

Membership from May 2022

Councillor Borda
Councillor De'Ath
Councillor Drummond
Councillor Ferries (Vice Chair)
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Lay
Councillor Winter (Chair)
Councillor Yarrow

Quorum = 3



Newmarket
TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 3rd April 2023 at 7.00pm**

***or following on from the Development and Planning
Committee meeting, whichever is the later time***

A G E N D A

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

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

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

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

- 1) Chair to read fire safety notice and announce that proceedings may be filmed or recorded.**
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 6th February 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 speak for no 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) Accounts** – To receive and note the accounts for Community Services for the previous month
- 7) Speed Indicator Devices** – to receive the latest data reports and receive a verbal update regarding councillor involvement in location planning of devices
- 8) Allotments** – to receive an update regarding communication with the NAA
- 9) Trees** – to discuss a proposal to plant 700 trees in Newmarket
- 10) Referrals from Performance & Audit Committee** – Neighbourhood Plan community Actions
 - a) **B1 – Newmarket Community Hospital**
 - b) **B3 – SEND Provision** – including discussion of delivery failures in Suffolk
 - c) **B4 – Learning Hubs**
 - d) **B12 – Public Seating**
- 11) Correspondence**
 - a) **YBR/WSC** – lobbying for a YBR revenue line in future budgets
- 12) Date of next meeting 5th June 2023 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th March 2023

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

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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

Book number 13 2022 -2023

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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27/03/2023

Newmarket Town Council Current Year 2022/2023

Page 1

13:18

Detailed Income & Expenditure by Budget Heading as at 27/03/2023

Month No: 12

DRAFT Committee Report COMMUNITY SERVICES

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services									
<u>200</u>	<u>Outside Services</u>								
1005	Misc Income	0	436	0	(436)			0.0%	
	Outside Services :- Income	0	436	0	(436)				0
4029	General Equipment	0	671	500	(171)		(171)	134.2%	
4039	Vehicle Costs	0	8,015	5,000	(3,015)		(3,015)	160.3%	2,500
4326	Outside Services SLA	0	60,970	76,310	15,340		15,340	79.9%	
	Outside Services :- Indirect Expenditure	0	69,656	81,810	12,154	0	12,154	85.1%	2,500
	Net Income over Expenditure	0	(69,220)	(81,810)	(12,590)				
6000	plus Transfer from EMR	0	2,500						
	Movement to/(from) Gen Reserve	0	(66,720)						
<u>201</u>	<u>General Town Planting</u>								
1007	Sponsorship Income	0	5,345	5,200	(145)			102.8%	
1009	Roundabout Sponsorship	0	5,002	5,200	198			96.2%	
	General Town Planting :- Income	0	10,347	10,400	53			99.5%	0
4037	R&M - Grounds	0	4,232	6,000	1,768		1,768	70.5%	
4100	Seasonal Planting	325	13,957	3,450	(10,507)		(10,507)	404.6%	9,990
4101	Hanging Baskets	0	4,268	4,500	233		233	94.8%	
	General Town Planting :- Indirect Expenditure	325	22,457	13,950	(8,507)	0	(8,507)	161.0%	9,990
	Net Income over Expenditure	(325)	(12,110)	(3,550)	8,560				
6000	plus Transfer from EMR	0	9,990						
	Movement to/(from) Gen Reserve	(325)	(2,120)						
<u>202</u>	<u>Cemetery</u>								
1000	Burial Fees	0	23,726	29,000	5,274			81.8%	
1005	Misc Income	0	20,125	0	(20,125)			0.0%	20,014
1020	Interment(Ashes) Income	0	5,527	4,000	(1,527)			138.2%	
1021	Monumental Income	0	6,172	4,000	(2,172)			154.3%	
1022	Grave Space Purchase Income	0	15,702	12,000	(3,702)			130.8%	
1029	Income Commemorative Bench	0	574	1,500	926			38.3%	
	Cemetery :- Income	0	71,826	50,500	(21,326)			142.2%	20,014
4011	Rates	0	4,042	4,608	566		566	87.7%	
4012	Water Rates	121	400	1,000	600		600	40.0%	
4014	Electricity	90	799	1,600	801		801	49.9%	

