



Newmarket TOWN COUNCIL

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

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

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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 26th June 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 May 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 5th June 2023 & 19th June 2023 (19th to follow)
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 5th June 2023
 - c) To receive the minutes and consider and approve any recommendations from the Extra-Ordinary Leisure Services meeting held on 19th June 2023 (to follow)
9. **Co-option** – to co-opt one member to Newmarket Town Council
10. **Committee Membership** – to receive a request by two members to join the Development & Planning Committee
11. **Working Groups** – to consider membership of the Full Town Council committee working groups
12. **Youth Strategy** – to receive a report from the Newmarket Youth Action Group (NYAG) and consider recommendations (to follow)

Distribute to the following for information:

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

- 13. St Felix Site** – to receive a report from the Newmarket Community Network regarding Suffolk County Council's plans for the St Felix Site and regarding the WSC proposed Sports Hub facility (to follow)
- 14. Correspondence**
- 15. Date of the next Meeting – 24th July 2023**

Signed: 
Cathy Whitaker, Town Clerk

Date: 20th June 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 Tuesday 30th May 2023 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor L Crissall
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J Jarvis
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 4 Members of the Public

Minute

23/05/1

Welcome

The Chairman opened the meeting and read the fire safety notice and confirmed that proceedings were being recorded and asked if anyone else intended to record the meeting.

23/05/2

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

Apologies were received from Cllrs Clover, Jones and Starkey. Cllr Borda was absent.

23/05/3

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

None noted. There were no member dispensation requests.

23/05/4

To Receive and Confirm the Minutes of the Annual Town Council Meeting held on 11th May 2023 and any Matters Arising.

The Mayor presented the minutes of the meeting of the Annual Town Council held on 11th May 2023 and the following was agreed:

23/05/4.01 Resolved

That the minutes of the meeting held on 11th May 2023 be adopted and signed as a correct record by the Town Mayor.

A member of the public and the press joined the meeting.

There were no matters arising.

23/05/5

Public Open Session

A resident asked Cllr Hood about SCC SEND services, with regard to child/adult transition provision, and staff management as he had experienced an incident with missing paperwork. Cllr Hood responded that the Education Department were pleased with the improvements that had been made and that he should contact the professionals at SCC.

Cllr Berry joined the meeting

23/05/6 Councillor Reports

Suffolk County Council (SCC) – Cllr Drummond reported that the monthly newsletter had been sent out and that he had issued an annual report. He highlighted that SCC had found an extra £10 million for road resurfacing including fixing potholes and that the NTC campaign will contribute to this work.

West Suffolk Council (WSC) – Cllr Jarvis provided a summary of the breakdown of the make-up of the new West Suffolk Council and reported that there were now 5 District Councillors on the Town Council.

Ward – Cllr Jarvis reported that a consultation is currently being held from 15th May to 12th June 2023 on the Brickfields Stud development. He also reported that a resident had contacted him regarding a request for disabled access to the shop at Studlands. Cllr Hulbert reported that he had made enquiries on this issue and a response is awaited.

Cllr Yarrow reported that enquires with Flagship were ongoing but he had received a report from WSC on social housing needs and it was noted that there were 439 on a waiting list for a 1 bed property. However, Flagship had agreed to fund hedging around the play area and screen the bin area. He is also continuing engaging with a resident regarding a Speed Indicator Device on Exning Road.

Cllr Perry reported that she had attended a very good meeting on 16th May at the Newmarket Brook looking into the upkeep of the chalk stream and improving the biodiversity and public access with an aim to set up a chalk stream group. She had also completed the 'Beating the Bounds' Parish boundary walk and that a task and finish group should be set up to cover issues of grass cutting and the chalk stream.

Outside bodies – None noted.

23/05/7 Mayors Announcements

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

25th May 2023 – Unveiled a commemoration plaque at the refurbished Jubilee Clock Tower.

The Deputy Mayor reported the following:

18th May 2023 – Chaired the Annual Meeting of the Town.

23/05/8 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 15th & 22nd May 2023

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meeting held on 15th & 22nd May 2023.

23/05/8.01 Resolved (D23/05/47.01 Recommendation)

That the '20's Plenty for Suffolk' motion for 20-MPH speed limits in towns and villages be adopted.

23/05/9 To Receive the Minutes and Consider any Recommendations from the Leisure Services Committee Meeting held on 15th May 2023

The Chairman presented the minutes and recommendations of the Leisure Services Committee meeting held on 15th May 2023.

