



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 23rd October 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 25th September 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. **Presentation** – to receive a presentation from Helen Fairweather of Headway Suffolk
7. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
9. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 2nd October 2023 & 16th October 2023 (16th to follow)
 - b) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 2nd October 2023
 - c) To receive the minutes and consider and approve any recommendations from the Performance & Audit meeting held on 9th October 2023
 - d) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 16th October (to follow)
10. **Warm Spaces Funding** – to receive a request for funding from All Saint's Church to provide a Warm Space Facility over the winter period
11. **Newmarket Railway Station** – to receive an update regarding a survey (verbal)

Distribute to the following for information:

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

- 12. Newmarket Market** – to receive an update regarding recent meeting with WSC (verbal)
- 13. Weatherby Crossing Inquiry** – to receive an update regarding the inquiry outcome (verbal)
- 14. Former St Felix Site** – to discuss next steps (verbal discussion)
- 15. Environmental Working Group** - To receive and approve the recommendations from the meeting held on 2nd October
- 16. West Suffolk Council initiative** – to receive and consider a request for funding from WSC towards the installation of Reverse Vending Machines in the town
- 17. Meeting Dates**
 - a. To confirm the date of the May 2024 Annual Meeting of the Council as Monday 13th May 2024 at 6.15pm
 - b. To approve a date for the 2024 Annual Meeting of the Town
- 18. Christmas 2023 Office Closure** – to agree office closure hours
- 19. St Mary's Square** – to discuss the auction of the former McColls building (to follow)
- 20. Correspondence**
- 21. Date of the next Meeting – 27th November 2023**

Signed: 
Cathy Whitaker, Town Clerk

Date: 17th October 2023

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of Newmarket Town Council held on Monday 25th September 2023
at 6:15pm at the Memorial Hall

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor E Kavanagh
Councillor K Jones
Councillor J McHugh
Councillor R Nobbs

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

Minute

23/09/1

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.

23/09/2

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

Apologies were received from Cllrs Berry, Clover, Perry, Starkey and Yarrow. Cllr Jarvis was absent.

23/09/3

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 requests for Member's dispensation.

23/09/4

To Receive and Confirm the Minutes of the Town Council Meeting held on 29th August 2023 and any Matters Arising.

The Chairman presented the minutes of the meeting of the Town Council held on 29th August 2023 and the following was agreed:

23/09/4.01 Resolved

That the minutes of the meeting held on 29th August 2023 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

23/09/5

Public Open Session

No members of the public wished to speak.

23/09/6

Councillor Reports

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

West Suffolk Council (WSC) – None noted.

Ward – Cllr Yarrow provided a written report as follows:

1. Residents of Freshfields have requested a local defibrillator to be located at the Freshfields shops - to be investigated.
2. Residents have requested a 20 mph around Freshfields, Millbank, Tannersfield Way - to be investigated and enquiries will be pursued.
3. A resident commented on to the upgrade to the horse crossings at St Mary's Square. However, the pedestrian crossing on Fred Archer Way from the town to the Day Centre & Barling's Court is almost impassable for wheelchairs & walkers.

Outside bodies – None noted.

23/09/7 Mayors and Deputy Mayor's Announcements

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

17th September 2023 – Attended the Battle of Britain Commemoration Parade and Service at St Mary's Church, Bury St Edmunds.

19th September 2023 – Attended the Covid Commemoration Garden Opening at the Newmarket War Memorial, Memorial Gardens.

21st September 2023 – Attended the Love Newmarket BID Mystery Shopper Customer Service Awards.

24th September – Attended the Henry Cecil Open Weekend.

Grass Cutting and Weed Control – 12th September meeting with WSC, SCC and Jockey Club to discuss the current situation regarding Public Realm. It was made clear that WSC and SCC have no resources to increase their services and that going forward, the Town Council will need to consider its position in relation to this.

8th September 2023 - meeting with WSC Cllr Indy, Cabinet Member for Growth, Jill Korwin and Julie Baird - they are seeking further clarification from stakeholders regarding the decision to relocate the market and a meeting is being arranged to facilitate that.

It was noted that the Newmarket Vision Steering Group along with NTC support moving the market to the High Street and Town Clerk will send another letter to reflect this.

The Deputy Mayor reported that he had attended the Local Community Awards, staged by Rotary Club, on 1st September 2023.

23/09/8 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 4th & 18th September 2023

The Chairman of the D&P Committee presented the minutes and recommendations from the Development & Planning Committee meeting held on 4th and Cllr Harvey presented 18th September 2023. There were no recommendations.

23/09/9 To Receive the Minutes and Consider any Recommendations from the Community Services Committee Meeting held on 4th September 2023

The Chairman of the Community Services Committee presented the minutes and recommendations from the Community Services Committee meeting held on 4th September 2023.

23/09/9.01 Resolved (C/23/09/8.01 Recommendation)

That the redesign of the McDonalds roundabout be carried out in the current financial year funded by the annual sponsorship income money and subject to confirmation that there are no planned changes to the roundabout regarding the Hatchfield development. That the other 2 roundabouts be funded from the 2023/24 budget reserves.

23/09/9.02 Resolved (C/23/09/9.01 Recommendation)

That the quote from the Jockey Club to replace the fence posts with hardwood posts for £1,680 be accepted.

23/09/9.03 Resolved (C/23/09/10.01 Recommendation)

That the five unused light units be relocated at the Queen's Statue area for £585pa for three years, subject to approval from SCC Streetlighting.

23/09/9.04 Resolved (C/23/09/10.02 Recommendation)

That five column wraps be purchased and installed to fill the gap of lights in the High Street for £1,250.

23/09/10 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meeting held on 18th September 2023

The Chairman of the F&P Committee presented the minutes and recommendations from the Finance & Policy Committee meeting held on 18th September 2023.

23/09/10.01 Resolved (F/23/09/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/07/2023 – 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.

23/09/10.02 Resolved (F/23/09/10.01 Recommendation)

That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.

23/09/10.03 Resolved (F/23/09/11.01 Recommendation)

That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.

23/09/10.04 Resolved (F/23/09/11.02 Recommendation)

That the grant application from Newmarket BID for the Christmas Light Switch-On event for £500 be approved.

23/09/10.05 Resolved (F/23/09/12.01 Recommendation)

That a CCTV Policy for 2023/22024 be developed and presented at the next meeting.

23/09/11 Newmarket Railway Station

Cllr McHugh gave feedback on the questionnaires completed by commuters at the station. There were a lot of positive comments about the station and suggestions for improvements

included: more seating, shade cover, an extra ticket machine, more bike storage, vending machines, better pedestrian access and more regular trains. Further analysis will be done on the responses to the survey to cost and formulate a recommendation.

A member of the public joined the meeting

23/09/12 Newmarket Market

This item was discussed under Mayor's Announcements.

23/09/13 Former St Felix Site

WSC Cllrs had made objections to the development plans but a response is still awaited. Town Clerk was asked to send the NTC objections again with a request that a coherent strategy on sport provision in Newmarket be formulated by WSC.

23/09/14 Meeting Dates

The meeting dates of the Performance & Audit Committee were discussed, and the following was agreed:

23/09/14.01 Resolved

That the P&A Committee meeting scheduled to be held on 16th October 2023 be moved to 9th October 2023 and the meeting scheduled to be held on 22nd January 2024 be moved to 15th January 2024.

23/09/15 Correspondence

WSC Initiative for a reverse vending machine in the Guineas was discussed and an item will be added to the next agenda and WSC will be invited to present the details of the initiative.

23/09/16 Date of the next Meeting

Monday 23rd October 2023 in the Memorial Hall.

Meeting closed at 6:50pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/09/9.01 Resolved</u> <u>(C/23/09/8.01 Recommendation)</u>	That the redesign of the McDonalds roundabout be carried out in the current financial year funded by the annual sponsorship income money and subject to confirmation that there are no planned changes to the roundabout regarding the Hatchfield development. That the other 2 roundabouts be funded from the 2023/24 budget reserves.
<u>23/09/9.02 Resolved</u> <u>(C/23/09/9.01 Recommendation)</u>	That the quote from the Jockey Club to replace the fence posts with hardwood posts for £1,680 be accepted.
<u>23/09/9.03 Resolved</u> <u>(C/23/09/10.01 Recommendation)</u>	That the five unused light units be relocated at the Queen's Statue area for £585pa for three years, subject to approval from SCC Streetlighting.
<u>23/09/9.04 Resolved</u> <u>(C/23/09/10.02 Recommendation)</u>	That five column wraps be purchased and installed to fill the gap of lights in the High Street for £1,250.

<u>23/09/10.01 Resolved</u> <i>(F/23/09/6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/07/2023 – 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.
<u>23/09/10.02 Resolved</u> <i>(F/23/09/10.01 Recommendation)</i>	That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.
<u>23/09/10.03 Resolved</u> <i>(F/23/09/11.01 Recommendation)</i>	That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.
<u>23/09/10.04 Resolved</u> <i>(F/23/09/11.02 Recommendation)</i>	That the grant application from Newmarket BID for the Christmas Light Switch-On event for £500 be approved.
<u>23/09/10.05 Resolved</u> <i>(F/23/09/6.01 Recommendation)</i>	That a CCTV Policy for 2023/22024 be developed and presented at the next meeting.
<u>23/09/14.01 Resolved</u>	That the P&A Committee meeting scheduled to be held on 16 th October be moved to 9 th October 2023 and the meeting scheduled to be held on 22 nd January 2024 be moved to 15 th January 2024.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 2nd October 2023 at 6.15pm**

Attendance:

Councillor J Harvey (Chairman)
 Councillor P Hulbert

Councillor E Kavanagh
 Councillor R Nobbs

Also Present: C Whitaker - Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllrs McHugh and Winter, and J Parsons - Events Manager, as observers, 1 Member of the Press and 1 Member of the Public

	Minute	Action by
D/23/10/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> With the absence of the Chairman and Deputy Chairman, Town Clerk asked for nominations for a Chairman, Cllr Nobbs nominated Cllr Harvey and the following was agreed: <u>D/23/0918.01 Resolved</u> That Cllr Harvey be elected as Chairman for this evening's D&P Committee meeting. Cllr Harvey took the Chair and opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.	
D/23/10/2	<u>Apologies</u> Apologies were received from Cllr Berry, Drummond, Hood and Perry. Cllr Clover was absent.	
D/23/10/3	<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/23/10/4	<u>To Confirm the Minutes of the Meeting Held on 18th September 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 18th September 2023 and the following was agreed: <u>D/23/10/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 18th September 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	

D/23/10/5 Public Open Session

A member of the public spoke to item 17 regarding safety concerns when walking from the Studlands estate to the Laureate School and having to cross two main roads with no crossing facilities which is very dangerous.

The Chairman proposed that item 17 be brought forward, and the following was agreed:

D/23/10/5.01 Resolved

That item 17 Safety on the Highway be brought forward

D/23/10/6 Safety on the Highway

Studlands Park Avenue – safety of children walking to school and crossing busy roads was discussed and the Town Clerk will contact SCC Highways to highlight the issue and seek guidance.

A member of the public left the meeting and a member of the public joined the meeting.

A member of the press spoke to item 18.

