



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

Tuesday 29th August 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 31st July 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 7th August 2023 & 21st August 2023
9. **Committee Membership** – to note a request from one member to join the Performance & Audit Committee
10. **Newmarket Railway Station** – to receive an update (verbal)
11. **External Audit** – to receive and note the External Auditors Report and Certificate for the financial year 2022/2023
12. **Correspondence**
13. **Date of the next Meeting – 25th September 2023**

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

Date: 22nd August 2023

Distribute to the following for information:

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

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Newmarket

TOWN COUNCIL

Minutes of the Extra-Ordinary Meeting of Newmarket Town Council **held on Monday 31st July 2023 at 6:15pm at the Memorial Hall**

Attendance:

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

Councillor J Harvey
Councillor P Hulbert
Councillor R Jones
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker – Town Clerk, R Hancock (SCC), Matthew Goakes (Lovell Partnership),
c. 20 Members of the Public.

Minute

23/07/16 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.

23/07/17 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Hood, Jarvis, Starkey and Yarrow.

23/07/18 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

Councillor Drummond declared an interest in item 6 as a member of Suffolk County Council, but stated that he intended to debate and vote on the matter. There were no requests for Member's dispensation.

23/07/19 To Receive and Confirm the Minutes of the Town Council Meeting held on 24th July 2023 and any Matters Arising.

The Chairman presented the minutes of the meeting of the Town Council held on 24th July 2023 and the following was agreed:

23/07/19.01 Resolved

That the minutes of the meeting held on 24th July 2023 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

23/07/20 Public Open Session

Several members of the public spoke regarding the area of the former St Felix School and the lack of facilities for sport in Newmarket, with the consensus being:-

- The St Felix site should not be built on, but preserved as an amenity area with a

- sports hub facility across the entire location.
- Newmarket deserves this amenity and this is the last available green space large enough to provide it.
- Close-by to the location, there is a largescale development at Hatchfield; does Newmarket really need a further 50 houses in that area?
- The public do not feel that they have been adequately consulted regarding this matter.

23/07/21 Former St Felix School Site

The two representatives from Edmundham Developments, a joint venture between Suffolk County Council and Lovell Partnerships, presented the planning proposal for 50 houses on the front section of the St Felix site nearest to the Fordham Road.

The site is allocated in the West Suffolk Local Plan since 2019.

The full application has now been submitted to WSC for the 50 houses, with full details including house types and road designs. The brief was to lead the way for homes of quality and efficiency and will include air source heat pumps and solar energy installations for example. The 'brownfield' site where the school building was will have 50 homes; 30% being housing association / affordable homes. There will be pedestrian connections to George Lambton Playing Field. The site will improve the gateway into Newmarket. Houses will be front-facing onto Fordham Road and the site will retain as much as possible of the green space. There will be a basin for storm water and a pumping station. Houses will have some flint material features. There will be a residents' management company to manage certain site areas, the detail of which is not available as yet.

Councillor Winter thanked the representatives from Edmundham Developments and they left the meeting.

Council went on to discuss the West Suffolk Council proposal for a sports hub on the rear of the St Felix land. Concerns/comments were:-

- Would the Scalback site be large enough for a suitable sports facility?
- Drainage concerns and how the resident management company would maintain
- The ownership of green space is unclear.
- No bungalows provided.
- Is the rear part of St Felix site large enough for a sports hub?
- There is no cohesive strategy by WSC and SCC regarding leisure and sports facility in Newmarket.
- Would WSC be able to buy the GLPF from the trustees?

The application response deadline is 14/8/23 and NTC is a statutory consultee.

The following was agreed:

23/07/21.01 Resolved

That NTC OBJECTS to this application for 50 houses on the former St Felix school site until such a time as Suffolk County Council and West Suffolk Council can come together to have a cohesive discussion and form a sensible strategy for sport provision in Newmarket that takes account of all sites, facilities required and funding before any development is decided.

23/07/22 Date of the next Meeting

Tuesday 29th August 2023 in the Memorial Hall.

Book Number 42 2023 -2024

Minutes of the meeting of Newmarket Town Council held on Monday 31st July 2023

Meeting closed at 7.40pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/07/21.01 Resolved</u>	That NTC OBJECTS to this application for 50 houses on the former St Felix school site until such a time as Suffolk County Council and West Suffolk Council can come together to have a cohesive discussion and form a sensible strategy for sport provision in Newmarket that takes account of all sites, facilities required and funding before any development is decided.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 7th August 2023 at 6.15pm

Attendance:

Councillor A Drummond (Chairman)
Councillor J Berry
Councillor P Hulbert

Councillor R Nobbs
Councillor S Perry

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter as observer and M Fox – SCC Highway Engineer.