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Detailed Income & Expenditure by Budget Heading as at 27/03/2023

Month No: 12

DRAFT Committee Report COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4016 Cleaning	0	222	500	278		278	44.4%	
4017 Fire Precautions	0	0	163	163		163	0.0%	
4035 Equipment	0	5	200	195		195	2.5%	
4036 R&M - Buildings	163	27,166	3,000	(24,166)		(24,166)	905.5%	24,144
4037 R&M - Grounds	1,181	53,281	26,000	(27,281)		(27,281)	204.9%	23,020
4040 Trade Refuse Collections	0	250	1,500	1,250		1,250	16.7%	
4047 Grave Digging	0	8,854	11,500	2,646		2,646	77.0%	
4325 Cemetery SLA	0	8,136	10,837	2,701		2,701	75.1%	
Cemetery :- Indirect Expenditure	1,554	103,155	60,908	(42,247)	0	(42,247)	169.4%	47,164
Net Income over Expenditure	(1,554)	(31,329)	(10,408)	20,921				
6000 plus Transfer from EMR	0	47,164						
6001 less Transfer to EMR	0	20,014						
Movement to/(from) Gen Reserve	(1,554)	(4,179)						
203 Disused Churchyards								
4037 R&M - Grounds	1,033	4,201	2,000	(2,201)		(2,201)	210.1%	1,168
Disused Churchyards :- Indirect Expenditure	1,033	4,201	2,000	(2,201)	0	(2,201)	210.1%	1,168
Net Expenditure	(1,033)	(4,201)	(2,000)	2,201				
6000 plus Transfer from EMR	0	1,168						
Movement to/(from) Gen Reserve	(1,033)	(3,033)						
204 Memorial - War,Cooper,Tutte								
4014 Electricity	7	103	100	(3)		(3)	103.0%	
4036 R&M - Buildings	0	99	500	401		401	19.8%	
4037 R&M - Grounds	0	770	1,000	230		230	77.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	7	972	1,600	628	0	628	60.8%	0
Net Expenditure	(7)	(972)	(1,600)	(628)				
205 Clocks								
4014 Electricity	9	182	250	68		68	72.7%	
4036 R&M - Buildings	0	850	500	(350)		(350)	170.1%	
4177 Clock Tower Expenses	115	1,380	1,400	20		20	98.6%	
Clocks :- Indirect Expenditure	124	2,412	2,150	(262)	0	(262)	112.2%	0
Net Expenditure	(124)	(2,412)	(2,150)	262				

