



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 27th February 2023 at 6.15pm

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

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

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

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

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 30th January 2023**
 - 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 6th February 2023 & 20th February 2023
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 6th February 2023
 - c) To receive the minutes and consider and approve any recommendations from the Performance & Audit meeting held on 20th February 2023 (to follow)
9. **Suffolk Constabulary** – to receive a report
10. **Streetlighting** – to receive information regarding the upgrade of Council-owned streetlights
11. **Elections 4th May 2023** – to receive information regarding the election timetable and process
12. **Service Level Agreement** – to approve the provider(s) for 1st April 2023 to 31st March 2026 (to follow)
13. **Dates for 2023** – to approve dates for:-
 - a. Annual Meeting of the Council (new) – Thursday 11th May 2023 6.15pm

Distribute to the following for information:

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

- b. Annual Meeting of the Town (residents) – Thursday 18th May 2023 6.15pm
- c. Mayor's Civic Event – Friday 21st April 2023 6.30pm to 8.30pm
- 14. Legends of the Turf (LOTT)** – to discuss the High Street trail
- 15. Transport** – to receive updates regarding bus services (to follow)
- 16. Citizen's Advice Bureau** – to discuss level of funding for 2023/2024
- 17. Budget 2022/2023** – to receive the projected outcome
- 18. Reports** – to receive reports from the following working groups –
 - a. Yellow Brick Road (verbal)
 - b. Town Museum
- 19. Disasters Emergency Committee** – to ratify an emergency donation by the Town Council to relief fund for Turkiye and Syria following the recent earthquake
- 20. Qualification** – to receive a request for study leave (verbal)
- 21. Correspondence**
- 22. Date of the next Meeting – Monday 27th March 2023**

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

Date: 21st February 2023

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 30th January 2023 at 6:15pm at the Memorial Hall

Attendance:

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

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Soons – WSC, 1 Member of the Press and 2 Members of the Public

Minute

23/01/1

Welcome

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

23/01/2

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

Apologies were received from Cllrs Anderson, Clover, De'Ath, Ferries, Hood and O'Neill. Cllr Hall was absent.

23/01/3

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

Councillor Yarrow declared an interest in item 23/01/11 F&P Committee Recommendations. There were no member dispensation requests.

Cllr Borda joined the meeting

23/01/4

To Receive and Confirm the Minutes of the Town Council Meeting held on 19th December 2022 and any Matters Arising.

The minutes of the meeting held on 19th December 2022 were presented and the following was agreed:

23/01/4.01 Resolved

That the minutes of the meeting held on 19th December 2022 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

Cllr Berry joined the meeting

23/01/5

Presentation – M Cave Vogue Athletics

Mr Cave gave a short presentation on plans for a new facility for cheerleading training in Newmarket. It will be a not-for-profit enterprise and he was seeking a letter of support for his venture from NTC; to assist him with an application for a discretionary 80% discount on business rates. He needs to collect evidence that the gym and activities would provide a community benefit that it is needed. The gym will move from Soham to Newmarket in July 2023 and will attract members within a 45-mile radius of Newmarket.

Cllr Soons joined the meeting

It was noted that this would fit in with the Youth Strategy and Health and Wellbeing work of the Town Council and the following was agreed:

23/01/5.01 Resolved

That NTC provides a letter of support to confirm that Vogue Athletics and a cheerleading training facility will provide a benefit to the community of Newmarket.

23/01/6 Public Open Session

No members of the public wished to speak.

23/01/7 Councillor Reports

Suffolk County Council (SCC) – Cllr Drummond reported that the monthly newsletter had been sent out. He also reported that the request to SCC Highways for 20mph for Fordham Road was not successful due to the category of the road.

Cllr Perry asked Cllr Drummond what support there was for solar panels on business premises. Cllr Drummond confirmed two factories at least have installed, or were in process of installing the panels.

West Suffolk Council (WSC) – Cllr Lay reported that the police precept will be going up to cover costs. Suffolk is the least funded County by Government in the Country and calls to the 999 call centre are up 20 %.

Cllr Soons reported that Studlands Electric Vehicle Charging Consultation has gone out and the Laureate Primary School has a vacancy for a Governor.

Cllr Soons left the meeting

Ward – Cllr Perry – reported that she had asked the Aldi Deputy Manager to do a litter pick and this is being looked at. The request for Newmarket Brook to be cleared; although some work had been done, the area was still unsatisfactory. The Willie Snaith bench had been repaired and is now back in situ.

Cllr Hulbert - reported that Radio Cambs had asked if free parking at Newmarket railway station would help commuters but as most walk to the station it would be better if the trains ran every half hour and to a later time.

Cllr Yarrow – reported that the Flagship meeting with the Sales Manager was still to be arranged and that housing stock sales continue. Photos of the damage to the verges in Windsor Road due to parking on the grass were presented. He will email Cllr Hood to ask if the SCC SEND compensation payments to families have been paid and what they are doing to cover the 40 % of overdue reviews of individual health plans.

Cllr Lay – reported that grass parking has been discussed at a D&P meeting and from enquires he had established that by-laws can be introduced to prevent parking on all open spaces but this would take about 12 months. Town Clerk is looking into installing posts on the verges.

Cllr Berry – thanked Cllr Drummond for the quick response to the request for parking restrictions being applied in Corsican Pine Road.

Outside bodies – None noted.

23/01/8 Mayors Announcements

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

18th January 223 - Presented Soapbox Derby cheques to the Day Centre.

15th February – Will be the official opening of the recently refurbished small play area at the Memorial Gardens at 2pm.

23/01/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 19th December 2022, 9th & 23rd January 2023

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meeting held on 19th December 2022, 9th & 23rd January 2023. There were no recommendations.

23/01/10 To Receive the Minutes and Consider any Recommendations from the Leisure Services Committee Meeting held on 9th January 2023

The Mayor presented the minutes and recommendations of the Leisure Services Committee meeting held on 9th January 2023. There were no recommendations.

23/01/11 To Receive the Minutes and Consider any Recommendations from the Finance & Policy Services Committee Meeting held on 23rd January 2023

The Chairman of the Finance & Policy Committee presented the minutes and recommendations of the Finance & Policy Committee meeting held on 23rd January 2023.

Cllr Yarrow declared an interest in the following item and abstained from the vote.

23/01/11.01 Resolved (F/23/01/6.01 Recommendation)

That the grant request from Newmarket Community Arts for £1,000 be approved.

23/01/11.02 Resolved (F/23/01/7.01 Recommendation)

That the ratification of the schedules of payments for the period 01/11/2022 -31/12/2022 (Cash Book 1 - 4) be received and adopted.

23/01/11.03 Resolved (F/23/01/10.01 Recommendation)

That a grant request from NewsTalk for £250 be approved.

23/01/11.04 Resolved (F/23/01/11.01 Recommendation)

That this item be deferred to March 2023. That a Task and Finish Working Group be set up consisting of Town Clerk, Cllrs Harvey, Perry, Drummond and Hood with a remit to review the policies and make recommendations to the Committee.

23/01/11.05 Resolved (F/23/01/12.01 Recommendation)

That the Committee Terms of Reference be received and approved.

23/01/12 Suffolk Constabulary PCSO

The monthly PCSO report was received and noted.

23/01/13 Youth Strategy

A proposal to create a Newmarket Youth Action Group (NYAG); to be co-ordinated and chaired by the Town Council was presented and considered. The following was agreed:

23/01/13.01 Resolved

That a Newmarket Youth Action Group (NYAG) be created and be chaired by Cllr Jefferys. That liaison with Will Wright (WSC) continues to progress the Youth Strategy to completion. That the Town Clerk liaises with the Haverhill Town Clerk.

23/01/14 Transport

Bus Contracts – TC gave verbal update and reported that on 25th January there was a recommendation on the Combined Authority website to approve that the current bus contract be extended for 12 months. Town Clerk to seek confirmation on the services in Newmarket.

A request for help to provide a bus service from Laureate School to Town was considered and the following was agreed:

23/01/14.01 Resolved

That a letter be sent to Stephensons to request that the current route down Fordham Road be changed to run along Exning Road and stop at the Laureate School and Newmarket Hospital.

Road User Disruption – the action that NTC could take to mitigate unnecessary disruption to road users was considered and the following was agreed:

23/01/14.02 Resolved

That NTC writes to SCC Highways and request that any work on the roads is carried out as quickly as possible and that any traffic contraflows are removed immediately after work has been completed.

23/01/15 West Suffolk Council

The general level of service given to the Town by WSC was discussed and it was noted that WSC SLA is out for tender. It was suggested that photos of jobs before and after are taken.

Cllr Lay reported that at a WSC budget meeting for the next 4 years the amount of funding allocated to Newmarket was very poor. There is not enough investment in Newmarket and WSC should ensure that are needs are met.

23/01/16 Car Boots

A report on the 2023 car boot session was presented and considered and the following was agreed:

23/01/16.01 Resolved

That the venue location for the car boot sales be moved back to the Severals for 14th & 28th May, 11th & 25th June, 16th & 30th July and 13th & 27th August 2023. That NTC provides support to charities to promote their car boot sales.