23/05/9.01 Resolved (L/23/05/10.01 Recommendation)

That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.

23/05/9.02 Resolved (L/23/05/10.02 Recommendation)

That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.

23/05/9.03 Resolved (L/23/05/12.01 Recommendation)

That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.

23/05/10 To Receive the Minutes and Consider any Recommendations from the Finance & Policy Committee Meeting held on 15th May 2023

The Chairman presented the minutes and recommendations of the Finance & Policy Committee meeting held on 15th May 2023.

23/05/10.01 Resolved (F/23/05/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.

23/05/10.02 Resolved (F/23/05/11.01 Recommendation)

That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.

23/05/10.03 Resolved (F/23/05/11.02 Recommendation)

That a grant of £1,000 be donated to the Rotary Club of Newmarket.

23/05/10.04 Resolved (F/23/05/13.01 Recommendation)

That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.

23/05/11 To Receive the Minutes and Consider any Recommendations from the Performance & Audit Committee Meeting held on 22nd May 2023

The Chairman of the Performance & Audit Committee presented the minutes and recommendations of the Performance & Audit Committee meeting held on 22nd May 2023.

23/05/11.01 Resolved (P/23/05/9.01 Recommendation)

That 2 members from the Conservatives be invited to join the P&A Committee at full Council.

23/05/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meeting held on 22nd May 2023

The Chairman of the Human Resources Committee presented the minutes and recommendations of the Human Resources meeting held on 22nd May 2023.

23/05/12.01 Resolved (H/23/05/9.01 Recommendation)

To proceed to advertise the Events Manager from the existing base salary scale,

negotiable upon experience.

23/05/13 Co-option

Co-option was considered to fill a vacant position on the Town Council Committee and the following was agreed:

23/05/13.01 Resolved

That Co-option be used to fill the vacant position on the Town Council Committee.

23/05/14 Annual Internal Audit Report

The Final Internal Audit Report for 2022/2023 was presented and it was noted that there were no matters arising that required any formal comment or recommendation.

23/05/15 Annual Governance and Accountability Return 2022/2023

The Annual Governance and Accountability Return were presented and the following was agreed:

23/05/15.01 Resolved

That Section 1 of the Annual Governance Statement for 2022/2023 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.

23/05/15.02 Resolved

That Section 2 Accounting Statements for 2022/2023 be approved and signed.

23/05/16 Statement of Accounts

The Financial Statements for Newmarket Town Council for 2022/2023 were presented and the following was agreed:

23/05/16.01 Resolved

That the Financial Statements for Newmarket Town Council for 2022/2023 be approved and signed.

Thanks were given to the Clerk for her work on the audit and finances.

23/05/17 IT Upgrade

A report on an upgrade of the IT System to a cloud-based system with Dynamic Decisions agenda pack software and hybrid meeting facilities was considered and the following was agreed:

23/05/17.01 Resolved

That, in principle, NTC proceeds with the Cloudy-IT options for a cloud-based system and agenda pack creation software within the current financial year (23/24 Phase 1).

23/05/17.02 Resolved

That, in principle, NTC plans for hybrid broadcasting of Council meetings and Councillor devices in the next financial year (24/25/ Phase 2).

The Town Clerk and Deputy Town Clerk will make contact with other councils using the systems. Cloudy-IT will be invited to attend the F&P Committee meeting on 17th July to present the system and take questions.

23/05/18 Small Grant Applications

The follow grant applications were considered:

Newmarket Day Centre – Application for new chairs. The following was agreed:

23/05/18.01 Resolved

That the Newmarket Day Centre grant application for £900 be approved.

SERV (Service by Emergency Response Volunteers) – this application was withdrawn.

Two members of the public left the meeting

23/05/19 Soapbox Derby 2024

A date for the Soapbox Derby event in 2024 was considered and the following was agreed:

23/05/19.01 Resolved

That the date of the Soapbox Derby event in 2024 be held on 16th June 2024 and for the foreseeable future be organised for the middle of June.

23/05/20 'Pride in Place'

A report on a proposal for a joint application with Love Newmarket BID to the UK Shared Prosperity Fund was considered and the following was agreed:

23/05//20.01 Resolved

That in principle, NTC and Newmarket BID collaborate on an application to UKSPF for a shop-front improvement fund and be equally and jointly administered and managed by NTC and the BID.

