) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 5th September 2022
9. **Suffolk Constabulary**
 - a. To discuss Newmarket crime statistics with Inspector Connor Lyon of the Newmarket SNT
 - b. To receive the PCSO monthly report
10. **Committees and Working Groups**
 - a. To receive a councillor request to join the Performance & Audit Committee
 - b. To receive a request from a member of the public to join the Newmarket Neighbourhood Plan Working Group
 - c. To receive, for information, a list of current Working Group membership and activity

Distribute to the following for information:

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

- 11. Clock Tower** – to receive a report and recommendation regarding refurbishment of the Jubilee Clock Tower (to follow)
- 12. Birdcage Walk**
 - a. To consider the installation of a drop kerb and disabled parking bay
 - b. To consider the installation of a flagpole in the area of the Queen's Statue
- 13. Public Rights of Way** – To receive an update regarding the PROW at Laureate School Road/Willie Snaith Road
- 14. Budget 2022/2023 update** – To receive a six-month current budget report (to follow)
- 15. Policies**
 - a. Council to consider signing up to the Civility and Respect Pledge (NALC, SLCC, SALC)
 - b. To consider and approve a Dignity at Work Policy for Newmarket Town Council
- 16. Bus Services** – to receive and discuss the Stagecoach Sustainable Bus Timetable
- 17. Correspondence**
- 18. Date of the next Meeting – Monday 24th October 2022**
- 19. Exclusion of the press & public - To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals**
- 20. Cricket** – To receive a confidential report from the Cricket Working Group regarding the 2023 cricket season (to follow)

Signed: 
Cathy Whitaker, Town Clerk

Date: 20th September 2022

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 22nd August 2022 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Ferries

Councillor J Harvey
Councillor P Hulbert
Councillor M Jefferys
Councillor S Perry
Councillor K Yarrow

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, A Starkey - Jockey Club and A Richman KOR Communications, 1 Member of the Press and 2 Members of the Public.

Minute

22/08/1 Welcome

The Chairman opened the meeting and read the fire safety notice and confirmed that proceedings were being recorded.

22/08/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Berry, Clover, De'Ath, Hood, Lay and O'Neill. Cllrs Anderson and Hall were absent.

22/08/3 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no member dispensation requests.

22/08/4 To Receive and Confirm the Minutes of the Town Council Meetings held on 25th July 2022 and any Matters Arising.

The minutes of the meeting held on 25th July 2022 were presented and the following was agreed:

22/08/4.01 Resolved

That the minutes of the meeting held on 25th July 2022 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

22/08/5 Presentation – “Playing our part in Newmarket's Future”

A Starkey and A Richman – representing The Jockey Club, gave an update on the consultation results from 29th March – 22nd April 2022. 300 had attended the event in the Memorial Hall and 2,500 had visited the website and left feedback. The majority of respondents were from the CB8 post code area.

A member of the public joined the meeting

The results of the consultation showed the following support:

- Overall concept – 75%
- Cinema – 83%
- Country Park – 86%
- New Housing at Pinewood 48% (28% don't mind)

- All Weather horse training facility – 57%

Post consultation activities included collation and analysis of the feedback, engagement follow up, preparatory work on feasibility of a cinema and the racecourse side concepts were submitted for consideration as part of the WSC Local Plan consultation.

Next steps include:

- Keeping the conversation going
- Further discussion and investigation of the consultation
- Local plan considerations

A member of the public joined the meeting

The Mayor gave thanks for the update and they both left the meeting

22/08/6 Public Open Session

A member of the public raised issues about the state of the Yellow Brick Road with 5ft high weeds, fly tipping and dog waste. He suggested employing a dog warden to fine people who do not pick up dog waste.

The Mayor advised that NTC were working with partners to agree an ongoing maintenance schedule with the bodies responsible for maintaining the Yellow Brick Road.

22/08/7 Councillor Reports

Suffolk County Council (SCC) – Cllr Drummond reported that the monthly newsletter had been sent out.

West Suffolk Council (WSC) – Cllr Drummond reported that WSC were tracking down the freehold owner of the McColl's site. The new Taxi fares came in on 19th August 2022 and 1 mile will cost £5. The Heaven license application will go to a WSC sub-committee on 6th September. Matt Hancock had been contacted regarding the proposed 32-bed development that could be abandoned at the Newmarket Hospital.

Ward – Cllr Yarrow reported the Community Nature Reserve Group were disappointed to find that another area of wild flower planting had been cut in error at Freshfields. The seeds should survive but the plug plants were destroyed. WSC need to be aware of these projects to prevent the areas of wild flower planting being destroyed.

Cllr Ferries – reported that the rough sleeper in the orchard had been reported to the PCSO to get the support they need. He had met with Will Wright to look at the old BMX jumps area on Studlands which will be flattened and the Residents Association have been asked what they would like to see instead. Also discussed screening a recycling area on Studlands and reported on HGVs parking overnight where there are no facilities.

Cllr Hulbert – reported that he had met with the Rail Passenger Association on 11th August 2022 and raised issues regarding the trains only stopping every 2 hours at Kennett and Dullingham. He requested that they stop hourly and the last train from Cambridge to Newmarket be 11:30pm instead of 10:44pm. The issues are being looked into.

Cllr Winter on behalf of Cllr Berry reported that residents had raised concerns about the 5G masts being a danger to public health.

Outside bodies – The Mayor reported the following:

3rd August 2022 – attended a Newmarket Community Network meeting to discuss further actions

22/08/8 Mayors Announcements

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

9th August 2022 - opened the Photoshop in Market Street

13th August 2022 – visited the local Makers Market and actioned repairs by SCC on damaged Horse Walks and pedestrian crossings

16th August 2022 – attended a Soapbox Derby briefing with NTC staff

22/08/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 25th July 2022 1st August 2022 and 15th August 2022

Cllr Jefferies presented the minutes and recommendations from the Development & Planning Committee meeting held on 25th July 2022, 1st August 2022 and 15th August. There were no recommendations.

An amendment was proposed to the D&P Minutes from 1st August 2022 and the following was agreed:

22/08/9.01 Resolved

D/22/08/13 - that the wording be changed to NTC Licensing Working Group.

22/08/10 To Receive the Minutes and Consider any Recommendations from the Community Services Committee Meeting held on 1st August 2022

The Chairman of the Community Services Committee presented the minutes and recommendations of the Community Services Committee meeting held on 1st August 2022.

22/08/10.01 Resolved (C/22/08/10.01 Recommendation)

That NTC make a contribution of £2000 towards the design phase for the market relocation plan.