23/01/17 Cemetery

Cemetery Fees - The revised Cemetery fees for 2023/2024 were presented and the following was agreed:

23/01/17.01 Resolved

That the revised Cemetery fees for 2023/2024 be received and adopted.

Cemetery Regulations – The Cemetery Regulations were presented and the following was agreed:

23/01/17.02 Resolved

That the revised Cemetery Regulations for 2023/2024 be received and adopted.

23/01/18 Pavilion

A request to use the Pavilion from the Newmarket Charitable Foundation to hold the Newmarket Summer Nights Walk on Saturday 17th June was considered and the following was agreed:

23/01/18.01 Resolved

That the request from the Newmarket Charitable Foundation to use the Pavilion free of charge to hold the Newmarket Summer Nights Walk on Saturday 17th June be approved.

23/01/19 Cost of Living Fund

Contributing to the Newmarket Charitable Foundation Cost-of-Living Fund was considered and the following was agreed:

23/01/19.01 Resolved

That NTC contributes an initial £2,000 to the Cost-of-Living Fund and consider a further contribution if it is requested/required.

23/01/20 Weatherby Crossing

Town Clerk confirmed that the Council's third Statement of Case submission as a response to Network Rail's further objection had been submitted.

The behaviour of Network Rail and the costs involved in objecting was discussed and the following was agreed:

23/01/20.01 Resolved

That an FOI be made to establish the full Network Rail's costs of the Weatherby Crossing Inquiry and the details to be published in a press release.

23/01/21 Rights of Way

The blocked public path between Laureate School Road and Willie Snaith Road was discussed and the following was agreed:

23/01/21.01 Resolved

That an application for a DMMO for the original footpath to be recorded be submitted.

A member of the public left the meeting.

23/01/22 Correspondence

Recycling Centre – The correspondence from SCC confirming that it was not financially viable to open a recycling centre in Newmarket was noted. Cllr Perry will press ahead with further enquiries and start up a dialogue.

Teen Chill Project – an update on the project was given and noted.

CAB Newsletter – The CAB Winter Newsletter was received and noted.

23/01/23 Date of the next Meeting

Monday 27th February 2023 in the Memorial Hall

The Mayor presented a plaque to Cllr Drummond for past services to the Council.

Meeting closed at 7:55 pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/01/5.01 Resolved</u>	That NTC provides a letter of support to confirm that Vogue Athletics and a cheerleading training facility will provide a benefit to the community of Newmarket.
<u>23/01/11.01 Resolved</u> <i>(F/23/01/6.01 Recommendation)</i>	That the grant request from Newmarket Community Arts for £1,000 be approved.
<u>23/01/11.02 Resolved</u> <i>(F/23/01/7.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/11/2022 -31/12/2022 (Cash Book 1 - 4) be received and adopted.
<u>23/01/11.03 Resolved</u> <i>(F/23/01/10.01 Recommendation)</i>	That a grant request from NewsTalk for £250 be approved.
<u>23/01/11.04 Resolved</u> <i>(F/23/01/11.01 Recommendation)</i>	That this item be deferred to March 2023. That a Task and Finish Working Group be set up consisting of Town Clerk, Cllrs Harvey, Perry, Drummond and Hood with a remit to review the policies and make recommendations to the Committee.
<u>23/01/11.05 Resolved</u> <i>(F/23/01/12.01 Recommendation)</i>	That the Committee Terms of Reference be received and approved.
<u>23/01/13.01 Resolved</u>	That a Newmarket Youth Action Group (NYAG); to be co-ordinated and chaired by the Town Council be created
<u>23/01/14.01 Resolved</u>	That a letter be sent to Stephenson's to request that the current route down Fordham Road be changed to run along Exning Road and stop at the Laureate School and Newmarket Hospital.
<u>23/01/14.02 Resolved</u>	That NTC writes to SCC Highways and request that any work on the roads is carried out as quickly as possible and that any traffic contraflows are removed immediately after work has been completed.
<u>23/01/16.01 Resolved</u>	That the venue location for the car boot sales be moved back to the Severals for 14th & 28th May, 11th & 25th June, 16th & 30th July and 13th & 27th August 2023. That NTC provides support to charities to promote their car boot sales.
<u>23/01/17.01 Resolved</u>	That the revised Cemetery fees for 2023/2024 be received and adopted.
<u>23/01/17.02 Resolved</u>	That the revised Cemetery Regulations for 2023/2024 be received and adopted.
<u>23/01/18.02 Resolved</u>	That the request from the Newmarket Charitable Foundation to use the Pavilion free of charge to hold the Newmarket Summer Nights Walk on Saturday 17 th June be approved.
<u>23/01/19.01 Resolved</u>	That NTC contributes an initial £2,000 to the Cost-of-Living Fund and consider a further contribution if it is requested/required.
<u>23/01/20.01 Resolved</u>	That an FOI be made to establish the full Network Rail's costs

	of the Weatherby Crossing Inquiry and the details to be published in a press release.
<u>23/01/21.01 Resolved</u>	That an application for a DMMO for the original footpath to be recorded be submitted.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 6th February 2023 at 6.15pm

Attendance:

Councillor J Lay (Chairman)

Councillor J Berry

Councillor A Drummond

Councillor P Hulbert

Councillor M Jefferys

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, 1 Member of the Press and 4 Members of the Public.

	Minute	Action by
D/23/02/1	<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/23/02/2	<u>Apologies</u> Apologies were received from Cllrs Clover, Ferries, Harvey and Hood. Cllr Hall was absent.	
D/23/02/3	<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.	
<i>A member of the press joined the meeting</i>		
D/23/02/4	<u>To Confirm the Minutes of the Meeting Held on 23rd January 2023 and any Matters Arising</u> Members received the minutes of the Development & Planning Committee held on 23rd January 2023 and the following was agreed: <u>D/23/02/4/01 Resolved</u> That the minutes of the Development & Planning Committee held on 23rd January 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/23/02/5	<u>Public Open Session</u> A member of the public asked for an update on the Queensbury Lodge Planning Application. Cllr Drummond advised that the plan is being revised regarding the block of flats and at the moment the application is not compliant with the WSC Local Plan. However, WSC are in the process of updating their Local Plan.	

A member of the public spoke to item 14 asked for an update on the parking on the verge issue. Cllr Drummond advised that notices for no parking on the grass should be put up as an interim measure.

The Mayor spoke to item 14 parking on the grass verge and raised concerns about the cost and maintenance of the proposed bollards. An example of a plastic bollard was presented and the Committee were asked to delay making a resolution to allow for further quotes and enquiries.

It was suggested that putting up signs with penalty notices should be the first consideration followed by looking into by laws for a long-term solution.

Cllr Berry joined the meeting

D/23/02/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 applied to the tree applications.

Two members of the public left the meeting

D/23/02/7 Planning Applications

Week Commencing 16/01/2023, and 23/01/2023

D/23/02/7/1 DC/23/0068/TCA - Trees in a conservation area notification - one Horse Chestnut (HC1 on plan) crown lift lower branches to three metres over public footpath and remove large epicormic growth on drive side - The Lodge 42 Bury Road Newmarket Suffolk.

D/23/01/7.01 Resolved

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

D/23/0/7/2 DC/23/0092/TPO -TPO 02 (1978) tree preservation order - one Horse chestnut (T1 on order) height reduction by 10 metres - 9 Saint Albans Newmarket Suffolk.

D/23/01/7.02 Resolved

The Committee actively encourages responsible tree management but thought reducing the tree by 10 metres was excessive and requested that the application be referred to the TO for consideration.

D/23/02/7/3 DC/23/0095/TCA - Trees in a conservation area notification - one Acer (on plan) reduce two lower laterals on eastern side by two metres to clear entrance gate and pavement - 1 Rous Memorial Court Old Station Road Newmarket Suffolk.

D/23/01/7.03 Resolved

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

D/23/02/7/4 DC/22/2130/HH - Householder planning application - a. dropped kerb b. vehicular access - 63 Exning Road Newmarket Suffolk.

D/23/02/7.04 Resolved

The Committee voiced no objections.

D/23/02/7/5 DC/22/1504/VAR -Planning Application - variation of condition 4 of F/2003/171 change of opening times - Sunday - Thursday 11.00 to 02.00 and Friday - Saturday 11.00 to 04.00 hours - 94 High Street Newmarket Suffolk.

D/23/02/7.05 Resolved

The Committee objected to the extension of the hours on the grounds of it possibly leading to antisocial behaviour issues and may contravene the Cumulative Impact Assessment.

Cllr Crissall and three members of the public joined the meeting

D/23/02/7/6 DC/23/0086/TPO - TPO 040 (1989) tree preservation order - one Pine (T1 on plan and T7 on order) fell - 25 Exeter Road Newmarket Suffolk.

D/23/02/7.06 Resolved

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

D/23/02/7/7 DC/23/0106/VAR - Planning application - variation of condition two of DC/19/0895/FUL to allow use of revised drawings to enable revised design for detached dwelling and annexe Brickfields Stud Cemetery Hill Newmarket Suffolk.

D/23/02/7.07 Resolved

The Committee voiced no objections subject to the accommodation only being used for equine staff working in the training yard and are not privately sold.