23/05//20.02 Resolved

That delegated powers be given to the Mayor, Deputy Mayor and Town Clerk to work jointly with the BID to make decisions on applications to the scheme.

23/05//20.03 Resolved

That the proposal for NTC to match-fund to the value of £5,625 for the scheme (funded from EMR 331, Town Improvement EMR) be approved.

23/05/21 Guineas

A verbal update was given on the vacant WSC offices and it was confirmed that the property is still under lease and WSC has stated that currently it intends it to be used by charities as a base.

23/05/22 Performance & Audit Committee

The membership of the P&A Committee was discussed and an invitation for 2 Conservative Councillors to join the Committee was made. The following was agreed:

23/05/21.01 Resolved

That Cllrs Drummond and Hood be appointed as members of the P&A Committee.

23/05/23 Correspondence

Town Clerk reported that Newmarket Academy had confirmed that the Lexington Link visit will go ahead on 29th June 2023. Owing to the short lead time, the Town Clerk will use delegated powers for organising and funding the welcome reception evening and providing the annual budgeted donation to the hosting expenses of £1,000. The Chairman

of Leisure Services agreed to host and arrange the reception at the Heath Court Hotel in the absence of an Events Manager.

23/05/24 Date of the next Meeting

Monday 26th June 2023 in the Memorial Hall

Meeting closed at 7:35pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/05/8.01 Resolved</u> <i>(D/23/05/47.01 Recommendation)</i>	That the '20's Plenty for Suffolk' motion for 20-MPH speed limits in towns and villages be adopted.
<u>23/05/9.01 Resolved</u> <i>(L/23/05/10.01 Recommendation)</i>	That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.
<u>23/05/9.02 Resolved</u> <i>(L/23/05/10.02 Recommendation)</i>	That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.
<u>23/05/9.03 Resolved</u> <i>(L/23/05/12.01 Recommendation)</i>	That the current hire fees be approved to remain the same from 1 st June 2023 to 31 st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.
<u>23/05/10.01 Resolved</u> <i>(F/23/05/8.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.
<u>23/05/10.02 Resolved</u> <i>(F/23/05/11.01 Recommendation)</i>	That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.
<u>23/05/10.03 Resolved</u> <i>(F/23/05/11.02 Recommendation)</i>	That a grant of £1,000 be donated to the Rotary Club of Newmarket.
<u>23/05/10.04 Resolved</u> <i>(F/23/05/13.01 Recommendation)</i>	That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.
<u>23/05/11.01 Resolved</u> <i>(P/23/05/9.01 Recommendation)</i>	That 2 members from the Conservatives be invited to join the P&A Committee at full Council.
<u>23/05/12.01 Resolved</u> <i>(H/23/05/9.01 Recommendation)</i>	To proceed to advertise the Events Manager from the existing base salary scale, negotiable upon experience.
<u>23/05/13.01 Resolved</u>	That Co-option be used to fill the vacant position on the Town Council Committee.
<u>23/05/15.01 Resolved</u>	That Section 1 of the Annual Governance Statement for 2022/2023 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.
<u>23/05/15.02 Resolved</u>	That Section 2 Accounting Statements for 2022/2023 be approved and signed.
<u>23/05/16.01 Resolved</u>	That the Financial Statements for Newmarket Town Council for 2022/2023 be approved and signed.

<u>23/05/17.01 Resolved</u>	That, in principle, NTC proceeds with the Cloudy-IT options for a cloud-based system and agenda pack creation software within the current financial year (23/24 Phase 1).
<u>23/05/17.02 Resolved</u>	That, in principle, NTC plans for hybrid broadcasting of Council meetings and Councillor devices in the next financial year (24/25/ Phase 2).
<u>23/05/18.01 Resolved</u>	That the Newmarket Day Centre grant application for £900 be approved.
<u>23/05/19.01 Resolved</u>	That the date of the Soapbox Derby event in 2024 be held on 15 th June 2024 and for the foreseeable future be organised or the middle of June.
<u>23/05/20.01 Resolved</u>	That in principle, NTC and Newmarket BID collaborate on an application to UKSPF for a shop-front improvement fund and be equally and jointly administered and managed by NTC and the BID.
<u>23/05/20.02 Resolved</u>	That delegated powers be given to the Mayor, Deputy Mayor and Town Clerk to work jointly with the BID to make decisions on applications to the scheme.
<u>23/05/20.03 Resolved</u>	That the proposal for NTC to match-fund to the value of £5,625 for the scheme (funded from EMR 331, Town Improvement EMR) be approved.
<u>23/05/21.01 Resolved</u>	That Cllrs Drummond and Hood be appointed as members of the P&A Committee.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 5th June 2023 at 6.15pm

Attendance:

Councillor R Hood (Chairman)
Councillor J Berry
Councillor A Drummond

Councillor J Harvey
Councillor P Hulbert
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllrs Jarvis, Kavanagh, McHugh and Winter as observers, 1 Member of the Press and 7 Members of the Public.