The Chairman proposed that item 18 be brought forward, and the following was agreed:

D/23/10/06.01 Resolved

That item 18 Exning Road be brought forward.

D/23/10/7 Exning Road

The costs for installing double yellow lines in Exning Road were considered along with other options and further enquiries will be made; the following was agreed:

D/23/10/7.01 Resolved

That the options for physical and legal requirements are evaluated for the Exning Road slip road and that funding options be explored.

A member of the press left the meeting.

D/23/10/8 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 14 – Trees, Policy - 30 Shopfronts and Policy 8 - Newmarket Hospital

D/23/10/9 Planning Applications

Week Commencing 11/09/2023 & 18/09/2023

D/23/10/9/1 DC/23/1456/FUL - Planning application - change of use from agricultural land to public open space and associated works - Hatchfield Farm Fordham Road Newmarket Suffolk

D/23/10/9.01 Resolved

The Committee were minded to object subject to an extension being approved and that clarification is sought from the Planning Officer as it is believed that this land is beyond the original planning boundary.

D/23/10/9/2 DCON(A)/23/0313 - Application to discharges conditions 11 (construction management strategy) and 19 (arboricultural method statement) of application DC/23/0313/FUL - Newmarket Community Hospital 56 Exning Road Newmarket Suffolk.

D/23/10/9.02 Resolved

No comment was invited by the Committee.

D/23/10/9/3 DCON(B)/23/0313 - Application to discharge conditions 3 (materials - samples/details) 4 (contamination Investigation) of DC/23/0313/FUL Newmarket Community Hospital 56 Exning Road Newmarket Suffolk.

D/23/10/9.03 Resolved

No comment was invited by the Committee.

Cllr Winter joined the meeting as an observer

D/23/10/9/4 DC/23/1182/FUL - Planning application - a. Installation of timber shop front; b. compressor unit to rear external wall - 128 High Street Newmarket Suffolk.

D/23/10/9.04 Resolved

The Committee were minded to object subject to an extension being approved and that clarification on the materials to be used on the shopfront be sought and that WSC are content with the noise attenuation provision for the compressor unit.

D/23/10/9/5 DC/23/1435/TPO - TPO 03(1990) tree preservation order - one Lime (30 on plan and within G2 on order) lateral crown reduction by two metres on west elevation, one Pine (31 on plan and within G2 on order) lateral crown reduction by two metres, one Lime (33 on plan and within G2 on order) lateral crown reduction by two metres on west elevation, one Pine (34 on plan and within G2 on order) lateral crown reduction by two metres on west elevation - Paddocks Primary School Rochfort Avenue Newmarket Suffolk.

D/23/10/9.05 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/23/10/9/6 NMA(A)/15/1222 - Non-material amendment to DC/15/1222/FUL - amendments to service barn comprising alterations to roof pitch and dropped ridgeline, brickwork detailing altered to match buildings at - Yellowstone Park Land At Green Ridge Stables Green Ridge Stables Hamilton Road Newmarket Suffolk.

D/23/10/9.06 Resolved

No comment was invited by the Committee.

D/23/10/9/7 DC/23/1543/TCA - Trees in a conservation area notification - two Sycamore (T1 and T2) two Cypress (T3 and T4) one Lilac (T5) one Plum (T6) and one Laburnum (T7) - fell - Bury Lodge 56 Bury Road Newmarket Suffolk.

D/23/10/9.07 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as the reason for felling the trees was not clear and requested that the application be submitted to the Tree Officer for consideration and a full report. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted for every tree felled.

D/23/10/10 Amended and Deferred Planning Applications

D/23/10/10/1 DC/23/1262/VAR - Planning Application - Variation of conditions 2 (approved plans); 3 (parking of vehicles and cycles) and 11 (electric vehicle charge points) and removal of condition 9 (air source heat pumps - noise control) of DC/20/1025/FUL - Plot 1 Police Station Vicarage Road Newmarket Suffolk.

D/23/10/10.01 Resolved

The Committee endorsed their previous comments as follows:

The Committee strongly objected and fully support the Environmental team's report on sustainability for the air source heat pumps and the report on EV charge points. The Committee did not object to the replacement of the Crittal window.

D/23/10/11 Planning Appeals

D/23/10/11/1 DC/23/0425/HH- Householder planning application - a. porch enlargement b. cladding to front and side elevations c. first floor rear extension (following removal of chimney) - 10 Cecil Lodge Close Falmouth Avenue Newmarket Suffolk.

It was noted that an appeal had been made to the Secretary of State against the Councils decision to refuse planning permission.

D/23/10/12 East Cambs Planning Applications

The East Cambs Weekly Lists of 15/09/2023 and 22/9/2023 were noted.

D/23/10/13 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 28/08/2023 & 04/09/2023

Applications	Description	Address	WS Decision	NTC Decision
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	Approved	No objection
NMA(B)/20/0174	Non material amendment to DC/20/0174/VAR - a. windows and doors colour changed to RAL 7015 b.	The Silks 69 Exning Road Newmarket Suffolk	Approved	Comments not invited

	terrace doors to have fan lights above c. confirmation of balcony mesh and colour d. changes to AOV and window sizes, e. changes to roof form, changes to AOV rooflights including two new rooflights.				
DC/23/0938/TPO	TPO 004 (1994) tree preservation order - one Copper Beech (T1 on plan, T6 on Order) overall crown reduction back to previous pruning cuts and crown lift to four metres above highest ground level at the stem base	7 Heasman Close Newmarket Suffolk	Approved	No objection	
NMA(F)/13/0408	Non-material amendment of DC/13/0408/OUT for the re-wording of condition	23 Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not invited	
DC/23/1341/TCA	Trees in a conservation area notification - ten Hornbeam (G2 on plan) fell and replace with 7no Lime trees set parallel to Fordham Road frontage	7 Balaton Place Snailwell Road Newmarket Suffolk	Approved	Objected	
DC/23/1342/TCA	Trees in a conservation area notification - 18 mixed species of Conifer and Sycamore (G1 on plan) fell and replace with 7 no. Lime trees parallel to Fordham Rd frontage. 7 Balaton Place Snailwell Road Newmarket Suffolk	7 Balaton Place Snailwell Road Newmarket Suffolk	Approved	Objected	
DC/23/1312/TCA	Trees in a conservation area notification - one Cherry Tree (T1 on plan) - fell	3 Balaton Place Snailwell Road Newmarket Suffolk	Approved	No objection	
DC/23/1279/TCA	Trees in a conservation area notification - one Acer (T1 on plan) removal of one limb below damaged area and second limb overhanging a public footpath; four Lime (T1-T4) re-pollard	1 Rous Memorial Court Old Station Road Newmarket Suffolk	Approved	No objection	
DC/23/1181/TPO	TPO 008(2019) tree preservation order - a. one Horse Chestnut (5 on plan and T2 on order) reduce two limbs above roof and gardens of adjacent property by three metres b. one Ailanthus (T7 on Order) crown lift to clear roof by 2.5 metres	Communal Land Abernant Drive Newmarket Suffolk	Approved	No objection	

D/23/10/14 Delegation Panel Decisions

DC/23/0719/FUL - Planning application - change of use of existing residential swimming pool to be used by swim school (sui generis) - Chels 51A Bury Road Newmarket Suffolk.

The application will be considered at the WSC Development Control Committee on 4th October 2023. The Committee's previous comments will be emailed to the WSC Development Control Committee and to request that resident's views are taken into account as they would be most affected by this application.

D/23/10/15 Licensing

SE0012 – Sex Establishment Licence Application renewal - Heaven 109 High Street.

D/23/10/15.01 Resolved

The Committee objected to this licence renewal and would send details of the previous objection at the last renewal date.

D/23/10/16 Budget

The draft budget for 2024/2025 was considered and the following was agreed:

D/23/10.16.01 Resolved

That the draft D&P Committee Budget for 2024/2023 be approved at £6,000.

D/23/10/17 Animal Health Trust

The development at this site was noted with concern expressed regarding how “permitted development rights” will allow 200 new dwellings without the usual planning criteria when there is clearly impact, particularly on local services.

D/23/10/18 Severals Access

A report on the options to improve pedestrian access to the Severals was considered and the following was agreed:

D/23/10/18.1 Resolved

That a request for funding for feasibility studies, as recommended by the SCC Highways Officer, from SCC Locality Highway Budget be made and to clarify with Highways on how installation can be funded.

D/23/10/19 Safety on the Highway

Cycling on the pavement – a complaint from a resident regarding cyclists on the pavement was discussed and further signage will be looked into along with an awareness campaign on social media and to report it to the police.

D/23/10/20 Adastral Close/Freshfields

The results of the speed surveys and that SCC had no evidence to support traffic calming was noted. Town Clerk will look into what other action may be taken locally.

D/23/10/21 Planning Comments

Planning applications regarding parking and public transport links was discussed and a proposal for standard of wording for future objections was considered and further amendments will be considered to strengthen the first line and to add lack of parking facilities. NTC will continue to press SCC Highways to update their information regarding Newmarket parking and public transport to ensure more accurate advice is provided to West Suffolk Planning Authority.

The following was agreed:

D/23/10/21.01 Resolved

That Delegated Power be given to the Town Clerk, Cllrs Harvey and Perry to consider further amendments.

D/23/10/22 Correspondence

None noted.

D/23/10/23 Date of Next Meeting

Monday 16th October 2023 at the Memorial Hall.

Meeting closed at 7:22pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/10/7.01 Resolved</u>	That the options for physical and legal requirements are evaluated for the Exning Road slip road and that funding options be explored.
<u>D/23/10/9.01 Resolved</u>	The Committee were minded to object subject to an extension being approved and that clarification is sought from the Planning Officer as it is believed that this land is beyond the original planning boundary.
<u>D/23/10/9.02 Resolved</u>	No comment was invited by the Committee.
<u>D/23/10/9.03 Resolved</u>	No comment was invited by the Committee.
<u>D/23/10/9.04 Resolved</u>	The Committee were minded to object subject to an extension being approved and that clarification on the materials to be used on the shopfront be sought and that WSC are content with the noise attenuation provision for the compressor unit.
<u>D/23/10/9.05 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/23/10/9.06 Resolved</u>	No comment was invited by the Committee.
<u>D/23/10/9.07 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee strongly objected to this application as the reason for felling the trees, was not clear and requested that the application be submitted to the Tree Officer for consideration and a full report. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted for every tree felled.
<u>D/23/10/10.01 Resolved</u>	The Committee endorsed their previous comments as follows: The Committee strongly objected and fully support the Environmental team's report on sustainability for the air source heat pumps and the report on EV charge points. The Committee did not object to the replacement of the Crittal window.
<u>D/23/10/15.01 Resolved</u>	The Committee objected to this licence renewal and would send details of the previous objection at the last renewal date.

<u>D/23/10/16.01 Resolved</u>	That the draft D&P Committee Budget for 2024/2023 be approved at £6,000.
<u>D/23/10/18.01 Resolved</u>	That a request for funding for feasibility studies, as recommended by the SCC Highways Officer, from SCC Locality Highway Budget be made and to clarify with Highways on how installation can be funded.
<u>D/23/10/21.01 Resolved</u>	That Delegated Power be given to the Town Clerk, Cllrs Harvey and Perry to consider further amendments.