Detailed Income & Expenditure by Budget Heading as at 27/03/2023

Month No: 12

DRAFT Committee Report COMMUNITY SERVICES

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206</u>	<u>Bus Shelters</u>								
4036	R&M - Buildings	0	1,550	1,500	(50)		(50)	103.3%	
	Bus Shelters :- Indirect Expenditure	<u>0</u>	<u>1,550</u>	<u>1,500</u>	<u>(50)</u>	<u>0</u>	<u>(50)</u>	<u>103.3%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>(1,550)</u>	<u>(1,500)</u>	<u>50</u>				
<u>207</u>	<u>General Town Maintenance</u>								
1174	Grants Received SCC	4,329	4,329	0	(4,329)			0.0%	
	General Town Maintenance :- Income	<u>4,329</u>	<u>4,329</u>	<u>0</u>	<u>(4,329)</u>				<u>0</u>
4037	R&M - Grounds	0	1,659	2,000	341		341	82.9%	
4092	Infrastructure	0	3,360	2,500	(860)		(860)	134.4%	860
4108	Town Centre Regeneration	0	33,036	10,000	(23,036)		(23,036)	330.4%	23,036
4140	Dog Waste Collection/Disposal	0	666	850	184		184	78.3%	
	General Town Maintenance :- Indirect Expenditure	<u>0</u>	<u>38,720</u>	<u>15,350</u>	<u>(23,370)</u>	<u>0</u>	<u>(23,370)</u>	<u>252.2%</u>	<u>23,896</u>
	Net Income over Expenditure	<u>4,329</u>	<u>(34,391)</u>	<u>(15,350)</u>	<u>19,041</u>				
6000	plus Transfer from EMR	0	23,896						
	Movement to/(from) Gen Reserve	<u>4,329</u>	<u>(10,495)</u>						
<u>208</u>	<u>Public Conveniences</u>								
1181	Grant Received WSC	0	3,300	3,300	0			100.0%	
	Public Conveniences :- Income	<u>0</u>	<u>3,300</u>	<u>3,300</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4012	Water Rates	0	0	152	152		152	0.0%	
4014	Electricity	0	530	400	(130)		(130)	132.5%	
4016	Cleaning	0	0	300	300		300	0.0%	
4036	R&M - Buildings	163	691	900	209		209	76.8%	
4044	Public Toilet Cleansing	0	0	100	100		100	0.0%	
4046	Opening/Closing Costs	280	4,603	2,400	(2,203)		(2,203)	191.8%	
	Public Conveniences :- Indirect Expenditure	<u>443</u>	<u>5,824</u>	<u>4,252</u>	<u>(1,572)</u>	<u>0</u>	<u>(1,572)</u>	<u>137.0%</u>	<u>0</u>
	Net Income over Expenditure	<u>(443)</u>	<u>(2,524)</u>	<u>(952)</u>	<u>1,572</u>				
<u>211</u>	<u>The Queens Statue</u>								
1005	Misc Income	635	965	0	(965)			0.0%	
1100	Grants Received	635	635	0	(635)			0.0%	
1174	Grants Received SCC	635	635	0	(635)			0.0%	
	The Queens Statue :- Income	<u>1,905</u>	<u>2,235</u>	<u>0</u>	<u>(2,235)</u>				<u>0</u>
4012	Water Rates	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading as at 27/03/2023

Month No: 12

DRAFT Committee Report COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	1,474	1,000	(474)		(474)	147.4%	
The Queens Statue :- Indirect Expenditure	0	1,474	1,500	26	0	26	98.3%	0
Net Income over Expenditure	1,905	761	(1,500)	(2,261)				
<u>215 Allotments</u>								
1010 Allotment Fees	0	900	900	0			100.0%	
Allotments :- Income	0	900	900	0			100.0%	0
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	0	900	(600)	(1,500)				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	27,663	27,663	27,663	0		0	100.0%	
4052 Street Lighting - Repair	0	313	0	(313)		(313)	0.0%	
Studlands :- Indirect Expenditure	27,663	27,976	27,663	(313)	0	(313)	101.1%	0
Net Expenditure	(27,663)	(27,976)	(27,663)	313				
<u>308 Christmas</u>								
1005 Misc Income	0	2,700	0	(2,700)			0.0%	
Christmas :- Income	0	2,700	0	(2,700)				0
4310 Christmas Lights	0	16,576	15,500	(1,076)		(1,076)	106.9%	
4811 CP - Christmas Lights Infrast	0	4,100	9,000	4,900		4,900	45.6%	
Christmas :- Indirect Expenditure	0	20,676	24,500	3,824	0	3,824	84.4%	0
Net Income over Expenditure	0	(17,976)	(24,500)	(6,524)				
Community Services :- Income	6,234	96,072	65,100	(30,972)			147.6%	
Expenditure	31,148	299,073	238,683	(60,390)	0	(60,390)	125.3%	
Net Income over Expenditure	(24,914)	(203,000)	(173,583)	29,417				
plus Transfer from EMR	0	84,718						
less Transfer to EMR	0	20,014						
Movement to/(from) Gen Reserve	(24,914)	(138,296)						

Detailed Income & Expenditure by Budget Heading as at 27/03/2023

Month No: 12

DRAFT Committee Report COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,234	96,072	65,100	(30,972)			147.6%	
Expenditure	31,148	299,073	238,683	(60,390)	0	(60,390)	125.3%	
Net Income over Expenditure	(24,914)	(203,000)	(173,583)	29,417				
plus Transfer from EMR	0	84,718						
less Transfer to EMR	0	20,014						
Movement to/(from) Gen Reserve	(24,914)	(138,296)						

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Latest SIDs data

For Project: BURY ROAD

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit:

85th Percentile Speed:

Average Speed:

Count over limit

% over limit

Avg Speeder

Incoming

14/02/2023

15:47

5 MPH

Instant

17/01/2023

17:00:00

through

14/02/2023

16:59:59

33.5 MPH

22012

70 MPH

on

29/01/2023

15:50:00

25897

924

Time

5 Day

7 Day

908

899

09:00

69

70

06:00

74

77

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

260

248

239

243

445

360

386

7.0

7.2

6.4

7.0

10.0

8.5

13.7

39.0

39.2

38.8

39.2

39.1

39.2

39.4

For Project:

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit:

85th Percentile Speed:

Average Speed:

Count over limit

% over limit

Avg Speeder

MOULTON ROAD

Incoming

14/02/2023

15:30

5 MPH

Instant

31/01/2023

12:00:00

through

14/02/2023

15:59:59

32.3 MPH

68390

70 MPH

on

01/02/2023

00:50:00

80459

5679

Time

5 Day

7 Day

5651

5496

09:00

494

421

06:00

541

490

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

368

528

585

626

563

729

828

4.2

5.0

4.4

4.7

4.1

6.3

9.3

38.5

38.7

38.7

38.7

38.7

38.8

39.0

For Project: FITZROY STREET
Project Notes:
Location/Name: Incoming
Report Generated: 16/03/2023 14:49
Speed Intervals: 5 MPH
Time Intervals: Instant
Traffic Report From: 14/02/2023 16:00:00 through 16/03/2023 15:59:59
85th Percentile Speed: 22.4 MPH
85th Percentile Vehicles: 37006
Max Speed: 65 MPH on 15/02/2023 09:50:00
Total Vehicles: 43537
AADT: 1451

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	1529	1458
AM Peak	08:00 122	96
PM Peak	06:00 155	134

Speed

Speed Limit: 35
85th Percentile Speed: 22.4
Average Speed: 17.76

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	0	1	1	1	1	1	0
% over limit	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Speeder	0.0	37.5	62.5	37.5	37.5	37.5	0.0

For Project: SNAILWELL ROAD
Project Notes:
Location/Name: Incoming
Report Generated: 16/03/2023 15:02
Speed Intervals: 5 MPH
Time Intervals: Instant
Traffic Report From: 14/02/2023 16:00:00 through 16/03/2023 15:59:59
85th Percentile Speed: 36.3 MPH
85th Percentile Vehicles: 25914
Max Speed: 70 MPH on 21/02/2023 21:40:00
Total Vehicles: 30487
AADT: 1016

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	1098	981
AM Peak	09:00 74	60
PM Peak	06:00 123	101

Speed

Speed Limit: 35
85th Percentile Speed: 36.3
Average Speed: 29.77

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	946	948	765	747	772	728	675
% over limit	19.3	18.7	16.0	14.4	15.3	24.0	27.3
Avg Speeder	39.9	39.9	39.5	39.3	39.7	39.9	40.3

Townclerk

Subject: FW: Newmarket tree planting

From: Amanda Mays <Amanda.Mays@suffolkhighways.org>

Sent: 10 March 2023 15:19

To: Townclerk <Townclerk@newmarket.gov.uk>; Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>; Rupert Bentley Walls <Rupert.BentleyWalls@suffolk.gov.uk>; Tim De-Keyzer <Tim.De-Keyzer@suffolk.gov.uk>; Charlotte Frost <Charlotte.Frost@suffolk.gov.uk>; RM Ecology <ecology@suffolk.gov.uk>; Winter and Cyclic Works <WinterandCyclicWorks@suffolk.gov.uk>

Cc: Highways Drainage <Drainage@suffolkhighways.org>

Subject: RE: Newmarket tree planting

Apologies, I meant to get back to you, licenses to cultivate the highway are normally done by our licensing team, but this is such a huge investment it's not something we would want to leave on their shoulders. .

We will need to have plans showing the proposed locations of each tree, species, and root protection/tree pit details.

Each site will need to be assessed and the records of underground services checked and also the suitability of the proposed species. Street trees have a hard life and some are more suited than other. We strive for "right tree, right place".

Its highly unlikely there are 700 suitable locations for new trees in Newmarket, but hopefully at least some will be safe and acceptable.