22/08/10.02 Resolved (C/22/08/11.01 Recommendation)

The Committee objected to the proposal for a converted container-type pod on the High Street. Alternatives to be explored.

22/08/11 To Receive the Minutes and Consider any Recommendations from the Finance & Policy Committee Meeting held on 25th July 2022

The Chairman of the Finance & Policy Committee presented the minutes and recommendations of the Finance & Policy Committee meeting held on 25th July 2022.

22/08/11.01 Resolved (F/22/07/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/05/2022 – 30/06/2022 (Cash Book 1 - 4) be received and adopted.

22/08/11.02 Resolved (F/22/07/12.01 Recommendation)

That the response to the UK Prosperity Fund Survey be approved.

22/08/11.03 Resolved (F/22/07/14.01 Recommendation)

That Vice Chairmen be added to the mandate as signatories.

22/08/11.04 Resolved (F/22/07/14.02 Recommendation)

That signatories inform Town Clerk/Deputy Town Clerk of unavailability for each week.

22/08/12 Suffolk Constabulary

The monthly PCSO report was received and noted. A proposal was made to invite the Chief Constable to the next full Council meeting to give an explanation on the data for unanswered calls.

22/08/13 Marketing

A report on the temporary marketing contract with Acacia Marketing highlighted that the contract had been extended for 1 month to cover the Soapbox Derby. The contract had shown staff how to use various media platforms effectively and the following was agreed:

22/08/13.01 Resolved

That the temporary social media contract with Acacia Marketing not be extended after the end of August and that social media marketing be carried out by NTC staff.

22/08/14 Lex Art

A report from the artist on his work and trip to Lexington was received and noted.

22/08/15 Memorial Gardens Small Play Area Project

A report for an upgrade to the small play area was considered with details of funding from “The Big Lottery” grant and WSC Section 106 Play and Open Spaces funding. The following was agreed:

22/08/15.01 Resolved

That the small play area refurbishment project and quote from OLP (Fenland Leisure Products) be approved and be funded by “The Big Lottery” grant and WSC Section 106 Play and Open Spaces funding.

A member of the public left the meeting.

22/08/16 Cemetery Chapel

Three quotes to repair the Chapel belltower were considered and the following was agreed:

22/08/16.01 Resolved

That the quote from Collaboration 23 to repair the Chapel belltower for £17,500 plus scaffolding (£5,200) be approved.

22/08/17 Rights of Way

A verbal update was given on the path at Allied and it was reported that there is a covenant in place for Allied to allow the public access to the path. An update will be given at the next meeting.

22/08/18 Flagship Housing

A verbal update was given on the social housing provided by Flagship and overall, they provide 32,000 homes in East Anglia with 4,595 in West Suffolk. A Freedom of Information request was made, but they were unable to provide specific statistics regarding social housing in Newmarket as they are not bound under the FOI Act. The

following was agreed:

22/08/18.01 Resolved

That a meeting with the leadership of Flagship Housing be requested to discuss their housing policy for Newmarket.

22/08/19 Correspondence

SCC Flood and Water Management – SCC will be engaging with key stakeholders in Newmarket regarding potential flood risk schemes which would help mitigate areas of flooding in Newmarket. It was reported that the Environment Agency had inspected the Brook and the whole of the Brook will be cleared.

22/08/20 Date of the next Meeting

Monday 26th September 2022 in the Memorial Hall

Meeting closed at 7:30pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>22/08/9.01 Resolved</u>	D/22/08/13 - that the wording be changed to NTC Licensing Working Group.
<u>22/08/10.01 Resolved</u> <i>(C/22/08/10.01 Recommendation)</i>	That NTC make a contribution of £2000 towards the design phase for the market relocation plan.
<u>22/08/10.02 Resolved</u> <i>(C/22/08/11.01 Recommendation)</i>	The Committee objected to the proposal for a converted container-type pod on the High Street. Alternatives to be explored.
<u>22/08/11.01 Resolved</u> <i>(F/22/07/8.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/05/2022 – 30/06/2022 (Cash Book 1 - 4) be received and adopted.
<u>22/08/11.02 Resolved</u> <i>(C/22/07/12.01 Recommendation)</i>	That the response to the UK Prosperity Fund Survey be approved.
<u>22/08/11.03 Resolved</u> <i>(C/22/07/14.01 Recommendation)</i>	That Vice Chairmen be added to the mandate as signatories.
<u>22/08/11.04 Resolved</u> <i>(C/22/07/14.02 Recommendation)</i>	That signatories inform Town Clerk/Deputy Town Clerk of unavailability for each week.
<u>22/08/13.01 Resolved</u>	That the temporary social media contract with Acacia Marketing not be extended after the end of August and that social media marketing be carried out by NTC staff.
<u>22/08/15.01 Resolved</u>	That the small play area refurbishment project and quote from OLP (Fenland Leisure Products) be approved and be funded by “The Big Lottery” grant and WSC Section 106 Play and Open Spaces funding.
<u>22/08/16.01 Resolved</u>	That the quote from Collaboration 23 to repair the Chapel belltower for £32,400 plus scaffolding (£5,200) be approved.
<u>22/08/18.01 Resolved</u>	That a meeting with the leadership of Flagship Housing be requested to discuss their housing policy for Newmarket.

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Item 8a

Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 5th September 2022 at 6.15pm

Attendance:

Councillor J Lay (Chairman)
Councillor J Berry
Councillor A Drummond
Councillor J Ferries

Councillor J Harvey
Councillor R Hood
Councillor M Jefferys
Councillor P Hulbert

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

Minute		Action by
D/22/09/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman opened the meeting and read out the Fire Notice and that the meeting may be filmed or recorded.	
D/22/09/2	<u>Apologies</u> None noted. Cllrs Clover and Hall were absent.	
D/22/09/3	<u>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</u> None noted. There were no requests for dispensations.	
D/22/09/4	<u>To Confirm the Minutes of the Meeting Held on 15th August 2022 and any Matters Arising</u> Members received the minutes of the Development & Planning Committee held on 15 th August 2022 and the following was agreed: <u>D/22/09/4/01 Resolved</u> That the minutes of the Development & Planning Committee held on 15th August 2022 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/22/09/5	<u>Public Open Session</u> No members of the public wished to speak. <i>Cllr Berry joined the meeting</i> The Chairman made a proposal to bring forward item 14 and the following was agreed: <u>D/22/09/5.01 Resolved</u> That item 14 be brought forward.	

Book Number 57 2022 - 2023

Minutes of Development & Planning Committee held on Monday 5th September 2022

D/22/09/6 Land off Fordham Road

Further details of the proposal were noted.