D/23/02/7/8 DCON(C)/20/0174 - Application to discharge condition 28 (Lighting - prior to first occupation) of application DC/20/0174/VAR - The Silks 69 Exning Road Newmarket Suffolk.

D/23/02/7.08 Resolved

The Committee voiced no comments.

D/23/02/7/9 DC/23/0114/TPO - TPO 323 (1973) tree preservation order - six Lime (x on plan within G4 on order) pollard to previous pollard points - 12 The Hamiltons Newmarket Suffolk.

D/23/02/7.09 Resolved

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

D/23/02/8 Amended and Deferred Planning Applications

None noted.

D/23/02/9 Planning Appeals

None noted.

D/23/02/10 East Cambs Planning Applications

None noted.

D/23/02/11 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 16/02/2022, and 23/01/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/22/2126/HPA	Householder prior approval - single storey rear extension which extends beyond the rear wall of the original house by 6 metres with a maximum height of 3.8 metres and a height of 2.7 metres to the eaves.	63 Exning Road Newmarket Suffolk	Prior approval not required	No objection
DC/22/1958/FUL	Planning application - change of use of retail unit (E) to Thai massage (sui generis)	21 High Street Newmarket Suffolk	Approved	No objections
DC/22/2195/TCA	Trees in a conservation area notification - one Eucalyptus (marked on plan) Fell	21 Leaders Way Newmarket Suffolk	Approved	No objections
DC/22/2065/FUL	Planning application - a. building to accommodate three equine treadmills; b. additional horse walker	Clarehaven Bury Road Newmarket Suffolk	Approved	No objections
DC/22/2051/FUL	Planning application - a. roof extension with five dormer windows to second floor b. external fire escape staircase	Flat 2 Sun Lane Newmarket Suffolk	Approved	No objections
DC/22/2043/TPO	TPO 032 (1960) tree preservation order - one Walnut (T1 on plan, within A1 on order) overall crown reduction by three metres	Balaton Lodge Snailwell Road Newmarket Suffolk	Approved	No objections
DC/22/2027/VAR	Planning application - variation of condition 2 of F/2006/1036/COU to allow for use of amended plans for change of use from offices to five self-contained flats	34 Fitzroy Street Newmarket Suffolk	Approved	No objections
DC/22/1978/TPO	TPO 004 (1992) and TPO 004 (1989) tree preservation order - three Limes (G1 on plan, T7, T8 and T9 on order) pollard to 1.0 metres above ground level; one Horse Chestnut (T2 on plan, T4 on order) overall crown reduction by two metres; one Pine (T3 on plan, T7 on order) remove three lowest branches on western aspect; one Yew (T4 on plan, T5 on order) reduction of up to 1.5m to suitable growth point on southwestern aspect.	25 Exeter Road Newmarket Suffolk	Approved	No objections
DC/22/1163/HH	Householder planning application - Two storey side and rear extensions	4 Hallwyck Gardens Newmarket Suffolk	Approved	No objections

D/23/02/12 Delegation Panel Decisions

None noted.

D/23/02/13 Licensing

None noted.

D/23/02/14 Parking

A report regarding installing bollards on the verges on Exning Road was considered and the following was agreed:

D/23/02/14.01 Resolved

That in the short-term no parking signs with penalty notices be put on the grass verges in Exning Road and in the medium-term, that by laws are investigated for all green areas in Newmarket. That bollards are considered as a last resort.

A request was made to contact Flagship to ask that they demolish all unused garages and an item for this will be added to the next agenda.

D/23/02/15 Correspondence

Resident letter regarding parking on the verge in Exning Road was noted.

Chairman's letter to WSC Planning regarding Town Centre planning developments with no parking provision was noted. A response was still awaited and a request was made to send it again.

D/23/02/16 Date of Next Meeting

Monday 20th February 2023 at the Memorial Hall.

Meeting closed at 7:00pm

Signed: By the Chairman

Date: Monday 6th February 2023

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/02/7.01 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/02/7.02 Resolved</u>	The Committee actively encourages responsible tree management but thought reducing the tree by 10 metres was excessive and requested that the application be referred to the TO for consideration.
<u>D/23/02/7.03 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/02/7.04 Resolved</u>	The Committee voiced no objections.
<u>D/23/02/7.05 Resolved</u>	The Committee objected to the extension of the hours on the grounds of it possibly leading to antisocial behaviour issues and may contravene the Cumulative Impact Assessment.

<u>D/23/02/7.06 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/23/02/7.07 Resolved</u>	The Committee voiced no objections subject to the accommodation only being used for equine staff working in the training yard and are not privately sold.
<u>D/23/02/7.08 Resolved</u>	The Committee voiced no comment.
<u>D/23/02/7.09 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/02/14.01 Resolved</u>	That in the short-term no parking signs with penalty notices be put on the grass verges in Exning Road and in the medium-term, that by laws are investigated for all green areas in Newmarket. That bollards are considered as a last resort.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 20th February 2023 at 6.15pm

Attendance:

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

Councillor J Ferries
Councillor J Harvey
Councillor M Jefferys

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, 1 Member of the Press and 3 Members of the Public.

	Minute	Action by
D/23/02/17 <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/23/02/18 <u>Apologies</u> Apologies were received from Cllrs Clover, Hood and Hulbert. Cllr Hall was absent.		
D/23/02/19 <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/23/02/20 <u>To Confirm the Minutes of the Meeting Held on 6th February 2023 and any Matters Arising</u> Members received the minutes of the Development & Planning Committee held on 6th February 2023 and the following amendment was made: D/23/02/14.01 Resolved – no parking signs was changed to read “no parking” signs Subject to the amendment being made, the following was agreed: <u>D/23/02/20/01 Resolved</u> That the minutes of the Development & Planning Committee held on 6th February 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.		
<i>Cllr Berry joined the meeting</i> There were no matters arising.		
D/23/02/21 <u>Public Open Session</u> A member of the public reported speeding issues along Edinburgh Road and		

Hamilton Road and made a request for SIDs to be installed and asked if anything could be done to prevent HGVs from using these roads.

Town Clerk advised that these roads are on the list for assessment for requests to SCC for SIDs to be installed and work is in progress to identify locations that would satisfy the criteria.

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

D/23/02/21 Resolved

That the item on Parking be brought forward.

D/23/02/22 Parking

A member of the public reported further parking issues on Exning Road grass verges and had witnessed a car driving through a rose bed to get to the road. Parked cars are now preventing residents from parking their cars on their drives and a request was made for double yellow lines to be put on the grassed side of the slip road.

Town Clerk gave an update on the work done so far on this issue and NTC had rejected the proposal of bollards due to the significant onward costs involved and aesthetics. The land is owned by Suffolk Highways and double yellow lines had been considered; also expensive and there is no budget to support this at Town Council level. NTC had put up notices and tape but these had been removed by vehicle owners. Other solutions being considered are asking Suffolk Highways to apply a bye-law and for this to be enforced (this could take a year to process), an awareness campaign with a leaflet drop to residents and windscreen notices. Flagship will also be asked to consider removing any garages that are not in use to provide further parking in the area.

It was noted that this is a behaviour issue and NTC will continue to put up signs, do a leaflet drop, put windscreen notes on cars and the Journal will run an article.

D/23/02/23 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

None noted.

Two members of the public left the meeting.

D/23/02/24 Planning Applications

Week Commencing 30/01/2023, and 06/02/2023

D/23/02/24/1 DC/23/0168/HH - Householder planning application - single storey rear extension (following demolition of existing outbuilding) - 1 Freshfields Newmarket Suffolk.

D/23/01/24.01 Resolved

The Committee voiced no objections.

D/23/0/23/2 DC/23/0158/HH - Householder planning application - a. single storey side extension and replacement roof over existing garage b. two storey rear extension - Yarrowdale

16 King Edward VII Road Newmarket.

D/23/01/24.02 Resolved

The Committee voiced no objections subject to the balcony not overlooking other properties.

D/23/02/24/3 DC/23/0173/HH - Householder planning application - single storey rear extension (following demolition of existing conservatory) - 17 Barry Lynham Drive Newmarket Suffolk.

D/23/01/24.03 Resolved

The Committee voiced no objections.

D/23/02/24/4 DCON(B)/22/0478 - Application to discharge conditions 4 (fixed plant or equipment) and 6 (external lighting) of DC/22/0478/FUL - Unit 6 Newmarket Retail Park Oaks Drive Newmarket Suffolk.

D/23/02/24.04 Resolved

The Committee made no comment.

D/23/02/24/5 DC/23/0105/FUL - Planning application - Installation of two air source heat pumps in lower-courtyard area - 1 The Avenue Newmarket Suffolk.

D/23/02/24.05 Resolved

The Committee voiced no objections.

D/23/02/25 Amended and Deferred Planning Applications

None noted.

D/23/02/26 Planning Appeals

None noted.

D/23/02/27 East Cambs Planning Applications

None noted.