The other question I would ask in the case of such a large-scale project is whether Town Council is comfortable they have enough public liability insurance to cover this and whether the commitment from the jockey club to maintain your trees is long term enough. If the Jockey Club were to walk away do the TC have sufficient funds and resources to take the ongoing maintenance over.

I think you the licensing team already sent the form which outlines the information required for each site (in this case probably one per street or relatively close group of trees) but just in case the form can be downloaded at the following webpage. <https://www.suffolk.gov.uk/roads-and-transport/highway-licences/planting-and-cultivation-licence>

Amanda Mays
Asset Manager (Drainage and Soft Estate)

Suffolk Highways | Phoenix House, Ipswich, IP1 5NP
Mob. 07720 208411 | www.suffolk.gov.uk/highways

.....
Hello, I wonder if you have any further information for me regarding this request.

We have a small businessman here who wishes to do some environmental good and he is asking for a progress update?

How can we go ahead with this project collectively please?

Many thanks

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council

From: Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

Sent: 01 March 2023 08:27

To: Townclerk Townclerk@newmarket.gov.uk

Subject: Newmarket tree planting

Hi Cathy

We do arrange cultivation licences, the form for which is attached – 700 trees might prove a little rich for our blood however so while licensing would normally fall to us, I'm copying in our verges Asset Manager, Ecology team and other colleagues to see how this can be looked at collectively.

Kind regards

Chris Miller

Highways Licensing Officer

Suffolk County Council Highways Licensing and Enforcement Team

Phoenix House Goddard Road Ipswich IP1 5NP

Tel: 01473 341545 |  <https://www.suffolk.gov.uk/business/>



From: Townclerk Townclerk@newmarket.gov.uk

Sent: 28 February 2023 14:55

To: Highways Street Furniture highways.streetfurniture@suffolk.gov.uk

Subject: Planting trees

Hi Chris,

Do you handle licenses for planting trees in the verges?

I have a small businessman in Newmarket who wishes to donate 700 trees to be planted in and around Newmarket. He has liaised with the Jockey Club Estates regarding planting and maintaining of said trees. I'm trying to find out about getting permission to do this for him.

He would like to get some advice from SCC regarding suitable places to plant and has suggested a site visit here.

Are you able to pass me to the right person to speak with?

Many thanks.

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council



Report to	Community Services Committee
Subject	NNP Community Actions B1, B3, B4, B12
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	3rd April 2023
Item number	10
Written By	Cathy Whitaker CLERK

Summary: This report outlines NNP Community Action points, as stated.

B1	Newmarket Community Hospital: NTC will lobby West Suffolk Clinical Commissioning Group to expand the services offered by the hospital to include, but not limited to, a maternity unit, a minor injuries unit and an out-of-hours GP service.	WSCCG
B3.i	Provision for Special Educational Needs and Disability (SEND): NTC will take a proactive role in promoting SEND provision in Newmarket, by ensuring that Newmarket Vision groups give high priority to issues concerning SEND provision in education.	SCC
B3.ii	Provision for Special Educational Needs and Disability (SEND): NTC will take a proactive role in promoting SEND provision in Newmarket, by encouraging enlightened employers and organisations to offer work experience to young people with SEND.	BID/ChCom/ Rotary/Lions /JCE
B3.iii	Provision for Special Educational Needs and Disability (SEND): NTC will take a proactive role in promoting SEND provision in Newmarket, by continuing to work with all partners to deliver initiatives which support disabled residents and visitors, such as 'Purple Tuesday', 'dementia-friendly town' status, and the 'Changing Places' fully accessible toilet facility for the disabled proposed at All Saints Church.	Local Groups
B3.iv	Provision for Special Educational Needs and Disability (SEND): NTC will take a proactive role in promoting SEND provision in Newmarket, by lobbying so that, where possible, facilities such as toilets for the disabled and popular new attractions (such as the statue of the Queen) have appropriate access from a disabled parking bay located nearby.	SCC
B4.i	Learning Hubs: NTC will enable and encourage the sustainable growth of widely advertised learning hubs in the community, promoting collaboration between councils, businesses and voluntary groups.	WS/SCC/BID/ ChComm /local groups
B4.ii	Learning Hubs: NTC will encourage partnerships with Newmarket Academy, West Suffolk College and other academic bodies to deliver courses for literacy, numeracy and skills for life, as well as adult education and the possibility of vocational and academic further education courses.	NA/WSColl / RC/SCC/PH
B4.iii	Learning Hubs: NTC will publicise learning opportunities in the Town Calendar.	NA/WSColl / RC/SCC/PH
B12	Public Seating: NTC will carry out an audit of public seating in the town, including local green spaces, and then identify further sites for seating.	JCE/WS/SCC