Following a site visit the Committee agreed that a section of the land would be suitable for a sports field however, there were still concerns regarding the change of use of horse racing land and the following was agreed:

D/22/09/6.01 Resolved

That should a full planning application be submitted, the Committee would be minded to support the temporary change of use of the part of the land furthest from the stables to a sports field for Fairstead School, subject to the Horse Racing Policies not being breached.

A member of the public left the meeting

D/22/09/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – trees applied.

D/22/09/8 Planning Applications

Week Commencing 08/08/2022, 15/08/2022 and 22/08/2022

D/22/09/8/1 DC/22/1419/TCA - Trees in a conservation area notification - one Silver birch (T1 on order) crown reduction in height by four metres and lateral crown reduction by two metres; one Indian bean (T2 on plan) overall crown reduction by 1.5 metres - Glenavis 39 Bury Road Newmarket Suffolk.

D/22/09/8.01 Resolved

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

D/22/09/8/2 DC/22/1420/TCA - Trees in a conservation area notification – one Eucalyptus tree (T1 on plan) - overall crown reduction by up to 4 meters - Heathway 41 Bury Road Newmarket Suffolk.

D/22/09/8.02 Resolved

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

D/22/09/8/3 DC/22/1408/TCA - Trees in a conservation area notification - two Scots pine (SP1 and SP2 on plan) fell - The Lodge 42 Bury Road Newmarket.

It was noted that this application had been withdrawn.

Cllr Hood declared a non-pecuniary interest in the following application.

D/22/09/8/4 DC/22/1353/FUL - Planning application - construction of four flats Southfield Farm Cottages Hamilton Road - Newmarket Suffolk.

D/22/09/8.04 Resolved

The Committee voiced no objections.

D/22/09/8/5 DC/22/1376/FUL - Planning application - change of use from betting shop (sui generis) to wine bar (sui generis) - 5 All Saints Road Newmarket Suffolk.

D/22/09/8.05 Resolved

The Committee voiced no objections and supported the application.

D/22/09/8/6 DC/22/1300/FUL - Planning application - replacement timber windows, doors and fascias - Bryntirion Court Cheveley Road Newmarket Suffolk.

D/22/09/8.06 Resolved

The Committee voiced no objections.

D/22/09/8/7 DC/22/1444/TPO - Tree preservation order TPO 02 (1980) - one Lime (T1 on plan, T100 on order) overall crown lift by up to three metres; one Lime (T2 on order, T98 on order) fell - 9 Cecil Lodge Close Falmouth Avenue Newmarket Suffolk.

D/22/09/8.07 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 tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.

D/22/09/8/8 NMA(A)/17/1881 - Non material amendment to DC/17/1881/FUL - changes to landscaping in the south east portion of the site - The Silks 69 Exning Road Newmarket Suffolk.

D/22/09/8.08 Resolved

The Committee made no comment.

D/22/09/8/9 DC/22/1436/TCA - Trees in a conservation area notification – one Eucalyptus (T7 on plan) cut back overhanging limbs to boundary - The Gallops Old Station Road Newmarket Suffolk.

D/22/09/8.09 Resolved

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

D/22/09/8/10 DCON(D)/20/0624 - Application to discharge condition 17 of application DC/20/0624/FUL - 143A All Saints Road Newmarket Suffolk.

D/22/09/8.10 Resolved

The Committee made no comment.

D/22/09/8/11 DC/22/1463/TPO - Tree preservation order TPO 013 (1988) - two Horse

Chestnuts (T1 and T2 on plan, T1 and T2 on order) crown lift to 4.5 metres; four Lime (T3, T4, T5 and T6 on plan, T3, T4, T5 and T6 on order) crown lift to five metres above ground level - The Gallops Old Station Road Newmarket Suffolk.

D/22/09/8.11 Resolved

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

D/22/09/8/12 DC/22/1489/HH - Householder planning application - a. entryway relocated on front elevation b. addition of pitched roof to front elevation c. raising of existing roof to create habitable second floor rooms d. two dormer windows to front elevation e. replacement windows to front and side elevation f. first floor side extension above existing garage g. two storey rear extension h. single storey rear extension i. installation of entry gates - 25 Hamilton Road Newmarket Suffolk.

D/22/09/8.12 Resolved

The Committee voiced no objections.

D/22/09/7/13 DC/22/1468/P3CMA - Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) Order 2015 - change of use from commercial (class E) to one dwelling (class C3) - 18 Park Lane Newmarket Suffolk.

D/22/09/7.13 Resolved

The Committee voiced no objections.

D/22/09/9 **Amended and Deferred Planning Applications**
None noted.

D/22/09/10 **Planning Appeals**
None noted.

D/22/09/11 **East Cambs Planning Applications**

D/22/09/11/1 22/00471/RMM - Reserved matters pursuant to outline planning permission 18/00752/ESO, to create perimeter road around the south and west sides of the site, linking the approved 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 To 138 Station Road Kennett.

D/22/09/11.01 Resolved

The Committee strongly objects to this application with no additional services being provided on the development. The Committee requested a meeting with East Cambs to discuss the impact of the development and details of services to be located in the village rather than residents using the oversubscribed services in Newmarket, which will add to the traffic grid lock and to request that Section 106 monies be allocated to provide services in the village and to improve the infrastructure of Newmarket.

D/22/09/12 **To Receive Results of Applications as Determined by West Suffolk and Plans**