D/23/02/28 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 30/01/2023 and 06/02/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/0025/TCA	Trees in a conservation area notification - 17 Lawson Cypress (indicated on plan) fell	Tattersalls The Avenue Newmarket Suffolk	Approved	No objections
DC/22/2033/FUL	Planning application - a. conversion and alterations of existing annexe to form one dwelling (C3) b. two storey front extension c. partial demolition of existing building	Studio 5 34 Fitzroy Street Newmarket Suffolk	Refused	No objections
DC/22/1198/FUL	Planning application - removal of the existing timber windows and doors and replace with upvc windows and composite entrance doors	The Gallops Old Station Road Newmarket Suffolk	Approved	No objections

DC/22/1172/FUL	Planning application - change of use from ancillary office / store of basement to public use area	2 Sun Lane Newmarket Suffolk	Approved	No objections	
DC123/0068/TCA	Trees in a conservation area notification - one Horse Chestnut (HC1 on plan) crown lift lower branches to three metres over public footpath and remove large epicormic growth on drive side	The Lodge 42 Bury Road Newmarket Suffolk	Approved	No objections	
NMA(C)/13/0408	Non material amendment to DC/13/0408/OUT for re- wording of conditions 22, 24 and 2	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	No comment	
DCON(A)/22/0478	Application to discharge conditions 5 (ventilation systems), 10 (fire hydrants), 13 (headlight glare) 16 (deliver and service management plan) and 18 (biodiversity enhancement plan) of application DC/22/0478/FUL	Unit 6 Newmarket Retail Park Oaks Drive Newmarket Suffolk	Approved	No comment	
DC/22/1894/FUL NTC no objections	Planning application - a. two storey rear extensions; b. front porch; c. install windows; d. ancillary annexe; e. garage to side elevation to facilitate the use of the properties as a single dwelling	1 Stanley Stud Cottages Snailwell Road Newmarket Suffolk	Approved	No objections	
DC/23/0047/TCA	Trees in a conservation area notification - three Sycamore (1, 5 and 6 on plan) two Crab apple (2 on plan) one Cherry (3 on plan) two Sycamore and group of Sycamore (4,5 and 6 on plan) two Norway Maple (7 and 8 on plan) one Laurel (9 on plan) one Pyracantha (10 on plan) one Bay (11 on plan) group of Prunus and Saplings (12 on plan) fell	Eastcote 45 Bury Road Newmarket Suffolk	Approved	Strongly objected	

D/23/02/29 Delegation Panel Decisions

The following applications were considered by WSC Delegation Panel and noted:

DC/22/1198/FUL - Planning application - removal of the existing timber windows and doors and replace with upvc windows and composite entrance doors - The Gallops, Old Station Road, Newmarket.

Officer 'Minded to' Grant

Recommendation of the Panel – Referred to Development Control Committee & Site Visit

DC/22/2065/FUL - Planning application - a. building to accommodate three equine treadmills; b. additional horse walker. – Clarehaven, Bury Road, Newmarket

Officer 'Minded to' Grant

Recommendation of the Panel – Delegated to Officers

DC/22/2040/HH - Householder planning application - single storey rear extension - 6 Brazilian Terrace, Newmarket.

Officer 'Minded to' Grant

Recommendation of the Panel – Delegated to Officers

NTC D&P Committee had objected on the grounds of it being an overdevelopment of the site.

D/23/02/30 Licensing

None noted.

D/23/02/31 Trees

The following TPO was noted.

TPO/003(2023) - Eastcote, 45 Bury Road, Newmarket , Suffolk.

D/23/02/32 Flagship Garages

The remaining garages at Icewell Hill, some believed to be unused, were discussed and the following was agreed:

D/23/2/32.01 Resolved

That Flagship are lobbied to consider removing all garages that are not in use to provide more parking.

D/23/02/33 Correspondence

The amended WSC Local Plan Programme was noted.

A response to the Chairman's letter to WSC Planning regarding Town Centre planning developments with no parking provision was noted with disappointment. A response to this effect will be sent to the Planning Department and will also be sent to Suffolk Highways regarding its consultation comments on such applications.

D/23/02/34 Date of Next Meeting

Monday 6th March 2023 at the Memorial Hall.

Meeting closed at 7:00pm

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/02/23.01 Resolved</u>	The Committee voiced no objections
<u>D/23/02/23.02 Resolved</u>	The Committee voiced no objections subject to the balcony not overlooking other properties
<u>D/23/02/23.03 Resolved</u>	The Committee voiced no objections
<u>D/23/02/23.04 Resolved</u>	The Committee made no comment.
<u>D/23/02/23.05 Resolved</u>	The Committee voiced no objections
<u>D/23/02/32.01 Resolved</u>	That Flagship are lobbied to remove all garages that are not in use to provide more parking.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 6th February 2023 at 7:00 pm**

Attendance:

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

Councillor P Hulbert
 Councillor M Jefferys
 Councillor K Yarrow

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant 1 Member of the Press, Cllr Crissall and 3 Members of the Public

Minute

C/23/02/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting and read the fire safety briefing and announced that the meeting may be filmed or recorded.

C/23/02/2 Apologies for Absence

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

C/23/02/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted. There were no requests for dispensations.

C/23/02/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 5th December 2022 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 5th December 2022 and the following was agreed:

C/23/02/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 5th December 2022 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/23/02/5 Public Open Session

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

C/23/02/5.01 Resolved

That item 9 – Allotments be brought forward.

C/23/02/6 Allotments

A member of the public spoke to item 9 and the muntjac issue at the allotments and

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Minutes of Community Services Committee held on Monday 6th February 2023

advised that they are a foreign species and are vermin and was in favour of them being culled by a professional.

A member of the public also spoke to item 9 and advised that the permission of land owners, NTC, was required to cull the deer and this was not given due to being in a residential area and reputational damage. However the Allotment Committee and residents were in favour of a cull and wished to appeal the NTC decision.

Cllr Drummond advised that he had contacted a professional at the Forestry Commission and had been advised that culling would be too dangerous in a built-up area and that a deer proof fence should be installed and drive them out.

The Chairman advised that there was no budget for fencing and the Town Clerk will be asked to consider other measures with the Allotment Committee, consult the Deer Act to see what is allowed and to seek further advice from the Forestry Commission.

Cllr Crissall and three members of the public left the meeting.

C/23/02/7 To Receive the Accounts

The accounts for January 2023 were received and noted.

C/23/02/8 Speed Indicator Devices

A report was presented and considered. The following was agreed:

C/23/02/8.01 Recommendation

That each proposed road/location to be adopted by a councillor to carry out the necessary investigations, provide the photographic evidence and obtain written support from the nearest residents. A template letter is available. Cllrs were allotted to cover the nominated roads.

C/23/02/9 Weed Control

A proposal to take on responsibility for weed control in the High Street and close environs from Suffolk Highways was considered and the following was agreed:

C/23/02/9.01 Recommendation

That NTC take out the Community Self-Help Scheme agreement with Suffolk Highways to allow NTC to do necessary weed control on the High Street and close side streets. To purchase necessary application equipment and PPE. To carry out a full Risk Assessment for this activity and run for a trial period of one year

C/23/02/10 Correspondence

Letter from the Allotment Committee requesting that NTC reconsider their decision regarding the Muntjac issue was discussed at item 6.

Letter regarding speeding along Bury Road and the Clarehaven Stables was discussed at item 8.

C/23/02/11 Date of Next Meeting

Monday 3rd April 2023 at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/23/02/8.01 Recommendation</u>	That each proposed road/location to be adopted by a councillor to carry out the necessary investigations, provide the photographic evidence and obtain written support from the nearest residents. A template letter is available. Cllrs were allotted to cover the nominated roads.
<u>C/23/02/9.01 Recommendation</u>	That NTC take out the Community Self-Help Scheme agreement with Suffolk Highways to allow NTC to do necessary weed control on the High Street and close side streets. To purchase necessary application equipment and PPE. To carry out a full Risk Assessment for this activity and run for a trial period of one year

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SUFFOLK CONSTABULARY

PCSO REPORT FEBRUARY 2023

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. (11 this Month)

NEWMARKET POLICING PRIORITIS

1-AQUISITIVE CRIME-Theft of/from Motor Vehicles including Number Plates, Thefts and burglaries from rural farms and businesses, Thefts from person, Garage break ins, Theft of Pedal Cycles Theft of Cooking Oil.

2-OP VELOCITY (COUNTY LINES)-

Maintaining pressure on emerging new lines

Targeting and reducing drug supply in Newmarket

Increasing and focusing on intelligence submissions

3-PULSE PATROLS-To be conducted at the following locations:

Churchill Court, Bill Rickaby Drive, Greville Starkey Avenue, and The Guineas Shopping Centre.



ENGAGEMENT OPPORTUNITIS

Neighborhood Policing week took place this month and I was involved in street meets and Community surveys in and around Newmarket.

I also went along to Laureate Academy and met with the Junior Road Safety Officers who are currently looking at parking issues outside the school.

The Mobile Cinema arrived on Several 09/02 and I have been carrying out periodic patrols in the area.





NEWMARKET YOUTH FAIR

This event took place during half term week and was very well supported. I attended along with representation from both our Police Cadet Unit and also our Diversity Officer.

There were lots of networking opportunities with the various other agencies in attendance and a good amount of interest in the work of the Police Cadets.