1.	Introduction
a.	The Performance & Audit Committee meeting on 20 th February 2023 referred the above community actions to this committee for consideration and action.
2.	Next Steps/Recommendations
a.	B1 – Newmarket Community Hospital To consider how NTC might lobby for expansion of services at the hospital.
b.	B3 – SEND i: Newmarket Vision Groups – to request an agenda item at a Newmarket Vision Steering Group meeting. ii: Work Experience – to consider connecting with Liga Barta (West Suffolk College working with Newmarket Charitable Foundation in Newmarket) to discuss how NTC could promote iii. Town Initiatives – to consider how NTC could promote town initiatives / liaise with relevant organisations to identify initiative dates, details – using website, town diary, clock tower lighting, Newmarket Flyer, etc. iv. Lobbying for Facilities – to consider where appropriate lobbying is relevant and plan a schedule for lobbying.
c.	B4 – Learning Hubs i: Hubs in the Community – to create a definitive list of local hubs and services and consider action regarding collaboration. ii: Adult Education & Skills for Life – to consider how NTC might encourage partnerships with academic bodies. iii: Town Calendar – to create a process for updating the calendar with relevant entries.
d.	B12 – Public Seating NTC to carry out audit of public seating in all areas of the town. Assess to identify areas for further seating (if necessary) and how that could be funded. Report back to CS Committee with findings and recommendations.

Cathy Whitaker

From: Ian Young [REDACTED]
Sent: 25 February 2023 13:00
To: Councillor Winter; Councillor Jefferys; Cathy Whitaker; Councillor Yarrow; Councillor Perry
Subject: Re: SEND Doc

Further to my previous email, I have been in contact with both families and they are considering whether to send in evidence.

However yesterday, Suffolk Parent Carer Forum released the results of their annual survey into SEND Services. See links below.

This group was set up as a result of the Lincolnshire Report as the previous groups committee all resigned on mass due to SCC not listening to their concerns or reports.

Anyway here are the links, which if you read the transition planning part you can quite clearly see is a major county wide problem for families throughout Suffolk.

https://suffolkpcf.co.uk/wp-content/uploads/2023/02/Annual-Survey-Report-2023-PDF.pdf?fbclid=IwAR3ez4sPnkbjKSDkOcvYR_zk8Zm7EZQFWz2PFfaB2bGUgP-DoRD3pgTPEK0

https://suffolkpcf.co.uk/wp-content/uploads/2023/02/2023-Results-PDF-v2.pdf?fbclid=IwAR1QwoI8rOIRaVT1rCv0BcFVoSrlqwVdy1eBeC-Q1aTsNeS6EjnXuYNkp_E

Regards
Ian

Sent from [Outlook for iOS](#)

From: Ian Young
Sent: Monday, February 20, 2023 8:28:50 PM
To: Councillor Winter <CouncillorWinter@newmarket.gov.uk>; Councillor Jefferys <councillorjefferys@newmarket.gov.uk>; Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>
Subject: SEND Doc

Hi Cathy, Philippa and Mick

Here is the bit I did about transition planning tonight.

The main point I was trying to make is SCC really need be more actively involved in the annual EHCP Process. They really need to engage with the whole process and the families, it is ours and others experience that the attitude is one of just allowing health and the schools do their bit and getting involved upon referral, they really need to be more proactive.

The list of acronyms is at the bottom to help.

Cathy please could you forward this onto J Ashton.

We've all seen the headlines regarding the continuing failure of SEND provision, especially with regards the latest headlines relating to EHCP's not being completed in a timely manner or the services identified on them not being provided. I wish to concentrate on Social Care and primarily on transition planning and the total lack of it when transitioning between Children and Young Peoples Services to Adult Social Services.