	Minute	Action by
D/23/08/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> Chairman opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.	
D/23/08/2	<u>Apologies</u> Apologies were received from Cllrs Harvey, Hood and Kavanagh. Cllr Clover was absent.	
D/23/08/3	<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 dispensation.	
D/23/08/4	<u>To Confirm the Minutes of the Meeting Held on 17th July 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 17th July 2023 and the following was agreed: <u>D/23/08/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 17th July 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/23/08/5	<u>M Fox – SCC Highway Engineer</u> A recent site visit to the Severals and Clock Tower area regarding pedestrian access to the Pavilion and Severals was discussed. The following was agreed: <u>D/23/08/5.01 Recommendation</u> That a feasibility study be conducted for a pedestrian crossing to be added to	

traffic lights on Fordham Road and respite islands for Old Station Road and Bury Road.

Mr Fox left the meeting.

D/23/08/6 Public Open Session

No members of the public were present.

D/23/08/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees and Policy 30 - Shopfronts.

D/23/08/8 Planning Applications

Week Commencing 10/07/2023, 17/07/2021 & 24/07/2023

D/23/08/8/1 DC/23/1083/TCA - Trees in a conservation area notification - one Elm (marked with circle on plan) lateral crown reduction by 1.5 metres over Highgate Lodge and crown lift to 4.5 metres above ground level over Highgate Lodge - Highgate Lodge Snailwell Road Newmarket Suffolk.

D/23/08/8.01 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/2 DC/23/1080/TCA - Trees in a conservation area notification - group shrub (as on plan) remove up to 2 metres overhanging boundary from rear of number 40 and encroaching the garden at number 4 pushing boundary fence – 4 34 Mill Mews Mill Hill Newmarket Suffolk.

D/23/08/8.02 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/3 NMA(B)/20/0174 - Non material amendment to DC/20/0174/VAR - a. windows and doors colour changed to RAL 7015 b. terrace doors to have fan lights above c. confirmation of balcony mesh and colour - The Silks 69 Exning Road Newmarket Suffolk.

D/23/08/8.03 Resolved

No comment was invited by the Committee.

D/23/08/8/4 DC/23/0912/ADV - Advertisement application - three non-illuminated fascia signs and one non-illuminated totem sign - Denmark House Studlands Park Industrial Estate Studlands Park Avenue Newmarket Suffolk.

D/23/08/8.04 Resolved

The Committee voiced no objections.

D/23/08/8/5 DC/23/1089/TCA - Trees in a conservation area notification - one Mulberry (T022 on plan) fell - Fairstead House School Fordham Road Newmarket Suffolk.

D/23/08/8.05 Resolved

The Committee actively encourages responsible tree management does not object to this application, subject to the approval of the WSC Tree Officer. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.

D/23/08/8/6 NMA(E)/13/0408 - Non-material amendment of DC/13/0408/OUT for the re-wording of condition 3 Hatchfield Farm Fordham Road Newmarket Suffolk CB8 7XL.

D/23/08/8.06 Resolved

No comment was invited by the Committee.

D/23/08/8/7 DC/23/1115/TPO TPO (1977/04) - tree preservation order - two Horse Chestnut (as indicated on plan, G3 on order) reduce spread on garden side by 2 metres back to previous pruning points, reduce spread on opposite side above driveway by 2-2.5 metres back to previous pruning points, raise canopy by 1.5 metres - 95 St Philips Road Newmarket Suffolk.

D/23/08/8.07 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/8 DCON(B)/20/1025 - Application to discharge conditions 7 (surface water and surface treatment) of DC/20/1025/FUL - Police Station Vicarage Road Newmarket Suffolk.

D/23/08/8.08 Resolved

No comment was invited by the Committee.

D/23/08/8/9 DC/23/1158/TCA - Trees in a conservation area notification - one Ailanthus (T3 on plan) - remove deadwood and broken branch hanging above car park and Crown lift to clear roof by 2.5 metres - Communal Land Abernant Drive Newmarket Suffolk.

D/23/08/8.09 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/10 DC/23/1181/TPO TPO 008(2019) - tree preservation order - one Horse Chestnut (5 on plan and T2 on order) reduce two limbs above roof and gardens of adjacent property by three metres - Communal Land Abernant Drive Newmarket Suffolk.