Withdrawn

West Suffolk Planning Determinations received during weeks commencing,
08/08/2022, 15/08/2022 and 22/08/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/22/1248/TCA	Trees in a conservation area notification - 10 Spruce trees (G1 red on plan), six Sycamore (G2 blue on plan) crown lift to 5 metres above ground level, 10-12 mixed species of Sycamore and Maple (G3 yellow on plan) removal of 2-3 lowest branches overhanging stable building	Somerville Lodge Fordham Road Newmarket Suffolk	Approved	No objections
DC/22/1236/TPO	Trees in a conservation area notification - two Scots pine (SP1 and SP2 on plan) fell	The Lodge 23 Bury Road Newmarket Suffolk	Withdrawn	Objected
DC/22/1188/TCA	Trees in a conservation area notification - a. one Hawthorn (1 on plan) one Norway spruce (2 on plan) one Lime (3 on plan) one plum (4 on plan) fell b. one Sycamore (5 on plan) crown reduction to give one metre clearance to streetlight c. two rows of Lime (6 and 7 on plan) crown raise to 2.5 metres over footpath	Land Adjacent To The Severals Bury Road Newmarket Suffolk	Approved	No objections
DC/22/1160/TCA	Trees in a conservation area notification - one Bird cherry (1 on plan) fell	All Saints Church All Saints Road Newmarket Suffolk	Approved	No objections
DC/22/1162/TCA	Trees in a conservation area notification - a. one Hawthorn (T1 on plan) fell b. one Hawthorn (T2 on plan) crown lift to 2.4 metres above footpath	St Marys Church St Marys Square Newmarket Suffolk	Approved	No objections
DC/22/1001/FUL	Planning application - install 14 upvc windows into existing box sash frames and replace one crittall window	5-7 The Avenue Newmarket Suffolk	Approved	No objections
DC/22/1274/TCA	Trees in a conservation area notification - six Lime (L1-L6 on plan) pollard to previous points reducing by three metres	St Philip And St Etheldredas Church Exning Road Newmarket Suffolk	Approved	No objections
DCON(A)/19/1084	Application to discharge conditions 6 (tree protection) 7 (temp protective roadway) 12 (construction method statement) and 15 (horse racing working method statement) of application DC/19/1084/FUL	La Grange House Fordham Road Newmarket Suffolk	Approved	No comment
DCON(A)/21/1074	Application to discharge conditions 4 (dust management plan) 11 (biodiversity enhancements) 13 (boundary treatments) 14 (materials) of C/21/1074/FUL	28 St Fabians Close Newmarket Suffolk	Approved	No comment
DC/22/1080/CLP	Application for lawful development certificate for proposed use or development - lawful implementation of planning permission DC/17/2674/FUL	122 High Street Newmarket Suffolk	Approved	No comment
DC/22/1020/FUL	Planning application - a. two dwellings with associated site works; b. raise roof to existing dwelling to create habitable space	Plot A 57 The Avenue Newmarket Suffolk	Refused	No objections
DC/22/0940/FUL	Planning application - removal of	53 High Street	Approved	No objections

	existing external ATM and signage	Newmarket Suffolk			
DC/22/0762/FUL	Planning application - conversion and partial demolition to create a. ground floor retail unit; b. courtyard garden; c. eight residential units	Surrey House 41 High Street Newmarket Suffolk	Withdrawn	No objections	
DC/21/1964/FUL	Planning Application - a. single storey store with open fronted wash bay and muck bunker, b. single storey haybarn and tack boxes building (following demolition of American barn, straw store and haybarn)	Solario Yard Tattersalls The Avenue Newmarket Suffolk	Approved	No objections	
DC/22/1336/TCA	Trees in a conservation area notification - one Cherry (T3 on plan) crown reduction by up to two metres and predominant leader reduced by one metre	Wynyard Lodge 24 Bury Road Newmarket Suffolk	Approved	No objections	
DCON(C)/20/0624	Application to part discharge condition 22 (contaminated land) of application DC/20/0624/FUL	143A All Saints Road Newmarket Suffolk	Discharged	No comment	
DC/22/0583/FUL	Planning application - Construction of lunging ring	Solario Yard Tattersalls The Avenue Newmarket Suffolk	Approved	No objections	
DC/22/0096/FUL	Planning application - change of use of ground floor and basement from retail (class E) to Adult gaming centre (sui generis)	98 High Street Newmarket	Approved	Objected	
DC/22/0097/ADV	Application for advertisement consent - a. two non illuminated fascia signs; b. one non illuminated projecting sign; c. bespoke vinyl signs to windows	98 High Street Newmarket	Refused	Objected	

DC/22/0096/FUL – It was noted with disappointment that WSC had approved yet another gambling establishment in the High Street and the following was agreed:

D/22/09/12.01 Resolved

That a letter be sent to WSC to express the Committee's disappointment of application DC/22/0096/FUL being approved when NTC had strongly objected to it.

D/22/09/13 Delegation Panel Decisions

D/22/09/13/1 DC/22/0420/RM – Reserved Matters Application - Submission of details under 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.

It was noted that the WSC Officer was minded to grant the application and referred it to the Development Control Committee.

D/22/09/14 Licensing

Application for a new premises licence – USA Chicken – Late refreshments (indoors) Sunday – Thursday 11:00 – 0200 and Friday – Saturday 11:00 – 0400 - 94 High Street Newmarket.

The premises licence application was noted.

D/22/09/15 Litter

It was reported that the hedges on George Lambton playing field, along the Fordham Road had not been maintained and that no action has been taken to improve the entrance to the town from the A142. The Yellow Brick Road has similar issues and the Deputy Town Clerk was asked to arrange a site visit with WSC and Members of the Committee.

The response from McDonalds regarding the litter issues was noted. They were going to increase the litter picking activity and apologised for the inconvenience caused. The issue is not in the vicinity of the restaurant but from take-aways and litter picks need to be done in a radius of a 5 min walk from McDonalds.

D/22/09/16 Correspondence

None noted.

D/22/09/17 Date of Next Meeting

Monday 19th September 2022 at the Memorial Hall.

Meeting closed at 7:06pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/09/6.01 Resolved</u>	That should a full planning application be submitted, the Committee would be minded to support the temporary change of use of the part of the land furthest from the stables to a sports field for Fairstead School, subject to the Horse Racing Policies not being breached
<u>D/22/09/8.01 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/09/8.02 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/09/8.04 Resolved</u>	The Committee voiced no objections.
<u>D/22/09/8.05 Resolved</u>	The Committee voiced no objections and supported the application.
<u>D/22/09/8.06 Resolved</u>	The Committee voiced no objections
<u>D/22/09/8.07 Resolved</u>	The Committee voiced no objections

Book Number 63 2022 - 2023

Minutes of Development & Planning Committee held on Monday 5th September 2022

<u>D/22/09/8.08 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 tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/22/09/8.09 Resolved</u>	The Committee made no comment.
<u>D/22/09/8.10 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/09/8.11 Resolved</u>	The Committee made no comment.
<u>D/22/09/8.12 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/09/7.13 Resolved</u>	The Committee voiced no objections
<u>D/22/09/11.01 Resolved</u>	The Committee strongly objects to this application with no additional services being provided on the development. The Committee requested a meeting with East Cambs to discuss the impact of the development and details of services to be located in the village rather than residents using the oversubscribed services in Newmarket, which will add to the traffic grid lock and to request that Section 106 monies be allocated to provide services in the village and to improve the infrastructure of Newmarket.
<u>D/22/09/12.01 Resolved</u>	That a letter be sent to WSC to express the Committee's disappointment of application DC/22/0096/FUL being approved when NTC had strongly objected to it.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 5th September 2022 at 7:10 pm**

Attendance:

Councillor J Ferries (Chairman)
Councillor M Anderson
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor S Perry
Councillor K Yarrow

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

Minute

L/22/09/1 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.