	Minute	Action by
D/23/06/1	<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 the fire safety notice and confirmed that proceedings may be filmed or recorded and asked if anyone else intended to record the meeting.	
D/23/06/2	<u>Apologies</u> None noted.	
D/23/06/3	<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> Cllr Hood - DC/23/0423/HH and item 16 - request for a speed bump at Freshfields. There were no requests for dispensation.	
D/23/06/4	<u>To Confirm the Minutes of the Meeting Held on 22nd May 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 22nd May 2023 and the following was agreed: <u>D/23/06/4/01 Resolved</u> That the minutes of the Development & Planning Committee held on 22nd May 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	
D/23/06/5	<u>Public Open Session</u> A resident spoke to item 16 and the speeding issues at Freshfields. The Chairman proposed that item 16 be brought forward and the following was agreed: <u>D/23/06/5.01 Resolved</u>	

That item 16 be brought forward.

D/23/06/6 Speeding

Freshfields – A request from a resident for 2 road signs and a speed bump to be installed at Freshfields to be supported and funded by NTC was considered and the following was agreed:

D23/06/6.01 Resolved

That SCC Highways be invited to attend a site visit.

Two members of the public left the meeting.

Adastral Close – a report gave an update on the action taken and included the following:

- a. The police have been asked to have some visible presence in the area at the peak times.
- b. SCC Councillor Hood is making enquiries with SCC regarding making the area a 20MPH school zone.
- c. The Academy has confirmed that parents may no longer use the rear car park to access the nurseries due to safeguarding issues.
- d. The Town Clerk has written to the manager of the nurseries to request co-operation with parent liaison.
- e. SCC Highways to make a site visit after a previously arranged meeting at the Severals on 15/06/2023.

Two members of the public left the meeting.

D/23/06/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered
Policy 14 – Trees.

D/23/06/8 Planning Applications

Week Commencing 15/05/2023 & 22/05/2023

D/23/06/8/1 DC/23/0743/TPO – TPO 012 (1956) tree preservation order - one Lime (T1 on plan, within area A1 on order) pollard to five metres above ground level; one Beech (T2 on plan, within area A1 on order) remove two limbs as shown on annotated photograph; one Oak (T3 on plan, within area A1 on order) lateral crown reduction by up to 1.5 metres - 81A Edinburgh Road Newmarket Suffolk.

D/23/06/8.01 Resolved

The Committee actively encourages responsible tree management but objected to this application due to the proposed work being over excessive as specified in the Tree Officer report.

D/23/06/8/2 DC/23/0787/HH - Householder planning application - two storey side and rear extension and single storey rear extension - 15 Portland Road Newmarket Suffolk.

D/23/06/8.02 Resolved

The Committee voiced no objections, subject to it not impacting on neighbours right to light.

D/23/06/8/3 DC/23/0707/TCA - Trees in a conservation area notification - one Lime (T1 on plan) reduce branch over roof by up to two metres; one Cherry (T2 on plan) reduce branches over roof to create a clearance of up to two metres; one London plane (T3 on plan) reduce branches over roof of house to create clearance of up to 2.5 metres; one Walnut (T4 on plan) remove lowest branch over roof, reduce branch over roof to create a clearance of two metres; 12 Sycamores (G1 on plan) reduce crown to provide up to 2.5 metre clearance of building - Piers House Rayes Lane Newmarket Suffolk.

Cllr Crissall joined the meeting

D/23/06/8.03 Resolved

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

Cllr Hood declared an interest in the following application and left the meeting. Cllr Drummond took the Chair.

D/23/06/7/4 DC/23/0719/FUL -Planning application - change of use of existing residential swimming pool to be used by swim school (class D2) - Chels 51A Bury Road Newmarket Suffolk.