D/23/08/8.10 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/11 DC/23/1133/ADV - Application for advertisement consent - a. two externally illuminated fascia signs b. one internally illuminated fascia 15 High Street Newmarket Suffolk.

D/23/08/8.11 Resolved

The Committee voiced no objection, subject to meeting the Shopfront Policy and that the signs are only illuminated during opening hours and until 9:pm at the latest. The Committee also noted the air-conditioning unit on the shopfront and questioned the suitability of it being positioned there in a Conservation area.

D/23/08/8/12 DC/23/1156/TCA - Trees in a conservation area notification - one Sycamore (yellow on plan) cut back branches overhanging adjacent property by up to 1.5 metres to boundary wall - Bedford House Stables 7 Bury Road Newmarket Suffolk

D/23/08/8.12 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/8/13 DC/23/1189/TCA - Trees in conservation area notification - one Catalpa (marked green on plan) - overall crown reduction by up to three metres - Green Lodge The Severals Newmarket Suffolk

D/23/08/8.13 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/9 Amended and Deferred Planning Applications

None noted.

D/23/08/10 Planning Appeals

None noted.

D/23/08/11 East Cambs Planning Applications

The East Cambs District Council Weekly List of Planning Applications for 14th & 28^h July was noted.

D/23/08/12 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 10/07/2023, 17/07/2023 & 24/07/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/0844/TCA	Trees in a conservation area notification - one Oak (red on plan) overall crown reduction by three metres	6 Bury Road Newmarket Suffolk	Approved	No objection
DC/23/0644/FUL	Planning application - removal of signage on front and rear elevations, including removal of ATM and making good with matching brickwork	58 - 60 High Street Newmarket Suffolk	Approved	No objection
DC/23/0645/LB	Front and rear elevations, including removal of ATM and making good with matching brickwork; b. internal alterations including removal of counter, furniture, equipment, stud partitions /glazed screens and doors	58 - 60 High Street Newmarket Suffolk	Approved	Objected
DC/23/0313/FUL	DC/23/0313/FUL Planning application - Community diagnostic centre with associated car park and hard landscaping following demolition of	Newmarket Community Hospital 56 Exning Road Newmarket	Approved	Confirmed support

	existing Radiograph unit	Suffolk			
DC/23/0313/FUL	Planning application - Community diagnostic centre with associated car park and hard landscaping following demolition of existing Radiograph unit	Newmarket Community Hospital 56 Exning Road Newmarket Suffolk	Approved	Confirmed support	
DC/23/0967/FUL	Planning application - single storey side extension	Caps Cases Studlands Park Industrial Estate Studlands Park Avenue Newmarket Suffolk	Approved	No objection	
DC/23/0105/FUL	Planning application - Installation of two air source heat pumps in lower-courtyard area	1 The Avenue Newmarket Suffolk	Approved	No objection	
DC/23/0787/HH	Householder planning application - two storey side and rear extension and single storey rear extension	15 Portland Road Newmarket Suffolk	Approved	No objection	
DC/23/0470/FUL	Planning application - change of use of library (use Class F1 (d)) to mixed use (sui-generis), to allow store rooms to be used as a building society (use class E - commercial, business and service	) 24 The Guineas Shopping Centre, Newmarket Library The Rookery Newmarket Suffolk	Approved	No objection	
NMA(E)/13/0408	Non-material amendment of DC/13/0408/OUT for the rewording of condition	3 Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not Invited	
DC/23/0993/TCA	Trees in a conservation area notification - a. one Plum (Hedge 1 on plan) - reduce height to three metres above ground level and reduce sides by up to one metre b. one Plum (T1 on plan) - crown reduction by up to four metres c. one Sycamore (T3 on plan) cut bank four lower branches over driveway by up to three metres	50A Bury Road Newmarket Suffolk	Approved	No objection	
DC/23/0968/CLP	Application for lawful development certificate for proposed use or development - change of use of land for the temporary siting of a caravan until building works have been completed in respect of dwelling being constructed	La Grange House Fordham Road Newmarket Suffolk	Approved	Comments not Invited	
DC/23/0843/HH	Householder planning application - single storey rear extension	Bury Lodge 56 Bury Road Newmarket Suffolk	Approved	No objection	
DC/23/0785/HH	Householder planning application - second floor extension and loft conversion with replacement roof	80 Weston Way Newmarket	Refused	Objected	
DC/23/0515/ADV	Application for advertisement consent - a. one non-illuminated fascia sign b. one non illuminated parking sign c. one non illuminated wall sign d. one wall directional sign e. one non illuminated name sign	Lushington House 119 High Street Newmarket Suffolk	Approved	No objection	
DC/23/0506/LB	Application for listed building consent - replacement and installation of two name signs	Lushington House 119 High Street Newmarket Suffolk	Approved	No objection	
DC/23/0470/FUL	Planning application - change of use of library (use Class F1 (d)) to mixed use (sui-generis), to allow store rooms to be used as a building society (use class E - commercial, business and service)	24 The Guineas Shopping Centre, Newmarket Library The Rookery Newmarket Suffolk	Approved	No objection	