DRAFT



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 2nd October 2023 at 7:25 pm

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Borda
Councillor L Crissall
Councillor J Harvey

Councillor P Hulbert
Councillor E Kavanagh
Councillor P Winter

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Parsons – Event Manager, J Ashton – Minute Assistant, Cllr McHugh as an observer, and 1 Member of the Public.
Minute

L/23/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that the meeting was being recorded.

L/23/10/2 Apologies for Absence

Apologies were received from Cllr Jarvis.

L/23/10/3 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 dispensation.

L/23/10/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 3rd July 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 3rd July 2023 and the following was agreed:

L/23/10/4.01 Resolved

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

Matters arising:

L/23/07/6.02 – There will not be a temporary installation for the wooden crosses on the fence around the War Memorial, they will now be planted directly into the soil.

L/23/10/5 Public Open Session

No members of the public wished to speak.

L/23/10/6 To Receive the Accounts

The accounts for September 2023 were received and noted.

Book number 12 2023 -2024

Minutes of Leisure Services Committee held on Monday 2nd October 2023

L/23/10/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted. A channel on the Crawling Tunnel was replaced but is not fit for purpose and needs to be replaced again at no extra cost. The issue will be investigated further.

L/23/10/8 Events Update

Summer Entertainment – The Chairman congratulated the Events Manager for her work on the Summer Entertainment and achievements.

The Events Manager gave a debrief report on the successful summer entertainment and wellbeing programme. The issues with the popular face painting and long queues were mitigated by getting an extra face painter, reduced painting designs and a controlled queue system. Extra dates were added for the Yoga and there were more attendees.

The successful event was noted, and thanks were given to the Events manager and all who helped.

Christmas 2023 Event – A proposal for the Christmas event was considered and the following was agreed:

L/23/10/8.01 Recommendation

That the proposal for a 3-day Christmas programme of events on 9th, 16th and 21st December 2023 and related costs be approved and that delegated power be given to the Chairman, Vice Chairman and Events Manager to finalise and cost the activities.

DD-80 Beacon Event – The arrangements for the D-Day 80 Beacon event on 6th June 2024 were considered and the following was agreed:

L23/10/08.02 Recommendation

That the arrangements for the D-Day 80 Beacon event on 6th June 2024 to include the Town Crier Proclamation, entertainment, lighting the beacon by the Jockey Club and food stalls and related costs be approved.

Future Events – ideas for future events were considered and the following was agreed:

L/23/10/8.03 Recommendation

That the following events be held in 2024:

- **Summer Entertainment** – summer activities in the Memorial Gardens on the 1st, 3rd and 5th Thursdays for under 13s and the 2nd and 4th Thursdays for older children.
- **October half term** – Halloween Scavenger Hunt in Memorial Gardens.
- **February half term** – a pocket cinema in the Memorial Hall subject to costings,
- **Easter 2024** – two Easter craft activity workshops in Memorial Hall details to be confirmed.
- **Summer half term** - activity workshops in Memorial Hall details to be

Book number 13 2023 -2024

confirmed.

Other smaller events will be considered but putting on a single largescale event was discussed, and the following was agreed:

L/23/10/8.04 Recommendation

That a single largescale event (e.g., Soap Box Derby or Carnival) is not held in 2024.

A possible event for St George's Day would be considered for 2024 or 2025.

L/23/10/9 Newmarket Venues

July 2023 – Memorial Hall £2,453, Pavilion £422 **Total £2,875**

August 2023 – Memorial Hall £1,886, Pavilion £488 **Total £2,374**

Year to date totals £15,182.

L/23/10/10 Remembrance Day

The arrangements were noted as follows:

Saturday 11th November 11:00am – short Act of Remembrance at the War Memorial

Sunday 12th November – 1:45pm to 2:15pm Act of Remembrance at the War Memorial with civic wreath laying, 2:15pm to 2:45pm Parade along the High Street to Tattersalls, 3:45pm reception for invited guests at the Green Room, Tattersalls, other guests at the Memorial Hall.

L/23/10/11 Correspondence

None noted.

L/23/10/12 Date of Next Meeting

Monday 4th December 2023 at the Memorial Hall.

Meeting closed at 8:40pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/10/8.01 Recommendation</u>	That the proposal for a 3-day Christmas programme of events on 9th, 16th and 21st December 2023 and related costs be approved and that delegated power be given to the Chairman, Vice Chairman and Events Manager to finalise and cost the activities.
<u>L/23/10/8.02 Recommendation</u>	That the arrangements for the D-Day 80 Beacon

Book number 14 2023 -2024

	event on 6 th June 2024 to include the Town Crier Proclamation, entertainment, lighting the beacon by the Jockey Club and food stalls and related costs be approved.
<u>L/23/10/8.03 Recommendation</u>	That the following events be held in 2024: • Summer Entertainment – summer activities in the Memorial Gardens on the 1st, 3rd and 5th Thursdays for under 13s and the 2nd and 4th Thursdays for older children. • October half term – Halloween Scavenger Hunt in Memorial Gardens. • February half term – a pocket cinema in the Memorial Hall subject to costings, • Easter 2024 – two Easter craft activity workshops in Memorial Hall details to be confirmed. • Summer half term - activity workshops in Memorial Hall details to be confirmed.
<u>L/23/10/8.04 Recommendation</u>	That a single largescale event (e.g., Soap Box Derby or Carnival) is not held in 2024.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Performance & Audit Committee **Held on Monday 9th October 2023 at 6:15pm**

Attendance:

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

Councillor J McHugh
Councillor S Perry
Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- P/23/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
Chairman opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.
- P/23/10/2 Apologies for Absence**
Apologies received from Cllr Yarrow.
- P/23/10/3 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 Member's Dispensation**
None noted. There were no requests for dispensations.
- P/23/10/4 To Receive and Confirm for Accuracy the Minutes of the Performance & Audit Committee Meeting Held on Monday 17th July 2023 and Any Matters Arising**
The Chairman presented the minutes of the Performance & Audit Committee Meeting held on Monday 17th July 2023 and the following was agreed:
- P/23/10/4.01 Resolved**
That the minutes of the Performance & Audit Committee meeting held on Monday 17th July 2023 be adopted and would be signed as a true record by the Chairman of the Performance & Audit Committee.
- There were no matters arising.
- P/23/10/5 Public Open Session**
No members of the public were present.
- P/23/10/6 Resolution Audit**
The resolution progress for Q1 & Q2 2023/2024 was received, updated, and noted.
- The Outstanding resolutions for Q1 – Q4 2022/2023 were received, updated, and noted.
- P/23/10/7 Neighbourhood Plan**

Minutes of Performance & Audit Committee held on Monday 9th October 2023

This item was deferred to next meeting.

P/23/10/8 Working Group Reports

Updated reports from active Working Groups were received and noted.

Cllr Winter gave her apologies and left the meeting.

P/23/10/9 Correspondence

None noted.

P/23/10/10 Date of Next Meeting

Monday 15th January 2024.

Meeting closed at 7:35pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
	NO RESOLUTIONS.



Report to	Full Council
Subject	Warm Spaces Funding Request
Purpose	Decision
Classification	Unrestricted
Meeting date	23rd October 2023
Item number	10
Written By	Cathy Whitaker CLERK

Summary: This report outlines a request for funding for a Warm Spaces Facility for winter 2023.

1.	Introduction
a.	All Saint's Church provided a Warm Space Facility during winter 2022 following the cost of living and energy crisis.
b.	The Town Council provided £500 funding at that time.
2.	Context
a.	All Saint's has continued over the summer to provide a Warm Welcome Space which has been well received by the community.
3.	Proposal/Options
a.	All Saint's wish to continue over winter providing a Warm Space facility.
4.	Financial/Resource Implications
a.	The grant request is for £1,000.
b.	This can be funded from account 4046/101 from the current year budget.
5.	Next Steps/Recommendations
a.	Council to approve a £1,000 grant to All Saint's Church for funding a Warm Space facility.



Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation	ALL SAINTS CHURCH / WARM
Address	Park Lane / All Saints Church / SPACE Newmarket.
Telephone	Rev Robert O'Hall [Redacted]
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	steering group. Jan Stiff
Details of main contact person (name, address, phone and email)	Jan Stiff [Redacted]
Name of Chairman (name, address, phone, email)	[Redacted]
Name of Secretary (name, address, phone, email)	Same as above
Name of Treasurer (name, address, phone, email)	David Hopper. [Redacted]

2. Please describe the project for which you are applying for funds

Give consideration to the following:

- Number of clients/members/public served (where relevant)
- Description of service/activity provided, project or event to be supported
- Reason for application with details of how the grant will be used
- How the grant will benefit the town and people of Newmarket

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from a local perspective we started 'warm spaces' because of the energy crisis, but we found people wanted to talk. This is supported by a National Survey of warm welcome spaces which reported people felt less lonely after visiting 'warm welcome' (Gido research).

Number of drinks - average 12. 50% returning each week.
 we offer hot snacks, light refreshments,
 conversation & prayer.
 visitors with additional needs & their carers pop-in.
 A few homeless come for hot snacks.
 we have 8 volunteers - 2 needed per week.
 Our opening times this year will be 10-2pm.
 Heating is our main cost.
 On the 1st Tuesday of every month we have a financial
 advisor come for 2 hours.

3. Amount of grant requested

Amount of grant requested	up to £1000
Details and amount of matched funding from your group	up to £1,000.
Details and amount of funding from other sources	church mission fund.
Total cost of project/activity	£2,000

4. Where will this take place? Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area; please tell us the main areas where the project will take place.

church refreshment area. All Saints church,
 All Saints Rd
 Newmarket CB8 8ES

5. When is the project due to start and end?

Start date	Tuesday 3rd October 2023
End date	Tuesday 26th March 2024

6. If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount
2023	Warm space.	£500

7. How would Newmarket Town Council support be acknowledged?

We would acknowledge support from council
 by advertising on church website & facebook page.
 any flyers produced for town distribution
 explore the journal of success.
 Report back to Newmarket Town Council

8. Please confirm the following documents are available for inspection

Cost = Refreshments,
 Heating of venue
 advertising

ifrequired

Your accounts	
Budget projections for the activity	12000
The constitutional document that governs your organisation	
A recent bank statement for the account	A. L. L. L. L.