Cllr Yarrow joined the meeting

D/23/06/7.04 Resolved

The Committee voiced no objection, subject to the following conditions:

- **Hours of use to comply with as stated in the application**
- **No parking in residential roads and only to use on-site parking**
- **The number of pupils per session be limited to as stated in the application**
- **That there be a 1-year trial and be reviewed.**

Cllr Hood returned to the meeting and took the Chair

D/23/06/9 Amended and Deferred Planning Applications

None noted.

D/23/06/10 Planning Appeals

None noted.

D/23/06/11 East Cambs Planning Applications

The weekly list for week commencing 05/06/2023 was noted.

D/23/06/12 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 15/05/2023 & 22/05/2023

Applications	Description	Address	WS Decision	NTC Decision
NMA(D)/13/0408	Non-material amendment of DC/13/0408/OUT to change the wording of conditions 1, 2 and 3	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not Invited
DC/23/0423/HH	Householder planning application - a. single storey front extensions b. render to all elevations c. replacement and alterations to windows c. roof light to	Chels 51A Bury Road Newmarket Suffolk	Approved	No objections

	kitchen c. one detached summer house d. widening of existing entrance and installation of gates				
DCON(D)/20/0174	Application to discharge condition 17 (Fixed Plant Machinery prior to install) of DC/20/0174/VAR	Development Site Adj South Drive Exning Road Newmarket Suffolk	Discharged	Comments not Invited	

D/23/06/13 Delegation Panel Decisions

None noted.

D/23/06/14 Licensing

None noted.

D/23/06/15 Tree Protection Orders

The following TPO was noted:

TPO/013(2023) – 45 to 81A Edinburgh Road Newmarket Suffolk.

D/23/06/16 Pothole Report

A verbal report on potholes in and around Newmarket was received by Cllr Drummond. It was noted that some work had started and that SCC has identified some new funding to fill potholes. Councillors and the public should continue to report any potholes using the SCC reporting tool and an article will go in the Journal. Cllr Drummond to find out what other work is planned and report back.

Cllr Borda joined the meeting

D/23/06/17 Brickfield Stud

The proposed development at the site and consultation were discussed and the following was agreed:

D/23/06/17.01 Resolved

That the Developers be invited to attend a D&P meeting.

D/23/06/18 St Felix Site

The information on the redevelopment of the site from SCC reporting that a full planning application will be submitted as per the Development Brief was noted. However there is a lot of support for no housing on the site and for it to be allocated solely for a sports hub. It was noted that a joint response from NTC and WSC would have more influence for lobbying SCC.

D/23/06/19 Transport

The report on the GCP Bus Transport consultation was received and noted.

D/23/06/20 Rights of Way

An update on the path at Laureate School/Willie Snaith Road was considered and the following was agreed:

D/23/06/20.01 Resolved

That a letter be sent to WSC to request that action be taken to reinstate the footpath.

D/23/06/21 Working Groups

This item was deferred to the next meeting.

D/23/06/22 Correspondence

None noted.

D/23/06/23 Date of Next Meeting

Monday 19th June 2023 at the Memorial Hall.

Meeting closed at 7:30pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D23/06/6.01 Resolved</u>	That SCC Highways be invited to attend a site visit.
<u>D/23/06/8.01 Resolved</u>	The Committee actively encourages responsible tree management and objected to this application due to the proposed work being over excessive as specified in the Tree Officer report.
<u>D/23/06/8.02 Resolved</u>	The Committee voiced no objections, subject to it not impacting on neighbours right to light.
<u>D/23/06/8.03 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/06/8.04 Resolved</u>	The Committee voiced no objection, subject to the following conditions: • Hours of use to comply with as stated in the application • No parking in residential roads and only to use on-site parking • The number of pupils per session be limited to as stated in the application • That there be a 1-year trial and be reviewed.
<u>D/23/06/17.01 Resolved</u>	That the Developers be invited to attend a D&P meeting.
<u>D/23/06/20.01 Resolved</u>	That a letter be sent to WSC to request that action be taken to reinstate the footpath.

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee Held on Monday 5th June at 7:30 pm

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor L Crissal
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

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

C/23/06/1 To Elect a Chairman

Cllr Yarrow nominated Cllr Winter. There were no other nominations and a vote was taken. The following was agreed:

C/23/06/1.01 Resolved

That Cllr Winter be elected as the Chairman of the Community Services Committee for 2023/2024 Municipal Year.