DC/23/0383/FUL	Planning application - a. installation of bi-fold doors b. raised decking area c. retractable canopy to front elevation	5 All Saints Road Newmarket Suffolk	Approved	No objection	
DCON(C)/13/0408	Application to discharge conditions 6 (phasing plan), 17 (construction method statement), 18 (ecological mitigation strategy) and 19 (tree protection scheme) of DC/13/0408/OUT	Hatchfield Farm Fordham Road Newmarket Suffolk	Discharged	Comments not Invited	

D/23/08/13 Delegation Panel Decisions

None noted.

D/23/08/14 Tree Protection Order

Tree Preservation Order - TPO/015(2023) - Garage At, Nowell Lodge, Fordham Road Newmarket Suffolk – was noted.

D/23/08/15 Licensing

None noted.

D/23/08/16 Transport

The proposed closure of train station offices was considered, and the following was agreed:

D/23/08/16 Recommendation

That a letter be sent to register that NTC strongly objects to the closure of any train station ticket office.

D/23/08/17 Correspondence

None noted.

D/23/08/18 Date of Next Meeting

Monday 21st August 2023 at the Memorial Hall.

Meeting closed at 7:06pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/08/5.01 Recommendation</u>	That a feasibility study be conducted for a pedestrian crossing to be added to traffic lights on Fordham Rd and respite islands for Old Station Road and Bury Road.
<u>D/23/08/8.01 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

<u>D/23/08/8.02 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/8.03 Resolved</u>	No comment was invited by the Committee.
<u>D/23/08/8.04 Resolved</u>	The Committee voiced no objections.
<u>D/23/08/8.05 Resolved</u>	The Committee actively encourages responsible tree management does not object to this application, subject to the approval of the WSC Tree Officer. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/23/08/8.06 Resolved</u>	No comment was invited by the Committee.
<u>D/23/08/8.07 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/8.08 Resolved</u>	No comment was invited by the Committee.
<u>D/23/08/8.09 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/8.10 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/8.11 Resolved</u>	The Committee voiced no objection, subject to meeting the Shopfront Policy and that the signs are only illuminated during opening hours and until 9:pm at the latest. The Committee also noted the air-conditioning unit on the shopfront and questioned the suitability of it being positioned there in a Conservation area.
<u>D/23/08/8.12 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/8.13 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/16.01 Recommendation</u>	That a letter be sent to register that NTC strongly objects to the closure of any train station ticket office.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 21st August 2023 at 6.15pm

Attendance:

Councillor R Hood (Chairman)
Councillor A Drummond
Councillor J Harvey
Councillor P Hulbert

Councillor E Kavanagh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker - Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr McHugh as an observer, 1 member of the public and 1 Member of the Press.

	Minute	Action by
D/23/08/19 <u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> Chairman opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.		
D/23/08/20 <u>Apologies</u> Apologies were received from Cllrs Berry and Clover.		
D/23/08/21 <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 dispensation.		
D/23/08/22 <u>To Confirm the Minutes of the Meeting Held on 7th August 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 7th August 2023 and the following was agreed: <u>D/23/08/22.01 Resolved</u> That the minutes of the Development & Planning Committee held on 7th August 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.		
D/23/08/23 <u>Public Open Session</u> No members of the public were present.		
D/23/08/24 <u>Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered</u> Policy 14 – Trees.		

D/23/08/25 Planning Applications

Week Commencing 31/07/2023, 07/08/2023

D/23/08/25/1 DC/23/1160/FUL - Planning application - change of use of office space (class E) to residential use (class C3) Southernwood Fordham Road Newmarket Suffolk.

A member of the public joined the meeting.