The Care Act is quite specific, that if a known to CYP's child is likely to need Adult Social Services involvement in the future then an assessment should be carried out, sorry no it states, must be carried out prior to the young person's 18th birthday, to avoid any possibility of them falling off the radar and not receiving the help and support they or their carers need to help enhance their future. This is so there is no interruption in the care and support provided until a full assessment is carried out.

It is my own families experience that any assessment and transition planning simply doesn't happen. The service is still a lottery as to who receives Certain services and in reality it just stops.

My son turned 18 last year and his support from CYP stopped, without any assessment taking place, no transition planning being put in place, with no referral to Adult Social Services and no notification from CYPS of a cessation of their services that he received.

In February 2021 SCC issued a Strategy after consultation with service users titled Building on Better: Suffolk's SEND Strategy 2021-23.

The document outlined 4 key areas that required improvement.

Priority 4 of that document deals with Preparing for Adulthood. Within that are 7 subsections that SCC promise to address.

It is our experience that subsections 1, 2 & 3 just don't happen.

Sub section 5 states that: Develop our social care offer to include care planning and ensure straightforward transitions, taking account of mental capacity and new safeguarding guidelines.

So where are these safeguarding guidelines which are referred to, as clearly the service has little to no understanding of the Care Act relating to transition planning?

So when is this task going to be completed, sorry started, and a service that meets the needs of the community is in place?

Yet again our vulnerable young adults and carers are being severely failed by our County Council.

We are half way through the timescales of the actions on this document being implemented but we are yet to see any evidence of any improvement.

Link to the Building on Better Document.

https://search3.openobjects.com/mediamanager/suffolk/enterprise/files/send_strategy_one_page_summary_draft.pdf

SEND - Special Education Needs and Disabilities, an acronym encompassing the needs of the child.

EHCP - Education Health Care Plan, a statutory annual review where all agencies are invited to attend a meeting, held to discuss education, health and social care issues for children with SEND. This can involve involve other agencies, like rehabilitation, specialist impairment teams, etc. They meet to take a holistic view of the child to try best to develop a plan to meet their needs for the coming year/years.

CA - Carers Act or Children's Act, in this case the Carers Act.

CYPS - Children and Young Peoples Services (Social Services for children and young Adults who haven't transitioned to Adult Services)

Adult Services - Social Services for Adults

I hope that helps.

I have asked the two families that we personally know of who have also been through this process, that were also badly let down throughout by a lack transition planning, asking if they would like engage by supplying a brief letter or coming along to a meeting.

If you require any further information or help on any working party in regards to SEND I am willing to offer my assistance if required.

Thanks

Ian

Sent from [Outlook for iOS](#)

Townclerk

From: emma [REDACTED]
Sent: 07 March 2023 17:55
To: Councillor Jefferys; Townclerk
Cc: Ian Young
Subject: Transitioning

Hi Cllr Jefferys and Mrs Whitaker

Ian Young has asked me if I would submit my personal experience of transition planning in regards to my families experience. It really hasn't been very good.

I have two children both with SEND needs and both have EHC Plans.

My daughter M [REDACTED] attends Riverwalk School. My son D [REDACTED] currently doesn't attend an education setting due to a variety of reasons.

Last year, in March, I was informed verbally by a member of the school that he attended by a staff member that they would not be able to teach him the following school year.

I then contact SCC to see what was going on and was bounced around the Council office.

I got so fed up that I decided the only course open to me was to email Sue Cook and Rachel Hood.

I sent them the following email, see below, to be fair their response to my letter wasn't very positive initially and eventually after much toing and froing of emails things started to happen, but the process initially wasn't lead by the SEND Team and was instigated by my continual requests for urgent information and help.

Moving on, due the current problems we have I have made a request for more help from Suffolk Social Services through my families support worker especially with regards M [REDACTED]'s Post 16, she told me "School can do all that post 16 stuff so I wouldn't get a social worker for that."

I requested some sort of care package to help, that was over two weeks ago, I still haven't heard anything. What do I need to do to get a care assessment carried out so we can get the support we need? The service is failing us, we really need help.

Any further help or information you require please let me know.