C/23/06/2 To Elect a Vice Chairman

Cllr Winter nominated Cllr Nobbs. There were no other nominations and a vote was taken. The following was agreed:

C/23/06/2.01 Resolved

That Cllr Nobbs be elected as the Vice Chairman of the Community Services Committee for 2023/2024 Municipal Year.

C/23/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, advised that the fire safety briefing was not required, confirmed that the meeting was being recorded and asked if anyone intended to record the meeting.

C/23/06/4 Apologies for Absence

None noted.

C/23/06/5 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/23/06/6 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 3rd April 2023 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on

Book number 4 2023 -2024

3rd April 2023 and the following amendment was made:

Book numbers – were changed to 1 – 3 2023-2024.

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

C/23/06/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 3rd April 2023 be adopted and signed as a true record by the Chairman of the Community Services Committee.

Matters arising:

Page 2 - C/23/04/6 - The offered trees for the town had been discussed and a town tour of possible sites was imminent. Feedback will be provided in due course.

C/23/06/7 Public Open Session

No members of the public were present.

C/23/06/8 To Receive the Accounts

The accounts for May 2023 were received and noted.

C/23/06/9 Speed Indicator Devices

A report on the latest data from the SIDs was noted.

Location investigations – Councillors were allocated to investigate the following locations:

C/23/06/9.01 Recommendation

That Cllr Jarvis be allocated to investigate a location for a SID in the Studlands area.

C/23/06/9.02 Recommendation

That Cllr Borda be allocated to investigate a location for a SID on Adastral Close.

C/23/06/10 Public Realm Bulb Planting

The quote from Lubbe Lisse for the autumn planting of bulbs on the Severals and in the Memorial Garden was considered and the following was agreed:

C/23/06/10.01 Recommendation

That the quote from Lubbe Lisse for the autumn planting of bulbs on the Severals and in the Memorial Garden for £5,886+VAT be accepted.

C/23/06/11 St Mary's Churchyard

Quotes to replace the fencing were considered and the following was agreed:

C/23/06/11.01 Recommendation

That the quote from RGB Fencing to replace the St Mary's Churchyard fencing for £3,400 be accepted.

Book number 5 2023 -2024

C/23/06/12 Cemetery

Cemetery – opening the toilets at the cemetery was considered and the following was agreed:

C/23/06/12.01 Recommendation

That the cemetery toilets continue to only be opened during burials be approved and that appropriate signage be installed.

C/23/06/13 Footpaths

The condition of the footpath behind Millbank and ownership were discussed and the following was agreed:

C/23/06/13.01 Recommendation

That WSC are approached to request that they adopt the unregistered part of the path, tarmac the entire path where necessary and add an accessible ramp at the steps. That Aldi are approached to make a contribution to the costs.

C/23/06/14 Grass Cutting

The current arrangements for cutting the grass in and around Town were discussed and the following was agreed:

C/23/06/14.01 Recommendation

That a Task & Finish Working Group be set up consisting of Cllrs Winter, Crissal, Harvey, Perry, Hulbert, McHugh, Kavanagh and Jarvis with a remit of looking at the responsibilities for grass cutting around town and the frequency.

A member of the press left the meeting

C/23/06/15 Working Groups

The membership of the CS Working Groups was considered and the following was agreed:

C/23/06/15.01 Recommendation

That the High Street Regeneration Working Group be referred to the Shopfront Grant Scheme.

C/23/06/15.02 Recommendation

That Cllrs Drummond, Harvey, Hulbert, Winter, Kavanagh, McHugh and Jarvis be appointed as members of the Market Working Group, chaired by Cllr Winter.

C/23/06/15.03 Recommendation

That Cllr Winter, Alison Hayes and Rachel Wood be appointed as members of the Public Realm & Associated Initiatives Working Group, chaired by Cllr Winter.

C/23/06/15.04 Recommendation

That Cllrs Harvey, Perry, Winter, Kavanagh, Nobbs and Town Clerk be appointed as members of the Town Museum Working Group, chaired by Cllr Harvey.

C/23/06/15.05 Recommendation

That the Volunteer Working Group be made obsolete.

C/23/06/16 Correspondence

None noted.

C/23/06/17 Date of Next Meeting

Monday 4th September 2023 at the Memorial Hall.