MERIDA HOUSE

This new Residential Facility for young people is now up and running and has welcomed the first resident.

I will be visiting regularly to offer support and reassurance.

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](#)



Report to	Full Town Council
Subject	Streetlighting upgrade to LED
Purpose	Information
Classification	Unrestricted
Meeting date	27th February 2023
Item number	10
Written By	Cathy Whitaker CLERK

Summary:	This report outlines discussions with SCC and WSC regarding the NTC streetlighting assets.
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1.	Introduction
a.	NTC owns 334 light units; majority on Studlands (mainly in the garage and parking areas).
b.	SCC owns light units on the main highway.
2.	Context
a.	SCC has an ongoing programme of LED upgrade; many units are already upgraded.
b.	NTC has annual contract for maintenance and energy with SCC. Non-LED maintenance is now becoming unfeasible with the units being obsolete. Upgrade is now essential.
c.	WSC is offering to assist Town and Parish Councils across the area to look into upgrade options, working with SCC. WSC has a programme of upgrade for WSC-owned units.
3.	Proposal/Options
a.	Site visit by SCC: survey the units to assess and confirm ownership/identify any redundant units.
b.	SCC to provide LED upgrade costs.
c.	Clerk to work with WSC to gain advice and assistance with cost forecasting plan.
4.	Financial/Resource Implications
a.	2021/2022 fees - £15,094. 2022/2023 fees – budgeted £19,946 (energy costs unknown at this time). Streetlight EMR holds £1,860. 2023/2024 budget £25,500.
b.	The upgrade will likely require PWLB loan funding; further assessment of this will be carried out once more details are confirmed. WSC will assist with a financial case as necessary with forecasted pay-back details.
5.	Next Steps/Recommendations
a.	Clerk to do site visit with the Suffolk Highways Asset Manager to survey the units – assessing for any that are redundant.
b.	Clerk to work with WSC regarding plotting onto a definitive map and assist with financial forecasting plan.

Blank



Report to	Full Town Council
Subject	Election 2023
Purpose	Information
Classification	Unrestricted
Meeting date	27th February 2023
Item number	11
Written By	Cathy Whitaker CLERK

Summary: This report gives information and a timetable regarding the Parish and District elections on 4th May 2023.

Attached: Election Timetable

Local elections 4 May 2023

There will be full district and parish elections in West Suffolk on Thursday 4 May 2023.

West Suffolk Council and the 81 parish/town councils across West Suffolk will hold elections for councillors.

These elections will be the first time that Voter ID will be required to be shown by all voters at a polling station. This has been introduced under the Elections Act 2022.

Key dates

Following publication of the elections notice on Wednesday 22 March 2023, the deadline to deliver nomination papers is 4pm on Tuesday 4 April 2023.

Registration to vote deadline - midnight on Monday 17 April 2023.

Receipt of postal vote applications deadline - 5pm on Tuesday 18 April 2023.

Receipt of proxy vote applications deadline - 5pm on Tuesday 25 April 2023.

A complete list of relevant dates can be found on the election timetable. (Attached)

Election notices

Election notices will be published from 22 March 2023.

Boundaries

Information on the West Suffolk district ward and parish and town council boundaries can be found on Find My Nearest on the West Suffolk Council website

Informal checks

Until Wednesday 22 March 2023, we offer an informal check on your nomination paper, ahead of an appointment to deliver your nomination papers. These can be undertaken by scanning and emailing your nomination pack to elections@westsuffolk.gov.uk. This will help to ensure that any issues or corrections required are resolved before the nomination papers are formally delivered. We will aim to respond to any of these requests by the end of the next working day.

Delivery of nomination papers

The nomination period commences at 9am on Thursday 23 March 2023 until 4pm on Tuesday 4 April 2023. Nomination forms must be delivered by hand and we offer appointments between the hours of 9am and 5pm to deliver your nomination form to our West Suffolk House office in Bury St Edmunds.

To book an appointment, please email elections@westsuffolk.gov.uk with details of the date and time that you would like to attend and the area that you will be standing as a candidate for. We will confirm your appointment by email.

Election expenses

All candidates at an election must submit a declaration and a return of expenses, to the Returning Officer, within a set timeframe. This is regardless of whether they were elected or not and even if no expenses were incurred. These documents are made available for inspection.

The deadline for receipt of candidates expenses for town and parish elections is Thursday 1 June 2023.

The Electoral Commission provides guidance on electoral spending which can be found on its website.

The verification and count

The verification of ballot papers will take place on Thursday 4 May 2023 from 10pm at Bury St Edmunds Leisure Centre, Beetons Way, Bury St Edmunds, Suffolk, IP33 3TT.

The count will take place on Friday 5 May 2023 at Bury St Edmunds Leisure Centre, Beetons Way, Bury St Edmunds, Suffolk, IP33 3TT.

List of scheduled elections and when they will be held

<u>Date</u>	<u>Scheduled election</u>
4 May 2023	West Suffolk Council Parishes in West Suffolk
May 2024	UK Parliamentary (to be held by the end of 2024) Police and Crime Commissioner
May 2025	Suffolk County Council
May 2026	No scheduled elections

Election Timetable for Thursday 4 May 2023

Publication of Notice of Election	Wednesday 22 March 2023
Receipt of Nominations	4:00 pm Tuesday 4 April 2023
Withdrawal of Candidate	4:00 pm Tuesday 4 April 2023
Appointment of Election Agents (district election)	4:00 pm Tuesday 4 April 2023
Publication of Notice of Election Agents (district election)	4:00 pm Tuesday 4 April 2023
Publication of Statements of Persons Nominated	4:00 pm Wednesday 5 April 2023
Last Date for Registration	Monday 17 April 2023
Receipt of Postal Vote Applications	5:00 pm Tuesday 18 April 2023
Publication of Notice of Poll	Tuesday 25 April 2023
Receipt of Voter Authority Certificate Applications	5:00 pm Tuesday 25 April 2023
Receipt of Proxy Vote Applications	5:00 pm Tuesday 25 April 2023
Appointment of Poll and Count Agents	Wednesday 26 April 2023
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 27 April 2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 4 May 2023
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 4 May 2023
Day of Poll	7:00 am to 10:00 pm Thursday 4 May 2023
Declaration of Candidates Expenses (parish and town election)	Thursday 1 June 2023
Declaration of Candidates Expenses (district election)	Thursday 8 June 2023

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Report to	Full Town Council
Subject	Legends of the Turf (LOTT)
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	27th February 2023
Item number	14
Written By	Cathy Whitaker CLERK

Summary: This report gives the current position and suggestions for the LOTT walk of fame on the High Street.

1.	Introduction
a.	LOTT Walk of Fame on Newmarket High Street is a community project to recognise the significant contributions of people and horse to the town's horseracing heritage. www.legendsoftheturf.org.uk
2.	Context
a.	Launched in 2014, there are 23 pavement plaques along the High Street.
b.	Some are in need of repair – all could benefit from cleaning.
3.	Financial/Resource Implications
a.	Funding / assistance originally came from SCC, FHDC (as was), NTC, JC, NJ plus individual donations.
b.	There is an EMR account for LOTT with £2,844.
4.	Next Steps/Recommendations
a.	For a Working Group (suggest Town Museum Working Group – already looking at town trails, etc) to look further into the LOTT project and make recommendations to full council.

Blank



Report to	Full Town Council
Subject	Citizen's Advice West Suffolk grant level for 2023/24
Purpose	Decision
Classification	Unrestricted
Meeting date	27th February 2023
Item number	16
Written By	Cathy Whitaker CLERK

Summary: This report gives information and recommendations regarding the 2023/2024 grant to CAWS. Attached; letter of request and Annual Review 2021/2022.

1.	Introduction
a.	NTC has provided grant support annually to CAWS; £3,000 since 2017.
b.	During the current financial year (22/23), a second grant of £2,000 was provided in light of the cost-of-living crisis.
2.	Context
a.	A representative recently presented information and took questions at Full Town Council.
b.	A letter has been received from CAWS requested consideration for funding for 2023/2024.
3.	Proposal/Options
a.	Taking into account ongoing hardship at this time, a grant of £5,000 be approved for the year 2023/2024.
4.	Financial/Resource Implications
a.	£5,000 has been included in the Finance & Policy Committee budget for CAWS for 2023/2024.
5.	Next Steps/Recommendations
a.	To approve a grant level of £5,000 for CAWS for 2023/2024, requesting further updates on the level of need for its services throughout the year.
b.	To reassess the level required when preparing the budget for 2024/2025.



Bury St Edmunds
The Risbygate Centre
90 Risbygate Street
Bury St Edmunds,
IP33 3AA

Telephone: 0808 278 7868
www.suffolkwestcab.org.uk

Monday, 06 February 2023

Cathy Whitaker
Town Clerk
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP

Dear Cathy,

Request for Grant Funding for 2023/24

Further to my presentation to the Town Council on Monday 28th November, we would like to thank them once again for the support they have shown to our charity in 22/23 with the two grants of £3,000 and £2,000. We would also kindly ask if the Council would consider further financial support to help us to continue our work in 23/24.