L/22/09/2 Apologies for Absence

Apologies were received from Cllrs Borda, Crissal, De'Ath, Lay and Winter. Cllr Hall was absent. The Chairman requested that Cllrs who have not given apologies be asked about their membership of the Committee.

L/22/09/3 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 Yarrow declared a non-pecuniary interest in item 12 and Cllr Ferries declared a non-pecuniary interest in item 9. There were no requests for dispensations.

L/22/09/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 4th July 2022 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 4th July 2022 and the following was agreed:

L/22/09/4.01 Resolved

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

Matters arising:

L/22/07/10 – SID A request was made to follow up the moving of the SID on Bury Road to the opposite side.

L/22/09/5 Public Open Session

No members of the public were present.

L/22/09/6 To Receive the Accounts

The draft accounts for August 2022 were received and noted.

L/22/09/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/22/09/8 Cricket Club

A request from Cllr Perry to join the Cricket Club Liaison Working Group was considered and the following was agreed:

L/22/09/8.01 Resolved

That the request from Cllr Perry to join the Cricket Club Liaison Working Group be approved.

Cllr Ferries declared a non-pecuniary interest in the following item

L/22/09/9 Remembrance Arrangements

The arrangements for the Remembrance Day event to be held on 13th November 2022 were considered and the following was agreed:

L/22/09/9.01 Recommendation

That refreshments for the RBL coffee time be provided in the Tattersalls restaurant following the service.

L/22/09/10 Tea Dances

Resuming the tea dance on the last Friday of each month was considered and the following was agreed:

L/22/09/10.1 Recommendation

That the next tea dance be held on 25th November and that the ticket price be kept at £4.50. That the choice of music to be delegated to the Events Manager to consult with attendees.

L/22/09/11 Events

Memorial Gardens Summer Entertainment – A debrief report on the Summer Entertainment programme with costs was noted. Thanks and a round of applause were given to the Events Manager for this successful event.

Wellbeing - A debrief report on the Yoga classes in the gardens was noted and the following was agreed:

L/22/09/11.01 Recommendation

That free yoga classes be continued next year and be included in the 2023 budget. That registration for tickets be increased to 70 per class. That the garden gates be closed at 6:00pm on the days of the classes.

Community Bulb Planting – a report on planting bulbs on Munchkin's Green on 22nd October was considered and the following was agreed:

L/22/09/11.02 Recommendation

Book number 5 2022 -2023

That the Community bulb planting event on 22nd October be approved and that free refreshments be provided with a budget of £50.00.

Christmas Event – a report on the Christmas event was considered and the following was agreed:

L/22/09/11.03 Recommendation

That a 3-day Christmas event be held in the Memorial Gardens 9th-11th December 2022 with an ice rink provided by Odin for £8,500.

Other activities will include a snow globe and a small Christmas market.

L/22/09/12 Newmarket Venues

Bookings - The Events Manager presented a report on the bookings for July and August, noting that £3,773.78 income was received in July and £4,572.63 in August 2022; £16,767.57 Year-To-Date.

Bookings for September include 4x meetings £347.75, 1x dance event £120, 1x Free event, 1x outdoor fitness £66.64, 1x Sport Pavilion daily meetings £1,833.26, 1x Sport Pavilion weekly meetings £54.

Bookings for October include 2x meetings £62.50, 1x Job fair £185, 2x blood donations £720, 1x Comedy night £203, 1x Halloween staff party £250, 1x dance event £120, 1x kids theatre workshop (2days) £166, 1x new weekly dance workshop £380, 1x outdoor fitness £83.30, 1x Sport Pavilion daily meetings £1,749.93, 1x Sport Pavilion weekly meetings £67.50.

Cllr Yarrow declared a non-pecuniary interest in the following item.

Newmarket Community Arts – a request to continue to use the Pavilion on a Wednesday evening for 2 hours for a Community Samba band was considered and the following was agreed:

L/22/09/12.01 Recommendation

That the request from Newmarket Community Arts to continue to use the Pavilion on a Wednesday evening for 2 hours for a Community Samba band free of charge be approved to the end of March 2023. That a discount of 58% be offered from April 2023.

L/22/09/13 Cinema Equipment

NTC has been given the opportunity to take ownership of cinema equipment donated by the Suffolk Cinema Network for community use along with a grant of £1,000. The Suffolk Cinema Network will continue to provide technical support. Opportunities for the equipment to be used in the community to be explored.

L/22/09/14 Correspondence

None noted

L/22/09/15 Date of Next Meeting

Monday 7th November 2022 at the Memorial Hall.

Book number 6 2022 -2023

Minutes of Community & Leisure Services Committee held on Monday 5th September 2022

Meeting closed at 7:40pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/22/09/8.01 Resolved</u>	That the request from Cllr Perry to join the Cricket Club Liaison Working Group be approved.
<u>L/22/09/9.01 Recommendation</u>	That refreshments for the RBL coffee time be provided in the Tattersalls restaurant following the service.
<u>L/22/09/10.01 Recommendation</u>	That the next tea dance be held on 25th November and that the ticket price be kept at £4.50. That the choice of music to be delegated to the Events Manager to consult with attendees.
<u>L/22/09/11.01 Recommendation</u>	That free yoga classes be continued next year and be included in the 2023 budget. That registration for tickets be increased to 70 per class. That the garden gates be closed at 6:00pm on the days of the classes.
<u>L/22/09/11.02 Recommendation</u>	That the Community bulb planting event on 22nd October be approved and that free refreshments be provided with a budget of £50.00.
<u>L/22/09/11.03 Recommendation</u>	That a 3-day Christmas event be held in the Memorial Gardens 9th-11th December 2022 with an ice rink provided by Odin for £8,500.
<u>L/22/09/12.01 Recommendation</u>	That the request from Newmarket Community Arts to continue to use the Pavilion on a Wednesday evening for 2 hours for a Community Samba band free of charge be approved to the end of March 2023. That a discount of 58% be offered from April 2023.

Townclerk

Subject: Newmarket Crime Statistics
Attachments: Forest Heath (Newmarket) Crimes logged.xlsx

From: Councillor Crissall <CouncillorCrissall@newmarket.gov.uk>
Sent: 18 August 2022 10:54

Good morning, would it be possible for to invite The Chief Constable of Suffolk Police or a representative to Septembers Full Council Meeting ? I have been looking at the data the press have been reporting on and it's grim reading, I have compiled a spreadsheet showing the crimes reported in Newmarket and their outcomes, this can be sorted by each header.

Today it was also reported that 40,000 calls to Suffolk Police on 101 went unanswered, Overall, the force, which volunteered to take part in a new grading system, was rated 'good' in the areas of treatment of the public, disrupting serious organised crime, managing offenders, developing a positive workplace, and use of resources however it was only rated '**adequate**' for preventing crime, investigating crime, responding to the public and protecting vulnerable people.