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	
Name	JANET M. STIRK
Date	3-21-09/2023

Return this application form with all necessary supporting information to:	townclerk@newmarket.gov.uk
	King Edward VII Memorial Hall High Street Newmarket Suffolk CB8 8JP
Telephone	01638 667 227

For internal use only	
Date received	
Date presented to F&P committee	
Decision	



Report to Full Town Council 23/10/2023

The first meeting took place on 2nd October

Present: Councillors McHugh, Jones, & Winter, Town Clerk, Deputy Town Clerk

Councillor McHugh elected as chair

The members:

- reviewed the actions of the previous group: - to adopt the swift

Nesting boxes were installed on the Memorial Hall facing the gardens

- agreed to officially adopt the butterfly for 2023/2024 in light of the BID installation and the murals and craft activities and planting that have already taken place this year
- agreed to adopt the hedgehog for 2024/2025

Members would like NTC to host a page on the news section of the website promoting these species and what we are doing to help with their conservation, how people can get involved, and invite comments and suggestions from the public. To include:

Swifts – encouraging more nesting box installations; playing calls around nesting season; taking part in the Swift Mapper scheme from RSPB

Butterflies – planting of desirable flowers; encouraging wildflower/nettle patches; taking part in the Big Butterfly Count in the summer hosted by Butterfly Conservation

Hedgehogs – what to do if you see one; what you should and should not feed them; hibernation boxes; hedgehog highways

Members suggested hosting an Environmental Day in the Easter holidays 2025 – to invite various local groups to set up a stand/showcase their causes and environmental initiatives (Suffolk Wildlife Trust, RSPB, Newmarket Nature Reserve, etc, etc), invite guest speakers, and run craft activities for children. Councillor McHugh & Deputy Town Clerk to liaise with the Events Manager.

The group decided to meet every 2 months – proposed next meeting 4th December 2pm

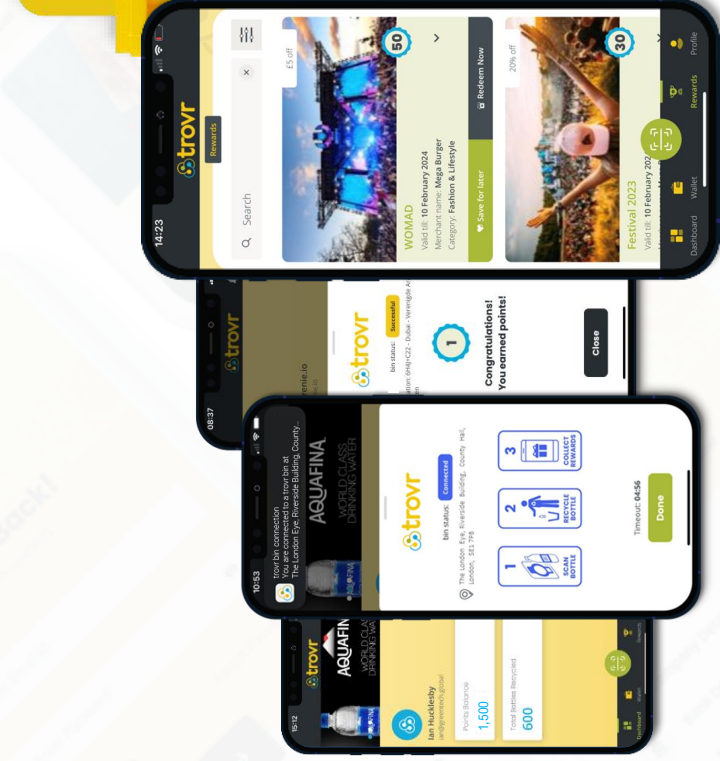
Aims for next meeting:

Liaise with Rachel Wood regarding 5-year plans for each of the adopted species

Begin to devise an Environmental policy



Rewards and deposit return scheme management



trovr introduction

trovr provides a suite of software and hardware solutions that supports the retail and hospitality industries in their obligations to take part in deposit return scheme.

Carrefour trovr activation

Coop trovr activation



The trovr DRS solution bridges the gap between deposit return scheme operator backend systems, and return point operators (RPOs) facilitating a universal digital DRS.

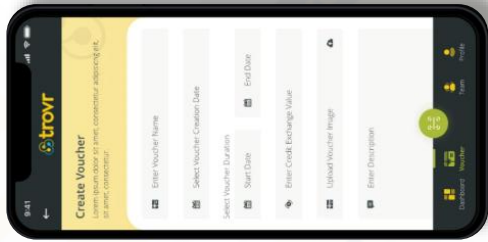
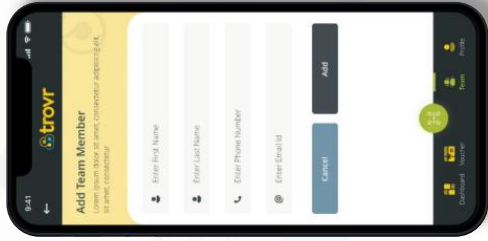
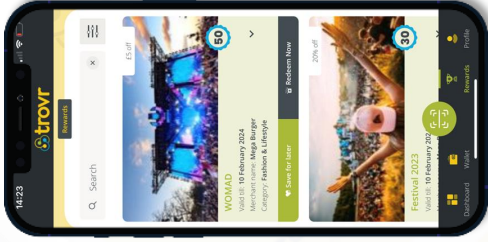
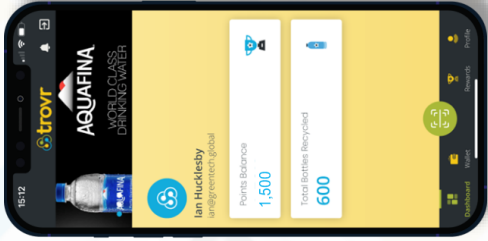
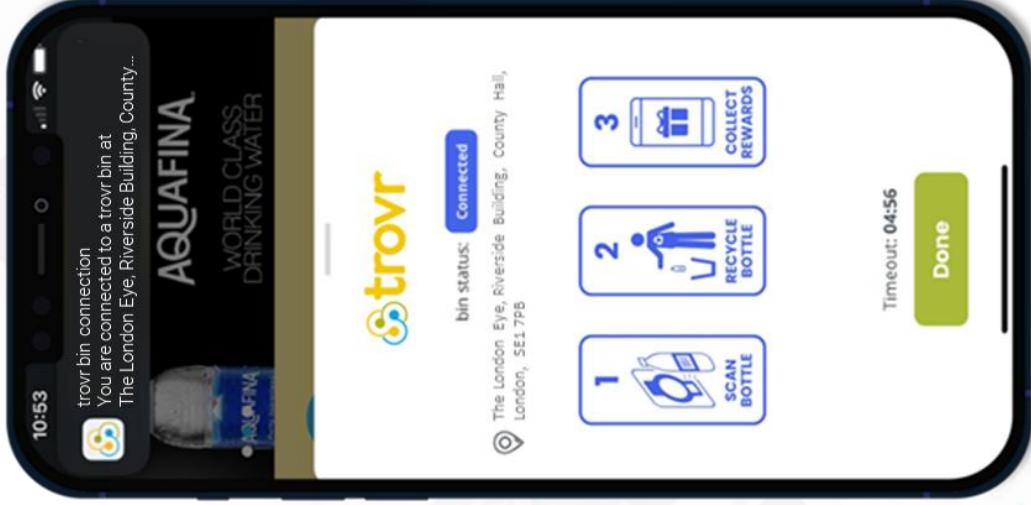
Low financial entry point.

Simple monthly solution as a service model for trovr app and SmartBin or RVM.

Includes installation, maintenance and repair.



Software solutions



trovr proprietary phone app and digital DRS platform



- Earn points and rewards.
- Exclusive offers from retailers and brands.
- Provides digital DRS solutions.
- Loyalty programmes.
- In-app display advertising.
- Drives consumer footfall.
- Rewards platforms for retail.
- Cashless, verifiable, and fraud resistant digital DRS for consumers and RPOs.

Consumers

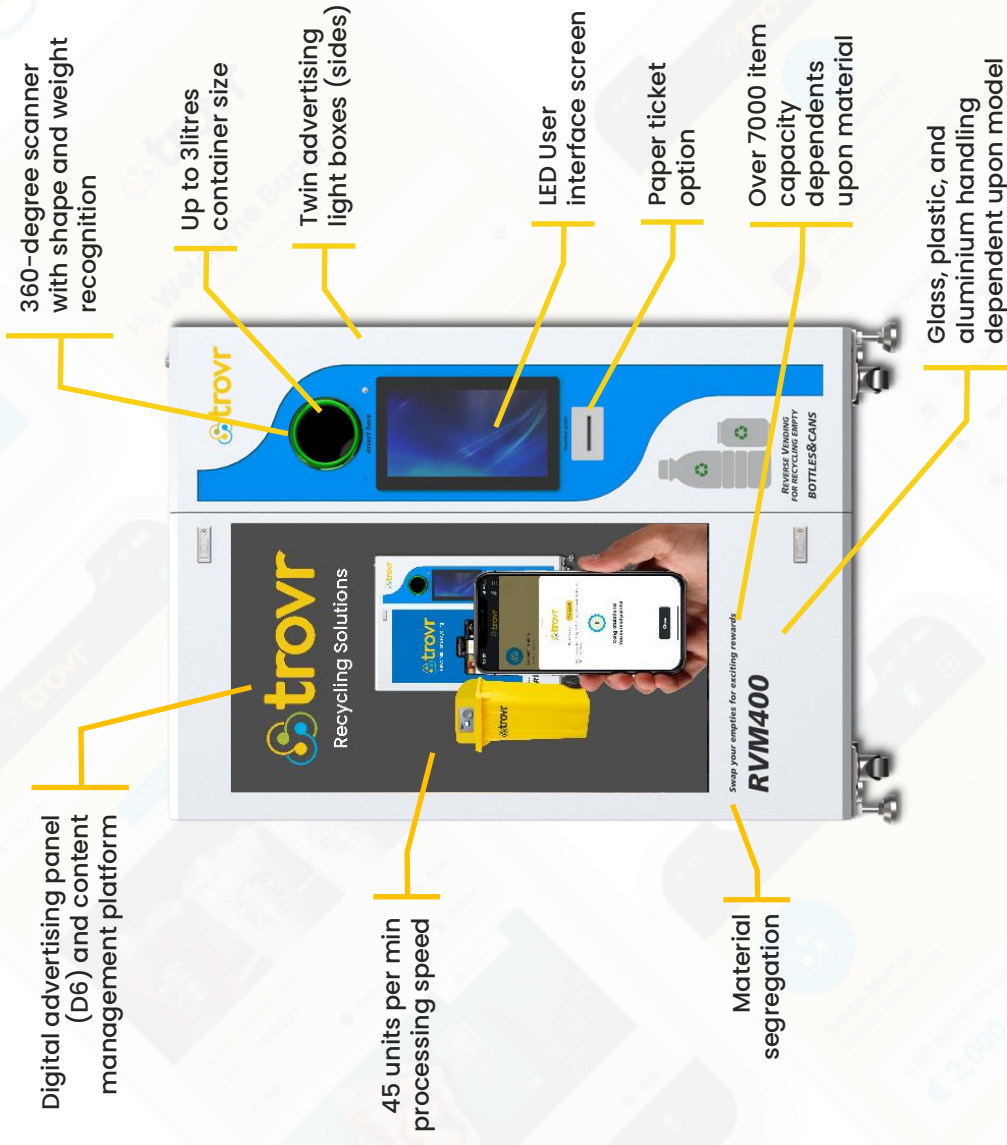
- Connect and recycle.
- View wallet.
- Redeem vouchers and facilitate DRS refunds.
- Get discounts on groceries, clothing, events, and much more.