This financial year to the 31st January, we have helped 508 people from Newmarket with 2,658 issues and generated over £245,861 in additional income for them. 311 needed help with benefits, 107 help with housing problems, 85 with charitable support (food parcels and fuel payments) and 72 with debts.

We are expecting 23/24 to be an even busier year with the need for our services growing as the cost-of-living increases continue to bite. We want to be here to support everyone who seeks our help when they need it. We continue to be accessible by telephone and email Monday to Friday 9.30 am to 3.30pm. We are also able to see people face to face at our Newmarket office by appointment, if required.

Offices in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket

Citizens Advice West Suffolk is an operating name of Suffolk West Citizens Advice Bureau.

Charity registration number 1144118. Company limited by guarantee. Registered number 7645392 England.

Authorised and regulated by the Financial Conduct Authority FRN: 617759.

Registered office: Risbygate Centre, 90 Risbygate Street, Bury St. Edmunds, IP33 3AA



When people contact us for help, they are accessing our whole service, including, if needed, the specialist advice services we offer. Our general advice service remains at the very heart of our charity services and continues to focus on benefits, employment, debt, housing, relationships, and family matters. The funding that we are seeking from Newmarket Town Council helps us to fund these much-needed core services, including helping us to train and supervise our volunteer advisers. Without our volunteers, we just couldn't operate. Our volunteers donated over 34,539 hours of their time in 21/22 to provide advice in their community.

With a secure funded core service, we are then able to make applications for specialist ring fenced project funding from various charitable sources to meet further advice needs in West Suffolk. Our specialist projects currently include: - housing, energy, Multiple Sclerosis, Long Covid (helping with the loss/reduction of income, employment rights, benefit claims, debt, etc), and dedicated advisers who support people aged 16 plus, that are living with more complex mental health issues, who are struggling with practical life issues.

In the past year, 86% of clients said we helped them find a way forward and 87% said that they would recommend the service. I attach a copy of our Annual Review for 2021/22 with more information.

I would like to kindly ask you to place our request for continued funding before the Town Council. I would be happy to attend another Town Council meeting to provide an update and answer any questions regarding our work.

Best regards



Carol Eagles
CEO

Offices in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket

Citizens Advice West Suffolk is an operating name of Suffolk West Citizens Advice Bureau.

Charity registration number 1144118. Company limited by guarantee. Registered number 7645392 England.

Authorised and regulated by the Financial Conduct Authority FRN: 617759.

Registered office: Risbygate Centre, 90 Risbygate Street, Bury St. Edmunds, IP33 3AA



**citizens
advice**

**West
Suffolk**

**Annual
Review
2021/22**

We give people the
knowledge and
confidence to find their
way forward - whoever
they are, whatever their
problem.

Our Impact in 2021/22

5,874
clients
helped

Over
£2.3 million
income
gained for
clients

23,145
issues
addressed

'The team who helped me fill out my ESA and PIP paperwork were both amazing, very supportive, knowledgeable and patient, especially as I was at a low point and needed reassurance, as well as their expert support.'

Client feedback

93%
of people would
recommend
the service

89%

of people said
that we helped
them find a way
forward

£799,608

debt
managed

34,539

hours donated
by volunteers

*'It's very satisfying
to know that in some small way
you have made someone's life a
bit easier or helped ease an
anxiety they may have had.'*

Volunteer Adviser

For every

£1

in funding we deliver

£23.57

in public value

Economic
value of
volunteering
£715,117



Chair of the Board of Trustees

Mary Porch

Our 2021/22 year was a blend of consolidation and change. Consolidation largely took the form of capitalising on the new working methods forced upon us by the pandemic. This meant ensuring that our fantastic team of staff and volunteers was able to offer services across our geography, including the most rural areas, in a way that matches the needs of our clients. Many who come to us for help now receive the entirety of their advice over the phone but those who need the support of a face-to-face meeting are able to arrange one, booked in advance to ensure the safety of all. Where possible we also enable staff and volunteers to blend their office and home working time in the way that suits them best.

Consolidation also meant updating and streamlining some of our processes in order to obtain the highest possible score in our annual Citizens Advice audit; reassurance if any were needed about the exemplary way in which our service is provided by Carol and her team.

Change has been most evident at Trustee level, although we do also benefit from strong continuity. Chris Cadman stood down as Chair at last year's AGM having dedicated himself wholeheartedly and effectively to the role for the full nine year term permitted by our Articles of Association. He had led Citizens Advice West Suffolk (CAWS) since the merger with Haverhill in 2011 and subsequently guided us through the integration of Newmarket into the West Suffolk group in 2019. We owe him more than we can easily express here and remain immensely grateful for his leadership. Fortunately he remained on the Board after stepping down and we continued to benefit from his words of wisdom through the rest of the financial year.

Other changes have included the recruitment to the Board of: Barry Peters, best known to many for his role at the Bury Free Press; Annabel Mayer, a partner at Ashtons Legal; Tony Howard, formerly Business Development Manager within CAWS and Jane Wilkie of Rees Pryer Architects. Leaving the Board recently were Judy Lancaster, Judith Hall and Vivienne Steele, all of whom did a superb job and we are particularly grateful to Vivienne for steering our IT development through the pandemic and leaving us well equipped for the future. Thanks go to all of our Trustees for their proactive input and support throughout the year. A special mention is due to Peter Holland who stepped into the role of Vice Chair this year alongside his Treasurer role.

Having coped well with the pandemic, the next challenge facing us is how best to absorb and respond to the increase in enquiries as the cost-of-living crisis bites, affecting many who haven't needed our service before. We continue to recruit and train new volunteers and to try to widen the net in pursuit of additional funding. As always, we would not be able to continue to deliver the service without the support of our funders and in particular the District Councils, County Council, and numerous project funders. Thank you to them all.



Treasurer and Vice Chair

Peter Holland

A positive situation remained during the financial year and we had a surplus to add to our reserves in preparation for the potentially difficult years ahead. The budget was prepared ahead of the pandemic and we are in a positive position due primarily to Covid, which played a part in both the income and expenditure end of year results.

We did not incur the budgeted costs and we reduced the salary bill by 12% compared to the original budget due to changes to the staff structure and major changes in our working practices. This is considered to be a 'one off' year and we need to plan for the years ahead when the reserves may well play a part.

The key points for 2021/22 are:

Income amounted to £685,891 (2020/21: £617,566) including £326,087 (2020/21: £238,458) related to project restricted activities.

Expenditure in the year amounted to £627,646 (2020/21: £620,166).

The highest cost related to salaries for our 24 employed staff amounting to £446,770 (2020/21: £459,330).

This resulted in a surplus of £58,245 (2020/21: deficit of £2,600).

Fundraising Activities and Principal Funding Sources

The Trustees extend their gratitude to our principal funders with whom we share many strategic objectives and who continued to support our core operating capacity:

- West Suffolk Council (30%)
- Suffolk County Council (4%)
- The Clinical Commissioning Groups (6.5%)
- East Cambridgeshire District Council (3.5%).

We also participated in national Citizens Advice projects funded by The Department of Work and Pensions and the Department for Business, Energy and Industrial Strategy and received specific support relating to the Covid pandemic.

In addition, project-specific funding was received from the following:

- Suffolk Community Foundation
- Fred Dannatt Trust
- National Lottery Community Fund
- MS Groups in Cambridge, Ely and Newmarket, and Bury St Edmunds.

The charity did not have any borrowings from either a provider of funding or other sources at the Balance Sheet date.



Chief Executive Officer

Carol Eagles

Throughout 2021/22 we continued to deliver the service predominantly by phone and email with face-to-face appointments available for vulnerable clients or those with more complex issues. We adopted a hybrid working model with staff and volunteers working from home and the office. We have found this model works well for us as it reduces costs and our impact on the environment.

In 2021/22 we helped 5,874 clients with 23,145 issues which involved over 26,661 activities. We could not help that number of clients without the sterling support of our team of over 70 volunteers who give their time freely. Last year they donated over 34,500 hours of their time which Citizens Advice calculated had an economic value of £715,117. We would have to double our income to pay them all.

In November 2021 we started the Long Covid Social Prescribing Project to support patients affected by Long Covid. This project is a partnership between the three Local Citizens Advice and hospitals in West Suffolk, Ipswich and Colchester. This is the first time we have been involved in a collaboration with Health and are keen to develop further relationships.

In the autumn of 2021, I joined the Integrated Care System's (ICS) Voluntary, Community and Social Enterprise (VCSE) Design Panel with 11 other VCSE leaders from across Suffolk and North East Essex (SNEE). We have been working to ensure that the VCSE is an equal partner within the new SNEE ICS and can support the work of the Health and Care system.

Our biggest challenge so far in 2022/23 has been the cost-of-living crisis which is driving up demand for our services. We are seeing more new and also younger clients who would not traditionally have needed our help. We are introducing new volunteer roles to increase our capacity to be able to support those who are going to need our help in the coming months.



Chris Cadman, Carol Eagles and Mary Porch



Business Development Manager

Jo Albini

I joined the charity as Business Development Manager in January 2022. My main role is to secure the funding needed to help us to meet the advice needs in our community. My first task was to complete a review of our service delivery model to ensure we are fully accessible to all those who need our help. Our service model works well and we identified that we needed a specific project to help older people with their benefits, energy and financial issues in their own homes. We are still looking for a funder to make this project possible.