I have recently been assisting locally, a member of the public who was violently assaulted back in July, neighbours contacted the Police wanting to give Statements, it's now been 5 weeks and the statements still haven't been taken. When the assault took place, four PC's and one Sergeant attended, two PCs were meant to have gone off duty but stayed on to help, this was the total some of the Police covering the Forest Area that night. While I realise they are short staffed this service is not good enough for our residents.

Kind regards

Councillor Lisa Crissall



King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 675912
www.newmarket.gov.uk

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Welcome to my latest Partnership Funded

PCSO REPORT August

Below are some of the activities I have been involved in alongside actively supporting the Police with taskings related to crimes and investigations

In and around Newmarket. This would typically involve intelligence reports (11 this month) the request and collection of CCTV and engagement with victims or witnesses of crime to Offer reassurance and support.

- **NEIGHBOURHOOD PRIORITY'S (NEWMARKET)**

The Guineas shopping centre and the Multistorey car park have both seen an increase in ASB with extensive damage to property at both locations as well as antisocial use of pedal cycles by youths. As a result, an increased Police presence will and has now been required.

Op Velocity is the Dedicated operation centred on County Lines.

Known offenders and locations in and around Newmarket will continue to be targeted by Police led by intelligence submissions.

Acquisitive Crime for Example CAT converter Thefts, Theft from Motor Vehicles, Theft of Motor Vehicle.

- **COMMUNITY SUPPORT**-This Month I have been actively supporting Studlands Friendship Club, Newmarket Health Walk Group, The Community Hub, Shine A Light, and Trading Standards.
- **SCHOOL HOLIDAYS** -With the school Holidays well under way I have been kept busy supporting events for young people and family's, Such as the Thursday afternoon activity's in Memorial Gardens, the Pre-Arranged workshops for children at the Market on Tuesdays and the entertainment put on by the Guineas/Love Newmarket which kicked off this week with an appearance by Titan The Robot and will be followed up later in the month by a Superhero Fun Day. All these events are very well received and are great for bringing Community's together.
- **HOMELESS OUTREACH**- I have continued to work with the outreach team with three referrals Made this month.
- **SPEED CHECKS**-Were conducted by myself on Hamilton Rd /Edinburgh Rd the results are as follows: 19/08/2022 14:00-15:00. 78 cars checked 24 of which were speeding. The lowest reading was 33 MPH and the highest 41 MPH.
- **PURSE THEFTS**-Following a slight increase in purse thefts I have been conducting Targeted Patrols at key Locations as well as offering free purse bells and crime reduction advice at my weekly surgeries.
- **ROGUE TRADERS**-I have this month in conjunction with Trading Standards visited a number of vulnerable households to offer advice and reassurance.
- **SKATE JAM**- This event took place on 20/08/2022 at Newmarket Skate Park and was the first time it had been held at this location, It was organised by users of the skate park and it is hoped that more events will follow.

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





WELCOME TO MY MONTHLY PARTNERSHIP FUNDED PCSO REPORT.

Listed below are just some of the activities I have been involved in alongside actively supporting the Police in Newmarket with taskings regarding crimes and investigations. This would typically include the requesting and collection of CCTV and reassurance for individuals and businesses who may have been either victims or witnesses of crime as well as making regular intelligence submissions (1 this Month).

NEWMARKET POLICING PRIORITIES

- 1-ASB at the Guineas shopping Centre, Damage in the Multi Storey Car Park.
- 2-OP VELOCITY Targeting of known Drug Dealers and Locations in and around Newmarket.
- 3-Acquisitive Crime CAT Converter Thefts. Theft of/from Motor Vehicles.



- **ADDITIONAL SPEED CHECKS-** I have conducted additional speed checks at various locations in and around Newmarket.
- **UNAUTHORISED ENCAMPMENTS-** We have had two unauthorized encampments in Newmarket both were visited by myself and the appropriate advice was given - both have now moved on
- **SOAP BOX DERBY-** On Sunday 28th August I participated in the Newmarket Soap Box Derby. This was a very popular event attended by several thousand members of public.

SHINE A LIGHT/HEALTH WALK GROUP- I continue to support these local groups within the town as they go from strength to strength.

Bill Butcher
PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team
Newmarket Police Station
101 (non-emergency)/ 999 (Emergency only).

- **RACING WELFARE ENGAGEMENT-** I have been doing some work with racing welfare centered around young persons employed by the racing industry who also live in shared accommodation.
- **LOCAL INTELLIGENCE-** The value of Local Intelligence was once again shown with the discovery of a medium sized Cannabis Factory at a residential property within the town.

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](#)

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Report to	Full Town Council
Subject	Committees and Working Groups
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	26th September 2022
Item number	10
Written By	Cathy Whitaker CLERK

Summary: This report outlines:-

- a. A councillor request to join the Performance and Audit Committee
- b. A request from a member of the public to join the Newmarket Neighbourhood Plan Working Group
- c. The list of current Working Groups; membership and activity.

1.	Introduction
a.	Cllr C O'Neill has requested membership of the Performance and Audit Committee.
b.	S Beckett has requested membership of the Newmarket Neighbourhood Plan Working Group.
c.	A list of the current Working Groups of Newmarket Town Council is attached to this report for information.
2.	Next Steps/Recommendations
a.	Cllr C O'Neill is approved as a member of the Performance & Audit Committee.
b.	S Becket is approved as a public member of the Newmarket Neighbourhood Plan Working Group.