Retailer and hospitality businesses

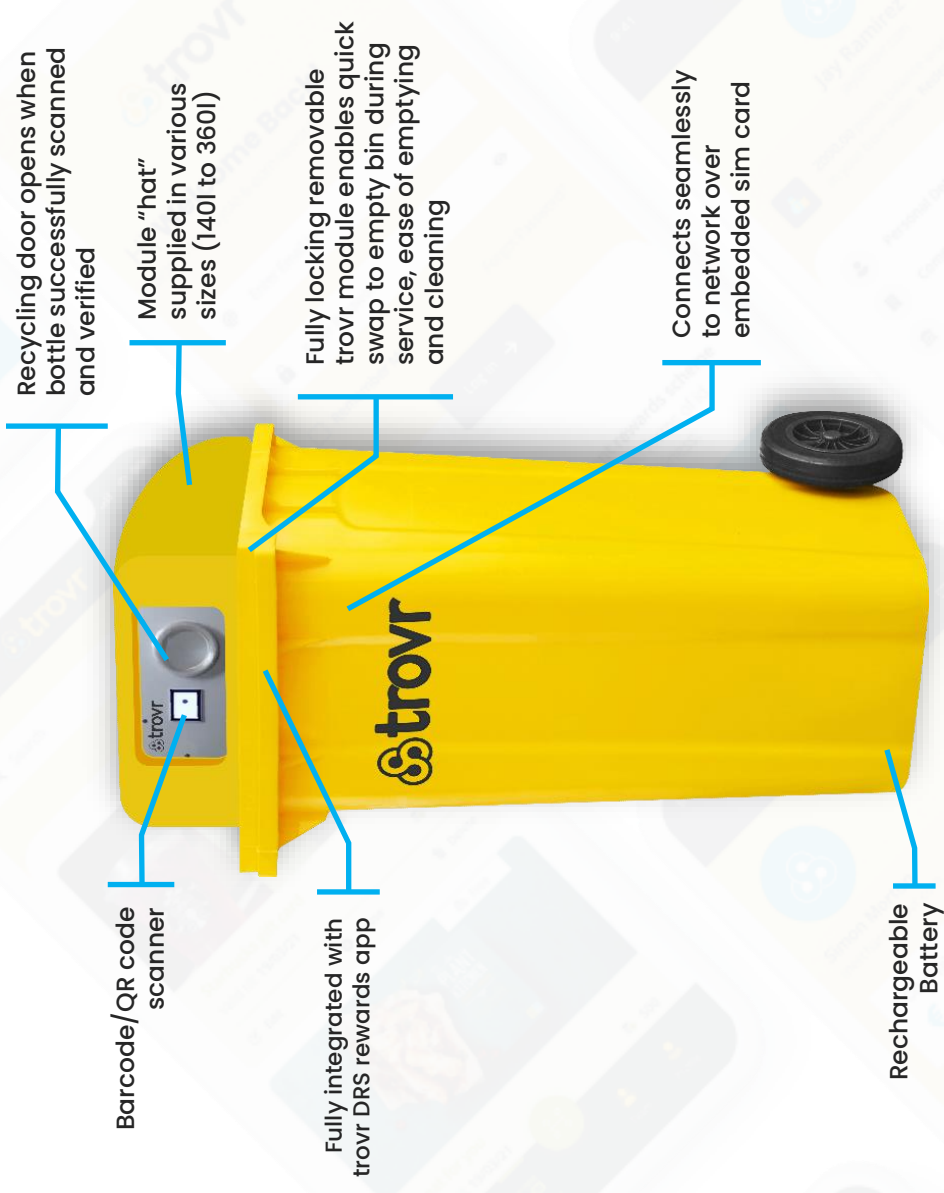
- Create retailer/RPO business profile/Add staff.
- Create RPO offers and rewards.
- Promote your business in app and increase web traffic and footfall.
- Process rewards and manage DRS.

Hardware solutions

Reverse Vending Machine



trovrBin



Key features of our trovrr app solution



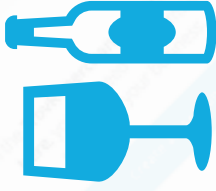
**SMARTPHONE
APP**



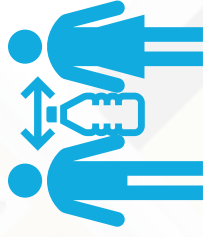
**INTEGRATES WITH
SMARTBINS AND
RVMS**



**LETS RPOS TAP INTO
INCENTIVED
RECYCLING AND DRS**



**CLOSED LOOP
HANDLING**



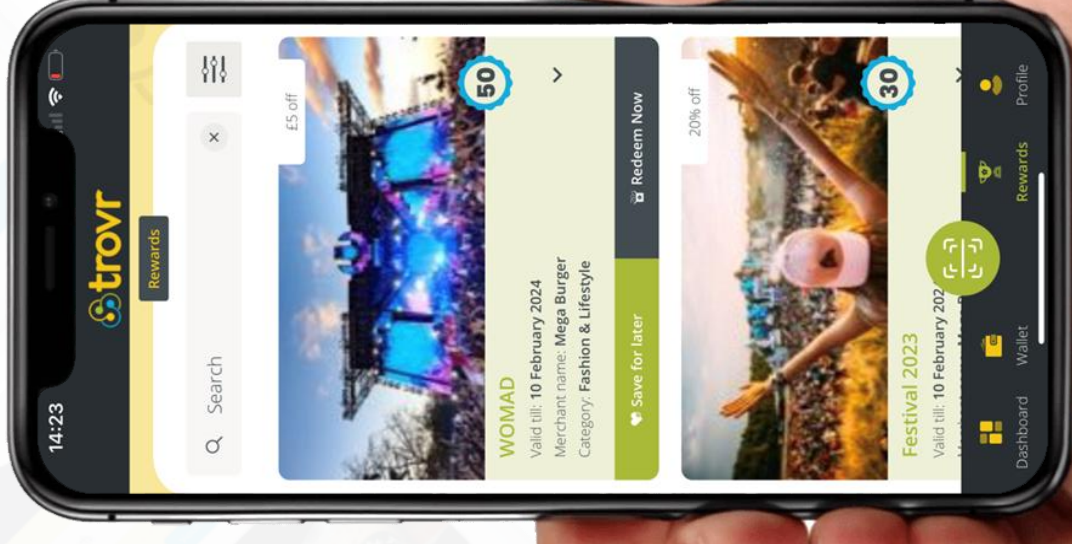
**MANUAL, SEMI-AUTO, &
SELF SERVE HANDLING**



DIGITAL DRS

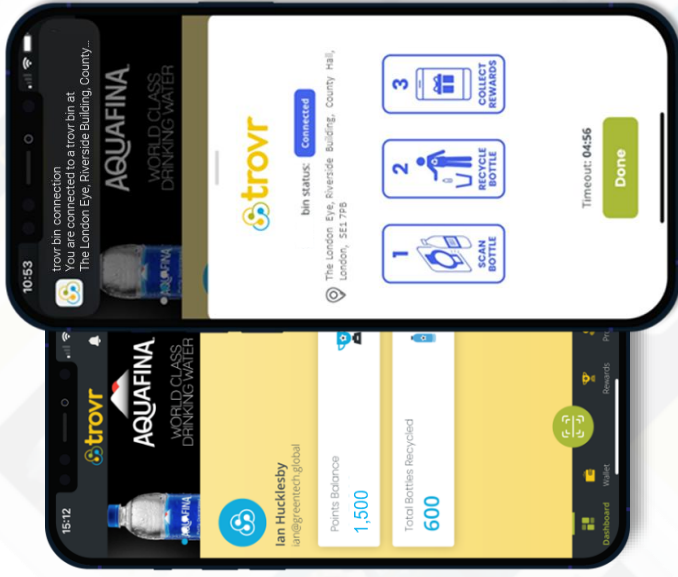


**DATA INSIGHTS AT A
PRODUCT AND
CONSUMER LEVEL**



DRS Administration

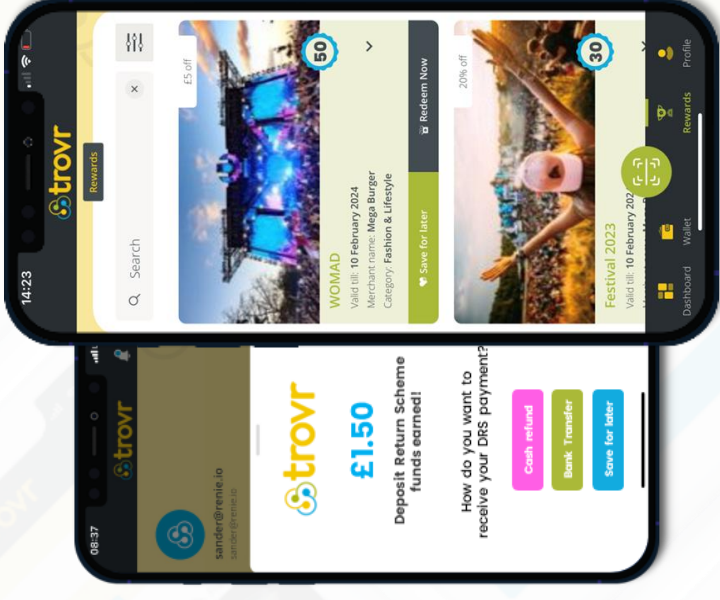
Consumers



- Create a trovr DRS consumer user account.
- Bottles scanned by retailer using their trovr DRS app.
- Accepted bottles are deposited by retailer in bags provided.



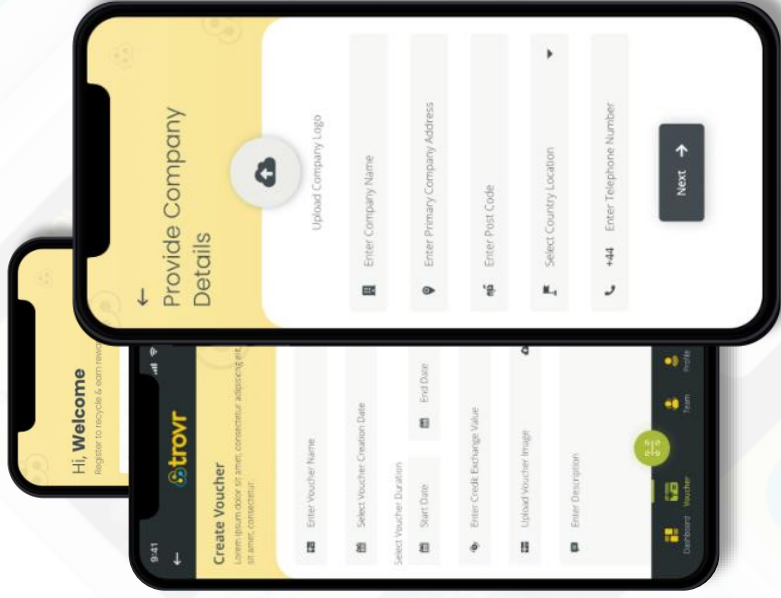
MANUAL HANDLING



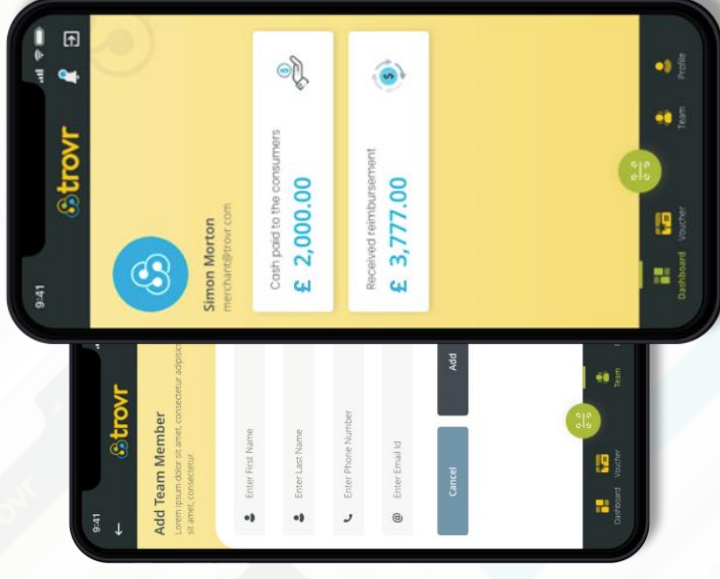
- Consumer can claim their Digital DRS payments to be made to their bank account or in cash.
- Consumers can select vouchers in exchange for reward points and available in the app.