One of Citizens Advice's aims is 'to improve the policies and practices that affect people's lives' which we call research and campaigning. My responsibilities include this area and we have been working with Citizens Advice nationally and locally to bring about change. Recent campaigns have been around benefit uplifts, gambling harm and a renters' reform bill. We have met with both of our local MPs to discuss the issues affecting our clients and most recently to ask for benefits to be increased in line with inflation from April 2023.

I would like to record my thanks to both Tony Howard, my predecessor and Carol, our CEO, for their help and support as I have settled into my new role.

Looking Forward

With the current cost-of-living crisis there will be even more need and demand for our services. It is essential therefore, for us to retain current funding sources and find new ones to enable us to continue to maintain existing and provide new advice services.

Fundraising

2021/22 was a challenging year for fundraising events due to the pandemic. However, there were a couple of successes. Bury Abbey Rotary raised over £6,000 for us via a silent auction and we were also able to take part in the Swimarathon hosted by the Rotary Club of Bury St Edmunds, raising over £1,000 through sponsorship.



Swimarathon Team - Lucy, Carole, Melanie and Karen

**Supported
Advice
Project**

265
clients
helped

£441,855
income
gained

'She was brilliant, absolutely amazing. I was so relieved I could have cried afterwards. The best! I would never have been able to do it...it meant a lot.' Client feedback.

The Supported Advice Team (SAT), led by Robin Williams, was created to help people with poor mental health and severe mental illnesses (SMIs) overcome practical problems that have become both sources of stress and obstacles to recovery. We are funded by the National Lottery Community Fund and through Suffolk Community Foundation's 'Equity in Mind' programme.

Clients referred into SAT receive an enhanced level of support over core services. They are allocated an experienced adviser with training in mental health awareness and communication skills. The adviser will coordinate the advice process; provide support and encouragement; liaise with external organisations; and plan onward referrals to appropriate partners. Our objectives are to reduce the stress and duration of the advice process and to minimise disengagement; and thereby give our clients the best chance of overcoming the issues that have become impediments to their wellbeing.

In 2021/22, we supported 265 clients with over 2,500 issues, increased their income by £441,000 and managed £50,000 of debt. We evaluated our clients' wellbeing using ONS4 and, at the end of the advice process, recorded a 36% average improvement in client scores across all four measures.

We are passionate about collaboration and in participating in an integrated network of community-based mental health resources. In 2021/22, over 50% of referrals into SAT were made by 17 external organisations, including local government, primary and secondary NHS services and other charities.

Case Study

Sarah was referred to SAT by (NHS) community mental health services. Her PIP had been removed following a review and she was struggling to cover her daily living expenses. She had accrued rent and council tax arrears and her landlord was threatening her with eviction. Sarah had a diagnosis of borderline personality disorder and psychosis and her support worker said that her symptoms had become much more severe as a result of the financial stress.

We were able to successfully appeal the decision to remove Sarah's PIP. She received a backdated payment sufficient to pay off her rent and council tax arrears; and over £360 per month was restored to her household budget. The eviction did not proceed. Sarah told us that she was 'so happy to put the experience behind' and that she was 'really grateful for the support'. Sarah has now been discharged from mental health services and has been referred to the work preparation programme.

Multiple Sclerosis Project

86
clients
helped

£205,082
income
gained

We were fortunate to be funded by the MS Groups in Cambridge Ely and Newmarket and Bury St Edmunds in 2021/22 to provide casework to people with MS and their families.

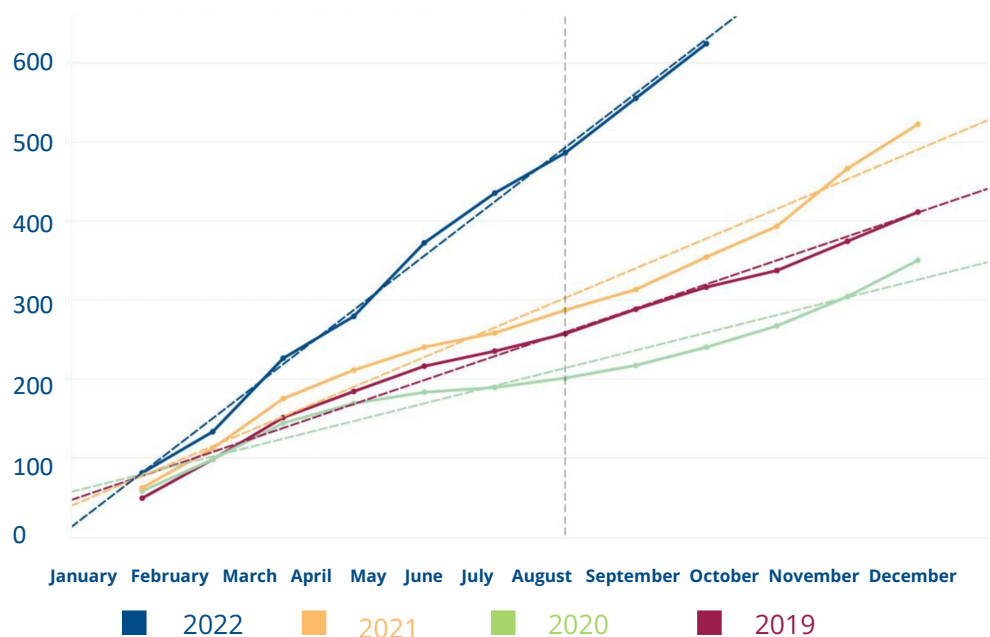
Case Study

Our client was receiving PIP and ESA and had been called into the job centre for an interview with a work coach. Given that the client was in the Support Group, this wasn't necessary and we confirmed this with the vulnerable client department at the DWP who cancelled the appointment. Our client was very grateful as she had been anxious about the appointment and would have struggled to attend. Subsequently the client realised that her ESA payments had stopped, but her UC amount assumed she was still being paid ESA considerably reducing her total income. This was rectified and the client's ESA reinstated. We also completed a PIP form for the client which had a successful outcome.

'The MS team who I dealt with were extremely helpful and took a lot of the stress out of my situation. I was most grateful for their help.' Client feedback

Energy Advice

Cumulative number of people we've helped with energy issues each year



We help clients with their energy issues by:

- Applying for warm home discounts and accessing the priority services register
- Accessing local grants for heating oil and vouchers for pre-payment meters
- Helping to resolve issues with energy companies.