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WORKING GROUPS

Updated: 14/9/2022



	Date set up:	Reporting to:	Membership:	Terms of reference:	Progress	End Date:	Officer	Comments
Parking Working Group / Community Action E10		Neighbourhood Plan Working Group	Cllrs Harvey, O'Neill, Borda, Hood, Hulbert, Drummond, Hall, De'Ath	Consider problems and suggest possible solutions regarding parking & transport strategies and report back.	proceeding to next stage with SCC/WSC. NTC underwriting the process to £18K	Task and Finish		Chair?
Public Realm & Associated Initiatives (Community actions F3,C3)	10/08/2020	Neighbourhood Plan Working Group	Cllr Winter, Rachel Wood, Alison Hayes	Consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back. Hanging plants and town planting	Bulb planting - community day AND mechanical bulb planting	Task and Finish		Chair - Cllr Winter
SEND Provision (Community Action B3i)	10/08/2020	Neighbourhood Plan Working Group	Cllrs Hood, Hulbert	Draw up a report of SEND provision in the Town and report back		Task and Finish		Chair - Cllr Hood
Yellow Brick Road (Community Action C7)	10/08/2020	Neighbourhood Plan Working Group	Cllrs Jefferys, Yarrow, Perry	Consider improvements for the Yellow Brick for the Yellow Brick Road and report back.	Initial meeting held 12/9/22. Liaising with NCN/WSC. Updated WSC Ecological Plan received.	Task and Finish		Chair - Cllr Perry
Museum Working Group	12/10/2020	Neighbourhood Plan Working Group	Cllrs Harvey, De'Ath, O'Neill, Richard Fletcher, Sandra Easom, Joan Shaw, Alison Hayes	To produce a viable business plan for a local History Museum.	Meeting necessary	Task and finish		Chair - Cllr Harvey
Volunteer Working Group	12/10/2020	Neighbourhood Plan Committee	Cllr Jefferys, Cllr Yarrow	To organise, supervise and co-ordinate Community initiatives.	Possible progress via liaison with NLM sub-group (TC)	Task and Finish		Chair?
Market Working Group	08/02/2021	Neighbourhood Plan Committee	Cllrs Hulbert, Drummond, Winter, Hall, Harvey	To consider improvements for the market and work with WSC to bring these about. To consider alternative locations for the market	£2K agreed by NTC - contribution towards the Design Phase.	Task and Finish		Chair?
Youth Strategy			Cllrs Jefferys, Winter, Borda. Will Wright (WSC)		Need to meet			Chair?
Environmental			?	To consider matters relating to Bio-Diversity Action of NPP To look at hybrid meeting	NTC adopt a species (Swifts for 2022)			Chair?
Hybrid Meetings	28/06/2021	Finance & Policy	Cllr Borda, Cllr Hall, Cllr O'Neill, TC	arrangements and any associated costs	Paused - budget implications	Task and Finish		Chair?
SLA	27/09/2021	Community and Leisure services committee	Cllrs Winter, Jefferys. Town Clerk	To negotiate new SLA for April 2023	Document in preparation stage for 2023	Task and Finish		Chair?

	Date set up:	Reporting to:	Membership:	Terms of reference:	Progress	End Date:	Officer	Comments
Cricket Liaison		Community and Leisure services committee	Cllr Jefferys, Cllr Drummond, Cllr Winter, Cllr Hood, Cllr Hall, Ferries, Perry. Town Clerk	To work with Newmarket Cricket Club to facilitate the playing of cricket on The Severals	27/9/22 meeting to discuss 2023 season	On-going		Chair?
Climate Change	22/03/2021	Neighbourhood Plan Committee	Cllr Jeffery, Cllr O'Neill, Cllr Hulbert, Cllr Borda, Cllr Drummond	To consider actions to mitigate effects of global warming	Carbon Footprint report in progress			Chair?
Affordable Housing	28/06/2021	Neighbourhood Plan Committee	Cllrs Hall, Jefferys, O'Neill, Yarrow. Craig Warren	To consider matters relating to Community Action D3 of NNP	Meeting necessary			Chair?
Neighbourhood Plan		FTC	Cllrs Winter, Hood, Lay, Ferries, Hulbert, Jefferys, Harvey, Perry. S Beckett. Town Clerk	To review the NPP	Meeting necessary			Chair?
PROW		Neighbourhood Plan Working Group		to co-ordinate the application to re-instate the footpath between Laureate School Road and Willie Snaith Road. To consider wider issues of PROWs.	AD liaising with Allied and WSC/SCC			Chair?
High Street Regeneration	07/02/2022	FTC	Cllrs Hall, Ferries, O'Neill					Chair?
Health & Well-Being	25/01/2021	FTC	Cllr Jefferys, Town Clerk, Chris Pyburn (SCC)	To create a calendar of 12-18m of achievable activities and a program of work	TC liaising with NLM			Cllr Jefferys
Parish Alliance Sunnica	15/11/2020	DP	Cllrs Jefferys, Hood, O'Neill. Town Clerk	To receive and consider information regarding the Sunnica Solar Farm application/proposals	Written representation to FTC 26/9/22.			Chair?

To: [Adrian Whittle](#)
Cc: [Councillor Jefferys](#)
Subject: [Admin](#)
Date: Wheelchair access to statue of Queen Elizabeth II
Attachments: 12 September 2022 07:58:47
[image1.jpeg](#)

Dear Councillor Jeffreys

I hope you are well.

With the recent death of our Queen Elizabeth II I visited the statue of the queen yesterday to pay my respect and to view the many flowers laid at the statue; there must have been a constant flow of about 40 people visiting to pay their respects to the Queen.

Whilst I was there, I noticed an elderly gentleman being pushed in his wheelchair (see photo below) along the busy Hamilton road, and when he was as close as he could get from the road, he stood up over the road curb to walk towards the statue, but because the grass surface is so uneven, he fell! Several people rushed to his aid to help him get up and to seat him safely in his wheelchair. Unfortunately, because the grass turf is soft and uneven, the women pushing his wheelchair found it quite difficult to manoeuvre him!



This incident made me realise that there needs to be hard surface path to enable wheelchair access to the statue. I would suggest a circular path to enable viewing from the front of the statue and also behind the exterior hedge; there should be access from Birdcage walk road; in order that a path is in keeping with the colour of the statue plinth, I would recommend that the surface of the path is made of 4 mm limestone grit to match the same colour of the stone plinth. (Limestone grit is often used in landscaped country gardens and parks, such as the paths in the gardens surrounding the Eiffel Tower, Paris; it is much cheaper to install than black tarmac, which is not in keeping with the quality of the statue, and unlike tarmac, it will not crack or become uneven).

Because the Queen means so much to so many people, I think there will always lots of elderly people that would want to visit the statue close-up, so I think it would be appropriate for Newmarket Town Council to organise the installation of circular limestone grit path, and patio in front of the curved limestone seating area.

I would be very happy to advise the council if the Council decided it wanted to enable wheelchair access to the statue of the Queen.

Have a good day.

Many thanks
Adrian Whittle

Newmarket



HODIE FELIX CRAS TER



A.H. Pringle

Newmarket
Suffolk

Town Clerk
Newmarket Town Council
Memorial Hall
Newmarket
CB8 8JP

13th September 2022

Dera Ms Whitaker,

I would like to place before the Town Council a matter of disability access which is in their control.

I visited the statue on the Birdcage yesterday to take photographs of the many floral tributes left in remembrance of our late Queen. I discovered that it is not possible to access that area in a wheelchair. Not only was there no sort of dropped kerb anywhere, the kerbs were actually higher than many in the town. I did check all the way round that triangle, and there was nowhere that I could get my scooter up on to the grass.