Emma [REDACTED]
[REDACTED]

Newmarket
[REDACTED]

Dear Ms Cook and Councillor Hood

Ref: [REDACTED]

I am writing to express my deepest concerns regarding my son D [REDACTED]'s future education setting and lack of availability and planning done by Suffolk LA and the SEND team.

I have tried unsuccessfully to try to get my son's education co-ordinator's name and contact details at Suffolk County Council, by phone, with no success. Hence this letter to yourselves.

I am extremely concerned at the way we have been have been left hanging with no setting available to allow D [REDACTED] to continue to be educated in familiar surroundings come September. He needs to be afford the opportunity to be with familiar staff and pupils, who can continue to meet his additional needs, outlined in his last EHCP and help him through the next few, very important years of his educational life. The additional stress and anxiety this is having on me personally at present and no doubt will have on D [REDACTED] and M [REDACTED] in the future, is not healthy for the three of us.

D [REDACTED] has made great strides in his last few years prior to lockdown, with the additional support and plans that have been put in place, that have been tailor made to meet his social and emotional wellbeing needs and support him throughout his time in school.

I feel to cut that support off, with no plan in place, no meetings, etc as has been done, will be detrimental to not only D's health and mental welfare but will also impact with serious consequences on the rest of our family and destroy D's ability and trust he has built up over the last few years.

D needs a sense and feeling of stability, of familiar routines and especially the additional support that his current setting gives.

Through their guidance and support D is slowly coming to terms with losing his father and that I had cancer. I feel both were enormous issues for him to deal with at such a young age and were the triggers that caused his initial problems, leading to where we are today.

Without the correct support in place D will no doubt regress. His behaviour at home is indifferent, at times he cannot cope and unfortunately takes his frustrations out on our home, as he has done at school. Home school is not an option, D needs the release from the home environment and needs to be with his peers. Due to our family circumstances it is extremely difficult for me at times to meet his social needs, taking him to groups and activities out of school, due to having to also spend a vast amount of time looking after M and meeting her needs.

Also home schooling will have a severe adverse affect on not only D and his ability to learn but also myself, with my personally wellbeing and ability to cope. As I use the time whilst they are at school as time to do any jobs around our home, shopping, meetings, etc and a time to allow me some personal respite so I can carry out activities myself.

As you are aware D has an older sister, M who has severe learning difficulties. M also has an EHCP to ensure her needs are met by Suffolk LA and Suffolk Social Services are involved with our family to support us.

During lockdown D did not cope at all and unfortunately myself and M felt the full brunt of his frustrations. It lead to bouts of destructive behaviour, continual arguments, he has smashed tv's, doors, furniture, ornaments etc and this has ultimately led to further isolation from my own family, as my father will not allow D anywhere near him or his home. This also makes it very difficult for my mother.

There must be some suitable setting that could meet D's full time education needs in the west of the county or we would even consider a school in East Cambridgeshire.

Please could you look into the issues I have raised above as a matter of urgency. If required I will make myself available for any meeting or further discussions but I feel a plan needs to be put in place, hopefully by the end of this school year, at the latest.

If you require any further information please feel free to contact me at any time.

Yours sincerely,

Emma

Newmarket

Sent from my iPhone

Townclerk

Subject: FW: Yellow Brick Road - budget line

From: Drummond, Andy <andy.drummond@westsuffolk.gov.uk>

Sent: Tuesday, February 28, 2023 10:54:38 AM

To: Parker, Damien <Damien.Parker@westsuffolk.gov.uk>; Walsh, Mark <mark.walsh@westsuffolk.gov.uk>;
Stevens, Peter <peter.stevens@westsuffolk.gov.uk>

Cc: Hood, Rachel <Rachel.Hood@westsuffolk.gov.uk>; Townclerk <Townclerk@newmarket.gov.uk>

Subject: Yellow Brick Road - budget line

Dear Damien

At NTC full council last night Cllr Hood and I were asked whether we could ask WS to set up a specific budget line for the Yellow Brick Road in Newmarket, for the next administration?

I agreed to communicate this request to you for consideration please.

Many thanks.

Best regards,

Andy

Councillor Andy Drummond
Councillor for Newmarket West
Portfolio Holder for Regulatory and Environment
West Suffolk Council
Phone: 01638 751411


Email: andy.drummond@westsuffolk.gov.uk

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