D/23/08/25.01 Resolved

The Committee requested an extension to receive an accurate plan of the site but are minded to object on the grounds of overdevelopment, inadequate car parking and requested that a comment be sought from Strategic Housing regarding social housing allocation following the increase in the number of dwellings proposed.

D/23/08/25/2 DC/23/1210/TPO - TPO/1956/012 tree preservation order - one Lime (T1 on plan) - re-pollard to previous pruning points by up to three metres 11 Halifax Way Newmarket Suffolk.

D/23/08/25.02 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/25/3 DC/23/1242/TCA - Trees in a conservation area notification - ten Sycamore (0005,0007, 0008, 0009, 0010, 0011, 0013, 0014, 0017, 0020 on plan) fell - Palace House Palace Street Newmarket Suffolk.

D/23/08/25.03 Resolved

The Committee actively encourages responsible tree management and does not object to this application as the Committee recognised that Sycamore trees are poisonous to horses and requested that more suitable species be planted as replacements.

D/23/08/25/4 DC/23/1278/TCA - Trees in a conservation area notification - Three Lime (T1, T2 and T3 on plan) crown lift to 5.5 metres above ground level and remove epicormic growth; One Lime (T4 on plan) crown lift to 4.5 metres above ground level, remove epicormic growth and lateral crown reduction to western aspect by two metres Bedford Lodge Hotel 11 Bury Road Newmarket Suffolk

D/23/08/25.04 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/25/5 DC/23/1253/VAR - Planning application - variation of condition 2 (approved plans) of DC/22/1699/FUL to enable amended plans for internal changes to flat 1 and flat 2 and spiral staircase to courtyard - Surrey House 41 High Street Newmarket Suffolk.

D/23/08/25.05 Resolved

The Committee objected regarding the site of the bin storage opening out onto Palace Street having a negative effect on the street scene, and the need to

preserve the special character and appearance of a designated conservation area and protect listed buildings. The Committee requested new plans for bin storage be submitted.

D/23/08/25/6 DC/23/1211/TPO - TPO032 (1960) - tree preservation order - one Walnut (on plan and within area A1 on order) lateral crown reduction on southern aspect by up to 1.5 metres and one Sweet Mock Orange (on plan and within area A1 on order) lateral reduction on southern aspect by up to one metre - 4 Meynell Gardens Newmarket Suffolk.

D/23/08/25.06 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.

D/23/08/26 Amended and Deferred Planning Applications

None noted.

D/23/08/27 Planning Appeals

It was noted that the Planning Inspector had approved the appeal for the Queensbury Lodge application, although formal notification has not yet been received from WSC.

D/23/08/19 East Cambs Planning Applications

None noted.

D/23/08/20 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 31/07/2023 & 07/08/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/0743/TPO	PO 012 (1956) Tree Preservation Order - One Lime (T1 on plan, within area A1 on Order) removal of epicormic shoots from main stem and pruning for branches to allow 1.5m clearance from external fabric of building	81A Edinburgh Road Newmarket Suffolk	Approved	Objected to original plan. No objection to revised plan
DCON(E)/13/0408	Application to discharge condition 3 (lighting strategy) of DC/13/0408/OUT	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not invited
DC/22/0106/VAR	Planning application - variation of condition (2) of DC/16/1131/FUL to enable use of amended drawings for the a. two buildings to include 11 apartments and one Office unit (following demolition of existing building) b. Freestanding bicycle/bin store	Southernwood Fordham Road Newmarket	Approved	No objection
DC/23/1083/TCA	Trees in a conservation area notification - one Elm (marked with circle on plan) lateral crown reduction by 1.5 metres over Highgate lodge and crown lift to 4.5 metres above ground level over Highgate lodge pruning secondary branch structures only with a maximum finishing cut diameter of 50mm.	Highgate Lodge Snailwell Road Newmarket Suffolk	Approved	No objection

DC/23/1080/TCA	Trees in a conservation area notification - group shrub (as on plan) remove up to 2 metres overhanging boundary from rear of number 40 and encroaching the garden at number 4 pushing boundary fen	4 34 Mill Mews Mill Hill Newmarket Suffolk	Approved	No objection	
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D/23/08/21 Delegation Panel Decisions

None noted.

D/23/08/22 Licensing

None noted.

D/23/08/23 Transport

The proposed restoration of the bus service between Newmarket and Haverhill was discussed and the following was agreed:

D/23/08/32 Recommendation

That a positive response be sent to support and welcome the proposal of the restoration of the bus service between Newmarket and Haverhill.