I appreciate that this may well have been planned in order to stop motorists from driving on to the grass, but some thought ought to have been given to the duty to provide for disability access.

At least one small part ought to have had lowered kerbstones. This would not necessarily permit vehicular access, and in any event, two small posts either side would prevent this and also indicate to those using wheelchairs and mobility scooters where they could gain access. Some sort of road marking would be needed to indicate that parking across that access was not permitted

I did see one lady in a chair having to pass her flowers to another person to place near the statute as she could not do so herself. She, like myself, was less than happy.

Too late now for rectification during the current mourning period, but I do hope this may speedily be seen to.

Regards

Tony Pringle

Price Quotation: PQ22007609

To:

Newmarket Town Council
Memorial Hall
High Street
Newmarket, Suffolk CB8 8JP

Quote Date: 12/09/22

Expiration Date: 12/10/22

Thank you for allowing me the opportunity to provide you with the following quote today.

If you have any questions or require any further information, please feel free to contact me and I will be happy to discuss this further with you. Equally, if you are happy with this quotation please sign and date where appropriate and return for my attention.

Part Description	Qty	Unit Price	Extended Price
8m White GRP Flagpole With Internal Halyard	1.00 ea	GBP 450.00	GBP 450.00
Union Jack 3.2sqm Sewn Flag	2.00 ea	GBP 72.50	GBP 145.00
Installation work	1.00 ea	GBP 600.00	GBP 600.00
10m White GRP Flagpole With Internal Halyard	1.00 ea	GBP 525.00	GBP 525.00
Total Price			1,720.00
VAT			344.00
TOTAL			GBP 2,064.00

Delivery time is **5-7** days from confirmation of payment and approved artwork.

Payment Terms: 30 days from invoice

See next page for full terms and conditions.

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RE: PROW - Laureate School Road to Willie Snaith Road

 Mary George <Mary.George@suffolk.gov.uk>
To  Andy Drummond (SCC Councillor);  Wright, Colin;  Archibald, Virginia
Cc  Townclerk

Dear Councillor Drummond, Colin and Virginia

Thank you for identifying and providing a copy of the official transfer document.

I have now had a response from our legal team and in their view following the discovery of the covenant it appears that it should be within the gift of WSC to deliver the complete path link, firstly by putting pressure on the landowner who has obstructed the original path and failed to provide the replacement path, and subsequently by dedicating a path across the land remaining in WSC's ownership.

The wording of the covenant specifically requires that the new path be constructed to a suitable standard before being adopted/dedicated as a public highway (see 13.3.1.4).

If a path can be provided on the ground dedication could then be achieved by WSC entering into a creation agreement with the landowner under Highways Act 1980 section 25 and completing a deed of dedication over land in WSC ownership. A creation agreement and a deed of dedication are 'legal events' which could be added to the definitive map and statement.

We would be happy to arrange a Teams meeting to discuss the potential dedication process once WSC have been able to take further advice regarding the covenant.

Kind regards

Mary George
Senior Definitive Map Officer
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CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 4 | AUGUST 2022

SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



****Civility and respect — Uncovering the issues for the public sector****

Delegate fee £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**

****What makes people become challenging?****

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 22 September 2022 – 11am (60 minutes) **SLCC | What makes people become challenging?**

****Personal resilience and self-protection****

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 6 October 2022 – 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

****Understanding psychopathic and narcissistic behaviour****

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

****The (New) Code of Conduct****

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

Councillors only session - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 28 September 2022 – 10am (120 minutes) **SLCC | The New Code of Conduct.**

For more information about the training available, please contact michelle.moss@nalc.gov.uk.

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

****Managing conflict and difficult conversations****

Delegate fee - £90

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from www.noblelearning.co.uk, a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

For clerks only - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC](#) | **Managing Conflict and Difficult Conversations.**

DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

Dignity at Work Policy



**Please visit our dedicated civility and respect pages
for lots more information and support**

**[SLCC | Civility and Respect Project](#) and
[NALC | Civility and Respect Project](#)**



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Civility and Respect Pledge suggested agenda item:

‘To pass a resolution to sign up to the civility and respect pledge’

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

DIGNITY AT WORK POLICY

[Council] believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

[Council] is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Councils who have committed to the pledge] In support of this objective, **[Council]** has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by **clerks/chief officers** and all employees engaged to work at **[Council]**. Should agency staff, or contractors have a complaint connected to their engagement with **[Council]** this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the **deputy chair / council's personnel / staffing committee**.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. [Council] will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, [civility and respect pledge], equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). [See the council's equality and diversity Policy.](#)

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

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[see more](#) 

New Cambridgeshire Network:

Route		Change	Mon-Fri peak Frequency	Saturday Frequency	Sunday Frequency	Timetable
Fulbourn-Arbury	Citi 1	Enhanced frequency	10 mins	10 mins	20 mins	
Milton-Addenbrookes	Citi 2	Route extended to Milton village and P&R	20 mins	20 mins	30 mins	
Cherry Hinton-Fison Road	Citi 3	Enhanced frequency	15 mins	20 mins	30 mins	
Cambourne-Cambridge	Citi 4	New route via Cambridge Science Park, no longer serves Maddingley	30 mins	30 mins	Hourly	
Swavesey-Bar Hill-Cambridge	Citi 5	New timetable, no longer serves Swavesey, Over & Willingham	30 mins	30 mins	Hourly	
Oakington-Cambridge	Citi 6	No change	30 mins then hourly off peak	30 mins then hourly off peak	Hourly	
Saffron Walden-Sawston-Cambridge	Citi 7	Enhanced frequency	Hourly from Saffron Walden, every 20 mins from Sawston	Hourly from Saffron Walden, every 20 mins from Sawston	Hourly	
Cottenham-Histon-Cambridge	Citi 8	New timetable, no longer serves Chatteris	30 mins then hourly off peak	30 mins then hourly off peak	Hourly	
Littleport-Ely-Cambridge	9	New timetable, operates via A10 and Milton P&R	Hourly	Hourly	No Service	
Cambridge-Newmarket-Bury St Edmunds	11/X11	Withdrawn as unsustainable				
Cambridge-Newmarket-Ely	12	Withdrawn as unsustainable				
Haverhill-	13	Direct & faster link	30 mins	Hourly	Hourly	

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Item 17



SALC Chairperson training dates reminder:

Module 1	Thursday 29th September
Module 2	Thursday 20th October
Module 3	Thursday 3rd November
Module 4	Thursday 10th November

6.55pm for prompt 7 o'clock start

Zoom links and any supporting materials to be emailed to all councillors a few days prior