DRS Administration

Return Point Operator



MANUAL HANDLING

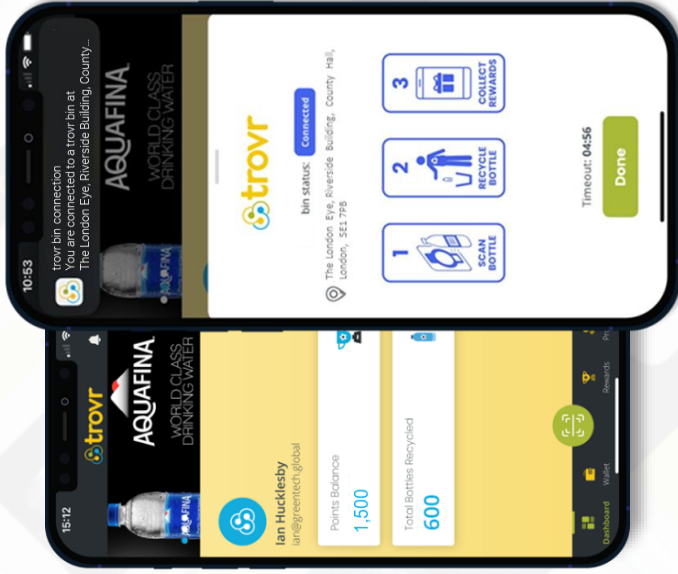


- Create a trovr DRS RPO business account.
- Create reward campaigns through the trovr DRS app.
- Scan customers bottles using trovr DRS app as a manual handling RPO.
- Place accepted bottles in DRS waste bag. Seal bag when full and store.

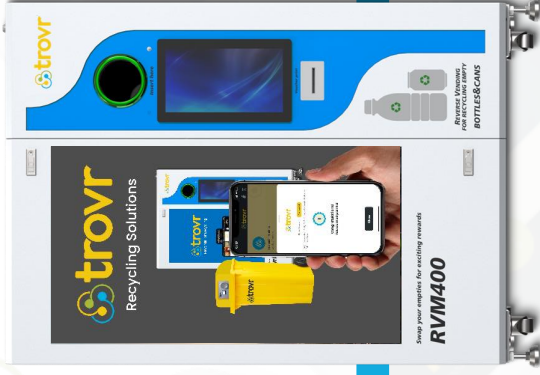
- For cash payments, RPO scans virtual DRS voucher presented on consumer app with their trovr DRS Merchant app.
- RPO can also monitor cash paid to consumers and handling charge payments and DRS cash reimbursements to RPO.

DRS Administration

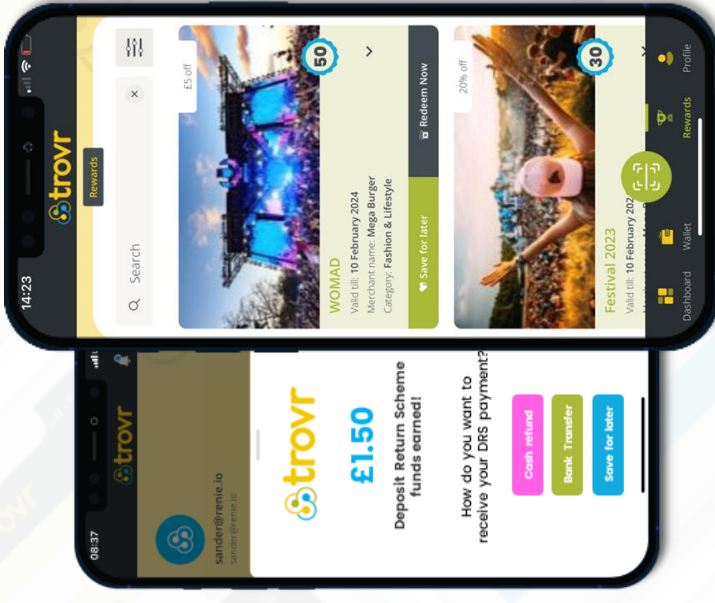
Consumers



**SEMI-AUTOMATED
AND SELF SERVE HANDLING**



**AUTOMATED
HANDLING**

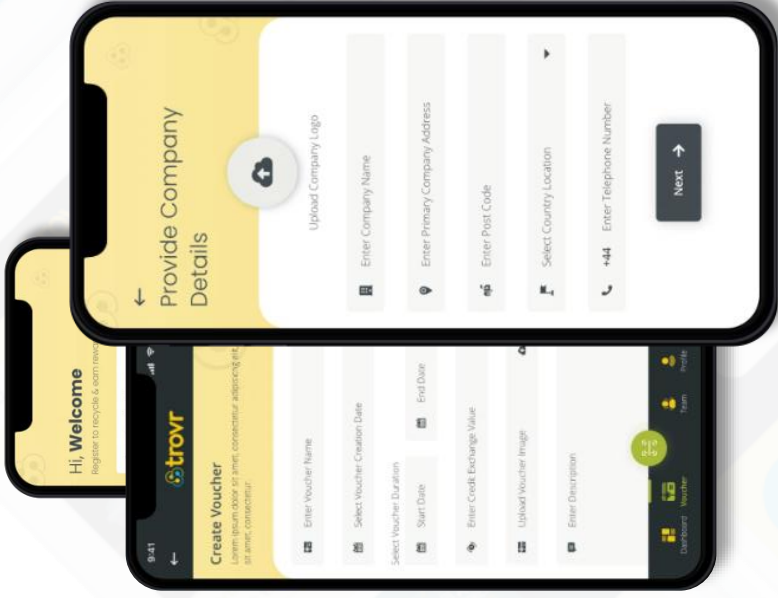


- Create a trovr consumer user account.
- Use trovr app to digitally connect with SmartBins and RVMs.
- Scan bottles using the SmartBin or RVM.
- Register all your recycled items against your account profile in the trovr app.
- Record your DRS refund value
- Earn trovr reward points.

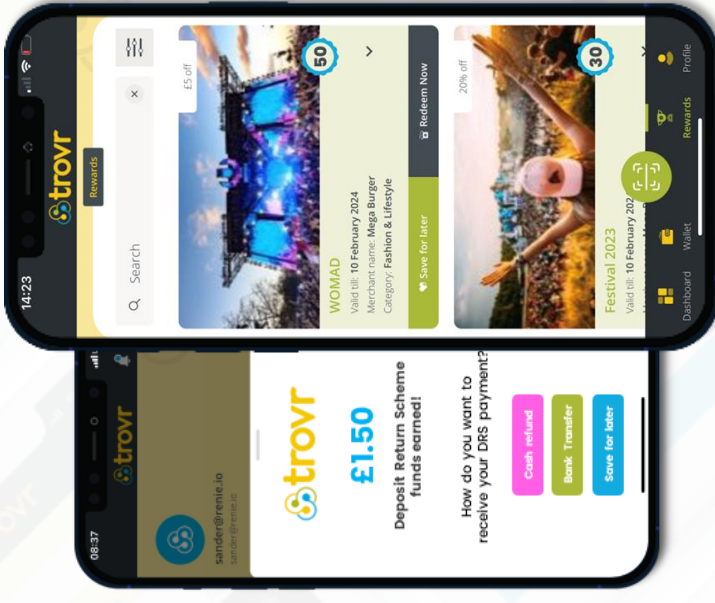
- Consumer can claim their Digital DRS payments to be made to their bank account or in cash.
- Consumers can select vouchers in exchange for reward points and available in the app.

DRS Administration

Return Point Operators



**SEMI-AUTOMATED, SELF SERVE,
AND CLOSED LOOP HANDLING**



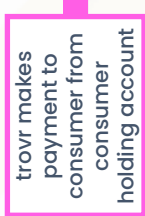
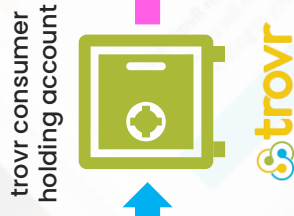
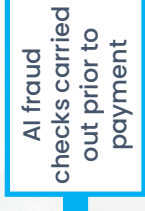
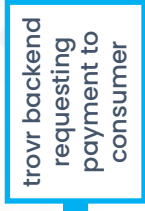
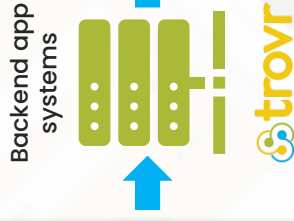
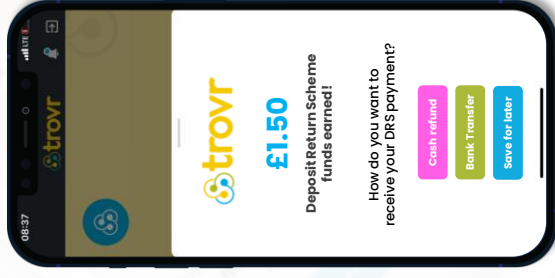
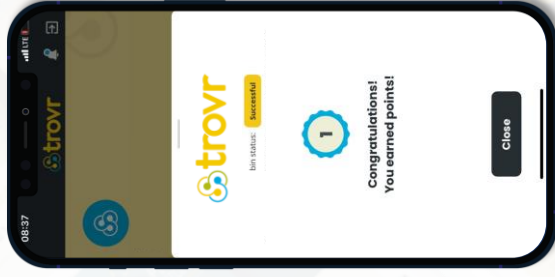
- Create a trovr DRS RPO business account.
- Create reward campaigns through the trovr DRS app.
- For retail RPOs customer scans all bottles and cans using SmartBin.
- For Closed Loop handling, bottles are scanned at end of service by hospitality staff using SmartBin.
- All scanned bottles verified and accepted.

- For cash payments, RPO scans virtual DRS voucher presented on trovr DRS consumer app with their trovr DRS Merchant app.
- RPO (non-Closed Loop) can also monitor cash paid to consumers and handling charge payments and DRS cash reimbursements to RPO.
- Closed Loop RPOs can also monitor and receive DRS payments via trovr DSR app.