Town Clerk was asked to invite Simon Barnett to attend a meeting to discuss restoring a direct bus route from Newmarket to Bury St Edmunds.

D/23/08/24 Planning Comments

Planning applications regarding parking and public transport links was discussed and a proposed standard of wording for future objections to developments with no parking provision will be circulated to members to be agreed at the next meeting. No response had been received from SCC Highways following a request for a discussion concerning no effective transport links and a lack of parking provision for the town.

Cllr Yarrow joined the meeting and Cllr McHugh left the meeting.

D/23/08/25 Correspondence

Letters from members of the public regarding bus services.

M Fox – SSC Community Liaison Engineer – confirmation that the speed surveys on Freshfields and Adastral Close are booked in for 6th September 2023.

D/23/08/26 Date of Next Meeting

Monday 4th September 2023 at the Memorial Hall.

Meeting closed at 7:16 pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Book Number 57 2023 - 2024

Minutes of Development & Planning Committee held on Monday 21st August 2023

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/08/25.01 Resolved</u>	The Committee requested an extension to receive an accurate plan of the site but are minded to object on the grounds of overdevelopment, inadequate car parking and requested that a comment be sought from Strategic Housing regarding social housing allocation following the increase in the number of dwellings proposed.
<u>D/23/08/25.02 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/25.03 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application as the Committee recognised that Sycamore trees are poisonous to horses and requested that more suitable species be planted as replacements.
<u>D/23/08/25.04 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/25.05 Resolved</u>	The Committee objected regarding the site of the bin storage opening out onto Palace Street having a negative effect on the street scene, and the need to preserve the special character and appearance of a designated conservation area and protect listed buildings. The Committee requested new plans for bin storage be submitted.
<u>D/23/08/25.06 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the approval of the WSC Tree Officer.
<u>D/23/08/32.01 Resolved</u>	That a positive response be sent to support and welcome the proposal of the restoration of the bus service between Newmarket and Haverhill.

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Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **NEWMARKET TOWN COUNCIL – SF0285**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/08/2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

30/05/2023

and recorded as minute reference:

23/05/15-01

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

P.H. White

SIGNATURE REQUIRED

Clerk

Q.W.S.

SIGNATURE REQUIRED

www.newmarket.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

NEWMARKET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	470,195	465,431	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	655,380	715,210	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	207,624	253,220	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	178,537	209,814	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	89,864	89,864	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	599,367	702,376	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	465,431	431,807	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	432,704	421,836	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,534,440	4,545,295	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	780,949	723,713	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature] **SIGNATURE REQUIRED**

Date

10/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

30/05/2023

as recorded in minute reference:

23/05/15.02 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature] **SIGNATURE REQUIRED**

Annual Internal Audit Report 2022/23

NEWMARKET TOWN COUNCIL

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/11/2022 11/05/2023

Name of person who carried out the internal audit

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit



Date

11/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Headway Suffolk to open new outreach hub in Newmarket

Outstanding-rated charity Headway Suffolk is looking to open a new outreach hub in Newmarket for adults living with brain injury, stroke or neurological conditions.

The satellite group will include a range of activities designed to help each individual with their rehabilitation, care and support needs in a safe and stimulating environment with an opportunity to meet others, as well as providing valuable respite for family carers.

It will initially start with an Understanding Brain Injury programme, where Headway's therapists will help clients understand and manage the effects of their injury or condition on their daily routines.

Headway Suffolk CEO Helen Fairweather said: "We had successful satellite hubs before and they really helped people to progress but we had to close them because of Covid.

"We want to prevent people having to travel to our main hubs in Ipswich and Bury St Edmunds because that's problematic as people can lose their driving licence after a brain injury and can't get to us, so we want to go to them."

"The most important thing now is for people to come forward if they need our help or would like to find out more about the new Newmarket outreach hub or know anyone else who might benefit from it.

"There's lots of people out there who need our help. A lot of day centres have closed over Covid so there's a gap now in the service and we hope people who used to go to them services contact us."

Headway Suffolk is a registered charity that supports adults living with brain injury, stroke and neurological conditions through an extensive range of rehabilitation, therapy and care services.

In September 2022, it was rated outstanding by the Care Quality Commission. Louise Broddle, CQC head of adult social care inspection, said: "Headway Suffolk is clearly an important part of the community and other services can look to it as an example of how to deliver outstanding care and support."

You can contact Headway on 01473 712225 or email helenmfairweather@headwaysuffolk.org.uk, or visit www.headwaysuffolk.org.uk.

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