Top issues in 2021/22



Benefits 9,310

Debt 2,666

Housing 2,028

Relationships and family 1,607

Employment 1,578

Other 5,956

Five key cost of living issues

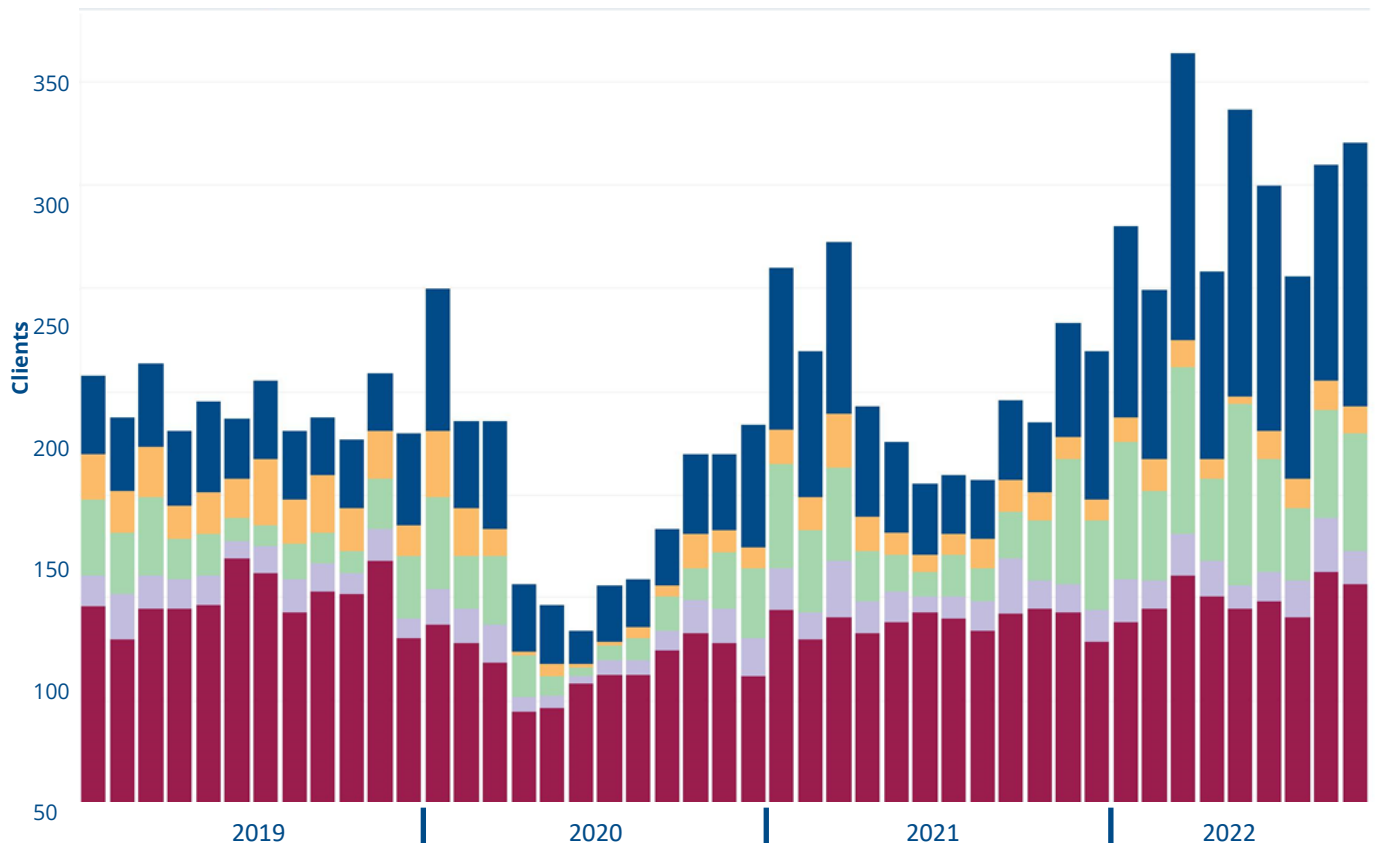
Charitable Support and Food Banks

Council Tax Arrears

Energy

Energy Debt

Personal Independence Payment



Trustees

Mary Porch - Chair of Trustees
Peter Holland - Treasurer and Vice Chair of Trustees
Ray Bolton - Trustee
Chris Cadman - Trustee
Judith Hall - Trustee
Anthony Howard - Trustee (appointed March 2022)
Judith Lancaster - Trustee (resigned September 2021)
Keith Lardner - Trustee
Annabel Mayer - Trustee (appointed January 2022)
Barry Peters - Trustee (appointed January 2022)
Michael Simpkin - Trustee
Vivienne Steele - Trustee
Marc Walker - Trustee
Jane Wilkie - Trustee (appointed July 2021)

Our funders

West Suffolk Council
West Suffolk and Ipswich and East Suffolk Clinical Commissioning Groups
Suffolk County Council
East Cambridgeshire District Council
Mid Suffolk District Council
South Cambridgeshire District Council
Bury St Edmunds Town Council
Haverhill Town Council
Newmarket Town Council
East Suffolk and North Essex Foundation Trust
National Lottery Community Fund
MS Society - Cambridge, Ely and Newmarket and Bury St Edmunds Groups
Suffolk Community Foundation
Fred Dannatt Memorial Fund
Abbey Rotary Club of Bury St Edmunds
Bury St Edmunds Rotary Club
West Suffolk and Mid Suffolk Parish Councils

Our thanks also go to many others for donations and sponsorship
both financial and in kind!

About Our Charity

Aims and principles

To provide the advice people need for the problems they face.

To improve the policies and practices that affect people's lives.

Citizens Advice West Suffolk provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities.

We value diversity, promote equality and challenge discrimination.

Funded independently

Citizens Advice West Suffolk is an independently funded charity. We are reliant on grant funding from local authorities, parish and town councils, commercial organisations and individuals. Project funding allows us to extend our services and helps to cover the costs of our core service.

Contact us



0808 278 7868

Monday to Friday 9.30am to 3.30pm



Use the contact form on our website

www.suffolkwestcab.org.uk



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@CitAdviceSW



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Citizens Advice West Suffolk



We're on Instagram

[citizensadvicewestsuffolk](https://www.instagram.com/citizensadvicewestsuffolk)

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TOTAL BUDGET - Projected Analysis for Current Year 2022/23 as at 8/2/2023

Committee	Budget	Projected Actual before EMR transfers/ virements applied	Projected Underspend after EMR transfers/ virements applied
Finance & Policy	£ 159,449	£ 145,514	£ 10,441
Community Services	£ 166,884	£ 245,844	£ 5,251
Leisure Services	£ 188,677	£ 194,393	£ 34,616
Human Resources	£ 189,700	£ 212,437	£ -
Neighbourhood Plan	£ 10,500	£ 2,000	£ 8,500
TOTALS	£ 715,210	£ 800,188	£ 58,808

nb: TRANSFER TO CS BUDGET 23/24

PROJECTED TOTAL BUDGET UNDERSPEND

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Newmarket

TOWN COUNCIL

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

Town Mayor: Councillor Philippa Winter

Town Clerk: Cathy Whitaker

Meeting Notes of the Town Museum Working Group meeting on 30th January 2023; 11am

Those present:

Cllr Harvey (Chair), Cllrs Perry and Winter, Events Manager, Town Clerk.

1: Apologies:

Cllr Yarrow.

2: Notes of the previous meeting - not applicable

3: Resolutions action from 27/6/2022.

Resolution	Action Update	Actioned By	Ongoing Action Required/Info
To decline to put in an offer for the lease of the Coach House, as being currently marketed, at this time.	Decision submitted to WSC	TC	None at present.
To note the report of the Coach House WG and that the Town Museum Group will continue to work on this project.	Noted	ALL	Onward WG meetings – 30/1/23 being the first date.
To pursue research into alternative options for the siting of a Local History Museum in the future.	Outstanding	TC	Investigate old West Suffolk Office in Guineas.
To make contact with other Local History Museums (eg. Mildenhall, Bury St Edmunds, Burwell, Haverhill)	Outstanding	TC	Query subsidies, other funding, operational info, business plans, etc.
To look into a Summer Season of "Pop-Up" exhibitions in vacant shops on the High Street.	Outstanding	TC	Contact Guineas management, BID, West Suffolk Council.
To investigate grant funding possibilities and to look into charitable status application in readiness for potential future opportunities.	Outstanding	JH	Info for next meeting
To prepare an onward business case and budget longer term for a museum facility.	Outstanding	JH / TC	On hold until further info available
To work with the NLHS on other initiatives on the High Street: eg. History Trail / Local History vinyls for empty shop fronts, etc.	Outstanding	ALL	Liaise with SE. QR Codes for trails to get people moving around the town. BID meeting 23/2/23 (PW / TC) – re vinyls

4: Date of next Working Group Meeting – to be confirmed.

This report presented to FTC 27/2/23. Also, to the P&A Committee 20/2/2023.

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Report to	Full Town Council
Subject	Disasters Emergency Committee
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	27th February 2023
Item number	19
Written By	Cathy Whitaker CLERK

Summary: This report:-

- a) Provides correspondence from the Mayor of Ipswich to all Suffolk Mayors
- b) Details the Mayor of Newmarket's statement of response
- c) Gives details of the emergency donation given by NTC to the emergency aid fund

1.	Introduction
a.	Following the earthquake disaster in Turkiye and Syria, the attached letter was received from the Mayor of Ipswich – NTC Mayor, Cllr Winter, submitted a response as attached.
b.	It was felt that the Town Council should also give a donation to the aid fund and an email was sent to all councillors for a general consensus.
2.	Proposal/Options
a.	That NTC donate £1,000 to the DEC fund for Turkiye and Syria.
3.	Financial/Resource Implications
a.	From EMR Grants account.
4.	Next Steps/Recommendations
a.	To approve the donation by NTC of £1,000 to DEC fund for Turkiye and Syria.

Townclerk

From: Townclerk
Sent: 13 February 2023 11:41
To: communications@ipswich.gov.uk
Subject: FW: Earthquake in Turkey & Syria
Attachments: mayor-7-500x486-1.jpg

From Newmarket Town Council:- photo of Mayor attached

"I am shocked and saddened by the news from Turkiye and Syria over the past week and I would encourage all of our residents in Newmarket Parish to donate as generously as they possible can at this time to the Disasters Emergency Committee appeal. Councillor Philippa Winter, Mayor of Newmarket" [ENDS]

From: Mayor <mayor@ipswich.gov.uk>
Sent: 10 February 2023 17:53
Subject: Earthquake in Turkey & Syria



Dear Mayors and Chairs of Suffolk,

I know that you will have been moved, as I have been, by the images and stories coming out of Türkiye and Syria over the recent days.

I would like to propose that we use our positions as Mayors and Chairs in Suffolk to help raise awareness of the need for aid and of the appeal being made by the Disasters Emergency Committee. To this end I would like to invite you:

- a) Attend a Vigil with me on the Steps of Ipswich Town Hall on Wednesday, 15th February, at 5.30pm. The Vigil will be attended by many residents from Ipswich and Suffolk who have Turkish, Syrian and Kurdish heritage, as well as faith leaders. Please reply to mayor@ipswich.gov.uk to confirm if you are able to attend. Changing facilities will be available in the Mayor's Parlour within the Town Hall.
- b) Join with me in encouraging the residents of Suffolk to give generously to the Disasters Emergency Committee appeal. If you are willing to send a civic image of yourself and a short quote to communications@ipswich.gov.uk my Council's communications team will organise a press release which they will then share with you and for Suffolk County Council and District Councils, with your press teams. We will also look to update this press release with a picture of any Mayors or Chairs able to attend the Vigil.

With my best wishes,

Cllr John Cook