The trovvr digital DRS user journey/experience

Once finished press done to see total DRS balance/rewards earned

Review DRS earnings and authorise cash payment or transfer to personal bank account



The trovr SmartBin

- A versatile solution for manual handling and closed loop Return Point Operators.
- Fits between basic “bag based” manual handling and higher CapEx reverse vending machines, offering smaller retailers a viable alternative.
- Perfect for on premise closed loop DRS glass recycling waste management.
- Low cost & scalable solution.
- Provides retail and hospitality staff a simple way to securely process bottles with immediate item registration.
- Creates 100% recycling waste control.
- Enables waste tracking from recycle point through to waste processing.



Benefits for manual handling RPOs



AFFORDABILITY



USE OF SPACE



RETENTION OF LOCAL
FOOTFALL



SOCIAL INCLUSION



HEALTH & SAFETY



SECURITY & FRAUD



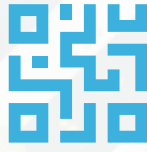
DIGITAL DRS &
REFUNDS



CASH DRS REFUNDS



RPO HANDLING FEE
PAYMENTS



TRACKING



Benefits for closed loop RPOs



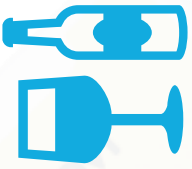
AFFORDABILITY



USE OF SPACE



RESOLVES GLASS
RECYCLING ISSUES



COMPATIBLE WITH
HOSPITALITY SECTOR



HEALTH & SAFETY



SECURITY & FRAUD



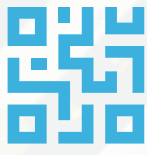
DIGITAL DRINK REFUNDS



ADAPTABLE DESIGNS &
SOLUTIONS



RPO HANDLING FEE
PAYMENTS



TRACKING



Benefits for scheme operators



MORE ENGAGEMENT
WITH SMALLER RPOS



OFFSETS RETAILER
EXEMPTION REQUESTS



BROADER PUBLIC
INVOLVEMENT



RESOLVES CLOSED
LOOP CHALLENGES



MARKET READY DRS
APP SOLUTION



TRACKING



DIGITAL DRS REFUNDS



RPO HANDLING FEE
PAYMENTS



INTEGRATES WITH
SMARTBINS AND RVMS

1

A SINGLE SOLUTION FOR ALL
TYPES OF RPO HANDLING

Exclusive marketing opportunity

- Creation of a branded sustainability platform via the sponsorship or purchase of Reverse Vending Machines.
- Engagement and reward opportunities for your customers, and enormous environmental and sustainability benefits for the country.
- These smart RVMs allow for the efficient management and recycling of single use plastic bottles. (They can also be configured for aluminium cans or a combination of both)
- RVMs can be fully-wrapped in sponsored branding with additional high-impact messaging displayed on the HD digital screens.
- The deployment of further units following a successful trial can be phased as required.



Reverse vending machines

EcoVend RVM400-X

Location:	Internal or external (undercover)
Dimensions (mm):	RVM400-X - 1900(H) x 1350(W) x 1050/1500 (D)
Footprint:	RVM400-X 1.42m2 / 2.03m2
Tare Weight:	RVM400-X 525 kg / 535kg
Screen:	User 17.3" Multimedia / Advertising 55"
Side Back-lit Poster Boxes:	67" x2
Reward/Deposit Return	Digital incl Loyalty Card, Smartphone App & paper voucher
Material Type:	Plastic (PET) bottles and Metal cans
Capacity (Subject to format -up to)	1000 - 1700 PET bottles, 3000 - 5100 Metal cans
Segregated:	Yes
Automation:	Barcode, material, shape and weight sensors
Barcode:	EAN
Container Size:	PET - Maximum 3 Litres (uk standard sizes)
Compaction:	Yes
Power Supply:	13 amps, 3 pin, singlephase
Operating Voltage:	220/230V AC
Productivity (Up to):	RVM400-X 45 units per min
IP Rating and Interface:	IP40 (under cover), LAN/WIFI/DATASIM/ROUTER
Temperature Range:	-10 degrees to 40 degrees



Reverse vending machines

EcoVend RVM1450 and RVM1500-X

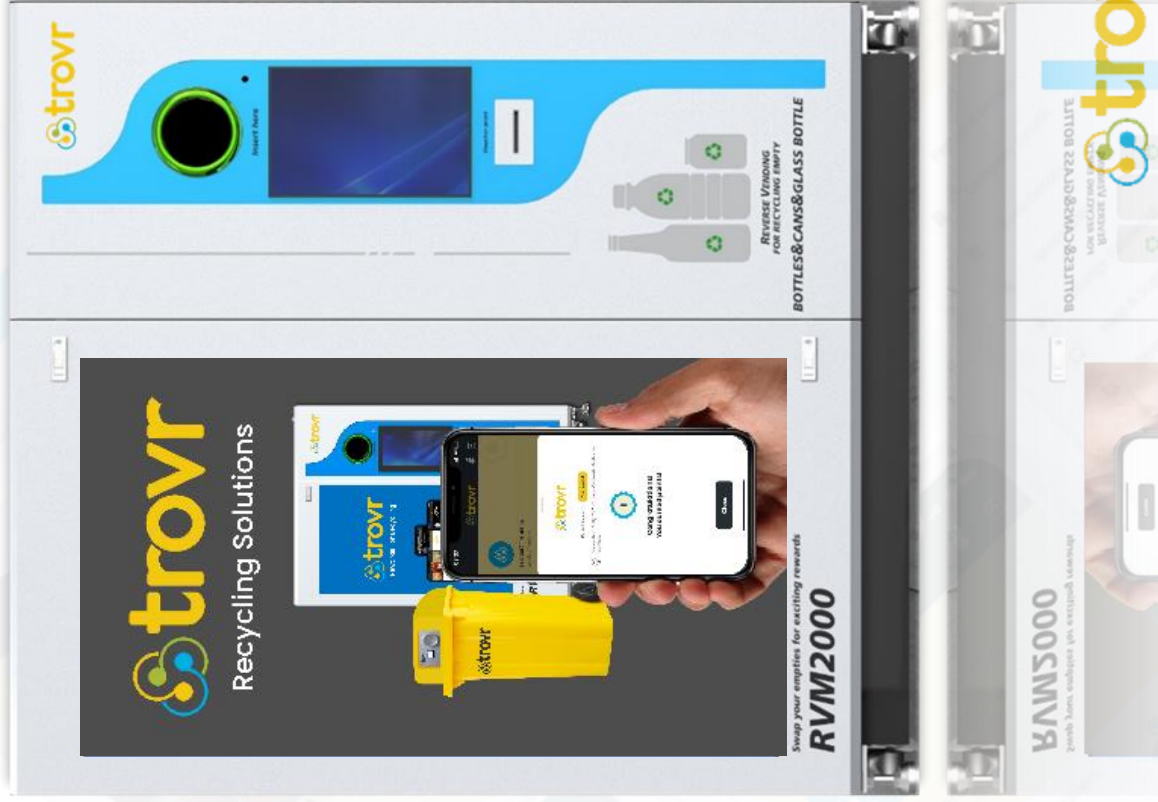
Location:	Internal or external (undercover)	
Dimensions (mm):	RVM1450 1850 (H) x 1450 (W) x 1050 (D)	
Footprint:	RVM1450-X 1900 (H) x 1450 (W) x 1150 /1500 (D)	
Tare Weight:	RVM1450 1.52m2 RVM1450-X 1.67m2 / 2.18m2	
Screen:	RVM1450 580kg RVM1450-X 600kg / 610kg	
Side Back-lit Poster Boxes:	User 17.3" Multimedia / Advertising 55"	
Reward/Deposit Return	67" x2	
Material Type:	Digital incl Loyalty Card, Smartphone App & paper voucher	
Capacity (Subject to format –up to)	Plastic (PET) bottles, Glass bottles and Metal cans	
Segregated:	650 – 1060 PET, 300 – 500 Glass, 2400 – 3080 cans	
Automation:	Yes	
Barcode:	Barcode, material, shape and weight sensors	
Container Size:	EAN	
Compaction:	PET – Maximum 3 Litres (uk standard sizes)	
Power Supply:	Glass – Maximum 1 Litre (uk standard sizes)	
Operating Voltage:	Yes – Glass crushed, naturally broken or soft drop	
Productivity (Up to):	13 amps, 3 pin, singlephase	
IP Rating and Interface:	220/230V AC	
Temperature Range:	RVM1450 15 units per min RVM1450-X 45 units per min	
	IP40 (under cover), LAN/WIFI/DATASIM/ROUTER	
	-10 degrees to 40 degrees	



Reverse vending machines

EcoVend RVM2000 and RVM2000-X

Location:	Internal or external (undercover)
Dimensions (mm):	RVM2000 1900(H) x 2000(W) x 1050(D)
	RVM2000-X 1900(H) x 2150(W) x 1150 /1500(D)
Footprint:	RVM2000 2.10m2 RVM2000-X 2.48m2 / 3.22m2
Tare Weight:	RVM2000 630kg RVM2000-X 650kg / 660kg
Screen:	User 17.3" Multimedia / Advertising 65"
Side Back-lit Poster Boxes:	67" x2
Reward/Deposit Return	Digital incl Loyalty Card, Smartphone App & paper voucher
Material Type:	Plastic (PET) bottles, Glass bottles and Metal cans
Capacity (Subject to format –up to)	1000 – 1700 PET, 300 – 500 Glass, 3000 – 5100 cans
Segregated:	Yes
Automation:	Barcode, material, shape and weight sensors
Barcode:	EAN
Container Size:	PET – Maximum 3 Litres (uk standard sizes)
	Glass – Maximum 1 Litre (uk standard sizes)
Compaction:	Yes – Glass crushed, naturally broken or soft drop
Power Supply:	13 amps, 3 pin, singlephase
Operating Voltage:	220/230V AC
Productivity (Up to):	RVM2000 15 units per min RVM2000-X 45 units per min
IP Rating and Interface:	IP40 (under cover), LAN/WIFI/DATASIM/ROUTER
Temperature Range:	-10 degrees to 40 degrees



For further information please contact:

Nick Yeatman
+44 7949 884144

nick@trovrapp.com



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Cathy Whitaker

From: Walsh, Mark <mark.walsh@westsuffolk.gov.uk>
Sent: 13 October 2023 17:01
To: Hood, Rachel; Drummond, Andy; Perry, Sue; Jarvis, Janne; Yarrow, Kevin
Cc: Cathy Whitaker; Korwin, Jill; LaThangue, Jacqueline
Subject: Reverse Vending Machine Project
Attachments: Trovr Solutions intro Generic Solutions Pitch 2023_230607_075204 (1) (1).pdf

Good afternoon,

I understand from Jill Korwin that Reverse Vending Machines (RVMs) may get discussed again at Newmarket Town Council next Monday week (23OCT23).

We have been seeking project partners for this trial and so far we have the BIDs in Bury and Newmarket on board and some interest to join from Bury Town Council (tbc). We would welcome Newmarket Town Council joining. The ask of each is to commit £2,000.

I hadn't expected to be involved in RVMs or Deposit Return Schemes (DRS) as this part of the Government's significant changes to waste and recycling as part of the Environment Act 2021 (or Resource and Waste Strategy – RAWS). I had considered this was for retailers rather than councils to be involved with.