Meeting closed at 8:25pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/23/06/1.01 Resolved</u>	That Cllr Winter be elected as the Chairman of the Community Services Committee for 2023/2024 Municipal Year.
<u>C/23/06/2.01 Resolved</u>	That Cllr Nobbs be elected as the Vice Chairman of the Community Services Committee for 2023/2024 Municipal Year.
<u>C/23/06/9.01 Recommendation</u>	That Cllr Jarvis be allocated to investigate a location for a SID in the Studlands area.
<u>C/23/06/9.02 Recommendation</u>	That Cllr Borda be allocated to investigate a location for a SID on Adastral Close.
<u>C/23/06/10.01 Recommendation</u>	That the quote from Lubbe Lisse for the autumn planting of bulbs on the Severals and in the Memorial Garden for £5,886+VAT be accepted.
<u>C/23/06/11.01 Recommendation</u>	That the quote from RGB Fencing to replace the St Mary's Churchyard fencing for £3,400 be accepted.
<u>C/23/06/12.01 Recommendation</u>	That the cemetery toilets continue to only be opened during burials be approved and that appropriate signage be installed.
<u>C/23/06/13.01 Recommendation</u>	That WSC are approached to request that they adopt the unregistered part of the path, tarmac it the entire path where necessary and to change add an accessible ramp at the steps. to a ramp. That Aldi are approached to make a contribution to the costs.
<u>C/23/06/14.01 Recommendation</u>	That a Task & Finish Working Group be set up consisting of the Cllrs Winter, Crissal, Harvey, Perry, Hulbert, McHugh, Kavanagh and, Jarvis and the Town Clerk with a remit of looking at the responsibilities for grass cutting around town and the frequency.
<u>C/23/06/15.01 Recommendation</u>	That the High Street Regeneration Working Group be referred to the Shopfront Grant Scheme.

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<u>C/23/06/15.02 Recommendation</u>	That Cllrs Drummond, Harvey, Hulbert, Winter, Kavanagh, McHugh and Jarvis be appointed as members of the Market Working Group, chaired by Cllr Winter.
<u>C/23/06/15.03 Recommendation</u>	That Cllr, Winter, Alison Hayes and Rachel Wood be appointed as members of the Public Realm & Associated Initiatives Working Group, chaired by Cllr Winter.
<u>C/23/06/15.04 Recommendation</u>	That Cllrs Harvey, Perry, Winter, Kavanagh, Nobbs and Town Clerk be appointed as members of the Town Museum Working Group, chaired be Cllr Harvey.
<u>C/23/06/15.05 Recommendation</u>	That the Volunteer Working Group be made obsolete.

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KEY:

Obsolete – no longer required (Red)
 Active – ongoing activity / progress being made (Green)
 Dormant – past activity, now paused/stalled (Amber)
 Inactive – no past activity / working group not started (Blue)

Working Group	Type	Status	Progress	Membership	Leader	Terms of Ref	Report To	Officer	Action / Comments
Climate Change	Ongoing	Active	Phase I & II Carbon Footprint Assessments to be complete by 31/3/23	JBorda, AD, PH, MJ, CO		To consider actions to mitigate effects of global warming	FTC	TC	Report following assessment outcomes to FTC
Environmental	Ongoing	Dormant	Adopted species for 2022 – swifts – boxes installed	AD, MJ, PW		To consider matters relating to bio-diversity CA of NPP	FTC	DTC	Need a 2023 adopted species. Organise meeting FOLLOWING MAY ELECTIONS
Hybrid Meetings (includes IT upgrade to Cloud systems)	T&F	Dormant	On hold – budget for IT upgrade project 23/24. TC to take research forward initially with WG inclusion.	JBorda, DH, CO TC		To look at hybrid meeting arrangements and associated costs	FTC	TC/ DTC	18/4/23: onsite demo to TC/DTC FTC agenda 30/5/23: initial proposal to full council Council demo to be arranged at FTC TC/DTC to visit users (Thetford)
SEND provision	Ongoing	Inactive	No meetings	RH, PH	RH	CA B3i. Draw up a report of SEND provision in the town and report back.	FTC		NEED MEETING – after May elections
Health & Well-being	Ongoing	Dormant	Need to arrange a meeting	MJ TC, CP(SCC)	MJ	To create a calendar of 12-18m of achievable activities and a program of works – alongside the NTC H&W report	FTC	TC	COVID flower beds / Mental Health boards and community commemoration project. In progress to be completed August 2023 Small Play area refurb project – inclusive / accessible– completed Feb 2023

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