With Government delays, Members of the West Suffolk Environmental and Sustainability Working Party were keen for us to see if we could bring in our own RVM/DRS scheme in the interim until the national scheme starts in October 2025.

I was sceptical but went away and had a look at it. I couldn't see how, without a national deposit scheme, this could stack-up financially – how could the value of the materials collected ever come close to covering the costs of the RVMs, their maintenance, cleaning, emptying, the logistics of moving the material and providing an incentive to those using the machines to deposit their drinks cans and plastic bottles?

Initial discussions with RVM machine suppliers reinforced this view. Machines are prohibitively expensive to buy or lease. However, I followed-up a lead with a firm called Trovr and their proposal has much more potential. They look at this issue differently.

They look to monetise the system differently without relying on a deposit. Their app based system encourages people to return their empty bottles and cans by offering discounts to national and local retailers. They also seek advertising for the large 55" LED screens on the machines and can offer sponsorship and look to drive footfall by engaging with local consumers.

Trovr are keen to demonstrate the approach with us here in West Suffolk in a 6 month trial. If the trial is successful it could roll on and even expand but firstly, it is important to see if the concept could work. Details of their ideas are attached.

What's in it for us / partners? It's an opportunity to get ahead of the curve on something which is coming nationally from October 2025. We can engage with our residents positively good and early, getting them used to the concept. It would also be good to see if this can stack-up and work and there are other large national companies looking to get involved like BP (service stations) and Biffa (emptying machines). For modest cost and risk, we can get on board with something very positive in terms of its impact.

Description of Project

Every year UK consumers go through an estimated 14 billion plastic drinks bottles and nine billion drinks cans, many of which are littered or condemned to landfill.

As mentioned, a national [Deposit Return Scheme \(DRS\)](#) is currently scheduled to be launched from October 2025 in England. This will require in-scope containers to have a deposit added to their cost (20 pence per item has been muted but is to be confirmed) which the consumer will pay but then be able to redeem when the empty container is returned to the retailer, including via a Reverse Vending Machine (RVM).

The company Trovr have an app-based approach that seeks to monetise and incentivise consumers to return their drinks cans and bottles without the need for a national deposit scheme. Trials elsewhere have suggested that advertising, sponsorship, the use of retailer discounts and driving footfall to retailers can be enough to engage consumers, sustain RVMs financially and increase recycling of these items.

Further information:

https://drive.google.com/file/d/1oN7BFQ5o2JEkLyEi9_cmpw_Jmi6wmDFn/view

<https://www.youtube.com/shorts/YZuvzwuCOpE>

Stated objectives:

- Increase recycling and promote the circular economy:
 - Drive recycling rates through a rewards-based scheme
 - Encourage the adoption of circular economy principles in local communities
 - Support and enhance existing local council recycling structures
 - Prepare local retailers and the community for the coming UK Deposit Return Scheme.
- Understand economic benefits and trends:
 - Support local community through the current cost of living crisis
 - Promote and support local independent retailers by driving footfall
 - Understand local appetite for incentives: discount rewards or monetary cash-back
 - Create new revenues through the scheme for the partners.
- Reduce carbon emissions and promote council's role in green economy:
 - Highlight & publicise the council's programmes to tackle the climate emergency
 - Reduction of carbon footprint through increased recycling.

Potential locations currently being looked at:

- The Guineas Shopping Centre in Newmarket
- The Arc Shopping Centre in Bury St Edmunds
- West Suffolk College / University of Suffolk Campus – Bury St Edmunds
- Newmarket Leisure Centre (Abbeycroft Leisure).

Key conditions:

- The trial will be for a minimum of six months and include a minimum of four DRS machines; two in Bury St Edmunds and two in Newmarket. Other machines can be added at the discretion of Trovr, with input from WSC and its partners if the scheme takes-off.
- West Suffolk Council, with financial support from the scheme partners, will only financially support the initial six month trial. Beyond that it will be for Trovr to either continue the scheme or end it (the intention would be for a successful scheme to continue and run into the introduction of the national DRS scheme in 2025).

- Trovr will be responsible for RVM delivery, installation, maintenance and shipping machines back at the end of the trial. they will also be responsible for insurance covering the machines and Public Liability Insurance (limit to be agreed) and provide machine sundries and spare parts.
- Trovr will provide a project coordinator.
- There will be a joint communications effort across the project partners who will be recognised as supporting the project and will help promote it via their communications networks (messaging to be agreed).
- Trovr will engage with potential project sponsors with support from local partners where necessary and engage with national and local retailers to unlock discount codes for users.
- Trovr will add a further incentive for users by providing a 5 pence per item refund to a maximum of 1000 items per week.
- Waste disposal (machine contents) can be handled by West Suffolk Council. Data to be provided by West Suffolk Council.
- West Suffolk Council will provide a local waste/recycling representative
- Trovr to provide documentation, including project reports detailing progress, challenges and achievements, detailed recycling reports (with data from West Suffolk Council), consumer and merchant onboarding reports, machinery user manuals.
- The project programme to be agreed.
- User rewards should be both app based and non-app based (ticket?) for those in the community that are not smart phone enabled

Current progress

We are currently finalising contract T's and C's and looking to work on the machine locations with local organisations (Arc shopping Centre, Guineas Shopping Centre, West Suffolk College / University of Suffolk, Newmarket Leisure Centre.

With limited shared cost and risk, project partners could be part of this trial which could get some significant attention and we will certainly learn something from.

Please let me know if you require any further information. It would be great to have Newmarket Town Council on board.

Regards,

Mark

Mark Walsh
 Director (Operations)
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 Email: mark.walsh@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
 #TeamWestSuffolk

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Report to	Full Town Council
Subject	Meeting Date Changes for the Annual Meetings 2024 and Christmas 2023 Office Hours
Purpose	Decision
Classification	Unrestricted
Meeting date	23 rd October 2023
Item number	17 and 18
Written By	Cathy Whitaker CLERK

Summary: This report gives recommendations for council to consider and approve regarding
A: Annual Meetings of the Council and the Town
B: Christmas 2023 Office Closure Dates

1.	Annual Meetings 2024 – Agenda Item 17 a and b
a.	Recommendation: that the ANNUAL MEETING OF THE COUNCIL be re-scheduled to Monday 13 th May 2024 at 6.15pm and that it will also include the May Full Council agenda.
b.	Recommendation: that the ANNUAL MEETING OF THE TOWN PARISHIONERS be scheduled for Monday 15 th April at 6.15pm
2.	Christmas 2023 – Agenda Item 18
a.	Historically, the Council Offices close for the three non-Bank Holiday days between Christmas and New Year; meaning council is closed from Christmas Eve afternoon until 2 nd January.
b.	Two of these dates have been annually-agreed as ‘at Council’s discretion’ days and staff are required to keep one of their annual leave days for the third date.
c.	Staff annual leave allowance is currently set at 23 days, although they are only able to use 22 of these throughout the year at their choice for the above reason.
d.	Recommendation: since offices are closed over the whole Christmas period, that Council approves going forward the three non-Bank Holiday days between Christmas and New Year are allocated as ‘at Council’s discretion’ days to enable staff to fully use their annual leave entitlement throughout the year at any time.

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Cathy Whitaker

Subject: FW: Update on Cost of Living Fund

From: Director@newmarketcharity.org <director@newmarketcharity.org>

Sent: 09 October 2023 10:47

To: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>

Cc: director@newmarketcharity.org

Subject: Update on Cost of Living Fund

Cathy

An update on the "Cost of Living Fund", to which the council kindly provided £2,000 to match our £10,000 – which, such has been the demand, we added another £3,000 providing a total fund of £15,000.

You may recall that we have been working through Open Door and Reach to do the actual delivery, and to date:

- Open Door have issued 49 payments totalling £7745, and
- Reach have issued 34 payments totalling £2526
- a grand total of £10,271 in the first 7 months of operation

Both organisations continue to issue funds to cases of true hardship, with £4,729 left with which to offer support – which should last through to the year end.

Demand clearly continues and will only grow through the winter months – but thank you so much for your support in this initiative.

Dave

Newmarket 
charitable foundation

Dr David J Hall
Consultant
07703 606682
d.hall@ideascentregroup.com

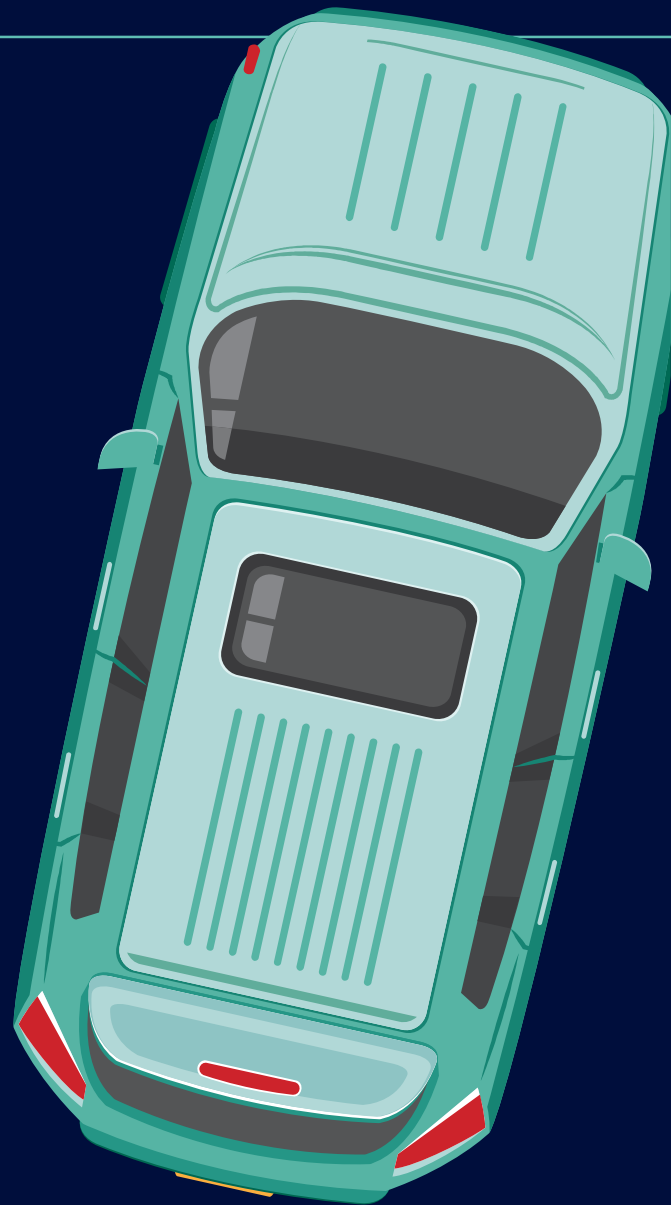


in this area!

There have been reports of number plate thefts in this area.

Please be vigilant and follow the advice below to keep your vehicle safe and secure:

- Use a garage at night if you can
- Park in busy, well-lit areas if you have to park on the street
- Use safe, well-lit public car parks
- If you see another car with a number plate missing or with different plates front and back you can report it on 101 or by contacting the police online.



Report any incidents online or by calling 101.



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CONSTABULARY**